

# **Waseda University**

## **Overseas Researcher Program**

**(Visiting Scholar/Visiting Research Fellow/Research Intern)**

## **Application Procedures**

**International Office**  
**International Affairs Division**  
**Waseda University**

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<http://www.waseda.jp/top/en/about/work/organizations/international-affairs-division/iss>

(Revised February 2023)

## Procedures Flowchart

**Application procedure usually takes 3.5-4 months(※) or longer during the academic year.**

\*Please allow for a longer screening period for documents received during vacation periods (Early-February to late-March, early-May, late-July to mid-September and mid-December to early-January).

\* It takes 1-2 months for the Tokyo Regional Immigration Bureau to issue a “Certificate of Eligibility”, which is necessary for the Visa application itself.

(※) This is not the deadline to submit the required documents, but the date the university verifies that the submitted documents are complete.

	Outline of Procedures	Reference
At least 3.5-4 months prior to the proposed start date	<ul style="list-style-type: none"> <li>✓ Obtain informal consent from host professor</li> <li>✓ Submit application documents</li> </ul>	3. Host Professor / Affiliation 4. Application Procedure
Before arrival in Japan	<ul style="list-style-type: none"> <li>✓ Make reservation for Waseda University Guesthouse* (Reservation applications can be submitted beginning 6 months prior to the start date of affiliation period)</li> <li>✓ Apply for Visa*</li> <li>✓ Make reservation for research room*</li> <li>✓ Acquire travel insurance* *if necessary</li> <li>✓ Payment of Placement Fees ※if applicable</li> </ul>	5. Payment of Placement Fees 6. Visa Procedures 7. Arrival in Japan 8. Research Room 11. Accommodation 12. Insurance
After arrival in Japan	<ul style="list-style-type: none"> <li>✓ Receive ID card and network user's ID (E-mail address)</li> <li>✓ Receive library card</li> <li>✓ Resident registration*</li> <li>✓ Enroll in national health insurance* *if necessary</li> </ul>	7. Arrival in Japan 10. Library 12. Insurance 13. Resident Registration 15. Frequently Asked Questions
Before departure	<ul style="list-style-type: none"> <li>✓ Return ID card</li> <li>✓ Return library card*</li> <li>✓ Return research room key* *if any</li> </ul>	10. Library 15. Frequently Asked Questions

## 1. Overseas Researcher Program

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The Overseas Researcher Program provides eligibility/status at Waseda University for a certain period of time as well as necessary services for researchers engaging in educational/research activities at their home academic/research institutions outside Japan.

\*This program is designed for conducting research only. For this reason, enrolling in any proper courses and/or earning credits under this program is strictly prohibited.

\*Waseda University is committed to pursuing research that leads to world peace and the welfare of mankind, and prohibits military research activities and military-related development.

\*Residents of the guest house must strictly comply with guest house policies.

## 2. Qualifications/ Status at Waseda/ Length of Affiliation

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### ➤ Qualifications:

- Applicants must be recommended by the head of academic/research institutions outside Japan to which they belong, and
- Applicants are required to have the ability to conduct research in Japanese or English.

\*Japanese researchers are eligible for this program.

### ➤ Status at Waseda and Length of Affiliation:

Status at Waseda	Position at Home Institution	Length of Affiliation
Visiting Scholar	Applicants holding academic position equivalent to full time lecturer or higher	Up to 365 days (One year)
Visiting Research Fellow	Applicants holding Master's degree or higher	
Research Intern	Applicants enrolled in a Master's degree course at an academic/research institution	Up to 90 days

## 3. Host Professor / Affiliation

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### ➤ Host Professor:

In order to apply for this program, it is necessary for applicants to have a host professor at Waseda. Applicants are required to obtain his/her informal consent to host the applicant during his/her affiliation with Waseda before applicants can submit application documents.

### ➤ Affiliation:

Applicants shall be affiliated with one of the graduate schools, research institutes, or research & education centers to which his/her host professor belongs. Alternatively, applicants can be affiliated with an undergraduate school if it is the only school to which his/her host professor belongs.

Faculty Information:

<http://www.waseda.jp/top/en/academics>

Waseda Researchers Database:

<https://w-rdb.waseda.jp/search?m=home&l=en>

\*If you would like to be affiliated with the Institute of Asia-Pacific Studies as Visiting Research Fellow, you are required to obtain a grant/funding for expenses during your stay at Waseda from your home institution or another institution. Please also note that Research Interns cannot be affiliated with the Institute of Asia-Pacific Studies.

## 4. Application Procedure

All the documents listed below should be submitted to the International Office of Waseda University by e-mail in the form of Excel / PDF attachments **at least 3.5-4 months prior to the proposed start date**.

Upon receipt of all required documents, the International Office shall forward eligible applicants' dossiers to the relevant department's committee for screening. Applicants will be notified as soon as affiliation is formally approved.

### Required Documents:

1. **Letter of Recommendation**  
\*Must be issued from **the head of the applicant's home institution or home department** addressed to the President of Waseda University.  
Please refer to the sample letter attached to the last page of this document.
2. **Curriculum Vitae and Questionnaire (Form 1), Research Plan (Form 2) and Research Achievement (Form 3)**  
<http://www.waseda.jp/intl-ac/assets/Form1,2,3.xlsx>
3. **Visa-related documents**  
(E.g. The Form Visa\_Long, the Form Visa\_Short, Proof of sufficient funds, Photo)  
\*Only for those who need Visas. Please see "Section 6. Visa Procedure" for details.
4. **Passport or Residence card (在留カード) copy**  
\*Only for those who don't need Visas.

E-mail address to which documents are to be submitted: [iss-waseda@list.waseda.jp](mailto:iss-waseda@list.waseda.jp)

**Deadline: 3.5-4 months prior to the desired start date** (\*see note below)

\* Please note that this is not the deadline to submit the required documents, but the date the university verifies that the submitted documents are complete. Not submitting the documents on time, or submitting incomplete documents, will delay the processing of your application. Please allow enough time to submit your documents in order to begin your research by the desired start date.

\*If documents are written in a language other than Japanese or English, a translation in either Japanese or English must be attached.

\*Please send separate e-mails if the size of attached documents exceeds 10MB.

\***This procedure usually takes 3.5 months or longer** during the academic year. Please allow for a longer screening period for documents received during vacation periods.(Early-February to late-March, early-May, late-July to mid-September and mid-December to early-January)

\***It takes 1-2 months before the "Certificate of Eligibility" is issued** from the Tokyo Regional Immigration Bureau.

## 5. Payment of Placement Fees (if applicable)

- **Some fellowships require researchers to pay an Placement Fees to Waseda University at least one month prior to the research start date. The payment may be made by the researcher or the organization providing the fellowship, and will be contacted separately by the university. In case of non-payment, the researcher will not be able to start the program.**

## 6. Visa Procedure

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➤ **Applicants who would like to stay for 91 days or longer:**

A “Certificate of Eligibility (COE)” is required to apply for a Visa. The International Office of Waseda University will act as a proxy in favor of the applicants and will submit an application for a COE to the Tokyo Regional Immigration Bureau of the Ministry of Justice.

Please submit “Form Visa\_Long”, photo and necessary documents to the International Office.

[http://www.waseda.jp/intl-ac/assets/Form%20Visa\\_Long.xlsx](http://www.waseda.jp/intl-ac/assets/Form%20Visa_Long.xlsx)

\*Waseda University will act as a proxy only for the applicant and **his/her legal spouse and child/children**.

\*Waseda University will not act as a proxy for “Research Interns”, as the affiliation period is no longer than 90 days.

\*Please see “Form Visa\_Long” for details.

➤ **Applicants who would like to stay up to 90 days:**

Applicants from certain countries need to obtain a Visa for their stay. Please make sure to check the most recent list regarding Visa required/exempted countries from the website of the Ministry of Foreign affairs: [http://www.mofa.go.jp/j\\_info/visit/visa/index.html](http://www.mofa.go.jp/j_info/visit/visa/index.html)

If you need a Visa, please submit “Form Visa\_Short” to the International Office.

[http://www.waseda.jp/intl-ac/assets/Form%20Visa\\_Short.xlsx](http://www.waseda.jp/intl-ac/assets/Form%20Visa_Short.xlsx)

\*Please see “Form Visa\_Short” for details.

\*Please note that if you hold a passport from a visa exempted country and enter Japan without obtaining the Certificate of Eligibility (COE) beforehand, you will not be able to stay in Japan for more than 90 days.

If you arrive in Japan without a COE and wish to extend your research stay, you will need to leave Japan once and return in order to stay in Japan for additional 90days.

## 7. Arrival in Japan

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➤ **About two weeks before arrival:**

The International Office will send an e-mail providing necessary information.

➤ **Within one week after arrival:**

- Please make sure to pick up your ID card and IT network ID (e-mail address) at the International Office; they are indispensable for your research stay at Waseda.

## 8. Research Room

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A research room will be available on a priority basis to Visiting Scholars only. Please note that depending on availability, you may not have access to a room even if you are qualified.

Status at Waseda	Types of offices
Visiting Scholar (full professor)	<b>Private office</b> *Please note that you may be assigned a shared office if there are no private offices available.
Visiting Scholar (associate professor, lecturer, etc.)	<b>Shared office</b> *Please note that you may be assigned a desk in a study room for doctoral students if there are no shared offices available.
Visiting Research Fellow	<b>Study room for doctoral students</b> *Requests are subject to availability.
Research Intern	Not applicable

## 9. IT Network

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Visiting researchers will be assigned a designated e-mail address and password for Waseda IT network use. Waseda network use guide: <http://www.waseda.jp/navi/e/network/index.html>

## 10. Library

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Visiting researchers will have the privilege of accessing Waseda University Libraries during their research stays.

A Library Card can be obtained at the library reception counter. However, it must be returned along with any materials borrowed from the library before the end of the affiliation period / departure.

## 11. Accommodation

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Although visiting researchers are eligible to stay at university accommodations, it is highly recommended to apply as early as possible since the number of rooms is limited. They are fully furnished and are located within a 15-minute walk from the campus.

<https://guesthouse.waseda.jp/guesthouse/types>

<http://www.waseda.jp/top/en/about/work/organizations/international-affairs-division/iss/service/guesthouse>

### How to book accommodation:

- Visiting researchers will receive an e-mail regarding guesthouse reservations from the Guesthouse Office ([guesthouse@list.waseda.jp](mailto:guesthouse@list.waseda.jp)) after all the application documents are submitted.
- Please follow the instructions from the Guesthouse Office to reserve a room online.
- Receive the confirmation of reservation.

\*Room reservations can be made 6 months prior to your arrival date.

\*Research Interns are only eligible for “Waseda Hoshien” and “Tokorozawa Konpeki Dormitory”.

**\*Not all requests may be accommodated due to availability during the requested period.**

\*For queries about accommodation after reservation: [guesthouse@list.waseda.jp](mailto:guesthouse@list.waseda.jp)

\*The Someya Memorial International Conference Hall will be undergoing renovation from September 2023 to January 2024. As a result, there may be loud noises and tremors on weekdays between 9:00 and 17:00. Please take this into consideration when applying for accommodation during this period.

## 12. Insurance

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We recommend that visiting researchers take out travel insurance in their own country before departure. Those who hold a Residence Card (those who will stay in Japan for 91 or more days) are required to join the National Health Insurance Scheme. The premiums for this are the responsibility of the visiting researchers themselves. Those who do not hold a Residence Card are not eligible for National Health Insurance.

[http://www.foreign.city.shinjuku.lg.jp/en/kenko/kenko\\_3/](http://www.foreign.city.shinjuku.lg.jp/en/kenko/kenko_3/)

## 13. Resident Registration

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Researchers holding a Resident Card must visit the City/Ward Office of the city/ward in which they are residing for Resident Registration. When visiting the City/Ward Office, visiting researchers are strongly advised to enroll in the National Health Insurance Scheme stated above.

This is not necessary for visiting researchers who are staying in Japan for 90 days or less and do not hold a Residence Card.

## 14. Change in Affiliation Period

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Should there be a change in a visiting researcher's affiliation period at Waseda of 15 days or more, a new plan must be re-screened along with certain other required documents. Please contact the International Office for details.

## 15. **Frequently Asked Questions**

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### **Q1: What should I do if I have to shorten my research period after arrival?**

A1: With the consent of your host professor, please let the International Office know a shortened period and a reason for shortening your period by email.

### **Q2: Can I extend my research period?**

A2: With the consent of your host professor, you can apply for an extension through the International Office. Please see the application procedures for details.

<https://www.waseda.jp/top/en/about/work/organizations/international-affairs-division/iss/faq>

### **Q3: I have moved, is there anything I need to do?**

A3: Please visit the City/Ward Office of your new residence for necessary administrative registrations.

### **Q4: Are Japanese language courses offered to visiting researchers at Waseda University?**

A4: It is possible for visiting researchers to take Japanese language courses offered by the Center for Japanese Language (<https://www.waseda.jp/inst/cjl/en/>). However, we ask those wishing to do so to please be aware of the following points.

- Waseda students have priority in course enrollment.
- Visiting researchers can only register for courses that have open spaces remaining.
- Visiting researchers (Visiting Scholars, Visiting Research Fellows and Research Interns) wishing to take Japanese language courses must complete the prescribed procedures for course registration within the designated time frame.
- Course registration must be completed in advance. Visiting researchers can register in March for spring semester and in September for fall semester at the Center for Japanese Language.
- If there is a high number of registrants for a course (those wishing to take the course), enrollment will be determined by a lottery. Therefore, it is possible that not all those who registered (and applied) for the course will be able to take the course.
- There are restrictions on the number of credits visiting researchers are able to register for.
- Visiting researchers must pay tuition fees to attend courses.
- It not possible to drop courses once course enrollment has been finalized.
- For details, please refer to this year's Japanese Language Course Registration Guidebook & Syllabus or contact the Center for Japanese Language ([cjl-4f@list.waseda.jp](mailto:cjl-4f@list.waseda.jp)).

### **Q5: Is there a medical facility on the Waseda campus?**

A5: The Health Support Center (Bldg.25-2) provides some medical services with charge.

<https://www.waseda.jp/inst/hsc/en>

### **Q6: Can I use the sports facilities on the Waseda Campus?**

A6: You may use the gym located in Bldg.30 and the swimming pool located in Bldg.36 at Toyama Campus. A medical certificate is necessary for registration. Medical checks can be done at some hospitals nearby.

Gym : <https://www.waseda.jp/inst/student/en/facility/training>

Swimming pool : [https://www.waseda.jp/inst/athletic/assets/uploads/2022/03/pool\\_2022\\_e.pdf](https://www.waseda.jp/inst/athletic/assets/uploads/2022/03/pool_2022_e.pdf)

### **Q7: Can I work during my stay?**

A7: The purpose of your affiliation with Waseda University is to further your research. Therefore, you are not permitted to engage in regular work nor can you receive any salary or remuneration during

your research stay.

**Q8: Can I receive an honorarium for giving a lecture at a conference or workshop?**

A8: Honoraria for occasionally giving lectures at Waseda University are permitted.

However, some grant policies do restrict receipt of honoraria. Please contact your grant office beforehand if you have any queries about this.

**Q9: What are the procedures I must complete before leaving Japan?**

A9: Please return your ID card and research room key (if any) to the International Office.

Your library card must be returned to the library reception desk.

**Q10: Can I open a bank account in Japan?**

A10: Whether or not you can open a bank account depends on the regulations of each bank.

If it has been less than six months from your date of arrival in Japan, you will be regarded as a “non-resident”. This may make it difficult to open a bank account with certain banks in Japan. Therefore, we suggest that you prepare to receive remittances from an overseas bank prior to your arrival.

\*If you are staying in Japan as a short-term resident, and consequently do not possess a Resident Card, you will be unable to open a bank account in Japan. Please secure the necessary funds for living costs for your stay in Japan before your arrival.

**Q11: Can I request the return of the documents or certificates I submitted?**

A11: Waseda University will not return documents or certificates submitted for application.

\*Waseda University will not be responsible for any certificates that cannot be reissued, such as an original “Marriage Certificate” or “Birth Certificate”. Please submit notarized copies of Certificates of Marriage or Family relations. Whenever you are asked to submit documents that will not be re-issued as part of the above mentioned Visa procedures, a copy of the original with an official signature, seal such as “公証書” (koushousho) should be submitted.

**Q12: Can I request an issuance of certificates?**

A12: Upon request, the International Office issues a Certificate of Incumbency and/or a Certificate of Completion on a university-specific form for Visiting Scholars, Visiting Research Fellows and Research Interns. Please contact the International Office to request the certificates. Please note that Waseda University can only issue the certificates on the university-specific form, and cannot provide signatures or affix the university seal to another form (including but not limited to forms issued by your home university or fellowship organization).

## Letter Head of Your University

### [SAMPLE] Letter of Recommendation

**\*Letters of Recommendation do not need to follow this format. However, please make sure to include the following items.**

YYYY/MM/DD

Professor Aiji Tanaka  
President, Waseda University

It is my pleasure to recommend       Name in full      , working as a XXX(\*1) from YYYY  
until present, for a Visiting Scholar /Visiting Research Fellow /Research Intern research  
stay to pursue his/her research at Waseda University for the period from YYYY/MM/DD to  
YYYY/MM/DD(\*2).

\*1: Please specify your position at home institution (e.g. full professor, doctoral fellow etc.)

\*2: The period should be up to 1year (365days). For Research Interns, it should be up to 90 days.

Name in Full, Signature or Seal  
Position/Title of the Department/Home Institution  
Contact:(Tel/E-mail):

**\*The signer needs to be the head of the applicant's  
home institution or home department.**