

NOTE: This is an overall translation of the Japanese version of the Study Abroad Application Guide for Spring 2012. Please note that the Japanese version is the original document which shall be referred to if there is any ambiguity in the translation.

Waseda University Study Abroad Programs
Exchange • TSA • ISA Spring 2012 Recruitment
The Center for International Education, Waseda University

OUTLINE

- For the latest information about host universities for this semester, please check the "Program List for 2012 1st (spring) Recruitment" at the following website:
(http://www.cie-waseda.jp/studyabroad/menu_left/schedule/invitation_e.html).
- We will recruit students for the programs at Korea University in October 2011 (departure will be on the fall of 2012).
- For SILS Study Plan 1 students, participation in a year-long study abroad program is part of the general degree requirements. Therefore, they must consult with their School Office in advance if they wish to apply to a semester program.
- Portland State University (TSA) has two programs with different themes and departure times.
 - May 2011 Recruitment: Lifestyles Of Health And Sustainability (LOHAS)
 - The program begins in Fall 2011
 - October 2011 Recruitment: Transnational Program (TNP)
 - The program begins in Spring 2012

1. Study Abroad Exchange Program (undergraduates and graduate students)

Through this program, Waseda University simultaneously accepts students from partner universities overseas and sends Waseda students to study at those institutions. The screening process is rigorous, including evaluation of language proficiency, a minimum GPA and other requirements. Students who participate in this program have some freedom in choosing the courses they take. With the exception of a small group of partner universities, tuition fees will generally be paid to the undergraduate or graduate Waseda school to which the students belong and the tuition fees of host university will be waived. In some cases, however, depending on the partner institution, students may be required by state or regional law to pay certain fees, for example College Fee, Technology Fee, Mandatory Fee (these names differ by partner institution). In general, 1-3 students are accepted for each exchange program. Partner universities are located in various countries around the world.

2. TSA – Thematic Studies Abroad (undergraduate students only)

"Theme based learning" – the curricula for these programs are organized around a central theme. One of the unique characteristics of these programs is the language support provided to students. This support helps ensure that students will be successful when they take host university courses in the local language. The program fee includes the host university tuition, program development and management costs at CIE (JPY100,000 for one academic year). This program fee is paid directly to Waseda University and Waseda tuition for that year is waived. (Note: Waseda tuition includes class fees, facility fees (educational environment improvement fees), training fees, lecture fees, experimental training fees and library fees. Student Health Promotion Mutual Aid Association fees cannot be waived, but will be refunded upon application after returning from study abroad.)

The number of students in each TSA program varies by school, however, each program usually accepts a relatively large number of participants. Programs are offered in North America, England, Ireland, Oceania, Europe, China and Korea.

3. ISA – Individualized Studies Abroad (undergraduate students only)

Similar to the study abroad exchange program, students have some degree of freedom in choosing their courses and usually select courses in consultation with a coordinator at the host university.

Some universities require students to take local language courses if their language proficiency is not sufficient. The program fee system for this program is the same as the TSA program. This program is mainly offered at the university in New Zealand.

The below program is only for Fall recruitment

4. Double Degree Program (undergraduate students only)

Application Eligibility: Those who do not satisfy requirements (1) – (4) are not eligible to apply.

(1) Academic Year

Applicants must be enrolled at Waseda University as regular full-time students at the time of the application. In addition, applicants should be in good academic standing and have strong personal character. Some programs may be restricted to undergraduate or graduate students, or students of a certain year.

* SILS students have to spend 3 semesters in SILS before study abroad. In regards to exchange programs and Portland State University (TSA), you can start study abroad only after 2 semesters at SILS.

(2) Language Ability

(Applicants should have the language proficiency required by their host university and everyday communication skills necessary for studying abroad).

English programs: An original TOEFL scorecard (Examinee's score record) must be submitted. The test must be taken after May 2009 as TOEFL scores are valid for 2 years. You will be required to retake the TOEFL if your score has expired at the time of application submission to the host university. Please note that applications may not be accepted by the host university if results of the second TOEFL test do not meet the minimum requirement.

Non-English programs: If you apply for a program that requires proof of language proficiency, you must submit the original scorecard from the language proficiency test. Some non-English programs are open to students with beginner level language skills and offer language programs to improve proficiency.

(3) Required GPA (Grade Point Average)

Some programs require a minimum GPA. Students should confirm their latest grades through “grade report” on Waseda-net Portal. For the Waseda study abroad screening process, GPA will be calculated as follows:

$$\frac{\{(4.0 \times \text{number of A+s}) + (3.5 \times \text{number of As}) + (3.0 \times \text{number of Bs}) + (2.0 \times \text{number of Cs}) + (0 \times \text{number of Fs, Gs, Hs})\}}{\text{Total Number of Credits (Registered as credits for graduation)}}$$

Total Number of Credits (Registered as credits for graduation)

※Total Number of Credits: includes number of credits earned as well as credits for failed classes. For conversion of numerical scores to letter grades, please refer to the chart below. GSAPS students should use the conversion charts below to calculate their GPAs for the Waseda screening process.

Raw Score	GSAPS Grade	Waseda Screening Process Grade
100 ~ 90	A ⁺	A ⁺ (4.0)
89 ~ 80	A	A (3.5)

7 9 ~ 7 0	B ⁺	B (3.0)
	B	
6 9 ~ 6 0	C	C (2.0)
5 9 ~ 5 0	F	F [*]
4 9 ~ 0		G [*]

※Raw score ranges for grades of F and G vary by undergraduate and graduate school.

※First year students are required to submit high school English academic records.

(4) Necessary Expenses during Study Abroad

Before submitting your application, please consult your guarantor and ensure you have the necessary funds to cover all necessary expenses for the entire duration of the study abroad program.

Please note the following when you apply

1) Screening Groups and Priority

There are two broad classifications: English programs and non-English programs

A. English Programs

Students will be evaluated based on WEB registration, submitted documents, judged eligible by one's undergraduate or graduate school (this judgment process varies by school office).

B. Non-English Programs

Students will be evaluated based on WEB registration, submitted documents, judged eligible by one's undergraduate or graduate school (this judgment process varies by school office) and interview exam except for selecting Sungkyunkwan University (TSA) only.

You can apply to both English programs and non-English programs only when the non-English program is higher preference than the English program. You *cannot* place first preference to an English program and second preference to a non-English program.

Moreover, when a host university offers both an English program and a non-English program, selection of the non-English program gains priority over the English program. When the number of the students selected for the non-English program reaches the total student quota for the host university, no students will be selected for the English program.

With these conditions, you may apply to a maximum of 7 programs.

2) Screening Process

Students will be evaluated based on the following criteria:

GPA, language ability (TOEFL or other language proficiency tests), study or research plan, Assessment Form, judged eligible by one's undergraduate or graduate school (this judgment process varies by school office), interview (non-English program except for selecting Sungkyunkwan University (TSA) only). Students with the highest overall evaluations will be nominated as study abroad candidates for their top choice programs.

3) University and Program Details

At some host institutions, more than one type of study abroad program is offered. For example, the Australian National University offers both an exchange and a TSA program, and Korea University offers both Korean and English program in an exchange program. Program codes may differ between half term programs and full term programs. Please be careful when selecting your programs and be aware of program details and program codes.

4) Language Programs Required by the Host University

The required TOEFL score listed in the Program List is the MINIMUM requirement. Depending on the department that you wish to attend at the host university, you may be required to have a higher score. Please look over the Program Overview of your preferred school carefully.

Students may be required to attend language programs at the host university even if they have met the required TOEFL score at the time of application. Also, please note that host universities in non-English speaking countries may also require students to take language courses, if the host university determines that the student has insufficient language skills. Please note that the costs of such programs may not be included in the overall program fee. In cases where fees for such language courses and other special courses are not included in the overall program fee, students will be responsible for payment at the host institution. This applies even in the case of exchange programs.

5) Study Abroad Period

For study abroad programs, as a general rule, students must return to Waseda and begin taking courses again from the semester immediately following the end of their study abroad program. Study abroad periods cannot be extended for any reason. In addition, with the exception of special circumstances, students must participate in the programs until completion. Students cannot take courses at Waseda during their study abroad period. If students return to Japan and withdraw from their program, they will not receive a refund for program fees or Waseda tuition.

6) TSA and ISA Program Fee

The program fee includes the host institution tuition, program development and management costs (100,000 yen per academic year), and other costs. The program fee is listed under "Estimated Tuition" in the Program List. In most cases, accommodation fees and meal plan fees (listed under "Estimated Room and Board" in the Program List), orientation fees, and other fees will be paid to the host institution upon arrival. In a few cases, however, these fees will be included in the overall program fee and be paid directly to Waseda University.

In addition, please note that the local currency amounts in the Program List are estimates for the upcoming year based on the actual amounts from last year. The host institution tuition amount may vary depending on the exchange rate.

7) Study Abroad Exchange Program Fee

For most exchange programs, students will pay tuition to their undergraduate or graduate school at Waseda and payment of tuition to their host institution will be waived. However, for some partner institutions, according to local law, students may be required to pay College Fee, Technology Fee, Mandatory Fee or other fee separately. In such cases, the amount of the fee will vary by host university; however, it may range from a few hundred to a thousand dollars or more. For details, please check with CIE staffs.

8) Obtaining a Visa

The conditions and required documents for obtaining a visa in each country are frequently revised. Students should make sure to confirm the most recent requirements at the embassy of their host country. Visas are an important part of immigration and sojourn documents and are enforced by the immigration law of each country. The conditions and required documents for obtaining a visa in each country are frequently revised. Depending on your designated country visa application procedures will differ. In some cases, bank balance, proof of translation and bank passbook will be required and will need to be presented swiftly with all other necessary application procedures and documents. Students should make sure to confirm the most recent requirements at the embassy of their host country. Please note that it is the acquirer's responsibility to obtain all necessary documents and visa.

9) Course Registration at Host University and Credit Transfer

Students may not be able to take all of their desired courses at their host university due to various reasons, such as not having completed the necessary prerequisite courses or limitations on student numbers. Although the CIE has certified the quality of the contents of all programs, there is no

guarantee that host university credits will be automatically transferred to Waseda. The undergraduate or graduate school to which each student belongs will make the final decision regarding transfer of host university credits. In addition, please note that in some cases, students may not be able to graduate from Waseda in 4 years depending on the circumstances of their host university credit transfer. Students should consult with their undergraduate or graduate school office well in advance to avoid any misunderstandings.

10) Withdrawal after the Announcement of Study Abroad Nominees

Once students have been nominated as study abroad students, they are not allowed to withdraw from the program without appropriate reason. Withdrawal from programs without appropriate reason will result in loss of eligibility to apply for any other Waseda University Study Abroad Program. In cases where program participation becomes extremely difficult due to unforeseen circumstances, students should consult with the CIE as soon as possible.

11) The Waseda University Screening Process and Admission to the Host University

The screening process described in this document is conducted by Waseda University. Students who successfully pass this screening process and are nominated as a study abroad student are eligible to apply to study abroad programs at partner institutions. However, there is no guarantee that nominated students will be accepted by the host universities to which they apply. Please note that host universities make the final decision regarding acceptance of nominated study abroad students.

In addition, the CIE may recommend that students be removed from study abroad programs even after being selected as study abroad nominees and traveling to the host university if students commit any of the following:

- Do not meet document submission deadlines
- Fail to attend orientations
- Engage in any behavior that the CIE judges to be unsuitable for a study abroad student.

Please be sure to pay attention to all CIE announcements.

12) Insurance Required by Waseda University and the Host University

As a general rule, students participating in long-term study abroad programs (more than 6 months) are required to enroll in the insurance program designated by Waseda University (the cost of this insurance, approximately 108,230yen for 12 months, which is discounted rate compare to most other insurance programs). However, in addition to this Waseda insurance, students may also be required to enroll in a separate health insurance program by their host university. The cost of the host institution insurance varies by country and length of enrollment; however, in general it ranges from 30,000 yen to as much as 180,000 yen.

- * Please be aware that Waseda University's required health insurance does not cover pre-existing condition, psychological disorder, dental cost, and so on.
- * Please be aware that Waseda University's required health insurance program rate will differ according to the claims in previous year (the number and amount). Please be noted that the health insurance must be paid swiftly after all application procedures are finished.

13) Applying for for rental cell phone service abroad

In order to support any risks during your stay we ask all students to apply for the rental cell phone service abroad provided by the CIE. Primary setup fees, rental fee during your stay will be free. However, any calls or time spent on the phone (including SMS mails) will be charged to the student.

- * Calls and SMS prices will differ according to countries.

14) Applying to Multiple Programs

Applying to both CIE study abroad programs and undergraduate or graduate interdivision programs

is not permitted. However, it is possible to submit initial web applications to both programs. In some cases, the results of the interdivision programs will be announced prior to June 3rd, the deadline for application submission to the CIE. If a student is selected for an interdivision program prior to June 3rd, the student can then withdraw from the CIE program application process.

15) Secondary Recruitment

Depending on the recruitment situation after June 6th, students may be offered a list of alternate options. However the programs available will be limited. There is no availability of this secondary student recruitment for students who have been accepted from a university during the first screening.

16) Programs in Australia

For non-Japanese nationals applying for a student visa to study in Australia, test scores in addition to TOEFL, such as IELTS or TOEIC, will be required. Therefore, even after meeting the required TOEFL score and being nominated by Waseda University, students may be required to take another test and obtain the score designated by the host university. Please note that students who do not achieve the required score will be unable to apply for a student visa and will be unable to enter the host country. Information regarding visa application processes are continually being updated. If you plan to apply to a university in Australia, please be sure to check the latest information.

*Details concerning visa application to study in Australia may be obtained from the following website. <http://www.immi.gov.au>

17) 1st (Spring) Semester Study abroad

If your School has year-long programs, it is essential that you consult with your School Office before applying to semester programs as there will be a possibility that you may not be able to register for courses in the second (fall) semester and/or seminars (enshu, or so-called "zemi").

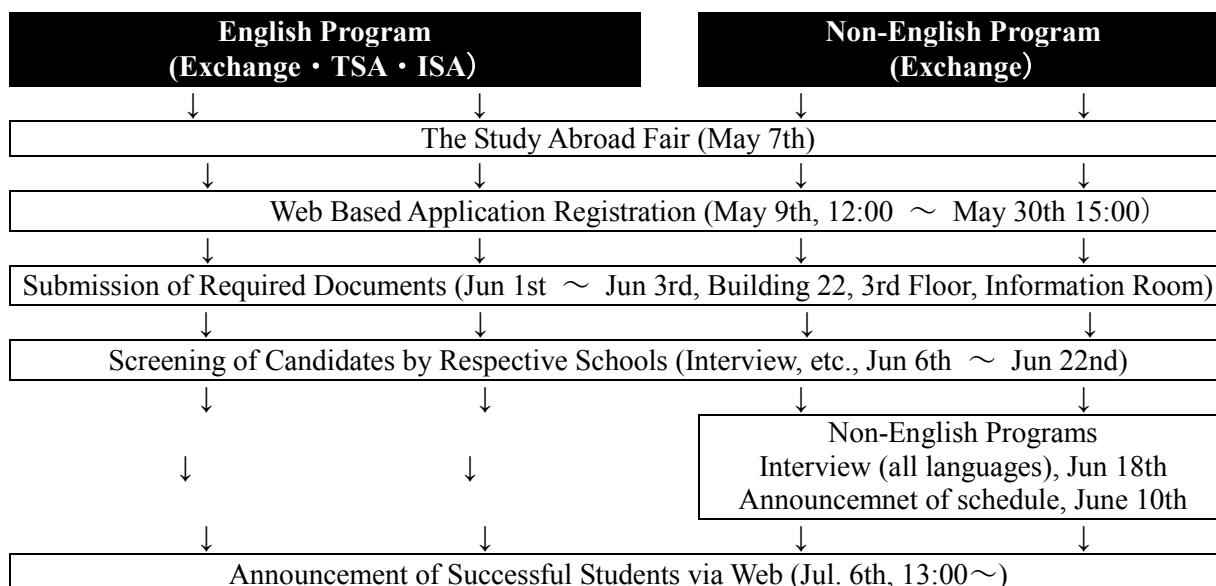
1. Schedule of Information Sessions and the Screening Process

Date	Time	Contents
Sat, May 7		Study Abroad Fair International Conference Center, Ibuka Memorial Hall, 1 st Floor, 3 rd Floor Conference Room
Mon, May 9 12:00~ Mon, May 30 ~15:00	Please note the time.	WEB Application Registration (via Waseda-net Portal) <i>Note: • The application system is extremely crowded on the final day of the application period. If you wait until the last day, it may not be possible to register by the deadline. Please select your schools carefully and register your application well in advance of the deadline.</i> <i>In order to enter your TOEFL score on the Web application, you will need the original scorecard. Please be sure to take the TOEFL and receive this card in time to register well in advance of the deadline.</i> <i>• If the TOEFL score entered on the Web differs from the score on your official scorecard, your application will be invalidated.</i>
Wed, Jun 1 ~ Fri, Jun 3	12:00-17:00	Submission of Application Materials Building 22, 3 rd Floor, Information Room <i>Note: The final day of the submission period is extremely crowded. If you wait until the final day, there may be cases in which you are unable to submit your application by the deadline. For this reason, please submit your application well in advance of the deadline.</i>

Mon, Jun 6. ~ Wed, Jun 22	TBA by Each School Office	Examination for Undergraduate or Graduate School Nomination (Interview, etc.) Contents of the examination vary by school office.
Sat, Jun 18	Announcement of schedule Fri, June 10	Interview Examination for Non-English Programs (for all students applying to non-English programs except for selecting Sungkyunkwan University TSA only)
Wed, Jul 6	13:00	Announcement of Screening Process Results (via Waseda net portal)
TBA	TBA	Orientation for Nominated Study Abroad Students International Conference Center * Please be sure to attend this orientation. Attendance will be taken.

The screening process and the schedule of Portland State University (LOHAS TSA) is different from the one above. Please refer to the detail on P.11.

2. Screening Procedure



3. How to apply

1. Web Application Registration (May 9th, 12:00pm – May 30th, 15:00)

Each applicant must register via Waseda-net Portal: <http://www.wnp.waseda.jp/portal/portal.php>

Navigate to 「国際交流・留学」, "International Exchange, Study Abroad",
then 「派遣留学—WEB 出願登録」, "Study Abroad – Web Application Registration"

The five items below require detailed information. We strongly recommend that students prepare these items in advance to ensure a smooth registration.

① Personal Information

◇ Your name, contact information and so on.

② Preferred Program

- ◇ You can select a total of up to 7 program codes from all programs. You can apply all for TSA or all for Study Abroad exchange programs.
- ◇ After double checking your preferred program code and selecting it from the search screen, click the 「選択確定」 "Select/Confirm," button. Please make your selection carefully as some universities offer more than one program code.

③ Language Proficiency Certification

- ◇ If applying to English programs, enter your iBT, CBT, or PBT TOEFL score as written on your original scorecard. Also enter your Essay Rating (CBT) and/or TWE (PBT) score. For the TOEFL-iBT, a printout of a web screen that shows the score can be accepted. However, you MUST turn in the original scorecard for that score at a later date.
- ◇ If applying to non-English programs, select the language of the program (more than one selection can be made).
- ◇ When you apply to non-English programs, you must indicate your language study status, study plan report, and language study history including: how many years you have studied, name of the institution, hours and classes per week, and total number of hours of study. You must also indicate your current and future study plans, and fill in any other items regarding your language study experience and ability.
- ◇ In order to verify that you have the ability to keep up with courses in the local language at your host institution, you must submit b), and if you have a), you can submit both a) and b).
 - a) the score from an official language proficiency exam
 - b) certificate of language proficiency issued by a professor who instructed you in that language.

If you receive a certificate of proficiency from a professor, please receive it in the CIE required envelope and deliver it to the CIE without opening it. Format of certificate is available on CIE homepage for download.

*If you choose Sungkyunkwan University (TSA) only, no submission is needed.

*If the program you are applying for has language requirements and you are not able to submit the required Language Proficiency Test papers due to the reason why that language is your native language, please explain this all in the space provided for the Language Proficiency.

④ Study/Research Plan

- ◇ Please answer the following questions, in your own words, after careful consideration. (Minor grammar errors in both English and Japanese will not be considered for scoring, so please write this on your own.) If you are applying to English language programs, please make sure that you submit an English language version that is the same content as the Japanese. Students of the SILS Study Plan 2 need only to submit an English version.

※Please refer to the chart below and write your study/research plan in the appropriate language as specified in the chart.

	English Programs	Non-English Programs
SILS SP2 Students	English	English
All Other Students	English • Japanese	Japanese

All applicants MUST answer (1), (2), and (3). Students applying to multiple programs must answer (4), however, students only applying to one program do not need to answer this question.

(1)What are you currently studying at Waseda University? What do you want to learn in the future? Please indicate subjects you have studied or are planning to study and include your reasons (300-400 characters).

(2)What field do you want to study while studying abroad? What do you want to achieve at your host school? Please explain what you want to learn including things outside of the classroom. (300-400 characters).

(3)Explain why you selected your 1st choice program code (300-400 characters).

(4)If you have selected multiple program codes, please also explain why you have chosen these other program codes (300-800 characters).

Japanese answers that are about 300-400 characters should be about 150-200 words in English. Japanese answers that are about 300-800 characters should be about 150-400 words in English.

- ◇ If you only apply to non-English programs, please write "Applying only for non-English Programs" in the fields where should be answered in English.
- ◇ Please note that you may be required to send your study/research plan directly to your host university in some cases.

⑤ **Confirmation of Registration Completion – Sent by Email within 5 minutes**

- ◇ Please be sure to confirm that correctly registered.

Confirming the Information Registered through the Web Application

Confirm your Desired Program

Please be sure to confirm that your preferred program was correctly entered. Please note that some universities offer English and non-English programs, as well as exchange and TSA programs. After the Web application registration deadline, changes and corrections cannot be made.

**2. Submission of Required Application Documents, June 1st – June 3rd (12:00-17:00)
Building 22, 3rd Floor, Information Room**

Students of the Nishi-Waseda (Former Okubo Campus), Tokorozawa Campus, Honjo Campus, and Kita Kyushu Campus can submit documents to the office of their undergraduate or graduate school.

Please prepare all documents, arrange them in order ①-⑤ as indicated below, and submit them. All documents should be A4 size. Please note that documents will not be returned once they have been submitted. Please be sure to make and keep copies of all documents for your own records.

* As of the 2012 spring recruitment, submission of students' latest transcript is no longer required; however, grades will be checked through the school database as an important element of the screening.

① Study Abroad Program Agreement – Original Form and two Copies

◇ Please download the format from the CIE website. If you consent to all of the conditions, fill out the form and submit it. Signature and seal of guarantor are also required. After both student and guarantor have signed the original form, please make two copies and submit both the original form and the copies.

② Assessment Form (2 Originals)

◇ Please be aware that if you are unable to obtain your evaluation sheet from you faculty staff by May 30th (Monday) or submit the sheet between June 1st (Wednesday) and 3rd (Friday), you will not be eligible to apply.

◇ Please use the designated form which can be downloaded form the website. You need to obtain a Assessment Form from two teaching staff of Waseda University. The Assessment Form must be sealed tightly using the CIE required envelope. The envelopes will be distributed at the Information Room on 3rd Fl. Bldg #22. (You can also obtain them at Nishi-Waseda (Former Okubo Campus), Tokorozawa, Honjo, Kita Kyushu Campuses.)

◇ Please request it to a faculty staff who you attend a class or knows you well.

◇ Due to SILS requirements, SILS students are required to obtain their Assessment Form from the following:

- 1 Letter from your SILS designated Academic Advisor.
- 1 Letter from a SILS full-time faculty member

* If you do not know your designated Academic Advisor, you can find it out through Waseda-net Portal.

* When requesting an "Assessment Form" from faculty, please provide your latest transcript printed out from "Grade Report" on Waseda-net portal and the "Study/Research Plan" mentioned previously in article 1-4.

* Faculty in charge of Intensive English, Tutorial English, Academic Writing, Japanese courses are not allowable. Please check the chart in "Course N@vi" for a list of SILS full-time faculty members.

* Depending on the program, after selection, you may be required to submit a Letter of Recommendation to the host institution. In that case also, you must again obtain this from your Academic Advisor as a general rule.

③ Certificate of Language Proficiency – Original Form

If the programs you would like to apply to are conducted in English:

◇ Submit one TOEFL scorecard. (Only an original copy of scores obtained after May 2009 is accepted.)

◇ For the TOEFL-iBT, a printout of the web screen that shows your score can be accepted. However, you MUST turn in the original scorecard for that score at a later date.

TOEFL scores:

1. Scores required by each university
You must obtain a higher score than the host University requires.
2. Score Validity Period
Scores obtained after May 2009 are accepted.
3. Scorecards will not be returned for any reason.

④ Language proficient certificate issued by professor

If the programs you would like to apply for are conducted in a language other than English:

- ◇ All applicants applying for non-English programs must submit this. (Except for selecting Sungkyunkwan University (TSA) only)
- ◇ It must be sealed in a CIE-designated envelope (this is the same envelope as what is used for the Assessment Form).

⑤ The score of the relevant language exams. (e.g. DALF (French), ZMP (Germany))

- ◇ If you have the relevant scorecard, applicants applying for non-English program will submit □
- ◇ You can submit both ④ and ⑤.

4. Portland State University (TSA) program for undergraduates

The candidates only for this program will basically be nominated on a first-come-first-served basis through web registration from Waseda-net Portal.

- ① Web registration period: April 15th 12:00 to May 6th 15:00

The name of web registration form: "2011 LOHAS TSA WEB registration"

- ② Submission of Application Materials: 12:00~17:00 from May 11th to May 13th
Building #22, 3rd Floor, Information Room

Students of the Nishi-Waseda (Former Okubo Campus) and Tokorozawa Campus can submit documents to the office of their undergraduate or graduate school.

- ③ Required Documents

- a) Study Abroad Program Agreement – Original Form and two Copies
- b) TOEFL Original Score Card (Examinees Score Record)

#At the time of application TOEFL score card is not required, but you need to submit the score card by the middle of July.

- ④ Announcement of Screening Process Results : May 18th 12:00 ~

5. Inquiries

The Center for International Education
Waseda University
1-7-14-3F, Nishi Waseda, Shinjuku-ku, 169-0051
Tel: 03-3208-9602 Fax: 03-3203-6405
E-mail: out-cie@list.waseda.jp

Application Checklist

You do not have to submit this Checklist. Please use this list for checking the procedure yourself.

WEB Application Registration (May 9 12:00 ~ May 30 15:00)

- Read through the application guideline and check the WEB application format as soon as possible.
- Please try to register for the WEB application by May 20.
You can update the registration as many times as you want.
- Have you checked the newest information including the Program List on the CIE homepage?
- Double-check the contents of Confirmation of Registration Completion for any mistakes.

Submission of Application Materials : June 1 ~ June 3 12:00-17:00

Location : CIE Information Room (3rd floor of Building 22)

All applicants must submit :

- ① Study Abroad Program Agreement original form and two copies
- ② Assessment form by faculty (two originals)
*It must be sealed in the CIE-designated envelope.

All applicants applying for English programs must submit :

- ③ Original TOEFL scorecard (Examinee's Score Record)
*For the TOEFL-iBT, a printout of the web screen that shows the score can be accepted.
However, you MUST turn in the original scorecard for that score at a later date.

All applicants applying for non-English program must submit except for selecting Sungkyunkwan (TSA) only :

- ④ Language proficiency certificate issued by professor
*Must be sealed in the CIE-designated envelope (this is the same envelope as what is used for the Assessment Form).

If you have the relevant scorecard, applicants applying for non-English program will submit:

- ⑤ The score of the relevant language exams you apply. (e.g. DALF (French), ZMP (Germany))
*If you apply for the program official scorecard is required, you must submit the scorecard above the required level.

Please prepare all documents, arrange them in order ①~⑤ and submit them. All documents should be A4 size.