



2020 JCuIP OS

Information from the School Office

Administrative Office and Contact

The office of our department is located on the first floor of building #34, Toyama Campus.

If you have any questions on academic life or need a consultation on something, please contact us at the email address below:

- jculp@list.waseda.jp



Various Procedures as a Student

Student ID Card

You can receive your student ID card **from Sept, 23**.

【Office Hour: 11:00 am to 15:00 pm, Mon to Fri (temporary)】

*ID card is necessary for opening a bank account and buying a train pass.

Absence from Class

- If **you need to take a leave for a long period of time** for any reasons, consult the school office beforehand. We will listen to your case and give you guidance on the matter. If necessary, you can request a leave of absence (a formal permission to be absent for one semester).
- If **you cannot attend classes temporarily** due to sickness, a family matter, bad weather, or other reasons, there is a system which can be used to ask instructors and the school office for permission. However, it will be up to instructor to decide how to treat that absence.

Various Procedures as a Student

Personal Information

Report any changes (e.g. address, phone number, bank account information) in your personal information immediately by following each guidance below.

◆ Changes regarding yourself (can be updated online)

<https://www.waseda.jp/flas/cms/assets/uploads/2020/09/Change-of-Your-Personal-Information.pdf>

◆ Changes regarding your guarantor , school fees payer

→ Please make an inquiry to the office

Residence Card 在留カード (if applicable)

Carry it with you at all times and bring it to the office when updated. Keep track of its expiration date. **You are responsible for applying for its extension.** You should apply for a visa extension at least a month (Max 3 months) before the expiration date.

Necessary Documents/Procedures: **Center of International Education, Building 22, 4th floor**

<http://www.cie-waseda.jp/visastatus/en/index.html>

Like most countries, Japanese Immigration laws are very strict. If you have any problems or questions about this matter, please contact us as soon as possible.

Scholarships

1. University Scholarships and External Scholarships with University Recommendation

◆ International Students

The administrative office will announce applicants about the registration for the scholarship after the enrollment (around April).

◆ Japanese Students

The Scholarship Section will announce about the “Scholarship Registration” on their website. Please regularly check the website below if you wish to register.

奨学課 : <https://www.waseda.jp/inst/scholarship/applying-loans/application/>

2. External Scholarships

Each scholarship needs a separate application. March to May, September, and October are peak times for scholarship application.

Please check the School Website to get information of each scholarship.

<https://www.waseda.jp/flas/cms/news/2020/06/03/4695/>

List of documents to be submitted after arrival

- Certificate of Resident
- Photocopy of Residence Card (if applicable)
- Bank Transfer and Automatic Debit Transfer Application Form

*For those who are already residing in Japan, we will send you a form to the address you registered in your university entrance application. For those who are still outside of Japan, please come to the office or contact us to obtain a form as soon as after your arrival.

Please either come to the office or mail for submission of documents.

Address

Administrative Office of the school of culture, media and society
1-24-1 Toyama, Shinjuku-ku, Tokyo 162-8644

Guidance from Center for International Education

“Dear Incoming International Students,

This is the Center for International Education, Waseda University.

We are sorry to inform you that the 2020 Fall Orientation for International Students has been cancelled because of the expanding Coronavirus (COVID-19) infection.

We will upload various orientation-related PPT and other documents in order, as soon as they are ready. Please make sure to check out all important information from the below website before your enrollment.

<https://www.waseda.jp/inst/cie/news-en/22098>

Best regards,

Center for International Education (CIE),
Waseda University”

Thank you!

