SUPPORT PROCEDURE

For students who have disabilities or concerns that needed to be supported by Waseda University

Center for International Education, Waseda University

Waseda University will do utmost to ensure students who need support to carry out their studies. If you ask for support by Waseda University during your period of studies, please refer to following procedure and take necessary actions, especially at the time of application. If you fail to report it in application process, support may be delayed or not be able to be given.

Application

- ◆ Report your mental/physical concerns that need specific support by Waseda University during online application.
- Prepare following documents and upload them at the end of online application.
 - 1) **Official support letter** by home university which includes information on special accommodation the applicant is currently receiving at home university and special needs he/she may requires during study at Waseda.
 - 2) **Student's Condition Report** (use format https://www.waseda.jp/inst/cie/assets/uploads/2020/01/200121Students-Condition-Report.xlsx, must be issued by doctor)
- ◆ Fill in the same information as the Student's Condition Report on the **web form** after online application (URL to be provided by CIE).

Details: https://www.waseda.jp/inst/cie/en/exchange/application

Announcement of Acceptance

A letter regarding special needs request will be sent to you through your home university's coordinator. Please carefully decide whether or not you want to pursue study at Waseda.

Before leaving for Japan

Prepare a formal letter of reference to take to the doctor in Japan in case of an emergency (No need to submit to Waseda University).

After arrival in Japan

- ◆ When you wish to receive specific support/considerations, you inform the affiliated school office of the request before the course registration.
- ◆ Have interviews with the school office, Health Support Center (if necessary) and the Office for Students with Disabilities (if necessary).
- ◆ After the interviews, the school office distributes "the special needs request letters" to the faculty member of each course (the support will be provided after the distribution of the letters upon agreement of each faculty member.)
- * If you did not request any specific support/consideration at the beginning of semester and encounter something that may require special assistance in the middle of the semester, please inform the school office of your circumstances. You will need to follow the same procedures as above in such a case. We ask for your understanding that the services cannot be provided retroactively.



Q&A



I am no longer on medication or visiting hospitals on regular basis. Do I need to submit these documents?



You do not need to submit them but are advised to prepare a letter of reference from your doctor back home and bring it with you in case of an emergency.



I want to bring my medicines with me to Japan. What should I do?





To bring medicines with you to Japan, you may need to arrange *Yunyu Kakunin-sho* (輸入確認証) document. Please refer to the following page and take necessary procedures in advance: https://www.mhlw.go.jp/english/policy/health-medical/pharmaceuticals/01.html

Please note that there may be restrictions applied to bringing some medicines due to Pharmaceutical Affairs Law.



I will not need to receive any academic support from Waseda, but may want to have consultation. What should I do?





Please address your concerns during application even if you do not request any academic support from Waseda. We will share the information with your affiliated school/graduate school so that they can be aware of your concerns well in advance. Please request a meeting to your school/graduate school if you wish to receive consultation when you arrive in Japan. You will be connected to our university's Health Support Center and/or the Office for Students with Disabilities when necessary.

Useful links

Health Support Center

https://www.waseda.jp/inst/hsc/en

Accessibility Resource Center

https://www.waseda.jp/inst/dsso/en/