

Fall Additional Recruitment (Deadline: Jan 2021)

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

Available Programs:

https://www.waseda.jp/inst/cie/assets/uploads/2020/12/21_01_Additional_Program_ENG.pdf

※For the details and requirements of the programs, please make sure to check the Program List(Deadline: November 2020) on the CIE web page.

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

2. Applicants:

Students who did not apply for the Fall Recruitment (Deadline: November 2020).

Students who did apply for the Fall Recruitment (Deadline: November 2020), but were not selected as a candidate.

Regarding candidates for fall 2020 departure / spring 2021 departure who requested counterplans, the points to observe when applying for this fall 2020 additional recruitment shall be in accordance with “4. Applying to Study Abroad Programs Recruitment in Fall 2020” indicated in the “Plans for studying abroad in spring, 2021”.

3. Schedule:

Schedule		
Date	Time	Content
Mon. Dec. 14, 2020	Noon	Available programs announced.
Thu. Dec. 17, 2020 Noon ~ Thu. Jan. 7, 2021 17:00		WEB Application Registration(via MyWaseda "Application Form")
Thu. Dec. 17, 2020 ~ Thu. Jan. 7, 2021		Submission of Application Materials Please submit materials by postal mail or to the BOX set in the WGG. Prepare an A4 size envelope and enclose necessary documents with an “Application Documents Checklist”, and clearly remark “Enclosed: Application Documents for 2020 Fall Additional Recruitment (2020 秋追加募集応募書類中)” on the cover of the envelope. 【By Postal Mail】 <u>It must be RECEIVED by Jan. 7 (Thu.), and will not be accepted after this date under any circumstances.</u> 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

		<p>cannot answer inquiries about receiving of the documents. For this reason, please use the above-mentioned ways to submit your documents.</p> <p>【To the BOX in the WGG】 Site Waseda Global Gate (WGG), 1F, Bldg.#22</p> <ul style="list-style-type: none"> • Prepare an envelope on your own, put your documents in it, seal it, and place it in the submission BOX. • Please visit WGG during the office hours (11:00 - 15:00 weekdays). • Please note that the WGG will be closed during the Winter Holidays between Sat. December 16, 2020 ~ Tue. January 5, 2021. <p>• Beware of Deadline : No submissions after 15:00, January 7 (Thu.) will be accepted under any circumstances. Please submit early.</p>
Fri. Jan. 15, 2021 ~ Fri. Jan. 22, 2021		Examination for Undergraduate or Graduate School Nomination
Fri. Jan. 29, 2021	13:00	Announcement of Screening Results (via MyWaseda)
TBA		<p>Orientation for nominated Study Abroad students</p> <ul style="list-style-type: none"> *Attendance mandatory for all students. Attendance will be checked. *Details will be sent out as soon as they are determined through Waseda Mail to applicable students.

[Note] You may have to proceed with part of your application procedure immediately after the result is announced on January 29 (Fri.). Also, in the case where the candidate was already decided in the fall recruitment, your procedure and requirements may be different from those of the candidate.

4. WEB Application Registration:

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

<https://www.waseda.jp/inst/cie/news-en/23440>

The five items below require detailed information. We recommend that students prepare these items in advance to ensure a smooth registration.

① Personal Information

- Please fill in your name in Roma letters (half-size capital letter / the same spelling as in your passport (the standard spelling of your name if you have not yet issued the passport)), nationality, your telephone number, mobile phone number, email address, emergency contact information (name and phone number).

- There are cases when students with a nationality besides “Japanese” will not be accepted as a study abroad student from the partner universities. If you have dual nationality, please mention it by answering the necessary questions in the WEB Application. There are also cases in which students who have permanent residence status of the country in which their prospective host university is located are not allowed to study there as study-abroad students. As such, holders of permanent residency are requested to contact CIE in advance.

② 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.
- Please note that some universities offer more than one program, and the codes of these programs differ. **Please be sure to confirm that your preferred program codes were correctly entered concerning the name of the university and the contents of the program.**
- If you choose GLCA/ACM(CS-R), you will be applying for each TIER, and regarding the actual host university, it will be decided by in-campus selection and subsequent selection at the GLCA / ACM office. It is also possible to select TIERS outside the scope of the score that you have acquired. For example, if your TOEFL iBT score is 100, you can apply for TIER A, B, or C.
- Please consider your choice of study abroad programs carefully and apply to as many programs as you feel comfortable with. **You may not withdraw from the program after you are selected as a candidate.**

③ English Proficiency

- Please carefully read the Study Abroad Programs Fall Recruitment Application Guide (Deadline: Nov. 2020) and prepare the necessary scorecard required.
- It is required to submit the original language certificate (scorecard) as you enter here. Please note that input of the scorecard will be invalid if submission of the scorecard entered in web application cannot be confirmed.

④ Study/Research Plan

- Answer the following question within the length stated. Either English or Japanese is acceptable.
- Study/Research Plan which you are submitting may be forwarded to your host university after you have been nominated as a candidate.

◆Question◆

Please answer the following questions, in your own words, after careful consideration.

Minor grammar errors in both English and Japanese will not be considered for evaluation, so please write this in your own words.

* If you can explain your motivation of applying for each university with consistency, it is not absolutely necessary to state your reason for choosing each university separately.

However, if you have chosen universities and programs in different languages, be sure to write you reasons for each one.

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

*approximately 400-600 words in English.

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

⑤ **(Common Information) Confirmation and Agreement for WEB Application**

You are required to agree with the following 6 conditions upon submitting this web application form.

1. 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.
2. You will keep copies of filled-out web application forms and required application documents.
3. You cannot change your preferred choice of programs or the order of preference after the web application deadline.
4. You cannot withdraw after they are chosen as a study abroad program candidate.
5. You cannot change your choice of host universities after you are chosen as a study abroad program candidate.
6. In the case that program participation is extremely difficult, you are required to follow instructions of CIE for the withdrawal.

[Note]

- To change the registered information, click the "保存" button after you make your change and the latest information will be registered. You will be able to log in this page and change the information any time until deadline. Please note that making changes after the above registration period is not allowed. Please answer all the required questions before you confirm your registration.

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

5. Submission of Required Application Documents:

Application for this Fall Recruitment will be officially received by completing the WEB Registration AND the submission of required application documents.

Download document forms: <https://www.waseda.jp/inst/cie/news-en/23440>

Submission Period: Thu. December 17, 2020 ~ Thu. January 7, 2021

Please submit the necessary documents by the deadline with either one of the following designated methods.

[Submission by Postal Mail]

Send the documents to the following postal address.

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

[Submission to the BOX in WGG]

Since the over-the-counter services have been resumed at Waseda Global Gate (WGG)(1F, Bldg.#22), submission to the BOX is also accepted. The office is open on weekdays, 11:00-15:00. Please prepare an envelope on your own, put the required documents in it, fill in the necessary information, seal it, and place it in the submission BOX at WGG. Please beware of the hours and allow enough time when submitting the documents.

<https://www.waseda.jp/inst/cie/news-en/23298>

- **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 ① to ⑥** with an "**Application Documents Checklist**", and clearly remark "Enclosed: Application Documents for 2020 Fall Additional Recruitment (2020 秋追加募集 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
Application Documents Submission Checklist	All	-
① One Original of Study Abroad Agreement	All	18
① One Copy of Study Abroad Agreement	All	18
② Original (or Copy) of Academic Transcript in English or Academic Transcript in English Submitted for the Fall 2020 Recruitment		
③ [English] Original (or Copy) of Official Test Score Report (TOEFL iBT Test Take Score Report, IELTS Test Report Form, etc.)	if applicable	19
④ [Non-English] Original (or Copy) of Official Relevant Language Test Score Report	if applicable	20
⑤ Assessment Form for Post Graduate Students	Graduate Students /Students Expected to Enroll at Waseda Graduate School	20
⑥ Assessment Form for students applying for Programs with Restrictions	Restricted Program Applicants	21

Application Documents Submission Checklist

Please download it from the URL below:

https://www.waseda.jp/inst/cie/assets/uploads/2020/12/21_01_Additional_Study-Abroad-Checklist_eng.pdf

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

All the applicants, including the students who did apply for the Fall Recruitment (Deadline: Nov 2020), but were not selected as a candidate, need to submit this.

② Academic Transcript in English– 1 Original (or Copy) Form

- SILS students (CIE will be receiving each applicant’s transcript from SILS office) and students who did apply for the Fall Recruitment (Deadline: Nov 2020) do not have to submit their transcripts.
- If you applied for the Fall Recruitment (Deadline: Nov 2020) and already submitted

your academic transcript in English, please so indicate on the Application Documents Submission Checklist.

- If you are a freshman in an undergraduate school and cannot calculate GPA as you have not yet completed any courses, you may not apply for a program with a GPA requirement. If you are applying for a program without a GPA requirement, please submit **the English version of your transcript from your high school.**

③ **Scorecard of TOEFL iBT, / IELTS (Test Report Form) , etc– 1 Original (or Copy) Form**

- An original scorecard of TOEFL (Test Taker Score Report), IELTS (Test Report Form), etc. which satisfies the requirement of the applying program must be submitted. Some programs require section scores (Reading, Listening, Speaking, Writing) in advance.

- **Please submit scores that are valid until results of international screening are announced. Scores obtained before Jan. 30th, 2020 are not accepted,** since TOEFL/IELTS scores are **valid for only 2 years,** be sure that the scores you achieved do not expire before you receive the documents for visa registration from your host university. Please be aware that you may be asked to retake the test and achieve a required score in that case.

Candidates for fall 2020 departure (including those who declined) / spring 2021 departure (including those who declined) who are re-applying for this fall 2020 additional recruitment are allowed to do so using expired scores. Please confirm the points that will change from this recruitment in “Important Notes ①” (page 9).

- If you intend to use the score you already submitted for the Fall Recruitment, please so indicate on the Application Documents Submission Checklist.

④ **Official Language Certificate of the relevant language exams -1 Original (or Copy) Form**

- For applications to non-English EX-R programs, applicants are required to submit an original copy of a score card or official certification demonstrating language ability above the required level presented by the host university.
- If the host university does not provide a clearly stipulated language requirement, the following is applied as a requirement:

Chinese: HSK 5

Korean: TOPIK 3

German: Goethe Zertifikat B2

French: DELF/DALF B2

Spanish: DELE B2

Italian: CILS B2

Russian: TRKI/ТРКИ B2

Vietnamese: iVPT B2

- Students who do not have the scores to meet the language requirements, or cannot submit them will not be able to apply.

- Scores that are already expired will not be accepted.
- Candidates for fall 2020 departure (including those who declined) / spring 2021 departure (including those who declined) who are re-applying for this fall 2020 additional recruitment are allowed to do so using expired scores. Please confirm the points that will change from this recruitment in “Important Notes ①” (page 9).
- If you intend to use the score you already submitted for the Fall Recruitment, please so indicate on the Application Documents Submission Checklist.

⑤ **Assessment Form for Post-Graduate Student Applying for Study Abroad Programs**
-1 Original Form

- Post-graduate students (both Master’s and Doctoral students) are required to submit.
- Upon applying, please consult with your research supervisor your objective to study abroad, and ask to fill out the “**For Research Supervisors**”, please have your research supervisor clearly write his/her name and stamp a seal or sign his/her name on the upper right of the form. Before consulting your teacher, make sure to fill out “**For Students**” on your own.
- Please be aware of the winter holiday period and consult with your research supervisor well in advance.

⑥ **Assessment Form for Students Applying for Specific Study Abroad Programs**
-1 Original Form

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

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

(Applicable universities)

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

[Application conditions and Important points]

- At the time of application, the student must be a graduate student or else have completed at least 4 semesters (a 3rd year student or higher).
- When submitting application documents, please be sure to include a letter of recommendation from your advisor.
- Depending on the program you wish to enter, you may be required to attend an interview. Details will be informed through MyWaseda, Waseda e-mail, etc.

Please be sure to check the latest information.

6. Important Note

• Please carefully read the Study Abroad Fall Recruitment Application Guide (Deadline: Nov 2020) as well.

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

• Please also check the following changes for this time's Additional Fall Study Abroad Recruitment (deadline: January, 2021).

① Submission of Score and Level of Language Proficiency Test

● If you previously applied for a study abroad recruitment, and wish to use the language proficiency certificate submitted for its screening, you may do so as long as the certificate is valid. If you intend to use the language proficiency certificate already submitted (original or copy), please so indicate on the Application Documents Submission Checklist.

● If candidates (including those who declined) for the 2020 fall departure and candidates (including those who declined) for the 2021 spring departure reapply for the additional fall study abroad recruitment 2020, they may apply with the score (original or copy) which is no longer valid. As with the above note, please so indicate on the Application Documents Submission Checklist.

② Submission of Academic Transcript in English

● If you applied for the Fall Recruitment (Deadline: Nov. 2020) and already submitted your academic transcript in English, please so indicate on the Application Documents Submission Checklist.

● You may be required to submit an academic transcript in English immediately after the result of additional recruitment is announced. Please prepare the transcript in advance.

③ Submission of Agreement

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. Even if your guarantor lives abroad or far away, you still have to obtain the agreement by postal mail, etc. Be sure to submit its original and copy. In the case where it takes time for you to obtain the agreement by postal mail, etc., you may sign and submit a scan data of the agreement with the guarantor's signature, and we accept it as a temporal document. An original will ultimately be needed. Please obtain it by postal mail, etc., and submit it. The deadline will separately be notified to applicable students.

④ Submission Method

From November 9, along with the resumption of counter services at Waseda Global Gate (WGG) (1F, Bldg.#22), document submission by drop-off will also be accepted. Please submit the required documents either by post OR to the BOX in WGG.

Note that submissions by post must arrive no later than Thu. January 7, and documents that arrive past this deadline will not be accepted for any reason.

If you are dropping off your documents in person, please come to WGG during the office hours (weekdays from 11:00 to 15:00) and place them in the submission BOX placed at WGG. Note that submissions past 15:00 on Thu. January 7 will not be accepted for any reason.

*The office will be closed on Saturdays, Sundays, and holidays on which classes are not held.

*The office will also be closed during the university closing period from Sat. December 26, 2020 to Tue. January 5, 2021.