

To those who will return to school in the fall semester of AY 2018:

Schedule to Apply for Recognition of Credits Earned on Study Abroad for Those Who Will Return to School in the  
Fall Semester of AY 2018 (Announcement)

If you will return to school in the fall semester of AY 2018 after studying abroad, and you desire to have the credits you earned abroad accredited, prepare and submit the necessary documents.

Information

1. Date and time of document submission, and date of announcement of accreditation results

	<b>Date and time of submission</b>	<b>Announcement of accreditation results</b>
1st	June 18 (Mon.) 10:00 to 12:30, 13:30 to 17:00 (School of Culture, Media and Society / School of Humanities and Social Sciences)	Late July
2nd	September 5 (Wed.) and 6 (Thur.) 10:00 to 12:30, 13:30 to 17:00 (School of Culture, Media and Society / School of Humanities and Social Sciences)	Late October
3rd	October 1 (Mon.) 10:00 to 12:30, 13:30 to 17:00 (School of Culture, Media and Society / School of Humanities and Social Sciences)	Late November
4th	November 5 (Mon.) 10:00 to 12:30, 13:30 to 17:00 (School of Culture, Media and Society / School of Humanities and Social Sciences)	Late December

\* If you are a student who has been enrolled for more than 4 years or become a student who has been enrolled for more than 4 years from September 2018 when the period during which you studied abroad is added to the enrollment period, be sure to apply for accreditation on the first day (June 18) because we must calculate tuition. If you cannot apply for accreditation on the first day (June 18) for an unavoidable reason, inform the office accordingly (academic affairs staff at the Administrative Office of the Faculty of Letters, Arts and Sciences; phone: 03-3203-4381).

\* ~~If an interview is required~~, you will be informed accordingly after you submit the documents by Waseda mail. Please check your mail account regularly. You will also be informed of the accreditation results by Waseda mail.

2. Place of submission

1st floor, Building No. 34, Administrative Office, Faculty of Letters, Arts and Sciences

\* Documents will be checked on the spot. Documents cannot be submitted by post or proxy.

3. Necessary documents and materials

Download and read through the materials posted on the homepage of the School of Culture, Media and Society or the School of Humanities and Social Sciences (For Current Students > Study Abroad > Recognition of Credits Earned on Study Abroad) and prepare the necessary documents. **Note that we will not accept the documents if they are not completed correctly or if any are missing.** (If you cannot prepare the missing documents or cannot make corrections on the day of submission, you should submit them on the next date of submission, and the date of announcement of your accreditation results will change accordingly.)

- School of Culture, Media and Society  
(<https://www.waseda.jp/flas/cms/students/abroad/>)
- School of Humanities and Social Sciences  
(<https://www.waseda.jp/flas/hss/students/abroad/>)

(Proceed to the next page.)

#### 4. Notes

- If you desire to graduate in the 4th year or 4.5th year, submit the form entitled “Application to Return to School in the Fall Semester of AY 2018.”\* In principle, however, this applies only to those who have shown an intent to return to school in the “Application for Studying Abroad” that they submitted before departure. For those who belong to the School of Humanities and Social Sciences and who studied abroad between the fall semester of their third year and the spring semester of their fourth year, this applies only if they have submitted the “Application for Graduating in the Fourth Year” after obtaining permission from their course director before departure as well as the “Application for Studying Abroad.” **Even if you submitted these applications, whether or not you are eligible to graduate in the 4th year (or 4.5th year) depends on the credit accreditation results, the number of classes you register for, and the number of credits you earn in the remaining enrollment period. You may become ineligible to graduate in the 4th year (or the 4.5th year) depending on the credit accreditation results, etc.**

\* You will be informed of the procedures to return to school around August. Complete the application form after that.

- If you studied abroad at your own expense, and you desire to have the credits accredited and to add the period during which you studied abroad to the enrollment period, you must pay a fee of 38,000 yen per credit to accredit (this is for those who departed in AY 2017; the fee changes depending on the academic year when you departed to study abroad--confirm the details with the office). You will be informed of the details, including the payment method, at the same time as the credit accreditation results (if the period during which you studied abroad is not to be added to the period of enrollment, no fee is required for credit accreditation).
- Depending on the results of “Recognition of substitute” for seminars, including the Bachelor's thesis seminar, the seminar thesis and Bachelor's thesis may be registered automatically (the seminar thesis and Bachelor's thesis are registered automatically in the academic year when you are expected to earn the required number of credits for the seminars, including the Bachelor's thesis seminar). If you do not submit the seminar thesis or Bachelor's thesis in the academic year when they have been registered automatically, you will fail the relevant courses, which affects your GPA. When applying for “Recognition of substitute” for the seminars, including the Bachelor's thesis seminar, carefully consider this point. You cannot cancel an application for “Recognition of substitute” for the seminars, including the Bachelor's thesis seminar, or cancel the seminar thesis or Bachelor's thesis once they have been automatically registered.
- We will only accept an application for credit accreditation once. You cannot apply multiple times.
- We do not accept any inquiries about academic assessment after accreditation.
- Before submitting the documents necessary for credit accreditation, carefully confirm the application content, as you cannot change the application content after submitting the documents. **Especially if you desire to graduate in the 4th year (4.5th year), depending on the period during which you studied abroad, some subjects require you to submit the application for credit accreditation. Ensure you include all necessary matters in the application.** For accreditation, the application content is deliberated within the school; therefore, not all credits may be accredited as you describe in your application. **You cannot make any** changes to the application content or reapply after you receive the accreditation results, nor can you **submit an additional application.**