



School of International Liberal Studies (SILS) WASEDA UNIVERSITY

Change of Affiliation Entry (For enrollment in September 2021) Application Guidelines

***This admission is limited to students of Waseda University**

Timeline for the 2021 September Admission *			
Application Period / Screening Fee Payment Period	Dispatch of the admission card and interview information	Interview	Announcement of results
April 22 – May 7 , 2021 *Applications must be postmarked by the above deadline	May 14 , 2021	May 22 - June 5, 2021 *Individually arranged during the above period	June 21 , 2021
Page 4	Page 9		

*The timeline indicates Japan Standard Time (JST)

Admissions Office, School of International Liberal Studies	
Address	4F, Building 11, 1-6-1 Nishi-Waseda, Shinjuku-ku, Tokyo, Japan 169-8050
Tel	03-5286-1716
Inquiry	https://bit.ly/3ggRmZb
URL	http://www.waseda.jp/fire/sils/en/

1. Applicant Eligibility

Applicants who clear all of the following requirements are eligible to apply.

1. You must be a 1st year (freshman) student who enrolled in Waseda University in September 2020.

(This admission is NOT for students who are enrolled at other universities)

*Your enrollment period will be confirmed by your student ID number, and any delays caused by study abroad, leave of absence from the university and etc., will not be taken into account.

2. By the time you transfer to the School of International Liberal Studies, **you must be expected to obtain a total of 30 credits* or more at the school you currently belong to.**

*Only the credits which are counted towards the graduation requirements will be considered.

3. You must obtain one of the following English proficiency test score.

(The test must be taken on or after May 1st, 2019)

English Proficiency Test	Score Requirements
TOEFL (iBT) *“MyBest” Score is not valid.	79 or higher
IELTS (Academic)	6.5 or higher

*** For those whose native/first language is English, this criterion will be optional**

<NOTE>

If you have entered Waseda University through the following admissions or belong to the following schools, please be sure to gain approval from the current school which you belong to before applying. Confirmation documents are not required.

- Admission by High School Recommendation
- Recommendation by Affiliated High Schools of Waseda University
- E-school (Online Degree Program) of School of Human Sciences
- English-based Undergraduate Schools and Programs
- **If you are unable to obtain 30 credits or more at the current school which you belong to, by the time you transfer to the School of International Liberal Studies, you will not be able to transfer to our school even if you receive a successful offer.**
- If you expect to require special care during the interview or after the transfer due to a disability or serious medical condition, etc., please contact the SILS Admissions Office **by April 12, 2021.** In addition, contact us if a serious injury or illness is expected to affect your ability to take the interview. Please contact us immediately even if you find yourself in such situation after submitting your application.

2. Academic Year and number of students to be admitted

Academic Year	Number of students to be admitted	Degree
Second Year	A few	B.A. in International Liberal Studies

3. Curriculum structure at SILS

SILS provides two educational curriculums: Study Plan 1 is for students whose first language is Japanese and Study Plan 2 is for students whose first language is not Japanese. In general, which curriculum you are categorized into is automatically decided by your first language. However, please select and apply for the curriculum which seems to be the most suitable for you with reference to the following table of differences between these two curriculums.

- The Study Plan you indicate might be changed as a result of the screening.
- The Study Plan will be indicated on the certificate of success.
- If you have any questions about the Study Plan, please contact the SILS admissions office before the deadline of the second enrollment procedure.
- You cannot change the Study Plan after the second enrollment procedure.

	Study Plan 1	Study Plan 2
Definition	母語が日本語の学生で、日本語による科目履修(読解力、会話力、聴解力、文章作成能力共に)に支障のない学生。	<ul style="list-style-type: none"> • Students whose first language is not Japanese. • Students whose first language is Japanese, however, may choose Study Plan 2 if they expect to experience difficulty in taking classes given in Japanese, or if they have resided in a foreign country for an extended period of time.
Curriculum Content	<ul style="list-style-type: none"> • 英語語学科目が必修、様々な英語力補強のプログラムを用意しています。 • 英語能力が一定基準を超えている場合、英語科目の一部が免除されます。 • 大学在学中の一年間の海外学習期間(留学)が必須。 • 1年次に行われる基礎演習A等、一部の授業が日本語で行われます。 	<ul style="list-style-type: none"> • Students are required to take Japanese Language Courses according to their level. • Students whose Japanese proficiency satisfies certain criteria are exempted from taking certain Japanese courses. • Students whose English proficiency satisfies certain criteria are exempted from taking certain English courses. • Study abroad is optional.

Study Plan 1 (Model Plan)

Type	Foreign Languages	Statistics	Seminars	Lectures	Electives
Courses	-English -Other Foreign Languages	-Introductory Statistics	-First Year Seminar (in Japanese) -First Year Seminar (in English) -Intermediate Seminar -Advanced Seminar -Directed Studies for Senior Thesis	-Introductory Courses -Intermediate Courses -Advanced Courses	-Foreign Languages -Lectures -Overseas Study Preparatory Course -University-wide Open Courses -Courses Taken during Overseas Study Program, etc.
Credits	15	2	20	40	47
Credit Requirement for Graduation 124 credits					

Study Plan 2 (Model Plan)

Type	Foreign Languages	Statistics	Seminars	Lectures	Electives
Courses	-Japanese -English -Other Foreign Languages	-Introductory Statistics	-First Year Seminar (in English) -Intermediate Seminar -Advanced Seminar -Directed Studies for Senior Thesis	-Introductory Courses -Intermediate Courses -Advanced Courses	-Foreign Languages -Lectures - University-wide Open Courses -Courses Taken during Overseas Study Program, etc.
Credits	31	2	16	40	35
Credit Requirement for Graduation 124 credits					

4. Application Procedures

1. Application/Screening fee payment period

Please be sure to pay the screening fee before you submit your application documents.

Application / Screening Fee Payment Period
April 22 - May 7, 2021
Screening fee (in Japanese yen)
30,000

NOTE:

Applications cannot be accepted unless the screening fee has been paid.

The screening fee, once paid, will not be returned under any circumstances. However, a full screening fee will be refunded if you fall into one of the cases below.

- 1) You paid the screening fee, but failed to apply.
- 2) You paid the screening fee, but submitted application documents after the deadline.
- 3) You paid the screening fee and submitted application documents, but your application was rejected before screening, since you do not meet any of the eligibility criteria.

If you fall into one of the cases above, please contact the SILS Admissions Office. Any handling fees which may be incurred for refund must be paid by the applicant.

Payment at a convenience store

To pay from within Japan, you must pay the screening fee at a convenience store.

- To make a payment at a convenience store, you must complete the designated application procedure in advance by accessing the “screening fee convenience store payment site” (<http://e-shiharai.net/>) (Japanese only) on the Internet.
- After making the payment, detach the “Certificate of Payment of the Screening Fee” on the Screening Fee Handling Description, paste it to the designated space (for the Certificate of Payment of the Screening Fee) on the application form and submit it. Check the details on the screening fee payment method on Page 5.
- The payment can be made 24 hours a day, seven days a week including Saturdays, Sundays, and holidays. However, please note that the application via the website will end at **23:00** on the last day of the payment period. Similarly, you will not be able to make a payment at a convenience store after 23:30 on the last day of the payment period.
- If a family member or acquaintance of the applicant conducts the procedure for the applicant, the family member or acquaintance must enter the applicant’s information.
- If you are unable to make the payment at a convenience store for some reason, please contact the SILS admissions office in advance.

Waseda University

Convenience Store Easy-Pay Systems for Entrance Exam Fees

Now you can transfer funds to pay for your entrance examination - 24 hours a day - from your nearest Lawson, Ministop, FamilyMart, Seven-Eleven.

- Before going to the convenience store, you will need to obtain an application number which you can get from going online on either your cellphone or computer. This number will be required when you make your payment.



<https://e-shiharai.net/>



To obtain your application number, please follow the instructions on the screen and input all necessary information. This number will be required when you make your payment.

If you input the wrong information when trying to obtain your application number, please start again from the beginning and make your payment. If you are not able to make the required payment before the due date you will receive this deadline upon completing the online application, all the information you had input will be canceled automatically.

2 Convenience Store Payment

●The application fee cannot be paid through an ATM. Be sure to make your payment at the cash register.

Paying at SEVEN-ELEVEN
[13-digit Payment Slip Number] 払込票番号

Tell the counter staff that you want to make an "Internet shiharai." Then provide your Payment [払込票番号] Payment Slip Number.

※If a payment slip is not printed out, just tell your number to the counter staff.

A multifunction copier can not be used to make payment.

- Make the payment at the register.
- Receive an Application Fee Statement. Detach the Certificate of Payment (receipt) portion.

Paying at LAWSON or MINISTOP
[11-digit Customer Number] お客様番号
[4-digit Verification Code] 確認番号

Use the Lawson information terminal Loppi

Touch the "各種サービスメニュー" option
Various Service Menus

Select the "各種代金インターネット受付" button on the touch screen
All Payments

Touch the "各種代金お支払い" option
All Payments

Touch "マルチペイメントサービス"
Multi-Payment Service

Enter your [お客様番号][確認番号]
Customer Number Verification Code

- Loppi, FamiPort issues a funds transfer receipt. You will need to take this to the cash register within 30 minutes and make the actual payment.
- Receive an Application Fee Statement. Detach the Certificate of Payment (receipt) portion.

* Design and layout of the touch screen buttons is subject to change without notice.

Paying at FamilyMart
[11-digit Customer Number] お客様番号
[4-digit Verification Code] 確認番号

Use the FamilyMart information terminal FamiPort

Select the "代金支払い" button on the touch screen
All Payments

Touch the "各種代金お支払い" option
All Payments

Enter your [お客様番号][確認番号]
Customer Number Verification Code

- Loppi, FamiPort issues a funds transfer receipt. You will need to take this to the cash register within 30 minutes and make the actual payment.
- Receive an Application Fee Statement. Detach the Certificate of Payment (receipt) portion.

* Design and layout of the touch screen buttons is subject to change without notice.

3 Application

Affix the receipt portion to "Form for Submission of the Certificate of Payment of Application Fee" in the designated location.

●Seven-Eleven ●Family Mart

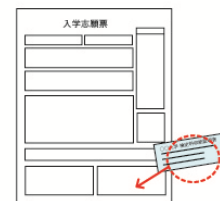
Detach the receipt portion of the Exam Fee Statement and affix it to the application packet in the designated location. Hold onto the proof of bank transfer for your records.



The appearance of the ticket you receive may differ from the illustration above.

●Lawson ●Ministop

Detach the receipt portion (Certificate of Payment) of the Application Fee Statement and affix it to the application packet in the designated location. Hold onto the remainder of the Fee Statement ("Applicant's Copy" portion) for your records.



※When paying at a convenience store, proof of payment via bank stamp is not necessary.

Attach Your Receipt (Certificate of Payment) to the Application

※When attaching the certificate of payment, be sure to use glue which is suitable for use with thermal paper and pressure-sensitive paper. Please check the glue label.

- Be sure to complete your convenience store payment before the time limit expires. All the payment information you entered will be deleted automatically if the payment is not completed before the deadline.
- Please note: After application fee payment has been made at any of the above shops, refund is not possible.
- Please double-check the application deadline in your application guide. Post your payment early enough to be sure it is received in time.

Payment Commission

(transfer fee charged by all participating stores)

There is a fee for this payment transfer service, which applicants must pay in addition to the entrance exam fee. The payment commission is as the same at all participating stores.

convenience stores:	Entrance exam fee ¥49,999 or less	500 yen
	Entrance exam fee ¥50,000 or more	720 yen

Questions about paying your entrance exam fees at convenience stores? Please visit:

Note: Convenience store staff cannot answer questions about the service.

<https://e-shiharai.net/>

5. Application Method

To apply for this admission, you must complete all of the following steps (1 to 3) by the deadline. If you fail to complete these steps, your application will be considered invalid.

Step 1: Make the payment of the Screening Fee (refer to Page.4)

Step 2: Complete the Application Form (refer to Page.7-8)

Download the designated Application Form for the Change of Affiliation entry from the SILS website.

<https://www.waseda.jp/fire/sils/en/applicants/admission/>

***Do not use double-side printing when you print the form.**

Step 3: Submit the Application Documents

Enclose all application documents (including the Application form and other documents) in an envelope and send them to the address below by Simplified Registered Mail (or Simplified Registered Express Mail if the application deadline is approaching). **Please write the following on the front of the envelope.**

Send the application documents to:

School of International Liberal Studies, Waseda University

Admissions Office: Change of Affiliation Entry (September 2021)

4th Floor, Building 11, 1-6-1, Nishi-Waseda, Shinjuku-ku, Tokyo, Japan 169-8050

Tel: 03-5286-1716

NOTE:

- Application documents must be sent by postal package. They will not be accepted if brought in person, faxed or emailed to the SILS Admissions Office.
- **Application documents must be postmarked by the respective deadlines.** We do not accept application documents that are postmarked after the deadline.
- **We do not inform applicants about the delivery status of application documents.** To check whether your documents have been received or not, contact the post office/courier with the tracking number given by them.
- Application documents must be complete for you to qualify to be screened. In the event that there are still some imperfections in the documents after the application period, you will be placed at a disadvantage. If we contact you concerning your application, please follow our instructions immediately.

Handling of personal information:

Waseda University utilizes applicant information (addresses, names, and dates of birth, etc.) collected at the time of application in order to carry out operations such as the entrance examination, announcement of screening results, and enrollment procedures. We will take necessary and proper measures to protect such information from leakage, disclosure, or unauthorized use. All or part of the above operations may be outsourced to an agency. In such cases, the agency will be contractually required to maintain necessary and proper management. Please note that the personal information may be used as materials for studies and researches to improve our entrance examinations. The information will be statistically processed to prevent any individuals from being identified.

6. Application Documents

Submit the following application documents. For the item which is specified as “Download” in the column below, download the document from the SILS website.

No.	Documents	
<Required Documents for Admission>		
①	Application Form <ul style="list-style-type: none">• Attach a Color Photograph on Page 1	Download
②	Certificate of enrollment	Issued by your current school
③	Academic Transcript	Issued by your current school
④	2021 Spring final course registration results	Issued by your current school
⑤	English Proficiency Test Score	Prepared by yourself
⑥	English essay	Prepared by yourself

Important Notice for Preparing Application Documents

*Applicable for all of the documents listed above

- Be sure to submit **original documents**.
- If you cannot submit the original documents, contact the SILS admissions office or the current school you belong to in order to **authenticate a copy of the document** with the original before submitting a **certified true copy**.
- Photocopy of documents will not be accepted.
- Documents must be prepared in **Japanese or English**.
- **Do not staple documents**. Group each set of documents with a paper clip.
- Do not put the documents in a file or a folder. Use simple packaging.
- Documents which are once submitted **will NOT be returned under any circumstances**.

①	Application Form <ul style="list-style-type: none"> • Download the application form from the following website (Do not print double-sided) https://www.waseda.jp/fire/sils/en/applicants/admission/ • Complete the form in English using a computer. (Do not handwrite.) • Use a font size / style that does not change the format. • Even if you have nothing to fill out in a section, do not change the format. 				
	<table> <tr> <td> 【Section 1】 Personal Details </td><td> <ul style="list-style-type: none"> • Fill out your full legal name in the provided section • Carefully fill out your current address (include building names and room numbers) (Important documents will be sent to this address) • Be sure to fill out your <u>Waseda email address</u>, since we may need to contact you. </td></tr> <tr> <td> 【Section 2】 Color Photograph (affix on Page 1) </td><td> <ul style="list-style-type: none"> • After printing your Application Form, prepare a photograph in accordance with the following instructions and firmly affix it to the specified space “Section 2 Photograph”. <ul style="list-style-type: none"> • The picture should be 4cm (1.6 inch) long and 3cm (1.2 inch) wide (A color photograph must be printed on matte or glossy photo quality paper of yourself <u>taken within the last three months</u>), borderless, and taken against a plain background. You should be looking straight ahead with your head uncovered. • The photograph will be used to identify you on the day of the interview and also for your student identification card after admission. • Photographs taken with scarves or sunglasses are not accepted. </td></tr> </table>	【Section 1】 Personal Details	<ul style="list-style-type: none"> • Fill out your full legal name in the provided section • Carefully fill out your current address (include building names and room numbers) (Important documents will be sent to this address) • Be sure to fill out your <u>Waseda email address</u>, since we may need to contact you. 	【Section 2】 Color Photograph (affix on Page 1)	<ul style="list-style-type: none"> • After printing your Application Form, prepare a photograph in accordance with the following instructions and firmly affix it to the specified space “Section 2 Photograph”. <ul style="list-style-type: none"> • The picture should be 4cm (1.6 inch) long and 3cm (1.2 inch) wide (A color photograph must be printed on matte or glossy photo quality paper of yourself <u>taken within the last three months</u>), borderless, and taken against a plain background. You should be looking straight ahead with your head uncovered. • The photograph will be used to identify you on the day of the interview and also for your student identification card after admission. • Photographs taken with scarves or sunglasses are not accepted.
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		<ul style="list-style-type: none"> Unclear photographs, such as snapshots and digital photographs, and photographs that do not clearly identify applicants due to their hairstyles or for other reasons are not accepted. Put your name on the back side of the picture. 									
	【Section 3】 Educational Background	<ul style="list-style-type: none"> Fill out all of your educational background in chronological order from elementary school up until the last school which you were enrolled before entering Waseda University. Please fill out the information of your current school in the designated section. <p>e.g.</p> <table border="0"> <tr> <td><u>Tokyo/Japan</u></td> <td><u>Waseda Primary School</u></td> <td><u>2008/09 – 2014/06</u></td> </tr> <tr> <td><u>Seoul/Korea</u></td> <td><u>Waseda Junior High School</u></td> <td><u>2014/09 – 2017/06</u></td> </tr> <tr> <td><u>Beijing/China</u></td> <td><u>Waseda High School</u></td> <td><u>2017/09 – 2020/06</u></td> </tr> </table>	<u>Tokyo/Japan</u>	<u>Waseda Primary School</u>	<u>2008/09 – 2014/06</u>	<u>Seoul/Korea</u>	<u>Waseda Junior High School</u>	<u>2014/09 – 2017/06</u>	<u>Beijing/China</u>	<u>Waseda High School</u>	<u>2017/09 – 2020/06</u>
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<u>Beijing/China</u>	<u>Waseda High School</u>	<u>2017/09 – 2020/06</u>									
	【Section 4】 Test Information	<ul style="list-style-type: none"> For information on the English Proficiency Test score, please refer to section ⑤ below. If the score report is directly sent from the testing institution to our admissions office, please put a check mark in the designated box on the application form. 									
	【Section 5】 Plans	<ul style="list-style-type: none"> Write your descriptions about both "TOPIC No. 1" and "TOPIC No. 2" on the form. <u>If your response does not follow the designated instructions or format such as the following cases, it will not be considered:</u> <ul style="list-style-type: none"> -You change the format. -You attach additional sheets. etc. 									
②	Certificate of Enrollment	<ul style="list-style-type: none"> Obtain this certificate from the office of the current school which you belong to. This certificate will confirm that you are indeed enrolled at Waseda University. 									
③	Academic Transcript	<ul style="list-style-type: none"> Obtain the academic transcript for the 2020 Fall semester, from the office of the current school which you belong to. 									
④	2021 Spring Final course registration results	<ul style="list-style-type: none"> Either a copy or a print out of an email showing your 2021 spring final course registration results will be accepted. 									
⑤	English Proficiency Test Score	<ul style="list-style-type: none"> Submit one of the following original score report or a certified true copy. Only the tests taken on or after May 1st, 2019 will be accepted You must have the same or higher score of that mentioned on Page 2. <p><NOTE></p> <table border="1"> <tr> <td>TOEFL iBT</td> <td> <ul style="list-style-type: none"> Waseda University code is 9342 when sent directly from ETS. *“MyBest” Score is not valid. </td> </tr> <tr> <td>IELTS (Academic)</td> <td> <ul style="list-style-type: none"> IELTS(General Training) is not accepted </td> </tr> </table>	TOEFL iBT	<ul style="list-style-type: none"> Waseda University code is 9342 when sent directly from ETS. *“MyBest” Score is not valid. 	IELTS (Academic)	<ul style="list-style-type: none"> IELTS(General Training) is not accepted 					
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IELTS (Academic)	<ul style="list-style-type: none"> IELTS(General Training) is not accepted 										
⑥	English Essay	<ul style="list-style-type: none"> Please write an essay in English and on your own, according to the following instructions. Use white A4 or letter size paper in black ink. Prepare your essay using a computer and using font size 12 and double space. Put your name and a title at the top of the essay (do not include any photos) Put “The End” at the end of the essay. If it extends over 2 or more pages, be sure to number the pages. <div style="border: 1px solid black; padding: 10px; margin-top: 10px;"> <p>Identify a significant international event which took place in the last year and explain why you think it was important. Explain your choice within 600 words.</p> </div>									

7. Screening procedures and schedules

1. Screening Method

Our screening is based on a holistic document review and an interview in English.

2. Screening Schedule

Dispatch of the admission card Notification of the interview information
May 14, 2021

According to the above schedule, an admissions card and interview information will be sent (by email) to all applicants to the email address specified on the application form. In some cases, the admission card and interview information may be sent separately to you at a later date.

3. Interview

Interview	
May 22 - June 5, 2021 * Individually arranged during the above period	
Content	
Language and method	Conducted in English and face to face.
Location	Building number 11, Waseda campus, Waseda University (the venue is subject to change)
Announcement of Results	
June 21, 2021	

According to the above schedule, the results of the interview will be sent (by post) to successful applicants to the postal address specified on the application form.

* Successful applicants will receive a certificate of success and documents for the enrollment procedure. Applicants who have failed, will receive the notice on the above day by email.

* We will not accept any inquiries about the decision of the admission results.

8. Other notes

<Dishonest Acts>

Waseda University has provided the following guidelines so that all examinations can be properly administered and all examinees have an opportunity to perform in a fair and equitable environment. Please read the guidelines carefully and approach the examination in a serious manner.

<ol style="list-style-type: none">1. You may be deemed to have committed a dishonest act if Waseda University determines that you have falsified, fabricated, or plagiarized the document(s), statement(s), or information submitted for your application.2. Your actions may be considered dishonest if you commit any of the following acts:<ol style="list-style-type: none">① Cheating (concealing or glancing at a cheat sheet or reference book during the examination, glancing at another examinee's answer sheet, or gaining answers from others)② Providing benefits to other examinees (providing them with answers etc.) during the examination③ Keeping your mobile communication device with you or using it during the examination④ Letting your mobile communication device or watch emit noise (incoming call alert, alarm, vibration, etc.) during the examination⑤ Conducting acts that could be considered a nuisance to other examinees at the examination venue⑥ Not following instructions from the examination supervisors at the examination venue⑦ Pretending to be an applicant and taking the examination for the applicant	<ol style="list-style-type: none">⑧ Conducting other acts impairing the fairness of the examination3. The following responses may be taken if an applicant is suspected of committing a dishonest act.<ol style="list-style-type: none">① A supervisor may warn or question the applicant.② The applicant may be requested to take the examination in another room.4. In addition, the following responses may be taken if a dishonest act is identified.<ol style="list-style-type: none">① The applicant may not be allowed to continue taking the examination or allowed to take any other entrance examination given by Waseda University during the year. (Screening fees will not be returned.)② The results of all entrance examinations taken by the applicant at Waseda University during the year may become invalid.
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<Exam Environment>

We will do our best to provide you with a quiet and equitable exam environment. However, be aware of the following unavoidable conditions that may occur.

- ① Everyday noise (airplanes; motor vehicles; wind and rain; the sound of the air conditioner; coughs, sneezes and sniffles from the other examinees; the distant noise of cell phones, etc.) is sometimes unavoidable. As a general rule, no special treatment will be given to any examinee (or group of examinees) due to any occurrence of "everyday noise."
- ② In the event that a cell phone or wristwatch rings, vibrates, or otherwise causes a disturbance during the exam, and an exam supervisor can identify the particular device as the source of the disturbance, he/she will remove the device from the exam site, with or without the consent of its owner. The item will be kept at exam headquarters.
- ③ While desks, chairs, air conditioning, acoustic equipment, etc., may vary between classrooms used as test sites, this will not be taken as a handicap to any examinee.
- ④ If, by the actions of a certain examinee, other examinees are disturbed, the examinee causing the problem may be asked to take the exam in a different room.

<Unforeseen Problems that are beyond Human Control>

In cases of unforeseen circumstances that are beyond human control, such as a natural disaster (e.g., typhoons, earthquakes, flooding, tsunamis) and/or accident, such as fire, power failure, and so on, measures including delaying the start of the exam or postponing the exam, etc. may be taken. However, in such an event, we will bear no responsibility for any resulting inconvenience, expense, or other personal loss that the examinee may incur.

9. Enrollment procedures

School expenses and other fees for the fall semester of the academic year 2021 must be paid within the following period.

Payment period
June 22 - September 10, 2021

- As a rule, we do not return submitted documents or refund school expenses and fees (school expenses for the first semester). However, if you do not transfer due to unavoidable circumstances or fail to meet the transfer qualifications prior to enrollment, we may refund the school expenses for the first semester. For more information about the refund procedure, refer to the documents on entrance procedures which will be sent to successful applicants.
- When transferring to this school, **you must submit a certificate showing that you have withdrawn from the school you currently belong to.** For this reason, you must complete the procedure for withdrawal from your current school by receiving a certificate of withdrawal. Details will be provided for those who pass the admissions.

10. School expenses and other fees

(In Japanese yen)

Payment period	School Expenses	Other Fees	Total
	Tuition	Waseda University Student Health Promotion Mutual Aid Association Fees	
On transfer (For the 2021 Fall Semester)	795,000	1,500	796,500
2022 Spring Semester	795,000	1,500	796,500
Total	1,590,000	3,000	1,593,000

- The amount of "Other Fees" indicated above is subject to change.
- When students, mainly those whose first language is Japanese, study abroad as part of our school curriculum, do not need to pay tuition both to Waseda University and to the hosting university. However, the tuition required depends on the overseas study program. In addition to tuition, travel expenses and living expenses such as housing and food must be taken into consideration.
- Waseda University uses an automatic account transfer system for payment of school expenses. School expenses for the fall semester are transferred on October 1. School expenses for the spring semester are transferred on May 1 in the second and subsequent years. If financial institutions are closed on May 1 or October 1, the account transfer will be processed on the following business day.
- Some specific courses may require additional fees for field work. Examples are as follows:
 - Sport, Field Practice Fee 1,500–40,000 yen ... For Health and Physical Education courses
 - Teacher Training Course Auditing Fee 1,000yen/ credit... For teaching licenses
 - Librarian Training Course Auditing Fee 7,000 yen ... For librarian certification (including certification for school librarians)
- The school expenses and other fees required for the second and subsequent years include tuition and Waseda University Student Health Promotion Mutual Aid Association Fees (student health insurance fee).
- Students in the final term/semester of their last year are required to pay 40,000 yen as the "Alumni association membership fee", which covers 10 years of annual membership fee that students pay in advance. From academic year 2019 and onward, students who have changed their affiliation/course/program/major within Waseda University or have transferred from another school also will be required to pay this membership fee. *Re-admitted students, double degree program students, research students and non-degree students are exempted from paying this fee.
- If you are currently enrolled in, graduated from, completed, or withdrew from an undergraduate, graduate, or specialized program of Waseda University, you are not required to pay the admission fee (registration fee). For more information, please refer to the documents on enrollment procedures sent to successful applicants.

11. Submission of enrollment documents

Those who have completed the payment of the school expenses and other fees will receive additional documents for the second enrollment procedure.

Documents will be sent to the postal address specified on the Application Form by domestic mail services such as "Letter-Pack," etc. **by late-July 2021.** Follow the guide enclosed to complete and submit these documents.

12. Transfer of credits and requirements for graduation

1. A degree in Bachelor of Arts (International Liberal Studies) will be awarded to students who study at SILS for three years or more (but not exceeding six years) and who obtain the required credits for graduation.
2. Credits obtained at the current school which you belong to (referred to below as the 'previous school') will be recognized for transfer as described below. However, credits exceeding the number required for graduation in your previous school will not be considered as credits for transfer.

【Study Plan 1】 (Model Plan)

The shaded subjects will be considered for transfer.

Classification		No. of credits necessary for graduation	1 st year		2 nd year	
			1 st Semester	2 nd Semester	3 rd Semester	
English I	Reading	2	1	1		2 credits will automatically be conferred upon transfer
	Listening	2	1	1		2 credits will automatically be conferred upon transfer
English II		4	2	2		4 credits will automatically be conferred upon transfer
English III Level 1~3		3	2 (Level 1)	1 (Level 2)		The level of the English III class will be considered according to the result of the placement test.
		2	1 (Level 2)	1 (Level 3)		
		1	1 (Level 3)			
Other Foreign Languages		4	4			Up to 4 credits taken in languages other than English in your previous school will be recognized.
First Year Seminar A		4	2	2		4 credits will automatically be conferred upon transfer
First Year Seminar B		4	2	2		4 credits will automatically be conferred upon transfer
Introductory Statistics		2	2			
Introductory Courses		8	8			Up to 8 credits for general studies will be considered for transfer.
Elective Courses		47				Credits received in your previous school(*)
A maximum of 34 credits will be recognized for transfer						

*Health and physical education courses or courses that are not counted towards graduation are not included.

【Study Plan 2】 (Model Plan)

The shaded subjects will be considered for transfer.

Classification	No. of credits necessary for graduation	1 st year		2 nd year		
		1 st Semester	2 nd Semester	3 rd Semester	4 th Semester	
Japanese	24	24				Up to 24 credits obtained in your previous school will be considered. (Exemption or reduction in the required number of credits is possible through a placement test.)
English III Level 1-3	3	2 (Level 1)	1 (Level 2)			The level of the English III class will be considered according to the result of the placement test.
	2	1 (Level 2)	1 (Level 3)			
	1	1 (Level 3)				
Other Foreign Languages	4	4				Up to 4 credits taken in languages other than English in your previous school will be recognized.
First Year Seminar B	4	2	2			4 credits will automatically be conferred upon transfer
Introductory Statistics	2	2				
Introductory Courses	8	8				Up to 8 credits for general studies will be recognized for transfer
Elective Courses	35					Credits received in your previous school(*)
A maximum of 34 credits will be recognized for transfer						

*Health and physical education courses or courses that are not counted towards graduation are not included.

3. Requirements for graduation and the number of credits that the student is permitted to register for each year, will be the same as other students who will be in their 2nd (sophomore) year at the School of International Liberal Studies.
4. Students who transfer through the “Change of Affiliation Entry” will not be able to apply for the early graduation system (3.5 years)
5. As a one year study abroad experience is compulsory for Study Plan 1 students, we recommend that you apply for a "study abroad program" before you change your affiliation. However, in this case, please note that you will be required to participate in the "study abroad program" regardless of the result of your "Change of Affiliation admission". If you decide to wait and apply for the “study abroad program” after being successful in transferring to the School of International Liberal Studies, there is a possibility that your graduation will be delayed, depending on the number of credits you have earned at the point when you apply for the “study abroad program” after changing your affiliation. If you plan to start your study abroad in the fall or spring semester of your third year, it is necessary for you to apply for a study abroad program as soon as you change your affiliation. For this reason, we strongly encourage you to gather information about study abroad programs beforehand in order to be ready to apply immediately upon transfer.

END