

Important Notice Regarding Fall [Additional] 2021 Recruitment for Study Abroad Programs

Updates

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| Dec. 15 | Published. |
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- ✓ Please make sure to read all the contents carefully if you are to apply to the Fall [Additional] 2021 Recruitment.
- ✓ Also, please refer to the Application Guideline for more details.

1. Application for Another Program by Study Abroad Program Candidates

- * Only for those who have already been selected as candidates for the study abroad programs through past recruitment.

→ Students who have already been chosen to be a candidate through past recruitments are not allowed to apply through the Fall [Additional] 2021 Recruitment for a program of which the period overlaps.

2. Program List

- List of Applicable Programs
https://www.waseda.jp/inst/cie/assets/uploads/2021/12/Additional-Program_en.pdf
- For program details, please refer to the Program List in the below URL in advance.
<https://www.waseda.jp/inst/cie/from-waseda/abroad/programlist/list>

This page contains essential information, such as application eligibility. Please read thoroughly, including notes.

- In the Program List, responses from the partner universities are stated as they responded.
- In addition, make sure to check the website of the partner universities as important information may be posted.

3. Necessary Documents

1) Language Proficiency Score Certificate

If you intend to use the score certificate already submitted in the Fall [Additional] 2021 Recruitment for Study Abroad Programs, you do not need to submit the certificate anew.
→ Please state that effect in the designated column in the checklist for the application documents.

① All Programs

- (1) Please prepare a certificate that shows the score, date of the exam, and name.
- (2) We accept a copy of the original and printout of a website though we only accepted the original till last year.
- (3) You need to submit the original certificate when the university you are applying to requests you to do so.
- (4) Note that some programs set the sectional scores, not only the total score.

- (5) If your score does not meet the required score even by one point, you will be excluded from the consideration for the program. Do not choose the program to apply to.
- (6) If the score becomes no longer valid after the internal screening at the time of the application to the host university or for a visa, you may be required to retake the exam.
- (7) Scorecard (including a copy) will not be returned in principle.
- (8) If you fail to submit the certificate that proves the score you entered at the web application, the score you entered becomes of no effect.

② English Programs

- (1) Only the score of TOEFL iBT / TOEFL ITP / IELTS / TOEIC / Eiken that were taken on or after February 1 of 2020 will be accepted for the internal screening.
- (2) Score certificate of “IELTS Indicator” and “TOEFL iBT ® Home Edition” is accepted when applying for the internal screening. However, please note that some host universities do not accept these scores.
- (3) The score of “TOEFL Essential” is not accepted, in principle, when applying for the internal screening. However, if the host university approves of the score, we may, as an exception, accept it.
- (4) Only Academic Module is accepted for IELTS.
- (5) <UK Only> Scores of IELTS for UKVI (SELT IELTS), not normal IELTS, is required for some EX Programs and CS-L Programs, including learning languages.

③ Non-English Programs

- Please submit the score certificate that is valid as of January 31, 2022 after making sure the validity period of your score.

<Favorable Measure for students who already have been selected as Candidates>

- You need to submit the language exam score certificate (a copy is accepted) when you wish to apply for this measure. Please write “departure timing” (Fall 2021 or Spring 2022), “name of the host university for which you have become a candidate”, and “application for the favorable measure” on a sticky note and attach.
- Upon application to the host universities after the internal screening, some require you to submit an original language score certificate which was taken within the valid period. (Such as some of the programs in the North America, students may need to submit the certificate right after the internal screening. Please prepare well in advance.)

2) Academic Transcript (in English)

Please submit the required academic transcript(s) (all in English) as in the table below.

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| Undergraduate Students | Transcript of the undergraduate school or high school |
| Master’ s Course | Transcript of the undergraduate school and the Master’ s Course |
| Doctoral Course | Transcript of the undergraduate school, the Master’ s Course, and Doctoral Course |

* If you are a first-year Master’ s student and are not able to submit the transcript of the Master’ s Course, a transcript of the undergraduate school will be applied.

* If you are a first-year Ph.D. student and are not able to submit the transcript of the Doctoral Course, transcripts of the undergraduate school and the Master's Course are applicable.

* If you are a Master's/Ph.D. student who has completed the undergraduate/Master's Course at another institution than Waseda University, please submit the transcript(s) in English issued by the institution(s) you have completed the course.

* **SILS students are not required to submit the transcript** (the transcript will be submitted through the school office to the CIE) *If you are a fourth-year student at the undergraduate school and is confirmed to enroll in the Master's Course at Waseda University, please submit the **Master's Course acceptance letter (copy)**. *The first-year students who cannot calculate the GPA because the transcripts at Waseda have not been issued yet are not able to apply for a program that sets the GPA requirement. Those students can apply for a program that does not set a GPA requirement. Please submit the **transcript of the high school** in that case.

* Transcripts (in English) are also obtainable at an automated certificate issuing machine.

<https://www.waseda.jp/navi/services/opentime-certificates.html>

* Copy is also accepted. Please note that a **printout of the "Web transcript" is not accepted**. You will need to submit the original if the university you are applying for requires the submission of the original.

4. Application to Selection

1) Application Period

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| Web registration period : Wednesday, December 15, 2021- 17:00 on Tuesday, January 11, 2022 |
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| Document submission period : Thursday, January 6, 2022- 17:00 on Tuesday, January 11 |
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* You need to complete both Web registration and document submission by the due dates to be accepted.

2) How to submit the application documents

Please submit the documents by one of the two methods stated below. **Make sure to read and check the details in the guideline.**

① By dropping into the box

→ Drop the documents into the designated box (located at Waseda Global Gate, the 1st floor of the Center for International Education) by the deadline.

② By mail

→ Mail the documents to the designated address to **be received by the deadline.**

5. (Only for those who live overseas) Issuance of Academic Transcript

→ If you currently live overseas and wish to issue an academic transcript, please use "Online Certificate Application System" from the link below.

<https://pay.f-regi.com/fc/waseda/certificate/en>

< Send to >

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

※ If you live in Japan, you may not submit your transcript certificate by this method.

Please use the Automated Certificate Issuing Machine to obtain the certificate and submit it together with other necessary documents.

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