



MEIJI UNIVERSITY

Meiji SPSE Summer Program Explore Japan: Politics, Economy and Society

Monday, June 26, 2023 ~ Friday, July 14, 2023

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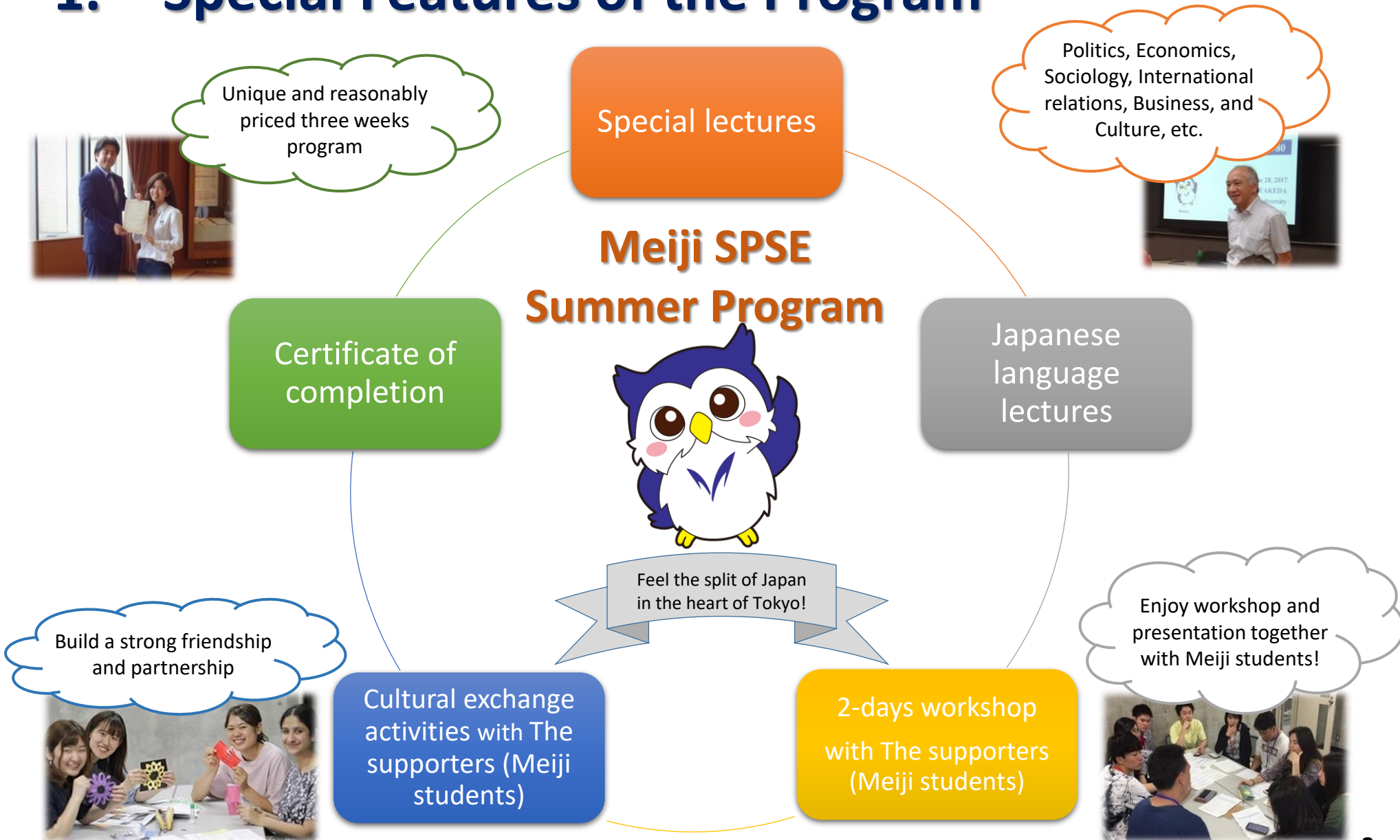
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1. Special Features of the Program



2. Eligibility and Number of Participants

A. Eligibility

1	belong to one of our partner universities/ departments.
2	have 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, CET4 or CET6
3	attend the entire three-week program. No late arrivals or early departures are allowed.
4	must be physically and mentally fit to participate in this program in Japan.
5	be asked to participate cooperatively in group activities as part of the program's requirements.

*For English requirements, 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.

B. Number of Participants

15 students (min.) ~ **50** students (max.)

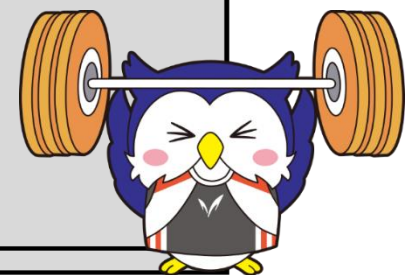
* If the SPSE gets more applicants than its capacity, the SPSE may have to set a maximum number of applicants for partner university. The SPSE Office will contact administrative staff of the partner university in that situation.



3. Schedule (Provisional)

Provisional

	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY	SUNDAY
	June 26	June 27	June 28	June 29	June 30	July 1	July 2
9:00 - 10:40						Meet at 9:45 at Liberty Tower Lobby	Mount Fuji
10:40 - 10:50							
10:50 - 12:30		10:50 - 12:30 Lecture 1 President Dairokuno	10:50 - 12:30 Survival Japanese 2 Prof. Devela	10:50 - 12:30 Lecture 2	10:50 - 12:30 Lecture 3		
afternoon	12:40-13:50 Welcome Reception [Liberty Tower 23F, Miyagi Hall]					SAKURA HOTEL OUT With baggage keeping for 2nights	Return to Tokyo
	14:10-15:40 Meeting with Meiji Supporters	14:10 - 15:40 Survival Japanese 1 Prof. Devela					
memo	←Sakura Hotel IN (June 25)					JOINT WORKSHOP IN YAMANAKA	
	July 3	July 4	July 5	July 6	July 7	July 8	July 9
9:00 - 10:40	Free					Free	Free
10:40 - 10:50							
10:50 - 12:30		10:50 - 12:30 Lecture 4	10:50 - 12:30 Lecture 5	10:50 - 12:30 Lecture 6	10:50 - 12:30 Lecture 7		
afternoon					9:00 - 10:40 Lecture 8		
memo							
	July 10	July 11	July 12	July 13	July 14	July 15	July 16
9:00 - 10:40	9:00 - 10:40 Lecture 9	9:00 - 10:40 Lecture 11	9:00- 11:00 National Diet Tour Prof. Meet at @ Liberty Tower lobby	Free	Sakura Hotel OUT		
10:40 - 10:50							
10:50 - 12:30	10:50 - 12:30 Lecture 10	10:50 - 12:30 Lecture 12					
afternoon	Free	Free	13:30- 15:00 Tokyo Stock Exchange Tour Prof. Meet at @ Liberty Tower lobby	17:00~18:40 Farewell Party [Liberty Tower 23F]			
memo					Sakura Hotel OUT (July 14)		

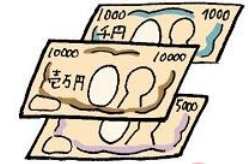


* Schedule above may be changed for unexpected reasons.
 * Special Lecture theme: Politics, Economics, History, international relations etc.

Special lecture :11 lectures (100*11=1100mins)
 Japanese lecture: 2 lectures (100*2=200mins)

4. Fees

Total cost estimated



- Program fee: Approx. **120,000~160,000JPY**- in total

(In case of 25 participants, depends on the number of participants · The amount may fluctuate significantly due to exchange rate fluctuations.)

~Breakdown of Program Fee~

■ Payment to Meiji University

【Payment A】 / 14 special lectures at Meiji University: Approx. 40,000-60,000JPY

(2 lectures of Practical Japanese and 12 lectures in the fields of social sciences)

【Payment B】 / Two-days workshop : Approx. 15,000JPY

(Yamanaka Seminar House near Mount Fuji (Chartered bus fees, accommodation fees and meals are included.)

■ Payment to Sakura Hotel : Approx. **80,000 JPY** ✕optional

【Payment C】 / Accommodation fees during the program: Sakura Hotel, group rooms (breakfast included)

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 program. Refer to the website of Sakura Hotel in Jimbocho for access and directions: <https://www.sakura-hotel.co.jp/jimbocho/access.php#access>

■ 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.

Payment method

■ Payment to Meiji University 【Payment A&B】

Credit card payment (online settlement system) only.

*Payment information will be provided to each participant in **April**.

*Please make the payment by credit card of each participant by a designated deadline in **mid-April**.

■ Payment to Sakura Hotel 【Payment C】 (optional)

Credit card payment (online settlement system) only.

* must be paid by cash or credit card when you check-in at the hotel.

* Visa, Master Card, Amex are accepted.



Report of payment information

After completing the payment to Meiji University, 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:

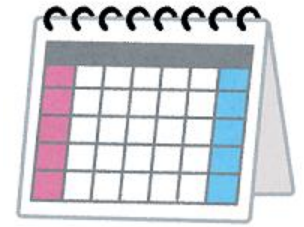
Subject: "Payment for APP (YOUR NAME)" * Please enter your name in the ().

Text: (1) Name of student

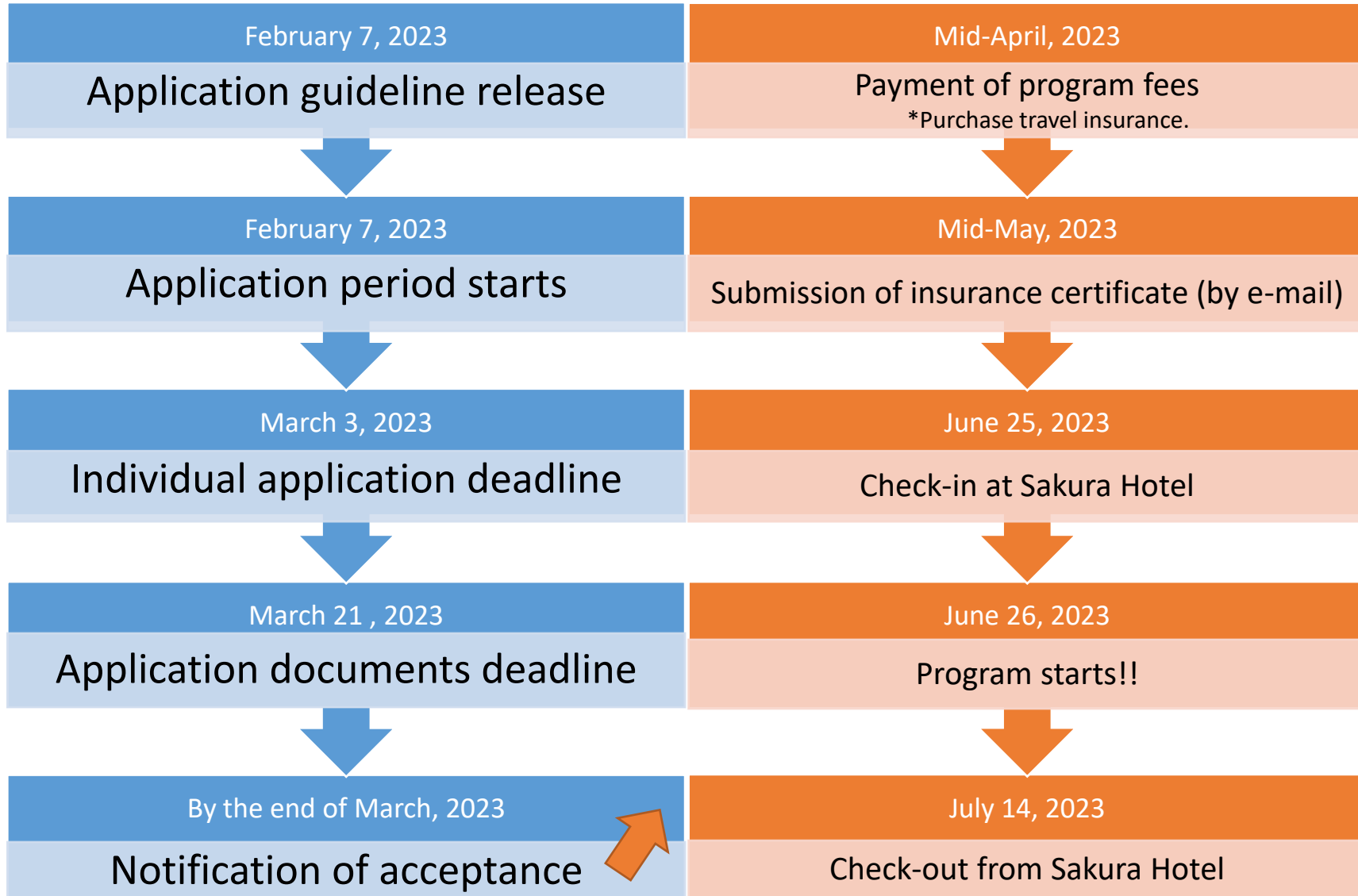
(2) Home institution

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

5. Application schedule



➤ Important dates



➤ Application procedure/ Acceptance

1. Apply in Forms (First-come, first-served)

<https://forms.office.com/r/tHMSjiDUxK>



**Application to
SPSE Summer
Program2023
Forms**

2. Meiji University would send the notification of acceptance to your home University.

3. Submit the requirements listed in page 10 to your home University.

4. Meiji University will screen the submitted documents of all nominees from the partner universities

5. Inform partner universities by email on the results of the selection process.

*Please confirm the details of the application steps at your university.



➤ The documents to submit after the selection



For 2023 program, please scan all the documents (except for “Nomination Form”) and send the scanned data to the SPSE of Meiji University by e-mail (spse-long-exch@meiji.ac.jp). The data should be sent from faculty/staff of the sending institution, not from each applicant.

#	Documents	Notes
a	Application Form (PDF)	<ul style="list-style-type: none"> - Both <u>applicant’s hand-written signature and the hand-written signature of the faculty or administrative staff at your home university</u> are required. After filling out and printing the application form, please sign in the signature block of the form. - Please fill in both Page 1 and Page 2.
b	Photo data	<ul style="list-style-type: none"> - Taken within 6 months - 3 cm × 4 cm - Color - A file name of your photo data should be named your full name.
c	Letter of Commitment (PDF)	<ul style="list-style-type: none"> - Both <u>applicant’s hand-written signature and the hand-written signature of the guardian</u> are required.
d	Certificate of student status (School certificate) of your home university (PDF)	
e	Official transcript of your home university (PDF)	
f-1	A proof document of English language proficiency (a certified photocopy is acceptable) (PDF)	The score must be valid from a test taken in February 2020 or later.
f-2	A letter of recommendation from your home university (PDF)	This is necessary if the applicant’s TOEIC score is 470-499.
f-3	A document describing the details of the proficiency test (PDF)	This is necessary if the applicant submits an English proficiency test certificate other than TOEIC/TOEFL/IELTS/CU-TEP/CET.

➤ After the selection of an application, 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 <u>Mid-April 2023</u>.</p> <p>[NOTE] *Please be ready to pay <u>with your own credit card</u> by the beginning of April. If it is difficult to make a payment with your own credit card, please contact us via your administrative staff at your home university.</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 25 by your own choice of itinerary. *Check-in date: June 25, 2023 *Check-out date: July 14, 2023</p>
3	<p>(1) Buy travel insurance as instructed in “Appendix ”. 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.</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 <u>in April</u>.</p> <p>* See Appendix 2: <u>Visa considerations</u> for details.</p>
5	<p>Travel safely to Tokyo for the program and check-in at the hotel arranged by Meiji University on June 25, 2023.</p>

7. Certificate of Completion



A "Certificate of Completion" will be issued when you complete the whole program .
The required participation level is 85% or above.



8. Cancellation Policy

Once your application has been made, the cancellation policy below will apply to the program fees to Meiji University. Notify the SPSE Office of your cancellation/withdrawal with a Cancellation Form by the deadline (TBA in the Notification of Acceptance) . After the deadline, you will be required to pay the full program fees even if you cancel your participation.

- **Notification of Acceptance**



- **Deadline for Cancellation**



- **Payment Instruction with invoice**

STEP1

Once the applications are successfully accepted, the SPSE will send “Notification of Acceptance” to their home institution in late March.

STEP2

Should applicants want to decline/cancel the acceptance, they must submit Cancellation Form via their home institution **by the designated deadline (TBA, usually within a couple of days).**

STEP3

After the cancellation deadline, an invoice of the program fees will be issued and sent to all the applicants and the applicants need to make a full payment of the program fees. NO refund will be made after the deadline.

[NOTES]

- The cancellation policy above will be applied regardless of the reasons for cancellation.
- The SPSE Office will provide the Cancellation Form after the home university notifies the SPSE Office of a possible cancellation .

9. Inquiry

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.

Looking
forward to see
you in Meiji!!



The Office of School of Political Science and Economics, Meiji University

Liberty Tower 4F, 1-1 Kanda-Surugadai, Chiyoda-ku,
Tokyo 101-8301 JAPAN

Email: spse-long-exch@meiji.ac.jp

<http://www.meiji.ac.jp/cip/english/about/campus/surugadai.html>

➤ Travel insurance (1/2)

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, 2023**.

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.

➤ Travel insurance (2/2)

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 Meiji SPSE Summer Program 2023**

E-mail: spse-long-exch@meiji.ac.jp

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

(2) Deadline

TBA



Visa

1. Overview of visa to attend the EPES program

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 EPES 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.

➤ Campus & Accommodation

【General information about Surugadai Campus】

◆ Campus

All the special lectures are held on Surugadai Campus.

◆ Directions

1-1 Kanda-Surugadai, Chiyoda-ku, Tokyo, Japan 101-8301

- 3 minutes on foot from JR Chuo/Sobu Line and Subway Marunouchi Line, Ochanomizu Station
- 5 minutes on foot from Subway Chiyoda Line, Shin-Ochanomizu Station

◆ Directions

-Sakura Hotel Jimbocho

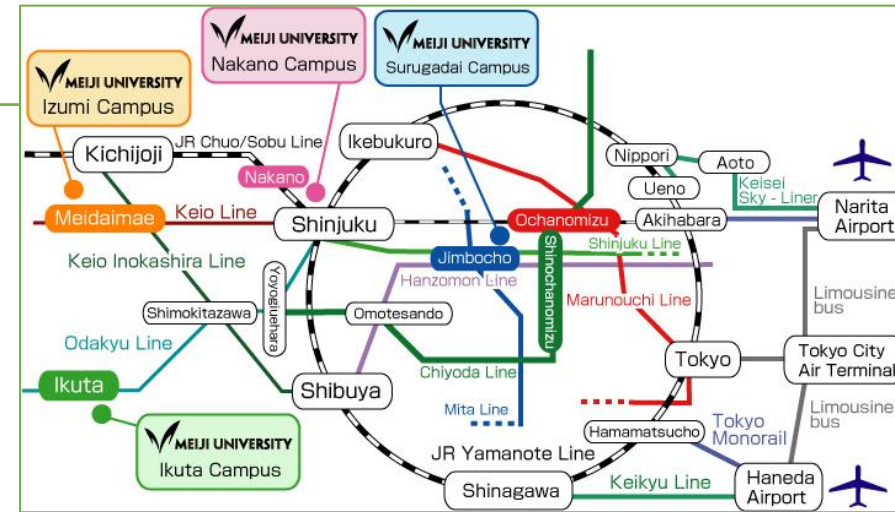
2-21-4 Kanda-Jimbocho, Chiyoda-ku, Tokyo, Japan 101-0051

TEL: +81-3-3261-3939

<https://www.sakura-hotel.co.jp/jp/jimbocho/>

-Self arrangement

You may self-arrange any hotel you are interested in.



➤ Useful Links

Contents	URL
Meiji University	https://www.meiji.ac.jp/index.html
The School of Political Science and Economics, Meiji University	English: https://www.meiji.ac.jp/cip/english/undergraduate/economics/index.html
Facilities of Meiji University	https://www.meiji.ac.jp/cip/english/institute/index.html
Maps and Access	https://www.meiji.ac.jp/cip/english/about/campus/index.html
Seminar House	https://www.meiji.ac.jp/campus/seminar_house/top.html
Sakura Hotel Jimbocho	https://www.sakura-hotel.co.jp/jp/jimbocho

