

# CHECKLIST for WASEDA Exchange Program Application

Name (as shown in passport): \_\_\_\_\_

Name of Home University : \_\_\_\_\_

After reviewing, tick the box on the right column and submit this list with all other required documents.

Documents to be submitted	Note	Check
<b>All applicants must prepare documents 0 to 11</b>		
0 Checklist (This list)	After reviewing the information, check ✓ the box on the right column, and submit with all other application documents.	<input type="checkbox"/>
1 Copy of Passport (Identification page)	Is the expiration date after the date of travel? If your passport is being renewed, please submit a copy of your previous passport and a declaration of renewal.	<input type="checkbox"/>
	Are the photographs and letters clearly printed?	<input type="checkbox"/>
2 Academic Study Plan	It needs to be submitted through the prescribed URL you receive by email soon after the online application (because you need "Answer ID" to fill in and get it after application.)	submit separately
3 Study Abroad Agreement	Is it signed by the student and parent/family member (guardian)?	<input type="checkbox"/>
4 Official Certificate of Enrollment issued by the home university	Is it issued <b>within 6 months</b> of application?	<input type="checkbox"/>
5 Official Transcript(s) and Grading System Chart A copy of Undergraduate Diploma	Are undergraduate and graduate transcript listed?	<input type="checkbox"/>
	Submit Grading System Chart if your transcript does not include a grading system chart,	<input type="checkbox"/>
	Is the transcript for your current degree officially issued <b>within 6 months</b> of application and include your latest grades? Unofficial documents will not be accepted.	<input type="checkbox"/>
	If you are a graduate applicant, submit a copy of your undergraduate diploma	<input type="checkbox"/>
6 Application for Certificate of Eligibility (COE)	It needs to be submitted through the prescribed URL you receive by email soon after application (because you need "Answer ID" to fill in and get it after application.) *Japanese citizenship including dual citizenship CANNOT apply for a COE.	submit separately
7 Documents concerning defraying expenses for COE *Japanese citizenship including dual citizenship CANNOT apply for a COE.	*Amount must be more than 1,440,000JPY/year or 720,000JPY/semester. Official Bank Balance Certificate must be issued <b>after October 1, 2023</b> . In the case of a combined support, all relevant documents should be submitted.  (1) Finance by yourself (Student) *Recommended ▪ An Official Bank Balance Certificate under his/her own name (2) Finance by Supporter *Recommended ▪ An Official Bank Balance Certificate under supporter's name ▪ Written Oath for Defraying Expenses (3) Scholarship : A Certificate of Scholarship (4) Others A Certificate of Loan, etc.	<input type="checkbox"/>
8 ID photographs (on ID Photograph Sheet)	Is the photo that is different from the one in your passport submitted via the home university's coordinator?	<input type="checkbox"/>
9 Nomination Letter	Is it signed by the Program Coordinator of your home university?	<input type="checkbox"/>
10 Letter of Recommendation	Is the letter issued <b>within the last 6 months</b> ?	<input type="checkbox"/>
	Is the Recommender a faculty member of your home institution (full time professors or full time teaching lecturers)?	<input type="checkbox"/>
	Is all of the Recommender's information filled in and autographed by the Recommender?	<input type="checkbox"/>
11 Language Proficiency Score	Refer to the List of Documents section for the documents to be submitted. *TOEFL iBT My Best Scores, TOEIC IP Score, IELTS Online and CAE(Cambridge English) are not acceptable. For TOEFL and IELTS certificates, the certificate must have been issued <b>within 2 years</b> of application.	<input type="checkbox"/>
<b>Supportive documents (12 to 14) if applicable</b>		
12 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"/>
13 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"/>
14 Educational background	Submit if you have more to write on your online application Q37-42	<input type="checkbox"/>
15 Additional comments regarding the submitted documents (if any) *We may not respond to your comments.	Please write here;	