

Admission Guide for Independent Applicants (Non-Partner Institutions)

One-Year / One-Semester
Study Abroad Program

Academic Year 2026-2027
September (Fall) 2026 & April (Spring) 2027

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 2026-2027

Step	Admission Schedule	September 2026	April 2027
1	Application Period & Transfer of Screening Fees	January 22, 2026 - February 22, 2026 ^{*1}	September 24, 2026 - October 24, 2026 ^{*1}
2	Result Notification (Expected Announcement Date)	April 13, 2026	December 14, 2026
3	Deadline for COE Application Procedure	May 15, 2026 ^{*2}	December 2026 ^{*2}
4	Deadline for Tuitions & Fee Transfer	May 15, 2026	January 15, 2027
5	COE Result Notification	Late July, 2026 ^{*3}	Late February 2027 ^{*4}

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

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

*3 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 by email.

*4 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 2026-2027.....	5
1.	Length of Study.....	5
2.	Curriculum	5
3.	Japanese Language Courses	5
4.	SILS Lecture Courses	6
5.	Optional Courses	6
6.	Syllabus.....	6
7.	Assignments	6
8.	Class Participation	7
9.	Extra-Curricular Activities	7
10.	Grade Release.....	7
11.	Transcript.....	7
II.	Academic Calendar 2026–2027	7
III.	Course Information	8
1.	SILS Courses	8
2.	Other Course Information	8
IV.	One-Year Study Abroad Program Admission	8
1.	Admission Requirements.....	8
2.	Admission Schedule.....	9
3.	Application Period & Fees	9
4.	Method of Application	9
5.	Screening Fee	10
6.	Application Documents	11
7.	Details of Application Documents	12
8.	Screening	13
9.	Notification of Screening Results	13
10.	Entrance Procedures	13
11.	Immigration Procedures	14
V.	School Life.....	15
1.	Health Insurance.....	15
2.	Miscellaneous Expenses	15
3.	Housing.....	15
4.	Estimated Living Expenses (per month)	15
VI.	Contact Information	16

I. Information for the Academic Year 2026-2027

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, 2026 to September 15, 2027)

(2) Semester

Fall Semester (September 21, 2026 to March 15, 2027)

Spring Semester (April 1, 2027 to September 15, 2027)

**** 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 (October 1, 2026 to January 26, 2027)

Spring Semester (Mid-April 2027 to Late July 2027*(TBA))

The Study Duration chosen at the time of application cannot be changed subsequently, unless under unforeseen circumstances. Course registration and student orientations 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://www.waseda.jp/fire/sils/assets/uploads/2026/03/SP3-course-requirements_2026-Spring.pdf

3. Japanese Language Courses

Japanese learning experience is not an absolute requirement for admission. However, students are **strongly recommended** 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 very 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 to know which level of Japanese course you are recommended to register (Level 1 to 8). Students are recommended 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 the availability of the classes offered in Fall 2025 / Spring 2026 is NOT guaranteed for Fall 2026 / Spring 2027.

7. Assignments

The types of assignments vary depending on the course, so please refer to the syllabus for details.

Generally, 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

In principle, there will be 14 classes held for 2-credit courses and 28 classes held for 4-credit courses at SILS; this includes days on which tests are scheduled. In principle, students must attend all classes and The School Regulations of Waseda University obligate students to attend at least 2/3 of the classes (This does not mean that you are excused for not attending 1/3 of the classes).

If you were unable to attend a class because of illness or due to other unavoidable circumstances, you should promptly present to the instructor a copy of a medical certificate prepared by a doctor or other official document to explain the reason.

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/>
- The Intercultural Communication Center (ICC)
<URL> <https://www.waseda.jp/inst/icc/en/>
- Student Clubs and Circles
<URL> <https://www.waseda.jp/inst/weekly/circleguide/>

10. Grade Release

Grades are released according to the schedule below.

Fall Semester 2026	Late August – Early September
Spring Semester 2027	Late February – Early March

The exact release date and further details will be announced on the website and via Waseda email.

11. Transcript

The transcript will be sent by email to your home institution. If you require additional copies of your transcript, you may order them online.

II. Academic Calendar 2026–2027

Please kindly note that the 2026-2027 academic calendar is subject to change without notice.

Fall Semester 2026	Academic Orientation	September 17, 2026
	Classes begin	October 1, 2026
	Winter Break	December 22, 2026 – January 5, 2027
	Classes end	January 26, 2027
Spring Semester 2027	Academic Orientation	Late March, 2027
	Classes begin	Mid-April, 2027
	Classes end	Late July, 2027

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

III. Course Information

1. SILS Courses

One-Year Study Abroad Program students can take the Intermediate/Advanced lecture courses ONLY.

Please note that SP3 students are not permitted to take Introductory-level SILS lecture courses or any SILS seminar courses, regardless of the reason.

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

* 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 and will be enrolled in their home institution for entire duration of the program.

****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. (Please refer to P.5)***

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 iBT score of 80/120 or 4.0/6.0 ("My Best Scores" is NOT acceptable) or an IELTS score of at least 6.0. TOEFL-ITP score is not acceptable.
*TOEFL and IELTS scores are 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 strongly recommended 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/she has no knowledge of the Japanese language. Also, due to the limited number of beginner's courses, there is a higher risk of being over-enrolled in case you have no knowledge of Japanese language.

2. Admission Schedule

September 2026 (Fall Semester) and/ or April 2027 (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 2026	One-Year	October 1, 2026 - Late July, 2027
	One Semester	October 1, 2026 - January 26, 2027
April 2027	One Semester	Mid-April, 2027 - Late July, 2027

* 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 & Fees

Admission	Application Period
September 2026	January 22, 2026 - February 22, 2026*
April 2027	September 24, 2026 - October 24, 2026*

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

Please note that both the application form and the screening fee must be received within the application period. If either is received before or after the application period, the application will not 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.

Please be reminded that for us to offer appropriate support, we may require additional documentation about your conditions and needs.

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

Tuition Fees	
One-Year Program (Fall 2026 and Spring 2027)	Fall 2026: JPY 845,000 Spring 2027: JPY 845,000
One Semester ONLY (Fall 2026)	One Semester: JPY 870,000
One Semester ONLY (Spring 2027)	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. 12 "Application Documents"

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

<https://waseda.box.com/v/ApplicationFormIND-Fall2024>

* 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.12,13 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.

iv) 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 Payment
September 2026	January 22, 2026 - February 22, 2026
April 2027	September 24, 2026 - October 24, 2026

(2) Screening Fee Payment

Payment of the screening fee must be completed via the Flywire website before you submit your application. Access the website <https://waseda-sils-sp3.flywire.com> and complete the required procedure.

* As an examination number will not be issued at the time of application, please enter "1111" in the Examination Number field.

Refer to the below URL for more detailed procedures.

<https://waseda.box.com/s/2dhp36oog2yeede0dgyqlb2piebdc90s>

(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.

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

In addition, both application form and screening fee must be received within the application period. If either is received before or after the application period, the application will not be accepted.

(4) Exemption of Screening Fee

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

- i. 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.
- ii. 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/6l4rgrkp7du4nuc304i1b1c42ihh7ljj>

6. Application Documents

* For items marked ②⑥⑦⑧, the applicant must upload the prescribed forms on the online form①.

* You need to submit the below item. As for items marked △, please submit it, if applicable.

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

■ Documents to Be Submitted by the Applicant

No.	Application Documents	How to submit
①	Applicant Information https://my.waseda.jp/application/noauth/application-detail-noauth?param=2vLXHRb24V-a5oJ-gzSMqA Available during the application period only	Online Form
②	Personal History (Please Type) * Prescribed Form *Upload the document onto the online application information form ①	Online Form
③	Official TOEFL/ IELTS Score *To be sent directly from the testing organization electronically *Exemption - 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	△
④	Photocopy of Passport *Upload the photocopy onto the online application form ① * Japanese passport holders must enter Japan with the Japanese passport.	Online Form
⑤	Fee Payment Receipt It needs to be uploaded on the online application form ①.	Online Form
⑥	Application for Screening Fee Waiver (If applicable) * Prescribed Form It needs to be uploaded on the online application form ①.	Online Form △
⑦	Questionnaire * Prescribed Form It needs to be uploaded on the online application form ①.	Online Form
⑧	Checklist for Documents * Prescribed Form	Online Form

■ Documents to Be Submitted by the Home Institution

No.	Application Documents	How to submit
⑨	Recommendation Letter Please ask your recommender to send it directly to sp3-admission@list.waseda.jp .	By Email
⑩	Official Transcript(s) from the Home Institution It needs to be sent from your home institution directly to sp3-admission@list.waseda.jp .	By Email

* 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.12. 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 **3,130,800 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.

7. Details of Application Documents

- (1) All documents must be written in **English**.
- (2) For items marked " *," the applicant must use the prescribed forms. Please download from the following URL:
<https://waseda.box.com/s/evqf5s72f2s97v9kmwsetuo77hzmlwlb>
- (3) All documents submitted will not be returned. Please make sure that you make photocopies, if necessary. In the event the application is rejected, all documents will be returned to the applicant, upon request.
- (4) 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.

■ Documents to Be Submitted by the Applicant

No.	Documents	Special Instructions
①	Applicant Information	- Please complete the following online form. https://my.waseda.jp/application/noauth/application-detail-noauth?param=2vLXHRb24V-a5oJ-gzSMqA * Available during the application period only ** Please kindly note that there is no "temporary saved" option. Please prepare all the required documents before you fill out the online application. The application form includes an essay. Please find below the theme of the essay. Please explain 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.
②	Personal History * Prescribed Form	Please complete the form accurately.
③	Official TOEFL/ IELTS Score Report	- Minimum TOEFL iBT score of 80/120 or 4.0/6.0 ("My Best Scores" is not acceptable) 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. <u>TOEFL iBT:</u> Use the following institution code: 9342 <u>IELTS:</u> 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 - Exemptions - Native English speakers and applicants who have studied at a post-secondary educational institution which conducts courses in English. - Non-native English-speaking applicants studying at institutions where the language of instruction is English
④	Fee Payment Receipt of Screening Fee	Print the "Fee Payment Receipt" for the Screening Fee. See P. 10 for more details.
⑤	Application for Screening Fee Waiver * Prescribed Form	Eligible applicants only.
⑥	Photocopy of Passport	- 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.
⑦	Questionnaire * Prescribed Form	• Please kindly complete it. • Answers to this questionnaire do not affect the admission decision.
⑧	Checklist * Prescribed Form	Check all application materials before you proceed to the online form.

■ Documents to Be Submitted by the Applicant

No.	Documents	Special Instructions
⑨	Recommendation Letter	• 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.
⑩	Official Transcript(s) from the Home Institution	• 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 eQuals 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. • 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/

8. Screening

Screening will be conducted based on the application documents.

9. Notification of Screening Results

The screening results will be sent by email on the following dates from the SILS Office to your home institution. Please kindly note that the SILS Office will not respond to any inquiries regarding the screening results.

Month of Admission	Notification of Screening Results
September 2026	April 13, 2026
April 2027	December 14, 2026

10. 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 Payment and Entrance procedure
September 2026	May 15, 2026
April 2027	January 15, 2027

= IMPORTANT =**11. 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 email.

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.

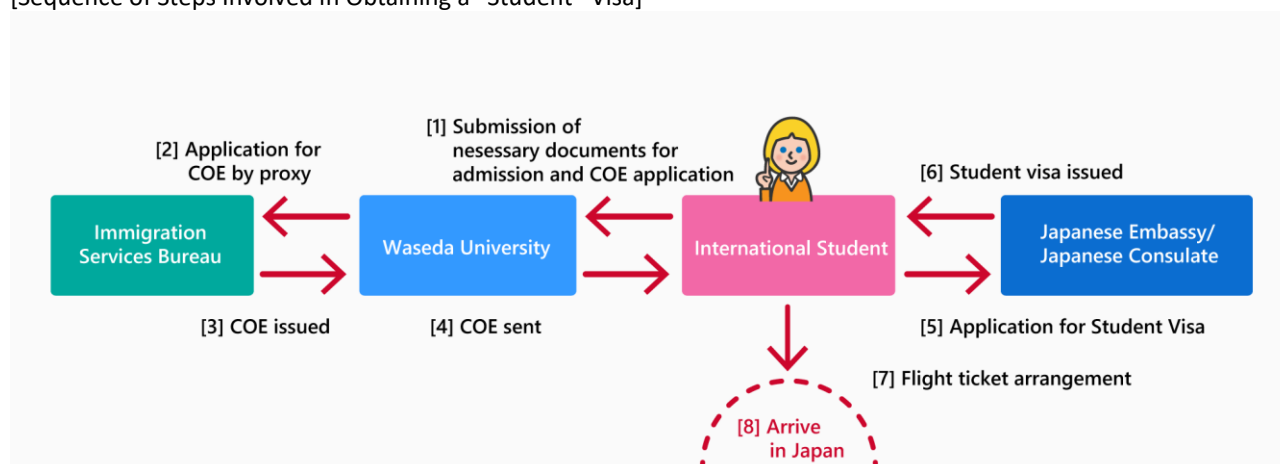
(2) Student Visa

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 you must obtain the **Student Visa** 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 more 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)
<https://waseda-housingsupport.com/international/>
- b. Waseda University Affiliated Dormitories: WID (Waseda International Dormitories) and Dormy (recommended dormitories for Waseda University students)
* These 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.
https://www.waseda.jp/inst/rlc/en/student_dormitory/exchange/
- c. Homestay (Waseda University Academic Solutions Corporation)
<https://www.w-as.jp/international/homestay/english.html>
- d. Find an accommodation on your own.

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.

<https://wasedalife.com/en/> (Kyoritsu Maintenance Co. Ltd.)

Please refer to the following URL for information on living costs and expenses.

<https://www.studyinjapan.go.jp/en/>

VI. Contact Information

For more information, please refer to the following URL.

Should you have any questions, please feel free to contact the SILS Office.

School of International Liberal Studies (SILS)
Waseda University
One-Year Study Abroad Program

E-mail: sp3-admission@list.waseda.jp

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

Monday to Friday

10:00 - 16:00 (Japan Standard Time)

* We are closed on Saturday, Sunday, and days specified by the university and most national holidays.