CHECKLIST for WASEDA Double Degree Program Application

Name (as shown in passport)	:		
Name of Home University	:	 	

1. Genereal Precautions

- In addition to entering the information on the online application form, the following documents on "2.Documents to be submitted by Postal Application" should be submitted through your home university's study abroad coordinator by trackable post-mail. We will NOT accept direct documents from students.
- The URLs for the procedures on "3. Procedures required AFTER the online application" would be sent to your exchange program coordinator from Waseda. Please be sure to complete these documents through each URL.
- Applicants must complete the entire application and turn it in along with this list. If there are any insufficient documents, the application cannot be accepted.
- All documents must have been issued within 6 months unless otherwise specified.
- Please type in all forms and print them on one-sided paper (no double-sided printing).
- If you are handwriting the forms, please make sure to use a black ballpoint pen. Do not use a pencil or an erasable ballpoint pen.
- If the original documents are written in a language other than English, a translation into <u>Japanese or English</u> prepared by an applicant's home university must be attached with an official seal if appropriate.
- •Submitted personal information will be used only for the purposes of admission to the double degree program.
- •The submitted application documents will not be returned under any circumstances.

2. Documents to be submitted by Postal Application

#	Name of Document	Note	Related URLs	Check		
\Diamond	♦ ALL applicants					
1	CHECKLIST for WASEDA Double Degree Program Application (This List)	After reviewing the information, check \checkmark the box on the right column, and submit it by post with other application documents.	_			
2	Study Abroad Agreement	Is it signed by the student and its guardian (parent/family member etc.) ?	Study Abroad Agreement			
3	Official Certificate of Enrollment issued by your home university	 The certificate must include: name of the university you are currently enrolled in, year you are in at the university (freshman, sophomore, etc.) at the time of this application, name of the school you are enrolled in, specification that you are attending as a full time student, and your scheduled graduation date. Is it issued within 6 months of application? 	1			

in case a transcript cannot be issued by the home university because the applicant has transferred from another institution and hasnot yet completed a full candemic year, the applicant must submit a transcript from the former university. [Graduate School Applicants] Both Undergraduate and Graduate Official Transcripts are needed. Undergraduate transcript must include the name of the degree conferred and the date of conferment. If this document is not available, you need to submit a copy of your Undergraduate diploma. [For Double Major/Degree Students] Students who are double majors at their home institution must submit all transcripts. If the original documents are written in other than English, translation into Japanese or English, issued by the applicant's home university must be attached with an official seal if appropriate. Is there a GPA on it? If not, submit a "Grading System Chart" (#13 on this list). Is the transcript for your current degree officially issued within 6 months of application and include your latest grades? Unofficial documents will not be accepted. Vou must prove you can cover expenses while in Japan with the following documents. The amount must be more than 1,440,000IPY/year or 720,000IPY/semester. Basically, please select A or/and B listed below. Select C only if you cannot cover the expenses by only A/B. This is because C may take a little longer process to check, You can combine A-C to meet the required amount: A if you are financing yourself ("Recommended) Cofficial Bank Balance Certificates If you'd bank official and or organization office stamp. A hard copy of a web page is accepted if all of the above information are on it. B if someone other than yourself is covering your expenses "How the formation or the harm of organization from for COE. C if scholarship is covering your expenses Certificate of Scholarships The Certificate (or letter) must clearly state the name of organization providing the fund to you, amount of scholarship available during your visitin					П 1
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available during your visiting period, issuing date and signature					
or the randing organization and/or stamp or the organization.			of the funding organization and/or stamp of the organization.		
D: Others Submit a Certificate of Loan, etc.			D: Others Submit a Certificate of Loan, etc.		

6	ID Photograph Sheet for Application	 Paste FOUR ID photos on the sheet and send (through your program coordinator) by post. Note that photos that are the same as your passport photo CANNOT be accepted. We cannot accept photos taken with a mobile device. 	ID Photograph Sheet for Application		
7	Letter of Nomination	· Is it signed by the Program Coordinator of your home university?	<u>Letter of</u> Nomination		
		• Is the letter issued within the last 6 months?			
8	Letter of Recommendation	 Is the Recommender a faculty member of your home institution (full time professors or full time teaching lecturers)? 	Letter of Recommend		
		 Is all the Recommender's information filled in and autographed by the Recommender? 	<u>ation</u>		
\Diamond A	applicants applying to Graduate	School			
9	A Copy of Undergraduate Diploma	 Please submit a certified copy of Undergraduate Diploma, authorized with the official stamp by the home university. 	_		
10	【For Doctoral level only】 A copy of MA. Dissertation	_	_		
11	【For Doctoral level only】 Summary of MA. Dissertation	_	_		
	pplicants applying to Japanese-I pplicants applying to English-Ba	Based program OR seed program whose native language is NOT English			
12	Language Proficiency Score	 Applicants for English Based Program: TOEFL,IELTS etc. (depends on school) Applicants for Japanese Based Program: JLPT, EJU (depends on school) Only official certificate which is valid at the time of application is acceptable. If you don't have an English language certificate but are currently enrolled in a program where the primary language of instruction is English, certificate issued by your home university which confirms your enrollment will substitute for the language certificates. TOEIC IP Score and CAE(Cambridge English) are not acceptable. For TOEFL and IELTS certificates, the certificate must have been issued within 2 years of application. 			
♦ IF your transcripts does not provide a grading system chart					
13	Grading System Chart	_	_		
٥ı	F you have any mental or physic	al disabilities/concerns			
14	Support Letter from home university	Submit if you answer "yes I have a mental/ physical concerns and disabilities and I need support while being in Japan."			
15	Student's Condition Report	Submit if you answer "yes, I have a mental/physical concerns and disabilities" whether or not you need support from Waseda.	_		

\Diamond s	♦ Supportive documents may be necessary for specific applicants					
16	Educational background	Submit if you have more to write on your online application Q37-42 (school information)	ı			
17	Additional comments regarding the submitted documents (if any) *We may not respond to your comments.	Please write here; ()	ı			

3. Document to be submitted on the online application form

	#	Name of Document	Note	Related URLs	Check
<	\Diamond A	ALL applicants			
	18	Copy of Passport (Identification page)	 Upload the copy directly on the online application form. If your passport is to expire before enrolling at Waseda University, upload the data of a letter stating so and your old passport. Please subit the data of your new passort after renewing it. Are the photographs and letters clearly printed? 	Standards for submitted photos	

4. Procedures required AFTER the online application

#	Name of Document	Note	Related URLs	Check		
\Diamond	> ALL applicants					
19	Academic Study Plan	 The purpose of this document is to examine whether your interests match the curriculum of the school (major) at Waseda. It must be focused on studying at school (major), NOT outside of classes. If you apply for an English based program, write in English; if you apply for a Japanese based program, write in Japanese Submit through the prescribed URL you receive by email soon AFTER the online application (The "Answer ID" would be automaticlly sent to you right after you completed your online application). 	How to submit Academic Study Plan	Submit it AFTER the online application		
20	Application for Certificate of Eligibility (COE) *Japanese nationals do not have to apply for this.	 Submit through the prescribed URL you receive from your program coordinator by email soon AFTER the online application (The "Answer ID" would be automaticlly sent to you right after you completed your online application). We reccomend you to refer to the sample before the application period begins to prepare in advance (Please be sure that it is just a sample and you will have to apply on the form mentioned above.) Those who have a Japanese citizenship including dual citizenship CANNOT apply for a COE (In this case, enter Japan with your Japanese passport). Waseda University does not apply for your COE for other purposes such as internships or studies at Japanese language schools. 	<u>Sample</u>	Submit it AFTER the online application		