

Graduate School of Commerce (GSC), Waseda University  
Instructions to Apply for Exchange Program AY2024 Fall

**All documents must be written in Japanese or English. If the original document is written in another language, Japanese or English translation must be attached.**

Before filling in documents

**Please read all the documents carefully.**

Documents to be submitted

**1. Documents to be submitted by e-mail.** ⇒ **ryugaku16@list.waseda.jp**

- 1\_Application form [\[Word\]](#)
- 2\_Signed “Important Notice Regarding the Selection of Exchange Students” [\[PDF\]](#)
- 3\_Application for Certificate of Eligibility (COE) [\[Excel\]](#)
- 4\_Signed “Agreement for Defraying Expenses” (if someone beside yourself is covering your expenses) [\[PDF\]](#)
- A copy of applicant’s/ defrayer’s bank balance certificate [\[PDF\]](#)
- A copy of applicant’s passport (identification page) [\[PDF\]](#)
- A copy of the certificate of enrollment issued by the home university [\[PDF\]](#)
- A copy of official transcript including grading system notes [\[PDF\]](#)
- A copy of applicant’s Language Proficiency Score (TOEFL, TOEIC, IELTS or JLPT) [\[PDF\]](#)

*\*Native speakers (either Japanese or English) do not need to submit the score reports.*

*\*If you do not have any scores, please ask your coordinator to issue a letter.*

*\*JLPT N1 or equivalent are required if you are taking Commerce courses conducted in Japanese.*

**2. Documents to be submitted by postal mail.** ⇒ **Graduate School of Commerce, Waseda University**  
**1-6-1, Nishi-Waseda, Shinjuku-ku, Tokyo 169-8050 JAPAN**

- ID photograph sheet for application

Due Date for Submission

For Fall 2024 application, all documents above must reach the Graduate School of Commerce Office, Waseda University by **no later than April 30, 2024.**

[Exchange Coordinators]

Noriyuki Morizono (Mr.)

Tomoko Kanahara (Ms.)

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1-6-1, Nishi-Waseda, Shinjuku-ku, Tokyo 169-8050 JAPAN

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## ◆Housing Information for Exchange Students

The information below is to assist you to choose the accommodation in Japan.

### Private Accommodation through Acquaintances

#### 1. Living with friends or family

Relatives or friends who live in Japan, if any, may be helpful in securing housing for you.

#### 2. Private Dormitories

There are some private-owned dormitories in Tokyo. It is your responsibility to contact them and follow the necessary procedure in order to find a room. There are various types of facilities and rules. The expense for a room is on the average of ¥60,000 - ¥80,000 per month (without meals). The regulations for residents are generally stricter than those in other countries.

#### 3. Renting an Apartment

It is also your responsibility to find this type of housing. Assistance from acquaintances living in Japan will be helpful since the rental system is very complicated. In order to find an appropriate apartment, you may have to arrive in Tokyo well in advance.

The monthly rent around the campus is about ¥75,000~ for one room with a small kitchen and a bathroom (no furniture). In addition to renting fee, water, gas, and electricity charges are your responsibility. As a rental custom of Japan, non-refundable key money (1 or 2 months rent) and a deposit (1 or 2 month rent) will be required when you make a contract. One or two guarantors will also be required.

### Waseda Recommended Housings

Although Waseda University has some own dormitories, they are very limited and only available for “University-wide exchange students”. This means exchange students who are receiving this document have no chance to be assigned a room to Waseda dormitories. However, if you have any disability, we may be able to assign a room in one of the Waseda dormitories for you. Please contact us at [ryugaku16@list.waseda.jp](mailto:ryugaku16@list.waseda.jp) in such case.

The followings are the options for exchange students regarding their housings.

1. Apply for a room at a housing agent “Kyoritsu Maintenance Co., Ltd”. They will help you arranging their own dormitories to assign a room for you. As they opened a new dormitory called ‘WID Waseda (<https://wasedalife.com/en/>)’ near the campus (walking distance) from Spring 2018, you may prefer applying for them if you want to live close to the campus. However, please note that they may assign a room for you that is far from the campus (1hr – 1.5hr by train).
2. Apply for a room at Waseda University Property Management Corp. (WUPM) Student Housing Center. (<http://waseda-housing.com/fp-9907/>) They offer share house and apartments. You can request them such matters as the types of housing and distance from the campus.  
If you prefer living in a room offered by WUPM Student Housing Center, contact them directly to assign a room.
3. Apply for a room on your own. There are many options for you to apply.  
You can find some options below:
  - Waseda University Student Housing Center <https://waseda-housingsupport.com/>
  - Sakura House <http://www.sakura-house.com/en>
  - Borderless House <http://www.borderless-house.com/>
  - Tokyo City Real Estate <http://www.tcre.co.jp/share.html>
  - Oak House <https://www.oakhouse.jp/>
  - Fujimi House <http://fujimihouse.jp/?lang=en>

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◆ **Agreement for Defraying Expenses**

**Applicants must submit the document concerning defraying expenses.**

\*The amount must be more than 1,000,000 JPY/year or 500,000 JPY/semester.

1. If you are self-financing yourself.....

**Bank Balance Certificate**

If your bank does not issue a balance certificate, please submit a document with which we can confirm followings:

- name of the account holder
- name of the bank
- bank account balance
- date

\*The document could also be a hard copy of a webpage.

2. If someone beside yourself is covering your expenses.....

**Bank Balance Certificate of defrayer & Written agreement for defraying expenses**

It has to be the same person as “section 26(3) for application form for Certificate of Eligibility (COE)”.

3. If your scholarship is covering your expenses.....

**Certificate of Scholarship ( & Bank Balance Certificate of defrayer or yourself )**

If the amount of scholarship is less than 80,000 JPY per month, applicants must submit a bank balance certificate of defrayer or yourself.