

Study Abroad Programs Fall [Additional] Recruitment Application Guide (Deadline: January 2022)

The Center for International Education, Waseda University

Update on December 15, 2021

* Please copy the URL and paste it on a browser if you cannot open the page.

■Important Notice■

- ☐ Please thoroughly read this guide and the Program List, and apply only upon fully understanding the contents.
<https://www.waseda.jp/inst/cie/from-waseda/abroad/programlist/list>
- ☐ Withdrawal after the application deadline will not be accepted, in principle, including canceling some programs. Thus, please be sure to choose them carefully.
Should you need to withdraw for unavoidable circumstances, please let the CIE (out-cie@list.waseda.jp) know before 17:00 on January 24 (Mon.) .
- ☐ Even after students have been nominated as study abroad candidates, **CIE may recommend revocation of their program** immediately before departure or after departure due to the following reasons. Please note that in this case, the student must self-pay all expenses incurred up to that point, with no refund from CIE.
 - Poor learning attitude / academic failure
 - Not meeting the deadlines for application / not performing the needed procedures for application
 - Poor attendance to designated events, such as orientations
 - Apart from the factors above, those being determined by CIE as inappropriate for study abroad
 - The Situation of the spread of COVID-19 worsens

*Upon the decision by Waseda or the partner universities, the study abroad programs might be canceled or implemented in a different format depending on the information on MOFA's Travel Advice and Warning of Infectious Diseases and immigration conditions of respective countries, as well as the latest situation at the partner universities, including how they provide the classes.
- ☐ CIE's policy regarding study abroad starting in Fall 2022 under the COVID-19 situation is scheduled to be announced in May or June of 2022. Waseda University or the partner universities may decide to cancel study abroad or change the program format depending on the situation.
- ☐ [FYI] We set an "Exceptional Measure" for students who were planning to travel in the fall of 2021. As a general rule, travel for programs in countries or regions categorized as Level 2 or higher under the Ministry of Foreign Affairs of Japan's Overseas Infection Hazard Information were canceled. However, those who met certain conditions were allowed to travel under the exceptional measure.
- ☐ When students who have been selected as candidates for study abroad program through previous recruitment wish to apply.
→Please refer to the separate information sheet, "Important Notice".
- ☐ 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

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1	December 15	Published

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1. Overview of Programs

The programs are middle- and long-term study abroad programs where students study at our partner institutions overseas mainly for one academic year (one semester in some cases). The middle- and long-term programs are unique in their own ways, and we work with over 400 partner institutions.

(1) Applicable Programs

Programs designated by the CIE among those applicable in the Fall Recruitment for Study Abroad (Deadline: October 2021)

https://www.waseda.jp/inst/cie/assets/uploads/2021/12/Additional-Program_en.pdf

※ Please refer to the Program List on the CIE Website for the requirements of each program and detailed information.

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

(2) Name and Duration of Programs

When applying, be sure to confirm the duration of each program.

	Name		Duration
1	Double Degree Programs (DD)		1 year, 1.5 years, or 2 years
2	Exchange Programs	Regular Academic Programs (EX-R)	1 year or 1 semester
3		Language Focused Programs (EX-L)	
4	Customized Study Programs	Regular Academic Programs (CS-R)	
5		Language Focused Programs (CS-L)	

For details such as program features and expenses, refer to the below.

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

Notes on Program Duration

- As a general rule, the extension of program periods is not permitted. Students must return to Waseda University after their study abroad program and carry out the required procedures at their undergraduate or graduate school.
- As a principle, students are required to 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 the spring semester, students may be able to take courses in the latter half of the spring semester (summer quarter) through the “Extra Course Registration (帰国後登録)” system. Contact the office of your undergraduate/graduate school for details.

- 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.

2. Application / Screening Schedule

Date & Time	Contents& Venue
Friday, December 15, 2021	Announcement of the applicable programs for additional recruitment
12:00 on Wednesday, December 15, 2021 to 17:00 on Tuesday, January 11, 2022	Web application registration (application form on MyWaseda) ※ You will not be able to access the form after the deadline. Applications past the deadline will not be accepted for any reason.
Thursday, January 6, 2022 to 17.00 on Tuesday, January 11, 2022	Submission of required application documents → Please submit the documents in either of the following methods. ① Drop in a designated box at Waseda Global Gate on the 1 st floor of Bld. 22 ② Send by post (must be received by the deadline) ※ Documents arriving after the deadline (by post) will not be accepted for any reason.
Tuesday, January 18, 2022 to Sunday, January 23, 2022	Aptitude screening for undergraduate/graduate schools ※ Screening contents vary depending on the affiliated school ※ <u>Some undergraduate/graduate schools may conduct interviews.</u> In such a case, you will be contacted individually. Please follow their instructions.
13:00 on Monday, January 31, 2022	Screening result announcement (via Important Notifications from Your Department on MyWaseda)
TBA	Orientation for students nominated for the study abroad programs @ online ※ Mandatory to all candidates/ attendance will be recorded. ※ Detailed information will be sent by Waseda Mail to applicable students once decision is made.

- We do not accept or conduct any application registration, submission of documents, or screening outside the designated date and time.
- Please note that students who are not able to apply or take a screening as in the schedule will be ineligible for consideration.

*Participation in the Orientation for Internal Screening Candidates and the Pre-Departure Orientation is **mandatory**.

*The schedule for applying to partner institutions, receiving letters of admission, and traveling to & from the host country differs according to the partner institution.

*Students must confirm the partner institution's Academic Calendar on the institution's website.

3. Application Eligibility

Students will not be selected as a candidate unless they meet ALL the following conditions. Note that some undergraduate / graduate schools have separate criteria (other than the below) for eligibility.

Application Eligibility for All Programs															
<p>(1) <u>Whether you have applied for the Fall Recruitment for Study Abroad (Deadline: October, 2021) will not be asked.</u></p> <p>However, those who have already been selected as candidates for programs through the Fall Recruitment for Study Abroad (Deadline: October, 2021) are not eligible to apply.</p>															
<p>(2) 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 be outstanding both academically and in character.</p> <p>*Students may apply during the leave of absence, provided that they return to classes for the semester in which their study abroad period starts. They must also carry out the necessary steps (interview examinations, orientations, application to partner institutions, etc.) without fail while on leave of absence.</p> <p>*Students of the School of Human Sciences Online Degree Program are not eligible to apply due to its curriculum feature.</p>															
<p>(3) Students must understand the contents of the Written Pledge and have obtained consent from the guarantor before applying for the internal screening.</p> <p>*Make sure to obtain consent from the guarantor before making an application.</p>															
<p>(4) Students must meet <u>ALL</u> the requirements of the programs that they are applying for.</p> <p>Language Proficiency</p> <p>※ Please note that it is different from the Fall Recruitment for Study Abroad(Deadline: October, 2021)</p> <ul style="list-style-type: none"> ➤ Please submit an original (or copy) of the scorecard/official certificate which meets the required score set by the prospective host university. ➤ For EX-R programs that do not specify the required level/score in the Program List, please check the criteria set for each language as follows. <table border="1"> <thead> <tr> <th>Language</th><th>Application Criteria</th></tr> </thead> <tbody> <tr> <td>Chinese</td><td>HSK Level 5 *Chinese DD programs require grades and scores higher than HSK Level 5, 180</td></tr> <tr> <td>Germany</td><td>Goethe Zertifikat B2</td></tr> <tr> <td>French</td><td>DELFDALF B2</td></tr> <tr> <td>Spanish</td><td>DELE B2</td></tr> <tr> <td>Italian</td><td>CILS B2</td></tr> <tr> <td>Russian</td><td>TRKI/TPKI B2</td></tr> </tbody> </table>		Language	Application Criteria	Chinese	HSK Level 5 *Chinese DD programs require grades and scores higher than HSK Level 5, 180	Germany	Goethe Zertifikat B2	French	DELFDALF B2	Spanish	DELE B2	Italian	CILS B2	Russian	TRKI/TPKI B2
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Vietnamese	iVPT B2
<p>*If you wish to apply for a study abroad program in your mother tongue, please consult with the CIE.</p> <p>Required GPA</p> <ul style="list-style-type: none"> • Some programs set a specific GPA requirement. Applicants of these programs need to satisfy the requirement. • Please refer to page 12 of “Study Abroad Hand Book” for the formula to calculate GPA for the internal screening. <ul style="list-style-type: none"> * This calculation formula was established and has been used independently by the CIE, and <u>it is not the same one used by the undergraduate/graduate schools.</u> • First-year students of the undergraduate courses who do not have grades at Waseda University yet and are unable to calculate GPA are not eligible to apply for the programs that set GPA requirements. <p>Requirement on Nationality</p> <p>Some partner universities require students to have a specific nationality, and some do not accept students with dual nationality or permanent residency. If you think you might be applicable, <u>make sure to check with your guarantor if you have dual nationality or permanent residency.</u> Confirm the requirement on nationality on the Program List before applying.</p> <p>If you hold dual nationality or permanent residency but apply for a program that does not accept students with dual nationality and are selected as a candidate, you will not only be unable to participate in the study abroad program, but also you will be unable to choose another program. Also, you will lose eligibility to apply for future programs provided by the CIE.</p>	
Application Eligibility for SILS Students	
<p>SILS students must have attended <u>at least three semesters at Waseda university by the time of departure</u>, except for the exceptions below.</p> <p><Exception></p> <p><u>Those who enrolled in April and are applying for the EX program at their first semester at Waseda University</u></p> <p>*In principle, SILS students <u>cannot graduate at the end of the semester right after they complete their study abroad.</u></p> <p>*For SILS SP1 students, participating in two or more one-semester programs will <u>not satisfy the requirement, which is to go on a study abroad for a year (except for SP1 students who enrolled in 2019 and 2020).</u></p>	

4. Application for Internal Screening

Application is completed upon **both** “web application registration” and “submission of necessary documents” within the designated periods, and the applicant is considered as an official candidate. **No registration or submission will be accepted outside of the periods for whatever reasons.**

(1) Application for Internal Screening

① Web Application Registration

(Wednesday, December 15, 2021 – 17:00 on Tuesday, January 11, 2022)



- URL will be published on the CIE webpage.

<https://my.waseda.jp/application/detail/application-detail?communityContentLinkId=426108361>

- *Please refer to the separate information on the “[Web Application Registration Manual](#)” regarding web application registration.
- *You will not be able to access the page outside the application period.
- *The website may get very busy on the last day of the registration. Please complete registering your application well in advance.
- *Confirmation mail will be sent after registration (within 5 minutes). If you do not receive the e-mail, it means your registration was not successful. Please register again.



② Submission of Necessary Documents for Application

(Thursday, January 6, 2022 – 17:00 on Tuesday, January 11)



- Please download the necessary documents from the CIE website and submit them after completing the web application.
- Prepare an A4 size envelope and enclose necessary documents along with the “**Check List of the Necessary Documents for Application**” attached separately, and clearly remark “Enclosed: Application Documents for 2021 Fall (Additional) Recruitment” on the cover of the envelope and post it by the deadline in either of the following methods.

1) Drop into the BOX

Please prepare the documents and place it in the designated submission BOX at WGG **by 17:00 on Tuesday, January 11, 2022.**

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

* WGG Opening hours: Weekdays 10:00-17:00

* You cannot drop the documents before Thursday, January 6, 2022

* We do not check whether all the necessary documents are prepared at the time of submission.

2) By Postal Mail

Please post it to the following postal address, and it must be received by 17:00 on Tuesday, January 11.

Send the documents to :

**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**

〒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

* Make sure 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 are not able to answer to the inquiries about whether the documents have been received. Please use the delivery method above.

(2) Necessary Documents for Application

- Prepare all documents in A4 size on one-sided print. Staples/clear document folders are not necessary.
- Make sure to make a copy of the documents by yourself before submitting them, as they will not be returned once submitted.

- Please confirm all the documents at your own responsibility before submitting them, as you will be excluded from consideration for the screening if there is any insufficiency or lacking information.

1. Application Documents Check List
● Print out the designated format, fill out, and submit.
2. Study Abroad Program Agreement (1 Original Form)
<ul style="list-style-type: none"> ● Please be sure to use the most updated agreement form. Both student and guardian must read its contents thoroughly before giving signatures and seals. ● Guarantor's handwritten signature and seal are necessary. If your guarantor lives abroad or far, use postal mail and so on to obtain. ● Make sure to submit the original Agreement. ● Make a copy of the form after it has been given signatures and seals by both the student and the guardian, and share it with your guardian. ● If you have a foreign nationality and do not have a seal, a handwritten signature in addition to signing the name is required (including the guarantor's section). ● <u>All programs you are applying to through web registration require the prior consent of a guarantor.</u>
3. Academic Transcript in English (1 Original or 1 Copy)
*Refer to the separate information sheet, "Important Notice" for details.
4. Certificate of Official Language Test (1 Original or 1 Copy) * applicable students only
*Refer to the separate information sheet, "Important Notice" for details.
5. Assessment Form for Post-Graduate Student (1 Original) (+1 Copy of Acceptance letter to Master's course)* applicable students only
<ul style="list-style-type: none"> ● Use the designated form. ● Post-graduate students (both Master's and Doctoral) who are applying for study abroad programs are required to submit. ● This applies to the student who completes the undergraduate course in March 2022 and wishes to go to study abroad after moving up to the Master's course. In that case, please submit the acceptance letter along with the form. If you still do not know who the research supervisor will be, consult with the CIE before making an application. ● Whether you can study abroad for research or for coursework depends on study abroad programs. Please collect information on the website of your preferred host universities or contact the research supervisor whom you would like to work with at the university.
6. Chinese DD Statement of Purpose (1 Original) * Chinese DD applicants only
● Please write in Japanese or English using the designated format. Choice of language will not affect screening results in any way.



Students who have applied for study abroad programs in the past

Regarding the "Favorable Measures for Students who were Selected as Dispatch Candidates"

→Refer to the separate information sheet, "Important Notice".

5. Internal Screening Process

(1) Internal screening process to select students to go abroad

① Internal Screening

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

- Academic performance(GPA)
- Language ability (score of TOEFL or other language proficiency tests)
- Written study/research plan
- Motivation letter for application of documents (only Chinese DD)
- Examination for undergraduate/graduate school nomination (exam method varies by school)

*We are not able to answer inquiries about the competitive ratio or each program or screening result.

(2) Screening Process of Each Program

(a) Chinese DD Programs

- Statement of purpose is required.
- Details of the language proficiency requirement is as follow.

< At the time of application for the internal screening >

- Students are required to have obtained the grade and score higher than HSK Level 5, 180.
- Please refer to the separate information sheet, “Important Notice”, for the validity period of the score certificate.

(b) Non-English Programs (EX-R)

- Please refer to page 4-5 for details.

(c) English EX・CS, Non-English EX-L・CS Programs Other than Above

- The CIE will not hold interview examinations. Some undergraduate schools/graduate schools have interviews to assess aptitude for study abroad.

(3) Internal Screening Result

The result of the Study Abroad Programs Fall Recruitment will be published in the Announcements of MyWaseda at or after 13:00 on Monday, January 31 of 2022.

Login to MyWaseda (<https://my.waseda.jp/login/login>) as in below. The result will be notified in “Important notifications from Your Department”.

The screenshot shows the MyWaseda homepage. The top navigation bar includes 'ホーム', '授業', '研究', '学生生活', and 'ITサービス'. The left sidebar contains various links like 'お知らせ', 'メール', 'メッセージ', 'Course N@vi', etc. The main content area is titled 'お知らせ' and shows a list of announcements. A blue box highlights the 'お知らせなし' (No announcements) status. A blue callout bubble points to the 'お知らせ' section with the text 'Message will be displayed here'.

【Note】

- The result of the internal screening will be shown only for three months after the announcement.
- **Once 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”.**

(4) Applying for Multiple Programs

- **Applying to both CIE study abroad programs and undergraduate/graduate inter-division programs is not permitted.**
- **If the screening result of the non-CIE program can be confirmed before the deadline to submit the CIE program application documents (Tuesday, January 11), application to the non-CIE program will be permitted.** Please inform the CIE that you wish to withdraw your application for the CIE program once you are accepted for the undergraduate/graduate inter-division program.
- Regarding application for those who have already been selected as candidates for the study abroad programs through recruitments in the past
→Please refer to the separate information sheet, “Important Notice”.

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 the CIE. Please follow the instructions and proceed accordingly.

(1) Application to the Host University

- Students who have been selected as candidates after passing the internal screening are eligible to apply to the host universities as students recommended by Waseda University. They need to follow application procedures to the host universities.
- **This does not guarantee that the nominated students will be accepted 100% by the host universities to which they apply.** Please note whether the student can actually go to study abroad will be decided at the screening at the host university.
- Students studying abroad in Master’s or Doctoral courses need to inquire at their prospective host universities in advance, as many of those courses require approval from the research supervisors of the host universities. Also, please inform the CIE of the situation at the time of application.

(2) Application for Study Abroad Scholarship

- All the scholarships the CIE offers are **not to be paid back (grant)**. However, **do not consider the scholarship as a part of your study abroad finances** when you apply, as not all the applicants can receive the scholarship.
- Visit the CIE website for more details of the study abroad scholarship.
<https://www.waseda.jp/inst/cie/en/from-waseda/aid>
- You become eligible to apply for scholarships once you have been selected as a candidate for a study abroad program in the internal screening. (it is the only application opening for scholarship). **You cannot apply for a particular scholarship or set priorities;** 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 a possibility that your scholarship will be **paid after you return from your study abroad.**
- The application periods and guidelines for scholarships will be notified 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
Make sure to refer to the application guide to confirm the details of the documents you need to submit.

Please pay attention to the information regarding the scholarship sent from the CIE.

- Students who are studying abroad online are not able to apply for “Waseda Scholarships” and “JASSO Study Abroad Support System (agreement-based dispatch of student)”. All the students whose participating study abroad programs are determined will be notified if there is any change in the policy of scholarship provision. Please check the details of scholarships offered by external organizations.

(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. Also, required documents vary depending on the nationality or places of application. Please check the information on your own.
- In some cases, a bank balance certificate, proof of translation, and a copy of the bank passbook, etc., will be required. Also, some countries require students to transfer living expenses (sometimes the whole amount) to the designated bank account in advance. You must prepare such documents swiftly during application procedures. Make sure to confirm the latest information (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 **obtaining a visa and purchasing an airline ticket must be done entirely at the applicant’s responsibility.**

(4) Credits Earned during the Study Abroad and Transfer

- In all programs, students might not be able to enroll in their desired courses or school for such reasons that they have not completed the prerequisite courses, or there are limited numbers of students who can be accepted to take the course.
- Although the CIE has certified the quality of the contents of all programs, the credits you earned at your host university will not be automatically transferred as credits for the undergraduate/graduate school of Waseda University.
- The final decision regarding transferring the credits earned at the host university left to **the undergraduate/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. You must consult with your undergraduate/graduate school office in advance to avoid any misunderstandings.
- Credits will not automatically be transferred unless you apply for it. Please check all the details of the procedures.

7. Risk Management

(1) Check Overseas Travel Safety Information when Selecting a Program

- As stated in p33 of the “[Study Abroad Handbook 2021-2022 \(English\)](#)”, it is the student’s responsibility to confirm regional safety information when selecting where to study. Remember to be cautious when traveling and living abroad in the current international situation.
- MOFA provides up-to-date travel advice and warnings, databases of past information, security risk trends and countermeasures on its travel safety website (<https://www.anzen.mofa.go.jp/>).
- “Travel warnings” are issued in some regions. If you are considering selecting one of those regions as your study abroad destination, please think carefully about whether your study and research need to be done there and that is within the limit of your ability to assume full responsibility before making an application.

(2) Overseas Travel Insurance Required by Waseda University

- Students participating in CIE study abroad programs are **required to take out overseas travel insurance designated by Waseda University (Tokio Marine & Nichido Fire Insurance). You may not travel to study abroad without enrolling in this insurance program.**
- The cost of this insurance (approximately JPY 172,890 as of December 2020) is a discounted rate compared to other insurance programs.
- **In addition to this insurance designated by Waseda University, students must take out a health insurance program in their host countries.** The cost varies depending on the country, university, and the length of the contract. The premium ranges from JPY 30,000 to as much as
- Psychological disorders, dental treatments, pre-existing disorders are not covered by the insurance Waseda University requires. (Other conditions subject to compensation will be decided based on the provisions of the insurance policy).
- Waseda University's mandatory health insurance 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 2022 is scheduled to be determined around the end of December 2021.
- **Students who are participating in study abroad online do not need to take out insurance.**

(3) Applying for Overseas Cell Phone Rental Service

- In order to be able to handle various risks during the study abroad period, **all students who are going on study abroad programs must subscribe to an overseas cell phone rental service through the umbrella contract of the CIE.**
- Primary setup fees and monthly rental fees are basically free.
- Students only need to pay for the calls made and data used (including SMS mails). Please note that the prices for calls and SMS vary by country, and the cost of internet surfing may be very expensive in some countries.
- Students need to register their credit card details for payment purposes at the time of application for this rental service.
- **Students who are participating in study abroad online do not need to subscribe to this service in principle.**



Contact for Inquiry

- **About application, please make an inquiry after reading thoroughly this Application Guide.**
- **We are not able to answer to questions such as how to write the Study/Research Plan, screening method, or competitive ratio.**

<Waseda Global Gate 1st Floor>

- Opening Hours : Weekdays 10:00-17:00
- Consultation and procedures : Weekdays 12:00-17:00 (Reservation necessary)
- Online consultation service : Weekdays 12:00-17:00 (Reservation necessary)
- Telephone: Weekdays 9:00-17:00 (03-3208-9602)
- Mail address: out-cie@list.waseda.jp

- *Office is closed on Saturdays, Sundays, and holidays with no classes.
- *This information is subject to change due to the COVID-19 situation
- *Opening days and hours change during summer, winter, and spring holidays.
- *Please give your name, affiliated school, and year when you inquire by e-mail or telephone.
- *For the online consultation service, please check on the CIE website and book.
<https://www.waseda.jp/inst/cie/news/22015>