Academic Year 2016

Center for Japanese Language, Waseda University
Japanese Language Program
Admission Guide

*This program is not a preparatory course for students intending to enroll in Undergraduate or Graduate programs in Japanese universities.

April admission/September admission

Center for Japanese Language, Waseda University

Center for Japanese Language, Waseda University
Address: 1-7-14, Nishi-waseda Shinjuku-ku, Tokyo 169-8050, JAPAN

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【E-mail】 cjl-ao@list.waseda.jp
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## I. Admission Schedule ※Japanese Standard Time

<table>
<thead>
<tr>
<th>Step</th>
<th>Admission Schedule</th>
<th>April Admission, 2016</th>
<th>September Admission, 2016</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Screening Fee Transfer Period</td>
<td>October 5 (Mon.), 2015 ～ October 16 (Fri.), 2015</td>
<td>April 11 (Mon.), 2016 ～ April 22 (Fri.), 2016</td>
</tr>
<tr>
<td></td>
<td></td>
<td>*Be sure to click the “Finalize” button on the “finalize application” screen when you finish entering all the information necessary for online application. Confirm that your “Application status” changes to “Finalize”.</td>
<td>*Be sure to click the “Finalize” button on the “finalize application” screen when you finish entering all the information necessary for the online application. Confirm that your “Application status” changes to “Finalize”.</td>
</tr>
<tr>
<td>2</td>
<td>Online Application</td>
<td></td>
<td></td>
</tr>
<tr>
<td>4</td>
<td>Screening Result Notification</td>
<td>November 18 (Wed.), 2015</td>
<td>June 1 (Wed.), 2016</td>
</tr>
<tr>
<td>5</td>
<td>Deadline for Tuition and Fees Transfer</td>
<td></td>
<td></td>
</tr>
<tr>
<td>6</td>
<td>Deadline for Entrance Procedures</td>
<td>December 4 (Fri.), 2015</td>
<td>June 17 (Fri.), 2016</td>
</tr>
<tr>
<td>7</td>
<td>Application for Certificate of Eligibility</td>
<td>In late December, 2015</td>
<td>Early in July, 2016</td>
</tr>
<tr>
<td></td>
<td>(Only for applicants who apply for COE)</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>※The Center for Japanese Language applies for the &quot;Certificate of Eligibility (COE)&quot; to the Immigration Bureau of the Ministry of Justice on behalf of students</td>
<td></td>
<td></td>
</tr>
<tr>
<td>8</td>
<td>CIL sends Certificate of Eligibility, Certificate of Admission, etc</td>
<td>February, 2016</td>
<td>August, 2016</td>
</tr>
<tr>
<td></td>
<td>※The delivery timing will vary according to the conditions in COE issuing schedule at Immigration Bureau.</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
II. Japanese Language Program Policies

Policy on accepting students (Admission Policy)

We welcome students from every region in the world who have a strong intellectual curiosity, a high motivation to learn, and a clear goal to learn Japanese after fully understanding the diploma policy, curriculum policy, and support policy of the Japanese Language Program.

➢ Policy regarding the completion of program (Diploma Policy)

The Japanese Language Program is aimed at training students to become individuals who can function in a global society with a broad perspective, free from the constraints of nationality or culture—individuals capable of understanding multiple languages and cultures and able to think on their own and work in collaboration with other people. The goal of this program is to foster global citizens who are able to use their problem identification-solving skills, creative imagination, critical thinking skills, and knowledge of different cultures to create a new society.

➢ Policy on creating and utilizing curriculums (Curriculum Policy)

We provide an opportunity for individual students to proactively learn Japanese according to their own needs based on their recognition of the significance the Japanese language has in their own lives. To help individual students fully develop their potential, we allow them to develop their own curriculum and custom design their own learning by combining a variety of Japanese language subjects and general education subjects.

➢ Learning support policy (Support Policy)

We have developed a support system aimed at helping international students learn independently. This includes providing advice about how to enroll in Japanese language classes and how to learn the Japanese language. At the same time, we collaborate with related organizations to develop a comprehensive support system to assist international students in learning both inside and outside the classroom.

≪ For your information ≫

【Course Description】

【Syllabus】
1. Admission Requirements:
   All applicants must meet one of the following criteria.

(1) Those who have graduated or are scheduled to graduate from a high school or a secondary school by March 31, 2016 for April Admission or September 20, 2016 for September Admission

(2) Those who have completed or are scheduled to complete a standard 12-year Japanese school education curriculum by March 31, 2016 for April Admission or September 20, 2016 for September Admission

(3) Those who have been recognized or are scheduled to be recognized, pursuant to the provisions of Article 150 of the Enforcement Regulations of the School Education Law, as possessing scholastic ability equivalent to or greater than that of a Japanese senior high school graduate by March 31, 2016 for April Admission or September 20, 2016 for September Admission
   a. Those who have completed or are scheduled to complete a 12-year education curriculum outside Japan or those who have completed or are scheduled to complete that level of education curriculum or equivalent as designated by the Minister of Education, Culture, Sports, Science and Technology by March 31, 2016 for April Admission or September 20, 2016 for September Admission.
   b. Those who have completed or are scheduled to complete a curriculum of courses at a school outside Japan which has been authorized by the Minister of Education, Culture, Sports, Science and Technology as equivalent to a Japanese senior high school curriculum by March 31, 2016 for April Admission or September 20, 2016 for September Admission.
   c. Those who have completed a specialized training college (senshu gakko), upper secondary course (koutou katei; limited to courses which have a standard duration of at least three years and fulfill the conditions prescribed by the Minister of Education, Culture, Sports, Science and Technology) designated by the Minister of Education, Culture, Sports, Science and Technology after the date prescribed by the same Minister, or who are scheduled to complete such a course by March 31, 2016 for April Admission or September 20, 2016 for September Admission.
   d. Those who are nominated by the Minister of Education, Culture, Sports, Science and Technology.
   e. Those who will reach the age of 18 years by March 31, 2016 for April Admission or September 20, 2016 for September Admission, and have passed or are scheduled to pass the Certificate for Students Achieving the Proficiency Level of Upper Secondary School Graduates pursuant to the Regulations for the Certificate for Students Achieving the Proficiency Level of Upper Secondary School Graduates (or former University Entrance Qualification Examination).
   f. Those who will reach the age of 18 years by March 31, 2016 for April Admission or September 20, 2016 for September Admission and have been judged on the basis of an individual screening by the Center for Japanese Language to have academic ability equal to or greater than that of a Japanese senior high school graduate.

【Reminder For Expected Graduates of High Schools】
If you submitted a certificate to demonstrate that you are expected to meet the qualification to enter university in order to meet the applicant eligibility stated in the application guidelines at the time of application, you will be required to submit a certificate to certify that you have indeed met the requirement before enrollment. You will not be allowed to enter Waseda University even if you pass the entrance examination unless you submit such certificate.

2. Number of Students Admitted

| Number of students for April and September Admission | Approx. 150~200 each |
3. Month of Admission

At the time of submission of online application, the applicants must clearly specify the desired semester of admission and program duration. No change for the decided semester of admission and program duration is allowed after online application period. Also, cannot extend for registration of online application period.

*Class schedule is not equal to the designated program duration below. Please refer our website for the detailed class schedule. (http://www.waseda.jp/cjl/en/reg_students.html#schedule)

<table>
<thead>
<tr>
<th>Month of Admission</th>
<th>Program Duration</th>
</tr>
</thead>
<tbody>
<tr>
<td>April 2016</td>
<td>One-year: April 1, 2016～March 15, 2017</td>
</tr>
<tr>
<td></td>
<td>Half-year: April 1, 2016～September 15, 2016</td>
</tr>
<tr>
<td>September 2016</td>
<td>One-year: September 21, 2016～September 15, 2017</td>
</tr>
<tr>
<td></td>
<td>Half-year: September 21, 2016～March 15, 2017</td>
</tr>
</tbody>
</table>

4. Method of Application

You must complete both (1) and (2) for your application to be accepted.

<table>
<thead>
<tr>
<th>(1) Pay the Screening Fee (Refer to P 7–9 “6. Screening Fee”)</th>
<th>(2) Create Online Application System Account</th>
</tr>
</thead>
<tbody>
<tr>
<td>*Please make sure to pay the Screening Fee during the designated period.</td>
<td>Access to the following web page and create your online application account. [<a href="http://www.waseda.jp/cjl/apply.html">http://www.waseda.jp/cjl/apply.html</a>]</td>
</tr>
<tr>
<td>*Please DO NOT pay the Screening Fee before or after the period.</td>
<td>*Complete and Finalize Online Application</td>
</tr>
<tr>
<td></td>
<td>Log-in the online system during the designated application period and enter all necessary information according to the system guidance. As you complete all the information editing, be sure to “FINALIZE” the data.</td>
</tr>
<tr>
<td></td>
<td>*After you finalize the data, you cannot change it.</td>
</tr>
<tr>
<td></td>
<td>*If you do not finalize the data, your application submission will not be processed.</td>
</tr>
</tbody>
</table>
1. **To finalize the application**

   - Click on the "Finalize Application" button.

2. **To confirm your application status,**

   1. Click on the update your application button.
   2. Check the status indicates "Application form Completed".
1. Once registered, the e-mail address cannot be changed. If you need to change it, send an e-mail to “cjl-ao@list.waseda.jp”. The title of the e-mail should be “modification of online system account”.
2. You must prepare and submit all the application materials (refer to Page 10, “7. Details of Application Documents”). Please be aware that the decision on admission is made on the basis of submitted application materials. If the application is incomplete at the screening, it may cause detriment to applicants.
3. All application materials including a transcript should be scanned and submitted through the online application system.
4. Download the prescribed forms from the web site: http://www.waseda.jp/cjl/apply.html, fill them in and submit them through the online application system.
5. If you have any problems downloading the prescribed forms, contact Center for Japanese Language beforehand.
6. Application materials sent by e-mail will not be accepted.
7. Application materials sent after the deadline will not be accepted.
8. You will be deemed to have committed a dishonest act if you falsify, fabricate, or plagiarize any document, material or information submitted in your application. In such case, any decision taken on your application may later be invalidated, and the application documents submitted and screening fee will not be returned.

5. Online Application Period

Please apply through online system during the designated period. No postal mail is necessary.

<table>
<thead>
<tr>
<th>Month of Admission</th>
<th>Online Application Period</th>
</tr>
</thead>
<tbody>
<tr>
<td>April 2016</td>
<td>October 5 (Mon.) 2015〜October 16(Fri.) 2015 23:59 (Japanese Standard Time)</td>
</tr>
<tr>
<td>September 2016</td>
<td>April 11(Mon.) 2016 〜 April 22(Fri.) 2016 23:59 (Japanese Standard Time)</td>
</tr>
</tbody>
</table>

【NOTE】
1. Only the applications which are finalized on or before the final date of the application period will be accepted
2. Confirm that the status of the “Update Your Application” screen has changed to “finalize”. No application acceptance e-mails will be sent.
3. If you require a special care for the university life due to physical impairment etc., please contact the Center for Japanese Language office at Waseda University immediately.
6. Screening Fee: 25,000 yen

(1) Period of Transfer

Please pay the screening fee during the designated period indicated below. The payment should be made at a convenience store or by a credit card or China Union Pay/Alipay. No cash or check payment will be accepted.

<table>
<thead>
<tr>
<th>Month of Admission</th>
<th>Period of Transfer</th>
</tr>
</thead>
<tbody>
<tr>
<td>April 2016</td>
<td>October 5 (Mon.) 2015～October 16(Fri.) 2015 23:59 (Japanese Standard Time)</td>
</tr>
<tr>
<td>September 2016</td>
<td>April 11(Mon.) 2016 ～ April 22(Fri.) 2016 23:59 (Japanese Standard Time)</td>
</tr>
</tbody>
</table>

If you are paying at a convenience store, web-site application must be completed before 23:00 (Japanese Standard Time) on the final day.

(2) Payment at a Convenience Store in Japan

Refer to P.16 for the payment method detail.

GUIDELINES
1. Please pay the screening fee at a convenience store near you.
2. To make a payment at a convenience store, you must complete the designated application procedure in advance by accessing the “screening fee convenience store payment site” (https://e-shiharai.net/) [Japanese only] on the Internet.
3. After making the payment, submit the “Certificate of Payment of the Screening Fee”
4. The payment can be made 24 hours a day, seven days a week, including Saturdays, Sundays, and holidays. However, please note that application via the website will end at 23:00 and the payment at a convenience store will be accepted until 23:30 on the last day of the payment period.
5. Even if someone other than the applicant makes the payment, the applicant’s information must be entered.
6. Please select the information as indicated below.

| 言語選択  | 「大学・短大」 |
| 学校選択 (School Selection) | 「ワセダ」 in Katakana and Choose 「早稲田大学」 |
| カテゴリ選択 (Category Selection) |
| 第一選択 (First Selection) | 「日本語教育研究センター」 |
| 第二選択 (Second Selection) | 「日本語教育プログラム」 |
| 第三選択 (Third Selection) | 「2016 年4月入学」あるいは、「2016 年9月入学」 |
| 第四選択 (Fourth Selection) | 「日本語教育プログラム入試 25000円」 |
| 基本情報入力 (Enter basic information) | Even if the payment is paid by the third party, please enter the applicant’s name, gender, date of birth, and occupation. |

(3) Payment by Credit Card or Online Payment System (China Union Pay or Alipay)

Refer to P.17 for the payment method detail.

GUIDELINES
1. To make a payment by credit card or online payment system (China Union Pay or Alipay), please access the online screening fee payment website (https://e-shiharai.net/ecard/) and complete the required procedure.
2. After completing the transaction, scan the “Result” page and submit it.
3. The payment can be made 24 hours a day, seven days a week, including Saturdays, Sundays and holidays.
4. A credit card rather than yours can be used for the payment. In this regard, however, the applicant’s information must be included.

5. Please select the information as indicated below.

<table>
<thead>
<tr>
<th>Choose</th>
<th>Examination Fee Application</th>
</tr>
</thead>
<tbody>
<tr>
<td>School Selection : Waseda University (Undergraduate Schools)</td>
<td></td>
</tr>
<tr>
<td>First Selection : 「Center for Japanese Language」</td>
<td></td>
</tr>
<tr>
<td>Second Selection : 「Japanese Language Program」</td>
<td></td>
</tr>
<tr>
<td>Third Selection : 「April 2016 Admission」 or 「September 2016 Admission」</td>
<td></td>
</tr>
<tr>
<td>Fourth Selection : 「Japanese Language Program JPY25,000」</td>
<td></td>
</tr>
</tbody>
</table>

- **Exemption of Screening Fee**

Please note that applicants who fall into one of the following cases are exempted from payment of Screening Fees.

1. Those who are currently enrolled as a non-degree student in this program and who are applying for another semester or year.
   - e.g. Applicants for April Admission 2016
     - Students enrolled in JLP from April, 2015 to March, 2016 (Student ID # 9215A***)
     - Students enrolled in JLP from September, 2015 to March, 2016 (Student ID # 9215D***)
   
   Applicants for September Admission 2016
   - Students enrolled in JLP from September, 2015 to September, 2016 (Student ID # 9215C***)
   - Students enrolled in JLP from April, 2016 to September, 2016 (Student ID # 9216B***)
   
   The Screening fee is exempted only for 2 years counting from the next Academic year of your first enrollment date as non-degree program students. Note that the Short-term Japanese Program is not considered as the same program.

2. Those who are scheduled to enter a degree program at Waseda University and are taking courses as a non-degree student before entering the program.

3. Those who reside in one of the countries classified as "Least Developed Countries" or "Other Low Income Countries" in the list of ODA recipients as published by OECD/DAC AND hold nationality of one of those countries. Submission of the application form is required. In the case of dual national holders, both nationalities must be the "Least Developed Countries" or "Other Low Income Countries" in the list of ODA recipients.

- **Screening Fee Waiver Program for Applicants from Specified Countries**

**Outline**

Applicants who wish to be admitted into Japanese Language Program are eligible to apply for a Screening Fee waiver if they reside in one of the countries designated by Waseda University AND hold nationality of one of those countries.

**Eligibility**

The following conditions must be all fulfilled:

1. The applicant must reside in one of the countries classified as "Least Developed Countries" or "Other Low Income Countries" in the list of ODA recipients as published by OECD/DAC AND hold nationality of one of those countries (the applicant's country of residence and nationality do not necessarily have to be identical).
For the list of eligible countries, refer to “Eligible Countries” below.
Applicants residing in Japan are not eligible.

2. Applicants with dual nationality are only eligible if both nationalities are included in the list of eligible countries below.

Procedures

When applying to the Japanese Language Program, please submit the following documents with the other application documents instead of the certificate of payment for the screening fee (copy of the remittance form etc.). The application for the Screening Fee Waiver program must be made along with the application for admission. Applications made afterward will not be accepted under any circumstances.

- Application Form for Screening Fee Waiver

- Applicants who apply for the Screening Fee Waiver program are not required to pay the Screening Fee. However, if payment was made before applying for the Screening Fee Waiver program, the Screening Fee will not be reimbursed.
- In the event that the applicant is not eligible for the Screening Fee Waiver program, or that the application for the Screening Fee Waiver program is found to be false, the application for JLP might be cancelled immediately.

Eligible Countries


(6) Application Documents and Refund of Screening Fee

As a general rule, application documents and screening fees are not returned. A full screening fee will be refunded if you fall into one of the categories below. If so, please contact the Center for Japanese Language office.

1. You paid a screening fee but failed to submit the required application documents.
2. You paid a screening fee but submitted the application documents after the deadline.
3. You paid a screening fee and submitted the application documents, but your application was rejected before screening due to the following reasons.
   - The submitted application materials were insufficient to meet the application requirements.
   - You did not meet all the eligibility criteria.

Any handling fees which may be incurred for refund must be paid by the applicant.
### 7. Details of Application Documents

1. All documents must be **in Japanese or in English.**
   - Otherwise, a notarial certificate by the embassy or by notary office must be attached with the translation to the original document
   - In principle, please typewrite “Study Plan” and sign your name by hand at the bottom. For other documents, both handwriting and typewriting are acceptable.

2. Items marked ○ must be submitted by all applicants. Items marked △ should be submitted if applicable.

3. For items marked “＊”, please use the prescribed forms. They are downloadable from the website. ([http://www.waseda.jp/cjl/en/launch.html](http://www.waseda.jp/cjl/en/launch.html))

4. Please submit all documents digitally using the following format.
   - Convert/scan paper based information to digital format 「.doc(.docx)/.pdf/.jpg」
   - Upper limit of data amount is 30 MB.
   - Scanned documents must be clearly readable.
   - The application must be filled out by the applicant himself/herself.

5. You may be requested to hand in the original application materials. Please keep all the documents with you.

---

You will be deemed to have committed a dishonest act if you falsify, fabricate, or plagiarize any document, material or information submitted in your application. In such case, any decision taken on your application may later be invalidated, and the submitted application documents and screening fee will not be returned.

<table>
<thead>
<tr>
<th>No.</th>
<th>Application documents</th>
<th>Instructions</th>
</tr>
</thead>
<tbody>
<tr>
<td>①</td>
<td>○ Study Plan*</td>
<td>● Please read instructions on the prescribed form carefully.</td>
</tr>
<tr>
<td></td>
<td></td>
<td>● Please typewrite your response and sign your name at the bottom.</td>
</tr>
<tr>
<td>②</td>
<td>○ Official Latest Academic Transcripts of High School, University, or Graduate School</td>
<td>Category/Status</td>
</tr>
<tr>
<td></td>
<td></td>
<td>High school (currently enrolled and expected to graduate)</td>
</tr>
<tr>
<td></td>
<td></td>
<td>High school (graduate)</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Undergraduate (currently enrolled)</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Undergraduate (graduate)</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Graduate School (currently enrolled)</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Graduate School (graduate)</td>
</tr>
<tr>
<td>③</td>
<td>○ Official Certificate of Enrollment or Certificate of (Prospective) Graduation issued from High School, University, or Graduate School</td>
<td>Category/Status</td>
</tr>
<tr>
<td></td>
<td></td>
<td>High school (currently enrolled and expected to graduate)</td>
</tr>
<tr>
<td></td>
<td></td>
<td>High school (graduate)</td>
</tr>
</tbody>
</table>

You are advised to keep all the application documents with you. If you are requested to submit the original application materials, please do so.
<p>| | | |</p>
<table>
<thead>
<tr>
<th></th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>④</td>
<td>○</td>
<td>Evaluation Form*</td>
</tr>
<tr>
<td>⑤</td>
<td>○</td>
<td>Statement of Source of Funds*</td>
</tr>
<tr>
<td>⑥</td>
<td>○</td>
<td>Digital photo</td>
</tr>
<tr>
<td>⑦</td>
<td>○</td>
<td>Scanned passport with your photo and passport number</td>
</tr>
<tr>
<td>⑧</td>
<td>△</td>
<td>Scanned Resident Card (or Alien Registration Card)</td>
</tr>
<tr>
<td>⑨</td>
<td>△</td>
<td>Certificate of Payment for Screening Fee</td>
</tr>
<tr>
<td>-1</td>
<td>△</td>
<td>Scanned Current Waseda Student ID card</td>
</tr>
<tr>
<td>-2</td>
<td>△</td>
<td>Scanned certificate of Admission</td>
</tr>
<tr>
<td>-3</td>
<td>△</td>
<td>Application Form for Screening Fee Waiver*</td>
</tr>
<tr>
<td>⑩</td>
<td>△</td>
<td>Certificate of Japanese Language Proficiency</td>
</tr>
</tbody>
</table>

<p>| | | |</p>
<table>
<thead>
<tr>
<th></th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Undergraduate (currently enrolled)</td>
<td>Certificate of Enrollment of university</td>
<td></td>
</tr>
<tr>
<td>Undergraduate (graduate)</td>
<td>Certificate of Graduation of university</td>
<td></td>
</tr>
<tr>
<td>Graduate School (currently enrolled)</td>
<td>Certificate of Enrollment</td>
<td></td>
</tr>
<tr>
<td>Graduate School (graduate)</td>
<td>Certificate of Graduation of graduate school</td>
<td></td>
</tr>
</tbody>
</table>

* Not necessary only if the date of graduation is listed in the Academic transcript.

- **A sealed envelope is not necessary.**
- Submission of certificate of deposit balance or certificate of scholarship is not required at the time of online application.
- A digital color picture taken within 3 months (with no frame, no headwear, full face, chest up, and a plain background)
- A picture with scarf or wearing sunglasses will not be accepted.
- Scan the pages showing your photo and passport number.
- If you have more than one passport, please submit all copies.
- Scan alternative ID if you don’t have a passport at the time of application. You must submit the copy of passport, once you obtain it.
- Scan both sides of the card.
- Scan "Certificate of Payment" if you pay at a convenience store.
- Scan "Result of Payment by Credit Card, Union Pay, or Alipay."
- Those who are currently enrolled and are applying for another semester.
- Those who are scheduled to enter a degree program at Waseda
- Please read the instructions carefully on the prescribed form.
- * Those who fall into p.8(4) 1.
- Those who fall into p.8(4) 2
- * Those who fall into p.8(4) 3

- Applicants may submit the letter of your Japanese proficiency certified by your university or any other language institution. The length of study, the grade, and the language ability may be included in the letter.
- Applicants who have no Japanese learning experience or have no such certificate, are not required to submit it.
8. Application Number Notice by E-mail

The “Application Number Notice” will be sent to the e-mail address registered. If you don’t write the e-mail address correctly or your e-mail box is full, you cannot receive it. The mail will be sent on the following date.

※You will not receive any e-mail at the time of application informing you the application receipt.

<table>
<thead>
<tr>
<th>Month of Admission</th>
<th>Application Receipt Notice</th>
</tr>
</thead>
<tbody>
<tr>
<td>April 2016</td>
<td>November 11 (Wed.), 2015</td>
</tr>
<tr>
<td>September 2016</td>
<td>May 25 (Wed.), 2016</td>
</tr>
</tbody>
</table>

9. Screening

Screening will be processed on the basis of the application materials, especially the “Study Plan” in a comprehensive way. No writing examination or interview will be provided.

10. Notification of Screening Result

Successful applicants’ application numbers will be announced on our website.  
*Telephone or e-mail inquiries will not be answered.  
*Inquiries regarding the Screening will not be answered.

<table>
<thead>
<tr>
<th>Month of Admission</th>
<th>Notification of Screening Results</th>
</tr>
</thead>
<tbody>
<tr>
<td>April 2016</td>
<td>November 18(Wed.), 2015</td>
</tr>
<tr>
<td>September 2016</td>
<td>June 1 (Wed.), 2016</td>
</tr>
</tbody>
</table>

11. Entrance Procedures

1) Guide for Entrance Procedures

Successful applicants will receive a guide for entrance procedures. Please follow the guide and complete all necessary procedures; payment of the tuition and fees for the first semester and submission of the necessary documents for entrance procedures.

*Entrance procedure forms submitted after the deadline will not be accepted.

<table>
<thead>
<tr>
<th>Month of Admission</th>
<th>Deadline for Remittance of Fees and the entrance procedure</th>
</tr>
</thead>
<tbody>
<tr>
<td>April 2016</td>
<td>December 4 (Fri.), 2015</td>
</tr>
<tr>
<td>September 2016</td>
<td>June 17 (Fri.), 2016</td>
</tr>
</tbody>
</table>
(2) Tuition Fee

As a general rule, we do not return tuition fees or any submitted documents. However, if you do not enter Waseda University due to unavoidable circumstances or fail to meet the entrance qualifications prior to enrollment, we may refund the tuition fee for the first semester. For more information about the procedure for receiving such refund, refer to the handbook on entrance procedures.

<April, 2016 Admission>

<table>
<thead>
<tr>
<th>Program Duration</th>
<th>Tuition and Fees</th>
<th>Payment for the First Period (Spring Semester, 2016)</th>
<th>Payment for the Second Period (Fall Semester, 2016)</th>
<th>Payment for the First Period (Spring Semester, 2016)</th>
</tr>
</thead>
<tbody>
<tr>
<td>One year</td>
<td>Tuition Fee</td>
<td>¥ 455,400</td>
<td>¥ 455,400</td>
<td>¥ 471,400</td>
</tr>
</tbody>
</table>

| Total            | ¥ 910,800        |                                               |                                               |                                               |

<September, 2016 Admission>

<table>
<thead>
<tr>
<th>Program Duration</th>
<th>Tuition and Fees</th>
<th>Payment for the First Period (Fall Semester, 2016)</th>
<th>Payment for the Second Period (Spring Semester, 2017)</th>
<th>Payment for the First Period (Fall Semester, 2016)</th>
</tr>
</thead>
<tbody>
<tr>
<td>One year</td>
<td>Tuition Fee</td>
<td>¥ 455,400</td>
<td>¥ 455,400</td>
<td>¥ 471,400</td>
</tr>
</tbody>
</table>

| Total            | ¥ 910,800        |                                               |                                               |                                               |

(3) Important Notice for Application for "Certificate of Eligibility" (COE)

1. For students who must obtain a visa to attend Waseda University, the Center for Japanese Language applies for the "Certificate of Eligibility" to the Immigration Bureau of the Ministry of Justice on behalf of the students who have completed the admission process by due date.

2. Those with "Short-Term" visas are not eligible for university enrollment.

3. If you have a visa other than "Short-term" visa (such as "Long-Term Resident", "Dependent", etc.), you do not need to apply for COE.

4. If you wish to change your visa status to that of "College Student", proceed to the process for the "Application for Change of Status of Residence" on your own.

5. If you fail to submit any required documents or submit incomplete documents, we will not process your COE application.

6. The Immigration Bureau of Japan may not issue the COE depending on the content of documents prepared by an applicant. CJL is not responsible in such a case.
IV. School Life

1. Housing

(1) It is the student’s responsibility to find her/his own accommodation. Center of Japanese Language will provide some dormitory information. Refer to our website for more information.

(2) Housing Information will be sent to the successful applicants. However, your application may not be able to be accepted under certain conditions.

(3) Waseda University Student Dormitories are not available for the students of this program.

2. Scholarship

There is no scholarship system for the students of this program. Therefore, students should not assume that they will receive scholarship support for their necessary expenses. Students must have their own sources of funding to bear these expenses at the time of application/admission. *We will announce it on our website if a scholarship system becomes available for the students of this program.

3. Living Expenses

In order to live in Tokyo as an international student and study at a university, expenses other than tuition fees are necessary. These include rent, heating, transportation, food, and book expenses etc. The expenses below are average total amounts, but personal differences will arise. These are the minimum amount that one must be able to bear per year.

<table>
<thead>
<tr>
<th>Item</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Rent</td>
<td>800,000 yen</td>
</tr>
<tr>
<td>Food and Living Expenses</td>
<td>700,000 yen</td>
</tr>
<tr>
<td>Health Insurance/Medical Fees</td>
<td>50,000 yen (When enrolled in the National Health Insurance)</td>
</tr>
<tr>
<td>Others</td>
<td>150,000 yen (for books etc.)</td>
</tr>
<tr>
<td>Total</td>
<td>1,700,000 yen</td>
</tr>
</tbody>
</table>

4. Stay as an International Student

When entering a Japanese university as an international student, one must obtain “Permission of Stay as a College Student”, based on the Immigration Control and Refugee Recognition Act. Other permits do not give the official status as an international student. Therefore, the medical support and other systems cannot be provided.

International students whose status of residence is “College Student” may be given permission to engage in part-time work according to the Immigration Control and Refugee Recognition Act. This must be within the limit of 28 hours a week. However it is normally not possible to earn an amount sufficient for living through part-time work, and it is difficult to work and study at the same time. Therefore, when applying for admission, a sufficient source of funding is necessary.
5. Medical Coverage

Students who hold a “college student visa” must apply for National Health Insurance to receive the insurance coverage.

6. Transportation Fees

Students in the program can purchase railway and bus commuter passes at student discount rates.

Handling of Personal Information

Waseda University utilizes applicant information (addresses, names, dates of birth etc.) collected at the time of application in order to carry out operations such as the entrance examination, announcement of the screening results, and enrollment procedures. We will take necessary and proper measures to protect such information from leakage, disclosure, or unauthorized use. All or part of the above operations may be outsourced to an agency. In such case, the agency will be contractually required to maintain necessary and proper management. Please note that the personal information may be used as materials for studies and researches to improve our entrance examinations. The information will be statistically processed to prevent any individuals from being identified.
How to Pay the Screening Fee at the Convenience Store

1. Advance Web Application

https://e-shiharai.net/

To obtain your application number, please follow the instructions on the screen and input all necessary information. This number will be required when you make your payment.

If you input the wrong information when trying to obtain your application number, please start again from the beginning and make your payment.

If you are not able to make the required payment before the due date you will receive this deadline notice upon completing the online application; all the information you had input will be canceled automatically.

2. Convenience Store Payment

Payment can be made through an ATM. Be sure to make your payment at the cash register.

- SEVEN-ELEVEN
- Circle K
- SUNKUS
- 10-11

Tell the counter staff that you want to make an "Internet shihara." Then provide your Payment Application Number. A multifunction copier cannot be used to make payment.

3. Application

Scan "Certificate of Payment" if you pay at a convenience store.
How to pay the Screening Fee by Credit Card, Union Pay, or Alipay

Waseda University

Examination Fee Payment by Credit Card, Union Pay, and Alipay

24 hours a day, 365 days a year, you can pay anytime! Easy, Convenient and Simple!

You can pay the Examination Fee by using Credit Card, Union Pay, and Alipay.

Access
https://e-shiharai.net/ecard/

You can access from our website too!

1. Top Page
   Click "Examination Fee".

2. Terms of Use and Personal Information Management
   Please read the Terms of use an Personal Information Management.
   Click "Agree" button located in the lower part of this page if you agree with these terms.
   Click "Not agree" button located in lower part of this page if you do not agree with these terms.

3. School Selection
   Click "Waseda University".

4. School Information
   Read the information carefully and click "Next".

5. Category Selection
   Choose First to Fourth Selection and click "Add to Basket".

6. Basket Contents
   Check the contents and if it is OK, click "Next".

7. Basic Information
   Input the applicant's basic information.
   Choose your credit card and click "Next".

Paying with Credit Card
Input Credit Card Number (15 or 16-digits), expiration date and security code.

All of your application information is displayed. Click "Confirm" to verify.

Click "Print this page" button and print out "Result" page.

Paying with Union Pay, Alipay
Follow the onscreen instructions to complete the card payment.

Please click the "Application Results" button in the upper part of this site (e-shiharai.net).
Please write down the "Receipt Number" given when you complete your application, and enter your "Payment Method", "Receipt Number" and "Birth Date".
Please make sure your printer is ready.
Please print out the "Payment Inquiry - Inquiry result" page.

Scan "Result of Payment by Credit Card, Union Pay, or Alipay."

NOTICE/FAQ

- During the payment period and application periods specified in the application guidelines, you can make payment anytime. Please consult the application guidelines and complete payment in time for the application period.
- On the last day of the payment period, please complete the transaction by 11:00 pm Japan time.
- It is possible to use a card which carries a name different from that of the applicant. However, please make sure that the information entered in the Basic Information page is the same.
- If you did not print out the "Result" page, you can display it later on the Application Result page. Please enter "Receipt Number" and "Birth Date" to redisplay.
- Please contact the credit card company if your card is not accepted.

Payment Commission

There is a fee for this payment transfer service, which applicants must pay in addition to the entrance exam fee.

<table>
<thead>
<tr>
<th>Entrance Exam Fee</th>
<th>Payment Commission</th>
</tr>
</thead>
<tbody>
<tr>
<td>0 yen</td>
<td>555 yen</td>
</tr>
<tr>
<td>20,000 yen</td>
<td>387 yen</td>
</tr>
<tr>
<td>40,000 yen</td>
<td>774 yen</td>
</tr>
<tr>
<td>60,000 yen</td>
<td>1,162 yen</td>
</tr>
<tr>
<td>80,000 yen</td>
<td>1,549 yen</td>
</tr>
<tr>
<td>100,000 yen</td>
<td>1,936 yen</td>
</tr>
<tr>
<td>200,000 yen</td>
<td>2,571 yen</td>
</tr>
<tr>
<td>300,000 yen</td>
<td>3,206 yen</td>
</tr>
</tbody>
</table>

For questions or problems not mentioned here, please contact:

E-Service Support Center  Tel: +81-3-3267-6663 (24 hours everyday)