

Admission Number					
School					

“Written Oath and Guarantee” “Consent for the Treatment of Personal Data”

Date (Year/Month/Date): _____ / _____ / _____

To the President of Waseda University, Aiji Tanaka

To be filled out by the student

Upon enrolling as a first-year student at Waseda University, I hereby swear to comply with all of the regulations established by Waseda University, any instructions given, and the rules, and act in accordance with my duties as a student.

Additionally, I fully understood the purpose of collecting personal data, the policies on management of personal data, and such other matters as specified in the “Treatment of Personal Data by Waseda University <for Students and Guarantors>” and hereby consent to the treatment of my personal data.

Name of Student: _____ Seal/Signature _____

Current Address: _____

Date of Birth (Year/Month/Date): _____ / _____ / _____

To be filled out by the guarantor

During the period for which the student named above is in Waseda University, I ensure that he/she will comply with the matters described in this document. I will take responsibility for any act or matter contrary to such and will compensate for any damage that is caused by the student to Waseda University.

Additionally, I fully understood the purpose of collecting personal data, the policies on management of personal data, and such other matters as specified in the “Treatment of Personal Data by Waseda University <for Students and Guarantors>” and hereby consent to the treatment of my personal data.

Name of Guarantor: _____ Seal/Signature _____

Current Address: _____

Relationship to the Student: _____

Instructions:

- Be sure to fill in the date in the upper right-hand side on which the form is completed.
- The student and the guarantor must complete this document in their own handwriting, and with their own individual seals. Any student or guarantor who does not own a seal may use his/her signature, which must be in his/her own handwriting.
- For the current address of the student, provide the address at which the student is expected to live after enrollment. If the address is not yet determined, use the address of the guarantor instead.
- The guarantor in this document and the guarantor in the “Entrance Registration Form” must be the same person.
- The guarantor must be your father, mother or someone who acts as your guarantor (does not necessary have to be employed) and have a regular income.
- If you do not have the guarantor residing in Japan, the guarantor can be someone who resides outside of Japan.
- You should use double lines to amend any incorrect entries and put your seal/stamp on it (no liquid/tape white outs allowed). Use the blank space to put the correct entry.
- Make sure to fill out the “Admission Number” and the “School” section correctly (in case there is an error, the university may overwrite it with the correct information).

Treatment of Personal Data by Waseda University

Waseda University (“Waseda”), being fully aware that the protection of personal data is a basic requirement derived from human dignity, established the “Regulations on Privacy and Data Protection” in May 1995 and has taken strict care in its handling of personal data. As the “Law concerning Protection of Private Information (Privacy Law)” came into force in its entirety on April 1, 2005, Waseda will continuously endeavor to comply with the law and control and manage personal data in a safe and adequate manner. Therefore, please read the following information and submit the “Consent for the Treatment of Personal Data” signed by both the student and the guarantor together with other enrollment documents.

1. Collection of Personal Data and Purpose of Use of Personal Data

Personal data means any information relating to a student, guarantor, faculty or staff member or other individual by means of which that individual is identified or identifiable. Waseda will collect only such personal data as is deemed necessary for education and research, student assistance, or university administration, for the following purposes. In addition, Waseda may communicate with the student or the guarantor based on the collected personal data if necessary.

<Purpose of Use>

- (i) Management of student registration, management of changes in student registration, health management, scholarship management;
- (ii) Registration for courses, management of student results, class management;
- (iii) Management of information on internal admission to the undergraduate or graduate school or change of school, or careers after graduation;
- (iv) Issuance of student identification cards or various certificates;
- (v) Management of tuition and fees information, management of account information;
- (vi) Assistance in student life and extracurricular activities;
- (vii) Preparation and management of job-related information;
- (viii) Management of use of facilities and equipment within the University, management of security camera footage;
- (ix) Management of library use information;
- (x) Dispatch of the academic transcript and information regarding the student's academic standing to the guarantor;
- (xi) Consultation with the guarantor on the student's results or course selection;
- (xii) Public relations magazines of the University and affiliated schools, information on events, announcements relating to fund-raising for the University;
- (xiii) Dispatch of various types of information to graduates;
- (xiv) Provision of information to partner universities based on academic exchange agreements or such other arrangements;
- (xv) Provision of necessary information to Student Health Insurance Union (*Gakusei Kenkou Hoken Kumiai*) of Waseda University (Administrator: Administrative Director, Student Affairs Division);
- (xvi) Provision of necessary information to Waseda University Alumni Association (Administrator: President of Waseda);
- (xvii) Provision of necessary information to the academic organizations (Administrator: Dean of each school) composed of students and faculty within the undergraduate or graduate school to which the student belongs;

- (xviii) Provision of necessary information to the Faculty and Staff Union for the purpose of promoting public grants;
- (xix) If applicable, management of on-campus employment, payment of wages and allowances; and
- (xx) Improvement of Waseda University's educational and research programs, entrance examinations, and student recruitment activities.
- (xxi) Verification of identity, based on student-submitted photos and their scanned data, required to process internal administrative procedures as well as to enable a variety of web-based services offered within the University.

2. Safekeeping of Personal Data

Waseda will strictly keep personal data secure from unauthorized use, loss, destruction, falsification, and leakage, and will provide education and training for personal data management to the faculty, staff or other persons engaged in the affairs of Waseda who handle personal data.

3. Provision of Personal Data to a Third Party

Waseda will not provide personal data to a third party without the consent of the data subject unless any of the exceptions defined in the Law and Rule applies.

4. Outsourcing of University Operations to a Third Party

Waseda University may entrust all or parts of bulk-mailing or data-entry operations to a third party. In such a case, Waseda University requires the third party (through a contract and other means) to handle personal data adequately and appropriately so that the personal data will not be leaked, lost or misused.

5. Disclosure and Correction of Personal Data

The student and guarantor may request disclosure or correction of personal data at the affiliated school, any undergraduate or graduate school to which the student belongs, or such other place where personal data is kept.

Please direct any questions regarding the protection of personal data by Waseda to:

Administration Office of the Privacy and Data Protection Committee

1-104 Totsuka-cho, Shinjuku-ku, Tokyo 169-8050

Email: kojinjoho@list.waseda.jp