

## GSAPS Procedures for Study Abroad

2023,1,17 Updated

### **1. About “Study Abroad”**

The study abroad programs at Waseda University Graduate School of Asia-Pacific Studies can be broadly divided into the following four categories.

(1) Exchange Programs through Inter-University Agreements

This is to participate in a study abroad program offered by the Center for International Education. For details, please refer to [the website of the Center for International Education](#).

(2) Exchange Programs through Inter-Section Agreements

Exchange students through interdisciplinary agreements Students participate in study abroad programs that the Graduate School of Asia-Pacific Studies has an agreement with.

(3) Exchange Programs through [EAUI \(East Asian University Institute\) Program](#)

This program is jointly implemented by five universities in East Asia with the aim of fostering human resources who will be responsible for promoting Asian regional integration and cooperation.

(4) Privately-Financed Study Abroad

This does not belong to any of the above categories and is to be arranged and participated in by the individual.

In all of the above cases, you must submit an "Application for Study Abroad" and receive approval from the GSPAS prior to studying abroad. Students whose purpose is language learning need to submit "Application for Leave of Absence" instead.

If you do not complete the study abroad procedures at the GSAPS, you will not be permitted to go to study abroad.

### **2. Period of Study Abroad, etc.**

The period of study abroad that is recognized as study abroad is not from the actual date of travel, but as follows.

Study abroad for one academic year: From April 1 to March 31 of the following year or  
from September 21 to September 20 of the following year

Study abroad for one academic term: April 1 to September 20 or September 21 to March 31 of the  
following year

Students must return to Waseda University at the end of the study abroad period specified for each program. However, under special circumstances, GSAPS faculty meeting may decide to extend the period of study or allow the student to return to Waseda University.

### **3. Handling of School Registration**

The Graduate School of Asia Pacific Studies stipulates the following

Types of Study Abroad	Handling of School Registration
Exchange Program	Study abroad treated as enrolled in school (*1)
Double Degree Program	Study abroad treated as enrolled in school (*1)
Privately funded, at a university or equivalent institution of higher education or Courses or research at a university or equivalent higher education or research institution at private expense	Study Abroad (※2)
Privately funded language training at a university-affiliated language training institute at your own expense	Leave of Absence (※3)
Privately funded language training at a non-university institution	Leave of Absence

\*1: The period of study abroad is also automatically added to the number of years of enrollment.

\*2: The period of study abroad is not counted toward the number of years of enrollment.  
(The longer you study abroad, the longer it will take you to graduate.)

\*3: The period of study abroad is not counted toward the number of years of enrollment.  
(The longer you study abroad, the longer it will take you to graduate.)

Please also refer to the "GSAPS Procedures for Leave of Absence" if you wish to take a leave of absence.

### **4. Schedule for the application of study abroad and the fee requirements**

Students must apply for study abroad during the prescribed period. In the case of privately financed study abroad, tuition and other fees differ depending on the period of application.

Those who participate in the CIE study abroad program and GSAPS study abroad program are required to pay full tuition and the fees. In the case of privately financed study abroad, students are required to pay 51,500 yen per semester. However, if they wish to transfer credits obtained during study abroad, it may be required to pay credit transfer fee. Contact the Office for details.

(Study abroad in the first semester)

■ For Exchange Programs and Double Degree Programs

Submission period of application for study abroad	School Fees etc.
Around Oct. to Jan. of the previous year (Eligible applicants will be contacted individually)	Payment to Waseda University of the prescribed amount of tuition and fees for the GSAPS (Tuition and fees at the host university will be offset) For Double Degree Programs, a separate 150,000 yen registration fee is required.

- In the case of privately financed study abroad where the student's registration status is "Study Abroad".

Submission period of application for study abroad	School Fees etc.
By around Mid-Dec. (Eligible applicants will be contacted individually)	<ul style="list-style-type: none"> <li>•Registration Fee 50,000 yen</li> <li>•Student Health Promotion Mutual Aid Association Fee 1,500 yen</li> </ul>

- In the case of a leave of absence for Privately-Funded Study Abroad  
Please refer to "GSAPS Procedures for Leave of Absence".

(Study abroad in the second semester)

- For Exchange Programs and Double Degree Programs

Submission period of application for study abroad	School Fees etc.
Around May to July of the previous year (Eligible applicants will be contacted individually)	Payment to Waseda University of the prescribed amount of tuition and fees for the GSAPS (Tuition and fees at the host university will be offset) For Double Degree Programs, a separate 150,000 yen registration fee is required.

- In the case of privately financed study abroad where the student's registration status is "Study Abroad".

Submission period of application for study abroad	School Fees etc.
By around Mid-June (Eligible applicants will be contacted individually)	<ul style="list-style-type: none"> <li>•Registration Fee 50,000 yen</li> <li>•Student Health Promotion Mutual Aid Association Fee 1,500 yen</li> </ul>

- In the case of a leave of absence for Privately-Funded Study Abroad  
Please refer to "GSAPS Procedures for Leave of Absence".

## 5. Notes on study abroad

- You may receive important notices while you are studying abroad. Please check your MyWaseda and Waseda Mail regularly.
- International students who are studying in Japan under the status of residence "College Student" may be required to change their status of residence upon returning to Japan or studying abroad. For details, please refer to [the website of the Center for International Education](#).
- Scholarship recipients may be asked to take procedures to suspend their scholarship award or return all or a portion of the award to the University. Please contact the Scholarships and Financial Assistance Section in advance.
- If you are a Ph.D. student, you cannot hold an interim evaluation and submit the thesis during studying abroad.

## **6. How to Apply for Study Abroad**

1. You need to consult with your supervisor and get their approval. Please kindly get an approval email which shows their approval for study abroad for the specific semester from them.
2. Please download the designated format and fill out the form. Signature of yourself and your guardian are required. Guardian are limited to those registered with the university and appeared on My Waseda. If your guardian is abroad, scanned sign on the form is also acceptable.
3. Please submit the form by email to the GSAPS Office ([gsaps-ac@list.waseda.jp](mailto:gsaps-ac@list.waseda.jp)). Please attach the PDF file of your email correspondence with your supervisor stating that your study abroad has been approved.

(Only for students going on Privately-Funded Study Abroad Programs)

Students who wish to study abroad privately must attach a copy of acceptance letter that indicates the name of institution and study abroad period.

4. Application form for study abroad must be approved by GSAPS faculty meeting. We will send the confirmation email to your Waseda address once it's approved. Please kindly understand that it takes time to obtain the approval since the faculty meeting is held once a month.

## **7. What to do after returning from study abroad**

After returning from study abroad, you must promptly submit a 1)"Notification of Return to Japan" 2) Application for Return from Leave 3) Final Report by email. Please note that the "Final Report" may be made public for students who are considering studying abroad in the future.

(we will contact you with further details.)

For participants in the Inter-University Study Abroad Program and Privately-Funded Study Abroad Program, student registration certificates issued by the host university must be attached to the application.

In addition, if you participated in a Double Degree Program or EX program sponsored by the CIE, you must also submit the necessary return home procedures to the CIE. Please refer to the "Guide to Study Abroad" for details.

If you wish to apply for credit approval, you are required to follow the prescribed procedures. For details, please refer to [the GSAPS website](#).