

Waseda University GSAPS

<Application Guide for the Semester Exchange Program for AY2025>

This is the application guide for the semester exchange program to the Graduate School of Asia-Pacific Studies (GSAPS), Waseda University. Applicants must understand the regulations/procedures and follow the instructions.

Basic Information of GSAPS

Name of Institution : Graduate School of Asia-Pacific Studies (GSAPS), Waseda University
Address : Nishi-Waseda Bldg. 7F, 1-21-1, Nishi-Waseda, Shinjuku-ku, Tokyo 169-0051, JAPAN
Tel : +81-3-5286-3877
Fax : +81-3-5272-4533
E-mail : gsaps-ac@list.waseda.jp
Contact : The GSAPS Office, Academic Affairs
Ms. Yuko IKENOYA, Ms. Minami YASUHISA
URL : Waseda University Website: <http://www.waseda.jp/top/>
GSAPS Website: <https://www.waseda.jp/fire/gsaps/en/>

Academic Information/Requirements

Academic Calendar : Spring term: Middle April, 2025 – Late August, 2025
Fall term: Early October, 2025 – Late January, 2026
<https://www.waseda.jp/fire/gsaps/en/academics/calendar/>

Faculty information : <https://www.waseda.jp/fire/gsaps/en/about/faculty>
Language : Japanese and (or) English
Course List : <https://www.waseda.jp/fire/gsaps/en/academics/registration>
Syllabus Search : <https://www.wsl.waseda.jp/syllabus/JAA101.php?pLng=en>
Class Size : 5 – 20 (subject to change)

Grading Criteria : Indication on Transcript Score Evaluation
A+ 100–90
A 89–80
B 79–70
C 69–60
F under 59 Failed

Grade Report Transcript : GSAPS will send the official grade report (transcript) to the partner institution in early October (Planned) for Spring exchange, in early April (Planned) for Fall exchange.

Course Requirements : **PhD Students:** As a rule, exchange students are required to take a Project Research Seminar (Zemi), for which they shall receive grades, but credits won't be given (however, it will appear on the transcript). They may take lecture courses as well. However, exchange students are expected to mainly choose courses offered by GSAPS. Courses selected outside of the school cannot exceed 50% of the total credits registered. This rule does not apply to the courses by the Center for Japanese Language and the Global Education Center.
MA Students: As a rule, exchange students are required to take a Project Research Seminar (Zemi), for which they shall receive grades, but credits won't be given (however, it will appear on the transcript). Exchange students are expected to mainly choose courses offered by GSAPS, and at least one GSAPS course is required to take. Courses selected outside of the school cannot exceed 50% of the total credits registered. This rule does not apply to the courses by the Center for Japanese Language and the Global Education Center.

Project Research (Zemi) : **PhD Students:** In principle, exchange students are not allowed to change from the seminar decided at the time of application to GSAPS. The credit will be listed as zero on the transcript.
MA Students: In principle, exchange students are not allowed to change from the seminar decided at the time of application to GSAPS. The credit will be listed as zero on the transcript. Since transcripts are uniformly listed under "Project Research for MA Research Student" (in the name of the Associate Dean) regardless of the seminar to which the student actually belongs, it is not possible to list the transcripts under the name of the supervisor to whom the student actually belonged.

Student Life in GSAPS

Accommodation : You are requested to arrange accommodation on your own via the webpage of our designated housing agency. (For your reference:
https://www.waseda.jp/inst/rlc/en/student_dormitory/exchange/)

Living Expenses : Survey responses from previous exchange students indicate that they spent JPY70,000 to JPY100,000 per month in addition to the rent. Please make sure before your arrival that you can afford all the expense.

Facilities : Upon arrival, each incoming exchange student will receive a student ID card. With the ID card, the student can use the facilities on campus, such as the library, gymnasium, pool, etc.

Support for International Students : Center for International Education
<https://www.waseda.jp/inst/cie/en/life>

How to Apply

Students will be asked to complete an online application, but make sure that the exchange coordinator(s) check their application documents before they upload them.

- ◆ **Eligibility** Please check with your school office regarding the eligibility such as language requirements.
- ◆ **Nomination** The exchange coordinator needs to nominate students by sending an email to gsaps-ac@list.waseda.jp with students' information (name and email address). We will then send the online application link to the coordinator. Please share the link with the applicants.
- ◆ **Nomination Deadline** Spring Semester entrance: **October 15**
Fall Semester entrance: **March 15**
- ◆ **Online Application** The applicant uploads necessary documents via MyWaseda.

1	Two essays
2	English version of the official academic transcripts from your current and previous institutions (Please make sure that it includes the details of your university's grading system : A+=100%, A=80% etc. and GPA.)
3	A photocopy of language proficiency test scorecard taken within the past two years *Not required for native Japanese or native English speaker, for their native language *A photocopy of diploma of Bachelor/Master degree from a university in an English speaking country is acceptable
4	A photocopy of your passport (the name, nationality and expiry date must be shown)
5	Data of ID photo (Taken within the past three months)
6	Documents to prove that applicants can defray all the expenses incurred during their stay in Japan (Bank Statement etc.) *Over 1,500,000 JPY is preferable.
7	Written Oath for Defraying Expenses (designated form) https://www.cie-waseda.jp/visastatus/jp/pdf/5keihisibensho.pdf (Japanese) https://www.cie-waseda.jp/visastatus/en/pdf/5keihisibensho.pdf (English)
- ◆ **Paper-based Application** The applicant sends necessary documents via postal mail.

8	Three copies of ID photos (Taken within the past three months)
9	Documents to prove Scholarship Payment (if applicable) Must be submitted the original one.
- ◆ **Application Deadline** Spring Semester entrance: **November 1**
Fall Semester entrance: **April 1**

*Follow the instruction at your institution.

The GSAPS Office will send you "the Letter of Acceptance" once your enrollment is officially approved.
The participants will be asked to complete the necessary procedures for the visit.

Before Arrival

*** GSAPS office applies for COE (Certificate of Eligibility) at Immigration Service Agency in Japan for applicants, for their student visa application. Applicants must get student visa before arrival, by following the instruction by GSAPS office.**

* The participants need to purchase an overseas travel insurance covering the entire duration of the stay, from departure to return to the country of their home university. Please note that even if you are covered by insurance of your country, you are required to be covered by Japanese health insurance too. They must bear the cost.

Application Schedule For Spring Semester entrance

- **November 1** Application closed (Please follow the instructions of your school office regarding the submission of the application.)
- **Around by Mid-December** Letter of acceptance issued
- **Around late February (Planned)** Welcome package and the Certificate of Eligibility (COE) sent
*Please note that with the COE, you have to apply for a student visa at the local embassy/consulate of Japan.
EVERY student is required to get a student visa no matter what their nationality is.
- **Around Mid-March (Planned)** Information about course registration and the new semester (In principle, we cannot respond to inquiries before this date. Please wait for information from the GSAPS office.)
- **Late March** Orientation for the Spring Semester

Application Schedule For Fall Semester entrance

- **April 1** Application closed (Please follow the instructions of your school office regarding the submission of the application.)
- **Around early June** Letter of acceptance issued
- **Around late August** Welcome package and the Certificate of Eligibility (COE) sent
*Please note that with the COE, you have to apply for a student visa at the local embassy/consulate of Japan.
EVERY student is required to get a student visa no matter what their nationality is.
- **Around early September (Planned)** Information about course registration and the new semester (In principle, we cannot respond to inquiries before this date. Please wait for information from the GSAPS office.)
- **Mid September** Orientation for the Fall Semester

FAQ

Q1: Is it possible for exchange students to take courses offered by other graduate schools of Waseda University?

A1: Yes, but please note that it's very limited and not all courses are available. Refer to the designated list on the website. Exchange students are expected to mainly choose courses offered by GSAPS. Courses selected outside of the school cannot exceed 50% of the total credits registered. This rule does not apply to the courses by the Center for Japanese Language and the Global Education Center.

Q2: Do you provide international students with Japanese language classes?

A2: Yes, there are Japanese language courses available. Credits and grades will be given. However, please note that you may not be able to take your preferred courses due to the limited availability and levels of courses.

Q3: Can I get a part-time job?

A3: Yes, you can work part-time under the regulations. Please see the URL below for more details.
<https://www.cie-waseda.jp/visastatus/en/current/offcampus.html#section-1>

Q4: I am a Ph.D. student and would like to choose a supervisor from another graduate school at Waseda for my research. Is this possible?

A4: No, your supervisor should be one of the professors of GSAPS.

Q5: Can I travel abroad during the semester?

A5: You can travel abroad and re-enter in Japan at your expense as long as you have a student visa and follow the designated procedures. Please inform your supervisor/GSAPS office/the staff of your home university of the plan in advance so that we all know your whereabouts. Please be aware that your absence might negatively affect your grades and be insured for any accidents.

Q6: How long can I stay at Waseda as a student?

A6: Student registration will expire on September 15th (Spring Semester exchange)/March 15th (Fall Semester exchange). You are required to leave Japan in a timely manner despite of the visa expiry date.

Q7: Do I have to purchase an overseas travel insurance?

A7: Yes. All exchange students must buy an overseas travel insurance prior to their arrival, which covers the whole period of the stay. In addition, you need to apply for the National Health Insurance in Japan after your arrival.
You also have to submit a copy of the insurance card to the GSAPS Office on your arrival.

Q8: I don't belong to a GSAPS partner school. Can I apply for the exchange program?

A8: No, only students from GSAPS partner schools can apply for this program.

Q9: I have a Bachelor/Master degree from a university in an English speaking country. Do I have to submit an English proficiency test result?

A9: A photocopy of your diploma is acceptable. If you have any scorecard to submit, however, please submit it as well.

Q10: Can I enter Japan without a student visa and apply for one after I enter Japan?

A10: No. You must get a student visa prior to your arrival.

Q11: By when should I arrive at Japan?

A11: You are required to be in Japan by the orientation which may be conducted in the end of March for Spring exchange, in mid-September for Fall exchange.