

Procedure for Study Abroad

If you are to be enrolled and educated in foreign higher educational institutions for 1 semester or longer, you can go to study abroad after a permission given from your undergraduate/graduate school.

1. Selection of the programs

Please note that application procedure and screening vary in each program. Please refer to the following table and contact the office for responsible.

Program name	Office
EX (Exchange programs upon university wide agreement)	Center for International Education (CIE)
EX (Exchange programs upon Departmental/Graduate school agreement)	Affiliated Lab
CS-R (Customized Study Programs / Regular Academic Program) (for undergraduates)	Center for International Education (CIE)
CS-L (Customized Study Programs / Language Focused Programs) (for undergraduates)	
DD (Double Degree Programs)	
Joint Supervision program *For Joint Supervision program, other procedures will be required before and after the departure. Confirm your supervisor and Academic and Student Affairs Section of Center for Science and Engineering.	Affiliated Lab and Academic and Student Affairs Section of Center for Science and Engineering
Privately Funded Study Abroad	Students contact the institution directly on their own

2. Registration Status, Academic Fees, Credit Transfer and Registration period

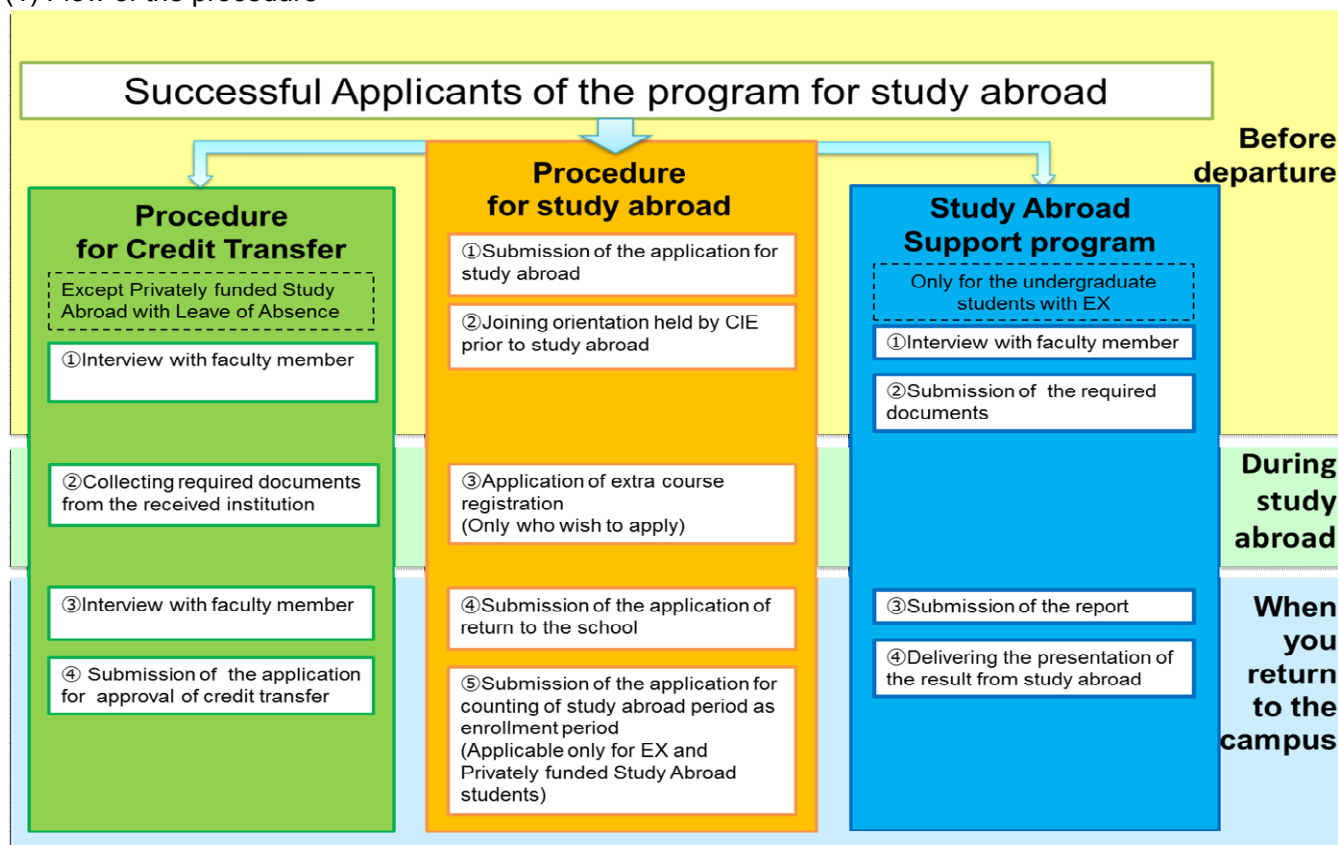
Registration Status and Academic Fees vary depending on the conditions and the programs.

	EX (University wide /Departmental)	CS-R/ CS-L	DD	Joint Supervision	Privately funded Study Abroad	
					Handled as - Study Abroad	Handled as - Leave of Absence
Registration Status	Study abroad	Registered in school	Registered in school	Registered in school	Study abroad	Leave of absence
Academic Fee	Designated Academic Fee	Program fee	Designated Academic Fee	Designated Academic Fee	JPY50,000	
Credit Transfer	If approved is given by the department / major after submission relevant document through your Class advisor or supervisor. This procedure has to be done when you return to the campus. (*)					Not Approved
Calculation of registration years	If approved by applying to Head of department /major after returning	Automatically calculated	Automatically calculated	Automatically calculated	If approved by applying to Head of department /major after returning	Not Approved

(*)The student with privately funded study abroad needs to contribute the fee of credit approval due to enable to be counted to the period of registration. Concerning the fee of each credit, please confirm to the Academic and Student Affairs Section.

3. Procedure after decision of the program for study abroad

(1) Flow of the procedure



(2) Detail of the procedure

Procedures for study abroad	
Before departure	① Submission of the application for study abroad 【Required documents to submit】 1. Application form for study abroad (After the decision and notification of program for study abroad, students will receive this form from Academic and Student Affairs Section by e-mail.) 2. Certificate of acceptance (e.g. Certificate of enrollment. Each of one copy is acceptable) 3. Application of traveler's insurance (Designated traveler's insurance, Subscriber of Waseda support desk*) *Waseda support desk provides a service that member can use 24-hours' telephone and 365 days help desk of medical treatment, theft problem and health counseling. When students subscribe the designated traveler's, they are automatically member of it. 【Deadline of submission】 1 month prior to the departure 【Place to submit】 Academic and Student Affairs Section
	② Joining orientation held by CIE prior to study abroad The details of the date and place will be posted from CIE or Academic and Student Affairs Section.
During study abroad	③ Application of extra course registration (only who wish to apply) The students who with EX, CS, DD and Privately fund Study Abroad (Handled as Study Abroad) are eligible. This is optional system; therefore, it is only for the students who wish to use this system. List of extra registration of the courses: https://www.waseda.jp/inst/gec/en/undergraduate/registration/ * What is extra registration course: https://www.waseda.jp/fsci/assets/uploads/2016/02/kikokugo_annai.pdf
When you return to the campus	④ Submission the application of return to school 【Submitting document】 Application form for return to school (We will send the documents to the students' guarantor.) 【Deadline】 Will be notified from Academic and Student Affairs Section 【Place to submit】 Academic and Student Affairs Section

**⑤ Submission of the application for counting of studying abroad period as enrollment period
*Applicable only for EX and Privately funded Study Abroad students**

The period of enrollment at the overseas university, or institution can be also counted toward graduation from Waseda University only if your application is approved by Waseda University, but the period is limited to one semester or one year.

【Submitting documents】

1. Recognition that studying abroad period is counted in the enrollment period (Reply)
2. Certificate of Enrollment at Overseas University or institution

【Deadline】 Will be notified from Academic and Student Affairs Section

【Place to submit】 Academic and Student Affairs Section

* Credit transfer and Study Abroad period counted as Registered in school period can't be guaranteed before your departure. Please note that this approval is entirely relied upon the approval after the interview with the head of department / major after returning.

* The procedure will take certain period for the approval.

* The students who with CS and DD do not have to take the procedure, because it will be automatically calculated

**In case of students wish to graduate at the end of study abroad's term
(Only for undergraduate students)**

For the students who are 4th grade or above and also will study abroad with program; EX, CS, DD and Privately fund Study Abroad (Handled as Study Abroad), if the conditions are fulfilled, the graduation at the end of term of study abroad is possible. Provided that this rule only can apply for the undergraduate students who have already obtained enough number of credits for graduation thesis and graduation research, or the graduation thesis is not a compulsory course. The following procedures are required before and after study abroad.

Before departure

- Check the box of "hoping to graduate at the end of term of study abroad" in Application for Study Abroad
- Before study abroad, please confirm the studying plan at student's school department and submit "Study Abroad Plan" with your class academic advisor's seal and the application form for study abroad. This procedure is applied only for the students can obtain necessary academic credits of graduation during study abroad.

When you return to the campus

- Please submit the "Application for Return to School" and the documents for counting of studying abroad period as enrollment period and credit transfer by the following deadline.

If you wish to graduate in September: until July 15

If you wish to graduate in March: until February 15

Approval of credit transfer

Of your completed courses at the overseas university, or institution during the study abroad program, 60 credits or less for an undergraduate program and 10 credits or less for a graduate's program may be appropriate to recognize the credits of Waseda University. For students entering a graduate's program in the Academic Year 2021 or later, credits may be transferred up to 15 due to the modification of the University's regulation. There are 2 ways of the approval. One is "Credit transfer" and the other one is "Credit transfer referred".

* We don't have any guarantee for the credit approval before the study abroad. Please note that these approvals should be granted after students return to campus and their meeting with faculty member (Class academic advisor for undergraduate students and an supervisor for graduate students).

*The procedure will take certain period for the approval.

Before departure

① Interview with faculty member

If the students wish to transfer the credits, please consult with their academic advisor and show your academic plan and whether your course(s) is (are) available to be approved for credit transfer. Undergraduate students have to interview with their own class academic advisor and for graduate students should do with supervisor.

During study abroad

② Collecting required documents from the received institution

Please be sure to obtain the documents as below due to approve the credit for the course while abroad from the received institution.

【Required documents】

1. Official transcript
2. Description of the course, syllabus, and /or coursework, text, note etc.

When you return to the campus	③ Interview with faculty member Submitting the following documents to faculty member (Class academic advisor for undergraduate students and an supervisor for graduate students) 1. Document in the section ② 2. Application for approval of credit transfer during study abroad (downloadable from https://waseda.box.com/v/taninintei)
	④ Submission of Application form for approval of credit transfer during study abroad 【Submitting documents】 1. Application for approval of credit transfer during study abroad (It should be with seal and signature by the director of department/school) 2. Official transcript (Each one copy is OK) 【Deadline】 Will be notified from Academic and Student Affairs Section 【Place to submit】 Academic and Student Affairs Section

Study Abroad Support Program ※only for the undergraduate students with EX

At the time of Study Abroad, an applicant for the Study Abroad Support Program must be a Full-Time regular students enrolled in undergraduate program in the Faculty of Science and Engineering. Applicants need to have been already chosen as a member of the EX-R program (Exchange Programs × Regular Academic Programs) through screening. For successful applicants can receive support fee for traveling and living expenses: up to 500,000 Japanese Yen.

Before departure	① Interview with faculty member Please download the form from the following HP and set up the interview with the class instructor. 【Application form】 https://www.waseda.jp/fsci/en/students/abroad/
	② Submission of the required documents 【Required documents】 1. Application Form for Study Abroad Support Program (This should be with seal of guarantor, signature and seal of class academic advisor) 2. Academic Transcript (at the time of submission) 3. Copy of Test Report Form demonstrating your language proficiency (should be the same one which submitted to CIE) 【Deadline】 Will be notified from Academic and Student Affairs Section 【Place to submit】 Academic and Student Affairs Section
When you return to the campus	③ Submission of the report 【Report Form】 https://www.waseda.jp/fsci/en/students/abroad/ 【Deadline】 Within a month from students returning date 【Place to submit】 Academic and Student Affairs Section
	④ Presentation of the result from study abroad The recipients by this support system have to make a presentation at the report meeting of study abroad and to cooperate with the guidance of study abroad. When the students return to the campus in fall, the meeting should be on October and in spring will be on April. Details will be announced by Academic and Student Affairs Section.

International students with "College Student" status of residence

When an international student enrolled in Waseda University with "College Student" status of residences studies abroad in any program for 3 months or longer, said "College Student" status will become invalid. Please be aware that, before returning to the campus, any such student is required to acquire a status of residence again. Any queries regarding status of residence during study abroad should be directed to the Center for International Education.

4 . References

Center for International Education	Center for Science and Engineering Academic and Student affairs Section
〒169-0051 1-7-14-404 Nishiwaseda, Shinjuku, Tokyo (Waseda Campus Bldg22 1F) TEL: 03-3207-1454 / FAX: 03-3202-8638 E-mail: out-cie@list.waseda.jp URL: https://www.waseda.jp/inst/cie	〒169-8555 3-4-1 Okubo, Shinjuku, Tokyo (Nishiwaseda Campus Bldg51 1F) TEL: 03-5286-3002 / FAX: 03-5286-3500 E-mail: gakumu@sci.waseda.ac.jp URL: https://www.sci.waseda.ac.jp/