

**Study Abroad Programs Spring EX-R (1S) Recruitment  
Application Guide (Deadline: April 2019)**  
Programs beginning in fall, 2019  
*The Center for International Education, Waseda University*

As of February 4, 2019

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**■Important Notice about Applying■**

- 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. Please directly contact your undergraduate/graduate school and follow its instructions.
- The following students may apply:  
**Students that did not apply for fall recruitment (deadline October, 2018).**  
**Students who applied for fall recruitment (deadline October, 2018), but a host university was not determined.**  
**\*This includes applying for additional recruitment.**

## 1. Program Outlines

### (1) Name of Program

#### Exchange Programs-Regular Academic Programs (EX-R (1S))

This program is where you will go abroad to study based on exchange agreements between universities. The duration of the program is one semester. Relatively high-level language skills are required from the beginning, and you will take ordinary courses with local students. In principle, tuition is paid to Waseda, and you will be exempted from paying tuition to the host university.

### (2) Programs Offered

Programs offered (deadline April 2019)

Program Code	Names of Host Universities	Country	Language	Number of Candidates
1	Chonbuk National University	South Korea	Korean	4
2	Sookmyung Women's University	South Korea	English	2
3			Korean	
4	University of Manchester, The Faculty of Humanities	UK	English	2
5	University of East Anglia	UK	English	4
6	University of Kent	UK	English	2
7	University of Warwick	UK	English	4
8	University of Lille	France	English	2
9			French	
10	EMLYON Business School	France	English	4
11	Trier University	Germany	English	4
12			German	
13	Venice International University	Italy	English	6

\*For application terms, please be sure to check the Program List (deadline April 2019).

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

When applying, you will be making your first, second, and third choices of programs from the list.

## 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. (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 **such as 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 guarantor 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.

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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 you will be unable to apply for future programs provided by CIE.

- Those who changed their affiliation, please be sure to inform your new student ID to CIE.
- 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.
- **Those enroll** in the schools and graduate schools **in this April, 2019 will not be eligible to apply.** School of Humanities and Social Sciences/School of Culture, Media and Society/Graduate School of Accountancy
- **Those enroll** in the schools **in this April, 2019 must consult with professors at your school BEFORE applying.** School of Fundamental Science and Engineering/School of Creative Science and Engineering/School of Advanced Science and Engineering

#### ◆For SILS students◆

- SILS students **must have attended at least 3 semesters at Waseda University upon departure**, except for the exceptions listed below.  
(Exceptions)
  - April enrollees who are applying for EX programs at their first semester at Waseda University
- In principle, SILS students **cannot graduate at the end of the semester right after they completed their study abroad.**
- Participating in one-semester program will not satisfy the general degree requirements going on study abroad for a year for SILS SP1 students.
- Please take note that you will not satisfy the degree requirements even if you have completed 1 semester programs for more than twice, totaling your study abroad period to a year or longer. However, if you plan to go on a 1 semester program twice continuously and finish the minor program under the Minor Program of CAMPUS Asia and successfully complete the program, you will be able to fulfill your degree requirements of going on study abroad for a year.

## (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 (Examinee Score Report) or IELTS (Test Report Form) with scores that satisfy the scores recognized by the host university.

#### 【Note】

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

You must submit the original scorecard/official certificate with scores that satisfy the university requirements.

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- You must submit certificates of official language tests that are required by the university. Please take note that if you do not have a certificate, or your scores do not meet the required level, you will be excluded from being screened.
- Scores submitted that have expired will be invalid.

### ③ Language Programs Required by the Host University and Language Programs

Students may be required to attend language programs at the host university even if they have met the required scores 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, students may be responsible for paying fees for such language courses to the host university 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 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.**

$$\frac{\{ (4.0 \times \text{number of A's}) + (3.5 \times \text{number of As}) + (3.0 \times \text{number of Bs}) + (2.0 \times \text{numbers of Cs}) + (0 \times \text{number of Fs, Gs, Hs}) \}}{\text{Total Number of Credits (Registered as credits for graduation)}}$$

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.
- 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.**

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### 3. Schedule of Screening Process

\*Updated February 4, 2019

Date	Time	Contents/Venue
Tues., March 19, Noon- Fri., April 5, 17:00	*Note the time of deadline.	<b>WEB Application Registration</b> <ul style="list-style-type: none"> <li>via MyWaseda. A web link will be announced 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><b>Please pay attention to the deadline (regardless of the reason, no application after the deadline will be accepted).</b></li> </ul>
Wed., April 3 -Fri., April 5	10:00-17:00	<b>Submission of Application Materials</b> Venue Building #22, 1F Waseda Global Gate <ul style="list-style-type: none"> <li><b>Note the deadline:</b> Any submission after 17:00 of April 5 will not be accepted whatever the reason may be; please submit your application well in advance of the deadline.</li> <li>Students at the Nishi-Waseda and Tokorozawa campus can submit the materials to their affiliated school offices.</li> </ul>
Mon., April 8 -Fri., April 12		<b>Determining Aptitude for Undergraduate or Graduate School Nomination</b> <ul style="list-style-type: none"> <li>Your school office will contact you about your interview exam, etc.</li> </ul> *Contents of the examination (interview, etc.) vary by each school offices. *Your school office will contact you only in case you are required to take interviews, etc.
Wed., April 17	after 13:00	<b>Announcement of Internal Screening Process Results</b> <ul style="list-style-type: none"> <li>via “Important Notifications from Your Department” on MyWaseda.</li> </ul>
Wed., April 24	TBA	<b>Orientation for Nominated Study Abroad Students (at Building #22, 1F Waseda Global Gate)</b> <ul style="list-style-type: none"> <li>Participation is mandatory.</li> <li>There will be a roll call.</li> </ul> *Schedules are subject to change.

### 4. How to Apply

#### (1) WEB Application Registration

To apply for EX-R (1S), first you have to complete the WEB application.

WEB Application Period: Tues, March 19, 2019 noon – Fri., April 5, 2019 17:00

URL of the application form:

<https://my.waseda.jp/application/detail/application-detail?communityContentLinkId=229179149>

\*Please access from the following CIE page

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

<https://www.waseda.jp/inst/cie/news/18272>

#### 【Note】

- Your application for the study abroad program for this program will be formally filed by submitting the necessary application documents (between Wed., April 3 and Fri., April 5, 10:00-17:00) after completing the WEB application. Completing only the WEB application is incomplete and will not make you an official applicant.

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- The deadline of WEB application is until 17:00 of Fri., April 5. 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.
- **E-mail 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 there was an error, and 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 and keep 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-sized capital letters / 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 host 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 3 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: April 2019)  
(<https://www.waseda.jp/inst/cie/from-waseda/abroad/programlist/list>).
- 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 "③Original Scorecard of TOEFL iBT (Examinee Score Report), or ITP / IELTS (Test Report Form)" (P.8-9) and prepare the necessary scorecard required.
- It is required to submit the official language certificate (Score Card) with scores that are the same 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.

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- **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, so do not 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 objectively 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 DaF, DELF, TOPIK).

#### ⑤ **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 directly forwarded to your host university after your host university is determined.

##### ◆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 800~1,200 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 Application**

You are required to agree with the following 6 conditions upon applying.

1. You do not input or write any false information for this application and you would be imposed on penalty if you intentionally did.
2. You are sure to make and keep copies of WEB application and all documents.
3. You are not allowed to change the program and order of preference after the deadline of the web registration.
4. You are not allowed to withdraw once you are nominated as a candidate for the study abroad program.
5. You are not allowed to propose the change your desired university once you are selected as a nominee for the study abroad program.
6. 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 EX-R (1S) 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/news/18272>

Submission Period: Wed., April 3, 2019-Fri., April 5, 2019

\*We only accept submission during the open hours of WGG (10:00~17:00)

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

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

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- Students of the Nishi-Waseda, Tokorozawa Campus can submit documents to the office of their undergraduate or graduate school during the same period.
- Any submission after 17:00 of Fri., April 5 will not be accepted regardless of reason. Please make sure to submit your documents well in advance.
- Please prepare all documents, **arrange them in order ①-⑤ as indicated below**, and submit them. All documents should be in **A4 size** as much as possible. Please note that documents will not be returned once they have been submitted.
- **PLEASE BE SURE to make and keep copies of all documents for your own records (especially Academic Transcript and official language score) because these are submitted to the university where you study abroad.**

### All applicants

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

- Please be sure to use the most updated agreement downloaded from the CIE webpage.  
<https://www.waseda.jp/inst/cie/news/18272>
- 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.
- Make a copy the form after it has been sealed/signed 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 both print and sign your name (same applies for the guarantor).
- **All programs applicable from WEB requires prior consent of a guarantor.**
- **All applicants must submit the original and copy of the agreement.** (students who applied for the fall recruitment must submit new ones)

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

Please refer to the following table and submit the required (all in 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 through Master’s course transcripts are acceptable.
- **If you have applied for fall recruitment or if you are a SILS student, you do not need to submit the transcripts.** CIE will be receiving each applicant’s transcript from the 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

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

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- An original scorecard of TOEFL (Examinee 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).
- **Only scores obtained on and after April 18, 2017 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.** If the scores of the test you retake is below the scores of the test you submitted at the time of application for internal screening, you may not be accepted by the host university. In such a case, you will not be able to apply to a different university.
- 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/test report form is not submitted, your application will become invalid.**
- **Examinee 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 30days after that. However, please do not send the form directly to the host university or CIE for application, but instead, submit the form with the rest of the documents in person.
- For IELTS, there are two Modules of the test; the Module you will need to take for Study Abroad is the **Academic Module.**
- In principle, 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.
- If you are submitting scores that you have already submitted during fall recruitment, please include a letter stating this in your documents.

### Applicants applying for a non-English program

#### 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 that meet the needed scores presented by the host university. 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 Wed., April 17, 2019.** Please also be aware that you may be asked to retake the test and achieve a required score if your test scores expire before you submit them to the host university upon the 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.
- In principle, 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.
- You must submit certificates of official language tests that are required by the university. Please take note that if you do not have a certificate, or your scores do not meet the required level, you will be excluded from being screened.
- If you are submitting scores that you have already submitted during fall recruitment, please include a letter stating this in your documents.

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## Post-Graduate Applicants

### 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 the assessment form.
- 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” (middle lower bottom) 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.

## 5. The Screening Process

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

The screening process described in this guide is internal screening 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 **May, 2019-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.

Due to the recruitment schedule, there is little time between announcement of candidates after internal screening and applying to the host university. Swift procedures are necessary after the announcement and upon receiving information from CIE concerning documents needed to apply to the host university.

### (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.

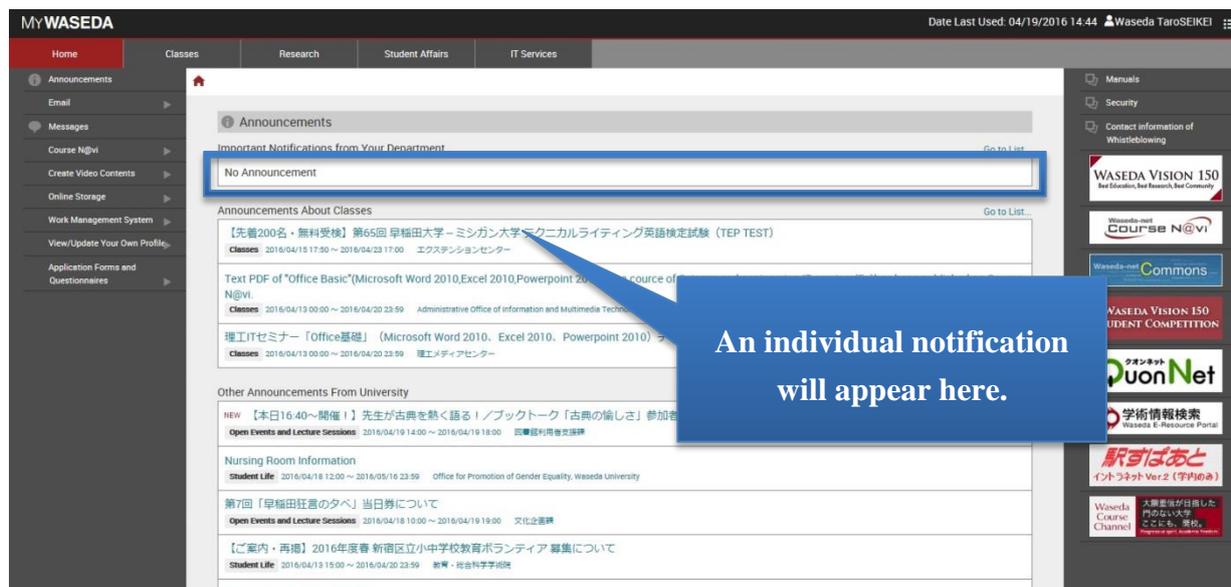
- Academic performance (GPA)
- Language ability (language proficiency test scores such as TOEFL)
- Study/Research plan
- Determining aptitude for Undergraduate/Graduate School Nomination (content varies by school office)

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

Announcement of internal screening result will be posted on the “Announcement” column of MyWaseda on **Wed., April 17, 2019 after 13:00**.

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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.
- **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.**

#### (4) Applying to Multiple Programs

- **Applying to both CIE study abroad programs and undergraduate/graduate interdivision programs is not permitted.**
- However, if the screening result of such programs will be determined by the deadline of submitting application materials (by 17:00 of Fri., April 5) to CIE, it is possible. In such case, please inform CIE that you wish to withdraw from applying upon determination of the screening result of interdivision programs.

## 6. Study Abroad Period

- The duration of the study abroad period is 1 semester (1S). 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.
- If students return to Japan in the middle of the program for personal reasons, they will not receive a refund for Waseda University tuition and any expenses associated with the study abroad program.

## 7. Program Fees

### EX-R Programs (1S)

- Students will pay tuition to their affiliated school at Waseda University, and payment of tuition to their host institution will be waived.
- Usually, 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, but in some cases, you will need to pay more than 50,000 yen/6 months.
- 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.

## 8. Study Abroad Scholarships

- CIE only offers scholarships which you do not need to pay back (**grants**). Please take note that everyone may not be able to receive scholarship, so **do not include it in your financial plans** for your study abroad when you apply.
- 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.
- When you will be informed of the results of your application when you will receive your scholarship money depends on the scholarship; please be aware that you **may be notified just before or even after departure**. Also, scholarship payments may be made **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 right after the candidates are selected.
- Application Materials (tentative): application form, taxation / tax exemption certificate of your parents, and high school transcript (only for freshmen enrolled from AY2019 April).  
For more information about submission materials, please be sure to refer to the application guide. We will contact the relevant students, so please pay careful attention to all of information sent from the CIE.
- For this EX-R (1S) Spring Recruitment (April 2019 deadline), the standard applicable scholarships are shown below (subject to change without notification). Also, the information listed below are excerpts, so for further details, be sure to check the scholarship application requirements.

### (1) JASSO Study Abroad Support Program (Partnership Deployments)

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 and has Japanese citizenship, or a foreign citizenship with permission for permanent residence in Japan.
Amount	JPY 60,000-100,000/month *Varies with regions
Duration	Within 12 months
Number of recipients	About 264 *May differ widely each year

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## (2) Waseda University Student Exchange Scholarship

This is a scholarship aimed to encourage study abroad with economic assistance.

Eligibility	Undergraduate and graduate students enrolled in full-time regular courses at Waseda University who will study abroad based on an academic agreement between Waseda University and an overseas educational institution, and are not receiving other study abroad scholarships.
Amount	JPY 250,000
Duration	6 months or more, and within 12 months
Number of recipients	150

## 9. Obtaining a Visa and Buying Air Tickets

- 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, how to follow procedures, required documents, application fees, etc. for obtaining a visa differ in each country, and the conditions are changed without notice.
- 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 documents when going through the procedures. Students should make sure to confirm the most recent requirements at the embassy of their host country and related websites (required documents, application fees, application period, etc.)
- 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 follow necessary procedures to obtain a visa, and to buy air tickets.**

### ◆Programs in the UK◆

- When applying for programs which only accepts IELTS, **it is mandatory for applicants to acquire certain IELTS score required by the applying university, and present the score at the time of the internal selection.**
- For IELTS, there are two Modules of the test; take note that the Module you will need to take for Study Abroad is the **Academic Module.**

#### 【Information】

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

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

## 10. 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, limitations on student numbers, or your desired class cannot be registered.
- Although the CIE has certified the quality of the contents of all programs, there is no guarantee that your host university's credits will be automatically transferred to your affiliated school at 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

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to graduate from Waseda within the minimum standard years of degree (4 years for undergraduates)  
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.

## 11. 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

- Students participating in study abroad 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, JPY73,430 for 6 months (as of December, 2018), which is a 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 of compensation). Please be aware that it will be necessary to pay the insurance fee at the specified insurance agent account as soon as you start your procedures for study abroad.

### (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.**
- In principle, primary setup fees, monthly basic 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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## 12. Application Process Self-Checklist

\*Submission is unnecessary

	Checklist	Due by	✓
1.	<b>Peruse this Application Guide</b>	<b>Before Applying</b>	
	<ul style="list-style-type: none"> <li>▪ Confirm the schedule.</li> </ul>		
2.	<b>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 specifically set by the department you wish to participate</li> </ul>		
3.	<b>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>		
4.	<b>WEB Application Registration</b>	<b>Tues., March 19-Fri., April 5, 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 language of program</li> <li>▪ Confirm your registration completion by checking if you have received an e-mail.</li> </ul>		
5.	<b>Submission of Application Materials</b>	<b>Wed., April 3-Fri., April 5, reception: 10:00-17:00</b>	
	<ul style="list-style-type: none"> <li>□ Study Abroad Program Agreement</li> <li>□ Academic Transcript in English</li> <li>□ &lt;English&gt; TOEFL/IELTS, etc. Scorecard</li> <li>□ &lt;Non-English&gt; Official certificate of relevant language exams</li> <li>□ &lt;Post-Graduate&gt; Apply to Study Abroad Recruitment Assessment Form for Post-Graduate Students</li> </ul> <p style="text-align: center;">*Keep copies of all documents for your own records</p>		
6.	<b>Check the Screening Process Results</b>	<b>Wed. April 17</b>	
	<ul style="list-style-type: none"> <li>▪ Announced via MyWaseda</li> </ul>		
7.	<b>Attend the Orientation for Nominated Study Abroad Students held right after results are determined</b>	<b>Wed., April 24</b>	
	*Depending on the program, there may be another one aside from this orientation.		