

NOTE: This is an overall translation of the Japanese version of the Study Abroad Application Guide for Fall 2012. Please note that the Japanese version is the certified document if there is any ambiguity in the translation.

Waseda University Study Abroad Programs Exchange • TSA/ISA • Double Degree Fall 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 second (fall) Recruitment" at the following website:
<http://www.cie-waseda.jp/programlist/index.html>.
- Student recruitment for the programs at Korea University and at universities in the Oceania region will be held in the spring of 2012. These programs will then begin in the spring of 2013.

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 ability, a minimum GPA and other requirements. However, 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. In some cases, however, depending on the partner institution, students may be required by state or regional law to pay certain fees, which is called College Fee, Technology Fee, Mandatory Fee and so on (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.

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, and China.

3. ISA – Individualized Studies Abroad (undergraduate students)

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. These programs are mainly offered at universities in North America, England, and Ireland.

4. Double Degree Program (undergraduate students only)

These programs are offered in conjunction with some of the most prestigious universities in the world. Students who satisfy all necessary requirements will receive a degree from their host institution, as well as a degree from Waseda University upon graduation from Waseda. However, applicants are required to have high-level proficiency in reading, listening, and speaking in the local language. Double degree

partner institutions include Peking University, Fudan University, National Taiwan University (only open to some undergraduate schools), and the National University of Singapore. As with the exchange programs, double degree program fees will be paid to the undergraduate or graduate Waseda school to which the students belong. In addition, there is a registration fee of 150,000 yen.

Application Eligibility

(1) Eligibility for Application

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.

(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 Score Report) must be submitted (the test must be taken after November 2009). TOEFL scores are valid for 2 years. (As indicated in the Program List, for some programs you may submit the TOEFL-ITP scorecard). You may be required to retake the TOEFL test if your score has expired at the time of application submission to the host university, or before any necessary documents for visa request are issued by the host university after the Waseda Study Abroad screening process. 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. Please also keep in mind that at that point of time, it is too late to apply for other universities.

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 GPA through their grade report on the 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 ~ 94	A ⁺	A ⁺ (4.0)
93 ~ 90		
89 ~ 87	A ⁺	A (3.5)
86 ~ 83		
82 ~ 80		
79 ~ 75	79~75 B ⁺	B (3.0)
74 ~ 70	74~70 B	
69 ~ 60	D	C (2.0)
59 ~ 50	F ⁺	F [※]
49 ~ 0	F	G [※]

- ※Raw score ranges for grades of F and G vary by undergraduate and graduate school.
- ※H means an exam which was not taken.
- ※First year students in undergraduate schools that do not use the semester system must submit their high school transcript in English. Please make sure to have this ready for submission.
*Even under the semester system, some courses may be one-year courses. For details, please contact your school office.

(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. The application for scholarship usually starts after the announcement of screening process result.

Please note the following when you apply

1) Screening Groups and Priority

A. English Programs Requiring an Interview

Columbia University (Exchange), University of Pennsylvania (ISA)
 UC Berkeley (Exchange / ISA)
 *Unnecessary if you are applying through UCS (University of California System).
 Georgetown University (Exchange), Carleton College (ISA)
 Hertford College, Oxford University (Exchange / ISA)
 St Peter's College, Oxford University (ISA)
 Pembroke College, Cambridge University (ISA)
 University of Toronto (EX), University of British Columbia (EX)
 National University of Singapore (double degree program)
 Institute of Political Studies in Paris-Sciences Po (Exchange) *English Program Only

- Students applying to English programs requiring an interview are required to take an essay test held on Saturday, October 15. Prior reservation is not necessary for the essay test.
- Applicants to be interviewed will be selected by both the result of the essay test and GPA (3.0 or above as a guide) as selection element. Students will not be able to have an interview depending on the result of the essay test.
- Only students who passed prior selection by the essay test and GPA are applicants to be interviewed on Saturday, November 19.
- Tentative nominees for these programs will be announced on Thursday, December 1. However, these nominees will have the status of "tentative pass." For details, please refer to P9. of "2. Screening Procedure."
- Tentative nominees will be required to take the "High Advanced Writing " course to be offered during spring break in 2012. (Fee-based)
- For details regarding "High Advanced Writing" course, please refer to P.14.

B. Chinese Double Degree Program (Undergraduates Only)

Peking University
 Fudan University
 National Taiwan University

- Students applying to Chinese double degree programs will be required to take a paper test on Saturday, October 15 and have an interview on Saturday, November 19 as part of the screening process.
- All students will have an interview regardless of the result of the paper test.
- Tentative nominees for these programs will be announced on Thursday, December 1. However, these nominees will have the status of "tentative pass." For details, please refer to the P9 of "2. Selection Process."
- Tentative nominees will be required to take a Chinese writing course around March to July (Fee-based). Details on this will be released on the CIE homepage as they are finalized.

C. Non-English Programs other than those in Group A and B (Including half-year programs)

- Students applying to these non-English programs will be required to have an interview on Saturday, November 19. For those applying for Peking University (TSA) and University for foreigners, Siena (TSA) will not have to take this interview.

D. English Programs other than Those in Group A and B (Including half-year programs)

- In the CIE screening process, a paper test and a interview test will not be required, but your school may require a interview in their process.

Please note that SILS students (SP1) can apply for the half-year programs of Group C and D, but will still be required to study abroad for one year.

Students can choose to apply to a maximum of 7 schools from those listed above in sections A, B, C, and D.

Schools listed in Group A and B, however, have to be chosen in the 1st choice to the 3rd choice range. You can also apply for both school(s) in Group A and B, but you have to choose school(s) in the 1st choice to the 3rd choice in a total of Group A and B. Furthermore, you can only apply for either school(s) in Group C or school(s) in Group D if programs in Group A and B are given preference.

For example : you can choose schools as follows:

- 1st Choice : Pembroke College, Cambridge (ISA) Group A
- 2nd Choice : National University of Singapore (DD) Group B
- 3rd Choice : University of Pennsylvania (ISA) Group A
- 4th Choice : University of York (ISA) Group D

If you choose University of York as the 1st choice, you cannot choose Pembroke College, Cambridge as the 2nd choice.

Since non-English program selection will occur first, you can only apply for both non-English programs and English programs if the non-English programs (Group C) are given preference (i.e. English programs are only for when you are not selected to the non-English programs).

*Only when you are applying for Peking University TSA or University for Foreigners, Siena, TSA, you can give the English Program higher preference than Non English Program.

For Example : you can choose schools as follows:

- 1st Choice : Pembroke College, Cambridge (ISA) Group A
- 2nd Choice : National University of Singapore (DD) Group B
- 3rd Choice : French Program, Institute of Political Studies in Paris Group C
- 4th Choice : University of York (ISA) Group D
- 5th Choice : Peking University (TSA) Group C

If you choose University of York as the 3rd choice, you cannot choose French Program, Institute of Political Studies in Paris as the 4th choice. (In the case of Institute of Political Studies in Paris, you can also choose English program)

Except restrictions mentioned above, there are no specific restrictions on how to choose these 7 programs. You can apply all for TSA or all for Study Abroad exchange programs.

There is no guarantee that Winter Recruitment will be held. Please consider your choice of study abroad programs carefully. Make your applications as strong as possible, and apply to as many programs as you feel comfortable with. Please note that you cannot apply for Winter Recruitment after

withdrawing a settlement of nomination.

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 (English programs requiring an interview, Chinese double degree programs, and non-English programs), written examination (English programs requiring an interview and Chinese double degree programs).

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 University of Washington offers both an exchange and a TSA program. For this reason, although the number of Waseda students in each program may be small, the overall number of Waseda students on campus may be relatively large. Please be careful not to misunderstand the program content or miss select the wrong code number when choosing the program.

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. Please note that the costs of these 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. This applies even in the case of exchange programs.

5) Study Abroad Period

For study abroad programs included in the current recruitment, 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/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 state 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 few thousand dollars. (In particular, this applies to exchange programs with partner institutions in North American such as Oregon State University schools, the California State University schools and State University of New York.).

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 80,000 yen-130,000yen 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 psychological disorder, dental cost, and so on.
- * Please be aware that Waseda University's required health insurance program rate will differ according to the 2011 claims (the number and amount). Please be aware that it will be necessary to pay the insurance fee at the specified insurance agent account as soon as you are selected as a candidate for the host university. The official rate for 2012 will be determined in the end of December.

13) Applying 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. When applying, you will also need to register your credit card details for payment purpose.

14) Applying to Multiple Programs

Application 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 October 28th, the deadline for application submission to the CIE. If a student is selected for an interdivision program prior to October 28th, the student can then withdraw from the CIE program application process.

15) Winter Recruitment

Depending on the Autumn Recruitment situation, there may be another recruitment after the announcement of candidates, December 1. Even if there is a winter recruitment, the programs available will be limited.

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 will 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 the student visa and will be unable to enter the host country. Information regarding visa application is 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>

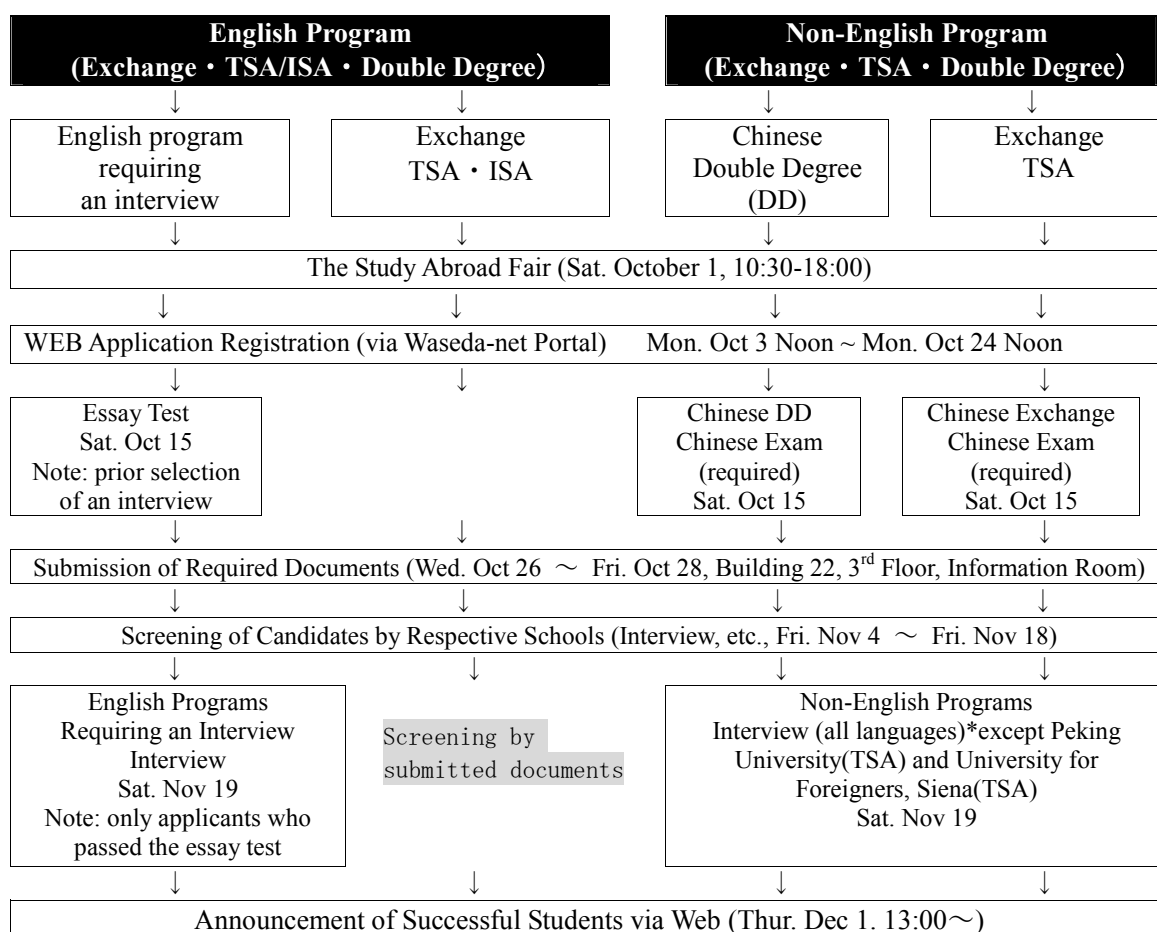
1. Schedule of Information Sessions and the Screening Process

Sat. Oct 1	10:30 - 18:00	Study Abroad Fair International Conference Center, Ibuka Memorial Hall
Mon. Oct 3 Noon~ Mon. Oct 24 Noon	Please note the time.	WEB Application Registration (via Waseda-net Portal) <ul style="list-style-type: none">• 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. • 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.

		<ul style="list-style-type: none"> If the TOEFL score entered on the Web differs from the score on your official scorecard, your application will be invalidated.
Sat. Oct 15	<p>Chinese 10:00 - 12:30</p> <p>English Essay Test 14:00 - 15:00</p>	<p>Chinese Level Assessment Examination (for all students applying to Chinese Double Degree and Exchange programs) -Applicant for TSA and beginner level programs: examination is not required</p> <p>Essay Test for English programs requiring an interview</p> <ul style="list-style-type: none"> Please be sure to take the essay test if wish to apply, although it is before due date of Web Application Registration Applicants to be interviewed will be selected by both the result of the essay test and GPA (3.0 or above as a guide) as selection element <p>Place: Building #22 (You can take the examination before Web registration. The room will be informed on the CIE Website and Waseda-net Portal.)</p>
Fri. Oct 21		<p>Essay test result announcement</p> <p>* Applicants to the “English program requiring an interview” will be contacted by email.</p>
Wed. Oct 26 ~ Fri. Oct 28	12:00 - 17:00	<p>Submission of Application Materials Building 22, 3rd Floor, Information Room</p> <p>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.</p>
Fri. Nov 4 ~ Fri. Nov 18	TBA by Each School Office	Examination for Undergraduate or Graduate School Nomination (Interview, etc.) Contents of the examination vary by school office.
Sat. Nov 19	TBA	<p>Interview Examination for Non-English Programs (*except the applicants from the TSA program of Peking University and University for Foreigners, Siena.)</p> <p>Interview Examination for Chinese Double Degree Program (for all students applying to Chinese Double Degree Program)</p> <p>Interview Examination for English Programs (only applicants who passed the essay test)</p>
Mon. Dec 1	13:00 -	Announcement of Screening Process Results (via Waseda net-portal)
Fri. Dec 16	<p>First Round 13:15 -</p> <p>Second Round 17:45 -</p>	<p>Orientation for Nominated Study Abroad Students International Conference Center</p> <p>* Please be sure to attend this orientation. Attendance will be taken.</p>
March 2012 ~	TBA	<ul style="list-style-type: none"> High Advanced Writing Seminar for the English Program Requiring an interview (For Details, to be announced later) Chinese Writing Seminar for the Chinese Double Degree Program (For Details, to be announced later)

*From December 2011 to June 2012, application submission procedures to host institutions and host institution screening processes will take place.

2. Screening Procedure



Note: For English programs requiring an interview and double degree programs, nominated students will be announced on December 1. However, these candidates will have the status "tentative pass." In March 2011 (tentative schedule), these students will be required to take an advanced writing seminar. Performance in this seminar, along with academic performance at Waseda up until the end of 2011, will be evaluated and final successful study abroad nominees will be selected and announced in early April.

3. How to apply

1. Web Application Registration (Mon. October 3, Noon– Mon. October 24, Noon)

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, nationality, and address in English letters (alphabet). Please use the same spelling as in your passport, or, if you do not yet have a passport, the standard spelling of your name. Your telephone number, mobile phone number, Waseda-net email address, emergency contact

information (name and telephone number).

② Preferred Program

- ◇ You can select a total of up to 7 programs from the English programs requiring an interview, double degree programs, and all other programs, if fulfilled conditions below. You can also apply all for TSA or all for Study Abroad exchange programs.
- ◇ You can select the English programs requiring an interview and Chinese double degree programs in the 1st choice to the 3rd choice range. You can also apply for both the English programs requiring an interview and Chinese double degree programs, if selected in the 1st choice to the 3rd choice range.
- ◇ If you wish to apply for the English programs requiring an interview and Chinese double degree programs as well as for other programs, the English programs requiring an interview and Chinese double degree programs should be given preference. For example, If you select the English programs requiring an interview as the 1st choice, you can select English programs without an interview. However, you cannot do vice versa.
- ◇ Since non-English program selection will occur first, you can only apply for both non-English programs and English programs if the non-English programs are given preference (i.e. English programs are only for when you are not selected to the non-English programs).
*Only when you are applying for Peking University TSA or University for Foreigners, Siena, TSA, you can give the English Program higher preference than Non English Program.
- ◇ After double checking your preferred program 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.

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. 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 you are only applying for programs that only require TOEFL-ITP, you can turn in just the TOEFL-ITP scorecard. However, if you are also applying for programs that require Examinee's Record scorecard from iBT, CBT, or PBT, BOTH scorecards are required. If only the TOEFL-ITP is submitted, you will not be considered for programs that require the iBT, CBT, or PBT.
- ◇ 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 a sealed envelope and deliver it to the CIE without opening it.

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.

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 when 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 apply only to non-English program, 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.

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

	English Programs	Non-English Programs (Excluding Chinese double degree programs)	Chinese Program (Chinese Double Degree)
SILS SP2 Students	English	English	English • Chinese
All Other Students	English • Japanese	Japanese	Japanese • Chinese

When applying to more than one program, students must write their study/research program in all required languages. For example, SP2 students applying to English programs and Chinese (DD) programs must write their study/research plans in English and Chinese.

⑤ Confirmation of Registration Completion – Sent by Email (within 5 minutes)

- ◇ Please print out the registration contents confirmation email and ensure that all the information is correct. Please submit the printout along with the other required application documents.

Confirming the Information Registered through the Web Application

1. 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. Confirmation Screen Printout

Submission of the confirmation screen printout is required. Please keep a copy of this printout until the final nominees have been decided for all universities.

**2. Submission of Required Application Documents, October 26- October 28
Building #22, 3rd Floor, Information Room**

Students of the Nishi-Waseda 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 ①-⑦ 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.

① Study Abroad Program Agreement – 1 Original Form and two Copies

- ◇ Please download the format from the CIE website, print both sides on one page, and fill in both sides. 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 a copy and submit both the original form and the copy.

② Assessment Form (1 Originals)

Please obtain a recommendation from one teaching staff of Waseda University by Web Based Application Deadline (Mon, Oct 24)

- ◇ Please use the designated form which can be downloaded from the website. You need to obtain a recommendation from one teaching staff of Waseda University. The recommendations 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, Tokorozawa, Honjo, Kita Kyushu Campuses.)

- ◇ Due to SILS requirements, SILS students are required to obtain their Letter of Recommendation from their designated Academic Advisor.

* If you do not know your designated Academic Advisor, you can find out following the instructions below:

1. For entrants after 2007: a SILS full-time faculty member designated at school entry (informed by Waseda-net Portal)
2. For entrants before 2006: a SILS full-time faculty member in charge of seminar courses taking at 2010 Fall Semester (if taken multiply, top course: First Year Seminar → Intermediate Seminar)

→ Advanced Seminar)

* 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.

When requesting an "Assessment Form" to your academic adviser, please provide (1) your latest transcript printed out from "Grade Report" on Waseda-net portal and (2) the "Study/Research Plan" mentioned previously in article 1-4.

③ 1 original Academic Transcript in English

◇ For students in Doctoral courses, submit both certificates of Master's courses and Doctoral courses.

◇ For students in Master's courses, submit both certificates of undergraduate courses and Master's courses. Please note that you must have a required GPA only with Master's courses transcripts. However, in case you are in the first year of your Master's course and cannot submit transcripts, an undergraduate transcript is acceptable.

◇ For undergraduate students who are second year students and above, submit transcripts from your undergraduate courses.

* As studying abroad is a part of SILS students' requirements, SILS students do not have to submit their transcripts. .

◇ For first year students in undergraduate schools which are not on the semester system submit transcripts from high school in English.

Certificate of Language Proficiency – 1 Original Form

④ 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 November 2009 is accepted.) (Submit the card in A4. Do not cut any part off or make any alternations.)

◇ If you are only applying for programs that only require TOEFL-ITP, you can turn in just the TOEFL-ITP scorecard. However, if you are also applying for programs that require Examinee's Record scorecard from iBT, CBT, or PBT, BOTH scorecards are required.

◇ 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 November 2009 are accepted.

3. Scorecards will not be returned for any reason.

4. Please be aware that since the term of validity of the TOEFL test score is 2 years, it might be necessary to retake the TOEFL test if the score is expired at the time of application submission to the host university or before any necessary documents for visa requests are issued by the host university.

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

⑤ Language proficient certificate issued by professor

All applicants applying for non-English programs must submit this.

◇ It must be sealed in a CIE-designated envelope (this is the same envelope as what is used for the Assessment Form).

⑥ 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 ⑥

◇ You can submit both ⑤ and ⑥.

⑦ One A4 copy of the study/research plan in Chinese (DD applicants only)

◇ Write the same contents as what was written in Japanese on the web registration in Chinese and submit as one A4 size printout.

4. Mandatory English Interview Program & Writing High Advanced Course

Waseda University's 2012 Second Semester Study Abroad Program

(Information regarding the English programs requiring an interview and writing seminar)

- All information contained on this page is current as of September 24, 2011
- Eligible students (Mandatory English Interview Program) This includes students interested in studying at the following universities (these are in alphabetical order).
 - Carleton College (America, ISA)
 - Columbia University (America, EX)
 - Georgetown University (America, EX)
 - St Peter's College, Oxford University (England, ISA)
 - Hertford College, Oxford University (England, ISA)
 - Singapore National University (Singapore, DD)
 - Pembroke College, Cambridge University (England, ISA)
 - Pennsylvania University (America, ISA)
 - UC Berkley (America, EX)
 - *Unnecessary if you are applying through UCS (University of California System).
 - UC Berkley (America, ISA)
 - University of British Columbia (Canada, EX)
 - University of Toronto (Canada, EX)
 - Institute of Political Studies in Paris - Sciences Po Paris (France EX) *English Program ONLY
- There may be changes in the future in the contents of the writing programs for students dispatched to study abroad programs. In cases where changes do occur, decisions made by the Center of Education will be prioritized over any other announcement.
- Details on this will be released on the CIE homepage as they are finalized.

The programs outlined above require all Waseda University student participants to have a high level of English language proficiency. These programs require not just a high TOEFL score but also a comprehensive English ability, allowing students to actively participate as regular students in classes and with professors. Students are expected to be involved in classes and achieve academic success.

The majority of the above institutions do not provide any additional language support to Waseda University students while students are concurrently taking regular classes. Taking this into account, beginning in 2007, the Center for International Education provides a mandatory writing high advanced course for students. This mandatory course will be one part of the selection process for potential study abroad candidates at the aforementioned universities.

1. On December 1, the results of the selection process for potential candidates will be announced. At that time, students will receive "provisional acceptance". After receiving "provisional acceptance", students will be required to take a writing seminar provided by the Center for International Education. The costs of the seminar will be paid by the participant. In the latter part of March, a comprehensive screening of each candidate will

take place in late March based on the results of this seminar and the academic standing of the individual student up to the end of 2011 at his or her undergraduate or graduate school. This screening will decide whether or not the study abroad candidate with "provisional acceptance" will receive full acceptance for the requested study abroad program.

2. Please see the Center for International Education's web site for more detailed information on the writing high advanced course (Fee • course contents, etc.) Students applying for the program should confirm the results of the 1st screening process on December 1.

(* The course is planned to be offered during Spring Vacation Period. Provisional candidates should make their own schedules in order to take the course. If the schedule on the course is changed, please see the Center for International Education's web page for the latest information)

5. Waseda-US Scholarship for the 2012 Academic Year

1. Waseda-US Scholarship for the 2012 Academic Year

~The 125th anniversary of the founding of Waseda University~

The Waseda-US scholarship was established in commemoration of Waseda University's 125th anniversary. The purpose of this scholarship is to strengthen Waseda University's international competitiveness, and contribute to international society through the cultivation of talented individuals. This scholarship is for Waseda University students participating in Center for International Education study abroad programs at prestigious universities in the United States.

Eligibility : Waseda University undergraduate and graduate students who will study at Waseda University partner institutions in the United States in Center for International Education's study abroad programs.

~Participating Schools for the 2012 Academic Year~

- Carleton College (America, ISA)
- UC Berkeley (America, ISA)
- Pennsylvania University (America, ISA)

After being selected as a provisional candidate, scholarship beneficiaries will be determined based on the results of a writing high advanced course and the academic standing of the individual student up to the end of 2011 at his or her undergraduate or graduate school. (will be announced between June and July, 2012)

※Students applying for the above universities that become provisional candidates are automatically placed in the Waseda-US Scholarship selection scheme.

Scholarship Stipend : Parts of the program fee will be provided with the maximum allowable amount as following:

• Carleton College (America, ISA)	USD8,000 (tentative)
• UC Berkeley (America, ISA)	USD8,000 (tentative)
• Pennsylvania University (America, ISA)	USD10,000(tentative)

(The scholarship is expected to be paid directly to the host university)

Number of recipients : 11 (tentative)

※Please see the Center for International Education's web page for the latest information related to the Waseda-US scholarship as the above information may change.

2. Alumni Association Scholarship for the 2012 Academic Year

Eligibility : Waseda University undergraduate and graduate students who will study at Waseda University partner institutions below.

- Oxford University, Hertford College (ISA)
- Cambridge University, Pembroke College(ISA)

After being selected as a provisional candidate, scholarship beneficiaries will be determined based on the results of a writing high advanced course and the academic standing of the individual student up to the end of 2011 at his

or her undergraduate or graduate school. (will be announced between June and July, 2012)

※Students applying for the above universities that become provisional candidates are automatically placed in the Alumni Association Scholarship selection scheme.

Scholarship Stipend : 1,500,000 JPY /year (Stipend could be changed)

Number of recipients : 5 students (tentative)

※Please see the Center for International Education's web page for the latest information related to the Waseda-US scholarship and Alumni Association Scholarship as the above information may change.

Schedule

Date	Time	Contents, Location
Thur. Dec 1	13:00~	Screening results (Provisional Acceptance) Announcement by Waseda net-portal
Mid-Dec. [Provisional]		Announcement for a writing high advanced course on the Web site of Center for International Education
Jan. 2012 [Provisional]		Enrollment certificate hand out / tuition payment 【Reference】 Tuition of writing course in 2011 : ¥15,000/10 classes *The price might fluctuate.
5 days During Spring Vacation Period [Provisional]	2 sessions in a day [Provisional]	10 sessions [provisional] a writing high advanced course * Required to attend this course for provisional candidates for Waseda-US Scholarship and Alumni Association Scholarship
Late Mar. 2012	TBA	Submission of transcripts up to the end of 2011 from your undergraduate or graduate school (Submit to CIE)
Late Mar. 2012	TBA	Final Decision of successful students for English Program requiring an interview
June-August, 2012	TBA	Final announcement for candidates for Waseda U.S Scholarship and Alumni Association Scholarship.

6. Confirm overseas travel safety information when selecting programs

As written on pg. 21 of the “2011-2012 STUDY ABROAD”, you are responsible for confirming regional safety information when selecting where to study abroad. Please also note that caution must always be exercised when travelling and living abroad due to current international circumstances. Detailed travel safety information by region and country is provided by the Ministry of Foreign Affairs travel safety website (<http://www.anzen.mofa.go.jp/>, Japanese only). This includes: up-to-date travel advice and warnings, databases of past information, and security risk trends and countermeasures. (*For English language sites, please refer to the list on pg. 21.)

If you are considering a study abroad program in a region that has been issued a “travel warning,” please submit your application only after careful deliberation of your study and research needs and within the limits of your ability to assume full responsibility.

7. Inquiries

The Center for International Education, Waseda University
1-7-14-404, Nishi Waseda, Shinjuku-ku, 160-0051
Tel: 03-3208-9602 Fax: 03-3203-6405
E-mail: out-cie@list.waseda.jp

For WEB Application Registration

Waseda-net Portal Front Page



Students must submit all application documents between October 26 and October 28, in order to complete the web application registration process,

Screening results will be announced on this page.

Application Checklist

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

WEB Application Registration (Oct 3 Noon ~ Oct 24 Noon)

- Read through the application guideline and check the WEB application format as soon as possible.
- 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?
- Print out the newest version of the Confirmation of Registration Completion email in A4 size.
- Double-check the contents of Confirmation of Registration Completion for any mistakes.

Application Period : Oct 26 ~ Oct 28 12:00-17:00p.m.

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

All applicants must submit :

- ① Study Abroad Program Agreement original form and two copies
*Please do not forget to fill in the Study Abroad Program (back side), with your seal impression, dates, signature, etc.
- ② Assessment form by faculty (one original)
*It must be sealed in the CIE-designated envelope.
- ③ Transcripts in English
SILS students do not have to submit their transcripts.

All applicants applying for English programs must submit :

- ④ Original TOEFL scorecard (Examinee Score Report) or TOEFL-ITP scorecard (one original)
* 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.
* If you are only applying for programs that only require TOEFL-ITP, you can turn in just the TOEFL-ITP scorecard. However, if you are also applying for programs that require Examinee's Record scorecard from iBT, CBT, or PBT, BOTH scorecards are required. If only the TOEFL-ITP is submitted, you will not be considered for programs that require the iBT, CBT, or PBT.

All applicants applying for non-English program must submit :

- ⑤ Language proficiency certificate issued by professor (one original)
*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:

- ⑥ 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.

All applicants applying for Chinese Double Degree program must submit:

- ⑦ Write the same contents as what was written in Japanese on the web registration in Chinese and submit as one A4 size printout.

Please prepare all documents, arrange them in order ①~⑦ and submit them. All documents should be A4 size.