Application Guide

Double Degree Program, WASEDA University   AY2024-2025

This document contains details about both requirements and application procedures for the Double Degree Program. Please read through this guideline and submit all requirements before the deadline.

0. Application Requirements / Application Periods

Please refer to the link below.

[Application Requirements](#)

<Application Periods>

《April entry》: November 1 to 20
《September entry》: February 1 to March 1

*There are "Online application" and "postal application".
 Submission of BOTH must arrive during the application period.

1. How to apply

・ Please follow the STEPs listed below.
・ Be sure to check the procedures carefully, since incomplete applications will not be accepted.

STEP1	Nomination by your home university
When	Varies by your home university

・ Your home university must nominate you for the first step. Please check with the staff in charge of the Double Degree Program at your home university.
・ There are application requirements such as language proficiency and GPA as well as limitations such as entrance periods, grades and departments, so please check these conditions thoroughly before making your selection. Application requirements are strictly enforced; if you do not meet the requirements, you cannot apply.

STEP2	Prepare for your application
When	April entry：August to October
	September entry：November to January (of the following year)

・Read and check the online application questions before the application starts

   Online application questions

・ Prepare the required documents

   "CHECKLIST for WASEDA Double Degree Program Application"

   * These documents must be mailed by post when applying.

<Essential points>

- The study plan is considered as an important criterion for the selection. If your statement of your intended study plan at Waseda is not clear, or if your intention is not in line with the content of the program, school or department that you wish to enter, you might not be selected. Therefore, please examine the curriculum carefully before applying.

- In cases where a score of a language-proficiency test is required, you are required to take the test and obtain an official score before you apply.

- Those who have no Japanese nationality and no status of residence are required to complete a COE application form.

STEP3	Online applications
When	April entry：November 1 to 20
	September entry： February 1 to March 1

・During the application period, information must be inputted into the online application form. The URL for the online application will be announced to the relevant staff in charge at partner universities.

・At the same time, the Copy of Passport (identification page) must be uploaded in scanned data form. Data such as mobile phone photographic data are not acceptable. Scans must be clear and legible.

・After you have inputted all the information into the Online Application Form, the confirmation screen will appear. The confirmation screen will show all the information that you have entered. Please print out the confirmation screen and submit them to your home university's program coordinator with a hard copy of your Passport.

STEP4	Sending the application documents by POST.
When	April entry ：November 1 to 20 September entry ：February 1 to March 1 　*MUST ARRIVE WITHIN THE PERIOD. 　*Submission of the online application (STEP3) is not the end of the 　 application process. You must complete this STEP4 as well.

・The application documents must be sent by trackable post through the partner university's study abroad coordinator.

・ We will not accept documents directly from students.

・Please refer to "CHECKLIST for WASEDA Double Degree Program Application"

STEP5	Screening by Waseda University
When	April entry: November to January September entry: March to May

・Screening will be conducted at the relevant undergraduate or graduate school, depending on the application materials received.

・The screening will take a few months, since a large volume of applications must be processed.

STEP6	Notification of acceptance
When	April entry：Late January September entry：Early June

・Waseda University will send an email titled "Notification of Acceptance" to the staff in charge at partner universities. Please reply by email with a completed "Housing Questionnaire (HQ)" (regarding residence matters such as dormitory assignment) attached.

・The notification of dormitory assignment will be sent in late February for April entry and in mid-July for September entry.

STEP7	Certificate of Eligibility (COE) will be sent from Waseda
When	April entry： Late February September entry：July for September

・We will contact you again regarding how we send the COE to you.

・Please include these documents with your visa application, which you will submit at your local Japanese embassy or Japanese consulate.

STEP8	Coming to Japan
When	April entry：Mid-March
	September entry：Early to mid-September

・Please come to Japan before the designated date.

・After arrival, students will be attending orientations, register their residence at the ward office, subscribe to national health insurance, open a bank account, attend an academic orientation at their undergraduate or graduate school, and register for their courses before classes start.