

Credit Transfer Application Checklist (Submit the documents with the square and this checklist)

Student ID number	
Name	
Host Institution	
Study Abroad Period	
Date of Submission	

[1] Have you applied for the two application forms (“Credit transfer courses” and “Credit transfer applicant information”)?

Yes / No

[2] Do you have the Official Academic Transcript in English issued by the host institution?

(If an English version is not offered, attach an English translation by yourself.)

Yes / No (→Date that you can submit it: _____)

[3] Do you have the syllabi and the necessary documents for credit calculation?

Yes / No

Read the following, arrange the documents and submit them.

1 Write all the courses which you registered in the application form. The course number should be the same with ones you numbered in the application form.

2 Choose whether you have a syllabus for each course. In case you do not have the syllabus, fill in the “Course Explanation Paper” and submit it with textbooks and handouts, etc.

***Write the course number at the left top of the document and line the course name with a highlighter.**

3 Choose a credits calculation method and write the original number (minutes of class hours etc.), the calculated credits and the submitting documents.

***Write the course number at the left top of the document and line the basis of original number with a highlighter.**

< Credits calculation methods >

1) 540 minutes of class hours = 1 Waseda credit (Rounding decimal places)

1080 minutes of class hours = 1 Waseda credit (Rounding decimal places) < practicum courses such as language and sports >

2) 45 hours of study hours = 1 Waseda credit (Rounding down decimal places)

3) $1.67 \text{ ECTS} = 1 \text{ Waseda credit}$ (Rounding decimal places)

4) $\text{Annual course registration limit at the host institution (credits)} \div 40 \text{ credits [annual course registration limit at SPSE]} = 1 \text{ Waseda credit}$ (Rounding down decimal places) (In case when 1) ~ 3) cannot be proved.)

No	Course Name	Syllabus	Credits calculation			Course category you wish to transfer
			method	original number	calculated credits	
1	(example) Global Politics	Yes	1	60min*2times*15weeks=1800min	3	Political science
1						
2						
3						
4						
5						
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