

## Application process (Short-term Study abroad)

Waseda University, Faculty of Engineering and Science

### 1. Short-term study abroad

Short-term study abroad is prescribed that your registration status does not change and the period is less than one semester. Also the program has to be provided by overseas higher education institutions.

### 2. How to determine the programs you wish to attend

We encourage students to take an active role for searching the programs and collect information regarding applications and requirements through websites, etc.

Summer session : Examples of programs

- USA) University of California, Los Angeles, **Summer Sessions** (<http://summer.ucla.edu/>)
- USA) University of Washington, **Summer Quarter** (<http://www.summer.washington.edu/>)
- USA) University of California, Berkeley, **Berkeley Summer Session** (<http://summer.berkeley.edu/>)
- USA) University of California, Santa Barbra, **Summer Sessions** (<http://www.summer.ucsb.edu/>)
- UK) University College London, **UCL Summer School** (<https://www.ucl.ac.uk/prospective-students/summer-school/ucl-summer-school>)

Due to transfer the credits, study program has to have the following conditions.

- ① The program has to be provided by the overseas higher education institutions
- ② The program has to be available to be issued official certificate of enrollment and transcript.

### 3. Student registration status, school fee, credit approval, period of the enrollment

The details are as below.

Student registration status	enrollment
School fee	To Waseda university: Students must pay prescribed school fee. (There is not tuition waiver by the reason of short-time study abroad.) To the university for study abroad: direct payment of the program's bill
Credit approval process	Students need to go through prescribed credit approval process and Waseda university will examine the applications. After our screening, if Waseda university approves properly, students can obtain the credit approval. ※:Fee for credit approval is not needed. For undergraduate students will be able to transfer up to 60 credits For graduate student's maximum of 10 credits are applicable for credit transfer. 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 kind of the ways for credit approval. 1.Approval of credit transfer⇒ If the courses during study abroad can be accredited as the equivalent of the courses at the faculty of science and engineering, "Credit transfer" is applied. 2.Approval of credit transfer referred⇒The courses during study abroad are not qualified as the course of the faculty of science and engineering but Waseda university may approve those are necessary toward the credit required for graduation. In this case "Credit transfer referred" is applied.
Calculation into the registration period	Automatic included

We don't have any guarantee for the credit approval before study abroad. Please note that these approvals should be granted after students return to campus and their meeting with the class academic advisor and the instructor in charge of the course. The procedure will take certain period for the approval.

### 4. Intermission/study leave

After you start your course, you may choose participation in a summer school or study abroad. In order to defer your studies halfway through, you are required to apply for intermission during the allotted time period. After returning from study leave, you may take the course by applying for resumption during the allotted time period. Students need to

submit the application of study leave to their class academic advisor and instructor in charge of the course before departure. For more details please check our web site. (<https://www.waseda.jp/fsci/en/students/registration/>)

## 5. Procedures

Procedures for study abroad, credit transfer, intermission/ study leave	
Before departure	<b>① Meeting with class academic advisor (procedure of study abroad, credit approval, intermission/study leave)</b> <p>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. Please bring "Application for study abroad (short term)" and the "Certificate of acceptance" from your received institution then.</p> <p>Furthermore, the approval at the consultation is not guaranteed for Credit approval. Please note that we will need to confirm the description of the courses and will work with our faculty member to match course taken abroad with Waseda university's courses comprehensively when you return.</p> <p>For the students wish to use the system of Intermission (Study Leave), please consult with your academic advisor with "Application form for Intermission (Study Leave) " and obtain approval in the meeting.</p> <p>※If you wish to use intermission system for the courses offered by schools outside of FSE, please contact us for the prior confirmation.</p>
	<b>② Consulting with the instructor in charge of the course (Intermission/Study Leave)</b> <p>For the students wish to use the system of Intermission (Study Leave), please obtain approval from the instructor in charge of the course with "Application form for Intermission (Study Leave) ".</p>
	<b>③ Submitting the relevant documents to academic student affairs section</b> <p>Please submit the relevant documents as below one month prior to your departure date.</p> <p><b>【required documents for study abroad】</b></p> <ul style="list-style-type: none"> <li>• Application for study abroad (short term)</li> <li>• Certificate of acceptance from the received institution (e.g. Certificate of enrollment. Each of one copy is available.)</li> <li>• Application for traveler's insurance (designated traveler's insurance • Subscriber of Waseda support desk)</li> </ul> <p>※Waseda support desk initiates a system that you can use 24-hours telephone and 365 days medical treatment, problem of theft and health counseling. When you subscribe the designated traveler's insurance, you are automatically member of it.</p> <p>If the students wish to use the system of Intermission (Study Leave), please submit the "Application form for Intermission (Study Leave) " to the Academic and Student Affairs Section in the Center for Science and Engineering.</p> <p><b>【Due date】</b></p> <p>For the courses in spring semester: end of April  For the courses in Fall semester: end of October</p>
	<b>① Required documents from the received institution (for the procedure of credit approval)</b> <p>Please be sure to obtain the documents as below due to approve the credit for the course while abroad from the received institution.</p> <p><b>【Required documents】</b></p> <ul style="list-style-type: none"> <li>• official certificate of enrollment</li> <li>• official transcript</li> <li>• description of the course, syllabus, and /or coursework, text, note etc.</li> </ul>
When you	<b>① Application for credit approval and calculation into the registration period (credit approval)</b>

<b>return to the campus</b>	<p>Please bring the relevant documents as below for the consultation meeting with your class academic advisor. If you have changes from your initial plan, for instance, additional courses, or taking different course from initial plan, please report all your concerns to your class academic advisor at this timing.</p> <p><b>【Required documents】</b></p> <ul style="list-style-type: none"> <li>• Official certificate of enrollment</li> <li>• Official transcript</li> <li>• Description of the course, syllabus, and /or coursework, text, note etc.</li> <li>• Application for the credit approval (download→<a href="https://waseda.box.com/v/taninintei">https://waseda.box.com/v/taninintei</a>)</li> </ul> <p>Once you receive the certificate of credit approval from your class academic advisor, please submit it to the academic &amp; student affairs section.</p>
	<p><b>②Application for Intermission (Study Leave) (procedure)</b></p>
	<p>The students wish to use the system of Intermission (Study Leave), you have to go through Mywaseda and fill in the application form by due date.</p> <p><b>【Deadline】</b></p> <p>Courses in spring semester: 3 business days from March 1st  Courses in fall semester: 3 business days from September 1st  For more details, please check the web site of Global Education Center.  (<a href="https://www.waseda.jp/inst/gec/undergraduate/registration/">https://www.waseda.jp/inst/gec/undergraduate/registration/</a>)</p>

Academic & Student Affairs Section in the Center for Science and Engineering  
[TEL:03-5286-3002](tel:03-5286-3002) FAX:03-5286-3500  
Email: [wsci-office@list.waseda.jp](mailto:wsci-office@list.waseda.jp)