Dear Meiji Gakuin University Exchange Applicant,

Please use the following materials provided by MGU to compile your preliminary application for Hunter’s Fall 2018 exchange with Meiji Gakuin University. All materials are due to our office by February 13, 2018.

The Office of Education Abroad at Hunter will choose nominees for the exchange based on this preliminary application. Accepted nominees will then need to complete additional documents to finalize their application to MGU.

There are certain forms that you do not need to complete until Hunter has accepted you as a nominee to this program. We have noted these forms in red on MGU’s application instructions. Please do not submit these forms with your preliminary application; Hunter’s Office of Education Abroad will provide them along with further instructions only to accepted nominees.

You must meet Hunter’s application requirements as listed in Hunter’s exchange application checklist to be considered for this program. However, you should follow the specifications in MGU’s “Application Instructions” document and forms provided when putting together your application. Note that you must include a resume in addition to the documents in MGU’s “Application Instructions.”

MGU requires students to submit only one letter of recommendation for this program. This letter must be academic. The letter should come from a Hunter College professor who can describe your academic background, abilities, personality, etc. and be approximately 20 lines. Make sure you list this person in the VI. REFERENCES section of the MGU application form. This is the letter we will send to MGU for your final application if you are selected as a nominee.

The Office of Education Abroad still requires two letters of recommendation for your preliminary application. Your second letter may be from another academic source, or it may be from someone who knows you well from work experience (i.e. job, internship, volunteering); this letter should also speak to your adaptability, reliability, and ability to take full advantage of the abroad experience.

Additionally, language students may submit only one of the above letters from a professor in Hunter’s Japanese Department. You must get your second letter of recommendation from a source outside of the Japanese Department.

Please visit MGU’s International Student Program website for detailed information regarding the academic program, estimated costs, etc.: http://www.meijigakuin.ac.jp/en/about/international/ic/exchange/isp.html

Note that exchange students are required to stay in the Yokohama dorm.

If you have any questions about your application, visit the Office of Education Abroad or email us at edabroad@hunter.cuny.edu.
Meiji Gakuin University International Student Program (ISP)
Spring and Fall 2018 Application Instructions

The International Student Program is a program open to students from MGU’s partner institutions. The program follows the regular academic calendar at Meiji Gakuin University and consists of two semesters: Spring (April-July) and Fall (September-January). Students may enter the program in either April or September for a semester or an academic year.

The application deadlines for the 2018 academic year are:
- **Spring Semester (April to July): November 6, 2017**
- **Fall Semester (September to January): April 6, 2018**

*Only complete applications which arrive by the designated deadline will be reviewed for admission*

The following materials must be submitted to the Exchange Program Office at your home institution:

- **Application Checklist Form**
  Use when putting together preliminary application, but hand in completed checklist with additional documents once accepted by Hunter's Office of Education Abroad as a nominee.

- **ISP Application Form (with photo)**

- **Personal Statement/Essay:** Type an essay of 400-500 words explaining your personal and educational background. Indicate academic experiences and/or academic interests which led you to apply for this particular program.

- **College/University Transcript:** Official transcripts, with your GPA and/or grade scale information included, in sealed envelopes. Applicants may submit unofficial transcript (print from CUNYfirst) for application to the Office of Education Abroad. Accepted nominees must then submit official transcripts as described by MGU to complete their application.

- **Recommendation Letter:** The recommendation letter should be completed by a person familiar with your academic background and abilities.

- **Bank statement/Certificate of Scholarship which proves that you have enough funds to support yourself for the duration of your stay in Japan (One Semester: minimum of 400,000 yen, Two Semesters: minimum of 800,000 yen).** Applications which fail to provide the supplemental documents will not be considered.

- **Certificate of Health:** This certificate must be filled in by your university clinic or home doctor.

- **Japanese Language Education/Background Form:** Complete the form AND attach a copy of your JLPT N1 certificate if you have one.

- **Photocopy of Passport:** Provide a clearly legible copy of the biographical page (with your photo). Applicants must also ensure that the passport is valid for the duration of his/her intended stay in Japan. Applications which fail to provide this document at the time of application will not be considered.

- **“Application for Certificate of Eligibility” (no photo required):** Open the file in Excel and TYPE in all required fields (further details below). Please email the excel file as an attachment to: cicet@mguad.meijigakuin.ac.jp

- 4 photos (full color photos 40mm X 30mm): Do NOT provide black and white photocopies or color printouts on normal office paper. They must be “photographs” printed on glossy photo paper/sheets. Ensure that the photos are of designated size with a clear shot of your face facing directly towards the camera (chest-up). The photo must be taken indoors, with a plain white background. Do not wear hats, caps or shaded glasses when taking the photo. **CoE applications will be turned down should the applicant not provide photos in the designated format.**

- **English Language Test Information:** If your language requirement is English, you must submit a copy of TOEFL / IELTS or Cambridge score. **Not needed for Hunter students.**

**Fall 2018 application forms due to Hunter’s Office of Education Abroad by February 13, 2018**

Once accepted by Hunter’s Office of Education Abroad, nominees will provide financial statement and certificate of health.

Once accepted by Hunter’s Office of Education Abroad, nominees will complete the CoE.
Important Notes:

- **Passport:** All applicants MUST have a passport valid for the duration of their proposed stay in Japan at the time of application. Those who do not have a valid passport at the time of application are not eligible to apply. MGU must submit your CoE form and passport copy in a batch to Japanese Immigrations. Given this arrangement, failure to submit your passport copy and completed CoE form by the deadline infers a delay in the acceptance process of all applicants. Please thus ensure that you provide a passport copy valid for the duration of your study period in Japan at the time of application.

- **Intensive Japanese Course:** We offer a mandatory intensive Japanese Language Course which is divided into 5 levels (4 credits: classes are held four times a week) and Basic/Practice Japanese courses (2 credits: classes are held two times a week).

- **Courses:** ISP students are allowed to take courses offered at both Campuses as long as it does not collide with the "Intensive Japanese Course" offered at each student's based Campus. Applicants should note that it takes approximately 90 minutes to get to the Yokohama Campus from the Shirokane Campus.

- **Accommodation:** ISP students are obligated to live in a University owned off-campus dorm as a condition of their acceptance to the program. Students will be offered a transportation subsidy to cover train pass/bus commuter pass fees from the dorm to student's based Campus. Arrangement of personal housing will not be allowed.

- **Language Requirements**
  
  Hunter students must meet the JAPANESE requirement (minimum of one year of university-level study or the equivalent).

  Language Requirements: The applicants are required to meet either ENGLISH requirement or JAPANESE requirement below.

  **ENGLISH:**
  - TOEFL iBT 68 (ITP/PBT 520)
  - IELTS 6.0 or University of Cambridge First Certificate in English Grade B.

  **JAPANESE:** To have studied Japanese language for minimum of one year at the University course levels prior to their arrival.

  *The language requirements are exempted for the applicants from the partner universities in the countries where the official language is English, however, all the ISP applicants are required to master “hiragana” and “katakana” prior to their arrival.*

- **GPA Score Requirements** All applicants to Hunter exchange programs must meet the minimum 3.0 GPA requirement.

- **Registration to courses other than those open to exchange students:** Courses taught in Japanese to degree seeking MGU students are only open to exchange students who have passed Level N1 of the Japanese Language Proficiency Test (JLPT). Students should also be aware that they must gain permission from the Professors prior to registration, and that certain courses require prerequisites apart from the abovementioned language requirement.

**Application for “Certificate of Eligibility” (CoE)**

Once accepted by Hunter's Office of Education Abroad, nominees will complete this form.

1. Open the CoE form file in Microsoft Excel and TYPE in the requested information. Note that the form consists of THREE sheets in ONE excel file. Applicants must answer all required fields in all three sheets.

2. Answer all fields EXCEPT for the following numbered sections: 9, 11, 21, 24, 25, 27, 28 and 29. Applicants do not need to sign section 29.

3. When answering section 16, please ensure that you do not type in Tokyo or any other city in Japan. The visa application should be made at a Japanese Embassy/Consulate, usually located closest to where you live.
4) Ensure that the info you type in is limited within the space provided by either reducing font size or the amount of words you provide.

5) Utilize Excel’s “diagram” function to insert transparent circles over “Yes/No” or “Male/Female” questions.

6) Save the file as an excel document and email it as an attachment to: cicet@mguad.meijigakui.ac.jp

The “Certificate of Eligibility” is a document issued by the Japanese Immigrations Office. ISP applicants are requested to submit this document along with their letter of acceptance from MGU when applying for their student visa at a local Japanese Embassy/Consulate.

All students must apply for their student visa prior to their arrival in Japan. MGU will not accept students who arrive on a tourist visa with the intention of changing their visa status over to that of “student” upon arrival.

MGU will submit the CoE applications on behalf of all incoming students to the Immigrations Office, and will forward the certificate along with the letter of acceptance at a later date.

Mailing Address
The completed application package should be sent to the following address via express/registered mail via your home institution’s relevant office. MGU bears no responsibility over lost/untraceable applications. Applications received past the deadline will not be considered.

International Center
Meiji Gakuin University
1-2-37, Shirokanedai, Minato-ku, Tokyo 108-8636 Japan
T: +81-3-5421-5423 F: +81-3-5421-5458 E: cicet@mguad.meijigakui.ac.jp

All preliminary application documents must be handed in to Hunter’s Office of Education Abroad by our internal deadline of February 13, 2018. Accepted nominees will then be directed to complete additional application materials, and the Office of Education Abroad will mail completed applications to MGU on behalf of all nominated students.

***Please save a copy of these Application Instructions for your records. Once accepted as a Hunter nominee, you will need to follow instructions included on these pages to complete additional documents for MGU’s application.***
# Meiji Gakuin University International Student Program Application Checklist (ACY 2018)

**Name __________________________  Home Institution __________________________**

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<tr>
<th>☑</th>
<th>Name of material</th>
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<td>1. Checklist 【This Form】</td>
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<td></td>
<td>2. Application Form / Personal Statement Essay (in English) 【MGU Form】</td>
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<td>3. Official Academic Transcript (in English)</td>
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<td>4. Recommendation Letter (in English) 【approx. 20 lines】</td>
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<td>5. Bank statement/Certificate of scholarship (in English)</td>
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<td>6. Certificate of Health 【MGU Form】</td>
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<td>7. Japanese Language Education/Background Form 【MGU Form】</td>
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<td>8. Photocopy of passport</td>
<td>Send by mail</td>
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<td>9. Four Full COLOR photos</td>
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<td>★ If Applicable ★</td>
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<td></td>
<td>English : TOEFL (iBT/ITP/PBT) · IELTS · Cambridge</td>
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<td>Japanese : JLPT N1</td>
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<td>11. Certificate Of Eligibility Application Form</td>
<td>Send by Email</td>
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**The application deadlines for the 2018 academic year are:**

- Spring Semester (April to July): November 6, 2017
- Fall Semester (September to January): April 6, 2018

**Send application materials 1-10(minus 10 if N/A) to…**

International Center
Meiji Gakuin University
1-2-37, Shirokanedai, Minato-ku, Tokyo 108-8636 JAPAN
TEL: (+81)3-5421-5152  FAX: (+81)3-5421-5458

**Send application material 11 to …**
Email: cicet@mguad.meijigakuin.ac.jp
I. ENROLLMENT INFORMATION

Desired year of admission:  20 ______
Desired period of Study:
□ 1st Semester (April – July)
□ 2nd Semester (September – January)
□ Academic Year (April – January)
□ Academic Year (September – July)

Home Institution: ____________________________

Current Status:  □ Freshman  □ Sophomore  □ Junior  □ Senior  □ Other ( )

Major(s): ____________________________

Minor(s): ____________________________

II. PERSONAL INFORMATION

1. Name in Full (as shown on your passport)

Name in Kanji (Chinese Characters)

2. Date of Birth: ______ / ______ / ______

3. Place of Birth: ____________________________

4. Age: ______

5. Gender: □ Male  □ Female

6. Nationality: ____________________________

7. Contact Address (while at your home university)

Street and Number  City  State or Province  Country  Zip/Postal Code

Phone__________________________

8. Permanent Contact Address

Street and Number  City  State or Province  Country  Zip/Postal Code

Phone__________________________

Primary Email Address ____________________________

Other Email Address ____________________________

III. PARENT/GUARDIAN’S INFORMATION

Name: ____________________________ Relationship to applicant: ____________________________

Home Address

Street and Number  City  State or Province  Country  Zip/Postal Code

Email Address ____________________________ Phone__________________________
IV. EDUCATIONAL BACKGROUND

1. Please list below all high schools, colleges, and universities you have attended.

<table>
<thead>
<tr>
<th>Name of School</th>
<th>City/Country</th>
<th>Dates Attended</th>
<th>Diploma/Degree Received</th>
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2. Language Requirement
I am an applicant from a university in the country where the official language is English. □ Yes □ No

If “No”, answer the following questions;
Which language requirements do you meet for applying this program? □ English □ Japanese

- If ☑ English, what score do you have?
  □ TOEFL iBT □ TOEFL ITP □ TOEFL PBT □ IELTS □ Cambridge Score __________

- If ☑ Japanese, ① how long have you studied Japanese?
  □ One semester □ More than two semesters Institution __________
  ② where have you studied Japanese? Institution __________

※ Check if applicable □ JLPT N1 holder

VI. REFERENCES
Give Information of a person whom you will be provided a letter of recommendation.

Name: __________________________ Institution: __________________________

Address

__________________________ Street and Number City State or Province Country Zip/Postal Code

Email Address________________________ Phone________________________

V. PROFESSIONAL OR PRACTICAL EXPERIENCE
List all your significant extracurricular activities, community involvements, work or Internship experiences.

_________________________________________________________________________
_________________________________________________________________________
_________________________________________________________________________
VI. FINANCIAL INFORMATION

1. Sources of Financial Support
   □ Student’s Personal Funds
   ¥ 
   □ Funds from Sponsor(parent/relatives/other)
   ¥ 
   □ Scholarship
   ¥ 
   Total amount assured for your study abroad period
   ¥ 
   *Minimum Japanese yen required: ¥400,000 for one semester/¥800,000 for one year.

2. Attestation by sponsor
   *Only who answer ☑ Funds from Sponsor(parent/relatives/other) above
   Name of Sponsor
   ______________________________
   Relationship to applicant
   ______________________________
   Address of Sponsor
   ______________________________

   Sponsor’s Guarantee
   I, the undersigned, certify that the information given above by the applicant is true and accurate, and that the
   funds are available and will be provided as specified in this form.

   _____________________________    ___________________________
   Signature                                      Date

NOTE:
• Please attach a notarized bank statement which proves that the applicant has the funds “assured” for their study abroad period.
• The bank account can either be in the applicant’s name or his/her sponsor’s name.
• Applicants may also choose to attach Certificate of scholarship which proves that the applicant receives scholarship for the intended period of stay in Japan.

CERTIFICATION
I hereby certify that all statements made in my application are correct. I further agree to submit all other supplemental documents as requested.

__________________________    ___________________________
Signature                                      Date
PERSONAL STATEMENT ESSAY *400-500 Words in English
International Student Program
Japanese Language Education/Background Form

The information provided on this form will be forwarded to the Intensive Japanese Language course instructors for reference purposes.

名前
Name: (Alphabet)______________________________ (Katakana)______________________________

出身国
Your home country:____________________________________

専攻
Your major:____________________________________
学年
Year in school:____________________________________

母国語
Your first language:____________________________________

1) 母国語の他にどんな言葉を話しますか。
   What language do you speak besides your first language? ______________

2) 今までに日本語を勉強したことがありますか。
   Have you studied Japanese before?  Yes / No

3) 上の質問 2)で Yes の人は以下の質問にも答えてください。
   If you answered “Yes” to the Question 2, please give us the following information:

   a. ひらがなとカタカナが読めて書けますか。
      Can you read and write hiragana and katakana?  Yes / No

   b. どのぐらいの数の漢字がわかりますか。
      How many Kanji/Chinese characters can you recognize? ______________

   c. 何年(何学期)日本語を勉強しましたか。
      How many years/semesters have you studied Japanese?

   d. どこで日本語を勉強しましたか。(学校名やコースを書いてください。)
      Where did you study Japanese? (List institution and course.)

   e. どのテキストを使っていましたか。(わかれば、ボリュームも書いてください。
      Which textbooks did you use? (Specify volume numbers if applicable)

   f. そのテキストの何課を勉強しましたか。
      What chapters, units or lessons of the textbook did you study?
g. 日本語能力検定を受検したことがありますか？
   はい  /  いいえ
   Have you taken Japanese Language Proficiency Test before?
   Yes  /  No
   ある場合、何級を保持していますか？
   If “Yes”, what grade do you have?  N1  /  N2  /  N3  /  N4  /  N5

4）上記以外の日本語と日本文化に関する今までの体験:
   Please describe other forms of contact with Japanese language and/or culture if applicable:

5）日本の何に興味がありますか。
   What interests you about Japan?

6）どうしてこの授業を取ろうと思うのですか。何か特別な目的がありますか。
   What are your reasons for taking this course? Please elaborate should you have particular goals.
CHECKLIST FOR EXCHANGE PROGRAMS

*You must have a minimum GPA of 3.0 at the time of your application. You must have at least 60 credits at the end of the semester in which you are applying.

Submit ALL of the following items together by your program’s deadline:

☐ 1-2 page statement of purpose stating why you want to participate in the program.
☐ Resume.
☐ Printed copy of your unofficial transcript from your CUNYfirst account.
☐ Copy of the photo page of your passport.
☐ Completed application for the exchange program to which you are applying. The applications can be found at: www.hunter.cuny.edu/educationabroad/programs/semester-long-exchange-programs
☐ Two reference letters, out of which at least one must be academic (i.e. from a professor); academic letters must be from someone who has instructed you at the college level. One letter can be from someone who knows you well from work experience (i.e. job, internship, volunteering); this letter should speak to your adaptability, reliability, and ability to take full advantage of the abroad experience.

(Note: Applicants to the exchange with Meiji Gakuin University should refer to MGU’s application instructions for further specifications to the above requirements.)

Application Deadlines: Please visit www.hunter.cuny.edu/educationabroad/programs/semester-long-exchange-programs for upcoming fall and spring application deadlines.

Hunter offers six exchange programs: Deakin University (Australia); Meiji Gakuin University (Japan); Queen Mary, University of London (U.K.); Universidad Nebrija (Spain—Madrid); Universidad de Las Palmas de Gran Canaria (Spain—Canary Islands); and University of Amsterdam (The Netherlands). Note that deadlines vary for these six programs and change each semester.

*Hunter students going to any of these partner universities as exchange students pay Hunter tuition and continue receiving the financial aid for which they are eligible while studying on campus. (Students who receive Pell may also be eligible for the Benjamin Gilman Scholarship).

*Students are responsible for costs of student visas, housing, books, living expenses and courses that are not included in the regular semester offerings at the host schools.

*Students are responsible for contacting their chosen country’s consular offices in the U.S to secure their student visas.

*No special majors are required, but applicants should consult their advisors regarding courses they should be taking while abroad.

*HUNTER/Exchanges are highly competitive and very limited in space.

You may hand in all documents before the application deadline but we do not give preference to early applicants. Good luck!

Education Abroad, Hunter College, E 1447
M-F 9:30am-5:30pm

For more information on exchange programs, please visit our website: www.hunter.cuny.edu/educationabroad