

Middlebury Institute of International Studies at Monterey (Scholarship Program/March 2023 Recruitment) Application Guidelines

Graduate School of Asia-Pacific Studies

Update on March 16, 2023

* If you cannot open the links directly, please copy and paste the URLs into your browser.

◆ Important Notice ◆

- ☐ Before application, please apply after reading this guide thoroughly, fully confirming and having understood the contents of “1. Overview of Program”.
- ☐ As a general rule, students may not withdraw their application after the application deadline.
- ☐ Once students have been nominated as study abroad candidates, as a general rule, they are not allowed to withdraw from their program. Withdrawal without an appropriate reason will result in loss of eligibility to apply for future middle- and long-term study abroad programs run by the Graduate School of Asia-Pacific Studies and the CIE.
- ☐ Even after students have been nominated as study abroad candidates, CIE may recommend revocation of their program immediately before departure or after departure due to the following reasons. Please note that in this case, the student must self-pay all expenses incurred up to that point, with no refund from CIE.
 - Poor learning attitude / academic failure
 - Not meeting the deadlines for application / not performing the needed procedures for application
 - Poor attendance to designated events, such as orientations
 - Apart from the factors above, those being determined by CIE as inappropriate for study abroad
 - The Situation of the spread of COVID-19 worsens

*Upon the decision by Waseda or the partner universities, the study abroad programs might be canceled or implemented in a different format.
- ☐ CIE’s policy regarding study abroad starting in Fall 2023 is scheduled to be announced in around May of 2023. Waseda University or the partner universities may decide to cancel study abroad or change the program format depending on the situation.
[FYI] In the latest guidelines for the study abroad programs starting in the spring of 2023, travel is approved based on the “principle to travel”. Students who wished to travel were required to submit an assignment and written pledge.
- ☐ Students who have been selected as a candidate for the study abroad program of Waseda University, of which the period overlaps with this program (regardless of the type of study abroad and responsible department), are not eligible to apply through this recruitment.

Updates

	Date of Update	Contents (Items)
1	March 16	Published

◆Contents◆	Page
1. Overview of Program	p. 2
2. Overview of Dr. Tsuneo Akaha Memorial Scholarship	p. 4
3. Application / Screening Schedule	p. 4
4. Application Eligibility	p. 5
5. Internal Application Process	p. 6
6. Internal Screening Process	p.8
7. Procedures for Candidates	p.9
8. Risk Management	p.10

1. Overview of Program

1.Name of the institution

Middlebury Institute of International Studies at Monterey

2.Web link of the institution's general information.

www.middlebury.edu/institute

3 Term of the program

One Semester(Spring); Early February,2023 ~ Late May,2023

4.Quota

1

5.Do Waseda students need to have a specific study background to participate in the program?

Yes. Students may come from any major but needs to have the English skills and any pre-requisite academic knowledge required to enroll in particular courses. For example, a student who wants to enroll in advanced data analysis needs to have successfully completed and introductory course in data analysis.

6.Limitations regarding the nationality of applicants

No limitations.

7.The qualifications necessary for Waseda GRADUATE (Master's) students at the time of their ENROLLMENT (instead of the time of application).

Graduate (Master) Student with no enrollment requirement.

8.The qualifications necessary for Waseda GRADUATE (Doctoral) students at the time of their ENROLLMENT (instead of the time of application).

Graduate (Doctor) Student with no enrollment requirement.

9.GPA requirement on a 4-point scale

3.0 for master's or PhD candidates.

10.In which languages are classes mainly conducted?

English

11.English test score requirement

Score of the either tests below;

1. TOEFL iBT; Total79, Reading19, Listening19, Speaking19, Writing23

* "My Best Scores" are available.

2. IELTS; TOTAL6.5, Listening6, Reading6, Writing6, Speaking6

12. Higher requirements for entering specific graduate schools

"The minimum TOEFL is 80 and the minimum IELTS is 6.5 Master of Public Administration (MPA), MA in Nonproliferation and Terrorism Studies, MA in International Policy and Development MA in International Environmental Policy.

For these programs the minimum TOEFL is 100 and the minimum IELTS is 7.5 MA in International Trade and Economic Diplomacy, MA in International Education Management, All Translation and Interpretation programs, TESOL Teaching and Foreign Language."

13. The number of credits (units, modules, etc) recommended for an international student to take per semester?

12 to 16 semester credits

14. Approximate number of courses/classes conducted in English offered for GRADUATE exchange students (per year).

Over 50

15. Please provide a list of courses taught in English or a search engine.

<https://www.middlebury.edu/institute/academics/catalog/schedules>

ESL:<https://www.middlebury.edu/institute/academics/additional-programs/language/intensive-english-programs/esl/program-details>

16. Schools/departments that does NOT allow exchange students from Waseda to be enrolled in.

Translation and Interpretation would be very difficult for an exchange student, but not impossible.

17. Are Waseda students able to take courses across departments/schools?

Yes

18. Are there any restrictions regarding course requirements (e.g. programs not open to exchange students) or other specific information about the curriculum students should know?

If a student wish to take an advanced course, such as advanced economics, s/he would need to have prerequisite knowledge. This could be from Waseda or elsewhere.

19. How much should Waseda students prepare to pay for their food per month?

600 USD

20. Web link related to accommodation, living costs, or any other mandatory fees

<https://www.middlebury.edu/institute/admissions/tuition-fees>

21. Waseda students must purchase an insurance plan designated by Waseda. Additionally, are the students required to purchase a compulsory insurance plan (e.g., health insurance plan) designated by the university or country?

No

22. Useful information (e.g. fact sheet URL, visa, orientation, local information)

<https://www.middlebury.edu/institute/student-life/new-students>

2. Overview of Dr. Tsuneo Akaha Memorial Scholarship

- This scholarship was established on the kindness offered by the family of the late Dr. Tsuneo Akaha, who was a Visiting Professor at the Graduate School of Asia-Pacific Studies of Waseda as well as an Emeritus Professor at Middlebury Institute of International Studies at Monterey.
- An applicable student will be exempted from the dormitory fee at the host institution (up to \$6,500).
 - * Application procedures for the dormitory should be implemented by the student in a usual manner in accordance with the instruction provided by the host institution.
The actual cost for the room allocated to the student will be exempted under this scholarship.
 - * In case the student cannot move in the dormitory, we will consider other forms of accommodation fee (homestay, etc.).

3. Application • Screening Schedule

- Application registration, document reception, and screening tests are conducted only within the stipulated

dates and hours.

- Please keep in mind that you will not be considered for screening unless you take internal examinations and make an application within the set schedule.

Application for Internal Screening	
12:00 of February 16 (Thu.) ~ March 28 (Tue.) 17:00 Final Deadline	Web Application Registration • Please register through application form on MyWaseda. https://my.waseda.jp/application/detail/application-detail?communityContentLinkId=494766617 • <u>You cannot access the form after the deadline. Application will not be accepted for any reasons past deadline.</u> • The website becomes difficult to access because of the high volume of access on the final day for the application. Please register well advance. Submit Necessary Documents • Consent Form for Semester Exchange Program Participation (Form for Graduate School of Asia Pacific Studies) • Study Abroad Agreement of Middlebury Institute of International Studies at Monterey (Dr. Tsuneo Akaha Memorial Scholarship Program/July 2022 Recruitment) • Academic Transcript in English • Official Certificate of Language Proficiency (Test Score Report of TOEFL/IELTS) • Document to prove that your supervisor approves of the student's participation (copy of an e-mail or permission letter with signature, available in any format) • Essay ⇒ (only when successful in the internal screening within the graduate school) Prepare all the required documents designated by the university and submit them to Waseda Global Gate on the 1st floor in Building 22.
Internal Screening	
~April 7 (Fri.)	Document Screening, Interview Examination • Applicable students will be notified separately through Waseda mail by March 21 (Tue.).
April 7 (Fri.) After 13:00	Announcement of the Internal Screening Results Results will be notified through “Announcements (Important Notifications from Your Department)” on MyWaseda)
After Internal Screening	
Early April	Orientation for Internal Screening Candidates 【Participation Mandatory】
Early April~ Late April	Procedures for Application to Partner Institution • CIE will contact you.
From May	Admission by Partner Institution ⇒ Arrangements for Visa, Housing, Airline Tickets, etc. / Procedures at the student's undergraduate/graduate school • Basically, students are responsible to carry out the procedures.
From July	➤Pre-Departure Orientation (for students who have been accepted for 1S program departing in the fall of 2023 【Participation Mandatory】)
Early August	Travel, Program Starts

4. Application Eligibility

Students will not be selected as a candidate unless they meet ALL the following conditions. Note that some undergraduate/graduate schools have separate criteria (other than the below) for eligibility.

Application Eligibility for All Programs	
(1)	Students must be enrolled at Waseda University as full-time, degree-seeking students at the time of application and during their study abroad period and be outstanding both academically and in character. *Students may apply during the leave of absence, provided that they return to classes for the semester in which their study abroad period starts . They must also carry out the necessary steps (interview examinations, orientations, application to partner institutions, etc.) without fail while on leave of absence.
(2)	Students must understand the contents of the Written Pledge and have obtained consent from the guardian before applying for the internal screening. *Make sure to obtain consent from the guardian before making an application.
(3)	Students must meet <u>ALL</u> the requirements of the programs that they are applying for. Language Proficiency • Please refer to section 9 of “1. Overview of Program” on page 2-3. GPA Requirements • Please refer to section 7 of “1. Overview of Program” on page 2. • Please refer to page 12 of “ Study Abroad Hand Book ” for the formula to calculate GPA for the internal screening. * This calculation formula was established and has been used independently by the CIE, and it is not the same formula used by the undergraduate/graduate schools . Requirement on Nationality • Please refer to section 6 of “1. Overview of Program” on page 2.

5. Application for Internal Screening

Application is completed upon both “web application registration” and “submission of necessary documents” within the designated periods, and the applicant is considered as an official candidate. **No registration or submission will be accepted outside of the periods for whatever reasons.**

(1) Application for Internal Screening

① Web Application Registration (February 16 (Thu.) at 12:00- March 28 (Tue.) at 17:00)

- Please apply from the URL which will be published on the webpage of the Graduate School of the Asia-Pacific Studies.



<https://my.waseda.jp/application/detail/application-detail?communityContentLinkId=494766617>

- *You will not be able to access the page outside the application period.
- *The website may get very busy on the last day of the registration. Please complete registering your application well in advance.
- *Confirmation mail will be sent after registration (within 5 minutes). **If you do not receive the e-mail, it means your registration was not successful. Please register again.**
- * Please print out the application contents and keep it safe till the application procedures have completed. We are not able to answer any inquiries regarding the application contents.



② Submission of Necessary Documents (February 16 (Thu.) at 12:00- March 28 (Tue.) at 16:00)

- For some application documents, you will be required to submit the original or a copy of the original, in addition to submitting them in the application form. Please refer to “(2) Necessary Documents for Application” for details.
- Please download the required documents from the link below and fill them out.
<https://www.waseda.jp/fire/gsaps/en/academics/abroad>



Prepare an A4 size envelope and enclose necessary documents, and clearly remark “Enclosed: Application Documents for Middlebury” on the cover of the envelope and submit it to the Graduate School Office of Asia-Pacific Studies by the deadline.
* Office Opening hours: Weekdays 10:00-16:00
* You cannot drop the documents before the application period.

(2) Necessary Documents for Application

- **Prepare all documents in A4 size on one-sided print.** Staples and clear document folders are not necessary.
- **Make sure to make a copy of the documents by yourself before submitting them, as they will not be returned once submitted.**
- **Please confirm all the documents at your own responsibility before submitting them, as you will be excluded from consideration for the screening if there is any insufficiency or lacking information.**

1) List of the necessary documents

1. Study Abroad Program Agreement (CIE designated format) 1 Original (submit only the original)
● Please be sure to use the most updated agreement form. Both student and guardian must read its contents thoroughly before giving signatures and seals. ● Guardian’s handwritten signature and seal are necessary. If your guardian lives abroad or far, use postal mail and so on to obtain. ● Make sure to submit <u>the original Agreement</u>. ● Make a copy of the form after it has been given signatures and seals by both the student and the guardian, and share it with your guardian. ● If you have a foreign nationality and do not have a seal, a handwritten signature in addition to signing the name is required (including the guardian’s section). ● You need to submit only the original of the Agreement and are not required to submit in the application form as data.
2. Consent Form for Semester Exchange Program Participation (Format designated by the Graduate School of Asia-Pacific Studies) 1 Copy
● Please download the Form from the link below and submit it in the application form as data. https://www.waseda.jp/fire/gsaps/assets/uploads/2019/07/fda3fc09490c9a67d07e4704f430310f.pdf ● Please use the latest version of the format and make sure to affix the signature of the student and guardian upon reading its contents thoroughly. ● Please make a copy of the Form after having affixed the signature of the student and guardian for your record and share it with your guardian. ● You do not need to submit the original. Please submit the Form in the application form only in the data format.
3. Academic Transcript in English *Submit data from the prescribed application form + 1 copy of the original
① Master’s course students

→ Please submit the academic transcripts of the undergraduate AND master's courses. ② Doctoral course students → Please submit the academic transcripts of the undergraduate, master's, AND doctoral courses. * If you have completed the undergraduate/master's courses other than Waseda, please submit academic transcripts in English issued by the institution(s) you completed the course(s). Please submit a copy of the original academic transcript (in English) to the Graduate School Office of Asia-Pacific Studies by the designated date, in addition to submitting it as data from the application form.	
4. Certificate of Official Language Test (1 Copy) *Submit data from the prescribed application form + 1 copy of the original	
- Prepare a certificate that contains the score, examination date, and full name. - Please note that this program set a base score not only for the total score but for each section. - Please submit a score certificate valid at the application deadline (May 1) for the host university. - Scorecard (including a copy) will not be returned in principle. - If you fail to submit the certificate that proves the score you entered at the web application, the score you enter becomes of no effect. You are not allowed to replace your scores after the application deadline. - You will be required to submit a copy of the original certificate to the Graduate School Office of Asia-Pacific Studies, in addition to submitting it as data in the application form.	
5. Document to prove that your supervisor approves of the student's participation (submit as data from the application form)	
- Please submit the document that shows your supervisor approves of your participation (copy of an e-mail or permission letter with signature, available in any format) as data from the application form. - You do not need to submit the original or printed copy.	
6. Essay (word file, submit as data from the application form)	
- Please write your purpose of participation to the semester exchange program, and your study plan at your desired institution. (800 words in English, handwriting is not accepted) - Please submit as data in the application form. You do not need to submit a printed copy.	

< Documents to be submitted >

#	Name of document	Submission format	Place of submission
1	Study Abroad Agreement (CIE designated format)	Original	Graduate School Office of Asia-Pacific Studies
2	Consent Form for Semester Exchange Program Participation	Data	Designated application form
3	Academic transcript (in English)	① Copy of the original ② Data	① Graduate School Office of Asia-Pacific Studies ② Designated application form
4	Certificate of language proficiency test	① Copy of the original ② Data	① Graduate School Office of Asia-Pacific Studies ② Designated application form
5	Document to prove your supervisor approves of the student's participation	Data	Designated application form

6	Essay	Data	Designated application form
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5. Internal Screening Process

(1) Internal screening process to select students to go abroad

We will consider the following factors comprehensively.

- Academic performance(GPA)
- Language ability (score of TOEFL or other language proficiency tests)
- Written study/research plan
- Essay
- Interview

*We are not able to answer inquiries about the competitive ratio or each program or screening result.

7. Procedures for Candidates

If you are selected as a candidate for the study abroad program, you will need to follow certain procedures before, during, and after your study abroad. The main procedures are as follows. Details will be notified by the CIE. Please follow the instructions and proceed accordingly.

(1) Application to the Host University

- Students who have been selected as candidates after passing the internal screening are eligible to apply to the host universities as students recommended by Waseda University. They need to follow application procedures to the host universities.
- **This does not guarantee that the nominated students will be accepted by the host universities to which they apply.** Please note whether the student can actually go to study abroad will be decided at the screening at the host university.
- Students studying abroad in Master's or Doctoral courses need to inquire at their prospective host universities in advance, as many of those courses require approval from the academic advisors of the host universities. Also, please inform the CIE of the situation at the time of application.

(2) Application for Study Abroad Scholarship

- This program provides scholarships exclusive to the participating students. Therefore, you are not allowed to make dual applications for or use other internal scholarships.
- We do not set any restrictions over dual applications or usage of other scholarships regarding the "external scholarships" for which you "apply individually".

(3) Obtaining a VISA and Purchasing an Airline Ticket

- Visas and residence permits are part of forms required to enter or reside in a certain country for a certain purpose and are stipulated according to the immigration laws of each country.
- You are required to check the information such as the conditions, (application) procedures, and documents (forms, etc.), as well as fees required for obtaining a visa and follow the necessary procedures on your own. Make sure to confirm the latest information (necessary documents, application fees, application time slots) at the embassy and related websites of your host country.
- Depending on the country or visa, there are limits on the types of airline tickets you can obtain to pass immigration. Make sure to check such restrictions on your own.
- Please be aware that **obtaining a visa and purchasing an airline ticket must be done entirely at the applicant's responsibility.**

(4) Credits Earned during the Study Abroad and Transfer

- Students might not be able to enroll in their desired courses or school for such reasons that they have not completed the prerequisite courses, or there are limited numbers of students who can be accepted to take the course.
- Although the CIE has certified the quality of the contents of the program, the credits you earned at your host university will not be automatically transferred as credits for the Graduate School of Asia-Pacific Studies of Waseda University.
- The final decision regarding transferring the credits earned at the host university left to **the Graduate School of Asia-Pacific Studies**. You must consult with your graduate school office and/or academic advisor in advance to avoid any misunderstandings.
- Credits will not automatically be transferred unless you apply for it. Please check all the details of the procedures.

8. Risk Management

(1) Check Overseas Travel Safety Information when Selecting a Program

- As stated in p33 of the “[Study Abroad Handbook 2022-2023 \(English\)](#)”, it is the student’s responsibility to confirm regional safety information when selecting where to study. Remember to be cautious when traveling and living abroad in the current international situation.
- MOFA provides up-to-date travel advice and warnings, databases of past information, security risk trends and countermeasures on its travel safety website (<https://www.anzen.mofa.go.jp/>).
- “Travel warnings” are issued in some regions. If you are considering selecting one of those regions as your study abroad destination, please think carefully about whether your study and research need to be done there and that is within the limit of your ability to assume full responsibility before making an application.

(2) Overseas Travel Insurance Required by Waseda University

- Students participating in CIE study abroad programs are **required to take out overseas travel insurance designated by Waseda University (Tokio Marine & Nichido Fire Insurance). You may not travel to study abroad without enrolling in this insurance program.**
- The cost of this insurance is a discounted rate compared to other insurance programs.
- Psychological disorders, dental treatments, pre-existing disorders are not covered by the insurance Waseda University requires. (Other conditions subject to compensation will be decided based on the provisions of the insurance policy).
- Waseda University's mandatory health insurance premiums will fluctuate according to the previous year’s claims (number and amount). Be aware in advance that it will be necessary to remit the insurance fee to the specified insurance agent’s bank account as soon as you are selected as a candidate for the host university.
- Students who are participating in study abroad online do not need to take out the insurance.

(3) Applying for Overseas Cell Phone Rental Service

- In order to be able to handle various risks during the study abroad period, **all students who are going on study abroad programs must subscribe to an overseas cell phone rental service through the umbrella contract of the CIE.**
- Primary setup fees and monthly rental fees are basically free, but the cost varies by the preferred service plans.
- Students only need to pay for the calls made and data used (including SMS mails). Please note that the prices for calls and SMS vary by country, and the cost of internet surfing may be very expensive in some countries.
- Students need to register their credit card details for payment purposes at the time of application for this rental service.

- Students who are participating in study abroad online do not need to subscribe to this service in principle.



Contact for Inquiry

Graduate School Office of Asia-Pacific Studies

- Opening Hours : Weekdays 10:00-16:00
- Telephone: Weekdays 9:00-17:00 (03-5286-3877)
- Mail address: gsaps-ac@list.waseda.jp
 - * Please give your name and student ID number when you inquire by e-mail.
 - * Office is closed on Saturdays, Sundays, and holidays with no classes.
 - * This information is subject to change due to the COVID-19 situation
 - * Opening days and hours change during summer, winter, and spring holidays.