

Waseda University
Overseas Researcher Program
(Visiting Scholar/Visiting Research Fellow/Research Intern)
Application Procedures

International Office
International Affairs Division
Waseda University

4th Floor, Building No.22
1-7-14-1F Nishi-Waseda, Shinjuku-ku
Tokyo 169-0051, JAPAN

E-mail: iss-waseda@list.waseda.jp
Telephone: +81-3-3202-6965
Facsimile: +81-3-3202-8583

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

(Revised June 2019)

Procedures Flowchart

Application procedure usually takes 3 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.

	Outline of Procedures	Reference
At least 3 months prior to the proposed start date	<ul style="list-style-type: none"> ✓ Obtain informal consent from host professor ✓ Submit application documents 	<ul style="list-style-type: none"> 3. Host Professor / Affiliation 4. Application Procedure
Before arrival in Japan	<ul style="list-style-type: none"> ✓ Make reservation for Waseda University Guesthouse* (Reservation applications can be submitted beginning 6 months prior to the start date of affiliation period) ✓ Apply for Visa* ✓ Make reservation for research room* ✓ Acquire travel insurance* *if necessary 	<ul style="list-style-type: none"> 5. Visa Procedures 6. Arrival in Japan 7. Research Room 10. Accommodation 11. Insurance
After arrival in Japan	<ul style="list-style-type: none"> ✓ Receive ID card and network user's ID (E-mail address) ✓ Receive library card ✓ Resident registration* ✓ Enroll in national health insurance* *if necessary 	<ul style="list-style-type: none"> 6. Arrival in Japan 9. Library 11. Insurance 12. Resident Registration 14. Frequently Asked Questions
Before departure	<ul style="list-style-type: none"> ✓ Return ID card ✓ Return library card* ✓ Return research room key* *if any 	<ul style="list-style-type: none"> 9. Library 14. Frequently Asked Questions

1. Overseas Researcher Program

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; prohibiting military research activities and military-related development.

2. Qualifications/ Status at Waseda/ Length of Affiliation

➤ 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 Assistant Professor 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

➤ 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:

<http://researchers.waseda.jp/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 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

*Only for those who need Visas. Please see "Section 5. Visa Procedure" for details.

E-mail address to which documents are to be submitted:

iss-waseda@list.waseda.jp

*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 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. Visa Procedure

➤ 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" and necessary documents to the International Office.

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

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

*Please see “Form Visa_Short” for details.

6. Arrival in Japan

- **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, these things are indispensable for your research stay at Waseda.

7. Research Room

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.

8. IT Network

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>

9. Library

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.

10. Accommodation

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) 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 Guesthouse”.

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

*For queries about accommodation after reservation: guesthouse@list.waseda.jp

11. Insurance

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/

12. Resident Registration

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.

13. Change in Affiliation Period

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.

14. Frequently Asked Questions

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

A1: With the consent of your host professor, please submit a form to the International Office as soon as possible. The form is available on request.

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. The application form is available on request. You should begin the procedure at least two months prior to the termination of your current research period.

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 is 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).

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

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

<http://www.waseda.jp/hoken/english>

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 : <http://www.waseda.jp/student/gakusei/gym.html>

Swimming pool : https://www.waseda.jp/inst/athletic/assets/uploads/2019/03/pool_2019_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: The International Office issues a Certificate of Incumbency and a Certificate of Completion for Visiting Scholars, Visiting Research Fellows and Research Interns.

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.