

Frequently asked questions regarding credit transfer

【Transferable courses and number of credits】

1. About how many credits will be transferred?

→ It depends on the country, program, and number of applied courses. As long as you take necessary procedures, the course study hours and grade fulfill the requirements, and you submit necessary documents (transcript and other materials to confirm the course), most of the credits will be transferred.

2. Can a course be transferred as a required course?

→ If the course content is judged as comparable and the calculated credit is equal or more, it may replace an unpassed required course.

3. Can courses not related to Political Science and Economics be transferred?

→ Yes, including courses such as Physical Education. Those courses will be transferred as General Studies or Elective Courses.

4. Can courses be transferred as Voluntary Courses (not counted towards graduation)?

→ No, only credits counted towards graduation can be transferred. Please adjust the number of courses when applying.

5. (The credit approval fee is high for Privately funded study abroad) Can I transfer only a part of the courses I took?

→ Yes. As question No.4, you do not need to apply for all the courses you took, so please adjust by yourself. If needed, credits can be reduced from one course.

6. Can credits of courses similar to those taken before study abroad be transferred?

→ It is possible, but please avoid taking courses with contents that overlap with obtained credits.

7. Can credits of summer programs attended after the study abroad program be transferred?

→ Credits from programs attended after completing your study abroad may be transferred. Please note that you must consult the SPSE Office **before attending them**.

8. Will credits be given to internships during study abroad?

→ No. However, internship courses which the host institution has given credits for may be transferred. Also, credits may be given by taking necessary procedures at the Waseda University Career Center before and after the internship.

9. Can students choose the credit calculation method?

→ Yes. However, you must be able to prove each value with objective documents such as transcript and syllabus.

10. How will credits be calculated for full on-demand classes?

→ If the syllabus contains class hours, you can calculate based on that. If not listed, you can calculate based on the “Class Hours according to the Number of Credits (*)” at the host institution

(*) Depends on the institution, in most cases it is listed on the back of the transcript, etc.

In case it is not specified, please apply in the following method.

【Host Institution Annual Course Registration Limit ÷ 40 [Annual Course Registration Limit at SPSE] = 1 Waseda Credit (Rounded down to the nearest decimal) 】

【Application and Interview】

1. What should I do if I cannot submit necessary documents by the deadline?

→ Consult the Office by email with the reason and available dates of submission. If the reason is deemed legitimate (for example, the program has not ended yet) you may submit them after the deadline or by email. **In any case, application must be filed within the designated period.**

2. What should I do if I do not have my transcript yet?

→ **You must apply and submit documents other than transcript by the deadline. The result of your credit transfer will be withheld until you submit all necessary documents.** Please submit the transcript as soon as you receive it because your next course registration can be affected.

3. Will credits not be transferred if I cannot submit textbooks?

→ You need to submit syllabus for every course first. If you are missing syllabus, you need to write a Course Explanation Paper and submit textbooks or handouts etc. for the course. Credits can be transferred without textbooks as long as course contents can be confirmed by other documents such as syllabus and handouts. If available at the library, consider borrowing them.

4. Do I need to submit all the textbooks?

→ No. As question No.3, as long as course contents can be confirmed by syllabus and/or other documents, you do not need to submit all the textbooks.

5. If all the documents are available only as electronic files, do I need to print out all of them?

→ When you submit necessary documents, the syllabus must be in print form in principle. As long as you can show them immediately when requested at the interview, it does not have to be on paper

and you can bring your computer.

6. Can transferred credits be cancelled?

→ Cancellations after the announcement of results, in principle, will not be accepted. If you wish to withdraw courses, consult Office staff before announcement of credit transfer results..

7. Can I graduate right after credit transfer?

→ In principle, we do not recommend that students graduate at the same time immediately after the study abroad period. If you fulfill graduation credits and 4 years of enrollment, and ONLY if you complete all credit transfer procedure by the application deadline, you can graduate. In order to finalize credit transfer results before the graduation date, register that you would like to graduate right after credit transfer on the application form. Please note that your graduation date will be delayed if you failed to apply for the credit transfer by the deadline.

8. Should courses with lectures and sessions (seminars, discussions etc.) be applied separately?

→ In principle, you should apply based on the transcript. If the grades differ, they should be applied separately (although grades will all be transferred as “P”).

9. I was informed that the host institution will send my transcript to Waseda University by mail. In this case, do I need to submit the transcript with the required documents for the credit transfer?

→ As a rule, you are required to submit your transcript by yourself with other documents.

When you receive a notification from Waseda University to pick up your transcript, please receive it and submit it with the other documents by yourself.

If you have any other questions, contact the SPSE Office (ryugaku11@list.waseda.jp).