

# CHECKLIST for WASEDA Double Degree Program Application

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

- After reviewing the information, check ✓ the box on the right column, and submit this checklist with all other application documents.

## 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 **Japanese or English** 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
◇ ALL applicants				
1	CHECKLIST for WASEDA Double Degree Program Application (This List)	After reviewing the information, check ✓ the box on the right column, and submit it by post with other application documents.	—	<input type="checkbox"/>
2	Study Abroad Agreement	Is it signed by the student and its guardian (parent/family member etc.) ?	<a href="#">Study Abroad Agreement</a>	<input type="checkbox"/>
3	Official Certificate of Enrollment issued by your home university	<ul style="list-style-type: none"><li>• 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.</li><li>• Is it issued <b>within 6 months</b> of application?</li></ul>	—	<input type="checkbox"/>

4	Official Transcript(s)	<p>【Undergraduate Schools Applicants】</p> <ul style="list-style-type: none"> <li>• In case a transcript cannot be issued by the home university because the applicant has transferred from another institution and has not yet completed a full academic year, the applicant must submit a transcript from the former university.</li> </ul> <p>【Graduate School Applicants】</p> <ul style="list-style-type: none"> <li>• Both Undergraduate and Graduate Official Transcripts are needed.</li> <li>• Undergraduate transcript must include the name of the degree conferred and the date of conferment.</li> <li>• If this document is not available, you need to submit a copy of your Undergraduate diploma.</li> </ul> <p>【For Double Major/Degree Students】</p> <ul style="list-style-type: none"> <li>• Students who are double majors at their home institution must submit all transcripts.</li> <li>• 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.</li> <li>• Is there a GPA on it ? If not, submit a "Grading System Chart" (#13 on this list) .</li> <li>• Is the transcript for your current degree officially issued <b><u>within 6 months</u></b> of application and include your latest grades? Unofficial documents will not be accepted.</li> </ul>	—	<input type="checkbox"/>
5	<p>Documents concerning defraying expenses for COE</p> <p>*Japanese nationals do not have to submit these documents.</p>	<ul style="list-style-type: none"> <li>• You must prove you can cover expenses while in Japan with the following documents.</li> <li>• The amount must be more than 1,440,000JPY/year or 720,000JPY/semester.</li> <li>• 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:</li> </ul> <p>A: If you are financing yourself (*Recommended) &lt;Official Bank Balance Certificate&gt;</p> <ul style="list-style-type: none"> <li>* If your bank does not issue a balance certificate, please ask your bank to issue a letter that states your most up-to-date balance with information on the name of the account holder, issuing date and signature of 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.</li> </ul> <p>B: If someone other than yourself is covering your expenses (*Recommended) &lt;Official Bank Balance Certificate of the person covering your expense &amp; "Written Oath for Defraying Expenses"&gt;</p> <ul style="list-style-type: none"> <li>* The person covering the expenses must be the same person you fill in, in the section 26 (3) on application form for COE.</li> </ul> <p>C: If scholarship is covering your expenses &lt;Certificate of Scholarship&gt;</p> <ul style="list-style-type: none"> <li>* The Certificate (or letter) must clearly state the name of organization providing the fund to you, amount of scholarship available during your visiting period, issuing date and signature of the funding organization and/or stamp of the organization.</li> </ul> <p>D: Others Submit a Certificate of Loan, etc.</p>	—	<input type="checkbox"/>

6	ID Photograph Sheet for Application	<ul style="list-style-type: none"> <li>• Paste FOUR ID photos on the sheet and send (through your program coordinator) by post.</li> <li>• Note that photos that are the same as your passport photo CANNOT be accepted.</li> <li>• We cannot accept photos taken with a mobile device.</li> </ul>	<a href="#">ID Photograph Sheet for Application</a>	<input type="checkbox"/>
7	Letter of Nomination	<ul style="list-style-type: none"> <li>• Is it signed by the Program Coordinator of your home university?</li> </ul>	<a href="#">Letter of Nomination</a>	<input type="checkbox"/>
8	Letter of Recommendation	<ul style="list-style-type: none"> <li>• Is the letter issued <b>within the last 6 months</b>?</li> <li>• Is the Recommender a faculty member of your home institution (full time professors or full time teaching lecturers)?</li> <li>• Is all the Recommender's information filled in and autographed by the Recommender?</li> </ul>	<a href="#">Letter of Recommendation</a>	<input type="checkbox"/>
				<input type="checkbox"/>
				<input type="checkbox"/>
◇ Applicants applying to Graduate School				
9	A Copy of Undergraduate Diploma	<ul style="list-style-type: none"> <li>• Please submit a certified copy of Undergraduate Diploma, authorized with the official stamp by the home university.</li> </ul>	—	<input type="checkbox"/>
10	【For Doctoral level only】 A copy of MA. Dissertation	—	—	<input type="checkbox"/>
11	【For Doctoral level only】 Summary of MA. Dissertation	—	—	<input type="checkbox"/>
◇ Applicants applying to Japanese-Based program OR Applicants applying to English-Based program whose native language is NOT English				
12	Language Proficiency Score	<ul style="list-style-type: none"> <li>• Applicants for English Based Program: TOEFL, IELTS etc. (depends on school)</li> <li>• Applicants for Japanese Based Program: JLPT, EJU (depends on school)</li> <li>• Only official certificate which is valid at the time of application is acceptable.</li> <li>• 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.</li> <li>• TOEIC IP Score and CAE(Cambridge English) are not acceptable.</li> <li>• For TOEFL and IELTS certificates, the certificate must have been issued <b>within 2 years</b> of application.</li> </ul>	—	<input type="checkbox"/>
◇ IF your transcripts does not provide a grading system chart				
13	Grading System Chart	—	—	<input type="checkbox"/>
◇ IF you have any mental or physical 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."	—	<input type="checkbox"/>
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.	—	<input type="checkbox"/>

