

# School of Arts and Letters, Meiji University

## Inter-Faculty Exchange Student Application Guideline

### AY 2022

2021.06.

#### 1. Basic Information

University Locations
( 1 ) Surugadai Campus 1-1 Kanda-Surugadai, Chiyoda-ku, Tokyo 101-8301 <a href="http://www.meiji.ac.jp/koho/campus_guide/suruga/campus.html">http://www.meiji.ac.jp/koho/campus_guide/suruga/campus.html</a>
( 2 ) Izumi Campus 1-9-1 Eifuku, Suginami-ku, Tokyo 168-8555 <a href="http://www.meiji.ac.jp/koho/campus_guide/izumi/campus.html">http://www.meiji.ac.jp/koho/campus_guide/izumi/campus.html</a>
( 3 ) Ikuta Campus 1-1-1 Higashi-Mita, Tama-ku, Kawasaki-shi, Kanagawa 214-8571 <a href="http://www.meiji.ac.jp/koho/campus_guide/ikuta/campus.html">http://www.meiji.ac.jp/koho/campus_guide/ikuta/campus.html</a>
( 4 ) Nakano Campus 4-21-1 Nakano, Nakano-ku, Tokyo 164-8525 <a href="https://www.meiji.ac.jp/koho/campus_guide/nakano/campus.html">https://www.meiji.ac.jp/koho/campus_guide/nakano/campus.html</a>
The Administrative Office of School of Arts and Letters
Address : Liberty Tower 4F, 1-1 Kanda-Surugadai, Chiyoda-ku, Tokyo 101-8301 T e l : (+81) 3-3296-4183 F a x : (+81) 3-3296-4349

#### 2. Application Procedure

Application Period
■ For the Spring semester (April~July) : September 19 in the year before the program starts ■ For the Fall semester (September~January) : February 17 in the year of the program starts
How to Apply
The program coordinator at your home institution should send the application materials by courier service (e.g.DHL) to the administrative office of School of Arts Letters. Please note that the "Application for the Certificate of Eligibility" should be sent in an excel file by email to <a href="mailto:bungaku@mics.meiji.ac.jp">bungaku@mics.meiji.ac.jp</a> . ※For the information about the application materials, please see 6.
Where to Submit

Administrative Office of School of Arts and Letters, Meiji University  
Liberty Tower 4F, 1-1 Kanda-Surugadai, Chiyoda-ku, Tokyo, 101-8301

#### Acceptance Notice

- For the Spring semester admission (April~July) : January to February
- For the Fall semester admission (September~January) : June to July

### 3. Class Descriptions, List of Faculty Members

#### Class Descriptions

[https://oh-o2.meiji.ac.jp/portal/oh-o\\_meiji/search](https://oh-o2.meiji.ac.jp/portal/oh-o_meiji/search) Guest login ⇒ Search for classes

#### List of Faculty Members

<https://www.meiji.ac.jp/bungaku/teachingstaff/index.html>

### 4. Program Guideline

#### Guideline for Incoming Students

<https://www.meiji.ac.jp/cip/english/prospective/co7mm90000000461-att/df0k110000001ba0.pdf>

### 5. Application Requirements

#### 1. To enroll courses offered in Japanese (except Japanese Language Courses)

(1) Enrolled as a sophomore, junior, or senior student at one of School of Arts and Letters' partner institutions.

(2) Satisfy Japanese language proficiency requirement.

**【For course in Japanese Literature, and Literary Arts and Media】**

- Japanese Proficiency Level Test N2 and above, or its equivalent level

**【For course in British and American Literature, Drama and Theatre Arts, Japanese History, Western History, Archaeology, Clinical Psychology, Contemporary Sociology, Philosophy】**

- Japanese Proficiency Level Test N3 and above, or its equivalent level

**【For course in German Literature, French Literature, Asian History, Geography】**

- Japanese Proficiency Level Test N4 and above, or its equivalent level

#### 2. To enroll courses offered in English (and Japanese Language Courses)

(1) Enrolled as a sophomore, junior, senior student at one of School of Arts and Letters' partner institutions.

(2) Satisfy English language proficiency requirement:

- TOEFL iBT 61 (PBT 500), IELTS 4.5, TOEIC 600, CEFR B1 and above
- Applicants who underwent high school (secondary school) education or are undergoing university education conducted entirely in English are not required to submit English test score.

\* If you would like to enroll subject courses offered in Japanese after starting your study at Meiji, you need to submit a proof of Japanese language proficiency such as JLPT and transcripts from Meiji's Japanese language courses.

## 6. Application Materials

Please send all the application documents by mail.

- (1) Application Form (designated form)
- (2) Housing Request (designated form)
- (3) Application for the Certificate of Eligibility (designated form)  
※Please send it in an excel file by e-mail to [bungaku@mics.meiji.ac.jp](mailto:bungaku@mics.meiji.ac.jp).
- (4) Document proving the amount of funds indicated on the Application for the Certificate of Eligibility.  
(e.g., a balance certificate for the applicant, a copy of the applicant's bank book, an income certificate of the sponsor, bank balance certificate, or copy of the bankbook for the bank account of the sponsor, certificate of receiving scholarship, etc.)
- (5) Certificate of Health (designated form, must be completed by a doctor)
- (6) Health Report (designated form)
- (7) Statement of Financial Support (designated form)
- (8) Recommendation Letter (from the dean of your home department to the dean of the School of Arts and Letters)
- (9) Official, original academic transcript (hard copy)
- (10) A copy of the identification page of your passport
- (11) 6 ID photos (3 cm x 4 cm)
- (12) Study Plan (designated form, 1,000-2,000 words in Japanese)
- (13) To enroll in subject courses offered in Japanese (except Japanese Language Courses):  
A photocopy of your Japanese Language Proficiency Test Certificate or Japanese Language Proficiency Certificate (designated form)
- (14) To enroll in subject courses offered in English:  
A copy of English Language Proficiency Test Certificate (if applicable)

## 7. Notes

There may be some regulations regarding class registration based on students' Japanese language proficiency level.

Applicants may not be accepted into their first-choice program.

Official transcripts will be issued in the end of September for the Spring semester and in the end of April for the Fall semester.