



Meiji SPSE Summer Program

Explore Japan: Politics, Economy and Society

Monday, June 24 ~ Friday, July 13, 2024

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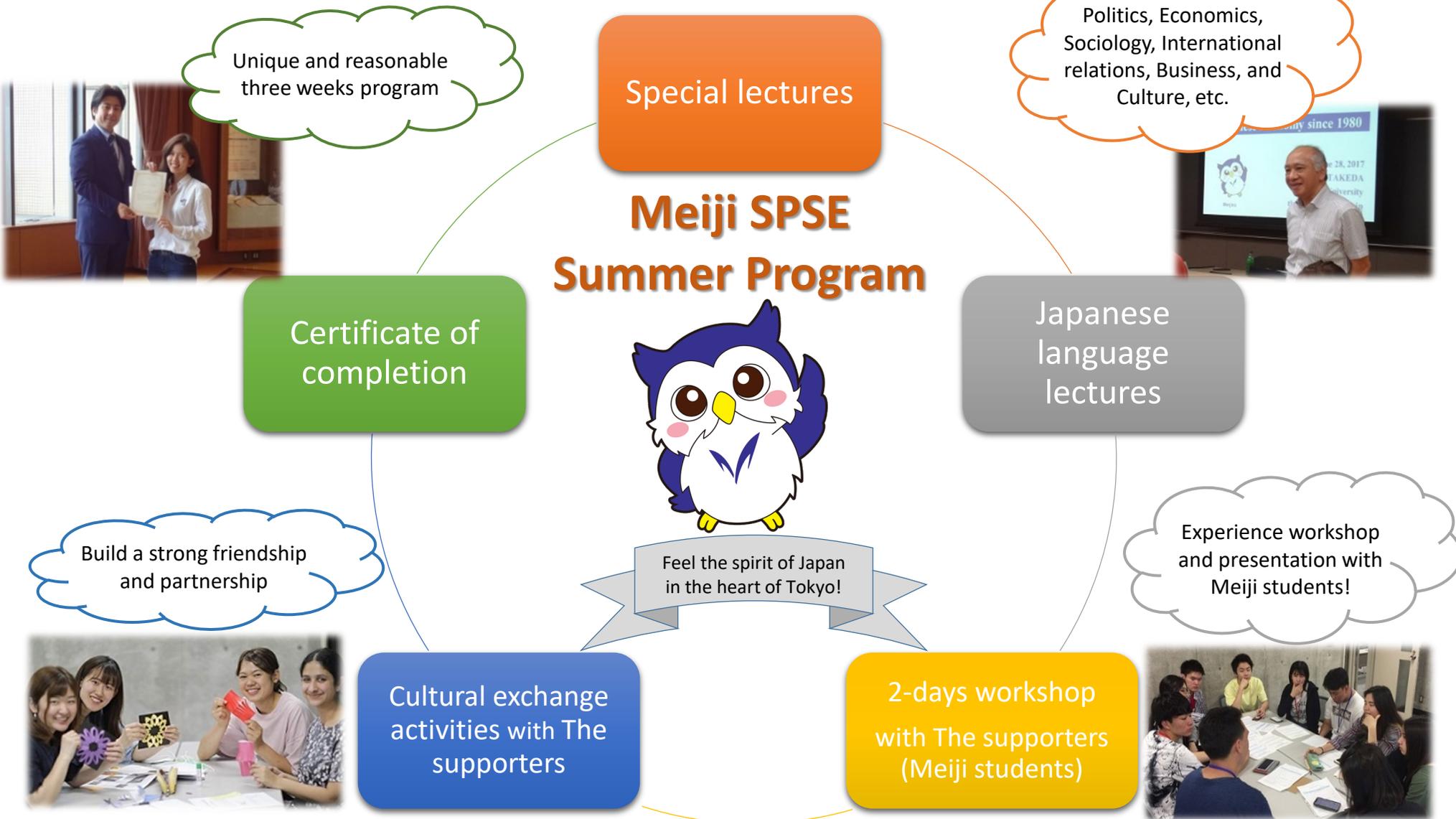
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1. Special Features of the Program



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: 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.
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 #2 English requirements, if you do not have any official documents, Meiji would accept the submission of recommendation letter indicating that you have similar English level.

*The above 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 number of applicants surpass the expected capacity, SPSE may have to set a maximum number of applicants per partner university.



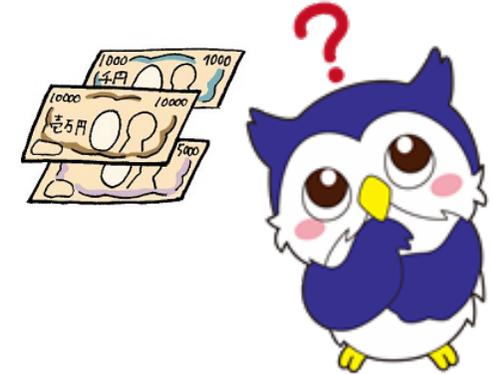
3. Schedule

Provisional

	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY	SUNDAY
	June 24	June 25	June 26	June 27	June 28	June 29	June 30
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 1	July 2	July 3	July 4	July 5	July 6	July 7
9:00 - 10:40						Free	Free
10:40 - 10:50							
10:50 - 12:30	Free	10:50 - 12:30 Lecture 4 [] Prof.	10:50 - 12:30 Lecture 5 [] Prof.	10:50 - 12:30 Lecture 6 [] Prof.	13:30-15:10 Lecture 7 [] Prof.		
afternoon							
memo							
	July 8	July 9	July 10	July 11	July 12	July 13	July 14
9:00 - 10:40	9:00 - 10:40 Lecture 8 [] Prof.	9:00 - 10:40 Lecture 10 [] Prof.			Completion ceremony [TBA]	Free	
10:40 - 10:50							
10:50 - 12:30	10:50 - 12:30 Lecture 9 [] Prof.	10:50 - 12:30 Lecture 11 [] Prof.					
afternoon			13:15- 15:00 Tokyo Stock Exchange Tour Prof. Meet at @ Liberty Tower lobby	15:00- 17:00 National Diet Tour Prof. Meet at @ Liberty Tower lobby			
memo					Sakura Hotel OUT (July 13)		

4. Fees

Total fee estimated



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

*Remarks: **The program fee vary depending on the number of applicants.**

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

*At Yamanaka Seminar House near Mount Fuji. Includes fees for chartered bus, accommodation and meals.

※optional※

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

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

Notes

- The fees do NOT include any airfare and travel insurance.
You need to make your own arrangements for the flights and transportation to/from the airport.
- NO airport pick-up services are provided for this program.
【FYI】 Access to Sakura Hotel: <https://www.sakura-hotel.co.jp/jimbocho/access.php#access>
- Meiji University can only arrange your stay for the period of the program.
- You might be asked to pay additional fees and charges for extracurricular activities as well as any extra costs for excursions taken during your free time.



Payment method

■ Payment to Meiji University 【Payment A&B】

Via Credit card.

*Payment information will be provided from SPSE by **April**.

*Payment due-date would be in **mid-April**.

■ Payment to Sakura Hotel 【Payment C】 ※optional※

Cash or credit card pay when you check-in at the hotel.

*Visa, Master Card, Amex are accepted.

Please report the payment by email to the following address

After completing the payment to Meiji University, please make sure to send an e-mail to the SPSE office with the information below. After receiving the information, the SPSE office will confirm your payment:

Title: **Payment for MSSP (YOUR NAME)** * Please enter your name in the ().

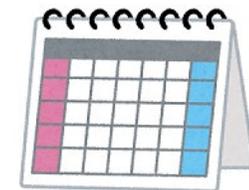
Text: (1) Name

(2) Home institution

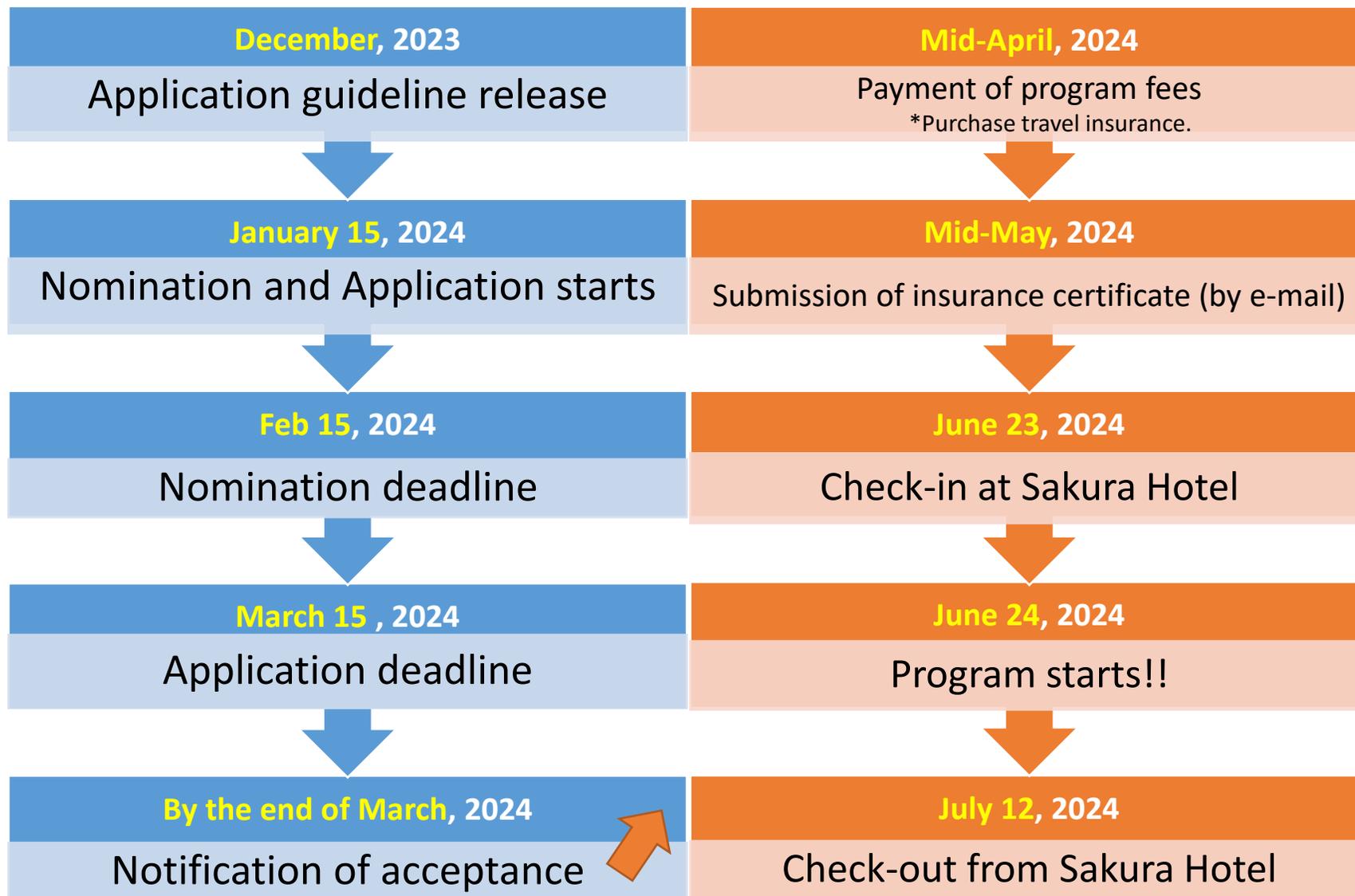
(3) Name of the card holder *if the card holder is different from the student.

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

5. Application schedule



➤ Important dates



➤ Application procedure

1. Contact the faculty or administrative staff at your home Univ. to apply for the program.

2. Screening and nomination of students by your home Univ.

3. Meiji Univ. would send the notification of acceptance to your home Univ.

4. Submit the requirements listed in page 10 to your home Univ.

5. Meiji Univ. will screen the submitted documents of from the partner univ.

6. Meiji Univ. would inform partner Univ. on the results of the selection via email.

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





➤ Documents to submit after the nomination

For 2024 program, please scan all the documents and send the scanned data to your home institute. The data should be sent from faculty/staff of the sending institution, not from each applicant.

#	Documents	Notes
A	Application Form (PDF)	- Please fill in both Page 1 and Page 2.
B	Letter of Commitment (PDF)	- Both <u>applicant's hand-written signature and the hand-written signature of the guardian</u> are required.
C	Official transcript of your home university (PDF)	
D-1	A proof document of English proficiency *photocopy is acceptable (PDF)	The score must be valid from a test taken in February 2022 or later.
D-2	A letter of recommendation from your home university (PDF)	-Necessary if the applicants do not meet the language requirements

6. After the selection



After the selection, 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 2024</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 23 by your own choice of itinerary. *Check-in date: June 23, 2024 *Check-out date: July 12, 2024</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: Visa considerations for details.</p>
5	<p>Travel safely to Tokyo!</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 around 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

All participants in this program are required to purchase overseas travel insurance, including medical insurance. Please purchase insurance offered by a major travel insurance company before your departure and send a copy of your insurance certificate to the SPSE office at Meiji University by **May, 2024**.

Requirements of the insurance

Ensure that your insurance 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.**

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).

Please email a copy of your insurance certificate to the following address

spse-long-exch@meiji.ac.jp

Title: **Insurance for MSSP 2024**

Text: Must include your full name, home university, and e-mail address.

Deadline: **TBA**

Visa

Please review the visa policy on the website of the immigration bureau or foreign affairs bureau of your country.

An original invitation letter is required for visa issuance

Invitation Letters for students will be sent from the SPSE office to the administrative staff of each partner university. Please receive it when you are contacted by the administrative staff at your home university and apply for your visa. The student or the partner school should prepare other documents required for the application.

■ For participants from partner schools 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/>

■ For participants from partner schools in China :

For students participating from China, a **Letter of Guarantee is required in addition to the original invitation letter** when applying for a visa. The SPSE office will issue the letter and send it to the administrative staff of the partner school, so please receive it when you are contacted.

➤ 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 *optional

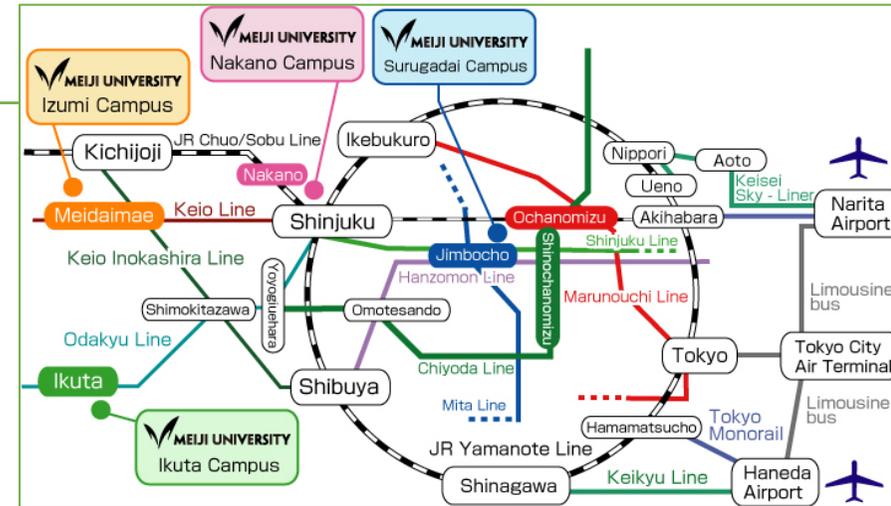
2-21-4 Kanda-Jimbocho, Chiyoda-ku, Tokyo, Japan 101-0051

TEL: +81-3-3261-3939

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

-Self arrangement

You could 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	https://www.meiji.ac.jp/cip/english/undergraduate/economics/index.html https://youtu.be/q8WEdG18j5k?si=QSsf9cIS_4gG9m1G
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

