

GSAPS, Waseda University Semester Exchange Program Application Guidelines

This is the application guidelines for semester exchange program at Graduate School of Asia-Pacific Studies (GSAPS), Waseda University.

Applicants should carefully review the eligibility requirements and application procedures and follow the instructions provided here.

Please be sure to review the following materials as well before applying.

<https://waseda.box.com/s/hq4ze8trlsmi0056xuulm4j4gbwlh6zj>

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1. Basic Information

- ORGANIZATION: Graduate School of Asia-Pacific Studies, Waseda University (GSAPS)
- ADDRESS: Nishi-Waseda Bldg. 7F, 1-2-1, 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
※If students would like to contact the GSAPS office, please use the inquiry form below rather than email.
<https://forms.office.com/r/w3a9EcZS2A>
- Waseda University Website: <https://www.waseda.jp/top/en/>
- GSAPS Website: <https://www.waseda.jp/fire/gsaps/en>

2. Academic Calendar

- Spring Semester: Middle April ~ Late July
- Fall Semester: Early October ~ Late January
<https://www.waseda.jp/fire/gsaps/en/academics/calendar>

3. GSAPS Faculty・Project Research

When applying for an exchange program at GSAPS, you must select one supervisor.

While enrolled at GSAPS, you are required to participate in zemi (project research) led by the supervisor you selected at the time of application.

★Project Research (Zemi)

Project Research (zemi) is small-group, seminar-style courses taken alongside students who share a common research interest. Zemi instructor also serves as an supervisor, providing academic guidance and support throughout the student's enrollment at GSAPS in addition to conducting the seminar. Regardless of whether the student's home university requires the submission of a thesis, all exchange students studying at GSAPS—both at the master's and doctoral levels—are required to enroll in a zemi.

For exchange students, no academic credits are awarded, but a grade is assigned and recorded on the official transcript.

For Master's students, regardless of the actual zemi they are enrolled in, the course registration and official transcript will uniformly list the course as "Project Research for MA research Student" (In the name of Associate Dean, and this cannot be changed).

Failure to attend the zemi will result in a grade of "F," so please be sure to attend.

- Project Research: <https://www.waseda.jp/fire/gsaps/en/admissions/project>
- GSAPS Faculty: <https://www.waseda.jp/fire/gsaps/en/about/faculty>

★Important Notes

- Regardless of whether their home university requires the submission of a thesis, all exchange students studying at GSAPS—whether in the master's or doctoral program—are required to take a zemi.
- As a general rule, exchange students may not change the zemi they were assigned to after applying for the GSAPS exchange program.
- For exchange students, no credits are awarded, but grades are assigned and will appear on the official transcript.
- (Master's students only) In the course registration system and on official transcripts, regardless of the actual zemi you are enrolled in, your course will be listed uniformly as "Project Research for MA research Student" (In the name of Associate Dean, and this cannot be changed).
- Zemi course registration will be handled by GSAPS office, so you do not need to do anything.
- You may participate in only one zemi, which is determined through the exchange program application process; you may not participate in two or more zemi.

4. GSAPS Courses

- GSAPS Course List and Course Registration:
<https://www.waseda.jp/fire/gsaps/en/academics/registration>
※The course list reflects information for the current academic year. We cannot guarantee that the exact same courses will be offered when you actually begin your exchange program at GSAPS.
※Exchange students may also take some courses offered by other graduate schools and centers. Please see below for details.
https://www.waseda.jp/fire/gsaps/en/academics/registration#anc_32

※GSAPS is unable to answer inquiries regarding courses offered by other graduate schools or centers. If you have any questions, please contact the respective course-offering unit directly.

Syllabus: https://www.waseda.jp/fire/gsaps/en/academics/registration#anc_5

- Language of Instruction: Japanese or English (Please refer to the syllabus for the language of each course.)
- Number of students per course (guideline): Approximately 5 to 25

5. Course Registration Manual

- All students—both doctoral and master's candidates—are required to take a Project Research Seminar (Zemi).
- When taking lecture courses, students are expected to enroll in courses offered by GSAPS.
- Courses offered by other graduate schools may not exceed 50% of the total number of registered credits.
(However, this does not apply to courses offered by the Center for Japanese Language and Global Education Center)

6. Grades・Academic Transcript

- Grades and indication on transcripts as follows:

Score	100~90	89~80	79~70	69~60	59~0
Grade Report	A+	A	B	C	F
GPA	4	3	2	1	0
Judgement	Pass				Fail
Indication on Transcript	Displayed				Not Displayed
Indication on Transcript/GPA	Displayed				Displayed

- There are two types of academic transcripts that exchange students can obtain:
- “Transcript of Academic Record” and “Transcript of Academic Record /GPA”
 - Sample of Transcript of Academic Record: https://wnpspt.waseda.jp/student/wp-content/uploads/sites/7/2021/02/%E2%91%A0transcript_e.png

➤ Sample of Transcript of Academic Record/GPA :

https://wnpspt.waseda.jp/student/wp-content/uploads/sites/7/2021/02/%E2%91%A3GPA_e.png

- For information on how to calculate GPA and other details, please refer to the website below.
https://wnpspt.waseda.jp/student_en/supportanywhere/2021/05/10/gpa/
- Transcripts will be sent to partner universities according to the schedule below. Please note that you can also apply your own transcript using the transcript issuance system.
- If you wish to apply your own transcript, please refer to the website below for details.
<https://www.waseda.jp/inst/wpo/en/students/certificate>

➤ Exchange Program Students under GSAPS Departmental Programs

Items	Contents
Program ended at the end of the Spring Semester	Early October
Program ended at the end of the Fall Semester	Late April
Format	PDF
Sender	GSAPS Office

➤ Exchange Program Students under University-level Programs

Items	Contents
Program ended at the end of the Spring Semester	Late October
Program ended at the end of the Fall Semester	Late May
Format	Hard Copy
Sender	Center for International Education

7. Student Life

- Housing: Please make your own arrangements through the websites of housing companies affiliated with Waseda University, etc.
https://www.waseda.jp/inst/rlc/en/student_dormitory/exchange/
- Living expenses: According to a survey of former international students, in addition to rent, they had monthly expenses of between 70,000 and 100,000 yen. Please make sure you can cover all these costs before coming to Japan.

- Facilities: Upon arrival in Japan, exchange students will be issued a student ID card. With this card, they can use campus facilities such as the library, gym, and swimming pool.
- Support for International Students: Please refer to the Waseda University CIE website.
<https://www.waseda.jp/inst/cie/en/life>

8. Application Procedure

①Nomination by Parter University

Spring Semester: Deadline / October 15

Fall Semester: Deadline / March 15

- Coordinators should first nominate students by sending an email containing the students' information (name, email address) to gsaps-ac@list.waseda.jp.
- After confirmation by the GSAPS office, we will send the link for the online application to the coordinator. Please share it with the applicant.

②Online Application by Applicants

Spring Semester: Deadline / November 1

Fall Semester: Deadline / April 1

- For details on eligibility requirements, please check with the coordinator at each partner institution.
- When applying online, please be sure to have the designated representative at the partner university review the contents of the required documents and other materials before submitting your application.
- Applicants must upload the required documents themselves via the designated application link.

#	Necessary Documents and Important Notes
1	Essays (2)
2	Official academic transcript (in English) from universities you are currently attending or have attended in the past. *Please be sure to check that the transcripts include details of the university's grading system (e.g., A+ = 100%, A = 80%) and your GPA.
3	A copy of the score report from a language proficiency test taken within the past two years ※Native speakers of Japanese and English are not required to submit scores in their native languages.

	※Copies of bachelor's and master's degree certificates from universities in English-speaking countries are accepted as official documents in lieu of score reports.
4	A copy of your passport (showing your name, nationality, and expiration date)
5	Passport-style photo data (taken within the past 3 months)
6	Documents proving the ability to cover expenses during your stay in Japan (such as a bank statement) ※ 1.5 million yen or more is preferred.
7	Written Oath for Defraying Expenses(Prescribed Form) https://waseda.box.com/s/8j0xcn2lhifzui45pfd9wvl4mu6l22xx
8	Documentation verifying scholarship payments (if applicable) (copies accepted)

③Selection by GSAPS and Result Announcement

Spring Semester: Middle December

Fall Semester: Early June

- If you are officially admitted following the GSAPS selection process, the GSAPS Office will send you a "Letter of Admission."
- For information on the procedures that follow, please refer to "9. Procedures and Process After Admission."

9. Procedures and Process After Admission

①Admission Procedure

Spring Semester Admission: Late February

Fall Semester Admission: Late August

- Please follow the admission procedures outlined in the guidance sent by the GSAPS Office and complete them by the deadline.

②COE · Visa Application

Spring Semester Admission: Late February

Fall Semester Admission: Late August

- GSAPS office will apply for the Certificate of Eligibility (COE) on behalf of students, which is required to obtain a student visa.

- After receiving COE, please apply for a student visa yourself at the Japanese embassy or consulate in your country.
- Student visa is required regardless of nationality.

③Purchase of Travel Insurance

Spring Semester Admission: By the departure

Fall Semester Admission: By the departure

- Be sure to purchase international travel insurance that covers the entire period from your departure to your return.
- Even if you have health insurance in your home country, you must enroll in Japan's health insurance system after entering Japan.
- You are responsible for the cost of insurance.

④Course Registration Announcement

Spring Semester Admission: Early March

Fall Semester Admission: Early September

- We will provide information on the class schedules and how to register for courses. Please follow the instructions and complete the necessary steps by the deadline.
- As a general rule, we cannot respond to inquiries prior to this period. Please wait for further notice from the GSAPS office.

⑤Attendance to the orientation for new students

Spring Semester Admission: Late March

Fall Semester Admission: Middle September

- We will send you the details of the orientation in a separate email.
- Please arrange your flight tickets and accommodation so that you can attend the orientation.

10. FAQ

Q1

Is it possible for exchange students to take courses in other graduate schools at Waseda University?

It is possible. However, please note that there are restrictions, and you may not be able to take all courses. For information on which courses are available, please refer to the website of each graduate school; if you have any questions, please contact the respective graduate school directly.

As a general rule, exchange students are expected to take courses offered by GSAPS, and courses offered by other graduate schools may not exceed 50% of the total number of registered credits. However, this restriction does not apply to courses offered by the Center for Japanese Language and Center for Global Education.

Q2 Are there any Japanese language classes offered for international students?

Yes. Japanese language courses are awarded credits and grades. However, please note that there are limits on the number and level of courses available, so you may not be able to enroll in your preferred courses. Additionally, exchange students are not required to pay tuition for Japanese language courses.

For more details, please refer to the website below.

<https://www.waseda.jp/inst/cjl/en/students/registration/>

Q3 Can I work a part-time job?

It is possible. Please see below for details.

<https://www.cie-waseda.jp/visastatus/en/current/offcampus.html#section-1>

Q4 Can I audit a course without registering for it?

Auditing courses is not permitted under university regulations. If you wish to take a course, you must register for it.

Please note that we cannot answer inquiries such as “I’d like to audit a course—what should I do?”; therefore, please refrain from contacting the office regarding auditing courses.

Q5 Can I register for courses intended for undergraduate students?

You cannot register for courses intended for undergraduate students.

Q6 I am currently enrolled in a PhD program, but I would like to choose supervisor from another graduate school at Waseda University for my research. Is that possible?

No. You must select your supervisor from the GSAPS faculty.

Q7 Can I go on a trip abroad during the semester?

It is possible if you obtain a student visa and complete the required procedures. Please contact your supervisor, the GSAPS office, and the relevant staff at your home university in advance to inform them of your whereabouts. Please be aware that absences from class may affect your grades, and please purchase insurance in case of an accident.

Q8 How long can I stay at Waseda as a student?

The deadline is September 15 for students entering in the Spring Semester and March 15 for those entering in the Fall Semester. You must leave Japan promptly, regardless of your visa's expiration date.

Q9 Is there a limit on the number of students who can enroll in a course? Is enrollment on a first-come, first-served basis?

For most GSAPS courses, there is no set enrollment limit.

However, some courses do have enrollment limits; please refer to the Course Registration Manual for details.

https://www.waseda.jp/fire/gsaps/en/academics/registration#anc_8

Please note that course registration is not on a first-come, first-served basis; you can register during the designated registration period without any issues. (For courses with enrollment limits, students will be selected by lottery after the registration period ends.)

Q10 Do I need to purchase travel insurance for trips abroad?

Yes. You must purchase international travel insurance that covers your entire stay before your arrival. Also, after arriving in Japan, please enroll in Japan's National Health Insurance and submit a copy of your insurance card to the GSAPS office.

Q11 I am not enrolled at a GSAPS partner university. Can I apply for an exchange program?

No. Only students from GSAPS partner universities are eligible to apply.

Q12 I have earned a bachelor's and master's degree from universities in English-speaking countries. Do I need to submit English proficiency test scores?

In that case, a copy of your diploma is acceptable. However, if you have a score report, please submit it.

Q13 Is it possible to enter the country without a student visa and apply for one after arrival?

No. You must obtain a student visa before you arrive.

Q14 By when should I arrive in Japan?

You must arrive in Japan by the date of the orientation. Orientation is held around the end of March for the spring semester and around mid-September for the fall semester.

11. Inquiry

If you have any questions, please contact us using the form below.

※GSAPS office does not accept inquiries via email, so please be sure to contact us using the form.

※We are unable to respond to inquiries on days when the GSAPS office is closed. Please note that, depending on the nature of your inquiry, it may take some time for us to respond. We appreciate your understanding.

※GSAPS Office Opening Hourse Schedule:

<https://www.waseda.jp/fire/gsaps/en/academics/calendar>

