



WASEDA UNIVERSITY

Study at a top-level research university in Asia!!

香港城市大学

City University of Hong Kong

City University of Hong Kong (CityU), one of eight public universities in Hong Kong is well known as a top-level research university in Asia. The departmental student exchange program between SPSE, Waseda and Department of Economics and Finance, CityU was started from 2008 in advance of the university-wide exchange program between Waseda and CityU launched in 2013. Since CityU offers large number of courses held in English, Mandarin or Cantonese proficiency is not required for applying the exchange program.





Application Guidelines

Name of Department and University	Department of Economics and Finance, City University of Hong Kong (CityU)	
Number of Places Available	1 student	
Period	▪ 1 year (from September, 2020) ▪ Half year (from September, 2020 to March, 2021)	
English Language Requirement	Applicants must have a high level of English proficiency equivalent to TOEFL score of PBT 550 (CBT 213, iBT 80) or above.	
Tuition Fees	Whereas successful candidates are to pay their tuition fees for Waseda during their stay at CityU, they do not have to pay any tuition fees for CityU; however, other expenses such as travel expenses, living expenses and other miscellaneous expenses are to be defrayed by successful candidates.	
Documents to be Submitted for Application	1. Application Form 2. Study Plan 3. Academic Record with GPA (printed out from MyWaseda) 4. Certificate(s) to prove your English proficiency *Copy is acceptable. 5. Study Abroad Agreement	
Screening Process	1. Deadline for Application	Friday, January 17, 2020 (to be submitted to FPSE Office)
	2. Interview Date	TBA
	3. Result Announcement	January 31, 2020
	4. Final Approval by CityU	TBA
Notes	Information of the successful candidates is to be sent to CityU after the internal screening at SPSE and the final decision for acceptance will be made by CityU. Once successful candidates are accepted, they are not allowed to apply for other study abroad programs offered by CIE or SPSE. Successful candidates have to purchase university-designated overseas travel insurance before going to study abroad.	
Contact	Tel: 03-3207-5617, Email: ryugaku11@list.waseda.jp	



SPSE Student Exchange Program Application Form for CityU

College : Department of Economics and Finance, City University of Hong Kong

Duration : Tick the program which you apply

☐ 1 year program (September 21, 2020 – September 20, 2021)

☐ Half year program (September 21, 2020 – March 31, 2021)

Name								Nationality	
Date of Birth								Age	
Student ID #	1	A						Grade	1 st , 2 nd , 3 rd , 4 th year
TOEFL (iBT/CBT/PBT)	(As of)							Other Language Test Score	(As of)
Address	〒 TEL: () E-MAIL: Mobile Phone : ()								
Educational Background									
Work Experience									
Would you like to apply for SPSE Global Leader Support Scholarship? Yes / No *This scholarship recipients cannot receive any other scholarship for study abroad programs. Please describe the reason for application below. You may use a different sheet of paper if necessary.									



Study Plan

Specify the purpose of your studying abroad and your study plan at the institution.

(You may use another sheet of paper, if necessary.)

[illegible]



海外留学プログラム誓約書

*Scroll down for English.

政治経済学部長 殿

私は、早稲田大学海外留学プログラム（以下、留学プログラムという）に出願および参加するにあたり、次の事項を誓約します。なお、誓約事項に反した場合は、早稲田大学海外留学生の資格や、早稲田大学のサポートを受けられないことになって異議を申し立てません。

1. 留学にかかる経費を渡航前に準備する必要があるため、事前に保証人等の経済的負担者の了解を得たうえで出願すること。留学にかかる所定の費用（本学学費、プログラムフィー等）を定められた期日までに支払うこと。支払の遅延がある場合、留学終了後の単位認定、次学期の科目登録に支障が生じる場合があることを了承すること。
2. 留学プログラム候補者として選抜された後は早稲田大学（以下、本学という）が正当と認める以外辞退できないので、十分理解のうえ出願すること。
3. 留学プログラム候補者として選抜されることは、留学先大学へ候補者として推薦されることであり、留学先大学での受入を保証するものではないことを了承すること。また、留学先大学の事情によっては、受入が許可されない場合もあることを了承すること。
4. 留学先大学が所在する国（地域）の治安・状況によっては、本学が留学プログラムの中止・延期または帰国勧告を決定することがあるので、これらの事態等が生じることを理解し、本学の指示に速やかに対応すること。中止・延期または帰国勧告に伴って発生する違約金、追加費用については参加者の負担となり得ることを了承すること。
5. 海外留学の趣旨を十分理解し、留学先大学にて学業に精励すること。参加する留学プログラムの定める講座をすべて履修すること。また、学業成績が留学先大学の基準を下回る場合は途中帰国の措置をとることがあるので、これに従うこと。
6. 留学に必要な諸手続き（留学先大学に提出する各種書類の作成、パスポートおよびビザの取得、本学の所属学部・研究科における留学および復学手続、単位認定手続、留学費用の支払い、保険加入等）は事前に十分確認し、自らの責任において行うこと。
7. 留学に際して、出発から帰国までの本学指定の海外旅行保険への加入ならびに危機管理対処サービスへの登録を行うこと。また、本学指定の海外旅行保険に加入した場合であっても、留学先大学から現地保険に加入することを求められた場合は、双方の保険に加入すること。
本学指定の海外旅行保険申込時、危機管理対処サービス、海外用携帯電話レンタルサービスの登録時、現地到着後に届け出た学生本人および保証人の個人情報、ならびに渡航中の事故情報（以下、個人情報という）について、留学センター、所属学部・研究科事務所、株式会社キャンパス保険センター、本学が指定する保険会社、危機管理対処サービス、海外用携帯電話レンタルサービスを提供する会社、旅行会社、航空会社、関係省庁および在外公館が、事故時の対応、学生および保証人との連絡、留学プログラムの運営のために共有、利用することに同意すること。また、留学センターおよび政治経済学術院が個人情報を留学先機関にプログラム運営管理目的のため提供することに同意すること。
8. 留学に伴う渡航期間中は、滞在国の法令、留学先大学の学則および本学の諸規則を遵守するとともに、留学先大学の指導教員、担当者等の指示に従い、滞在国の公序良俗にも反することのないよう注意すること。
9. 本学の学生として、本人の自覚と責任において行動すること。また、留学に伴う渡航期間中、災害、暴動、テロ、事故、疾病、犯罪などによる損害について、本学に一切責任を問わないこと。
10. 留学に伴う渡航期間中、自らの故意、過失、法令違反または公序良俗に反する行為によって、留学先大学または第三者に対し損害等を与えた場合は、本学に一切責任を問わないこと。また、自らが留学先大学または第三者に与えた損害等により、本学が損害賠償の責を負った場合は、自らの責任において、本学が被った損害を補填すること。
11. 留学に伴う渡航期間中、または帰国後に留学センターおよび政治経済学術院から求められた提出物は、期限までに提出すること。
12. 留学に伴う渡航期間中は、留学プログラムまたは本学で定める居住先がある場合には、その居住先に滞在すること。定める居住先が無い場合は、留学生自身にて居住先を確保しなくてはならない場合があること。
13. プログラム期間の延長は原則として認められないため、留学期間終了後は必ず帰国し、所属学部・研究科にて所定の手続きを経ること。



14. 留学先大学で取得した成績情報、生活面の情報などの個人情報を留学プログラムの運営のためにまたは学生の安全を守るために本学が留学先大学から提供を受けることに同意すること。
15. 渡航のために団体航空券が用意・案内されるプログラムに出願する場合、往復の航空券の仮予約のため、本学がパスポートのコピーと記載の個人情報（氏名、生年月日、性別、パスポート番号・有効期限等）を、航空券を手配する旅行会社および航空会社に必要に応じて提供することに同意すること。
16. 本学は、今回提出いただいた個人情報を利用して、早稲田大学が主催するイベント等の案内や、短期プログラム説明会へ体験者としての出席依頼などの連絡をする場合があることを了承すること。
17. 保証人は、父兄または独立の生計を営む者で確実に保証人としての責務を果たし得る者であり、本誓約書記入時点において早稲田大学に自らの保証人として登録している者と同じであること。また、本誓約書提出後に保証人が変更となった場合は、再度、署名押印を得ること。
18. 危機管理等の理由で、本学が必要と判断した場合、学生の下承を得ずに留学センター、または所属学部・研究科より保証人に情報共有をすることに同意すること。

Study Abroad Agreement

To Dean of the School of Political Science and Economics

I, as an applicant to and participant in Waseda University's study abroad program (hereafter "study abroad program"), fully understand and agree to the terms and conditions as indicated below. I also agree not to lodge any formal objection or protest in the case that I may lose the right to participate in the study abroad program or support from Waseda University by failing to comply with these terms and conditions.

1. As part of the application process, I have secured permission and agreement from my parents, guarantor or financial supporter to prepare sufficient financial resources for all the estimated expenses prior to my departure. I agree to pay all the fees (tuition, program fees, etc.) by the date set by Waseda University. I understand that any late payment of these fees may cause difficulty in transferring credits from the host university to Waseda University.
2. I understand that I am not allowed to withdraw from the study abroad program once Waseda University nominates me as a candidate for the study abroad program unless Waseda University accepts the circumstance and gives me approval to withdraw from the study abroad program.
3. Even if I am nominated as a candidate for the study abroad program, it does not guarantee my participation in the program. I understand that the concerned university has the right to reject my application and that the rejection may rest on the conditions and circumstances of the concerned university.
4. I understand that Waseda University may determine to postpone or cancel the study abroad program according to the security condition in the host country or region and that I am required to return to Japan at the earliest possible opportunity. I also understand that I could be responsible for paying the damages for breach of agreement or additional expense incurred as a result of the postponement/cancellation/order to return to Japan.
5. I understand the purpose of the study abroad program will concentrate on the study to the best of my abilities. I agree to complete all the courses required by the program. I also understand that I may be required to return to Japan and will do so if my academic standing does not reach the standard of the host university.
6. I agree to take full responsibility for all the necessary procedures, which include application documents to the concerned university, passport and visa, procedures required by my School at Waseda University to participate in the study abroad program and to return to the School, credit transfer, payment of tuition and other academic fees, insurance and others required for the program.
7. I agree to purchase the insurance plan for the period of my study abroad and register for the crisis management service, as designated by Waseda University. I agree to purchase both insurance plans designated by Waseda University and by my host university if the latter requires me to purchase a separate insurance plan in addition to the one designated by Waseda University. I agree to allow the following parties to share the personal details of myself and my guarantor provided to purchase the said insurance plan and register the crisis management service, my contact details provided to Waseda University after my arrival at the host university and accident details during my study abroad period so that they may deal with the accidents, contact my guarantor and administer the study abroad program: the Center for International Education (hereafter "CIE"), my School Office, Campus Insurance Center Co. Ltd., insurance company and crisis management agency designated



- by Waseda University, and the relevant ministries and embassies. I also agree to allow the CIE or my School Office to share my personal details with my host university.
8. I agree to comply with the laws and regulations of my host country and host university while participating in the study abroad program. I will also follow the guidance of the faculty members and advisors at my host university and respect the standards of decency in my host country.
 9. I understand that I am a representative from Waseda University and must act responsibly. I will not lodge any complaint against or implicate Waseda University for the loss and/or damage caused by disaster, riot, terrorism, unforeseen accidents, infectious diseases, crimes, etc.
 10. If during the period of my study abroad, I cause damage to my host university or a third party due to willful intent, negligence, a violation of the law or public policy, I will not hold Waseda University responsible for the cost of damages made to the host university or a third party by myself. I will take responsibility to compensate the cost owed to Waseda.
 11. I will inform the CIE of my arrival at the host university and how things are during the study abroad program, and submit necessary reports to the CIE or my School Office before, during, and after the completion of the program within their deadlines.
 12. I will stay, if any, in the accommodation designated by my host university or Waseda University. I understand that if any accommodation is not designated, I will be responsible to acquire a place to stay on my own.
 13. I agree to return to Japan and go through the needed procedures after the completion of the study abroad program, since extensions of programs are not allowed.
 14. I agree to allow Waseda University to receive my academic and/or other personal information from my host university for the purpose of the administration of the study abroad program and for my safety.
 15. I agree to have my name (as written in my passport) and my passport number to be shared with the travel agency and the airline company if it becomes necessary for the university to make a tentative reservation for a return flight.
 16. I understand that Waseda University may use the personal details I have submitted in order to contact me for events and various briefing sessions held by Waseda University.
 17. I understand that the guarantor must be the one registered with Waseda University as my guarantor at the time of filling out this agreement, who is either one of my parents or someone who is financially independent, and is surely capable of assuming the responsibility as my guarantor. I also understand that when my guarantor has changed sometime after the submission of this agreement, I will obtain the signature and the seal of the new guarantor.
 18. I agree to have CIE or my School Office share the needed information with my guarantor, without obtaining my consent if Waseda University decides it to be necessary, by reason of risk management.

年 月 日

(Year, Month, Day)

学部・研究科 政治経済学部
(School) School of Political Science and Economics

学籍番号
(Student ID Number)

学生氏名 印
(Student's Name) (Signature)

保証人は、上記に同意し、学生本人が上記誓約事項を遵守することを保証します。

I, as the guarantor of the aforementioned student, take full responsibility that he or she will strictly abide the terms and conditions stated above.

年 月 日
(Year, Month, Day)

保証人氏名 印
(Guarantor's Name) (Signature)

(保証人直筆のこと。印影は学生とは別個のものを使用してください。)
(Please make sure to sign and seal by the guarantors themselves.)