

**EXCHANGE PROGRAM
GRADUATE STUDIES PROGRAM
WASEDA UNIVERSITY**

**Application Periods: April admission----November 1 - November 20, 2011
September admission-----February 1 - March 1, 2012**

1. Rules on Application Documents for Exchange Programs

- Before completing the following list, refer to the Center for International Education
Website: <http://www.waseda.jp/cie/index.html>
- Please type in all forms and print them on one-side paper (no double-side printing).
THIS FORM CANNOT BE SAVED. DO NOT FORGET TO WORK
ON THE COMPUTER CONNECTED TO THE PRINTER SO THAT
YOU WILL NOT LOSE ANY DATE AFTER COMPOSING THE APPLICATION
And then, only if necessary, please write clearly by hand using a black ball point pen
Also, the Study Plan must be hand-written.
- Applicants MUST complete the entire application and turn them in with the check list.

If there are any missing documents, the application cannot be accepted.

● **Language Requirements**

Japanese Language Proficiency Test (JLPT) N1 is required for the following graduate schools

- Graduate School of Law
- Graduate School of Commerce
- Graduate School of Letters, Arts and Sciences
- Graduate School of Education
- Graduate School of Human Sciences
- Graduate School of Sport Sciences
- The Okuma School of Public Management (WOSPM)
- Graduate School of Accountancy
- Graduate School of Environment and Energy Engineering (Located in Honjyo Campus in Saitama-ken)
- Graduate School of Japanese Applied Linguistics

JLPT (N1) or TOEFL (iBT80) or IELTS (6.0) is required for the following graduate schools

- Graduate School of Political Science
- Graduate School of Economics
- Graduate School of Fundamental Science and Engineering
- Graduate School of Creative Science and Engineering
- Graduate School of Advanced Science and Engineering
- Graduate School of Global Information and Telecommunication Studies
(Located in Honjyo Campus in Saitama-ken)

注意事項・記入例 Guidelines/Sample

Please attach Form 1 through Form 3 on top of your application documents

Form 1 Exchange Program Application Documents

《Graduate School to which you are applying at Waseda University》

Graduate School of Advanced Science and Engineering

- Master's level (Non-Degree Research Student)
PhD level (Non-Degree Research Student)
Don't forget to check.

Major Field at Waseda University: Robotics and System Integration

Don't forget to check. Once you are permitted by Waseda University, you are not allowed to change the Month of Admission.

《Prospective Study Period at Waseda》

- From: APRIL / 2012 To: JULY/2012 *1
From: APRIL / 2012 To: FEBRUARY/2013
From: SEPTEMBER /2012 To: FEBRUARY /2013 *1
From: SEPTEMBER /2012 To: JULY/2013

If you will only attend one semester, you must provide an official letter with reasonable

*1) As a general rule, the exchange program at Waseda University... an applicant intends to attend only one semester duration, an official letter with reasonable reasons must be provided by his/her home institute.

Your Name: Waseda (Family) Taro (First)

Write your family name, first name, middle name in alphabet same as shown on your passport.

Home Institution: University of XXXXXXX

Expected Graduation Date at Your Home Institution: XX / 20XX (month) (year)

Write down your expected graduation date at your home institution.

Please note that exchange students must be enrolled in their home institutions at the time of application and throughout the duration of the exchange study period. Exchange students must return to their home institution after their study at Waseda is finished.

Please attach Form 1 through Form 3 on top of your application documents

Form 2 CHECK LIST

■ Graduate Studies Program ■

All documents must be written in Japanese or English. If the original document is written in another language, Japanese or English translation must be attached. Photocopies, fax, or electronic files will not be accepted.

Please make sure that you enclose the following all items by checking “X” in each box.

<input checked="" type="checkbox"/>	Form 1 , Form 2 and Form 3 (Page 3,4 and 5)
<input checked="" type="checkbox"/>	Exchange Program Application for Admission (Page 6 to 8)
<input checked="" type="checkbox"/>	Academic objectives and study plan at Waseda University (Page 9)
<input checked="" type="checkbox"/>	Recommendation Letter (The letter must be addressed to “Waseda University”.) (Page 10)
<input checked="" type="checkbox"/>	Signatures for the student and the exchange program coordinator on “Important notice regarding the selection of exchange students.” (Page of 11)

An applicant must also submit the following items

<input checked="" type="checkbox"/>	Certificate of Enrollment issued by the home institution
<input checked="" type="checkbox"/>	Official Undergraduate and/or Graduate Transcripts include grading system notes
<input checked="" type="checkbox"/>	5 same passport style color photographs (3 x 4 cm, full face, write your name on the back side of photographs)
<input checked="" type="checkbox"/>	Score Report of TOEFL or IELTS (copy or original)
<input checked="" type="checkbox"/>	Score Report of the Japanese Language Proficiency Test (JLPT) or the Examination for Japanese University Admission for International Students (EJU) (copy or original)
<input checked="" type="checkbox"/>	JASSO Scholarship Application Form (original hard copy), if applicable
<input checked="" type="checkbox"/>	Official letter requesting to attend only one semester duration As a general rule, the exchange program at Waseda University is one year duration. Therefore, if an applicant intends to attend only one semester duration, an official letter with reasonable reasons must be provided by the home institute.

■ MISSING DOCUMENTS ■

If there are any missing documents besides this declaration, the application will not be processed.

Are there any missing documents? Yes No

If yes, please list the item(s) and reasons for the missing document(s).

Missing documents and reasons:

If you have any missing documents, please specify your missing documents and reasons.

Expected date of sending the above document(s) to C.I.E at Waseda University Date: ___ / ___

Please attach Form 1 through Form 3 on top of your application documents

Select one of the following options.

ON SCHOLARSHIP APPLICATION

Q1. Are you applying for JASSO* scholarship for exchange students at Waseda University?

- Yes
 No

*Only applicants with a minimum G.P.A. of 2.30 on the JASSO evaluation scale are eligible to apply. For detailed information on the JASSO requirements, please refer to our website in mid-November: http://www.waseda.jp/cie/exchange/undergraduate/02_scholarship.html

*If an applicant has already been a JASSO scholarship recipient in the previous year, he/she is not eligible for these scholarships at this time.

If "Yes", please provide application documents to us.

If "Yes", Did you attach the form, "Certificate of Enrollment of the Applicant for JASSO International Student Scholarship for Short-term study in Japan" filled out by an officer at the international office at your university?

- Yes No

If "Yes", please provide an official certificate of your scholarship.

Q2. To all exchange students

Are you applying for / Are you planning to receive another scholarship for study abroad in Japan other than JASSO?

- Yes No

- I am currently going through the application process.
 My scholarship has already been determined.
(Attach the original, official certificate of scholarship.)

If yes, please give the name of scholarship and its amount:

Scholarship Name: Okuma Zaidan Scholarship

Amount of Financial Aid: 80000 JPY / Month

Make sure to fill in the amount of your Financial Aid.

【Important】

- 1) JASSO is NOT guaranteed scholarship
Scholarship recipients will be selected by JASSO.
- 2) Please be aware that you cannot rely on this grants to cover all monthly living expenses. Therefore, you must carry enough money even you are selected for these scholarships.

GRADUATE STUDIES PROGRAM

to be typewritten

W Cut your printed photo in the same size (4cmx3cm) of this frame, and paste here.

<<Photograph>> (1.2" X 1.6" recently taken, full face). Please print your name on the back side of the photograph. & Please Paste here!

EXCHANGE PROGRAM APPLICATION FOR ADMISSION TO WASEDA UNIVERSITY

Application Category: [X] Master's level (Non-Degree Research Student) [] PhD level (Non-Degree Research Student)

Don't forget to check.

School to which you are applying at Waseda:

Graduate School of Advanced Science and Engineering

*If you are applying to the Graduate School of Fundamental Science and Engineering, the Graduate School of Advanced Science and Engineering, and the Graduate School of Creative Science and Engineering, please specify the department.

Specify your major Field at Waseda.

Department of Science and Engineering: Faculty of Electronics/Electric Power

Major field at Waseda: Robotics and System Integration

Name of Prospective Academic Supervisor:

Specify the name of your Academic Supervisor.

Okuma Shigenobu

Program Period: [X] From: APRIL / 2012 To: JULY / 2012*1 [] From: APRIL / 2012 To: FEBRUARY / 2013 [] From: SEPTEMBER / 2012 To: FEBRUARY / 2013*1 [] From: ... To: JULY / 2013

Once you are permitted by Waseda University, you are not allowed to change the Month of Admission.

*1.As a general rule, the program period is only one semester duration, an official letter with reasonable reasons must be provided by the home institute.

Home Institution: Are you a [X] Master's Degree Student? or [] PhD Student?

Expected Graduation Date at Your Home Institution: 09 / 2015 (*Please include the period of study at Waseda in the above expected graduation day section.)

Name: (Indicate your full legal name as it appears in your passport)

Name in English: Waseda (Family) Taro (First) Shigenobu [X] Male [] Female

Name in Katakana : ワセダ タロウ シゲノブ

*This KATAKANA name will be used as your official name which cannot be changed later. Waseda University and any changes will not be accepted.

Name in Chinese Characters (If possible): 早稻田 太郎 重信

Make sure to write down your name in "KATAKANA". This KATAKANA name will be used as your official name which cannot be changed later. If you do not fill it in, it will be filled in by Waseda University and any changes will not be accepted.

Present Address: 1-17-14 Nishiwaseda Shinjuku-ku, 169-0051, Tokyo

Home Address: 1-17-14 Nishiwaseda Shinjuku-ku, 169-0051, Tokyo

Phone: +81-3-3207-1454 Fax: +81-3-3202-8638 Marital Status: [] Married [X] Not married

Country of Present Citizenship: Japanese E-mail: in-cie@list.waseda.jp

Academic objectives and study plan at Waseda University:

Study Plan means the Project Description but not the list of Course Module. You must give us a full description of what is your study /research project for the next academic year is going to be about. You should provide us some idea as to what the purpose for applying to Waseda University but not other Japanese Universities and what area/field you are planning to study and what is the goal of your study/project at Waseda University.

SAMPLE

Your Name	Major at Home Institution
Waseda Taro Shigenobu	Robotics and System Integration

GRADUATE STUDIES PROGRAM
WASEDA UNIVERSITY
Tokyo, Japan

LETTER OF RECOMMENDATION

(To be typewritten, if possible)

To the Applicant:

This form should be given to a professor under whom you have studied and who is able to comment on your qualifications for study at Waseda University.

Name of Applicant: _____ **Waseda Taro Shigenobu**

Address of Applicant: _____ **1-17-14 Nishiwaseda Shinjuku-ku, 169-0051, Tokyo Japan**

To the Academic Sponsor:

This form is submitted to you for your opinion on the applicant's qualifications to study at Waseda University. Your information will be treated as confidential. Please feel free to attach other sheets as necessary, however, all information on this paper must be filled out. The letter must be addressed to Waseda University.

SAMPLE

This form must be filled out by one of your professors at your home institution

Name: _____ **Your Professor's Name** Position: _____ **Professor**

Name of Faculty / Department: _____ **Faculty of Electronics/Electricity/Electric Power**

Name of Institution: _____ **Graduate School of Science and Engineering, University of XXXXXX**

Signature: _____ **Soudai Hanako** Date: _____ **mm / dd / yyyy**

Make sure to obtain a signature from your Professor.

Important Notice regarding the Selection of Exchange Student

Waseda University pays special attention and makes the utmost efforts to assist international students with enjoying a safe and comfortable student life. However, in recent years, there have been cases of serious incidents and accidents, as well as cases that are very difficult to correspond to, which affect the safety of students during their time abroad.

Waseda University tries hard to foresee danger and to take precautions against possible accidents. Therefore, in order to respond smoothly when it is necessary, we would like to ask our partner universities to confirm and stress the following points during the study abroad candidate selection and at the pre-departure orientation.

- 1) Ensure that the student is in a good state of health, both physically and emotionally, which allows him/her to withstand a one year study abroad.
- 2) Even if there are no hindrances for the student to study abroad for one year, please make sure that either the student personally or through their University informs the Center for International Education, Waseda University beforehand of any of the following: in the case of he/she having a medical history of any illnesses and needing to receive regular outpatient treatment in Japan; in the case of special support required from the University.
- 3) Ensure that the student enrolls in a Studying Abroad (Travel) Insurance, which covers the student from the time of departure to the time of return to their home country. International Students enroll in the National Health Insurance Scheme after they enter Japan. However, we advise students to enroll in an insurance scheme before entering Japan which covers costs not covered by the National Health Insurance Scheme*. Recently, there has been an increase of bodily injuries occurring when riding bicycles. Bicycle riding accidents that inflict an injury on a third party demand an enormous compensation for damages. In situations like this, the responsibility will be borne by the international students themselves.

*During their stay in Japan, students must be registered for the National Health Insurance Scheme covers 70% of the medical fees. The National Health Insurance Scheme covers only medical related fees.

Furthermore, in the case of Waseda University concluding that the continuation of exchange is difficult due to any incidents, accidents, illnesses and others that have occurred during the study abroad period, upon consultation with the partner university, measures such as the student being sent home will be taken accordingly.

Thank you for your assistance. Your cooperation with this matter will be greatly appreciated. Applicant's Name

●As the applicant's for the Study Abroad Exchange Program, I “ Waseda Taro Shigenobu “
(Please print Applicant's name) certify that I have verified the all the information contained in the application for accuracy and completeness. Your Institution's Name

●As the Study Abroad Exchange Coordinator of University of XXXXX (Institution name),
I “ Soudai Hanako “ (please print Coordinator's name) certify that all the information
contained in the application have been verified for accuracy. Coordinator's Name

Student Signature:

Name: Waseda Taro Shigenobu Signature: 早稻田 太郎 Date: mm / dd / yyyy
(Print clearly) (mm/dd/yyyy)
E-mail: In-cie@list.waseda.jp Make sure to affix your Signature.

Exchange Program Coordinator Signature:

Name: Soudai Hanako Signature: Soudai Hanako Date: mm / dd / yyyy
(Print clearly) (mm/dd/yyyy)
E-mail: XXXXXX@list.waseda.jp

**✘ If there is no signature here,
this application will not be processed.**

Don't forget to obtain a signature from your
Coordinator.

- Graduate School of Information, Production and Systems
(Located in Kita-kyushu Campus in Fukuoka-ken)

JLPT (N1) or TOEFL (iBT92) or IELTS (6.5) is required for the following school.

- Graduate School of Asia-Pacific Studies

JLPT (N1) or TOEFL (iBT92) or IELTS (6.5) and at least 3 year work experience which must be related with the applicant's study is required for the following school.

- MBA Course at the Graduate School of Commerce (Waseda Business School)

An intermediate level of Japanese (ability equivalent to higher than JLPT(N2) or Examination for Japanese University Admission for International Student (250) is required for the following graduate school.

- Graduate School of Social Sciences

The following schools are not open to exchange students

- Waseda Business School (Evening MBA Program)
 - Waseda Law School
 - Graduate School of Accountancy (PhD level)
 - Graduate School of Finance
 - Graduate School of Teacher Education
- Officially issued original documents are required for the screening process.
If the original document is written in other than Japanese or English, translations into Japanese or English prepared by an applicant's university with an official seal must be attached. Photocopies, fax, or electronic files will not be accepted.
 - Submitted personal information will be used only for the student exchange program.
 - The submitted application documents will not be returned under any circumstances.

Please attach Form 1 through Form 3 on top of your application documents

Form 1 Exchange Program Application Documents

《Graduate School to which you are applying at Waseda University》

Graduate School of _____

- Master's level (Non-Degree Research Student)
- PhD level (Non-Degree Research Student)

Major Field at Waseda University: _____

《Prospective Study Period at Waseda》

- From: APRIL / 2012 To: JULY/2012 *1
- From: APRIL / 2012 To: FEBRUARY/2013
- From: SEPTEMBER /2012 To: FEBRUARY /2013 *1
- From: SEPTEMBER /2012 To: JULY /2013

* 1) As a general rule, the exchange program at Waseda University is one year duration. Therefore, if an applicant intends to attend only one semester duration, an official letter with reasonable reasons must be provided by his/her home institute.

Your Name: _____
(Family) (First) (Middle)

Home Institution: _____

Expected Graduation Date at Your Home Institution: _____ / _____
(Month) (Year)

Please note that exchange students must be enrolled in their home institutions at the time of application and throughout the duration of the exchange study period. Exchange students must return to their home institution after their study at Waseda is finished.

Please attach Form 1 through Form 3 on top of your application documents

Form 2 CHECK LIST

■ Graduate Studies Program ■

All documents must be written in Japanese or English. If the original document is written in another language, Japanese or English translation must be attached. Photocopies, fax, or electronic files will not be accepted.

Please make sure that you enclose the following all items by checking “X” in each box.

<input type="checkbox"/>	Form 1 , Form 2 and Form 3 (Page 3,4 and 5)
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<input type="checkbox"/>	Academic objectives and study plan at Waseda University (Page 9)
<input type="checkbox"/>	Recommendation Letter (The letter must be addressed to “Waseda University”.) (Page 10)
<input type="checkbox"/>	Signatures for the student and the exchange program coordinator on “Important notice regarding the selection of exchange students.” (Page of 11)

An applicant must also submit the following items

<input type="checkbox"/>	Certificate of Enrollment issued by the home institution
<input type="checkbox"/>	Official Undergraduate and/or Graduate Transcripts include grading system notes
<input type="checkbox"/>	5 same passport style color photographs (<i>3 x 4 cm, full face, write your name on the back side of photographs</i>)
<input type="checkbox"/>	Score Report of TOEFL or IELTS (copy or original)
<input type="checkbox"/>	Score Report of the Japanese Language Proficiency Test (JLPT) or the Examination for Japanese University Admission for International Students (EJU) (copy or original)
<input type="checkbox"/>	JASSO Scholarship Application Form (original hard copy), if applicable
<input type="checkbox"/>	Official letter requesting to attend only one semester duration As a general rule, the exchange program at Waseda University is one year duration. Therefore, if an applicant intends to attend only one semester duration, an official letter with reasonable reasons must be provided by the home institute.

■ MISSING DOCUMENTS ■

If there are any missing documents besides this declaration, the application will not be processed.

Are there any missing documents? Yes No

If yes, please list the item(s) and reasons for the missing document(s).

Missing documents and reasons: _____

Expected date of sending the above document(s) to C.I.E at Waseda University Date: ___/___/___

Please attach Form 1 through Form 3 on top of your application documents

Form 3 QUESTIONNAIRES ON SCHOLARSHIP APPLICATION

Q1. Are you applying for JASSO* scholarship for exchange students at Waseda University?

- Yes
 No

* Only applicants with a minimum G.P.A. of 2.30 on the JASSO evaluation scale are eligible to apply.

For detailed information on the JASSO requirements, please refer to our website in mid-November:

http://www.waseda.jp/cie/exchange/graduate/02_scholarship.html

*. If an applicant has already been a JASSO or MEXT scholarship recipient in the past 3year, he/she is not eligible for this scholarship at this time.

If "Yes",

Did you attach the form "Certificate of Enrollment of the Applicant for JASSO International Student scholarship for Short-Term study in Japan" filled out by an officer of the international office at your university?

- Yes No

Q2. To all exchange students applying scholarship;

Are you applying for / Are you going to receive another scholarship for study abroad in Japan other than JASSO?

- Yes No

I am currently going through the application process.

My scholarship has already been determined.

(Attach the original official certificate of scholarship.)

If yes, please give the name of scholarship and its amount:

Scholarship Name: _____

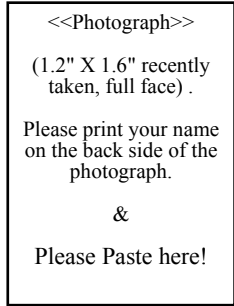
Amount of Financial Aid: _____

【Important】

- 1) JASSO is NOT guaranteed scholarship
Scholarship recipients will be selected by JASSO.
- 2) Please be aware that you cannot rely on this grants to cover all monthly living expenses.
Therefore, you must carry enough money even you are selected for these scholarships.

GRADUATE STUDIES PROGRAM
 WASEDA UNIVERSITY
 Tokyo, Japan

to be typewritten



EXCHANGE PROGRAM APPLICATION
FOR ADMISSION TO WASEDA UNIVERSITY

Application Category: Master's level (Non-Degree Research Student)
 PhD level (Non-Degree Research Student)

School to which you are applying at Waseda:

*If you are applying to the Graduate School of Fundamental Science and Engineering, the Graduate School of Advanced Science and Engineering, and the Graduate School of Creative Science and Engineering, please specify the department.

Department of Science and Engineering: _____

Major field at Waseda: _____

Name of Prospective Academic Supervisor:

Program Period: From: APRIL / 2012 To: JULY / 2012*1
 From: APRIL / 2012 To: FEBRUARY / 2013
 From: SEPTEMBER / 2012 To: FEBRUARY / 2013*1
 From: SEPTEMBER / 2012 To: JULY / 2013

*1.As a general rule, the exchange program at Waseda University is one year duration. Therefore, if an applicant intends to attend only one semester duration, an official letter with reasonable reasons must be provided by the home institute.

Home Institution: _____ Are you a Master's Degree Student? or PhD Student?

Expected Graduation Date at Your Home Institution: _____
 (*Please include the period of study at Waseda in the above expected graduation day section.)

Name: (Indicate your full legal name as it appears in your passport)

Name in English: _____ Male Female
 (Family) (First) (Middle)

Name in Katakana : _____

*This KATAKANA name will be used as your official name which cannot be changed later. If you do not fill it in, it will be filled in by Waseda University and any changes will not be accepted.

Name in Chinese Characters (If possible): _____

Present Address: _____

Home Address: _____

Phone: _____ Fax: _____ Marital Status: Married Not married

Country of Present Citizenship: _____ E-mail: _____

Educational Background:

List all schools attended in chronological order.

Name of Institution (Elementary, Secondary, and Post-Secondary)	Location (City, Country)	Period (mm/yy ~ mm/yy)	Years Attended
(1)		/ ~ /	Years
(2)		/ ~ /	Years
(3)		/ ~ /	Years
(4)		/ ~ /	Years
(5)		/ ~ /	Years
(6)		/ ~ /	Years
(7)		/ ~ /	Years
Total years of education			Years

Highest diploma/degree awarded: _____

Describe any academic honors, awards, publications you have achieved or scholarships you have received.

Native Language: _____

Japanese Language Experience:

Period of Study	Name of Institution	Textbook Names
/ / ~ / /		
/ / ~ / /		
/ / ~ / /		
/ / ~ / /		

Japanese Proficiency

Please give your own assessment of your Japanese proficiency.

	Excellent	Good	Fair	Poor	None
Speaking					
Listening					
Reading					
Writing					

Foreign language studies other than Japanese:

Language	Period of Study	Institution
_____	_____	_____
_____	_____	_____
_____	_____	_____

Work Experience:

Name of Company	Location (City, Country)	Period of Employment (mm/dd/yyyy)
		/ / ~ / /
		/ / ~ / /
		/ / ~ / /

Military Service:

Completed Not yet done No military service obligation

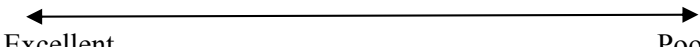
Family:

Name	Age	Relationship	Occupation	Country of Residence
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____

Health:

Height: _____ cm Weight: _____ kg

Rate your general health: (Check the box that applies.)

4 3 2 1


Indicate any mental or physical disabilities if you have any*.

*Providing us of your health concern will not impact selection into the exchange program. This information will only be used for establishment of a support for you.

Passport & Visa Information:

Passport Number: _____ Date of Issue: _____

Date of Expiration: _____ Issuing Authority: _____

Do you have any past entry into/stay in Japan? Yes time(s) No

At which Japanese Consulate/Embassy do you plan to apply for a visa? _____

I certify that all the information provided on this form and in the accompanying documents is complete and accurate to the best of my knowledge, and, if admitted, I agree to comply with the rules and regulations of Waseda University.

Date: _____
 (Month) (Day) (Year)

Signature: _____

**GRADUATE STUDIES PROGRAM
WASEDA UNIVERSITY
Tokyo, Japan**

LETTER OF RECOMMENDATION

(To be typewritten, if possible)

To the Applicant:

This form should be given to a professor under whom you have studied and who is able to comment on your qualifications for study at Waseda University.

Name of Applicant: _____

Address of Applicant: _____

To the Academic Sponsor:

This form is submitted to you for your opinion on the applicant's qualifications to study at Waseda University. Your information will be treated as confidential. Please feel free to attach other sheets as necessary, however, all information on this paper must be filled out. The letter must be addressed to Waseda University.

Name: _____ Position: _____

Name of Faculty / Department: _____

Name of Institution: _____

Signature: _____ Date: _____

Important Notice regarding the Selection of Exchange Student

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- 2) Even if there are no hindrances for the student to study abroad for one year, please make sure that either the student personally or through their University informs the Center for International Education, Waseda University beforehand of any of the following: in the case of he/she having a medical history of any illnesses and needing to receive regular outpatient treatment in Japan; in the case of special support required from the University.
- 3) Ensure that the student enrolls in a Studying Abroad (Travel) Insurance, which covers the student from the time of departure to the time of return to their home country. International Students enroll in the National Health Insurance Scheme after they enter Japan. However, we advise students to enroll in an insurance scheme before entering Japan which covers costs not covered by the National Health Insurance Scheme*. Recently, there has been an increase of bodily injuries occurring when riding bicycles. Bicycle riding accidents that inflict an injury on a third party demand an enormous compensation for damages. In situations like this, the responsibility will be borne by the international students themselves.

*During their stay in Japan, students must be registered for the National Health Insurance Scheme covers 70% of the medical fees. The National Health Insurance Scheme covers only medical related fees.

Furthermore, in the case of Waseda University concluding that the continuation of exchange is difficult due to any incidents, accidents, illnesses and others that have occurred during the study abroad period, upon consultation with the partner university, measures such as the student being sent home will be taken accordingly.

Thank you for your assistance. Your cooperation with this matter will be greatly appreciated.

●As the applicant's for the Study Abroad Exchange Program, I “ _____ ”
(Please print Applicant's name) certify that I have verified the all the information contained in the application for accuracy and completeness.

●As the Study Abroad Exchange Coordinator of _____ (Institution name),
I “ _____ ”, (please print Coordinator's name) certify that all the information
contained in the application have been verified for accuracy and completeness.

Student Signature:

Name: _____ Signature: _____ Date: _____
(Print clearly) (mm/dd/yyyy)
E-mail: _____

Exchange Program Coordinator Signature:

Name : _____ Signature: _____ Date: _____
(Print clearly) (mm/dd/yyyy)
E-mail: _____

※ If there is no signature here, this application will not be processed.