

School of International Liberal Studies
WASEDA University

Guide to Study Abroad
Study Plan 2



AY2023

Contents

The Relevant Departments	1
THINGS TO DO	2
1) Introduction	3
2) Types of Study Abroad Programs	5
- SILS Exchange Programs	
- Self-Financed Study Abroad Program (Privately-Financed)	
3) Study Abroad in Non-English-Speaking Countries & Preparation	10
4) Seeking Advice & Schedules for Application and Selection	11
5) Eligibility and Departure	13
6) Procedures BEFORE & AFTER the Program	14
7) Study Abroad Credit Accreditation	17
8) Payment of Tuition Fees While Studying Abroad	20
9) Scholarships	21
10) Graduation Semester	21
11) Frequently Asked Questions (FAQs)	22

The Relevant Departments

The Center for International Education (CIE) at WASEDA University operates most of the Study Abroad Programs. Besides the CIE, the School of International Liberal Studies (SILS) offers SILS Bilateral Study Abroad Programs to 22 foreign universities, open exclusively to SILS students.

CIE

Center for International Education

Inquiries

- A. The CIE Office, Building 22, 4F
 - B. Waseda Global Gate, Building 22, 1F
- *Open to all WASEDA University Students*

SILS

School of International Liberal Studies

Inquiries

- A. The SILS Office, Building 11, 4F
 - B. SILS Study Abroad Advising Service
Building 11, 4F (In-Person)
ZOOM (By Appointment)
- *Open to SILS Students ONLY*

- Application and questions with regards to the programs offered by the CIE
- Possible scholarships
- Other general questions

- Application and questions with regards to the programs offered at SILS
- Questions concerning the SILS curriculum & syllabus, such as credit transfer, application for advanced seminar and tuition fees, etc.
- Other general questions

Email: sils-ac@list.waseda.jp

THINGS TO DO

SILS Academic Orientation for Freshmen (Spring & Fall) CIE Spring Study Abroad Fairs

Getting Ready

- Examine your study abroad objectives
- Strengthen language skills
- Financial preparations (Scholarship, loans, etc.)
- Gather useful information
- Maintain outstanding grades & GPA among others

Begin Study Abroad Program in Fall 2024

*Most students who are admitted in April 2023 should follow this schedule.

*Students who are admitted in September 2023 and wish to apply, please consult the SILS Office and/ or the CIE.

April-September 2023

Acquire TOEFL-iBT or IELTS

October 2023 (TBA)

CIE Fall Study Abroad Fair

October 2023

Internal University Study Abroad Selection Application

November 2023

Internal University Study Abroad Selection Evaluation

**Interview If Necessary*

December 2023

Results of Internal University Study Abroad Selection
&

January – June 2024

Application for Admission to Nominated Host Institution

April - July 2024

Notification of Acceptance to Successful Applicants
by Host Institutions

Fall 2024

Study Abroad Commences

Study Abroad Program Available in Spring 2024

May 2023

Internal University Study Abroad
Selection Application

July 2023

Results of Internal University Study Abroad Selection
October 2023 – January 2024
Admission Application to Nominated Host Institution

November 2023 – January 2024

Notification of Acceptance to
Successful Applicants by Host Institutions

Spring 2024

Study Abroad Commences

Begin Study Abroad Program in Spring 2025

May 2024

Internal University Study Abroad
Selection Application

July 2024

Results of Internal University Study Abroad Selection
October 2024 – January 2025
Admission Application to Nominated Host Institution

November 2024 – January 2025

Notification of Acceptance to
Successful Applicants by Host Institutions

Spring 2025

Study Abroad Commences

Guide to Study Abroad

1. Introduction

Study Plan 2 (SP2) students have the option to attend a one-semester or one-year course at one of our university-wide or bilateral partner institutions. Please note the following difference between Study Plan 1 (SP1) and Study Plan 2 (SP2) students.

***SP1:** Studying abroad for one year is compulsory.

***SP2:** Studying abroad is optional.

Students who are admitted to SILS in April and are expected begin their study abroad programs in their fourth semester, i.e., the fall semester of their second year will be eligible to apply in the fall of their first year.

Students who are admitted to SILS in September may not be eligible to apply in the first semester, due to the programs' requirements. They can apply in their second semester for the program beginning in the following spring semester or their third semester for the programs beginning in the following fall semester.

Please research thoroughly and consult your parents/ guardians before you decide on the study abroad program. Please read this guide carefully and share it with them.

The **Center for International Education (CIE)** of WASEDA University organizes Study Abroad Fairs for prospective students in April or May (Spring Fair) and October (Fall Fair) to help the students better understand the characteristics of the overseas universities, how they differ from one another and to make a sound final decision. Participation is strongly encouraged.

Once the number of preferred universities has been narrowed down, it is important to gather more information about the universities by visiting their websites and seek advice from the Waseda Global Gate and senior students. The brochures of partner universities, the experience reports from former study abroad students and other relevant references are also available at the WASEDA Global Gate. It is located on the 1F of Building 22.

***Global Network Center (GNC)**

The GNC organizes events related to Exchange Programs to provide SILS students with a better image of Study Abroad. SILS Advising is also offered where the students can individually consult their concerns with regards to Study Abroad with the SILS Research Associates (RA).

For more details, please refer to the following link.

<https://www.waseda.jp/fire/sils/en/students/support>

Attention Please

Two important factors that must be noted are that the **GPA** and the **language skills**. They are given a high weight in the selection processes. SP2 students are no exception. Every study abroad program conducted in English sets its own minimum TOEFL-iBT or IELTS score requirement. Few programs accept TOEFL-ITP scores. TOEIC scores and STEP grades, etc., are not valid for the internal university study abroad selection process. You are strongly encouraged to take a TOEFL-iBT test as early as possible, so that you will have a better chance of achieving a high score. Please also take note that the validity of TOEFL score is limited to two years. Please make sure that your TOEFL or IELTS score (other language certifications) is still valid during the application. The CIE and the SILS Office will NOT accept expired test results.

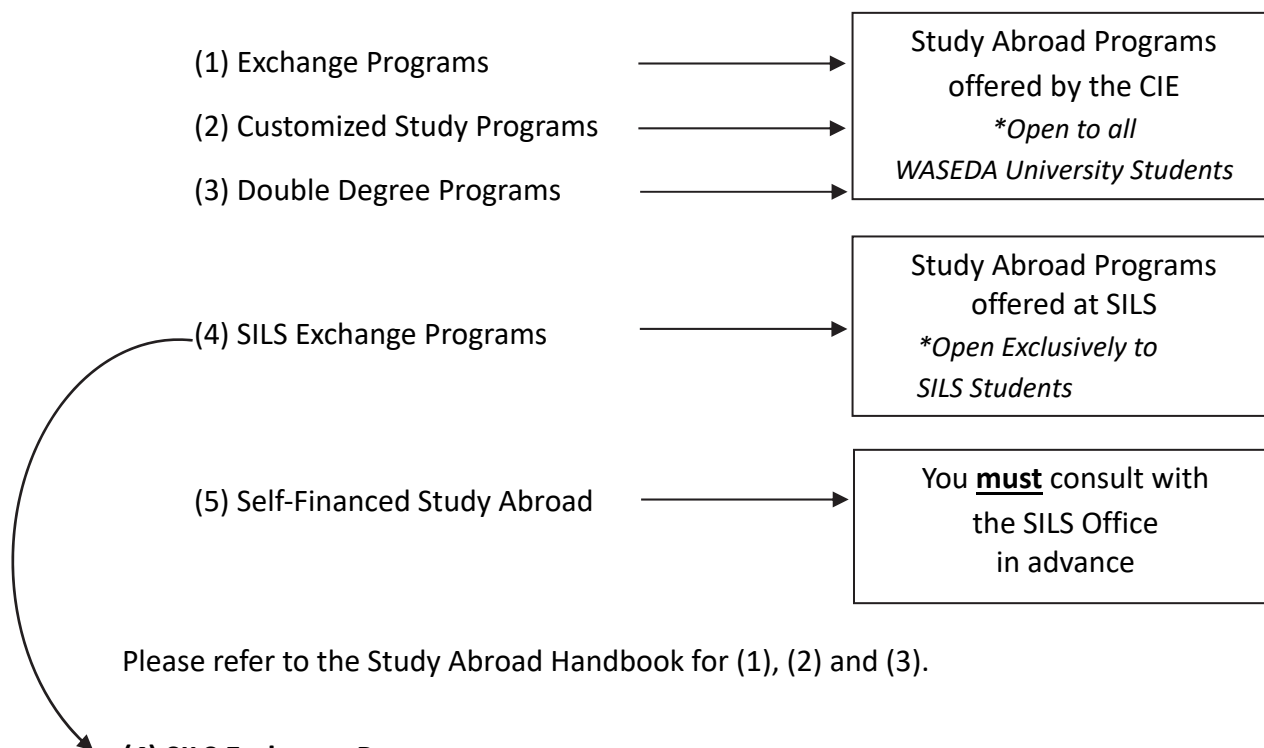
Students who wish to apply for non-English programs are required to have certification proving their proficiency in the language(s) of the program(s). Certification methods vary from institution to institution. Should you wish to apply for the non-English programs, please find out in advance the requirements you must meet, so that you will be able to obtain the required certificates in time.

In addition to this guide, the Study Abroad Handbook 2023/ 2024, published by the CIE, is a must-read for all prospective study abroad students. Please pick up a copy from the SILS Office or visit the CIE/ Waseda Global Gate in Building 22.

Please note that the CIE is responsible for the overall management of the University-Wide Study Abroad Programs of WASEDA University.

2. Types of Study Abroad Programs

There are five different categories.



Please refer to the Study Abroad Handbook for (1), (2) and (3).

(4) SILS Exchange Programs

The following programs are open exclusively to SILS students. The tuition fee payable will be to WASEDA University.

No	Institution & Location
01	University College Maastricht (UCM), Maastricht University, The Netherlands
02	School of Humanities, Social Sciences and Law, Lahore University of Management and Sciences (LUMS), Pakistan (Not Offered in AY2023)
03	Faculty of Humanities and Social Sciences, Victoria University of Wellington, New Zealand
04	Underwood International College (UIC), Yonsei University, South Korea
05	Faculty of Humanities; Faculty of Social Sciences, University of Copenhagen, Denmark
06	Faculty of Social Sciences (FOSS), The University of Hong Kong, Hong Kong

07	East Asia International College (EIC), Yonsei University, South Korea (Not Offered in AY2023)
08	Yuanpei College, Peking University, China
09	Sciences Po Aix-en-Provence, France
10	College of Social Sciences, Koc University, Turkey
11	School of Communication, Hong Kong Baptist University, Hong Kong (Not Offered in AY2023)
12	School of Journalism and Communication, Faculty of Social Science The Chinese University of Hong Kong, Hong Kong
13	Institute for Higher Social Communication Studies, Belgium
14	Vesalius College, Belgium
15	Roanoke College, USA
16	University College Freiburg, University of Freiburg, Germany
17	Yale-NUS College, Singapore
18	The School of Business Management and the Faculty of Economics and Communication BINUS University, Indonesia
19	School of Economics, Finance and Business, Universiti Utara Malaysia, Malaysia
20	Faculty of Humanities and Communication, CEU San Pablo University, Spain
21	Department of Politics and International Relations, Goldsmiths College University of London, The United Kingdom

*ALL the programs will require the GPA to be at least 3.0 or higher.

*Each institution is expected to receive one or two SILS students. **Subject to change*

*A partner may not offer placement in certain year(s), so please check with the SILS Office directly.

(5) Self-Financed Study Abroad Program (Privately-Financed)

SILS has established a set of rules for Self-Financed Study Abroad. Please read the following explanations carefully and consult with the SILS Office TEN months in advance.

I . Applicable Student – SP2

Students who wish to study abroad for one semester or one year on a program other than those offered by the CIE or at SILS.

II . Relevant Programs

The relevant programs must meet all the following conditions.

- 1) The program must be offered by a university or a higher tertiary educational institution in a foreign country.
- 2) The program **must not be offered by an existing exchange program partner university of Waseda University and SILS**. The educational level of the program must be equivalent to or higher than that of the existing CIE or SILS programs.

✕ Language school programs, working holiday, internship programs are NOT eligible. If you wish to participate, you will need to take a leave of absence.

✕ Summer/ Spring short-term study-abroad programs are also NOT eligible.

III . Period

- 1) One Year – April 1 to March 31 the following year, or September 21 – September 20 the following year
- 2) One Semester – April 1 to September 20, or September 21 to March 31 the following year

✕ *An extension might be permitted under special circumstances. The maximum period is one year.*

IV . Tuition at WASEDA University and Status While Studying Abroad

✕ *The rules may be subject to change as the criteria are designated by the University.*

Status on School Register	Recognized Study Abroad	Leave of Absence
Whether the program period is counted as a registered period	Without credit transfer, the program period will not be counted as a registered period.	The program period will not be counted as a registered period.
Credits Transfer	Credits are transferred on a course-by-course basis. Application is obligatory.	Credits are NOT transferrable.
Tuition at WASEDA University	¥51,500 per semester, plus a transfer fee per credit.	¥51,500 per semester.

- ※ For AY2023 departure, the credit transfer fee is ¥50,300 per credit. Regardless of the total number of credits transferred, the student will not be charged more than the regular WASEDA University tuition and fees for the period(s) abroad.
- ※ For students who are enrolled in SILS from April 2010 to September 2013, the Basic Education Enhancement Fees (¥50,000) must be paid in the third semester, even if the student spends the semester abroad.
- ※ In the 8th semester, the Alumni Association Fee (¥40,000) will be levied.
- ※ A student who studies abroad beyond the 8th semester will pay the full WASEDA tuition fees. In doubts, please contact the SILS Office.

V. Credit Transfer

1) Category and Maximum Number of Credits

Category	Number of credits
Required Credits for Graduation (Elective)	Maximum 40

- ※ Please kindly note that the maximum number of transferable credits will be up to 40 credits, regardless of the number of study abroad programs a student may have participated. In doubts, please consult the SILS Office.

2) Credit Estimate

The course units to be recognized will be based on your achievements in relation to the standard course load of the program in which you are enrolled. Students who successfully undertake a standard annual course load at their host institution should expect to earn credits within the range typically achieved over two semesters by a SILS student. It is estimated to be between 32-36 credits. Please note that it is subject to the final approval of the SILS study abroad committee.

3) Description on Transcript

When a student completes a study abroad program offered by the CIE or SILS, SILS will evaluate the credit-transfer application and determine en-bloc the number of credits earned. They will be indicated as Transferred (Study Abroad), without grades, on their transcript. For the credits earned on a self-financed study abroad program, they will be categorized like other required credits and listed on the transcript by the course title, with the grade earned.

VI. Application Procedures

1) Advanced Consultation

If you plan to take part in a self-financed study abroad program, please consult with the SILS Office at least TEN (10) months before the semester you plan to begin the study abroad. An interview will be conducted with the Associate Dean.

2) Required Documents

Please submit the following documents SIX (6) months prior to your starting semester. It must be in English or Japanese.

- ① Designated Application Form
- ② Study Plan (Designated Form)
- ③ Summary of the Program

**Admission Guidelines, Brochure, Official Curriculum, Syllabus, Handbook, HP, etc.*

***Waseda University and SILS will not sign a Memorandum of Understanding with the self-financed study abroad program institution.*

3) Evaluation & Approval

The SILS Study Abroad Committee will evaluate your application and determine whether you will be permitted to go abroad as a “Study Abroad” SILS student or to take a leave of absence.

VII. During Study Abroad and Return to SILS

Study Abroad

You must take *personal responsibility* during the self-financed study abroad. Please note that support from WASEDA University will be limited, in comparison to the study abroad programs offered by the CIE or at SILS. You must also be enrolled in the traveler’s insurance designated by WASEDA University throughout the self-financed study abroad program. No exception will be granted.

Return to SILS

1) Required Documents

- ① Certificate of Enrollment Period
- ② Transcript

**Both ① and ② must be original and be issued by the host institution.*

If the documents are not completely submitted or the program is significantly different from the original study plan, the Study Abroad Committee reserves the rights to reject the program as “Study Abroad”. No credits will be awarded.

2) All Required Documents for Credit Transfer Approval

You must submit the original transcript and curriculum/ syllabus of each course issued by the host institution. You must also complete the Study Abroad Credit Transfer Form on MyWaseda.

3. **Study Abroad in Non-English-Speaking Countries**

WASEDA University offers study abroad programs in languages other than English. Students who are planning to apply for a non-English program should begin to study the language without further delay. Language acquisition requires time. Student who only start to study a foreign language, besides English, after being admitting into SILS, are encouraged to choose a Customized Study (CS) Program for that language rather than an Exchange (EX) Program.

SILS also offers courses in six other foreign languages, namely Chinese, French, German, Korean, Spanish and Russian. Please refer to the Course Registration Guide for more details. If you are interested in other languages, you may find the appropriate language courses at the Global Education Center (GEC).

4. **Preparation**

A study abroad experience can have a significant impact on your studies, student life, and future aspirations. It is important that you have clear reasons why you plan to go to the universities of your choice, specific objective(s) to fulfill during the program, and what you expect to learn from the study abroad experience.

All applications will be thoroughly evaluated based on a myriad of factors, which will include the Grade Point Average (GPA), language skills (TOEFL, IELTS and other foreign language certifications), study/ research plan and interview(s). Successful applicants will be determined according to their ranking among the students who have applied to the same program.

In order to apply, you **must** meet the language requirements and the academic requirements (GPA) set by the host institution. You **must** submit a study/ research plan and may be asked to take an essay test and/or an interview, if the need arises. More details will be announced at the Study Abroad Fair and during the application period.

For the calculation of GPA, please refer to the SILS Guidebook for Students and the Study Abroad Handbook issued by the CIE. Please note that the SILS and CIE GPA calculations are different.

The WASEDA University Study Abroad Programs, hosted by the CIE, are open to students of all undergraduate and graduate schools. Applicants will be competing not only with their fellow SILS school mates, but also with the students from the other schools. All prospective study abroad students are strongly encouraged to work on improving their language skills, academic performance and establishing clear goals.

Students who are admitted in April and plan to pursue their study abroad programs in their fourth semester (the fall semester of their second year) should apply in October of their first year. You will have half a year to prepare for your application. Start your planning now, examine all the available options and prepare yourself academically.

5. Seeking Advice

If you have any questions, please do not hesitate to contact your Academic Advisor. SILS students can consult with the Research Associates (RA). For appointments, please refer to the SILS HP. For questions with regards to the paperwork, please contact the CIE (University-Wide) or the SILS Office (Bilateral Study Abroad).

6. Schedules for Application and Selection

In AY2023, the University Study Abroad Programs will accept application according to the following schedules. **Please check the actual deadlines at the Study Abroad Fairs, if organized, and refer to the CIE HP regularly.** Please note that no late applications will be accepted.

Distribution of Study Abroad Handbook (CIE)	Around Late March
---	-------------------

Spring Semester Recruitment

Spring Study Abroad Fair.....	To Be Advised
*Application Deadline	Mid-April to Mid-May
*Selection Process	End-May to June
*Result Announcement	In July
<i>*Subject to change, so please check the CIE HP regularly.</i>	

Fall Semester Recruitment

Fall Study Abroad Fair	To Be Advised
*Application Deadline	Mid to Late October
*Selection Process	Late October – End-November
*Result Announcement.....	Early December
<i>*Subject to change, so please check the CIE HP regularly.</i>	

The programs open to students in the spring semester are primarily from the universities in the Oceania, South America and South Korea, which normally begin their school year in February or March. If you plan to study in the countries where the school year begins in the spring, please apply in April-May, one year in advance.

A larger number of overseas universities, especially the institutions in the United States and Europe, enroll students from the fall semester, which usually begin in August or September. Students who plan to study at the universities in these regions must apply during the October-November recruitment, one year in advance. Some programs, especially the one-semester programs, recruit in both seasons. Please refer to the CIE HP for the latest updates.

In principle, SILS students are not allowed to begin the study abroad program without completing three (3) semesters. Some European universities will only accept a student after the completion of four (4) semesters. Due to factors such as job hunting and curriculum, SILS will recommend that students enrolled in April to apply in their second semester and start their study abroad in their fourth. For students who are enrolled in September, they may wish to apply in their third semester and start their study abroad in their fifth.

In the following case, a student may apply for the programs that start from their third semester.

Some programs have a different selection schedule. It takes place in the semester immediately before the program begins. Students in the second semester will be allowed to apply, as long as they meet the selection criteria. Please note that such recruitment is rare. Please check the CIE HP for more details.

7. Eligibility and Departure

In the following circumstances, your application may be rejected or you may not be allowed to depart for the program, even if you have passed the selection process.

1) Academic Probation

Students who have earned **less than ten (10) credits in one semester** will be placed under Academic Probation the following semester. He/ She may not be allowed to depart for study abroad unless the conditions are fulfilled. For more details, please refer to the Guidebook for Students.

2) Poor Grade Point Average (GPA)

GPA is an evaluation system based on the grades the students have earned. At SILS, if the cumulative GPA is very low, the study abroad application can be rejected.

3) Considered to be “Unqualified” at the Study Abroad Readiness Evaluation

At the Study Abroad Readiness Evaluation, your readiness for study abroad, including attitude in classes, language proficiency, adaptability to different cultures, manner and maturity, will be evaluated by the CIE and SILS. Students who need to undergo this process will be notified separately.

4) Previously Withdrawn from a Program after Successful Selection without an Appropriate Reason

Withdrawal from a Study Abroad Program without an approved reason after a successful application will result in the permanent loss of eligibility to apply again. This applies to both the CIE and SILS programs. Reasons such as planning to attend a different program or military service are not recognized.

Note to Foreign Students

If your student visa expires during the study abroad, you need to apply for a Certificate of Eligibility (COE) and possess a proper student visa before returning to Japan. The SILS Office will provide the necessary support. For more information, please contact the SILS Office.

8. Procedures BEFORE & AFTER the Program

Please refer to the following two charts.

Before the Program	
(1) Duration/ Credits/ Course Registration	
<ul style="list-style-type: none"> ● Period of Attendance 	In principle, students who participate in one of the University (CIE) or SILS Study Abroad Programs are allowed to stay in the program for <u>one year</u> . The Study Abroad period will count as a period of attendance at WASEDA University.
<ul style="list-style-type: none"> ● Credits 	Students participating in the WASEDA University Study Abroad Programs can apply to have the credits earned at the host universities, and which SILS accepts as valid, transferred to WASEDA University for graduation purposes. A <u>maximum of 40 credits</u> can be accredited and recognized as SILS credits. The credit transfer methods are outlined in Section 9.
<ul style="list-style-type: none"> ● Course Registration – Precautionary Note 	Students who are taking other full-year courses, such as “Athletic Club”, offered at the Global Education Center, please be sure to consult with the SILS Office in April. It is important to gather sufficient information about the procedure for the “Intermission (Study Leave)”.
(2) Paperwork Before Departure <i>*For CIE Study Abroad Programs</i>	
Please follow all the instructions carefully. It is compulsory to attend the orientations organized by the CIE and meet all the deadlines for document submission. Students from the other schools are required to submit a Notification of Study Abroad. SILS students are exempted.	

After the Program	
(1) Procedures	Please complete the following procedures after the Study Abroad Program is complete. For more details, please refer to the SILS HP and MyWaseda.
● Documents	<p>① Credit Transfer Application Form on MyWaseda SILS HP https://www.waseda.jp/fire/sils/en/students/study-abroad/ Credit Transfer Procedure → Study Abroad Credit Transfer Application Form [For students returning in April (or September) 20**]</p> <p>※ All the courses that are listed in the original transcript must be clearly indicated in the application form. In the event the number of courses in the application form does not correspond with the original transcript, the submission will be rejected.</p> <p>※ If you plan to have credits transferred to the “Other Foreign Languages” , or the “Japanese Language” courses, you must submit the official documents which certify the number of hours (or minutes) attended.</p> <p>② Official Transcript in English <i>Must Be Issued by the Host Institution</i> *Please attach a translation in English or Japanese if an English transcript is not available. ※If possible, please return with <u>two (2) official copies</u> of the transcript, one for your personal use and the other for credit transfer. You can send it by post to the SILS Office.</p> <p>※ Please request your host institution to issue the transcripts directly to you or mail them to your home address, even if you were informed that a copy would be sent to WASEDA University or SILS. Though a transcript may be directly dispatched from the host institution to WASEDA University, there have been cases where the credit transfer approval is substantially delayed due to late arrival. You are strongly encouraged to request for the official transcripts before departure.</p>

		<p>※All submitted documents and transcripts will NOT be returned.</p> <p>※ We may accept an official PDF transcript issued directly by the host university or a transcript issued over a recognized and secured online system.</p> <p>③ Other Supplementary Certificates You may be required to provide official documents on the courses taken but they are not listed on the official transcript. Some examples will include Customized Study (CS) modules and internship. Please consult with the host institution.</p> <p>④ My Portfolio Please submit a report on your academic work and other social activities during your study abroad and your future career goals.</p>
(2) Course Registration		Please check the registration schedule on the SILS HP and complete your course registration.

9. Study Abroad Credit Accreditation

Credits earned during the study abroad period can be converted to the equivalent number of WASEDA University units in accordance with the stipulated credit transfer outlines. Please note that it is NOT a direct credit transfer.

Credit Transfer Outline

- Recognition of the number of WASEDA University credits will be based on your achievements in relation to the standard course load of the enrolled program.
- A student who has successfully completed a standard annual course load at his/ her host institution should expect to earn 32–36 units, typically achieved over two semesters by a student studying at SILS. This is subject to final approval.
- The number of WASEDA University credits accredited will be based on the credit units earned at the host universities, class hours, educational contents, level of difficulty, the grades (GPA) earned in the actual courses and academic standing.
- It is the responsibility of the student to be acquainted with the credit system employed by the overseas program. This will include the credit units employed (e.g., “Earned Hours” or “Earned Modular Credits” in many American institutions, or “ECTS Units” in most European countries), the relative credit weightage of different courses and the standard course load. The standard course load on many Customized Study (CS) programs will include specific CS modules designed for WASEDA University students and general courses available to local students. CS courses for WASEDA University students may often not be evaluated in local credit units. In case of uncertainty, please consult the local program coordinator.
- Recognition will be given to the total number of credits earned, not to the specific courses taken and the grades earned. With some exceptions, all credits transferred are included in the **Elective Course** category under the SILS curriculum.
- The recognized credits are shown as grade **P** (Accredited) with the course title, **Transferred (Study Abroad)**, in the grade report available on MyWaseda. These credits will not affect your GPA. On the official transcript, the total number of credits earned will be reflected in the column of remarks, with the name of your host institution and the period of study.

**In the event of a Self-Financed Study Abroad program, the credit transfer will apply to every individual course that is taken at the host institution. The credits are reflected on your transcript with each course title, as elective courses, and the grades (A+– C) will affect your GPA.*

- All courses listed on the official transcript with a Passed grade or above (such as A, B, C) qualify for credit accreditation. Courses noted as Failed will not be considered.
- The maximum number of WASEDA University credits that can be recognized is **40**.

Application Procedures and Required Documents

Please submit the following documents.

1. Study Abroad Credit Transfer Application Form via MyWaseda.
All the courses listed on your official transcript must be explained in detail.

2. Please submit the following documents to the SILS Office.

A. Official Transcript In English Issued By The Host Institution

*Include an English or Japanese translation if it is not in English

*Paper-based original will be the most ideal. Printouts of PDF files will NOT be accepted unless it is officially issued and sent by the host institutions.

- B. If you would like to have the credits earned at your host university recognized as the Other Foreign Language or Japanese Language courses, please submit all supporting documents which show the class hours.

Credit Transfer Period

- The SILS Study Abroad Committee will evaluate all the completed credit transfer applications after each stipulated deadline. The final application deadline is usually between three to four months from the semester you re-start your studies at SILS. For the latest updates, please refer to the SILS HP.

Important Note - Change of Result Notification Date

There is a possibility that your credit transfer result notification will be delayed if other students who studied at the same host institution failed to submit their application in time.

The schedule is **for your reference only**.

✕Credit Transfer for Other Foreign Language and Japanese Language Courses

- Students may choose to transfer the language credits, other than English and Japanese, earned during the Study Abroad Program, to be recognized as Other Foreign Language (Compulsory) courses at SILS rather than an Elective Course. The applicants must fulfill the actual class time to meet the conditions for blocks of two (2) credits. Single (1) credit will NOT be recognized.
- SP2 students may transfer the Japanese credits earned during the program to be recognized as the Japanese Language credits at SILS rather than an Elective.

The applicants must fulfill the actual class time to meet the conditions for blocks of six (6) credits. Blocks of less than 6 credits will not be recognized.

- In both cases, the general SILS Curriculum requirements must be complied with, and the following calculation method will be employed.

Number of Credit Units = Actual Class Time (in Minutes) ÷ 1400

Actual Class Time = (No. of weeks) × (No. of classes per week) × (Minutes per class)

**Omit all figures following decimal points*

- The recognized credits are shown as grade **P** (Accredited) with the course title, Transferred (Study Abroad) in the Other Language or Japanese Language category in the grade report. “Other Language” credits will be deducted from total study abroad credits (Electives). The total number of transferred credits will not change.

Example

Total Transferred Credits: 30 (including 4 Other Language credits)

= 26 credits for Electives and 4 credits for Other Language

- On the official transcripts, the total number of recognized credits is shown in the column of remarks, with the name of the host institution and the period of study.

※Credit Transfer Arrangement for Internship, Tutoring and Volunteer Programs

A. Programs Organized and Recognized by the Host Institution

If the program is listed on the official transcript and other official certificates, credits may be included in the total number of Elective Course credits earned during the Study Abroad Program. Submission of the relevant certificate(s) and an application on MyWaseda will be required.

B. Programs NOT Organized or Recognized by the Host Institution (Internship only)

Before you start the internship, please follow the procedures stipulated by the WASEDA University Career Center. In the event the program is recognized as an internship, credits may be accrued. Please contact the Career Center **BEFORE** the internship begins. The registration must be submitted at least one week in advance.

※Students Returning in the Ninth (9th) Semester or Later

The tuition fees for students who have been enrolled for more than EIGHT (8) semesters are calculated based on the remaining credits they have before graduation. For students returning to SILS after a Study Abroad Program in their extended ninth (9th) semester or later, the credits to be transferred may not be considered in the calculation of their tuition fees for the returning semester. Students will pay the full tuition in the extended semester if he/ she is on a study abroad program.

10. Payment of Tuition Fees While Studying Abroad

You must complete the WASEDA University tuition fee payment BEFORE the start of the Study Abroad Program. All the tuition fees and/ or program fees must be paid on time while studying abroad. In the event that you failed to do so and missed the deadlines, you will be expelled from WASEDA University, and your Study Abroad Program will be suspended immediately. Your student status while studying abroad will be canceled. The credits earned in the foreign institution will not be accredited. Please pay extra attention with regards to the tuition fees.

(1) Customized Study (CS) Programs

The host university program fee should be first paid to WASEDA University, and thereafter, you will be exempted from paying the WASEDA University tuition fees, excluding the Student Health Promotion Mutual Aid Association dues (1500 yen). The payment method and the period differ across host institutions. More details will be provided by the CIE Office before departure. You must complete the payment for WASEDA University tuition fees BEFORE you pay the program fees.

(2) Exchange Programs, Double Degree Programs, SILS Study Abroad Program

- ① You will pay the host university program fee through WASEDA University and be exempted from paying WASEDA University tuition fees as in (1), excluding any Basic Education Enhancement Fees and the Student Health Promotion Mutual Aid Association dues.
- ② In most of the regular programs, you will only pay the regular tuition fees of WASEDA University and be exempted from the host university tuition fee. Some institutions may require the students to pay other charges, such as local national health insurance, etc.

For ②, the WASEDA University tuition fee will be automatically deducted from your account in Japan.

Regular Students

Deduction Date in Spring: May 1

Deduction Date in Fall: October 1

Students In or After The Ninth (9th) Semester

July 1 and December 1

**If the dates fall on a Saturday, a Sunday or a national holiday, the deduction will take place on the next business day.*

- The person registered as the tuition payer will be notified by mail about two weeks before each transfer. Please maintain sufficient balance in your account before the deduction date. You can refer to the Guidebook for Students for the amount of payable tuition fees.
- If you are registered as the tuition payer and are receiving the notice of payment, you need to register a person living in Japan as the tuition payer before you depart since the notice cannot be delivered overseas. Please fill out the prescribed form at the SILS Office.
- Since the payment is made through the automatic deduction method, please ensure there are sufficient funds in your account before the deadline. Deduction after the designated date will NOT be available. Please note that the transfer from your overseas bank account to your account in Japan will take several working days, and the funds may not arrive before the deduction date. Please act in advance. To avoid any failed payment, please refer to the Guidebook for Students or the SILS HP for more details.
- When a student in his/ her ninth (9th) semester or later attends a Study Abroad Program where they pay the tuition fees to WASEDA University instead of the host institution, the full tuition fee will be levied, regardless of the number of remaining credits.

11. Scholarships

For more details, please refer to the CIE Study Abroad Handbook 2023/ 2024.

12. Graduation Semester

In principle, students are not permitted to graduate in the semester when he/ she is expected to complete the study abroad (exchange) program.

Frequently Asked Questions (FAQs)

1. What must I accomplish to pass the domestic screening?

Your GPA and Scores for Language Proficiency (TOEFL, IELTS, Certification for Other Foreign Languages, etc.) are extremely important. For students who are admitted in April, the GPA of the first semester will be used to assess your application in fall. We will strongly encourage all students to register for courses very carefully as a poor GPA will affect your options.

2. What are the major differences between the Spring and Fall departure?

The Fall application offers a larger number of programs and a wider range of options. For Spring, the programs will focus on the regions in the Southern Hemisphere, such as the Oceania, South America and South Korea.

3. What are the types of Study Abroad Programs being offered?

There are four major categories.

- A. Double Degree Programs (University-Wide)
- B. Exchange (EX) Programs (University-Wide)
- C. Customized Study (CS) Programs (University-Wide)
- D. SILS Exchange/ Study Abroad Programs (SILS Students ONLY)

For more details on A, B and C, please refer to the CIE HP.

<https://www.waseda.jp/inst/cie/en/from-waseda>

D. <https://www.waseda.jp/fire/sils/en/students/study-abroad/>

4. Where can I seek consultation on Study Abroad?

To learn more about the University-Wide programs, please visit the WASEDA Global Gate. It is located on the 1F of Building 22.

<https://www.waseda.jp/inst/cie/en/access>

SILS Advising offered by the Global Network Center (GNC) also provides consultation services exclusively for SILS students.

<https://www.waseda.jp/fire/sils/news/2022/07/22/14742/>

For inquiries on credit transfer application and the SILS Study Abroad Programs, please contact the SILS Office.

<https://www.waseda.jp/fire/sils/en/students/study-abroad/>

5. Where can I read the CIE FAQs?

<https://www.waseda.jp/inst/cie/en/from-waseda/faq>

6. Where can I access the CIE Program lists?

<https://www.waseda.jp/inst/cie/en/from-waseda/abroad/programlist/list>

7. How can I learn more about Study Abroad scholarships?

<https://www.waseda.jp/inst/cie/en/from-waseda/aid>

8. How can I learn about the programs in the previous years?

<https://www.waseda.jp/inst/cie/en/from-waseda/abroad/1year>

9. Are all SILS students guaranteed to study abroad after passing the domestic evaluation?

No. The status of the domestic screening at the CIE and SILS is conditional. The host institutions will make the final decision. An applicant may receive the official acceptance notice right before departure.

10. How many programs can I apply to?

CIE University-Wide Programs: Up to SEVEN (7) **Subject to change*

SILS Bilateral Programs: Up to FIVE (5)

****Please kindly note that a student cannot apply to the CIE and the SILS programs at the same time.***

11. What and when are the Study Abroad Fairs?

The fairs are held twice annually, generally in April or May (Spring) and October (Fall). Students will be able to learn more about the available programs and the application procedures. Submission of application will usually start AFTER the fairs.

*As a result of the worldwide infectious disease alert, on-campus fairs did not take place in 2020, 2021 and 2022. A special study abroad website has been set up by the CIE. Please refer to the CIE HP for more details.

12. Can I select a specific department or a major at the host institutions?

It is possible, but please kindly note that conditions will apply, and the number is limited. To learn more, please refer to the following link.

<https://www.waseda.jp/inst/cie/from-waseda/abroad/programlist/list>

13. When will the departure to the host institution be?

It is usually one year AFTER the CIE Study Abroad Fairs and application. Please note that departure half a year after the fair and application is extremely rare.

14. When does the application start? How should I apply?

For the University-Wide Study Abroad Programs, please attend the CIE Study Abroad Fairs to learn more about the schedules, deadlines and procedures. Please refer to the CIE HP for more details. For the SILS Bilateral Study Abroad Programs, please refer to the SILS HP for the application details. An on-campus seminar will be held in late September, subject to change. The deadlines are different so please take note.

15. How many semesters must I complete in WASEDA University in order to start my study abroad?

In principle, you are required to complete THREE (3) semesters before departure. SILS will recommend our students who are admitted in April to begin their Study Abroad Programs in the fourth (4th) semester. For students who join SILS in September, it can begin in the fifth (5th) semester. The student can apply for programs that begin before the 5th semester, should the conditions be met. Please note that the number of programs which begin in the third semester is very limited.

16. Can I change the host institution?

No. The decision is final.

17. What is *mutual tuition fee exemption*?

Students from WASEDA University will pay the tuition fees equivalent to that of WASEDA University, and not the host institution, regardless of the tuition fee difference. Please do note that some institutions may ask for other additional fees to cover costs. For students who are attending *Customized Study Programs (CS)*, the fees will be paid directly to the host institution. You will not be required to pay the tuition fees to WASEDA University, except for the student health promotion mutual aid association dues.

18. What are the expected costs of studying abroad?

Depending on your destination, the costs will vary. Please consider the following factors carefully – books, lodging (dormitory/ private apartment/ share-house/ flats), domestic and international travels, insurance coverage (including compulsory national health insurance policies in the host nations), other possible medical treatments, entertainment and all other personal expenses.

IMPORTANT

Please make sure that your parents, guardians and/or guarantors, who will be financing your Study Abroad Program, are fully aware and supportive of your plans and final decision. It is your personal responsibility to consult them and share the necessary information. They will also be required to sign on the official pledge of agreement (waiver). The CIE and the SILS Office will be able to advise whenever necessary, so please do not hesitate to contact us when in doubts.

19. I am planning to take a rather similar course or a course with the same subject-title of a course I have taken at WASEDA University. Can the credit(s) be transferred?

In principle, the credits indicated on the *official transcript* can be transferred to WASEDA University, subject to the checks and final approval of the SILS Study Abroad Committee. You are strongly encouraged to take this rare opportunity to register for a different course and learn something new.

20. Can the credits for language(s) and Physical Education (PE) classes be transferred to WASEDA University?

It is possible if they are indicated on the *official transcript*. Please kindly note that the number of credits earned for such classes may be lesser, when compared to a regular seminar/ lecture course and tutorial.

21. I would like to take the same class in both the semesters during the Study Abroad Program. Can the credits be transferred to WASEDA University?

It is NOT acceptable, unless you failed it in the first semester, or you have a special reason to do so. It is possible for consideration, subject to approval, if both the courses, together with the credits and grades, are clearly reflected on the *official transcript*. We would strongly encourage you to take this rare opportunity to register for a different course, challenge yourself and learn something new.

22. The Teaching Assistant (TA) activity counts for credits at the host institution. I am a Teaching Assistant (TA) for a Japanese language class. Can the credits be transferred to WASEDA University?

As long as the TA activity is clearly reflected on your official transcripts and other recognized certificates, it is possible to transfer the credits to WASEDA University. This will also apply to internship.

23. I am taking language classes at an external language school, which is NOT affiliated with the host institution. Can the credits earn at the language school be considered and transferred to WASEDA University?

No. It is possible IF the language classes at the external language school are reflected on the *official transcript* of the host institution, including the number of credits, grades and lesson hours. In the event you are issued a completion certificate by the language school only, the credits will be considered separately. You must be prepared to submit all the relevant official documents. Please note that such credits will be subject to the final approval of the SILS Study Abroad Committee.

24. How can I notify a change of address and telephone number of my guardian(s)/payer(s) of the tuition fees during my Study Abroad Program?

If you are NOT living with your guardian before the Study Abroad Program, please submit a prescribed form to the SILS Office.

If you are living with your guardian before the Study Abroad Program, please change the address from MyWaseda (→My Profile).

Please maintain sufficient funds for the tuition fees in your bank account in Japan.

25. [VERY IMPORTANT] I would like to transfer my credits and graduate in the SAME semester when I complete the Study Abroad Program. Is it possible?

No. There is the risk that the transcripts from the host institution may fail to be delivered on time and/ or the document evaluation process may be postponed due to unforeseen circumstances. Without completing the credit transfer and earning all the required credits, it will not be possible to graduate from SILS. Even if you are scheduled to start your career or attend a graduate school, SILS will not be able to grant any special provisions. Please check the schedule with extreme care.

The student is fully responsible for the credit transfer application. Please plan with utmost care and ensure that the credit transfer period and the graduation semester do NOT overlap.

26. When I return from my Study Abroad Program, it will be my ninth (9th) semester (or beyond) at SILS. How will my tuition fees be calculated?

For the students who are enrolled in SILS for more than EIGHT (8) semesters, the tuition fees will be calculated according to the number of credits left for graduation. For the students returning from their Study Abroad Programs in the 9th semester or beyond, please kindly note that the credits expected to be transferred from the Study Abroad Program may not be considered in the tuition fee calculation. It will be based on the remaining credits BEFORE the departure to the study abroad host institution. In doubts, please contact the SILS Office for more details.

27. Can I graduate in the same semester from SILS Waseda, when I am expected to complete my study abroad program at the host institution?

No, it is NOT possible.

=*=*=*=

School of International Liberal Studies

<English>

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

<Japanese>

<https://www.waseda.jp/fire/sils/>



Published by the School of International Liberal Studies

April 1, 2023

©WASEDA University All Rights Reserved