

For All Applicants
Academic Year 2002-2003

INTERNATIONAL DIVISION PROGRAM
CENTER FOR INTERNATIONAL EDUCATION
WASEDA UNIVERSITY

#404 1-7-14 Nishi-Waseda, Shinjuku-ku, Tokyo 169-0051 Japan

to be typewritten

APPLICATION FOR ADMISSION

Attach **FOUR**
identical signed
photographs
(1.2" X 1.6"
recently taken,
full face) here.

Do not paste.

Application Category: Consortial Student Bilateral Student
 Independent Student Non-Credit Student

Period of Study: Academic Year (10/01/2002-06/27/2003)
 Fall Semester (10/01/2002-02/07/2003)
 Autumn Term (10/01/2002-12/20/2002)
 Spring Semester (04/01/2003-06/27/2003)

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

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

Would you like to use your middle name instead of your first name at Waseda? Yes No

Name in Katakana _____
(or write your name in alphabetic characters which shows the pronunciation)

Name in Chinese Character (Kanji) _____
(If you are originally from Asian countries, which use Kanji (China, Korea, Japan and others), please inform us of your name in Chinese Characters, also.)

Present address: _____

Phone: _____ **Fax:** _____ **E-mail:** _____

Summer address: _____
(from _____ until _____)

Phone: _____ **Fax:** _____ **E-mail:** _____

Date of birth: _____ **Place of birth:** _____
(Month) (Day) (Year) (City) (State) (Country)

Country of present citizenship: _____

Marital status: Single Married (Maiden Name: _____.)

Home institution: _____

Current Year in School: 1st 2nd 3rd 4th other (_____) as of _____
(Fresh) (Sophomore) (Junior) (Senior) (Date)

Cumulative GPA on 4.0 scale: _____ as of the end of previous term / not applicable

Major field: _____ (Minor field: _____)

Your graduation day to be scheduled: _____
(Month / Year)

Are you currently enrolled in a Japanese language course? Yes No

If "yes," please provide information regarding it below.

| Institution | Course title | Credit/Unit to be received |
|-------------|--------------|----------------------------|
| | | |

Japanese language proficiency:

Reading: Excellent Good Fair Poor None

Writing: Excellent Good Fair Poor None

Hearing: Excellent Good Fair Poor None

Speaking: Excellent Good Fair Poor None

Foreign language study other than Japanese (if any):

| Language | Period of study | Institution |
|----------|-----------------|-------------|
| | | |
| | | |
| | | |

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

Health:

Rate your general health: Excellent Good Fair Poor

Indicate any physical disability or handicap you may have. _____

Family:

| Name | Age | Relationship | Occupation | Living place (Country) |
|------|-----|--------------|------------|------------------------|
| | | | | |
| | | | | |
| | | | | |
| | | | | |

PERSONAL HISTORY

1.Citizenship Country : _____ Name : _____

2.Date of Birth : _____ / _____ / 19____ (Month) (Day) (Year)

3.Present Address : _____

4. Marital status: Single Married Spouse's Name : (_____)

5.List, in chronological order, all schools attended :

| Name of Institution (Elementary, Secondary, and Post-Secondary) | Location City, Country | from yy/mm/dd | to yy/mm/dd |
|--|---------------------------|---------------|-------------|
| (1) | | | |
| (2) | | | |
| (3) | | | |
| (4) | | | |
| (5) | | | |
| (6) | | | |

6.Learning experience of Japanese language:

| Name of Institution | City, Country | from yy/mm/dd | to yy/mm/dd |
|---------------------|---------------|---------------|-------------|
| (1) | | | |
| (2) | | | |
| (3) | | | |

7.Occupation or work experience (if any):

| Employer | Location | from yy/mm/dd | to yy/mm/dd |
|----------|----------|---------------|-------------|
| (1) | | | |
| (2) | | | |
| (3) | | | |
| (4) | | | |

8.Past Record of entry into Japan :

| No. | Date of entry | Date of exit | Visa status | Purpose of your stay |
|-----|---------------|--------------|-------------|----------------------|
| (1) | | | | |
| (2) | | | | |
| (3) | | | | |
| (4) | | | | |

I certify that all the information provided on this form is accurate to the best of my knowledge, and was written by myself.

Date : _____ / _____ / _____ (yy/mm/dd)

Signature: _____

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INTERNATIONAL DIVISION PROGRAM
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#404 1-7-14 Nishi-Waseda, Shinjuku-ku, Tokyo 169-0051 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. If you have been away from an academic institution for some time, this form may be given to some other person who is able to comment on your academic qualifications. For the convenience of the person completing the form, you should include a stamped envelope addressed to the Center for International Education, Waseda University.

Applicant's name: _____

Applicant's address: _____

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 use both sides of this form or to attach another paper. For inclusion in the applicant's dossier, this letter should be received at the appointed address not later than the application deadline.

Name: _____

Signature: _____

Address: _____

Position: _____

Date: _____

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Academic Year 2002-2003

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Name: _____

Signature: _____

Address: _____

Position: _____

Date: _____

**For Independent Applicants Only
Academic Year 2002-2003**

**INTERNATIONAL DIVISION PROGRAM
CENTER FOR INTERNATIONAL EDUCATION
WASEDA UNIVERSITY
#404 1-7-14 Nishi-Waseda, Shinjuku-ku, Tokyo 169-0051 Japan**

LETTER OF GUARANTEE

To: President, Waseda University

Applicant's Full Name: _____

Date of Birth: _____

Country of present citizenship: _____

I, the undersigned, undertake to be responsible in all respects for the above person while he/she is in Japan and, to the best of my ability, to ensure that he/she will conduct himself/herself as benefits a student of your University.

Guarantor's Full Name: _____

Signature: _____

Present Address: _____

Phone Number: _____

Occupation (in detail): _____

Relationship to the Applicant: _____

Date: _____

QUESTIONNAIRE

Could you please fill out the items below and submit this sheet together with the completed application forms to the Center for International Education of Waseda University? We guarantee that this answer does not influence the admission for you at all.

1. Your name: _____

Home Institution: _____

2. Please indicate all the universities/colleges to which you have applied or you are going to apply, including Waseda University. LIST THEM IN THE ORDER OF YOUR PREFERENCE. That is, on line 1 indicate the university/college that you would most prefer to attend, on line 2 list your second choice.

| | Which to apply to? | Application deadline? | Admitted? |
|------------|--------------------|-----------------------|-----------|
| 1st Choice | _____ | _____ | _____ |
| 2nd Choice | _____ | _____ | _____ |
| 3rd Choice | _____ | _____ | _____ |

3. Do you plan to transfer the credits earned at Waseda to your home institution?

___ Yes. Please indicate how many credits you plan to transfer. ___ credits.

___ No. Please explain the reason why not. _____

4. Do you understand that the International Division Program is basically designed for international students who are enrolled in a full academic year from October to June?

___ Yes. I understand and am applying for the full academic year program admission.

___ Yes. But I am applying for the semester-long program admission.

5. How did you know this program?

___ IIE's guide ___ Peterson's guide ___ World Wide Web ___ other: _____

Thank you very much for your answering. It will be very helpful for our administration.

Applicants of foreign nationality seeking to enter Japan and enroll in universities need to possess a valid passport and receive a valid visa. Upon visa application, an applicant is required to submit a “Certificate of Eligibility’ together with his/her passport to a Japanese embassy or consulate in his/her own country. For foreign applicants, Waseda University acts as a proxy to obtain the Certificate from the Immigration Bureau of the Ministry of Justice (see page 26).

In order to complete this process in time, applicants are strongly required to submit a complete set of the following materials at the time of application to the Center for International Education. Please note that in some cases the Immigration Bureau may require additional materials.

Notes

1. Application for Certificate of Eligibility (*For All Applicants*)

(1) No. 14 in Part 1 and No.24 in Part2:

Please fill in the form as follows:

- Academic-Year student: 9 months
- Fall-Semester student: 5 months
- Autumn-Term student: 3 months
- Spring-Semester student: 3 months

(2) No.31 in Part 3

You do not need to fill out this part.

2. Statement of Source of Funds (*Bilateral and Independent Applicants only*)

Bilateral and Independent Applicants have to submit this form together with ‘Application for Certificate of Eligibility.’

3. Documents to prove that you can defray all the expenses (tuition, fees and living expenses) incurred during your stay in Japan (*Bilateral and Independent Applicants only*)

(e.g. your bank account balance certificate, the bank account balance certificate of the sender of the applicant’s funds, written proof of the receipt of a scholarship amount and duration.)

4. Written Oath for Defraying Expenses (*Bilateral and Independent Applicants only*)

Must be written by the sender of the applicant’s funds.

**2002-2003 International Division Program
(Bilateral and Independent Applicants only)**

Statement of Source of Funds

| | |
|--------------|-------------|
| Name in full | Nationality |
| | |

Please indicate below the source and amount of funding for studying at Waseda University.

| Sources of Support | Amount (Japanese yen) |
|---|-----------------------|
| Personal savings | ¥ _____ |
| Parent or sponsor (_____) (Please specify the relation: _____) | ¥ _____ |
| Government/ sponsoring agency (_____) (The name of your sponsor: _____) *Please submit a copy of scholarship award letter. | ¥ _____ |
| Others (_____) (Please specify the detail: _____) | ¥ _____ |
| TOTAL: | ¥ _____ |

I hereby certify that all information on this statement is true and accurate and that the stated funds are available for my educational expenses at Waseda University.

Student signature _____

Date _____

**2002-2003 International Division Program
(Bilateral and Independent Applicants only)**

Written Oath for Defraying Expenses

To the President of Waseda University

Nationality: _____

Full Name: _____

Date of Birth: month/ day/ year (male/female)

I agree to defray all costs for the above person upon his/her stay in Japan.
visit to Japan.

I will explain the circumstances of this agreement below and give an oath to defray these expenses.

1. Below please explain in detail the circumstances for your defraying the costs of the applicant, and your relationship to the applicant:

2. Contents of Oath for Defraying Expenses

I, _____, do give an oath to defray the costs of the above person's stay in Japan. Further, when the above person applies for an extension of period of stay, I will provide copies of proof of Telegraphic Transfer or of the applicant's bank accountbook (a document proving the defraying of funds), showing that I defrayed the living expenses for the above person.

1) Tuition every month/ every six months/ every year _____ yen

2) Living Expenses monthly amount _____ yen

3) Method of Payment (Please explain in detail, e.g. bank transfer, money order, etc.)

_____ .
Year Month Day

Name of person defraying expenses: _____
(Family) (Given) (Middle)

Address: _____ TEL _____

Full Name (Signature): _____ seal _____

Relationship to applicant: _____