**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\_Application form [Word]**

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

 **- 3\_Application for Certificate of Eligibility (COE) [Excel]**

 **- 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**

How to submit?

**1~8 　⇒ Upload 1 to 8 documents at “[SOC] Spring 2026 Online Application Form”,
which will be sent to each applicant via e-mail once nominated by home university.**

 **9　　 ⇒ Postal Mail to**

**[Person in charge] Tomoko Kanahara (Ms.), Mizuki Hirahara (Ms.), Noriyuki Morizono (Mr.)**

**[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**

Due Date for Submission

For Spring 2026 application, all documents above must reach the School of Commerce Office,

Waseda University by **no later than October 20, 2025.**

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

Very Important Notice

Applicants who hold nationality from the Philippines / Vietnam / Indonesia / Nepal / Myanmar / China are required to submit the “Tuberculosis(TB) Clearance Certificate”.
For more details, please check the following website.

<https://www.waseda.jp/inst/cie/news/40765>

**◆Housing Information for Exchange Students**

You can search for an accommodation from a variety of options on your own.

Please understand the features and conditions of each to find the suitable one for your needs.

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**

For more information, please check the following websites.

1.Apply for a room at Waseda University Property Management Corp. (WUPM) Student Housing Center.

 WUPM is operated by Waseda University Group Company.

 They can introduce many properties including share house and apartments from other real estate agencies.

 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-semester student: <https://waseda-housingsupport.com/>

 1-year student: <https://waseda-housing.com/international/>

2.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’ 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).

 WID Waseda <https://wasedalife.com/en/>

3.Apply for University Dormitory or other real estate agencies. Please check each website for details

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

 \*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/>

 -Oak House <https://www.oakhouse.jp/eng/>

 -Fujimi House <https://fujimihouse.jp/?lang=en&locale=en>

 -Tokyo City Real Estate <http://www.tcre.co.jp/share.html>

**◆Written Oath 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……….

　**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 28(2) 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 120,000 JPY per month, applicants must submit a bank balance certificate of defrayer or yourself.