



# Application Guide for Semester Exchange Program

**NOTE:** This application guide outlines the information essential for applying for the GSAPS semester exchange program. In addition to the application guide, please make sure to consult the “Fact Sheet” of the partner school of your choice as each partner school has its specific requirements not discussed in the application guide.  
<https://www.waseda.jp/fire/gsaps/en/academics/abroad>

## 1. Eligibility:

### 1) The applicant must be a graduate student enrolled in a regular degree program (MA or Ph.D.) at Graduate School of Asia-Pacific Studies (GSAPS). Non-GSAPS students are not eligible to apply.

- Special care might be necessary when registering your courses in the Semester just before exchange program. Due to the departing schedule, you may be required to take “quarter courses” only.
- Extended students (MA students who have enrolled in GSAPS for more than 2 years, and Ph.D. students who have enrolled in GSAPS for more than 3 years) may also apply, but in principle, extended students must pay the full tuition and fees\* to the GSAPS. Please make sure to check your tuition and fees before you apply, and contact GSAPS Office if there are any inquiries.  
\*If extended students meets the necessary requirements, their tuition and fees will be “50 % of the standard tuition and fees”. Although for the semester on exchange program, please note that the above discount will not be applicable.

### 2) Recipients of the following scholarships are not allowed to apply:

- MEXT (Monbukagakusho) Japanese Government Scholarship
- If you receive scholarships from institutions/private foundations, please make sure that you are allowed to apply for a study abroad program surely. It is your responsibility to confirm that you are allowed to apply, and Waseda University will assume no responsibility whatsoever for any troubles resulting from your application for this exchange program.

### 3) Language Requirements

- Native speakers of English are not required to submit any certificate of English proficiency.
- Those who obtained a degree in an English-speaking country may not need to submit a certificate of English, but a photocopy of a diploma may be required instead. This exemption, however, does not apply for all the Universities. Please consult with the GSAPS Office in advance.

### 4) Restrictions on Nationality

- Most of the country/partner schools have restrictions concerning the applicant’s nationality. Usually, nationals of the country where the partner university locates cannot apply. e.g. Many Universities in China won’t accept students with Chinese nationalities (including those from Taiwan, Hong Kong, and Macau). However, it does not apply for all the Universities. Please consult with the GSAPS Office in advance.

## 2. Accommodations:

In many cases, partner schools will inform program participants about available accommodation options, but this does not mean that they guarantee or provide program participants accommodations. Please find further information by checking the Fact sheet.

## 3. Internship

The internship policy for exchange students differs from each university. If you plan to engage in internship after your exchange program, please confirm it with your supervisor at GSAPS and partner university beforehand. If you will participate in internship, please submit “Agreement for Internship Participation” to the GSAPS Office, before your departure surely. <https://waseda.box.com/s/iv55a1rqse3zdb8igcedbrwxwcz91f1o>

## 4. Requirements

### On your application

- 1) All applicants should consult their supervisor for the study plan.
- 2) In principle, MA students are required to take at least one course provided by the partner school. Applicants

should understand that course availabilities for exchange students are not promised and therefore the original study plan might not be completed. **For those who are going on exchange on their last semester, in principle the credits you will earn and plan to transfer from partner school won't be counted toward graduation.**

- 3) Each partner school has specific academic and non-academic requirements. Participants must familiarize themselves with the requirements of their partner school by consulting the relevant "Fact Sheet".
- 4) The decision of whether if the exchange students can take courses from other graduate schools is entirely up to each partner school and Waseda University cannot guarantee you will be able to take courses of your choice.
- 5) Doctoral students must conduct research under a supervisor at the partner school. Please write the name of professor you would like to be supervised by on the application form. However, the decision concerning assignment of a supervisor (including whether a supervisor should be assigned or not) is entirely up to each partner school and GSAPS cannot guarantee you will be able to be supervised by a faculty member of your choice.
- 6) All applicants will be required to submit the signed "Graduate School of Asia-Pacific Studies Departmental Study Abroad Programs Study Abroad Agreement".  
<https://waseda.box.com/s/cvr6d3hi8gxm5bu7x1ojmqkqpm6akefp>  
Please show the conditions of participation to your family, surely.
- 7) In many cases, recommendation letter(s) from your supervisor/relevant people is included as application documents to partner universities. You need to ask your supervisor/relevant people to make it by the application deadline.

#### **Before departure**

- 8) You need to submit the "Application for Study Abroad" to the GSAPS office after being notified of the Final Screening Result.
- 9) All participants need to be insured by the designated traveler's insurance company. The insurance cost will be borne by each participant.

#### **During the Semester**

- 10) Participants should check their Waseda email account regularly and reply surely.

#### **On your return**

- 11) If you wish to transfer the credits earned at the partner school, please check the link below and complete the procedure by the designated deadline. If you are unable to submit the documents, such as your transcript, by the deadline due to circumstances at your host university, make sure to contact the GSAPS office in advance. Please note that some courses may not be approved for transfer.  
[https://www.waseda.jp/fire/gsaps/en/academics/grades#anc\\_3](https://www.waseda.jp/fire/gsaps/en/academics/grades#anc_3)
- 12) You need to submit the "Application for Return from Leave" and "Notification of Return to Japan".
- 13) Participants will be required to fill out a final report and submit reports to the GSAPS Office. All or part of the reports may be made available to the public via MyWaseda with the author's consent.

## **5. How to Apply**

Please note that the application schedule and requirements differ by partner school. Complete the required application procedures by following the instructions below.

### **Application Procedures**

1. Apply through MyWaseda (You will be required to upload all necessary documents. As for details of documents, please check MyWaseda Application Form surely)
2. Screening Procedure
  - 2-1. Application documents will be reviewed by faculty member of GSAPS.  
\*Application will be screened based on the submitted documents and GPA at GSAPS, etc.
  - 2-2. The Program may require some applicants an interview.
  - 2-3. Notification of first screening result  
\*The GSAPS Office will e-mail the first screening result to the Waseda e-mail account of each applicant.  
→ONLY those who have passed the first screening will proceed to the procedure 3.
3. Submission of application documents for the partner university.

Applicants will consult the “Fact Sheet” of the partner university, fill in the designated application documents and submit them to the partner university by the due date.

**Some Universities may require an online registration procedure.**

**NOTICE:**

- Some application documents, such as a recommendation letter, transcript from undergraduate school (as necessary) take time to prepare. Please make sure to prepare them well in advance to meet the due date.
- The recommendation letter should be submitted in a sealed envelope. If it's not sealed, the supervisors have to submit the letter to the GSAPS Office directly.

4. Notification of final screening result

Once GSAPS office receives the result from each university, the final result will be e-mailed to each student (Partner University may announce the result to applicants directly. In such case, applicants should inform the result to the GSAPS Office surely)

5. Preparations for departure

**6. Contact:**

Graduate School of Asia-Pacific Studies (GSAPS), Waseda University, 7th floor, Building 19

E-mail: [gsaps-ac@list.waseda.jp](mailto:gsaps-ac@list.waseda.jp)

Telephone: 03-5286-3877