

**Study Abroad Programs Fall Recruitment**  
**Application Guide (Deadline: Oct 2019)**  
Programs beginning in Spring/Fall, 2020  
*The Center for International Education, Waseda University*

As of October 9, 2019

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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 courses, etc., 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 2020 ~ May/June 2021
- **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, 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 the 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. The major feature of the GLFP program is that it is a program students participate in throughout their undergraduate years.
- **Program Fees:**  
Tuition and separate fees are to be paid 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 popular 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. 12**, and for those who pass this test, an **interview exam on Sat. Nov. 23** is needed to be taken.

## 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 a strong personal character upon applying, as well as during their study abroad period. In addition, applicants must **meet all the program requirements** which he/she is applying to (some programs may be restricted to undergraduate or graduate students, students of a certain year or nationality).

#### 【Note】

- Please consult with your school office beforehand 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 be sure to confirm your nationality with your guarantor**. After doing so, 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 you will be unable to apply for future programs provided by CIE.

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- Those in their fourth year who are aiming to apply for 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.
- For those who have changed their affiliation, please inform your new student ID to 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 an EX program during their first semester at Waseda University
  - Students applying for Portland State University CS-L(1Y) program which the departure will be 6 months after internal screening, may apply if he/she has attended at least 2 semesters at Waseda University (p.20)
- In principle, SILS students **cannot graduate at the end of the semester right after they complete 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**.
- **You will not satisfy the degree requirement of one year** even if you have completed 1 semester programs more than twice. However, if you participate in 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)

TBA when determined

#### [Application conditions and Important points]

- At the time of departure, 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 late November (please refer to p18). The details of the interview examination will be sent to those of relevance.

## (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; scores of each section if required) or **IELTS** (Test Report Form) recognized by the host university.

#### [Note]

- As a rule, if you apply for multiple programs, you 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 applicant must submit both scores of TOEFL iBT60 and above and

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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 with scores higher than those required, as a principle.

However, in the case of EX-R programs, 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 the host university. When applying to host universities after internal screening, students who cannot provide official scorecards/certificates of official language proficiency tests with scores higher than required may not be accepted by the host university.
- Please contact CIE if you want to apply for programs conducted in 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 test scores of HSK or Test of Chinese Proficiency.
- \* If you do not have scores to fulfill the standard level, you will have to take an interview examination (Saturday, November 23<sup>rd</sup>) at CIE. We will contact those that need to take the interview individually.

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. 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 application for partner university.

### 【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 scores of HSK or Test of Chinese Proficiency.

- \* If you do not have scores to fulfill the standard level, you are required to take an interview examination (Saturday, November 23<sup>rd</sup>) at CIE. Relevant students will be contacted on the details of the interview.
- \* Regardless of the result of in-campus screening, you must submit the required level of language scores 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 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.**

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

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.
- The third decimal place should be truncated. For example, 2.996 would be 2.99 (not 3.0)

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- "P" and "N" are not included in the GPA calculation, and they will not be counted in the "Total Number of Credits."
- 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 Information Sessions and Screening Process

\*Updated September 24, 2019

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

• For some EX-R (1S) programs, recruitment will be for AY2020 Spring application, AY2020 Fall departure (Deadline March 2020).

[Schedule for Recruitment]

Date	Time	Contents/Venue
Fri, Oct 11		<b>Final Day for adding programs on Program List</b> <ul style="list-style-type: none"> <li>• Please keep checking Program List until Fri., Oct 11, the final day for adding new programs.</li> <li>• After Oct 11, no more new programs are added but some programs may not be finalized. Please refer to "CURRENT STATE" on Program List and confirm if information are "確定情報"(finalized information).</li> </ul>
Sat, Oct 12	<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> <b>Venue</b> Building #15, Classroom #02
Mon. Oct 14 Noon~ 17:00 of Fri. Oct 25	*Note the time of deadline listed on left.	<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>• Please pay <b>attention to the deadline</b> (no application after the deadline will be accepted).</li> </ul>
Fri. Oct 18		<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 Fri. Oct 18. Please refer to "CURRENT STATE" on Program List.</li> </ul>
Mon. Oct 21		<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 have already completed the WEB application and did not pass the Essay Test screening can change the list of programs to others to re-apply until the deadline.</li> </ul>
Mon. Oct 21~ Fri. Oct 25	10:00~17:00	<p><b>Submission of Application Materials</b>  <b>*GLFP applicants must also submit the following</b>            ①Statement of Purpose for GLFP (in English)            ②Essay for GLFP (in English or Japanese)</p> <p><b>*When applying, TOEFL/IELTS test scores should be from tests taken on or beyond Dec. 5, 2017. (TOEFL/IELTS test scores are valid for 2 years)</b></p> <p>Venue Waseda Global Gate, 1<sup>st</sup> floor Bldg.#22</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>• <b>Note the deadline:</b> Any submission after 17:00 of Oct 25th 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 also submit the materials to the office staff at the Nishi-Waseda and Tokorozawa campuses during the period.</li> </ul>
Wed. Nov 6~ Fri. Nov 22		<p><b>Aptitude Test for Undergraduate or Graduate School Nomination</b></p> <ul style="list-style-type: none"> <li>• Your school office will contact you on interviews, etc.</li> </ul> <p>*Contents of the examination vary by each school office.          *Your school office will not contact you if there are no interviews.</p>
Thurs. Nov 14		<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 23		<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 of Chinese DD Programs</li> <li>• for applicants of English DD Programs</li> </ul> <p><b>Interview Examination for Advanced Scholars' Program</b></p> <p><b>Interview Examination for Non-English 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 25~ Wed. Nov 27		<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 4	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 4 Sat, Oct 5	TBA	<p><b>Fall Study Abroad Fair</b></p> <p>Venue International Conference Center</p>
Mon. Oct 7 ~ Fri, Oct 11	TBA	<p><b>Study Abroad Week by Student Advisers</b></p> <p>Venue Waseda Global Gate</p>

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Tue. Oct 8 Thurs., Oct 10	18:15~19:00 12:15~12:50	<b>Briefing session of Global Leadership Fellows Program (GLFP) for applicants (Japanese)</b>  Venue Building #22, 1F Waseda Global Gate (both dates)
Fri. Dec 6	TBA	<b>Orientation for Nominated Study Abroad Students right after candidates are determined</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> </ul> *Schedules may change; please look out for updates *In addition to this orientation, there may be a separate orientation specifically for your program.
Feb. 2019~ (TBA)		<b>【GLFP】</b> <ul style="list-style-type: none"> <li>• Mandatory Preparatory Comparative Cultures Course</li> </ul> <b>【English DD Program / Advanced Scholars' Program】</b> <ul style="list-style-type: none"> <li>• Take Academic English Courses (Optional)</li> </ul>

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

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

##### ① How MyBest Scores is handled

Starting August 2019, MyBest Scores has been introduced for TOEFL-iBT®.

(for details, please click below address)

[https://www.toefl-ibt.jp/dcms\\_media/other/info20190329.pdf](https://www.toefl-ibt.jp/dcms_media/other/info20190329.pdf)

**At CIE, we will check each partner university to see if they accept MyBest Scores, and we will allow students to apply with MyBest Scores only to the university programs that confirm they will accept the scores.** (Please take note that application conditions may be different from what is listed on the university websites)

Even if the Program List says they accept MyBest Scores, **this does not guarantee that nominated students will be accepted 100 percent by the host universities to which they apply. Please note that the final decision regarding acceptance of nominated study abroad students rests with the host universities.**

1. When applying through the WEB, **please be sure to type in both the Test Date Score and MyBest Scores on the application form.**  
**If you fail to type in your MyBest Scores, you will be screened based on your Test Date Score even though the program you have applied to accepts MyBest Scores.**
2. Be sure to check the Program List if My Best Scores is accepted at your desired program. If **there is a “B” next to TOEFL iBT TOTAL**, the program accepts MyBest Scores.

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(Search Result of Program List)

	2	EX-R(English)	
STUDENT LEVEL ON DEPARTURE:	?	EST. STUDENT QUOTA:	?
	U1, M1, D1		2
ENGLISH TEST SCORES:	TOEFL iBT TOTAL:	?	LISTENING:
		80(B)	
	IELTS TOTAL:	?	LISTENING:
		6	
OTHER ENGLISH TESTS AND ITS REQUIRED SCORE / LEVEL:	?		MIN. REQUIREMENTS

(Search Result of Program List)

<p>—Q12—A—1: Minimum language requirements for classes conducted in English (TOEFL iBT)</p> <p>80(B)</p>
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② **Setting up EX-R/EX-L(1S) Programs with spring 2020 recruitment, fall 2020 departure (application deadline March 2020)**

For the following programs, we will recruit in spring (application in March, 2020) anew, aside from our recruitment in October 2019. Detailed schedule and application requirement will be announced at a later date.

If you are hoping to study abroad with an EX program but a one year duration doesn't suit your plan, or you don't have a sufficient language score yet to apply this fall (application deadline October 2019), please consider applying for these. (**These programs are 1S, therefore they do not meet the study abroad requirement of School of International Liberal Studies SP1.**)

Some of the programs are tentatively scheduled to be applicable for graduate students as well.

EX-L program is also tentatively in this recruitment.

Name of University	Country	Recruiting Number
University College Dublin	Ireland	2
University of Bergen	Norway	4
Thammasat University	Thailand	4
Venice International University	Italy	8
University of East Anglia	United Kingdom	2
University of Manchester, The Faculty of Humanities	United Kingdom	2
Shanghai University	China	2
Jilin University	China	2

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University of Warwick	United Kingdom	2
University of Lille	France	4
Trier University	Germany	2
EMLYON Business School	France	4

Please note that if you apply in October 2019 and get nominated, you cannot apply for these programs.

### ③ About taking mandatory preparatory courses for participants of some programs

Taking fee-charging preparatory courses were mandatory for participants of Chinese DD, English DD, and Advanced Scholars' program study abroad students in the past, but from now on, this rule will be changed as listed below. Please prepare for your study abroad on your own.

- Chinese DD Writing Course— **no longer available**
- English Academic Course for English DD and Advanced Scholars' program—**optional (details TBA)**

## 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 14<sup>th</sup>, 2019 noon ~ October 25<sup>th</sup>, 2019 17:00

URL of the application form:

<https://my.waseda.jp/application/detail/application-detail?communityContentLinkId=272412262>

\*Please access from the following CIE web 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 21<sup>st</sup> 2019 to Oct 25<sup>th</sup> 2019, 10:00-17:00) 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 25<sup>th</sup> 2019. 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 e-mail, 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.

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- 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, e-mail 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 2019) (<https://www.waseda.jp/inst/cie/from-waseda/abroad/programlist/list>).
- **If students wish to apply for GLFP, they 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. 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 (Test Taker Score Report), or ITP/IELTS (Test Report Form), etc." (P.14) and prepare the necessary scorecard required.
- It is required to submit the original language certificate (Score Card) that 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 report with the same score.**
- Official certificates of language proficiency that are not approved as proof of language proficiency in program overviews and by 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

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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, or Advanced Scholars' Program, your Study/Research Plan must be written in English.**
- Study/Research Plan which you are submitting may be directly 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 6 conditions upon submitting this web application form.

- There are no false statements in the contents of the web application, and required application documents, and if there are any false statements, a penalty will be imposed.
- You will keep copies of filled-out web application forms and required application documents.
- You cannot change your preferred choice of programs or the order of preference after the web application deadline.
- You cannot withdraw after they are chosen as a study abroad program candidate.
- You cannot change your choice of host universities after you are chosen as a study abroad program candidate.
- In the case that program participation is extremely difficult, you are required to follow instructions of CIE for the 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: Mon. October 21<sup>st</sup>, 2019 – Fri. October 25<sup>th</sup>, 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

- Students of the Nishi-Waseda, Tokorozawa, Honjyo, and Kitakyushu Campus can submit documents to the office of their undergraduate or graduate school from October 21<sup>st</sup> -October 25<sup>th</sup>. Designated envelopes are available at each office.
- Any submission after 17:00 of October 25<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.**

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- 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 (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.
- Make a copy of 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 to Master’s course transcripts are acceptable.
- **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 ③ (<http://www.waseda.jp/navi/services/opentime-certificates.html>).

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

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

- An original scorecard of TOEFL (Test Taker Score Report), IELTS (Test Report Form), etc. that 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 December 5<sup>th</sup>, 2017 are accepted.** Since TOEFL/IELTS scores

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are **valid for 2 years**, there is a possibility that the scores you achieved will 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** in that case. If the scores from your retake test are below the scores you had at the time of application for internal screening, your host university may not accept you. In such a case, you will not be able to apply for a different university.

- For the TOEFL iBT and IELTS, a printout of the WEB screen that shows your score can be accepted. Your name and score should be fully visible on the printout. 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, 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レポートと郵送されたコピー (confirm score online and notification by post mail)” on your “あなたへのスコア通知設定 (Score Reporting Preference)” page of My TOEFL Home 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 CIE for application, but instead, submit the form with the rest of the documents.
- For IELTS, there are two Modules of the test; the Module you will need to take for Study Abroad is the **Academic Module**, so please take note when you apply.
- 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 2020) 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 ship Fellows (to the best of your ability, input and print it with your device)**
- ⑥ **Short Essay (English or Japanese) (1 Original)**

#### Chinese Double Degree Program(DD) Applicants

- ⑥ **Chinese DD Program Statement of Purpose -1 original form**
  - Either English or Japanese is accepted. The format will be provided along with the other documents on the CIE website.

#### All applicants applying for a non-English program (incl. applicants of EX-L, CS only)

- ⑦ **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 23<sup>rd</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).

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- 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. Dec 4<sup>th</sup> 2019.** 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 the test you registered in the WEB application is not included in your submitted documents, that score/level registered through the WEB 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 original scorecard submitted 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 5<sup>th</sup>, 2017 are accepted (in some grades of Test of Chinese Proficiency, after December 5<sup>th</sup> 2014)** 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, you will not be able to apply to a different university.
- \* 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 scores from HSK or Test of Chinese Proficiency.
- \* If you do not have scores to fulfill the standard level, you are required to take an interview examination (Saturday, November 23<sup>rd</sup>) 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 the 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” in the upper right hand of the form. Before consulting your teacher, make sure to fill out “学生記入欄” in the lower center of the form on your own. **Please submit it with other application documents by the application deadline.**
  - If you are graduating in March 2020, 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.
  - **Whether you can study abroad for research or for coursework depends on study abroad programs. And the detailed information may not be on the Program List. Therefore, please be sure to collect information through partner universities' website or contact research supervisor there on your own.**
  - 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 with restrictions 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” in the upper right hand of the form. Before you consult, make sure to fill out “学生記入欄” in the lower center of the form on your own.

## 6. The Screening Process

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

This guide **describes the internal screening process conducted by Waseda University**. Students who have passed this screening and have been selected as candidates are eligible to apply to study abroad programs at host universities as nominees of Waseda University.

**However, this does not guarantee that nominated students will be accepted 100 percent by the host universities to which they apply.** Please note that the final decision regarding acceptance of nominated study abroad students rests with the host universities. The application and selection process of the prospective host university will take place around **December, 2019~August, 2020**.

Moreover, even if a student has already been nominated as a study abroad candidate, the CIE may **recommend revocation of the program** even right before departure or after departure the student shows any of the following: undesirable attitudes during mandatory preparation courses, academic failure, not meeting deadlines for submitting documents, not performing the needed procedures for application, or notably poor attendance rates in orientations.

For students studying abroad at Master's or Doctor's levels, there is a high possibility that they will need approval from the research supervisors etc. of their host institution in advance. If you are planning to apply at these levels, please make inquiries at your desired university, and also inform the CIE about your situation when applying.

A note regarding applications to the University of Bonn, CS-L (1S), German: due to the selection schedule at the University of Bonn, you will need to submit an online application at the same timing as that of applying to Waseda (not after passing the internal screening). If you choose the University of Bonn, CS-L (1S), German as one among your first to seventh desired universities, regardless of the order of your choices, please be aware that we will be sending you the online application instructions before announcing the internal screening results. After the internal screening, only students who have been finalized to study at the University of Bonn, CS-L (1S), German will go on to the actual procedures, and information concerning non-selected students will be deleted. Please make sure to confirm the contents of the Program Overview.

### (2) Method of Screening

Taking into account the program(s) which each student has applied for, the CIE will consider the following factors comprehensively. Students will be assigned in order of overall ability to programs that they have submitted as their higher priorities.

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

### (3) Details of the 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 their Statement of Purpose, essay, and other required forms.
- Students who pass the paper screening will be **interviewed on Saturday, November 23<sup>rd</sup>**. (The results of the paper screening will be e-mailed to each student).
- The results of the interview examination will be e-mailed between Monday, November 25<sup>th</sup> and Wednesday, November 27<sup>th</sup> e-mail to each student. However, selection results announced at this stage are strictly tentative. The final selection results will be announced on Wednesday, December 4<sup>th</sup>. Please check the internal screening results.
- After the final screening results are announced, the CIE requires all GLFP candidates to take “study abroad preparatory courses” The courses are scheduled to be held in the 2020 spring semester.
- Students selected as GLFP candidates are required to complete the designated curriculum of the program. (Please refer to the GLFP Study Abroad Agreement for details).

#### ② DD Program

##### <English DD Program>

- Students applying to DD programs will be required to take an **essay test on Saturday, October 12<sup>th</sup>**. Prior reservation is not necessary for this test.
- The results of the essay test will be announced on Monday, October 21<sup>st</sup> through MyWaseda. Only students who have passed the essay test can apply for this program.
- Students who have passed the essay test, and have also completed the application process without delay will be required to take an **interview examination on Saturday, November 23<sup>rd</sup>**. The details of this examination will be sent to students who fulfill the conditions.
- In the case of Earlham College DD Program, following the announcement of the internal screening results on Wednesday, Dec. 4<sup>th</sup>, another screening will be carried out at Earlham College, and the final results will be sent separately to the relevant students.

##### <Chinese DD Program>

- Students applying to Chinese DD Programs will need to submit a written Statement of Purpose as described on p15.

#### ③ Advanced Scholars' Program

- Students applying to the Advanced Scholars' Program will be required to take an **essay test on Saturday, October 12<sup>th</sup>**. Prior reservation is not necessary for this test.
- The results of the essay test will be announced on Monday, October 21<sup>st</sup> through MyWaseda. Only students who have passed the essay test can apply for this program.
- Students 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 23<sup>rd</sup>**. The details of this examination will be sent to students who fulfill the conditions-

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

- The application forms designated by Yale must be submitted to CIE immediately after the internal screening results are announced on Wednesday, December 4<sup>th</sup>. As application documents, 2 recommendation letters will be required. An **interview exam by Yale University in early January, 2020** is scheduled to be conducted (in Japan, using Skype). The final result is scheduled to be announced in late January, 2020.

#### ④ Non-English EX-R Programs

- For students applying to a non-English EX-R program: if the host university does not provide a

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clearly stipulated language requirement, or if 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 exam on Saturday, November 23<sup>rd</sup>**.

- Interviewees will be contacted beforehand by the CIE.
- Applicants will not be exempted from the interview unless certificates satisfying all requirements for each desired CIE program (applied for jointly) are submitted in full..

#### ⑤ Programs with Restrictions

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

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

- Neither written exams nor interview exams will be carried out in the CIE screening process.. However, your undergraduate or graduate school may require an interview in their original study abroad aptitude screening process.

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

The results of the current internal screening will be posted on the “Announcements” column of MyWaseda **from 13:00 on Wednesday, December 4<sup>th</sup>, 2019.**

Log in 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 a notification has been read, it will not be displayed in the “Announcements” 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)”.**

### (5) Applying to Multiple Programs

- **Applying to both CIE study abroad programs and undergraduate/graduate interdivision programs simultaneously is not permitted.**
- However, if the screening result of a non-CIE program can be confirmed prior to the deadline of submitting CIE program application materials (that is, 17:00 on Friday, October 25<sup>th</sup>), application to that non-CIE program will be permitted. In such a case, if you are accepted at the undergraduate/graduate interdivision program, please inform the CIE that you wish to withdraw

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## 7. Study Abroad Period

- The duration of the study abroad period differs according to each program. There are 1 year (1Y) programs, 1 semester (1S) programs, and others. When applying, please pay attention to the duration of each program.
- As a general rule, students must return to their original undergraduate or graduate school at Waseda University, carry out the required procedures, and begin taking courses again from the following semester after the end of their study abroad program (we generally do not allow the extension of program periods).
- With the exception of special circumstances, students must participate in their programs until the end.
- Students cannot take courses at Waseda University during their study abroad period. However, students whose study abroad period ends in the spring semester are allowed to take the Waseda Summer Session, which is held at the end of the spring semester (that is, during the summer quarter, lasting 4 weeks from mid-June to mid- July). The CIE will be giving out a notice via e-mail to students who are eligible to participate in this program.
- If students choose to withdraw from their program and return to Japan for personal reasons, they will not receive refunds for program fees, double degree registration fees, Waseda University's tuition, or any other expenses associated with the program.
- The Oceania program, Korean program, and Venice International University program (1 semester) will hold another recruitment session in the spring semester of the next school year. (Departure will be for 2021 spring semester).
- Portland State University CS-L (1Y) has some programs with different departure times.(tentative)

Recruitment	Beginning of Program
This Fall	Program begins in <b>Spring</b> 2020
Spring (May) 2020	Program begins in <b>Fall</b> 2020

## 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 in most cases be paid to the host university 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 studying abroad**. The amount of the fee will vary according to the host university; however, in some cases it may exceed a JPY 100,000 per year (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. Extension 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

- As with EX programs, you will be paying tuition and other expenses for the school that you are enrolled in at Waseda University.
- However, DD students at 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.
- In either of the above two cases, students will be required to pay a separate 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 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 are to be paid by the student to the host institution after arrival. However, in some programs, you will be required to pay such fees to Waseda University as part of the program fee.

- The amounts listed on the program list **may increase** depending on tuition hikes at the host university, fluctuation of foreign exchange rates, changes in the policy or financial situations of the government of the host country, or other circumstances. The actual amount that you pay will be the amount **charged by your host university converted to Japanese yen according to the internally specified exchange rate.**
- You must pay the program fee by the deadline via bank transfer to a designated account held by the CIE.
- The exchange rate will change depending on when the amount billed is confirmed by the host institution. Thus, fees will fluctuate even if you remain in the same host country.
- "EST. ROOM & BOARD" includes rates not based on fees incurred in the previous academic year.

## 9. Scholarships

- CIE only offers scholarships which **you do not need to pay back (grants).** However, we cannot guarantee that all applicants will receive payments. Therefore, when submitting your application,, **you must not plan your study abroad finances on the assumption that you will definitely receive the scholarship money.**
- You will be eligible to apply for scholarships after you are selected as a candidate for a study abroad program through internal screening (this will be the only application opening before departure). **You cannot specify or assign priority to any particular scholarship you wish to receive;** however, you can apply to all applicable scholarships in one process.
- 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 your departure.** There is also the possibility that your scholarship will be paid **after you return from your study abroad.**
- Announcement of the application periods and guidelines for scholarships will be made to the eligible study abroad program candidates after the screening results are announced.
- Documents Necessary for Application (tentative): scholarship application form, taxation/tax exemption certificate of your parents, self-recommendation sheet, and high school transcript (only for freshmen enrolled from September of AY2019).  
, Be sure to refer to the application guide to confirm the details of your submission documents. Also, for students applying for study abroad programs starting in spring 2020, the application deadline may be set before the 'Orientation for Nominated Study Abroad Students' which will be held on Friday, December 6<sup>th</sup>. In this case, we will contact the relevant students separately, so please pay attention to all of the information sent to you from the CIE.

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- For this fall Recruitment (October 2019 deadline), the standard applicable scholarships are shown below (subject to change without notification). Please note that the requirements listed below are excerpts, therefore you must check the scholarship application requirements for details.

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

This is a program in which members of the “Waseda Supporters Club” or WSC contribute a certain amount from donations made by club members for Waseda University to provide various types of services to financially support operations involving academic/research activities. This scholarship was established as a way for WSC to provide support to students studying abroad.

Eligibility	Those among undergraduate students who will study abroad on Waseda University’s study abroad EX or DD programs who have exceptional academic skills (in the case of DD programs students, only the first year will be supported)
Amount	JPY 1,000,000
Number of recipients	15

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

This is a scholarship offered by the Japan Student Services Organization, an independent administrative agency affiliated with MEXT.

Eligibility	Undergraduate and graduate students who are of Japanese nationality or have permanent resident status, and who will study abroad on Waseda University’s study abroad programs
Amount	JPY 60,000-100,000/month *Varies according to region
Duration	Maximum 12 months
Number of recipients	not determined *May differ widely according to academic year

### (3) Alumni Association Study Abroad Scholarship

Eligibility	Waseda University undergraduate students who will study through the CIE’s study abroad programs at the Waseda University partner institutions below and who have a strong motivation to study abroad, and are outstanding in character
Eligible colleges for the 2019 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 (CS)</li> </ul>
Amount (tentative)	JPY 1,500,000
Number of recipients (tentative)	5

\*We are planning to send the scholarship stipend directly to your host university.

### (4) HOWARD HAGIYA SCHOLARSHIP

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This scholarship was established in 2015 through a donation from Mr. Howard Hagiya, a Waseda alumni (graduated from the School of Commerce, Waseda University in 1963) and founder of the SHURJOINT company group based in Taiwan. It aims to support both DD students at Waseda University who will study in Taiwan, and students of excellent standing in Taiwan who desire to study at Waseda University.

Eligibility	Japanese undergraduate students who will study in Taiwan on Waseda University's Double Degree programs
Amount	Maximum JPY 800,000 *paid in 3 installments; continuation reviews will be performed
Number of recipients	Maximum 2

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

This scholarship was established in 2015 through a donation from the late Mr. Chida Kichirou, a Waseda alumni (graduated from Koto-shihan-bu, 1949), to support outstanding students going to study abroad.

Eligibility	Outstanding Japanese students enrolled in an undergraduate program within the specified years required for graduation who will study abroad on the CIE's CS programs for 1 semester or longer, and are in need of financial aid (including permanent residents, special permanent residents, and long-term residents, as well as spouses and children of permanent residents and special permanent residents)
Amount	JPY 1,000,000
Number of recipients	2

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

This scholarship was established through Ms. Haruko, mother of the late Mr. Arai Takanobu, a Waseda alumni, with the aim of supporting students with excellent academic performance who will study abroad in order to receive an MBA at Chicago University.

Eligibility	Undergraduate or master's students who will be studying at Chicago University for more than 1 semester. Candidates must be of Japanese nationality.
Amount	JPY 180,000
Number of recipients (tentative)	1

## 10. Obtaining a Visa and Buying an Airline Ticket

- Visas and residence permits are part of forms required to enter or reside in a certain country for a certain purpose, and are stipulated according to the immigration laws of each country.
- The conditions, (application) procedures, and documents (forms, etc.) as well as fees required for obtaining a visa in will differ depending on your designated country, and are subject to frequent change without prior notice.
- In some cases, a bank balance certificate, proof of translation and bank passbook etc. will be required. You must prepare such documents swiftly during application procedures. Make sure to confirm the most recent requirements (necessary documents, application fees, application time slots) at the embassy and related websites of your host country.
- Depending on the country or visa, there are limits in the types of airline tickets you can obtain to pass immigration. Make sure to check such restrictions on your own.
- Please be aware that the responsibility of visa application and airline ticket purchase rests entirely with the applicant.

### ◆Programs in Australia◆

- There are cases in which designated language proficiency test scores will be required in order for students without Japanese nationality to apply for a student visa to study in Australia. Be sure to check such requirements on your own.
- 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 visa application.** In this case, students who do not achieve the required score will be unable to apply for the student visa and will thus be unable to enter the host country. Make sure this does not happen.
- Information regarding visa application is being continuously and frequently updated. If you plan to apply to a partner university in Australia, be sure to check the latest information on your own.
- Details concerning visa application to study in Australia may be obtained from the following website.  
<http://www.immi.gov.au/>

### ◆Programs in the UK◆

- If you are applying for a program which only accepts IELTS scores, **it is mandatory for applicants to acquire an IELTS score that meets the requirements of the university you want to go to, and submit the score certification at the time of internal screening.**
- There are two Modules (types) of IELTS test; the Module you will need to take for study abroad is the **Academic Module**. Be careful not to take the wrong test.
- If you are applying for EX programs and CS-L programs which are mainly focused on English language studies, you are required to achieve a certain level in the **IELTS for UKVI (SELT IELTS)** test, which is different 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 or register for 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 capacity.
- Although the CIE has certified the quality of the contents of all programs, there is no guarantee your host university's credits will be automatically transferred to Waseda University.
- **The final decision regarding transfer of host university credits rests with the undergraduate or graduate school to which each student belongs.** Please note that in some cases, students may not be

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able to graduate from Waseda in 4 years depending on the **circumstances of their host university credit transfer**. You must consult with your undergraduate or graduate school office well in advance to avoid any misunderstandings.

- You must apply for credit transfer on your own. Credit transfer is not done automatically. Carefully check all details of the procedures.

## 12. Overseas Safety Travel Information

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

- As written on p.33 of the “STUDY ABROAD HANDBOOK 2019-2020 (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 detailed 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 take out an overseas travel insurance policy designated by Waseda University (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 JPY152,030 for 12 months (reference amount as of December, 2018) 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 contract. In general, premiums may range from JPY30,000 to as much as JPY200,000.
- Please be aware that Waseda University's mandatory health insurance does not cover psychological disorders, dental treatments, pre-existing disorders and so on. (Other conditions subject to compensation will be decided in accordance with the provisions of the insurance policy)
- Please also note that Waseda University's mandatory health insurance program premiums will fluctuate according to the previous year’s claims (number and amount). Be aware in advance that it will be necessary to remit the insurance fee to the specified insurance agent’s bank account as soon as you are selected as a candidate for the host university. The official rate for 2020 is scheduled to be determined at the end of December 2019.

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

- In order to strengthen crisis management measures during your stay, **all students who are on study abroad programs must subscribe to an overseas cell phone rental service through the CIE, which holds an umbrella contract for the service.**
- Primary setup fees and rental fees during your stay will be free.
- Calls made and data transfer usage (including SMS mails) incurred on the phone will be charged to the student. However, calls and SMS prices vary by country. Be aware that the cost of Internet surfing may turn out to be highly expensive in some countries.
- When applying for an overseas rental phone, you will also need to register your credit card details for payment purposes.

### 13. Application Process Self Checklist

\*Submission is unnecessary

	Things to Do	Due by	✓
1.	<b>Carefully read this Application Guide</b>	<b>Before Applying</b>	
	<ul style="list-style-type: none"> <li>Confirm the schedules, types of programs, and each of the application processes</li> </ul>		
2.	<b>Check the Program List and Program Overview</b>	<b>Before Applying</b>	
	<ul style="list-style-type: none"> <li>Calculate your GPA (for internal screening)</li> <li>Check the requirements 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 study in</li> </ul>		
3.	<b>Prepare the required official language exam certificates</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 as well as the requirements of each program</li> </ul>		
4.	<b>Take essay tests</b>	<b>Saturday, October 12</b>	
	<ul style="list-style-type: none"> <li>Mandatory for English DD and Advanced Scholars' Program applicants</li> <li>Even if you haven't finished registration through the website, take the tests if you plan to apply.</li> <li>Results will be announced on Monday, October 21.</li> </ul>		
5.	<b>WEB Application Registration</b>	<b>Noon, Monday, October 14 to 17:00, Friday, ~ October 25</b>	
	<ul style="list-style-type: none"> <li>Register well in advance of the deadline</li> <li>Check the type/language of the programs you are registering for (DD, EX or CS-R or -L)</li> <li>Confirm that your registration has been completed by checking if you have received an e-mail.</li> </ul>		
6.	<b>Submit Application Documents</b>	<b>Monday, October 21 to Friday, October 25</b>  <b>Reception time from 10:00 to 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; Scorecard for TOEFL, IELTS, etc.</li> <li><input type="checkbox"/> &lt;GLFP&gt; GLFP Study Abroad Agreement</li> <li><input type="checkbox"/> &lt;GLFP&gt; Written 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 Written Statement of Purpose</li> <li><input type="checkbox"/> &lt;Chinese DD &gt; Scorecard for HSK or Test of Chinese Proficiency</li> <li><input type="checkbox"/> &lt;Non-English&gt; Official certificate of relevant language exam(s)</li> <li><input type="checkbox"/> &lt;Post-Graduate&gt; Study Abroad Student Recruitment Application Form Assessment Form for Post-Graduate Students</li> <li><input type="checkbox"/> &lt;Programs with Restrictions&gt; Study Abroad Student Recruitment Application Form Assessment Form for Programs with Restrictions</li> </ul> <p>*Keep copies of all documents for your own records</p>		
7.	<b>Take Interview Exams</b>	<b>Saturday, November 23</b>	
	<ul style="list-style-type: none"> <li>Required for applicants of GLFP, Chinese DD (not all), English DD, Advanced Scholars' Program, Non-English EX-R, and Programs with Restrictions (for applicants of Programs with Restrictions, the exam will be held on a different date).</li> </ul> <p>*For Non-English EX-R, applicants who have submitted official certification of</p>		

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	language proficiency that meet the requirements of all of the programs will be exempted from taking the test.		
<b>8.</b>	<b>Check the Screening Results</b>	<b>Wednesday, December 4</b>	
	• Announced via MyWaseda		
<b>9.</b>	<b>Attend the Orientation for Nominated Study Abroad Students held right after the screening results are finalized</b>	<b>Friday, December 6</b>	
	*Depending on the program, there may be another program-specific orientation aside from this one.		