

## List of Required Documents for Application of Double Degree Program AY2018-2019

**\*Please check “X” in each check box after confirming document submission**

**«Important» Please note that we will not accept incomplete documents.**

- In addition to entering the information on the online application form, the following documents should be submitted through your home university's study abroad coordinator by trackable post-mail. We will not accept direct documents from students.
- Applicants must complete the entire application and turn it in along with this list. If there are any insufficient documents, the application cannot be accepted.
- Please type in all forms and print them on one-sided paper (no double-sided printing).
- If you are handwriting the forms, please make sure to use a black ballpoint pen. Do not use a pencil or an erasable ballpoint pen.
- If the original documents are written in a language other than English, a translation into Japanese or English prepared by an applicant's home university with an official seal must be attached.
- Submitted personal information will be used only for the purposes of admission to the double degree program.
- We cannot accept photos taken with a mobile device. Please make sure to upload scanned digital copies of necessary documents when submitting.
- If the original documents is written in other than English, translation into Japanese or English prepared by the applicant's home university with an official seal must be attached.
- The submitted application documents will not be returned under any circumstances, except those original documents of official score sheet like TOEFL, IELTS, TOEIC, JLPT, and EJU. Those official score reports like TOEFL, IELTS, TOEIC, JLPT, and EJU, will be enclosed and sent back to the home university when CIE office will send a package of COE documents

| Document |   | Note  | Form                 | Check                    |
|----------|---|---|----------------------|--------------------------|
| 1        | Copy of Passport(Identification page)   | *If the passport is to expire before enrolling at Waseda University, please renew it and submit at a later date.  |                      | <input type="checkbox"/> |
| 2        | Academic Study Plan   | <b><u>*The Academic Study Plan is considered an important criterion for selection.</u></b> If your statement of your intended study plan at Waseda is not clear, or if your intention is not in line with the content of the program, school or department that you wish to enter, you might not be selected. Therefore, please examine the curriculum carefully before applying.<br>*If your desired classes at Waseda will be conducted in English, please write your response in English; if your classes will be conducted in Japanese, then please write in Japanese.  | <a href="#">docx</a> | <input type="checkbox"/> |
| 3        | Letter of Recommendation  | *This document must be issued <u>within 6 months.</u>   | <a href="#">docx</a> | <input type="checkbox"/> |
| 4        | Study Abroad Agreement  | *This document must be issued <u>within 6 months.</u>   | <a href="#">pdf</a>  | <input type="checkbox"/> |
| 5        | Official Certificate of Enrollment issued by the home university  | *The certificate must be issued <u>within 6 months.</u><br>*This must be original.  |                      | <input type="checkbox"/> |
| 6        | Official Transcript(s)  | *The transcript(s) must be issued <u>within 6 months.</u><br>【Graduate School Applicants】⇒ Undergraduate and Graduate Official Transcripts<br>Undergraduate transcript must include the name of the degree conferred and the date the degree was conferred. If you cannot prepare this document, you need to submit a copy of your Undergraduate diploma, authorized by the university's stamp. *This must be original.<br><br>【Undergraduate Schools Applicants】⇒ Undergraduate Official Transcript<br>※In case a transcript cannot be issued by the home university because an applicant transferred from another institution and has not yet completed a full academic year, the applicant must submit a transcript, authorized by the university, from their former university. *This must be original. |                      | <input type="checkbox"/> |
| 7        | Grading System Chart  | The Grading System Chart must be separately presented from your official transcript. If your transcript does not provide a grading system chart, please check your home university's website for information on it, or ask your home university for an official document concerning a grading system and to authorize it by the university's stamp. *This must be original.   |                      | <input type="checkbox"/> |
| 8        | Educational background<br>(In case you run out of space to enter your school information or you have taken a leave of absence on Q37-42.) | List all schools attended (from elementary school to the present institution) in chronological order on Q37-42.<br><br>If you run out of space to enter your school information, please list the information in a separate PDF file and upload it together with other documents.<br><br>Furthermore, if you have taken a leave of absence due to military service or other reasons, please enter the information in a separate PDF file and submit it together with other documents.  |                      | <input type="checkbox"/> |

|    |   |   |                     |                          |
|----|---|---|---------------------|--------------------------|
| 9  | Applicaton for Certificate of Eligibility (COE)   | Visit the following link and read through the "Completion Guide: Application for COE" to apply for the COE. It should be submitted through your home university's study abroad coordinator by trackable post-mail.<br><br><a href="https://www.waseda.jp/inst/cie/en/exchange/visa">https://www.waseda.jp/inst/cie/en/exchange/visa</a> | <a href="#">pdf</a> | <input type="checkbox"/> |
| 10 | Financial Certificate<br>Official Bank Balance Certificate or<br>Certificate of Scholarship |   |                     | <input type="checkbox"/> |
| 11 | Written Oath for Defraying Expenses (if applicable)   |   | <a href="#">pdf</a> | <input type="checkbox"/> |
| 12 | ID Photographs (5 pieces)   | Please note that you must submit your five ID photographs to your program coordinator for the application.  |                     | <input type="checkbox"/> |
| 13 | 【Graduate School Applicants】A Copy of Undergraduate Diploma                                 | Please submit a certified copy of Undergraduate Diploma, authorized with the official stamp by the home university  |                     | <input type="checkbox"/> |
| 14 | 【if required】Score Report of English Proficiency  | Official score sheet: TOEFL, IELTS, TOEIC<br>*This must be original.<br>Please refer to the address below to check whether you are required to submit it:<br><a href="https://www.waseda.jp/inst/cie/assets/uploads/2017/08/requirement_ddp-1.pdf">https://www.waseda.jp/inst/cie/assets/uploads/2017/08/requirement_ddp-1.pdf</a>      |                     | <input type="checkbox"/> |
| 15 | 【if required】Score Report of Japanese Proficiency   | Official score sheet : JLPT, EJU<br>*This must be original.<br>Please refer to the address below to check whether you are required to submit it:<br><a href="https://www.waseda.jp/inst/cie/assets/uploads/2017/08/requirement_ddp-1.pdf">https://www.waseda.jp/inst/cie/assets/uploads/2017/08/requirement_ddp-1.pdf</a>               |                     | <input type="checkbox"/> |
| 16 | 【For Doctoral level only】A copy of MA. Dissertation   |   |                     | <input type="checkbox"/> |
| 17 | 【For Doctoral level only】Summary of MA. Dissertation  |   |                     | <input type="checkbox"/> |