Study Abroad Programs Spring Recruitment Application Guide (Deadline: Jun 2021)

Online programs beginning in Fall 2021/Programs beginning in Spring 2022

The Center for International Education, Waseda University

As of May 21, 2021

■Important Notice■

- ❑ Please read this guide thoroughly, confirm the contents of the program list, and apply upon full understanding.
  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 (except for short-term programs) run by the CIE.
- ❑ Even after students have been nominated as study abroad candidates, and even if it is just before departure or after departure, **the CIE may recommend revocation of participation in the program, due to the following reasons. In such a case, the expenses up to the point of cancellation must be paid by the student, and will not be refunded by the CIE.**
  - ➢ Poor academic performance
  - ➢ Not meeting the deadlines for document submission or failing to perform necessary procedures
  - ➢ When the CIE determines a student as not appropriate to study abroad
  - ➢ Spread of COVID 19

  ※Study abroad programs are subject to cancellation or change depending on decisions made by Waseda University or the partner university based on the Travel Advice and Warning level issued by the Ministry of Foreign Affairs, the entry requirements of respective countries, and the latest status of program implementation at partner universities.
- ❑ Some undergraduate and graduate schools conduct their own exchange programs with overseas partner universities. Each school has its own screening process to select participants. Please contact your school and follow their instructions.
- ❑ **2021 Spring Recruitment (Deadline: June 2021) for CS-1S (1 semester) Programs accepts only for online program which starts in the fall of 2021.**

Updates

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1. Program Outlines

Overview of Programs

The study abroad programs are middle- and long-term programs that 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 conducted on the basis of mutual cooperation with over 400 partner institutions. Choose your study abroad program which meets your purposes and ability. Make sure that you refer to 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 Exchange Programs - Regular Academic Programs (EX-R)

In these programs, you will study abroad under the exchange agreement between Waseda University and partner universities/departments. The period is, in principle, for one academic year but some programs are for one semester. A relatively high-level of language is required from the beginning to study subjects with other local students. The number of students recruited is usually one to three per university. Tuition is to be paid to Waseda University, and tuition to the host university is exempted.

【Expenses】

For most EX programs, students pay tuition to their undergraduate or graduate schools at Waseda University, and payment of tuition to the host institutions are waived (except for some programs).

- In most cases, fees for accommodation and meals (listed under "EST. ROOM&BOARD" in the program list) are to be paid to the host university by participants after arriving at the destination. Also, an additional payment might incur apart from tuition fee as a College Fee, Technology Fee, Insurance Fee and, Mandatory Fee. The amount of the fee varies depending on the host university, but in some cases, it exceeds JPY100,000 per year.
- For extension students who desire to study abroad as an exchange student, the tuition/fees are calculated differently. Extension students should consult with their undergraduate/graduate schools, and also notify their affiliated school offices as well as the CIE when making applications.

② Exchange Programs- Language Focused Programs（EX-L）

These programs are conducted under the exchange agreements between Waseda University and partner universities/departments. The period is one academic year in principle, but some are for one semester. This program focuses on acquiring foreign languages; therefore, it best suits students who would like to brush up their language abilities. However, the number of universities that offer this program is relatively small, so make sure to check which universities offer the program. 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】

Refer to the corresponding part of the above EX-R.

③ Customized Study Programs - Regular Academic Programs（CS-R）

You will enroll in the curriculum especially prepared for students from Waseda by the host university. You can take subjects with local students from the beginning within the framework of the regular curriculum of the host university. The period is usually for one academic year, but some are for one semester [CS-R (1 semester) Program]. The tuition of Waseda is exempted, in principle, and you need to pay designated program fees to the host university.

【Expenses】

The program fee includes the tuition of the host institution, program development and management costs (JPY100,000 per academic year and JPY50,000 per semester), etc. (please refer to "EST. TUITION" in the program list).

- In most cases, fees for accommodation and meals (listed under "EST. ROOM & BOARD" in the program list), facility and orientation and so on 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 fees 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 exchange rate of the CIE.
- You must pay the program fee by the deadline via bank transfer to a designated account held by the CIE.
- The exchange rate varies, even for the same host countries, 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.
- The price on "EST. ROOM & BOARD" includes rates not based on fees incurred in the previous academic year.

④ Customized Study Programs- Language Focused programs（CS-L）

These programs are designed especially for students from Waseda by the host university. The prominent feature of this CS-L program is that you can enroll in a curriculum based on the level of your language proficiency while focusing on learning foreign language(s). The period is one academic year, but some are for one semester [CS-L (1 semester) Program]. The tuition to Waseda is exempted, and you need to pay a designated program fee to the host university.

【Expenses】

See the corresponding part of the above CS-R.

(2) Period of Study Abroad

The duration of the study abroad differs according to each program. There are 1-year (1Y) programs, 1-semester (1S) programs, and more. Please confirm the duration of each program before applying.

- As a general rule, students must return to their original undergraduate or graduate school at Waseda University, carry out required procedures, and begin retaking courses from the following semester after the end of their study abroad program (we generally do not allow the extension of program periods).
- Exception for special circumstances, students must participate in their programs until the end.
- Students are not allowed to 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 (Kikoku-go Touroku)" system. Contact your affiliated undergraduate/graduate school for this matter.
- If students choose to withdraw from their program and return to Japan in the middle of program for personal reasons, program fees, tuition of Waseda University, and any other expenses associated with the program will not be refunded.

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	
	・Check schedules and differences in screening process of each program. ・Check Study Abroad FAQ on the website https://www.waseda.jp/inst/cie/en/from-waseda/faq-2		
Step 2	Check Program List and Program Overview	Before Application	
	・Calculate your GPA (for internal screening. See p.8 of Application Guide.) ・Check requirements on TOEFL, IELTS, GPA, or other restrictions such as nationality for your desired program. ・Check if you have met requirements of each school at destination universities.		
Step 3	Prepare an official certificate of a language proficiency test	Before Application	
	・Obtain the certificate ・Check the requirements of each program and required section scores of TOEFL/IELTS.		
Step 4	Register for Web Application	By 17:00 of Jun 7 (Mon)	
	・Register early. ・Check the term of the program you are registering (EX or CS-R or -L) ・Check the confirmation email after registration		
Step 5	Submit application documents	By 17:00 of Jun 9 (Wed)	
	・Check the Application Guide and submit documents by the deadline ・Photocopy the documents before submission for you to keep.		
Step 6	Take an interview examination.		
	・Mandatory for students applying for Non-English EX-R Programs ※Applicants who have submitted official score reports which satisfy all language requirements are exempt from the test.		
Step 7	Check the result of screening.		

	・Check the result of screening on MyWaseda.		

(2) Schedules of Application and Screening

You cannot register for the application, submit documents or take screening examinations outside the set dates and times. Make sure to check the schedule and take the examination. Please keep in mind that you will not be considered as an applicant if you fail to apply by the deadline and take internal examinations on the set date.

Updated May 12, 2021

※The below contents are subject to change.

【Schedule on Application and Screening】

Date	Time	Contents
Friday, May 7 ~		**Disclosing the Program List**
Friday, May 14		**Final Day for adding programs on Program List** ・Programs will be added and/or updated on the Program List until Friday, May 14. ・New programs will not be added after May 14. 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]). ・The contents of all the programs will be finalized by Friday, May 21.
Noon of Monday, May 24 ～ 17:00 of Monday, June 7	Be careful of the time slot on the left column	**Web Application Registration** ・Register through Application Form on MyWaseda. ・The application system gets extremely busy on the final day of the application period. If you wait until the last day, it may not be possible to register by the deadline. Please select your schools carefully and register your application well in advance of the deadline. ・**Please pay attention to the deadline** (no application after the deadline will be accepted)
Wednesday, June 2 ～ Wednesday, June 9	Final Deadline: 17:00 of Wednesday, June 9	**Submission of Required Application Documents** You can submit the application documents either by putting them through the post or by mail. Put the "Application Documents Submission Checklist" and required documents into an A4 envelope prepared by yourself. Write "Application Documents for 2021 Spring Recruitment Included" on a visible place and submit. ・**ATTENTION on the deadline**: No submission (arrival) after the deadline is accepted under any circumstances. We strongly advise you to get all the documents ready and submit them well in advance. Please refer to the page 13-16 of this application guide for more details.
Tuesday, June 15 ～ Wednesday, June 23		**Examination for Undergraduate and Graduate School Nomination** ・Your affiliated school office will contact you regarding the interview and exam. * Contents of the examination vary by each school. * Your affiliated school office will contact you only in case you are required to take an interview.
Saturday, June 19	TBA	**Interview Examination in English** ・To be taken by applicants for Non-English EX-R Programs ※Applicable students will be contacted.
Wednesday, June 30	after 13:00	**Announcement of Internal Screening Results** ・Results will be published in "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 **excel** academically and personally.
（2） Students must have met the requirements of applying programs (Some programs have requirements and restrictions on graduate/undergraduate, year at Waseda University, nationality, etc.).

【Note】

- Please consult with your affiliated 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.
- Some host universities do not accept students who hold dual nationality or permanent residency. **Please confirm your nationality or permanent resident status with your guarantor.** Upon confirmation, please check the nationality requirements of each program on the program list to apply.
  If you do hold dual nationality or permanent residency but do not notify the CIE to that effect and are selected as the candidate for one of the CIE's study abroad programs which do not accept students with dual nationality or permanent residency, the fact will come into light during the process of visa application which result in not only that your visa will not be issued but also you will lose rights to apply for any future study abroad program provided by the CIE.
- Those in their fourth year who plan to go on to graduate school, please check with both your affiliated school and your desired graduate school about the requirements. Also, please inform the CIE about it when applying.
- For those who have transferred their affiliated department, make sure to inform the CIE of your new student ID.
- Those in the E-School of the School of Human Sciences (correspondence course) are not eligible to apply due to its curriculum.

◆For SILS students◆

- SILS students **must have attended at least 3 semesters at Waseda University upon departure**, except for the case below.
  (Exception)
  - Those who enrolled in April and are applying for EX programs at their first semester at Waseda University.
- In principle, SILS students **cannot graduate at the end of the semester right after they completed their study abroad.**
- Participating in one-semester program will not satisfy the general degree requirements which is to go to study abroad for a year for SILS SP1 students (Except for SP1 students who enrolled in academic year 2019).
- Please note that you will not satisfy the degree requirements even if you have completed one-semester programs for more than twice, totaling your study abroad period to a year or longer (Except for SP1 students who enrolled in academic year 2019).

(2) Application Requirements

*** Students who have applied for study abroad program in the past and wish to use the score certificate of the same language proficiency test still need to submit a copy of the certificate which clearly shows the score. Please make sure to enclose a copy of the score certificate along with other application documents. (Refer to the page of required documents for application regarding the term of validity.)**

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** score report (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 language requirement set by the program you are applying for.
  (e.g.) If an applicant applies to 2 universities, one with a requirement of TOEFL iBT60 and the other with IELTS 5.0, the applicant must submit both scores of TOEFL and IELTS that satisfy the required scores 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 website of the university**.
- IELTS has two Modules of the test; the Module you 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 scorecard or official certification, the applicant's language ability will be determined through an **interview examination**. 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. Interview examinations are not necessary for these programs.
- The interview exam conducted within Waseda University is to judge 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 the host university. When applying to host universities after the 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.

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 for the program at the point of internal screening will be excluded from being screened**.
For the CIE's internal screening process, GPA will be calculated by using the calculation formula as follows. This calculation formula is established and is being used independently by the CIE. Please note that **this calculation formula is not the same as the GPA that each faculty calculates**.

{（4.0×number of A+s）+ (3.5×number of As)＋（3.0×number of Bs）+（2.0×numbers of Cs）+（0×number of Fs, Gs, Hs）}

Total Number of Credits (Registered as credits for graduation)

***Total Number of Credits includes the 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.

Assessment (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 cannot 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 made in Recruitment (Additional Information)

■ **Recruitment for CS-1S（1 Semester）Programs Departing Half a Year Later**

Due to the effects of the novel coronavirus (COVID-19), recruitment for the CS-R (1 semester), starting in the fall of 2021(half a year later), will be held ONLINE.

■ **Submission of Application Documents (Submission to the BOX in the WGG or by Post)**

The period for submission of application documents is **from June 2 (Wednesday) to June 9 (Wednesday)**. No submission past the deadline is accepted under any condition. Please prepare well in

advance and submit either by putting the documents through the BOX set in the WGG or by postal mail.
Download document forms: https://www.waseda.jp/inst/cie/en/from-waseda/abroad/1year

【Submission through the BOX in WGG】
Please prepare the documents and place them in the submission BOX at WGG during WGG office hours (10:00～17:00, weekdays).

Location：Waseda Global Gate (WGG), 1st Floor of Bldg. 22

※Please note that you cannot drop your documents into the WGG BOX before June 2 (Wed). Also, we do not check whether all the necessary documents are prepared in the individual envelope.

【Submission by Postal Mail]】
※Must be RECEIVED by 17:00 of Wednesday, June 9, 2021
Send the documents to the following postal 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

Center for International Education,Waseda University
Waseda Global Gate, 1-7-14, 1st Floor of Bldg. 22
Nishi Waseda, Shinjuuku-ku, 169-0051 Tokyo, Japan

*We advise you to send the documents by a trackable delivery method such as registered postal mail or home delivery service as these are very crucial documents. Please note that the CIE does not take responsibility or liability for a loss of documents. Also, we are unable to respond to inquiries about whether your documents have been received or not, so we request once again that you use one of the delivery methods above.

■ **Language Proficiency Certificate**

Candidates for Spring 2021 dispatch (including those who declined) and candidates for Fall 2021 dispatch (including those who declined) who wish to re-apply to Spring 2021 recruitment can use expired scores (original or copy). If you would like to use the language proficiency certificate submitted for the previous application, please make sure to include a copy of the certificate that clearly shows the score along with other application forms.
When you apply to your desired host university after passing the internal screening, you will need to submit an original scorecard/official certificate with higher scores than the level required by that prospective host university. Please be aware whether the same rules will apply for future study abroad recruitments has not been decided yet. (Keep in mind that the current measures are only for this recruitment.)

■ **Interview Examinations**

Interview Examinations were carried out each year for Non-English EX-R Program candidates. However, in consideration of your health and safety which is a top priority during the novel coronavirus outbreak, the interview for this recruitment **will be conducted online (Zoom), not face-to-face.**
The Interviews are scheduled for **Saturday, June 19**. 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.)
There are some applicants every year who overlook our notifications. Please make sure to check MyWaseda and Waseda mail and contact the CIE before the interview date in case you cannot find the notification.
The interview requires advance preparation of a PC (with camera and microphone) and a stable network environment in which to take the exam.

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

■ **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. In this 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.** (We might request you to resubmit the scorecard if the test taker is not identified on the copy or printout of a webpage.)

5. Study Abroad Online

Please note that due to the COIVD-19, CS-1S (1 Semester) Program for which recruited this spring will be conducted online starting in the Fall of 2021. Also, please make yourselves aware that the Spring 2022 Study Abroad Programs might take place online depending on the situations of infectious disease warning level, immigration restrictions of the respective country, and what format the partner institutions provide the programs, etc.

Keep the followings in mind when participating in online study abroad.

■ **Credits Earned during the online Study Abroad Program**
Your student status will be "Study Abroad" even if you participate in the program of the partner university online. (confirm with your affiliated undergraduate/graduate school for more details.**)** Please consult with your affiliated school in advance regarding accreditation. You are not allowed to take classes at Waseda University while participating in the program online. If you are (or planning to) participate in the online program in the last year at Waseda, please consult with your academic advisor and affiliated school before making an application.
■ **When the situation at the study abroad destination improves**
As for the half-a-semester study abroad programs, travel to the study abroad destination is not permitted even if the travel restrictions ease and host universities switch to face-to-face classes due to the improvement of the situation. This is because the recruitment itself was carried out for online programs, and also there is a high possibility that visa issuance and accommodation arrangement will not be made on time. Please take it into consideration when making an application.
■ **Scholarship**
In the case of studying abroad online, as a principle, you are not able to apply for a "Waseda Scholarship" and "JASSO Scholarship". We will contact all the selected applicants if there is any change in the policy of the provision of scholarships. Please check information by yourself regarding scholarships funded by outside organizations.

6. Internal Application and Screening Process

(1) Application for Internal Screening

Application to the spring recruitment for study abroad programs is completed upon web application registration and submission of necessary documents within the designated periods. With the application received by the due, the applicant is considered as an official candidate. **No registration or 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 the necessary procedures.

① Web Application Registration

To apply to the Spring Recruitment, first you have to complete the WEB application.

Web Application Period: Mon, May 24th,2021 noon ～ Mon, June 7th, 2021 17:00
URL of the application form:
https://my.waseda.jp/application/detail/application-detail?communityContentLinkId=391386285

*Please access from the following CIE web page.
*You will only be able to access the page during the application period.
https://www.waseda.jp/inst/cie/en/from-waseda/abroad/1year

【Note】

- Your application for the study abroad program for this spring recruitment will be formally filed by submitting the necessary application documents (between Jun 2nd, 2021 to Jun 9th, 2021) after completing the web application. **Completing the web application is not sufficient to be considered as an official applicant**.
- The deadline for web application is 17:00 of Jun 7th, 2021. 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 a congested network. 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 to this page and change the information any time until the deadline. Please note that making changes after the above registration period is not allowed. Please answer all the required questions before confirming your registration.
- To avoid losing your data, please save it ("保存") every 15 minutes or so if it takes you a while to fill in the form.
- **Confirmation of your registration** will be sent to your Waseda Mail account (within 5 minutes). **If you do not receive the e-mail, it means your registration was not successful.** Please register 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 the results of the 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.
- The 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 the CIE.
- The information you have entered in the web registration form is only used by the CIE and the school office for the program operation and to contact 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 Roman alphabets [half-size capital letter / the exact spelling as in your passport (the standard spelling of your name if you have not yet had your passport issued)], nationality, your telephone number, mobile phone number, e-mail address, emergency contact information (name and phone number).

- **Some partner universities do not accept students with non-Japanese nationality and/or permanent residency as study abroad students. If you have dual nationality or permanent resident status, please mention it by answering the necessary questions in the web application.**

(b) Preferred Programs

- 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 on the programs for this recruitment, please check the latest "Study Abroad Program List" (Deadline: June 2021)
  (https://www.waseda.jp/inst/cie/from-waseda/abroad/programlist/list).
- Please note that some universities offer more than one program, and the codes of these programs differ. **Please be sure to confirm that your preferred program codes are correctly entered concerning the name of the university and the contents of the program**.
- **You may not withdraw from the program** after you are selected as a candidate. Please make an application after careful consideration.

(c) Questions Regarding Language Proficiency

【English】

- Please read thoroughly the instruction of "④ Certificate of Official Language Test (One Original)" (P.14) 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.**
- **Certificates of official language exams 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 to (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 the 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 of an official language proficiency exam (such as TOPIC, DELF, DELE) as many as possible.

(d) 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 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 give consent to 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 the instructions of the CIE for the withdrawal.

② Submission of Necessary Documents for Application

Application for the spring study abroad programs is completed upon web application registration and submission of necessary documents. With the application received by the due, the applicant is considered as an official candidate. Please download the necessary documents from the URL below and submit them by either of the following methods after completing the web application.

Download Documents： https://www.waseda.jp/inst/cie/en/from-waseda/abroad/1year
Submission Period of Documents：from June 2 (Wed.), 2021 to June 9 (Wed.) 17:00

【Submission to the BOX in WGG】

Please prepare the documents and place it in the submission BOX at WGG during WGG office hours (10:00～17:00, weekdays).

Location：Waseda Global Gate (WGG), 1st floor of Bldg. 22

※Please note that you cannot drop your documents into the WGG BOX before June 2 (Wed). Also, we do not check whether all the necessary documents are prepared in the individual envelope.

【Submission by Postal Mail]】

※Must be RECEIVED by 17:00 of Wednesday, June 9, 2021

Send the documents to the following postal 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

Center for International Education, Waseda University
Waseda Global Gate, 1-7-14, 1st Floor of Bldg. 22
Nishi Waseda, Shinjuuku-ku, 169-0051 Tokyo, Japan

＊We advise you to send the documents by a trackable delivery method such as registered postal mail. Please note that the CIE does not take responsibility or liability for a loss of documents.

- **We cannot accept submission (receive documents) after the deadline for any reason.** Please prepare the documents well in advance and submit them early.
- Prepare an A4 size envelope and enclose necessary documents in the **following order from ① to ⑤** and clearly remark “Enclosed: Application Documents for 2021 Spring Recruitment” on the cover of the envelope, and post it.
- Please use **A4 size** papers for submitting documents. Once submitted, the documents will not be returned.
- **You will need language scores and an academic transcript when applying to destination schools, so be**

sure to photocopy the documents before submission and keep them safe.

Required Documents for All Applicants

① Application Documents Submission Checklist

- Use designated format and submit

② Study Abroad Program Agreement（1 Original Form）

- 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 be aware 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 also make sure to share it with your guarantor.
- Foreign nationals that do not have a seal: you must print and sign your name (same applies for a guarantor).
- **All programs you are applying to through the web registration require the prior consent of a guarantor.**

③ 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
Maters	Transcript of your Undergraduate course, AND Master's course
Doctoral	Transcript of your Undergraduate course, AND Master's course, AND Doctoral course

[Note]

- 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** (the 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 cannot apply for a program with a GPA requirement. If you are applying for a program without a GPA requirement, please submit **the English version of your transcript from your high school.**
- Your English transcript can be obtained from the Certificate/Discount coupons issuing machines. http://www.waseda.jp/navi/services/opentime-certificates.html https://wnpspt.waseda.jp/student/supportanywhere/2021/01/29/certificate/ (Japanese Only)
  If you are unable to receive your transcript from the machines inside the campus, please consult with your affiliated undergraduate/graduate school.

④ Certificate of Official Language Test（1 Original or 1 Copy）

Submit an original (or copy of) certificate of official English or non-English language proficiency test. If you have not yet obtained an original, **you may submit a copy of a printout of the 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. Scorecard (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). **Please submit the Test Taker Score Report that shows your "MyBest Scores" if you enter your "MyBest Scores" upon applying on the web application.**
- **Only scores obtained on and after July 1st, 2019, 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 retaken test are below the scores you had at the time of application for internal screening, your host university may not accept you for admission. Even in that 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 required to submit the scorecard that has the same score on the printout. You may need to resubmit a copy if score or name is unclear.
- **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 issued and sent by mail to the examinee on the 13th day after taking the test. You will be able to assign institutions for submitting the Forms for free for the next 30days. However, please do not have the form sent to the CIE for application, but instead, submit the form along with the rest of the required documents.
- IELTS has 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.
- Scores of TOEFL iBT Home Edition and IELTS Indicator are acceptable for internal screening. However, some partner universities do not accept those scores; therefore, you might need to retake the exam when applying to the prospective host university after successfully selected at the internal screening.

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

- In case of applications for non-English EX-R programs, applicants are required to submit an original (or its copy) of a scorecard 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 scorecard or official certification, the applicant's language ability will be determined through an **interview examination (on Sat. June 19th)** conducted by the CIE. (Unless all the requirements for each and every program the students wish to apply for 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 later to submit an original copy of a scorecard exceeding the required level when applying to your host university.
- **Please be sure to check that the scores you achieved do not expire before Wed. June 30th 2021.** 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.

Requirements for Graduate Applicants

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

Post-graduate students (both Master's and Doctoral students) are required to submit the form.

- Upon applying, please consult with your research supervisor regarding your objective to study abroad, and ask to fill out the "研究指導教員記入欄 (section for the research supervisor to fill out)" in the upper right of the form. Before consulting your supervisor, make sure to fill out "学生記入欄 (section

for the student to fill out)" in the lower center of the form. Please submit it along with other application documents by the application deadline.

- If you are graduating in March 2022, and intend to continue your studies as a graduate student, you will need to submit the form as well. If you already know who your research supervisor will be, please ask him/her to fill out the form. If you do not know who your research supervisor will be, please consult with the CIE at the time of your application.
- Whether you can study abroad for research or for coursework depends on study abroad programs; however, the detailed information may not be on the Program List. Therefore, please collect information through partner universities' websites or by contacting the research supervisor there on your own.
- If you wish to apply to graduate schools, please contact the CIE before you register through the website.

(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 who are assessed to have higher ability will be assigned to the programs that they have submitted as higher priorities.

- Academic performance (GPA)
- Language ability (TOEFL or other language proficiency tests)
- Written Study/Research Plan
- Examination for Undergraduate/Graduate School Nomination (content varies by school office)
- Interview Examination (Only for Non-English EX-R Programs)

② Interview Examination

The interview will be conducted online (using Zoom). The 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.**

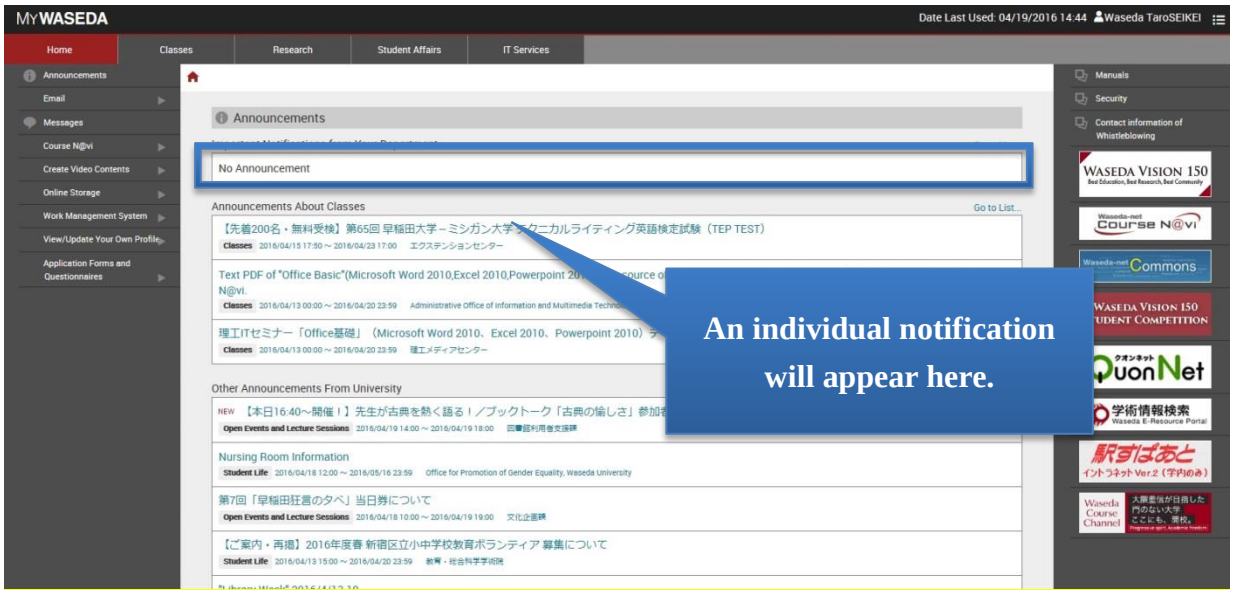
Date: Saturday, June 19,2021

To be taken by: Applicants for Non-English EX-R programs

- For students applying to a non-English EX-R program: if the host university does not provide a stipulated language requirement, or if the applicant is unable to submit an original (or its copy) of a scorecard or official certification at the time of application, the applicant's language ability will be determined through the interview exam.
- Applicants will not be exempted from the interview unless certificates satisfying all requirements for all the program applied to are submitted in full.
- **Programs other than those listed above (English EX/CS, Non-English EX-L/CS):**
  Written or 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.

② How to Confirm the Results of Internal Screening

The results of the internal screening for Spring recruitment will be posted on the "Announcements" column of MyWaseda from 13:00 on Wendesday, **June 30th, 2021.**
Log in to MyWaseda (https://my.waseda.jp/login/login) and go on 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)" with a tick on "International Exchanges"**

③ Applying to Multiple Programs

- **Applying to both CIE study abroad programs and undergraduate/graduate interdivision programs is not permitted**.
- However, if the screening result of a non-CIE program can be confirmed prior to the deadline of submitting CIE program application materials (that is, on Tuesday, June 9th), application to the 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.

7． 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 the 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 the 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 **July 2021～February 2022.**

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 required 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 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

- All the scholarship the CIE offers scholarships are not to be paid back **(grants)**.

  However, we cannot guarantee that all applicants will receive the scholarship. Therefore, **you must not plan your study abroad finances on the assumption that you will receive the scholarship** when submitting the application.

  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).
  Make sure to refer to the application guide to confirm the details of the documents you need to submit. Please pay attention to all of the information sent to you from the CIE.

(3) Obtaining a Visa and Purchasing 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 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 on 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 are 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. Please 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/

(4) Credits Earned during the Study Abroad Program

- Students may not be able to take or register for all of their desired courses at their host university due to various reasons, such as not having completed the necessary prerequisite courses or limitations on student capacity.
- Although the CIE has certified the quality of the contents of all programs, there is no guarantee that the credit you earned at your host university will be automatically transferred to credits at Waseda University.
- **The final decision regarding the 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 a credit transfer on your own. Credit transfer is not done automatically. Carefully check all details of the procedures.

8. Overseas Safety Travel Information

(1) Confirm overseas travel safety when selecting your program

- As written on p.33 of the "STUDY ABROAD HANDBOOK 2021-2022 (English Version)", it is the student's responsibility to confirm regional safety information when selecting where to study abroad. Please also note that caution must always be exercised when traveling and living abroad due to current international circumstances.
- Detailed travel safety information by country and region 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 the 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 the circumstances are. You may not go abroad to study without enrolling in this insurance program.**
- The cost of this insurance, approximately JPY172,890 for 12 months (reference amount as of December 2020) is a discounted rate compared to most of the 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 the 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.
- In principle, students who participate in the Fall 2021 study abroad program online (half-a-semester) do not need to take out the insurance.

(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.
- In principle, students who participate in the Fall 2021 study abroad program online (half-a-semester) do not need to subscribe to this service.

Contact

Waseda Global Gate, 1st Floor of the Center for International Education, Waseda University

Open Hours: 10:00 to 17:00, Weekdays
Consultation and Procedure Services: 12:00 to 17:00, Weekdays
Telephone Service: 9:00 to 17:00, Weekdays (03-3208-9602)
(※Office will be closed on Saturdays, Sundays, and holidays with no classes.)
Online Service: 12:00 to 17:00, Weekdays (by reservation)
E-mail out-cie@list.waseda.jp
※Subject to change depending on the COVID-19 situations.
※Opening days/hours differ during summer, winter and spring holidays.
※Make sure to mention your name, your affiliated school and what year you are currently in when you inquire by e-mail or phone.
※ Make a booking after checking on the CIE website for WGG online Consultation. https://www.waseda.jp/inst/cie/news-en/22016