

**◆Application materials for Exchange Programs at WASEDA University**  
**The Graduate School of Political Science**

**STUDENT EXCHANGE PROGRAM**  
**GRADUATE SCHOOL OF POLITICAL SCIENCE**  
**WASEDA UNIVERSITY**

Check	List of Documents	
	1. Application for Admission	Basic information about yourself.
	2. Academic Study Plan	Tell us briefly what you would like to study at the Graduate School of Political Science.
	3. Request for COE Application by Proxy	In order to apply for a visa status to enter Japan, you will first need to obtain a Certificate of Eligibility from the Immigration bureau of the Ministry of Justice of Japan, located in Japan. If you are a foreign student applying from outside of Japan, Waseda University will act on your behalf to apply by proxy to the Immigration Bureau for your Certificate of Eligibility.
	4. a) Application for Certificate of Eligibility  b) SAMPLE of how to complete form	<p>Download the form (4a) and type directly (NOT to be handwritten) onto the application form. DO NOT attach your ID photo on the form. Waseda University will attach your photo which will you will mail to us separately. There is a total of <u>3 sheets</u> you must fill in.            Make sure to refer to the Sample (4b) while filling in (4a).</p> <p>Note:</p> <ul style="list-style-type: none"> <li>• Those who have a Japanese citizenship including dual citizenship CANNOT apply for a COE. Enter Japan with your Japanese passport.</li> <li>• Waseda University does not apply for your COE for other purposes such as internships or studies at Japanese language schools.</li> </ul>
	5. Copy of Passport (Identification Page)	<p>Make sure to submit a copy of the page which includes your photo and passport number.</p> <p>If the passport is to expire before enrolling at Waseda University, please renew it and submit later.</p>
	6. Documents concerning defraying expenses for COE  For B: (6a) Written Oath for Defraying Expenses	<p>You must prove you can cover expenses while in Japan with the following documents. Amount must be more than at least 960,000JPY/year or 480,000JPY/semester.</p> <p>You can combine A-C to meet the required amount:</p> <p><b>A: If you are financing yourself</b>  <b>&lt;Official Bank Balance Certificate&gt;</b>            *If your bank does not issue a balance certificate, please ask your bank to issue a letter that states your most up-to-date balance with information on the name of the account holder, issuing date and signature of bank official and/or organization office stamp. A hard copy of a web page is accepted if all of the above information is on it.</p>

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		<p><b>B: If someone other than yourself is covering your expenses</b>  <b>&lt;Official Bank Balance Certificate of the person covering your expense &amp; Written Oath for Defraying Expenses&gt;</b>          Use the format “(6a) Written Oath for Defraying Expenses”.          *The person covering the expenses must be the same person you fill in, in the section 26 (3) on application form for COE.</p> <p><b>C: If scholarship is covering your expenses</b>  <b>&lt;Certificate of Scholarship&gt;</b>          *The Certificate (or letter) must clearly state the name of organization providing the fund to you, amount of scholarship available during your visiting period, issuing date and signature of the funding organization and/or stamp of the organization.</p>
	7. ID Photographs (at least 4)	<p>Write your NAME, Date of Birth, and NAME of your HOME UNIVERSITY on the back of each ID photograph.          Your ID photograph MUST:          -Be cut to size 3×4cm          -have been taken within 3 months before submission.          -Be printed on photo paper. Printed on regular paper will not be accepted.</p> <p>Refer to the following URL for acceptable photo examples.  <a href="http://www.immi-moj.go.jp/english/tetuduki/zairyuu/photo_info.html">http://www.immi-moj.go.jp/english/tetuduki/zairyuu/photo_info.html</a></p>

Check	<b>How to Submit</b>	
	Documents 1, 2, 3, 4, 5 and 6	<p>Prepare all data and submit through Online Application form. The link will be sent to you separately.</p> <ul style="list-style-type: none"> <li>DOCUMENT 4 MUST BE IN EXCEL FORMAT.</li> <li>For those documents which require a signature or an official stamp/seal (Document 6), save as PDF.</li> </ul>
	Documents 6 and 7	<p>Prepare the documents and send by post-mail.</p> <ul style="list-style-type: none"> <li>Prepare original copies of documents which require a signature or an official stamp/seal (Document 6).</li> <li>Clip the photographs (Document 7) together.</li> </ul> <p><b>Send to the Graduate School of Political Science by registered mail, to prevent lost mail.</b></p> <p>Graduate School of Political Science Administrative Office          Graduate School of Political Science, Waseda University          1-6-1 Nishi-Waseda, Shinjuku-ku, Tokyo 169-8050 JAPAN          Tel: +81-3-3208-8534</p> <p>*If you have trouble sending post-mail due to current circumstances, please let us know.</p>

**Due dates and online application links will be notified to applicants separately.**