

Procedure for Study Abroad

If you are to be enrolled and educated in higher educational institutions abroad for 1 semester or longer, you can go to study abroad with 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	Responsible Office
EX (Exchange programs upon university wide agreement)	Center for International Education (CIE)
EX (Exchange programs upon departmental agreement)	Affiliated Department
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 upon university wide agreement)	
DD (Double Degree Programs upon departmental agreement)	Affiliated Department and Academic & Student Affairs Section of Center for Science and Engineering
Joint Supervision program ・ Cotutelle プログラム * Other procedures will be required before and after the departure. Confirm your supervisor and Academic & 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

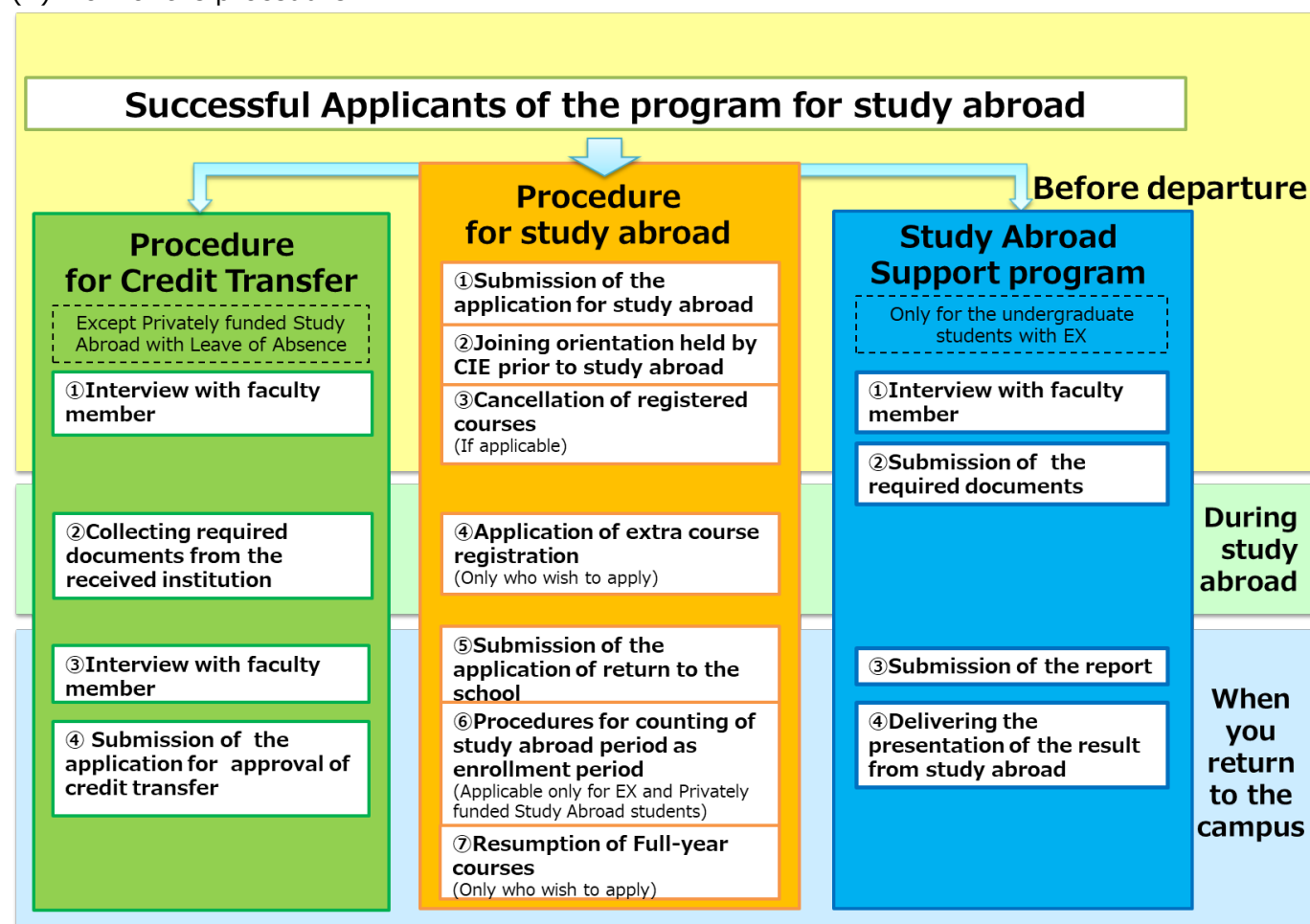
Registration Status and Academic Fees vary depending on the conditions and the programs.

	EX (University wide /Departmental)	CS-R CS-L	DD	JSP Cotutelle	Privately funded Study Abroad	
					recognized as Study Abroad	recognized 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	Registration Fee JPY50,000	
Credit Transfer	Approved is given by the department / major after submission of the 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	Approved by applying to Head of department /major after returning	Automatically calculated	Automatically calculated	Automatically calculated	Approved by applying to Head of department /major both before the departure and after study abroad	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 & 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 the form from Academic & Student Affairs Section by e-mail. (Spring: February, Fall: June). 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*) *It is mandatory to buy the designated insurance during the study abroad period. *Waseda support desk provides a service that member can use 24-hours' 365 days telephone help desk of medical treatment, theft problem and health counseling. When students subscribe the designated insurance, they are automatically member of it. [Deadline of submission] It will be announced by Academic & Student Affairs Section [Place to submit] Academic & 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 & Student Affairs Section.
	③ Cancellation of registered courses *If applicable. In principle, students cannot take courses while on a leave of absence or study abroad. Courses (including automatically registered courses by the University) registered for the semester in which you take a leave of absence or study abroad will be automatically canceled.

During study abroad	<p>④ Application of extra course registration *only who wish to apply</p> <p>This is the system that enables students to newly take courses offered in the summer quarter, the winter quarter or intensive courses during the spring or summer vacation, when they return to Japan from studying abroad. The students who join the program of EX, CS, DD and Privately fund Study Abroad (recognized as Study Abroad) are eligible. It is only for the students who wish to use this system so please contact Academic & Student Affairs Section beforehand.</p> <p>* Extra Course Registration https://www.waseda.jp/fsci/en/students/registration/ >[System for Students who Study Abroad] Extra Course Registration for those returning from studying abroad (Extra Course Registration)</p>
When you return to the campus	<p>⑤ Submission of the application of return to school</p> <p>[Submitting document]Application form for return to school *We will send the documents to the students and the guarantor by e-mail or postal mail before the returning semester. [Deadline]It will be announced by Academic & Student Affairs Section [Place to submit]Academic & Student Affairs Section</p> <p>⑥ Submission of the application for counting of studying abroad period as enrollment period *Applicable only for EX and Privately funded Study Abroad students</p> <p>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 countable period is limited to one semester or one year.</p> <p>[Submitting documents] 1. Recognition that studying abroad period is counted in the enrollment period 2. Certificate of Enrollment at overseas university or institution *We will send the documents to the students and the guarantor by e-mail or postal mail before the returning semester. [Deadline]It will be announced by Academic & Student Affairs Section [Place to submit]Academic & Student Affairs Section *Credit transfer and Study Abroad period counted as Registered in school period cannot 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</p> <p>⑦ Resumption of Full-year courses *only who wish to apply</p> <p>Suppose that you registered and took a "full year course" in the spring semester and took a leave of absence for 1 year from the fall semester. If you wish to take the same course during the fall semester after returning to school, the credits may be approved by adding up the two semesters. Please follow the following procedure to register full year courses.</p> <ol style="list-style-type: none"> 1. Consult with the instructor in charge of the course whether you can take the course from the fall semester and grade before taking a leave of absence will be considered or not. 2. When you get the approval of the instructor, please ask the following application procedure to your Class Academic Advisor or supervisor. <div data-bbox="341 1659 1425 1834" style="border: 1px solid black; padding: 5px; margin: 10px 0;"> <p><Application procedure> Send an e-mail stating that he/she allows students to resume full year courses in the fall semester with Student ID number, the course name, its timetable to the Academic & Student Affairs Section in the Center for Science and Engineering at kamoku17@list.waseda.jp by your Class Academic Advisor or Supervisor.</p> </div> 3. Confirm the registration result on the course registration page on MyWaseda on the announcement day of the course registration after the above process. <p>*In principle, students should consult with the instructor in charge of the same class in which they were registered before a leave of absence or studying abroad, for courses that have multiple classes. However, if the instructor of the class has changed before or after the leave of absence or studying abroad, the student may register for the other class after consulting with and obtaining permission from the instructor of the other class.</p>

In case of students wish to graduate at the end of study abroad 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 funded Study Abroad (recognized 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

1. Check the box of "hoping to graduate at the end of term of study abroad" in Application for Study Abroad
2. Before study abroad, please confirm the studying plan at the 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

1. 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 15 credits or less for a graduate's program may be transferred to the credits of Waseda University. (For students entering a graduate's program in the AY 2020 or earlier, credits may be transferred up to 10.) There are 2 ways of the approval. One is "振替認定(Furikae-Nintei)" and the other one is "科目認定(Kamoku-Nintei)".

*Credit transfer can not 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.

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 expecting 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 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. [In case the transcript does not include the grading criteria] Documents that show the grading criteria of the host university (limited to documents quoted from objective sources such as websites) 3. 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 a supervisor for graduate students) 1. Documents in the section ② above 2. Application for credit transfer during study abroad Download available from --> https://waseda.box.com/v/taninintei

	④ Submission of Application form for approval of credit transfer during study abroad
	<p>【Submitting documents】</p> <ol style="list-style-type: none"> 1. Application for credit transfer during study abroad (It should be with seal and signature by the director of department) *Original document must be submitted. 2. [In case the transcript does not include the grading criteria] Documents that show the grading criteria of the host university (limited to documents quoted from objective sources such as websites) *Photocopy may be accepted. 3. Official transcript *Photocopy may be accepted. <p>【Deadline】Will be notified from Academic & Student Affairs Section</p> <p>【Place to submit】 Academic & Student Affairs Section</p>

International students with "College Student" status of residence

When an international student enrolled in Waseda University with "College Student" status of residence 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	Academic & Student affairs Section Center for Science and Engineering
〒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: wsci-office@list.waseda.jp URL: https://www.sci.waseda.ac.jp/