

**EXCHANGE PROGRAM  
UNDERGRADUATE STUDIES PROGRAM  
WASEDA UNIVERSITY**

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

\*September admission for School of Law, School of Education, School of Human Science and School of Sport Sciences are not available.\*

\*One semester is not available for School of Law, School of Education, School of Human Science and School of Sport Science. However one semester (Spring admission) is available for School of Law.\*

**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 DATA 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 Requirement**

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

- School of Law
- School of Education
- School of Commerce
- School of Social Sciences
- School of Fundamental Science Engineering
- School of Creative Science and Engineering
- School of Advanced Science and Engineering
- School of Humanities and Social Sciences
- School of Culture, Media and Society
- School of Human Sciences (Located in Tokorozawa Campus in Saitama-ken)
- School of Sports Sciences (Located in Tokorozawa Campus in Saitama-ken)

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

- School of Political Science and Economics
- 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 home 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 circumstance.

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

# Form 1 Exchange Program Application Documents

## 《Undergraduate School to which you are applying at Waseda University》

Undergraduate School of Commerce

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 University》

From: APRIL / 2012 To: JULY / 2012 \*1

From: APRIL / 2012 To: FEBRUARY

From: SEPTEMBER / 2012 To: FEBRUARY

From: SEPTEMBER / 2012 To: JULY / 2012

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

\*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.

\*1.One semester is not available for School of Law, School of Education, School of Human Science and School of Sport Science. However one semester (Spring admission) is available for School of Education and School of Sport Sciences.

\*2.September admission for School of Law, School of Education and School of Sport Sciences are not available.\*

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

Name: Waseda Taro Shigenobu  
(Family) (First) (Middle)

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

### ■ Undergraduate 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 2,3 and 4)
<input checked="" type="checkbox"/>	Exchange Program Application for Admission (Page 5 to 7)
<input checked="" type="checkbox"/>	Academic objectives and Study Plan at Waseda University written in Japanese (Page 8)
<input checked="" type="checkbox"/>	Recommendation letter (Letter must be addressed to Waseda University.) (Page 9)
<input checked="" type="checkbox"/>	Signatures for the student and the exchange program coordinator on "Important notice regarding the selection of exchange students." (Page 10)

### **\*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 Transcripts include grading system notes
<input checked="" 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 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) (copy or original)
<input checked="" type="checkbox"/>	JASSO Scholarship Application Form , if applicable
<input checked="" type="checkbox"/>	Official letter requesting to attend only one semester duration (original) 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 reason(s): \_\_\_\_\_

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](http://www.waseda.jp/cie/exchange/undergraduate/02_scholarship.html)

\*If an applicant has already been a JASSO scholarship recipient, 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.

UNDERGRADUATE

Cut your printed photo in the same size (4cm×3cm) of this frame, and paste here.

(1.2" X 1.6" recently taken, full face) .

Please print your name on the back of the photographs

& Please paste here!

to be typewritten

**EXCHANGE PROGRAM APPLICATION FOR ADMISSION TO WASEDA UNIVERSITY**

Application Category:  Undergraduate Studies Program (Non-degree program)

School to which you are applying at Waseda:

Undergraduate School of: Commerce

Major Field at Waseda: Management

Specify your Major Field at Waseda.

Program Period:  From: APRIL / 2012 To: JULY / 2012\*1

From: APRIL / 2012 To: FEBRUARY / 2013

From: SEPTEMBER / 2012 To: FEBRUARY / 2013\*1,\*2

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

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

\*1. One semester is not available for School of Law, School of Education, School of Human Science and School of Sport Science. However one semester (Spring admission) is available for School of Law.

\*2. September admission for School of Law, School of Education, School of Human Science and School of Sport Sciences are not available.\*

Home Institution: University of XXXXX

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 on your passport)

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

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. 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): 早稻田 太郎

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

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

Phone: +81-3-3207-1454 Fax: +81-3-3202-8638 Place of Birth: Shinjku-ku Tokyo Japan  
(City) (State) (Country)

Date of Birth: mm / dd / yyyy E-mail: in-cie@list.waseda.jp  
(Month) (Day) (Year)

Country of Present Citizenship: Japanese Marital Status:  Married  Not married





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	Management

UNDERGRADUATE 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 for 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: Department of Economics

Name of Institution: School of Economics

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 advice 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.

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 for the Study Abroad Exchange Program, I “ Waseda Taro Shigenobu ”  
(please print Applicant's name) certify that I have verified the all the above information contained in the checklist 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 documents has been verified for a

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.

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

## **Form 1 Exchange Program Application Documents**

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

Undergraduate School of \_\_\_\_\_

### 《Prospective Study Period at Waseda University》

- From: APRIL / 2012 To: JULY / 2012 \*1
- From: APRIL / 2012 To: FEBRUARY / 2013
- From: SEPTEMBER / 2012 To: FEBRUARY / 2013 \*1,\*2
- From: SEPTEMBER / 2012 To: JULY / 2013\*2

\*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.

\*1.One semester is not available for School of Law, School of Education, School of Human Science and School of Sport Science. However one semester (Spring admission) is available for School of Law.

\*2.September admission for School of Law, School of Education, School of Human Science and School of Sport Sciences are not available.\*

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

### ■ Undergraduate 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 2,3 and 4)
<input type="checkbox"/>	Exchange Program Application for Admission (Page 5 to 7)
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<input type="checkbox"/>	Recommendation letter (Letter must be addressed to Waseda University.) (Page 9)
<input type="checkbox"/>	Signatures for the student and the exchange program coordinator on "Important notice regarding the selection of exchange students." (Page 10)

### **\*An applicant must also submit the following items\***

<input type="checkbox"/>	Certificate of Enrollment issued by the home institution
<input type="checkbox"/>	Official 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) (copy or original)
<input type="checkbox"/>	JASSO Scholarship Application Form , if applicable
<input type="checkbox"/>	Official letter requesting to attend only one semester duration (original) 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 reason(s): \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Expected date of sending the above document(s) to C.I.E at Waseda University \_\_\_\_/\_\_\_\_/\_\_\_\_

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

## **Form 3 QUESTIONNAIRE 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](http://www.waseda.jp/cie/exchange/undergraduate/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 these scholarships 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 at 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.



**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					
Hearing					
Reading					
Writing					

**Foreign language study 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.)

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: \_\_\_\_\_



**UNDERGRADUATE 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 for 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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- 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 advice 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.

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 for the Study Abroad Exchange Program, I “\_\_\_\_\_”  
(please print Applicant's name) certify that I have verified the all the above information contained in the checklist 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 documents has 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.