

MEIKAI UNIVERSITY
SCHOOL OF HOSPITALITY & TOURISM
MANAGEMENT
GLOBAL MANAGEMENT MAJOR

SEPTEMBER INTAKE

INFORMATION FOR
PREARRIVAL ENTRANCE
EXAMINATION
APPLICANTS 2024
【Transfer Students Only】



MEIKAI UNIVERSITY

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Warm greetings from Global Management Major (GMM) in the School of Hospitality & Tourism Management, Meikai University. As a global university, we seek to overcome borders. GMM invites students from throughout the world to study and to seek solutions to the complex problems that confront our world today, based on a Hospitality and Tourism perspective.

This booklet gives you detailed information about admissions. We also encourage you to visit our website or write to Admissions and discover how the GMM experience differs from other colleges in Japan and in the world. Also, if you come to or are in Japan, please feel free to visit us at Urayasu campus anytime!

Admissions Center

Meikai University Urayasu Campus

1, Akemi, Urayasu, Chiba, 279-8550, JAPAN

〒279-8550 千葉県浦安市明海 1 丁目

明海大学 浦安キャンパス入試事務室

Email: admissions-center@meikai.ac.jp

Website: <https://www.meikai.ac.jp/english/index.html>

Tel: 047-355-1101 (from abroad, +81-47-355-1101)

Fax: 047-355-5159 (from abroad, +81-47-355-5159)

※Please contact us by E-mail. (English or Japanese)

Meikai University's Mission

Fostering graduates of talent and ability, who are well educated, creative, rational, and capable of being active in the international community

Well Educated

The ideal of a shared future on this earth is now untenable without environmental consideration of how to wisely use the earth's limited natural resources. For all the economic developments that have taken place in many countries across the globe, a great number of problems remain to be dealt with. We see problems with unemployment, aging populations, and sluggish economies. Developing nations too face social and economic problems. To confront these and to help move humankind toward universal prosperity, Meikai University is dedicated to producing well-rounded and open-minded citizens who will work towards a harmonious society and contribute to the public good.

Creative

As science, technology, and other academic research are constantly making new advancements, universities must decide how to best lead the vanguard areas of their times. Meikai University offers a unique system of comprehensive education that integrates sciences and humanities. While recognizing that an education in science and technology provides the basis for future national achievements, we are also aware that it needs to be balanced with a thorough and wide-ranging cultivation in the humanities. The programs and courses offered at Meikai University thus combine natural sciences and social sciences with a cultural education. As centers for the creation and transfer of knowledge, universities must strengthen their international competitiveness and demonstrate their diversity. We believe that only an education that is well rounded will equip future leaders to respond to the challenges of the global society of the future.

Rational

Today, information overload can sometimes lead to a sense of individual confusion and powerlessness. An over-reliance on technology surely should be avoided. This is why Meikai University aims to reinforce the possibilities brought by science and technology with a comprehensive education, one that stresses rationality, individuality, responsibility, and freedom of thought, so that its students can use the possibilities of information and technology for empowerment and to work for the greater good.

Admissions for GMM

GMM's Admissions Policy

- An intention to learn logical-thinking and problem identification with fundamental literacies and consistencies required of Global Leaders in various social fields with a focus on the Hospitality and Tourism Industry as following;
 - Hospitality-mind
 - High level abilities for communication
 - An accumulation of experiences in an international context
- An expectation to continue to contribute as a Leader in various social fields, focusing on industry Hospitality Mind, multi-language proficiency and multi-cultural diversity and inclusion.
- Basic English proficiency (as reflected by a minimum CEFR B2 level) and a strong willingness to study towards improving, exploiting and applying such ability after admission.

Category of Students (Transfer Students Only)

Transfer students are those who matriculate as Third Year Students seeking a bachelor's degree. Approximately a few students will be accepted in this status through the document screening process.

Document Screening

The admissions process for applicants is subject to GMM admissions policies and regulations, based on Japanese national educational requirements. Students are required to submit a number of documents which are subject to careful inspection by the Admissions Center Committee. The documents required are specified in the following pages and vary according to the applicant's educational background, so please read the information in this booklet carefully to determine what documents you will need to submit.

All application documents are important to enable the committee to screen applicants in a fair and accurate manner, and omission of any of the required documents may adversely affect the chances of admission. In particular, official school transcripts and certificates of graduation (expected graduation) are indispensable, as the Admissions Center Committee will screen the applicants as fairly and as rigorously as students who enter on the basis of other types of admission examinations.

Application Schedule for September 2024 intake

Email entry	Deadline for submission of all Application documents	Examination Date (Online Interview)	Announcement of Examination Result
April 1 (Mon.) ~ April 12 (Fri.), 2024	April 19 (Fri.), 2024	May 11 (Sat.), 2024	May 16 (Thur.), 2024

- Email entry including payment must be completed by 23:59 (Japan Standard Time) on the last day of each Email entry period.
- All application documents must reach Meikai University by the submission deadline.
- Both Email entry and submission of documents must be completed on time for your application to be considered.
- The examination will be conducted via an online interview using Zoom Meeting at Japan Standard Time.

NOTE

In advance, please download the Zoom application for free on your computer or mobile device using the URL: <https://support.zoom.us/hc/ja> and confirm that your microphone and camera are operating properly using the URL: <https://zoom.us/test>.

Prior to the test date, you will be notified by email with instructions and information regarding the online interview.

Steps to Apply

STEP 1 Read the instructions in this booklet carefully

STEP 2 Check your eligibility

Prospective applicants for student status are those who

- (1) are living outside of Japan.
- (2) must meet one of the following requirements.
 - a. are junior college (a two-year college) graduates or college (a two-year college) sophomores who expect to graduate by September 30, 2024.
 - b. are holders of some equivalent qualification (those who have completed or expect to complete 14 years or more of formal education by the time of enrollment at Meikai University) and are qualified for transfer into university (junior; third year) in the country.
 - c. are holders of the bachelor degree or expect to hold that degree by September 30, 2024.
 - d. are students who have been continuously enrolled in a university located in Japan other than Meikai University for at least two years and have earned at least 62 credits, or those who expect to meet these criteria by September 30, 2024.
 - e. are students who must be at least 20 years of age by September 30, 2024

If you are not sure whether you are eligible to apply, please submit an Eligibility Check Form (Download from <https://www.meikai.ac.jp/english/gmm-application/index.html>) by email or fax well in advance.

STEP 3 Prepare application documents

Prepare your application documents by following the instructions on pp.7-10.

- 3-1 Start arranging documents with your school and testing institutions to be sent to Meikai University* well in advance—e.g. test scores, recommendation letters, etc.

3-2 Complete the Email entry during the designated period.

***Important notes:**

- Applicants are responsible for the timely delivery to Meikai University of all required documents. We strongly recommend applicants to send the documents by express registered mail or courier delivery (FedEx, DHL, etc.) well ahead of the deadline to make allowance for any delay. Your application will not be accepted if all required documents do not reach Meikai University by the submission deadline at the latest.
- Application documents should be sent to:

Admissions Center	
Meikai University Urayasu Campus	〒279-8550 千葉県浦安市明海 1 丁目
1, Akemi, Urayasu, Chiba, 279-8550, JAPAN	明海大学 浦安キャンパス入試事務室
Tel. +81-47-355-1101	Tel. 047-355-1101

STEP 4 Receipt of application

Meikai University will notify applicants of the receipt of their application via Email. Be sure to check it regularly to confirm whether your application has been received.

STEP 5 Notification of admissions decision

The admission decisions will be released via Email around the notification date, and the official letter of acceptance and related information will be sent to admitted students via registered mail. No telephone or email inquiries concerning results are accepted. Please note that admitted students CANNOT defer enrollment to a later term or year.

STEP 6 Enrollment procedures

Necessary documents for enrollment will be sent to admitted students via registered mail around the notification date.

Payment of the tuition fee and the submission of the necessary documents for enrollment should be completed by the designated deadline.

Enrollment deadline : May 31 (Fri.), 2024

NOTE

A guarantor is required during the admission process. In principle, the guarantor must be a person who resides in Japan and independently earns a living in Japan. In particular, if a person of foreign nationality is the guarantor, in addition to the above conditions, the guarantor must have resided in Japan for at least five years and be fluent in Japanese. If a guarantor cannot be determined, please contact us by E-mail because an admission permit may not be issued.

If you are unable to enter Japan by August 31 (Sat.), 2024 due to lack of visa after completing the enrollment procedures, you will be treated as a student who has declined enrollment.

In this case, all academic fees and other payments, including the admission fee, will be refunded in full.

For those who used different, old or simplified Chinese characters in the application forms, the University will replace these characters with ordinary characters or katakana for registration in its system.

Application Documents

IMPORTANT: Please read these instructions carefully before preparing application documents.

- All documents must be prepared in English. Documents in languages other than English must be accompanied with an official translation in English prepared by a school official or an official agency such as an embassy.
- All official documents (transcripts, certified copies of educational certification / diploma or translations of these documents, etc.) and recommendation letters must be enclosed in a sealed envelope and signed/ stamped across the flap by school officials and recommenders. Copies, faxes, opened or unsealed envelopes, and unofficial printouts WILL NOT be accepted.
- Application documents will not be returned. If your certificate or diploma is the only copy and cannot be reissued, ask your school to prepare a certified copy enclosed in a sealed envelope and signed across the flap. If this arrangement cannot be made for some reason, please consult Admissions Center (admissions-center@meikai.ac.jp) in advance.
- If you use any name other than your official name (e.g. nickname, middle name) for school documents such as transcripts and test scores, please ask your school to prepare a letter of clarification and submit it with a copy of your passport.

Handling of Personal Information

All personal information will be used only for admission purposes, such as document screening, correspondence with applicants, announcement of admission results, entrance procedures, and other related administrative tasks.

Data collected through the admission process may be used for data analysis for admission- related research, which will be used only within the University.

Application Documents

The following items (1-11) should be sent to Meikai University by the application deadline.

- | | |
|--|--|
| <ol style="list-style-type: none">1. GMM Application Form2. Personal Statement3. Short Essay | ➔ Email Entry → PDF form attached |
|--|--|

- | | |
|--|---|
| <ol style="list-style-type: none">4. Certificate of Graduation
/ Certificate of Expected Graduation5. Official Transcript / Term Reports6. School Profile7. Proof of English Proficiency (IELTS or TOEFL)8. Two Letters of Recommendation9. Statement of Financial Resources10. Copy of applicant's passport11. Copy of Remittance Slip | ➔ Prepare in advance
→ Submit to Meikai University |
|--|---|

Note: Both Email entry and submission of documents must be completed on time for your application to be considered. Email entry must be completed by 23:59 (Japan Standard Time) on the last day of entry period.

1. GMM Application Form (Download from <https://www.meikai.ac.jp/english/index.html>)

- The application form must be filled out in English by the applicant.
- Email will be the main medium of communication, therefore make sure to provide us with an email address that you frequently use. Please regularly check your email to check your application status.
- Send a portrait photo (passport photo quality) separately.
- Save PDF form for your copy and send via email.

2. Personal Statement—part of application form

Prepare a statement regarding your motivation for studying at Meikai University and your study and career plans. The statement should consist of around 400 to 500 words. Through this statement, we hope to get to know you better as a student and as a person.

3. Short Essay—part of application form

Write an essay on ONE of the topics listed below. The essay should consist of around 400 to 500 words.

- A) Discuss a current issue of personal, local, national, or international concern and its importance to you.
- B) Describe a hospitality on travel experience, a world heritage site or a historical episode that has impressed you and explain how it has affected your outlook on life.
- C) A topic of your choice.

4. Certificate of Graduation / Certificate of Expected Graduation

- A graduation certificate indicating the date of graduation is required. Those who expected to graduate by the time of enrollment at Meikai University are required to submit an official letter from your school certifying the date of prospective graduation.

5. Official Transcript/Term Reports

- Your official transcript from your school showing all courses taken and grades or evaluations received is required.
- If the grading system is not explained in the transcript, be sure to request an explanation of your school's grading system to be included along with your transcript.
- Send a transcript that includes the most recent semester grades available.
- If an original document cannot be reissued, a certified copy prepared by a school official (School Dean or registrar and so on) is acceptable.
- If your school prefers to send the transcript directly to Meikai University, please ask to have it sent by registered express mail.
- If you are graduating early or have skipped a grade, please submit an official document or letter issued by the school indicating this fact.

6. School Profile

- Have your school include / send us a school profile and transcript legend with your transcript / term reports. This will help explain your school's grading system.
- If your school does not have a School Profile, a print-out of your school website where relevant information is provided in English is acceptable. If it is not available either, please download the school profile form (FORM I) from <<https://www.meikai.ac.jp/english/index.html>> and ask a school official to fill it out in English, sign and send it to Meikai University with your transcript. The envelope containing this form must be sealed and signed across the flap by a school official.

7. Proof of English Proficiency (IELTS or TOEFL)

Applicants whose native language is not English are required to submit proof of English proficiency.

Minimum requirements:

IELTS: 6.5

TOEFL: iBT 80

- The official test score (incl. a student's copy) must reach Meikai University before the specified deadline. (IELTS: <http://www.ielts.org>, TOEFL: <http://www.toefl.org>)
- Your application will not be considered if your IELTS / TOEFL score submitted by the application deadline is below the minimum requirement score.
- The test(s) must be taken no more than two years before the application period.
- Contact the testing institution, not Meikai University, for any test-related issues including test score reporting.

Please note, however, that proof of English proficiency is optional if applicants:

- ◆ is transferring from accredited USA /Canada /UK /Australia institutions of higher education which language of instruction was in English.

8. Two Letters of Recommendation

Downloadable Forms: <https://www.meikai.ac.jp/english/index.html>

1) One from the school dean, department head, or academic advisor (FORM II)

2) One from an instructor in the school you are currently attending who has taught or is teaching you an academic subject (FORM III)

Recommendations from graduate student assistants may be submitted as supplementary information, but will not substitute for the required instructor's recommendation.

- There are two types of forms: "For School Dean / Department Head / Academic Advisor" (FORM II) and "For Instructors" (FORM III). Please give the recommender the appropriate form.
- If recommenders prefer to send the letter directly to Meikai University, please remind them of the application deadline and ask that it be sent using registered express mail.

9. Statement of Financial Resources

Downloadable Forms: <https://www.meikai.ac.jp/english/index.html>

10. Copy of applicant's passport

Send a copy of your passport including your photograph, name, and passport number. (A4 size).

11. Copy of Remittance Slip

To confirm your application fee, send a copy of the remittance slip.

Application Fee: 30,000 yen (NON-REFUNDABLE)

Payment must be made through Remittance from Overseas to the following Bank Account in the entry period. In addition to the application fee, a Remittance fee (non-refundable) will be applied. If the application fee is insufficient, you may not be able to complete the application process. The remitter could be a third party but the remittance should reflect the applicant's information such as name, DOB, passport number and so on.

Bank: **Mizuho Bank Ltd**

Account Holder: **Meikai University**

Branch: **Nishikasai Branch**

Account Type: **Savings Account**

Code of Branch: **No.561**

Account Number: **No.1315529**

Bank Address: **5-6-2 Nishikasai, Edogawa-ku, Tokyo 134-0088, Japan**

SWIFT CODE: **MHCBJPJT**

Academic Fees

Academic Fees 2024-2026

Fees	Junior (2024-2025)		Senior (2025-2026)	
	Admissions Period	April. 2025	Oct. 2025	April. 2026
Admission fee	¥230,000	--	--	--
Tuition	¥349,000	¥349,000	¥349,000	¥349,000
Facility Maintenance	¥120,000	¥120,000	¥120,000	¥120,000
Education Enhancement Fee	¥100,000	¥100,000	¥100,000	¥100,000
Patron's Association	¥20,000	--	¥20,000	--
Student Association	¥5,000	--	¥5,000	--
Alumni Association	¥10,000	--	--	¥30,000
Insurance	¥1,200	--	--	--
Total	¥835,200	¥569,000	¥594,000	¥599,000

Declaration of Non-Discrimination

Meikai does not discriminate on the basis of race, color or national origin in the administration of its educational policies, admission policies, financial aid, employment, or any other university programs or activities.

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