

## Fall Additional Recruitment (Deadline: Jan 2019)

1. **Programs:** Programs selected by CIE where we can afford more candidate.

Available programs are to be announced on Wed. Dec. 12, 2018.

※For the details and requirements of the programs, please make sure to check the Program List(Deadline: October) on the CIE web page.

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

2. **Applicants:**

Students who did not apply for the Fall Recruitment (Deadline: Oct 2018).

Students who did apply for the Fall Recruitment (Deadline: Oct 2018), but were not selected as a candidate.

3. **Schedule:**

Schedule		
Date	Time	Content
Wed. Dec. 12, 2018	Noon	<b>Available programs announced.</b>
Sat. Dec. 15, 2018 Noon ~ Fri. Jan. 11, 2019 17:00		<b>WEB Application Registration(via MyWaseda "Application Form")</b>
Tue. Jan. 8 ~ Fri. Jan. 11	9:00~17:00	<p><b>Submission of Application Materials</b>  <b>Place: Building #22, 1F Waseda Global Gate</b>            Please submit materials in the sealed designated envelope (available at WGG) to the BOX set in the WGG.</p> <ul style="list-style-type: none"> <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 Fri. Jan 11 will not be accepted whatever the reason may be; please submit your application well in advance of the deadline.</li> </ul>
Fri. Jan. 18 ~ Fri. Jan. 25		<p><b>Examination for Undergraduate or Graduate School Nomination</b></p> <ul style="list-style-type: none"> <li>• Interview, etc. Contents of the examination vary by school office.</li> <li>• There will be a contact from your school office only if</li> </ul>

		you are required to take Interview, etc. Otherwise, there will be no contact.
Fri. Feb. 1	13:00	<b>Announcement of Screening Results (via MyWaseda)</b>
Mon. Feb. 4	18:15~	<b>Orientation for nominated Study Abroad students</b>

\*If you need any assistance, please feel free to ask our staff at Waseda Global Gate, 1<sup>st</sup> floor of Building #22.

#### 4. WEB Application Registration:

To apply for this Fall Additional Recruitment, first you have to complete the WEB application. Please access from the following page.

<https://www.waseda.jp/inst/cie/news-en/18216>

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.
- 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.**
- If you choose GLCA/ACM(CS-R), you will be applying for each TIER, and regarding the actual host university, it will be decided by in-campus selection and subsequent selection at the GLCA / ACM office. It is also possible to select TIERS outside the scope of the score that you have acquired. For example, if your TOEFL iBT score is 100, you can apply for TIER A, B, or C.
- 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 **English Proficiency**

- Please carefully read the Study Abroad Programs Fall Recruitment Application Guide(Deadline: Oct 2018) and prepare the necessary scorecard required.
- It is required to submit the original language certificate (scorecard) as you enter here. Please note that input of the scorecard will be invalid if submission of the scorecard entered in web application cannot be confirmed

④ **Study/Research Plan**

- Answer the following question within the length stated. Either English or Japanese is acceptable.
- 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 can explain your motivation of applying for each university with consistency, it is not absolutely necessary to state your reason for choosing each university separately. However, if you have chosen universities and programs in different languages, be sure to write you reasons for each one.

**Q1:** Explain your objectives for studying abroad and how they relate to your academic area of interest. (within 800-1,200 characters in Japanese)

\*approximately 400-600 words in English.

**Q2:** Write the reason for choosing your university. (within 400-800 characters in Japaese). \*approximately 200-400 words in English.

⑤ **(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.

**【Note】**

- 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.
- **Confirmation of your registration** will be sent to your Waseda-net email account (within 5 minutes). **If you do not receive any email, it means that your registration has not been confirmed** and that you will have to re-register. Please make sure the content is correct by checking the information you've registered in the form, and **print it out and keep it safe** for your reference.

**5. 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: Tue. January 8, 2019 ~ Fri. January 11, 2019

\*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 and Tokorozawa Campus can submit documents to the office of their undergraduate or graduate school from Tue. January 8, 2019 ~ Fri. January 11, 2019. Designated envelopes are available at each office.
- Any submission after 17:00 of Fri. January 11 will not be accepted what so ever. Please make sure to submit your documents well in advance.
- 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.**

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

All the applicants, including the students who did apply for the Fall Recruitment (Deadline: Oct 2018), but were not selected as a candidate, need to submit this.

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

- SILS students (CIE will be receiving each applicant’s transcript from SILS office) and students who did apply for the Fall Recruitment (Deadline: Oct 2018) do not have to submit their transcripts.
- 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.**

**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.
- **Please submit scores that are valid until results of international screening are announced. Scores obtained before Feb. 2nd, 2017 are not accepted,** since TOEFL/IELTS scores are **valid for only 2 years**, be sure that the scores you achieved do not 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 you have already submitted the Score for the Fall Recruitment (Deadline: Oct 2018), please include a note in the envelope stating that effect.

**④ 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.
- If the host university does not provide a clearly stipulated language requirement, the following is applied as a requirement:
  - Chinese: HSK 5
  - Korean: TOPIK 3
  - German: Goethe Zertifikat B2
  - French: DELF/DALF B2
  - Spanish: DELE B2

Italian: CILS B2

- Students who do not have the scores to meet the language requirements, or cannot submit them will not be able to apply.
- Scores that are already expired will not be accepted.
- If you have already submitted the Score for the Fall Recruitment (Oct 2018), please include a note in the envelope stating that effect.

#### ⑤ 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”, please have your research supervisor clearly write his/her name and stamp a seal or sign his/her name on the upper right of the form. Before consulting your teacher, make sure to fill out “学生記入欄” on your own.
- Please be aware of the winter holiday period and consult with your research supervisor well in advance.

#### ⑥ Assessment Form for Students Applying for Specific Study Abroad Programs

##### -1 Original Form

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.

##### **(Applicable universities)**

Please check the list of programs for this recruitment. The applicable programs will be stated in the “Notes”.

##### **[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.
- Depending on the program you wish to enter, you may be required to attend an

interview.

**⑥ Important Note**

Please carefully read the Study Abroad Fall Recruitment Application Guide (Deadline: Oct2018) as well.

[https://www.waseda.jp/inst/cie/assets/uploads/2018/10/18fall\\_02\\_Guide\\_eng1004.pdf](https://www.waseda.jp/inst/cie/assets/uploads/2018/10/18fall_02_Guide_eng1004.pdf)