

NOTE: This is an overall translation of the Japanese version of the Study Abroad Application Guide for Spring 2015. Please note that the Japanese version is the certified document if there is any ambiguity in the translation.

Application Guide for Waseda University Study Abroad Programs Spring 2015 Recruitment

The Center for International Education, Waseda University

Contents	Page
1. Outline	p. 2
2. Application Eligibility	p. 3
3. Schedule of Information Sessions and Screening Process	p. 9
4. Screening Procedure	p.10
5. How to apply	p.10
6. Application to Portland State University TSA program and Fee based one-semester programs	p.15
7. Application to AIMS7 program	p.16
8. Scholarship	p.17
9. Confirm overseas travel safety information when selecting programs	p.18
10. Inquiries	p.18
11. For Web Application Registration	p.19
12. Application checklist	P. 20
13. Appendix	
Study Abroad Agreement	
Language Proficiency Certificate issued by Faculty Member	



IMPORTANT

~Please be sure to read the following~

- For the latest information about host universities for this semester, please check the "Program List for 2015 Spring Recruitment" at the following website:
<http://www.cie-waseda.jp/programlist/index.html>
- Withdrawal after application is not allowed. Please read this guide thoroughly, confirm the contents of the program list, and apply only if you fully understand it. In particular, the actual amount of necessary expenses may change depending on the exchange rate. Please make sure to prepare enough and to spare.
- The length of the programs varies depending on the program. Exchange programs are basically one-year but there are one-semester programs as well. If you attend a one-semester program, you will be studying at a university abroad in either the spring semester or fall semester, where intensive and prompt preparation is needed.
For SILS Study Plan 1 students, participation in a one-year study abroad program is part of the general degree requirements. Therefore, they must consult with their School Office in advance if they wish to apply to a one-semester program.
- Student recruitment for the programs at universities in Korea will be held in the fall of 2014 as well; these programs will then begin in the fall of 2015.
- Under agreements with overseas partner universities, some undergraduate and graduate schools conduct exchange programs of their own. Each school has its own screening process to select participants. Please contact your school and follow its instructions.
- Portland State University (TSA) has three programs with different themes and departure times.

Spring 2015 Recruitment	① Life Of Health And Sustainability (LOHAS)	The program begins in Fall 2014
	② Waseda Business Program	
Fall 2015 Recruitment	③ Transnational Program (TNP)	The program begins in Spring 2015

1. Outline

(1) Study Abroad Exchange Program (undergraduates and graduate students)

Through this program, Waseda University simultaneously accepts students from partner universities overseas and sends Waseda students to study at those institutions. With the exception of a small group of partner universities, tuition fees will generally be paid to the undergraduate or graduate Waseda school to which the students belong, and as a result, the tuition fees of the host university will be waived. In some cases, however, depending on the partner institution, students may be required by state or regional law to pay certain fees, such as College Fee, Technology Fee, and Mandatory Fee (these names differ by the partner institution). In general, 1-3 students are accepted for each exchange program. Partner universities are located in various countries around the world.

(2) Fee Based One-Semester Program (undergraduate students only)

The Fee Based One-Semester Program is a new program started in 2012. Students will be able to maintain their registration status as “registered” during their one-semester (6 months) period of their study abroad. The program will be focusing on improving language skills, but students who achieve a certain language proficiency standard may be allowed to join regular classes with local students. The program fee includes the host university tuition, and program development and management costs at CIE (JPY 50,000 for one semester). This program fee is paid directly to Waseda University, and Waseda tuition for that period is waived [See Note].

(3) TSA – Thematic Studies Abroad (undergraduate students only)

“Theme based learning” – the curricula for these programs are organized around a central theme. One of the unique characteristics of these programs is the language support provided to students. This support helps ensure that students will be successful when they take host university courses in the local language (some TSA programs in the Oceania region require taking regular courses from the beginning). The program fee includes the host university tuition, and program development and management costs at CIE (JPY 100,000 for one academic year). This program fee is paid directly to Waseda University, and Waseda tuition for that year is waived.

The number of students in each TSA program varies by school. However, each program usually accepts a relatively large number of participants. Programs are offered in North America, Oceania, and Korea.

(4) ISA – Individualized Studies Abroad (undergraduate students only)

Similar to the Study Abroad Exchange Program, students have some degree of freedom in choosing their courses, and usually select courses in consultation with a coordinator at the host university. Some universities require students to take local language courses if their language proficiency is not sufficient. The fee system for this program is the same as the TSA program [See Note]. This program is mainly offered at the university in New Zealand.

The program below is only for Fall Recruitment

(5) Double Degree Program (DD) (undergraduate students only)

(6) Global Leadership Fellows Program (GLFP) (undergraduate students only)

【Note】 Waseda tuition includes class fees, facility fees (educational environment improvement fees), training fees, lecture fees, experimental training fees and library fees. Student Health Promotion Mutual Aid Association fees cannot be waived, but will be refunded upon application after returning from study abroad. For further information, please contact Student Affairs Section (1F, Student Union Building, E-mail: gakusei-kenko@list.waseda.jp).

*Extension students who desire to study abroad as an exchange student will be charged a predetermined sum for each semester, rather than the extension student rate. Graduate school extension students and those enrolled as “research guidance only” who declare at the time of application to only receive research guidance abroad: if you entered the university in the 2005 school year or earlier, you will be charged a predetermined sum for the spring semester, and the “research guidance only” rate for the fall semester. If you entered the university in the 2006 school year or later, 50% of the predetermined sum will be charged for each semester.

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2. Application Eligibility: Those who do not satisfy requirements (1) – (4) are not eligible to apply.

(1) Academic Year

Applicants must be enrolled at Waseda University as regular full-time students at the time of the application. In addition, applicants should be in good academic standing and have strong personal character. Some programs may be restricted to undergraduate or graduate students, or students of a certain year or nationality.

*Depending on programs, students are required to follow specific guidelines (for example, attendance of 4 semesters at Waseda University), so please check all the conditions of the place you are applying to in advance.

*Caution: If you have dual nationality, and without informing the CIE (Center for International Education), you apply for a program you are not qualified to apply for, even if you are selected as a candidate for CIE's study abroad program, your dual nationality will be identified at the time of the visa application. In this case, not only will the visa not be issued and you get disqualified from studying abroad, you will also be disqualified from any future CIE programs.

*There are some Universities that do not accept students who hold dual citizenship, so please check before applying.

*SILS students must have attended at least 3 semesters at Waseda University upon departure. However, if the student entered Waseda University in spring and is applying for exchange program in their first semester, or if the student is applying for Portland State University (TSA), they can do so if they have attended at least 2 semesters at Waseda University.

*SILS students are not able to graduate at the end of the semester right after they complete their study abroad.

*Those in their fourth year who are wanting to enroll in graduate school, please check with both the school which you belong to and the graduate school about the requirements.

(2) Language Ability

(Applicants should have the language proficiency required by their host university and everyday communication skills necessary for studying abroad).

A. English programs

An original TOEFL scorecard (Examinee Score Report) must be submitted (the test must have been taken after May 2012). TOEFL scores are valid for 2 years (as indicated in the Program List, for some programs you may submit the TOEFL-ITP score card). You may be required to retake the TOEFL test if your score has expired at the time of application submission to the host university, or before any necessary documents for a visa request are issued by the host university following the Waseda Study Abroad screening process. Please note that applications may not be accepted by the host university if results of the second TOEFL test do not meet the minimum requirement. Please also keep in mind that at that point of time, it is too late to apply for other universities.

*TOEFL Examinee Score Report: At the time of test application online, it will not be issued/sent unless you select “オンライン上でのスコア確認及び郵送での通知 (confirm score online and notification by post mail)” in the “スコア通知設定 (Score Reporting Preference)” page.

B. Non-English programs

If you apply for a program that requires proof of language proficiency, you must submit the original scorecard from the language proficiency test. Some non-English programs are open to students with beginner level language skills and offer language programs to improve proficiency.

(3) Required GPA (Grade Point Average)

Some programs require a minimum GPA. Students should confirm their latest grades through the “grade report” on Waseda-net Portal. For the Waseda study abroad screening process, GPA will be calculated as follows (please note that this way to calculate GPA is different from the one which each school calculates):

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$$\frac{\{(4.0 \times \text{number of A+s}) + (3.5 \times \text{number of As}) + (3.0 \times \text{number of Bs}) + (2.0 \times \text{number of Cs}) + (0 \times \text{number of Fs, Gs, Hs})\}}{\text{Total Number of Credits (Registered as credits for graduation)}}$$

*Total Number of Credits: includes number of credits earned as well as credits for failed classes.

For conversion of numerical scores to letter grades, please refer to the chart below. GSAPS students should use the conversion charts below to calculate their GPAs for the Waseda screening process.

Raw Score	GSAPS Grade	Waseda Screening Process Grade
100 ~ 94	A ⁺	A ⁺ (4.0)
93 ~ 90		
89 ~ 87	A	A (3.5)
86 ~ 83		
82 ~ 80		
79 ~ 75	79~75 B ⁺	B (3.0)
74 ~ 70	74~70 B	
69 ~ 60	C	C (2.0)
59 ~ 50	F	F ^{**}
49 ~ 0		G ^{**}

*Raw score ranges for grades of F and G vary by undergraduate and graduate school.

*H means an exam which was not taken. Do not include P and N for calculating GPA.

*The above calculation method is being used independently by the CIE. Please be aware that it is different from the calculation method used in your respective undergraduate/graduate school.

*First year undergraduate students applying for study abroad programs at their first semester at Waseda University, they must submit their high school transcript in English. Please make sure to have this ready for submission.

*Even under the semester system, some courses may be one-year courses. For details, please contact your school office.

*Please be aware that applicants must meet the GPA requirement of the program they are applying at the point of screening process. They will be excluded from screening unless they meet the required GPA. If your GPA does not meet the requirement of the university you want to study at, you are disqualified from selection for the program. Please be sure to calculate your GPA carefully before applying.

*You cannot apply for a program that has GPA requirements if you are an undergraduate freshman and cannot calculate your GPA due to not knowing your grades at Waseda University.

(4) Necessary Expenses during Study Abroad

Before submitting your application, please consult your guarantor and ensure you have the necessary funds to cover all necessary expenses for the entire duration of the study abroad program. Submission of a balance certificate from a financial institution may be required when applying to a university abroad or applying for a visa. After individual notification of candidates on Waseda-net portal, it may be asked for when sending the actual application to the university abroad.

The application for scholarships usually starts after the announcement of screening process results.

(5) Notes on applying

① Screening Groups and Priority

There are two broad classifications: English programs and non-English programs

A. English Programs

Students will be evaluated based on WEB registration, submitted documents, judged

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eligible by one's undergraduate or graduate school (this judgment process varies by school office).

B. Non-English Programs

Students will be evaluated based on WEB registration, submitted documents, judgment of eligibility by one's undergraduate or graduate school (this judgment process varies by school office) and an interview exam. If you are only applying for non-English EX(TSA) programs and TSA programs, you are not required to take the interview exam.

You can apply to both English programs and non-English programs only when the non-English program's preference is higher than the English program. You *cannot* place first preference to an English program and second preference to a non-English program.

Moreover, when a host university offers both an English program and a non-English program, selection of the non-English program gains priority over the English program. When the number of students selected for the non-English program reaches the total student quota for the host university, no students will be selected for the English program. With these conditions, you may apply to a maximum of 7 programs.

In principle, after you are selected as a candidate, declining is not allowed. Please take this into strong consideration when submitting your application.

② Screening Process

Students will be evaluated based on the following criteria:

GPA, language ability (TOEFL or other language proficiency tests), study or research plan, judgment of eligibility by one's undergraduate or graduate school (this judgment process varies by school office), interview (non-English programs except for selecting EX(TSA) and TSA only).

Students with the highest overall evaluations will be nominated as study abroad candidates for their top choice programs.

④ University and Program Details

At some host institutions, more than one type of study abroad program is offered. For example, University of Queensland offers both exchange and TSA programs. For this reason, although the number of Waseda students in each program may be small, the overall number of Waseda students on campus may be relatively large. In addition, when there are multiple programs in one university, each program will have a different program code. Please be careful not to misunderstand the program content or miss select the wrong code number when choosing the program.

⑤ Language Programs Required by the Host University

Students may be required to attend language programs at the host university even if they have met the required TOEFL score at the time of application. Also, please note that host universities in non-English speaking countries may also require students to take language courses, if the host university determines that the student has insufficient language skills. Please note that the costs of such programs may not be included in the overall program fee. In cases where fees for such language courses and other special courses are not included in the overall program fee, students will be responsible for payment at the host institution. This applies even in the case of exchange programs.

⑥ Study Abroad Period

For study abroad programs, as a general rule, students must return to Waseda and begin taking courses again from the semester immediately following the end of their study abroad program. Study abroad periods cannot be extended for any reason. In addition, with the exception of special circumstances, students must participate in the programs until completion. Students cannot take courses at Waseda during their study abroad period. However, students are allowed to take Short

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Study Abroad Courses (Summer) held at the same time as their end year of study abroad. If students return to Japan and withdraw from their program, they will not receive a refund for program fees or Waseda tuition.

⑦ Program Fee for TSA, ISA, and Fee-based One Semester Program

The program fee includes the host institution tuition, program development and management costs (100,000 yen per academic year, 50,000 yen for Fee Based One-Semester Program), and other costs. The program fee is listed under "Estimated Tuition" in the Program List. In most cases, accommodation fees and meal plan fees (listed under "Estimated Room and Board" in the Program List), orientation fees, and other fees will be paid to the host institution upon arrival. In a few cases, however, these fees will be included in the overall program fee and paid directly to Waseda University.

In addition, please note that the local currency amounts in the Program List are estimates for the upcoming year based on the actual amounts from last year. The host institution tuition amount may vary depending on the exchange rate, financial situation and political change of the government where the host institution belongs. The actual payment is to be made based on the university's conversion rate to an account appointed by the CIE in Japanese yen.

*The exchange rate changes depending on when the amount billed is confirmed by the host institution.

**"Estimated Room & Board" includes rates not based on results of the last school year.

⑦ Obtaining Study Abroad Exchange Program Fee

For most exchange programs, students will pay tuition to their undergraduate or graduate school at Waseda (except for some programs) and payment of tuition to their host institution will be waived. However, for some partner institutions, according to state law, students may be required to pay College Fees, Technology Fees, Mandatory Fees or other fees separately. In such cases, the amount of the fee will vary by host university; however, it may range from a few hundred to a few thousand dollars.

⑧ Obtaining a Visa

The conditions and required documents for obtaining a visa in each country are frequently revised. Students should make sure to confirm the most recent requirements at the embassy of their host country. Visas are an important part of immigration and sojourn documents and are enforced by the immigration laws of each country. Depending on your designated country, visa application procedures will differ. In some cases, bank balance, proof of translation and bank passbook will be required and will need to be presented swiftly with all other necessary application procedures and documents. Students should make sure to confirm the most recent requirements at the embassy of their host country. Please note that it is the acquirer's responsibility to obtain all necessary documents and visa.

⑨ Course Registration at Host University and Credit Transfer

Students may not be able to take all of their desired courses at their host university due to various reasons, such as not having completed the necessary prerequisite courses or limitations on the number of students. Although the CIE has certified the quality of the contents of all programs, there is no guarantee that host university credits will be automatically transferred to Waseda. The undergraduate or graduate school to which each student belongs will make the final decision regarding transfer of host university credits. In addition, please note that in some cases, students may not be able to graduate from Waseda in 4 years depending on the circumstances of their school's credit transfer. Students should consult with their undergraduate or graduate school office well in advance to avoid any misunderstandings.

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⑩ **Withdrawal after the Announcement of Study Abroad Nominees**

Once students have been nominated as study abroad students, they are not allowed to withdraw from the program without appropriate reason. Withdrawal from programs without appropriate reason will result in loss of eligibility to apply for any other Waseda University Study Abroad Program. In cases where program participation becomes extremely difficult due to unforeseen circumstances, students should consult with the CIE as soon as possible.

⑪ **The Waseda University Screening Process and Admission to the Host University**

The screening process described in this document is conducted by Waseda University. Students who successfully pass this screening process and are nominated as a study abroad student are eligible to apply to study abroad programs at partner institutions. However, there is no guarantee that nominated students will be accepted by the host universities to which they apply. Please note that host universities make the final decision regarding acceptance of nominated study abroad students.

In addition, the CIE may recommend that students be removed from study abroad programs, even after being selected as study abroad nominees and traveling to the host university, if students commit any of the following:

- Do not meet document submission deadlines

- Fail to attend orientations

- Engage in any behavior that the CIE judges to be unsuitable for a study abroad student.

Please be sure to pay attention to all CIE announcements.

⑫ **Insurance Required by Waseda University and the Host University (Mandatory)**

As a general rule, students participating in long-term study abroad programs (more than 1 semester) are required to enroll in the insurance program designated by Waseda University (the cost of this insurance, approximately 100,000-130,000yen for 12 months, has a higher discount rate compared to most other insurance programs). However, in addition to this Waseda insurance, students may also be required to enroll in a separate health insurance program by their host university. The cost of the host institution insurance varies by country and length of enrollment; however, in general it ranges from 100,000 yen to as much as 180,000 yen for 12 months.

*Please be aware that Waseda University's required health insurance does not cover psychological disorder, dental cost, and so on.

*Please be aware that Waseda University's required health insurance program rate will differ according to the former year's claims (the number and amount). Please be aware that it will be necessary to pay the insurance fee to the specified insurance agent account as soon as you are selected as a candidate for the host university.

⑬ **Applying for rental cell phone service abroad (Mandatory)**

In order to support any risks during your stay, we ask all students to apply for the rental cell phone service abroad provided by the CIE. Primary setup fees, rental fee during your stay will be free. However, any calls or time spent on the phone and data usage (including SMS mails) will be charged to the student. When applying, you will also need to register your credit card details for payment purpose.

*Calls and SMS prices will differ depending on the country.

⑭ **Applying to Multiple Programs**

Applying to both CIE study abroad programs and undergraduate or graduate interdivision programs is not permitted. However, it is possible to submit initial web applications to both programs if the results of the interdivision programs will be announced prior to June 30th, the announcement of screening process results. The result of CIE programs gains priority over the result of interdivision programs, so check the schedule for both programs when applying to both programs.

⑮ **Programs in Australia**

For non-Japanese nationals applying for a student visa to study in Australia, test scores in addition

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to TOEFL, such as IELTS or TOEIC, might be required. Therefore, even after meeting the required TOEFL score and being nominated by Waseda University, students will be required to take another test and obtain the score designated by the host university. Please note that students who do not achieve the required score will be unable to apply for the student visa and will be unable to enter the host country. Information regarding visa application is continually being updated. If you plan to apply to a university in Australia, please be sure to check the latest information.

*Details concerning visa application to study in Australia may be obtained from the following website (<http://www.immi.gov.au>).

⑩ **Spring Semester Study abroad**

If your School has year-long programs, it is essential that you consult with your School Office before applying to semester programs as there will be a possibility that you may not be able to register for courses in the fall semester and/or seminars (enshu, or so-called "zemi").

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3. Schedule of Information Sessions and the Screening Process

Date	Time	Contents
Fri, May 9th, Sat, May 10th		Study Abroad Fair International Conference Center, Ibuka Memorial Hall, 1 st Floor, 3 rd Floor Conference Room
Mon, May 12th, 13:00 ~ Tue, June 3rd, 00:00 <u>*Applications must be registered by Mon, June 2nd.</u>	Please note the time. (Applications after the deadline will not be accepted for any reasons.)	WEB Application Registration (via Waseda-net Portal) <i>Note:</i> • The application system is extremely crowded on the final day of the application period. If you wait until the last day, it may not be possible to register by the deadline. Please select your schools carefully and register your application well in advance of the deadline. • In order to enter your TOEFL score on the Web application, you will need the Examinee Score Report. Please be sure to take the TOEFL and receive this card in time to register well in advance of the deadline. • If the TOEFL score entered on the Web differs from the score on your Examinee Score Report, your application will be invalidated. • TOEFL Examinee Score Report: At the time of test application online, it will not be issued/sent unless you select “オンライン上でのスコア確認及び郵送での通知 (confirm score online and notification by post mail)” in the “スコア通知設定 (Score Reporting Preference)” page.
Tue, May 27th	10:00	Preview of application process per program on CIE homepage
Wed, June 4th ~ Fri, June 6th	12:00-17:00	Submission of Application Materials (Waseda Global Gate, Building 22, 1st Floor, Waseda Campus) <i>Note: The final day of the submission period is extremely crowded. If you wait until the final day, there may be cases in which you are unable to submit your application by the deadline. For this reason, please submit your application well in advance of the deadline.</i>
Tue, June 10th ~ Tue, June 24th	TBA by Each School Office	Examination for Undergraduate or Graduate School Nomination (Interview, etc.) Contents of the examination vary by school office. In case interview is not required, there will be no contacts from the school.
Sat, June 21st	Announcement of schedule Fri, June 13th	Interview Examination for Non-English Programs (for all students applying to non-English programs except for those selecting non-English EX(TSA) and TSA only)
Fri, July 4th	after 13:00	Announcement of Screening Process Results (via “individual notification” on Waseda-net portal)
Fri, July 18th	TBA	Orientation for Nominated Study Abroad Students International Conference Center * Please be sure to attend this orientation. Attendance will be taken.

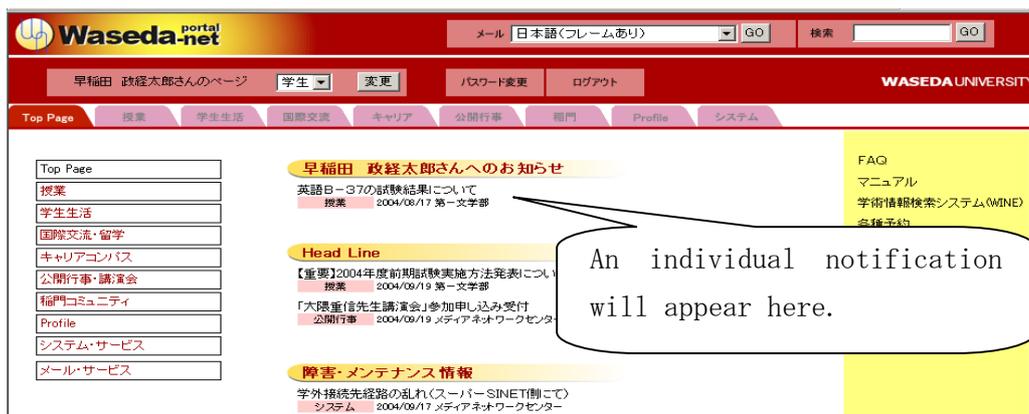
*Please strictly observe the above mentioned dates and deadlines. After the deadlines, any application or submission will not be accepted no matter what reasons.

*From June 2014 to February 2015, application procedures to host institutions and host institution screening processes will take place

*The screening process and the schedule of Portland State University (TSA) and Fee Based One-semester program (Boston University, University of Washington (Seattle), University of West Virginia, University of New Mexico) , and AIMS7 are different from the above. Please refer to the detail on P.15 and P16.

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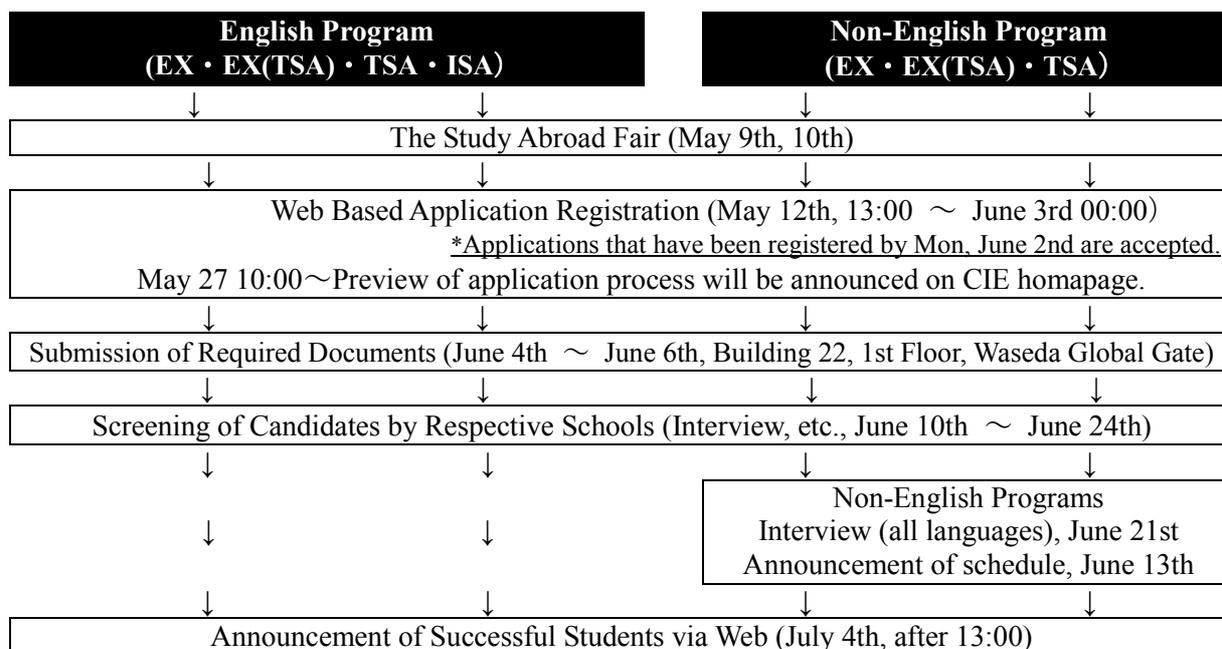
How to confirm an individual notification



You can check an announcement of the selection results by this individual notification on Waseda-net portal.

The notification will automatically disappear 3 months after the results are announced.

4. Screening Procedure



5. How to apply

(1) Web Application Registration (May 12th, 13:00pm – June 3rd, 00:00)

***Applications that have been registered by Mon, June 2nd are accepted.**

Each applicant must register via Waseda-net Portal: <http://www.wnp.waseda.jp/portal/portal.php>.

Navigate to 「国際交流・留学」, "International Exchange, Study Abroad", then 「派遣留学—WEB出願登録」, "Study Abroad – Web Application Registration" (P.19)

The five items below require detailed information. We strongly recommend that students prepare these items in advance to ensure a smooth registration.

① Personal Information

- ◇ Your name, nationality, and address in English letters (alphabet). Please use the same spelling as in your passport, or, if you do not yet have a passport, the standard spelling of your name.

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Your telephone number, mobile phone number, Waseda-net email address, emergency contact information (name and telephone number).

*There are cases when students with a nationality besides “Japanese” will not be accepted as a study abroad student from the partner universities. If you have dual nationality, please mention it by answering the necessary questions in the Web Application Registration.

② Preferred Program

- ◇ You can select a total of up to 7 program codes from all programs. You can apply all for TSA or all for Study Abroad exchange programs.
- ◇ If you wish to apply for both English programs and non-English programs, you must do the following: Place the non-English programs at a higher priority than the English programs. The reason for this is because selections for the non-English programs occur first.
- ◇ After double checking your preferred program code and selecting it from the search screen, click the 「選択確定」 "Select/Confirm," button. Please make your selection carefully as some universities offer more than one program code.

③ Language Proficiency Certification

- ◇ If applying to English programs, enter your iBT or PBT TOEFL score as written on your original scorecard. Also enter your Essay Rating (CBT) and/or TWE (PBT) score. For the TOEFL-iBT, a printout of a web screen that shows the score can be accepted. However, you MUST turn in the original Examinee Score Report for that score at a later date.
*TOEFL Examinee Score Report: At the time of test application online, it will not be issued/sent unless you select “オンライン上でのスコア確認及び郵送での通知 (confirm score online and notification by post mail)” in the “スコア通知設定 (Score Reporting Preference)” page.
- ◇ If you are only applying for programs that only require TOEFL-ITP, you can turn in just the TOEFL-ITP scorecard. However, if you are also applying for programs that require Examinee Score Report from iBT or PBT, BOTH scorecards are required. If only the TOEFL-ITP is submitted, you will not be considered for programs that require the iBT, CBT, or PBT.
- ◇ If you are applying to non-English programs, select the language of the program (more than one selection can be made).
- ◇ When you apply to non-English programs, you must indicate your language study status, study plan report, and language study history including: how many years you have studied, name of the institution, hours and classes per week, and total number of hours of study. You must also indicate your current and future study plans, and fill in any other items regarding your language study experience and ability.
- ◇ In order to verify that you have the ability to keep up with courses in the local language at your host institution, you must submit b), and if you have a), you can submit both a) and b).
 - a) The score from an official language proficiency exam
 - b) Certificate of language proficiency issued by a professor who instructed you in that language (If you choose EX(TSA) and TSA only, no submission is needed.)
If you receive a certificate of proficiency from a professor, please receive it in a sealed envelope and deliver it to the CIE without opening it.As for a) The score from an official language proficiency exam, *If you apply for a program that requires an official scorecard, you must submit a scorecard above the required level. Even you are only applying to programs which do not require certificate, you are recommended to submit it as well. If you are applying only to non-English EX(TSA) and TSA programs, certificate is not required.
- ◇ If the program you are applying for has language requirements, and you are not able to

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submit the required Language Proficiency Test papers because that language is your native language, please explain this in the space provided for Language Proficiency.

- ◇ If you are already currently studying abroad on another study abroad program, please mention it in the space provided, and make a request to a faculty that can prove your current language proficiency.

④ Study/Research Plan

- ◇ Please answer the following questions, in your own words, after careful consideration. (Minor grammar errors in both English and Japanese will not be considered for scoring, so please write this on your own.) Either Japanese or English is fine.

Please answer the following questions, in your own words, after careful consideration (minor grammar errors in both English and Japanese will not be considered for scoring, so please write this on your own).

Q: Explain the reason why you want to study abroad within 600 to 1000 words in English, including the points below.

- (1) What are you currently studying at Waseda University? What do you want to learn in the future?
- (2) What do you want to learn through your study abroad experience? How do you take advantage of the experience for your future? What is your career plan?
- (3) Why have you chosen your programs (include the reasons for all the programs you are going to apply)?
- (4) What do you think about your strong and weak points in terms of cooperativeness and the capacity to adapt different cultures?

Japanese answers that are about 1200-2000 characters should be about 600-1000 words in English.

* If you are applying to multiple programs, please state your reason for each program.

- ◇ When applying to more than one program, students must write their study/research program in all required languages.

⑤ Confirmation of Registration Completion – Sent to you by Email within 5 minutes

- ◇ Please print out the registration contents confirmation email and ensure that all the information is correct (According to the setting of your email, you might receive an email with garbled character, which has no effect to the registered data).

※ If you haven't received the confirmation email, it means your registration is incomplete, so please double check whether you have received the email.

Confirming the Information Registered through the Web Application

Confirm your Desired Program

Please be sure to confirm that your preferred program was correctly entered. Please note that some universities offer English and non-English programs, as well as exchange and TSA programs. After the Web application registration deadline, changes and corrections cannot be made.

(2) Submission of Required Application Documents, June 4th – June 6th (12:00-17:00) Waseda Global Gate, Building 22, 1st Floor, Waseda Campus

Students of the Nishi-Waseda (Former Okubo Campus), Tokorozawa Campus, Honjo Campus, and Kita Kyushu Campus can submit documents to the office of their undergraduate or graduate school.

Please prepare all documents, arrange them in order ① - ⑥ as indicated below, and submit them. All documents should be A4 size. Please note that documents will not be returned once they have been submitted. Please be sure to make and keep copies of all documents for your own records.

* First year undergraduate students applying for study abroad programs at their first semester at Waseda University, they must submit their high school transcript in English. Please make sure to

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have this ready for submission.

● All applicants must submit:

① **Study Abroad Program Agreement – Original Form and two Copies**

- ◇ Please download the format from the CIE website (original version in Japanese), print both sides on one page, and fill in both sides. If you consent to all of the conditions, fill out the form and submit it. Signature and seal of guarantor are also required. After both student and guarantor have signed the original form, please make two copies and submit both the original form and the copies.
- ◇ Foreign nationals that do not have a seal: you must print and sign your name (ame applies for guarantor).

② **1 Original Academic Transcript in English**

- ◇ For students in Doctoral courses, submit certificates of Undergraduate's courses, Master's courses and Doctoral courses.
- ◇ For students in Master's courses, submit both certificates of undergraduate courses and Master's courses. However, in case you are in the first year of your Master's course and cannot submit transcripts, an undergraduate transcript is acceptable.
- ◇ For undergraduate students who are second semester students and above, submit transcripts from your undergraduate courses.
- * As studying abroad is a part of SILS students' requirements, SILS students do not have to submit their transcripts.
- ◇ First year undergraduate students applying for study abroad programs at their first semester at Waseda University, they must submit their high school transcript in English. Please make sure to have this ready for submission.
- ◇ If you are an undergraduate senior, and are confirmed for Waseda University's graduate school, please submit the notification of passing the exam for the graduate school.

* Your transcript can be obtained from the automatic certificate and students-discount machines.
(<http://www.waseda.jp/navi/services/opentime-certificates.html>)

● All applicants applying for English programs must submit:

③ **Original TOEFL scorecard (Examinee Score Report)– Original Form**

- ◇ Submit one TOEFL scorecard. (Only an original Examinee Score Report obtained after May 2012 is accepted.) (Submit the card in A4. Do not cut any part off or make any alternations.
*TOEFL Examinee Score Report: At the time of test application online, it will not be issued/sent unless you select “オンライン上でのスコア確認及び郵送での通知 (confirm score online and notification by post mail)” in the “スコア通知設定 (Score Reporting Preference)” page.
- ◇ If you are only applying for programs that only require TOEFL-ITP, you can turn in just the TOEFL-ITP scorecard. However, if you are also applying for programs that require Examinee Record scorecard from iBT or PBT, BOTH scorecards are required.
- ◇ For the TOEFL-iBT, a printout of the web screen that shows your score can be accepted. However, you MUST turn in the original scorecard for that score at a later date.

TOEFL scores:

1. Scores required by each university
You must obtain a higher score than the host University requirement.
2. Score Validity Period
Scores obtained after May 2012 are accepted.
3. Scorecards will not be returned for any reason.
4. Since the TOEFL score is valid for 2 years, there is a possibility that the scores you achieved expire before you receive the documents for visa registration from your host university. Please be

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aware that we may ask you to retake the test and achieve a required score in that case.

**● All applicants applying for a non-English program
(except for those selecting EX(TSA) and TSA only) must submit:**

④ Language Proficiency Certificate issued by professor- Original Form

- ◇ All applicants applying for non-English programs must submit this. It must be sealed in a CIE-designated envelope.
- ◇ If you have not obtained a Certificate, please write the reason (i.e.: because it is your first language), and submit with a signature.
- ◇ If you are already currently studying abroad on another study abroad program, please mention it in writing, and make a request to a faculty that can probe your current language proficiency.

● Applicants applying for a non-English program must submit:

⑤ The score of the relevant language exams (e.g. TOPIK (Korean))

- ◇ If you apply for a program that requires an official scorecard, you must submit a scorecard above the required level. Even you are only applying to programs which do not require certificate, you are recommended to submit it as well. If you are applying only to non-English EX(TSA) and TSA programs, certificate is not required.

*You are allowed to submit both ④ and ⑤.

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6. Portland State University (TSA program) • Fee Based One-Semester Program

The programs mentioned below will be holding a different screening process from the Spring 2014 Recruitment. Please refer to the following information.

[Program]

- Portland State University “LOHAS” (TSA)
- Portland State University “PSU/Waseda Business Program” (TSA)
- Boston University (Fee Based One-Semester Program)
- University of Washington (Seattle) “Cascade” (Fee Based One-Semester Program)
- University of Washington (Seattle) “Olympic” (Fee Based One-Semester Program)
- University of West Virginia (Fee based one-semester program)
- University of New Mexico “CELAC”(Fee based one-semester program)
- University of New Mexico “2×2 Bridge”(Fee based one-semester program)
- University of New Mexico “Regular Course”(Fee based one-semester program)

[Program Period]

- “LOHAS” (TSA) : September 2013 – June 2014
- “PSU/Waseda Business Program” (TSA): September 2013 – June 2014
- Boston University: September 2013 – December 2013
- University of Washington (Seattle): September 2013 – March 2014
- University of West Virginia (Fee based one-semester program): August 2014 – December 2014
- University of New Mexico (Fee based one-semester program): August 2014 – December 2014

[Eligibility for Application]

Students enrolled at Waseda University as regular full-time students

*Students who entered SILS in April 2014 are not allowed to apply for these programs due to the school provision.

[How to Register]

The registration process is different from the Spring 2015 Recruitment programs. Students are allowed to apply for only one program among the five.

[Application Procedure]

- ① Web registration period: April 18th 13:00 to May 15th 00:00

*Applications that have been registered by Wed, May 14th are accepted.

The name of web registration form: "2014PSU (TSA) / Fee-Base One Semester Program WEB Application"

- ② Submission of Application Materials: 12:00~17:00 from May 15th to May 16th

Waseda Global Gate, Building #22, 1st Floor, Waseda Campus

*Students of the Nishi-Waseda and Tokorozawa Campus can submit documents to the office of their undergraduate or graduate school.

- ③ Required Documents

- a) Study Abroad Program Agreement – Original Form and two Copies
- b) TOEFL Original Score Card (Examinee Score Report)

*If you are applying for University of New Mexico“2×2 Bridge”, University of New Mexico“Regular Course”, and University of Washington (Seattle), you need to submit the required TOEFL score card during the submission period. For other programs, TOEFL score card is not required at the time of application, but you need to submit the score card by the middle of July.

- ④ Announcement of Screening Process Results : May 21st 13:00~

[Scholarship]

Candidates of Boston University (Fee Based One-Semester Program) might be offered a scholarship. Further information will be announced to the subject later.

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7. AIMS7 Universities Consortium Plurilingual and Pluricultural Program

Relationships between South East Asia and Japan are becoming closer. With the objective of developing human resources capable of creating a plurilingual and pluricultural society as proposed by ASEAN, Waseda University will start the AIMS7 Universities Consortium Plurilingual and Pluricultural Program in 2014. Similar to Portland State University (TSA) and Fee Based One-Semester Program, this program will be holding a different screening process from the Spring 2015 Recruitment. The study period is for Fall 2014, and the application period is starting from Friday, April 18th, 13:00~. Please refer to the following information.

【Overseas University and Study Abroad Period】

- University of Malaya (September 2014 – February 2015)
- University of Indonesia (September 2014 – January 2015)
- Chulalongkorn University (August 2014 – December 2014)
- Thammasat University (August 2014 – December 2014)
- De La Salle University (September 2014 – December 2014)
- Universiti Brunei Darussalam (August 2014 – December 2014)

【Eligibility for Application】

- Students enrolled at Waseda University as regular full-time students
- Students who has not been selected as a candidate for programs starting in Fall 2014.
- Students who have been enrolled at Waseda University for at least three semesters prior to the time of departure to the partner university.

【How to Register】

The registration process for AIMS7 is different from that of other programs. Therefore, AIMS7 applicants cannot apply for any other study abroad programs along with AIMS7, but able to select a total of up to 3 universities among the above 6 universities.

【Application Procedure】

Date	Contents
Fri, April 18 th , 13:00 ~ Thu, May 15 th , 00:00 <u>*Applications must be completed by Wed, May 14th.</u>	WEB Application Registration (via Waseda-net Portal) *The application system is extremely crowded on the final day of the application period. If you wait until the last day, it may not be possible to register by the deadline. Please select your schools carefully and register your application well in advance of the deadline.
Thu, May 15 th to Fri, May 16 th 12:00 ~ 17:00	Submission of Application Materials (Waseda Global Gate, Building 22, 1st Floor, Waseda Campus) *Students of the Nishi-Waseda and Tokorozawa Campus can submit documents to the office of their undergraduate or graduate school. *Required Documents a) Study Abroad Program Agreement – Original Form and two Copies b) TOEFL Original Score Card (Examinee Score Report) *You need to submit the required TOEFL score card.
Sat, May 17 th	Interview Examination *TBA by Waseda-net mail.
Fri, May 30 th after 13:00	Announcement of Screening Process Results (via “individual notification” on Waseda-net Portal)

【Support and Scholarship】

Students participating in the AIMS overseas program are provided with travel expenses (roundtrip airfare) to and from Japan and the overseas country and dormitory fees. Students meeting specified conditions are also provided with a scholarship (from the Japan Student Services Organization or a Waseda University scholarship).

【Inquiries】

AIMS office at School of International Liberal Studies Office

TEL: 03-3208-0570

MAIL: aims-office@list.waseda.jp

URL: <http://www.waseda.jp/sils/jp/aims>

8. Scholarship

1. WSC Members Fund Global Leader Support Scholarship

“Waseda Supporters Club (WSC)” is a contribution club with the purpose of financially supporting Waseda University’s education and research activities. WSC supports through “educational environment maintenance”, “sports support”, “global leader nurture support”, “scholarships” and more.

Founded in April, 2009, the total contribution from graduates, families, and supporters is over 3 billion yen (as of the end of December, 2013). “WSC members Fund” was established with 1.5 billion yen of this contribution, and various student aid and research activities have been supported.

As part of this support, “WSC Members Fund Global Leader Support Scholarship (WSC メンバーズ基金グローバル人材育成奨学金)” was established from the 2014 academic year.

Waseda undergraduate regular students with excellent results who will study abroad through Waseda University (CIE) study abroad programs (Double degree program and 1-year exchange program) are subject to this scholarship.

Scholarship: ¥1,000,000/year

Number of students to be awarded: approx. 10

Details will be explained at the orientation on Friday, July 18, held immediately after candidates are selected.

2. Japan Student Service Organization (JASSO) Student Exchange Support Program (Scholarship for Short-Term Study Abroad)

A scholarship by the Japan Student Services Organization, an affiliated organization of MEXT.

Eligibility: Undergraduate and graduate students who will study abroad on Waseda University’s Study Abroad program . (Does not include international students with the “study” status of residence)

Scholarship: ¥60,000-100,000/month (paid) *Varies depending on the region

Valid period: Within 12 months

Number of students to be awarded: pending

Details will be explained at the orientation on Friday, July 18, held immediately after candidates are selected.

3. Waseda University Student Exchange Scholarship

Eligibility: Undergraduate and graduate students who will study abroad on Waseda University’s Study Abroad program.

Scholarship: ¥250,000/year (paid)

Number of students to be awarded: 150 students (planned for the 2014 academic year)

Details will be explained at the orientation on Friday, July 18, held immediately after candidates are selected.

4. Scholarship for exchange programs Offered by host universities

“Scholarships for exchange Program Scheme” was established in the 2001 academic year. This initiative was aimed at promoting exchange programs by offering scholarships to cover the food and accommodation expenses of university students. Under this scheme, certain partner host universities in their exchange programs with Waseda University would offer basically one Waseda Student a scholarship. Please note that the amount of such scholarship is subject to change, depending on the circumstances of the host university. You are not permitted to receive two simultaneous scholarships (except in some cases). Please refer to the latest host universities’ list uploaded on the CIE website and “STUDY ABROAD” .

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9. Confirm overseas travel safety information when selecting programs

As written on pg. 27 of the “2014-2015 STUDY ABROAD”, you are responsible for confirming regional safety information when selecting where to study abroad. Please also note that caution must always be exercised when travelling and living abroad due to current international circumstances. Detailed travel safety information by region and country is provided by the Ministry of Foreign Affairs travel safety website (<http://www.anzen.mofa.go.jp/>, Japanese only). This includes: up-to-date travel advice and warnings, databases of past information, and security risk trends and countermeasures. (*For English language sites, please refer to the list on pg. 30)

If you are considering a study abroad program in a region that has been issued a “travel warning,” please submit your application only after careful deliberation of your study and research needs and within the limits of your ability to assume full responsibility.

10. Inquiries

The Center for International Education

Waseda University

1-7-14-1F, Nishi Waseda, Shinjuku-ku, 169-0051 Building No.22 Information Room

E-mail: out-cie@list.waseda.jp

Office Hours: 12:00~17:00 (closed on Saturdays, Sundays, and holidays)

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For WEB Application Registration

Waseda-net Portal Front Page

Click Here

International Programs

Information Security and You
University Regulations (Japanese)
Academic Calendar (Japanese)
Frequently Asked Questions and Answers (FAQs)
Technical Manuals (Japanese)
Waseda E-Resource Portal
Category Descriptions (Japanese)
IT Center - Help Desk
Japanese

In order to complete the web application registration process, students must submit all application documents between June 4th and June 6th.

*The screening process and the schedule of Portland State University (TSA) and Fee Based One-semester program (Boston University, University of Washington (Seattle), University of West Virginia, University of New Mexico) , and AIMS7 are different from the above. Please refer to the detail on P.15 and P16.

Screening results will be announced on this page as 「〇〇さんへのお知らせ」.

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Application Checklist

*The screening process and the schedule of Portland State University (TSA) and Fee Based One-semester program (Boston University, University of Washington (Seattle), University of West Virginia, University of New Mexico) , and AIMS7 are different from the above. Please refer to the detail on P.15 and P16.

You do not have to submit this Checklist. Please use this list for checking the procedure yourself.

WEB Application Registration (May 12th 13:00 ~ June 3rd 00:00)

***Applications that have been registered by Mon, June 2nd are accepted.**

- Read through the application guideline and check the WEB application format as soon as possible.
- You can update the registration as many times as you want.
- Have you checked the newest information including the Program List on the CIE homepage?
- Print out the newest version of the “Confirmation of Registration Completion” email in A4 size.
- Double-check the contents of “Confirmation of Registration Completion” for any mistakes.

Submission of Application Materials : June 4th ~ June 6th 12:00-17:00

Location : Waseda Global Gate (1st floor of Building 22, Waseda Campus)

All applicants must submit :

- ① Study Abroad Program Agreement original form and two copies (two-sided copies)
 - *Please do not forget to fill in the Study Abroad Program (back side), with your seal impression, dates, signature, etc.
- ② Transcripts in English
 - *SILS students do not have to submit their transcripts.
 - *For first semester students in undergraduate schools must submit transcripts from high school in English.

All applicants applying for English programs must submit :

- ③ Original TOEFL scorecard (Examinee Score Report) or TOEFL-ITP scorecard (one original)
 - * For the TOEFL-iBT, a printout of the web screen that shows the score can be accepted. However, you MUST turn in the original scorecard for that score at a later date.
 - * If you are only applying for programs that only require TOEFL-ITP, you can turn in just the TOEFL-ITP scorecard. However, if you are also applying for programs that require Examinee's Record scorecard from iBT or PBT, BOTH scorecards are required. If only the TOEFL-ITP is submitted, you will not be considered for programs that require the iBT or PBT.
 - *TOEFL Examinee Score Report: At the time of test application online, it will not be issued/sent unless you select “オンライン上でのスコア確認及び郵送での通知 (confirm score online and notification by post mail)” in the “スコア通知設定 (Score Reporting Preference)” page.

All applicants applying for a non-English program (except for those selecting EX(TSA) and TSA only) must submit :

- ④ Language proficiency certificate issued by a professor (one original)
 - *Students who are applying for EX(TSA) and TSA only do not need to submit.
 - *If you have not obtained a Certificate, please write the reason (i.e.: because it is your first language), and submit with a signature.
 - *If you are already currently studying abroad on another study abroad program, please mention it in the space provided, and make a request to a faculty that can prove your current language proficiency

If you have a relevant scorecard, applicants applying for a non-English program must submit:

- ⑤ The scores of the relevant language exams you apply for. (e.g. TOPIK (Korean))
 - *If you apply for a program that requires an official scorecard, you must submit a scorecard above the required level. Even you are only applying to programs which do not require certificate, you are recommended to submit it as well. If you are applying only to non-English EX(TSA) and TSA programs, certificate is not required.

Please prepare all documents, arrange them in order ①~⑤ and submit them. All documents should be A4 size.