

Waseda University
School of International Liberal Studies (SILS)
Bilateral Study Abroad Programmes
Study Abroad Agreement
Fall Semester 2025 – Spring Semester 2026

To the Dean of the School of International Liberal Studies (SILS)

I, as an applicant to and participant in the School of International Liberal Studies (SILS) study abroad programme (hereafter "study abroad programme"), fully understand and agree to the terms and conditions indicated below. I also agree not to lodge any formal complaint or protest if I lose the right to participate in the study abroad program and/or receive support from SILS by failing to comply with these terms and conditions.

1 . Attitudes toward Study Abroad

- 1) I understand the purpose of the study abroad programme and will concentrate on my studies to the best of my abilities.
- 2) I agree to complete all the courses required by the programme.
- 3) I understand that I may be required to return to Japan and will do so if my academic performance does not reach the standard of the host university.
- 4) Understanding that I am a representative of Waseda University and must act responsibly, I agree to comply with the laws of my host country and regulations of my host university and Waseda University during my study abroad period. I will also follow the instructions of the faculty members and advisors at my host university and respect the standards of decency in my host country.
- 5) I will not hold Waseda University responsible for any loss, damage and/or corrective actions caused by disaster, riot, terrorism, unforeseen accidents, infectious diseases, crimes, among other unforeseen circumstances, during my study abroad period.
- 6) If during the period of my study abroad, I cause damage to my host university or a third party due to willful intent, negligence, a violation of the law or public order and morals, I will not hold Waseda University responsible for the cost of damages made to the host university or a third party. If Waseda University bears liability for damages caused to the host university or a third party by myself, I will take responsibility to compensate damages incurred to Waseda University.

2 . Procedures

- 1) I will submit all the necessary documents related to my study abroad programme by the deadlines.
- 2) I agree to take full responsibility to check and proceed with all the necessary procedures required for the programme, including submission of necessary documents, obtainment of a passport and visa, completion of procedures required by SILS to participate in the study abroad programme and to return to the school, arrangements for credit transfer, payment of tuition and other academic fees, procurement of insurance, etc.
- 3) I understand that even if I am nominated as a candidate for the study abroad programme, it does not guarantee my participation in the programme. The concerned university has the right to reject my application and the rejection rest on the conditions and circumstances of the concerned university.
- 4) I understand that I am not allowed to withdraw from the study abroad programme once SILS nominates me as a candidate for the study abroad programme unless SILS recognizes my reason as valid and gives me approval to withdraw from the study abroad programme.

- 5) I understand that the extension of the programme is not allowed in principle.
- 6) I will go through the needed procedures at the SILS Office to return to and resume my education at Waseda University after the completion of the study abroad programme.
- 7) The guardian must be a person who is capable of cooperating with Waseda University, guide and support the student so that the student can carry out learning/ research activities smoothly.
- 8) I have secured permission and agreement from my financial supporter such as my guardian before making an application to prepare sufficient financial resources for the estimated expenses for all programs to which I intend to apply at the time of the Application Registration.
- 9) I agree to pay all the fees (tuition to Waseda University, programme fees, etc.) by the due date. I understand that any delay in payment of these fees may cause difficulty in approval of credits after finishing the study abroad programme and course registrations for the following term.

3. Suspension/Change of the Program

- 1) Depending on the situation of public security and infectious disease in the country (region) of the student's study abroad destination university, Waseda University will formulate plans (including change into online courses) and may determine to suspend or postpone the study abroad programme and advise the student to return to Japan, based on information (mainly the Travel Advice and Warning on Infectious Diseases) issued by the Japanese Government (mainly the Ministry of Foreign Affairs). Therefore, the student needs to understand such possibilities in advance and follow Waseda University's instructions promptly.
- 2) The student needs to agree that the student may be required to bear cancelation fees, penalty fees, additional fees and other fees incurred by the cancelation, postponement or advice to return to Japan.
- 3) In the case where the study abroad destination university determines to formulate plans (including change into online courses), suspend or postpone the study abroad programme and advise the student to return to Japan, the student must follow the actions stated in 1) and 2) above.

4. Risk Management (Applies to the programmes by traveling only)

- 1) I agree to purchase the insurance plan for the period of my study abroad and register for crisis management service as designated by Waseda University.
- 2) I agree to purchase both the insurance plan designated by Waseda University and the one designated by my host university if the latter requires me to purchase a separate insurance plan in addition to the one designated by Waseda University.
- 3) Concerning the insurance plan designated by Waseda University, the start date of coverage will be the day I depart from Japan (*however, if my flight departs late at night, the coverage will start on the day I leave home). If I am of foreign nationality and decide to stop at my home country before going to the country of my host university, the start date of coverage will be the day I leave Japan.
- 4) If there is any accommodation designated by my host university or Waseda University, I will stay at that accommodation during my study abroad period.
- 5) I understand that if any accommodation is not designated, I will be responsible to secure a place to stay on my own.

5. Provision of Personal Information

- 1) I agree to allow the SILS Office to share my personal information with my host university in order to administer the study abroad programme.
- 2) I agree to allow the SILS Office to receive my academic and/or other personal information from my host university for the purpose of the administration of the study abroad programme and for my

safety.

- 3) I agree that the SILS Office shares the necessary information with my guardian, without obtaining my consent, on the grounds of risk management or other purposes.
- 4) I understand that the SILS Office may use the personal information I have submitted in order to contact me and to invite me to events and various briefing sessions held by SILS/ Waseda University as someone who has experienced studying abroad.
- 5) (Only for Programmes by Traveling) I agree to have a copy of my passport with my personal information (such as my name, birth date, gender, passport number, and expiration date of the passport) to be shared with the travel agency and airline company by Waseda University if it becomes necessary for the university to make a tentative reservation for a return flight if I apply for a programme that provides group flight airline tickets.
- 6) (Only for Programmes by Traveling) Regarding the personal details of myself and my guardian which were provided at the time of purchase of the said insurance plan, registration at the crisis management service, registration at the rental service company of portable international telephones, and arrival at the travel destination as well as details of any accidents I get involved in during my study abroad period (hereafter "personal information") , I agree to share such information with the SILS Office, Campus Insurance Center Co. Ltd., the insurance company designated by Waseda University, the crisis management agency, travel agencies, airline companies, and the relevant ministries and embassies to deal with accidents, contact me and my guardian, and administer the study abroad programme.

6. Online Programme (For applicable students only)

- 1) I understand that I must prepare my own network environment for taking courses (such as a PC or tablet, internet setup, etc.) at my own expense.
- 2) I understand that I must bear all communication costs incurred while participating in the programme. I also agree not to hold Waseda University responsible in any way for network errors or other problems related to taking online courses.

Date: _____

Student ID Number: _____

Name: _____

Student's Signature: _____

I, as the guardian of the aforementioned student, take full responsibility that he or she will strictly abide by the terms and conditions stated above.

Date: _____ Guardian's Name: _____

Guardian's Signature: _____

(name and signature of the guardian must be in the guardian's own handwriting and/or seal (if the guardian has one) must be different from the one of student's)

Please submit page 1, 2, and 3 of the agreement although the signature space is on page 3
Please do not only submit the last page alone.