

## Procedures for Study Abroad

(for students participating in short-term study abroad programs which are not offered by the Center for International Education)

Waseda University

Faculty of Science and Engineering

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### 1. Who This Document Is For

This document is intended for students who meet both conditions (a) and (b) below.

(a) Students who, rather than participating in short-term study abroad programs organized by the Center for International Education (CIE), independently find educational programs such as summer sessions or summer schools (\*1) offered by overseas higher education institutions or similar organizations, complete the necessary procedures, and participate for less than one academic semester (\*2).

(b) Students who wish to participate in the program referred to in (a) above and apply for credit transfer (\*3).

\*1 : Students participating in [short-term study abroad programs offered by the CIE](#) are not required to follow the procedures outlined in this document. Please contact the CIE regarding course registration procedures.

\*2 : In case of short-term study abroad for less than one academic semester, no change in student status, such as 'study abroad' or 'leave of absence', will occur.

\*3 : **Necessary procedures must be completed before departing for short-term study abroad program. If you only begin the application process after participating in short-term program, your application cannot be accepted.**

### 2. Registration Status, School Expenses, Credit Transfer in Case of Short-Term Study Abroad Program

Registration Status	Studying
School expenses	Designated school expenses shall be paid to Waseda. (No tuition reduction due to short-term study abroad program) Program fee shall be paid to the hosting institution of short-term study abroad program.
Credit transfer	Possible if the University deems it appropriate, in accordance with the prescribed procedures set out in this document.

### 3. Credit Transfer

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.

For short-term study abroad programs, you may apply for credit transfer upon your return provided the program meets both of the following points:

- ① It must be an educational program offered by an overseas higher education institution or similar body (e.g. a summer session or summer school).
- ② It must be a program for which an official certificate of enrollment or academic transcript can be issued by the host institution. (For details, please refer to '5. Procedure details' - 'During study abroad' - '③ Collecting Required Documents from the Host Institution'.)

If the credit transfer is approved, the grade will be A+, A, B, or C.

\* 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.

#### 4. FYI: Intermission (Study Leave) (optional)

Waseda University operates a system of "Intermission (Study Leave)" (履修保留/継続履修制度) for students participating in summer schools or similar programs at overseas universities. This system allows students to defer their registration for Spring Semester, Fall Semester or Full-year courses that have been confirmed for enrolment, in order to participate in summer schools or similar programs at overseas universities, and to continue studying the same course when it is offered in the following semester or academic year. **To apply for "Intermission (Study Leave)", you must notify your class academic advisor and the course lecturer before your study abroad period, and submit an application to continue the course after your return.** For further details, please refer to [the Course Registration page on FSE website.](#)

#### 5. Procedure Details

<b>Before Departure</b>	<b>① Interview With Faculty Member</b>
	<p>If you want to transfer credits, please consult with a faculty member in your department (a class academic advisor for undergraduate students and a 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.</p> <p>If you want to apply for the "Intermission (Study Leave)" (履修保留/継続履修制度), in addition to the credit transfer, please obtain approval for the relevant courses and your study plan before and after your study abroad period using the 'Application form for Intermission (Study Leave)' during your interview with the faculty member mentioned above. You must also obtain approval from the lecturer responsible for the relevant course.</p> <p>*Please contact the office in advance if you wish to defer a full-year course or a course offered by another faculty at Waseda.</p>
	<b>② Application to the Office</b>
	<p>Please submit the following documents to the Academic and Student Affairs Section, the Center for Science and Engineering at least one month before your departure date.</p> <ul style="list-style-type: none"> <li>➤ Application form for study abroad (Short-term study abroad program) <ul style="list-style-type: none"> <li>* In order to obtain the format of "Application form for study abroad (Short-term study abroad program)", please contact at <a href="mailto:fse-students@list.waseda.jp">fse-students@list.waseda.jp</a> with the title: Request for "Application form for study abroad (Short-term study abroad program)".</li> </ul> </li> <li>➤ Certificate of acceptance (e.g. Certificate of enrollment *Copied one is acceptable.)</li> <li>➤ Application for the insurance (Waseda support desk) designated by Waseda University</li> </ul> <p>*Waseda support desk provides a service that members can use 24-hours' 365 days telephone help desk of medical treatment, theft problem and health counseling. When students enroll in the designated insurance, they are automatically covered.</p> <p>*In case you apply for the credit transfer through short-term study abroad program, it is mandatory for you to take out the insurance designated by the university.</p>

	<p>If you wish to apply for the “Intermission (Study Leave)” (履修保留/継続履修制度), in addition to the documents above, approved “Application form for Intermission (Study Leave)” shall be submitted to the Academic and Student Affairs Section, Center for Science and Engineering (To: <a href="mailto:kamoku17@list.waseda.jp">kamoku17@list.waseda.jp</a>).</p> <p>【Deadline】  Spring Semester Courses: April 30  Full-year courses / Fall Semester Courses: October 31</p>
<b>During study abroad</b>	<b>③ Collecting Required Documents From the Host Institution</b>
	<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 certificate of enrollment (certificate of attendance)</li> <li>➤ Official transcript</li> <li>➤ [If the transcript does not include the grading criteria]  Documents outlining the grading criteria at the host university (*only documents quoted from objective sources such as its website or student handbook.)</li> <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]  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.)</li> <li>➤ Documents providing detailed course content, such as syllabus, textbooks, notebooks, handouts, etc.</li> </ul>
<b>When You Return to the Campus</b>	<b>④ Interview With Faculty Member</b>
	<p>Please consult with a faculty member in your department (a class academic advisor for undergraduate students and a supervisor for graduate students) and present the following documents, which must be in data media (e.g. PDF, PPT, Word, etc.)</p> <ul style="list-style-type: none"> <li>➤ Documents in the section ③ above</li> <li>➤ “Application for credit transfer during study abroad (Undergraduate Program)”  *Available from: <a href="https://waseda.box.com/s/ihdb9vbxgi5z1cc2iojx6ot6ja2rtjqj">https://waseda.box.com/s/ihdb9vbxgi5z1cc2iojx6ot6ja2rtjqj</a></li> </ul>
	<b>⑤ Submission of the Application for Approval of Credit Transfer</b>
	<p>After the department/major evaluates the eligibility for credit transfer, 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. (Credit transfer applications submitted by students will not be accepted.)</p> <p>【Required documents】 *All documents must be submitted in data media.</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] Documents outlining the grading criteria at the host university. (*only documents quoted from objective sources such as its website or student handbook.)</li> <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]  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.)</li> <li>➤ Official transcript</li> </ul> <p>【Deadline】  -Attending the short-term study abroad program during Spring Semester (April 1 – September 20):  Deadline is September 30</p>

	-Attending the short-term study abroad program during Fall Semester (September 21 – March 31): Deadline is April 30
	<b>⑥Application for “Intermission (Study Leave)” (optional)</b>
	If you wish to apply for the “Intermission (Study Leave)” (履修保留/継続履修制度), application shall be submitted by deadline below through MyWaseda Application Form:  <b>【Deadline】</b> -Resuming during Spring Semester (including Summer Quarter): Around end of February -Resuming during Fall Semester (including Winter Quarter): Around end of August *Specific deadline will be informed to the applicant individually, together with the MyWaseda Application Form link.

Academic and Student Affairs Section, Center for Science and Engineering

E-mail: [wsci-office@list.waseda.jp](mailto:wsci-office@list.waseda.jp)

URL: <https://www.waseda.jp/fsci/en/students/abroad/>