

Extra Course Registration for those returning from studying abroad

（“Extra Course Registration”）

1. What is “Extra Course Registration”?

“Extra Course Registration” refers to the system that enables students to newly take courses offered in the summer or the winter quarter or intensive courses during the spring or summer vacation, when they return to Japan from studying abroad.

2. Eligibility for application

The system called “Extra Course Registration” applies to students who are on exchange program, Double Degree Program, or CS(customized study) Program, or privately financed students, who study abroad with their private fund. The students such as who take leave of absence for language study abroad, working holiday, and overseas internship are not eligible to apply.

3. Application procedure (for Faculty of Science and Engineering)

① Confirm available courses list of “Extra Course Registration” and send e-mail to Center of Science and Engineering in order to apply for “Extra Course Registration”. The e-mail address is as the below on the section 4.

In case you wish to apply “Extra Course Registration” of other school/graduate school, or when you are not in Japan during the period of application, please contact Center of Science and Engineering.

② Sending Application form for “Extra Course Registration” to applicants by e-mail from Center of Center of Science and Engineering.

③ Fill out name of courses on “Application form for “Extra Course Registration” with the approved seal of the instructor in charge for instructions.

④ Submit the approved “Application form for “Extra Course Registration” to Center of Science and Engineering by the deadline.

4. Schedule

1. Please send your e-mail to :gakumu@sci.waseda.ac.jp in order to apply.

Deadlines are as the below.

For summer quarter courses, Summer intensive courses: Deadline: end of April

For winter quarter courses, spring intensive courses: Deadline: 3rd week of October

2. Submitting approved Application form for “Extra Course Registration” to Center of Science and Engineering

For summer quarter courses, Summer intensive courses: 3rd week of May

For winter quarter course, Spring intensive courses: 2nd week of January

If you are not in Japan during the period of application, please contact to Center of Science and Engineering

5. Notice

This system is target on the courses in the summer or the winter quarter or intensive courses during the spring or summer vacation. Please check available courses on the list of courses “Extra Course Registration”

As this system is out of period for the regular course registration, please confirm whether or not the courses you wish are available with your instructor in charge for instructions and receive the approval.

Please contact Center of Science and Engineering if you wish to apply for “Extra Course registration” of other school/graduate school.

3. Please confirm the start date of the course you wish to register as you need to return to Japan before then. We will not accept your cancelation and absence of the classes because of the changes of the date for returning Japan.