

## Procedures for Study Abroad

If you are to be enrolled and educated at a foreign higher educational institution for one semester or longer, you can study abroad with permission from your undergraduate or graduate school.

### 1. Program Selection

Please note that application procedures and screening processes vary by program. Please refer to the table below and take the necessary procedures at the appropriate office.

Long-Term Program	Appropriate Office
EX (Exchange programs upon university wide agreement)	The Center for International Education (CIE)
EX (Exchange programs upon departmental agreement)	Affiliated laboratory and Department
CS-R (Customized Study Programs / Regular Academic Program) (for undergraduates)	The 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 laboratory and Department and the Academic & Student Affairs Section of Center for Science and Engineering
Joint Supervision program, Cotutelle program * Other procedures are required before and after the departure. Confirm your supervisor and the Academic & Student Affairs Section of Center for Science and Engineering.	
Privately Funded Study Abroad	Students should contact the institution directly on their own

### 2. Registration Status, School Expenses, Credit Transfer, and Registration Period

Registration Status and school expenses vary depending on the program and its conditions.

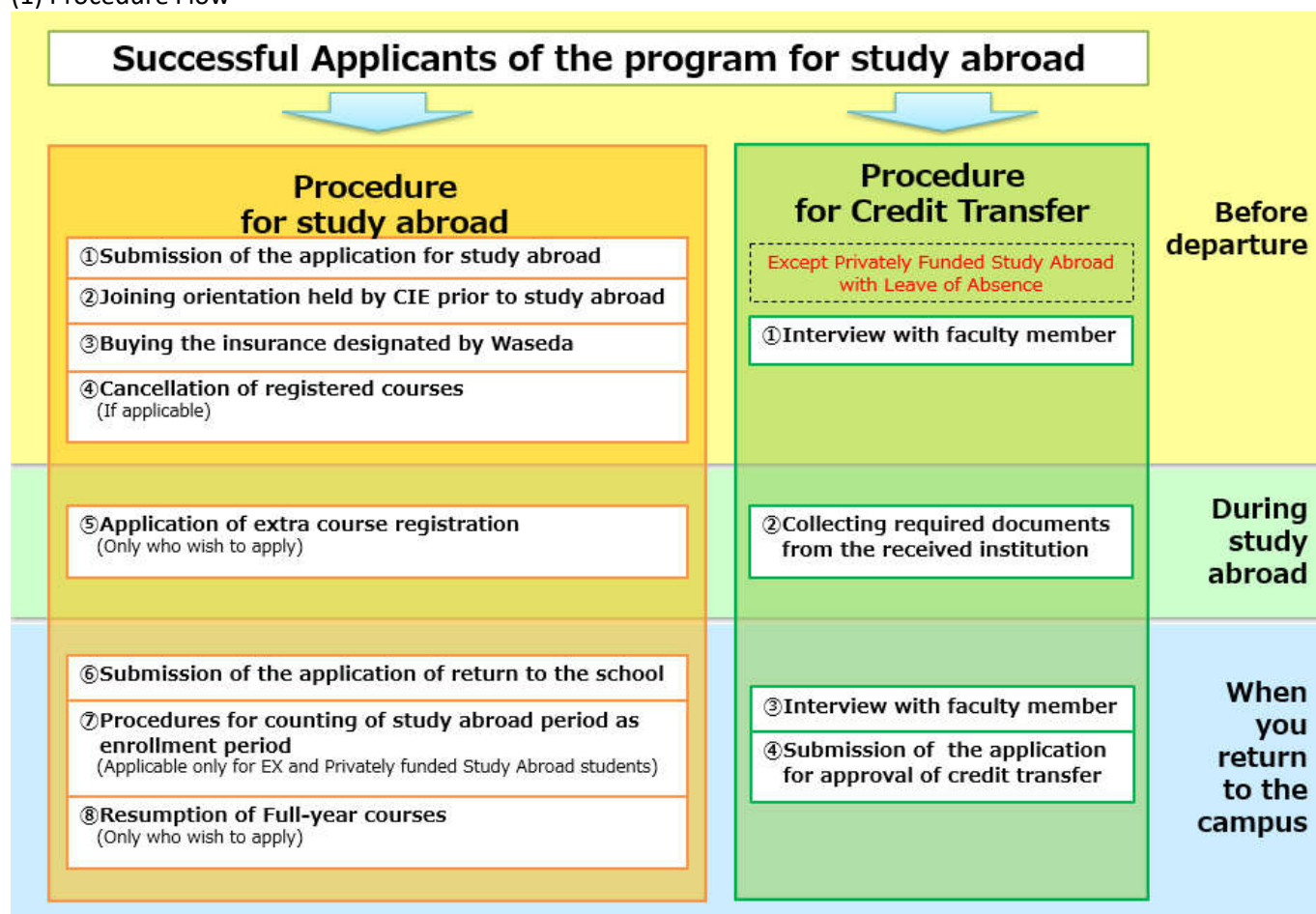
	EX (University wide/ Departmental)	CS-R, CS-L	DD	JSP, Cotutelle	Privately Funded Study Abroad	
					Recognized as Studying Abroad(*1)	Recognized as Leave of Absence
<b>Registration Status</b>	Studying abroad	Registered in school	Registered in school	Registered in school	Studying abroad	Leave of absence
<b>School Expenses</b>	Designated school expenses	Program Fee + Student Health Promotion Mutual Aid Association Fee	Designated school expenses + DD Registration Fee JPY 150,000	Designated school expenses	Registration Fee JPY50,000 per semester + Student Health Promotion Mutual Aid Association Fee	
<b>Credit Transfer</b>	Possible if the application is sent to the department/major via the class academic advisor or the supervisor after studying abroad and is approved (*2)					Not possible
<b>Recognition of the Study Abroad Period as the Period of Study</b>	Possible if the necessary procedures are done both before the departure and after the return by the designated period and the application is approved	Automatically done	Automatically done	Automatically done	Possible if the necessary procedures are done both before the departure and after the return by the designated period and the application is approved	Not possible

(\*1) At the three schools / graduate schools of Science and Engineering, your student status during privately-funded study abroad programs is, in principle, "Leave of Absence". If you wish to make your student status "Study Abroad", you must consult directly with the Academic & Student Affairs Division by the end of April for fall departure and by the end of October for spring departure.

(\*2) When a student who went on a privately funded study abroad program with "Studying abroad" status wants to have the study abroad period recognized as the period of study and credit transferred, they must pay a credit transfer fee. For details regarding the fee per credit, please contact the Academic & Student Affairs Section.

### 3. Procedures After Program Selection

#### (1) Procedure Flow



#### (2) Procedure Details

Procedures	
Before Departure	<b>① Submission of the Application for Study Abroad</b> [Required documents to be submitted] -Application form for study abroad *After the program selection, students will receive a notification email from the Academic & Student Affairs Section. (Spring: February, Fall: June). -Certificate of acceptance (e.g. Certificate of enrollment *Copied one is acceptable.) [Submission deadline] designated by the Academic & Student Affairs Section [Where to submit] the Academic & Student Affairs Section
	<b>② Joining Orientation Held by CIE Prior to Study Abroad</b> The details of the date and the place will be announced from CIE or the Academic & Student Affairs Section.
	<b>③ Buying the Insurance Designated by Waseda</b> -Getting the application for the insurance designated by Waseda University at the 1 <sup>st</sup> Floor of Bldg.51. If you are participating in the study abroad program through CIE, you will submit the application through CIE. In this case, you do not have to submit the application at the Center for Science and Engineering. -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 its member.
	<b>④ Cancellation of Registered Courses (If Applicable)</b> In principle, students cannot take courses during the leave of absence or study abroad. Courses (including courses automatically registered by the university) registered for the semester in which they take the leave of absence or study abroad will be automatically canceled.

<b>During Study Abroad</b>	<p><b>⑤ Application of Extra Course Registration (For Applicants Only)</b></p> <p>This is the system that enables students to newly take courses offered in the summer quarter or 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 funded study abroad program (with “Studying Abroad” status) are eligible. This is exclusive for the students who want to use this system, so please contact the Academic &amp; Student Affairs Section beforehand.</p> <p>* Extra Course Registration</p> <p><a href="https://www.waseda.jp/fsci/en/students/registration/">https://www.waseda.jp/fsci/en/students/registration/</a></p> <p>&gt;[System for Students who Study Abroad] Extra Course Registration for those returning from studying abroad (Extra Course Registration)</p>
<b>When You Return to the Campus</b>	<p><b>⑥ Submission of the Application of Return to the School</b></p> <p>【Required document to be submitted】 Application form for return to school</p> <p>*Students and their guardians will receive a notification email or letter as the end date of the study abroad program approaches.</p> <p>【Submission deadline】 designated by the Academic &amp; Student Affairs Section</p> <p>【Where to submit】 the Academic &amp; Student Affairs Section</p> <p><b>⑦ Procedures for Counting of Study Abroad Period as Enrollment Period (Applicable Only for EX and Privately Funded Study Abroad Students)</b></p> <p>One semester or one year of the study abroad period at the foreign university or institution can be recognized as the period of study, provided that the student is deemed to have completed part of the curriculum at Waseda University, taking into account the number of credits earned at the host university and the period required to earn them.</p> <p>【Required documents to be submitted】</p> <ul style="list-style-type: none"> <li>-Report on Recognition of Study Abroad Period as Enrollment Period</li> <li>-Certificate of Enrollment at foreign university or institution</li> </ul> <p>*Students and their guardians will receive a notification email or letter as the end date of the study abroad program approaches.</p> <p>【Submission deadline】 designated by the Academic &amp; Student Affairs Section</p> <p>【Where to submit】 the Academic &amp; Student Affairs Section</p> <p>*Recognition of the study abroad period as the period of study cannot be guaranteed before your departure. Please note that this is entirely relied upon the approval from the head of the department after returning.</p> <p>*The procedures require a certain amount of time.</p> <p>*Students who go on CS, DD, JSP and Cotutelle do not have to take these procedures because it will be automatically recognized.</p> <p><b>⑧ Resumption of Full-Year Courses (For Applicants Only)</b></p> <p>If you registered and took a “full year course” in the spring semester and studied abroad for one year from the fall semester, you may register and take the same “full year course” in the fall semester after returning to school, upon the approval from the course instructor. For this, you have to take the procedures below.</p> <ol style="list-style-type: none"> <li>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 or studying abroad will be considered or not.</li> <li>1. When you get the approval from the instructor, please ask the class academic advisor or supervisor to take the following application procedures. <div data-bbox="341 1543 1425 1684" style="border: 1px solid black; padding: 5px; margin: 5px 0;"> <p>&lt;Application procedures&gt;</p> <p>The class academic advisor or supervisor 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 &amp; Student Affairs Section in the Center for Science and Engineering at <a href="mailto:kamoku17@list.waseda.jp">kamoku17@list.waseda.jp</a>.</p> </div> </li> <li>2. Confirm the registration result on the course registration page on MyWaseda on the announcement day of the course registration after the above process.</li> </ol> <p>*For courses that have multiple classes, students are generally required to consult with the instructor of the same class they were enrolled before taking a leave of absence or studying abroad. However, if the instructor of the same class has changed before and after the leave of absence or studying abroad, students may consult with the instructor of another class and, upon receiving approval from the instructor of another class, register for that class.</p>

### **If You Want to Graduate at the End of Your Study Abroad Term (For Undergraduate Students Only)**

For undergraduate students in their 4th year or above, who want to study abroad through the EX, CS, DD programs, or privately funded study abroad programs (recognized as “Studying abroad”), if they meet the requirements, it is possible to graduate at the end of the study abroad term. However, this is only applicable if they have already completed the credits for graduation thesis, graduation research, or other required courses before studying abroad, or if the graduation thesis is not a compulsory course. Additionally, the following procedures are required before and after their study abroad.

#### **Before Departure**

- Indicate this intention in the relevant question on the “Application form for Study Abroad.”
- If the graduation requirements are fulfilled upon completion of the credit transfer procedures for the credits earned during study abroad, students must confirm their study plan with their department before departure. They are required to submit the “Study Abroad Plan,” with the seal of the class academic advisor or the supervisor, along with the “Application for Study Abroad.”

#### **When You Return to the Campus**

- Please submit the “Application for Returning to School” and the documents for recognition of the study abroad period as the period of study and credit transfer by the designated deadline.
- \* The deadline will be specified in the documents sent around the end of the study abroad period.

### **Credit Transfer (For Applicants Only, Not for Privately Funded Study Abroad Recognized as “Leave of Absence”)**

Among the courses you completed at your host university during study abroad, up to 60 credits for undergraduates and up to 15 credits for graduate students may be transferred as Waseda University credits, upon application and approval. (For graduate students who entered in 2020 or earlier, up to 10 credits may be transferred.) There are 2 types of credit transfer methods: “振替認定(Furikae – Nintei)” and “科目認定(Kamoku-Nintei)

#### **【振替認定 (Furikae – Nintei)】**

If a course completed during study abroad is deemed equivalent in content to a course offered at FSE, it may be transferred through “振替認定.” In this case, the course title at Waseda will appear on the official transcript.

#### **【科目認定 (Kamoku-Nintei)】**

If a course completed during study abroad is not deemed equivalent in content to any course offered at FSE but is still recognized as a course for graduation, it may be transferred through “科目認定.”

For undergraduates, such courses may be transferred only as “Elective courses” in Group A, B, or C. (\*They cannot be transferred as “Restricted elective courses” in Group C.)

On the official transcript, the course title from the host university will appear in English—even on the transcript in Japanese.

If the credit transfer is approved, the grade will be A+, A, B, or C. (\*The grade ‘P’ will be applied only if the credit transfer is approved for research guidance courses in graduate programs.)

\*Credit transfer cannot be guaranteed before your departure. Please note that approval is contingent upon an interview with faculty members (the class academic advisor for undergraduates or the supervisor for graduate students) after returning to Waseda University. Additionally, the process requires a certain amount of time.

#### **Before Departure**

##### **① Interview with Faculty Member**

If you want to transfer credits, please consult with a faculty member in your department (the class academic advisor for undergraduate students and the supervisor for graduate students) and present your “Study Abroad Plan” to discuss the possibility of having the courses you want to take approved for credit transfer.

During Study Abroad	<p><b>② Collecting Required Documents from the Host Institution</b></p> <p>While staying at the host university, please be sure to obtain the following documents for your credit transfer application:</p> <ul style="list-style-type: none"> <li>- Official transcript</li> <li>- [If the transcript does not include the grading criteria]</li> </ul> <p>Documents outlining the grading criteria at the host university. (*only documents quoted from objective sources such as its website or student handbook.)</p> <ul style="list-style-type: none"> <li>- [If the course you want to have approved for credit transfer is graded only as P (Pass) or S (Satisfactory) without specific grades indicating performance levels such as A+, A, B, or C]</li> </ul> <p>Please request and submit documents, letters, etc., from the course instructors and etc., at your host university, containing detailed information on the grading, so that your department at Waseda University can determine an equivalent grade (A+/A/B/C.)</p> <ul style="list-style-type: none"> <li>- Documents providing detailed course content, such as syllabus, textbooks, notebooks, handouts, etc.</li> </ul>
When You Return to the Campus	<p><b>③ Interview with Faculty Member</b></p> <p>Please consult with a faculty member in your department (the class academic advisor for undergraduate students and the supervisor for graduate students) and present the following documents, which must be <u>in data media (e.g. PDF, PPT, Word, etc.)</u></p> <ul style="list-style-type: none"> <li>-Documents in the section ② above</li> <li>-“Application for credit transfer during study abroad (Undergraduate Program)” available from &lt;<a href="https://waseda.box.com/s/ihtdb9vbxgi5z1cc2iojx6ot6ja2rtjqg">https://waseda.box.com/s/ihtdb9vbxgi5z1cc2iojx6ot6ja2rtjqg</a>&gt;</li> </ul> <p><b>④ Submission of the Application for Approval of Credit Transfer</b></p> <p>After the department/major evaluates the eligibility for credit transfer, <u>the result needs to be submitted directly by the faculty member (the class academic advisor or the supervisor to the Academic &amp; Student Affairs Section via e-mail.</u> (Credit transfer applications submitted by students will not be accepted.)</p> <p>【Required documents】 *All documents must be submitted <u>in data media.</u></p> <ul style="list-style-type: none"> <li>-“Application for credit transfer during study abroad (Undergraduate Program)”</li> <li>- [If the transcript does not include the grading criteria]</li> </ul> <p>Documents outlining the grading criteria at the host university. (*only documents quoted from objective sources such as its website or student handbook.)</p> <ul style="list-style-type: none"> <li>- [If the course you want to have approved for credit transfer is graded only as P (Pass) or S (Satisfactory) without specific grades indicating performance levels such as A+, A, B, or C]</li> </ul> <p>Please request and submit documents, letters, etc., from the course instructors and etc., at your host university, containing detailed information on the grading, so that your department at Waseda University can determine an equivalent grade (A+/A/B/C.)</p> <ul style="list-style-type: none"> <li>- Official transcript</li> </ul> <p>【Deadline】designated by the Academic &amp; Student Affairs Section (It will be announced in the documents sent around the end of your study abroad.)</p>

### International Students with "College Student" Status of Residence

If you are an international student enrolled at Waseda University under a "College Student" status of residence and you participate in study abroad program lasting three months or longer, your current "College Student" status will become invalid. Please note that you will need to reapply for a status of residence before returning to Waseda University. Please contact the Center for International Education if you have questions regarding your status of residence during your study abroad.

#### 4. Notes

-According to the “Regulations Concerning the Treatment of Students Studying Abroad During the Enroll Period at the University”, the total period when a student may study abroad while enrolled in the same program at Waseda University—including *study abroad period recognized as leave of absence*—is, in principle, limited to one year. However, for DD programs and Cotutelle programs, a different study abroad duration may be specified depending on the program.

-As a student of Waseda University, you have to prioritize earning your degree at Waseda University. Therefore, if you want to study abroad for the purpose of obtaining a degree at a foreign university— even if the program is within one year—you must present a reasonable reason for prioritizing the degree at the foreign university over Waseda degree. Such cases need to be carefully reviewed for approval. (This does not apply to DD programs and Cotutelle programs.)

#### 5. Contact

The Center for International Education	The 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: <a href="https://www.waseda.jp/inst/cie">https://www.waseda.jp/inst/cie</a>	〒169-8555 3-4-1 Okubo, Shinjuku, Tokyo (Nishiwaseda Campus Bldg51 1F) TEL: 03-5286-3002 E-mail: wsci-office@list.waseda.jp URL: <a href="https://www.waseda.jp/fsci/en/students/abroad/">https://www.waseda.jp/fsci/en/students/abroad/</a>