

Center for International Education
Waseda University

2017-2018 STUDY ABROAD HANDBOOK

English Version



Application for the study abroad programs for AY 2017 has ended.
For information on the study abroad programs for AY 2018,
please check the Center for International Education's Web page.

NOTE!!

Information regarding partner universities' individual information (GPA, Language Proficiency, Academic Fees, etc) will be updated on the Center for International Education (CIE) website "Study Abroad Program List" as needed.

The "Program List" listed on P. 77 ~ 95 of this booklet is just for your reference. Please be aware that some information may change for 2017 Study Abroad and that students must check the CIE website "Study Abroad Program List" for the most up to date and recent information.

Message from the Dean of CIE

Study abroad can be said to be the ultimate learning opportunity. But what kind of “learning” am I referring to here? Learning in its most fundamental sense is the process of broadening one’s mind through the acquisition of new knowledge and experience. Through such learning a human being develops and grows both in mind and in body, and study abroad is indisputably one of the best ways to acquire such opportunities for growth. However, using such precious opportunities to their fullest requires a willingness to be open-minded to other cultures, and without such open-mindedness one’s study abroad experience will certainly be significantly less fruitful.

Each new friend we make is at once a new discovery and an opportunity to develop and improve our own minds. For example, many interesting discoveries across different ages and cultures were made possible through formal travel writing and diaries, transmission of locally written historical records as well as contemporary reportage from travelers of their experiences overseas.

For a literary history of such inter-cultural discovery, consider first the record of the Jesuit missionary Louis Frois, who described Japan as it was during the Warring States Period in his “History of Japan”. Next we have Alexis de Tocqueville’s classic “Democracy in America” in which the French bureaucrat describes and analyzes American society as it existed in the mid-19th century. Additionally, “The History of the Taiping Revolution” written by the British officer Augustus Lindley, describes his experience during the Taiping Revolution, a Christian-led insurrection which occurred in mid-19th century China. Moving into the 20th century we have the “Seven Pillars of Wisdom” written by T.E. Lawrence (widely known as “Lawrence of Arabia”) which chronicled his role in leading the Arab War of Independence against the Ottoman Turks during WWI; “Red Star Over China” by Edgar Snow which describes life in the Communist-controlled areas of China in the 1930s in addition to his personal interviews with Mao Zedong; and “I’ll Go and See Everything”: finally a record of Japanese novelist and peace activist Makoto Oda’s experiences with various people and places during his round-the-world backpacking tour in the 1950s; and finally Takeshi Kaiko’s 1965 work, “War Stories from Vietnam”, detailing a three month period where Kaiko served as a war correspondent based in Saigon. The common thread running through all of these diverse works, as well as many others too numerous to list here, is that their authors were open-minded about their subjects and about the foreign cultures they found themselves in.

To anyone considering future study abroad, I would recommend sampling some of the works from the “Travelogue of the World” listed above to see what kind of discoveries and personal growth might await you in your future travels.

Dr. Toru Shinoda, PhD

Dean of CIE

Waseda University Center for International Education (CIE)

The data is based on the records of study abroad 2016-2017 and is subject to change. For up-to-date information, please make sure to check the CIE website and other sources.

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Considering Study Abroad



I . Purpose of Study Abroad

1. Purpose of study abroad

The Overseas Study Abroad Program offered by Waseda University sends out regular students of Waseda University to study at partner universities across the globe. The aim of the Program is to facilitate cultural contact between Waseda University students and those from partner universities, encourage intercultural exchange and allow participants to act as ambassadors for the promotion of international understanding. Students that are selected each year to participate in this program must possess excellent personal and academic qualities and pass a rigorous internal selection. Please remember that students who agree to participate in this program will become overseas representatives of Waseda University and will be expected to understand and abide by the aims and goals of this program.

The Center for International Education aims to help students not only during their preparations prior to departure, but also during all phases of their study abroad experience. At the same time, students are encouraged to take a proactive and independent attitude towards their study abroad.

Many things which seem obvious and natural within Japan won't be regarded as such overseas, so students are encouraged to have some foreknowledge of the country in which they will be studying. Living abroad in a foreign country, there may be times when you feel you are unable to make friends or to blend in. If you do not adequately understand the laws and rules of your host country and/or university, you are likely to create problems not only for yourself but for others as well. Staying out of such trouble requires careful fore-planning and self-control on your part. Glossing over potential problems and making assumptions without confirming the desires or intentions of others can lead to severe consequences. During your study abroad, language proficiency is necessary not only for your academics, but also for clearly stating your own thoughts and intentions to others. Avoiding various dangers and difficulties during your study abroad rests largely on this ability.

Students who are still considering study abroad, as well as those whose destinations have already been determined should read this handbook carefully and prepare themselves fully beforehand. This handbook contains detailed instructions related to procedures occurring both during and after your study abroad. Please confirm the requirements for each step of the process, discuss any unclear points with the appropriate parties, and use this information to clear up any doubts or problems that may arise during your study abroad.

2. The Center for International Education (CIE), Waseda University

In order to promote international education at Waseda University, the CIE aims to support both foreign students studying at Waseda as well as Waseda students studying overseas while at the same time serving as the hub of the University's "International Education Program".

"Waseda Global Gate" (1st floor, building #22) is a one-stop service for all students interested in learning more about study abroad opportunities and about international education in general. "Waseda Global Gate" also issues publications related to Waseda's global community and allows students to tap into and experience this extensive network. The seminar rooms on the first floor are used to hold classes for short-term foreign students as well as for all kinds of different events.

Waseda Global Gate offers the following information and services

- Information related to study abroad programs administered by Waseda University
- Course catalogues from partner universities, including information about study abroad programs
- Reference materials to help you prepare for your study abroad (photocopying permitted)
- Information related to study abroad scholarships
- Consultations with CIE staff about study abroad in general
- Reports from students about their past study abroad experiences

In order to have a fulfilling and meaningful study abroad experience, you are encouraged to use the above services to gather information and plan for your study abroad.

[Location and office hours of Waseda Global Gate (1st floor, building #22)]

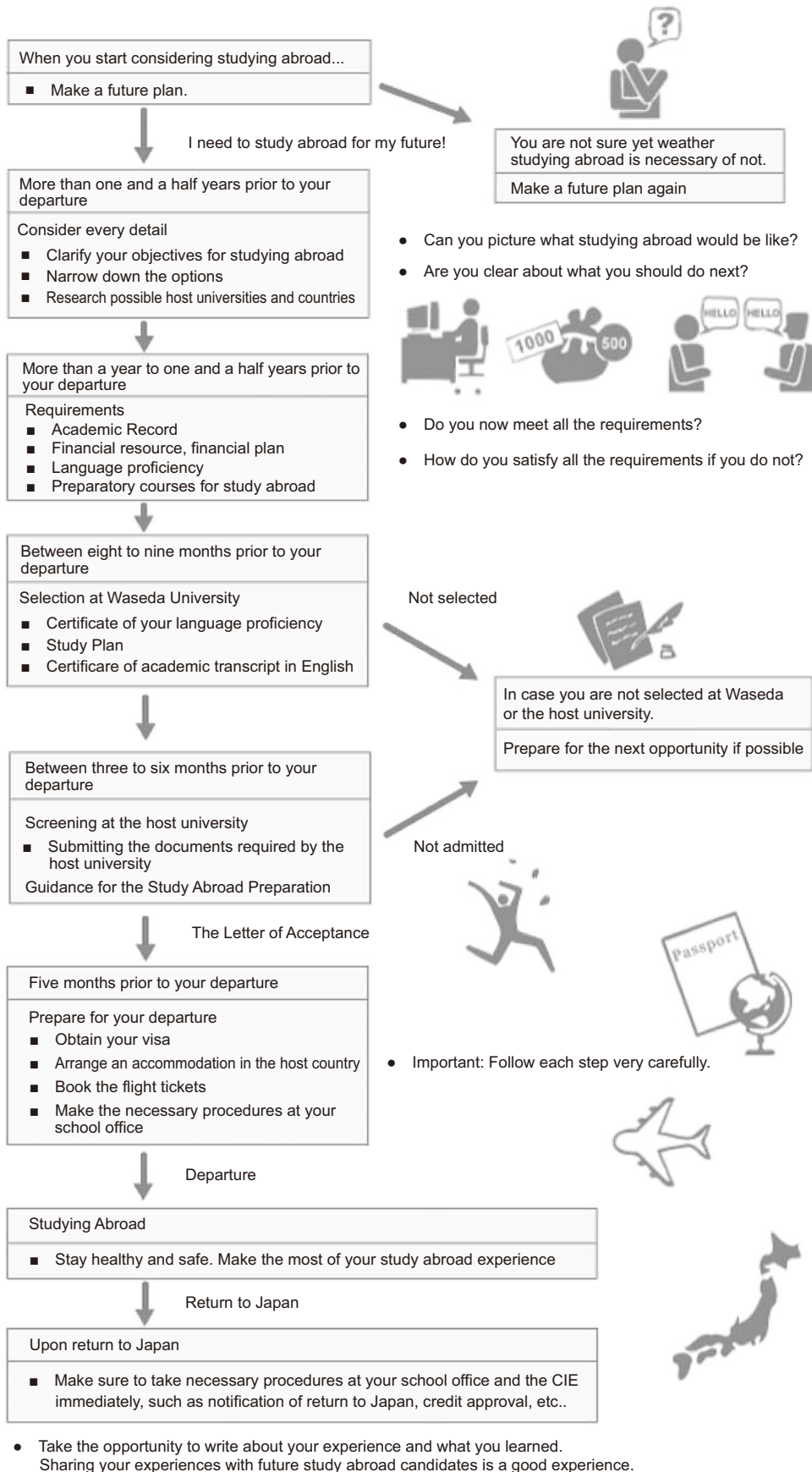
Address	Tokyo-to Shinjuku-ku Nishi Waseda 1-7-14 1F 〒 169-0051 Waseda University Center for International Education, Waseda Global Gate
Office Hours	Weekdays 9:00 – 17:00 (Reception Hours) 12:00 – 17:00 (Closed Saturday, Sunday and Holidays)*
Telephone #	03-3208-9602 (9:00 – 17:00 excepting weekends and holidays)
Fax #	03-3203-6405
E-mail	out-cie@list.waseda.jp

*However, the following applies during summer or spring vacation.

Office hours: 9:00-16:00 (Monday • Wednesday • Friday), Reception hours: 12:00-16:00.

II. Roadmap to Study Abroad

Where are you at the moment? What you should do? Let's see what is your next step.









- Take the opportunity to write about your experience and what you learned. Sharing your experiences with future study abroad candidates is a good experience.

Model Case





At the Center for International Education (CIE), we hold Study Abroad Recruitment for long term programs twice a year. The departure period will be either in spring or in fall depending on each program.

Below are two model cases of what a student who participates in a study abroad program run by CIE and will graduate within four years may look like. (specific procedures will be explained on the following page and beyond). With the exception of few programs, the screening will be held 1 year prior to your departure, so please make sure to start your preparations early.

Spring Departure 					
Year	Freshman	Sophomore		Junior	Senior
Application to CIE		April-June Application and screening	Submit application to host university After host university is chosen	February ~ March until December ~ January ~Study Abroad~ (Approx. 10 months) 	
School Life	<Study Abroad Application Preparation> 	<Study Abroad Preparation>			Job Hunting March Graduation

Fall Departure 					
Year	Freshman	Sophomore		Junior	Senior
Application to CIE	October-December Application and screening	Submit application to host university After host university is chosen	July ~ September until May ~ June ~Study Abroad~ (Approx. 10 months) 		
School Life	<Study Abroad Application Preparation> 	<Study Abroad Preparation>			Job Hunting March Graduation

The next table shows some important points during preparation. The categories are broken down into four stages, from "Study Abroad Application Preparation" to "After Returning to Japan". Please use this as reference.

Time	Study Abroad Application Preparation 	Study Abroad Preparation 	Study Abroad 	After Returning to Japan 
Preparation	<p>① From the moment you started thinking of wanting to go study abroad, first think of your "purpose" of studying abroad (which country・region, in which year, how long you want to go).</p> <p>② Gather information from the CIE website, Waseda Global Gate, and events such as Study Abroad Fair in order to choose a study abroad program. Once you decide your program you can find out about "Application Deadlines", "Academic Level / Language Proficiency" and "Necessary Funds".</p> <p>③ According to the obtained information, study for language proficiency exams, plan financial resources and prepare other specified items.</p>	<p>① When you pass Waseda University's screening are selected as a candidate, you will have to submit an official application to the host university. Once you have received your admission, you will need to obtain a visa. There will be many necessary documents to be handed in and it is very important to meet all deadlines, so prepare in advance.</p> <p>② It is necessary to improve your language proficiency, obtain college skills and prepare academically.</p> <p>③ Prepare necessary daily living items for the duration of your study abroad.</p>	<p>① During your study abroad program, we would recommend you to challenge yourself and to set a goal. Studying in another language in an unfamiliar environment may be stressful at times but the important thing is to never give up.</p> <p>② Participating in volunteer groups, internships and other activities outside the curriculum allows you to broaden your vision and build a wide human network. The people you meet whilst on your study abroad will become a treasured part of your life.</p>	<p>① Please submit your "Return to Japan Report". It is a good chance to look back on your study abroad experience, and to pass your experience along to future study abroad students.</p> <p>② After returning to Japan, it will be time to start thinking about your career options. Please put your study abroad experiences to good use whilst making your future plans.</p> <p>③ With your own efforts you can make good use of your study abroad experiences and try to keep your language proficiency and connections made whilst abroad.</p> <p>④ CIE has a "Study Abroad Student Advisor" system. You have an opportunity to make good use of your precious experience by sharing your experience and knowledge to guide your juniors.</p>

III. Planning and Preparing for Study Abroad

1. Planning out your future

Picture your future. This is the main idea behind career planning. University is the final step before entering career life in most cases, the experiences that you have and the way you live during that time will impact the direction of your life. Have you planned out goals for your future?

Students studying at higher education institutions in the west are encouraged to spend at least one semester studying abroad during their studies. In America they already have a program called “Junior year abroad” which is an well-established study abroad program for students in their third year of studies. Europe has actively deployed a student exchange program called ERASMUS. A student program called UMAP has also been established in the Asia-Pacific Region. In other words, there is a strong and ever-increasing commitment to study abroad in all parts of the globe.

The first thing you must do as you have this book in your hand is to take a good look at where you are right now. As you think about your future, think about what choices you need to make now in order to get to where you want to go. Please make studying abroad one of those choices, as it is an investment into yourself. It is the most effective way in helping you grow and shine as a person. Think of it as necessary to have an opportunity for self-discovery and extra training for society.

2. Thinking about your purpose for study abroad

So, what you need to do is think about what you are going to study abroad for, what you want to do, at where. Having clearly defined goals and direction is very important. Study abroad is not the same as visiting a country for vacation so you need to have some goals and reasons for choosing a specific country.

- How long would you like to study abroad for?
- What year of your studies would you like to study abroad in?
- What country/ city would you like to go to?
- Do you want to study a language? Or would you like to go for your own research purposes?
- What is your budget?

Thinking carefully about these things will help you in your planning.

3. Starting your preparation

Once you have some goals, you can start your preparation. It takes a long time to prepare for study abroad, at least a year, so please start your preparation as soon as you decide to do this. Finding some guidebooks on study abroad and grasping the basics is one of the things you can do.

As you gather more information your ideas and objectives will solidify. You can also collect more information in the following way.

- Read this book “STUDY ABROAD”
- Access the CIE website and gather information.
- Read materials at the Waseda Global Gate on the 1st floor Building #22.
- Get advice and counseling at the Waseda Global Gate.
- Read “Return to Japan Reports” by former study abroad students through the Study Abroad Portfolio.
- Attend the Study Abroad week, or events held by Study Abroad Advisors. ➡ P.73
- Gather information from Study Intelligence Agencies. ➡ P.100

4. Test your language proficiency through examinations

For many institutions, when you send in a written application you also need to send a certificate of language proficiency. It's good to have an idea of what level you are at early on, because if you decide to go to a certain University but then find out that you don't have the right certificate nor enough language proficiency, you can not even apply. If you would like to study abroad in an English speaking country, you should take the TOEFL or IELTS examination. The best opportunity to do this is the TOEFL-ITP exam(prepare test) that is held at Waseda University. There are other certification examinations you can sit in languages other than English.

If you would like to study at a non-English speaking country, take a language proficiency test for the language you will need to speak in that country. Some universities abroad specify a certain level of language proficiency for the public exams. Depending on the university, some programs require submission of a higher certificate than the required level at the time of application. If you are interested in a country and want to learn its language, the sooner you can start working towards that goal the better.

➡ P.22

5. Preparation to meet requirements

(1) Language fluency and academic skills

You are required to have adequate proficiency in the local language to participate in the courses with the local students at the host university as well as to be able to enjoy your life abroad. Adequate scores on TOEFL, IELTS, or other English language proficiency tests are mandatory if you are planning to study in an English-speaking country. In non-English speaking countries, you need to be proficient enough in the local language to keep up with the courses at the host university. Language proficiency is an important criterion of the screening at Waseda University. It is vital that you keep improving your language proficiency to be nominated to the program in which you wish to participate. Managing to improve your language skills before your departure is crucial to your success in any study abroad program.

(2) Academic record

The host university screens students primarily on the basis of the applicants' academic records earned at the home university (Waseda University in your case). This also applies to Waseda University's screening process. It is strongly recommended that you study hard consistently and maintain your academic record at a level that will enable you to be nominated to the partner university you wish to enter.

*The Center for International Education (CIE) used GPA scores calculated by using the below method to screen applicants for the 2016 academic year. (The above formula was established and is being used independently by the CIE. Please be aware that it may be different from the calculation method used in your respective undergraduate/graduate school.)

GPA (Grade Point Average) Calculation Formula used at CIE:

$$\frac{[(4.0 \times \text{total number of A}^+ \text{ credits}) + (3.5 \times \text{total number of A credits}) + (3.0 \times \text{total number of B credits}) + (2.0 \times \text{total number of C credits}) + (0 \times \text{total number of F \& G credits})]}{\text{Total number of credits established as the graduation requirement (including credits for F \& G)}}$$

(3) Funds

In most cases, your spending while studying abroad will be higher in comparison to what you would spend studying at Waseda University since the former will include accommodation and food costs as well as other personal costs. You should expect your study abroad program to cost you in the range of 2.5 – 6 million yen.

In many cases, you are neither permitted to work part-time nor receive any kind of income when studying abroad. Therefore, the entire cost of your study abroad, including all travel costs, must be covered for by yourself before you fly to your destination. Most universities will ask you to submit an official bank statement (in English) showing the amount equivalent to your total expected expenditure, placing the onus on you to prove that you are financially capable of covering the costs of studying abroad (generally, the statement is required six to ten months prior to departure; however students who plan to study in certain programs must submit a bank statement right away). After the approval of the documentation of your financial circumstances, you will be admitted by the host university and be able to acquire the necessary visa. There have been cases wherein students said "I didn't realize how much studying abroad would cost!" barely days before their programs were to start. To avoid a situation like that, it is crucial that you talk to your guarantor and make your financial plans well in advance. Please refer to [⇒ P.26](#) for Study Abroad Scholarships.

(4) Taking classes that are held in English (or other languages)

The Center for International Education (CIE) is not only in charge of taking care of international students at Waseda and supporting Waseda students seeking to go abroad to study, but is also in charge of offering to undergraduate students, as a foothold to promote and implement international education programs, unique courses including: those taken as a part of the short-term study programs including courses on foreign languages, thematic studies, and cross-cultural experiences; those taken during Summer Session at Waseda University where you can study with students from foreign countries; and "International Japanese Studies" where professors from universities in foreign countries are invited to give lectures.

Short-term programs, where you can study a foreign language and/or receive cultural training, are offered in both spring and summer terms (course title 「海外語学・文化研修プログラム」). These courses are available for registration. The short-term programs make it possible for students who find it difficult to go on a long-term study abroad program to gain overseas experience in a short term and to obtain credits at the same time [⇒ P.12](#).

A university-wide minor is a system established by the Global Education Center (GEC) (URL (Japanese only): http://www.waseda.jp/gec/u_graduate/minor/). They offer courses such as small group discussions and tutorial English courses. You may aim to systematically study fields of study other than your major (which can be studied intensively in the school you belong to), thereby reinforcing your knowledge relevant to your major, becoming familiar with another field of study, and being able to apply what you have learned in your major to a wider field of study. When you have completed a university-wide minor, a certificate will be issued upon graduation. There are other university-wide minors that focus on specific countries or regions, including "Chinese Studies", "Korean Studies", "Australian Studies", "EU / European Integration Studies", and "German Studies". Please make use of these minors if you are seeking to go to these countries to study.

(5) Preparatory courses for study abroad

The CIE provides various types of preparatory courses for those of you who are thinking about applying for a study abroad program. Please consider taking them as you will be able to take low cost, high-quality lectures aimed at improving the skills necessary for your study at your host university.

① Courses to prepare you for language tests

- TOEFL® iBT course
- TOEFL® iBT (online) course
- IELTS course (online)

② Academic foreign language courses

- Academic English course for students considering or participating in a medium- or long-term study abroad program
- Academic English course for students considering or participating in a short-term study abroad program (one-day intensive course)

Please confirm the details (including how to apply for the courses) in the study abroad preparatory courses brochure and on the CIE website:

<http://www.waseda.jp/inst/cie/from-waseda/plan>

*These courses are specially designed for those seeking to participate in a study abroad program. The courses prepare students for language tests or common tests required to participate in such programs.

*These courses are not counted toward graduation credits. These courses are taken in addition to required registered courses.

IV. Study Abroad Programs

1. Names of the programs

Listed below are the programs offered by CIE (Please see [⇒ P.96](#) for Departmental Exchange Programs).

For more information about registration status and academic fees regarding each program, please see [⇒ P.15](#).

(1) Double Degree Programs (DD)

These are programs where you will go abroad to study at a university which provides a curriculum for a double degree while you are still enrolled at Waseda. If you satisfy certain requirements, you will be able to earn designated degrees from both Waseda and your host university when you graduate. In order to complete the double degree course at your host university, you will need to demonstrate high-level reading/listening comprehension skills and conversation skills in the foreign language. Therefore, especially rigorous examinations will be conducted regarding your language skills if you wish to participate. There are some programs where only students of certain Schools or Graduate Schools are eligible to apply. Furthermore, the study abroad period may vary depending on the program.

<Partner Institutions (as of February 2017)>

Peking University, Fudan University, National Taiwan University, Shanghai Jiao Tong University, National University of Singapore, Earlham College

*There are programs limited for certain schools.

(2) Exchange Programs (EX)

These are programs where you will go abroad to study based on the exchange agreements between the universities or the departments. The term is one academic year in principle, but there are also programs whose term is one semester. Relatively high-level language skills are required from the beginning, and usually you will take ordinary courses with local students. However, there are some programs where you mainly focus on studying a foreign language. Usually, the number of students recruited is one to three per university. You will usually be put priority over other international students in taking courses and arranging accommodation. In principle, tuition is paid to Waseda, and you will be exempted from paying tuition to the host university.

(3) Customized Study Programs (CS)

These are programs where you will participate in the curriculum prepared for students from Waseda by the host university. There are roughly two types of programs. One is the programs where you may take ordinary courses from the beginning. The other is the programs where, while you mainly focus on studying a foreign language, you will at the same time follow the curriculum prepared based on a certain theme if your level of the foreign language is adequate to do so. The term is one academic year in principle, but there are also programs whose term is one semester. In principle, you will be exempted from paying tuition to Waseda, and you will be paying a designated program fee to the host university.

(4) Short-term programs (summer and spring)

Short-term programs are offered through the CIE office during the spring, summer vacations, and Golden week. While the content differs according to the program, the curriculum of short-term programs usually lasts for one to eight weeks and consists of preparatory and language courses, and courses on the culture and affairs of the host country.

If you wish to study overseas long term, you are encouraged to participate in a short term program so that you may know if you can easily adapt to a foreign environment, and confirm whether your language skills are good enough. Detailed information with regard to such applications will be announced on the CIE website and the MyWaseda. The Programs will also be introduced at the Study Abroad Week.

Some short-term programs may be registered as Short Study Abroad Courses. Please check the CIE website and / or the Registration Guide for Open Courses for the information on the registration periods and procedures.

Credits for CIE short-term intensive programs

	Participation	Registration for credits
Undergraduate	Can participate	Can register for credits on-line
Graduate	Can participate	Cannot register for credits

* Some programs are not considered to be subjects.

NOTE

* a: Undergraduates applying for the summer short-term program who have registered during a specified period (which will be announced at the orientation) may have their credits counted towards their graduation once their registration has been approved. Undergraduates applying for the spring short-term program can similarly apply for their credits between late January and early

February. For more information, check the CIE website and/or the relevant department subject registration guide. (Graduate students cannot register for credits.)

* b: After returning to Japan, all participants must submit an essay outlining their experiences to the CIE.

Those undergraduates who register for credits must submit reports to the CIE along with the essay. Essay assignments and submission deadlines will be announced.

* c: Please confirm details of the program at the information session held before application, or by reading the Application Guideine.

2. Types of the programs

The above programs described in 1. (1) – (3) are classified further into two categories as follows.

(1) Regular Academic Programs (RA)

You will be taking ordinary courses with local students following the regular curriculum for students at the host university.

(2) Language Focused Programs (LF)

You will mainly be taking foreign language courses at the host university; however, in some cases you will be able to take some regular courses as well.

<Examples>

Program Name	Program Type	Abbr.
Double Degree Programs (DD)	Regular Academic Programs (RA)	DD
Exchange Programs (EX)	Regular Academic Programs (RA)	EX-R
	Language Focused Programs (LF)	EX-L
Customized Study Programs (CS)	Regular Academic Programs (RA)	CS-R
	Language Focused Programs (LF)	CS-L

3. Other ways of studying abroad

Apart from the programs offered by Waseda University, there are other ways to accomplish your overseas study objectives.

(1) Study abroad at your own expense

In case you do not find any partner universities that meet your needs or you wish to study at a graduate school abroad after graduating from Waseda University, you will need to look for a university and organize your study on your own. Students who fall in this category are admitted to an overseas university and they pay the tuition fees and other academic fees and living expenses on their own. Students in this category may go abroad with the sole objective of language learning; alternatively, they may assume the status of “visiting student” or “non-degree student”. Please note that it is possible that credits earned abroad may not be accepted by Waseda University. It is therefore essential that you confirm all details with respect to credit accreditation with your school office. Please note that the application deadline is usually about six months prior to the enrollment date. You may apply through the internet; however, you must allow for the fact that the processing of an application to any overseas university takes time. Furthermore, tuition fees and other academic fees will be handled differently for privately funded students, depending on their registration status. Starting from AY2017, you will be able to take certain courses at Waseda during your study abroad period. For example, depending on when you return to Japan, you may be able to take courses at Waseda offered during the second half of the spring semester. Please confirm with your school/graduate school office and the school/graduate school offering the course for how to register and for which courses are available.

Handling of school fees

- ① If Waseda University tuition fees are exempted, the Student Account Maintenance Fee (50,000 yen per term) and Basic Education Enhancement Fees (Applicable only to those who entered Waseda in or before AY2016) must be paid.
- ② If the credits acquired from studying abroad at your own expense are transferred and added to the graduation requirements of Waseda University, you are required to pay an academic fee. The academic fee per credit is the same fee that is applicable to auditors in Waseda University of the same academic year. The total amount payable as the enrollment fee and the academic fee shall not exceed the sum of the total tuition and educational environment improvement fee at Waseda University. Furthermore, the above shall also apply to auditing fees for courses taken at Waseda during your study abroad period.

Things to be aware of when using study abroad agencies

- ① Information regarding study abroad agencies
 - a. Please be careful when you choose an agency, as there is no certification or licensing system regulating the operations of study abroad agencies.

- b. The services offered vary from one agency to another. Some agencies only provide help when choosing a school and submitting an application thereto. Other agencies offer additional services that range from orientation to local support. However, "local support" means different things to different agencies. Please confirm what kind of service you are looking to receive before choosing your agency.
- ② Tips on using study abroad agencies
 - a. Before studying abroad you should acquire as much knowledge as possible on studying abroad. This knowledge will be helpful in choosing an agency and in making appropriate decisions in response to their explanations.
 - b. Clearly state the agency services that you will require. You need to be confident enough to refuse unnecessary services before you sign a contract.
 - c. Compare and contrast agencies. It is important to visit them and talk face to face, as the services and price systems vary from one agency to another. Verify any doubts that you may have, and make sure that everything is clear before you sign a contract.

(2) Transferring to an overseas university

Transferring to an overseas university as a full-time student after withdrawing or graduating from Waseda University requires a high level of language skills. You may be able to transfer credits earned at Waseda University to the new university.

(3) Receiving a degree while registered at or after graduating from Waseda University

Every year, a large number of students enter graduate schools overseas after receiving a bachelor's degree from Waseda University. Students wishing to do so should improve their language proficiency levels and record good academic performances. The advantages of becoming a full-time student are that you will gain a degree and have more chances of receiving a scholarship. Some specialized fields may demand more than a master's degree as minimum eligibility. It is therefore important to study hard and prepare well before entering a graduate school if you wish to work as a specialist in the future.

4. Study abroad programs for graduate students (offered by Waseda University)

When graduate students participate in the Waseda programs, they may need to go through procedures that are different from those devised for undergraduate students. In particular, for universities in Europe and the United States, the more specialized the research field, the more complicated are the admission processes—the host universities' application and acceptance procedures. You may be asked to apply to another program or be summarily denied admission to the host institution. In the latter case you may have the opportunity to apply to another partner institution. You may encounter this problem because every decision regarding a student's admission rests with the host university in an exchange program. Please be aware of the aforementioned risk when applying.

Please gather as much information as possible regarding the study abroad program of your choice, such as course details, to increase the chances that you will be accepted. Please also be aware that you may need to be flexible in your choices, and it is highly recommended that students have a list of programs in order of preference. Some courses, such as MBA courses, may be restricted or require additional tuition fees. As such, students must conduct in-depth research beforehand. Students are also responsible for finding prospective research advisors and contacting them using the host institution website. Please consult with your current advisor at Waseda University, and ask for advice as necessary.

V. Study Abroad System at Waseda University

Waseda University offers various systems that encourage students to study abroad while enrolled at university. In the following pages you will find general outlines of these systems. Please note that some points vary from one graduate or undergraduate school to another, so please contact your undergraduate / graduate school office for further details.

Registration Status and Academic Fees during Study Abroad

Program	Registration Status	Tuition and Other Academic Fees	How registered period will be handled
EX (Incl. GLFP)	Studying Abroad	(May depend on agreements with each host university) To pay enrolled department Tuition Fee (*1) and Basic Education Enhancement Fees (*2). It may be necessary to pay Academic Fees and Basic Education Enhancement Fees for some host universities depending on the program.	If the study abroad period is authorized by the faculty council as part of the registered period at Waseda and required credits have been earned, 1 year or 1 term of the study abroad period can be counted as part of the registered period (Graduation within the regulated academic year is possible).
CS	"Registered in School" but Study Abroad	(Waseda University Tuition Fees Exempted) Program Fee (*3) and Basic Education Enhancement Fees to be paid to Waseda University.	
DD	"Registered in School" but Study Abroad	(May depend on agreements with each host university) To pay enrolled department Tuition Fee and Basic Education Enhancement Fees + Registration Fee (*4) of 150,000 yen. *In case of DD program at Earlham College, students are to pay the tuition for the Earlham College + Registration Fee of 150,000 yen.	Study abroad period is counted in the registered period (Graduation within the regulated academic year is possible).
Privately Funded Study Abroad	Depending on the regulations of your school (Please refer to next page)	In case Waseda University Tuition Fees are exempted, Student Account Maintenance Fee (50,000 yen per term) and Basic Education Enhancement Fees have to be paid. *Students who would like to add study abroad period to registered period are requested to pay the Credit Transfer Fee (*5).	Please note that some points vary from one graduate or undergraduate school to another, so please contact your undergraduate/ graduate school office for further details.

*1 Tuition Fee, etc.

Tuition fee, facility fees, educational environment improvement fee, university-wide global education expenses, auditing fees, research laboratory fee, library fee and seminar fee. (Some of these fees do not apply to students enrolling in a certain school or graduate school, or who entered Waseda in a certain academic year.)

* When paying the tuition for your department/graduate course while abroad as an extended study abroad student, the total amount paid will be the same as the amount paid by students in their final year for graduation of their department/graduate course (i.e. senior year for undergraduates). The amount due is NOT calculated by subtracting the number of acquired credits from the number of credits necessary for graduation/completion.

* As for students newly enrolling at Waseda in the 2017 academic year or afterwards, if your study period is extended because of your study abroad, your tuition amount may change. Please confirm the details with your undergraduate/graduate school office.

However, students that enrolled in the 2010 academic year or earlier will not be paying for educational maintenance costs. Instead, those students are to pay a prescribed amount for facility fees.

*2 Basic Education Enhancement Fees

To be paid by the first semester of second year (applicable only to those enrolled in from academic year 2010 to 2013).

*3 Program Fee

This includes tuition, program development and operation fees claimed to Waseda University by the host universities and necessary expenses for Waseda University to develop and operate the program (1 semester 50,000 yen, 2 semesters 100,000 yen).

* Room & Board is included in the program fee of some CS programs.

* "Program Fee" must be paid to Waseda University specified bank account after the amount is converted to Japanese yen using the CIE designated exchange rate.

*4 Registration Fee

Double degree registration fee: Required expenses for participants in the Double Degree and is used for the operation of the program.

*5 Credit Transfer Fee

The academic fee per credit is the same fee that is applicable to auditors in Waseda University in the academic year of the first term of the student's study abroad of the same academic year. The total amount payable as the enrollment fee and the academic fee in case of students who are classified under the "Studying Abroad" status shall not exceed the total tuition and educational environment improvement fee at Waseda University.

1. Status during overseas study period: "Studying Abroad", "Registered in School" and "Leave of Absence"

When you study abroad from Waseda University, there are various study abroad programs, as well as an option to study abroad at your own expense, as explained in "IV. Study Abroad Programs" Your study will be considered "Studying Abroad" by the school registrar when, through a specified application procedure, permission is given by your undergraduate/graduate school office to study at a foreign university or another suitable institution of higher education for a period of more than one semester.

However, depending on the conditions of the study abroad, classification of status differs as written on the next page. The conditions of the study abroad also affect tuition fees, so please confirm well in advance. Please talk to your undergraduate/graduate school office to confirm your status, regarding whether your status is going to be registered as "Studying Abroad," "Registered in School," or "Leave of Absence." Please also confirm how the school year following your study abroad will be, and how your tuition fees will be treated during and after your study abroad.

Examples of Enrollment Statuses (as of academic year 2017)

School	EX	DD	CS (Former TSA/ ISA/medium- term programs)	Privately Funded (coursework or research at university or equivalent higher education or research institution)	Privately Funded (language program at a language institution affiliated with a university)	Privately Funded (language program at a language institution not affiliated with a university)
Undergraduate Schools						
Political Science and Economics	Studying Abroad	Registered	Registered	Leave of Absence/ Studying Abroad * ⁸	Leave of Absence/ Studying Abroad * ⁸	Leave of Absence/ Studying Abroad * ⁸
Law	Studying Abroad	Registered	Registered	Studying Abroad	Leave of Absence	Leave of Absence
Culture, Media and Society	Studying Abroad	Registered	Registered	Studying Abroad	Studying Abroad	Leave of Absence
Humanities and Social Sciences	Studying Abroad	Registered	Registered	Studying Abroad	Studying Abroad	Leave of Absence
Education	Studying Abroad	Registered	Registered	Studying Abroad	Studying Abroad	Studying Abroad
Commerce	Studying Abroad	Registered	Registered	Studying Abroad	Leave of Absence	Leave of Absence
Fundamental Science and Engineering	Studying Abroad	Registered	Registered	Leave of Absence * ³	Leave of Absence	Leave of Absence
Creative Science and Engineering	Studying Abroad	Registered	Registered	Leave of Absence * ³	Leave of Absence	Leave of Absence
Advanced Science and Engineering	Studying Abroad	Registered	Registered	Leave of Absence * ³	Leave of Absence	Leave of Absence
Social Sciences	Studying Abroad	Registered	Registered	Studying Abroad	Studying Abroad	Leave of Absence
Human Sciences	Studying Abroad	Registered	Registered	Studying Abroad	Studying Abroad	Leave of Absence
Sport Sciences	Studying Abroad	Registered	Registered	Studying Abroad	Studying Abroad	Leave of Absence
International Liberal Studies	Registered * ²	Registered * ²	Registered * ²	Leave of Absence * ³	Leave of Absence	Leave of Absence
Graduate and Professional Schools						
Political Science	Registered * ⁶	Registered	---	Studying Abroad	Leave of Absence	Leave of Absence
Economics	Registered * ⁶	---	---	Studying Abroad	Leave of Absence	Leave of Absence
Law	Studying Abroad	---	---	Studying Abroad	Leave of Absence	Leave of Absence
Letters, Arts and Sciences	Studying Abroad	---	---	Studying Abroad	Leave of Absence	Leave of Absence
Commerce	Studying Abroad * ⁴	Registered	---	Studying Abroad	Leave of Absence	Leave of Absence
Fundamental Science and Engineering	Studying Abroad	---	---	Leave of Absence * ³	Leave of Absence	Leave of Absence
Creative Science and Engineering	Studying Abroad	---	---	Leave of Absence * ³	Leave of Absence	Leave of Absence
Advanced Science and Engineering	Studying Abroad	---	---	Leave of Absence * ³	Leave of Absence	Leave of Absence
Education	Studying Abroad	---	---	Studying Abroad	Leave of Absence	Leave of Absence
Human Sciences	Studying Abroad	---	---	Studying Abroad	Leave of Absence	Leave of Absence
Social Sciences	Studying Abroad	---	---	Studying Abroad	Leave of Absence	Leave of Absence
Sport Sciences	Studying Abroad	---	---	Studying Abroad	Leave of Absence	Leave of Absence
GSAPS	Registered * ⁶	Registered * ⁶	---	Studying Abroad	Leave of Absence	Leave of Absence
GITS	Studying Abroad	Registered	---	Leave of Absence * ¹	Leave of Absence	Leave of Absence
GSJAL	Studying Abroad * ⁴	---	---	Studying Abroad	Leave of Absence	Leave of Absence
Finance, Accounting and Law	Studying Abroad	---	---	Studying Abroad	Leave of Absence	Leave of Absence
IPS	Studying Abroad	---	---	Leave of Absence * ¹	Leave of Absence	Leave of Absence
Law School	Studying Abroad * ⁵	---	---	Leave of Absence * ¹	Leave of Absence	Leave of Absence
Accountancy	Studying Abroad	---	---	Leave of Absence * ¹	Leave of Absence	Leave of Absence
Environment and Energy Engineering	Studying Abroad	Registered	---	Leave of Absence * ³	Leave of Absence	Leave of Absence
Teacher Education	Studying Abroad	---	---	Studying Abroad	Leave of Absence	Leave of Absence
GSICCS	Studying Abroad * ⁷	---	---	Studying Abroad	Leave of Absence	Leave of Absence
Business and Finance	Studying Abroad * ⁴	Registered	---	Studying Abroad	Leave of Absence	Leave of Absence

*1 As a general rule, students registered under "Leave of Absence" may be recognized as students "Studying Abroad" in some cases.

*2 Study abroad periods are counted as part of the registered period at Waseda University for the School of International Liberal Studies students.

*3 As a general rule, students registered under "Leave of Absence" may be recognized as students "Studying Abroad" in some cases.

*4 As a general rule, students whose duration of study abroad based on the Departmental Exchange Agreement is less than 6 months are recognized as Registered students.

*5 As a general rule, this applies only to the Law School's own programs. However, students should contact the school office since participants in other programs may be registered as "Studying Abroad" in some cases.

*6 Graduate School of Political Science, Graduate School of Economics, and GSAPS: Enrollment status for students studying abroad as Exchange, DDP Departmental Exchange Programs, QTEM (Economics only) is, as a general rule, recognized as "Studying Abroad (Registered)", and the study abroad period is counted as part of the registered period at Waseda University.

*7 Graduate School of International Culture and Communication Studies: Enrollment status for students studying abroad as Exchange or on Departmental Exchange Programs is, as a general rule, recognized as "Studying Abroad"; however, if approved by the Graduate School, the enrollment status will be recognized as "Studying Abroad (Registered)", and the study abroad period is counted as part of the registered period at Waseda University.

*8 Status will be "Leave of Absence" or "Studying Abroad" depending on the conditions of study abroad (e.g. period, etc).

2. Study abroad procedures at each school office

You must follow the study abroad procedures, which are available to you at your school office, before and after your departure from school. Your registration as a student "Studying Abroad" may be cancelled unless you properly follow the procedures. Procedures vary across schools, so please follow your school's instructions meticulously. Also, some schools require you to take an interview exam with professors before or after your study abroad period.

(1) Study abroad application

You must submit the "Application Form For Study Abroad" and obtain permission from your school prior to your departure. You will not be permitted to study abroad unless you complete the procedures at your school office. You may obtain an application form from your school office. Please submit the application together with a letter of acceptance or certificate issued by the host institution.

SILS students are not required to submit a study abroad application form as study abroad for them is compulsory.

(2) Duration of study abroad

The duration of your study abroad is not deemed to begin on the date of your departure, but is treated as follows:

- One year: from September 21 to September 20 of the following year or from April 1 to March 31 of the following year
- One semester (half of academic year) : from April 1 to September 20 or September 21 to March 31 of the following year

If you start studying abroad in the middle of a semester, you should consult with your school office and decide on whether you start from April or from September.

According to the program regulations, you are required to return to and resume your education at Waseda University after your study abroad period is over. However, in some special cases, it is possible to extend the study abroad period or to study abroad again with the permission of the faculty committee.

(3) Notification Of Return To Japan

As soon as you return to Japan, you must submit a "Notification Of Return To Japan" to your school office together with the student registration certificate issued at your host institution or the academic transcript stating the duration of your study. The CIE requires participants in the DD, EX, and CS programs offered by it to follow additional procedures. For procedures need after returning to Japan, please refer to [⇒ P.67](#).

Undergraduate School	Telephone
School of Political Science and Economics	03-3207-5617
School of Law	03-3232-4534
School of Culture, Media and Society	03-3203-4381
School of Humanities and Social Sciences	
School of Education	03-3202-2379
School of Commerce	03-5286-1821
School of Fundamental Science and Engineering	03-5286-3002
School of Advanced Science and Engineering	
School of Creative Science and Engineering	
School of Social Science	03-3204-8952
School of Human Sciences	04-2947-6848
School of Sport Sciences	
School of International Liberal Studies	03-5286-1727

* The above information is correct as of January 2017. Please note that it is subject to change without notice.

* For other school and graduate school offices, please refer to the webpage below.

<http://www.waseda.jp/top/contact>

3. Course registration at the host university and credit transfer

Of the courses you have taken at the host university, a maximum of 60 credits (10 for graduate schools) will be admitted as Waseda University's credits if approved by your school. For professional graduate schools, only half the number of credits required for completion of a masters degree will be admitted to transfer. The actual limit of credit transfer will differ in each school, so please consult with your school office for further information. [⇒ P.68](#)

4. Procedures for continuous enrollment at Waseda University

During the fall semester/summer quarter/winter quarter (after returning to Waseda University from study abroad), some undergraduate/graduate schools allow their students to continue taking the courses that they were taking previously as a full-year's/half-year registration. Before you start studying abroad you have to confirm the details with your school (such as whether you need to take term exams and/or submit reports for the spring semester/spring quarter/fall quarter or what procedures are necessary after you return to Japan, etc.). Please also confirm with your school office regarding registration and continuation of seminars. (E.g. Study Abroad Starting Fall 2016)

Example : Continuous enrollment of full-year courses

AY2017		AY2018	
Spring semester	Fall semester	Spring semester	Fall semester
Full-year courses are offered during this period.		Full-year courses are offered during this period.	
Enrolled for the spring term (1 st half)	Study abroad period 1 year (Sept. 21 to Sept. 20 of the following year on the enrollment record)		Enrolled for the fall term (2 nd half)

Example : Continuous enrollment of half-year courses

AY2017				AY2018			
Spring quarter	Summer quarter	Fall quarter	Winter quarter	Spring quarter	Summer quarter	Fall quarter	Winter quarter
Spring-semester courses are offered during this period.				Spring-semester courses are offered during this period.			
Enrolled for the spring quarter (1 st half)	Participate in a summer program, etc.				Enrolled for the summer quarter (2 nd half)		

○ Regulations for students studying abroad while registered at Waseda University

General

Article 1. These regulations, unless otherwise specified, shall apply to undergraduate and graduate students who study abroad.

2. These regulations specified in the following articles shall apply to the students studying at Waseda University under the agreement of academic exchange with other universities in Japan.

Definition of study abroad

Article 2. Study abroad shall be defined as either one of the following cases:

- i. Study at a university or equivalent higher education institution overseas for a minimum of one semester/term with the permission of the faculty committee of the student's undergraduate or graduate school (the graduate school committee, if the graduate school does not belong to any faculty, will hereinafter be referred to as "faculty or relevant committee")
- ii. Study at a research institution for a minimum of one semester with the permission of the faculty or relevant committee
2. The "double degree program" shall be a study abroad program under the agreement of academic exchange with overseas universities wherein program participants shall obtain a degree from the host university while registered at Waseda University.

Necessary procedures for study abroad

Article 3. Those who wish to study abroad shall submit the following documents and obtain the permission of the faculty or relevant committees.

- i. Application form designated by the respective undergraduate or graduate school
- ii. Certificate of admission or letter of acceptance issued by the host university, equivalent higher institution or research institution abroad (hereinafter referred to as "host institution")
2. Students shall submit the following documents upon returning to Japan:
 - i. Notification of return form as designated by the respective undergraduate or graduate school
 - ii. Certificate issued by the host institution which states the period of registration at the host institution

Period of study abroad

Article 4. As a general rule, the duration of the program shall not exceed one year while the student is registered at Waseda University. However, the faculty or relevant committee may give the student permission for extension or re-entry under special circumstances.

2. Notwithstanding the regulations specified in the preceding paragraph, the period of study abroad for students under

the academic exchange programs between Waseda University and overseas universities (hereinafter referred to as "exchange students") and for students under the double degree programs shall be defined according to the respective agreements.

Registration period at Waseda University

Article 5. All or part of the study abroad program, under the academic exchange programs between Waseda University and overseas universities (except Double Degree program) can be calculated into the student's registration period if permitted by faculty or relevant committees.

2. The Double Degree program predetermined period of study abroad can be calculated into the student's registration period.
3. Other than specified in above paragraphs, the one-year or one-semester period of study abroad can be calculated into the student's registration period at Waseda University only when the faculty or relevant committee approves the said study abroad as being part of Waseda University curriculum after taking into consideration the credits earned at the host university or institution, the period of study to acquire these credits, and other matters.

Credits earned while on the programs

Article 6. Deleted.

Study period before and after the program

Article 7. Study period at the undergraduate or graduate school before and after the program shall be counted strictly in order to help students earn credits for their graduation.

Academic fees while on the program

Article 8. Tuition fees, campus maintenance fees, facility fees, university-wide global education expenses, laboratory fees for lower-and upper-level courses, upper-level courses (seminar) fees and library fees (hereinafter referred to as "Tuition Fees") for students studying abroad will be determined as per Table 1 below

2. Those exempted of their tuition fees according to the previous section must still pay the registration fee of 50,000 yen to Waseda University each semester by the specified date.
3. Students on the Double Degree Programs shall pay a registration fee of 150,000 yen by the deadline stated by Waseda University.

Cancellation of the permission to study abroad

(Table 1: Referring to Article 8)

	Tuition Fees	Basic Education Enrichment Fees (Student Fees)
Students Studying Abroad (Excludes Exchange Students and Students on Double Degree Program)	Exempted	As designated
Exchange Students	Fees shall be based on the (exchange) agreements between Waseda University and the host institutions	As designated
Double Degree Program	Fees shall be based on the (exchange) agreements between Waseda University and the host institutions	As designated

Article 9. If a student permitted to study abroad is found to be inappropriate to be sent abroad on a study abroad program specified in Article 2, the faculty or relevant committee can cancel the permission to study abroad.

2. Article 8 shall not apply to the students whose permissions to study abroad are cancelled under the regulations specified in the preceding paragraph.

Credit transfer fee and calculation of the registration years

Article 10. According to Article 16 of Waseda University Regulations (implemented on April 1st, 1949; hereinafter referred to as "University Regulations") or Article 9 Paragraph 2, Article 9 Part 2 and 3 of Waseda University Graduate School Regulations (Educational Affairs No. 1, 1976; hereinafter referred to as Graduate School Regulations") students shall pay credit transfer fees specified on the basis of credits counted as those required for graduation when the faculty or relevant committees recognize that Article 5 apply to the students to whom Article 8 Paragraph 1 applies also.

2. The credit transfer fees that undergraduate and graduate students must pay as specified in Article 5 Paragraph 3 shall be the same amount as the audit fees for the academic year of the first semester of the student's study abroad period that will be added to the number of years in the university. However, regardless of the authorized number of credits, the total of the registration fees paid for during the study abroad and the credit transfer fees shall not exceed the total of the tuition of the study abroad, cost of equipment, educational environment improvement fee, and university-wide global education expenses.
3. The period of study abroad shall not be calculated into the registration period at Waseda University in case the student does not pay the credit transfer fee by the date designated by Waseda University.

Students at Waseda University High School

Article 11. This regulation shall apply to students at the Waseda University High School who are studying abroad.

5. Tuition payment while studying abroad

(1) Differences between the tuition and program fee by program

Tuition payment depends on your program (Please refer to the following table).

The program fee for Customized Study Programs includes Waseda's program development and operational fees (JPY 100,000 for one year programs, JPY50,000 for one semester programs).

(2) Program fees

The program fee applies to students going abroad to undertake the Customized Study Programs(CS). Waseda University pays each host university a program fee. The program fee is set by the host university and Waseda. Over the course of their studies abroad, students are required to pay the program fee, and Waseda tuition fee is waived for this period.

Students pay the program fee in two installments. This fee is converted into Japanese yen and is based on the costs stipulated by the host university, including school expenses, program development costs, management expenses, and the program development cost incurred by Waseda. Therefore, the program fee usually differs from the typical tuition of the host university. Also, the exchange rate converting into Japanese Yen may not be the same between one student and another who study abroad in the same country but in a different program. This depends on the timing of fee confirmation.

- Once the program fee is paid, it cannot be refunded.
- The program fee includes university tuition but not other costs such as housing, food, deposits, etc. Moreover, the payment method for the other costs and due dates differ by university. Confirm this at the earliest opportunity and complete the payment procedure by the due date.
- The program fee for the first and second terms may not be the same.

(3) Tuition payment while studying abroad (in case of participating in programs held in 2017)

[Special Attention]

The word "tuition" in this section includes class fees, facility fees, experiment/laboratory fees, training fees, lecture fees, experimental training fees, and library fees. However, please contact your respective school for details on exemptions.

Program Type	EX	CS and certain EX	
2017 Waseda University Tuition Payment	You are required to pay Waseda tuition. (during your study abroad program you are exempt from paying tuition to the host university)	Each educational institution has established a program fee which you pay to Waseda at first, and then Waseda University pays it for host university. (You are exempt from paying tuition at both the host university and Waseda University during your study abroad program).	
Payment Method	You are required to pay Waseda tuition. If you use the methods of automatic bank transfer system, you will receive a notice letter. If you are transferring tuition manually, please make sure that you pay the Waseda tuition in accordance with the instructions.	You are required to pay the program fee. The program fee is paid in two installments in Japanese Yen in accordance with Waseda exchange rate. Please refer to below information on the program fee: 「Study Abroad Program List」 (http://www.waseda.jp/inst/cie/from-waseda/abroad/programlist) 「Estimated Tuition」. Also, the tuition listed here is the tentative costs for 2016. Please carefully look at the 「payment schedule」 for the final decision on the program fee cost.	
Payment Schedule	Follow the ordinary university tuition payment schedule.	EX・For Programs starting Fall 2017	EX・For Programs starting Spring 2018
* <u>The payment schedule on this list is subject to change.</u>		① August 2017 Announcement of the program fee ② August to September 2017 Payment due date for the 1 st installment ③ December 2017 to January Announcement of the program fee ④ January 2018 to February Payment due date for the 2 nd installment	① March to April 2018 Announcement of the program fee ② March to April 2018 Payment due date for the 1 st installment ③ August 2018 Announcement of the program fee ④ August to September 2018 Payment due date for the 2 nd installment
Special Remarks	Please understand that for certain exchange programs, in Waseda University tuition does not include facility fees, etc. which are payable directly to host universities. • If you are to be enrolled again as an extended student after coming back from studying abroad, please consult with your school office for tuition payments.		

VI. Recruitment

The CIE recruits candidates twice a year for study abroad programs lasting for half a year or more. Candidates must be of excellent academic performance and character and be enrolled at Waseda University as regular students at the time of application and throughout their study abroad period (non-degree students and students who will be graduating before the end of their study abroad period cannot apply). You must prepare Study Abroad Agreement, a certificate of your language skills and a transcript when applying. Please carefully read the [Application Guidelines](#) uploaded onto the website and confirm which programs are recruiting students that academic year, their selection schedules, and how to apply. Please make sure you fully understand the procedures you need to take in order to apply for the program you wish to participate in.

*Please make sure to meet the deadlines for submitting the documents, taking necessary procedures, etc. Documents submitted after the deadline will not be accepted for any reason.

1. Internal screening

The objective of the internal screening is to select, for each study abroad program, the students who will be recommended by Waseda University. Please carefully read the [Application Guidelines](#), which are issued before each recruitment period, for details including the selection schedule, and make sure you understand them.

If you are selected as a candidate after the internal screening, you will be qualified to apply for the program at the host university as a student recommended by Waseda University; however, this does not 100% guarantee that you will be accepted. Even after you are selected as a candidate, you must continue to follow the application procedures, prepare to fly to the country of your host university, and improve your language skills.

2. Selection process

For internal screening, a program list is available to everyone for each recruitment. Please apply after carefully confirming the requirements for each program including GPA /language requirements and the school year you should be in (freshman, sophomore, etc). You may apply for more than one program. Taking into account the program(s) you wish to participate in, we consider the following factors comprehensively, and select the students with the highest overall ability to the participate in the program to which the students with a higher score will be assigned higher priority.

- Academic performance (GPA)
- Language skills (scores of tests such as TOEFL®)
- Study/research plan
- Written exam
- Interview
- Student aptitude tests for studying abroad administered by the (graduate) school the student belongs to

*The factors taken into consideration may vary depending on the program(s) you apply for.

The most recent program list:
Please refer to the CIE website.

VII. Language Proficiency Tests and Admission Tests

1. TOEFL®

(1) Outline

It is a given that you must be fluent in English to be able to study at a university in an English speaking country. Universities in English speaking countries require non-native English speaking students to secure a certain TOEFL® (Test of English as a Foreign Language) test score as one of their admission requirements. The TOEFL® test was designed by the non-profit education organization ETS (Educational Testing Service). Students who wish to study abroad for a long period of time or participate in study abroad programs (e.g., exchange programs) coordinated by their universities are required to take the TOEFL® test. It is strongly recommended that those students who plan to apply to institutions where the TOEFL® test score is one of the entry requirements take the test as soon as possible. In principle, Waseda University requires you to have obtained an adequate score more than one year prior to the beginning of the program. You must make an web application to the CIE in October 2016 for programs starting in September 2017. Therefore, you will not be eligible unless you have obtained the necessary score at the time of web application in October 2016. It is recommended to take the test as soon as possible since the test dates between August and September tend to become fully booked.

The Internet version of the TOEFL® test (TOEFL iBT®) has been implemented in Japan since July 2006, and is currently the only version of the TOEFL® test that is being administered to students.

It takes more than 4 weeks for the official score reports to be ready, so be sure to plan your examination time well. The TOEFL ITP® test administered at Waseda University is easier to take than the official test. The CIE recommends that you take the ITP test before taking the official test. Please take note again that the TOEFL ITP® test scores generally cannot be used for selection either in Waseda University or in any of the host universities. However, there are some exceptions. Please check the latest program list.

For further information about the TOEFL® test:

Enquiries: TOEFL Department, Council on International Educational Exchange (CIEE)

URL: <http://www.cieej.or.jp/toefl> (Japanese Only)

Prometric Inc. RRC Reservation Center

Phone: 03-6204-9830 Hours open 9:00-18:00 (closed Saturdays, Sundays and public holidays)

URL: <http://www.prometric-jp.com> (Japanese Only)

Administrator: Educational Testing Service

URL: <http://www.ets.org/toefl>

How to apply: ① Website: <http://www.ets.org/toefl>

② Phone: Prometric Inc. RRC Reservation Center

03-6204-9830 9:00-18:00

(Closed Saturdays, Sundays and public holidays)

③ Mail: Please fill out all necessary detail on the Registration Form that can be found on the Bulletin and send it 4 weeks before the examination with the examination fee.

〒101-0062 Ochanomizu Sola City Academia 5F

4-6 Kanda Surugadai, Chiyoda-ku. Tokyo

Prometric Inc. TOEFL iBT Section

How to apply for "Bulletin":

Download from website <http://www.cieej.or.jp/toefl/toefl/bulletin.html> (Japanese Only)

Fee: Regular registration US\$ 235 (accepted no later than 7 days ahead of examination date)

Late registration US\$ 275 (As of January 2017)

(2) TOEFL-iBT® priority reservation at Waseda University

There is an official test center for the TOEFL-iBT® in Waseda University. TOEFL-iBT® tests are administered on Waseda Campus, building #7, Rm. 314 (27 seats available), and Waseda University students are able to reserve seats at this venue before application is opened to the general public. To make reservations, students must check the guideline of application. Login to MyWaseda, and please read all details carefully before making your reservation.

The schedule for TOEFL-iBT test for AY2017 (as of January 2017)

The following schedule is subject to change in the event of unavoidable circumstances. Please be sure to confirm the schedule when you apply.

Currently enrolled regular students at Waseda University will be given priority in applying. In addition, tests are scheduled for other dates at other test venues. Please refer to the following website for details.

(<http://www.cieej.or.jp/toefl/toefl/testfee.html>)

Date	Deadline for application with priority for Waseda regular students	Deadline for regular application	Score report sent around	Test venue
April. 15 (Sat)	Mar. 20 (Mon)	April. 12 (Wed)	April. 25 (Tue)	Rm. 314, Bldg. 7
April. 23 (Sun)	Mar. 20 (Mon)	April. 20 (Sun)	May. 3 (Wed)	Rm. 314, Bldg. 7
May. 20 (Sat)	April. 28 (Thu)	May. 17 (Wed)	May. 30 (Tue)	Rm. 304, Bldg. 29 *
June. 3 (Sat)	May. 20 (Sat)	May. 31 (Wed)	June. 13 (Tue)	Rm. 304, Bldg. 29 *
June. 10 (Sat)	May. 20 (Sat)	June. 7 (Wed)	June. 20 (Tue)	Rm. 304, Bldg. 29 *
July. 8 (Sat)	June. 20 (Tue)	July. 5 (Wed)	July. 18 (Tue)	Rm. 304, Bldg. 29 *
July. 22 (Sat)	June. 20 (Tue)	July. 19 (Wed)	Aug. 1 (Tue)	Rm. 304, Bldg. 29 *
Aug. 5 (Sat)	July. 20 (Thu)	Aug. 2 (Wed)	Aug. 15 (Tue)	Rm. 304, Bldg. 29 *
Aug. 26 (Sat)	July. 20 (Thu)	Aug. 23 (Wed)	Sept. 5 (Tue)	Rm. 304, Bldg. 29 *
Aug. 27 (Sun)	July. 20 (Thu)	Aug. 24 (Sun)	Sept. 6 (Wed)	Rm. 304, Bldg. 29 *
Sept. 9 (Sat)	Aug. 20 (Sun)	Sept. 6 (Wed)	Sept. 19 (Tue)	Rm. 304, Bldg. 29 *
Sept. 17 (Sun)	Aug. 20 (Sun)	Sept. 14 (Sun)	Sept. 27 (Wed)	Rm. 304, Bldg. 29 *
Sept. 24 (Sun)	Aug. 20 (Sun)	Sept. 21 (Sun)	Oct. 4 (Wed)	Rm. 304, Bldg. 29 *
Sept. 30 (Sat)	Aug. 20 (Sun)	Sept. 27 (Wed)	Oct. 10 (Tue)	Rm. 304, Bldg. 29 *
Oct. 14 (Sat)	Sept. 20 (Wed)	Oct. 11 (Wed)	Oct. 24 (Tue)	Rm. 304, Bldg. 29 *
Oct. 21 (Sat)	Sept. 20 (Wed)	Oct. 18 (Wed)	Oct. 31 (Tue)	Rm. 304, Bldg. 29 *
Nov. 18 (Sat)	Oct. 20 (Fri)	Nov. 15 (Wed)	Nov. 28 (Tue)	Rm. 304, Bldg. 29 *
Dec. 16 (Sat)	Nov. 20 (Mon)	Dec. 13 (Wed)	Dec. 26 (Tue)	Rm. 304, Bldg. 29 *

* Starting with the tests held in May 2017, the test venue will be changed to Bldg # 29. Please be careful when applying.

*The test venue is subject to further changes, so please confirm the details when applying.

TOEFL® Score Comparison Chart

Internet-based Total	Paper-based Total
120	677
120	673
119	670
118	667
117	660–663
116	657
114–115	650–653
113	647
111–112	640–643
110	637
109	630–633
106–108	623–627
105	617–620
103–104	613
101–102	607–610
100	600–603
98–99	597
96–97	590–593
94–95	587
92–93	580–583
90–91	577
88–89	570–573
86–87	567
84–85	563
83	557–560

Internet-based Total	Paper-based Total
81–82	553
79–80	550
77–78	547
76	540–543
74–75	537
72–73	533
71	527–530
69–70	523
68	520
66–67	517
65	513
64	507–510
62–63	503
61	500
59–60	497
58	493
57	487–490
56	483
54–55	480
53	477
52	470–473
51	467
49–50	463
48	460
47	457

Internet-based Total	Paper-based Total
45–46	450–453
44	447
43	443
41–42	437–440
40	433
39	430
38	423–427
36–37	420
35	417
34	410–413
33	407
32	400–403
30–31	397
29	390–393
28	387
26–27	380–383
25	377
24	370–373
23	363–367
22	357–360
21	353
19–20	347–350
18	340–343
17	333–337

(3) TOEFL ITP® Test

Waseda University administers the TOEFL-ITP® test (Institutional Testing Program). The TOEFL-ITP® test is a good way to determine your English proficiency if you are interested in studying in an English speaking country. You can study for the TOEFL-iBT® test more efficiently after assessing your weaknesses through the TOEFL-ITP® test. The CIE may accept this test score for some of its programs. Please see the latest program list to see which programs allow use of the TOEFL-ITP® test score.

Administrator: Center for International Education, Waseda University

Enquiries: Co-op Book Center

B1 Floor, Building 17, Waseda Campus PHONE: 03-3202-3236

Merits of taking the TOEFL ITP® test:

Taking past tests (TOEFL®-PBT) gives you an idea of what the official test would be like. When you take a test for the first time, it is natural that you would be unfamiliar with the test and the test conditions and get nervous, and it does not really matter whether or not the questions are difficult. Taking the TOEFL ITP® will help you gain a higher score in the official test.

TOEFL ITP® Schedule 2017:

For test dates held in 2017, please check the Co-op website for detailed information.

Registration: Waseda University Co-op (Waseda, Toyama, Nishi-Waseda, Tokorozawa)

Even after the registration period, the Book Center accepts registration unless the test center is filled to capacity.

However, applications will be closed when a capacity is reached within the period of application.

Test fee: 3,900 yen (including tax)

*Please note that this fee is subject to change. please be sure to check the latest figures.

*Please confirm time and classroom of these exams on the notice board at Waseda University Co-op.

2. IELTS

(1) Outline

Students who wish to enter universities or colleges in UK, Australia and New Zealand may have their English proficiency evaluated through the IELTS™ (International English Language Testing System) instead of TOEFL® test. Taking the IELTS™ may be required for applicants of certain nationalities in the screening process in order for the applicants to obtain a visa. The test consists of four sections: listening (40 min), reading (60 min), writing (60 min), and speaking (11-14 min). These four elements are separately scored on each section using a band scale scoring system to arrive at the total score of the four sections. A score between 6.0 and 6.5 is required for admission into universities and colleges of the three abovementioned countries. The fee is 25,380 yen (including tax). This fee is scheduled to change depending on the change in the consumption tax, so please reconfirm this.

The test score is usually announced within 13 business days from the test date, and then mailed to the address of the test taker. The score is valid for two years (as of Jan. 2017).

(2) IELTS held at Waseda University

Schedule (As of Jan. 2017):

This is the schedule for IELTS for Waseda students for AY2017 (as of January 2017).

The schedule is subject to change in the event of unavoidable circumstances. Please be sure to confirm the schedule when applying.

Date	Application period	Score returned on
April. 22 (Sat)	From Jan. 20 (Fri) to 17:00 on March. 17 (Fri)	May. 3 (Wed)
Sept. 16 (Sat)	From June. 16 (Fri) to 17:00 on Aug. 11 (Fri)	Sept. 27 (Wed)
Sept. 30 (Sat)	From June. 30 (Fri) to 17:00 on Aug. 25 (Fri)	Oct. 11 (Wed)

Registration: from the Eiken IELTS website (<http://www.eiken.or.jp/ielts/>)

「団体受験専用ログイン」(Japanese only)

*「団体ID / 団体申し込みキー」 will be announced in MyWaseda.

3. Other language proficiency tests

Chinese	Chinese Proficiency Test (HSK)*	HSK Japan PHONE: 03-3268-6601 http://www.hskj.jp
	Chinese Proficiency Test	Association for Chinese Proficiency Test PHONE: 03-5211-5881 http://www.chuken.gr.jp/
	Test of Communicative Chinese (TECC)	Test of Communicative Chinese administrative office 03-5793-7055
Korean	Korean Proficiency Test	Korea Foundation for Education PHONE: 03-5419-9171 http://www.kref.or.jp
	Korean Language Proficiency Test	Association for Korean Proficiency Test PHONE: 03-5858-9101 http://www.hangul.or.jp/
French	Test de Connaissance du Français (TCF)*	Centre franco-japonais – Alliance française, d'Osaka PHONE: 06-6538-7391 http://www.calosa.com/
	Diplôme Approfondi de Langue Française (DALF)*	Centre franco-japonais – Alliance française, d'Osaka PHONE: 06-6538-7391 http://www.calosa.com/delfdalf/accueil_jp.htm
	Diplôme d'Aptitude Pratique au Français	Association pour la Promotion de l'Enseignement du Français au Japon PHONE: 03-3261-9969 http://apefdapf.org/
German	Goethe-Institut German Proficiency Tests*	Goethe-Institut Tokyo PHONE: 03-3584-3267 http://www.goethe.de/INS/jp/tok/jaindex.htm
	German Diploma in Japan	Gesellschaft zur Förderung der Germanistik in Japan PHONE: 03-3813-0596 http://www.dokken.or.jp
Italian	Certificazione di Italiano come Lingua Straniera (CILS)*	Istituti Italiani di Cultura PHONE: 03-3262-4500 http://www.iiTokyo.esteri.it/IIC_Tokyo
	Italiano: Prova di Abilità Linguistica	Associazione Linguistica Italiana PHONE: 03-5428-5630 http://www.iken.gr.jp/
Russian	Test of Russian as a Foreign Language (ТРКИ)*	Japan Cultural Association PHONE: 03-3353-6980 http://www.taibunkyo.com/kentei/kentei.htm
	Russian Language Certificate	Tokyo Institute of Russian Language PHONE: 03-3425-4011 http://www.tokyorus.ac.jp/kentei/index.html
Spanish	Diplomas de Español como Lengua Extranjera (DELE)	Instituto Cervantes PHONE: 03-5210-1800 http://dele.jp
	Evaluación Oficial del Conocimiento de La Lengua Española	Sociedad Hispánica del Japón PHONE: 03-3353-0428 http://www.casa-esp.com/
Portuguese	Avaliação de Português Língua Estrangeira (APLE)	Centro de Exames de PLE http://cppq.org/CPPQ-INIT/HOME.html

The above examinations aim to evaluate your language proficiency. If you wish to participate in an exchange program, it is recommended that you take a relevant test well ahead of your application. If the above list has more than one proficiency test for one language, it is recommended that you take the test marked with an asterisk (*).

4. Other admission tests

You may be required to submit the following test scores if you wish to enter a graduate or professional school. For enquiries, refer to each website.

GRE (Graduate Record Examinations)

The test is aimed at evaluating the ability of applicants who wish to enter graduate school for subjects other than business and law. GRE has two tests: the General Test (verbal reasoning, quantitative reasoning, and analytical writing) and the Subject Test (biology, chemistry, mathematics, physics, computer, science, engineering, economics, psychology, and literature in English).
<http://www.prometric-jp.com> (Japanese Only)

GMAT (Graduate Management Admission Test)

This test is for students who wish to enter business schools to acquire an MBA. The test consists of three sections: mathematical reasoning, verbal reasoning and analytical writing. It does not measure knowledge of management. More than 1,000 MBA programs all over the world, including the USA, Canada and the UK, use GMAT to evaluate prospective students.
<http://www.mba.com/global>

LSAT (Law School Admission Test)

This test is for students who wish to enter the J.D. (Juris Doctor) program at a law school. The test measures reading and comprehension, analytical and logical reasoning, and analytical writing. You are not required to have knowledge of law. The test consists of five sections of multiple-choice questions and an essay.
<http://www.lsac.org/>

英語4技能試験情報サイト: Information on Cambridge English, The EIKEN Test in Practical English Proficiency, GTEC CBT, GTEC for STUDENTS, IELTS, TEAP, TOEFL iBT, TOEFL Junior, TOEIC will be updated on this website. <http://4skills.eiken.or.jp/>

VIII. Scholarships for Study Abroad

You will need to budget 2.5 to 6.0 million yen per year (the actual expenses vary depending on the program) to cover study abroad costs including travel expenses, living expenses, tuition, insurance premiums, etc. At Waseda University, we offer various scholarships which you do not need to pay back (grants) so that more students can apply for study abroad programs.

Important points:

1. There is a screening process for receiving a scholarship, and not all students are guaranteed to receive one. Please make sure not to rely on potential scholarships when planning your source of funds for your study abroad, as you could be forced to withdraw from the study abroad program if you are not selected as a recipient of the scholarship. In principle, you will not be able to decline the study abroad offer from Waseda.
2. Please carefully read the requirements for each scholarship as scholarships vary depending on the type of study abroad (a study abroad program provided by the CIE, a program based on a departmental agreement, or a study abroad at your own expense), the study abroad program (DD, EX, CS), and the study abroad period (one semester or one year).
3. It is possible to apply for more than one scholarship; however, there are cases when you cannot receive more than one. If you are selected to receive more than one scholarship, please make sure to confirm whether you may receive both of them with both of the institutions offering the scholarships, and take the procedures to withdraw from one if necessary.

1. How to apply

(1) If you will be on a program offered by the CIE (DD, EX, CS)

If you will be going abroad on a program offered by the CIE, a notice on internal scholarships and JASSO scholarships (all are grants) you will be eligible for will be sent to you by the CIE after you are selected as a candidate for a study abroad program as a result of the internal screening. The details on how to apply will be sent to those who are eligible via MyWaseda; however, you will need a document issued by a governmental organization or an employer that certifies your revenue in order to apply, so please allow enough time for this process and always check for notifications from the CIE.

If you are eligible for more than one scholarship offered by the CIE, you can apply for all of them at the same time (with one registration process). However, please be aware that you can not specify which scholarship you wish to receive or assign priority. Please refer to "2. The types of the scholarships", "Scholarships available only to students studying abroad on CIE programs (DD, EX, CS)(as of January 2017)" for details.

(2) If you will be studying abroad based on a departmental agreement

If you will be studying abroad based on a departmental agreement, you will be notified of the recruitment for scholarships from your (graduate) school office after your host university has been decided as a result of the internal screening. The recruitment period differs from the period for students participating in the programs offered by the CIE. Please follow the instructions given by your (graduate) school office.

The CIE website contains a list of the scholarships offered by private institutions and local governments that you can apply for even if you will be studying abroad on a departmental agreement. As the recruitment period and application procedures (whether you can apply through the CIE or need to apply directly to the organization) are different depending on the scholarship, please confirm the application procedures and the eligibility of the scholarship before applying. For more details on types of Scholarship, refer to [➡ P.29](#).

(3) If you will be studying abroad at your own expense

The CIE website contains a list of the scholarships offered by private institutions and local governments that you can apply for even if you will be studying abroad at your own expense. As the recruitment period and application procedures (whether you can apply through the CIE or need to apply directly to the organization) are different depending on the scholarship, please confirm the application procedures and the eligibility of the scholarship before applying. For more details on types of Scholarship, refer to [➡ P.29](#).

2. Types of scholarships

(1) Scholarships available only to students studying abroad on CIE programs (DD, EX, CS) (as of January 2017)

The following scholarships are internal scholarships or JASSO scholarships intended for the students who will be studying abroad on study abroad programs offered by the CIE (DD, EX, CS). Please be reminded that for some scholarships, confirmation of enrollment while studying abroad, submission of reports after coming back to Japan, and/or participation in internships may be necessary. Please be aware that following offered scholarships are subject to change without notification.

1) The Glory of Waseda Pre-Application Scholarship (scholarship which can guarantee receipt of funds prior to application to study abroad programs)

This scholarship will guarantee provision of scholarship to selected students who find it difficult to participate in study abroad programs due to financial difficulties before they apply for the programs.

Eligibility: Japanese students who will be participating in a study abroad program offered by the CIE and are in financial need.

Amount of scholarship: Maximum 1.10 million yen (depends on the length of the study abroad program)

Number of recipients: 10 (tentative)

2) WSC Members Fund Global Leader Support Scholarship

WSC Members Fund Global Leader Support Scholarship is one of the scholarships offered through the WSC Global Members Fund, a fund established by the Waseda Supporters Club (WSC), a contribution club which seeks to financially support various projects associated with Waseda's educational/research activities including "preparation of educational environment", "supporting development of global leaders", "supporting sports", and "providing scholarships".

Eligibility: Regular undergraduate students with excellent academic performance who are going abroad on study abroad programs offered by the CIE (DD or EX).

Amount of Scholarship: 1 million yen per year (tentative)

Number of recipients: 10 (tentative)

*Students who have been selected must participate in the scholarship certificate awarding ceremony hosted by the CIE (tentatively scheduled for July every year).

3) JASSO Student Exchange Support Program (Scholarship for short-term study abroad)

This scholarship is offered by JASSO (Japan Student Services Organization), an affiliated organization of the Ministry of Education, Culture, Sports, Science, and Technology. The CIE will recommend candidates to JASSO, and JASSO will make the final decision on the selection. The scholarship will be provided based on the rules and regulations established by JASSO.

Eligibility: Students who will be studying abroad on a study abroad program offered by the CIE (which lasts for eight days or longer) and who satisfy all of the following requirements:

Amount of Scholarship: 60,000 to 100,000 yen per month (depend on the study abroad destination)

Number of recipients: TBD

*The number of candidates may vary from year to year

Requirements:

- ① The student must either have Japanese citizenship or is permitted to live permanently in Japan.
- ② The student must be admitted by the host university based on a student exchange agreement or other agreement. (Students selected as candidates through the internal screening process are deemed to satisfy this requirement.)
- ③ The student must exhibit excellent academic performance and character. The GPA of the student for the previous academic year must be 2.30 or higher (on a 3.00 scale) at the time of selection at Waseda University using the formula specified by JASSO. If there is no record for the previous academic year, the GPA shall be calculated using the grades for the term before the selection.

<FYI> GPA requirements (AY2016)

Even in cases where the GPA calculated using the formula provided by JASSO is 2.0 or "higher than 2.0 and less than 2.30", or the GPA cannot be calculated, if Waseda University determines that the student's GPA is equivalent to 2.30 or higher, Waseda University may recommend the student to JASSO as a candidate for the scholarship. The final decision, however, will be made by JASSO.

Calculation formula used by JASSO:

$$\frac{(\text{Total number of credits for the courses you earned 3 points} \times 3) + (\text{Total number of credits for the courses you earned 2 points} \times 2) + (\text{Total number of credits for the courses you earned 1 point} \times 1) + (\text{Total number of credits for the courses you earned zero point} \times 0)}{\text{Total number of credits}}$$

[Grades of "A+" and "A" will be assigned 3 points, while grades of B and C will be assigned 2 points and 1 point respectively. A non-passing grade will be assigned no points. (Grade point averages will be rounded off to two decimal places)]

Notice: This calculation formula differs from that used by Waseda University to determine grades. If your home school office does not have a credit system for courses, please convert the number of courses taken directly into the number of credits received.

- ④ The student must be hindered from participating in Study Abroad due to financial reasons.

As a rule, this scholarship applies to students whose family income is less than the amount listed below. However, based on quotas for allotment of scholarships, other students may qualify for status as a "Student whose participation in Study

Abroad programs is hindered due to financial reasons”.

Households earning less than 9,550,000JPY per year from employment;

Households earning less than 4,690,000JPY per year from sources other than employment

- ⑤ The student must be able to acquire a visa to study in the country or region of his or her desired university.
- ⑥ The student must intend to return to finish their program and/or acquire a degree at Waseda University after their study abroad is finished.
- ⑦ If the student is receiving additional financial aid in order to participate in study abroad, the monthly amount of scholarship money received through other programs must not exceed the amount received through the JASSO scholarship.

Notice:

*Students applicable for this scholarship are allowed to receive this scholarship in addition to JASSO Category 1 or Category 2 scholarships. For students receiving scholarships under the Student Exchange Support Program (Scholarship for short-term study abroad) whose study abroad lasts for more than 3 months, please submit the “Request for Continuation of Scholarship During Study Abroad”. Students who wish to stop receiving JASSO Category 1 or Category 2 scholarships part way through their study abroad must complete the relevant procedures through the Scholarship Section. For details please see [⇒ P.41](#).

*In order to receive payments as a scholarship student, the student’s continuing enrollment at the university must be confirmed each month by the allotted deadline in order to assess the student’s academic progress. If the student does not confirm their enrollment before the deadline, no scholarship payment will be given for that month. Additionally, upon returning to Japan, all study abroad students are required to submit their grades and a final report using the form stipulated by JASSO to the CIE [⇒ P.39](#). Please be aware that if no final report is submitted, there is a possibility that JASSO will request the return of all scholarship funds allotted.

4) Waseda University Student Exchange Scholarship

The “Waseda University Student Exchange Scholarship” offers economic support for students wishing to study abroad.

Eligibility: In addition to requirements ② through ⑦ of the JASSO scholarship, students must also meet the following two requirements.

- ⑧ The study abroad program is between one semester and one year
- ⑨ Students must not receive any other form of scholarship for the purposes of study abroad

Amount of Scholarship: 250,000JPY per year

Number of recipients: 150 (tentative)

5) Howard Hagiya Scholarship

This scholarship is made possible by a generous donation by Howard Hagiya (Graduated’63, School of Commerce), the founder of the Shurjoint group based in Taiwan. It was established in AY2015 and aims to support both double degree students at Waseda University studying abroad in Taiwan and students of excellent standing in Taiwan who desire to study at Waseda University.

Eligibility: Waseda University double degree students of excellent standing who wish to study abroad in Taiwan.

Amount of Scholarship: Maximum of 800,000JPY (tentative) continuation of scholarship will be decided on a semester-by-semester basis.

Number of students: Maximum of 2 (tentative)

6) Takanobu Arai Scholarship

This scholarship was established through a donation from the mother of the late Takanobu Arai (School of Science and Engineering, Department of Industrial Management). It aims to support current Master’s students of significant abilities who are studying for an MBA and desire to study abroad at The University of Chicago.

Eligibility: Waseda University students currently enrolled in a master’s course. Students who plan to study abroad for at least one semester at the University of Chicago. Students of Japanese nationality.

Amount of scholarship: 180,000JPY per year (tentative)

Number of recipients: 1

7) Kichiro Chida Memorial Scholarship

This scholarship was established in AY2015 at the bequest of the late Kichiro Chida (graduated from Waseda University Specialty Division Higher Normal School Section, the forerunner of the School of Education, in 1949) to support students with excellent academic performance going abroad to study.

Eligibility: Japanese students (including permanent residents, special permanent residents, long-term residents, and spouses and children of permanent residents and special permanent residents) with excellent academic performance who are in financial need, are enrolled in an undergraduate program within the standard years for degree, and will be going

abroad to study on a CS program offered by the CIE that lasts for six months or more.

Amount of scholarship: 1,000,000JPY per year (tentative)

Number of recipients: 2

8) Miki Takagi Memorial Scholarship

This scholarship was newly established in AY2105 at the bequest of the late Miki Takagi, the father of the CEO of Takagi Co., in order to support students with excellent academic performance going to the U.S. to study.

Eligibility: Japanese students with excellent academic performance who will be going to partner institutions in the U.S. on a study abroad program offered by the CIE that lasts for six months or longer and are in need of financial support.

Amount of scholarship: 1,000,000JPY per year (tentative)

Number of recipients: 2

*The students selected for this scholarship may be required to participate in a pre-study-abroad orientation at the Tokyo branch, and after returning to Japan, a return-to-Japan upon returning to Japan, a three-days-and-two-nights debriefing session in Kita Kyushu or a two-week internship.

(2) Scholarships from private institutions and local governments

The following scholarships are some examples of scholarships, offered by the private institutions, central and local governments, (all are grants). The CIE will not give students any notice on such scholarships individually. Please carefully check the application guidelines on the CIE's website before applying. Students who will be participating in a study abroad program offered by the CIE and have applied for a scholarship introduced by the CIE may also apply for this scholarship additionally; however, in some cases the students may be prohibited from receiving both scholarships.

<Examples of scholarships students can apply for via the CIE>

There are internal deadlines (which are different from the deadlines set by the each institutions or government) for applying for the following scholarships. In addition, an internal screening is required for some scholarships.

1. Tobitate! Study abroad from Japan, Japan Representative Program
2. TOMODACHI Sumitomo Corporation Scholarship Program
3. GYOMU Super Japan Dream Foundation
4. Hanwa Scholarship Program
5. Sato Yo International Scholarship
6. Asian Future Leaders Scholarship Program (AFLSP) Exchang scholarship
7. Scholarship for Japanese Graduate Students, Keidanren Ishizaka Memorial Foundation
8. JASSO Student Exchange Support Program (Graduate Scholarship for degree seeking students)

* 7 and 8 are for students going abroad to study at a graduate school.

<Examples of scholarships students can apply for directly>

The following scholarships are those for which students apply directly to the sponsoring organization (including central and local governments).

1. Global Leaders Program, Keidanren Ishizaka Memorial Foundation
2. Japan-Mexico Training Program for the Strategic Global Partnership Scholarship by Saitama Prefecture
3. Rotary International Scholarships
4. Scholarships provided by the governments of foreign countries

3. Screening results

(1) If you are going on a study abroad program provided by the CIE (DD, EX, CS)

The screening results will be sent to you individually via Waseda email or notice from MyWaseda immediately before your departure or after your departure, taking into account all of the documents submitted and your GPA as a whole. The results will be sent to you separately depending on the scholarship(s) you applied for.

(2) If you are going abroad based on a departmental agreement or at your own expense

The screening results will be sent to you either directly by the sponsoring organization or via Waseda. In some cases, you will be notified immediately before your departure or after your departure, or the stipends will be paid after your return to Japan. Please confirm the timing of the notification with your (graduate) school office or through the application guidelines.

4. Documents you should submit after returning to Japan

In some cases, you will be required to submit a completion report after you return to Japan.

In case of the JASSO Student Exchange Support Program (Scholarship for short-term study abroad), you must submit:

1. Completion Report of Student Exchange Support Program
2. Questionnaire of Student Exchange Support Program
3. Report on credits earned of Student Exchange Support Program
4. Transcripts from both Waseda University and the host university (which consist of the grades of the courses taken at the host university whose credits have been acknowledged by Waseda University)
5. The original document with your signatures used to confirm your enrollment every month

5. Students who are receiving JASSO Category 1 or Category 2 scholarship or an internal scholarship

If you are already receiving a JASSO scholarship, an internal scholarship, or a scholarship from a private organization, you will need to follow certain procedures before and after your study abroad. Please make sure to follow such procedures at the Scholarships and Financial Assistance Section as failing to do so could result in difficulties with receiving your scholarships

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6. <FYI> Scholarships which are not grants but loans

The following (1) and (2) are scholarships which are not grants but loans introduced by the Scholarships and Financial Assistance Section. For more details on Scholarship loans, please ask the Scholarships and Financial Assistance Section (1st floor, Student Center, Toyama Campus).

Webpage: <http://www.waseda.jp/inst/scholarship/>

For inquiries: <http://www.waseda.jp/inst/scholarship/contact>

(1) JASSO Category 1 Scholarship (for student receiving "Student Exchange Support Program (Scholarship for short-term study abroad)")

*This is a loan, not a grant.

Eligibility: Undergraduate and graduate students going abroad to study receiving at least three months' stipend of the "Student Exchange Support Program (Scholarship for short-term study abroad) "

Type: Category 1 scholarship (no interest)

Amount of scholarship:

Undergraduate students: 30,000 yen, 54,000 yen, or 64,000 yen

Masters' students: 50,000 yen or 88,000 yen

Doctoral students: 80,000 yen or 122,000 yen

Scholarship period: While the student is receiving the "Student Exchange Support Program (Scholarship for short-term study abroad)"

*In case you were receiving the Category 1 scholarship while you were enrolled in the same undergraduate or graduate program as you are currently enrolled in, your scholarship period could be shortened or you could be disqualified from newly receiving the scholarship.

Scholarship starts: in the first month of your study abroad period

Application period: within three months after the start of your study abroad. You must be selected to receive the "Student Exchange Support Program (Scholarship for short-term study abroad)" in order for you to apply.

(2) JASSO Category 2 Scholarship (Scholarship for short-term study abroad program)

*This is a loan, not a grant.

Eligibility: Undergraduate or graduate students going abroad to study on a short-term study abroad program

Type: Category 2 scholarship (with interest, you can choose from the scholarship with a fixed interest rate or with an interest rate which is reviewed and changed from time to time)

*If you so desire, you will be able to apply for an additional lump-sum stipend (with interest) of 100,000 / 200,000 / 300,000 / 400,000 / or 500,000 yen (you can select the amount from these options).

Amount of scholarship:

Undergraduate students: 30,000 / 50,000 / 80,000 / 100,000 / or 120,000 yen

Graduate students: 50,000 / 80,000 / 100,000 / 130,000 / or 150,000 yen (students enrolled in the Law School may also choose

to receive 190,000 / or 220,000 yen)

Scholarship period: While you are abroad to study (from three months up to one year. For students enrolled in the DD program, up to two years).

Scholarship starts: in the first month of your study abroad period

Application period: The application period differs according to the month the scholarship starts. (Please refer to the following table. If you will be studying abroad with a status of "Leave of Absence", you do not qualify for the scholarship.) Details will be provided on the website of the Scholarships and Financial Assistance Section when the period for accepting applications is about to begin.

Recruitment Period	The start of study abroad	Application accepted in (tentative)	Announcement of screening results (tentative)
First Period	April – July	January	The beginning of March
Second Period	August – November	April	The beginning of July
Third Period	December – March next year	August	The beginning of November

Notes: This scholarship is for the students who are not currently receiving JASSO Category 2 scholarship in Japan. If you wish to receive both JASSO Scholarship for studying in Japan and these JASSO Scholarship loans for study abroad, please ask the Scholarships and Financial Assistance Section.

(3) Student loans

Some financial institutions offer student loans to be used as funds for education expenses. While many of them are offered as education expenses for studies in Japan, some could be used as funds for study abroad. If it is difficult for you to receive scholarships or if the amount of your personal funds is not enough, please consider utilizing student loans. Please call the following number for details.

Japan Finance Corporation "Student Loans in Japan" : 0570-008-656

IX. Overseas Security and Risk Management

Basic rule: Show initiative!

You are the one who secures your safety and deals with unexpected incidents.

1. Research on the country where you would like to study

It is as important as your class study that you research your overseas study location, its history of crime, local information regarding hygiene, local diseases, medical treatments available, the social environment, customs, the national character, and local laws. Please bear in mind to always seek the latest available information.

2. Preparation before departure

(1) Insurance

All participants in Waseda University's study abroad programs are required to purchase an overseas travel insurance plan designated by Waseda University. It costs only half the price of most other general insurance plans that are available. In addition to the above insurance, some host universities require you to purchase a separate health insurance plan. In such cases, you must purchase both insurance plans.

(2) Submission of the emergency contact information list to the CIE

(3) Subscription to Overseas Cell Phone Rental Service

(4) Photocopy of your passport, credit card number, air tickets, and insurance policy number

(5) List of contacts in case of any loss, theft, or emergency (embassy, consulate general, local police, credit card company, airline reservation company, insurance company, crisis response and management service company, overseas cell phone service company, your host university, etc.)

(6) Medical report in English or a local language if you have a chronic disease

(7) Emergency card (contact information subscribed), the Emergency card will be handed out at the orientation held by CIE.

(8) Enrollment in crisis response and management services (subscription procedures are arranged by CIE)

All participants in Waseda University's study abroad programs are required to enroll in crisis response and management services that are under contract with Waseda University to offer support in times of crisis. With this service, you can receive information regarding safety, and receive advice when you run into trouble. Students enrolled in CIE's program (DD, EX, CS, J/Short-term Program), those studying abroad under Departmental Agreements, and those studying abroad at their own expense will enroll for the period of their study abroad. No fee is required for Waseda students who are part of these programs.

(9) Registering for the crisis management service provided by the Ministry of Foreign Affairs

If a state of emergency should arise in your country of transit or stay, The Ministry of Foreign Affairs will provide continuously updated information through this service. In the event of a crisis, information concerning the state of affairs in your country and necessary precautions to be taken will be sent by email to all users who have registered their email addresses with this service.

① To prepare for such a state of emergency, students residing abroad for three months or more are required to submit a "Report of Residence Abroad" which can be downloaded from the "Ministry of Foreign Affairs homepage" below
<http://www.mofa.go.jp/mofaj/toko/todoke/zairyu/index.html>

② Those travelling abroad for tourism or business for a period of less than three months are advised to register for MOFA's "Travel Register" service, which provides regularly updated travel information and safety tips. You can register for this service by accessing the link below.
<http://www.ezairyu.mofa.go.jp/tabireg/#>

*Tourists and business travelers are also encouraged to register the details of their travel itinerary (such as period of travel, destinations and contact information) so that they can be reached should a state of emergency arise. This system can also be used by users to make contact with MOFA should an emergency arise.

3. Program cancellation or evacuation advice before and during the program

You may obtain detailed, security-related information on the Ministry of Foreign Affairs of Japan website (<http://www.anzen.mofa.go.jp/> (Japanese Only)). You will find the latest information on security, frequently-occurred incidents, and what you should do in such cases. Databases from the past are also available. The security status is classified into four levels, as discussed below.

Waseda University may postpone or cancel its programs or advise evacuation if a warning is issued by the Ministry of Foreign Affairs of Japan before or during the program schedule. The CIE will inform students in the concerned region via e-mail, or through the CIE website, or via the host university's coordinator.

The four levels of security are as follows:

[Level 1: Please take special care.]

You are strongly recommended to take special care if visiting or living in a country with security or safety problems.

[Level 2: You are advised not to travel unless otherwise urgent or necessary.]

It is advised that you consider the necessity of travel at this time. If you really need to do so, please take precautions to ensure your safety.

[Level 3: You are advised not to travel.]

It is advised that you refrain from traveling to this destination under any circumstances. This encourages Japanese nationals living in the country to prepare for evacuation from the country.

[Level 4: You are advised to evacuate.]

This announcement advises people to immediately evacuate the country in question by going to the closest safe country or by returning to Japan. In this situation, you are required to avoid traveling to the country.

4. Outline of risk management by Waseda University

(1) Insurance

(Inclusive contract with Waseda University and the insurance company / study abroad plan)

All participants in Waseda University's study abroad programs, including those who are part of the departmental exchange program agreement, are required to purchase an overseas travel insurance plan designated by Waseda University. Its cost is only half that of the other general insurance plans available. (It should be noted here that the premiums must be paid for by the participants.)

(2) Crisis response and management services

The CIE has established a system of risk management for participants in order to deal with any problems that may occur in the course of daily life in a foreign country.

The following services are available.

- Medical Assistance (When you suffer from sickness or injury)
- Non-medical assistance (e.g. property loss)
- Health consultation service
- Safety confirmation service
- Emergency evacuation arrangement
- Legal referrals

(3) Subscription to overseas cell phone rental service

In order to strengthen crisis management measures, all students who are on study abroad must subscribe to an overseas cell phone rental service through the Center for International Education, which has the contract for the service.

Students only need to pay charges for calls (including short mail) they make. In this way, the CIE can have contact information for all students studying abroad so that smooth communication between the university and students will be ensured in the event of an emergency. Also, we will contact students to confirm their safety, to provide information about crisis management, etc., by SMS messages. The cell phone can also be used to make calls to and receive calls from family during study abroad.

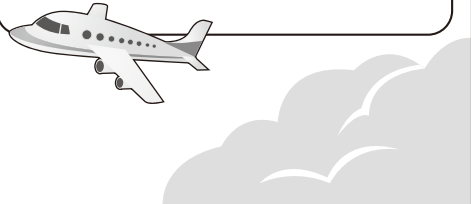
NOTE

Applications for these services mentioned above will be announced after you are officially admitted to as an applicant to your host university.

Preparation for Study Abroad

I . Schedule until Departure

Please follow the instructions of the CIE coordinator since the information for each host university differs, as does the application schedule.

<p>1 year before departure</p>	<div data-bbox="365 423 952 454"> <h2>Application steps after becoming a candidate</h2> </div> <div data-bbox="381 486 997 790"> <p>Documents necessary for application distributed (Waseda-net Mail / Waseda Global Gate, 1st Floor, Building #22)</p> <p>↓</p> <p>Submission of application materials (Waseda Global Gate, 1st Floor, Building #22) * Deadlines are strictly enforced.</p> <p>↓</p> <p>Screening of documents by host university</p> <p>↓</p> <p>Results issued (announced by Waseda-net Mail) Depending on the programs the results may be announced much later and close to departure.</p> </div> <div data-bbox="1046 450 1302 752"> <p>Depending on the host university, the time of application and admission differs.</p> </div> <div data-bbox="365 837 1035 896"> <h2>Collecting information on local area, host university, country and safety of your destination</h2> </div> <div data-bbox="381 925 989 1003"> <p>In addition to collecting information on the host university, please share it with other students who will be studying at the same host university or at the same area.</p> </div> <div data-bbox="1031 891 1407 1115"> <p>Taking study abroad preparation seminars.</p> </div>
<p>6 months before departure</p>	<div data-bbox="365 1196 711 1227"> <h2>Preparations for Departure</h2> </div> <div data-bbox="381 1249 879 1621"> <ul style="list-style-type: none"> ○Applying for accommodation (Important) ○Visa Application ○Get Airline Tickets ○Purchasing insurance, registering for risk management support service and mobile phone ○Program Fee Payments ○Think how to manage your money ○Health Exam • Vaccination ○Procedures for International phones / mobile phones ○Prepare PC ○Procedures at your school office ○Confirm credit transfer system ○Confirm Scholarships ○Check local information </div> <div data-bbox="935 1218 1158 1473"> <p>The timing for accommodation application differs depending on the host university.</p> </div> <div data-bbox="1174 1218 1407 1563"> <p>In order to discuss preparations for study abroad, we hold a yearly consultation session in June for students leaving Japan the following fall.</p> </div> <div data-bbox="1007 1621 1339 1653"> <h3>Pre-departure Orientation</h3> </div> <div data-bbox="959 1659 1391 1711"> <p>You MUST attend this orientation. Confirming what you need to do before and after departure.</p> </div>
<p>Departure</p>	<div data-bbox="365 1722 494 1753"> <h2>Departure</h2> </div> <div data-bbox="381 1776 898 1883"> <ul style="list-style-type: none"> ○Pay special care to announcements that come from the CIE office during your study abroad program <p>Upon return to Japan ... ➡ P.68</p> </div> <div data-bbox="951 1722 1423 1924">  </div>

II. Before Receiving the Enrollment Notification

1. Necessary Documents

Generally, preparation is said to be the key to whether your study abroad will be a success or not. Please ensure that you are well prepared before your departure by checking the references from the following information.

(1) Preparing the Necessary Documents

When you submit the application form, you may be asked to hand in additional documents such as your high school transcript in English, graduate certificate, bank statements, study plan, health certificate, and preventative vaccination certificate. The issuing of these documents may take time. Depending on the program, you may be required to prepare a bank statement at the time of application to prove that the entire budget for your study abroad period can be covered. The CIE will provide details, in advance, on the required documents. You should start arranging for these documents as soon as possible. However, some documents are valid for only a certain period of time (generally three months), so please ensure that you do not obtain such documents too early.

Each student is responsible for dealing with any problems that may arise during their time abroad. Assistance is available at host universities; however, bear in mind that you must be individually responsible for completing all the necessary procedures. Below is a general overview of the necessary paperwork:

First, if a host university has a specific application form, the CIE will inform you of this as soon as they obtain it. Please check your Waseda mail. Some universities do not require students to submit application forms. In addition, some universities do not send application forms until just before the due date. Please ensure that you inform the CIE as to your contact information, especially for the spring and summer holidays. Missing any deadlines and or being unable to reach you may affect your chances of being accepted into these programs.

- During long holiday periods (spring and summer holidays), the CIE may contact you via E-mail or at your permanent (home) address. Please ensure that your E-mail account has adequate capacity to ensure that E-mail are not returned to the sender.
- Unless you have a special reason, we ask that you do not change the E-mail address you registered.
- If your Waseda-net Mail account becomes full, we will not re-send you any E-mail.

(2) Essential Documents for the Study Abroad Application Process

Documents already submitted to Waseda for screening may be reused, but regulations vary by host university. Please refer to the example below to ensure that the application proceeds smoothly and without problems.

<p>① Essential documents for application</p>	<p>The required documents vary depending on the host university. Before starting the application procedures, please wait for instructions from one of the CIE coordinators regarding the necessary items. Below are examples of the required documents:</p> <p>(A) Application Form The application process and style depends on the host university. Furthermore, depending on the host university, a processing fee may be applicable or you may have to pay for postage and handling.</p> <p>(B) Academic Transcripts in English Depending on the host university, it may be necessary to submit your latest academic transcripts in English. Please consult the CIE to confirm the relevant details.</p> <p>(C) Study Plan / Letter of Motivation We may submit your study plan, which you need to write when applying for Waseda screening to the host university. However, we may ask you to revise the study plan if the host university requires you to do so. Please submit a draft of the same by the designated deadline.</p> <p>(D) Letter of Recommendation (1-2 referees) We suggest that you request a letter of recommendation from your respective professors and instructors before the holiday period, when it will be difficult to contact them. We also recommend that you confirm your professor and instructor's contact information during the holiday period.</p> <p>(E) Photo ID Depending on the partner university and visa regulations, you may need to submit several photographs. Please confirm the number, color, and size.</p> <p>(F) Passport copy If you do not have a passport, apply for it as soon as possible. Also, if your passport will expire before departure or during your study abroad program, please visit your nearest consulate or embassy to renew it. Please submit a copy of your passport and include your photograph and passport number before you depart on your program. *If you are an international student, you will also need to submit the following: ① A copy of your foreign registration card ② A copy of the page on your passport with your Japanese visa ③ A copy of the page on your passport with your Japanese re-entry permit ④ A copy of residence card in case you have switched from foreign registration card. ⑤ A copy of special permanent residence certificate in case you have switched from foreign registration card. *If you hold dual nationality, please submit copies of both passports.</p>
<p>② Application for accommodation and payment of deposit</p>	<p>At your study abroad location, there are many forms of accommodation including student dorms, homestays, and apartments. However, depending on the program, these may differ or may be predetermined. Moreover, some host universities do not provide students with information on accommodation, and it may be necessary to find accommodation on your own. Please note that you may fail to secure accommodation if you do not adhere to the deadlines set by the CIE or host university.</p> <p>Depending on the host university, you may be required to pay a deposit in advance through check, bank transfer, or credit card. As a rule, you are required to apply for accommodation yourself.</p>
<p>③ Financial statement indicating account savings in English</p>	<p>A financial statement may be necessary for some host universities or for processing visas. You should also confirm the regulations with regard to finances with host countries and universities, as different regulations may apply. Please arrange for a financial statement in English from your financial institution (i.e., bank).</p>

④ Scholarship application documents	<p>【A student participating in a CIE study abroad program who applies for a scholarship offered through the CIE】</p> <p>(A) Application form</p> <p>(B) A self-recommendation form</p> <p>(C) Documents establishing the earned income of your household (For example: tax forms, proof of tax exemption). Documents related to earned income should be obtained from your local government office or place of employment. Furthermore, required documentation will vary depending on the nature of employment so please prepare these forms well in advance.</p> <p>【A student applying to a scholarship offered by a private institution or the government】</p> <p>Submission deadlines vary depending on the desired scholarship. Applicants are responsible for confirming all application guidelines and deadlines themselves.</p>
⑤ Health Certificate in English and Vaccination Certificate in English	<p>Depending on where you go, you may be required to submit a health certificate or undergo a health examination.</p> <p>You can obtain a health certificate in English at the Waseda University Health Support Center if you took the Health Examination (500 yen per copy).</p> <p>However, depending on the requirements and form stipulated by the host university, an additional examination may be necessary. Please confirm this information with the CIE staff or the host universities. For those that did not take the Health Examination, please take the health examination at a medical institution that will issue health certificates in English.</p> <p>* It is necessary for you to take the Student Health Examination every year.</p> <p><Important></p> <p><u>Regarding the Health and Vaccination/Immunization Certificates for the Host University</u></p> <p>First, carefully read all the information provided. Then, confirm what vaccinations you have received by referring to your health records and make a note of this information. Further, ask a medical institution to complete the remaining required information.</p> <p><u>Regarding the Certificate of Immunization/Vaccination</u></p> <p>Some countries and host universities require that you receive immunizations before traveling. Since the wait to receive certain vaccinations is lengthy, please ensure that you undertake all necessary procedures and have sufficient time.</p>

(3) Receiving and Submitting Application Materials between the CIE and Students

Documents will be handed out/received in the Waseda Global Gate located on the Waseda campus, 1st floor, building #22.

After the CIE has confirmed the documents requested from the host university, we will explain the documents to be submitted (typically by E-mail). We will send you an E-mail detailing all essential documents that you will need for your application; therefore, please check your E-mail frequently. Depending on the type of documents (especially financial statements, high school academic transcripts, health certificate, etc.), issuing them may take some time. With this in mind, we remind you to thoroughly check the submission dates to ensure that you meet the deadlines.

For the programs involving multiple candidates, a late submission by one candidate may delay processing for all candidates. In order to avoid inconveniencing other students, we ask that you meet all deadlines.

If a student repeatedly does not meet the submission deadlines stipulated by the CIE and violates the application procedures, the CIE will issue a warning. If the CIE does not see any improvement in the student's efforts to prepare and meet deadlines, his/her study abroad program may be cancelled.

(4) Submitting Official Name (Name on Passport)

The name you submit in roman type is an important part of the study abroad application procedure. Therefore, if your submitted name to Waseda University is different from the one on your passport, correct this as soon as possible at the relevant offices. This also applies to those who are applying for or who are renewing their passports.

We ask all students to pay special attention to the spelling of their names. In particular, the spelling of your name on your academic transcripts in English and that on your passport are often different, causing administrative and processing difficulties. If this does occur, it may lead to a misspelling of your name on important documents issued by the host universities, such as the acceptance letter or necessary forms for visa application.

Moreover, students with dual nationality and foreign students (the exception being those with Japanese passports) should confirm the correct spelling of their name, the validity of their visa, and whether they have a re-entry permit or not, as the expiry of any of these permits during your study abroad program may seriously impede your return to Japan.

- To illustrate the above, when writing certain names, the letters “h” and “u” are often used (e.g., Sato and Satoh, Ono, and Ohno). Ensure that the name we send to the host university is spelled the same way as on your passport.
- For those with dual nationality, in some cases, the host country will require you to carry and use both passports.
- For foreign students and students with non-Japanese nationalities, if the spellings of your name on your passport and on your bank account or other public documents are different, it may cause difficulties when going through the formalities to travel abroad. Please take special care regarding the spelling of your name to ensure that it is consistent across all documents.

(5) In case of an Address Change in Japan

In case of a change in your address in Japan before you depart for your studies abroad, we ask you to contact both your respective faculty and CIE with your new personal information. Failure to notify the CIE may not only affect communications from the CIE, but it could also cause significant problems for the host university in contacting you via post.

Important! About the Study Abroad Portfolio

The Study Abroad Portfolio is a system where you can record your own academic records on My Waseda. The Study Abroad Portfolio has functions which let you submit your language test scores, questionnaires and written reports.

1. Recording your language test score

Make sure you keep updating your test scores as you receive them. By putting your scores into the Study Abroad Portfolio, the scores will be recorded and you will be able to visualize your language skill improvements.

2. Pre-departure Attitude Survey Overseas

This is a web-based questionnaire. The same questionnaire will be assigned before and after study abroad.

3. Return to Japan Report

You will need to submit immediately after return. These reports will be references for students thinking of Study Abroad after being open to other students of Waseda.

III. After being Admitted to Enroll

1. Submitting notifications and other documents

(1) Pre-Departure documents to be submitted and registration

Personal information of students submitted to the CIE will be used for program operations and, if necessary, to contact and send information to students and their guarantors during their study abroad program.

If you fax us the materials, we may ask you to re-send them if they are illegible due to poor fax quality. As such, we recommend that you submit the documents by site, post, or via Email.

Submission Period	Materials	Submission Location	Purpose/Method
After announcement from the CIE	Overseas Mobile Phone	Platform Japan	As a part of safety management, students are required to register for a designated mobile phone provided by Waseda University. https://www.piccellwireless.com/waseda You will need a credit card for registration so please prepare a credit card by the time of registration. You may use your guarantor's card for registration.
Deadline: 3 Weeks Prior to Departure	Copy of Passport	Waseda Global Gate	In case of an emergency during your program, the CIE will require a copy of your passport. The copy should include your photograph, name, passport number, etc. If you are in the midst of applying for or will have to renew your passport while abroad, please submit a copy of your current passport.
	Copy of Visa		Your visa may be in the form of a sticker or stamp placed in your passport. It may also be issued as a separate document. Regardless of the format, submit a clear and complete copy of the visa. For those currently in the application process, submit a copy immediately after you obtain your visa.
	Confirmed Flight Information		Submit a copy of the flight schedule issued by your travel agent. It should include your departure date and time, flight number, etc. *You may submit these documents by e-mail.
	Application for Overseas Travel Insurance	MyWaseda	Register through MyWaseda after paying the insurance fee. Insurance documents will be sent to you after two to three weeks of your registration through the MyWaseda by insurance company or its agent. You are advised to do these procedures in timely manner.
	Language Test Scores	Study Abroad Portfolio	Insert your current score. Do not forget to upload the image of your score as the proof.
	Pre-departure Attitude survey overseas		Web based questionnaire. The same questionnaire will be assigned before and after study abroad.
	Cross-cultural experience outside school		Web based questionnaire.

(2) Necessary procedures for suspension or continuation of scholarships received prior to study abroad

Students receiving scholarships prior to study abroad from ① JASSO ② Waseda University or ③ a private institutions must complete the relevant procedures listed below before departure or / and upon return at the Scholarships and Financial Assistance Section. Failure to complete these procedures in a timely manner may negatively affect future scholarship payments.

① JASSO

Students are required to complete all necessary procedures at the Scholarships and Financial Assistance Section prior to their departure. The content of the relevant procedures may differ depending on the study abroad program and the type of JASSO scholarship being received, so please confirm the details below.

*JASSO scholarships received prior to study abroad will be suspended (direct wire transfers will cease) during students' study abroad periods. Students who do not desire to continue to receive payments are required to submit a "Request For Suspension of Scholarship".

*However, students whose status of enrollment is listed as “Enrolled” or “Study Abroad Student” are eligible to continue to receive payments upon submission of the “Request for Continuation of Scholarship During Study Abroad” form.

Periods of submission and deadlines for “Request for Continuation of Scholarship During Study Abroad” form (tentative)

Students beginning their study abroad in Spring Semester (April)	⇒	Submit by the end of February
Students beginning their study abroad in Fall Semester (September)	⇒	Submit by the end of August
Students beginning their study abroad at a time different from those listed above	⇒	Submit by the 5 th day of month prior to the month of departure *If the 5 th day of the month falls on a non-business day, please submit the form by the end of the previous business day
Students receiving scholarships from the “Student Exchange Support Program (Scholarship for short-term study abroad)” or the “Tobitate! Study abroad from Japan, Japan Representative program”	⇒	If you are selected to participate in these programs you will be asked whether you wish to continue your previous scholarships. Please submit the “Request for Continuation of Study Abroad” form before your departure.

*If you do not submit this form by the deadline, your scholarship will automatically be suspended and it may take several months for wire transfers to resume.

*If your payments have been suspended during your study abroad period, please submit a request for “Resumption of Payment” upon your return to Waseda University.

*Scholarship programs offered by JASSO and various government bodies are subject to change. Please confirm that your information is up to date.

For students receiving a Category 2 scholarship: If your expected date of graduation is delayed due to your study abroad, you may in some cases extend the period of your scholarship for up to an additional year by submitting the “Extension of Payment Period” form. Students currently in the last year of their programs who will exceed their original period of scholarship during their study abroad must submit both the “Request for Continuation of Scholarship During Study Abroad” and “Extension of Payment Period” forms.

② Waseda University Scholarships

If you participate in a study abroad program (whether as an “Enrolled Student”, a “Study Abroad” student, or otherwise) while receiving a scholarship from Waseda University, you are required to contact the Scholarships and Financial Assistance Section in advance. Depending on the scholarship, there are cases where participation in study abroad may affect the amount of money you can receive, or make you ineligible to receive your scholarship. Also, students affected in this way may be asked to return any scholarship money received up to that point either partially or in full.

③ Private or local government scholarships

All students receiving private and/or local government scholarships who participate in a study abroad program (whether as an “Enrolled Student”, a “Study Abroad” student, or otherwise) are required to notify the Scholarships and Financial Assistance Section in advance. Procedures and conditions related to study abroad vary based on the organization.

2. Exchanging documents with the host university

Each student is responsible for their personal behavior during their stay abroad. You are also responsible for preparations until your departure. The CIE will give basic assistance in the application procedures. However, excepting some programs, students are responsible for arranging their own accommodation (i.e., dorm or homestay) after being accepted. Be aware that the dorm application process usually has an early deadline. We suggest that you pay a great deal of attention to all deadlines when applying. In some cases, you may send housing-related inquiries to the housing office of the host university.

Students are responsible for applying and obtaining visas, informing the necessary parties of their arrival date and arranging their flight tickets. However, depending on the program, you may be required to purchase a group airline ticket for the convenience of the CIE and the host university. You may also be recommended to apply for a visa through a travel agent who may assist you with processing the visa.

When you receive documents sent directly from the host university, be sure to inform the CIE as soon as possible because the CIE may need to make duplicate copies. Make sure that you make a photocopy of the documents you submit. Please take with you documents from the host university and other documents related to your studies overseas when you leave Japan as you may need to present the copies at your host country.

3. Collecting information about the host university and Waseda University

We recommend that you spend time learning and studying about the country and university you are going to study in. You should collect important information in advance through guidebooks, essays written by previous participants, the Ministry of Foreign Affairs of Japan Webpage, the embassies of both countries, and the host university.

While at the host university, you are out as representatives of Japan and Waseda University. This means that you should conduct yourself in a manner that is respectful and courteous. During your study abroad program, you will have great opportunities to share information about Japan and Waseda University. You may be asked about history, culture, economics and about your family by people you meet and you are advised to have as much information as possible about those questions in order to be able to answer properly.

4. Contacting students who studied at your destination and who will study with you

The CIE can connect you with students who studied, have been studying and will study with you with the following condition if you wish.

Having contact with the other students may give you great opportunity to have more knowledge about your host university and country. However, please bear this in mind that it is not always guaranteed that you will have exactly the same experiences as the past students who studied at your host university.

[Contact information of former study abroad participants]

Type of Participant	Contact Period	Ways to Contact
Students who previously participated/currently participating in the same program	After being admitted by the host university	For those who would like contact information (E-mail, etc.), please contact your program coordinator at CIE. We usually connect you and former or current students by the following methods: 1. Send your message to us, and we forward your message to former or current students. 2. We forward your information to former or current students. 3. We forward former or current students' information to you. After these, please communicate directly with each other.
Student who will be participating in the same program with you	As needed	For those who would like contact information (E-mail, etc.), please contact your program coordinator at CIE. We usually ask you to send us your message and we will forward it to the students participating in the same program with you. After these, please communicate directly with each other.
Student study abroad advisors	During the period events take place	Former program participants can provide you with advice on how to go about your studies as well as information about local lifestyles. You can receive advice from student study abroad advisors at various events organized by them. Please refer to the CIE's webpage for information on events.

5. Letter of acceptance

Once you receive your letter of acceptance, first of all, check if your name is correctly spelled. Also, often you will receive other documents such as accommodation forms and health and vaccination forms together with the letter of acceptance. You are advised to read all of them very carefully.

You may receive your letter of acceptance just prior to your departure and depending on each university's particular circumstances. The CIE will do its utmost to encourage admission offices at host universities to expedite the process; however, it may still take some time to receive your letter of acceptance. Still, it is crucial that you submit all the required documents by the designated deadlines.

Moreover, once your acceptance to the host university has been confirmed, you can begin the application process for your student visa. Please do not prepare for your departure until you receive official acceptance; also, do not fix your departure date before being accepted. Please be patient and wait until the CIE contacts you. You alone are responsible if you proceed with the application without the consent of the CIE, and this could cause problems.

6. Application and procedures for accommodation

In order to make the most of your academic experience at your host location, it is essential that you maintain an enriching lifestyle. The location you live in is crucially related to the type of lifestyle you will have. Making housing applications and completing the required paperwork depends on the host university. Some universities require an application at the time of application for the study abroad program, whereas others require it after you are admitted.

There are essentially three types of housing, each with its advantages and disadvantages. However, the type of housing is already predetermined in the case of some programs.

Furthermore, depending on the host university, there may be no arrangements made for students. In this case, you will have to seek accommodation independently.

[Comparison by accommodation type]

	Student Dorm	Homestay	Private Apartment (Flat)
Outline	Many universities have university dorms, but these are usually full, and local students often have priority in terms of entrance. Therefore, dorms are not guaranteed even if you apply for them. In many cases, these are usually shared rooms, and you will most likely be notified of your room number upon arrival.	For universities that do not have dorms, there are often homestay facilities available for students. Typically, the university will have a contract with a homestay placement agency. Host families vary in composition. For example, families with children, single parents, and families with diverse ethnic backgrounds, amongst others. In some cases, you will know the details of your family just before departure.	If the university does not introduce students to a university dorm or homestay, students will choose a private apartment (in some cases, the university may have contracted apartments). In most cases, there are no applications or procedures connected with the host university. A typical case is for students to share a house (private room but shared kitchen and bathroom).
Advantages	With students from many countries living in dorms, if you get along well with your roommate you will have an enjoyable experience. There are some dorms with curfews, but students can come and go as they please in most cases. Also, compared to other places, these make for safe accommodation.	This is the best way to improve your language proficiency. In many cases, meals are included, but in some cases, there is a fee for using the kitchen, washing machines, etc. If you get along, the family will become your lifelong friends.	Of the three lodging types, this option provides the most freedom. You can prepare your own meals, and if you get along with your housemates you will have a great time.
Disadvantages	If your roommate is a native English speaker, this may be a challenge for Japanese students. Your roommate may maintain a different pace of life, which may cause you stress.	Freedom with regard to eating times, shower times, etc., is relatively low. Moreover, you may not get your requested family type, or the homestay may be far from your university.	You need to thoroughly review the contents of the apartment contract, since most rental agreements are with private real estate companies.

[Important issues related to accommodation]

- In some cases, the program type stipulates that students use specific lodging.
- According to regulations, except in extraordinary circumstances, you cannot change your accommodation from a dorm or homestay without a good reason. In the case of homestay in particular, reasons such as “I don’t like the homestay family structure” or “The homestay is far from the university” are unacceptable for requesting a change. If after living at the host university for a period of time, you still feel that there are problems, you should see the local coordinator and discuss your options.
- If you are staying a private apartment you are likely to sign up on a contract with a land owner or a housing agency. In case of any troubles, note that you must deal with the situation by yourself.
- No matter what lodging option you choose, you should always take special care of your valuables.
- You should go to your host destination with the mindset that “there is no safer and cleaner country than Japan” and modify your behavior accordingly.

7. Health examination

Depending on the host country, it may be necessary to submit a health certificate in English. The Waseda University Health Support Center will provide students with an English version of their Health Certificate if they underwent the Student Health Examination (500 yen per copy). At the time of issue, please bring your personal health card. * It is necessary for you to take the Student Health Examination every year.

If you did not undergo the health exam at the Health Support Center, you can do so and have a health certificate issued in English at other health institutions. (Depending on the health exams taken, there may be additional charges).

Also, depending on your destination, there may be a requirement for a specific examination (AIDS, tuberculosis, yellow fever, etc.). In this case, please undergo the necessary examination at the institutions below and have them issue the appropriate health certificate in the required language. Depending on the exam, it may take time and may take more than one test. Please arrange for these well in advance.

8. Immunization and certificate of vaccination

Depending on the host university, there may be a requirement to receive one or more vaccinations before traveling. Please confirm what vaccinations are necessary before traveling. (In some cases, you will need to submit a certificate of vaccination in English, so please verify this beforehand.) To obtain information on what vaccinations you have received thus far, please check your personal record by consulting with your family.

If multiple vaccinations are necessary, it may take longer to receive your vaccination and certification since certain vaccines cannot be taken all at once. We recommend that you start preparations for this as soon as possible. Also, depending on the host university, you may be able to receive vaccinations after arrival or you may be able to choose whether you would like to be vaccinated in Japan or in the host country.

Depending on your destination, you may be required to submit a certificate of immunization in English apart from the vaccinations you received.

Please note that some embassies require you to submit a health certificate. If the embassy judges that the applicant's health record does not meet their requirements, they may not issue you a visa even if your host university has sent you a letter of acceptance.

【Useful links】

Ministry of Health, Labor and Welfare, Quarantine Station.
<http://www.forth.go.jp/>

9. Outline on institutions undertaking health exams and vaccinations / immunizations

(1) Waseda University Health Support Center

Health Management Office
 1st floor, Building #25 (Okuma Garden House)
 1-104 Totsuka-cho, Shinjuku-ku, Tokyo 169-8050
 TEL: 03-5286-9800
<http://www.waseda.jp/hoken/>

- The center issues health certificates in English only for those who took the health examination at the center (500 yen per copy).
- Always bring your personal health card.
- If your host university has a designated health certificate form, please bring it with you to the center. Fill out whatever you can, and leave spaces that must be filled in by a doctor blank.
- Antibody tests are available, but the center cannot provide vaccinations. However, you can get antibody tests if you underwent the Student Health Exam.

(2) National Center for Global Health and Medicine

1-21-1 Toyama, Shinjuku-ku, Tokyo 162-8655
 TEL: 03-3202-7181
<http://www.ncgm.go.jp/>

- The above information is current as of January 2017. There may be changes in this information, and so we recommend that you confirm all the information with each respective institution.
- Depending on the inoculation type and content, there are some cases when the above institutions may not be able to provide treatment. Please confirm this ahead of time.
- Bring your health record when going for inoculation/vaccination/immunization. Also, in some cases, the host university has a prescribed form to be used in the vaccination process. Please bring this if applicable.
- Make a copy of all the certificates submitted.
- Please consult the CIE if you have a physical limitation or disability that requires lifestyle support while at your host institution.
- Depending on the host country, there are pharmaceuticals that cannot be brought into the country. Ensure that you have prescriptions in English and confirm these ahead of time.

10. Visa application

In most countries, you will need a student visa to stay for one year. Depending on the country, different visa application procedures will require different documents. Once you are admitted to a host university, consult with the local embassy or consulate via the Internet or phone to find out the latest information on visa acquisition for that country.

(1) Awaiting visa approval

Depending on the country, the visa approval process may take anywhere from 2 weeks to over 3 months. In addition, depending on the student's nationality, travel history, and background, the approval process may take additional time.

The approval process has become much stricter because of recent world events. In light of this, every year, there are students who do not get their visa approvals in time and do not arrive at their host locations on the prescribed date. We strongly recommend that you make all necessary preparations well in advance according to the latest information and confirm all aspects of the visa application process.

Moreover, the approval or rejection process for visas depends on the screening process at the local embassy, consulate, or related representative office. Please understand that the CIE is not at all responsible for visa approval and cannot provide any information if the visa applications are rejected.

(2) Application process

The visa application process is divided into two main categories: individual application and application by proxy. If you lack the confidence to apply for the visa by yourself or to complete the process in time, you can apply for the visa through a travel agent (a service charge applies).

* Some countries and areas do not accept applications by agents.

(3) Differences between applying individually and by proxy

Applying Individually	Applying by Proxy (Travel agent)
<ul style="list-style-type: none">• You only pay the visa application fee• You will have to gather information and fill out the visa application material by yourself.• There are many parts of the application filling process where you can make mistakes or do not include enough information. As a result, there are some cases in which the visa application is not approved.	<ul style="list-style-type: none">• When you apply by proxy, you pay a service charge along with the application fee.* In addition to the above costs, you also need to pay postage and an application fee.• Throughout the application process, agents will assist you, giving advice and instructions.• You can receive instructions on the visa application documents, and how to fill them in completely and in the right order. As a result, you can complete all the necessary procedures comparatively easily and without mistakes or omissions.

- CIE cannot answer questions regarding the visa application process.
- For application by proxy, please inquire with the CIE staff at the Waseda Global Gate on the 1st floor, building #22, Waseda Campus.
- The application procedures and necessary documents for the application process are subject to change without notice. Please confirm all the necessary procedures with the embassy in question by telephone or through the information on their webpage.

【Useful links】

- Ministry of Foreign Affairs Webpage <http://www.mofa.go.jp/mofaj/>
- List of diplomatic offices in Japan <http://www.mofa.go.jp/mofaj/link/embassy/index.html>

11. Overseas travel insurance (contracted insurance)

Waseda University, through the Campus Insurance Center, contracts overseas insurance for study abroad programs to Tokio-Marine Nichido Fire Insurance Co., Ltd.

As part of our overseas crisis management, students who participate in study abroad programs are required to enroll in a comprehensive university travel insurance plan associated with the university (as is also mentioned in the Study Abroad Agreement submitted at the time of inner screening).

Moreover, this insurance is approximately half the cost of other insurance plans that offer the same standard, and hence, we ask that you purchase it for the period of your studies abroad.

In addition to the above insurance request, depending on the partner institution and visa type, you may be required to purchase the host school's health insurance coverage. In this case, you will have to cover the costs of both health insurance plans. We request your cooperation with regard to this matter. Please consult with one of the staff at CIE for more information or follow the instructions provided by the host university's overseas student coordinator. Simply put, you may have to purchase two insurance programs. In some cases, it is mandatory to purchase health insurance and medical insurance with prices ranging from JPY 30,000 to JPY 200,000, depending on the requirements of the host institution. The contracted overseas student

insurance is provided through Tokio-Marine Nichido Fire Insurance Co., Ltd. The table below provides supplementary information on insurance fees.

(1) Insurance costs and coverage

[Insurance Fees for 2017]

Insurance Period	Insurance Cost
12 months	JPY 137,730

[Compensation Outline for 2017]

Insurance Coverage	Total Compensation
Death due to injury	JPY 30,000,000
Death due to sickness	JPY 30,000,000
Treatment • Ambulance	JPY 100,000,000
Student Liability	JPY 100,000,000
Student Personal Property	JPY 300,000
Airline Delay	JPY 20,000
Urgent Cancellation and Return Home	JPY 1,000,000
Baggage Delay due to Airline	JPY 100,000

(2) Purchasing overseas health insurance

A CIE coordinator will give you information on insurance costs, the period of coverage, and application/submission procedures. Please follow these instructions carefully.

<Note 1>Start Date of the Insurance

The start date of the insurance must be the date of your departure from Japan even if you are traveling abroad or going back to your home country before departing for your study abroad destination.

For example, if you leave Japan on September 1st 2017 for your home country, and leave for your study abroad destination on September 10th 2017 from your home country, you must enroll the insurance from September 1st, 2017.

<Note 2>Extension and Cancellation of the Contract

As a general rule, students should purchase insurance for 12 months (it may be 6~7 months depending on the programs). Students who enroll for less or those students who will remain abroad beyond the length of their original insurance contract should be sure to extend their insurance prior to the expiration of their original contract.

If you are returning to Japan earlier than the original contract (less than 12 months) there may be a possibility of receiving a refund. If you need to purchase insurance for 6 months or 2 years, the CIE staff will inform you during the application process.

(3) Management agency and underwriting insurance company

[Contact Agency] Campus Insurance Center Corporation
TEL: 03-5272-3475/FAX: 03-5272-3478
(Closed: Saturdays, Sundays; Business Hours: 9am–5.30pm)
E-mail: hoken@waseda-pm.com

[Underwriting Insurance Company] Tokio-Marine Nichido Fire Insurance Company Co., Ltd.
TEL: 03-3515-4133
(Closed: Saturdays, Sundays; Business Hours: 9:00 am–5:00 pm)

(4) About your personal information

If you are injured through an accident or if you become ill, the insurance company may release your personal information to your family, Waseda University, and Campus Insurance Center Corporation in an attempt to support you.


Important! Purchasing Local Insurance

Depending on the host university, some types of coverage by insurance companies are not acceptable. Moreover, in some cases, overseas students are required by the host university or host country to purchase local insurance programs. Please understand that you will have to purchase two types of insurance in this case.

Further, even if you are covered by the policy provided by the host university, you are not allowed to cancel Waseda's policy.

Also, if you are an international student (non-Japanese), and you hold a travel and health insurance purchased in your own country, or participate in our study abroad program held in your own country (ie. Korean student goes to Korea as a exchange student), you are still required to purchase the insurance plan provided by Waseda.

12. Registering for Risk Management Support Service

Waseda University asks all students to purchase the designated insurance to prepare for any troubles such as accident and illness. It enables you not only financial compensation, it also provide you services for 24 hours a day and for 365 days a year to receive support services of for example, consulting about your health condition and giving you advice on hospitals close to you  P.63.

Also, you are required to carry a rental mobile phone that is provided by a mobile phone company contracted with Waseda University. The registration process will be notified to the students.

- At the time of registration you may need a credit card. Your card or your guarantor's card are both accepted. Please have a credit card ready in time for the registration.

13. Preparing for travel

Once you receive admission from your host university, you will be starting to prepare for your travel by purchasing air ticket, credit card etc.. As for airline tickets, the CIE often provides "Waseda Flight" if your program is a group, and if there is a designated arrival date set by the host university. In this case, please wait for the CIE's announcement. It is not compulsory to use this group flight, but the CIE sets these group flight widely specially for CS Programs and some EX programs where a certain number of students are going.

The Waseda Paddy Card

Credit cards will be necessary when living overseas. In some countries, you will need a credit card at the time of visa application. If you do not have a credit card at this time, we strongly recommend that you apply for one promptly.



The Waseda Card Students— studying abroad, traveling, studying, eating out—providing comforts for student life



The Waseda Paddy Card is a credit card created for Waseda University students that also functions as a Waseda Co-op membership card and is issued through corporations affiliated with Waseda University. There are no annual fees. Enjoy cashless transactions with discounts when purchasing textbooks/CDs at the co-op!

There is also a well-developed insurance service, including shopping guard insurance and protection against credit abuse on the internet. Further, you can feel confident since any

questions or concerns that you may have are addressed by Waseda University staff. Please feel free to inquire about matters such as temporarily raising your maximum credit, insurance, and other procedures that you would need to complete before going abroad.

It takes about 1 month to issue a card after an application. It takes about 2 weeks for emergencies. Those who wish to study abroad are advised to apply as soon as possible. For more details, see the guide/application forms found at the Waseda University co-op stores, or see the contact information below.

[Contact]

Waseda University, Office of the President, Alumni Affairs Section

E-mail: wcard@list.waseda.jp

PHONE: 03-3203-6284



IV. Notes before Departure

1. Researching and gathering local information

When considering a study abroad location, local information regarding the social environment, security, crime, hygiene, local maladies, medical treatment, customs, national character, and local laws should be thoroughly researched. Please ensure to always seek the latest available information.

2. Valuables, consulates & police station phone numbers

You should make a copy of your passport, credit card, airline tickets, overseas medical insurance and keep them separate from your original documents in case of theft or burglary. In addition, we suggest that you enter into your mobile phone contacts the details of the local consulate or embassy, police station, credit card company, airline company, insurance company, and your university.

3. Medical report

In case you need to go to a hospital, it is advisable to have your medical report (history) in English or the local language. Prior to departing from Japan, you should ask your family physician to prepare a medical history/report for you since you will most likely be unfamiliar with medical terminology.

Important! Regulations on the use of personal information/contacts with your guarantors

In accordance with the regulations on the use of personal information, Waseda University cannot give out personal information such as addresses and phone numbers, even to family members or guarantors of students. We ask that students share their contact information with their family and guarantors. However, in cases of emergency, the CIE will confirm the identity of the family or guarantors and then pass on contact information.

Every year, the CIE receives many inquiries from your parents because they do not hear from you, or you do not answer the phone for considerably long period. If your parents request us to confirm your presence, the CIE will contact you through several channels such as your mobile phone and your host university. If the CIE still cannot find you, and the case is considered serious and urgent we may contact other Waseda students who are studying at the same university as you and ask them if they have seen you. To avoid this, try to keep your mobile phone always activated.

During Study Abroad



I . Notes during your Study Abroad

1. Upon arrival at your host institution

(1) Contacting Japan

Please contact your parents and/or guardians as soon as you arrive at your study abroad destination. Each year, a few months after the start of the study abroad programs, the CIE receives inquiries from participants' parents asking about the whereabouts of their children and if they are well. Please contact your parents and/or guardians regularly throughout the duration of your study abroad program. If you travel, even for a short period of time, please contact your parents and/or guardians and let them know of your plans.

If your parents request us to confirm your presence, the CIE will contact you through several channels such as your overseas mobile phone and your host university. If the CIE still cannot find you, and the case is considered serious and urgent we may contact other Waseda students who are studying at the same university as you and ask them if they have seen you. To avoid this, try to keep your mobile phone always activated.

(2) Residence Notifications

Submission Period	Materials	Submission Location	Purpose / Method
Upon Arrival	Residence Notification (在留届) *For Japanese Nationals	The Nearest Japanese Embassy or Consulate	Submit this to your nearest Japanese embassy or consulate. If you do not yet have a corresponding address at your host location, please submit this form once you have one. This notification is required only for Japanese nationals residing overseas for more than 3 months. It must be submitted to the Japanese embassy or consulate having jurisdiction over your area of residence. In cases of natural disasters, terrorism, airplane accidents, or other emergencies, the local police or hospital will contact the local Japanese embassy or consulate. They will then contact the Japanese Ministry of Foreign Affairs, which will use your Residence Notification information to contact your family. Also, when you return to Japan after finishing study abroad, or if there is a change in your address, please do not forget to inform the embassy where you submitted the Residence Notification. This procedure is important for your safety, so please follow the guideline. * Residence Notification Submission Via Internet. http://www.ezairyu.mofa.go.jp/

(3) Notes on tuition

Important! Be Careful of Incorrect Invoices for Tuition!

You may be erroneously asked to pay the tuition or receive payment notices for tuition while at the host university. This is most likely because the administrator is unaware of your status or because the invoice has been automatically generated and sent. If you feel that you have been incorrectly charged for something, please inquire with the local administrators at your host university before you pay. Once you have paid, the money cannot be refunded; therefore, please confirm that you have been billed correctly before you pay. In addition, please confirm that your parents or guardians understand the payment system as well, in case such incorrect bills are sent to them.

(4) Getting accustomed to life at your study abroad location

The culture, lifestyle, study methods, and many other things at your study abroad destination are most likely to be different from the case in Japan. Rather than trying to hold on to the Japanese way of doing things, remember the expression "When in Rome, do as the Romans do." Do the best you can to adapt to your new environment as quickly as possible.

(5) Familiarize yourself with your host university

Get to know the system at your new university as quickly as possible. At the orientation, you will receive materials containing a great deal of important information. Read all of these materials very carefully. If you have questions, inquire with the appropriate coordinator or office. Be sure you understand all safety information about the environment, both on and off campus, as well as the medical system in case you become injured or ill. If there were any points that you did not research before departure, ask the local administrators, teachers, or other Japanese students who have been at your host university for some time.

(6) Communicating at your study abroad location

Please be careful not to confuse the casual manner of speaking between friends with the more polite language appropriate for speaking with professors and university staff. It is a mistake to believe that because English lacks in a formal honorific language ("keigo"), the same types of expressions can be used in both casual and polite settings. Even native English speakers who may address professors by their first names use polite language when speaking to those professors. Keeping in mind the situation when speaking with someone, so as not to offend that person, is a universal and crucial practice in any culture. This is true when writing in English as well. Observe what types of language other students use in different situations.

Even feeling the need to assert yourself to be understood is no excuse for being impolite or confrontational. If you do assert yourself, do not become emotional and remain calm and logical.

2. During your life abroad

(1) Education-related matters

Language	<p>The reality of studying abroad is that you may not understand or be able to communicate in the foreign language very well or not at all. Upon arriving, it is not enough just to be at the host location in order to improve your language skills. You must endeavor to improve your language skills every day by studying hard. However, insufficient language ability does not always mean that you are less capable of academic achievement.</p> <p>It is your responsibility as an international student to not miss class, study diligently, and ask questions when you do not understand something.</p> <p>You should approach your studies from the perspective that you will need to study more than other students as your language skills are less advanced. Clarify matters by asking questions till you understand what is being said. Do not pretend to have understood everything.</p>
Academic Skills	<p>There are many techniques that you may need to adopt in your studies, such as taking notes, giving presentations, and writing reports. This is especially true at universities overseas, where the number of reports and assigned readings is relatively larger than Japan. <u>For assignments and exams, please do not cheat or just copy sentences from books as if they were your own (plagiarism).</u> The penalty for such cases may be severe.</p>
Course Registration and Credit Acknowledgement	<p>When enrolling for courses at your study abroad university, consult the local academic advisor. Except in cases where coursework is fixed (CS-L students in particular), you should consider things such as whether credits can be transferred to Waseda, what courses are available at the host university but not at Waseda, and any courses for which their host school is well-known. Within the specified guidelines, you are free to enroll in courses of your choice. You need to consider important questions such as "what subjects can I register for?" "how many credits can I transfer?". However, please understand that you may not be able to take preferred classes and that credit recognition is based on your school's screening process, so we suggest that you contact your school in advance.</p> <p><u>It is the responsibility of each student to demonstrate adequate academic performance.</u> If you receive a grade of "F" during your first semester, it may negatively impact your student visa. Be diligent in your studies throughout your program. Keep in mind that as an international student, you are also representing Waseda University.</p> <p>Although you may want to earn as many credits as you can, please be aware that if you sign up for too many courses, you may not be able to handle the workload. Such situations can be very stressful and mentally exhausting.</p>

(2) Lifestyle

Human Relationships	<p>Do not stereotype others. Do not assume that all people from a certain country are a certain way. Just as there are many types of people in Japan or in your home country, there are many types of people in every country. Other people are still human, just like you.</p> <p>Living overseas may mean life in a community, and hence, respecting others is as important as maintaining your own opinions. Some people may think that community living goes well if you keep quiet, but if you do not have any opinions, you may be judged as lacking in personality. Be wary of people who may try to make you do things because you never say no. Be brave and say no or state your opinion if something is unacceptable to you.</p>
Money and Valuables	<p>Take special care of your valuables and money while abroad. In particular, if you have roommates or a host family, you may suspect them if any of your valuables are missing from your room. To avoid such an uncomfortable situation, please keep your valuables in a safe place and avoid keeping too much cash in your wallet.</p>
Health Care	<p>You may experience physical changes because the lifestyle rhythm and food is different from what you are used to. Also, there are cases where students suffer from food poisoning, homesickness, and other problems.</p> <p>In particular, health issues like food poisoning and homesickness are typical in the first couple of weeks or months. You should understand the situation in your host country in terms of food, culture, and sanitary conditions.</p> <p>You are advised to visit a doctor in case of any illness by using your health insurance coverage.</p>
Accommodation	<p>Whether you are staying in a student dormitory, apartment, or doing a homestay, there will be rules on curfews, visitors, etc. Follow these rules carefully. If you fail to do so, you may be forced to leave your accommodation.</p> <p>If you are staying in a dormitory and having problems with your roommate, speak with the local staff in charge of accommodation. If you have a legitimate reason, you may be able to change rooms or be paired with a new roommate. The same applies for homestay.</p> <p>It will be necessary for you to take responsibility for your own living environment. However, if you wish to change your accommodation for selfish reasons or because you cannot adapt to local customs, the local administrators may not grant your request.</p> <p>If you have any concerns or are unsure of what to do, speak with the local administrators. Be sure you understand the rules for your accommodation and seek solutions within the boundaries of those rules.</p> <p><u>Some universities may require you to leave the dormitory during long vacations. Confirm these regulations in advance and make the necessary preparations.</u></p>
Laws of the Host Country	<p>The laws of the host country pertain not only to its citizens but also to you. Understand that these may vary from the ordinary rules and laws in Japan. Unfortunately, in many countries, illegal drugs are readily accessible and there may be drug users around you who recommend or suggest them to you. Remember that drugs are illegal, and if someone recommends that you try them, you should strongly refrain from doing so. If you are caught using drugs, you may be expelled from your host country and in some countries you may even be sentenced to death.</p> <p>Also, drink responsibly and be aware that the legal drinking age may be different from that in Japan. It may also be against the rules to drink in your dorm. Obey the rules and strictly abide by the local laws. Otherwise you may be required to discontinue your study abroad.</p>
Travel	<p>Studying abroad can broadly be seen as part of traveling and if you have extra time, it is good to travel in order to widen your worldview, as long as there are no detrimental effects on your studies. However, bear in mind that troubles or problems that arise during travels are very difficult to solve on your own, and hence, you must take special care. Further, if you go on a trip, be sure to inform your parents or guardian about your whereabouts. You are also required to update your address and contact information through the MyWaseda.</p> <p>You should also be careful about validity of your student visa. In some host countries a grace period is set between the end date of your visa and required embarking date, and it may be expired once you embark from your host country, or sometimes students simply misunderstand the grace period which caused him/her to stay illegally.</p> <p>Visa procedures and re-entry permissions will vary by country, so be sure to confirm such details well in advance of your departure.</p>

(3) Do not try to handle all your worries by yourself

A few months into your program, you may experience feelings of anxiety for a host of reasons—your language ability not improving as much as you had hoped, trouble making friends, the weather being too cold, or the need to return to Japan out of homesickness. If you have any of these feelings, talk with other students or the local administrators. Sometimes just talking with others will help you feel better. Whenever you are worried about something, it is important to speak with others, not only to hear their advice, but also to sort out your own feelings.

(4) Seek guidance right away

You will not receive any special treatment simply because you are a study abroad student from Waseda University. Large universities in particular have international students from around the world. If you simply wait for assistance, you will most likely receive none. If you have a problem or need help, proactively seek assistance. Ask questions, make requests, and take active steps to resolve your situation. Not all universities maintain good communication among administrators and are able to carry things out quickly. Follow the pace of your host location and be patient, but remember that you may need to send multiple requests for your needs to be accommodated.

If you are having difficulty in your student life or with your academics, consult local students or the administrators right away. There is usually a special support system for study abroad students. Your local administrators will tell you exactly who to contact depending on your problem. Remember the following when receiving advice:

- Seek help during regular office hours.
- Understand the position and role of the administrators; administrators will not simply do things as per your convenience. Office procedures may take more time than you imagine; consult local administrators as soon as possible.

3. Two to three months before returning to Japan

Before returning to Japan, reflect on the things you have learned and experienced during your study abroad, and begin planning what you will do upon your return. It is likely that you will have changed significantly since your departure and may experience a reverse culture shock when you return to Japan.

II. Overseas Safety and Crisis Management

1. Crisis management

Many Japanese get themselves in trouble while visiting or staying overseas, and in some cases such trouble can ruin your entire study abroad experience. But why are so many students getting in trouble in the first place? One likely reason is that they didn't prepare themselves sufficiently before departing. Consider the importance of risk management and imagine how you would react in a potentially dangerous situation as well as how to avoid such situations before they occur.

Please remember that there is no single solution that can prevent every potential danger. You are encouraged to share information with other foreign students and offer help and support to each other if and when a dangerous situation arises. Creating a mutually supportive environment is a shared responsibility of all study abroad students. The most important aspect of crisis management is to first "find", "understand and share information", and then to "base your preparations and precautions" on this information. Instead of falling into depression or overthinking things by yourself, "contact, communicate and consult" with the study abroad coordinator at your host university, your guarantor, your friends, and the CIE staff.

However, in the unlikely event of a crisis such as: involvement in a crime, an accident, natural disaster, rioting, disease, injury, negligence, financial default, or claims or damages resulting from any of the above, your ability to think proactively and independently is absolutely paramount. Please maintain a safe environment around you and take appropriate preventative measures so that you will be able to handle any problems that may arise during your study abroad under your own power.

Basic rule: Show initiative!

You are the one who secures your safety and deals with unexpected incidents.

The number of Waseda University students participating in study abroad has increased greatly in recent years. In addition to offering as much support as possible from here at the university, we strongly encourage all students to be aware of crisis management techniques and take responsibility for their own safety while studying overseas.

2. Health management

Maintaining proper health is the individual responsibility of each student. Be sure to eat a balanced diet. This includes eating an appropriate amount of food. In some cases, students only eat foods that they like at the student cafeteria and return to Japan 10 kilograms heavier while suffering from malnutrition.

It is also important to consider the sanitary conditions in the area that you will study in, as not all countries have water and food that can be safely consumed. Moreover, stress can cause you to be prone to anorexia and/or binge eating, so we highly encourage you to pace yourself and pay attention to your health management. If you feel even slightly ill, please visit your nearest clinic or medical facility as soon as possible. Moreover, with regard to infectious and endemic diseases in the area in which you will study, please thoroughly research the local sanitary conditions and prevention measures before departure. In addition, if you plan to leave your local area for research purposes, please see the local health center or medical clinic for information on prevention measures, vaccinations, and inoculations. During this period, you may need to consult your vaccination/inoculation certification booklet (refer to your mother's maternity booklet; in Japanese, 母子手帳). Not all vaccinations/inoculations are covered by overseas insurance programs, so we recommend that you receive these treatments before you depart.

Due to the unfamiliar environment, you may become homesick or stressed. If you fall into a situation that you cannot solve by yourself, visit the university clinic or counseling center. Mental health is a very serious matter, so please talk to a professionally trained counselor before it becomes a problem. When you are visiting a hospital for the first time, please contact your local administrators. It is the best to ask his/her help as each university deals with insurance differently. You can also contact the Waseda University Support Desk and they can introduce you to or make an appointment at the nearest hospital. They may be able to advise you about which hospitals offer treatment without cash, so it is a good idea to contact the support desk before making your own inquiries at hospitals.

The Waseda University Support Desk service includes mental consultation.

Also please be aware of the following:

- (1) Arrange for medications that you will need for daily life. Be aware that the medicine sold in your host country may not be suitable for your needs and body type. Pharmaceuticals can be purchased at the local pharmacy for external injuries and non-life threatening illnesses.

You are advised to bring enough medicine in your hand luggage when travelling by air in case your check-in luggage is lost at your arrival airport.

- (2) Ask Waseda University Support Desk or/and your study abroad coordinator at the host university about information on the nearest hospital and the use of the university clinic and its location.
- (3) Except in the case of emergency medical care, overseas hospitals will not accept patients for examinations without an appointment. You should first inquire as to whether or not an appointment is necessary. The Waseda University Support Desk may introduce and make appointments at hospitals on your behalf.
- (4) When getting an examination and paying for prescription medicine, the payment system differs depending on the hospital. Some insurance companies have agreements with hospitals concerning examinations. Please confirm ahead of time whether you will need to pay by cash.
- (5) When applying for an insurance reimbursement, please get a completed insurance reimbursement application from your doctor, an examination certificate, receipts, and other necessary documents to send to your insurance company. We recommend that you confirm with the Waseda University Support Desk beforehand on how to apply for reimbursement.
- (6) Be aware that the insurance does not cover certain procedures and circumstances such as dentistry and chronic illnesses.
- (7) If you have a chronic illness, please obtain a doctor's certificate indicating the disease prognosis in the local language, attach it to your emergency card, and keep it with you at all times. Please prepare a certificate in English or the local language outlining your prescription in case you require medication for your chronic illness.
Also, if you are asked about your belongings by an immigration officer when entering your destination country and need to explain your medicine, please use the word "medicine" instead of "drug."
- (8) Before being admitted to a hospital, call Waseda University Support Desk.

Currently, swine flu and Ebola hemorrhagic fever have become a threat to our daily life and spread throughout the world as a pandemic.

We, Waseda University, other host universities, crisis management service company and the insurance company will cooperate together and provide students with useful information about such illnesses and in case of a major pandemic in a particular area, we may ask you to follow our instructions accordingly for your safety. Please pay extra attention for up-to-date information on such infectious illnesses.

Up-to-date information is available on the following government webpages.

- Ministry of Foreign Affairs of Japan (MOFA)
<http://www.anzen.mofa.go.jp/>
<http://m.anzen.mofa.go.jp> (Mobile)
- Information on Infectious Illness by MOFA
http://www2.anzen.mofa.go.jp/kaian_search/pcinfectioninfo.asp

3. Other useful links

- Ministry of Health, Labour and Welfare
http://www.mhlw.go.jp/stf/seisakunitsuite/bunya/kenkou_iryuu/kenkou/kekkaku-kansenshou/
- Infectious Disease Surveillance Center
<http://www.nih.go.jp/niid/ja/from-idsc.html>
- World Health Organisation
<http://www.who.int/csr/disease/en/>
- Centers for Disease Control and Prevention
<http://www.cdc.gov/flu/>
- Ministry of Agriculture, Forestry and Fisheries
<http://www.maff.go.jp/j/zyukyu/anpo/pdf/shininful.html>

III. In Case of Emergency

1. Incident, accident

(1) In case of a terrorist-related incident

Check the local television, newspapers for the latest information. Stay away from areas where terrorist incidents, explosions, etc., have occurred.

- Contact your family and the CIE, reporting your current situation and conditions related to your immediate surroundings, etc.
- Contact the nearest embassy or consulate, local police, host university and follow their directions.

(2) Gun-related incidents

If you hear a gunshot, do not leave your room. Do not even try to view the situation from your window. If you are outside, do not run. Follow the instructions given by the local embassy, university, and police.

(3) Traffic accidents

Waseda University does not prohibit students from driving. However, we strongly recommend that you NOT drive as regulations on roads may be quite different in each country, and it is highly risky to drive in such circumstances. If you need to drive you should be fully aware that you are taking full responsibility for it, and please bear the following in mind when driving. Also, please note that the insurance you purchased through Waseda University does not cover any injuries, treatment, damages, compensation, etc., caused by driving.

- Obey the laws and regulations in the host country.
- There may be liability for injuries, treatment, and damages to third parties as a result of a traffic accident.
- Many lawsuits also originate from traffic accidents.

Pay attention to your surroundings also during walking, since driving speeds and directions for cars and motorcycles may not be the same as here in Japan.

- Call an ambulance. Get a medical exam at the hospital.
- If you are at fault, call the police. If you are the victim, you should also call the police. If you are the victim, the insurance of the person at fault should cover the costs.
- If possible, contact your family, your host university, the CIE and Waseda University Support Desk and report your current situation.

(4) Alcohol drinking

For example, in the U.S.A., you are not allowed to drink alcohol if you are under 21 years of age and violating the law can result in a serious penalty. In many western countries, there are cases that it is not allowed to drink on streets and even in your own private garden etc.. Often, it is also prohibited to drink in university dormitories. You are required to respect local law.

There have been cases that have been reported as criminal cases or required emergency rescue that due to drinking too much at a welcome party just after arrival, or at an end of course party. Any action involving minors in drinking will be punished. Do not do anything illegal and respect local rules until the day you return home.

(5) Use of drugs

Use of drugs can give you even more serious penalty, and depending on countries you may be given death penalty in heavier cases. Even if you are given a lenient penalty, continuing your study abroad from that point will be almost impossible.

(6) Rape • sexual harassment

Such crimes often occur because students are lacking in terms of understanding the language, experience living abroad, and intercultural skills. Even if you are not aware of the situation or are not actively involved, you may be considered an assailant or accomplice. Walking or jogging alone at night in large parks, suggestive clothing, or ambiguous ways of handling situations can lead to sexual harassment or rape. We recommend that you collect information about the safety of your local surroundings and take appropriate action to keep yourself safe.

Important! Date Rape Drug

The "Date Rape Drug" has become a common problem overseas. A common scenario is for someone to slip illegal drugs into a victim's drink when they are drinking with someone or at a party. The perpetrators then sexually assault the victim while they are unconscious. In order to avoid this, only go out with people you can rely on; do not go out with people you do not trust, do not accept drinks from others, and do not leave your drink unattended even if to only use the washroom. Please understand that you must protect yourself.

2. Theft, burglary

(1) How to avoid becoming a victim

To avoid becoming a victim please be aware of following.

- It is very risky to keep your valuables such as wallet, credit cards, passport, mobile phone and PC etc. in the same place and likely that you lose everything in case of theft. Try to keep each valuable in different location.
- Do not walk alone outside at night. Take special care in locations that are isolated or have a bad reputation.
- Use bags and clothing that are not susceptible to pick-pocketing.
- Take care in amusement parks and tourist areas to avoid pick-pocketing and mugging. Try to walk in the middle of the sidewalk to avoid the danger of purse-snatchers from the roadside, and to avoid the danger of being pulled into an alleyway.
- If you become the target of a crime, do not resist and give up your valuables as your safety is the priority.
- Avoid carrying large amounts of cash. In order to avoid "skimming" crimes (making a copy of your bank card/credit card by stealing information installed in your cards), always check your monthly credit card statements and bank account statements.
- To avoid "fishing" related crimes (Internet-related crimes in which pretend as a official message from your bank and stealing your personal information card number or pin code), never give out your credit card number, password, e-mail password, or any other private information to other people.
- Always pay attention to your surroundings and do not keep your bag open in public places such as restaurants, cafes and university library.
- If you experience one of these crimes be sure to call the police and fill out a police report, robbery report, etc. In some cases, an insurance application will be necessary.
- Call Waseda University Support Desk to confirm whether or not you can receive assistance for the appropriate procedures to receive that aid.

Important! To avoid troubles while traveling

A number of students have reported various troubles while traveling on holidays (during winter break, after completing programs, etc., in case of long-term study abroad).

Be careful of theft in particular. In many cases, important items such as passports, mobile phone, cash, credit cards, and air tickets are stolen. It is advised that you pack these important items in a separate part of your baggage. (Also keep a copy of your passport separately.) If you lose your passport, you may by implication also lose the visa issued to study at your host university, and accordingly, you may not be able to continue your study abroad.

While traveling on holidays, you should be more careful than usual and carry emergency contact information including details of embassies, insurance company, police, etc., on your person. As mentioned, make sure to inform your family and the CIE of your contact address and phone numbers while traveling.

In such situations, the rental mobile phone provided by Platform Japan will be very useful when contacting your family, Waseda University Support Desk, the CIE Office, etc. Make sure that the phone is always switched on and the battery is always fully charged, and prepare yourself for unexpected emergency cases.

(2) In case of theft or property loss

In the case of theft, students should complete a property loss report at the local police station as well as follow the procedures below as soon as possible. You will need the police property loss report for your insurance reimbursement application. Please contact your insurance company directly for detailed information on your overseas insurance reimbursement application.

① Passport

Report the loss of your passport at the Japanese embassy or consulate (or your home country's embassy or consulate) and submit an application for reissuing your passport. Reissuing your passport should take approximately 2 weeks (in the case of Japan). Before traveling to your host destination, find out the address, phone number, etc., of the local embassy or consulate.

a. Necessary Documents for Reissuing your Passport (in Japan)

- Property Loss Report: The report should include the passport number and the place and date of issue; you should also bring copies of your passport.
- Police Property Loss Certificate (from the local area)
- 1 passport photograph
- Any other form of ID to prove who you are.

b. Necessary documents for applying for a new passport (in Japan)

- Passport application form
- Your family register (戸籍抄本または謄本)
- 1 passport photograph

* You may need two application forms and two photos at embassies or consulates where the IC passport issuance is not offered.

* The above information may change without notice. For updated information, please visit the webpage below.

http://www.mofa.go.jp/mofaj/toko/passport/pass_5.html

② Cash

Recovering cash that has been stolen is difficult because of the lack of proof and is therefore not covered by insurance. However, we recommend that you submit a property loss report to the host university and police because other items may be recovered. Remember not to carry around large amounts of cash on your person.

③ Credit Card

Inform the credit card company of your card number in order to suspend service. Since there is a high possibility that the card will be used in an improper manner, you should cancel your credit card immediately. Be sure to have information regarding local contacts in advance. Request for the card to be reissued, as needed. ➡ P.101

④ Mobile Phone

If your mobile phone rented through Waseda University is lost or stolen, contact the rental company, Platform Japan, immediately and ask them to stop the line. Also if your personal mobile phone is lost or stolen you should contact your mobile phone company (eg. NTT Docomo, AU and Softbank) by yourself to stop the line. If you are late in stopping the line your stolen mobile phone may be used by someone else in a bad manner and you may be billed a very high charge.

⑤ PC and Tablet Devices

Loss of PC is often reported. There are cases that your insurance covers the case and in such cases you may need a police report to claim the compensation. Contact Waseda University Support Desk for further details. If your PC is stolen, in many cases it may not be returned to you so you are advised to back-up your data to another device in order not to lose your important data.

⑥ Other Valuables

Please submit the police property loss report/certificate, proof of your valuables and anything else that can act as evidence for lost property (receipts, photographs, etc.) to your insurance company.

However, if the student is responsible for the loss, the insurance company will not provide compensation. This also includes borrowed items.

⑦ Theft or Loss of Property on Airplane or Long-Distance Bus

Submit the ticket and baggage claim tag with the application. Take responsibility for your belongings. In some cases, lost items can be recovered by tracing baggage claim tags, but this process may take some time.

IV. Overseas Student Health Insurance (Mandatory Enrollment)

1. Outline

All students participating in Waseda University's study abroad programs are required to purchase the overseas student health insurance as a part of the university's overseas crisis management system. Please note that you are required to purchase this insurance without exception, as stated on the Study Abroad Agreement signed by you and your guarantor.

This insurance is provided by Tokio Marine & Nichido Fire Insurance Co., Ltd., and has been arranged through the intermediary company, Campus Insurance Center. A study abroad program is quite different from standard overseas travel both in purpose and content. For this reason, this insurance is different from standard overseas travel insurance and has been designed especially for study abroad students.

Please carry the Waseda University Support Desk card, the certificate of insurance and the insurance handbook in your carry-on luggage when you travel to your study abroad destination. Keep your Support Desk card with you at all times throughout your time abroad ➡ P.64.

* For Insurance costs and coverage, refer to ➡ P.46

Important! Local Insurance Program Assigned by Your Host Country or Institution

Please be aware that depending on the host institution, local visa regulations, or local laws, you may be required to purchase a local insurance program in addition.

Even if you must enroll for insurance at your host destination, this is not considered a waiver of the overseas student insurance required by Waseda University as there will be differences in the coverage between the two insurance programs (e.g. medical expenses for dental treatment such as cavities). The cost of local insurance will vary by location and length of enrollment; however, as a general estimate, it will be between JPY 30,000 and 200,000 for one year.

Depending on your host institution, there may be a waiver of its medical insurance available. If waiver is available and you wish to be waived from the local insurance provided by your host institution please follow instruction provided by your host university. Please note that even if you are allowed to apply for the waiver, you may not be able to receive the waiver due to host institution's regulation.

(1) Using the insurance

If any of the following occur while you are abroad, call the phone number on your Support Desk card immediately and follow the instructions you are given.

• When calling Waseda University Support Desk please refer to the toll-free phone numbers when calling from your study abroad destination. You may use the collect-call service or you will be charged. Both services are available for 24 hours in Japanese and English.

- Illness, ailment, or injury, but you are unsure whether to go to the hospital
- You want to go to a hospital that has a Japanese doctor or nurse among its staff
- You want to go to a hospital but do not want to pay up front and be reimbursed later
- Property damage; stolen property
- You are unsure whether your situation is covered by insurance
- You are not sure which hospital to go to

(2) Things not covered by insurance (some examples)

- Cash is not covered by insurance under any circumstances
- Dental treatment (cavities, etc.) is not covered. However, dental treatment that is necessary due to an accident is covered.
- Luggage or property lost due to misplacement or personal negligence is not covered.
- Theft, damage, etc., of contact lenses (including disposable lenses) is not covered.
- Treatment regarding pregnancy and childbirth is also not covered.
- Pre-Existing disorders (partly covered if the period of the insurance is less than 31 days)

For further details about the use and coverage of insurance, please check the Summary of Overseas Travel Insurance sent to you by the insurance company, or call the Waseda University Support Desk directly.

Judgment of compensation depends on the decision of the insurance company. Please note that your claim application may be declined.

(3) Extending and canceling your insurance

If, for any reason, your return date to Japan changes and you must extend your insurance contract period, please follow the procedures below.

Alternatively, if you return to Japan permanently before the end of your insurance contract period, you can cancel your insurance. To do so, please follow the procedures below.

a. Extending your insurance

Please fill out and send the information below to your family or representative currently residing in Japan.

If you would like to extend your insurance, please send the information below to the Campus Insurance Center. Refer to previously distributed insurance materials for the complete details.

- ① Student's Name
- ② Period of your insurance (Year, Month, Date ~ Year, Month, Date)
- ③ Required period for extension (until Year, Month, Date)
- ④ The name of representative in Japan
- ⑤ Contact information of the representative

- Please ask your family or representative to send the information to the Campus Insurance Center (see below for contact information). If sending the information by e-mail or fax, simply forward it directly to the center. If additional insurance payments are necessary, the Campus Insurance Center will send the invoice and the bank transfer information to your family or representative in Japan.

If you do not complete the necessary extension procedures prior to the expiration of your original insurance contract, it will not be possible to extend your insurance. Please complete the extension procedures well in advance.

b. Canceling your insurance

When canceling your insurance policy, please email your request of the cancelation to the following email account. The Campus Insurance Center will reply to your request via email as soon as possible, so please send the email from your PC.

- ① email account: hoken@waseda-pm.com
- ② title: "Canceling Insurance (your department, your name and return-date)."
- ③ body: You can leave it blank

<Example> Title: Canceling Insurance PSE, Taro Waseda, June 20th, 2017 Text: --blank--

- If any money must be returned to you due to insurance cancellation, you will be provided with additional information about the procedures and conditions. In these cases, proof of your return date to Japan (passport, etc.) will be necessary.
- Please contact the Campus Insurance Center immediately after your return to Japan if you want to cancel your insurance. Please note that you cannot cancel your insurance until after completing your study abroad program and returning to Japan.
- If the amount of time remaining in your insurance contract is relatively short (2–3 days in the case of short-term study abroad students; one month in the case of long-term study abroad students), there are cases in which insurance fees may not be returned despite contract cancellation.

(4) Intermediary insurance company: underwriting insurance company

Intermediary Insurance Agent

Campus Insurance Center

Tel 03-5272-3475; Fax 03-5272-3478

Hours: Monday–Friday; 9:00 am–5:30 pm (closed on Saturday, Sunday, and holidays)

E-mail: hoken@waseda-pm.com

Underwriting Insurance Company

Tokio Marine & Nichido Fire Insurance Co., Ltd.

Government Sector Dept. 2, Section 1

Tel: 03-3515-4133

Hours: Monday–Friday; 9:00 am–5:00 pm (closed on Saturday, Sunday, and holidays)

(5) About Waseda University Support Desk

Waseda University Support Desk (emergency contact operating 24 hours) is operated by the International Assistance Co., Ltd.(INTAC), a subsidiary of the insurance company, the Tokio Marine Nichido Fire Insurance Co., Ltd. You may call the same number in both case when you wish to inquire about the travel & health insurance, and when you wish to receive some support when involved in some troubles. The number will be announced only for chosen candidates.

V. How to use the Waseda University Emergency Card

1. (Important) How to use the Waseda University Emergency Card

The CIE distributes an emergency card to participating students as part of its crisis management strategy. The card is presented below (the actual color of the card is blue).

When an emergency situation arises, contact each place following the instructions indicated on the card. If you fail to do so, the CIE may contact you. The card is made to fit perfectly in your wallet or pocket, so please keep it with you at all times during your study abroad.

How you need to fill out this card will depend on your program. Please prepare this card before the final orientation or your departure. Ensure that personal prescriptions (in English or local language) are attached to the emergency card.

	緊急カード Emergency Card	常時携帯のこと Carry this card at all time
	早稲田大学サポートデスク Waseda University Support Desk Phone : 早稲田大学 留学センター Waseda University, Center for International Education 1-7-14, Nishi-Waseda, Shinjuku-ku, 169-0051, Tokyo, Japan Phone: +81-3-3208-9602 Fax: +81-3-3202-8638 E-mail: adm-cie@list.waseda.jp http://www.waseda.jp/inst/cie/ CIE Office Hours (during the semester period): Mon-Sat 9:00-17:00 このカードは留学中に起こる問題を含め、病気、ケガなどの際、 対応のために必要な情報が記載されていますので、常に携帯してください。	

VI. Useful Contact Information from the MOFA and Related Ministries

The MOFA (Ministry of Foreign Affairs of Japan) and other ministries strive to protect the security of Japanese nationals by providing various types of information. They can provide you with information on the area in which you will be studying, so we advise you to check their website frequently.

Prior to departure, Waseda University may postpone travel or cancel programs based on the MOFA's advisory statements. In some cases, students may be recalled in the middle of their program. Students should always check their e-mail, the CIE homepage, and keep in touch with their host university's study abroad coordinator.

Furthermore, be sure to also check your registered Waseda mail accounts for notifications that may also be sent there, and ensure that your account is not full so that you can receive all E-mails sent by our office.

1. MOFA

Through the MOFA, you can access information on each region. This information includes the latest safety information, previous information, the frequency of certain events, prevention measures, as well as "Security Information" rated according to the rankings below.

MOFA webpage: <http://www.anzen.mofa.go.jp/>

2. MOFA Safety Webpage

The site contains information related to major local hospitals, local illnesses that are easily contracted, sanitation, and the telephone numbers for ambulances, the police, embassies, and consulates (including the corresponding addresses). You should check these information sources on a regular basis for changes in information related to illnesses, etc.

<http://www.mofa.go.jp/mofaj/toko/medi/index.html>

3. Overseas Safety Information Center, Japan's MOFA

Refer to the following links as they contain useful information on safety overseas.

Overseas Safety Information Center: http://www.anzen.mofa.go.jp/about_center/index.html

MOFA safety handbook "Kaigai Anzen Torano-Maki": http://www.anzen.mofa.go.jp/pamph/pamph_01.html

Direct phone: 03-5501-8162

Returning from Study Abroad



I . Registrations After Returning

1. Post-program notifications: documents to be submitted

Please complete the following procedures as soon as you return to Japan.

Submission Period	Materials	Submission Location	Purpose/Method
Upon Return to Japan	Completion of Study Abroad Notification	The CIE (Study Abroad Portfolio)	These forms are to confirm that students have completed their study abroad programs, and to pass their experience along to future study abroad students. Please use the Study Abroad Portfolio to access and complete these forms.
	Return to Japan Report		Web based questionnaire The same questionnaire will be assigned before and after study abroad.
	Attitude survey overseas	Your Undergraduate or Graduate School Office	Each undergraduate and graduate school has its own form. Please fill out the appropriate form and return it to your school office.
	Notification of Return to Japan		Please check with your undergraduate or graduate school office regarding this form and any other necessary procedures to complete upon your return.
Upon Return to Japan (check with your school)	Re-Entrance Form	Your Undergraduate or Graduate School Office	
	Official Transcript and Verification of Study Abroad Status	Your Undergraduate or Graduate School Office	You must submit proof of your study abroad to your undergraduate or graduate school office. These documents will also be used in the credit transfer process. If you were unable to obtain all the required documents before returning to Japan, please contact your host university coordinator and submit the documents as soon as possible.
After Returning to Japan	Information about Your Host University	Waseda Global Gate	For future reference, you may submit information booklets, course catalogues or guidelines, dormitory information, university facility descriptions, and any other documents or resources about your host university that you used during your program.
	Students receiving the Student Exchange Support Program (Scholarship for short-term study abroad)	The CIE	The following are the documents which must be submitted to JASSO in order for you to report that you have been studying abroad. If you do not submit all of them by the deadline, you could be asked to return the stipends paid to you. 1. Completion Report of Student Exchange Support Program 2. Questionnaire of Student Exchange Program 3. The original document with your signatures used to confirm your enrollment 4. Transcripts from both Waseda University and the host university (which consist of the grades of the courses taken at the host university whose credits have been acknowledged by Waseda University) 5. Report on credits earned
	Student Advisor Registration Form (optional)	Study Abroad Student Advisors	Student Advisors are a volunteer group attached to the CIE as a group of students who have experienced one of CIE's long term or one semester study abroad programs. They support students who wish to study abroad, and also hold events related to study abroad and issue "Study Abroad TIMES". For details please see P.73 .
	Overseas Mobile Phone	Waseda Global Gate	As soon as you return to Japan please return the mobile phone in a return box available at the Waseda Global Gate. You may be charged additional fee if the return delays.

Important! Submit Return to Japan Report and Completion of Study Abroad Notification

After returning to Japan, please submit the Return to Japan Report form and the Completion of Study Abroad Notification through the Study Abroad Portfolio. If you do not submit these forms, it may interfere with the transfer of your credits. In addition to the CIE, you must also report your return to your undergraduate or graduate school office using the appropriate forms. Please inquire with your school office about the necessary documents and procedures.

2. Credit transfer

(1) Course selection at the host university

It is necessary for you to consult course selection issues with your advisor at Waseda University or the staff at your school office before your departure. You must read through the course syllabus of the host university and list in advance the subjects you wish to take. It is strongly recommended that you consult the staff member who is in charge of academic/educational affairs at the host university before you actually register for courses. Even if you wish to take certain courses, you may not be allowed to register for them owing to (1) student capacity issues, (2) language proficiency requirements, (3) course prerequisites, (4) course availability for international students and the order of priority, and so forth. It is also worthwhile to take courses for which the host university is well known, even though the course credits may not be transferable.

(2) General rules for credit approval

- Decisions with regard to credit accreditation will be made by your school office.
- Credits will be accredited on the basis of the class hours put in, and the level and the contents of the subjects studied.
- In most cases, credits you earn at the host university will be accredited if the courses you took there are considered equivalent to those offered at your school. Criteria vary from one school to another, so please confirm details with your school office.
- It is necessary for you to consult with your school office about courses and credits. Make a study plan not only for the host university but also for the one at Waseda University after you have finished your study abroad. If you are enrolled with the school under the full-year system and plan to study abroad for a semester (half a year), there might be some limitations with regard to the courses that can be taken and the credits that can be earned at Waseda University before or after the study abroad. It is strongly recommended that you consult with your school office to avoid any problems.

(3) To get credit accredited (please be aware that this is only an example)

< Before studying abroad >

Consult your school about courses and credits

< After studying abroad >

- ① Apply to your school office (staff in charge of academic or educational affairs) for credits accreditation.
- ② Interview
- ③ Approval by the faculty committee

(4) Documents required for credit accreditation

Please note that you must bring back necessary documents for the accreditation of your credits. As a general rule, the following documents are required for accreditation. Please confirm with your school office beforehand as procedures may vary.

- ① Transcript of academic records
 - You must make necessary arrangements to have your academic transcript issued by the host university before returning to Japan.
 - In case the host university does not issue an academic transcript, please ask your tutor or advisor to write a letter of evaluation or request for the issuance of a certificate of course completion before returning to Japan. Please note that an academic transcript will not be issued unless you have paid all required fees to your host institute. (e.g. dormitory fees)
- ② Syllabus, Course description, etc.
- ③ University catalogues, brochures, etc. (showing the number of days per term, class hours per week, academic regulations, etc.)
- ④ Textbooks, a list of reference books, term papers, exams (and answer sheets), comments from faculty, etc.
- ⑤ Other documents which could be useful for credit accreditation
 - Even though you may not need any credit accreditation, academic transcripts or a student registration certificate will be needed to certify that you were registered with and had studied at an overseas higher education institution. Please note that the status "Studying abroad" may be cancelled without these documents.

3. Information for foreign students

(1) Registering for residence permit in Japan

Foreign students participating in study abroad programs must complete various immigration procedures when applying for their visa and upon completion of their study abroad program.

Please go over the information below thoroughly, consulting the Ministry of Foreign Affairs webpage or the webpage of the Ministry of Justice's Immigration Bureau concerning all the necessary immigration procedures.

Residence Card	Confirm your residence card.
Special permanent resident certificate	Confirm your special permanent resident certificate.
Foreign Registration	Confirm all the contents of your foreign registration card including the back side to check whether the status has been renewed.

Passport	Having a passport that expires during your study abroad program hinders your visa application process. We recommend that you renew it before travelling abroad.
Visa Status	Confirm your Japanese visa status.
Visa Validity Period	Confirm your visa's period of validity. If your visa expires while abroad or before you come back to Japan, you will have to complete necessary immigration procedures to re-enter Japan.
Re-entry Permit	You need a re-entry permit if you want to come back to Japan before your visa expires. If you plan to re-enter Japan within the period your visa is valid, and you do not use special re-entry permit system* you must receive re-entry permit before departing Japan.
Certificate of Eligibility	The "Certificate of Eligibility" is used in your Japanese visa application and in order to expedite the visa approval process in Japan. See below for more information.

There may be other necessary procedures not listed below; hence, we strongly urge you to confirm all immigration procedures for each respective country. Ensure that you complete all the necessary procedures by carefully confirming all necessary information on the Ministry of Foreign Affairs webpage, each embassy and consulate webpage, and the Immigration Bureau webpage.

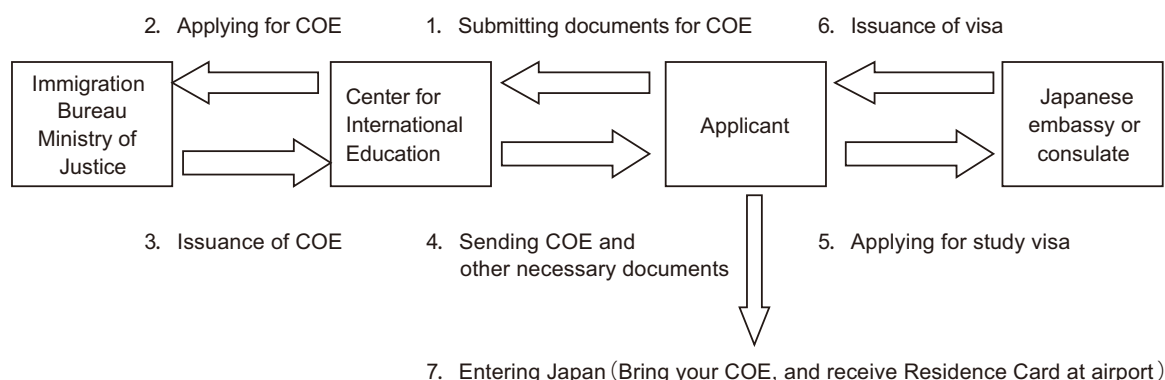
[Reference]

- Immigration Bureau Webpage <http://www.immi-moj.go.jp/>
- About new residency management system http://www.immi-moj.go.jp/newimmiact_1/
- Ministry of Foreign Affairs, list of diplomatic missions abroad <http://www.mofa.go.jp/mofaj/annai/zaigai/list/>

[Steps for applying for the Certificate of Eligibility upon landing in Japan]

*Validity of the COE is for 3 months after issuance. To proceed this application you need to decide your departure date from Japan.

*COE: Certificate of Eligibility



*This is the latest information as of January 2016. This information is subject to change without notice.

4. Student health promotion mutual aid association membership fee refund procedure

For students who participate in university-approved study abroad programs, the Student Health Promotion Mutual Aid Association will give them a refund of membership fee incurred during study abroad if the students apply for a refund before the 10th of the month 3 months after their return.

Example: If your study abroad ends in August, 2017, the deadline is November 10, 2017.

Those who fall into the following categories will receive a refund of the membership fee upon submitting documents that prove their return from study abroad to the Student Affairs Section (Student Health Promotion Mutual Aid Association), and a document of return, which the Student Affairs Section provides, in person before the 10th of the month 3 months after their return.

[Members of Mutual Aid Association]

- Regular students in each undergraduate school (including DD students)
Note that students of the Distance Education Program, School of Human Sciences are not eligible.
- Regular students in each graduate school (including DD students)
- Research students in each graduate school

II. After Completing Your Study Abroad

1. Your plan after the study abroad program

After the end of the study abroad period, many students participate in short-term programs such as summer school, do internships, travel, or engage in other activities. If you participate in any of these activities, please be sure to check the safety information of the area where you will be staying and avoid dangerous locations. After completing your program, you may be very relaxed and in a “vacation” state of mind. However, please continue to be careful while you are abroad to avoid accident and injury. In addition, be sure to inform your parents and/or guardians of your plans following the end of your study abroad program. In addition, it is important that you register your contact address and numbers through the Waseda-net portal.

- If you plan to travel, please check the latest safety information for your destination on the [MOFA Overseas Safety homepage](http://www.anzen.mofa.go.jp/), <http://www.anzen.mofa.go.jp/>. Please avoid travelling to dangerous regions.
- Please consult the administrators at your host university regarding your visa status after the end of your program. Complete the necessary procedures for renewal or extension in advance.
- If you participate in additional short-term programs, please be aware that doing so may impact your employment search and enrollment for courses at Waseda. Students have complete responsibility for such considerations, as well as for the payment of such programs.
- If you would like to receive a Waseda credit for additional short-term programs such as spring or summer school, inquire with your undergraduate or graduate school in advance. The credits for such programs are not always transferable.
- If you are interested in doing an internship, it is essential that you search for one well in advance due to the large number of students applying for them.
- If you plan to participate in an additional program or travel, you may need to obtain a new visa. Confirm the necessary requirements well in advance.

Important! Be Careful of Visa Validity!

Depending on which country you study at, validity and type of visa varies.

In case of the USA, the grace period, the period between the end of your program and the date you must leave the country, may vary depending on which visa type you hold. During this period, you may stay in the USA, but once you leave the country the visa will expire and it will be difficult to enter the USA again. In these cases you may receive some penalty and you may not be allowed to enter the USA for the certain period of time thereafter.

But in order to avoid becoming an illegal visitor, you must understand the rules of your study abroad visa.

Also, in case of participating in a program such as internship after your study abroad period, you must check what type of visa you will need for it because your student visa may not be used for any other purpose of stay.

2. Waseda Summer Session

We are offering a program called “Waseda Summer Session” during the summer quarter (from June to July, 4 weeks) utilizing our quarter system. Participants in this program consist of international students from partner institutions and regular students at Waseda University who have satisfied certain requirements. Please confirm the requirements below and consider applying if you are interested. You can expect to enjoy active exchange with international students and to improve your academic skills through taking specialized courses offered in English.

① The program is for students satisfying all of the requirements below:

- *You must currently be participating in a study abroad program which lasts for one semester or longer (DD, EX, CS), and must be planning to return to Waseda University in the fall of the academic year in which the Summer Session you wish to participate is offered.
- *You must be a regular undergraduate student at Waseda University.
- *You must complete your study abroad program and return to Japan in time to participate in all of the events and classes scheduled for the Summer Session, including the orientation.
- *Your GPA at Waseda University for the period from your enrollment to immediately before your study abroad must be 2.5 or higher.
- *Your English skills must be high enough to take courses offered in English (it is recommended that your TOEFL iBT score is 79 or higher).

② For details of the Summer Session

Please refer to the page at the following URL:

<http://waseda-summer.com/index2/>

<http://waseda-summer.com/waseda-students/> (for Waseda University students)

③ Schedule

Late June through late July (four weeks)

④ Credits

You may register for four credits (two courses).

<Notes>

- If your current status is "Registered" (you are registered with Waseda University and you are taking regular courses, not studying abroad) or is "Leave of Absence", you cannot participate.
- Students of any nationality may participate.
- Graduate students cannot participate.
- Your study abroad destination does not need to be an English-speaking country; however, the Summer Session courses will be held in English.
- You will need to separately pay the Auditing Fee to take the courses.

III. Student Study Abroad Adviser

<This is your chance to utilize your study abroad experience! We would like to introduce some of the activities planned and carried out by Student Study Abroad Advisers to you.>

Who are

Study Abroad Student Advisers?



The Study Abroad Student Advisers comprise a team of volunteers organized by Waseda students who belong to the Center for International Education. All of the volunteer members have at least 1 semester of study abroad experience with programs offered by the Center for International Education at Waseda University. Our main purpose is to give prospective study abroad students advice based on our own experiences. We also hold various events for Waseda students not only to promote study abroad programs, but also to stimulate enthusiasm for going overseas generally.



☆Events in 2016☆

◆Study Abroad Consultation Week

We welcome you to join us at the consulting booth on the event day. Those of us who have studied abroad will answer any questions you might have about the study abroad experience. Studying abroad can sometimes seem scary, but we hope that we can help reduce the anxiety and alleviate some of your concerns! Any questions about studying abroad are welcome. We look forward to seeing you!

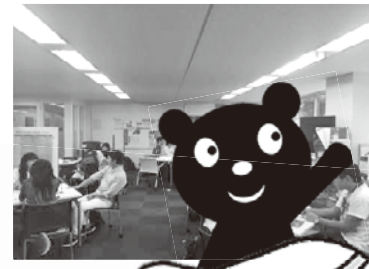
◆International Winter Party

This event is our largest international exchange event of the year. At this event we pair Japanese students and international students together for a fun experience of partying, eating snacks, and playing games. In the spirit of making this party feel international despite its location at Waseda, the master of ceremonies will speak in English. Students who come here will feel almost like they are studying abroad. We highly recommend anyone who is interested in studying abroad or in international cultural exchange to join us at this event. Come join us as we make lasting memories at Waseda.

◆Deawa-Night

This event is for candidates. Study abroad candidates will have the opportunity to meet other students with study abroad experience from the same overseas university or area and to hear about those students' time in a foreign country. Questions like, "What should I do before leaving?" and "What should I bring with me" will be answered!

☆Images of our events ☆



**Please feel free to contact us with any questions!
We look forward to seeing you at our events.**



☆Information☆

Email: adviser.event@gmail.com

Facebook: <https://www.facebook.com/wryugakuadviser>

Web: search with "study abroad student advisers"



IV. Final Notes

In this handbook, we have highlighted procedures and points to keep in mind, and emphasized that studying abroad is not an easy experience. We hope that, upon your return, you will reflect on your experience and think, “what a truly amazing experience!”. In order to help you achieve such an experience, we hope that you will recognize and take advantage of the wealth of information that we have provided. CIE will do everything possible to support you throughout your study abroad program.

Take full advantage of this experience. Learn not only from your classes but also from all your experiences, make many friends, and try new things. We wish you a safe and enriching study abroad!



Reference



I. Short-Term Programs for Summer • Spring 2017

Country	Institution	Summer Program	Spring Program	Language
USA	Stanford University (ALC, operated by VIA)	✓		English
	Stanford University (GLE, operated by VIA)		✓	English
	University of California, Davis	✓	✓	English
	University of California, Los Angeles (AIEP)	✓		English
	University of California, Los Angeles (IECP)	✓	✓	English
	University of California, San Diego		✓	English
	University of Oregon	✓		English
	Oregon State University	✓		English
	University of Hawaii	✓	✓	English
	University of Washington (Seattle)	✓	✓	English
UK	Magdalen College, Oxford	✓		English
	Hertford College, Oxford	✓		English
	University College London	✓	✓	English
	University of Stirling	✓	✓	English
Canada	University of British Columbia	✓	✓	English
	University of Manitoba	✓		English
	University of Toronto	✓		English
	University of Victoria		✓	English
Australia	Monash University	✓	✓	English
	University of Queensland		✓	English
	The University of Western Australia	✓		English
New Zealand	AUT University		✓	English
Brunei	University of Brunei Darussalam	✓		English
Micronesia	College of Micronesia		✓	English
Singapore	National University of Singapore		✓	English
Malta	University of Malta	✓	✓	English
Iceland	The University Centre of the Westfjords	✓		Icelandic
Italy	University of Naples "L'Orientale"		✓	Italian
	University for Foreigners - Siena	✓		Italian
France	Institute of Political Studies in Paris - Sciences Po Paris		✓	English • French
	Jean Moulin University (Lyon III)	✓		French
	Campus France	✓	✓	French
Germany	Ludwig Maximilian University of Munich	✓	✓	German
	University of Bonn	✓		German
Spain	University of Salamanca	✓	✓	Spanish
Russia	Lomonosov Moscow State University	✓	✓	Russian
Thai	Thammasat University	✓		English
Philippines	St. Thomas University	✓		English
India	Chowgule College		✓	English
China	Peking University		✓	Chinese
Taiwan	National Taiwan University		✓	Chinese
	National Taiwan Normal University	✓		Chinese
	Tamkang University	✓		Chinese
	Tunghai University		✓	Chinese
	Chung Yuan Christian University		✓	Chinese
Korea	Korean University		✓	Korean
	Dong-Eui University		✓	Korean
	Kyung Hee University	✓		Korean
	Dong-A University	✓		Korean
	Ewha Womans University	✓		Korean

*This information is subject to change

II. Study Abroad Program List

1. One Year / One Semester long programs (2017 Spring / Fall Departure)

*The information described is the digest version of the programs for academic year 2017 (screened in 2016). For the latest information, please refer to the latest program list uploaded on the CIE website.

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Note

- Vocabulary abbreviations
N/A: not applicable PO: program overview
- Program list field names
 - 【Country】
Country name in alphabetical order.
 - 【Institution Name】
The university name in alphabetical order.
 - 【Institution Name in Japanese】
The university name in Japanese
 - 【Program】
Program type
 - 【GPA】
The GPA specified as an entrance requirement by partner universities.
 - 【Minimum TOEFL iBT】
Required TOEFL iBT score for the screening.
 - 【IELTS】
Required IELTS score for the screening.
 - 【Language】
Language in which the program will be conducted .
 - 【Other Language Requirements】
Beginner: There are language programs where you can start from the Beginner level.
Proficient: Language proficiency is required for a students to follow and complete the regular courses.
Provisional Entry: Some courses in the "Provisional Entry" program can only be taken provided that language requirements are met.
 - 【Student Level on Departure】
Required student level on departure.
U : Undergraduate G : Graduate
numbers: a semester requirement at Waseda University (as a principle on departure)
 - 【Quota】
The estimated number of students the host institution can accommodate.
*In case of exchange programs, unless otherwise stated, it is the TOTAL number of students admitted to the institution, and not to each program conducted by the institution.
 - 【Estimated Tuition】
所属箇学費等: During the study abroad period, admitted students will pay the Waseda tuition and other academic fees (the tuition to the host institution will be waived).
Fees Quoted: Admitted students will pay the tuition and other academic fees to the host institution (Waseda tuition and other academic fees will be waived).
 - 【Estimated Room & Board】
Estimated room and board fees.
 - 【Nationality】
1 : Nationality restrictions may apply. Please refer to the program overview.

Program List for the 2017 Spring Recruitment

Asia												
Country	Institution Name	Institution Name in Japanese	Program	GPA	Minimum TOEFL iBT	IELTS	Language	Other Language Requirements	Student Level on Departure	Estimated Tuition	Estimated Room & Board	Nationality
Republic of Korea	Chonbuk National University	全北大学校	EX-L				Korean	No Certificate required, Language beginner is acceptable.	U1	所屬箇所學費等	KRW 550,000	0
Republic of Korea	Chonbuk National University	全北大学校	EX-R				Korean	Certificate recommended, TOPIK 3 or above	U1	所屬箇所學費等	KRW 550,000	0
Republic of Korea	Chonbuk National University	全北大学校	EX-R		61		English		U1	所屬箇所學費等	KRW 550,000	0
Republic of Korea	Chosun University	朝鮮大学校	EX-L				Korean	Certificate recommended, Proficiency in Korean is required, If students want to take Major courses in Korean, TOPIK (Test Of Proficiency In Korea) Level 3 is recommended.	U1	所屬箇所學費等	KRW 650,000	1
Republic of Korea	Chosun University	朝鮮大学校	EX-R				Korean	Certificate recommended, Proficiency in Korean is required, If students want to take Major courses in Korean, TOPIK (Test Of Proficiency In Korea) Level 3 is recommended.	U1	所屬箇所學費等	KRW 650,000	1
Republic of Korea	Daegu University	大邱大学校	EX-L				Korean	No Certificate required, Language beginner is acceptable.	U	所屬箇所學費等	KRW 300,000 * Food only	0
Republic of Korea	Daegu University	大邱大学校	EX-R				Korean	Certificate recommended, TOPIK 3 or above	U	所屬箇所學費等	KRW 300,000 * Food only	0
Republic of Korea	Dong-A University	東亜大学校	EX-L	2			Korean	No Certificate required, Language Beginner is acceptable.	U1, M1	所屬箇所學費等	KRW 472,000	0
Republic of Korea	Dong-A University	東亜大学校	EX-R	2			Korean	No Certificate required, Fluency in Korean when taking the regular courses taught in Korean.	U1, M1	所屬箇所學費等	KRW 472,000	0
Republic of Korea	Dong-Eui University	東義大学校	EX-L				Korean	No Certificate required, Language Beginner is acceptable.	U2, M1, D1	所屬箇所學費等	KRW 400,000	0
Republic of Korea	Dong-Eui University	東義大学校	EX-R				Korean	Certificate recommended, TOPIK Level 3 or above is recommended to take the regular courses in Korean.	U2, M1, D1	所屬箇所學費等	KRW 400,000	0
Republic of Korea	Ewha Womans University	梨花女子大学校	EX-R	2.5	61		English		U1, M1, D1	所屬箇所學費等	KRW 800,000	0
Republic of Korea	Ewha Womans University	梨花女子大学校	EX-R	2.5			Korean	No Certificate required, Proficiency in Korean is required when taking regular classes taught in Korean.	U1, M1, D1	所屬箇所學費等	KRW 800,000	0
Republic of Korea	Hankuk University of Foreign Studies	韓国外国語大学校	EX-L	2.5			Korean	No Certificate required, Language beginner is acceptable.	U2, M, D	所屬箇所學費等	KRW 750,000	0
Republic of Korea	Hankuk University of Foreign Studies	韓国外国語大学校	EX-R	2.5	80		English		U2, M, D	所屬箇所學費等	KRW 750,000	0
Republic of Korea	Hankuk University of Foreign Studies	韓国外国語大学校	EX-R	2.5			Korean	No Certificate required, Proficiency in Korean is required when taking the regular courses taught in Korean.	U2, M, D	所屬箇所學費等	KRW 750,000	0
Republic of Korea	Hanyang University	漢陽大学校	EX-L	2.5			Korean	No Certificate required, Language beginner is acceptable.	U2, M1	所屬箇所學費等	*See the PO Q19-2, 3.	0
Republic of Korea	Hanyang University	漢陽大学校	EX-R	2.5	75	6	English		U2, M1	所屬箇所學費等	*See the PO Q19-2, 3.	0
Republic of Korea	Hanyang University	漢陽大学校	EX-R	2.5			Korean	Certificate recommended, TOPIK level 3 in Korean so that students can take our courses without problem.	U2, M1	所屬箇所學費等	*See the PO Q19-2, 3.	0
Republic of Korea	Inha University	仁荷大学校	EX-R	2.5	80	5	English		U2, M1, D1	所屬箇所學費等	KRW 350,000	0
Republic of Korea	Inha University	仁荷大学校	EX-R	2.5			Korean	Other instructions, TOPIK Level 5 is required for Korean Studies. // TOPIK Level 4 is required for Korean language education. // TOPIK Level 3 is required for other disciplines.	U2, M1, D1	所屬箇所學費等	KRW 350,000	0
Republic of Korea	Kangwon National University	江原大学校	EX-R		61		English		U1	所屬箇所學費等	KRW 280,000	0
Republic of Korea	Kangwon National University	江原大学校	EX-R				Korean	No Certificate required, We recommend students to have high fluency to follow courses in Korean	U1	所屬箇所學費等	KRW 280,000	0
Republic of Korea	Korea Advanced Institute of Science and Technology (KAIST)	韓国科学技術院	EX-R	2.8	80	6	English		U2, M2	所屬箇所學費等	KRW 1,200,000	0
Republic of Korea	Korea Advanced Institute of Science and Technology (KAIST)	韓国科学技術院	EX-R	2.8			Korean	No Certificate required, Students who wish to take regular courses must have adequate Korean language proficiency (both oral and written) to complete the courses successfully.	U2, M2	所屬箇所學費等	KRW 1,200,000	0
Republic of Korea	Korea University	高麗大学校	EX-R	2.5	61		English		U2, M1, D1	所屬箇所學費等	KRW 800,000	0
Republic of Korea	Korea University	高麗大学校	EX-R	2.5			Korean	No Certificate required, Fluency in Korean is required to take regular courses in Korean.	U2, M1, D1	所屬箇所學費等	KRW 800,000	0
Republic of Korea	Kyung Hee University	慶熙大学校	EX-R	3	82	6.5	English		U1	所屬箇所學費等	KRW 500,000	0
Republic of Korea	Kyung Hee University	慶熙大学校	EX-R	3			Korean	No Certificate required, When taking Korean lessons, *TOPIK Level 3 or above is required OR * Students who major in Korean should complete at least 4 semesters, and they need a recommendation letter from Korean professor. One of these is required.	U1	所屬箇所學費等	KRW 500,000	0
Republic of Korea	Pusan National University	釜山大学校	EX-R		61		English		U2, M1, D1	所屬箇所學費等	KRW 800,000	0

Country	Institution Name	Institution Name in Japanese	Program	GPA	Minimum TOEFL IBT	IELTS	Language	Other Language Requirements	Student Level on Departure	Estimated Student Quota	Estimated Tuition	Estimated Room & Board	Nationality
Republic of Korea	Pusan National University	釜山大学	EX-R				Korean	No Certificate required, We recommend students to have high fluency to follow courses in Korean	U2, M1, D1	2	所属箇所学費等 KRW 800,000	0	
Republic of Korea	Seoul National University	ソウル大学校	EX-R	3	88	6	English		U2, M1, D1	2	所属箇所学費等 KRW 700,000	0	
Republic of Korea	Seoul National University	ソウル大学校	EX-R	3			Korean	Certificate recommended, KLPT: Level 5 or above // TOPIK: Level 5 or above	U2, M1, D1	2	所属箇所学費等 KRW 700,000	0	
Republic of Korea	Sookmyung Women's University	淑明女子大学校	EX-R	2.8	79		English		U1, M1, D1	2	所属箇所学費等 KRW 750,000	0	
Republic of Korea	Sookmyung Women's University	淑明女子大学校	EX-R	2.8			Korean	Certificate recommended, To follow the regular courses taught in Korean, applicants are recommended to understand the Korean fluently with the proficiency equivalent to TOPIK 4-5.	U1, M1, D1	2	所属箇所学費等 KRW 750,000	0	
Republic of Korea	Sungkyunkwan University	成均館大学校	CS-L				Korean	No Certificate required, Language beginner is acceptable.	U	10	KRW 8,399,000	0	
Republic of Korea	Sungkyunkwan University	成均館大学校	EX-L	2.5			Korean	No Certificate required, Language beginner is acceptable.	U2, M, D	3	所属箇所学費等 KRW 988,000	0	
Republic of Korea	Sungkyunkwan University	成均館大学校	EX-R	2.5	61 *See the PO Q12-C.		English		U2, M, D	3	所属箇所学費等 KRW 988,000	0	
Republic of Korea	Sungkyunkwan University	成均館大学校	EX-R	2.5			Korean	Other instructions, TOPIK 3 is recommended for the students majoring in OTHER THAN Business Administration. TOPIK 3 or above is required for the students majoring in Business Administration.	U2, M, D	3	所属箇所学費等 KRW 988,000	0	
Republic of Korea	Yonsei University	延世大学校	EX-R	2.5	79		English		U3, M1	1	所属箇所学費等 KRW 950,000	0	
Republic of Korea	Yonsei University	延世大学校	EX-R	2.5			Korean	Certificate required, KLAT level 4 or above is required.	U3, M1	1	所属箇所学費等 KRW 950,000	0	
Republic of Korea	Yonsei University	延世大学校	EX-R	3			Korean	Certificate recommended, Over the TOPIK 4th Grade	U2	1	所属箇所学費等 *See the PO Q19-2, 3.	1	
Taiwan	National Cheng Kung University	国立成功大学	EX-R	* See the PO			Chinese	Other instructions, Students must have adequate language proficiency (both oral and written) to complete the courses successfully. Please check the language requirements from here. http://rid.oiu.ncku.edu.tw/ezfiles/382/1382/img/2279/DepartmentRequirement	U2, M2, D2	2	所属箇所学費等 NTD 10000	0	

North America

Country	Institution Name	Institution Name in Japanese	Program	GPA	Minimum TOEFL IBT	IELTS	Language	Other Language Requirements	Student Level on Departure	Estimated Student Quota	Estimated Tuition	Estimated Room & Board	Nationality
United States	Portland State University	ポートランド州立大学	CS-L	2.25	48		English		U	50	USD 21,282	Please see the PO.	1
United States	Portland State University	ポートランド州立大学	CS-L	2.25	61		English		U	50	USD 21,282	Please see the PO.	1

Oceania

Country	Institution Name	Institution Name in Japanese	Program	GPA	Minimum TOEFL IBT	IELTS	Language	Other Language Requirements	Student Level on Departure	Estimated Student Quota	Estimated Tuition	Estimated Room & Board	Nationality
Australia	Macquarie University	マクコリー大学	EX-R	2.5	83	6.5	English		U2, M1, D1	4	所屬部所學費等 AUD 2,600	AUD 2,600	1
Australia	Monash University	モナッシュ大学	EX-R	3	79	6.5	English		U2, M2	2	所屬部所學費等 AUD 1,900	AUD 1,400	1
Australia	The Australian National University	オーストラリア国立大学	EX-R	3	80 *See the PO Q12C	7	English		U2	2	所屬部所學費等 AUD 2,060	AUD 1,900	1
Australia	The University of Adelaide	アデレード大学	CS-L	3	39 *See the PO		English		U2	10	See the Note from CIE	AUD 2,060	0
Australia	The University of Adelaide	アデレード大学	CS-R	3	60		English		U2	10	See the Note from CIE	AUD 2,060	0
Australia	The University of Adelaide	アデレード大学	EX-R	3	60	6	English		U2, M, D	2	所屬部所學費等 AUD 3,608	AUD 2,300	1
Australia	The University of Melbourne	メルボルン大学	EX-R	3	79	6.5	English		U2, M, D	4	所屬部所學費等 AUD 4,000	AUD 3,608	1
Australia	The University of New South Wales	ニュー・サウス・ウェールズ大学	EX-R	3	90	6.5	English		U2, M1	4	所屬部所學費等 AUD 18,419 (併年度参考)	AUD 4,000	1
Australia	The University of Queensland	クイーンズランド大学	CS-L	2.33	72		English		U2	40	AUD 18,419 (併年度参考)	AUD 2,120	0
Australia	The University of Queensland	クイーンズランド大学	CS-R	3	87		English		U2	40	AUD 24,569	AUD 2,120	0
Australia	The University of Queensland	クイーンズランド大学	EX-R	3	87	6.5	English		U2	4	所屬部所學費等 AUD 1,700	AUD 2,120	1
Australia	The University of Sydney	シドニー大学	EX-R	3	85	6.5	English		U2, M, D	4	所屬部所學費等 NZD 23,783	AUD 1,700	1
New Zealand	The University of Auckland	オークランド大学	CS-L		60		English		U	12	NZD 23,783	NZD 1,800	1

Country	Institution Name	Institution Name in Japanese	Program	GPA	Minimum TOEFL IBT	IELTS	Language	Other Language Requirements	Student Level on Departure	Estimated Student Quota	Estimated Tuition	Estimated Room & Board	Nationality
New Zealand	The University of Auckland	オークランド大学	CS-R		80		English		U	12	NZD 25,389	NZD 1,800	1
New Zealand	The University of Auckland	オークランド大学	EX-R	3	80	6	English		U2, M	1	所属箇所学費等	NZD 1,700	0
New Zealand	University of Canterbury	カンタベリー大学	CS-L	3	46	5.5	English		U2	5	NZD 20,810 (昨年度参考)	NZD 1,620	1
New Zealand	University of Canterbury	カンタベリー大学	CS-R	3	80		English		U2	5	NZD 25,062 (昨年度参考)	NZD 1,620	1
New Zealand	University of Canterbury	カンタベリー大学	EX-R	2.8	80	6	English		U2	1	所属箇所学費等	NZD 1,620	1
New Zealand	University of Canterbury	カンタベリー大学	EX-R	2.8	90	6.5	English		M	1	所属箇所学費等	NZD 1,620	1
Western Samoa	National University of Samoa	サモア国立大学	EX-R		61		English		U2	1	所属箇所学費等	2,500	0

South America

Country	Institution Name	Institution Name in Japanese	Program	GPA	Minimum TOEFL IBT	IELTS	Language	Other Language Requirements	Student Level on Departure	Estimated Student Quota	Estimated Tuition	Estimated Room & Board	Nationality
Argentina	University of Salvador	サルバドール大学	EX-R				Spanish	Certificate required. Proficient in Spanish (DELE B2 or equivalent: Please find more information about the Spanish level requirement here: http://dcii.usal.edu.ar/dcii/nivel-intermedio-alto-espanol-segun-usal)	U2, M2, D2	2	所属箇所学費等	USD 1,200	0
Brazil	University of Brasilia	ブラジリア大学	EX-R	2.8			Portugues	No Certificate required. No proficiency certificate is required; however, applicants must have language proficiency to follow academic courses in Portuguese.	U4, M, D	2	所属箇所学費等	RS 1,000	0
Brazil	University of Sao Paulo	サンパウロ大学	EX-R					No Certificate required.	U2, M1, D1	2	所属箇所学費等	RS 1,000	0
Chile	Pontifical Catholic University of Chile	デリ・カトリック大学	EX-R	3			Spanish	Certificate required. A Spanish proficiency certificate (4 university level semesters passed or a certificate of equivalent studies, only for non-native Spanish speakers, as reference please use B2 according to CEFR, no high school certificate will be con	U3	2	所属箇所学費等	USD 1,200	0
Chile	University of Chile	チリ大学	EX-R	3			Spanish	Certificate required. Spanish DELE B1 or certification by home university professor of Spanish (to complete 6 semesters of Spanish courses is required)	U4, M	2	所属箇所学費等	USD 800	0

1 Semester Programs

Country	Institution Name	Institution Name in Japanese	Program	GPA	Minimum TOEFL IBT	IELTS	Language	Other Language Requirements	Student Level on Departure	Estimated Student Quota	Estimated Tuition	Estimated Room & Board	Nationality
Republic of Korea	Chonbuk National University	全北大学校	EX-R (1S)		61		English		U1	5	所属箇所学費等	KRW 550,000	0
Republic of Korea	Chonbuk National University	全北大学校	EX-R (1S)				Korean	Certificate recommended, TOPIK 3 or above	U1	5	所属箇所学費等	KRW 550,000	0
Republic of Korea	Daegu University	大邱大学校	EX-R (1S)				Korean	Certificate recommended, TOPIK 3 or above	U	5	所属箇所学費等	KRW 300,000 * Food only	0
Republic of Korea	Dong-A University	東亜大学校	EX-R (1S)	2			Korean	No Certificate required. Fluency in Korean when taking the regular courses taught in Korean.	U1, M1	1	所属箇所学費等	KRW 472,000	0
Republic of Korea	Inha University	仁荷大学校	EX-R (1S)	2.5	80	5	English		U2, M1, D1	1	所属箇所学費等	KRW 350,000	0
Republic of Korea	Inha University	仁荷大学校	EX-R (1S)	2.5			Korean	Other instructions. TOPIK Level 5 is required for Korean Studies. // TOPIK Level 4 is required for Korean language education. // TOPIK Level 3 is required for other disciplines.	U2, M1, D1	1	所属箇所学費等	KRW 350,000	0
Republic of Korea	Kangwon National University	江原大学校	EX-R (1S)		61		English		U1	5	所属箇所学費等	KRW 280,000	0
Republic of Korea	Kangwon National University	江原大学校	EX-R (1S)				Korean	No Certificate required. We recommend students to have high fluency to follow courses in Korean	U1	5	所属箇所学費等	KRW 280,000	0
Republic of Korea	Korea Advanced Institute of Science and Technology (KAIST)	韓国科学技術院	EX-R (1S)	2.8	80	6	English		U2, M2	2	所属箇所学費等	KRW 1,200,000	0
Republic of Korea	Korea Advanced Institute of Science and Technology (KAIST)	韓国科学技術院	EX-R (1S)	2.8			Korean	No Certificate required. Students who wish to take regular courses must have adequate Korean language proficiency (both oral and written) to complete the courses successfully.	U2, M2	2	所属箇所学費等	KRW 1,200,000	0
Republic of Korea	Korea University	高麗大学校	EX-R (1S)	2.5	61		English		U2, M1, D1	4	所属箇所学費等	KRW 800,000	0
Republic of Korea	Korea University	高麗大学校	EX-R (1S)	2.5			Korean	No Certificate required. Fluency in Korean is required to take regular courses in Korean.	U2, M1, D1	4	所属箇所学費等	KRW 800,000	0
Republic of Korea	Kyung Hee University	慶熙大学校	EX-R (1S)	3	82	6.5	English		U1	1	所属箇所学費等	KRW 500,000	0
Republic of Korea	Kyung Hee University	慶熙大学校	EX-R (1S)	3			Korean	No Certificate required. When taking Korean lessons, *TOPIK Level 3 or above is required OR * Students who major in Korean should complete at least 4 semesters, and they need a recommendation letter from Korean professor. One of these is required.	U1	1	所属箇所学費等	KRW 500,000	0
Republic of Korea	Sookmyung Women's University	淑明女子大学校	EX-R (1S)	2.8	79				U1, M1, D1	2	所属箇所学費等	KRW 750,000	0

Country	Institution Name	Institution Name in Japanese	Program	GPA	Minimum TOEFL IBT	IELTS	Language	Other Language Requirements	Student Level on Departure	Estimated Quota	Estimated Tuition	Estimated Room & Board	Nationality
Republic of Korea	Sookmyung Women's University	淑明女子大学校	EX-R (15)	2.8			Korean	Certificate recommended. To follow the regular courses taught in Korean, applicants are recommended to understand the Korean fluently with the proficiency equivalent to TOPIK 4-5.	U1, M1, D1	2	所属箇所学費等	KRW 750,000	0
Republic of Korea	Sungkyunkwan University	成均館大学校	EX-R (15)	2.5	61 *See the PO Q12-C.		English		U2, M, D	3	所属箇所学費等	KRW 988,000	0
Republic of Korea	Sungkyunkwan University	成均館大学校	EX-R (15)	2.5				Other instructions: TOPIK 3 is recommended for the students majoring in OTHER THAN Business Administration. TOPIK 3 or above is required for the students majoring in Business Administration.	U2, M, D	3	所属箇所学費等	KRW 988,000	0
Republic of Korea	Yonsei University	延世大学校	EX-R (15)	2.5	79		English	Certificate required, KLAT level 4 or above is required.	U3, M1	1	所属箇所学費等	KWR 950,000	0
Republic of Korea	Yonsei University	延世大学校	EX-R (15)	2.5			Korean		U3, M1	1	所属箇所学費等	KWR 950,000	0
Republic of Korea	Yonsei University	延世大学校	EX-R (15)	3	*See the Note from CIE office.		Korean	Certificate recommended. Over the TOPIK 4th Grade	U2	1	所属箇所学費等	*See the PO Q19-2, 3.	1
Taiwan	National Cheng Kung University	國立成功大学	EX-R (15)				Chinese	Other instructions: Students must have adequate language proficiency (both oral and written) to complete the courses successfully. Please check the language requirement from here: http://rida.ncku.edu.tw/files/38271382/img/2279/DepartmentRequirement	U2, M2, D2	2	所属箇所学費等	NTD 10,000	0
Germany	University of Bonn	ボン大学	CS-L (15)	3			German	Certificate required. Students who have reached the A1 level according to the Common European Framework of Reference for Languages (CEF). A certificate of A1 level of German language skill (it could be a letter from your teacher) or a transcript at least	U2	7	4533 Euro	510 Euro	0
Ireland	University College Dublin	ユニバーシティ・カレッジ・ダブリン	CS-L (15)		42		English		U	8	EURO 5,839	See the PO	0
Italy	Venice International University	ヴェニス国際大学	EX-R (15)	2.5	79		English		U, M	9	所属箇所学費等	EUR 1,310	0
United Kingdom	Pembroke College, Cambridge	ケンブリッジ大学・ペンブリック・カレッジ	CS-R (15)	3.75	107	7.5	English		U	1	GBP 19,271	GBP 1,100	0
United States	Boston University	ボストン大学	CS-L (15)		英語の語学能力を証明できる有効な証明書/スコアカードを提出してください				U	40	USD 9,483	USD 1,860	0
United States	University of Hawaii at Manoa	ハワイ大学マノア校	CS-L (15)	2.5	1) See the PO		English		U	20	USD 5,572	USD 1,100	0
United States	University of New Mexico	ニューメキシコ大学	CS-L (15)	3	61		English		U	15	USD 8,831	USD 819	0
United States	University of New Mexico	ニューメキシコ大学	CS-L (15)	2	1) See the PO		English		U	15	USD 4,443	USD 819	0
United States	University of New Mexico	ニューメキシコ大学	CS-R (15)	3	68	5.5	English		U	15	USD 12,532	USD 819	0
United States	University of Washington (Seattle)	ワシントン大学 (シアトル)	CS-L (15)		65	5.5	English		U2	10	USD 17,242	USD 10,454	0
United States	University of Washington (Seattle)	ワシントン大学 (シアトル)	CS-R (15)		92	6.5	English		U2	10	USD 17,242	USD 10,454	0
United States	West Virginia University	ウェストバージニア大学	CS-L (15)		英語の語学能力を証明できる有効な証明書/スコアカードを提出してください		English		U	20	USD 6,864	USD 1,260	0
Australia	Macquarie University	マククォリー大学	EX-R (15)	2.5	83	6.5	English		U2, M1, D1	4	所属箇所学費等	AUD 2,600	1
Australia	Monash University	モナッシュ大学	EX-R (15)	3	79	6.5	English		U2, M2	2	所属箇所学費等	AUD 1,400	1
Australia	The Australian National University	オーストラリア国立大学	EX-R (15)	3	80 *See the PO Q12-C	7	English		U2	2	所属箇所学費等	AUD 1,900	1
Australia	The University of Adelaide	アデレード大学	EX-R (15)	3	60	6	English		U2, M, D	2	所属箇所学費等	AUD 2,300	1
Australia	The University of Melbourne	メルボルン大学	EX-R (15)	3	79	6.5	English		U2, M, D	4	所属箇所学費等	AUD 3,608	1
Australia	The University of New South Wales	ニュー・サウス・ウェールズ大学	EX-R (15)	3	90	6.5	English		U2, M1	4	所属箇所学費等	AUD 4,000	1
Australia	The University of Queensland	クイーンズランド大学	EX-R (15)	3	87	6.5	English		U2	4	所属箇所学費等	AUD 2,120	1
Australia	The University of Sydney	シドニー大学	EX-R (15)	3	85	6.5	English		U2, M, D	4	所属箇所学費等	AUD 1,700	1
New Zealand	The University of Auckland	オークランド大学	EX-R (15)	3	80	6	English		U2, M	1	所属箇所学費等	NZD 1,700	0
New Zealand	University of Canterbury	カンタベリー大学	EX-R (15)	2.8	80	6	English		U2	1	所属箇所学費等	NZD 1,620	1
New Zealand	University of Canterbury	カンタベリー大学	EX-R (15)	2.8	90	6.5	English		M	1	所属箇所学費等	NZD 1,620	1
Western Samoa	National University of Samoa	サモア国立大学	EX-R (15)		61		English		U2	1	所属箇所学費等	2,500	0

Program List for the 2017 Fall Recruitment

Africa									
Country	Institution Name	Institution Name in Japanese	Program	GPA	Minimum TOEFL iBT	IELTS	Language	Other Language Requirements	Student Level on Departure
Botswana	University of Botswana	ボツワナ大学	EX-R	2.5	71		English	530 PBT, 197 CBT	U2
								所属国所學費	1
								Estimated Tuition	Estimated Room & Board
								Nationality	0

Asia									
Country	Institution Name	Institution Name in Japanese	Program	GPA	Minimum TOEFL iBT	IELTS	Language	Other Language Requirements	Student Level on Departure
Brunei	University of Brunei Darussalam	ブルネイ・ダルサラーム大学	EX-R	2.5	79	6	English		U2, M1, D1
Brunei	University of Brunei Darussalam	ブルネイ・ダルサラーム大学	EX-R	2.5			Malay		U2, M1, D1
China	Beijing Foreign Studies University	北京外国語大学	EX-L	3			Chinese		U1, M1, D1
China	Beijing International Studies University	北京第二外国語学院	EX-L				Chinese		U2, M1
China	Beijing International Studies University	北京第二外国語学院	EX-R				Chinese		U2, M1
China	Beijing Normal University	北京師範大学	EX-R	3.2			Chinese		U2, M1, D1
China	Dalian University of Foreign Languages	大連外国語学院	EX-L				Chinese		U, M, D
China	Dalian University of Foreign Languages	大連外国語学院	EX-R				Chinese		U2, M2, D2
China	Dalian University of Technology	大連理工大	EX-R	2.8			Chinese		U1, M, D
China	East China Normal University	華東師範大学	EX-R	3			Chinese		U
China	Fudan University	復旦大学	DD				Chinese		U2, M1, D1
China	Fudan University	復旦大学	EX-R	2.8			Chinese	Students are required to submit TOEFL80 or IELTS6.5 score sheets if they want courses taught in English.	U2, M1, D1
China	Jilin University	吉林大学	EX-L				Chinese		U4, M1, D
China	Jilin University	吉林大学	EX-R				Chinese		U4, M1, D
China	Nanjing University	南京大学	EX-R				Chinese		U2, M2, D2
China	Peking University	北京大学	CS-L				Chinese		U2
China	Peking University	北京大学	DD				Chinese		U2
China	Peking University	北京大学	EX-R	3.5			Chinese		U2, M1, D1
China	Renmin University of China	中国人民大学	EX-L	3			Chinese		U2, M1, D1
China	Renmin University of China	中国人民大学	EX-R	3			Chinese		U2, M1, D1
China	Shandong University	山東大学	EX-L				Chinese		U2, M1, D1
China	Shanghai Jiao Tong University	上海交通大学	DD		95	6.5	English		U4
China	Shanghai Jiao Tong University	上海交通大学	EX-R	3	90	6	English	If students are taking full English taught programs, please provide relevant certificates, equivalent to TOEFL iBT90 or IELTS6.0.	U2, M2
China	Shanghai Jiao Tong University	上海交通大学	EX-R	3			Chinese		U2, M2
China	Sun Yat-Sen University	中山大学	EX-R	3			Chinese		U2, M1, D1
China	Tsinghua University	清華大学	EX-R	3			Chinese		U2, M, D
China	Wuhan University	武漢大学	EX-R	3			Chinese		U2, M2
China	Xian Jiaotong University	西安交通大学	EX-L				Chinese		U2, M1, D1
Hong Kong	Chinese University of Hong Kong	香港中文大学	EX-R	3	71	6	English		U2
Hong Kong	City University of Hong Kong	香港城市大学	EX-R		79	6.5	English		U2
Hong Kong	Hong Kong Baptist University	香港/バプティスト大学	EX-R	2.5	80	6	English		U2
Hong Kong	The University of Hong Kong	香港大学	EX-R	3	93	6.5	English	Please note the Faculty of Law has a higher requirement for English proficiency (as below): TOEFL (iBT) 97 IELTS 7.0 with no subtest below 6.5	U2
Macau	University of Macau	マカオ大学 (澳門大学)	EX-R		61		English	* TOEFL iBT61, TOEFL ITP500, IELTS 5.5 for internal screening at Waseda	U2
Malaysia	University of Malaya	マラヤ大学	EX-R	3	79	6	English	PBT 550 Some courses may require higher scores.	U2, M1
								所属国所學費等	3
								Estimated Tuition	Estimated Room & Board
								Nationality	0

Country	Institution Name	Institution Name in Japanese	Program	GPA	Minimum TOEFL iBT	IELTS	Language	Other Language Requirements	Student Level on Departure	Estimated Student Quota	Estimated Tuition	Estimated Room & Board	Nationality
Philippines	Atereo de Manila University	アテネオ・デ・マニラ大学	EX-R	2.8	79	6	English		U2, M1	3	所屬部所學費 USD 760		0
Philippines	De La Salle University	デ・ラ・サル大学 マニラ校	EX-R	2.5	79	6.5	English		U2, M2, D2	2	所屬部所學費等 PHP 28,500		0
Philippines	University of the Philippines	フィリピン大学	EX-R	3	61		English	* TOEFL iBT61, TOEFL ITP500, IELTS 5.5 for internal screening at Waseda	U2, M2	1	所屬部所學費 PHP 19,000		0
Republic of Korea	Chonbuk National University	全北大学校	EX-L				Korean		U1	5	所屬部所學費 KRW 300,000		0
Republic of Korea	Chonbuk National University	全北大学校	EX-R				Korean		U1	5	所屬部所學費 KRW 300,000		0
Republic of Korea	Chosun University	朝鮮大学校	EX-R				Korean		U1	1	所屬部所學費 KRW 650,000		1
Republic of Korea	Daegu University	大邱大学校	EX-L				Korean		U	1	所屬部所學費 KRW 300,000		0
Republic of Korea	Daegu University	大邱大学校	EX-R				Korean		U	1	所屬部所學費 KRW 300,000		0
Republic of Korea	Dong-A University	東亜大学校	EX-L	1.8			Korean		U1	1	所屬部所學費 KRW 640,000		0
Republic of Korea	Dong-A University	東亜大学校	EX-R	1.8			Korean		U1	1	所屬部所學費 KRW 640,000		0
Republic of Korea	Dong-Eui University	東義大学校	EX-L				Korean		U2, M1, D1	1	所屬部所學費 KRW 400,000		0
Republic of Korea	Dong-Eui University	東義大学校	EX-R				Korean		U2, M1, D1	1	所屬部所學費 KRW 400,000		0
Republic of Korea	Ewha Womans University	梨花女子大学校	EX-R	2.5			Korean		U1, M1, D1	2	所屬部所學費 KRW 1,075,000		0
Republic of Korea	Ewha Womans University	梨花女子大学校	EX-R	2.5	61		English	* TOEFL iBT61, TOEFL ITP500, IELTS 5.5 for internal screening at Waseda	U1, M1, D1	2	所屬部所學費 KRW 1,075,000		0
Republic of Korea	Hankuk University of Foreign Studies	韓国外国語大学校	EX-L	2.5			Korean		U1, M1, D1	2	所屬部所學費 KRW 600,000		0
Republic of Korea	Hankuk University of Foreign Studies	韓国外国語大学校	EX-R	2.5	80		English		U1, M1, D1	2	所屬部所學費 KRW 600,000		0
Republic of Korea	Hankuk University of Foreign Studies	韓国外国語大学校	EX-R	2.5			Korean		U1, M1, D1	2	所屬部所學費 KRW 600,000		0
Republic of Korea	Hanyang University	漢陽大学校	EX-L	2.4			Korean		U2, M1	4	所屬部所學費 KRW 900,000		0
Republic of Korea	Hanyang University	漢陽大学校	EX-R	2.4			Korean		U2, M1	4	所屬部所學費 KRW 900,000		0
Republic of Korea	Hanyang University	漢陽大学校	EX-R	2.4	72	5.5	English		U2, M1	4	所屬部所學費 KRW 900,000		0
Republic of Korea	Inha University	仁荷大学校	EX-R	2.5			Korean		U1, M1	1	所屬部所學費 KRW 650,000		0
Republic of Korea	Inha University	仁荷大学校	EX-R	2.5	80	5	English	* TOEFL iBT61, TOEFL ITP500, IELTS 5.5 for internal screening at Waseda	U1, M1	1	所屬部所學費 KRW 650,000		0
Republic of Korea	Kangwon National University	江原大学校	EX-R		61		English		U1	10	所屬部所學費 KRW 250,000		0
Republic of Korea	Kangwon National University	江原大学校	EX-R				Korean		U1	10	所屬部所學費 KRW 250,000		0
Republic of Korea	Korea Advanced Institute of Science and Technology (KAIST)	韓国科学技術院	EX-R	2.8	80	6	English		U2, M2	2	所屬部所學費 KRW 1,500,000		0
Republic of Korea	Korea Advanced Institute of Science and Technology (KAIST)	韓国科学技術院	EX-R	2.8			Korean		U2, M2	2	所屬部所學費 KRW 1,500,000		0
Republic of Korea	Korea University	高麗大学校	EX-R	2.5			Korean		U2, M1, D1	6	所屬部所學費 KRW 900,000		0
Republic of Korea	Korea University	高麗大学校	EX-R	2.5	61		English	* TOEFL iBT61, TOEFL ITP500, IELTS 5.5 for internal screening at Waseda	U2, M1, D1	6	所屬部所學費 KRW 900,000		0
Republic of Korea	Kyung Hee University	慶熙大学校	EX-R	3			Korean		U1	1	所屬部所學費 KRW 850,000		0
Republic of Korea	Kyung Hee University	慶熙大学校	EX-R	3	82	6.5	English		U1	1	所屬部所學費 KRW 850,000		0
Republic of Korea	Pusan National University	釜山大学校	EX-R				Korean		U2, M1, D1	3	所屬部所學費 KRW 750,000		0
Republic of Korea	Pusan National University	釜山大学校	EX-R		61		English	* TOEFL iBT61, TOEFL ITP500, IELTS 5.5 for internal screening at Waseda	U2, M1, D1	3	所屬部所學費 KRW 750,000		0
Republic of Korea	Seoul National University	ソウル大学校	EX-R	3			Korean		U2, M1, D1	1	所屬部所學費 KRW 900,000		0
Republic of Korea	Seoul National University	ソウル大学校	EX-R	3	88	6	English		U2, M1, D1	1	所屬部所學費 KRW 900,000		0
Republic of Korea	Sookmyung Women's University	淑明女子大学校	EX-R	2.8			Korean		U2, M1, D1	2	所屬部所學費 KRW 1,100,000		0
Republic of Korea	Sookmyung Women's University	淑明女子大学校	EX-R	2.8	79	6.5	English		U2, M1, D1	2	所屬部所學費 KRW 1,100,000		0
Republic of Korea	Sungkyunkwan University	成均館大学校	EX-L	2.5			Korean		U2, M, D	3	所屬部所學費 KRW 950,000		0
Republic of Korea	Sungkyunkwan University	成均館大学校	EX-R	2.5			Korean		U2, M, D	3	所屬部所學費 KRW 950,000		0
Republic of Korea	Sungkyunkwan University	成均館大学校	EX-R	2.5	61		English	* TOEFL iBT61, TOEFL ITP500, IELTS 5.5 for internal screening at Waseda * TOEFL iBT (80 or above) / ITP 550 (above) IELTS (6.0 or above) is required to apply for Business Administration.	U2, M, D	3	所屬部所學費 KRW 950,000		0
Republic of Korea	Yonsei University, Wonju Campus	延世大学校 原州キャンパス	EX-R	3			Korean		U2	1	所屬部所學費 KRW 300,000		1
Singapore	Nanyang Technological University	南洋理工大學	EX-R	3	80		English		U2, M1	6	所屬部所學費 SGD 1,200		1
Singapore	National University of Singapore	シンガポール国立大学	DD	3.2	100		English		U3	5	所屬部所學費等+登録料 SGD 500		1
Singapore	National University of Singapore	シンガポール国立大学	EX-R	2.4	90	6.5	English		U2	3	所屬部所學費 SGD 1,200		1
Singapore	Singapore Management University	シンガポール経営大学	EX-R		79	6.5	English	TOEFL PBT 550	U2, M2, D2	2	所屬部所學費 SGD 2,300		0

Country	Institution Name	Institution Name in Japanese	Program	GPA	Minimum TOEFL IBT	IELTS	Language	Other Language Requirements	Student Level on Departure	Estimated Student Quota	Estimated Tuition	Estimated Room & Board	Nationality
Taiwan	Chung Yuan Christian University	中原大学	EX-R	3			Chinese		U1, M1, D1	1	所屬部所學費	NTD 13,000	0
Taiwan	National Cheng Kung University	國立成功大学	EX-R	3			Chinese		U2, M2, D2	1	所屬部所學費	NTD 16,000	0
Taiwan	National Chengchi University	國立政治大学 (国立政治大学)	EX-R	2.5	80	6	English		U2, M1, D1	1	所屬部所學費	NTD 25,000	1
Taiwan	National Chiao Tung University	國立交通大学	EX-L				Chinese		U, M, D	5	所屬部所學費	NTD 5,500	0
Taiwan	National Chiao Tung University	國立交通大学	EX-R				Chinese		U, M, D	5	所屬部所學費	NTD 5,500	0
Taiwan	National Chiao Tung University	國立交通大学	EX-R		61		English	* TOEFL iBT61, TOEFL ITP500, IELTS 5.5 for internal screening at Waseda	U, M, D	5	所屬部所學費	NTD 5,500	0
Taiwan	National Sun Yat-Sen University	國立中山大学	EX-R				Chinese		U1, M1, D1	2	所屬部所學費	NTD 19,250	0
Taiwan	National Taiwan Normal University	國立台灣師範大学	EX-R	3			Chinese		U2, M2, D2	2	所屬部所學費	NTD 10,650	0
Taiwan	National Taiwan Normal University	國立台灣師範大学	EX-R	3	80		English		U2, M2, D2	2	所屬部所學費	NTD 10,650	0
Taiwan	National Taiwan University	國立台湾大学	CS-L	3			Chinese		U	20	TWD 114, 100 + 開校費	TWD 19,400	0
Taiwan	National Taiwan University	國立台湾大学	DD	2.9			Chinese		U4	3	所屬部所學費等 + 登録料	TWD 25,000	1
Taiwan	National Taiwan University	國立台湾大学	DD				Chinese		U2	3	所屬部所學費等 + 登録料	TWD 20,000	1
Taiwan	National Taiwan University	國立台湾大学	EX-R	3			Chinese		U2, M, D	6	所屬部所學費等	TWD 15,800	1
Taiwan	National Taiwan University	國立台湾大学	EX-R	3	61		English	* TOEFL iBT61, TOEFL ITP500, IELTS 5.5 for internal screening at Waseda	U2, M, D	6	所屬部所學費等	TWD 15,800	1
Taiwan	National Tsing Hua University	國立清華大学	EX-R				Chinese		U, M, D	1	所屬部所學費	TWD 14,000	1
Taiwan	Tamkang University	淡江大学	EX-R	2.5	61	5.5	English		U1, M1, D1	2	所屬部所學費	NTD 9,000	0
Taiwan	Tamkang University	淡江大学	EX-R	2.5			Chinese		U1, M1, D1	2	所屬部所學費	NTD 9,000	0
Taiwan	Tunghai University	東海大学	EX-R				Chinese		U2, M1	1	所屬部所學費	NTD 13,700	0
Thailand	Chiang Mai University	チェンマイ大学	EX-R	3			Thai		U2, M	2	所屬部所學費	THB 14,000	0
Thailand	Chiang Mai University	チェンマイ大学	EX-R	3	61	5.5	English		U2, M	2	所屬部所學費	THB 14,000	0
Thailand	Chulalongkorn University	チュラロンコン大学	EX-R	2.75			Thai		U2, M1, D1	2	所屬部所學費	THB 20,000	0
Thailand	Chulalongkorn University	チュラロンコン大学	EX-R	2.75	79	6	English	TOEFL PBT: 550	U2, M1, D1	2	所屬部所學費	THB 20,000	0
Thailand	Thammasat University	タマサート大学	EX-R	2.2 *See the PO			Thai		U2, M1	3	所屬部所學費	THB 18,000	0
Thailand	Thammasat University	タマサート大学	EX-R	2.2 *See the PO	60		English		U2, M1	3	所屬部所學費	THB 18,000	0
Viet Nam	Foreign Trade University	貿易大学	EX-R	2.6			Vietnamese		U1, M1, D1	6	所屬部所學費	USD 200	0
Viet Nam	Foreign Trade University	貿易大学	EX-R	2.6	65	5.5	English		U1, M1, D1	6	所屬部所學費	USD 200	0
Viet Nam	Ho Chi Minh City University of Social Sciences and Humanities	ホーチミン社会科学大学	EX-R	3	80		English		U2	1	所屬部所學費	USD 800	0
Viet Nam	Ho Chi Minh City University of Social Sciences and Humanities	ホーチミン社会科学大学	EX-R	3			Vietnamese		U2	1	所屬部所學費	USD 800	0
Viet Nam	Vietnam National University, Hanoi	ベトナム国家大学ハノイ校	EX-L	2.5			Vietnamese		U1	3	所屬部所學費	VND 2,000,000	0
Viet Nam	Vietnam National University, Hanoi	ベトナム国家大学ハノイ校	EX-R	2.5	61	5.5	English		U1	3	所屬部所學費	VND 2,000,000	0
Viet Nam	Vietnam National University, Hanoi	ベトナム国家大学ハノイ校	EX-R	2.5			Vietnamese		U1	3	所屬部所學費	VND 2,000,000	0

Central America													
Country	Institution Name	Institution Name in Japanese	Program	GPA	Minimum TOEFL iBT	IELTS	Language	Other Language Requirements	Student Level on Departure	Estimated Student Quota	Estimated Tuition	Estimated Room & Board	Nationality
Mexico	Ibero-American University	イベロアメリカナ大学	EX-R	3	61		English	*TOEFL iBT61、TOEFL ITP500、IELTS 5.5 for internal screening at Waseda	U3, M, D	3	所属部所学費	MXN 735	0
Mexico	Monterrey Institute of Technology and Higher Education	モンテレーエ科大学	EX-R		80	6.5	English	(※) we normally ask for a 550 TOEFL PBT but we also can accept a letter from your part stating that students are able to take courses in English	U, M	5	所属部所学費	USD 750	0

Europe													
Country	Institution Name	Institution Name in Japanese	Program	GPA	Minimum TOEFL iBT	IELTS	Language	Other Language Requirements	Student Level on Departure	Estimated Student Quota	Estimated Tuition	Estimated Room & Board	Nationality
Austria	University of Salzburg	ザルツブルグ大学	EX-R				German		U2, M1	3	所属箇所学費	EUR 530	0
Austria	University of Salzburg	ザルツブルグ大学	EX-R		61		English	* TOEFL iBT61、TOEFL ITP500、IELTS 5.5 for internal screening at Waseda	U2, M1	3	所属箇所学費	EUR 530	0
Austria	University of Vienna	ウィーン大学	EX-R				German	CEFR B2	U, M	4	所属箇所学費	EUR 800	0
Austria	University of Vienna	ウィーン大学	EX-R		80	6	English		U, M	4	所属箇所学費	EUR 800	0
Belarus	Belarusian State University	ベラルーシ国立大学	EX-R				Russian		U2, M1, D1	1	所属箇所学費	USD 300	0
Belgium	Free University of Brussels (Université libre de Bruxelles: ULB)	ブリュッセル自由大学 (ULB)	EX-R				French	Students should take at least 60% of the courses, in the main Faculty where they will be registered in and that must corresponds to the study field they are register at home university, that help us also to defined a faculty/department and provide them with specific tutors. Sometimes it could be difficult for the students to locate the exact equivalent courses (s) he should have attended to at home. however they must propose a reasonable study plan at ULB that we could honor. We might refuse a student demanding an unavailable section - f.i. veterinary science in master level - or courses not compatible with our system f.i. 6 courses in 6 different faculties or departments. Student's applications might also be rejected if we cannot meet the student's expectations, or if he/she has not the right academic level to attend the courses, please also note that our Law Faculty demands the candidates to be among the 10% best students.	U4, M	2	所属箇所学費等	EUR 650	0
Belgium	Free University of Brussels (Vrije Universiteit Brussel: VUB)	ブリュッセル自由大学 (VUB)	EX-R		92	6.5	English		U4, M2	2	所属箇所学費	EUR 600	0
Bulgaria	Sofia University "St. Kliment Ohridski"	ソフィア大学	EX-R		72	5.5	English		U2	1	所属箇所学費	BGN 425	0
Czech	Charles University in Prague	プラハ・カレル大学	EX-R	3	71		English		U5, M, D	2	所属箇所学費	CZK 9,500	0
Czech	Masaryk University	マサリク大学	EX-R	2.5	70	5.5	English	English language and literature department have higher language requirements for courses (7.0 IELTS and 95 iBT TOEFL)	U2, M2, D	1	所属箇所学費	USD 370	0
Denmark	Copenhagen Business School	コペンハーゲン・ビジネス・スクール	EX-R		91	6.5	English	We also accept the following two tests: CPE (Certificate of Proficiency in English, University of Cambridge ESOL Examinations) (Level C2) CAE (Certificate in Advanced English, University of Cambridge ESOL examinations) (Level C1)	U2	1	所属箇所学費	DKK 7,750	0
Denmark	University of Copenhagen	コペンハーゲン大学	EX-R		61		English		U3, M	5	所属箇所学費	DKK 8,250	0
Estonia	Tallinn University	タリン大学	EX-R		72	6	English	Proof that a student has completed a course for at least B1 level for Bachelor studies and B2 level for Master studies	U, M, D	1	所属箇所学費	EUR 330	0
Estonia	University of Tartu	タルトゥ大学	EX-R		75	5.5	English		U1, M, D	2	所属箇所学費	EUR 320	0
Finland	Aalto University	アールト大学	EX-R		92	6.5	English		U4, M	2	所属箇所学費	EUR 700+	0
Finland	University of Helsinki	ヘルシンキ大学	EX-R		79	6	English	https://www.helsinki.fi/en/the-application-for-student-exchange#section-1321	U, M	5	所属箇所学費	EUR 800	0
France	Charles de Gaulle University- Lille II	シャルル・ド・ゴール リール第3大学	EX-R				French		U2, M, D	1	所属箇所学費	EUR 550	0
France	EMLYON Business School	アムリヨン経営大学院	EX-R		85	6.5	English		U4, M	3	所属箇所学費	EUR 1,000	0
France	ENS - Paris (École Normale Supérieure)	パリ高等師範学校	EX-R				French		D	1	所属箇所学費等	EUR 615	0
France	Institute of Political Studies in Grenoble	グルノーブル政治学院	EX-R	3	72		English		U4, M2	2	所属箇所学費等	675	0
France	Institute of Political Studies in Grenoble	グルノーブル政治学院	EX-R	3			French		U4, M2	2	所属箇所学費等	675	0
France	Jean Moulin University Lyon 3	リヨン第3大学	CS-L	N/A			French		U	20	EUR 10,000+ 開発費	EUR 880	0
France	Jean Moulin University Lyon 3	リヨン第3大学	EX-R		80	6.5	English	TOEIC 740	U3, M, D	5	所属箇所学費	EUR 525	0
France	Jean Moulin University Lyon 3	リヨン第3大学	EX-R				French		U3, M, D	5	所属箇所学費	EUR 525	0
France	Lille 2 University	リール第2大学	EX-R				French		U, M, D	1	所属箇所学費等	EUR 550	0
France	Lille 2 University	リール第2大学	EX-R		70	5.5	English		U, M, D	1	所属箇所学費等	EUR 550	0
France	Lille Institute of Political Studies	リール政治学院	EX-R				French		U, M	2	所属箇所学費等	EUR 590	0
France	Lille Institute of Political Studies	リール政治学院	EX-R		61	5.5	English	PBT500、ITP500	U, M	2	所属箇所学費等	EUR 590	0

Country	Institution Name	Institution Name in Japanese	Program	GPA	Minimum TOEFL IBT	IELTS	Language	Other Language Requirements	Student Level on Departure	Estimated Student Quota	Estimated Tuition	Estimated Room & Board	Nationality
France	National Institute of Oriental Languages and Civilizations (INALCO)	フランス国立東洋言語文化研究所	EX-R	2.5			French		U, M, D	2	所属国学費	EUR 850	0
France	New Sorbonne University (Paris III)	パリ第3大学 (ソルボンヌ・ヌーヴェル)	EX-R				French		U4, M, D	2	所属国学費等	EUR 800	0
France	Panthéon Sorbonne University (Paris I)	パリ第1大学 (パンテオン・ソルボンヌ大学)	EX-R	3			French		U4, M, D	2	所属国学費等	850	0
France	Paris Dauphine University (Paris IX)	パリ第9大学 (パリ・ドフイーヌ)	EX-R		80	6.5	English		U, M	2	所属国学費等	EUR 790	0
France	Paris Dauphine University (Paris IX)	パリ第9大学 (パリ・ドフイーヌ)	EX-R				French	A letter from an academic official from the home university can be accepted	U, M	2	所属国学費等	EUR 790	0
France	Paris Diderot University (Paris 7)	パリ・ディドロ大学 (パリ第7大学)	EX-R	3			French		U4, M1, D1	2	所属国学費	EUR 600	0
France	Paris Sorbonne University (Paris IV)	パリ第4大学 (ソルボンヌ)	EX-R				French		U4, M, D1	1	所属国学費等	EUR 850	0
France	Rennes Institute of Political Studies	レンヌ政治学院	EX-R				French	Sufficient command of the French language to understand and speak (B1/B2)	U2	2	所属国学費等	540	0
France	Rennes Institute of Political Studies	レンヌ政治学院	EX-R		87		English		U2	2	所属国学費等	540	0
France	Sciences Po (Paris Institute of Political Studies)	パリ政治学院	EX-R	3.5			French		U4, M1	6	所属国学費	EUR 950	0
France	Sciences Po (Paris Institute of Political Studies)	パリ政治学院	EX-R	3.5	87	6	English	For graduate exchange students: Minimum TOEFL IBT 100 or IELTS 6.5	U4, M1	6	所属国学費	EUR 950	0
France	Sciences Po Lyon	リヨン政治学院	EX-R				French		U2, M	2	所属国学費	EUR 650	0
France	Sciences Po Lyon	リヨン政治学院	EX-R		80	6.5	English	PBT550	U2, M	2	所属国学費	EUR 650	0
France	Strasbourg University	ストラスブール大学	EX-R				French		U3, M, D	3	所属国学費	EUR 763.52	0
France	Université Lille 1 (Lille University of Science and Technology)	リール第1大学	EX-R				French		U, M, D	1	所属国学費等	EUR 490	0
France	University Michel de Montaigne Bordeaux 3	ボルドー第3大学	EX-R	2.5			French		U2, M, D	2	所属国学費等	EUR 550	0
France	University of Rennes 1	レンヌ第1大学	EX-R	2			French		U2, M, D	1	所属国学費等	EUR 410	0
France	University of Rennes II Haute-Bretagne	レンヌ第2大学	EX-R				French		U2, M	2	所属国学費	EUR 400	0
France	University of Toulouse Jean Jaures	トゥールーズ・ジャン・ジョレス大学	EX-R				French		U, M	2	所属国学費	EUR 500	0
Germany	Free University of Berlin	ベルリン自由大学	EX-R				German		U2, M1, D	4	所属国学費	EUR 780	0
Germany	Heidelberg University	ハイデルベルク大学	EX-L				German		U3, M, D	3	所属国学費	EUR 425	0
Germany	Heidelberg University	ハイデルベルク大学	EX-R				German		U3, M, D	3	所属国学費	EUR 425	0
Germany	Heinrich Heine University of Düsseldorf	デュッセルドルフ大学 (ハインリッヒ・ハイネ大学)	EX-R				German		U2, M1, D	1	所属国学費	EUR 575	1
Germany	Hochschule Bremen	ブレーメン経済工科大学	EX-R		71	5.5	English		U	2	所属国学費	EUR 500	0
Germany	Hochschule Bremen	ブレーメン経済工科大学	EX-R				German		U	2	所属国学費	EUR 500	0
Germany	Humboldt University of Berlin	ベルリン・フンボルト大学	EX-R		80	6	English		U, M, D	4	所属国学費	EUR 575	0
Germany	Humboldt University of Berlin	ベルリン・フンボルト大学	EX-R				German		U, M, D	4	所属国学費	EUR 575	0
Germany	Leipzig University	ライプツヒ大学	EX-R				German		U2, M, D	5	所属国学費	EUR 550	0
Germany	Leipzig University	ライプツヒ大学	EX-R		72	6	English	DAAD language certificate, proofed by an English teacher at the home university, showing a minimum proficiency level of B2 CEFR	U2, M, D	5	所属国学費	EUR 550	0
Germany	Ludwig Maximilian University of Munich	ミュンヘン大学	EX-R				German		U2, M1	2	所属国学費	EUR 625	0
Germany	Ludwig Maximilian University of Munich	ミュンヘン大学	EX-R		80	4	English	TOEIC: B1: 550 / B2: 785 The language requirement depends on the faculty. Please refer to the following link: http://www.en.uni-muenchen.de/students/exchange/incomings/austausch_eng/application/language_requirements/index.html	U2, M1	2	所属国学費	EUR 625	0
Germany	Martin Luther University of Halle-Wittenberg	マルティン・ルター大学ハレ・ヴィッテンベルク	EX-R	3			German		U1, M1, D1	1	所属国学費	EUR 365	0

Country	Institution Name	Institution Name in Japanese	Program	GPA	Minimum TOEFL iBT	IELTS	Language	Other Language Requirements	Student Level on Departure	Estimated Student Quota	Estimated Tuition	Estimated Room & Board	Nationality
Germany	Martin Luther University of Halle-Wittenberg	マルティン・ルター大学ハレ・ヴィッテンベルク	EX-R	3	61		English	* TOEFL iBT61, TOEFL ITP500, IELTS 5.5 for internal screening at Waseda	U1, M1, D1	1	所属箇所費	EUR 365	0
Germany	Technical University Munich	ミュンヘン工科大学	EX-R				German		U4, M	1	所属箇所費	EUR 750	0
Germany	Technical University Munich	ミュンヘン工科大学	EX-R		72	5.5	English		U4, M	1	所属箇所費	EUR 750	0
Germany	University of Augsburg	アウクスブルク大学	EX-R				German		U, M	1	所属箇所費	EUR 430	0
Germany	University of Bonn	ボン大学	CS-L	3			German	German A1	U2	20	EUR 8,600+ 開発費	EUR 600	0
Germany	University of Bonn	ボン大学	EX-R	3	80		English	Required English depends on the classes	U2, M, D1	2	所属箇所費	EUR 485	0
Germany	University of Bonn	ボン大学	EX-R	3			German	Required English depends on the classes	U2, M, D1	2	所属箇所費	EUR 485	0
Germany	University of Cologne	ケルン大学	EX-R		72		English		U2, M, D	3	所属箇所費	EUR 475	0
Germany	University of Cologne	ケルン大学	EX-R				German		U2, M, D	3	所属箇所費	EUR 475	0
Germany	University of Erfurt	エルフルト大学	EX-R				German		U2, M	3	所属箇所費	EUR 450	0
Germany	University of Freiburg	フライブルグ大学	EX-R				German	Requirements are set by different departments offering English taught classes.	U2, M, D	2	所属箇所費	EUR 600	0
Germany	University of Goettingen	ゲッティンゲン大学	EX-R				German		U4, M2, D	2	所属箇所費等	EUR 525	0
Germany	University of Goettingen	ゲッティンゲン大学	EX-R		79		English		U4, M2, D	2	所属箇所費等	EUR 525	0
Germany	University of Hamburg	ハンブルク大学	EX-R				German		U3, M1, D	1	所属箇所費	EUR 550	0
Germany	University of Trier	トリアー大学	EX-R				German		U3, M, D2	5	所属箇所費	EUR 500	0
Germany	University of Tuebingen	チュービンゲン大学	EX-R				German		U2, M, D	2	所属箇所費	EUR 465	0
Greece	National and Kapodistrian University of Athens	国立=カポテイストリアコス・アテネ大学	EX-R				Greek		U2, M1, D1	2	所属箇所費等	EUR 325	0
Hungary	Corvinus University of Budapest	フダベシュト・コルヴィヌス大学	EX-R		66	5.5	English		U2, M	1	所属箇所費等	EUR 525	0
Hungary	Eotvos Lorand University	エトヴェシュ・ロランド大学	EX-R		61		English		U1, M1, D1	2	所属箇所費	HUF 70,000	0
Iceland	University of Iceland	アイスランド大学	EX-R		79	6.5	English		U2, M	2	所属箇所費	ISK 150,000	0
Ireland	Dublin City University	ダブリン・シティ大学	CS-L	2.7	61	5.5	English		U2	20	EUR 10,080 + 開発費	EUR 1,070	0
Ireland	University College Dublin	ユニバーシティ・カレッジ・ダブリン	EX-R	3	90	6.5	English		U2	2	所属箇所費	EUR 950	0
Ireland	University of Limerick	リムリック大学	CS-R	2.9	80	6.5	English	Attention: Other nationality may have higher language requirements. All students have the option of taking a summer English improvement course prior to commencing their academic studies, however if they wish.	U2	15	EUR 12,600 + 開発費	EUR 900	0
Ireland	University of Limerick	リムリック大学	EX-R	2.5	90		English	All non-English speaking students are encouraged to attend one English language class while on exchange	U2	1	所属箇所費	EUR 650	0
Italy	Bocconi University	ボッコニーニ大学	EX-R		61		English	* TOEFL iBT61, TOEFL ITP500, IELTS 5.5 for internal screening at Waseda	U, M	1	所属箇所費	EUR 700	0
Italy	Ca' Foscari University of Venice	ヴェネツィア・カ・フォスカリ大学	EX-R		61		English	* TOEFL iBT61, TOEFL ITP500, IELTS 5.5 for internal screening at Waseda	U, M, D	8	所属箇所費	EUR 750	0
Italy	Ca' Foscari University of Venice	ヴェネツィア・カ・フォスカリ大学	EX-R				Italian		U, M, D	8	所属箇所費	EUR 750	0
Italy	Catholic University of the Sacred Heart	サクロ・クオーレ・カトリック大学	EX-R	2.75	79	6	English	An equivalent certificate (First Certificate of English - Cambridge ESOL / ISE II - Trinity College, London); or have successfully completed a degree program taught in English; or currently studying in English at their home institution.	U2, M1	2	所属箇所費	EUR 850	0
Italy	Foreigners University of Siena	シエナ外国人大学	CS-L				Italian		U	10	EUR 9,040+ 開発費	EUR 1,000	0
Italy	Foreigners University of Siena	シエナ外国人大学	EX-L				Italian		U, M, D	2	所属箇所費	EUR 1,000	0
Italy	Foreigners University of Siena	シエナ外国人大学	EX-R				Italian		U, M, D	2	所属箇所費	EUR 1,000	0
Italy	Polytechnic Institute of Milan	ミラノ工科大学	EX-R		72	5.5	English		M1, D1	1	所属箇所費	EUR 750	0
Italy	Sapienza University of Rome	ローマ・ラ・サピエンツァ大学	EX-R		61		English	* TOEFL iBT61, TOEFL ITP500, IELTS 5.5 for internal screening at Waseda	U3, M1, D1	2	所属箇所費	EUR 900	0
Italy	Sapienza University of Rome	ローマ・ラ・サピエンツァ大学	EX-R				Italian		U3, M1, D1	2	所属箇所費	EUR 900	0
Italy	The University of Milan	ミラノ大学	EX-R		79		English		U2, M1, D2	1	所属箇所費	EUR 700	0
Italy	University of Bologna	ボローニャ大学	EX-R				Italian		U2, M, D	2	所属箇所費	EUR 650	0

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Italy	University of Bologna	ボローニャ大学	EX-R		61		English	* TOEFL iBT61、TOEFL ITP500、IELTS 5.5 for internal screening at Waseda	U2, M, D	2	所属国学費	EUR 650	0
Italy	University of Florence	フィレンツェ大学	EX-R				Italian		U, M, D	2	所属国学費	EUR 700	0
Italy	University of Naples "L'Orientale"	ナポリ東洋大学	EX-R				Italian		U3, M1, D1	6	所属国学費	EUR 850	0
Italy	University of Padua	パドヴァ大学	EX-R		61		English	* TOEFL iBT61、TOEFL ITP500、IELTS 5.5 for internal screening at Waseda	U, M, D	1	所属国学費	EUR 500	0
Italy	University of Padua	パドヴァ大学	EX-R				Italian		U, M, D	1	所属国学費	EUR 500	0
Italy	Venice International University	ヴェニス国際大学	EX-R	2.5	79		English		U, M, D	10	所属国学費	EUR 1,280	0
Latvia	University of Latvia	ラトビア大学	EX-R	3	71		English	CEFR: B1	U1, M1	1	所属国学費	EUR 500	0
Lithuania	Vilnius University	ヴィルニウス大学	EX-R		61	5.5	English	B1 language level is required for the courses taught in foreign languages. Language certificate is not compulsory.	U2, M1, D	1	所属国学費等	EUR 265	0
Lithuania	Vytautas Magnus University	ヴィータウタス・マグナス大学	EX-R	2.2	87	5.5	English		U2, M, D1	3	所属国学費等	EUR 305	0
Luxembourg	University of Luxembourg	ルクセンブルク大学	EX-R		61		English		U2, M1	3	所属国学費	EUR 850	0
Luxembourg	University of Luxembourg	ルクセンブルク大学	EX-R				German		U2, M1	3	所属国学費	EUR 850	0
Luxembourg	University of Luxembourg	ルクセンブルク大学	EX-R				French		U2, M1	3	所属国学費	EUR 850	0
Netherlands	Leiden University	ライデン大学	EX-R	3.2	90	6.5	English	Cambridge English: Proficiency - Certificate Cambridge English: Advanced - C or above	U4, M	2	所属国学費	EUR 700	0
Netherlands	University of Amsterdam	アムステルダム大学	EX-R	3	88	6.5	English	Non - native speakers of English should provide proof of proficiency in the English language by means of a TOEFL an IELTS. For specific entrance requirements see: www.uva.nl/globalexchange > Courses	U4, M1	2	所属国学費	EUR 500	0
Netherlands	University of Twente	トゥウェンテ大学	EX-R		80	6	English	— Cambridge CPE or CAE (A, B or C)	U4, M, D	4	所属国学費	EUR 775	0
Netherlands	Utrecht University	ユトレヒト大学	EX-R		83	6	English	Master's IELTS score minimum 6.5 (minimum for writing is 6.0); TOEFL score minimum 93; Cambridge: CAE minimum B, CPE minimum C.	U2, M	3	所属国学費等	EUR 850	0
Norway	Norwegian University of Science and Technology	ノルウェー工科大学	EX-R		90	6.5	English		U2, M	2	所属国学費	NOK 11000	0
Norway	University of Bergen	ベルゲン大学	EX-R		61		English	* TOEFL iBT61、TOEFL ITP500、IELTS 5.5 for internal screening at Waseda	U2, M	4	所属国学費	NOK 6000	0
Norway	University of Oslo	オスロ大学	EX-R		61		English		U, M, D	5	所属国学費	NOK 6000	0
Norway	University of Tromsø	トロムソ大学	EX-R		61		English	* TOEFL iBT61、TOEFL ITP500、IELTS 5.5 for internal screening at Waseda	U3, M	4	所属国学費等	NOK 5,700	0
Poland	Jagiellonian University	ヤギェウォ大学	EX-R		79		English		U, M1, D2	1	所属国学費	PLN 1,300	0
Portugal	University of Coimbra	コインブラ大学	EX-R				Portugues	Portuguese B1	U2, M2, D2	2	所属国学費等	EUR 500	0
Portugal	University of Coimbra	コインブラ大学	EX-R		61	5.5	English		U2, M2, D2	2	所属国学費等	EUR 500	0
Portugal	University of Lisbon	リスボン大学	EX-R				Portugues		U1, M1, D1	2	所属国学費	EUR 800	0
Romania	University of Bucharest	ブカレスト大学	EX-R				Romanian	Any official test ! The proficiency should be at least B2	U2, M1, D1	2	所属国学費	LEI 2,000	0
Russia	Amur State University of Humanities and Pedagogy	アムール斯基国立人文教育大学	EX-R				Russian		U1	1	所属国学費	Rouble 8,500	0
Russia	Far Eastern Federal University	極東連邦総合大学	EX-R				Russian		U2, M1, D1	2	所属国学費等	RUR 26,000	0
Russia	Lomonosov Moscow State University	モスクワ大学	EX-R	3			Russian		U4, M2, D1	4	所属国学費等	RUR 35,000	0
Russia	Saint Petersburg State University	サンクトペテルブルク大学	EX-L				Russian		U2, M, D	1	所属国学費	RUR 22,390	0
Russia	Saint Petersburg State University	サンクトペテルブルク大学	EX-R				Russian	CEFR: B2	U2, M, D	1	所属国学費	RUR 22,390	0
Serbia	University of Belgrade	ベオグラード大学	EX-R	3			Serbian		U2, M1, D1	1	所属国学費	RSD 45,000	0
Slovakia	Comenius University in Bratislava	コメニウス大学	EX-R		61	6	English		U2, M, D	2	所属国学費	EUR 280	0
Spain	Autonomous University of Madrid	マドリッド自治大学	EX-R				Spanish		U1, M1, D1	2	所属国学費	EUR 700	0
Spain	Autonomous University of Madrid	マドリッド自治大学	EX-R		61	5.5	English		U1, M1, D1	2	所属国学費	EUR 700	0
Spain	Pumpeu Fabra University	ポンペウ・ファブラ大学	EX-R		72		English		U	1	所属国学費等		0
Spain	Pumpeu Fabra University	ポンペウ・ファブラ大学	EX-R				Spanish		U	1	所属国学費等		0
Spain	Universidad Carlos III de Madrid	マドリッド・カルロス 3 世大学	EX-R		61		English		U	2	所属国学費	EUR 750	0

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Spain	Universidad Carlos III de Madrid	マドリッド・カルロス 3 世大学	EX-R				Spanish		U	2	所属国学費	EUR 750	0
Spain	Universitat Autònoma de Barcelona	バルセロナ自治大学	EX-R				Spanish		U, M	2	所属国学費	EUR 625	0
Spain	Universitat Autònoma de Barcelona	バルセロナ自治大学	EX-R		87	5	English		U, M	2	所属国学費	EUR 625	0
Spain	University of Barcelona	バルセロナ大学	EX-R				Spanish	B1 in Spanish	U2, M	2	所属国学費	EUR 525	0
Spain	University of Barcelona	バルセロナ大学	EX-R		72	5.5	English		U2, M	2	所属国学費	EUR 525	0
Spain	University of Granada	グラナダ大学	EX-R				Spanish		U2, M1, D1	2	所属国学費等	EUR 500	0
Spain	University of Salamanca	サラマンカ大学	CS-L				Spanish		U	10	EUR 6,400+ 開発費	EUR 900	0
Spain	University of Salamanca	サラマンカ大学	EX-R				Spanish		U	3	所属国学費	EUR 850	0
Spain	University of Valencia	バレンシア大学	EX-R				Spanish		U2	2	所属国学費等	EUR 600	0
Sweden	KTH Royal Institute of Technology	スウェーデン王立工科大学	EX-R		61		English	* TOEFL iBT61, TOEFL ITP500, ELTS 5.5 for internal screening at Waseda	U6, M	2	所属国学費	SEK 5,500	0
Sweden	Linnaeus University	リンネ大学	EX-R		72	5.5	English	https://lnu.se/en/education/exchange-studies/	U2, M2	3	所属国学費	SEK 6,050	0
Sweden	Lund University	ルンド大学	CS-R		61		English	* TOEFL iBT61, TOEFL ITP500, ELTS 5.5 for internal screening at Waseda	U	20	SEK 110,250+ 開発費	SEK 6,300	0
Sweden	Lund University	ルンド大学	EX-R		90	6.5	English		U2, M1	3	所属国学費	SEK 6,300	0
Sweden	Stockholm University	ストックホルム大学	EX-R	3	79	6	English	PBT 550 Please notice that no results from TOEFL ITP tests will be accepted.	U, M	2	所属国学費等	SEK 6,500	0
Sweden	University of Gothenburg	ヨーテボリ大学	EX-R		72	5.5	English		U2, M, D	4	所属国学費	SEK 8,300	0
Sweden	Uppsala University	ウプサラ大学	EX-R		79		English		U2, M	5	所属国学費	SEK 7,974	0
Switzerland	University of Basel	バーゼル大学	EX-R		80		English		U2, M1, D1	5	所属国学費	CHF 875	0
Switzerland	University of Basel	バーゼル大学	EX-R				German		U2, M1, D1	5	所属国学費	CHF 875	0
Switzerland	University of Geneva	ジュネーヴ大学	EX-R				French		U2, M1, D1	1	所属国学費等	CHF 1,150	1
Switzerland	University of Geneva	ジュネーヴ大学	EX-R		72		English		U2, M1, D1	1	所属国学費等	CHF 1,150	1
Switzerland	University of Lausanne	ローザンヌ大学	EX-R				French		U2, M, D	3	所属国学費	CHF 1,300	0
Switzerland	University of Lausanne	ローザンヌ大学	EX-R		75		English		U2, M, D	3	所属国学費	CHF 1,300	0
Switzerland	University of Zurich	チューリッヒ大学	EX-R				German		U2, M, D	2	所属国学費	CHF 1,070	0
Switzerland	University of Zurich	チューリッヒ大学	EX-R		90	6.5	English		U2, M, D	2	所属国学費	CHF 1,070	0
United Kingdom	Bangor University	バンガー大学	CS-R	2.5		6	English		U	10	GBP 14,000+ 開発費	GBP 695	0
United Kingdom	Bangor University	バンガー大学	EX-R	2.5		6	English		U2, M2	2	所属国学費	GBP 695	0
United Kingdom	Cardiff University	カーディフ大学	EX-L	3	78	6	English		U2	2	所属国学費	GBP 554	0
United Kingdom	Cardiff University	カーディフ大学	EX-R	3	90	6.5	English		U2	2	所属国学費	GBP 554	0
United Kingdom	Hertford College, Oxford	オックスフォード大学・ハーフトフォード・カレッジ	CS-R	3.8		7	English		U	2	GBP 27,600+ 開発費	800	0
United Kingdom	King's College London	キングス・カレッジ・ロンドン	EX-R	3.3	100	7	English	Please see for further information http://www.kcl.ac.uk/study/undergraduate/apply/entry-requirements/english-language.aspx	U2, M2	3	所属国学費	GBP 1,220	0
United Kingdom	Newcastle University	ニューカッスル大学 人文社 会学部	EX-R	3		6.5	English		U2	2	所属国学費	GBP 700	0
United Kingdom	Queen Mary, University of London	ロンドン大学 クイーン・メアリー校	EX-R	3	100	7	English	http://www.qmul.ac.uk/international/international-students/englishlanguageguidelines/index.html#guidelines	U2	2	所属国学費	GBP 750	0
United Kingdom	Royal Holloway, University of London	ロンドン大学・ロイヤル・ Holloway 校	EX-R	3+		6.5	English	Pearson: 61 overall (with 54 in writing and no subscore below 51) https://www.royalholloway.ac.uk/international/programmesandapplying/englishlanguageguidelines.aspx	U2	1	所属国学費	GBP 720	0
United Kingdom	St. Peter's College, Oxford	オックスフォード大学・セントピータース・カレッジ	CS-R	3.7	110	7	English		U	2	GBP 27,400+ 開発費	820	0
United Kingdom	The University of Manchester, The Faculty of Humanities	マンチェスター大学 人文学部	EX-R	3	90	6.5	English	subject specific requirements listed here: http://www.manchester.ac.uk/study/international/study-abroad-programmes/non-eu/entry-requirements/	U2	2	所属国学費	GBP 600	0
United Kingdom	University College London	ロンドン大学・ユニバーシティ・カレッジ・ロンドン	EX-R	3.3+	92	6.5	English	www.ucl.ac.uk/sag The score is the standard level of the requirement. Some academic subject requires students to proof more above.	U4	3	所属国学費	GBP 925	0

Country	Institution Name	Institution Name in Japanese	Program	GPA	Minimum TOEFL iBT	IELTS	Language	Other Language Requirements	Student Level on Departure	Estimated Student Quota	Estimated Tuition	Estimated Room & Board	Nationality
United Kingdom	University of Birmingham	バーミンガム大学	EX-R	3	88	6.5	English	Higher intermediate to lower advanced IELTS 6.0 (with no less than 5.5 in each component) Cambridge Higher intermediate to lower advanced CAE B2 score 52 (with a Borderline pass in each component) Cambridge Higher intermediate to lower advanced FCE B (with a Good pass in each component) Pearson (PTE) Higher intermediate to lower advanced 56 (with no less than 51 in each component) Trinity Higher intermediate to lower advanced ISE II with a Pass with Merit in each component.	U2, M	2	所属部所學費等 GBP 580	0	
United Kingdom	University of Brighton	ブライトン大学	C5-R	2.5		6	English		U	4	GBP 12,500+開校費 760	0	
United Kingdom	University of Brighton	ブライトン大学	EX-R	3		6	English	UNDERGRADUATE Cambridge: Higher intermediate to lower advanced: CAE B2 score 52 (with a Borderline pass in each component) Cambridge: Higher intermediate to lower advanced: FCE B (with a Good pass in each component) Pearson (PTE) Higher intermediate to lower advanced: 56 (with no less than 51 in each component) Trinity Higher intermediate to lower advanced: ISE II with a Pass with Merit in each component.	U2	2	所属部所學費等 760	0	
United Kingdom	University of Bristol	ブリストル大学	EX-R	3	92	6.5	English	http://www.bristol.ac.uk/international/ug-study/study-abroad/apply/html	U2	3	所属部所學費 GBP 800	0	
United Kingdom	University of Durham	ダラム大学	EX-R	3	92	6.5	English	Cambridge Proficiency (CPE) : Grade C Cambridge Advanced (CAE) : Grade A GCSE English Language at grade C or above Pearson Test of English (overall score 62 (with no score less than 56 in each component))	U2	3	所属部所學費 GBP 710	0	
United Kingdom	University of East Anglia	イースト・アングリア大学	EX-R	3		6.5	English		U2	4	所属部所學費 GBP 850	0	
United Kingdom	University of Edinburgh	エディンバラ大学	EX-R	3	92	6.5	English	If students wish to take third year level (honours) courses then they will need to meet a slightly higher score: IELTS (Academic module) overall 6.5 with 6.5 in each component TOEFL iBT 92 or above with 23 in each section	U2	2	所属部所學費等 GBP 830	0	
United Kingdom	University of Exeter	エクセター大学	EX-R	3	90	6.5	English	Please check our website for full details of accepted English Language qualifications and scores: http://www.exeter.ac.uk/undergraduate/applications/entry/#english-language	U2	2	所属部所學費 GBP 775	0	
United Kingdom	University of Glasgow	グラスゴウ大学	C5-L	3	80	6	English	Students with 6.0 IELTS may be permitted to take the 1 week professional class.	U1	20	GBP 15,800+開校費 GBP 680	0	
United Kingdom	University of Glasgow	グラスゴウ大学	EX-R	3	80	6	English		U1	2	所属部所學費 GBP 660	0	
United Kingdom	University of Kent	ケント大学	EX-R	3	90	6.5	English	https://www.kent.ac.uk/emis/eng-lang-reqs/ielts.html	U2, M	3	所属部所學費 GBP 720	0	
United Kingdom	University of Leeds	リーズ大学	EX-R	3	92	6.5	English		U2	4	所属部所學費 GBP 750	0	
United Kingdom	University of Leicester	レスター大学	EX-R	3	90	6.5	English	Equivalent tests can be found here: https://le.ac.uk/student-life/international-students/english-language-requirements/equivalent	U2	6	所属部所學費 GBP 600 (accommodation)	0	
United Kingdom	University of London, School of Oriental and African Studies	ロンドン大学・東洋アフリカ学院	EX-L	3.3		4.5	English	The scores above are for the A1 level of the programme. For students wishing to enter the A2 - A4 levels, they must have a minimum of IELTS 5.0 with 5.0 in writing. In order to obtain the Tier 4 visa, SELT IELTS score should be submitted.	U1, M, D	10	所属部所學費 GBP 810	0	
United Kingdom	University of London, School of Oriental and African Studies	ロンドン大学・東洋アフリカ学院	EX-R	3.3	95	6.5	English		U3, M1	10	所属部所學費 GBP 800	0	
United Kingdom	University of Nottingham	ノッティンガム大学	EX-R	3.2	87	6.5	English	English Language Equivalencies listed here: http://www.nottingham.ac.uk/study/withus/international-applicants/spend-part-of-your-degree-here/language-information.aspx	U2, M	2	所属部所學費 GBP 1,015	0	
United Kingdom	University of Sheffield	シェフィールド大学	EX-R	3	72	5.5	English	All academic departments have higher English Language Requirements. please see the factsheet: http://www.sheffield.ac.uk/popolopoly_fs/1.132620/file/English_Language_Factsheet_2016-17.pdf	U2	2	所属部所學費 http://www.sheffield.ac.uk/undergraduate/studentlife/low-cost-of-living	0	
United Kingdom	University of Stirling	スターリング大学	EX-R	3	90	6	English		U1	2	所属部所學費 GBP 720	0	
United Kingdom	University of Sussex	サセックス大学	EX-R	3	88	6.5	English		U2	3	所属部所學費 GBP 640	0	
United Kingdom	University of Warwick	ウォーリック大学	C5-R	3		6.5	English	The IELTS (or equivalent) must be valid at the time of entry to the UK. Test validity is 2 years from date test is taken. Warwick general English language requirements can be found at: http://www2.warwick.ac.uk/study/undergraduate/apply/language/	U2	30	GBP 17,900+開校費 GBP 932	0	
United Kingdom	University of Warwick	ウォーリック大学	EX-R	3	100	7	English		U2	4	所属部所學費 GBP 900	0	
United Kingdom	University of Westminster	ウエストミンスター大学	C5-L	2.8		4.5	English	For participating onto the EFL programme, students are asked to take SELT IELTS for Tier 4 visa.	U2	10	GBP 10,500+開校費 GBP 1,120	0	
United Kingdom	University of Westminster	ウエストミンスター大学	C5-R	2.8		6	English		U	10	GBP 14,600+開校費 GBP 1,120	0	
United Kingdom	University of Westminster	ウエストミンスター大学	EX-R	2.8		6	English	Please note we cannot accept TOEFL as evidence of English Language if the student requires a Tier 4.	U2	2	所属部所學費 GBP 1,120	0	
United Kingdom	University of York	ヨーク大学 (イギリス)	C5-R	3		6	English		U4	20	GBP 13,600+開校費 GBP 640	0	
United Kingdom	University of York	ヨーク大学 (イギリス)	EX-R	3	87	6	English		U4	4	所属部所學費等 GBP 480	0	
United States	State University of New York at Stony Brook	ニューヨーク州立大学 ストニー・ブルック校	EX-R	2.8	80	6.5	English		U	1	所属部所學費 USD 7,500/per semester	1	

Middle East													
Country	Institution Name	Institution Name in Japanese	Program	GPA	Minimum TOEFL iBT	IELTS	Language	Other Language Requirements	Student Level on Departure	Estimated Student Quota	Estimated Tuition	Estimated Room & Board	Nationality
Iran	Sharif University of Technology	シャリフ工科大学	EX-R	3			Persian		U4, M1, D1	1	所属箇所学費	USD 500	0
Israel	Tel Aviv University	テルアビブ大学	EX-R	3			Hebrew		U2, M1, D1	1	所属箇所学費	USD 800	0
United Arab Emirates	United Arab Emirates University	アラブ首長国連邦大学	EX-R	3	61	5	English	TOEFL PBT500	U4	1	所属箇所学費	AED 3,800	0
United Arab Emirates	United Arab Emirates University	アラブ首長国連邦大学	EX-R	3			Arabic		U4	1	所属箇所学費	AED 3,800	0

North America												
Country	Institution Name	Institution Name in Japanese	Program	GPA	Minimum TOEFL iBT	IELTS	Language	Other Language Requirements	Student Level on Departure	Estimated Tuition	Estimated Room & Board	Nationality
Canada	Bishop's University	ビショップ大学	EX-R	2.7	90	6.5	English	Person Test of English 61 Cambridge English Proficiency C Cambridge English Advanced C IELAB 85	U2	所屬箇所学費	CAD 1,265	0
Canada	Concordia University	コンコーディア大学	EX-R	2.8	90	7	English	TOEFL of 100 for Communications, Journalism and Creative Writing	U2, M1	所屬箇所学費	CAD 1,900	0
Canada	McGill University	マギル大学	EX-R	3	90	6.5	English		U2, M, D	所屬箇所学費	CAD 1,300	0
Canada	Mount Allison University	マウントアリスン大学	EX-R		90	6.5	English		U3	所屬箇所学費等	CAD 1,325	0
Canada	Queen's University	クイーンズ大学	EX-R	2.6	88	6.5	English		U2	所屬箇所学費	CAD 1,100	0
Canada	Simon Fraser University	サイモンフレーザー大学	EX-R		88	6.5	English	http://www.sfu.ca/students/exchange/prospectus/application.html	U, M, D	所屬箇所学費	CAD 1,400	0
Canada	University of Alberta	アルバータ大学	CS-L		70	5.5	English		U1	CAD 21,000+ 開発費	CAD 1,000	0
Canada	University of Alberta	アルバータ大学	EX-R	2.7 and 3 for Engineering	86	6.5	English		U2, M1, D1	所屬箇所学費	Canadian Dollar 1,400	0
Canada	University of British Columbia	ブリティッシュ・コロンビア大学	EX-R	2.8	90	6.5	English	http://students.ubc.ca/about/go-global/coming-ubc-exchange/english-language-requirement-coming-ubc-exchange	U2, M2, D2	所屬箇所学費	CAD 1,800	0
Canada	University of Calgary	カルガリー大学	EX-R	2.7	86	6.5	English	http://www.ucalgary.ca/pubs/calendar/current/a-11.html	U2	所屬箇所学費	CAD 1,850	0
Canada	University of Montreal	モントリオール大学	EX-R				French		U2, M1, D1	所屬箇所学費	CAD 850	0
Canada	University of Ottawa	オタワ大学	EX-R	2.7	86	6.5	English		U2, M2, D2	所屬箇所学費	CAD 1,150	0
Canada	University of Prince Edward Island	プリンスエドワードアイランド大学	EX-R	3	80	6.5	English	The requirements for graduate students can be found here: http://www.upel.ca/programsandcourses/english-language-proficiency-requirements/graduate-programs	U4, M2	所屬箇所学費		0
Canada	University of Toronto	トロント大学	EX-R		89		English	*2016-2017のスコアです。2017-2018のスコア詳細はPOのQ22を要確認。	U2, M1, D1	所屬箇所学費等	CAD 2,300	0
Canada	University of Western Ontario	ウェスタンオンタリオ大学	EX-R	2.8	83		English	*Students will be completing their courses in English, therefore should be proficient enough in English to do so, however currently we do not require any formal language certification	U2, M1	所屬箇所学費	CAD 1,350	0
Canada	York University	ヨーク大学(カナダ)	EX-R		83		English		U2, M1, D1	所屬箇所学費等	CAD 1,200	0
United States	Albion College	アルビオン・カレッジ	CS-R	2.8	79	6.5	English	PBT 550	U3	USD 22,874+ 開発費	USD 11,610/ whole duration of the program	0
United States	American University	アメリカン大学	CS-R	3	72		English		U2	USD 24,000+ 開発費	USD 1,800	0
United States	American University	アメリカン大学	EX-R	3	80	6.5	English		U2	所屬箇所学費	USD 2,017	0
United States	Arizona State University	アリゾナ州立大学	EX-R		79	6	English	Engineering requires IELTS score of 6.5 with no bands below 5.5. https://mystudyabroad.asu.edu/international/application	U2, M	所屬箇所学費	USD 1,000	0
United States	Babson College	バブソン・カレッジ	EX-R		80	6	English		U2	所屬箇所学費等	USD 1,500	0
United States	Bard College	バード大学	EX-R	3	100	7.5	English		U4	所屬箇所学費等	USD 2,000	0
United States	Baruch College, City University of New York	ニューヨーク市立大学バローク校	EX-R	2.75	85	6.5	English	None required	U2, M1	所屬箇所学費等	USD 1,575	0
United States	Beloit College	ベロイト・カレッジ	CS-R	2.8	80	6.5	English	PBT 550	U3	USD 26,037+ 開発費	USD 8,146/ whole duration of the program	0
United States	Binghamton University, State University of New York	ニューヨーク州立大学・ビンガムトン校	EX-R	3	80	6.5	English		U2, M, D	所屬箇所学費等	USD 1,380	0
United States	Boston College	ボストン・カレッジ	EX-R	3	79		English	Nominated student must submit a TOEFL score report with a minimum score of 79/80 (undergraduate) level.	U4	所屬箇所学費	USD 2,125	0

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United States	Boston University	ボストン大学	CS-L		68		English		U2	30	USD 24,500 + 開発費	USD 1,700	0
United States	California State University System	カリフォルニア州立大学連盟	EX-R	3	71	6.5	English	TOEFL iBT 71 or more, IELTS 6.5 or more For details, see website and refer to document entitled "English Language Proficiency Requirements" for test scores for each campus. https://csup.calstate.edu/_custontags/ct_FileRetrieve.cfm?File_ID=301	U2	10	所属箇所学費	varies	1
United States	Carleton College	カールトン・カレッジ	CS-R	2.8	100	7	English	PBT 600	U3	1	USD 28,129+ 開発費	USD 13,197/whole duration of the program	0
United States	Case Western Reserve University	ケース・ウェスタン・リザーブ大学	EX-R	3	100	7	English		U2	2	所属箇所学費等	varies	0
United States	Coe College	コー・カレッジ	CS-L		40		English	ITP 433 is also acceptable.	U1	22	USD 28,875+ 開発費	USD 9,231/whole duration of the program	0
United States	College of Wooster	ウースター・カレッジ	CS-R	2.8	80		English	PBT 550	U3	2	USD 26,176+ 開発費	USD 11,040/whole duration of the program	0
United States	Colorado College	コロラド・カレッジ	CS-R	2.8	100	7	English	PBT 550	U3	1	USD 28,072+ 開発費	USD 11,668/whole duration of the program	0
United States	Cornell College	コーネル・カレッジ	CS-R	2.8	79	6	English	PBT 550	U3	1	USD 22,404+ 開発費	USD 8,900/whole duration of the program	0
United States	Denison University	デニソン・カレッジ	CS-R	2.8	80	6.5	English	PBT 550	U3	3	USD 25,551+ 開発費	USD 11,970/whole duration of the program	0
United States	DePauw University	デパー・カレッジ	CS-R	2.8	85	6.5	English	PBT 563	U3	5	USD 25,546+ 開発費	USD 12,160/whole duration of the program	0
United States	Earlham College	アールラム・カレッジ	CS-L	2.5	54		English	TOEFL ITP 490	U1	20	USD 21,388+ 開発費	USD 1,111	0
United States	Earlham College	アールラム・カレッジ	DD	3	92		English	PBT 580 CBT 237	U3	2	USD 23,294/per year + 登録料	USD 9,570/per year	0
United States	Florida State University	フロリダ州立大学	EX-R	2.5	80	6.5	English	College of Communications Graduate students must have a 100 TOEFL score or higher. Other Language Tests Accepted: Michigan English Language Assessment Battery (MELAB); 77; Pearson Test of English: 55.	U1, M1, D1	15	所属箇所学費	USD 1,150	0
United States	Fort Lewis College	フォート・ルイス・カレッジ	CS-R		61	5.5	English		U2	20	USD 16,875+ 開発費	USD 1,365	0
United States	Fort Lewis College	フォート・ルイス・カレッジ	EX-R	3	61	5.5	English	PBT 500	U2	1	所属箇所学費	USD 1,572	0
United States	Furman University	ファーマン大学	EX-R	2.75	90		English		U2	4	所属箇所学費	USD 1,450	0
United States	George Washington University	ジョージ・ワシントン大学	EX-R	3	90	6.5	English	Students who receive a 90-99 total on the TOEFL iBT or a 6.5 IELTS total/6.0 and below on the IELTS sectional scores will be required to enroll in the English for Academic Purposes course. The English for Academic Purposes course is worth 3 credit hours and counts towards the overall credit requirement for students during their first semester. Students are notified in their admission letter if they are expected to complete this requirement.	U	2	所属箇所学費	USD 2,330	0
United States	Georgetown University	ジョージタウン大学	EX-R	3	88		English		U2	2	所属箇所学費等	USD 1,850	0
United States	Georgia Institute of Technology	ジョージア工科大学	EX-R	3	95	7	English	Graduate departments typically require higher than 95 on the TOEFL. It will depend on the graduate department.	U2, M1	1	所属箇所学費等	USD 2,000	0
United States	Global Leadership Fellows Program	グローバル・リーダーシップ・フェローズ・プログラム	EX-R	3	83		English		U2	13	所属箇所学費	See the P.O. on the website	0
United States	Grinnell College	グリンネル・カレッジ	CS-R	2.8	100	6.5	English	PBT 600	U3	1	USD 26,244+ 開発費	USD 11,980/whole duration of the program	0
United States	Hope College	ホープ・カレッジ	CS-L	3	80		English		U2	4	USD 22,075+ 開発費	USD 9,690/whole duration of the program	0
United States	Iowa State University	アイオワ州立大学	EX-R	3	61		English	* TOEFL iBT 61, TOEFL ITP 500, IELTS 5.5 for internal screening at Waseda	U2, M1	1	所属箇所学費	USD 1,500	0
United States	Kalamazoo College	カラマズー・カレッジ	CS-R	2.8	84	7	English	PBT 550	U3	2	USD 24,894+ 開発費	USD 9,174/whole duration of the program	0
United States	Kenyon College	ケニヨン・カレッジ	CS-R	2.8	100	7	English	PBT 600 (average 640) with minimum TWE of 5.0	U3	1	USD 27,415+ 開発費	USD 12,130/whole duration of the program	0
United States	Knox College	ノックス・カレッジ	CS-R	2.8	80		English	PBT 550	U3	10	USD 23,904+ 開発費	USD 9,330/whole duration of the program	0
United States	Lawrence University	ローレンス大学	CS-L	2.5	54		English	ITP TOEFL 480	U1	16	USD 32,740+ 開発費	USD 9,654/whole duration of the program	0
United States	Lesley University	レズリー大学	EX-R	2.7	80	6.5	English		U2	2	所属箇所学費	USD 2,000	0
United States	Lewis & Clark College	ルイス&クラーク・カレッジ	CS-L	Please refer to the PDF for details.	57		English	ITP487 acceptable	U3	20	USD 28,435+ 開発費	USD 12,117/whole duration of program	0

Country	Institution Name	Institution Name in Japanese	Program	GPA	Minimum TOEFL iBT	IELTS	Language	Other Language Requirements	Student Level on Departure	Estimated Student Quota	Estimated Tuition	Estimated Room & Board	Nationality
United States	Lewis & Clark College	ルイス・クラーク・カレッジ	EX-R	3	80		English	ESU/Undergraduate Combination: TOEFL iBT 80, PBT 550 Solid Undergraduate Programs: TOEFL iBT 91, PBT 575, IELTS 7.0	U3	2	所属箇所費	USD 1,402	0
United States	Michigan State University	ミシガン州立大学	EX-R		79	6.5	English		U2, M1	2	所属箇所費	USD 1,200/accommodation A shared room in an on campus residence hall with an unlimited meal plan is \$4,867 for one semester.	0
United States	Middlebury Institute of International Studies at Monterey	ミドルベリー国際大学院モントレイ校	EX-R	3	80	6.5	English		M	1	所属箇所費	USD 1,200	0
United States	Monmouth College	マンモス・カレッジ	CS-R	2.8	79	6	English	PBT 550	U3	5	USD 20,107+ 開発費	USD 8,300/whole duration of the program	0
United States	New York University	ニューヨーク大学	EX-R	3	100	7.5	English		U4	3	所属箇所費	USD 12,600/semester	0
United States	North Dakota State University	ノースダコタ州立大学	EX-R	2.5	71	6	English	TOEFL PBT 525	U2, M, D	1	所属箇所費	USD 1,310	0
United States	Northern Arizona University	ノーザンアリゾナ大学	EX-R	2.5	70	6	English		U1, M1, D1	2	所属箇所費	\$4,500 per semester	0
United States	Oberlin College	オーバリン・カレッジ	CS-R	2.8	100		English	PBT 600	U3	2	USD 28,478+ 開発費	USD 14,010/whole duration of the program	0
United States	Ohio State University	オハイオ州立大学	EX-R	3	79	6.5	English	MELAB: 79 paper-based TOEFL: 550	U2	1	所属箇所費	USD 1,300	0
United States	Ohio Wesleyan University	オハイオ・ウェスリアン大学	CS-R	2.8	80	6.5	English	PBT 550	U3	5	USD 24,554+ 開発費	USD 11,770/whole duration of the program	0
United States	Oregon University System	オレゴン州立大学連盟	EX-R	2.25	71	6	English	語学要件は大学により異なりますので、 http://ie3global.org/incoming-students/ をご出願の前に必ずご確認ください。 ※ PSU では reading section が15必要、OSU ではすべてのセクションで16が必要。	U2, M2		所属箇所費		0
United States	Oregon University System	オレゴン州立大学連盟	EX-R	2.25	61	5	English	語学要件は大学により異なりますので、 http://ie3global.org/incoming-students/ をご出願の前に必ずご確認ください。 ※ PSU では reading section が15必要、OSU ではすべてのセクションで16が必要。	U2, M2		所属箇所費		0
United States	Oregon University System	オレゴン州立大学連盟	EX-R	2.25	80	6.5	English	語学要件は大学により異なりますので、 http://ie3global.org/incoming-students/ をご出願の前に必ずご確認ください。 ※ PSU では reading section が15必要、OSU ではすべてのセクションで16が必要。	U2, M2		所属箇所費		0
United States	Portland State University	ポートランド州立大学	CS-L	2	36		English	ITP 460	U	30	USD 20,377+ 開発費	USD 833-1,423	1
United States	Purdue University	パデュー大学	EX-R	3	80	6.5	English	None.	U2	1	所属箇所費	USD 1,400	0
United States	Queens College, City University of New York	ニューヨーク市立大学クイーンズ校	EX-R	2.5	61	6	English		U2	10	所属箇所費等	USD 1,800	0
United States	Ripon College	リボン大学	CS-R	2.8	79		English	PBT 550	U3	5	USD 21,967+ 開発費	USD 7,769/whole duration of the program	0
United States	St. Olaf College	セント・オラフ・カレッジ	CS-R	2.8	90	6.5	English	PBT 577	U3	1	USD 24,769+ 開発費	USD 10,080/whole duration of the program	0
United States	State University of New York at Stony Brook	ニューヨーク州立大学 ストニー・ブルック校	CS-R	2.8	80		English		U	30	USD 25,000 + 開発費	USD 1,900	1
United States	Syracuse University	シラキュース大学	EX-R	3	80	6.5	English		U2	2	所属箇所費	USD 1,930	0
United States	The University of Texas at Austin	テキサス大学オースティン校	EX-R		79	6.5	English		U	5	所属箇所費	USD 1,200	0
United States	The University of Tulsa	タルサ大学	EX-R		79	5	English		U2, M, D	2	所属箇所費	USD 1,000	0
United States	University at Albany, The State University of New York	ニューヨーク州立大学・アルバニー校	CS-R		79		English		U	2	USD 24,000 + 開発費	USD 1,500	0
United States	University at Albany, The State University of New York	ニューヨーク州立大学・アルバニー校	EX-R	3	79	6	English		U4, M2, D2	1	所属箇所費等	USD 17,000 for a year	0
United States	University of Alaska Fairbanks	アラスカ大学フェアバンクス校	EX-R	2	61	5.5	English		U2, M2, D2	1	所属箇所費	USD 1,100	0
United States	University of Arizona	アリゾナ大学	EX-R	2.5	70	6	English	TOEFL iBT: 79 for Engineering and Graduate Students IELTS: 6.5 for Engineering, 7 for Graduate Students	U2, M2, D2	1	所属箇所費	USD 1,000	0
United States	University of California System (UC)	カリフォルニア大学群	EX-R	3	80		English	See UC-recognized English language Proficiency Examinations http://eap.ucop.edu/ReciprocalExchanges/Pages/Undergraduates/ApplyUndergraduates.aspx	U1, M1, D1	27	所属箇所費	USD 1,400	0
United States	University of California, Berkeley	カリフォルニア大学 バークレー校	CS-R		90	7	English		U	5	USD 26,000+ 開発費	USD 1,500	0
United States	University of California, Berkeley	カリフォルニア大学 バークレー校	EX-R		90	7	English		M, D	4	所属箇所費	USD 2,243	0

Country	Institution Name	Institution Name in Japanese	Program	GPA	Minimum TOEFL iBT	IELTS	Language	Other Language Requirements	Student Level on Departure	Estimated Student Quota	Estimated Tuition	Estimated Room & Board	Nationality
United States	University of California, Davis	カリフォルニア大学・デービス校	CS-L	3	61	6	English		U	25	USD 19,900 + 開校費	USD 1,300	0
United States	University of California, Davis	カリフォルニア大学・デービス校	CS-R	3	71	6.5	English		U	25	USD 19,900 + 開校費	USD 1,300	0
United States	University of California, Irvine	カリフォルニア大学・アーバイン校	CS-L		71	6	English		U	20	USD 23,300 + 開校費	USD 1,700	0
United States	University of California, Riverside	カリフォルニア大学リバーサイド校	CS-L		71		English		U	20	USD 22,600 + 開校費	USD 1,500	0
United States	University of Colorado at Boulder	コロラド大学・ボウルダー校	EX-R	2.5	75	7	English	For Engineering majors: 560-83 for internet-based TOEFL For all other majors: 537-75 for internet-based TOEFL Some departments/programs (Graduate School, MBA, Music, Architecture) require additional application materials.	U2, M1, D1	2	所属箇所学費等	USD 6,597 per semester	0
United States	University of Colorado Colorado Springs	コロラド大学・コロラドスプリングス校	EX-R	2.5	80	6.5	English	Graduate student English requirements depend on the school and program that the student will be studying. As a general rule the minimum is 80 and can range up to 92 for some other programs. http://www.uccs.edu/Documents/graduateschool/Intnl%20English%20Proficiency%20version%202020.pdf	U2, M1	1	所属箇所学費	USD 1,600	0
United States	University of Connecticut	コネチカット大学	EX-R	3	79	6.5	English		U2	1	所属箇所学費	USD 1,750	0
United States	University of Denver	デンバー大学	EX-R		80	6.5	English	Graduate departments have their own requirements (more information here: https://abroad.du.edu/_customtags/ct_FileRetrieve.cfm?File_ID=980). All exchange students must take the ELPA English Exam administered by the English Language Center at DU as part of their in-person orientation	U2, M1	1	所属箇所学費等	USD 1,500	0
United States	University of Florida	フロリダ大学	EX-R		80	6	English	Please see website information: http://ufc.ufl.edu/SAS/ExchangeFrom.html	U2, M2, D2	2	所属箇所学費	USD 1,175	0
United States	University of Georgia	ジョージア大学	EX-R		80	6.5	English	Graduate school candidates must have a score of 20 in each area of the TOEFL iBT test.	U1, M2, D2	5	所属箇所学費	USD 1,071	0
United States	University of Hawaii at Manoa	ハワイ大学マノア校	CS-L	2.5	45		English		U	30	USD 20,791 + 開校費	USD 1,562	0
United States	University of Hawaii at Manoa	ハワイ大学マノア校	EX-R	3	68	6.5	English	Graduate: TOEFL 100+ or IELTS 7.5+ Undergraduate recommended is TOEFL 80+/IELTS Students with less than 100 iBT (600 PBT) must take an English placement test upon arrival. Based on the result of the placement test, they may be required to register for up to three ELI classes.	U2, M1, D1	2	所属箇所学費	USD 1,750	1
United States	University of Illinois at Urbana-Champaign	イリノイ大学アーバナ・シャンペーン校	EX-R	3	80	6.5	English	For further information, please refer to the following link: http://www.studyabroad.illinois.edu/english-language-proficiency-verification	U2	3	所属箇所学費	Please see the Program Overview	0
United States	University of Kentucky	ケンタッキ大学	EX-R	n/a	71	6	English	TOEFL 79 for business & engineering IELTS 6.5 for business & engineering UK also accepts other TOEFL scores ITP 527 CBT 197 ITP 550 for business & engineering courses CBT 213 for business & engineering courses	U2	2	所属箇所学費	See the program overview	0
United States	University of Maryland	メリーランド大学	EX-R	3	90	6.5	English		U2	2	所属箇所学費等	USD 1,090	0
United States	University of Michigan	ミシガン大学	EX-R	2.75	88	6.5	English		U4	2	所属箇所学費	USD 1,400	0
United States	University of Missouri-St. Louis	ミズーリ大学セントルイス校	EX-R	2.75	61	5.5	English	Graduate students: TOEFL iBT 79, IELTS 6.0	U1, M1, D1	1	所属箇所学費	USD 900	0
United States	University of Montana	モンタナ大学	EX-R	2.8	70	6	English		U2, M2	1	所属箇所学費等	USD 975	0
United States	University of New Hampshire	ニューハンプシャー大学	EX-R	2.75	80		English	PBT 550	U2, M1	2	所属箇所学費等	USD 1,200	0
United States	University of New Mexico	ニューメキシコ大学	EX-R	3	68	6	English		U, M, D	2	所属箇所学費	USD 1,000	0
United States	University of North Carolina at Chapel Hill	ノースカロライナ大学チャペルヒル校	EX-R	3	100	7.5	English		U2, M1	4	所属箇所学費	USD 4,500/semester	0
United States	University of Oregon	オレゴン大学	CS-L	2.5	48	6	English		U	30	USD 30,221 + 開校費	USD 1,287	0
United States	University of Oregon	オレゴン大学	EX-R	2	61	6	English	GRADUATE: 88 iBT TOEFL, 7.0 IELTS	U, M, D	9	所属箇所学費	USD 1,287	0
United States	University of Pennsylvania	ペンシルバニア大学	CS-R	3.3	100		English		U	15	USD 27,000+ 開校費	USD 1,800	0
United States	University of Pittsburgh	ピッツバーグ大学	EX-R	3	80	6.5	English		U2	2	所属箇所学費	USD 1,900	0
United States	University of Redlands	レッドランズ大学	CS-R	2.5	65	5.5	English		U	7	USD 23,184+ 開校費	USD 1,734	1
United States	University of Rhode Island	ロード・アイランド大学	EX-R	2.5	79	6.5	English		U2	2	所属箇所学費等	USD 1,500	0
United States	University of Richmond	リッチモンド大学	EX-R	3	90		English		U2	1	所属箇所学費等	USD 1,500	0
United States	University of the Pacific	パシフィック大学	EX-R		80	6.5	English	Paper-based TOEFL 550	U2	1	所属箇所学費	USD 1,607	0
United States	University of Utah	ユタ大学	EX-R	2.5	80	6.5	English		U, M, D	1	所属箇所学費	USD 1,300	0
United States	University of Virginia	バージニア大学	EX-R	3	90	7	English		U2	2	所属箇所学費等	USD 9,500 per semester	0
United States	University of Washington (Seattle)	ワシントン大学 (シアトル)	CS-L		69	6	English		U2	40	USD 25,200 + 開校費	USD 1,100	1
United States	University of Washington (Seattle)	ワシントン大学 (シアトル)	CS-R		92	7	English		U2	40	USD 25,200 + 開校費	USD 1,100	1
United States	University of Washington (Seattle)	ワシントン大学 (シアトル)	EX-R	3	83	7	English		U, M1, D1	4	所属箇所学費	varies	0
United States	Utah State University	ユタ州立大学	EX-R	2.5	71	6	English	https://globalengagement.usu.edu/iss/htm/prospective-intl-students/ugrad-app/	U2	1	所属箇所学費等	~USD 3,270 per semester	0
United States	Wabash College	ウォバッシュ・カレッジ (男子校)	CS-R	2.8	80		English	PBT 550	U3	2	USD 22,785+ 開校費	USD 9,600/ whole duration of the program	0

Country	Institution Name	Institution Name in Japanese	Program	GPA	Minimum TOEFL IBT	IELTS	Language	Other Language Requirements	Student Level on Departure	Estimated Student Quota	Estimated Tuition	Estimated Room & Board	Nationality
United States	Washington University in St. Louis	ワシントン大学 (セントルイス)	EX-R	3	90	7	English		U4	1	所属箇所学費	USD 2,000	0
United States	West Virginia University	ウェストバージニア大学	EX-R	2.5	61		English		U2, M1, D1	4	所属箇所学費	USD 4,936	0
United States	Yale University	イエール大学	CS-R	3.3	100		English		U4	5	USD 52,000+ 開発費	USD 1,700	0

Oceania

Country	Institution Name	Institution Name in Japanese	Program	GPA	Minimum TOEFL IBT	IELTS	Language	Other Language Requirements	Student Level on Departure	Estimated Student Quota	Estimated Tuition	Estimated Room & Board	Nationality
Australia	Macquarie University	マククワリー大学	EX-R	2.5	83	6.5	English	http://www.mq.edu.au/study/international-students/how-to-apply/english-language-requirements	U2, M1	3	所属箇所学費	AUD 2,600	1
Australia	The University of Adelaide	アデレード大学	CS-L	2.5	50		English		U2	20	See the Note from CIE	AUD 2,060	0
Australia	The University of Queensland	クイーンズランド大学	CS-L	2.33	72	6	English		U	40	AUD 17,600+ 開発費	AUD 2,120	0
Micronesia	College of Micronesia - FSM	カレッジ・オブ・ミクロネシア	EX-R	2.5	65	6	English		U	1	所属箇所学費等	USD 500	0
New Zealand	The University of Auckland	オークランド大学	CS-L	3	60		English		U	40	NZD 26,100+ 開発費	NZD 1,800	0

1 Semester Programs

Country	Institution Name	Institution Name in Japanese	Program	GPA	Minimum TOEFL IBT	IELTS	Language	Other Language Requirements	Student Level on Departure	Estimated Student Quota	Estimated Tuition	Estimated Room & Board	Nationality
Brunei	AIMS7-University of Brunei Darussalam	ブルネイ・ダルサラーム大学	EX-R (15)	2.5	79		English	TOEFL PBT 550	U2	6	所属箇所学費		0
China	Peking University	北京大学	CS-L (15)				Chinese		U2	20	54万円	RMB 4,900	1
Indonesia	AIMS7-University of Indonesia, Economics	インドネシア大学	EX-R (15)	3	64		English	TOEFL ITP 510	U2	3	所属箇所学費		1
Indonesia	AIMS7-University of Indonesia, Humanities	インドネシア大学	EX-R (15)	3	64		English	TOEFL ITP 510	U2	2	所属箇所学費		1
Malaysia	AIMS7-University of Malaysia	マラヤ大学	EX-R (15)	3	61		English	[Faculty of Business & Accountancy] IBT 79, PBT 550 [Other Faculties] IBT 61, PBT 500	U2	4	所属箇所学費		0
Philippines	AIMS7-De La Salle University	デ・ラ・サル大学 マニラ校	EX-R (15)	2.5	79		English	TOEFL PBT 550	U2	2	所属箇所学費		1
Thailand	AIMS7-Chulalongkorn University	チュラーロンコン大学	EX-R (15)	2.75	79		English	TOEFL PBT 550	U2	4	所属箇所学費		0
Thailand	AIMS7-Thammasat University	タマサート大学	EX-R (15)	2.2* (Please check the PO for details)	61		English	*Please check the PO. Required scores differ for each program. Some programs do not accept TOEFL PBT.	U2	4	所属箇所学費		0
Germany	University of Bonn	ボン大学	CS-L (15)	3			German	German A1	U2	3	EUR 4,800+ 開発費	EUR 600	0
Italy	Venice International University	ヴェニス国際大学	EX-R (15)	2.5	79		English		U, M, D	10	所属箇所学費	EUR 1,280	0
Spain	University of Salamanca	サラマンカ大学	CS-L (15)				Spanish		U	10	EUR 4,200+ 開発費	EUR 900	0
Canada	University of British Columbia	ブリティッシュ・コロンビア大学	CS-L (15)		1		English	*英語の読字能力を証明できる有効な証明書/スコアカードを提出してください。	U	10	CAD 7,900+ 開発費	CAD 1,100	0
United States	University of California, Davis	カリフォルニア大学・デービス校	CS-L (15)		45		English	ITP 450, TOEIC 445	U	25	USD 8,100 + 開発費	USD 1,500	0
United States	University of Hawaii at Manoa	ハワイ大学 マノア校	CS-L (15)	2.5	45		English	450 ITP TOEFL	U	10	USD 4,462+ 開発費	※Please refer to the PDF for details.	0
United States	University of Pennsylvania	ペンシルバニア大学	CS-L (15)		61	5.5	English		U	15	USD 9,000+ 開発費	USD 1,800	0
New Zealand	The University of Auckland	オークランド大学	CS-L (15)	3	50		English		U	40	NZD 13,100+ 開発費	NZD 1,800	0

III. Departmental Exchange Programs (as of January 2017)

Under agreements with overseas partner universities, some graduate and undergraduate 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.

	Department	Departmental exchange program (in English)
Schools	School of Political Science and Economics	① City University of Hong Kong, College of Business, Department of Economics and Finance (Hong Kong), ② National Chengchi University, College of Social Sciences (Taiwan), ③ National Taiwan University, College of Social Science (Taiwan), ④ Vrije Universiteit Amsterdam, Faculty of Economics and Business Administration (Netherlands), ⑤ Tilburg University, School of Economics and Management (Netherlands) ⑥ Victoria University of Wellington (New Zealand), ⑦ University of Missouri, Missouri School of Journalism (United States), ⑧ Korea University, College of Political Science and Economics, Double Degree Program (South Korea), ⑨ Hong Kong University of Science and Technology, School of humanities and Social Science, Double Degree Program (Hong Kong), ⑩ National Taiwan University, College of Social Sciences, Department of Economics, Double Degree Program (Taiwan)
	School of Law	—
	School of Culture, Media and Society	—
	School of Humanities and Social Sciences	—
	School of Education	—
	School of Commerce	① National Taiwan University, ② College of Commerce, National Chengchi University, ③ Guanghua School of Management, Peking University, ④ The School of Management, The Hong Kong University of Science and technology, ⑤ Korea University Business School, ⑥ Yonsei University, School of Business, ⑦ Ewha School of Business, Ewha Womans University, ⑧ Otto Beisheim School of Management (WHU), ⑨ The Business School of the University of Mannheim, ⑩ Frankfurt School of Finance & Management, ⑪ School of Economics and Business Administration, University of Navarra, ⑫ Vienna University of Economics and Business, ⑬ Bocconi University, ⑭ Business School (faculty), Lomonosov Moscow State University, ⑮ ESSEC Business School, ⑯ Faculty of Economics and Business, Katholic University Leuven, ⑰ Rotman Commerce, University of Toronto, ⑱ Sauder School of Business, the University of British Columbia, ⑲ The University of Victoria, Peter B. Gustavson School of Business, ⑳ Darla Moore School of Business, University of South Carolina
	School of Fundamental Science and Engineering	—
	School of Creative Science and Engineering	① Dankook University College of Architecture, College of Engineering
	School of Advanced Science and Engineering	① Life and Medical Sciences Institute, University of Bonn
	School of Social Sciences	① College of Social Sciences, National Taiwan University (Taiwan)
	School of Human Sciences	① College of Education, North West Normal University(China), ② The School of Information Engineering, The school of Literary Arts and Communication, The School of Politics and Administration, Chang'an University(China), ③ College of Electrical Engineering & Computer Science, National Central University, Taiwan(Taiwan), ④ Faculty of Forestry, Kasetsart University(Thailand), ⑤ The Faculty of Agriculture and Magister of Environment, Universitas Tanjungpura(Indonesia), ⑥ Mulawarman University (UNMUL) Development Project (Indonesia), ⑦ Faculty of Oriental Studies, Kazakh National University named after Al-Farabi(Kazakhstan), ⑧ Faculty of International Law, Faculty of International Economic Relations, Faculty of International Relations, The University of World Economy and Diplomacy (Uzbekistan), ⑨ School of Leadership and Education Sciences, University of San Diego(U.S.), ⑩ The Humanities and Social Sciences, Strathclyde University (U.K.), ⑪ The Faculty of Translation and Interpreting Autonomous University of Barcelona(Spain)
	School of Sport Sciences	① College of Physical Education, Jilin University (China), ② Shanghai University of Sport (China), ③ School of Physical Education, Anhui Normal University (China), ④ Department of Physical Education and Sports Science, Peking University (China), ⑤ College of Sports & Recreation, National Taiwan Normal University (Taiwan), ⑥ Department of Sports Sciences, University of Taipei (Taiwan), ⑦ Korea National Sport University (Korea), ⑧ Faculty of Sports Science, Chulalongkorn University (Thailand), ⑨ Faculty of Sports Science, Kasetsart University (Thailand), ⑩ Faculty of Allied Health Sciences, Thammasat University (Thailand), ⑪ Department of Physiology, the All India Institute of Medical Sciences (India), ⑫ Faculty of Kinesiology, The University of Calgary (Canada), ⑬ Faculty of Applied Health Sciences, Brock University (Canada), ⑭ School of Sport, Exercise and Health Sciences, Loughborough University, (U.K.), ⑮ Faculty of Sport and Health Sciences, University of Jyväskylä (Finland), ⑯ German Sport University Cologne (Germany), ⑰ Vrije Universiteit Brussel (VUB) (Belgium)

	Department	Departmental exchange program (in English)
Schools	School of International Liberal Studies	① University college of Maastricht of Maastricht University, ② School of Humanities, Social Sciences and Law, Lahore University of Management Sciences, ③ Faculty of Humanities and Social Sciences, Victoria University of Wellington, ④ Underwood International College, Yonsei University, ⑤ East Asia International College, Yonsei University, ⑥ Bachelor of Arts Program in Language and Culture, Faculty of Arts, Chulalongkorn University, ⑦ Faculty of Humanities, Faculty of Social Sciences, University of Copenhagen, ⑧ Faculty of Social Sciences, the University of Hong Kong, ⑨ Yuanpei College, Peking University, ⑩ College of Liberal Studies, Seoul National University, ⑪ Aix-en-Provence Institute of Political Studies, ⑫ College of Social Sciences and Humanities, Koc University, ⑬ School of Communication, Hong Kong Baptist University, ⑭ School of Journalism and Communication, Faculty of Social Science, The Chinese University of Hong Kong, ⑮ Institute for Higher Social Communication Studies, ⑯ Vesalius College, ⑰ Roanoke College, ⑱ University College Freiburg of the University of Freiburg, ⑲ Yale-NUS College
	Faculty of Education	① University College London Institute of Education, ② National Chi Nan University College of Education
Faculty	Faculty of Science and Engineering	① The City of Paris Industrial Physics and Chemistry Higher Educational Institution (ESPCI), ② University of Grenoble, ③ University of Montpellier 2, ④ Ecole d'Architecture de Paris la Villette, ⑤ The University of Savoie, IUT of Annecy Annecy-le-Vieux campus, ⑥ École Nationale Supérieure des Mines d'Albi-Carmaux, ⑦ Hamburg University of Technology, ⑧ Faculty of Architecture, Bauhaus University of Weimar, ⑨ University of Catania, ⑩ Escola Técnica Superior d'Arquitectura de Barcelona, ⑪ School of Mechanical Engineering, Shanghai Jiao Tong University, ⑫ Xidian University, ⑬ College of Engineering, National Chung Hsing University Graduate School of Architecture, ⑭ Graduate School of Architecture, Kyung Hee University, ⑮ Faculty of Science, Faculty of Engineering, the Duke-NUS Graduate Medical School Singapore, National University of Singapore, ⑯ Faculty of Science, Kasetsart University, ⑰ College of Science, Hue University, ⑱ Clemson University, ⑲ Rockefeller University, ⑳ Faculty of Health, Science and Technology, Karlstad University
	Graduate School of Political Science	① School of Journalism, Fudan University, ② School of International Studies, Peking University, ③ Department of Economics & Finance, City University of Hong Kong, ④ Faculty of Economics and Business Administration, VU University Amsterdam, ⑤ School of Economics and Management, Tilburg University, ⑥ Faculty of Social and Political Sciences, Université Libre de Bruxelles, ⑦ School of Journalism, University of Missouri
Graduate & Professional School	Graduate School of Economics	① School of Economics, Renmin University of China, ② Department of Economics & Finance, City University of Hong Kong, ③ Center for Economic Research, Shandong University, ④ Faculty of Economics and Business Administration, VU University Amsterdam, ⑤ School of Economics and Management, Tilburg University, ⑥ Faculty of Social and Political Sciences, Université Libre de Bruxelles, ⑦ QTEM (The new network master in Quantitative Techniques for Economics and Management), ⑧ School of Journalism, University of Missouri
	Graduate School of Law	① Ewha Womans University, ② National Taiwan University, ③ National Chengchi University, ④ Koguan Law School of Shanghai Jiao Tong University, ⑤ Pantheon-Assas Paris II University, ⑥ University of Osnabruck, ⑦ School of Law, Duke University, ⑧ Columbia Law School, ⑨ Cornell Law School, ⑩ Osgoode Hall Law School, York University
	Graduate School of Letters, Arts and Sciences	—
	Graduate School of Commerce	For students enrolled in 2015 or earlier: Same as a Business Major from Professional Graduate School's Waseda Business School
		For students enrolled in 2016: ① Fudan University, School of Management, ② Cheung Kong Graduate School of Business (China), ③ National Chengchi University, College of Commerce, ④ National Taiwan University, College of Management (Taiwan), ⑤ Sugnyunkwan University, SKK Business School (Korea), ⑥ Chulalongkorn University, Chulalongkorn Business School (Thailand), ⑦ ESSEC Business School(France), ⑧ Université de Rennes 1 (France), ⑨ WHU-Otto Beisheim School of Management, ⑩ University of Tübingen, Faculty of Economics and Social Sciences (Germany), ⑪ Bocconi University, Bocconi Graduate School (Italy), ⑫ K.U. Leuven (Belgium), ⑬ QTEM (The new network master in Quantitative Techniques for Economics and Management) (European countries, Australia and China), ⑭ University of Washington, Michael G. Foster School of Business (USA),
	Graduate School of Fundamental Science and Engineering	① College of Electrical Engineering and Computer, National Taiwan University
	Graduate School of Creative Science and Engineering	① Graduate Institute of Building and Planning, National Taiwan University, ② Faculty of Mining & Petroleum Engineering, Institut Teknologi Bandung, ③ Faculty of Engineering, Gadjah Mada University, ④ Faculty of Engineering, Chulalongkorn University, ⑤ Faculty VI: Planning – Building - Environment, Technische Universität Berlin, ⑥ The Faculty of Architecture, The University of Ferrara, ⑦ RWTH Aachen University, ⑧ Politecnico di Milano, ⑨ Free University Brussels Faculty of Architecture
	Graduate School of Advanced Science and Engineering	① Life and Medical Sciences Institute, University of Bonn, ② Faculty of Mathematics and Natural Sciences, Padjadjaran University, ③ Daegu Gyeonbuk Institute of Science and Technology, ④ Monash University (Joint Supervision program for Doctor students, Australia), ⑤ Korea University (Joint Supervision program for Doctor students, Korea), ⑥ University of Bonn (Joint Supervision program for Doctor students, Germany)

	Department	Departmental exchange program (in English)
Graduate & Professional School	Graduate School of Education	① Department of Education of Graduate School, Korea University, ② Faculty of Education, Beijing Normal University
	Graduate School of Human Sciences	① College of Education, North West Normal University (China), ② The School of Information Engineering, The school of Literary Arts and Communication, The School of Politics and Administration, Chang'an University (China), ③ College of Electrical Engineering & Computer Science, National Central University, Taiwan (Taiwan), ④ Faculty of Forestry, Kasetsart University (Thailand), ⑤ The Faculty of Agriculture and Magister of Environment, Universitas Tanjungpura (Indonesia), ⑥ Mulawarman University (UNMUL) Development Project (Indonesia), ⑦ Faculty of Oriental Studies, Kazakh National University named after Al-Farabi (Kazakhstan), ⑧ Faculty of International Law, Faculty of International Economic Relations, Faculty of International Relations, The University of World Economy and Diplomacy (Uzbekistan), ⑨ School of Leadership and Education Sciences, University of San Diego (U.S.), ⑩ The Humanities and Social Sciences, Strathclyde University (U.K.), ⑪ The Faculty of Translation and Interpreting Autonomous University of Barcelona (Spain)
	Graduate School of Social Sciences	① School of International Studies, Peking University (China), ② Center for International Studies, Inha University (Republic of Korea), ③ College of Social Sciences, National Taiwan University (Taiwan)
	Graduate School of Sport Sciences	① College of Physical Education, Jilin University (China), ② Shanghai University of Sport (China), ③ School of Physical Education, Anhui Normal University (China), ④ Department of Physical Education and Sports Science, Peking University (China), ⑤ College of Sports & Recreation, National Taiwan Normal University (Taiwan), ⑥ Department of Sports Sciences, University of Taipei (Taiwan), ⑦ Korea National Sport University (Korea), ⑧ Faculty of Sports Science, Chulalongkorn University (Thailand), ⑨ Faculty of Sports Science, Kasetsart University (Thailand), ⑩ Faculty of Allied Health Sciences, Thammasat University (Thailand), ⑪ Department of Physiology, the All India Institute of Medical Sciences (India), ⑫ Faculty of Kinesiology, The University of Calgary (Canada), ⑬ Faculty of Applied Health Sciences, Brock University (Canada), ⑭ School of Sport, Exercise and Health Sciences, Loughborough University, (U.K.), ⑮ Faculty of Sport and Health Sciences, University of Jyväskylä (Finland), ⑯ German Sport University Cologne (Germany), ⑰ Vrije Universiteit Brussel (VUB) (Belgium)
	Graduate School of International Culture and Communication Studies	① School of Communication, Hong Kong Baptist University
	Waseda Business School	① Peking University, Guanghua School of Management, ② Tsinghua University, School of Economics and Management, ③ China Europe International Business School, ④ Fudan University, School of Management, ⑤ Cheung Kong Graduate School of Business, ⑥ Shanghai Jiao Tong University, Antai College of Economics and Management, ⑦ Zhejiang University, School of Management (China), ⑧ National Chengchi University, College of Commerce, ⑨ National Taiwan University, College of Management (Taiwan), ⑩ The Chinese University of Hong Kong Business School (HongKong), ⑪ Korea University Business School (KUBS), ⑫ Yonsei University, School of Business, ⑬ Sugnyunkwan University, SKK Business School (Korea), ⑭ Nanyang Technological University, Nanyang Business School (Singapore), ⑮ Chulalongkorn University, Chulalongkorn Business School (Thailand), ⑯ Indian Institute of Management, Ahmedabad, ⑰ Indian Institute of Management, Bangalore (India), ⑱ Monash University, Faculty of Business and Economics (Australia), ⑲ ESSEC Business School, ⑳ EMLYON Business School, ㉑ ESCP Europe Business School, ㉒ EDHEC Business School (France), ㉓ WHU-Otto Beisheim School of Management, ㉔ University of Tübingen, Faculty of Economics and Social Sciences (Germany), ㉕ Solvay Brussels School of Economics and Management, ULB (Belgium), ㉖ Bocconi University, Bocconi Graduate School (Italy), ㉗ Copenhagen Business School (Denmark), ㉘ University of St. Gallen (Switzerland), ㉙ University of Chicago, Booth School of Business, ㉚ University of Washington, Michael G. Foster School of Business, ㉛ University of South California, Marshall School of Business, ㉜ UCLA, Anderson School of Management, ㉝ Brandeis University, International Business School, ㉞ Claremont Graduate University, The Peter F. Drucker and Masatoshi Ito Graduate School of Management, ㉟ University of Utah, David Eccles School of Business (USA), ㊱ Queen's University, Stephen J.R. Smith School of Business (Canada), ㊲ QTEM (The new network master in Quantitative Techniques for Economics and Management) (European countries, Australia and China)
	Waseda Law School	① Columbia Law School, ② Cornell University Law School, ③ Duke University School of Law, ④ Fordham University School of Law, ⑤ University of Illinois College of Law, ⑥ University of Michigan Law School, ⑦ University of Pennsylvania Law School, ⑧ Stanford Law School, ⑨ University of Virginia School of Law, ⑩ University of Washington School of Law, ⑪ University of California Hastings College of the Law, ⑫ Osgoode Hall Law School of York University, ⑬ Bucerius Law School, ⑭ University of Osnabrück, ⑮ Université Pantheon-Assas Paris II, ⑯ Academy for the Judiciary, Ministry of Justice, ⑰ National Taiwan University College of Law, ⑱ Ewha Womans University College of Law
	Graduate School of Finance, Accounting and Law	—
	Graduate School of Accountancy	① ESSEC Business School (France), ② School of Accountancy, Shidler College of Business, University of Hawaii at Manoa (United States)
	Graduate School of Teacher Education	—

	Department	Departmental exchange program (in English)
Graduate & Professional School	Graduate School of Business and Finance	① Peking University, Guanghua School of Management, ② Tsinghua University, School of Economics and Management, ③ China Europe International Business School, ④ Shanghai Jiao Tong University, Antai College of Economics and Management, ⑤ Zhejiang University, School of Management, ⑥ Zhejiang University, School of Economics(China), ⑦ The Chinese University of Hong Kong Business School(HongKong), ⑧ Korea University Business School (KUBS), ⑨ Yonsei University, School of Business(Korea), ⑩ Nanyang Technological University, Nanyang Business School, ⑪ Singapore Management University, Lee Kong Chian School of Business(Singapore), ⑫ Sasin Graduate Institute of Business Administration of Chulalongkorn University(Thailand), ⑬ Indian Institute of Management, Ahmedabad, ⑭ Indian Institute of Management, Bangalore(India), ⑮ Monash University, Faculty of Business and Economics(Australia), ⑯ EMLYON Business School, ⑰ ESCP Europe Business School, ⑱ EDHEC Business School(France), ⑲ Solvay Brussels School of Economics and Management, ULB(Belgium), ⑳ Copenhagen Business School(Denmark), ㉑ University of St. Gallen(Switzerland), ㉒ University of Mannheim Business School(Germany), ㉓ University of South California, Marshall School of Business, ㉔ UCLA, Anderson School of Management, ㉕ Brandeis University, International Business School, ㉖ Claremont Graduate University, The Peter F. Drucker and Masatoshi Ito Graduate School of Management, ㉗ University of Hawaii at Manoa, Shidler College of Business, ㉘ University of Missouri-St. Louis, College of Business Administration(USA), ㉙ Queen's University, Smith School of Business(Canada), ㉚ QTEM(The new network master in Quantitative Techniques for Economics and Management) (European countries, Australia and China)
	Graduate School of Asia-Pacific Studies	① School of International and Public Affairs, Shanghai Jiao Tong University, ② Graduate School of International Relations and Public Affairs, Fudan University, ③ School of International Studies, Peking University (China), ④ College of Political Science and Economics, Korea University, ⑤ Graduate School of International Studies, Korea University (Republic of Korea), ⑥ School of Humanities and Social Sciences, Nanyang Technological University (Singapore), ⑦ Faculty of Political Science, Chulalongkorn University, ⑧ Faculty of Political Science, Thammasat University (Thailand), ⑨ School for Advanced Studies in the Social Sciences (France), ⑩ Center for Digital Technology and Management at Ludwig-Maximilians University and Technical University of Munich, ⑪ Hertie School of Governance (Germany), ⑫ Graduate Institute of International and Development Studies (Switzerland), ⑬ Department of International Relations, London School of Economics and Political Science (United Kingdom), ⑭ College of Social Sciences, University of Hawai'i at Manoa, ⑮ Elliott School of International Affairs, The George Washington University (United States of America)
	Graduate School of Global Information and Telecommunication Studies	① School of Software, Peking University, ② Beijing Film Academy, ③ Beijing University of Technology, College of Electronic Information & Control Engineering, The School of Software Engineering, ④ Hanyang University, Graduate School of College Engineering, ⑤ College of Electrical Engineering and Computer Science, National Taiwan University
	Graduate School of Japanese Applied Linguistics	① Beijing Center for Japanese Studies(China), ② Busan University of Foreign Studies, Convergence Dept. of Japanese Studies(Korea)
	Graduate School of Information Production and Systems	① School of Electronics Engineering and Computer Science, Peking University, ② Department of Computer Science and Technology, Tsinghua University, ③ School of Information Science and Technology, Xiamen University, ④ Graduate School of South China University of Technology, ⑤ Faculty of Information Technology, Zhejiang University, ⑥ School of Electronic, Information and Electrical Engineering, Shanghai Jiao Tong University, ⑦ Graduate School, Shanghai University, ⑧ School of Information Science and Engineering, Fudan University, ⑨ School of Software Engineering, Chongqing University, ⑩ Graduate School, Xidian University, ⑪ Business School, College of Software Engineering, College of Computer Science, Sichuan University, ⑫ University of Electronic Science and Technology of China, ⑬ International Office, Dalian University of Technology, ⑭ School of Electronic Science and Engineering, School of Information Science and Engineering, School of Computer Science and Engineering, School of Instrument Science & Engineering, School of Mechanical Engineering, School of Automation, Chien-Shiung Wu College, Southeast University, ⑮ Department of Computer Science and Technology, Software Institute, Nanjing University, ⑯ School of Information Science and Technology, Beijing University of Chemical and Engineering, ⑰ School of Graduate Students, School of Automation, Beijing Institute of Technology, ⑱ School of Opto-Electronic Engineering, Nanjing University of Posts and Telecommunications (CHINA), ⑲ College of Electrical Engineering and Computer Science, National Cheng Kung University, ⑳ College of Electrical Engineering and Computer Science, National Central University, ㉑ College of Electrical Engineering and Computer Science, Tatung University, ㉒ Graduate Institute of Electrical Engineering, National Kaohsiung First University of Science and Technology, ㉓ Graduate School of Informatics, Kainan University, ㉔ College of Mechanical & Electrical Engineering, College of Electrical Engineering & Computer Science, National Taipei University of Technology (TAIWAN), ㉕ College of Engineering, Chonnam National University, ㉖ Korea Polytechnic University, ㉗ College of Engineering, Pusan National University, ㉘ Center for International Affairs, Dong-Eui University (KOREA), ㉙ Sirindhorn International Institute of Technology, Thammasat University, ㉚ Faculty of Engineering, Chulalongkorn University (THAILAND), ㉛ Faculty of Engineering, Chiang Mai University, ㉜ President University, ㉝ Faculty of Computer Science, Universitas Muslim Indonesia, ㉞ Universitas Hasanuddin (INDONESIA), ㉟ Malaysia-Japan International Institute of Technology (MALAYSIA), ㊱ Faculty of Electrical and Electronics Engineering, Faculty of Computer Science and Engineering, Faculty of Mechanical Engineering, Hochiminh City University of Technology, ㊲ School of Electronics and Telecommunications, School of Information and Communication, Hanoi University of Science and Technology (VIETNAM), ㊳ School of Science and Engineering, Ateneo de Manila University (Philippines), ㊴ Cranfield University, Kitakyushu, Japan (GBR), ㊵ International Graduate School of Science and Engineering, Technische Universitat Munchen (GERMANY), ㊶ Universite Joseph Fourier Grenoble I (FRANCE), ㊷ Clemson University (USA)
	Graduate School of Environment and Energy Engineering	① College of Environmental Sciences and Engineering, Peking University

IV. Information Resources for Studying Abroad

1. Information websites on countries / universities

Here is a list of websites where you may search for and obtain information about higher education institutions overseas.

Japan Student Services Organization

<http://ryugaku.jasso.go.jp/>

Universities all over the world

	Braintrack University Index: http://www.braintrack.com/
	Colleges.com: http://college.com/
China	China Scholarship Council: http://www.csc.edu.cn/
India	Association of Indian Universities: http://www.aiuweb.org/ index.asp
South Asia	Japan Society for Southeast Asian: http://www.jsseas.org/
France	Campusfrance: http://www.japon.campusfrance.org/ ja
Ireland	International Education Board Ireland: http://www.educationireland.com/ en/
Italy	Associazione Italo-Giapponese: http://www.aigtokyo.or.jp/
UK	British Council Education UK: http://www.educationuk.org/japan/
	Universities UK: http://www.universitiesuk.ac.uk/ Pages/ Default.aspx
	Higher Education Funding Council for England: http://www.hefce.ac.uk/
	Department for Employment and Learning: http://www.delni.gov.uk/
Russia	Russian COLLEGES DATABASE: http://www.guidetorussia.com/colleges
Canada	School Finder: http://www.schoolfinder.com/
USA	The College Board: http://www.collegeboard.org/
	CollegeNET: http://www.collegenet.com/ elect/ app/ app
	College View: http://www.collegeview.com/ index. jsp
	Peterson's: http://www.petersons.com/
	Yahoo! Education: http://education.yahoo.com/
	U.S. News: http://www.colleges.usnews.rankingsandreviews.com/best-colleges
New Zealand	Education New Zealand: http://www.educationnz.org.nz/

2. Other Websites for Life Overseas

Refer to following websites for life overseas.

* You should check these pages frequently as they are continually updated.

• Overseas Security, Ministry of Foreign Affairs (MOFA)	http://www.anzen.mofa.go.jp/ (Japanese Only)
• Global medical information	http://www.mofa.go.jp/mofaj/toko/medi/index.html (Japanese Only)
• Ministry of Health, Labor and Welfare Quarantine Station	http://www.forth.go.jp/ (Japanese Only)
• JICA	http://www.jica.go.jp/seikatsu/index.html (Japanese Only)
• Japan Student Services Organization (JASSO)	http://www.jasso.go.jp/study-j/index_e.html
• World Health Organization (WHO)	http://www.who.int/en/
• Foreign and Commonwealth Office (UK)	http://www.fco.gov.uk/en/
• UK Security Service (MI5)	http://www.mi5.gov.uk/
• U.S. Department of State	http://travel.state.gov/
• Overseas Security Advisory Council (USA)	http://www.osac.gov/
• Federal Emergency Management Agency (USA)	http://www.fema.gov/
• Centers for Disease Control and Prevention (USA)	http://www.cdc.gov/
• Department of Foreign Affairs and Trade (Australia)	http://www.smarttraveller.gov.au/
• List of Japanese embassies and consulates overseas	http://www.mofa.go.jp/mofaj/annai/zaigai/list/index.html
• List of foreign embassies in Japan	http://www.mofa.go.jp/mofaj/link/emblast/index.html
• Narita Airport Quarantine Station	http://www.forth.go.jp/keneki/narita/
• JICA – Overseas living information	
Living and safety information gathered by local JICA staff	http://www.jica.go.jp/regions/seikatsu
• Japan National Tourist Organization (JNTO)	http://www.jnto.go.jp/jpn

3. Contact Information of Credit Card Companies in case of Loss

Name of company	Contact (24 hours/365 day)
JCB Card	JCB help desk: 0120-794-082 *from overseas: 81-422-40-8122 (Collect-call available) http://www.jcb.co.jp/renraku/authori.html
Mitsui-Sumitomo VISA 三井住友カード	VISA Japan help desk: 0120-919-456 *from overseas: 81-3-5392-7314 (Collect-call available) http://www.smbc-card.com/mem/goriyo/lost.jsp
Risona Card りそな	Risona (Saison) help desk: 0120-131-171 *from overseas: 81-3-5992-8300 (Collect-call available) http://www.resonacard.co.jp/emergency.html
UC Card	UC Card help desk: 03-6688-7669 *from overseas: 81-3-5996-9130 (Collect-call available) http://www2.uccard.co.jp/sos/index.html
Mitsubishi-UFJ NICOS http://www.cr.mufg.jp/member/contact/lost.html	MUFG Card help desk: 0120-107542 *from overseas: 81-52-249-1468 (Collect-call available)
	DC Card help desk: 0120-664476 *from overseas: 81-3-3770-1818 (Collect-call available)
	MUFJ Card help desk: 0120-107542 *from overseas: 81-52-249-1468 (Collect-call available)
	NICOS Card help desk: 0120-159674 *from overseas: 81-3-3514-4091 (Collect-call available)
Orico Card オリコ	Orico Card help desk: 0120-828-013 *from overseas: 81-11-700-2952 (Collect-call available) http://www.orico.co.jp/support/card_loss/
Saison Card セゾン	Saison Card help desk: 0120-107-242 *from overseas: 81-3-5992-8300 (Collect-call available) http://www.saisoncard.co.jp/qa/qa003.html
Diners Club ダイナースクラブ	Diner's Club call center: 0120-074-024 *from overseas: 81-3-6770-2796 (Collect-call available) http://www.diners.co.jp/ja/usage/attention/loss.html

Notice: This information is as of January 2017. The contact details are subject to change without notice. For requesting any updated information, please contact each credit card company directly. You should check what credit card company your card belongs to, and write down the corresponding contact details in the emergency card, which we attach with this handbook.

V. Sample English Documents

1. Information request

Below is a sample email to request information and application documents from a foreign language institute.

From Waseda Taro
Date December 12, 2016
To english@xxx.edu
Subject Program Information

Dear Sir or Madam,

I am interested in the English language program at your institute. I should be grateful if you could send me a set of information and application documents.

I look forward to receiving the documents soon.

Best regards,

Waseda Taro

Waseda Taro
Apartment 404, 1 - 7 -14 Nishi-Waseda
Shinjuku, Tokyo 169-0051 Japan
Email: a.ryugaku@magnus.waseda.jp

Do not forget to add your address.

2. Curriculum vitae (CV)

- ▶ The curriculum vitae (commonly called "CV") details your academic and professional accomplishments. CVs are used for academic purposes whereas résumés are the preferred documents in business or related areas. (Both are called "CV" in some countries including the UK.)
- ▶ The CV may be several pages in length (1 page in case of an undergraduate student; up to 2 pages in case of a graduate student). Remember to print your name in the header on each successive page.
- ▶ The sample below shows typical vita categories (headings). You may include some or all of them as applicable. Highlight and emphasize headlines with underlining, capitalization, and boldface (if you capitalize words, do not underline them).
- ▶ Formats often differ from one country to another, and different disciplines require different vita categories. Review samples of CVs related to your discipline in the respective country before drafting your own.
- ▶ Accuracy in your statement of your academic degree(s) and experience is essential, and the slightest discrepancy can be critically damaging. Your major should be the same as the one that appears on your English transcript.
- ▶ Run the spellchecker before printing out your CV.
- ▶ Print on white paper with black ink. Use the "best quality" setting on your printer.

Waseda Taro

No photo!
(unless requested)

Name: use big and bold letters.

PERSONAL INFORMATION

Address: Apartment 404, 1-7-14 Nishi-Waseda, Shinjuku, Tokyo, 169-0051 JAPAN
Phone: +81 3 1234 xxxx Fax: +81 3 1234 xxxx
Email: k.waseda@libro.waseda.jp
Date of Birth: October 21, 19xx
Citizenship: Japanese

Do *not* mention your birthday and citizenship if applying to an American university (unless instructed otherwise by the university to which you are applying).

EDUCATION

April 2012 - Present M.A. Student in Postcolonial Literature
Waseda University (Japan)
April 2008 - March 2012 B.A. in British and American Literature
Waseda University (Japan)

List your education and academic discipline in *reverse* chronological order.

- List relevant jobs that require *professional* skills in *reverse* chronological order.
- No need to list part-time jobs unless they are relevant to your academic discipline.

PROFESSIONAL EXPERIENCES

April 2012 - Present Writing Tutor (Part-time)
Writing Lab, Waseda University (Japan)

ACADEMIC ACHIEVEMENTS

2013 Graduate Student Scholarship (¥500,000/year)
Tokyo Arts and Humanities Research Board
2012 Dean's List
Waseda University

List honors, scholarships and awards granted on the basis of your *academic* achievements.

PUBLICATIONS AND PAPERS

•
•
•

• Use bullets.

- List academic or professional books and articles that you have published or edited and/or papers that you have presented.
- Work "under submission" should be clearly marked.
- Use the appropriate bibliographic style of your discipline (e.g., Chicago, MLA, MHRA, APA).

RESEARCH INTERESTS

• Postcolonial Literature • J. M. Coetzee • Albert Memmi
• Pierre Bourdieu • Subculture

Essential if you are a graduate student (not necessary if you are an undergraduate student)

SKILLS

• English: TOEFL 100 iBT (August 16, 2015)
• French: Intermediate

You may list IT skills (i.e., IT languages, platforms)

VOLUNTEER EXPERIENCES

April 2012 - Present Resident Assistant
Summer 2010 JICA Youth Volunteer in Zambia

LETTERS OF RECOMMENDATION (Available on Request)

Professor Kazuki Ishiguro
Professor of English Literature
School of Letters, Waseda University
1-24 Toyama, Shinjuku-ku, Tokyo, 162-8644 JAPAN
Phone: +81 3 2345 xxxx Email: k.ishiguro@waseda.jp

Professor Edie Saidburn
Professor of Sociology
School of Social Sciences, Waseda University
1-104 Totsukamachi, Shinjuku-ku, Tokyo, 169-8050 JAPAN
Phone: +81 3 2345 xxxx Email: e.saidburn@waseda.jp

- Called "References" in British English
- Add "(Available on Request)" if not enclosed with the CV.
- List 2-3 professors who know your work (ask them for their permissions in advance if their letters of recommendation are not enclosed with the CV). Do *not* list your friends or family members.

VI. Contacting Waseda University

1. Receiving information from the CIE

During your studies abroad, the CIE, along with your undergraduate school or graduate office, will send you important information via e-mail. For this reason, please check your Waseda-net mail account regularly. Please do not change the e-mail address that you have submitted to the CIE except under extenuating circumstances.

If your Waseda-net mail account becomes full, you will no longer be able to receive e-mails. In these cases, the CIE will receive a message saying "Storage Quota Reached." The CIE will not resend the messages, so please be sure that your account does not reach its limit. Also, bear this in mind that attached files or message itself may be lost or automatically deleted when transferring messages to your mobile phone.

When deleting mails, be sure to select "Delete" (削除) and then do not forget to empty the trash box. This will permanently erase old, unwanted messages from your account. Note that if you only select "Delete" the deleted messages will remain in your trash box and take up storage space.

2. Contacting the CIE

If you have any questions related to studying abroad in general, pre-departure questions, or any problems while abroad, please contact the CIE. Once you begin your study abroad program, please submit all required documents to the appropriate offices as indicated in the tables below.

[Contact]

Address	Waseda Global Gate, Waseda University 1 st floor, Building #22, 1-7-14 Nishi-Waseda, Shinjuku-ku, Tokyo 169-0051
Office Hours	Weekdays 9am– 5 pm (Student services: 12pm-5pm) (closed on Saturday, Sunday, and public holidays) *Open on Monday, Wednesday and Friday from 12pm to 4pm only during summer and spring vacations.
Telephone	03-3208-9602 (9 am–5 pm, except for Sunday and public holidays)
Fax	03-3203-6405
E-mail	out-cie@list.waseda.jp

- Please bear in mind the time difference when calling from overseas. Also, understand that response times may vary depending on the content of inquiries.
- It may be difficult to contact us outside of office hours and on Sundays, holidays, summer holidays, year-end holidays and spring holidays. In case of an emergency, please contact the CIE using the direct numbers given above.

3. Waseda University overseas offices

Waseda University operates several overseas offices.

The CIE may cooperate with the overseas offices if necessary to support your studies abroad.

Location	Contact Details	Support
San Francisco USA	WASEDA USA San Francisco Office 44 Montgomery Street, Suite 2440, San Francisco, CA 94104 Tel: +1-415-693-9286 E-mail: info@wasedausa.org	North America
Beijing China	Yanyuan Da Sha 702 Shi, Bei Da Jie 151 Hao Zhong Guan Cun, Hai Dian Qu, Beijing, 100080 People's Republic of China Tel: +86-10-5887-6701 E-mail: beijing-office@list.waseda.jp	China
Shanghai China	Room 207, Bldg. B, W Square, No. 1686 Wu Zhong Road, Minhang District, Shanghai 201103, People's Republic of China Tel: +86-21-6510-0099 E-mail: shanghai-office@list.waseda.jp	China
Taipei Taiwan	5F, Shin Kong Life BLDG. 123, Sec. 2, Nanking East Rd., Taipei, Taiwan, 104 Tel: +886-2-2507-4501 E-mail: taipei-office@list.waseda.jp	Taiwan

Location	Contact Details	Support
Singapore	Singapore Office 57 West coast Road, Singapore 127366 Tel: +65-6771-8185 E-mail: singapore-waseda@list.waseda.jp	Singapore
Bangkok Thailand	Bangkok Office / Waseda Education (Thailand) 1 Empire Tower, 5th Floor, Room 501 South Sathorn Road, Yannawa Sub-district, Sathorn District, Bangkok 10120 Lift No. 27, 28, 31, 32 Tel : +66-2-6703456 E-mail: thaiwaseda@gmail.com	Thailand

* This information is as of January 2017.

* Website: <http://www.waseda.jp/top/about/work/organizations/international-affairs-division/overseas-bases>

4. The Overseas Tomonkais

Alumni associations of Waseda are called “the chapter or the Tomonkais”, and those based in a foreign country or region are called “the Overseas Tomonkais”. There are also “Japanese chapters of overseas Tomonkais” which consist of members who have returned to Japan from living in a foreign country. In these Tomonkais, we promote and support exchanges not only between Waseda alumni but also between Waseda alumni and current Waseda University students. It is possible to contact Waseda alumni living abroad in order to obtain information on the area, local exchange events, and jobs and career after graduation.

【List of Overseas Tomonkai】

As of November 2016

Chapter	South Korea Alumni, Taiwan Alumni
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Area	Tomonkais	Japanese chapters of overseas Tomonkais
Asia	India, Indonesia, Ulan Bator, South China, Kuala Lumpur, Saigon, Jakarta, Shanghai, Singapore, Seoul, Taipei, Dalian, Hanoi, Bangalore, Bangkok, Beijing, Hong Kong, Manila, Myanmar, Mumbai	Hong Kong, Jakarta, Singapore, Kaohsiung, Bangkok, Beijing
Africa	Egypt	
Europe	Vienna, England, Holland, Geneva, Stockholm, Spain, Dusseldorf, Paris, Frankfurt, Belgium, Berlin, Moscow	England, Dusseldorf, Paris
Middle East	Abu Dhabi, Tehran	
Central and South America	Chile, Brazil, Mexico, Lima	Brazil
North America	Oregon, San Francisco, Seattle, Chicago, Georgia, Toronto, New York, Hawaii, Vancouver, Boston, Michigan, Los Angeles, Washington D.C.	San Francisco, New York, Los Angeles
Oceania	Sydney, Perth, Brisbane, Melbourne	Melbourne

【Search for Alumni Associate Branches, Tomonkai】

By using the search system below, you can reach to the contact info of the Tomonkai listed above (if the individual Tomonkai is registered in the system).

<http://tomon.waseda.jp/tomonkai.php>

【Introduction of the Overseas Tomonkai】

At Waseda University International Network (WiN), each of the Overseas Tomonkai is introduced.

www.cie-waseda.jp/win/jp/officelist2.html

5. Contact information for Waseda University's central office

Address	1-104 Totsuka-cho, Shinjuku-ku, Tokyo 169-8050
Telephone	+81-3-3203-4141 (answered by operator)
Other contacts	http://www.waseda.jp/top/contact
Homepage	http://www.waseda.jp/top/

a) Emergency contact

Check your Waseda-net mail, Waseda University's homepage and the CIE webpage for information, announcements, etc., during large-scale disasters, accidents, war or terrorist incidents. Please ensure that your Waseda-net mail account does not reach its limit.

- Waseda University emergency information site (Yahoo! Blog) (available from PC and mobile phone)
http://blogs.yahoo.co.jp/waseda_public/
- Waseda University smart phone application "Waseda Mobile"
<http://waseda.jp/dlc/mobile/>
- Waseda University site for log-in to MyWaseda
<http://my.waseda.jp/>
- Center of International Education:
<https://www.waseda.jp/inst/cie/>

b) Contacting family and/or guarantors

Keep in touch with your family/guarantors during your study abroad period by giving them information about your present circumstances. You should also contact your family/guarantors to give them your contact details if you change your address. Please also provide your family/guarantors with your contact information when going on holidays.

VII. Study Abroad FAQ – Whom Shall I Contact Under Such Circumstances?

Questions/Problems	Contact
Which courses should I take to have the credits counted toward my graduation?	Your Affiliated School or Department Office (pg. 17)
My cell phone broke.	"Platform Japan Co." (info@piccellwireless.jp)
My suitcase/PC broke.	Support Desk (Please refer to the "Emergency Card")
My cell phone bill is unreasonably large.	"Platform Japan Co." (info@piccellwireless.jp)
I would like to shorten the period of my insurance or cancel my insurance.	"Campus Insurance Center" (pg. 62)
I would like to have a copy of my insurance policy.	"Campus Insurance Center" (pg. 62)
I would like to change my flight (Waseda flight).	Travel Dept. (travel@w_as.jp)
I've been involved in a terrorist incident/natural disaster.	Support Desk, CIE, Affiliated School or Department Office (pg. 17, 104, and Emergency Card)
I am sick and I would like to know which hospital to go to. I would like to know if my case is covered by the insurance.	Support Desk (Please refer to the "Emergency Card")
My passport/cell phone was stolen.	Support Desk (Please refer to the "Emergency Card")
I received a tuition bill from my host university	CIE 1F (pg. 104)
How do I receive transcripts from my host university after returning home?	CIE 1F (pg. 104)
I'm having trouble sleeping. I'm unable to attend classes.	Support Desk (Please refer to the "Emergency Card")
I'm having trouble with my dorm-mates (noise, cleaning etc.) that I can't resolve.	CIE 1F (pg. 104)
I don't understand how to submit reports into my portfolio.	CIE 1F (pg. 104)
My address has changed since I submitted my initial application.	Affiliated School or Department Office, CIE (pg. 17, 104)



<https://www.ezairyu.mofa.go.jp/tabireg/>

Tabireg (an email newsletter issued by the Ministry of Foreign Affairs on overseas travel)

Tabireg is a system intended for people going abroad on personal or business trips where you will receive emails on emergency situations and the latest information about flying to the country you will be staying in. You will need to register your itinerary, the places of your stay, and your contact information.

You will also be able to register the email address of your family and the address at your workplace.

The information you have registered will not be used for purposes other than those stated above, and it will be deleted one month (or one year if you so desire) after you have returned to Japan.

Please see our privacy policy for details.

*You may need to pay the communication expenses to receive emails overseas.

*Some types of cell phones will not be able to receive the emails from us. Please refer to the website of your cell phone provider for details.

Both you and
Your Family
will feel safe ♪



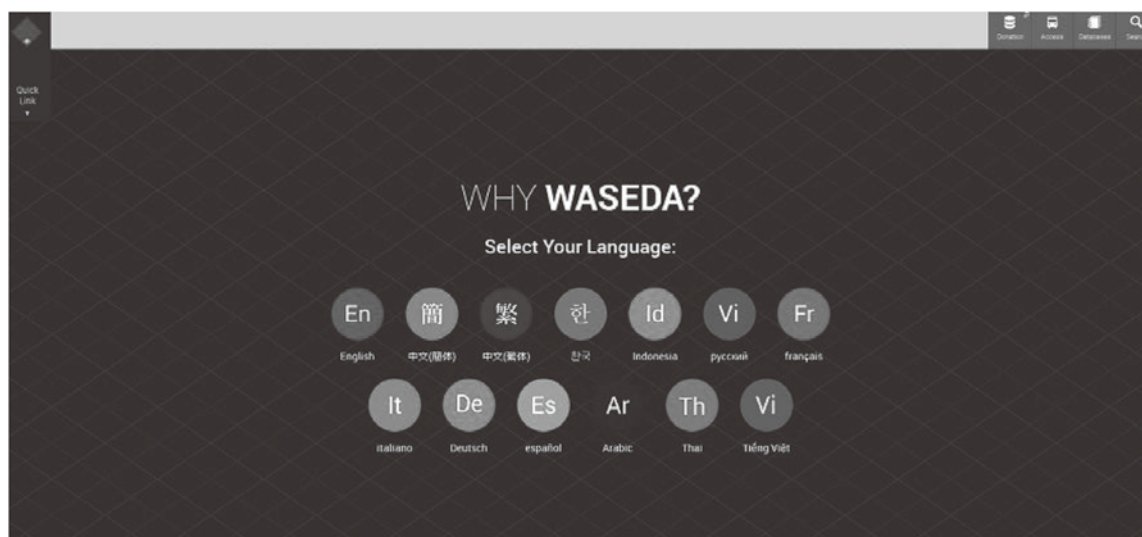
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About the “WHY WASEDA?” Website



A new website for introducing Waseda University has been released!

This visual friendly website has multilingual support (up to 13 languages). Many people around the world will become familiar with the attractive facts about our university, even if they do not have basic knowledge about Tokyo or Waseda.

Information on 6 topics –TOKYO, SUBJECT, EDUCATION, RESEARCH, IDENTITY, and CAMPUS LIFE– are summarized with rankings such as the examples below:

Tokyo, No.1 Global City in Asia

Most hospitable city in the world

No.1 Number of student circles

You might find some surprisingly new and useful information of your surroundings.

Please feel free to use this website to introduce Waseda University to your friends abroad or to your homestay family.

URL to “WHY WASEDA?” :

<http://www.waseda.jp/inst/whywaseda/>

