

2012 年度（平成 24 年度）

Academic Year 2012

別科日本語専修課程案内

GUIDE TO

INTENSIVE JAPANESE LANGUAGE PROGRAM

4 月入学・9 月入学

April admission / September admission

早稲田大学日本語教育研究センター

Center for Japanese Language,

Waseda University

2012 年度 選考日程/2012 Application Schedule

Step	出願日程 Application Schedule	2012 年 4 月入学 April Admission, 2012	2012 年 9 月入学 September Admission, 2012
1	オンラインレジストレーション Online registration period	2011 年 10 月 10 日(月) ～10 月 21 日(金)	2012 年 4 月 30 日(月) ～5 月 11 日(金)
2	入学検定料振込期間 Date of Screening Fee Transfer	October 10(Mon.) ～October 21(Fri.),2011	April 30 (Mon.) ～May 11 (Fri.), 2012
3	出願期間 Application Period	2011 年 10 月 17 日(月) ～10 月 21 日(金) October 17(Mon.) ～October 21(Fri.),2011	2012 年 5 月 7 日(月) ～5 月 11 日(金) May 7(Mon.) ～May 11 (Fri.), 2012
4	合否通知発送日 Results of Screening	2011 年 11 月 24 日(木) November 24(Thu.), 2011	2012 年 6 月 13 日(水) June 13(Wed.), 2012
5	学費納入期限 Deadline for Tuition and Fees Transfer	2011 年 12 月 12 日(月)	2012 年 7 月 2 日(月)
6	入学手続期限 Deadline for Entrance Procedures	December 12(Mon.), 2011	July 2(Mon.), 2012
7	在留資格認定証明書代理申請 (国外出願者) Application for Certificate Of Eligibility (Only for Applications from overseas)	2011 年 12 月下旬 Late December, 2011	2012 年 7 月中旬 Middle July, 2012
8	在留資格認定証明書・ 入学許可書等発送 Sends Certificate of Eligibility, Certificate of Admission, etc. (Scheduled to be dispatched)	2012 年 2 月中旬 Middle February, 2012	2012 年 8 月下旬 Late August, 2012

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I INTENSIVE JAPANESE LANGUAGE PROGRAM

ADMISSION INFORMATION: 2012 ACADEMIC YEAR

1. Admission Requirements :

All applicants must meet one of the following criteria.

- ① Those who have obtained a “Bachelor’s degree”.
- ② Those who are enrolled in undergraduate courses.

***This program is not a preparatory course in which students intend to enroll Undergraduate programs in Japanese universities.**

***Please note that you are not eligible to apply if your last or present school is a high school or a technical college.**

2. Number of Students Admitted

Total number of admission for April and September	60
---	----

3. Month of Admission

April 2012 (Spring Semester) or September 2012(Fall Semester).

(On submission of application, the applicants must clearly specify the desired semester of admission. Once permitted by the University, no one is allowed to change with respect to semester entry.)

Spring Semester : April 1, 2012 to March 31, 2013
Fall Semester : September 21, 2012 to September 20, 2013

4. Application Period

Month of Admission	Application Period
April 2012 (Spring Semester)	October 17(Mon.) 2011 ~ October 21(Fri.) 2011
September 2012 (Fall Semester)	May 7(Mon.) 2012 ~ May 11(Fri.) 2012

*Application should be postmarked on or before the final date of the above application period. Please remember that any application before or after the application period cannot be accepted.

*You must not send the application documents separately. Please send all the materials including Evaluation Form and the Certificate issued from the university during the above period.

*The application postmarked after the final date will not be accepted.

5. Method of Application

You must complete all the following 3 steps.

(1) **Online Registration**

Please enter the applicant's information (name, address and so on) through the following website of the Center for Japanese Language.

(http://www.waseda.jp/cjl/html/online_registration.html)

*You are NOT considered as an applicant if you only complete the online registration.



(2) **Pay the Screening Fee.** (Refer to P 6 "6. Screening Fee")

*Please make sure to pay the Screening fee during the designated period.

*Please DO NOT pay the Screening fee before or after the period.



(3) **Prepare the application materials.**

① Prepare all the application materials. (Refer to P9 "7. Application Documents")

*Please download prescribed forms from the website.

(http://www.waseda.jp/cjl/html/e_request.html)

*If the applicant has no way to download the form, please contact the Center for Japanese Language.

② Enclose all application materials in A4 sized envelope and stick "Label for Application Envelope", which is available by downloading, on the envelope.

③ Sent it **by registered express mail (EMS or Federal Express etc. which you can track.)**

【NOTE】

- ① Applications can be accepted **by the registered express mail ONLY.** **【Applications must be postmarked on or before the final date of the application period. Applications postmarked after the final date will not be accepted.】**
- ② We cannot accept any application other than the above method. Please make sure to send all application materials by registered express mail (EMS or Federal Express etc.)
- ③ You must send all the application materials including the evaluation form or the certificate issued from the university together. Check with the "Checklist for Documents Submission" before submitting 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 will be the detriment of applicants.
- ④ All the documents must be in "**A4**" size. **Please do not make both-side photocopy.**
- ⑤ **Please do not staple any documents.**

<Address>

Admissions Office
Intensive Japanese Language Program
Center for Japanese Language, Waseda University
1-7-14, Nishiwaseda Shinjuku-ku, Tokyo 169-8050, JAPAN

6. Screening Fee: 15,000 yen

(1) [Period of transfer]

Month of Admission	Period of transfer
April 2012(Spring Semester)	October 10 (Mon.) 2011 ~ October 21(Fri.) 2011
September 2012 (Fall Semester)	April 30(Mon.) 2012 ~ May 11(Fri.) 2012

(2) [Screening fee waiver program for applicants from specified countries]

Applicants who wish to be admitted into the Intensive 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 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).
 - * Please refer to the latest ODA Recipient List (2008 – 2010 edition).
 - * Applications from within Japan are not eligible.
- 2) Applicants with dual nationality are only eligible if both nationalities are specified in the list of ODA recipients as published by OECD/DAC.

Procedures

When applying to the Intensive Japanese Language Program, please enclose the following documents with the other application documents instead of the certificate of payment for the screening fee (copy of the remittance form).

- 1) Application Form for Screening Fee Waiver
- 2) Copy of passport (including all details of the applicant)

Applications for the screening fee waiver program must be made along with the applications for the Intensive Japanese Language Program. Applications made afterward or separately will not be accepted under any circumstances.

- * Applicants who apply for the screening fee waiver program are not required to pay the screening fee. However, if payment was made before the application 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 Waseda University itself might be cancelled immediately.

[ODA Recipient List (2008 – 2010 edition)]

(Least Developed Countries) * 49 countries

Afghanistan, Angola, Bangladesh, Benin, Bhutan, Burkina Faso, Burundi, Cambodia, Central African Rep., Chad, Comoros, Congo, Dem. Rep., Djibouti, Equatorial Guinea, Eritrea, Ethiopia, Gambia, Guinea, Guinea-Bissau, Haiti, Kiribati, Laos, Lesotho, Liberia, Madagascar, Malawi, Maldives, Mali, Mauritania, Mozambique, Myanmar, Nepal, Niger, Rwanda, Samoa, Sao Tome and Principe, Senegal, Sierra Leone, Solomon Island, Somalia, Sudan, Tanzania, Timor-Leste, Togo, Tuvalu, Uganda, Vanuatu, Yemen, Zambia

(Other Low Income Countries) * 12 countries

Cote d'Ivoire, Ghana, Kenya, Korea, Dem. Rep., Kyrgyz Rep., Nigeria, Pakistan, Papua New Guinea, Tajikistan, Uzbekistan, Viet Nam, Zimbabwe

(3) If Screening Fee is transferred in Japan

[Transfer Method]

Apply for the payment through the Internet first, and then pay for the screening fee at the nearest convenience store (Seven-Eleven, Circle K, Sunkus, Family Mart, or Lawson).

*Please note that each store has its own paying method, so please check the information with the attached sheet below carefully. Refer to P20 "How to Pay Screening Fee through Convenience Store" (PDF)

[Transfer Process]

1. Visit the following payment site from your computer or cell phone.
<https://e-shiharai.net/>
2. Click the upper right-hand button “お申込みはこちらからどうぞ” (Apply for this service).
3. Follow the instruction to fill in the required information and obtain an identifying number.

*Note: Each convenience store chain may refer to this ID number in a different name.

【IMPORTANT】 Please select the information as follow.

- お支払い選択 : 「大学・短大 受験料」
- 学校選択 : Please search with 「ワセダ」 in Katakana
Choose 「早稲田大学」
- カテゴリ選択
- 第一選択 : 「日本語教育研究センター」
- 第二選択 : 「別科日本語専修課程」
- 第三選択 : 「2012年9月入学」
- 第四選択 : 「日本語別科専修課程一般入試 15000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, sex, date of birth, and occupation.**

4. Remember your ID number and pay at the nearest convenience store which you have chosen.

[NOTE]

- ① You can pay the screening fee at anytime during application period, 24 hours a day including Saturdays, Sundays and national holidays. But be sure to pay it by 23:00 on the final day.
- ② If you pay the screening fee in Japan, you can pay it only at convenience stores. If there is no convenience store available, or it is absolutely difficult to pay it in the above way, please consult Center for Japanese Language.
- ③ Upon payment at convenience stores, **make sure to enter the information of the applicant**

even though his/her relatives or friends pay as a proxy.

④ Please affix the Certificate of Payment on "Application for Admission" (page 2).

(4) If Screening Fee is transferred from outside of Japan

[Transfer Method]

Apply for the payment through the Internet first, and then pay for the screening fee by the credit card Union Pay, and Alipay.

*** Only for applicants who reside outside Japan.**

[Transfer Process]

1. Visit the following payment site from your computer. <https://e-shiharai.net/english/>

【IMPORTANT】 Please select the information as follow.

Choose 「Examination Fee Application」

- School Selection : Waseda University (Undergraduate Schools)
- Category Selection
- First Selection : 「Center for Japanese Language」
- Second Selection : 「Intensive Japanese Language Program」
- Third Selection : 「September 2012 Admission」
- Furth Selection : 「September Admissions Applicants from outside Japan」

2. After completing the transaction, print out the “Result” page and enclose it in the envelop.

【NOTE】

- ① Please check the information with the attached sheet below carefully. Refer to P21 “How to pay the Screening Fee by Credit Card, Union Pay, and Alipay” (PDF)
- ② The payment can be made anytime, 24 hours a day. However, please note that application via the website will end at 23:00 on the last day of the payment period.
- ③ The payment can be made with a credit card held in the name of a person other than the applicant. However, **make sure to enter the applicant’s personal information in the Basic Information page of the website.**
- ④ **It is not allowed to pay the screening fee by check or cash.**

(5) Other Note

In principle, the screening fees are not refundable. However, in some cases, they are refund. Please contact if you

- 1) didn’t apply after you paid the screening fee.
- 2) didn’t meet the admission requirement or submit the application documents after the application period.

7. Application Documents

Please refer to P10 “8. Details of Application Documents” for the detailed information about each item.

* For items marked '*', applicants must use the university's prescribed forms.

*We'll announce ONLY the successful applicants about the application for the Certificate of eligibility with other Entrance Procedures materials.

*For items marked ○, you must submit, for items marked △, please submit if you can prepare or need.

		Application Documents	Domestic	Overseas
*	①	Application for Admission	○	○
*	②	Study Plans in the Intensive Japanese Language Program	○	○
	③	Certificates issued from University (Certificate of Enrollment, Certificate of Graduation, Transcripts)	○	○
*	④	Evaluation Form	○	○
	⑤	Certificate of Japanese language Proficiency	△	△
*	⑥	Statement of Source of Funds	○	○
*	⑦	Request Form for Submitted Materials Returning	○	○
	⑧	3 Color Photos (1 should be affixed on the first page of ①Application for Admission)	○	○
	⑨	Certificate on Registered Matters or Copy of Alien Registration Card	○	—
	⑩	Certificate of Bank Transfer for Screening Fee • Affix to ①Application for Admission if you transfer in Japan. • Enclose a Photocopy of "Result" of Payment by Credit Card, Union Pay, and Alipay.	○	○
	⑪	The photocopies of the passport	○	△
*	⑫	Application Form for Screening Fee Waiver	—	△
*	⑬	Checklist for Documents Submission	○	○
*	⑭	Label for Registered Express	○	○

8. 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.

(2) For items marked *****, applicants must use the university's prescribed forms.

They are available by downloading from the web site.

(http://www.waseda.jp/cjl/html/e_request.html)

(3) **Fill in the form using black or blue ink. (All the forms may be typed or printed with a word processor.)**

(4) **If any falsification in any of the documents presented for application is found, admission will be revoked.**

(5) **In principle, the documents once submitted would not be returned.**

Note that we return the materials which we admit as the one issued only once in a life time. Please fill out the "Request Form for Submitted Materials Returning" and enclose the photocopies of the originals. **We will not accept any request at a later date.**

If the application is not accepted because the applicant does not meet the criteria, the application documents will be returned to the applicant

(6) You may be requested to hand in photocopies of the application materials at the application for a college student visa. Please make photocopies of all the materials beforehand and keep them with you.

(7) Waseda University will use the applicants' personal data, such as address, name, and birth date, for any affairs related to screening and admission procedures. Through these processes, Waseda University shall endeavor to take necessary measures to prevent leakage, loss or damage of the personal data.

※Outsourcing of University Operations to a Third Party

Waseda University may entrust all or parts of bulk-mailing or data entry operations to a third party. In such a case, Waseda University requires the third party (through a contract and other means) to handle personal data adequately and appropriately so that the personal data will not be leaked, lost, or misused.

		Documents	No.	Special Instructions
*	①	Application for Admission	1	<ul style="list-style-type: none"> • Must be filled out by the applicant. • Refer to the Guidelines/Sample and write correctly. • For Nationality code, refer to P18~19 <u>List of National Code</u> and write 3 figures.
*	②	Study Plans in the Intensive Japanese Language Program	1	<ul style="list-style-type: none"> • Must be filled out by the applicant. • Describe <u>in Japanese</u> your motivation for applying to the Program and your further plans after completing your studies here. Be sure to specify why you intend to pursue these plans and the motivating factor in drawing up these plans. • If you've never studied Japanese and cannot fill it out in Japanese, you can write in English. If not writing in Japanese or English, add a translation written in Japanese or English.
	③	Certificates issued from University		<ul style="list-style-type: none"> • Certificates must be "Certified true copies" of the originals issued at your university, the embassy in Japan, or notary office in your country (such as notarial certificate). The photocopies of the certificate are not accepted. • Certificates must be <u>in Japanese or in English</u>.

		<ul style="list-style-type: none"> • In case the applicant's home university or government does not issue English nor Japanese certificate, <u>Notarial Certificate by embassy or by Notary Office must be attached with the translation.</u> • The copies which are printed out from the Internet cannot be accepted. In case the certificate is issued through the Internet only, please get an approval seal on it from the university. • In case the prescribed certificates cannot be issued, please prepare the list of the certificate number, the period of study, the degree, the name of the all subjects with your grades and credits, and submit it with the approval seals from university. • Certificate of Enrollment must be issued within 3 months prior to the receipt of application. <p>Undergraduate (currently enrolled) :</p> <ol style="list-style-type: none"> 1. Latest Transcripts of records of University(※a) 2. Certificate of Enrollment <p>Undergraduate (graduates):</p> <ol style="list-style-type: none"> 1. Transcripts of ALL records of University 2. Certificate of Degree (※b) 3. Certificate of Graduation (※c) <p>Graduate School (currently enrolled) :</p> <ol style="list-style-type: none"> 1. Transcripts of ALL records of University (Undergraduate) 2. Certificate of Degree (Bachelor) (※b) 3. Certificate of Graduation (Bachelor) (※c) 4. Latest Transcripts of records of Graduate School (※a) 5. Certificate of Enrollment (Graduate School) <p>Graduate School (graduates) :</p> <ol style="list-style-type: none"> 1. Transcripts of ALL records of University (Undergraduate) 2. Certificate of Degree (Bachelor & Master) (※b) 3. Certificate of Graduation (Bachelor) (※c) 4. Transcripts of ALL records of Graduate School 5. Certificate of Graduation (Master) (※c) <p>※a~c are not necessary in following cases.</p> <p>※a. Unnecessary if the record has not been issued yet</p> <p>※b. Unnecessary if the title of degree and the date of completion are listed in another transcripts</p> <p>※c. Unnecessary if the date of graduation is listed in the transcripts</p> <ul style="list-style-type: none"> • DO NOT submit any certificate which is not written above. It will not be considered in the screening process. 		
*	④	Evaluation Form	1	<ul style="list-style-type: none"> • This is to be completed by a person who knows the applicant well, such as Japanese language teacher, an academic instructor, or a boss at the office and sent in a sealed envelope. • Applicants must receive it from the evaluator and send it with other application materials. • If it is written in the language other than Japanese or English, a Japanese or English translation must be attached. (Notarial Certificate is not necessary in this case.)
	⑤	Certificate of Japanese Language Proficiency	1	<ul style="list-style-type: none"> • Applicants who have taken the Japanese Language Proficiency Test should submit the photocopy of the score report of JLPT. Do not send the original. • If the above documents are not available, applicants must submit a

			<p>letter proved by a university or other language school stating the length of study, level of proficiency achieved, grade and written proof of language ability.</p> <ul style="list-style-type: none"> • Applicants who have never studied Japanese do not need to submit.
*	⑥	Statement of Source of Funds	<p>1</p> <ul style="list-style-type: none"> • State the source of funds to cover all the expenses required for studying at Waseda University.
*	⑦	Request Form for Return of Submitted Materials	<p>1</p> <ul style="list-style-type: none"> • Documents once submitted would not be returned whatever the reason is except for the original diploma and transcript which are issued only once. If there is necessity for the materials to be returned, please fill out the form and enclose the photocopies of the originals. • We cannot return materials unless this form is submitted upon application. • Please notice that Waseda University has no responsibility for lost or damaged materials. If the materials are your only ones, please submit certified true copies of the originals.
	⑧	Color Photographs	<p>3</p> <ul style="list-style-type: none"> • 4cm×3cm in width (with no frame, from the waist up, taken against a plain background, you should be looking straight ahead with your head uncovered) color photos taken in 3 months. • Do not submit a picture that might cause difficulty in identifying yourself, including your hairstyle, glasses etc. (One of the 3 photographs should be affixed to the “Application for Admission”. On the backside of the other 2 photos, the applicant’s name and nationality should be written.) • <u>Color photocopies of the photographs cannot be accepted.</u>
	⑨	Certificate on Registered Matters Or Copy of Alien Registration Card	<p>1</p> <p>(In case of applicants in Japan)</p> <ul style="list-style-type: none"> • The certificate should state the permit of stay status as the student, and the duration of the permit of stay. • If submitting a copy of Alien Registration Card, include a copy of both the front and back.
	⑩	Certificate of Payment for Screening Fee	<p>1</p> <p>(If paying the fee in Japan) Pay at convenience stores in Japan and affix "Certificate of Payment" on ①"Application for Admission".</p> <p>(If paying the fee outside of Japan)</p> <ul style="list-style-type: none"> • Make sure to enclose a Photocopy of "Result"of Payment by Credit Card, Union Pay, and Alipay. • <u>It is not allowed to pay the screening fee by check or cash.</u>
	⑪	Photocopy of passport	<p>1</p> <ul style="list-style-type: none"> • Submit photocopy of the pages showing your face and photos and passport number. • If you have more than one passport, please submit all of their photocopies. • Applicant who don’t have any, need not to submit.
*	⑫	Application Form for Screening Fee Waiver	<p>1</p> <ul style="list-style-type: none"> • Applicants who wish to be admitted into the Intensive 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. • Please refer to P6 “Screening fee waiver program for applicants from specified countries”

*	⑬	Checklist for Documents Submission	1	<ul style="list-style-type: none"> • Check all application materials before you enclose. Please put an "X" in the appropriate boxes for each item. • Set ①~⑫ in order and put the checklist ⑬ on the top of all the documents. (Do not staple them.)
*	⑭	Label for Application Envelope	1	Enclose all application materials in A4 sized envelope and stick this label on the envelope.

9. Sending of Application Receipt Notice (E-mail)

The “Application Receipt Notice” will be sent to the e-mail address written in the online registration.

If you don’t write the e-mail address exactly or your e-mail storage quotes, you will not receive the “Application Receipt Notice”.

Month of Admission	Application Receipt Notice
April 2012 (Spring Semester)	Early November, 2011
September 2012 (Fall Semester)	Late May, 2012

10. Screening

Screening will be processed on the basis of the application materials.

11. Notification of Screening Results

Applicants will be notified directly of the results of screening by mail. The notification will be sent to the address written in the online registration on the following date. Any inquiries such as over the phone or e-mail about the screening results are not accepted.

Month of Admission	Notification of Screening Results
April 2012 (Spring Semester)	November 24(Thu.), 2011
September 2012 (Fall Semester)	June 13(Wed.), 2012

12. Entrance Procedures

(1) Guide for Entrance Procedures

Those who are accepted to enroll will receive a guide for entrance procedures together with the notification of screening results. 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.

***The entrance procedure after the period will not be accepted.**

Month of Admission	Deadline for Remittance of Fees and the entrance procedure
April 2012 (Spring Semester)	December 12(Mon.), 2011
September 2012 (Fall Semester)	July 2(Mon.), 2012

Important**【Instruction for Applicants using the “Overseas Applications” Method】**

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 payment by due date..

- For those with "Short-Term" visas are not eligible for university enrollment.
- For those who have a visa other than "Short-term" visa (such as "Long-Term Resident", "Dependent", etc.), you do not need to undertake any procedures. For those who 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.
- If you fail to submit the required documents or submit incomplete documents, we do not process your COE application.
- The immigration bureau of Japan may not issue the COE depending on the content of documents prepared by an applicant. Waseda University is not responsible for COE unissued in such case.

(2) Admission Fee • School Expense • Other Fees**< 2012 Academic year Admission Fee • School Expense • Other Fees >**

Tuition and Fees		Payment for the First Period	Payment for the Second Period
April (Spring Semester)		At the time of Entrance Procedures	By September 30
September (Fall Semester)			By April 14
Admission Fee		¥50,000	-----
School Expense	Tuition Fee	¥408,000	¥408,000
Other Fees	Membership fee of Student Health promotional mutual aid Association	¥1,500	¥1,500
Total		¥459,500	¥409,500
Yearly Total		¥869,000	

II. SCHOOL LIFE

1. Housing

- (1) As there are limited dormitories available for students of Intensive Japanese Language Program, it's the student's responsibility to find her/his own accommodation. It is highly recommended to arrange it prior to the commencement of the course. Students might be able to make a contract through the internet.
- (2) The Center for Japanese Language offers dormitories which is NOT Waseda University's to the successful applicants. They can live in the dorm only when there are vacant rooms. **Therefore, it is not always possible to provide dormitories.**
- (3) The website of Center for Japanese Language also provides some information for reference. (<http://www.waseda.jp/cjl/html/faq.html#610>)

In addition to this, as a Japanese custom, one must pay a deposit of 3~4 month's rent and a certain fee as thank-you money. Therefore to sign a contract for a private apartment, one must have at least 5~6 months rent prepared.

2. Scholarship

There is a limited number of scholarships for the students at this program. Therefore, students must not rely on the scholarship to fund the necessary expenses on condition that the scholarship considered as an awarded. Students must have their own sources of fund to bear these expenses at the time of application.

3. Living expenses

In order to live in Tokyo as an international students, 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.

Rent:	800,000 yen
Food and Living Expenses:	700,000 yen
Health Insurance/Medical Fees:	50,000 yen (When enrolled in the National Health Insurance)
Others:	<u>150,000 yen (for books etc.)</u>
Total:	1,700,000 yen

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. It is impossible to earn sufficient amount of funds for living, and it is difficult to work and study at the same time. Therefore, when applying for admission, sufficient sources of funds are necessary.

5. Medical Coverage

Students who hold a “college student visa” can apply for both National Health Insurance and Medical Fee Reimbursement for International Students (provided by the Association of International Education, Japan). Moreover, in order to care for the health of students at a minimum cost, the University has set up a Student Health Insurance Association. Association dues are 3,000 yen already paid as a part of the admission fees at the time of entrance. Taking advantage of these programs, the full amount of medical expenses may be almost covered.

6. Transportation fees

Regular students in the Center for Japanese Language can obtain railway and bus commuter passes at student discount rates.

III. INFORMATION REQUESTS:

For further information including the curriculum, please refer to the following website.
URL: <http://www.waseda.jp/cjl/html/faq.html> (Frequently Asked Questions)

If there are any inquiries, please contact the Center for Japanese Language.

Center for Japanese Language, Waseda University
Address: 1-7-14, Nishi-waseda Shinjuku-ku, Tokyo 169-8050, JAPAN
TEL: +81-3-5273-3142 FAX: +81-3-3203-7672
URL: <http://www.waseda.jp/cjl>
E-mail: cjl@list.waseda.jp

List of National Code

国籍コード Nationality Code	国名称 Nationality	
004	Afghanistan	アフガニスタン
008	Albania	アルバニア
012	Algeria	アルジェリア
020	Andorra	アンドラ
024	Angola	アンゴラ
660	Anguilla	アンギラ
010	Antarctica	南極
028	Antigua	アンティグア
530	Antilles	アンティル
032	Argentina	アルゼンチン
051	Armenia	アルメニア
533	Aruba	アルバ
036	Australia	オーストラリア
040	Austria	オーストリア
031	Azerbaijan	アゼルバイジャン
044	Bahamas	バハマ
048	Bahrain	バーレーン
050	Bangladesh	バングラデシュ
052	Barbados	バルバドス
112	Belarus	ベラルーシ
056	Belgium	ベルギー
084	Belize	ベリーズ
204	Benin	ベナン
060	Bermuda	バミューダ諸島
064	Bhutan	ブータン
068	Bolivia	ボリビア
070	Bosnia and Herzegovina	ボスニア・ヘルツェゴビナ
072	Botswana	ボツワナ
074	Bouvet Island	ブーベ島
076	Brazil	ブラジル
086	British Indian Ocean Territory	英領インド洋地域
096	Brunei	ブルネイ
100	Bulgaria	ブルガリア
854	Burkina Faso	ブルキナファソ
108	Burundi	ブルンジ
116	Cambodia	カンボジア
120	Cameroon	カメルーン
124	Canada	カナダ
132	Cape Verde	カーボベルデ
136	Cayman Islands	ケイマン諸島
140	Central African Republic	中央アフリカ共和国
148	Chad	チャド
152	Chile	チリ
156	China	中国
162	Christmas Island	クリスマス島
166	Cocos Islands	ココス諸島
170	Colombia	コロンビア
174	Comoros	コモロ
184	Cook Islands	クック諸島
188	Costa Rica	コスタリカ
384	Cote d'Ivoire	コートジボアール
191	Croatia	クロアチア
192	Cuba	キューバ
196	Cyprus	キプロス
203	Czech Republic	チェコ
408	Democratic People's Republic of Korea	北朝鮮
180	Democratic Republic of the Congo	ザイール
208	Denmark	デンマーク
262	Djibouti	ジブチ
212	Dominica	ドミニカ

国籍コード Nationality Code	国名称 Nationality	
214	Dominican	ドミニカ共和国
626	East Timor	東ティモール
218	Ecuador	エクアドル
818	Egypt	エジプト
222	El Salvador	エルサルバドル
226	Equatorial Guinea	赤道ギニア
232	Eritrea	エリトリア
233	Estonia	エストニア
231	Ethiopia	エチオピア
238	Falkland Islands	フォークランド諸島
234	Faroe Islands	フェロー諸島
242	Fiji	フィジー
246	Finland	フィンランド
250	France	フランス
260	French Southern Territories	極南諸島
266	Gabon	ガボン
270	Gambia	ガンビア
268	Georgia	グルジア
276	Germany	ドイツ
288	Ghana	ガーナ
292	Gibraltar	ジブラルタル
300	Greece	ギリシア
304	Greenland	グリーンランド
308	Grenada	グレナダ
312	Guadeloupe	グアドループ島
316	Guam	グアム
320	Guatemala	グアテマラ
254	Guiana	ガイアナ
324	Guinea	ギニア
624	Guinea-Bissau	ギニアビサウ
328	Guyana	ガイアナ
332	Haiti	ハイチ
334	Heard and McDonald Islands	ヘッド島・マクドナルド諸島
340	Honduras	ホンジュラス
344	Hong Kong	香港
348	Hungary	ハンガリー
352	Iceland	アイスランド
356	India	インド
360	Indonesia	インドネシア
364	Iran	イラン
368	Iraq	イラク
372	Ireland	アイルランド
376	Israel	イスラエル
380	Italy	イタリア
388	Jamaica	ジャマイカ
392	Japan	日本
400	Jordan	ヨルダン
398	Kazakstan	カザフスタン
404	Kenya	ケニア
296	Kiribati	キリバス
414	Kuwait	クウェート
417	Kyrgyzstan	キルギスタン
418	Lao	ラオス
428	Latvia	ラトビア
422	Lebanon	レバノン
426	Lesotho	レソト
430	Liberia	リベリア
434	Libya	リビア
438	Liechtenstein	リヒテンシュタイン
440	Lithuania	リトアニア

List of National Code

国籍コード Nationality Code	国名称 Nationality	
442	Luxembourg	ルクセンブルク
446	Macau	マカオ
807	Macedonia	マケドニア
450	Madagascar	マダガスカル
454	Malawi	馬拉ウイ
458	Malaysia	マレーシア
462	Maldives	モルディブ
466	Mali	マリ
470	Malta	マルタ
584	Marshall	マーシャル諸島
474	Martinique	マルチニーク島
478	Mauritania	モーリタニア
480	Mauritius	モーリシャス
175	Mayotte	マイヨット島
484	Mexico	メキシコ
583	Micronesia	ミクロネシア
581	Minor Outlying Islands	太平洋諸島
498	Moldova	モルドバ
492	Monaco	モナコ
496	Mongolia	モンゴル
499	Montenegro	モンテネグロ
500	Montserrat	モントセラト
504	Morocco	モロッコ
508	Mozambique	モザンビーク
104	Myanmar	ミャンマー
516	Namibia	ナミビア
520	Nauru	ナウル
524	Nepal	ネパール
528	Netherlands	オランダ
540	New Caledonia	ニューカレドニア
554	New Zealand	ニュージーランド
558	Nicaragua	ニカラグア
562	Niger	ニジェール
566	Nigeria	ナイジェリア
570	Niue	ニウエ
574	Norfolk Island	ノーフォーク島
580	Northern Mariana Islands	北マリアナ諸島
578	Norway	ノルウェー
512	Oman	オマーン
586	Pakistan	パキスタン
585	Palau	パラオ
591	Panama	パナマ
598	Papua New Guinea	バブアニューギニア
600	Paraguay	パラグアイ
604	Peru	ペルー
608	Philippines	フィリピン
612	Pitcairn	ピトケアン諸島
616	Poland	ポーランド
258	Polynesia	ポリネシア
620	Portugal	ポルトガル
630	Puerto Rico	プエルトリコ
634	Qatar	カタール
410	Republic of Korea	韓国
178	Republic of the Congo	コンゴ共和国
638	Reunion	レユニオン
642	Romania	ルーマニア
643	Russia	ロシア
646	Rwanda	ルワンダ
662	Saint	セントルシア
659	Saint Kitts and Nevis	セントクリストファー・ネイビス

国籍コード Nationality Code	国名称 Nationality	
670	Saint Vincent and the Grenadines	セントビンセントおよびグレナディーン諸島
016	Samoa	サモア
674	San Marino	サンマリノ
678	Sao Tome and Principe	サントメ・プリンシペ
682	Saudi Arabia	サウジアラビア
686	Senegal	セネガル
688	Serbia	セルビア
690	Seychelles	セイシェル
694	Sierra Leone	シエラレオネ
702	Singapore	シンガポール
703	Slovakia	スロバキア
705	Slovenia	スロベニア
090	Solomon Islands	ソロモン諸島
706	Somalia	ソマリア
710	South Africa	南アフリカ
239	South Georgia and the South Sandwich Islands	南ジョージア島・南サンドイッチ諸島
724	Spain	スペイン
144	Sri Lanka	スリランカ
654	St. Helena	セントヘレナ島
666	St. Pierre and Miquelon	サンピエール島・ミクロン島
736	Sudan	スーダン
740	Suriname	スリナム
744	Svalbard And Jan Mayen	スバルバル諸島・ヤンマイエン島
748	Swaziland	スワジランド
752	Sweden	スウェーデン
756	Switzerland	スイス
760	Syrian	シリア
158	Taiwan	台湾
762	Tajikistan	タジキスタン
834	Tanzania	タンザニア
764	Thailand	タイ
768	Togo	トーゴ
772	Tokelau	トケラウ諸島
776	Tonga	トンガ
780	Trinidad and Tobago	トリニダード・トバゴ
788	Tunisia	チュニジア
792	Turkey	トルコ
795	Turkmenistan	トルクメニスタン
796	Turks and Caicos Islands	タークス・カイコス諸島
798	Tuvalu	ツバル
800	Uganda	ウガンダ
804	Ukraine	ウクライナ
784	United Arab Emirates	アラブ首長国連邦
826	United Kingdom	イギリス
840	United States	アメリカ
858	Uruguay	ウルグアイ
860	Uzbekistan	ウズベキスタン
548	Vanuatu	バヌアツ
336	Vatican	バチカン
862	Venezuela	ベネズエラ
704	Viet Nam	ベトナム
850	Virgin Islands	ヴァージン諸島
092	Virgin Islands	ヴァージン諸島
876	Wallis and Futuna	ワリス・フテュナ
732	Western Sahara	西サハラ
882	Western Samoa	サモア
887	Yemen	イエメン
894	Zambia	ザンビア
716	Zimbabwe	ジンバブエ

How to Pay the Screening Fee through the Convenience Store

Waseda University Convenience Store Easy-Pay Systems for Entrance Exam Fees

Now you can transfer funds to pay for your entrance examination - 24 hours a day - from your nearest Lawson, FamilyMart, Seven-Eleven, Circle K or Sunkus store.

- 1** Before going to the convenience store, you will need to obtain an application number which you can get from going online on either your cellphone or computer. This number will be required when you make your payment.



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.

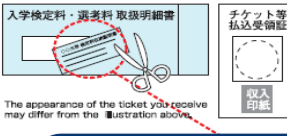
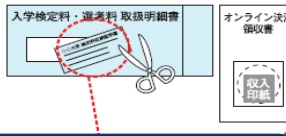

If you input the wrong information when trying to obtain your application number, please start again from the beginning and make your payment.
If you are not able to make the required payment before the due date you will receive this deadline upon completing the online application, all the information you had input will be canceled automatically.

- 2** Convenience Store Payment ●The application fee cannot be paid through an ATM. Be sure to make your payment at the cash register.

 <p>Paying at SEVEN-ELEVEN [11-digit Payment Slip Number] 払込票番号</p> <p>Tell the counter staff that you want to make an "Internet shiharai." Then provide your Payment 【払込票番号】 Payment Slip Number</p> <p>※If a payment slip is not printed out, just tell your number to the counter staff.</p> <p>A multifunction copier can not be used to make payment.</p>	 <p>Paying at CIRCLE K or SUNKUS [11-digit Online Transaction Number] オンライン決済番号</p> <p>Use the CIRCLE カールワザ STATION or SUNKUS information terminal</p> <p>※If the terminal is not installed in the store, just tell your "Online Transaction Number" to the counter staff.</p> <p>Select the "各種支払い" button on the touch screen</p> <p>Touch the "オンライン決済番号を入力してお支払い" option Enter your Online Transaction Number to make a payment.</p> <p>Enter your 【オンライン決済番号】 Online Transaction Number</p>	 <p>Paying at LAWSON [11-digit Customer Number] お客様番号 [4-digit Verification Code] 確認番号</p> <p>Use the Lawson information terminal Loppi</p> <p>Touch the "各種サービスメニュー" button</p> <p>Select the "各種代金・料金お支払い" button on the touch screen</p> <p>Touch the "各種代金お支払い" option All Payments</p> <p>Touch "マルチペイメントサービス" MultiPayment Service</p> <p>Enter your 【お客様番号】 【確認番号】 Customer Number Verification Code</p>	 <p>Paying at FamilyMart [11-digit Customer Number] お客様番号 [4-digit Verification Code] 確認番号</p> <p>Use the FamilyMart information terminal FamiPort</p> <p>Select the "代金支払い" button on the touch screen</p> <p>Touch the "各種代金お支払い" option Payments</p> <p>Touch "マルチペイメントサービス" MultiPayment Service</p> <p>Enter your 【お客様番号】 【確認番号】 Customer Number Verification Code</p>
<ul style="list-style-type: none"> ●Make the payment at the register. ●Receive an Application Fee Statement. Detach the Certificate of Payment (receipt) portion. 	<ul style="list-style-type: none"> ●Loppi, FamiPort, or Karuwa Station issues a funds transfer receipt. You will need to take this to the cash register within 30 minutes and make the actual payment. ●Receive an Application Fee Statement. Detach the Certificate of Payment (receipt) portion. <p><small>* Design and layout of the touch screen buttons is subject to change without notice.</small></p>		

3 Application

Affix the receipt portion to "Form for Submission of the Certificate of Payment of Application Fee" in the designated location.

<p>●Seven-Eleven</p> <p>Detach the receipt portion of the Exam Fee Statement and affix it to the application packet in the designated location. Hold onto the proof of bank transfer for your records.</p>  <p>The appearance of the ticket you receive may differ from the illustration above.</p>	<p>●Circle K ●Sunkus</p> <p>Detach the receipt portion of the Application Fee Statement and affix it to the application packet in the designated location. Hold onto the Online Transaction Receipt for your records.</p> 	<p>●Lawson ●Family Mart</p> <p>Detach the receipt portion (Certificate of Payment) of the Application Fee Statement and affix it to the application packet in the designated location. Hold onto the remainder of the Fee Statement ("Applicant's Copy" portion) for your records.</p> 
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Attach Your Receipt (Certificate of Payment) to the Application

※When attaching the certificate of payment, be sure to use glue which is suitable for use with thermal paper and pressure-sensitive paper. Please check the glue label.

※When paying at a convenience store, proof of payment via bank stamp is not necessary.

- Be sure to complete your convenience store payment before the time limit expires. All the payment information you entered will be deleted automatically if the payment is not completed before the deadline.
- Please note: After application fee payment has been made at any of the above shops, refund is not possible.
- Please double-check the application deadline in your application guide. Post your payment early enough to be sure it is received in time.

Payment Commission (transfer fee charged by all participating stores)
There is a fee for this payment transfer service, which applicants must pay in addition to the entrance exam fee. The payment commission is as the same at all participating stores.

convenience stores:	Entrance exam fee ¥29,999 or less	420 yen
	Entrance exam fee ¥30,000 or more	630 yen


Questions about paying your entrance exam fees at convenience stores? Please visit:
Note: Convenience store staff cannot answer questions about the service.

<https://e-shiharai.net/>

How to pay the Screening Fee by Credit Card, Union Pay, and 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



Access the site below with your PC
<https://e-shiharai.net/english/>
This web site can secure your private information using a VeriSign SSL Certificate.



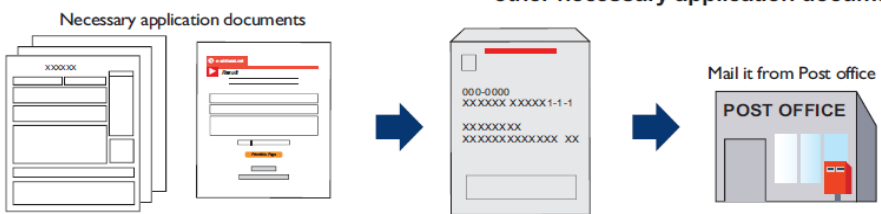
You can access from our website too!

Web Application - Online Transaction

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 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".

<p>Paying with Credit Card</p> <p>Input Credit Card Number (15 or 16-digits) and expiration date.</p> <p>↓</p> <p>All of your application information is displayed. Click "Confirm" to verify.</p> <p>↓</p> <p>Click "Print this page" button and print out "Result" page.</p>	<p>Paying with Union Pay, Alipay</p> <p>Follow the onscreen instructions to complete the card payment.</p> <p>↓</p> <p>Please click the "Application Results" button in the upper part of this site (e-shiharai.net).</p> <p>↓</p> <p>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.</p> <p>↓</p> <p>Please print out the "Payment Inquiry - Inquiry result" page.</p>
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Enclose the printed "Result" page in an application envelope with other necessary application documents.



Necessary application documents → Application Envelope → Mail it from Post office

[NOTICE/FAQ]

- During the payment periods 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 date of the payment period, please complete the transaction by 11:00pm Japan time.
- An administrative fee (JPY 473) is added to the examination fee.
- 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 applicant's information.
- 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.

For questions or problems not mentioned here, please contact :

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