

**EXCHANGE PROGRAM  
GRADUATE STUDIES PROGRAM  
WASEDA UNIVERSITY**

**1. Notes 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>

For graduate studies programs, 1<sup>st</sup> level of Japanese ability is mandatory upon application for your successful study abroad at Waseda.

Applicants **MUST** complete the entire application and turn them in.

**If there are any missing documents, the application can not be accepted.**

We require officially issued original documents for the screening process.

**If the original document is written in other languages, translations into Japanese or English must be attached. Also photocopies, fax, and/or electronic files of documents will not be accepted.**

Based on the exchange program agreement, academic transcripts of your grades during the program will be sent to your home institution after the program.

Personal information submitted here will be used only for the exchange program.

The submitted application documents will not be returned under any circumstances.

**2. Important Points Regarding the Application for Certificate of Eligibility (COE)**

COE is an official document issued by the Ministry of Justice. It is necessary for the "Ryugaku" or "College Student" Visa. Waseda University will apply for the COE at the Tokyo Regional Immigration Bureau on behalf of students themselves, and send the certificate to your home institution as soon as it has been issued. Submit the COE with your visa application when you apply for the visa at your nearest Japanese embassy or consulate.

Please make sure to print out 5 pages of the Application form (i.e. both For applicant and For organization) and carefully complete them by following the instructions below.

<For applicant, part 1, 2 and 3>

**For #3**, the spelling of your name must be the same as the one on your passport.

\*Students from countries/regions of China • Korea • Taiwan, must enter their name in **KANJI (漢字) and in Alphabet.**

**For #5 and #8**, please enter your place of birth (name of country, city and district) and your home town (Name of country, city and district) in details.

\*Students from countries/regions of China • Korea • Taiwan, must enter their information in **KANJI (漢字) or KATAKANA** < e.g. (国名)、 県/省/市/洞/区 > .

Please **do not fill in** information for the following items: **#12, #28 and #29.**

All other items are essential for your visa application. Be sure to write clearly and answer questions completely.

**For #16**, please write the location of your nearest Japanese Embassy or consular office.

**For #17 and #18** , tick either "Yes" or "No", and fill in the blank.

**For #23**, please make sure to fill in the name of your school (home institution) and date of expected graduation.

**For #26**, you are required to submit the occupation and annual income of the bank account holder or financial guarantor as part of the requested information.

**For #28 and #29**, please do NOT sign!! The applicant is Waseda University. Please leave it blank.

<For organization, part1 and 2 >

**For #1**, the spelling of your name must be the same as the one on your passport.

\*Students from countries/regions of China • Korea • Taiwan, must enter their name in **KANJI (漢字)**.

**For #6**, please check your major at Waseda University

**For #7**, please do NOT fill in the information.

# Form 1 (Exchange Program Application Documents)

## <Application Periods>

April admission----November 15 - December 1, 2009

September admission -----February 1 - March 15, 2010

Name: \_\_\_\_\_

Home Institution: \_\_\_\_\_

Expected Graduation Date at Your Home Institution: \_\_\_\_\_ / 20 \_\_\_\_\_

\*\*\*\*\*  
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.  
\*\*\*\*\*

Graduate School to which you are applying at Waseda:

Graduate School of \_\_\_\_\_

Major Field at Waseda: \_\_\_\_\_

Prospective Study Period at Waseda:

From: APRIL / 2010 To: \_\_\_\_\_ / \_\_\_\_\_

From: SEPTEMBER /2010 To: \_\_\_\_\_ / \_\_\_\_\_

From: SEPTEMBER /2010 To: FEBRUARY / 2012 *\*Only for MEXT scholarship applicants.*

## MISSING DOCUMENTS

**If there are any missing documents besides this declaration, the application can not be accepted.**

Are there any missing documents? Yes No

If yes, please list the item(s) and your reason for not including the missing document(s).

Missing document and explanation: \_\_\_\_\_

\_\_\_\_\_

Expected date of sending the above document(s) to the Center for International Education. \_\_\_\_\_ / \_\_\_\_\_

**Form 2 (CHECK LIST)**

Please mark **X** in the following boxes of items you enclosed.

**All documents must be written in Japanese or English.** If the original document is written in another language, a Japanese or English translation must be attached.

**Photocopies, fax, and/or electronic files will not be accepted.**

**Graduate Studies Program**

	Exchange Program Application
	Academic objectives and study plan at Waseda University
	Certificate of Enrollment issued by the home institution.
	Official Undergraduate and/or Graduate Transcripts
	Letter of Recommendation
	5 Passport style Color Photographs (3 x 4 cm, full face)
	TOEFL Score Report, minimum score of 550 (CBT213 / iBT79-80)
	Score Report of the first level of the Japanese Language Proficiency Test (JLPT) or the Japanese section of the Examination for Japanese University Admission for International Students (EJU)
	Certificate of Japanese Proficiency
	Scholarship Application Form JASSO Monbukagakusho (MEXT) Scholarship (autumn admission only)

**Visa Documents required by the Immigration Bureau**

	Application form for "Certificate of Eligibility (COE)"
	Certificate of Scholarship
	Copy of Passport (Page with photograph)
	Personal History (i.e. Resume, C.V.)
	Statement of Financial Resources
	Bank Balance Certificate
	Agreement for Defraying Expenses

### Form 3 (QUESTIONNAIRE ON SCHOLARSHIP APPLICATION)

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

Yes ----- JASSO\*1                      Monbukagakusho(MEXT)\*2 (September Admission only)  
No

\*1 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](http://www.waseda.jp/cie/exchange/graduate/02_scholarship.html)  
\*2 Monbukagakusho Scholarship is not available for April admission and Graduate Students.

Q2. For JASSO scholarship applicants:

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

Q3. For Monbukagakusho(MEXT) scholarship applicants:

Did you attach a set of Monbukagakusho(MEXT) scholarship application documents?

Yes                      No

If yes, please submit application documents for both the Exchange Program and Mongukagakusho (MEXT) Scholarship.

Q4. 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 and Monbukagakusho(MEXT)?

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: \_\_\_\_\_



**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.**

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**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/yy)
		/ / ~ / /
		/ / ~ / /
		/ / ~ / /

**Military Service:**

Completed     Not yet done     No military service obligation

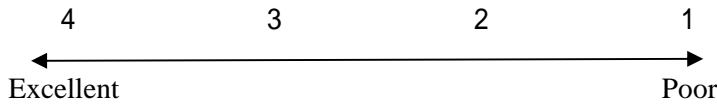
**Family:**

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

**Health:**

Height: \_\_\_\_\_ cm    Weight: \_\_\_\_\_ kg

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



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

\_\_\_\_\_

\*Contents entered into this item will not impact selection into the exchange program. This information will only be used for establishment and maintenance of a support system for international students.

**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: \_\_\_\_\_



# 日本語能力証明書

## CERTIFICATE OF JAPANESE PROFICIENCY

氏名 (性別: 男・女)  
Name: Sex: M / F

生年月日 年 月 日生  
Date of Birth: year/month/day

学習期間 年 月 日 ~ 年 月 日  
Period of Study: year/month/day year/month/day

上記の者の日本語能力は、以下のように評価できます。  
This is to certify that the Japanese proficiency of the person above is as follows:

**1. 上記の者のレベルを で囲んで下さい。 Please circle the appropriate level.**

日本語能力検定試験 1級・2級・3級・4級以下 相当の実力を有します。

His/her level is equivalent to the 1<sup>st</sup> /2<sup>nd</sup> /3<sup>rd</sup> /4<sup>th</sup> or lower level of Japanese Language Proficiency Test.

**2. 日本語能力を正確に評価するため、必ず所見欄もご記入ください。**

In order to accurately assess the student's Japanese ability we ask you to **include comments** (所見) for the following categories.

	優 A	良 B	可 C	不可 F	所見 (必須) Comments (Please fill in)
読解 Reading Comprehension					
文字表現 Written Expression					
口頭表現 Oral Expression					
聴解 Listening Comprehension					

評価基準  
Evaluation Ratings

優: 極めて高度の能力を有し、特に指導を必要としない。  
A: Excellent.  
良: かなり高度の能力を有するが、若干の指導は必要である。  
B: Good  
可: 基礎的な能力を有するが、かなりの指導が必要である。  
C: Fair.  
不可: 初歩的な能力であり、長期にわたる十分な指導が必要である。  
F: Poor.

年 月 日  
Date of Issue: year/month/day

評価者 職位 印  
Evaluator: Title: 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. For the convenience of the person completing the form, you should attach an envelope addressed to the Center for International Education, 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 use both sides of this form or to attach other sheets as necessary. For inclusion in the applicant's application, this letter should be received at the appointed address no later than the application deadline.*

Name: \_\_\_\_\_

Position: \_\_\_\_\_

Name of Faculty / Department: \_\_\_\_\_

Name of Institution: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

# Important Notice regarding the Selection of Exchange Student

Waseda University pays special attention and makes 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 state of health, both physically and emotionally, which allows him/her to withstand a one year study abroad.
- 2 ) Even if there is no hindrance 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 advice students to enroll in an insurance scheme before entering Japan which covers costs not covered by the National Health Insurance Scheme. Especially recently, there has been an increase of bodily injuries occurring when riding bicycles. Bicycle riding accidents that inflict 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.

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 Coodinator's name) certify that all the information contained in the application have been verified for accuracy and completeness.

## **Student Signature:**

\_\_\_\_\_ Date: \_\_\_\_\_

E-mail: \_\_\_\_\_

## **Exchange Program Coordinator Signature:**

\_\_\_\_\_ Date: \_\_\_\_\_

E-mail: \_\_\_\_\_