

Application for Privately-financed Study Abroad

Administrative Office, Faculty of Letters, Arts and Sciences

If you want to study at an overseas university, an equivalent institution of higher education, or a language school affiliated with an overseas university without participating in a program offered by Waseda University, you will need to apply for privately-financed study abroad in accordance with the procedures described below.

If you study at an overseas language school not affiliated with an overseas university, please apply for Leave of Absence instead of Study abroad. In this case, Waseda University will be unable to recognize any credits that you may earn from your studies.

*"an overseas university, an equivalent institution of higher education" needs to be an educational institution which is permitted to confer degree by authority. Please make sure to confirm that an institution meets the requirement. If the name of an institution includes "college" etc., it is possible that it is not the educational institution defined above.

◆ Application Procedures for Privately-financed Study Abroad

1. Submission of the Necessary Documents, Appointment of Interview

- Submit necessary documents to the Administrative Office of the Faculty of Letters, Arts and Sciences first, and then make an appointment for interview. Please make sure to proceed the procedures well in advance, taking into consideration the submission deadline for the necessary documents.
- * Appointment for interview will not be accepted before submission of the necessary documents.
- * If any of the documents submitted contain any mistakes, you will be requested to resubmit them at a later date.

【Necessary Documents】

(1) "Application for Studying Abroad" (designated form)

(2) Admission certificate from the educational institution where you will be studying

(3) "Overseas Study Plan" (designated form)

- * Obtain the "Application for Studying Abroad" and "Overseas Study Plan" forms from the Administrative Office or download them from the website below:

Website of the School of Culture, Media and Society or the School of Humanities and Social Sciences >

For Current Students > Study Abroad > Procedures for Applying to Study Abroad

【Document Submission Deadline】

Spring Semester: April 30th

Fall Semester: October 31st

* If the deadline falls on a day that the Administrative Office is closed, submit the documents by the last day the office is open.

* Depending on the timing of submission, you may be required to make a provisional payment of the regular amount of tuition and other fees (the amount due before your study abroad is approved). For more details, read "2. Amount of Tuition and Other Fees Charged" on the reverse side of the document entitled "Notes on Applications for Privately-financed Study Abroad."

*We start accepting documents for Spring Semester from January, documents for Fall Semester from July.

【Notes on the Submission of Necessary Documents】

If you cannot submit the necessary documents yourself because, for example, you are overseas, you can have them submitted by a proxy as long as they bring the following three documents:

- Proxy Form (designated form)
* You can obtain this form from the Administrative Office or download it from the website of your school.
- Copy of your student ID card
- Copy of a document that proves the identity of your proxy

2. Interview with the Associate Dean of Student Affairs

Based on the submitted documents, the Associate Dean of Student Affairs interviews applicants on the appointed date, and he/she decides pass or fail.

3. Approval by Faculty Committee

Your application will be considered at the Faculty Committee meeting held immediately after the interview with the Associate Dean of Student Affairs. The Faculty Committee meets in the middle of each month (excluding March and August).

4. Delivery of "Notice of Approval of Study Abroad"

Once your application is approved by the Faculty Committee, the "Notice of Approval of Study Abroad" will be sent to you and your guardian. If the address registered for your guardian is an overseas one, the notice will be sent only to you.

◆ Notes on Applications for Privately-financed Study Abroad (Please read!)

1. Tuition and Other Fees Charged for the Period of Your Study Abroad

During your study abroad, you will need to pay ¥50,000 as a registration fee and ¥1,500 as the Waseda University Student Health Promotion Mutual Aid Association Fee per semester.

2. Amount of Tuition and Other Fees Charged

The amount of tuition and other fees charged will be adjusted after approval by the Faculty Committee. Depending on the timing of submission of the "Application for Studying Abroad," you may be required to make a provisional payment of the regular amount of tuition and fees (the amount due before your study abroad is approved) due to the account transfer process. In this case, the difference will be refunded to your tuition payment account within approximately one month.

- * **Money transfers cannot be stopped by Waseda University. If you need to stop a money transfer, submit a request to that effect to the financial institution that holds your registered account.**
- * **The Faculty Committee meeting is held in the middle of each month (excluding March and August). Accordingly, depending on the timing of the submission of the "Application for Studying Abroad," it may take more than one month for your application to be approved.**

3. Period of Study Abroad

- You can study abroad for only one semester or one year.
- If you want to continue your studies abroad, you will need to submit an application again.
(Application starts accepted from January for Spring Semester, from July for Fall Semester.)
- Your study abroad is not included in your enrollment period unless you apply for any credits that you earned during your study abroad to be recognized.

4. Scholarship

- If you are on a scholarship offered by Waseda University or a private scholarship in the relevant year, you may be disqualified from receiving the scholarship by taking a leave of absence or studying abroad. In such cases, promptly provide notification to that effect to the Scholarships and Financial Assistance Section.
- If you have received a loan from JASSO, you need to submit a change notice. Download the form from the website of the

Scholarships and Financial Assistance Section (<http://www.waseda.jp/inst/scholarship/aid/jasso/procedures/>). Complete the form and then submit it immediately to the section.

Scholarships and Financial Assistance Section (Student Union Building 1F) Direct: 03-3203-9701

5. Procedure for Returning to School

A guide containing the instructions for returning to school will be sent to the address of your guardian (unless it is overseas one) and your Waseda-net email address at least one month prior to the end of your study abroad. Follow the procedure for returning to school in accordance with the guide.

Please be reminded that you will be asked to submit a transcript from your overseas educational institution (containing details on the period of your enrollment).

6. Reminders for Students Who Have Not Yet Proceeded to a Department

You are not allowed to study abroad at your own expense while you are a first-year student.

7. Cancellation of Study Abroad

Once your study abroad is approved, it cannot be cancelled.

8. Purchase of Traveler's Insurance Policy

If you study abroad at your own expense, you will be required to purchase the traveler's insurance specified by Waseda University.

Receive the designated form at the Administrative Office, Faculty of Letters, Arts and Sciences and complete the purchase procedure.

If you cannot purchase this traveler's insurance because, for example, you already hold a different policy, submit documentation describing the coverage that your policy provides.

Contact

Student Services Section,
Administrative Office, Faculty of Letters, Arts and
Sciences, Waseda University
Phone No.: 03-3203-4381

Inquiry Form:

Website of the School of Culture, Media and Society or
the School of Humanities and Social Sciences >
Contact > The inquiry form