

- ③ "Application for Extension of Period of Stay" shall be prepared with "Data Entry Sheet"(EXCEL).
- ("Application for Extension of Period of Stay" are included in the "Data Entry Sheet"(EXCEL).)
- ③ Handwritten "Application for Extension of Period of Stay" cannot be accepted.

Download the "Data Entry Sheet" from the FSE website:
https://www.waseda.jp/fsc/en/students/life/#anc_15

"Data Entry Sheet" consists from following sheets:

Entry Sheet for Expenses

"Application for Extension of Period of Stay"
(For applicant, part 1 P-3P)

Checklist

(1)

Fill in the mandatory fields marked in orange on the "Entry Sheet for Expenses".

[Example of data entry]

The information entered in (1) above will be automatically transferred to the relevant sections of the "For applicant, part 2P" sheet.

⇒ There is no need to enter the information in "22. Method of support to pay for expenses while in Japan" on "For applicant, part 2P".

(2)

Fill in the mandatory fields marked in orange on the "Entry Sheet for Expenses".

[Example of data entry]

The information entered in (1) above will be automatically transferred to the relevant sections of the "For applicant, part 2P" sheet.

⇒ There is no need to enter the information in "22. Method of support to pay for expenses while in Japan" on "For applicant, part 2P".

(3)

Fill in the mandatory fields marked in orange on the "Entry Sheet for Expenses".

[Example of data entry]

The information entered in (1) above will be automatically transferred to the relevant sections of the "For applicant, part 2P" sheet.

⇒ There is no need to enter the information in "22. Method of support to pay for expenses while in Japan" on "For applicant, part 2P".

(4)

Enter information other than that automatically posted on the "Application for Extension of Period of Stay" ("22. Method of support to pay for expenses while in Japan").

*Please fill in the information on EXCEL Sheet. The application document by handwriting cannot be accepted.

For applicant, part 1

For applicant, part 2

For applicant, part 3 P

Fill in all the required fields. (Handwriting not permitted.)

Fill in all the required fields other than "22. Method of support to pay for expenses while in Japan". (Handwriting not permitted.)

Fill in all the required fields. (Handwriting not permitted.)

(5)

Prepare other required documents listed on the "Checklist" sheet.

Before submitting your application, check and tick that you have all the necessary documents.

(6)

Submit your application documents to the Academic and Student Affairs Section, Center for Science and Engineering via the MyWaseda application form.

(Former method of submitting the application data as an email attachment cannot be accepted anymore.)

Application form: <https://my.waseda.jp/application/detail/application-detail?communityContentLinkId=553416225>

*For each application document, there is a file extension (e.g. xls, jpg, pdf) that can be submitted on the application form. Submit the data of your application with the designated extension.