

Points to be Checked before Studying Abroad

(After you have checked all of the points, make a copy for yourself and submit the original to the Office for the School of Political Science and Economics)

Student ID: 1A	Guardian Name:
Name of Student:	Guardian Phone Number:
Mobile Phone Number:	Guardian Address:
Email address during your study abroad:	

Documents Necessary for Studying Abroad

- (1) Request to Study Abroad (Form)
- (2) Overseas Study Plan A and Plan B (Form)
- (3) Points to be Checked before Studying Abroad (Form)
- (4) [Letter of Acceptance] or [I-20(copy)] or [DS-2019(copy)]
- (5) Application for the traveler's insurance specified by the University (Form) and a copy of the receipt of payment for the insurance fee.
- (6) Document(s) indicating the fact that the total course time is at least 12 hours per week.

*After you have submitted the documents, an interview with the Associate Dean (only for students studying abroad on private expenses) and deliberations at the School Steering Committee will take place.

Deadline to submit documents for studying abroad starting from the Fall Semester: End of June

*In case of Privately Financed Study Abroad, the Deadline of documents submission is the end of October.

Deadline to submit documents for studying abroad starting from the Spring Semester: End of January

*In case of Privately Financed Study Abroad, the Deadline of documents submission is the end of April..

Please check the following items:

1. Type of Study: ☐ Privately Financed Study Abroad

2. Period of Study: ☐ one semester ☐ two semesters ☐ three semesters ☐ extending the period of study

3. [Request to Study Abroad]

Are the columns for the student and guardian written by each individual and having a different signature or seal?

☐ YES ☐ NO

4. Do you have a [Letter of Acceptance] or [I-20(copy)] or [DS-2019(copy)] from the institution you plan to attend?

☐ YES ☐ NO

If NO → submit to the office as soon as you received the document.

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5. Studying Period and Studying Time

1) Will you be able to show that you have more than 30 weeks of learning in 1 year? (15 weeks for students studying for half a year including internship and field work) ☐ YES ☐ NO

2) Will you be able to show that you have more than 12 hours of learning per week? (Including internship and field work) ☐ YES ☐ NO

6. You have to purchase traveler's insurance designated by Waseda University. Have you prepared the necessary documents? ☐ YES ☐ NO

7. Are you receiving a scholarship? ☐ YES (Name of scholarship: _____) ☐ NO

If YES → complete the following procedures

- If you are receiving a scholarship from **Local Public Organizations or Private organizations**, confirm necessary procedures at each organization.

8. Are you registering for an Advanced Seminar? ☐ YES ☐ NO

If YES → you must report to your instructor since an Advanced Seminar will be automatically registered after your re-enrollment.

9. Do you wish to transfer credits obtained during your study abroad? ☐ YES ☐ NO

10. Are there any changes to the address of your guardian? ☐ YES ☐ NO

If YES → you must register the new address of your guardian at SPSE Office.

11. Scheduled Date of Departure (Year/Month/Day) : _____ / _____ / _____

Study Period: From (Year/Month/Day) _____ / _____ / _____ to (Year/Month/Day) _____ / _____ / _____

Scheduled Date of Return to Japan (Year/Month/Day) : _____ / _____ / _____

Inquiries: School of Political Science and Economics

Waseda University

Tel: 03-3207-5617

E-mail: gakuseki11@list.waseda.jp ("11" is not the alphabet "LL" but is the number "11")