

- The financial support is applicable to international students who retain College Student Visa, except for MEXT students and 1st and 2nd year undergraduate students.

* If you receive full payment from other subsidy schemes, you cannot apply for this support.

- Each student can apply for this support once every academic year (as illustrated below). The maximum amount of subsidy is ¥10,000 for over-night trips, and ¥3,000 in case of one-day trips.

*Students of April admission: April 1st~March 15th of the following year

*Students of September admission: September 21st~September 20th of the following year

*The deadline of submission in each academic year for April admission students is March 15th

*The deadline of submission in each academic year for September admission students is September 20th

- Application forms must be submitted to the C.I.E office before the 6th of the next month after seminar trips (except for March and September). Once your application is approved, the subsidy will be transferred into your bank account which you registered on the Waseda-net-portal. Please make sure that you have registered your bank account before application. In cases of insufficient papers such as receipts or so on, payments will not be made until all necessary documents are submitted.
- Due to our budget system, applications for seminar trips happened in March (end of academic year) must be made within March, instead of the 6th of April. Please pay attention upon submission!

For example:

- Seminar trip held during: March 11th, 2010~March 12th, 2010

- Date on the Receipt: March 12th 2010

- Application submission date: March 15th, 2010 => Submission Accepted

April 1st, 2010 => Submission Denied

*Students of September admission also have to submit application for seminars held in March to the CIE before March 15th, instead of the 6th of April. Receipts with dates before March (including March) will not be valid after April.

- When applying, please make sure to attach the documents below to this application.
 - Your study trip itinerary and/or seminar plan provided by your seminar organizer, which should clearly mention the period of your stay, destination, participants and purpose.
 - Original receipts of your expense(such as participation, accommodation, transportation). Name of the payer should be Waseda University and your name followed. Please note that issued date, issuer, issuer's address, phone number and seal of the issuer must be on the receipts as well.
 - For expenses that were collected by your seminar organizer, please have the organizer fill in all items in the form provided in the application form as your receipt. Please note that the form must be complete and signed by the organizer.
- Your bank account registration on Waseda-net-portal beforehand is indispensable to receive the subsidy. Please check it before submitting. If you have any difficulties, please contact IT Center Help Desk.

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