

Meiji SPSE Summer Program

for Asia Pacific Partner Universities

June ~ July, 2019

(APP Program)



Yamanaka Seminar House near Mount



Special Lectures



Surugadai Campus (Liberty Tower)

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Program Outline and Application Guidelines

★Special Features of the Program★

Feel the spirit of Japan in the heart of Tokyo! The School of Political Science and Economics at Meiji University has upgraded one of our short-term programs and has opened it up to all our partners in the Asia Pacific region.

This unique and reasonably priced three-week program offers you more than 10 special lectures about Japan in the fields of politics, economics, sociology, international relations, business, and culture. It also includes two Japanese survival language classes. The program provides a variety of special activities, such as a three-day workshop with Meiji students at our Seminar House near Mount Fuji, visits to the Tokyo Stock Exchange and the National Diet of Japan.

During this program, you will have many opportunities to meet Meiji students who will serve as “student supporters”. They will enthusiastically support you at Meiji University as well as in Tokyo. They will attend the workshop and work with you on group presentations.

Cultural exchanges and communication activities have been very successful in building strong friendships and partnerships among students. After the completion of this program, many participants and student supporters have decided to study abroad for a longer period.

1 Applicants for the program

Those who meet all the requirements ①~⑤ below are eligible to apply for the program following the “Application Process” (Refer to the Appendix 1):

#	Requirements
①	<p>The first requirement is that you belong to one of our partner universities/departments in the Asia Pacific region: *Refer to Appendix 2 for the list of the universities/departments.</p> <p>[NOTE] You must be enrolled in your home university until the completion of the short-term program. (E.g. You are not eligible if you graduate from your home university during the program.)</p>
②	<p>The second requirement is that you submit one of the following official documents or an English proficiency test certificate as proof of your English language proficiency: TOEIC 500, TOEFL iBT 52, IELTS 4.5, CU-TEP 60 or above.</p> <p>[NOTE 1] If you submit an English proficiency test certificate other than one of the official documents listed above, you must submit documents describing details of the examination and convert the score into a comparable score to one of the above tests.</p> <p>[NOTE 2] You are not required to submit official evidence of English proficiency if you are a native-English speaker from a country where the official language is English.</p>

	<p>[NOTE 3] You can apply for the program with a TOEIC score of 470-499 if your home university provides a recommendation letter indicating that you have been interviewed and professionally assessed as able to handle the language requirements. All courses will be in English at levels equal to the above-mentioned standardized test scores. An English proficiency confirmation letter can be submitted in lieu of the TOEIC score. The letter should be printed on the school's letterhead and be personalized - clearly indicating your full name and the date of the evaluation.</p>
③	If you are accepted in the program, you must attend the entire three-week program. No late arrivals or early departures are allowed.
④	You must be physically and mentally fit to participate in this program in Japan.
⑤	You are asked to participate cooperatively in group activities as part of the program's requirements.

2. Number of students

40~50 students

3. Program schedule

Monday, June 24, 2019~ Friday, July 12, 2019 (approximately 3 weeks)

[NOTE]

*You must arrive in Tokyo by June 23 by your own choice of itinerary.

*Check-in date: June 23, 2019

*Check-out date: July 13, 2019

4. Program fees and payment plan

JPY 115,000~135,000 in total (TBD)

[NOTE]

* See Appendix 3: Estimated Cost

* See Appendix 4: Payment Method and Cancellation Policy

* The program fee will be fixed in March 2019 after the number of participants has been decided. The Meiji SPSE office will inform participants of the final fee amount at that time.

* Payment for the program is due in **Mid-April 2019 by credit card only**. The detailed dates including the URL of the online payment will be announced by the end of March 2019.

5. Application steps and deadlines

5-1 Application

(1) Application process :

- (i) Contact the faculty or administrative staff at your home university to apply for the program. The first step to register for the program is to contact the faculty or administrative staff who is responsible for this program in the department or school at your home university. Please confirm the details of the application steps at your university and register for the program with the required application documents below;

[Required documents (a~f)]

#	Documents	notes
a	Application Form	-Both your signature and the signature of the faculty or administrative staff at your home university are required. -Please fill in both Page 1 and Page 2.
b	Letter of Commitment	
c	Certificate of student status (School certificate) of your home university	
d	Official transcript of your home university	
e-1	A proof document of English language proficiency (a certified photocopy is acceptable)	The score must be valid from a test taken in February 2017 or later.
e-2	A letter of recommendation from your home university	This is necessary if your TOEIC score is 470-499.
e-3	A document describing the details of the proficiency test	This is necessary if you submit an English proficiency test certificate other than TOEIC/TOEFL/IELTS/CU-TEP.
f	Photocopy of the photo page on the applicant's passport	

[NOTE]

* All names on the documents must be the same as the one on your passport.

(ii) Screening and nomination of students by your home university

The faculty or administrative staff at your home university will have a screening to nominate eligible students and will then send the completed nomination form to the SPSE office at Meiji University by **February 15, 2019**<Japan time>.

(iii) Deadline for submission of required documents to Meiji University

Your home university will send the required documents of all the nominees by EMS to the SPSE office at Meiji University by **February 28, 2019**<Japan time>.

(2) Nomination & application deadlines:

■ Nomination at your home university: February 1 to February 15, 2019 <Japan time>

■ All application documents must arrive at the SPSE office by February 28, 2019<Japan time> .No late application documents will be accepted.

* The application process will open on February 1, 2019. The application deadline is February 28, 2019.

5-2 Screening and acceptance

(1) Screening process

After the application period ends, the SPSE staff at Meiji University will screen the submitted documents of all nominees from the partner universities and will select participants for the program.

(2) Results and acceptance

The SPSE office will inform partner universities by email of the results of the selection process. The announcement will be made toward the end of March 2019.

6. After the selection of an application

After your acceptance into the program, please complete the following steps:

#	Steps
1	<p>Pay the program fees to the Meiji SPSE account by CREDIT CARD within the designated payment period in Mid-April 2019.</p> <p>[NOTE] *Please be ready to pay with your own credit card by the beginning of April. If it is difficult to make a payment with your own credit card, please consult with the administrative staff at your home university and contact us via your staff.</p>
2	<p>Plan and arrange your own itinerary to attend the program and purchase your own flight tickets.</p> <p>[NOTE] *You must arrive at Tokyo by June 23 by your own choice of itinerary. *Check-in date: June 23, 2019 *Check-out date: July 13, 2019</p>
3	<p>(1) Buy travel insurance as instructed in "Appendix 5". The insurance should cover the whole period of the program including the date of your departure and of your return to your home country.</p> <p>(2) Submit a scanned copy of your insurance certificate to the Meiji SPSE Office. *Deadline to submit the insurance certificate is May 15, 2019.</p>
4	<p>Apply for your visa as instructed by the administrative staff at your university. An invitation letter will be issued by the Meiji SPSE office in May.</p> <p>* See Appendix 6: Visa considerations for details.</p>
5	<p>Travel safely to Tokyo for the program and check-in at the hotel arranged by Meiji University on June 23, 2019.</p>

7. Financial assistance and scholarships

■ JASSO Scholarship Overview:

A Japanese organization called JASSO (Japan Student Services Organization) offers a variety of scholarships for international students coming to Japan for study abroad. A Japanese university can apply for JASSO scholarships for its international students every year. Once the application is approved by JASSO, the university becomes eligible to nominate students who meet all the requirements including GPA. Scholarships will be provided only to those students whose nomination is accepted by JASSO.

■ JASSO Scholarship for 2019AY program:

Meiji University will apply for JASSO scholarships for international students attending this program in 2019 AY. JASSO usually announces the result of the screening in March. If the application is approved, JPY 80,000 per person will be granted for students. Please note that the number of available slots for JASSO scholarships changes every year. If the slots are less than the number of students attending the program, Meiji University will nominate students for scholarships after the document screening and selection process.

*For your information, around 10 slots were available for this program in 2018AY.

■ How to apply for a JASSO Scholarship (partner universities and students):

If this program is approved by JASSO, Meiji University will send application guidelines for scholarships to each of our partner universities. Eligible students must submit application documents beforehand via their home university by the designated deadline. JASSO will announce the final result about one month before the program starts.

■ Rules and regulations:

If your nomination is accepted, you are required to complete additional procedures according to JASSO guidelines before and after your arrival at Meiji University. You must submit reports during your visit to Meiji SPSE. In addition, you must submit an official academic transcript after credits are given from your home university.

[NOTE]

In order to get a JASSO scholarship, your **home university must officially record your credits from this program.** You are required to submit your academic transcript to Meiji University after the credits are approved by your university. If you do not provide your academic transcript, JASSO may ask you to refund the scholarship. University officers must confirm beforehand whether or not the home university give credits for the program.

8. Certificate of completion of the program

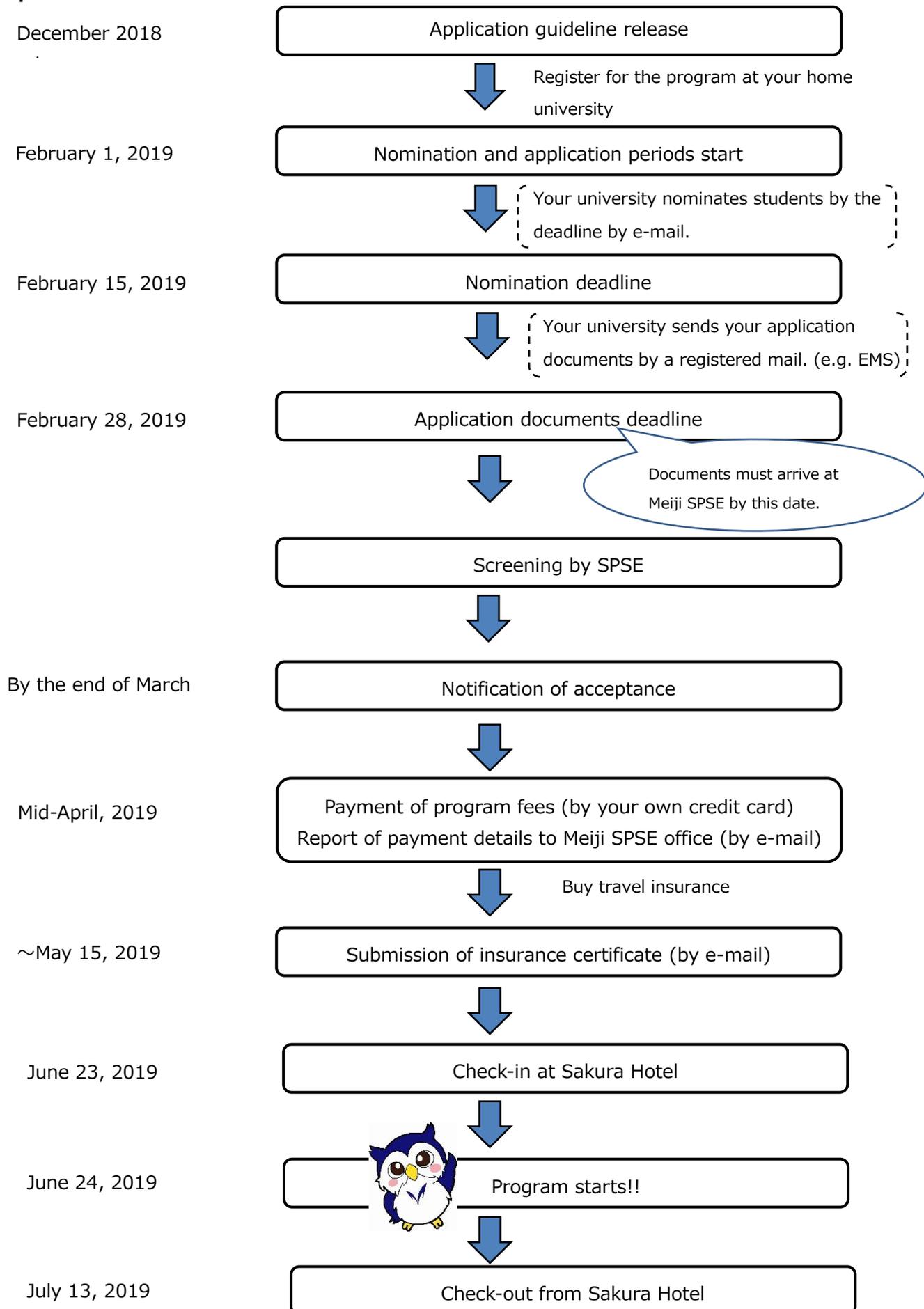
The "Certificate of Completion" will be issued when you complete the whole program (after your final presentation.) The required participation level is 85%. More details will be announced at the first day of orientation at Meiji University.

9. FAQs

If you have any questions, please contact the faculty or administrative staff at your home university who coordinates this program. Meiji University will answer your inquiries via the faculty or administrative staff at your university.

Appendix 1: ★Application Process and Important Dates★

<Japan Time>



Appendix 2: List of the partner universities/departments

(Alphabetical order)

Country/Area	University	Department
China	Dongbei University of Finance and Economics	School of Public Administration
China	Peking University	School of Government
China	Southwest Jiaotong University	School of Public Administration
Indonesia	Universitas Indonesia	Faculty of Social and Political Science
Indonesia	Universitas Kristen Petra	All departments
Singapore	Nanyang Technological University	College of Humanities, Arts, and Social Sciences
South Korea	Yonsei University	<ul style="list-style-type: none"> •College of Government and Business •Department of Political Science and International Studies, College of Social Sciences
Taiwan	National Taiwan University	College of Social Science
Taiwan	National Chengchi University	<ul style="list-style-type: none"> •Department of Political Science •College of Social Sciences
Thailand	Chiang Mai University	<ul style="list-style-type: none"> •Faculty of Economics •Faculty of Political Science and Public Administration
Thailand	Chulalongkorn University	<ul style="list-style-type: none"> •Faculty of Political Science •Faculty of Economics
Thailand	King Mongkut's Institute of Technology Ladkrabang	Administration and Management College
Thailand	Prince of Songkla University	Faculty of Economics
Thailand	Srinakharinwirot University	<ul style="list-style-type: none"> •School of Economics and Public Policy •Faculty of Humanities •Faculty of Social Science
Thailand	Thammasat University	Faculty of Political Science
Vietnam	University of Economy Ho Chi Minh City – Vietnam National University	<ul style="list-style-type: none"> •International School of Business
Vietnam	University of Social Sciences and Humanities Ho Chi Minh City, Vietnam National University	All faculties/departments
Vietnam	University of Social Sciences and Humanities Hanoi – Vietnam National University	<ul style="list-style-type: none"> • Faculty of International Studies • Faculty of Sociology • Faculty of Political Science
Vietnam	Foreign Trade University	All faculties/departments

Appendix 3: Estimated cost

1 Overview of the cost

(1) Total cost estimated:

115,000~135,000JPY in total (TBD)

(2) Breakdown of Cost:

Item	Contents	Amount
A-1	13 special lectures at Meiji University (2 lectures of Survival Japanese and 11 lectures in the fields of social sciences)	Approx. 40,000JPY ~ 60,000JPY
A-2	3 days workshop at Yamanaka Seminar House near Mount Fuji (Chartered bus fees, accommodation fees, lectures, and other related fees are included.)	
B-1	Accommodation fees during the program: Sakura Hotel, group rooms (breakfast included)	Approx. 75,000JPY

* Airfare, transportation fees, meals, travel insurance and other living costs are NOT included in the program fees above.

2 Notes

- The fees do NOT include airfare between your country and Japan, domestic transportation in your country and in Japan, and travel insurance. You are asked to make your own arrangements for the flights and transportation to/from the airport.
- NO airport pick-up services are provided for this APP program. Refer to the website of Sakura Hotel in Jimbocho for access and directions: <https://www.sakura-hotel.co.jp/jimbocho-access>.
- Meals included in the program fees:
 - Breakfasts at Sakura Hotel
 - 1st day of Yamanaka Trip: Dinner
 - 2nd day of Yamanaka Trip: Breakfast, lunch, and dinner
 - 3rd day of Yamanaka Trip: Breakfast*All food expenses other than the above meals are to be paid for by yourself.
- If you wish to extend your stay before and/or after the program, please consult with your home university and a travel agent. Meiji University can only arrange your stay for the period of the program.
- You are asked to pay any additional fees and charges for extracurricular activities not listed on the program schedule as well as any extra costs for excursions taken during your free time.

Appendix 4: Payment Method and Cancellation Policy

■ Payment Method

(1) Payment

Item	Payment method
A-1, 2*	<p>Payment to Meiji University -A-1 and A-2 must be paid by the deadline in mid-April. -Credit card payment (online settlement system) only.</p> <p>*Payment information will be provided to the partner universities in April. *Please make the payment with your own credit card by mid-April. If it is difficult to make the payment with your own credit card, please consult with the administrative staff at your home university and contact us via the staff.</p>
B*	<p>Payment to Sakura Hotel (designated accommodation for the program) -"B" must be paid by cash or credit card payment when you check-in at the hotel.</p> <p>* Visa, Master Card, Amex are accepted.</p>

* See P.9 for the details.

(2) Report of payment information

After completing the payment to Meiji University in A-1 and A-2, please make sure to send an e-mail to the SPSE office (seihaken@meiji.ac.jp) with the information below. After receiving the information, the SPSE office will confirm your payment:

Subject: "Payment for APP (YOUR NAME)" * Please enter your name in the ().

Text: (1) Name of student

(2) Home institution

(3) Name of the card holder (only if the card holder is different from the student)

■ Cancellation Policy

Please be advised that once your application has been made, the cancellation policy below will apply to the program fees to Meiji University in A-1 and A-2. Notify the SPSE office of Meiji University of your cancellation/withdrawal **with a designated Cancellation Form**.

~May 22 (Wed), 2019<Japan Time>	100% refund of the program fees
May 23(Thu)~June 16 (Sun), 2019 <Japan Time>	50% refund of the program fees
June 17 (Mon), 2019 or later <Japan Time>	No refund of program fees

[NOTES]

- The cancellation policy above will be applied regardless of the reasons for cancellation.
- The SPSE office will provide the Cancellation Form after a partner university notifies the office by email of a possible cancellation.
- A refund of program fees will only be given if Meiji University receives a prior cancellation request.
- Any handling and/or service fees and charges incurred for refunding the program fees, including charges for overseas remittance, will be paid for by you.
- It will take 2 to 3 months to complete the refund of program fees.
- For the accommodation fees (Sakura Hotel), the cancellation policy of the Sakura Hotel will be applied.

Appendix 5: Travel insurance

1 Overview of the insurance

All participants in this APP program are required to buy overseas travel insurance, including medical insurance. As Meiji University does not have any designated insurance plan, you must buy insurance before your departure.

Please purchase insurance offered by a major travel insurance company, and send a copy of your insurance certificate to the SPSE office at Meiji University by May 15, 2019.

2 Requirements of the insurance

(1) Coverage

Your insurance policy should include the following medical coverage:

- a) Medical benefits (accident and illness)
- b) Repatriation of remains
- c) Expenses associated with medical evacuation

[Notes]

- ※ We recommend that a) “Medical benefits” include emergency room coverage, surgery, hospital stays, outpatient medical visits (in Japan and in your home country after you return) and prescription medicine.
- ※ In order to decide the amount of each coverage, please consult with the insurance company in your home country.
- ※ It is recommended that travel fees for your family members be covered in the occasion of b) or c).

(2) Period of insurance

Make sure that your insurance period covers not only the program period but also the day of your departure from your country and the day of your return to your country.

3 Scanned copy of your insurance certificate

Please send a copy of your insurance certificate to the SPSE office at Meiji University to the following email address:

(1) Where and how to submit

Title: Insurance for APP Program 2019

E-mail: seihaken@meiji.ac.jp.

Text: The text must include your full name, home university, and e-mail address.

(2) Deadline

May 15, 2019

Appendix 6: Visa

1 Overview of visa to attend the APP program

The visa requirements and the specific visa application procedures to attend the APP program are based on the immigration policy between your country and Japan. Please review the visa policy on the website of the immigration bureau or foreign affairs bureau of your country.

2 Invitation letters

Meiji University will issue an invitation letter to all participants in the APP program. Generally, the original letter of invitation will be sent to the administrative staff of each partner university. The administrative staff will inform you of the arrival of the invitation. Please receive the documents from the administrative staff in your home university. After receiving the original letter of invitation, you can apply for a visa and other necessary documents. Other documents should be prepared by students or partner universities.

■ For partner universities in Bangkok, Thailand:

The SPSE office will send the original letters of invitation to Meiji University's ASEAN Center (MAC) in Bangkok. MAC will inform each partner university when the letters are ready for pick-up. Please make sure to receive the documents there. After receiving the letters, apply for a visa with other necessary documents. Other documents should be prepared by students or partner universities.

Location of MAC: <http://www.meiji.ac.jp/cip/aseancenter/english/center/map.html>

Visa information: <http://www.jp-vfsglobal-th.com/thai/>

3 Letter of Guarantee

To apply for a visa, participants from China are required to have a Letter of Guarantee in addition to the original invitation letter. The SPSE office will issue a Letter of Guarantee for each participant and send it to the administrative staff of the partner university.

Appendix 7: Tentative program schedule for 2019AY

*The schedule below is tentative and subject to change:

TENTATIVE

Meiji SPSE Summer Program for Asia Pacific Partner Universities June ~ July, 2019

	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY	SUNDAY
9:00 - 10:40							
10:40 - 10:50							
10:50 - 12:30		10:50 - 12:30 Lecture 1 ※APP only	10:50 - 12:30 Lecture 2 ※APP only	10:50 - 12:30 Lecture 3 ※APP only	Meet at 9:45 at Liberty Tower Lobby		Mount Fuji
afternoon	12:40-13:50 Welcome Reception [Liberty Tower 23F, Miyagi Hall] 14:10-15:10 Meeting with Meiji Supporters		13:15- 15:00 Tokyo Stock Exchange Tour		SAKURA HOTEL OUT With baggage keeping for 2 nights		Return to Tokyo SAKURA HOTEL IN
memo		Sakura Hotel IN				JOINT WORKSHOP IN YAMANAKA	
9:00 - 10:40							
10:40 - 10:50							
10:50 - 12:30	Free	10:50 - 12:30 Lecture 4	10:50 - 12:30 Lecture 5	10:50 - 12:30 Lecture 7	Instruction for Final Presentation	Free	Free
afternoon		15:20-17:00 Survival Japanese 1	13:30-15:10 Lecture 6	15:20-17:00 Survival Japanese 2			
memo							
9:00 - 10:40							
10:40 - 10:50							
10:50 - 12:30		10:50 - 12:30 Lecture 11					
afternoon	9:00 - 10:40 Lecture 8	9:00 - 10:40 Lecture 10	09:00 - 12:00 Preparation for Final Presentation (APP students group work)	10:00 - 13:00 Final Presentation		Free	
memo			15:00 - 17:00 National Diet Tour		17:10~18:40 Farewell Party [Liberty Tower 23F]	Sakura Hotel OUT	