

**Study Abroad Programs Fall Recruitment**  
**Application Guide (Deadline: Oct 2018)**  
Programs beginning in Spring/Fall, 2019  
*The Center for International Education, Waseda University*

As of October 12<sup>th</sup>, 2018

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■Important Notice■

- Please read this guide thoroughly, confirm the contents of the program list, and apply only if you fully understand it.
- Once students have been nominated as study abroad candidates, as a general rule, they are not allowed to withdraw from the program. Withdrawal without an appropriate reason will result in loss of eligibility** to apply for future Study Abroad Programs (short-term programs are the exception) run by the CIE.
- Even after students have been nominated as study abroad candidates, **CIE may recommend revocation of the program** even at pre-departure periods or after departure due to the following reasons.
  - Poor learning attitudes during compulsory optional courses, academic failure
  - Not meeting the deadlines for application or does not perform the needed procedures for application.
  - The attendances for orientations are notably poor.
  - In any case which CIE determines that the student is not appropriate to study abroad.
- Some undergraduate and graduate schools conduct exchange programs of their own with overseas partner universities. Each school has its own screening process to select the participants. Please contact your school and follow its instructions.

There are some changes (additional information) in recruitment adopted from this time.  
Please make sure to carefully read page 9.

## 1. Program Outlines

### (1) Names of Programs and their features

#### 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.

#### ② Exchange Programs-Regular Academic Programs (EX-R)

These are programs where you will go abroad to study based on 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. Usually, the number of students recruited is one to three per university. In principle, tuition is paid to Waseda, and you will be exempted from paying tuition to the host university.

#### ③ Exchange Programs- Language Focused Programs (EX-L)

These are programs where you will go abroad to study based on 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. It is a program mainly for learning foreign languages, recommended for students who want to enhance their language abilities. However, the number of universities that offer this program is relatively small, so be sure to check which universities offer it. Usually, the number of students recruited is one to three per university. In principle, tuition is paid to Waseda, and you will be exempted from paying tuition to the host university.

#### ④ Customized Study Programs- Regular Academic Programs (CS-R)

These are programs where you will participate in the curriculum prepared for students from Waseda by the host university. You may take ordinary courses within the ordinary curriculum of the host university with the local students from the beginning. The term is one academic year in principle, but there are also programs whose term is one semester (CS-R [1 semester] program). In principle, you will be exempted from paying tuition to Waseda, and you will be paying a designated program fee to the host university.

#### ⑤ Customized Study Programs- Language Focused programs (CS-L)

These are programs where you will participate in the curriculum prepared for students from Waseda by the host university. The feature of this CS-L program is that, 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 (CS-L [1 semester] program). In principle, you will be exempted from paying tuition to Waseda, and you will be paying a designated program fee to the host university.

## (2) Special Programs

### ■ Global Leadership Fellows Program (GLFP)

- **Eligibility:** undergraduate students (mainly for freshmen)
- **Student quota:** about 15 students in all
- **Study abroad period:** Aug/Sep 2019 ~ May/June 2020
- **Partner Institutions:** Columbia University, University of Chicago, Georgetown University, University of California Berkeley, University of California Los Angeles, University of Washington (Seattle), Johns Hopkins University (tentatively scheduled for AY2019, please check the GLFP website for further information)
- **Program Features:**  
GLFP is an exchange program launched in the spring of 2012 with cooperation of prestigious U.S. universities. In addition to the one-year of study abroad to U.S., a special curriculum is organized for the period before and after that year. Before the study abroad, students are required to take “Preparatory comparative cultures course”. After they return from U.S., they will participate in the U.S.-Japan Zemi and Global Leadership Fellows Forum for a year with students studying at Waseda University from the GLFP partner universities in the U.S.
- **Program Fees:**  
Tuition will be paid to Waseda, and you will be exempted from paying tuition to the host university, just like the EX programs.

### ■ Advanced Scholars' Program

- **Programs:**  
Yale University (Y-VISP), CS-R  
Oxford University, Hertford College, CS-R / Oxford University, St. Peter's College, CS-R/University of Pennsylvania, CS-R
- **Program characteristics:**  
This is a CS-R program for study abroad at prestigious universities. Since a high level of English ability is required, you will need to take an **essay test on Sat. Oct. 13**, and for those who pass this test, an **interview exam on Sat. Nov. 17** is needed to be taken. Those who pass both will be required to take the Academic English Course (fee is charged) in order to enhance your English ability.

## 2. Application Eligibility

- \* **If you do not satisfy the conditions described in the following (1) to (3), your application will automatically be invalid.**

### (1) Eligibility for Application

Applicants must be enrolled at Waseda University as **regular full-time students** at the time of the application, and should be in **good academic standing** and have strong personal character upon applying, as well as during their study abroad period. In addition, the applicants must **meet all the requirements** which he/she is applying (some programs may be restricted to undergraduate or graduate students, students of a certain year or nationality).

#### 【Note】

- Please consult with your school office about whether or not you can apply.
- Depending on programs, students are required to follow specific instructions (**e.g.: attendance of 4 semesters at Waseda University by the time of departure**). Please check all the requirements and restrictions of the program you are applying to before you apply.
- There are some universities that do not accept students who hold a dual nationality. **Please confirm your status with your parents if there is a possibility that you may hold dual nationality.** In addition, please check the nationality requirements of each program on the program list upon applying. If you hold a dual nationality but do not notify CIE to that effect and are selected as the candidate for one of CIE's study abroad programs which do not accept students with a dual nationality, we will know that you hold a dual citizenship when we process your visa. In such cases, you will not only be unable to

participate in the study abroad program as your visa will not be issued, but there is also a possibility that you may be unable to apply for future programs provided by CIE.

- Those in their fourth year who are aiming to apply for a graduate school, please check with both the school which you belong to and the graduate school which you are applying to about the requirements. Also, please inform CIE about it when applying.
- Those who changed their affiliation, please inform CIE immediately.
- Those enrolled in the E-School of the School of Human Sciences (a correspondence course) will not be eligible to apply because of its curriculum.

#### ◆For SILS students◆

- SILS students **must have attended at least 3 semesters at Waseda University upon departure**, except for the exceptions listed below.  
(Exception)
  - April enrollees who are applying for EX programs at their first semester at Waseda University
  - Students applying for Portland State University CS-L(1Y), program which the departure will be 6 months after the internal screening, may apply if he/she has attended at least 2 semesters at Waseda University (p.20)
- It is extremely difficult for SILS students to graduate at the end of the semester right after they completed their study abroad due to the time needed for credit transfer.
- **Participating in one-semester program will not satisfy the general degree requirements (going on study abroad for a year) for SILS SP1 students.**
- **You will not satisfy the degree requirements even if you have completed 1 semester programs for more than twice. However, if you plan to go on a 1 semester program twice continuously under the Minor Program of CAMPUS Asia and successfully complete the program, you will be able to fulfill your degree requirements.**

#### ① Restricted Programs

When recruiting for and running overseas programs in certain countries and regions, The CIE seriously considers any and all travel warnings, travel postponement recommendations, and evacuation warnings listed on the homepage of the Japanese foreign ministry.

Taking into consideration the information listed on the “Overseas Safety” page of the Japanese foreign ministry website, The CIE has designated certain universities within the current recruitment cycle as “Restricted Programs”. If you wish to apply to one or more Universities designated as “restricted programs” please confirm that you fulfill all requirements listed below and submit the required documents. For the full list of restricted programs, please refer to the URL link below

(Applicable universities)

[https://www.waseda.jp/inst/cie/assets/uploads/2018/10/1810\\_restrictions.pdf](https://www.waseda.jp/inst/cie/assets/uploads/2018/10/1810_restrictions.pdf)

#### [Application conditions and Important points]

- At the time of application, the student must be a graduate student or else have completed at least 4 semesters (a 3<sup>rd</sup> year student or higher).
- When submitting application documents, please be sure to include a letter of recommendation from your advisor (please refer to p16)
- Depending on the program you wish to enter, you may be required to sit for an interview which will be held in early-November.

## (2) Language Ability

#### ① English Programs

It is mandatory to prove your English ability by submitting a language proficiency certificate. In terms of English programs, applicants must submit an original **TOEFL** scorecard (Test Taker Score Report) or **IELTS** (Test Report Form) recognized by the host university. For some programs, TOEFL-ITP score is also accepted.

#### 【Note】

- As a rule, applicants must satisfy each and every requirement recognized by the program you are applying for.

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(e.g.) If an applicant applies to 2 universities, one with requirement of TOEFL iBT60 and the other with requirement of IELTS 5.0, the applicants must submit both scores of TOEFL iBT60 and above and IELTS 5.0 and above upon applying.

- Even within the same program, different departments within a single university may have additional requirements and conditions. Accordingly, **the required English ability score provided in the program list should be regarded as the minimum score required to apply for each program.** If you wish to participate in a particular department or program within your selected university, please be sure to **confirm the individual requirements mentioned in the program overview or on the WEB site of the university.**
- For IELTS, there are two Modules of the test; the Module you will need to take for Study Abroad is the **Academic Module.**

## ② Non-English Programs

If you apply for a program that requires proof of language proficiency (mostly EX-R programs), you must submit the original scorecard from the language proficiency test per each language.

However, if the host university does not provide a clearly stipulated language requirement or the applicant is unable to submit an original copy of a score card or official certification, the applicant's language ability will be determined through an **interview examination** conducted with the applicant. Details of the interview examination will be conveyed separately to the relevant applicants.

【Note】

- **Unless certificates satisfying all requirements for each desired program are submitted in full, applicants will not be exempted from the interview.**
- Some non-English programs are open to students with beginner level language skills (Language Focused Programs) and offer language programs to improve proficiency. These programs are excluded from interview examination.
- The interview exam conducted within Waseda University is for the purpose of judging the applicant's linguistic ability, and does not exempt the applicant from the submission of original scorecards/certificates of official language proficiency tests required by host universities.
- Please contact CIE if you want to apply for the programs with your mother tongue.

### 【Chinese Double Degree Program(DD)】

Programs (tentative): Peking University, Fudan University, National Taiwan University

**When applying for the above programs, taking HSK or Test of Chinese Proficiency and submitting scores will be mandatory at the time of applying for internal selection.** Students who do not have the scores, or cannot submit them will not be able to apply. When applying for the Chinese Double Degree Program, it is standard to have HSK IV, or Third Grade in Test of Chinese Proficiency.

- \* Even if you do not have HSK IV, or Third Grade in Test of Chinese Proficiency, you may apply if you have some kind of qualification test score.
- \* If you do not have scores to fulfill the standard level, you will have to take an interview examination (Saturday, November 17<sup>th</sup>) at CIE. We will contact those that need to take the interview individually after application

Applicants are required to submit the "Reason for applying for the DD Program". The format will be available among the other necessary documents on the CIE WEB site. After the internal screening, candidate students must attend the "travel preparation course" for Chinese language study. Further, you will need to submit scores that are the equivalent of HSK V, 180 points or above in Chinese proficiency at the time of your departure.

### 【Chinese EX-R】

**For Chinese EX-R (EX-L is exempt, since it is for language beginners) Program applicants, taking HSK or Test of Chinese Proficiency and submitting scores will be mandatory at the time of applying for internal selection.**

- \* Even if you are not at the level of proficiency or have the scores at the level required by the host

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university, you may apply if you have some kind of qualification test score.

- \* If you do not have scores to fulfill the standard level, you are required to take an interview examination (Saturday, November 17th) at CIE.
- \* Regardless of the result of in-campus screening, you must submit the required level of language score to the host university at the application period specified.

### 【Reference】

HSK Test : <http://www.hskj.jp/>

Test of Chinese Proficiency : <http://www.chuken.gr.jp/>

### ③ Language Programs Required by the Host University

Students may be required to attend language programs at the host university even if they have met the required TOEFL score at the time of application. Also, please note that host universities in non-English speaking countries may also require students to take language courses, if the host university determines that the student has insufficient language skills.

In such cases, the costs for participating in these programs may not be included in the overall program fee for CS programs. Even in the case of participating in EX program, students will be responsible for paying fees for such language courses in addition to Waseda University's tuition.

### (3) Required GPA (Grade Point Average)

Some programs set a specific GPA requirement. Applicants should confirm their latest grades through the "Grade Report" page on MyWaseda and calculate their GPA. **Applicants who do not meet the GPA requirement of applying program at the at the point of internal screening will be excluded from being screened.**

For the CIE's internal screening process, GPA will be calculated by using the calculation formula as follows. This calculation formula is established and is being used independently by the CIE. Please note that **this calculation formula is not the same as the GPA that each faculty calculates**, and is also different from the GPA which appears at "単位修得状況の照会" page on MyWaseda.

$$\{ (4.0 \times \text{number of A's}) + (3.5 \times \text{number of As}) + (3.0 \times \text{number of Bs}) + (2.0 \times \text{numbers of Cs}) + (0 \times \text{number of Fs, Gs, Hs}) \}$$

Total Number of Credits (Registered as credits for graduation)

\*Total Number of Credits includes number of credits earned as well as credits for failed classes such as Fs and Gs.

For conversion of numerical scores to letter grades, please refer to the chart below.

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

### 【Note】

- Raw score ranges for grades of "F", "G", and the meaning of "H" vary by undergraduate and graduate school.

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- The third decimal place should be truncated. For example, 2.996 would be 2.99 (not 3.0)
- "P" and "N" are not included in the GPA calculation.
- If you are a freshman in an undergraduate school and cannot calculate GPA as you have not yet completed any courses, **you may not apply for a program with a GPA requirement.** If you are applying for a course without a GPA requirement, please submit the **English version of your transcript from your high school.**

### 3. Schedule of Screening Process

\*Updated October 4<sup>th</sup> 2018

[Please see below for additional information on programs. (p. 9-10) ]

- The application period will be extended for programs open to graduate school students.
- For some EX-R (1S) programs, recruitment will be for AY2019 Spring application, AY2019 Fall departure (March 2019 deadline).
- For some CS-L(1S) programs, submission of language (English) scores will not be needed, allowing anyone to apply.

[Schedule for Fall Recruitment]

Date	Time	Contents/Venue
Fri, Oct 12		<b>Final Day for adding programs on Program List</b> <ul style="list-style-type: none"> <li>• Please keep checking Program List until Oct 12, when is the final day for adding new programs.</li> <li>• After Oct 12, no more new programs are added but some programs are not finalized yet until Oct 19. Please refer to "CURRENT STATE" on Program List.</li> </ul>
Sat, Oct 13	<b>9:50 meeting time</b> <b>10:00 start</b> <b>※be on time</b>	<b>Essay Test for English DD, Advanced Scholars' Program</b> <ul style="list-style-type: none"> <li>• It is mandatory to take this test in order to apply for these programs. Please be sure to take the essay test if you wish to apply, although it is before due date of Web Application Registration.</li> <li>• What to bring: Student ID card, writing utensils</li> <li>• Please check the time and venue of each exam and make sure to be on time.</li> </ul> Venue Building #15, Classroom #02
Mon. Oct 15 Noon~  17:00 of Fri. Oct 26	*Note the time of deadline.	<b>WEB Application Registration</b> <ul style="list-style-type: none"> <li>• via MyWaseda. A web link will be established later.</li> <li>• The application system is extremely crowded on the final day of the application period. If you wait until the last day, it may not be possible to register by the deadline. Please select your schools carefully and register your application well in advance of the deadline.</li> <li>• <u>Please pay attention to the deadline (no application after the deadline will be accepted).</u></li> </ul>
Fri. Oct 19		<b>Announcement of Tentative Applicants per Program</b> <ul style="list-style-type: none"> <li>• via "News" on the CIE website.</li> </ul> <b>Day for finalizing all the programs on Program List</b> <ul style="list-style-type: none"> <li>• All the programs are finalized by Oct 19. Please refer to "CURRENT STATE" on Program List.</li> </ul>
Mon. Oct 22		<b>Announcement of Essay Test Result for English DD, Advanced Scholars' Program</b> <ul style="list-style-type: none"> <li>• via "Important Notifications from Your Department" on MyWaseda.</li> </ul>

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		<ul style="list-style-type: none"> <li>• Only applicants who passed the Essay Test screening can apply for the designated program(s).</li> <li>• For those who already completed the WEB application and did not pass the Essay Test screening can change the list of programs to others until the deadline.</li> </ul>
Mon. Oct 22~ Fri. Oct 26	09:00~17:00	<p><b>Submission of Application Materials</b> [Venue] Building #22, 1F Waseda Global Gate</p> <p><b>*GLFP applicants must submit the following in addition whether they are applying only for GLFP or for other programs.</b> ①Statement of Purpose for GLFP (in English) ②Essay for GLFP(in English or Japanese)</p> <ul style="list-style-type: none"> <li>• Please submit materials in the sealed designated envelope (available at WGG) to the BOX set in the WGG.</li> <li>• Students at the Nishi-Waseda and Tokorozawa campus can submit the materials in the sealed designated envelope (available at each of the school offices) to the office staff at the Nishi-Waseda and Tokorozawa campuses during the period.</li> <li>• <b>Note the deadline:</b> Any submission after 17:00 of Oct 26<sup>th</sup> will not be accepted whatever the reason may be; please submit your application well in advance of the deadline.</li> </ul>
Wed. Nov 7~ Fri. Nov 23		<p><b>Examination for Undergraduate or Graduate School Nomination</b></p> <ul style="list-style-type: none"> <li>• Contents of the examination (Interview, etc.) vary by each school offices.</li> <li>• Your school office will contact you <b>only in case</b> you are required to take Interviews, etc.</li> </ul>
Tue. Nov 13		<p><b>Announcement of Paper Screening Results for GLFP</b></p> <ul style="list-style-type: none"> <li>• via e-mail</li> </ul>
Sat. Nov 17	TBA	<p><b>Interview Examination for GLFP</b></p> <ul style="list-style-type: none"> <li>• only with applicants who passed the paper screening</li> </ul> <p><b>Interview Examination for DD</b></p> <ul style="list-style-type: none"> <li>• for some applicants for Chinese DD Program</li> <li>• for applicants for English DD Programs</li> </ul> <p><b>Interview Examination for Advanced Scholars' Program</b></p> <p><b>Interview Examination for Non-English EX-R Programs</b></p> <ul style="list-style-type: none"> <li>• for students applying for Non-English EX-R programs; The applicants will be informed about their interview schedule individually.</li> </ul>
Mon. Nov 19~ Fri. Nov 23		<p><b>Announcement of the Selection Results for GLFP (tentative)</b></p> <ul style="list-style-type: none"> <li>• via e-mail</li> </ul>
Wed. Dec 5	after 13:00	<p><b>Announcement of Internal Screening Process Results</b></p> <ul style="list-style-type: none"> <li>• via "Important Notifications from Your Department" on MyWaseda.</li> </ul>

[Events]

Date	Time	Contents/Venue
Fri. Oct 5 Sat, Oct 6	TBA	<p><b>Study Abroad Fair</b> [Venue] International Conference Center</p>
Mon. Oct 8 ~ Fri, Oct 12	TBA	<p><b>Study Abroad Week by Student Advisers</b> [Venue] Waseda Global Gate</p>

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Tue. Oct 9~ Fri, Oct 12	18:15~19:00 12:15~12:50	<b>Briefing session of Global Leadership Fellows Program (GLFP) (Japanese)</b>  Venue Building #22, 1F Waseda Global Gate
Fri. Dec 7	TBA	<b>Orientation for Nominated Study Abroad Students</b> Venue International Conference Center <ul style="list-style-type: none"> <li>• Please be sure to attend this orientation.</li> <li>• Attendance will be taken.</li> <li>• In addition to this orientation, there may be a separate orientation specifically for your program.</li> </ul> *Schedules may change; please look out for updates
Feb. 2019~		<b>【GLFP】</b> <ul style="list-style-type: none"> <li>• Mandatory Preparatory Comparative Cultures Course. (Details to be announced later)</li> </ul> <b>【English DD Program / Advanced Scholars' Program】</b> <ul style="list-style-type: none"> <li>• Mandatory. Advanced English Course (Details will be announced later)</li> </ul> <b>【Chinese DD Program】</b> <ul style="list-style-type: none"> <li>• Mandatory. Chinese Writing Seminar (Details will be announced later)</li> </ul>

\*This information is tentative. Please refer to the CIE website for the latest updates.

#### 4. Changes (additional information) in recruitment

In order to offer more studying abroad opportunity with more flexibility, we have altered our recruitment schedule and the requirement for application. Please read carefully and follow the new procedure when you are applying.

##### ① Extension of applying period for the programs open to graduate school students

Web application period and document submission deadline is extended for the relevant programs. You will have more time to consider about applying while making your research plan.

Please make sure to check the program list for available programs for graduate school students.

【Program list】

<https://www.waseda.jp/inst/cie/from-waseda/abroad/programlist/list>

(Those programs marked with “M” or “D” at “STUDENT LEVEL ON DEPARTURE” section on the program list are applicable. Please be sure to check other conditions. **You also need to consult with your instructor.**)

Application period is extended for these programs, however, other points such as required documents are the same as written in the application guidelines. More detailed information will be provided at a later date.

##### ② Setting up EX-R(1S) Programs with spring 2019 recruitment, fall 2019 departure (application in March 2019)

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For the following programs, we will recruit in spring (application in March, 2019) anew, aside from our recruitment in October 2018. Detailed schedule and application requirement will be announced at a later date.

If you are hoping to study abroad with an EX program but one year duration doesn't suit your plan, or you don't have sufficient language score yet to apply this fall (application in October 2018), please consider applying for these. (**These programs are 1S, therefore they don't meet the study abroad requirement of School of International Liberal Studies SP1.**)

Some of the programs are supposed to be applicable for graduate students.

Name of University	Country	Recruiting Number
Chonbuk National University	Korea	4
Sookmyung Women's University	Korea	2
EMLYON Business School	France	4
University of Manchester, The Faculty of Humanities	United Kingdom	2
Trier University	Germany	4
University of East Anglia	United Kingdom	4
University of Kent	United Kingdom	2
University of Lille	France	2
University of Warwick	United Kingdom	4
Venice International University	Italy	6

Please note that if you apply in October 2018 and nominated, you can't apply in spring.

**③ Submission of language (English) score is exempted for some CS-L(1S) programs.**

Following programs don't require English scores any more. Therefore, students without an official English language certificate can apply.

**【Applicable programs】**

University of British Columbia, CS-L(1S), English

University of California, Davis, CS-L(1S), English

University of Hawaii at Manoa, CS-L(1S), English

University of Pennsylvania, CS-L(1S), English

University of Auckland, CS-L(1S), English

Please make sure to check the program list for details.

**【Program list】**

<https://www.waseda.jp/inst/cie/from-waseda/abroad/programlist/list>

Please note that if you are applying for other programs that have language requirement at the same time (if you are applying for more than one program), you will need to submit an official certificate anyway.

## 5. How to Apply

### (1) Web Application Registration

To apply for this Fall Recruitment, first you have to complete the WEB application.

WEB Application Period: **October 15<sup>th</sup>, 2018 noon ~ October 26<sup>th</sup>, 2018 17:00**

URL of the application form:

<https://my.waseda.jp/application/detail/application-detail?communityContentLinkId=210903345>

\*Please access from the following page

<https://www.waseda.jp/inst/cie/from-waseda/abroad/1year>

\*You will only be able to access the page during the application period.

#### 【Note】

- Your application for the study abroad program for this Fall Recruitment will be formally filed by submitting the necessary application documents (between Oct 22<sup>nd</sup> 2018 to Oct 26<sup>th</sup> 2018, 09:00-17:00) after completing the WEB application. **Completing only the WEB application is incomplete and will not make you an official applicant.**
- The deadline of WEB application is until 17:00 of Oct 26<sup>th</sup> 2018. Any information filled out after the registration period is invalid. If you wait until the last day, you may not be able to register by the deadline due to crowded access. Please select your schools carefully and **register your application well in advance** of the deadline.
- To change the registered information, click the "保存" button after you make your change and the latest information will be registered. You will be able to log in this page and change the information any time until deadline. Please note that making changes after the above registration period is not allowed. Please answer all the required questions before you confirm your registration.
- To avoid losing your data, please save it ("保存") every 15 minutes or so if it takes you a while to complete the registration.
- **Confirmation of your registration** will be sent to your Waseda Mail account (within 5 minutes). **If you do not receive any email, it would mean your registration was not accepted.** Please try again. The contents you have entered can be checked on the registration form. Please be sure to check if you have correctly entered everything, and print it out and keep it safe until results of screening are announced. You will not be able to access the WEB application form after the deadline of application, and will not be able to check what you have entered. Please be sure to print out the form you have filled in.
- CIE will not accept any questions regarding registered information and its confirmation. Please carefully read the application guide and register by your own responsibility.
- For questions regarding the computer system, please log in to MyWaseda and click the "IT Services" in the Global Menu, and click "Help Desk" on the left menu. However, in case of an emergency, or if the problem is not solved within a few days, please contact CIE.
- The information you have entered in the web registration form is only used by CIE and the school office for the program operation and to contact with you and your guarantor, and will not be used for any other purposes.

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

#### ① **Personal Information**

- Please fill in your name in Roma letters (half-size capital letter / the same spelling as in your passport (the standard spelling of your name if you have not yet issued the passport)), nationality, your telephone number, mobile phone number, email address, emergency contact information (name and phone number).
- **There are cases when students with a nationality besides "Japanese" will not be accepted as a study abroad student from the partner universities. If you have dual nationality, please mention it by**

### **answering the necessary questions in the WEB Application.**

#### **② Applying Program**

- You can select a total of **up to 7 programs** if the conditions are fulfilled. After double checking your preferred program, please select from the search screen.
- For the latest information of the programs for this recruitment, please check the latest "Study Abroad Program List" (Deadline: October 2018)  
(<https://www.waseda.jp/inst/cie/from-waseda/abroad/programlist/list>).
- **Students must select GLFP as their first choice** when submitting WEB application. You may apply for other programs as well, but if your first choice is not GLFP, your application for GLFP will be ineffective. You must be applying for GLFP at the time of application. Once the applicants pass the interview to be selected as GLFP nominee, he/she will not be able to continue the selection procedures for other programs. Please note that at the time of the WEB application registration, students will apply for GLFP, but not for a specific university. The applicant may express his/her preferred choice of university in the English statement of purpose essay. **However, please note that the applicant may still be nominated to a partner university, other than the preferred choice from the 7 universities.**
- Please note that some universities offer more than one program, and the codes of these programs differ. **Please be sure to confirm that your preferred program codes were correctly entered concerning the name of the university and the contents of the program.**
- Please consider your choice of study abroad programs carefully and apply to as many programs as you feel comfortable with. **You may not withdraw from the program after you are selected as a candidate.**

#### **③ Questions Regarding English Proficiency**

- Please read the instruction of "Original Scorecard of TOEFL iBT, or ITP (Test Taker Score Report)/ IELTS (Test Report Form)" (P.14) and prepare the necessary scorecard required.
- It is required to submit the original language certificate (Score Card) as you enter here.
- **The score/level of a test you enter in the WEB application will be invalid if you do not submit the actual score report.**
- Official certificates of language proficiency that are not approved as proof of language proficiency in program overviews and host universities will not be taken into consideration when screening, even if you type in the scores.

#### **④ Questions Regarding Non-English Language Proficiency**

- Select the language of the program you are applying (more than one selection can be made).
- Please indicate your language study status, study plan report, and language study history including: how many years you have studied, name of the institution, hours and classes per week, and total number of hours of study. You must also indicate your current and future study plans, and fill in any other items regarding your language study experience and ability.
- In order to verify that you have the ability to keep up with courses in the local language at your host institution, please submit the score from an official language proficiency exam (such as HSK、 DELF、 DELE) as many as possible.
- For those who are registering Chinese DD or EX-R programs, please refer once again to the instructions written on p5-6, and be sure to submit an official language proficiency exam that fulfills the requirement.

#### **⑤ Study/Research Plan**

- Answer the following question within the length stated. Either English or Japanese is acceptable.
- **If you are applying for English DD Program, Advanced Scholars' Program, your Study/Research Plan must be written in English.**
- Study/Research Plan which you are submitting may be forwarded to your host university after you have been nominated as a candidate.

◆Question◆

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

\*If you are able to explain your objectives/reasons consistently, you do not need to write for every one of your selected programs. However, if you are applying for programs conducted in different language(s), you will need to refer to each of those program(s) to clarify your objectives.

Q1: **Explain your objectives for studying abroad and how they relate to your academic area of interest.**

\*we require you to write 400~600 words in English, or 800~1200 letters in Japanese

Q2: **Please explain your reasons for your selection of universities/programs.**

\*we require you to write 200~400 words in English, or 400~800 letters in Japanese

⑥ **(Common Information) Confirmation and Agreement for WEB Application**

You are required to agree with the following 4 conditions upon submitting this web application form.

1. You are not allowed to change the program after the deadline of the web registration.
2. As a general principle, you are not allowed to withdraw once you are nominated as a candidate for the study abroad program.
3. You are not allowed to propose the change of program once you are selected as a nominee for the study abroad program.
4. In the case that program participation is extremely difficult, you are required to follow the CIE's instruction for the withdrawal procedure and the judgement of propriety of withdrawal.

**(2) Submission of Required Application Documents**

Application for this Fall Recruitment will be officially received by completing the WEB Registration AND the submission of required application documents. Please submit materials by putting them in a designated envelope (available at WGG), sealing it, and put it in the BOX set in the WGG.

Download document forms: <https://www.waseda.jp/inst/cie/en/from-waseda/abroad/1year>

Submission Period: October 22<sup>nd</sup>, 2018 ~ October 26<sup>th</sup>, 2018

\*We only accept submission during the open hours of WGG (9:00~17:00)

\*Consultation hours are from 12:00~17:00

Venue: Waseda Campus, Building #22, 1F Waseda Global Gate

- Students of the Nishi-Waseda, Tokorozawa, Honjyo, and Kitakyushu Campus can submit documents to the office of their undergraduate or graduate school from October 22<sup>nd</sup>~October 26<sup>th</sup>. Designated envelopes are available at each office.
- Any submission after 17:00 of October 26<sup>th</sup> will not be accepted what so ever. Please make sure to submit your documents well in advance.
- Please prepare all documents, **arrange them in order ① ~ ⑩ as indicated below**, and submit them. All documents should be **A4 size**. Please note that documents will not be returned once they have been submitted. Also, **please be sure to make and keep copies of all documents for your own records.**
- If you are applying only to GLFP, please submit the documents ①~⑥.
- If you are applying to both GLFP and to other programs, please submit the set of documents required for each program in addition to the set of documents required for GLFP (①, ②, ③ (one copy each) and ④⑤⑥).

**All applicants**

① **2 copies of “ Study Abroad Program Agreement” –The Original Form and a Copy**

Please be sure to use the most updated agreement downloaded from the CIE webpage.

<https://www.waseda.jp/inst/cie/en/from-waseda/abroad/1year>

- Please submit after filling in all items needed. The seal/sign of the guarantor is needed. Be sure to write the date as well. Please take note that if you use a pencil or an erasable pen, the agreement will be invalid.

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- Copy the form after it has been sealed by both the student and the guarantor, and submit both the original form and the copy.
- Foreign nationals that do not have a seal: you must print and sign your name (same applies for guarantor).
- **All programs applicable from WEB requires prior consent of a guarantor.**
- When applying for a GLFP program, in addition to the 2 copies of common program agreements, you will need to submit a different agreement for GLFP. So you will need to submit 1 original and 2 copies of the common agreement, and 1 original GLFP agreement, making it a total of 4 that should be submitted, regardless of whether you are applying to a single program or multiple programs.

② **1 Original Academic Transcript in English – 1 Original**

Please refer to the following table and submit the required (English) transcripts.

<b>Undergraduates</b>	Transcript of your Undergraduate courses, OR transcript from your high school
<b>Masters</b>	Transcript of your Undergraduate course, AND Master's course
<b>Doctoral</b>	Transcript of your Undergraduate course, AND Master's course, AND Doctoral course

- In case you are in the first year of your Master's course and cannot submit the Master's transcript, an undergraduate transcript is acceptable.
- If you are in the first year of your Doctoral course and cannot submit the Doctoral transcripts, your undergraduate ~ Master's course transcripts are acceptable.
- As studying abroad is a part of SILS students' requirements, **SILS students do not have to submit their transcripts** (CIE will be receiving each applicant's transcript from SILS office).
- If you are a senior in an undergraduate school and will be going to a graduate school at Waseda University, please also submit **the notice of admission from the graduate school**.
- If you are a freshman in an undergraduate school and cannot calculate GPA as you have not yet completed any courses, you may not apply for a program with a GPA requirement. If you are applying for a program without a GPA requirement, please submit **the English version of your transcript from your high school**.
- Your English transcript can be obtained from the Certificate/Discount coupons issuing machines (<http://www.waseda.jp/navi/services/opentime-certificates.html>).

**All applicants applying for English programs (incl. GLFP)**

③ **Original Scorecard of TOEFL iBT, or ITP (Test Taker Score Report)/ IELTS (Test Report Form) – 1 Original Form**

- An original scorecard of TOEFL (Test Taker Score Report), IELTS (Test Report Form), etc. which satisfies the requirement of the applying program must be submitted. Some programs require section scores (Reading, Listening, Speaking, Writing) in advance.
- **Only scores obtained on and after December 6<sup>th</sup>, 2016 are accepted.** Since TOEFL/IELTS scores are **valid for 2 years**, there is a possibility that the scores you achieved expire before you receive the documents for visa registration from your host university. Please be aware that you may be asked to retake the test and achieve a required score in that case.
- For the TOEFL iBT and IELTS, a printout of the WEB screen that shows your score can be accepted. However, you **MUST** later submit the original scorecard which matches the score from the WEB screen. **If the original scorecard is not submitted, your application will become invalid, so please be careful.**
- Test Taker Score Report of TOEFL will not be issued or sent unless you select “オンライン上でのスコア確認及び郵送での通知 (confirm score online and notification by post mail)” on your “スコア通知設定 (Score Reporting Preference)” page of My Home Page when applying for the test online.
- The Test Report Form of IELTS will be sent by mail to the examinee after being issued on the 13<sup>th</sup> day after taking the test. You will be able to assign institutions for submitting the Forms for free for the next 30 days after that. However, please do not send the form directly to the CIE for application, but instead, submit the form with the rest of the documents in person.

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- For IELTS, there are two Modules of the test; the Module you will need to take for Study Abroad is the **Academic Module**.
- If you are applying for GLFP and your test scores have not yet reached the required score of the host universities, you may still apply. However, this is under the condition that you will submit an original score card that has reached the required score by the time you apply to the host university (January to February of 2019) which is after the internal screening.
- As a rule, submitted score cards will not be returned to the applicant.
- If the scorecard of a test you registered in the WEB application is not included in your submitted documents, that score/level will become invalid.
- If the score/level of a test you registered in the WEB application differs from the original scorecard, we will consider the score/level of the scorecard true in the actual screening.

### All applicants applying for GLFP Program

- ④ **Study Abroad Agreement (Global Leadership Fellows Program Addendum, 1 Original Form**
- ⑤ **GLFP Statement of Purpose in English – 1 Original (Please input and print it with your device)**
- ⑥ **Short Essay (English or Japanese) (1 Original)**

### Chinese Double Degree Program(DD) Applicants

- ⑦ **Chinese DD Program Statement of Purpose -1 original form**
  - Either English or Japanese is accepted. The format will be provided among with the other documents on the CIE website.

### All applicants applying for a non-English program

- ⑧ **Official Language Certificate of the relevant language exams -1 original form**
  - For applications to non-English EX-R programs, applicants are required to submit an original copy of a score card or official certification demonstrating language ability above the required level presented by the host university. However, if the host university does not provide a clearly stipulated language requirement or the applicant is unable to submit an original copy of a score card or official certification, the applicant's language ability will be determined through an **interview examination (on Sat. Nov 17<sup>th</sup>)** conducted by CIE (unless all the requirements for each and every program the students wish to apply is satisfied, applicants will not be exempted from the interview examination).
  - Even if you do not possess such certification at the time of internal screening, you may be asked to later submit an original copy of a score card exceeding the required level when applying to your host university.
  - **Please be sure to check that the scores you achieved do not expire before Dec 5<sup>th</sup> 2018.** Please also be aware that you may be asked to retake the test and achieve a required score if your test score expires before you submit them to the host university upon application process.
  - If you are not able to receive the original scoresheet of a test in time for the submission deadline, a printout of the WEB showing your score/level or a copy will be accepted. However, you will need to submit the original form afterwards.
  - As a rule, submitted score cards will not be returned to the applicant.
  - If the scorecard of a test you registered in the WEB application is not included in your submitted documents, that score/level will become invalid.
  - If the score/level of a test you registered in the WEB application differs from the original scorecard, we will consider the score/level of the scorecard true in the actual screening.
  - **For Chinese EX-R (EX-L is exempt, since it is for language beginners) Program applicants, taking HSK or Test of Chinese Proficiency and submitting scores will be mandatory at the time of applying for internal selection. Only scores obtained on and after December 6<sup>th</sup>, 2016 are accepted (in some grades of Test of Chinese Proficiency, after December 6<sup>th</sup> 2013) since they are valid for 2**

**years (in some grades of Test of Chinese Proficiency, 5 years)**, there is a possibility that the scores you achieved expire before you receive the documents for visa registration from your host university. **Please be aware that you may be asked to retake the test and achieve a required score in that case.** If the latest score does not achieve the requirement, there is a possibility that you will not be accepted from the host university. In that case, we will offer you no alternative university to apply for.

- \* Even if you are not at the level of proficiency or have the scores at the level required by the host university, you may apply if you have some kind of qualification test score.
- \* If you not have scores to fulfill the standard level, you are required to take an interview examination (Saturday, November 17th) at CIE. The details of the interview examination will be sent to those of relevance.
- \* Regardless of the result of in-campus screening, you must submit the required level of language score to the host university at the application period specified

### **【Reference】**

HSK Test : <http://www.hskj.jp/>

Test of Chinese Proficiency : <http://www.chuken.gr.jp/>

## **Post-Graduate Applicants**

### **⑨ Assessment Form for Post-Graduate Student Applying for Study Abroad Programs -1 original form**

- Post-graduate students (both Master's and Doctoral students) are required to submit.
- Upon applying, please consult with your research supervisor your objective to study abroad, and ask to fill out the “研究指導教員記入欄” on the upper right of the form. Before consulting your teacher, make sure to fill out “学生記入欄” on your own.
- If you are graduating in March 2019, and intend to continue your studies as a graduate student, you will need to submit the assessment form as well. If you already know who your research supervisor is, please ask him/her to fill out the form. If you do not know who your research supervisor will be, be sure to consult with CIE at the time of your application.
- If you wish to apply to graduate schools, please contact CIE before you register through the website.

## **Applying for programs with restrictions**

### **⑩ Assessment Form for Students Applying for Programs with Restrictions -1 original form**

- As stated in p4, those who are applying to any programs listed are to submit this form..
- Upon applying, please consult with your research supervisor regarding your objective for study abroad, and ask to fill out the “指導教員記入欄” on the upper right of the form. Before you consult, make sure to fill out “学生記入欄” on your own.

## **6. The Screening Process**

### **(1) The Waseda University Screening Process and Admission to the Host University**

The screening process described in this guide is conducted by Waseda University. Students who successfully have been selected as a candidate are eligible to apply to study abroad programs at partner universities. **However, there is no guarantee that nominated students will be accepted by the host universities to which they apply.** Please note that host universities make the final decision regarding

acceptance of nominated study abroad students. The application and selection process for the prospective host university will take place around **December, 2018~August, 2019.**

In addition, even after the students have been nominated as study abroad candidates, CIE will recommend **revocation of the program** even at pre-departure periods or after departure if students commit any of the following: academic failure, not meeting deadlines for application, not performing the needed procedures for application, or notably poor attendance rates in orientations.

For students studying abroad at Master's or Doctor's level, there is a high possibility you will need approval from research supervisors of your host institution in advance. If you are planning to apply under these cases, please contact your desired professors, and also contact the CIE when applying.

Regarding the application for University of Bonn, CS-L (1S), German, due to the selection schedule at the University of Bonn, you need to submit online application at the timing of applying to Waseda, not after passing the internal screening. If you choose University of Bonn, CS-L (1S), German as one of your desired universities among first to seventh desired universities, regardless of the order of your desire, we will be sending the online application instruction before the result announcement. Please make sure to take necessary procedure individually by checking out the Program Overview. After the internal screening, only the selected students will proceed to the actual procedure, and information on the other students will be deleted.

## (2) Screening Process

Taking into account the program(s) which students apply for, CIE will consider the following factors comprehensively. Students with the highest overall ability will be assigned to programs that they have submitted as their higher priorities.

- Academic performance (GPA)
- Language ability (TOEFL/IELTS or other language proficiency tests)
- Study/Research plan
- Submission of statement of purpose in English (GLFP, Chinese DD only)
- Examination for Undergraduate/Graduate School Nomination (content varies by school office)
- Interview Examination (GLFP, DD, Advanced Scholars' Program, and Non-English EX-R programs and Programs with Restrictions)
- Written examination, Essay Test ( DD Program, Advanced Scholars' Program)

## (3) Screening Process for each program

### ① GLFP

- Students with a GPA average above 3.0 may apply, and students who can proceed to interviews will be determined through a paper screening based on the content of the statement of purpose and other required forms.
- Students who pass the paper screening will be interviewed on November 17<sup>th</sup> (Sat.) (The results of the paper screening will be mailed to each student)
- The selection results of the GLFP Nominees will be announced during November 19<sup>th</sup>~23<sup>rd</sup> via e-mail. However, selection results announced at this time are strictly tentative. Once the results of individual department nominations are completed, the final selection results will be announced on December 5<sup>th</sup>.
- In order to sufficiently and appropriately prepare GLFP students prior to their study abroad year, GLFP students are required to take "Study abroad preparatory lectures" and "Study abroad preparatory courses" The lecture and course will be held in the 2019 spring semester.
- Nominees of GLFP are required to complete the designated curriculum of the program. Please refer to the Study Abroad Agreement GLFP Addendum for details.

### ② DD Program

#### <English DD Program>

- Students applying to DD programs will be required to take an **Essay test on Saturday, October 13<sup>th</sup>**. Prior reservation is not necessary for the test.
- The results of the essay test will be announced on October 22<sup>nd</sup> (Mon) through MyWaseda. Students who pass will be able to apply to the designated program.
- Students who have passed the essay test and finished the application process without delay will be asked to take an interview examination on **November 17<sup>th</sup>(Sat.)**. The details of the test will be sent to those of relevance.
- In the case of Earlham College DDProgram, there will be screening at Earlham College after internal screening on Wed., Dec. 5, and the final results will be sent to the student.
- English DD Programs (Earlham College, DD/ National University of Singapore, DD/Shanghai Jiao Tong University, DD) nominees are to take the Study Abroad Preparatory Courses (Advanced Level) held Feb 5<sup>th</sup>-9<sup>th</sup>. The costs of the seminar will be paid by the participant. (students will be informed of details on a later date.)
- The programs mentioned require all Waseda University student participants to have a high level of English language proficiency. These programs require not just a high TOEFL/IELTS score but also a comprehensive English ability, allowing students to actively participate as regular students in classes and with professors.
- Comprehensive judgement will be made based on the evaluation of this program, and also academic achievements at the participant's affiliation between the time of admission into the affiliation and the end of the 2018 academic year. Based on the result of this judgement, we will recommend the final nominee to the university of the nominee's choice.

#### **<Chinese DD Program>**

- Students applying to Chinese DD Programs will need to submit a Statement of Purpose as written on p15.
- Tentative nominees for these programs will be announced on Wednesday, December 5<sup>th</sup>. However, these nominees will have the status of "tentative acceptance."
- Tentative nominees will be required to take the Chinese writing course around March to July. The costs of the seminar will be paid by the participant. Comprehensive judgement will be made based on the evaluation of this program, and also academic achievements at the participant's affiliation between the time of admission into the affiliation and the end of the 2018 academic year. Based on the result of this judgement, we will recommend the final nominee to the university of the nominee's choice.

#### **③ Advanced Scholars' Program**

- Students applying to the Advanced Scholars' Program will be required to take an **Essay test on Saturday, October 13<sup>th</sup>**. Prior reservation is not necessary for the test.
- Results of the Essay test will be announced on Monday, October 22<sup>nd</sup> through MyWaseda. Only those who have passed the Essay test can apply for this program.
- Those who have passed the Essay test, and have also completed the application procedure without delay will be required to take an interview exam on Saturday, November 17<sup>th</sup>. For details of the examination, we will inform the applicants separately.
- Tentative nominees for these programs will be announced on Wednesday, December 5<sup>th</sup>. However, these nominees will have the status of "tentative acceptance."
- In principle, tentative nominees are to take the Study Abroad Preparatory Courses (Advanced Level) held Feb 5<sup>th</sup>-9<sup>th</sup>. The costs of the seminar will be paid by the participant.
- The programs mentioned require all Waseda University student participants to have a high level of English language proficiency. These programs require not just a high TOEFL/IELTS score but also a comprehensive English ability, allowing students to actively participate and work on tasks as regular students in classes with professors, and make academic achievements.
- Comprehensive judgement will be made based on the evaluation of this program, and also academic achievements at the participant's affiliation between the time of admission into the affiliation and the end of the 2018 academic year. Based on the result of this judgement, we will recommend the final nominee to the university of the nominee's choice.

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- Details on this will be notified to participants by email as they are finalized.

#### <Yale Visiting International Student Program (Y-VISP)>

- The application forms designated by Yale will be submitted to CIE immediately after the announcement on Wednesday, December 5<sup>th</sup> of the results of the internal screening. As application documents, 2 recommendation letters are needed. Then, there will be an interview by Yale University in January, 2019 (we will be using Skype in Japan). The final result is scheduled to be announced in late January.

#### ④ Non-English EX-R Programs

- For students applying to a non-English EX-R program: if the host university does not provide a clearly stipulated language requirement or the applicant is unable to submit an original copy of a score card or official certification at the time of application, the applicant's language ability will be determined through an interview-style test conducted directly with the applicant on November 17<sup>th</sup>(Sat.)
- Interviewees will be contacted beforehand by the CIE.
- Unless certificates satisfying all requirements for each desired program are submitted in full, applicants will not be exempted from the interview.

#### ⑤ Programs with Restrictions

- Students applying to any of these programs will be required to take an Interview exam held in early November. Interviewees will be contacted beforehand by the CIE.

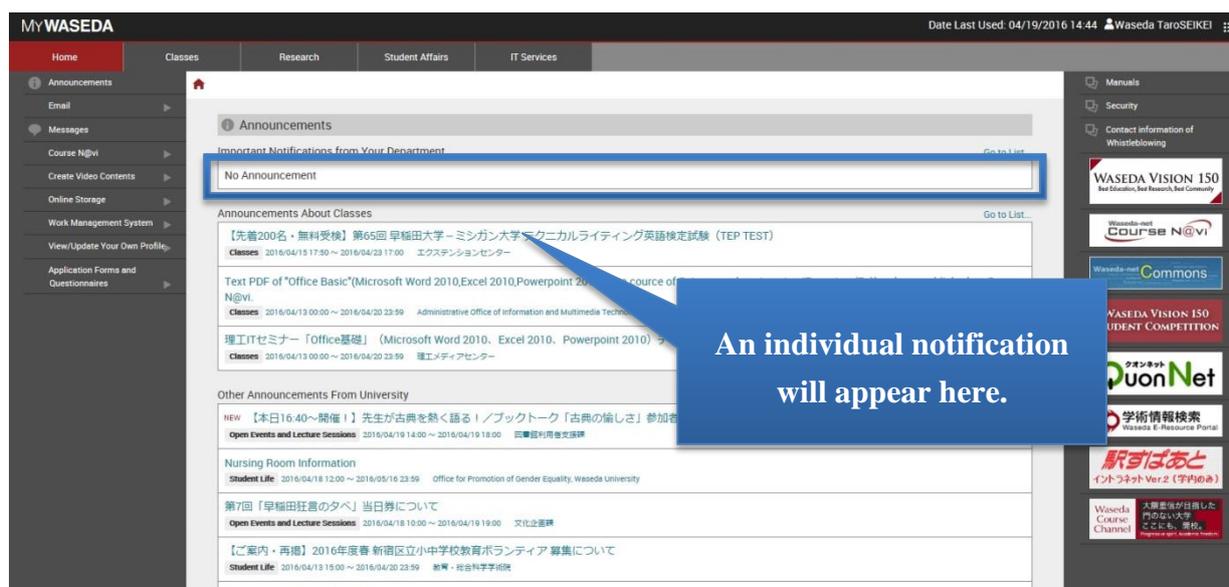
#### ⑥ Programs other than those listed above (English EX/CS, Non-English EX-L/CS programs)

- In the CIE screening process, a paper test and an interview test will not be required, but your school may require an interview in their process.

#### (4) How to Confirm the Results of Internal Screening

Announcement of internal screening result will be posted on the “Announcement” column of MyWaseda on **December 5<sup>th</sup>(Wed.) , 2018 after 13:00~.**

Login to MyWaseda (<https://my.waseda.jp/login/login>) and navigate to “Important Notifications from Your Department” as shown below.



#### [Note]

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

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- **Once the notification has been read, it will not be displayed at the “Announcement” column. If you wish to check the notification again, proceed to “Go to List…” on the right hand side of the column, and click “Search (Click here to search announcements already read)” to search for read notification.**

### (5) Applying to Multiple Programs

**Applying to both CIE study abroad programs and undergraduate/graduate interdivision programs is not permitted**, unless the screening result of such programs will be determined by the deadline of submitting application materials (at 17:00, Fri. October 26<sup>th</sup>). In such case, please inform CIE that you wish to withdraw from applying upon determination of the screening result of interdivision programs.

## 7. Study Abroad Period

- The duration of the study abroad period depends on the program. There are 1 year (1Y) programs and 1 semester (1S) programs. Upon applying, please pay attention to the period of each program.
- As a general rule, students must return to Waseda University and begin taking courses again from the following semester after the end of their study abroad program (we do not generally allow the extension of program period).
- With the exception of special circumstances, students must participate in the programs until the end.
- Students cannot take courses at Waseda University during their study abroad period. However, students are allowed to take the Waseda Summer Session held at the end of the spring semester (4 weeks from mid-June to mid-July). The CIE will be giving out a notice for students who are allowed to participate in this program via email.
- If students return to Japan and withdraw from their program, they will not receive a refund for program fees, the double degree registration fee, Waseda University’s tuition, or any expenses associated with the program.
- Oceania program, Korean program, Venice International University (1 semester program) will hold another selection in the spring semester of the following school-year. (Departure will be 2020 spring semester).
- Portland State University CS-L (1Y) has some programs with different departure times.

Recruitment	Beginning of Program
This Fall Recruitment	Program begins in <b>Spring</b> 2019
Spring 2019 Recruitment	Program begins in <b>Fall</b> 2019

## 8. Program Fees

### (1) EX Programs (Including GLFP)

- For most EX programs, students will pay tuition to their undergraduate or graduate school at Waseda University, and payment of tuition to their host institution will be waived (there is an exception for some programs).
- Accommodation fees and meal plan fees (listed under "EST. ROOM & BOARD" in the program list), will be paid to the host institution by participants individually after departure. Also, for some partner institutions, students may be required to pay a College Fee, Technology Fee, Insurance Fee, Mandatory Fee or other fees **separately from the tuition while study abroad**. The amount of the fee will vary by

the host university; however, it may range from a few hundred to a few thousand dollars (especially EX programs with partner institutions in North America such as Oregon State University System, California State University System, and State University of New York).

- For extension students who desire to study abroad as an exchange student, the tuition/fees will be summed up differently. Students should contact their school office for specific details concerning these fees, and should also notify the school office as well as the CIE when registering for application.

## (2) DD Programs

- You will be paying the tuition and other expenses for the School at Waseda you are enrolled in, as with EX programs.
- Students who are studying in Earlham College, will be exempted from paying the tuition for Waseda by paying the tuition for the host university and other expenses to Waseda University, as is the case with CS programs.
- Regardless of tuition payment, students will be required to pay the double degree registration fee (JPY 150,000).

## (3) CS Programs

- The program fee includes the host institution's tuition, program development and management costs (JPY100,000 per academic year and JPY50,000 per one semester), and other costs (please refer to "EST. TUITION" in the program list).
- In most cases, accommodation fees and meal plan fees (listed under "EST. ROOM & BOARD" in the program list), facility fees, orientation fees, and other fees will be paid to the host institution after arrival. However, in the case of some programs, you will be required to pay to Waseda University along with the program fee.
- The amounts in yen on the program list are **estimated amounts based on the fees incurred last academic year converted into Japanese yen.** Depending on the tuition of your host university, fluctuation of foreign exchange rates, changes in the policy or financial situations of the government of the country of your host university or other circumstances, the amount could be larger. You will be paying the amount **charged by your host university converted in Japanese yen with the internally specified exchange rate via bank transfer to a designated bank account held by the CIE.**
- You must pay the program fee by the deadline via bank transfer to a designated account held by the CIE.
- The exchange rate changes depending on when the amount billed is confirmed by the host institution.
- "EST. ROOM & BOARD" includes rates not based on results of the last academic year.

## 9. Scholarships

- CIE only offers scholarships which you do not need to pay back (**grants**).
- You will be able to apply for scholarships after you are selected as a candidate for a study abroad program as a result of the internal screening (this will be the only application opening before departure). You can not specify or assign priority to any particular scholarships you wish to receive; however, you can apply to all applicable scholarships at once using the same form.
- The results of your application will be sent to you at different times depending on the scholarship; please be aware that you **may be notified just before or even after the departure.** Also, scholarship payments may be completed **after you return from your study abroad.**
- Announcement of the application period and guidelines for scholarships will be made to the study abroad program candidates on Fri., Dec. 7, which is right after the candidates are selected.
- Application Materials (tentative): application form, taxation / tax exemption certificate of your parents, Self-recommendation sheet, and high school transcript (only for freshmen enrolled from AY2018 September).

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For more information about submission materials, please refer to the application guide. Also, for students who apply for the study abroad programs starting in spring 2019 the application deadline may be set before the ‘Orientation for Nominated Study Abroad Students’ which will be held on December 7<sup>th</sup> (Fri.). In this case, we will contact the relevant students separately, so please pay careful attention to all of information sent from the CIE.

- For this Fall Recruitment(October 2018 deadline), the standard applicable scholarships are shown below (subject to change without notification). Also, the information listed below are excerpts, so be sure to check the scholarship application requirements for details.

### (1) WSC Members Fund Global Leader Support Scholarship

This is an institution where members of the “Waseda Supporters Club” or WSC contribute a certain amount of donations from the club members for Waseda University to provide various types of services to financially support operations involving academic/research activities. This scholarship was established to support study abroad students by the WSC.

Eligibility	Undergraduate and graduate students who will study abroad on Waseda University’s Study Abroad EX or DD programs (For DD program students: only the first year would be supported) Among CIE’s EX and DD program students, those who have exceptional academic skills. (in the case of DD programs students, only the first year will be supported)
Amount	JPY 1,000,000

### (2) Student Exchange Support Program (Scholarship for Short-Term Study Abroad)

This is a scholarship by the Japan Student Services Organization, an affiliated organization of MEXT.

Eligibility	Undergraduate and graduate students who will study abroad on Waseda University’s Study Abroad programs.
Amount	JPY 60,000-100,000/month *Varies with regions
Duration	Within 12 months
Number of recipients	not determined *May differ widely each year

### (3) Alumni Association Study Abroad Scholarship

Eligibility	Waseda University undergraduate and graduate students who will study at Waseda University partner institutions below. Those who have a strong motivation to study abroad, and are outstanding people.
Eligible colleges for the 2018 academic year (tentative)	<ul style="list-style-type: none"> <li>• Oxford University, Hertford College (CS)</li> <li>• Oxford University, St. Peter's College (CS)</li> <li>• University of Pennsylvania (CS)</li> <li>• Yale University (Y-VISP) (CS)</li> </ul>
Amount (tentative)	JPY 1,500,000 (tentative)
Number or recipients (tentative)	5 maximum (tentative)

\*We will be sending the scholarship stipend directly to your host university.

#### (4) HOWARD HAGIYA SCHOLARSHIP

This scholarship was established in 2015 through the donation from Mr. Howard Hagiya, a Waseda alumni and the founder of SHURJOINT company group in Taiwan. It is aimed at assisting students with excellent results who will study in Taiwan on the Double Degree programs provided by the CIE.

Eligibility	Japanese undergraduate students who will study in Taiwan on the Double Degree programs provided by the CIE.
Amount	Maximum JPY 800,000 *paid in 3 installments; there will be continued assessments
Number of recipients	Maximum 2

#### (5) Chida Kichiro Memorial Study Abroad Scholarship

This scholarship was established in 2015 through the donation from the late Mr. Chida Kichirou, a Waseda alumni, to support outstanding students going to study abroad.

Eligibility	Outstanding Japanese undergraduate students who will study on the CS programs for 6 months or longer, and in need of financial aid (including permanent residents, special permanent residents, permanent residents, the spouse and child of a permanent resident and special permanent residents).
Amount	JPY 1,000,000
Number of recipients	2

#### (6) Takagi Miki Memorial Study Abroad Scholarship

This scholarship was established through the late Mr. Miki Takagi, the father of the founder of Takagi Ltd. with the aim at supporting students with excellent results studying in the US.

Eligibility	Undergraduate students who require financial support to study abroad for longer than six months to the US partner universities by the program provided by CIE, especially undergraduate students of high scholastic standings. (For DD program students: only the first year would be supported)
Amount	JPY 1,000,000
Number of recipients	2 students

\*Recipients are required to attend an orientation at Takagi Ltd. before the study abroad program begins, and are requested to

#### (7) Arai Takanobu Study Abroad Scholarship

This scholarship was established through Ms. Haruko, the mother of the late Mr. Arai Takanobu, a Waseda alumni, with the aim at supporting students with excellent results studying to receive an MBA at Chicago University.

Eligibility	Enrolled in the master's degree of Waseda University, who will
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	be studying at Chicago University more than 1 semester. Candidates must be a Japanese nationality.
Amount	JPY 180,000
Number of recipients (tentative)	1

## 10. Obtaining a Visa

- A visa and residence permits are part of forms required to enter or reside in a certain country, and are established accordingly to immigration law of each country.
- The conditions and required documents for obtaining a visa in each country are frequently changed. Depending on your designated country, visa application procedures will differ.
- In some cases, bank balance, proof of translation and bank passbook will be required and will need to be presented swiftly with all other necessary application procedures and documents. Students should make sure to confirm the most recent requirements at the embassy of their host country.
- Please note that depending on the country or visa, there are limits in the types of air tickets you can obtain when entering a country, so please check on your own.
- Please note that **it is the acquirer's responsibility** to obtain all necessary documents and visas.

### ◆Programs in Australia◆

- For non-Japanese nationals applying for a student visa to study in Australia, in some cases, designated language proficiency test scores are required. Please be sure to check on your own on the requirements.
- Therefore, even after meeting the required score designated by the host university and being nominated by Waseda University, **students with non-Japanese nationality may be required to take another test and obtain the score required for the visa application.** In this case, students who do not achieve the required score will be unable to apply for the student visa and will be unable to enter the host country.
- Information regarding visa application is continually being updated. If you plan to apply to a university in Australia, please be sure to check the latest information.
- Details concerning visa application to study in Australia may be obtained from the following website.  
<http://www.immi.gov.au/>

### ◆Programs in the UK◆

- When applying for programs which only accepts IELTS, **it is mandatory for applicants to acquire certain IELTS score required by applying university, and present the score at the time of the internal selection.**
- For IELTS, there are two Modules of the test; the Module you will need to take for Study Abroad is the **Academic Module.**
- If you are applying for EX programs and CS-L programs which are mainly focused on English language studies, it is required to achieve a certain level of **IELTS for UKVI** test, which has a different form from the general IELTS (Academic) test.

#### **【Information】**

UKVI : <https://www.gov.uk/government/organisations/uk-visas-and-immigration>

British Council : <http://www.britishcouncil.jp/>

日本英語検定協会 : <https://www.eiken.or.jp/ielts/en/>

## 11. Credits Earned during the Study Abroad Program

- Students may not be able to take all of their desired courses at their host university due to various reasons, such as not having completed the necessary prerequisite courses or limitations on student numbers.
- Although the CIE has certified the quality of the contents of all programs, there is no guarantee that host university's credits will be automatically transferred to Waseda University.
- **The undergraduate or graduate school to which each student belongs will make the final decision regarding transfer of host university credits.** Please note that in some cases, students may not be able to graduate from Waseda in 4 years depending on the **circumstances of their host university credit transfer.** Students should consult with their undergraduate or graduate school office well in advance to avoid any misunderstandings.
- You must apply for credit transfer on your own, since it does not occur automatically. Please carefully check details of the procedures.

## 12. Overseas Safety Travel Information

### (1) Confirm overseas travel safety when selecting your program

- As written on p.34 of the “STUDY ABROAD HANDBOOK 2018-2019 (English Version)”, it is the student’s own responsibility to confirm regional safety information when selecting where to study abroad. Please also note that caution must always be exercised when travelling and living abroad due to current international circumstances.
- Detailed travel safety information by region and country is provided by the Ministry of Foreign Affairs travel safety website (<http://www.anzen.mofa.go.jp/>, Japanese only). This includes: up-to-date travel advice and warnings, databases of past information, and security risk trends and countermeasures.
- If you are considering a study abroad program in a region that has been issued a “travel warning,” please submit your application only after careful deliberation of your study and research needs and within the limits of your ability to assume full responsibility.

### (2) Insurance Required by Waseda University and the Host University

- Students participating in study abroad programs (including short term programs) managed by CIE are **required to enroll in the overseas travel insurance program designated by Waseda University (one offered by Tokio Marine & Nichido Fire Insurance) no matter what your circumstances are. You may not go abroad to study without enrolling in this insurance program.**
- The cost of this insurance, approximately JPY147,500 for 12 months (as a reference amount of September, 2018), which is discounted rate compared to most other insurance programs.
- In addition to this Waseda insurance, **students may also be required to enroll in a separate health insurance program by their host university.** The cost of the host institution insurance varies by country and length of enrollment; however, in general it ranges from JPY30,000 to as much as JPY200,000.
- Please be aware that Waseda University's required health insurance does not cover psychological disorders, dental cost, pre-existing disorders and so on. (others subject to compensation will be decided in the provisions of insurance coverage)
- Please be aware that Waseda University's required health insurance program rate will differ according to the previous year’s claims (the number and amount). Please be aware that it will be necessary to pay the insurance fee at the specified insurance agent account as soon as you are selected as a candidate for the host university. The official rate for 2019 will be determined at the end of December 2018.

### (3) Applying for rental cell phone service abroad

- In order to strengthen crisis management measures during your stay, **all students who are on study abroad must subscribe to an overseas cell phone rental service through the CIE, which has the contract for the service.**
- Primary setup fees, rental fee during your stay will be free.
- Any calls or time spent on the phone and data usage (including SMS mails) will be charged to the student. However, Calls and SMS prices will differ according to countries. Please be aware that data usage upon the use of Internet surfing may turn out to be highly expensive for some countries.
- When applying, you will also need to register your credit card details for payment purpose.

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### 13. Application Process Self-Checklist

\*Submission is unnecessary

Checklist	Due by	✓
<b>1. Peruse this Application Guide</b>	<b>Before Applying</b>	
<ul style="list-style-type: none"> <li>Confirm the schedule, the types of programs and each of the application processes</li> </ul>		
<b>2. Checking the Program List and Program Overview</b>	<b>Before Applying</b>	
<ul style="list-style-type: none"> <li>Calculating your GPA (for internal screening)</li> <li>Check the restrictions of your desired program such as TOEFL, IELTS, GPA, nationality.</li> <li>Check if you have met the requirements set by the department you wish to participate</li> </ul>		
<b>3. Preparing the Required Official Certificates of Language Exams</b>	<b>Before Applying</b>	
<ul style="list-style-type: none"> <li>Arrange to receive the certificates</li> <li>Check if you have also met the required section scores for TOEFL/IELTS, and requirements of each program</li> </ul>		
<b>4. Taking Essay Tests</b>	<b>Sat. Oct 13</b>	
<ul style="list-style-type: none"> <li>Required for English DD, Advanced Scholars' Program applicants</li> <li>Even if you haven't registered through the website, take the tests if you plan to apply.</li> <li>Results will be announced on Monday, October 22.</li> </ul>		
<b>5. WEB Application Registration</b>	<b>Oct 15 Noon~ Oct 26 17:00</b>	
<ul style="list-style-type: none"> <li>Register well in advance of the deadline</li> <li>Check if you have the right types/language of programs for register (DD, EX or CS-R or -L)</li> <li>Confirm your registration completion by checking if you have received an e-mail.</li> </ul>		
<b>6. Submission of Application Materials</b>	<b>Mon. Oct 22~ Fri. Oct 26 9:00~ 17:00</b>	
<ul style="list-style-type: none"> <li><input type="checkbox"/> Study Abroad Program Agreement</li> <li><input type="checkbox"/> Academic Transcript in English</li> <li><input type="checkbox"/> &lt;English&gt; TOEFL/IELTS, etc. Scorecard</li> <li><input type="checkbox"/> &lt;GLFP&gt; GLFP Study Abroad Agreement</li> <li><input type="checkbox"/> &lt;GLFP&gt; Statement of Purpose in English</li> <li><input type="checkbox"/> &lt;GLFP&gt; Short essay in either English or Japanese</li> <li><input type="checkbox"/> &lt;Chinese DD&gt; Chinese DD Statement of Purpose</li> <li><input type="checkbox"/> &lt;Chinese DD &gt; Scorecard of HSK or Test of Chinese Proficiency</li> <li><input type="checkbox"/> &lt;Non-English&gt; Official certificate of relevant language exams</li> <li><input type="checkbox"/> &lt;Post-Graduate&gt; Assessment Form for Post-Graduate Students</li> <li><input type="checkbox"/> &lt;Programs with Restrictions&gt; Assessment Form for Programs with Restrictions</li> </ul> <p>*Keep copies of all documents for your own records</p>		
<b>7. Take Interview Exams</b>	<b>Sat. Nov 17</b>	
<ul style="list-style-type: none"> <li>Required for applicants of GLFP, Chinese DD (some), English DD, Advanced Scholars' Program, Non-English EX-R, and Programs with Restrictions (for applicants of Programs with Restrictions, the exam will be on a different date). *For Non-English EX-R, if all official certificates of language proficiency meet the requirements of the program, and are already submitted, applicants are exempted</li> </ul>		

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	from taking the test.		
<b>8.</b>	<b>Check the Screening Process Results</b>	<b>Wed. Dec 5</b>	
	• Announced via MyWaseda		
<b>9.</b>	<b>Attend the Orientation for Nominated Study Abroad Students held right after results are determined</b>	<b>Fri. Dec 7</b>	
	*Depending on the program, there may be another one aside from this orientation.		