

School of Commerce (SoC), Waseda University
Instructions to Apply for Exchange Program AY2020 Spring

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. ⇒ 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 Spring semester 2020 application, all documents above must reach the School of Commerce Office, Waseda University no later than October 31st, 2019.

[Exchange Coordinators]

Akiko NOJIMA (Ms.)

Hitomi TAKAHATA (Ms.)

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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 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 (<http://wasedalife.com/bukken/widwaseda/>)’ 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). Dorms”.

Price List for Waseda Exchange Students

*Please note that the fees listed here are subject to change.

Type A* to Type D

- Staying period: 90days to 1 year
- Guarantors may be required (Your host university can be your guarantor)

Type (All w/ meals)	Gender	Facilities	Application Fee			Monthly Fee			Checking-out Fee
			Deposit	Entrance Fee	Fire Insurance/year	Renting fee	Electricity charge	Tel. and Internet charge	Cleaning Fee
A*	F	Shared bath, toilet, washstand	¥50,000	¥50,000	¥3,000	¥62,900	¥5,400	¥3,890 + Call charge	¥35,640
A	Coed	Shared bath, toilet, washstand				¥64,900			¥35,640
B	Coed	Shared bath and toilet				¥69,900			¥38,880
C	Coed	Own bath and mini kitchen in the room				¥99,900			¥46,440
D	Coed	own bath in the room				¥99,900			¥46,440

NOTE:

- *The rooms offered for Type A* are Oizumi Gakuen and Ayase Community House.
- *Only single rooms are available.

WID Waseda

- Staying period: 90days to 1 year
- Guarantors may be required (Your host university can be your guarantor)

Type	Gender	Facilities	Application Fee			Monthly Fee			Checking-out Fee
			Deposit	Entrance Fee	Management fee	Renting fee	Electricity charge	Tel. and Internet charge	Cleaning Fee
A (w/ meal)	Coed	Shared bath, toilet, washstand	¥50,000	¥160,000	¥18,400 × number of months of your stay	¥96,300	¥5,400	¥3,890 + Call charge	¥35,640
A (w/o meal)	Coed	Shared bath, toilet, washstand				¥79,500			

NOTE:

- *Only single rooms are available.

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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:
 - Website of Waseda-related properties for foreigners <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>

◆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.