**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 through GSC submission forms

**1\_Application form [Word]**

**2\_Signed “Important Notice Regarding the Selection of Exchange Students” [PDF]**

**3\_Application for Certificate of Eligibility (COE) [Online Application form]**

**4\_A copy of applicant’s/ defrayer’s bank balance certificate [PDF]**

**\_Signed “Written Oath for Defraying Expenses”** (if someone beside yourself is covering your expenses) **[PDF]**

**5\_A copy of applicant’s passport (identification page) [PDF]**

**6\_A copy of the certificate of enrollment issued by the home university [PDF]**

**7\_A copy of official transcript including grading system notes [PDF]**

**8\_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.*

**9\_ID photograph in JPG format (digital)**

How to submit?

**1,2,6,7,8　⇒　Form 1　“[GSC] Fall 2025 Online Application Form (\*Form1)”**

**3,4,5,9　⇒　Form 2 “【GSC】Fall 2025 Online Application Form for Certificate of Eligibility (\*Form2)”**

**\*Access to Form 1 & 2 will be sent to each student via email once they are nominated by the home university.**

Due Date for Submission

**Deadline: April 20, 2025(JST)**

\*If you have any questions about necessary documents, please email us beforehand.

**[Exchange Coordinators]**

**Tomoko Kanahara (Ms.)**

**Mizuki Hirahara (Ms.)**

**[Address] Graduate School of Commerce, Waseda University**

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

**[Tel] +81-3-5286-1821　[Fax] +81-3-5286-1825**

**[e-mail] ryugaku16@list.waseda.jp**

**◆Agreement for Defraying Expenses**

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

\*The amount must be more than 1,440,000 JPY/year or 720,000 JPY/semester.

1. If you are self-financing yourself, please submit

**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 scan copy of a webpage.

2. If someone beside yourself is covering your expenses, please submit

**Bank Balance Certificate of defrayer & Written Oath for Defraying Expenses**

\*The information on “Written Oath for Defraying Expenses” have to be the same as one filled in the COE application form.

3. If your scholarship is covering your expenses, please submit

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

If the amount of scholarship is less than 120,000 JPY per month, applicants must submit a bank balance certificate of defrayer or yourself.

**◆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**

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).

1. 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.

1. 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/>

-University dormitories [Application for university dormitories](https://www.waseda.jp/inst/rlc/en/undergraduate/application/exchange/)

\*Please note that there's a high chance you won't get in as university dormitories are very popular among international students.

-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>