

Academic Year 2025-2026

**One-Year / One-Semester
Study Abroad Program**

**Admission Guide
For
Independent Applicants
(Non-Partner Institutions)**

September (Fall) & April (Spring)

**School of International Liberal Studies (SILS)
Waseda University**

Important Notes

This Admission Guide is for applicants from **non-partner institutions** of Waseda University and the School of International Liberal Studies (SILS), who would like to join our program by paying tuitions and fees directly to SILS.

For students from partner institutions (university-wide or bilateral), please contact the Study Abroad Office or the relevant departments at your home institutions for details. Please note that you are NOT eligible to apply for the program as an independent applicant.

To Officials of University-wide Partner Institutions and Consortia

To learn about the admission guidelines, please contact the Center for International Education (CIE) at Waseda University.

CIE Website

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

Thank you very much for your attention.

Admission Schedule 2025-2026

Step	Admission Schedule	September 2025	April 2026
1	Application Period & Transfer of Screening Fees	January 22, 2025 - February 22, 2025*	September 24, 2025 - October 24, 2025*
2	Result Notification (Expected Announcement Date)	April 11, 2025	Late December, 2025
3	Deadline for COE Application Procedure	May 16, 2025*	Early December, 2025**
4	Deadline for Tuitions & Fee Transfer	May 16, 2025	Mid January, 2026
5	Certificate of Admission Certificate of Eligibility Delivery	Late July, 2025***	Late February, 2026***

* All application documents must reach us **BEFORE the deadline**.

** We will give you the URL of COE Application Form after you submit the Online Application Form.

*** It may take more than a few months till the application for Certificate of Eligibility (COE) is approved by the Immigration Bureau. The COE will be sent to successful applicants when it is ready.

*** Please note that the Immigration Bureau is solely responsible for the decisions regarding COE issuance. If issuance is delayed or application is not approved, Waseda University and SILS cannot be held responsible for the cancellation fee of your air ticket and other inconveniences.

Handling of Personal Information

Waseda University utilizes applicant information (addresses, names, dates of birth, etc.) collected at the time of application in order to carry out operations such as the entrance examination, announcement of the 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 case, 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 research to improve our entrance examinations. The information will be statistically processed to prevent any individuals from being identified.

Contents

I.	Information for the Academic Year 2025-2026	6
1.	Length of Study	6
2.	Curriculum.....	6
3.	Japanese Language Courses.....	6
4.	SILS Lecture Courses.....	7
5.	Optional Courses	7
6.	Syllabus	8
7.	Assignments	8
8.	Class Participation	8
9.	Extra-Curricular Activities.....	8
II.	Academic Calendar 2025-2026	9
III.	Course Information	9
IV.	One-Year Study Abroad Program Admission	10
1.	Admission Requirements	10
2.	Admission Schedule	11
3.	Application Period & Tuition Fees.....	11
4.	Method of Application	12
5.	Screening Fee	12
6.	Important Application Documents	176
7.	Screening.....	188
8.	Notification of Screening Results	18
9.	Entrance Procedures.....	19
10.	Immigration Procedures	19
V.	School Life	21
1.	Health Insurance	21
2.	Miscellaneous Expenses.....	21
3.	Housing	21
4.	Estimated Living Expenses (per month).....	22
VI.	Information Requests.....	22

I. Information for the Academic Year 2025-2026

Located in central Tokyo, the School of International Liberal Studies (SILS) is one of the Waseda University's undergraduate divisions, which was established in April 2004. In this school of approximately 3,000 students, classes are largely conducted in English by an international faculty, and up to one-third of its multicultural student body comes from outside of Japan. During their second year, most SILS students will participate in study abroad programs, adding a global perspective to their broad education in liberal arts and the modern world. In addition to this degree-seeking program, SILS offers a One-Year Study Abroad Program to international students. The participants in this program can take courses with the SILS regular students. This unique setting makes it well-suited for students from around the world, who are seeking to gain a better understanding of Japan through a wide and varied perspective, such as politics, journalism, art, education, literature, and industry.

1. Length of Study

The SILS One-Year Study Abroad Program has been designed with an emphasis on both general lecture courses and Japanese language study. We adopt a semester system. Fall is the first semester of the academic year, and the Spring semester marks the second. All applicants are encouraged to apply for the full-year program. Course registration is held in each semester, and the course work is graded at the end of the semester based on attendance, class participation, papers, tests and examinations. To accommodate the needs of our international students, SILS offers two study options: One Academic Year and One Semester.

(1) Academic Year

Fall & Spring Semester (September 21, 2025 to September 20, 2026)

(2) Semester

Fall Semester (September 21, 2025 to March 31, 2026)

Spring Semester (April 1, 2026 to September 20, 2026)

**** ALL Applicants MUST be enrolled in their home universities in the semester(s) stated in (2), NOT just the Study Duration (3), in order to be eligible for the Study Abroad Program.***

(3) Study Duration

Fall Semester (Early October, 2025 to Early February, 2026*(TBA))

Spring Semester (Mid-April, 2026 to Late July, 2026*(TBA))

The Study Duration chosen at the time of application cannot be changed subsequently, unless under unforeseen circumstances. Course registration and student orientation are held before the beginning of classes. Students are expected to arrive at least fifteen days prior to the beginning of the semester.

***Schedules are subject to change without advanced notice.**

2. Curriculum

In principle, successful applicants are expected to be in Japan during their study duration.

For details on the curriculum, please refer to the following URL:

<https://waseda.app.box.com/v/SP3Curriculum-excl-GLFP>

3. Japanese Language Courses

Japanese learning experience is not an absolute requirement for admission. However, students are required to take Japanese Language courses during their stay at SILS. As the courses are taught in the direct method, i.e. the language of instruction for Japanese language courses is Japanese. Since the number of courses for beginner level is limited, we strongly recommend to know at least "hiragana" and "katakana" to avoid over-enrollment.

Before the course registration, students who would like to take the Japanese language courses at Level 2 or above are required to take a Japanese placement test designed by Waseda University. They will be assigned to the appropriate class level, ranging from the beginning level to the advanced (Level 1 to 8). Students are required to take 6 credits of Japanese language courses each semester. The maximum number of Japanese language credits is 7. Details of the placement test will be announced before the orientation.

Formula to calculate the actual class time of Japanese Language courses:

1 credit = 100 minutes (1 class) × 14 weeks (1 semester) = 1400 minutes

4. SILS Lecture Courses

SILS is a liberal arts school. We offer various lecture courses from the following seven clusters:

- (1) Life, Environment, Matter and Information
- (2) Philosophy, Religion and History
- (3) Economy and Business
- (4) Governance, Peace, Human Rights, and International Relations
- (5) Communication
- (6) Expression
- (7) Culture, Mind and Body, and Community

The lecture courses are 2-credit or 4-credit classes. Students are required to take at least 8 credits of lecture courses at the Intermediate / Advanced level in each semester. To learn more about the courses, please refer to P.9.

The maximum number of SILS lecture course credits allowed per semester is 14. A 2-credit course meets once a week.

A 4-credit course meets twice a week. One lesson is 100 minutes.

Formula to calculate the actual class time of SILS lecture courses:

2 credit = 100 minutes (1 class) × 14 weeks (1 semester) = 1400 minutes

5. Optional Courses

(1) Other Foreign Language (OFL) Courses Offered by SILS

Students are allowed to take “Other Foreign Language” (OFL) courses offered by SILS if there are vacancies. Please kindly note that SILS regular students have priority taking OFL courses in order to fulfill the requirement for graduation. Students will not be able to register once the class is fully enrolled. Please also note that many OFL courses are taught in Japanese, some are taught in English or in the direct method.

OFL credits are not included in the minimum required number of credits but they are included in the maximum.

(2) University-wide Open Courses

University-wide Open Courses are offered by various schools and institutions at Waseda and are open to all Waseda students. There are two categories: a) University-wide Open Courses offered by the Global Education Center (GEC) and b) University-wide Open Courses offered by other faculties/schools.

*** One-Year Study Abroad Program students will not be able to take summer courses, courses conducted overseas, and courses offered by other universities.**

i) University-wide Open Courses Offered by Global Education Center (GEC)

Almost all the courses are taught in Japanese. These courses are designed for the average Japanese college students. The same level of Japanese language proficiency is required. Taking these classes is a good way for advanced students to develop their Japanese language ability.

ii) University-wide Open Courses Offered by Other Faculties/Schools

Most of the courses in this category are taught in Japanese. Only some courses are available in English.

University-wide Open Course credits are not included in the minimum required number of credits but they are included in the maximum.

6. Syllabus

The syllabus will be provided at the beginning of each semester. Details on the class schedule, textbooks and other readings, examinations, papers, and grading systems will be clearly indicated in the syllabus.

Please duly note that classes offered in Fall 2024 / Spring 2025 are NOT guaranteed in Fall 2025 / Spring 2026.

7. Assignments

Students are given substantial reading assignments for each course to prepare for the class discussions. Papers are assigned along with examinations. They usually take place in the middle and / or the end of each semester.

8. Class Participation

Students are expected to participate in the discussions led by the instructor and may be requested to give a presentation on a topic. Class participation is an important large factor in evaluation.

9. Extra-Curricular Activities

The One-Year Study Abroad Program at SILS and Waseda University provide many opportunities for extra-curricular activities throughout the academic year. These activities will help the student gain better understanding of Japan and its social norms

Examples

- Volunteer Activities
 - *available at SILS and the Waseda Volunteer Center (WAVOC)
 - <URL> <https://www.waseda.jp/inst/wavoc/en/>
- Internship Opportunities offered by the Global Network Center (GNC)
 - *Japanese language is required in most cases.
 - <URL> <https://www.waseda.jp/fire/sils/en/students/support/gnc/>
- University Athletic Festival
- All-Waseda Cultural Week
- The Intercultural Communication Center (ICC)
 - <URL> <https://www.waseda.jp/inst/icc/en/>
- Student Clubs and Circles

II. Academic Calendar 2025 - 2026

Please kindly note that the 2025-2026 academic calendar is subject to change without notice.

Fall Semester 2024	Mid-September, 2025	Academic Orientation
	Late September, 2025	Entrance Ceremony
	Early October, 2025	Classes begin
	Late December, 2025 - Early January, 2026	Winter Break
	Early February, 2026	Classes end
Spring Semester 2025	Late March, 2026	Academic Orientation
	April 1, 2026	Entrance Ceremony
	Mid-April, 2026	Classes begin
	Late July, 2026	Classes end

* Please kindly note that make-up lectures could still take place for previously cancelled classes after the regular sessions end.

III. Course Information

1. SILS Courses

Spring Semester 2024

<https://www.waseda.jp/fire/sils/assets/uploads/2024/03/2024SpringCourseListSP3.pdf>

Fall Semester 2024

<https://www.waseda.jp/fire/sils/assets/uploads/2024/08/627eab3e232f8ceedb01618775d9d9f6-1.pdf>

- * This is for your reference only. Courses are subject to change without notice. There is *NO guarantee* that the classes listed above will be offered in the new academic year.
- * The course list for the Fall semester will be updated in the beginning of September, and in mid-March for the Spring semester.

2. Other Course Information

Registration Webpage

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

Japanese Language Course Registration Guidebook & Syllabus

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

* Guidebook & Syllabus will be updated right before each semester.

IV. One-Year Study Abroad Program Admission

*** Apply to students from non-partner institutions, NOT university-wide partnerships with Waseda University or bilateral partnership with SILS.**

1. Admission Requirements

Applicants must:

1. be enrolled in a four-year BA program or the equivalent.

***ALL Applicants MUST be enrolled in their home universities in the semester(s) stated in P.6 “1.Length of Study (2) Semester”, NOT just the (3) Study Duration, in order to be eligible for the Study Abroad Program.**

2. have demonstrated excellent academic and personal records at their home institutions, excluding records from previous institutions attended. The minimum GPA is 3.0 on a 4.0 scale. In the event the home institution does not use a 4.0 GPA scale system, please kindly provide a conversion.
3. possess sufficient proficiency in English to carry out everyday tasks and understand class instructions. Students must have a minimum **TOEFL score of iBT 80** (“MyBest” Score is not valid.) or an **IELTS score of at least 6.0**. TOEFL-ITP score is not acceptable.

*An applicant who is not able to sit for a TOEFL or IELTS test, in the event both tests are not available in the country where he/she is currently residing, please kindly consult the SILS Admission Office before turning in the application forms.

*TOEFL or IELTS score is required for non-native English speaking applicants. However, non-native English speaking applicants studying at institutions where the language of instruction is English are not required to submit the test scores.

4. have completed most of their secondary education (six years) in a non-Japanese educational system.
5. have completed at least one semester at their home institution at the time of application. At the time students begin their program at SILS Waseda, they must have completed at least one year at their home institution.
6. be able to obtain a “Student” visa or other valid visa for studying in Japan.

*** Regarding Japanese Language ***

Prior Japanese learning experience is not a must, however please make sure that you have basic Japanese language knowledge (hiragana, katakana) before arrival. The exchange student is required to earn 6 Japanese language credits each semester. Please kindly note that the Japanese language courses are taught in the direct method. Students may experience difficulties if he or she has no knowledge of the Japanese language. Also, due to the limited number of beginner’s level courses, there is a higher risk of being over-enrolled in case you have no knowledge of Japanese language.

2. Admission Schedule

September 2025 (Fall Semester) and/ or April 2026 (Spring Semester)

Applicants must clearly indicate the semester and the program duration. Once the duration has been confirmed, no change will be permitted.

Admission	Study Duration	
September 2025	One-Year	Early October, 2025 ~ Late July, 2026
	One Semester	Early October, 2025 ~ Early February, 2026
April 2026	One Semester	Mid-April, 2026 ~ Late July, 2026

* Please kindly note that make-up lectures could still take place for previously cancelled classes after the regular sessions end. The schedules are subject to change without advanced notice.

3. Application Period & Tuition Fees

Admission	Application Period
September 2025	January 22, 2025 ~ February 22, 2025*
April 2026	September 24, 2025 ~ October 24, 2025*

* All application documents must reach the SILS Office during the application period.

Please kindly note that NO application before or after the application period will be accepted.

Special Considerations

Should you have any condition(s) that may require any kind of assistance and would require support and special accommodations while studying at SILS, please indicate your conditions clearly at the time of application.

In the event you are not able to study at SILS after confirmation, please contact the SILS Office immediately.

Tuition Fees	
One-Year Program (Fall 2025 and Spring 2026)	Fall 2025: JPY 845,000 Spring 2026: JPY 845,000
One Semester ONLY (Fall 2025)	One Semester: JPY 870,000
One Semester ONLY (Spring 2026)	One Semester: JPY 870,000

4. Method of Application

Please complete the following steps.

(1) Pay the Screening Fee during the Designated Period ONLY

(2) Prepare All Required Documents

① Please refer to P. 16 “Application Documents”

* Please download the prescribed forms from the following online storage.

<https://waseda.box.com/v/ApplicationFormIND-Fall2025>

* If you cannot download the forms, please contact the SILS Office.

② Submit the documents as directed in this admission guide.

i) Please prepare all the documents on p.16,17 before proceeding to the Online Form.

ii) Complete the online registration.

iii) The **Official TOEFL/IELTS score** (if not exempted) must be sent directly from the testing organization electronically.

ix) The **recommendation letter** and the **transcript** must be submitted to sp3-admission@list.waseda.jp by a recommender/ home institution.



(3) Screening

An internal screening will be conducted based on the documents.

If you do not meet the criteria, your application will be rejected.

Important Notes

- ① **All application materials, including the documents directly sent from your university or testing organization, must be submitted by the designated deadline.**
- ② Please submit all the application documents, including your official transcripts, the TOEFL/IELTS score (if applicable) and the recommendation letter. Please use the “Checklist for Documents to Submit” to double-check your documents. Please take note that the decision on admission is made on the submitted documents. The SILS Office reserves the rights to reject your application if the submission is incomplete.

5. Screening Fee

(1) Period of Transfer

Please make the payment during the designated period stated below.

Month of Admission	Period of Transfer
September 2025	January 22, 2025 ~ February 22, 2025
April 2026	September 24, 2025 ~ October 24, 2025

(2) Screening Fee Payment

Payment of the screening fee must be completed using a credit card via the designated website before you submit your application. Access the online screening fee payment website (<https://e-shiharai.net/ecard/>) and complete the required procedure. In the “Category Selection”, make your selections as follows:

Top Page	Examination Fee
First Selection	One-Year/One-Semester Admission
Second Selection	School of International Liberal Studies
Third Selection	September 2025 Admission or April 2026 Admission
Fourth Selection	SILS Independent Applicant JPY25,000

- Refer to the next page for more detailed procedures.
- You will see the “Result” page once the payment is completed. After completing the transaction, **print out the “Result” page and submit it along with other application documents.**
- The payment can be made with a credit card held in the name of a person other than the applicant. However, make sure to enter the applicant’s personal information in the Basic Information page of the website.

(3) Application Documents and Refund of Screening Fee

As a general rule, application documents and screening fees are not returned or refunded. However, the full Screening Fee will be returned if you fall into one of the following categories. Please contact the SILS admission office, if necessary.

- 1) You paid the Screening Fee but failed to submit the required application documents.
- 2) You failed to either meet the application requirements or submit the application documents by the deadline.

Note that the handling fee is your obligation when we refund the screening fee to a bank account outside of Japan.

Waseda University Examination Fee Payment by Credit Card and Union Pay

24 hours a day, 365 days a year, you can pay anytime! Easy, Convenient and Simple!

You can pay the Examination Fee by using
Credit Card and Union Pay.



Access the site below

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



Web Application - Online Transaction

- | | |
|--|---|
| 1. Top Page | Click "Examination Fee". |
| 2. Terms of Use and Personal Information Management | Please read the Terms of use an Personal Information Management.
Click "Agree" button located in the lower part of this page if you agree with these terms.
Click "Not agree" button located in lower part of this page if you do not agree with these terms. |
| 3. School Selection | Click "Waseda University". |
| 4. School Information | Read the information carefully and click "Next". |
| 5. Category Selection | Choose First to Fourth Selection and click "Add to Basket". |
| 6. Basket Contents | Check the contents and if it is OK, click "Next". |
| 7. Basic Information | Input the applicant's basic information.
Choose your credit card and click "Next". |

Paying with Credit Card

Input Credit Card Number (15 or 16-digits),
expiration date and security code.

All of your application information is displayed.
Click "Confirm" to verify.

Click "Print this page" button and print out
"Result" page.

Paying with Union Pay

Follow the onscreen instructions to complete the card payment.

Please click the "Application Results" button in the upper
part of this site (e-shiharai.net).

Please write down the "Receipt Number" given when you
complete your application, and enter your
"Payment Method", "Receipt Number" and "Birth Date".
Please make sure your printer is ready.

Please print out the "Payment Inquiry - Inquiry result" page.

Application

Save the screenshot of "Result" page as a PDF file
and upload it on the online application form

[NOTICE/FAQ]

- During the payment periods and application periods specified in the application guidelines, you can make payment anytime. Please consult the application guidelines and complete payment in time for the application period.
- On the last date of the payment period, please complete the transaction by 11:00pm Japan time.
- It is possible to use a card which carries a name different from that of the applicant. However, please make sure that the information entered in the Basic Information page is the applicant's information.
- If you did not print out the "Result" page, you can display it later on the Application Result page. Please enter "Receipt Number" and "Birth Date" to redisplay.
- Please contact the credit card company if your card is not accepted.

■ Payment Commission

There is a fee for this payment transfer service, which applicants must pay in addition to the entrance exam fee.

Entrance exam fee	Payment Commission
~ 29,999 yen	565 yen
30,000 yen ~ 49,999 yen	1,005 yen
50,000 yen ~ 69,999 yen	1,446 yen
70,000 yen ~ 99,999 yen	1,833 yen
100,000 yen ~ 199,999 yen	2,074 yen
200,000 yen ~ 299,999 yen	2,618 yen
300,000 yen ~	4,400 yen

For questions or problems not mentioned here, please contact :

E-Service Support Center Tel : +81-3-5952-9052 (24 hours everyday)

(4) Exemption of Screening Fee

Applicants who fall into one of the following cases are exempted from paying the Screening Fee.

- ① Students who are applying consecutively to the same school for another semester or a year as a non-degree program student. The screening fee is exempted only for 2 years counting from the next Academic Year of your first enrollment date as a non-degree program student.
- ② Students from the "Screening Fee Waiver Program for applicants from specified countries" are exempted. The application form for "Screening Fee Waiver Program" must be submitted.

(5) Screening Fee Waiver Program for Applicants from Specified Countries

Applicants who wish to be admitted into the SILS One-Year Program are eligible to apply for a Screening Fee waiver if they reside in one of the countries designated by Waseda University AND hold nationality of one of those countries.

Please refer to the following for details.

<https://waseda.box.com/s/ce8huamlkdzs4o4xtj0lfft6sniu3gfc>

6. Important Application Documents

* For items marked ②⑥⑦⑧⑨⑩, the applicant must upload the prescribed forms on the online form①.

* You must submit the items marked ○. As for items marked △, please submit it, if applicable.

* The SILS Office may ask you to submit additional documents when deemed necessary.

Prescribed Form	No.	Application Documents	
	①	Applicant Information https://my.waseda.jp/application/noauth/application-detail-noauth?param=7bM_uSyUPN4OyCXzstQDSQ <i>Available during the application period only</i>	Online Form ○
*	②	Personal History It needs to be uploaded on the online application form ①.	Online Form ○
	③	Recommendation Letter Please ask your recommender to send it directly to sp3-admission@list.waseda.jp .	Email ○
	④	Official Transcript(s) from the Home Institution It needs to be sent from your home institution directly to sp3-admission@list.waseda.jp .	Email ○
	⑤	Official TOEFL/IELTS Score The score must be sent directly from the testing organization electronically. <i>*Exemption</i> - Native English speakers and applicants who have studied at a postsecondary educational institution which conducts courses in English. - Non-native English speaking applicants studying at institutions where the language of instruction is English.	△
	⑥	Certificate of Payment of Screening Fee It needs to be uploaded on the online application form ①.	Online Form ○
*	⑦	Application for Screening Fee Waiver (If applicable) It needs to be uploaded on the online application form ①.	Online Form △
	⑧	Photocopy of Passport It needs to be uploaded on the online application form ①. <i>Japanese passport holders must enter Japan with the Japanese passport.</i>	Online Form ○
*	⑨	Questionnaire It needs to be uploaded on the online application form ①.	Online Form ○
*	⑩	Checklist for Documents	

*Student Visa Application Procedures

The details will be announced after the submission of Online Application Form. Please note that international students are required to apply for a Certificate of Eligibility (COE), which is a must when applying for your student visa and formal entry into Japan. To learn more about the visa application procedures, please refer to P.20. If you are applying for Certificate of Eligibility through another institution in Japan, please notify us on submission. The Immigration Bureau will reject multiple COE applications from the same person through different institutions.

You will have to turn in either/both **Bank Balance Certificate** and/or **Scholarship Certificate** with total of at least **3,130,000 yen for One-Year Program, 1,590,000 yen for One-Semester Program**. Certificates need to be official. Since it takes time to issue such certificates, please kindly start preparing for the documents in advance.

In the event you plan to pay the tuition fee/ living expense in Japan by a scholarship, you will need to upload an official certificate of Scholarship in the Online COE Application Form which will be given after the completion of

submitting application forms. Please prepare it in advance.

You will 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 in your application. In such cases, any decision taken on your application may later be invalidated. All original documents submitted will not be returned, so please make photocopies if required.

Details of Application Documents

- (1) All documents must be written in **English**.
- (2) For items marked *****, applicants must use the prescribed forms. Please download from the following URL:
<https://waseda.box.com/v/ApplicationFormIND-Fall2025>
- (3) Complete the form using black or blue pen. All forms may be typed or printed with a word processor.
- (4) All documents submitted will not be returned. Please make sure you make photocopies. If the application is rejected, all documents will be returned to the applicant.
- (5) You may be asked to turn in photocopies of the application materials when you apply for the student visa at the Embassy in your country. Please make photocopies of all the materials and keep them with you.

	No.	Documents	Special Instructions
	①	Applicant Information	<ul style="list-style-type: none"> Please complete the following online form. <ul style="list-style-type: none"> https://my.waseda.jp/application/noauth/application-detail-noauth?param=7bM_uSyUPN4OyCXztQDSQ Available during the application period only Note that there is <u>no</u> “temporarily save” function. Prepare all the required information before you complete your application online. The application form includes an essay. Essay topic is as follows; <div style="border: 1px solid black; padding: 5px; margin-top: 10px;"> <p>Explain in details your objectives (beyond language and cultural understanding), and the academic fields in which you would like to accomplish during the Study Abroad Program at the School of International Liberal Studies (SILS). The essay must be at least 1000 English words.</p> </div>
*	②	Personal History	<ul style="list-style-type: none"> Please complete the form accurately.
	③	Recommendation Letter	<ul style="list-style-type: none"> The letter must be written by a dean, academic advisor, professor/instructor of your home institution with a good knowledge of the applicant’s academic performance. A teaching Assistant is not qualified as a recommender. It must be sent from the recommender directly to sp3-admission@list.waseda.jp.
	④	Official Transcript(s) from the Home Institution	<ul style="list-style-type: none"> Transcript(s) must be sent from your home institution directly to sp3-admission@list.waseda.jp. The email must be sent through a school domain email address. If the institution you are currently enrolled in does not have an official domain, the official transcript(s) must be sent by post. In case your home institution uses digital credential services such as National Student Clearinghouse, Parchment Exchange, My eEquals etc., arrange to send your transcript to sp3-admission@list.waseda.jp via the service. In the event the prescribed certificates cannot be issued, please prepare a certificate indicating the period of study, all the subjects with your grades and credits, and submit it with the official seal of your home institution. If you are a transfer student, please submit an official transcript from your current home institution, not the former institution.

			<ul style="list-style-type: none"> Please include the Grading Scale of your home institution. Ex: Grading Scale for One-Year Program at SILS: https://www.waseda.jp/fire/sils/en/oneyear/grades/
	⑤	Official TOEFL/ IELTS Score Report	<ul style="list-style-type: none"> Minimum TOEFL score of iBT80, or an IELTS score of at least 6.0. The score report must NOT be expired (two years validity). TOEFL-ITP Score will not be accepted. The test score must arrive by the deadline. Arrival prior to the application period is accepted. The test score must be sent directly from the testing organization electronically. TOEFL iBT: Use the following institution code: 9342 IELTS: Use the following information Institution: Waseda University Department: Admissions Center Address: 1-6-1, Nishi-waseda, Shinjuku-ku, Tokyo, 169-8050 Japan, Admission Center Waseda University Delivery Method: Electronic Score Delivery <p><i>*Exemption</i></p> <ul style="list-style-type: none"> <i>- Native English speakers and applicants who have studied at a postsecondary educational institution which conducts courses in English.</i> <i>- Non-native English speaking applicants studying at institutions where the language of instruction is English.</i>
	⑥	Certificate of Payment of Screening Fee	<ul style="list-style-type: none"> Save the "Result" page in a pdf file once you complete the payment on the designated website. See P. 12-15 for more details.
*	⑦	Application for Screening Fee Waiver	<ul style="list-style-type: none"> Eligible applicants only.
	⑧	Photocopy of Passport	<ul style="list-style-type: none"> Submit scanned copies of the pages showing your photo and passport number. If you have more than one passport, please submit scanned copies of all of them. Japanese passport holders must enter Japan with the Japanese passport.
*	⑨	Questionnaire	<ul style="list-style-type: none"> Please kindly complete it. Answers to this questionnaire do not affect the admission decision.
*	⑩	Checklist for Documents	<ul style="list-style-type: none"> Check all application materials before you proceed to the online form.

7. Screening

Screening will be conducted based on the application documents.

8. Notification of Screening Results

The screening results will be sent on the following dates from the SILS Office to you by post. It will take about a week to reach you.

We will not answer any inquiries regarding the screening results made by applicants.

Month of Admission	Notification of Screening Results
September 2025	April 11, 2025
April 2026	Late December, 2025

9. Entrance Procedures

Successful applicants will receive a guide for entrance procedures together with the notification screening results. Please follow the guide and complete all necessary procedures.

* The entrance procedure after the designated period will not be accepted.

Month of Admission	Deadline for Tuitions & Fees Transfer and Entrance procedure
September 2025	May 16, 2025
April 2026	Mid January, 2026

Important

***Detailed procedures will be announced to successful applicants**

10. Immigration Procedures

Applicants of foreign nationality seeking to enter Japan and enroll in universities need to possess a valid passport and receive a valid visa. Upon visa application, an applicant is required to submit a “Certificate of Eligibility” together with his/her passport to a Japanese embassy or consulate in his/her country of residence. For foreign applicants, Waseda University acts as a proxy to obtain the Certificate of Eligibility from the Immigration Services Agency of the Ministry of Justice. Please note that in some cases, the Immigration Services Agency may require additional materials.

(1) Certificate of Eligibility

Japanese Immigration Control Law requires international students to obtain a proper student visa in order to study in Japan. The **Certificate of Eligibility** is the principal document necessary for visa application. The Immigration Services Agency will issue this certificate to the students through their admitted institution.

SILS will apply for the certificate at the Tokyo Regional Immigration Bureau for all One-Year/ One-Semester students. It usually takes a few months for the Immigration Services Agency to issue the certificate. Upon receipt from the Immigration Services Agency, SILS will send the certificate to individual Independent Students by EMS.

Please note that the immigration Services Agency of Japan may reject the COE application depending on the content of the documents prepared by the applicant. When your application is rejected, you cannot join this Program. Waseda University shall not be responsible for rejected application.

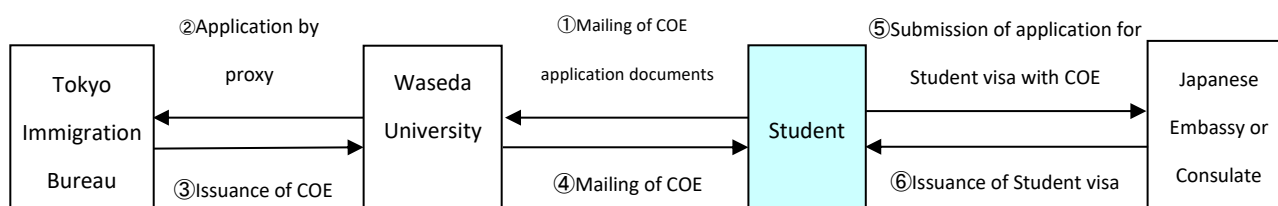
Student Visa

The student should then submit the certificate, together with a complete application for a **Student Visa** and his/her passport, to the nearest Embassy or Consulate General of Japan. This can be done in person and usually the visa is granted within a few days after the application is received.

If the student enters Japan with a visa for purposes other than for study as a student (e.g., for business or sightseeing), he/she will be required to change the visa status to a student visa. In most cases, a student visa will be issued at an Embassy or a Consulate General of Japan located in a country other than Japan. However it is strongly recommended that you obtain the **Student Visa** in your home country before coming to Japan.

Admission to the One-Year Study Abroad Program at SILS ceases to be valid if, for any reason, a student does not arrive in Japan the day before classes begin. Upon arrival at the university, the students will be required to present to the SILS Office their travel documents such as passport, visa, etc.

[Sequence of Steps (○→○) Involved in Obtaining a “Student” Visa]



For those who are already enrolled in an educational institution as a non-degree research student

According to the Immigration Bureau, students may only enroll as a non-degree research student for up to one year. If you are already enrolled in another university or equivalent educational institution as a non-degree research student, the Immigration Bureau may not allow you to extend your period of stay. Please contact the Immigration Bureau for details.

V. School Life

1. Health Insurance

Medical costs are high in Japan. International students on the One-Year Study Abroad Program at SILS are expected to have medical insurance to cover the entire period of their stay in Japan. Even if students have a medical insurance plan in their home country, they are strongly recommended to apply for the National Health Insurance, a Japanese Government Plan (*Kokumin Kenko Hoken*), at the nearest district or municipal office of their place of residence.

The insurance premium differs depending on the ward/ district where you live. International students of temporary residence may declare they have no income from the previous year (earned in Japan) and apply for a 50-70% discount in health insurance payment (*Gengaku Shinsei*, specific to the Tokyo Metropolitan Office). Please ask the national health insurance representative of the local public office if the discount applies in your ward/ district. By taking advantage of this discount application, students will have less financial burden and the payment should only be around a few thousand yen per month.

2. Miscellaneous Expenses

At least 30,000 yen per month will be needed for books and supplies, clothing, entertainment, among others, and the cost differs according to each individual's lifestyle.

3. Housing

Waseda University has three university dormitories for exchange students near the Waseda campus. According to the dormitory operation office, due to a significant increase in the number of exchange students from the university-wide/ university-wide exchange partner institutions, they open the dorms only to the exchange students from university-wide exchange partner institutions. In this regard, SILS has not been able to offer university dorm option for students from non-partner institutions since Spring 2016.

The SILS Office would like to recommend other housing options, which includes those offered by our associated/ affiliated companies. Please read the following options very carefully. Once you receive the acceptance notification, please contact the operation office of the accommodation of your preference for further information and proceed with the application procedures.

Housing Options

- a. Share House and Apartment (Waseda University Student Housing Center)
<http://waseda-housingsupport.com/>
- b. Homestay (Waseda University Academic Solutions Corporation)
<https://www.w-as.jp/international/homestay/english.html>
- c. Waseda University Affiliated Dormitories: WID (Waseda International Dormitories) and Dormy (recommended dormitories for Waseda University students)
https://www.waseda.jp/inst/rlc/student_dormitory/affiliated/
* They are not on-campus dormitories. The affiliated dorms are operated by "Kyoritsu Maintenance Co. Ltd".
WID is open to Waseda University students only. In Dormy you may live with students from other universities.
- d. Find an accommodation by yourself

4. Estimated Living Expenses (per month)

- **Homestay**

<https://www.w-as.jp/international/homestay/english.html>

- **Waseda University International Dormitories (WID) and Dormy (recommended dormitories for Waseda students)**

* They are private dormitories run by the Waseda affiliated companies.

These dormitories are located in the suburban areas and it may take around 30-40 minute to commute by train to reach the campus. Please factor in cost of transportation in your living expenses.

Each dorm has its own condition, so please refer to the website for more details.

<http://wasedalife.com/?lang=en>

E.g.:

- **Apartment** (unfurnished)

Rent	75,000
Utilities	10,000
Deposit	75,000
Approximately 160,000 yen (per month)	

*Depending on the location, you need to factor in transportation cost.

Other Expenses

Foods (breakfast, lunch, dinner)	62,000	
National Health Insurance cost	2,000	*The premium will differ depending on where you live.
Miscellaneous Expenses	30,000	
Approximately 94,000 yen (per month)		

VI. Information Requests

For more information, please refer to the following URL.

In doubts, please do not hesitate to contact the SILS Office.

School of International Liberal Studies (SILS)

Waseda University

One-Year Study Abroad Program

TEL: +81-3-5286-1727 FAX: +81-3-3208-8401

E-mail: sp3-admission@list.wasedajp

URL: <http://www.waseda.jp/fire/sils/en/oneyear/>

Monday to Friday : 10:00~16:00 (Japan Standard Time)

We are closed on days specified by the university and most national holidays.