

**For Non-degree Students
in Undergraduate or Graduate Schools at WASEDA**

Academic Year 2016 September admission

**Center for Japanese Language, Waseda University
Japanese Language Courses
Application Guide**

**Center for Japanese Language,
Waseda University**

《 For your information 》

【Curriculum】

<http://www.waseda.jp/inst/cjl/en/about/education/curriculum/>

【Syllabus】

<http://www.waseda.jp/inst/cjl/en/students/registration/download/>

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

【E-mail】 cjl@list.waseda.jp

【URL】 <http://www.waseda.jp/inst/cjl/en/>

1. Schedule ※Japanese Standard Time

Step	Schedule	September Admission, 2016
1	Screening Fee Payment Period	August 22 (Mon.)~31 (Wed.), 2016
2	Submission of Application Documents	
3	Notification of Screening Result	September 9 (Fri.),2016

2. Method of Application

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

For (2), please send an e-mail to cjl-nd@list.waseda.jp with application documents attached by the deadline.

(1)	(2)
Pay the Screening Fee * Refer to “3. Screening Fee” Please DO NOT pay the Screening Fee if you are eligible to be exempted from payment. To waive the Screening Fee, contact to <u>the office of school you plan to enroll in</u> to have the prescribed form.	Submission of “Statement of Reason for Taking Japanese Language Courses” Please download the prescribed form posted on our website below. http://www.waseda.jp/inst/cjl/en/ Submission of one of the followings regarding Screening Fee. “Certificate of Payment”, “Result of Payment” or “Application form for Screening Fee Waiver”

3 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, by Credit Card or through China Union Pay/Alipay. No cash or check payments to our office will be accepted.

Month of Admission	Payment Period
September 2016	August 22 (Mon.) ~August 31 (Wed.) , 2016 23:00 (Japanese Standard Time)

***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.4 for payment method details.

GUIDELINES

1. 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.

2. After making the payment, submit the “Certificate of Payment of the Screening Fee”
3. The payment can be made 24 hours a day, seven days a week , including Saturdays, Sundays, and holidays. However, please note that application via website will end at 23:00 and the payment at a convenience store will be accepted until 23:30 on the final day of the payment period.
4. Even if someone other than the applicant makes the payment, the applicant’s information must be entered.
5. Please select the information as indicated below.

- **お支払い選択** : 「大学・短大」
- **学校選択** (School Selection) : Please search with 「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) : 「(学内他箇所科目等履修生用)日本語教育プログラム」
- **第三選択** (Third Selection) : 「2016年9月入学」
- **第四選択** (Fourth Selection) : 「学内他箇所科目等履修生選考 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.5 for payment method details.

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. However, please note that application via website will end at 23:00 on the final day of the payment period.
4. A credit card other than the applicant’s can be used for the payment. In this case, however, the applicant’s information must also be included.
5. Please select the information as indicated below.

Choose 「Examination Fee Application」

- School Selection : Waseda University (Undergraduate Schools)
- First Selection : 「Center for Japanese Language」
- Second Selection : 「 (For Non-Degree Students) Japanese Language Program」
- Third Selection : 「September 2016 Admission 」
- Fourth Selection : 「 (For Non-Degree Students) Japanese Language Program JPY25,000」
- **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.

(4) Exemption of Screening Fee

Please note that applicants who have been exempted from payment of the Screening Fee for the school you plan to enroll in, are also exempted from payment of the Screening Fee for the Center for Japanese Language.

If the above case, please have the “Application Form for Screening Fee Waiver” approved or stamped by the office of the school you plan to enroll in beforehand and submit it to us as instead of “the certificate of payment of the screening fee” .

4. Details of Application Documents

1. “**Statement of Reason for Taking Japanese Language Courses**” must be written **in Japanese or in English**. Please typewrite it and sign your name by hand at the bottom.
For other documents, both handwriting and typewriting are acceptable.
2. Please submit all documents digitally using the following format.
 - Convert/scan paper based information to a digital format 「.pdf/.jpg」
 - Scanned documents must be clearly readable.
 - The application must be filled out by the applicant himself/herself.
3. You may be requested to hand in the original application documents. Please keep all the documents on hand.

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 regarding your application may later be invalidated, and the submitted application documents and screening fee will not be returned.

5. Screening

Screening will be processed on the basis of the “**Statement of Reason for Taking Japanese Language Courses**”. No writing examination or interview will be provided.

6. Notification of Screening Result

Screening results will be announced by posting the application numbers of successful applicants on our website.

<http://www.waseda.jp/inst/cjl/en/>

***Telephone or e-mail inquiries will not be answered.**

***Inquiries regarding the screening will not be answered.**

7. Entrance Procedures and Course Registration

No entrance procedures are needed for Center for Japanese Language.

To register Japanese Courses, please refer to the “Japanese Course Registration for International Students” which will be posted on the webpage below on September 1.

The “Japanese Course Registration Guidebook” will also be posted on the webpage, and provided at the office of Center for Japanese Language on the 4th floor of Building #22.

<http://www.waseda.jp/inst/cjl/students/registration/download/>

■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

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

Payment
accepted
24hours a day

1 Advance Web Application



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

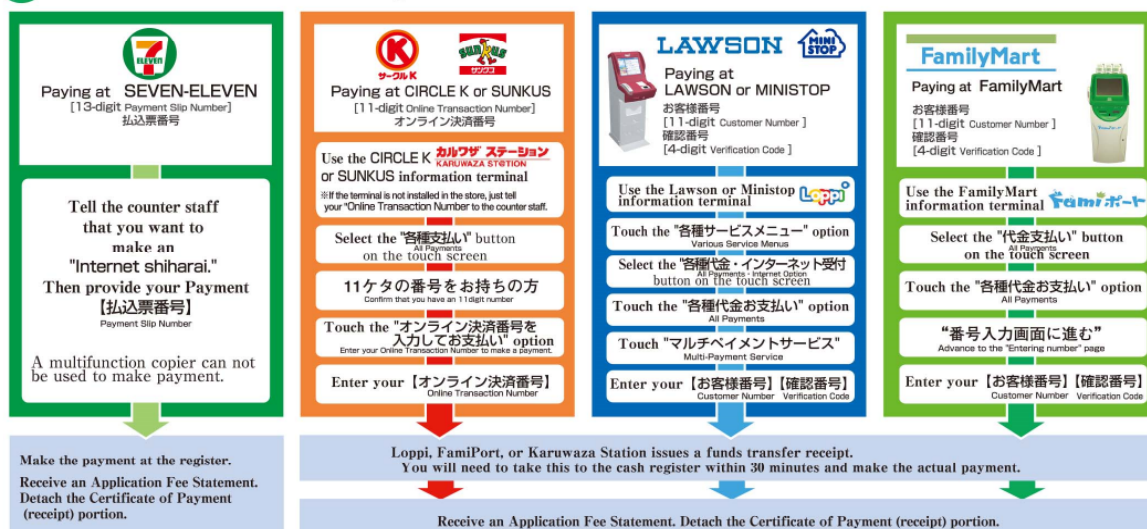


To obtain your application number, please follow the instructions on the screen and input all necessary information. This number will be required when you make your payment.

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 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.



3 Application

Scan "Certificate of Payment" if you pay at a convenience store.

- 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 \49,999 or less	432 yen (tax incl.)
Entrance exam fee \50,000 or more	648 yen (tax incl.)

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, 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.

Web Application - Online Transaction

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.

Application

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

[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.
- 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.

■Payment Commission

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

Entrance exam fee	Payment Commission
~ 29,999 yen	555 yen
30,000 yen ~ 49,999 yen	987 yen
50,000 yen ~ 69,999 yen	1,420 yen
70,000 yen ~ 99,999 yen	1,800 yen
100,000 yen ~ 199,999 yen	2,037 yen
200,000 yen ~ 299,999 yen	2,571 yen
300,000 yen ~	4,320 yen

For questions or problems not mentioned here, please contact :

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