

Meijo University
Exchange Program in Japanese
(MEP-J)

2021 Application Guideline

The following is a guideline of Meijo University's student exchange program in Japanese (MEP-J) to accept students from the universities which Meijo University (MU) already has MOU on student exchange.

1. Requirements to apply

Each applicant must satisfy all of the following points.

- (1) At the time of application, an applicant must have passed JLPT N2 or higher.
**A student who is expected to surely pass JLPT N2 is also eligible to apply.
- (2) A recommendation letter must be issued from the university to which the applicant belongs stating the applicant's satisfactory academic record.
- (3) An applicant must be enthusiastic to take part in international exchange activities at MU.

2. Details of program

Program policy

The program provides opportunities to improve Japanese language and to study specialized subjects taught in Japanese. The students must have intermediate level of Japanese language skills.

(1)Faculties

Exchange student (ES) will belong to one of the following faculties.

<List of faculties which ES can choose in the 2020 program >

- Faculty of Law
- Faculty of Business Management
- Faculty of Economics
- Faculty of Foreign Studies
- Faculty of Human Studies

**Please note that the final decision of acceptance of an applicant and allocation to faculty will be done by MU.

(2)Program commence

This exchange program is to commence from March and/or September every year and ES can study at MU for one semester or one academic year. Currently MU is to recruit applicants for 2021 March and September enrollment.

3. Curriculum

(1) Japanese language subjects

MU provides Japanese language courses for ES. After arriving in Japan, ES will be informed of the courses to take based on the result of the placement test by MU.

**Please note that ES cannot decide the courses by him/herself and that ES may not take part in all Japanese courses available.

(2) Specialized Subjects

ES can take courses (except some) taught in their faculties and also some courses taught in other faculties which accept ES. Upon enrollment ES should take time for moving between campuses into consideration.

< Campuses and Faculties >

- Tempaku Campus : Law, Business Management, Economics
- Nagoya Dome Mae Campus : Foreign Studies, Human Studies

Please refer to the following websites to see curriculum and syllabus of the past year.

Curriculum: <https://www.meijo-u.ac.jp/academics/>

Syllabus: <https://www.meijo-u.ac.jp/academics/syllabus/find>

*both are subject to be changed and some of the subjects might not open

*contents of subjects or professors teaching may also be changed

*scheduling of all subjects will always be updated and may be shifted

*some subjects may be not available to ES.

*MU encourages all ES to prioritize Japanese language subjects

4. The number of ES and scholarship

(1) MU will honor scholarship to ES. The maximum number of ES entitled to receive scholarship will be notified by MU separately. Please contact us if your institution intends to send more students than the designated number. We might be able to accept extra numbers of ES without scholarship.

Calculation of the number of ES:

“1” : full-year (2semesters) student

“0.5” : 1-semester student

(2) MU offers scholarship of 25,000 yen per month to each ES. However in February and August the amount is 12,500 yen respectively because ES stays in Japan just for several days in these two months.

(3) Dormitory Rent and support by MU: ES can stay at the dormitory arranged by MU. While the rent is 50,000 yen per month, actual amount each ES has to pay is 25,000 yen per month since MU pays 25,000 yen monthly to reduce the financial burden of ES. Utilities are to be paid by ES.

The following table shows the details about our dormitory, Meiho-Shiogama..

Name	MeihoShiogama (めいほうしおがま) https://www.meijo-u.ac.jp/international/japan.html	
Address	1-825-1 Shiogamaguchi, Tempaku-ku, Nagoya 468-0073 Japan **3-minute walk from Tempaku Campus, Meijo University	
Nearest Station	3-minute walk from “Shiogamaguchi” station of the subway Tsurumai Line	
Facility	No. of Rooms	50 rooms #All single rooms
	Inside	Bath tub, Toilet, Wash Basin, Fridge, Mini Kitchen Lights, Air Conditioning, Bed, Curtain, Desk, Chair, Closet
	Shared Facilities	Security Automated Door, Coin-op Laundry (Washing Machines and Dryers available), Rooftop clothes drying place **Placing private washing machines in rooms is not allowed.
	Others	Apartment Manager is at the reception on Weekdays 9:00~17:00 Bicycles and/or vacuum cleaners are available to rent here
	Space	15.4m ² ~ #The sizes slightly vary depends on the rooms
	Internet	At Dormitory Front, free Wi-Fi connection is available. A computer is also available to use here. ES can apply to get connected to internet in each room. Monthly fee for 1,000 yen is to be paid by ES.
Fee and Rent	Application Fee	Waived for ES
	Monthly rent	25,000 yen (Tax included. Water fee 1,500 yen/month is <u>not</u> included. Electricity bills are <u>to be paid by ES.</u>) *ES does not need to pay the monthly rent for the last month of the exchange program, if ES leaves the dormitory on/ before the 5 th day of the month.
	How to pay	For the first month, the rent is to be paid only in cash. Please bring Japanese yen with you. From the second month, the rent will be withdrawn from your bank account. MU staff will take you to a local bank to open your deposit account after your arrival.
Duration of stay	The duration of your stay is decided by MU to cover the period of the program. <u>**When you leave Japan after the program in August (or February), ES is requested to leave the dormitory on the 5th of August (or February).</u> <u>(If the 5th of August (or February) happens to be over the weekend or on a national holiday, we will be asking to leave on a day(or two days) before the 5th of August (or February) on a weekday.)</u>	
Meals	Although no restaurants and cafeterias are available in the dormitory, ES can easily find many restaurants and convenience stores around the dormitory. On- campus cafeterias and diners are also available.	
Notes	#No guests are allowed to stay over nights #Cancellation mid-way through the program won't be permitted #No Smoking and No drinking	

(4) Important rule for receiving Scholarship

ES must come to Office of International Affairs of MU to sign our form every month on/before the designated date, in order to prove that all ES are studying at MU (If ES can not show up to sign the required paper including the cases of temporary home visit during holidays, ES cannot receive our scholarship on that particular month).

5. Application deadlines and Duration of the programs**■ 2020 spring program**

1 semester program (duration: Late March, 2020 to early August, 2020)

1 year program (duration: Late March, 2020 to early February, 2021)

Deadline: Friday, 30th October, 2020

■ 2020 fall program

1 semester program (duration: Early September, 2020 to early February, 2021)

1 year program (duration: Early September, 2020 to early August, 2021)

Deadline: Monday, 1st March, 2021

6. Date of Arrival

The actual date will be informed after the applications are accepted. Please note that ES should arrive on the designated date since necessary procedures are scheduled before the program begins. MU staff will be at Chubu International Airport on the arrival date to pick up ES. Please do not plan any trips out of town for around 2 weeks after the arrival as important events and orientations are scheduled.

7. Fees and costs

As stipulated in the agreement of student exchange program, the tuition at MU is waived. Other expenses are to be paid by ES including the monthly fee for the dormitory and utility fees. ES also need to buy own textbooks for courses.

8. Events

The Office of International Affairs of MU plans various events and programs for ES to learn and experience Japanese culture and its people.

9. Student Assistant (SA)

“Student Assistant (SA)” is a name of registered volunteers among MU students to support ES. SA plans student-oriented events and supports ES to learn Japanese as a “Speaking Partner”.

10. Facilities and Equipment

Student ID cards will be issued to ES. ES can use most of MU facilities such as libraries.

11. Club Activities

MU has more than 130 clubs for students' sports activities and cultural activities. Please let us know if you are interested to take part in these club activities shown in the following site.

<http://www.meijo-u.ac.jp/campus/activities/list>

** Some clubs in the list are not available for ES.

12&13. Insurance

ES must join to a National Health Insurance system which is a public medical insurance system of Japan. Insurance premium is about 1,200~1,400 yen per month. National Health Insurance covers 70% of total medical expense and ES pays only 30%. MU staff will take ES to the ward office for the necessary procedure to join the insurance system and ES will make monthly payment hereafter. Although National Health Insurance covers 70% of medical expense, it does not cover other liabilities or extraordinary expense such as transportation cost to go back to own country in case of emergency. Therefore every ES is strongly requested to personally obtain overseas travel insurance.

14. Part time job

MU does not allow ES to work part time for three months after arrival. If ES needs to work part time by financial reasons, MU may admit considering the situation and proficiency of Japanese. ES needs to report to MU in advance and get approval in order to avoid troubles with employers.

Please note that ES with student status has to get permission to engage in activity other than the permitted from Immigration Bureau in order to work part time.

15. Other matters to pay attention

While staying in Japan ES is not allowed to drive a car or to operate anything which requires license.

In addition to the above mentioned, MU may stop the program and advice to leave Japan in case of unreported absence, unfavorable academic performance or negligence of guidance by MU.

16. Contact Information

If you have any questions please do not hesitate to contact to the following.

Meijo University Office of International Affairs

1-501 Shiogamaguchi, Tempaku-ku, Nagoya 468-0073 Japan

E-mail : oejimu2@ccml.meijo-u.ac.jp

TEL : +81-51-838-2043

MEP-J Application Procedures

(1) Application of student exchange program is to be submitted to MU only through internet. Please refer to the online form in the following pages and submit before the expiration. A list of documents to submit is as follows. Please upload the data of these documents using online form attached in 15(2), (3), (4).

■ List of documents to submit

	Document	Explanation	How to submit
(A)	Photograph of the face (size : 4cm x 3cm)	A photograph of the face taken within three months (JPEG File)	To be uploaded See 15(4)(A)
(B)	Study plan at MU (in Japanese)	<u>Please explain the reason why you want to study at MU based on your future plan of career and major in the university.</u> <u>Do not forget to fill in “Theme/Study Interests”.</u>	To be uploaded See 15(4)(B)
(C)	Certificate of academic record issued by your university (in English or Japanese)		All documents should be in one PDF file and to be uploaded See 15(4)(C)
	Certificate of enrollment issued by your university (in English or Japanese)		
	Letter of recommendation from your university (in English or Japanese)	Date of the letter must be after March 2019.	
	Bank Statement (in English or Japanese)	Statement should show the deposit balance to cover expenses while in Japan.	
	JLPT record Notification of test result (copy) or Certificate of result and score (Copy)		
	Certificate of health (in English or Japanese)		
	Passport copy (A page showing your face photograph)		

(2) Information on Online Form for Registration

#For student log-in URL

<https://bit.ly/2EeWVEu>

#Log-in ID for students

IDs are set differently according to which university you belong to

北京第二外国語大学	MJ_BISU
首都經濟貿易大学	MJ_CUEB
University of Macau	MJ_Macau
香港教育大学	MJ_EdUHK
真理大学	MJ_Aletheia
国立台中科技大学	MJ_NUTC
輔仁大学	MJ_FuJen
世新大学	MJ_ShihHsin
銘伝大学	MJ_MCU
東亜大学校	MJ_DongA
東国大学校	MJ_Dongguk
Dixie State University	MJ_DSU
Queensland University of Technology	MJ_QUT
INSEEC	MJ_INSEEC
CUNY Hunter College	MJ_HUNTER
University of Augsburg	MJ_Augsburg

*Once you register your information, you may correct it from the URL below.

<https://bit.ly/2q1HrPK>

In order to correct you need e-mail address and Password that you set when registered.

< To all the Staffs in charge of Exchange Programs >

You can also override and correct students' data. URL, Log-in ID and Password for correction will be informed directly to you via e-mail. **You are requested to make corrections and finish editing before the deadline of the applications.**

(3) Online Form . . . How to register

Please input information to online form with alphabets.
However, “Study Plan” should be written only in Japanese for MEP-J program.

1. Access <https://bit.ly/2EeWVEu> and enter your university ID, then click “login.”

2. Select “Exchange Program.”

3. Enter necessary information in alphabets.

(4) Uploading materials and documents

(A) ID Photo

基本情報 (Applicant's Information)	
顔写真貼付Photo (4.0cm × 3.0cm) The photo has to be taken within 3 months*	<input type="button" value="ファイルを選択"/> 選択されていません

⇒ In “Applicant’s Information” section, upload ID Photo taken within 3 months with JPEG format.

“ID photo” means:

- Your head must face the camera directly with full face in view.
- You must have a neutral facial expression or a natural smile, with both eyes open.
- Use a plain white or off-white background

添付ファイル(attached file)	
添付ファイル1(attached file 1)* <input type="button" value="Summer School Students"/> <input type="button" value="Exchange Students"/> <input type="button" value="ファイルを選択"/> 選択されていません	添付ファイル2(attached file 2)* <input type="button" value="ファイルを選択"/> 選択されていません



(B) Study Plan at Meijo University

When you click on “Exchange Students,” you can download “Meijo University Application for Admission (for Exchange Students)”

This document should be written in Japanese unless you are applying for MEP-E program. Once you are done, click “ファイルを選択” button and upload the file

You may choose to hand write on this document and PDF it and upload as a file



(C) Others

- # Certificate of Academic record
(In Japanese or English)
- # Certificate of Enrolment (Ditto)
- # Letter of Recommendation (Ditto)
- # Bank Statement (Ditto)
- # JLPT
Notification of Test Results (Copy) /
Certificate of Result and Score (Copy)
- # Certificate of Health
(In Japanese or English)
- # Passport Copy

Scan the above and convert them into 1 PDF file.
Then upload from “ファイルを選択” button.