

**Study Abroad Programs Fall Recruitment
Application Guide (Deadline: Nov 2020)**
Programs beginning in Fall, 2021
The Center for International Education, Waseda University

As of October 23, 2020

■ Important Notice ■

- ❑ Please read this guide thoroughly, confirm the contents of the program list, and apply only if you fully understand it.
<https://www.waseda.jp/inst/cie/from-waseda/abroad/programlist/list>
- ❑ **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.
 - In any case which CIE determines that the student is not appropriate to study abroad.
 - Spread of the novel coronavirus COVID 19 disease.
- ❑ Programs may become cancelled due to the spread of the novel coronavirus COVID-19. In such a case, the expenses up to the point of cancellation must be paid by the student, and will not be refunded by CIE.
- ❑ 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.

Updates

	Dates of Update	Updated Contents (Items)
1	October 5	Release of Application Guide
2	October 12	GLFP: Schedule of Application and Screening (P.6~7) Relevant Programs (Tentative): English Double Degree Program (P.13) Updated the link for the "Application Documents Checklist" (P.17) GLFP: Screening of Each Program(P.21~22) Submission of Necessary Documents for Application, (h) English DD Program · Advanced Scholars' Program Essay (P.21)
3	October 23	GLFP: Partner Institutions (P.4), Restricted Programs: Applicable universities(P.9) Advanced Scholars' Program (P.4, 14, 22), DD Program (P.22)

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1. Program Outlines

Overview of Programs

The programs are middle- and long-term study abroad programs which mainly last for one academic year (or one semester in some cases) where students study at our partner institutions. The middle- and long-term programs are unique in their own ways, and we work with over 400 partner institutions. Choose your study abroad program which meets your purposes and levels. Be sure to see the latest study abroad Program List for the lineup and detailed information.

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

(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.

【Expenses】

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).

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.

【Expenses】

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.

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.

【Expenses】

See the corresponding part of the above EX-R.

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.

【Expenses】

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.

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.

[Expenses]

See the corresponding part of the above CS-R.

(2) Special Programs

■ Global Leadership Fellows Program (GLFP)

- **Eligibility:** undergraduate students (mainly for freshmen)
- **Student quota:** about 10 students in all
- **Study abroad period:** Aug/Sep 2021 ~ May/June 2022
- **Partner Institutions:** Columbia University, University of Chicago, Dartmouth College, Georgetown University, University of Washington (Seattle) (*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, students **must submit an essay (p.21) as part of application documents and (only those who pass the essay) take an interview examination on November 21 (Sat.) or 28 (Sat.)**. We will announce time and date to them.

(3) Period of Study Abroad

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, if the program ends in spring semester, students may be able to take courses in the latter half of spring semester (summer quarter) through the “Extra Course Registration (帰国後登録)” system. Contact your affiliated college/graduate school for this matter. Also, students can take courses of “Waseda Summer Session” administrated by CIE in summer quarter, for four weeks from the mid-June to mid-July. Details will be sent out by CIE in around March.
- 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 2022 spring semester).

2. Schedules of Application and Screening

(1) Application Steps

See the following checklist and review the application steps for internal screening.

	What to Do	Deadline	Check
Step 1	Read Study Abroad Handbook and Application Guide thoroughly.	Before Application	
	<ul style="list-style-type: none"> • Check schedules and differences in screening process among programs. • Check Study Abroad FAQ and Internal Screening FAQ. https://www.waseda.jp/inst/cie/en/from-waseda/faq-2 		
Step 2	Check Program List and Program Overview.	Before Application	
	<ul style="list-style-type: none"> • Calculate your GPA (for internal screening. See p.10 of Application Guide.) • Check TOEFL, IELTS, GPA, nationality and other requirements for your desired program. • Check to see if you have met requirements of each school of destination universities. 		
Step 3	Prepare an official score report of a language proficiency test.	Before Application	
	<ul style="list-style-type: none"> • Obtain a score report. • Check the requirements and required section scores of TOEFL/IELTS. 		
Step 4	Register for Web Application.	By <u>17:00</u> of Nov 4(Wed)	
	<ul style="list-style-type: none"> • Register early. • Check the language of registering program (DD, EX or CS-R or -L). • Check a confirmation email after registration. 		

Step 5	Submit application documents.	By <u>17:00</u> of Nov 4(Wed)	
	<ul style="list-style-type: none"> • Check Application Guide and submit documents by deadline. • Photocopy the documents before submission for you to keep. 		
Step 6	Take an interview examination.		
	<ul style="list-style-type: none"> • Mandatory for students applying for GLFP, Chinese DD (in some cases), English DD, Advanced Scholars' Program, Non-English EX-R, and Restricted Programs. ※With Non-English EX-R programs, those who submitted an official score report which satisfies all programs' language requirements are exempt from the test. 		
Step 7	Check the result of screening.		
	<ul style="list-style-type: none"> • Check the result of screening on MyWaseda. 		

(2) Schedules of Application and Screening

Except during the set dates, no registration for application is allowed; no documents can be received; and no examinations can be taken. Make sure to check the schedule before applying for the screening. Please keep in mind that you will not be considered as an applicant unless you take internal examinations and make an application within the set dates.

Updated October 12, 2020

※The below contents are subject to change without notice.

【Application Screening Schedule】

Date	Time	Contents
Friday, October 23		Final Day for adding programs on Program List^{*1}
Noon of Tuesday, October 27 ~ 17:00 of Wednesday, November 4	*Be careful of the time slot on the left column	WEB Application Registration^{*2}
Friday, October 30		Announcement of WEB Applicants' Intermediate Registration Status^{*3} Day for finalizing all the program information on the Program List^{*4}
Tuesday, October 27 ~ Wednesday, November 4		Submission of Required Application Documents^{*5} * GLFP applicants must also submit the following: ①Statement of Purpose for GLFP (in English) ②Essay for GLFP (in English or Japanese) * English DD Program and Advanced Scholars' Program applicants must also submit the following: Essay (in English) (Please make sure to confirm the details in the Application Guide) * When applying, in principle please submit TOEFL/IELTS scores for tests taken on or after December 8th, 2018. (TOEFL/IELTS scores are valid for 2 years) (However, please be sure to check the Application Guide for finalized information)

Thursday, November 12 ~ Thursday, November 26		Examination for Undergraduate and Graduate School Nominees *6
Monday, November 16		Announcement of Paper Screening Results for GLFP *7
Saturday, November 21		Interview Examination for GLFP candidates *8
Saturday, November 21, Saturday, November 28		<p>Interview Examination for DD Program *9 Interview Examination for Advanced Scholars' Program *10 Non-English Interview Examination *11</p> <p>※ Interview Examinations are planned to be held on either of the two dates on the left column. Please be aware that they may be held on a different date from those indicated depending on the application status.</p> <p>• Interview examinations are scheduled to be held on-line. For details, please check the Application Guide.</p>
Wednesday, November 25 ~ Friday, November 27		<p>Announcement of GLFP Selection Results</p> <p>• To be notified individually via e-mail</p>
Monday, December 7	after 13:00	Announcement of Internal Screening Results *12

*1 Please keep checking Programs will be added and/or updated on the Program List in order until Friday, October 23. New programs will not be added after October 23. However, the contents of some programs may not be finalized at this stage. Please refer to the section headed “CURRENT STATE” on the Program List. (Check if it says 「確定情報」 [Confirmed Information]).

*2 To be done via the Application Form on MyWaseda. A web link will be established at a later date. The system gets extremely crowded on the final day of the application period. If you wait until the last day, you may not be able to register by the deadline due to increased processing time. Please select your school carefully and register your application well in advance. **Be careful of the deadline.** Applications registered after the deadline will not be accepted for any reason.

*3 via “News” on the CIE website.

*4 The contents of all the programs will be finalized by Friday, October 30. Please refer to the section headed “CURRENT STATE” on the Program List.

*5 Application documents, in principle, should be submitted only by postal mail. Prepare an A4 size envelope and enclose necessary documents with an “Application Documents Checklist”, and clearly remark “Enclosed: Application Documents for 2020 Fall Recruitment (2020 秋募集 応募書類在中)” on the cover of the envelope, and post it. It must be received by Nov. 4th, and will not be accepted after this date under any circumstances. **We recommend that you use a registered mail or home delivery service with which you can track your delivery for the documents are crucially important. Please bear in mind that CIE cannot hold a responsibility for a loss of your documents and any other troubles. We also cannot answer inquiries about receiving of the documents. For this reason, please use the above-mentioned ways to submit your documents.**

*6 Your school office you will contact you about interviews, etc. The contents of the examination are different according to the school you belong to. Your school office will **not** contact you if you are **not** required to take an interview exam.

*7 To be notified individually via e-mail

*8 To be taken only by applicants who passed the paper screening

*9 To be taken by applicants for Chinese (not all) and English DD Programs. Applicants will be informed separately about their interview schedules.

*10 To be taken by applicants for Advanced Scholars' Program. Applicants will be informed separately about their interview schedules.

*11 To be taken by applicants for Non-English EX-R Programs. Applicants will be informed separately about their interview schedules.

*12 via “Important Notifications from Your Department” on MyWaseda.

3. Application Eligibility

(1) Application Eligibility for All Programs

Students will not be selected as a candidate unless they meet all the following conditions.

- (1) Students must be **enrolled at Waseda University as full-time, degree-seeking students** at the time of application and during their study abroad period, and have **performed well** both academically and personally.
- (2) Students must have met the requirements of applying programs (Some programs are accepting only graduate students or undergraduate students, students in a specific year or of a specific 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.
- 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 EX programs at their first semester at Waseda University
- In principal, 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 (SP1 students who enrolled in academic year 2019 are excepted from this rule).
- 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 (SP1 students who enrolled in academic year 2019 are excepted from this rule).

(2) Restricted Programs

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

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

(Applicable universities)

https://www.waseda.jp/inst/cie/assets/uploads/2020/10/20Fall_Restrictions.pdf

[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 3rd year student or higher). If you wish strongly to apply despite the fact that you have not completed 4 semesters, please contact CIE in advance.
- When submitting application documents, please be sure to include a letter of recommendation from your advisor (please refer to p21)
- 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 p22). The details of the interview examination will be sent to those of relevance.

(3) Application Requirements

If the Program List specifies language and GPA requirements, students must meet those requirements. Please see below for details of each requirement.

① Language Proficiency

Students must meet language requirements of the desired program at the time of applying for internal screening. When applying, check the language requirements on the Program List. Each language requirement stated on the Program List (Q12-A-1~Q13-2) is a minimum requirement for application. **Students will be excluded from consideration for internal screening unless they satisfy every single requirement.**

(a) 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 (or its copy of) **TOEFL** scorecard (Test Taker Score Report; scores of each section if required) or an original (or its copy of) **IELTS** (Test Report Form) recognized by the host university. You may be required to submit an original score report to a destination university after passing the internal screening, and therefore you can submit the original for the internal screening, too.

【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 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.**

(b) Non-English Programs

If you apply for a program that requires proof of language proficiency (mostly EX-R programs), you must submit the original (or its copy of) 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 21st or 28th) 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 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 21st or 28th) 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.

② 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.**

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

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 ⁺ (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 ^{**}
49 ~ 0	G ^{**}

[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, 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.**

4. Changes (additional information) in recruitment

1. Changes for Recruitment (Additional Information)

■ **Recruitment for Programs Departing Half a Year Later**

In normal circumstances, fall recruitment of study abroad programs consist of 1 year/1semester programs for departure in spring (half a year later), as well as programs lasting 1 year or more for departure in fall of the following year (one year later). However, due to effects of the novel coronavirus (COVID-19), fall recruitment for the current academic year will not include programs for departure half a year later. Please

understand in advance that this fall, we will only recruit applicants of study abroad programs for departure in fall 2021.

■ **Submission of Application Documents (Submission by Post)**

The period for submission of application documents is same with the web registration period, which is **from October 27 (Tuesday) to November 4 (Wednesday)**. Please submit the necessary documents by post to the designated address by the deadline.

Send the documents to :

〒169-0051 東京都新宿区西早稲田 1-7-14 22号館 1階 Waseda Global Gate
早稲田大学 留学センター 派遣選考担当者 行

Documents must be RECEIVED by the deadline. We cannot accept submission (receive documents)

after the deadline for any reason. Please prepare the documents ahead of the time and submit them early.

Refer to the Recruitment Guide for further details. **As these are very important documents, we recommend that you send them using a trackable delivery method such as registered postal mail or home (parcel) delivery service. Please understand in advance that CIE cannot be responsible for loss, etc. of documents. We are also unable to respond to inquiries as to whether submitted documents have been received or not, so we request once again that you use a trackable system.**

■ **Language Proficiency Certificate and English Academic Transcript**

Although usually, the originals of language proficiency certificate and English academic transcript must be submitted, for this time, their copies can be accepted when applying to CIE. We also accept the originals as usual. (For details of language proficiency certificate, please refer to “2. Important Notice for Those Who Are Planning to Apply for an English Program”.) **With regard to a copy of English Academic Transcript, a print-out of a webpage of your grade report is not accepted. Official English Academic Transcript issued by your school can only be accepted.** Some universities require the original of English Academic Transcript. Should this be the case, you will later need to submit the original. Former applicants to study abroad programs who wish to apply again by re-using the language proficiency scores that they submitted for the previous screening may do so, as long as those scores are not expired. In this case, please enclose a paper document explaining as such in lieu of your scores.

Candidates for fall 2020 dispatch (including those who declined) and candidates for spring 2021 dispatch (including those who declined) who wish to re-apply for 2020 study abroad fall recruitment may do so by using expired scores (original or copy). (Note: students who applied to previous study abroad recruitments and wish to apply again this fall by re-using language scores that they submitted in an earlier screening must follow the instructions in the previous paragraph.) In this case, if you pass internal screening and proceed to

applying to your desired host university, you will need to submit an original scorecard/official certificate with scores that are higher than the level required by that prospective host university. (Some programs, such as those in North America, require submission of scores immediately after passing internal screening, so in any case, we recommend that you prepare well in advance.) Please be aware that it is by no means certain that the same rules will apply for future study abroad recruitments. (Keep in mind that the current measures are purely exceptional.)

■ **Number of Applying Programs**

Normally, you can apply up to seven programs, but for this time, you can choose up to ten programs to apply. This is to enhance the chance of your approval, because due to the influence of the novel coronavirus, there may be great changes in number of applicants and program lineup. **However, you do not necessarily have to choose ten programs. You cannot, in principle, withdraw from participating once you are approved by the chosen program. So please think enough before choosing.**

■ **Change in Essay Test Method**

Essay Tests (Essay Examinations) were carried out each year as a requirement of certain programs. However, in consideration of your health and safety which is a top priority during the novel coronavirus outbreak, the essay for this recruitment **will not be written in a test center's classroom, but be submitted as part of the application documents.**

The relevant programs are listed below. If you are applying to them, you must submit an essay as a required document.

(For details of the application documents, please check the below recruitment information.)

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

【Relevant Programs】

■ **English Double Degree Program :**

National University of Singapore

Earlham College

Shanghai Jiao Tong University

Chinese University of Hong Kong

Chulalongkorn University

■ **Advanced Scholars' Program :**

Yale University CS-R

Oxford St Peter's College Program CS-R

Oxford Hertford College CS-R

Candidates will be selected by comprehensively judging not only the submitted essay but also the interview, academic performance (GPA), language proficiency scores, study & research plan, aptitude assessments by the student's graduate/undergraduate school, etc. Only candidates who pass the essay can take the interview. We will announce time and date to them. (Please note that pass/fail results for relevant programs based on essays will not be announced during the application period.)

■ **Interview Examinations**

Interview Tests (Interview Examinations) were carried out each year as **a requirement of the DD, Advanced Scholars', Non-English EX-R, and Customized Study Programs**. However, in consideration of your health and safety which is a top priority during the novel coronavirus outbreak, the interview for this recruitment **will not be conducted face-to-face but on-line (using Zoom)**.

The Interviews are scheduled for either **Saturday, November 21** or **Saturday, November 28**. Interview dates will be finalized taking into account the status of applicants, so we recommend that you keep both days open if you wish to apply.

The date and time of the interview will be notified to relevant students after the application period via MyWaseda or by Waseda mail. (Please understand that consideration cannot be made for personal circumstances, and that in principle the stipulated date and time cannot be changed.)

Also, depending on the application status, the interview may be carried out on a weekday in the week starting on Monday, November 23 (relevant students will be notified separately).

The interview requires **advance preparation of a PC (with camera and microphone), and a stable network environment in which to take the exam.**

■ **EX-R/EX-L(1S) Program for spring 2021 application / fall 2021 departure**

Please note that recruitment for the EX-R/EX-L(1S) Program, usually applied for in spring for departure 6 months later in fall each year, **has been cancelled for this academic year (i.e., spring 2021 recruitment will not take place)**.

2. Important Notice for Those Who Are Planning to Apply for an English Program

■ Acceptance of Copy of Language Proficiency Certificate

We accept a print-out of the web score report of Language Proficiency Test (e.g.: TOEFL iBT/IELTS) for internal screening. If this is the case, however, **please submit a copy of the original or a score card with a face photograph which can be printed out from the webpage so that your name and score are recognizable**. (You may have to resubmit the score if the test taker is not identified on the copy or printout of a webpage.)

5 . Internal Application and Screening Process

(1) Application for Internal Screening

Application for the fall study abroad programs is completed upon web application registration and postal submission of necessary documents within the designated periods, and then an applicant will be considered as an official candidate. **No Registration and submission will be accepted outside of the periods for whatever reasons.**

Also, you may be required to take interview examinations for some programs in addition to registering online and submitting documents. Check the schedule for necessary procedure.

① Web Application Registration

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

WEB Application Period: October 27th, 2020 noon ~ November 4th, 2020 17:00

URL of the application form:

<https://my.waseda.jp/application/detail/application-detail?communityContentLinkId=342981214>

*Please access from the following CIE web page.

<https://www.waseda.jp/inst/cie/en/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 27th 2020 to Nov 4th 2020) 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 Nov 4th 2020. 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.
- 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.

(a) 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.**

(b) Applying Program

- You can select a total of **up to 10 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: November 2020)
(<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 5 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.

(c) Questions Regarding Language Proficiency

【English】

- Please read the instruction of “(c) Certificate of Official Language Test” (P.19-20) and prepare the necessary scorecard required.
- It is required to submit the 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.

【Non-English】

- Select the language of the program you are applying (more than one selection can be made).
- Please indicate your language study status, study plan report, and language study history including: how many years you have studied, name of the institution, hours and classes per week, and total number of hours of study. You must also indicate your current and future study plans, and fill in any other items regarding your language study experience and ability.
- In order to verify that you have the ability to keep up with courses in the local language at your host institution, please submit the score from an official language proficiency exam (such as HSK、 DELF、 DELE) as many as possible.
- For those who are registering Chinese DD or EX-R programs, please refer once again to the instructions written on p.20, and be sure to submit an official language proficiency exam that fulfills the requirement.

(d) 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

(e) **(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 Necessary Documents for Application**

Application for the fall study abroad programs is completed upon web application registration and postal submission of necessary documents, and then an applicant will be considered as an official candidate.

Please download the necessary documents from the URL below.

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

Submission Period of Documents : from October 27 (Tue.), 2020 to November 4 (Wed.)

Mail the necessary documents for admission to the following address by the specified deadline.

Send to : 〒169-0051 東京都新宿区西早稲田 1-7-14 22号館 1階 Waseda Global Gate
早稲田大学 留学センター 派遣選考担当者 行

- **Documents must be RECEIVED by the deadline. We cannot accept submission (receive documents) after the deadline for any reasons.** Please prepare the documents ahead of the time and submit them early. We recommend that you use a registered mail or home delivery service with which you can track your delivery for the documents are crucially important. Please bear in mind that CIE cannot hold a responsibility for a loss of your documents and any other troubles. We also cannot answer inquiries about receiving of the documents. For this reason, please use the above-mentioned ways to submit your documents.
- When applying to desired programs, prepare an A4 size envelope and enclose necessary documents in the **following order from (a) to (h)** with an [“Application Documents Checklist”](#), and clearly remark “Enclosed:

Application Documents for 2020 Fall Recruitment (2020 秋募集 応募書類在中)” on the cover of the envelope, and post it. Please use **A4 size** papers as possible for submitting documents. Once submitted, the documents will not be returned. You will need language scores and an academic transcript when later applying to destination schools, so be sure to **photocopy the documents before submission and keep them safely.**

【List of Application Documents to be Submitted】

Necessary Documents	Types of Applicants	Referring Page # on Application Guide
(a)One Original of Study Abroad Agreement	All	18
(a)One Copy of Study Abroad Agreement	All	18
(b)Academic Transcript in English	All (※Except SILS Students)	19
(c)[English] Original (or Copy) of Official Test Score Report (TOEFL iBT Test Take Score Report, IELTS Test Report Form, etc.)	if applicable	19
(c)[Non-English] Original or (Copy) of Official Relevant Language Test Score Report	if applicable	20
(d) Assessment Form for Post Graduate Students	Graduate Students /Students Expected to Enroll at Waseda Graduate School	20
(e)Original of Study Abroad Agreement (GLFP Addendum) Original of GLFP Statement of Purpose (in English) Original of GLFP Essay (in Japanese or English)	GLFP Applicants	21
(f)Original of Chinese DD Program Statement of Purpose Original (or Copy) of Official Certificate/Score of HSK or Test of Chinese Proficiency	Chinese DD Applicants	21
(g) Assessment Form for students applying for Programs with Restrictions	Restricted Program Applicants	21
(h) English DD Program・Advanced Scholars’ Program Essay	English DD Program/Advanced Scholars’ Program Applicants	21

(a) 2 “ Study Abroad Program Agreement” – 1 Original Form and 1 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 common program agreements, you will need to submit a different agreement for GLFP. So you will need to submit 1 original and 1 copy of the common agreement, and 1 original GLFP agreement, making it a total of 3 that should be submitted, regardless of whether you are applying to a single program or multiple programs.

(b) **Academic Transcript in English – 1 Original or 1 Copy**

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

Undergraduates	Transcript of your Undergraduate courses, OR transcript from your high school
Masters	Transcript of your Undergraduate course, AND Master's course
Doctoral	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>).
If you are unable to receive your transcript from the machines inside the campus, please consult your affiliate college/graduate school.

(c) **Certificate of Official Language Test**

Submit an Original (or Copy) of Official English and non-English language proficiency test certificate. If you have not yet obtained an original, **you may submit a copy of printout of a webpage showing your score and face picture. However, you may nevertheless be required to submit an original or its copy.**

Please bear in mind that if you fail to submit a certificate of official test score which you have entered on the WEB application, the entered score becomes invalid. Also, if the submitted score differs from the entered score on the WEB application, your selection will be proceeded based on the submitted score on the official certificate. Score card (including its copy) will not be, in principle, returned.

[English]

- An original (or its copy of) 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 8th, 2018 are accepted.** Since TOEFL/IELTS scores 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.
- With regard to TOEFL-iBT and IELTS, **a printout of a webpage showing your score chart is accepted. The score copy with a face picture is preferable.** You may be asked to resubmit a copy if

score or name is unclear. You will need eventually to submit an original or copy of scorecard; if you fail to do so, your application itself becomes invalid.

- **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 13th day after taking the test. You will be able to assign institutions for submitting the Forms for free for the next 30 days after that. However, please do not send the form directly to the CIE for application, but instead, submit the form with the rest of the documents.
- 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 2021) which is after the internal screening.

【Non-English (incl. applicants of EX-L, CS only)】

- For applications to non-English EX-R programs, applicants are required to submit an original (or its 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 21st or 28th)** conducted by CIE (unless all the requirements for each and every program the students wish to apply is satisfied, applicants will not be exempted from the interview examination).
 - Even if you do not possess such certification at the time of internal screening, you may be asked to later submit an original copy of a score card exceeding the required level when applying to your host university.
 - **Please be sure to check that the scores you achieved do not expire before Mon. Dec 7th 2020.** 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.
 - 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 8th, 2018 are accepted (in some grades of Test of Chinese Proficiency, after December 8th 2015)** 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 21st or 28th) 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.

(d) Assessment Form for Post-Graduate Student Applying for Study Abroad Programs

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 2021, 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.

(e) **Documents for GLFP program**

If you are applying for a GLFP program, you also need to submit the following documents. Please do not fail to submit these additional documents.

Study Abroad Agreement (Global Leadership Fellows Program Addendum, 1 Original Form)

- When applying for a GLFP program, in addition to the 2 common program agreements, you will need to submit a different agreement for GLFP. So you will need to submit 1 original and 1 copy of the common agreement, and 1 original GLFP agreement, making it a total of 3 that should be submitted, regardless of whether you are applying to a single program or multiple programs.

GLFP Statement of Purpose in English ship Fellows (to the best of your ability, input and print it with your device)

Short Essay (English or Japanese) (1 Original)

- Citation rules are not specified, but whatever the rules you follow, please keep the contents within A4 size.
- No rules regarding font size and space between lines are specified, but the contents need to be clearly acknowledged.

(f) **Chinese DD Program Statement of Purpose**

- Either English or Japanese is accepted. The format will be provided along with the other documents on the CIE website.

(g) **Assessment Form for Students Applying for Programs with Restrictions**

As stated in p.8-9, 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.

(h) **English DD Program • Advanced Scholars' Program Essay (1 Original, (to the best of your ability, input and print it with your device)**

If you are applying for English DD Program and/or Advanced Scholar's Program, be sure to submit an essay for it is a required document.

(2) Internal Screening Process

① **Internal 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)
- Essay (DD Program, Advanced Scholars' Program)

② Screening of Each Program

(a) 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 21st. (The results of the paper screening will be e-mailed to each student).
- The results of the interview examination will be e-mailed between Wednesday, November 25th and Friday, November 27th 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 4th. 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 2021 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).

(b) DD Program

<English DD Program>

- Only students who have completed the application process without delay and pass the essay will be required to take an **interview examination on Saturday, November 21st or 28th**. 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 Monday, Dec. 7th, 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 p21.

(c) Advanced Scholars' Program

- Only students who have completed the application procedure without delay and pass the essay will be required to take an **interview exam on Saturday, November 21st or 28th**. 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 Monday, December 7th. As application documents, 2 recommendation letters will be required. An **interview exam by Yale University in early January, 2021** is scheduled to be conducted (in Japan, using Skype). The final result is scheduled to be announced in early February, 2021.

(d) Non-English EX-R Programs

- For students applying to a non-English EX-R program: if the host university does not provide a clearly stipulated language requirement, or if the applicant is unable to submit an original (or its

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 21st or 28th**.

- 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..

(e) **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.

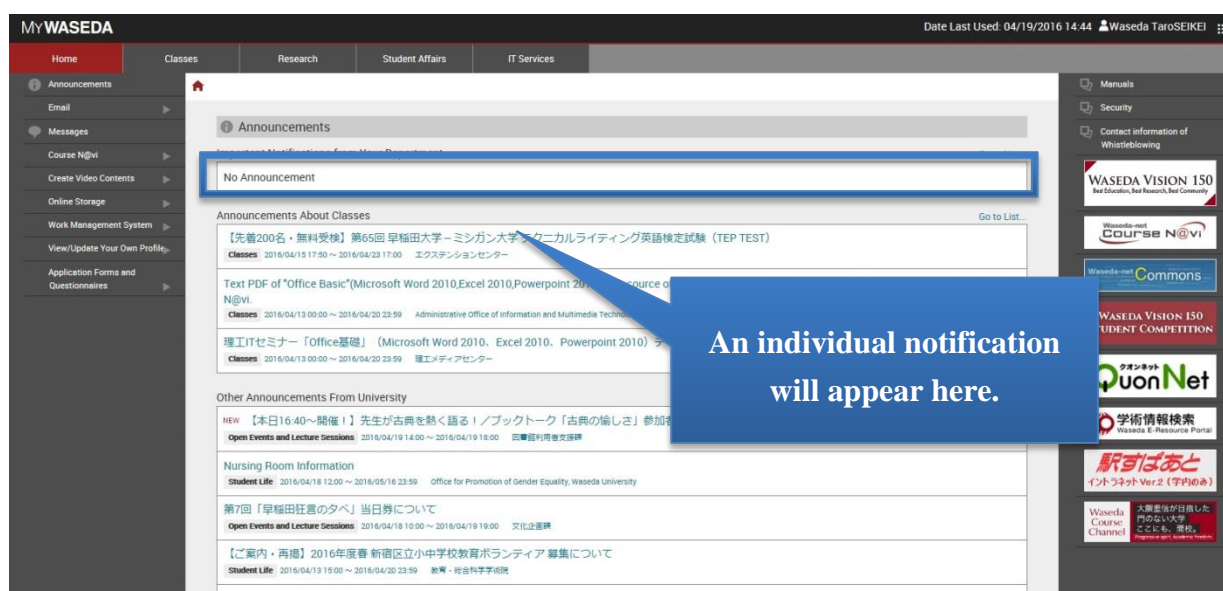
(f) **Programs other than those listed above (English EX/CS, Non-English EX-L/CS)**

- Interview exams will not 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.

③ **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 Monday, December 7th, 2020**.

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)”.**

④ **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 anon-CIE program can be confirmed prior to the deadline of submitting CIE program application materials (that is, on Wednesday, November 4th), 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 from applying for the CIE program.

6. Procedures for Candidates

If you are selected as a candidate for the study abroad program, you will need to follow certain procedures before, during, and after your study abroad.

The main procedures are as follows. Details will be notified by CIE. Follow the instructions and act accordingly.

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

Students who have been selected as a candidate after the internal screening becomes qualified to apply to destination schools as students recommended by Waseda University, and need to follow the destination school's application process.

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, 2020~August, 2021.**

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.

(2) 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.**

Visit the CIE Website to see the details about the scholarships for study abroad.

<https://www.waseda.jp/inst/cie/en/from-waseda/aid/scholarship-2>

- 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 AY2020).

Be sure to refer to the application guide to confirm the details of your submission documents. Please pay attention to all of the information sent to you from the CIE.

(3) 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/>

(4) Credits Earned during the Study Abroad

- 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 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.

7. Overseas Safety Travel Information

(1) Confirm overseas travel safety when selecting your program

- As written on p.33 of the “STUDY ABROAD HANDBOOK 2020-2021 (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, 2019) 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 2021 is scheduled to be determined at the end of December 2020.

(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.