

# Overseas Research Travel Grant Program for Upper-level Undergraduate and Graduate Students

## Necessary Papers

**Applicant Eligibility:** a regular student enrolled at a graduate school

(master's programs, professional degree courses, doctoral programs) of Waseda University

**Number of Applications Permitted per Fiscal Year :**

From April to March of the following year: 1 time

**Important: Applications less than one month before departure will not be accepted.**

**Submission timing (to IPS office) :** ○=At the time of application    ●=After the travel

2025.2.25

	Maximum	Application Form	e-Trip application	Procedures for enrolling in designated overseas travel insurance	Printed e-Trip mail or printed application/report completion screen	Hosting Party Approval Letter	Letter of invitation or participant registration documentation	Supervisor Approval Letter	Conference program	Invoices or Receipts for Airfare and Itinerary	Plane ticket stubs	Accommodation Receipt	Conference Registration Receipt	Materials showing academic society conference registration fees (cost of participation)	Export Control Check Sheet	Bank Account (Payment destination)
a) Universities, international organizations, research institutions, corporations, NGOs and NPOs, and other international organizations	¥110,000/per application	○※1	○	○※3	○	○	/	○	/	○	●	○	/	/	○	The bank account you registered on MyWaseda ※5
b) International consortia formed by academic exchange agreements between Waseda University and universities overseas		○※1	○	○※3	○	/	○	○	/	○	●	○	/	/	○	
c-1) Academic society conferences and international conferences or symposia(*Students must present (poster sessions included) at these events; participation alone is not supported under this program.)		○※1	○	○※3	○	/	/	○	○※4	○	●	○	/	/	○	
c-2) international conference paper presentation registration fees (available regardless of whether the conference takes place in Japan or overseas)	¥55,000/per application	○※1	○※2	/	/	/	/	/	/	/	/	/	○	○	/	

※1 [Waseda Research Portal > International collaborative research & Invitation > Overseas Research Travel Grant Program for Upper-level Undergraduate and Graduate Students](#)

※2 If you apply c-1 and C-2 at the same , you need to apply via e-trip. (Not required for applying c-2 only.)

※3 It's required to have overseas travel insurance. Please receive the application form at IPS office and pay the insurance premium.

Documents to submit (to IPS office): Application form filled in with necessary information, Receipt of paid premium

※4 Required copy: The page with the title of your research paper title and your name

※5 Please register correctly: Log in to MyWaseda > "Home" tab > "Inquiry / change of personal information" > "Change student basic information" > [Name of your bank account]

〈Notes on receipts etc.〉

•Example of the name on receipt. 早稲田大学大学院 情報生産システム研究科  
( ○○○ 研究室 ) △△ △△様

•In the case of payment in foreign currency by credit card, please submit the credit card statement with receipt.