

Study Abroad Programs Fall [Additional] Recruitment Application Guide (Deadline: January 2024)

The Center for International Education, Waseda University

Released on December 11, 2023

* Please copy the URL and paste it on a browser if you cannot open the page.

◆Important Notice◆

- ☐ Please thoroughly read this guide and the Program List, and apply only upon fully understanding the contents. <https://www.waseda.jp/inst/cie/from-waseda/abroad/programlist/list>
- ☐ After you submit your application, the CIE may contact you regarding the submitted documents and online registration information. Since there are many cases that require an urgent response, **please be sure to check your Waseda email every day. Also, please be sure to check your junk mail folder.** The CIE assumes no responsibility whatsoever for any disadvantages incurred due to missed e-mails.
- ☐ As a general rule, students may not withdraw their application after the application deadline. Also, partial cancellation of the programs you applied is not allowed in principle, so please choose them carefully (on the other hand, each time there are a certain number of students who decide on their 9th or 10th choice. To ensure you will be able to study abroad, we recommend that you select as many schools of your choice as possible.)
In the unlikely event that you must withdraw under unavoidable circumstances, please contact the CIE by 17:00 on Friday, January 19, 2024.
- ☐ Once students have been nominated as study abroad candidates, as a general rule, they are not allowed to withdraw for their own reasons or change to another program. Withdrawal without an appropriate reason will result in loss of eligibility to apply for future middle/long-term study abroad programs run by the CIE (including cases where the applicant is denied acceptance by the local authorities due to misinterpretation of application requirements, etc.).
*Even if a participant needs to withdraw from the program due to sudden illness or other unavoidable cases, expenses such as cancellation fees, penalty fees, additional fees, etc. need to be borne by the student.
- ☐ Even after students have been nominated as study abroad candidates, Waseda University or the partner universities may decide to cancel study abroad or change the program format immediately before departure or after departure due to the following reasons. Please note that in this case, the student must self-pay all expenses incurred up to that point, with no refund from CIE.
 - Poor academic failure
 - Not meeting the deadlines for application / not performing the needed procedures for application

<ul style="list-style-type: none"> • Poor attendance to designated events, such as orientations • Apart from the factors above, those being determined by CIE as inappropriate for study abroad • The situation of the infectious disease such as COVID-19 or the international situation worsens
<input type="checkbox"/> Waseda University or the partner universities may decide to cancel study abroad or change the program format depending on the situation.
<input type="checkbox"/> Applying to both CIE study abroad programs and undergraduate/graduate inter-division programs is not permitted.
<input type="checkbox"/> Some programs have a minimum number of participants specified by the partner universities. Please note that even if a program is cancelled due to insufficient number of applicants, it will not be possible to transfer the program to another program.

Updates

	Date of Update	Contents (Items)
1	December 11	Released

Contents	Page
1. Overview of Programs	p.2
2. Application/Screening Schedule	p.4
3. Application Eligibility	p.5
4. Application Process	p.8
5. Internal Screening Process	p.13
6. Procedures for Candidates	p.15
7. Risk Management	p.17
<Appendix 1> Application Documents Check List *all students must submit	p.19
<Appendix 2> Study Abroad Program Agreement *all students must submit	p.20
<Appendix 3> Notes on Homestay	p.23

1. Overview of Programs

The programs are middle- and long-term study abroad programs that mainly last for one academic year (or one semester in some cases) during which students' study at our partner institutions. In cooperation with our overseas partner institutions, we offer programs with different features.

(1) Applicable Programs

Programs designated by the CIE among those applicable in the Fall Recruitment for Study Abroad (Deadline: October 2023)

https://www.waseda.jp/inst/cie/assets/uploads/2023/12/23Fall-Additional-Program-List_eng.pdf

* Please refer to the Program List on the CIE Website for the requirements of each program and detailed information.

<https://www.waseda.jp/inst/cie/from-waseda/abroad/programlist/list>

*From "TERM", select "秋募集 (2023 年 10 月締切分) 2023 Fall" to view the contents.

*We do not recruit programs in "Korea" and "Oceania (excluding CS)" regions for the Fall Recruitment.

(2) Name and Duration of Programs

When applying, be sure to confirm the duration of each program.

	Name	Duration
1	Double Degree Programs (DD)	1 year, 1.5 years, or 2 years
2	Exchange Programs	Regular Academic Programs (EX-R)
3		Language Focused Programs (EX-L)
4	Customized Study Programs	Regular Academic Programs (CS-R)
5		Language Focused Programs (CS-L)

! Important !

For details such as program features and expenses, please refer to the URL below.

<https://www.waseda.jp/inst/cie/en/from-waseda/abroad/1year>

Epecially for CS programs, a "Program Fee" will be charged separately instead of Waseda University's tuitions, so please carefully check your financial plan with your parents and guardians before applying.

*For details, please refer to the applicable PDF file by clicking on the button that says "Details".

Notes on Program Duration

- The extension of program periods is not permitted. Students must return to Waseda University after their study abroad program and carry out the required procedures at their undergraduate or graduate school.
- Students cannot take courses at Waseda University during their study abroad period.
 - *Even during the study abroad period, depending on when students return to Japan, they can take courses offered during the summer or winter quarter at Waseda University. To learn how to register and what courses are available, they need to confirm with their affiliated undergraduate/graduate school office and the undergraduate/graduate school offering the course.
- If students choose to return to Japan for personal reasons, they will not receive refunds for program fees (including program development and operation fees), double degree registration fees, Waseda University's tuition, or any other expenses associated with the program.

2. Application/Screening Schedule

Date & Time	Contents& Venue
Monday, December 11, 2023	<ul style="list-style-type: none"> ➤ Release of the Application Guide (English ver.) ➤ Announcement of the applicable programs for additional recruitment
12:00 on Monday, December 18, 2023 ~ 17:00 on Wednesday, January 10, 2024 *Excluding the period of Campus Closure	<ul style="list-style-type: none"> ➤ Start of the application registration → Both procedures (1) and (2) below must be completed by the due date. (1) Online Application Registration <ul style="list-style-type: none"> • Please register through application form on MyWaseda. The URL can be found on the Application Guide. • The website becomes difficult to access just before the application deadline (Jan.10 17:00) because of high volume of access. Please register well advance. • You cannot access the form after the deadline. Applications will not be accepted for any reasons past the deadline. (2) Submission of Necessary Documents Please submit the documents in either of the following methods. <ul style="list-style-type: none"> ① Drop in a designated box at Waseda Global Gate (WGG) ,1st floor of Bldg. 22 ② Send by post (must be received by 17:00 of Wednesday, January 10, 2024). * Document submitted/arrived past the due date will not be accepted for any reason.
Friday, December 29, 2023 ~ Monday/Holiday, January 8, 2024	<ul style="list-style-type: none"> ➤ All offices closed due to the Campus Closure (WGG is also closed) *During this period, we will not be able to accept documents submission or respond to inquiries. Since the deadline will be shortly after the simultaneous holidays, please complete any inquiries related to your application before this period.
Monday, January 15 ~ Friday, January 19, 2024	<ul style="list-style-type: none"> ➤ Aptitude screening for undergraduate/graduate schools Screening methods vary depending on the affiliated school. <u>Some undergraduate /graduate schools may conduct interviews.</u> In such a case, you will be contacted individually. Please follow their instructions.
After 13:00 on Thursday, February 1, 2024	<ul style="list-style-type: none"> ➤ Announcement of Internal Screening Results (via Important Notifications from Your Department on MyWaseda)
TBA	<ul style="list-style-type: none"> ➤ Orientation for Internal Screening Candidates 【online / participation is mandatory】 * The attendance will be recorded. *Detailed information will be sent to applicable students by Waseda e-mail.

3. Application Eligibility

Applicants must meet **ALL** the following conditions (if you do not meet any of the eligibility requirements, you will not be selected as a candidate). Note that some undergraduate / graduate schools have separate criteria (other than the below) for eligibility.

Application Eligibility for All Programs

- (1) **Those who applied for the Fall Recruitment for Study Abroad (Deadline: October, 2023) are also eligible to apply.**

However, those who have already been selected as candidates for programs through the Fall Recruitment for Study Abroad (Deadline: October, 2023) are not eligible to apply.

- (2) Students must be **enrolled at Waseda University as full-time, degree-seeking students** at the time of application and during their study abroad period, and **be outstanding** both academically and in character.

*Students may apply during the leave of absence, **provided that they return to classes for the semester in which their study abroad period starts.** They must also carry out the necessary steps (interview examinations, attendance at orientations, application to partner institutions, etc.) without fail while on leave of absence.

*Please refer to the School Study Guideline and website of your undergraduate/graduate school for the application eligibility criteria set by each school.

*Students of the School of Human Sciences Online Degree Program are not eligible to apply due to its curriculum feature.

*If you plan to graduate without returning to Waseda University after completing your study abroad, please make sure to confirm with your undergraduate/graduate school office whether you are eligible to apply before submitting your application.

- (3) Students must understand the contents of the Written Agreement and have obtained consent from your parents and guardians.

*Make sure to obtain consent from the guardians before making an application.

- (4) Students must meet **ALL** the requirements of the programs that they are applying to.

Language Requirement

***Please note that the language requirements for the internal screening of Additional Recruitment may differ from those of the Fall Recruitment for Study Abroad (Deadline: October, 2023).**

- Students need to meet the language proficiency requirement of their preferred programs at the time of application for the internal screening. Each language requirement stated on the Program List is a minimum requirement for application. Therefore, **if students fail to meet the requirements (including specific section score requirements) by even 0.5 points, they will be excluded from consideration for the internal screening.**
- Students who wish to participate in a native language program must also submit an official score

certificate that meets the required scores for the desired program.

English programs in general	<ul style="list-style-type: none"> • <u>At the time of application for internal screening</u>, students need to be able to submit scores that meet the requirement of preferred programs. • For the programs that is stated as “*If you are applying only for this program, you do not need to submit a certificate/scorecard that proves your English proficiency.” in Q12-C on the Program List, score submission is not required. 												
Non-English DD or EX-R	<ul style="list-style-type: none"> • <u>At the time of application for internal screening</u>, students need to be able to submit scores that meet the requirement of preferred programs. • For non-English EX-R or DD programs that do not specify the required level/score in the Program List, the following criteria is set for each language for internal screening. • You must submit an official certificate of the applicable language test. Please note that if you do not have the certificate, or if you do have a certificate but have not reached the specified level/score, you will be ineligible to apply to the program. <u>Also, please note that score certificates other than those listed will not be accepted for internal screening.</u> <table border="1"> <thead> <tr> <th>Language</th><th>Application Criteria</th></tr> </thead> <tbody> <tr> <td>Chinese</td><td>HSK Level 5 *Chinese DD programs require grades/scores, of HSK Level 5/180 or higher.</td></tr> <tr> <td>Germany</td><td>Goethe Zertifikat B2</td></tr> <tr> <td>French</td><td>DELFI/DALF B2</td></tr> <tr> <td>Spanish</td><td>DELE B2</td></tr> <tr> <td>Italian</td><td>CILS B2</td></tr> </tbody> </table>	Language	Application Criteria	Chinese	HSK Level 5 *Chinese DD programs require grades/scores, of HSK Level 5/180 or higher.	Germany	Goethe Zertifikat B2	French	DELFI/DALF B2	Spanish	DELE B2	Italian	CILS B2
Language	Application Criteria												
Chinese	HSK Level 5 *Chinese DD programs require grades/scores, of HSK Level 5/180 or higher.												
Germany	Goethe Zertifikat B2												
French	DELFI/DALF B2												
Spanish	DELE B2												
Italian	CILS B2												
Non-English EX-L and CS-L	<ul style="list-style-type: none"> • Students can still apply for a program even if they cannot submit a score certificate at the time of application for internal screening. However, if required by the host university, students must submit a score certificate that satisfies the required score (or a letter of recommendation if the host university accepts) to the host university by the designated date. 												

【Important】 Language requirement stated on the Program List is a minimum requirement of application for the program. If each department has its own specific language requirements, you must further fulfill those requirements of your preferred department before the application to host universities. Please note that the language requirement for science may have been set relatively low in some countries (e.g., the U.K.), and there have been some cases where students majoring in humanities/ liberal arts/social sciences who, even though already decided as the candidate, have only been able to select a science department.

- * Please note that some universities have separate language requirements for graduate students.
- * Be sure to check the language requirements under Details (Program Overview) in the Program List.

GPA Requirement

- Students need to satisfy the GPA requirement if the program that you wish to apply sets the specific GPA criteria. This is the minimum requirement for applications determined by partner universities. If you do not meet the requirement of the program you wish to pursue, **you will not be considered for internal selection.**
- Please refer to page 12 of "[Study Abroad Guidebook](#)" for the formula to calculate GPA for the internal screening.
 - * This calculation formula was established and has been used independently by the CIE, and **it is not the same one used by the undergraduate/graduate schools.** Please calculate your grades on your own by checking the "Grade Report" on MyWaseda.
- First-year students of the undergraduate courses who do not have grades at Waseda University yet and are unable to calculate GPA are not eligible to apply for the programs that set GPA requirements.
 - * However, graduate students with an undergraduate degree from Waseda University can apply for programs with a GPA requirement as an exception, since GPA can be calculated based on the undergraduate grades.

Nationality Requirement

- Please check it carefully as some partner universities may not accept application from certain nationalities.
- Some universities do not accept students with dual nationality or permanent residency. If you think you might be applicable, make sure to check it with your guardians.

Application Eligibility for SILS Students

In principle, SILS students must have completed at least three semesters at Waseda University by the time of departure.

<Notes>

- SILS students, **as a general rule, cannot** graduate at the end of the semester immediately after the completion of their study abroad program, regardless of whether it is a program under the university-wide agreements, departmental agreements, or any other program.
- For SILS SP1 students (except for SP1 students who enrolled in 2019 and 2020), participating in two one-semester programs **will not satisfy** the graduation requirement, which is to go on a study abroad for a year (Participation in a program with a one-year study abroad period is required).

4. Application Process

- Application is completed upon **both** “online application registration” and “submission of necessary documents” within the designated periods, and then the applicant is considered as an official candidate.
No registration or submission will be accepted after the designated periods for whatever reasons.
- You may register up to your tenth choice of program in the online application (only if you meet the application requirements of those programs). Based on this information, the CIE will conduct screening and announce the results on February 1, 2024. If you pass the internal screening, you will be selected as a candidate for one of the programs.
 - *Please note that students may not be selected for any of the programs of their choice as a result of competition with other students.
- Also, the CIE does not disclose the competitive ratio for individual programs or types of programs.

(1) Application for Internal Screening

① Online Application Registration

(12:00 on December 18 (Mon.), 2023 – 17:00 on January 10 (Wed.), 2024)



- URL will be published on the CIE webpage.

<https://my.waseda.jp/application/detail/application-detail?communityContentLinkId=549384450>

*** Please refer to the “Online Application Registration Manual” on separate sheet for details on online application registration.**

* You will not be able to access the page outside the application period.

* The website may get very busy on the last day of the registration. Please complete registering your application well in advance.

* Confirmation e-mail will be sent after registration (within 5 minutes).

<Email Sample>



If you do not receive the e-mail, it means your registration was not successful. Please register again.

*** You can correct the information you entered only during the online application period. You are responsible for final confirmation of the contents you entered in the form.**

***You cannot confirm the contents you have entered after the online registration deadline.**

Therefore, please be sure to print the contents of the application before the deadline (CIE will not accept any questions regarding registered information and its confirmation).



② Submission of Necessary Documents

(12:00 on December 18 (Mon.), 2023 – 17:00 on January 10 (Wed.), 2024)



- Please download the necessary documents from the CIE website and submit them after completing the online application.
<https://www.waseda.jp/inst/cie/news-en/35354>
- Prepare an A4 size envelope, enclose necessary documents, and submit it by the deadline in either of the following methods below. There is no need to write anything on the envelope (except the address if mailing).

1) Drop into the BOX

Please place the documents in the designated submission BOX **by 17:00 on Jan. 10 (Wed.)**.

Location : Waseda Global Gate (WGG), 1st floor of Bldg. 22

* WGG Opening hours: Weekdays 10:00-17:00 (excluding the period of Campus Closure)

* You cannot drop the documents before the application period.

* We do not check whether all the necessary documents are prepared at the time of submission.

2) By Postal Mail

Please post it to the following postal address, and it **must be received by 17:00 on Jan 10 (Wed.)**.

< Postal Address >

Dispatch Team of the Center for International Education, Waseda University
Waseda Global Gate, 1-7-14, 1st Floor of Bldg. 22
Nishi Waseda, Shinjuuku-ku, 169-0051 Tokyo, Japan

- * Be sure to send the documents by a trackable delivery method such as registered postal mail. Please note that the CIE does not take responsibility or liability for any loss of documents (e.g., due to insufficient postage charges). We are not able to answer to the inquiries about whether the documents have been received so please use the delivery method above.

(2) Necessary Documents for Application

- Prepare all documents in A4 size on one-sided print. Clear document folders are not necessary.
- Make sure to make a copy of the documents before submitting them, as they will not be returned once submitted.
- Please confirm all the documents at your own responsibility before submitting them, as you will be excluded from consideration for the screening if there is any insufficiency or lacking information.

1) List of the necessary documents

1. Application Documents Submission Check List
Please download, print, fill out and submit the designated format.
2. Study Abroad Program Agreement (1 original)
<ul style="list-style-type: none"> ● Both student and guardian must read its contents thoroughly before giving signatures. ● Guardian's handwritten signature is necessary (signatures made with pencil or erasable (friXion) pen are not acceptable). If your guardian lives abroad or far, use postal mail or other methods to obtain. ● Make sure to submit the original document. ● Make a copy of the form after it has been given signatures by both the student and the guardian, and share it with your guardian. ● <u>All programs you are applying to through online registration require the prior consent of a guardian.</u>
3. Academic Transcript in English (1 original or copy of the original)
<p>Academic Transcript is <u>different from the "GPA Certificate"</u> which shows your GPA on the paper. Please double-check before submitting.</p> <ul style="list-style-type: none"> • Academic Transcript (Sample) ⇒ ○ • GPA Certificate (Sample) ⇒ × <p>① Students <u>not in</u> SILS → Please check the details in the link below and submit the latest transcripts issued. https://www.waseda.jp/inst/wpo/en/students/certificate</p> <ul style="list-style-type: none"> * <u>Please note that a printout of the "Web Grade Report" screen is not acceptable.</u> * You will be required to submit the original copy of the transcript when the partner university you are applying to requires so. <p>② SILS students → SILS students are not required to submit the academic transcript as it will be submitted by the school office.</p>

<p>③ Master's course students (*)</p> <p>→ Please submit the academic transcripts of the undergraduate AND master's courses.</p> <p>④ Doctoral course students (*)</p> <p>→ Please submit the academic transcripts of the undergraduate, master's, AND doctoral courses.</p> <p>(*) If you have completed the undergraduate/master's courses other than Waseda, please submit academic transcripts in English issued by the institution(s) you completed the course(s).</p> <p>⑤ The first-year students whose academic transcript is not obtainable yet</p> <p>→ Please submit the academic transcript (in English) of high school.</p>
4. Certificate of Official Language Test (1 copy of the original) * applicable students only
* Details to follow.
5. Assessment Form for Post-Graduate Student (1 original) (and 1 copy of Acceptance Letter to Master's course) * applicable students only
<ul style="list-style-type: none"> ● Use the designated form. ● Post-graduate students (both Master's and Doctoral) who are applying for study abroad programs are required to submit. ● This also applies to those who are undergraduate students when apply, and wish to go to study abroad after moving up to the Master's course. In that case, please submit the acceptance letter along with the form. If you still do not know who the research supervisor will be, consult with the CIE before making an application. ● There may be cases in which some graduate school offices do not allow students to start studying abroad at the same time they enter the graduate school. Please confirm with the graduate school you will enter in advance whether or not this is possible. ● Whether you can study abroad for research instead of participating the regular coursework depends on study abroad programs. Please collect information on the website of your preferred host universities or contact the research supervisor whom you would like to work with at the university.
6. Chinese DD Statement of Purpose (1 original) * Chinese DD applicants only
Please write in Japanese or English using the designated format. Choice of language will not affect screening results in any way.

2) Notes regarding the official language score certificate

① For all the programs

- (1) Only official score certificate with an examination date of **February 2 of 2022** or later will be accepted for the internal screening.
- (2) Scores of the language tests which are not listed on the Program List will not be accepted.
- (3) Prepare a certificate that contains the score, examination date, and full name in one document.
- (4) A copy of the original or print out of the web page are acceptable.

- (5) You will need to submit the original copy of the certificate when the partner university you are applying to requires to do so.
- (6) Some programs set a base score not only for the total score but for each section.
- (7) 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. If the retake result is lower than the score at the time of the internal screening, you may not be accepted by the host university.
- (8) The official score certificate will not be returned in principle; therefore, we recommend you submit a copy of your scorecard.
- (9) If you fail to submit the certificate that proves the score you entered at the online application, the score you enter becomes of no effect. You are not allowed to replace your scores after the application deadline.
- (10) If you are submitting more than one score for the same type of test, please be careful how you enter them in the online application (please read the notes in chapter 9 of the application form carefully).
- (11) The CIE does not advise students about specific dates for taking the exam in time for the internal screening. Please check the websites of the organizations that conduct the examinations for information on how to apply and how long it will take until the results are announced, and plan accordingly.

② Official English score certificate

- (1) Score certificates of "IELTS Online" and "TOEFL iBT ® Home Edition" are accepted when applying for the internal screening. However, please note that in recent years, there are more cases in which the host university does not accept those scores (you may be asked to obtain a new official score certificate again after you are selected as a candidate). Please note that if you request a remark of your IELTS test result, your original scores will be locked during the remarking process and they cannot be used to apply for the internal screening.
- (2) Programs with a "(B)" next to the TOEFL iBT® score requirement on the Program List accept the MyBestScores. It is possible to apply to programs that accept MyBestScores and programs that do not at the same time, but please keep in mind that you must meet all the requirements of each program.
- (3) The score of "TOEFL Essential" is not accepted when applying for the internal screening.
- (4) Only Academic Module is accepted for IELTS.
- (5) **If both TOEFL iBT® and IELTS scores are listed on the Program List for the program to which you are applying, you may apply as long as you meet one of the requirements.**
However, if you are applying to more than one program, you will need to meet the requirements for each program and may be required to submit both TOEFL iBT® and IELTS

scores.

- (6) If your score does not meet the required score (including section scores) even by 0.5 point, you will not be considered for internal screening. DO NOT choose those programs to apply to.

5. Internal Screening Process

(1) Overview

The CIE will consider the following factors comprehensively.

→ Academic performance, Language skills (language proficiency test scores such as TOEFL®), study/research plan (to be entered in the online application), Statement of Purpose (for Chinese DD), Study abroad aptitude test at your undergraduate/graduate school (selection process varies depending on each school),

<Required documents / Selection Process for each program>

Some programs may require documents other than those listed in the table below, so please check carefully which program you are applying for.

	Submission Documents				
	Agreement	Academic Transcript	Language Score Certificate	Assessment Form for Post-Graduate Student	Statement of Purpose
EX-R(English)	✓	✓ (*2)	✓	Only if you are a graduate student at the time of participation (departure)	✗
EX-R(Non-English)			✓		
EX-L(English)			△ (*1)		
EX-L(Non-English)			△ (*1)		
CS-R(English)			✓		
CS-L(English)			△ (*1)		
CS-L(Non-English)			△ (*1)		
DD(Chinese)			✓		✓

- ✓ = Required △ = Depends on each applicable program and applicant ✗ = Not required
- Please refer to the table above regardless of the duration of your study abroad program. (e.g., The required documents and selection process for CS-L and CS-L(1S) are considered as the same.)
- (*1) Please check the language proficiency requirements on the Program List as each program may or may not require a language score.
- (*2) The method of submission differs depending on your affiliated school. Please refer to page 10-11.

(2) Study / Research Plan

Please answer the following questions on the application form when you submit your online application.

Chapter 11 【For all】 Study / Research Plan

- Please answer the following questions, in your own words, after careful consideration. (Minor grammar errors will not be considered for scoring, so please write this on your own.)
- Choice of language (Japanese or English) will not affect screening results in any way.
- Fill in either question 11-1/11-2 (Japanese) or 11-3/11-4 (English). Please type "N/A" in the answer column for the question that you do not fill in.
- Please do not use half-width bullet symbol (•) as it may be counted as four letters.

Question 11-1. Explain your objectives for studying abroad and how they relate to your academic area of interest (Approx. 800~1200 words in Japanese, 400~600 words in English)

Question 11-2. Please explain your reasons for your selection of universities (Approx. 400~800 words in Japanese, 200~400 words in English) .

*If you can explain your objectives/reasons consistently, you do not need to write for every one of your selected programs. However, if you are applying for programs conducted in different language(s), you will need to refer to each of those program(s) to clarify your objectives.

(3) Internal Screening Result

The result will be published in the Announcements of MyWaseda at or after 13:00 on February 1(Thu.) of 2024. Login to MyWaseda (<https://my.waseda.jp/login/login>) as in below. The result will be notified in “Important notifications from Your Department”.

The screenshot shows the MyWaseda homepage. The top navigation bar includes 'ホーム', '授業', '研究', '学生生活', and 'ITサービス'. The left sidebar contains various links like 'お知らせ', 'メール', 'メッセージ', 'Course N@vi', etc. The main content area is titled 'お知らせ' and contains several announcements. A blue box highlights the 'お知らせ' header, and a blue callout bubble points to the announcement list with the text 'Message will be displayed here'.

【Note】

- The result of the internal screening will be shown only for three months after the announcement.
- Once notification has been read, it will not be displayed in the “Announcements” column. If you wish to check the notification again, proceed to “Go to List...” on the right-hand side of the column, and click “Search (Click here to search announcements already read)” with a tick on “International Exchanges”.

6. Procedures for Candidates

If you are selected as a candidate for the study abroad program, you will need to follow certain procedures before, during, and after your study abroad. The main procedures are as follows. Details will be notified by the CIE. Please follow the instructions and proceed accordingly.

(1) Application to the Host University

- Students who have been selected as candidates after passing the internal screening will then need to complete the application process to their host universities.
- **Students are not yet accepted by their host universities** at the time they are selected as candidates in the internal screening. Please note the final decision on whether or not the student can actually go study abroad will be decided by the application and selection process of the host university.
- Students studying abroad in Master's or Doctoral courses need to contact their prospective host universities in advance, as many of those courses often require permission from the research supervisors of the host universities. Also, please inform the CIE of the situation at the time of application.

(2) Application for Study Abroad Scholarship

[Waseda University Scholarships and JASSO Scholarship]

- All Waseda University scholarships and JASSO scholarship the CIE introduces are not to be paid back (grant). However, do not consider the scholarship as a part of your study abroad finances when you apply, as not all the applicants can receive the scholarship. Please visit the CIE website for more details.
<https://www.waseda.jp/inst/cie/en/from-waseda/aid>
- You become eligible to apply for Waseda scholarships and JASSO scholarship once you have been selected as a candidate for a study abroad program in the internal screening (it is the only application opening for scholarship). You cannot apply for a particular scholarship or set priorities; however, you can apply to all applicable scholarships in one process.
- When you get the results of the application and/or receive the actual payment varies depending on the scholarship; please be aware that you may be notified/paid just before or even after your departure. There is also a possibility that your scholarship will be paid after you return from your study abroad.
- The application periods and guidelines for scholarships will be notified to the eligible study abroad program candidates after the internal screening results are announced.
- Documents Necessary for Application (tentative): scholarship application form, taxation/tax exemption certificate of your parents

Make sure to refer to the scholarship application guide to confirm the details of the documents you need to submit. Please pay attention to the information regarding the scholarship sent from the CIE.

【External Scholarships】

- Some programs require application submission through the CIE, while others accept students to apply directly to the respective organizations. The amount of money received and whether or not it can be received(combined) with other scholarships, etc., depends on the scholarship. For details, please check the CIE website.
<https://www.waseda.jp/inst/cie/from-waseda/aid/out-scholarship> (Japanese Only)
- Since application schedules vary from organization to organization, we strongly recommend that you gather extensive information in advance as you prepare your application.

(3) Obtaining a VISA and Purchasing an Airline Ticket

- Visas and residence permits are part of forms required to enter or reside in a certain country for a certain purpose and are stipulated according to the immigration laws of each country.
- The conditions, (application) procedures, and documents (forms, etc.), as well as fees required for obtaining a visa, will differ depending on your designated country and are subject to frequent change without prior notice. Also, required documents vary depending on the nationality or places of application. Please check the information on your own.
- In some cases, a bank balance certificate, proof of translation, and a copy of the bank passbook, etc., will be required. Also, some countries require students to transfer living expenses (sometimes the whole amount) to the designated bank account in advance. You must prepare such documents swiftly during application procedures. Make sure to confirm the latest information (necessary documents, application fees, application time slots) at the embassy and related websites of your host country.
- Depending on the country or visa, there are limits on the types of airline tickets you can obtain to pass immigration. Make sure to check such restrictions on your own.
- Please be aware that obtaining a visa and purchasing an airline ticket must be done entirely at the applicant's responsibility. The CIE is unable to assist with the procedures. Therefore, please check such information on your own well in advance to allow yourself extra time to do all the procedure.

(4) Accommodation Arrangements

- The type of accommodation and necessary procedures vary depending on the program. Please check the Program List carefully in the Details (Program Overview) section. If a PDF is available in Details (Program Overview), it may contain more detailed information.
- Please note that in some cases, you may need to make your own accommodation arrangements, as this is not always guaranteed.
- After you are accepted to the host university, you will receive detailed instructions on how to proceed with the specific procedures from the host university. Please respond to it promptly.

(5) Credits Earned during the Study Abroad and Transfer

- Please be aware in advance that there may be cases where students might not be allowed to enroll in their desired faculty, cannot register courses they wish to take, and are automatically registered for a certain number of courses other than those they wish to take depending on the program.
- Students need to go through a prescribed procedure to transfer their credits earned at their host university to Waseda University. Decisions with regard to credit accreditation will be made by the undergraduate/graduate school to which each student belongs, so please contact your school office for inquiries about the procedures. Please note that in some cases, students may not be able to graduate from Waseda within the standard period of study (4 years for undergraduate). You must consult with your school office in advance to avoid any misunderstandings.

7. Risk Management

(1) Check Overseas Travel Safety Information when Selecting a Program

- As stated in p33 of the “[Study Abroad Guidebook](#)”, it is the student’s responsibility to confirm regional safety information when selecting where to study. Remember to be cautious when traveling and living abroad in the current international situation.
- MOFA provides up-to-date travel advice and warnings, databases of past information, security risk trends and countermeasures on its travel safety website (<https://www.anzen.mofa.go.jp/>).
- “Travel warnings” are issued in some regions. If you are considering selecting one of those regions as your study abroad destination, please think carefully about whether your study and research need to be done there and that is within the limit of your ability to assume full responsibility before making an application.

(2) Overseas Travel Insurance Required by Waseda University (mandatory)

- Students participating in CIE study abroad programs are **required to take out overseas travel insurance designated by Waseda University (Tokio Marine & Nichido Fire Insurance).** **You may not travel to study abroad without enrolling in this insurance program.**
- In addition to this insurance designated by Waseda University, students must take out a health insurance program in their host countries if your host university or host country requires to do so (Regardless of the amount, there is no waiver for either one).
- It is also stated in the Study Abroad Agreement that such insurance is mandatory. Please sign the agreement after fully understanding the contents.

- Psychological disorders, dental treatments, pre-existing disorders are not covered by the insurance Waseda University requires. (Other conditions subject to compensation will be decided based on the provisions of the insurance policy).
- Waseda University's mandatory health insurance premiums will fluctuate according to the number of accidents and amount of compensation in the previous year.
- Be aware in advance that it will be necessary to remit the insurance fee to the specified insurance agent's bank account as soon as you are selected as a candidate for the host university.

(3) Submitting Overseas Contact Information (mandatory)

- All students are required to provide their overseas contact information (cell phone number) that you use in daily basis in case of an emergency during their study abroad period. Please follow the instructions of the CIE and report your contact information to Waseda University as soon as possible after you arrive your destination.



Contact for Inquiry

- **About the application, please make an inquiry after reading this application guide thoroughly.**
- **We are not able to answer questions such as how to write the Study/Research Plan, screening method, or competitive ratio.**

<Waseda Global Gate 1st Floor>

- Opening Hours : Weekdays 10:00-17:00
- Consultation and procedures (in person/online) : Weekdays 12:00-17:00 (by appointment only)
- Telephone: : Weekdays 9:00-17:00 (03-3208-9602)
- Mail address : out-cie@list.waseda.jp

*Office is closed on Saturdays, Sundays, and holidays with no classes.

*This information is subject to change due to the COVID-19 situation

*Opening days and hours change during summer, winter, and spring holidays.

*Please give your name, affiliated school, and year when you inquire by e-mail or telephone.

*For the online consultation service of WGG, please check on the CIE website and make an appointment. <https://waseda-cie-online.resv.jp>

留学センター使用欄 (*Applicants do not need to fill in.)

☐ 不備なし

☐ 不備あり

☐ 一次チェック ☐ 二次チェック

☐ 【誓約書】 () 提出なし () コピー () フォーム () 記載漏れ () 保記名[似] () フリクション・鉛

☐ 英文成績証明書 () 提出なし () ポータル

☐ 【語学スコア】 (TOEFL/IELTS/その他英/非英語) () 氏名なし

☐ 【大学院生推薦状】 () 提出なし () コピーのみ () 記載漏れ () 署名 () 不一致

Appendix 1

Application Documents Submission Checklist

Student ID Number	Name	Date Submitted
Waseda email address	Weekday daytime phone number we can definitely reach you at — — mobile • home • other ()	

* Please check your Waseda email frequently as you will be notified if any of the submitted documents are incomplete.

① Have you received the confirmation email of your online registration (refer to P.9 of the Application Guide)?

Circle(○) Yes or No below	Note
Yes	—
No	If you do not receive the e-mail, it means your registration was not successful. Please register again during the registration period.

② Did you print out the online application screen?

Circle(○) Yes or No below	Note
Yes	You do not need to submit this form to the CIE, but please keep it for your own record.
No	You will not be able to check what you have entered on the online application form after the deadline. There is no need to submit the form to the CIE, but be sure to keep the form at hand for your own record.

③ Have you placed all required documents (printed in A4 size) in an envelope?

Circle(○) Yes or No below	Note
Yes	There is no need to write anything on the envelope (except the address if mailing).
No	Incomplete or missing required documents may disqualify you from the internal screening.

④ Please circle the documents that applies to you and need to be submitted.

*Be sure to print out the form for your own record.

Type of Applicants	Put a circle(○) if applicable	Note
All	Application Documents Submission Checklist	This document
All	Study Abroad Agreement (original)	Please be sure to give a copy of the completed form to your parents/guardians.
All except SILS students	Academic Transcript in English (original or copy)	—
If applicable	Certificate of Official Language Test (copy) *put a checkmark (✓) in the box (□) next to the one you enclosed.	<input type="checkbox"/> TOEFL iBT
		<input type="checkbox"/> IELTS
		<input type="checkbox"/> Other ()
Graduate Students /Students Expected to Enroll at Waseda Graduate School	Assessment Form for Post Graduate Students (original)	—
	Acceptance letter to Master's course (copy)	—
Chinese DD Applicants	Chinese DD Statement of Purpose (original)	—

Study Abroad Programs [Additional] Fall Recruitment (Deadline: January 2024) Study Abroad Agreement

To the Dean of the Center for International Education

I, as an applicant to and participant in Waseda University's study abroad program (hereafter referred to as "study abroad program"), agree to abide by and accept the terms and conditions indicated below. I also agree not to lodge any formal complaint or protest in the event that I lose the right to participate in the study abroad program and/or receive support from Waseda University by failing to comply with these terms and conditions.

1. Attitudes toward Study Abroad

- 1) I am in good health, both physically and mentally, to study abroad.
- 2) I understand the purpose of the study abroad program and will concentrate on my studies to the best of my abilities.
- 3) I agree to complete all the courses required by the program.
- 4) I understand that I may be required to return to Japan and will do so if my academic performance does not reach the standard of the host university.
- 5) Understanding that I am a representative of Waseda University and must act responsibly, I agree to comply with the laws of my host country and regulations of my host university and Waseda University during my study abroad period. I will also follow the instructions of the faculty members and advisors at my host university and respect the standards of decency in my host country.
- 6) I will not hold Waseda University or any relative parties responsible for any loss, damage and/or corrective actions caused by disaster, riot, terrorism, unforeseen accidents, infectious diseases, crimes, etc. in the host country during my study abroad period.
- 7) I will take responsibility for my actions. If during the period of my study abroad, I cause damage to my host university or a third party due to willful intent, negligence, a violation of the law or public order and morals, I will not hold Waseda University responsible for the cost of damages made to the host university or a third party. If Waseda bears liability for damages caused to the host university or a third party by myself, I will take responsibility to compensate damages incurred to Waseda.

2. Procedures

- 1) I will confirm the entry restrictions designated by my destination country/region and fulfill the entry requirements (i.e., presentation of the proof of vaccination and/or the proof of negative test results, and quarantine measures including self-isolation, etc.)
- 2) I will submit all the necessary documents related to my study abroad program by deadlines.
- 3) I agree to take full responsibility to check and proceed with all the necessary procedures required for the program, including submission of necessary documents, obtainment of a passport and visa, completion of procedures required by my school at Waseda University to participate in the study abroad program and to return to the school, arrangements for credit transfer, payment of tuition and other academic fees, procurement of insurance, etc.
- 4) I understand that even if I am nominated as a candidate for the study abroad program, it does not guarantee my participation in the program. The concerned university has the right to reject my application, and the rejection rest on the conditions and circumstances of the concerned university.
- 5) I understand that I am not allowed to withdraw from the study abroad program once Waseda University nominates me as a candidate for the study abroad program unless Waseda University recognizes my reason as valid and gives me approval to withdraw from the study abroad program.
- 6) I understand that an extension or shortening of the program is not allowed in principle.
- 7) I will go through the needed procedures at my school office to return to and resume my education at Waseda University after the completion of the study abroad program.
- 8) I have secured permission and agreement from my financial supporter such as my guardian before

making an application to prepare sufficient financial resources for the estimated expenses for all programs to which I intend to apply at the time of online application registration.

- 9) Guardian must be a person who is capable of cooperating with Waseda University and guide and support the student so that the student can carry out learning/research activities smoothly.
- 10) I agree to pay all the fees (tuition to Waseda University, program fees, etc.) by the due date. I understand that any delay in payment of these fees may cause difficulty in approval of credits after finishing the study abroad program and course registrations for the following term.
- 11) I understand that the screening process for visas for the destination country is entirely up to the government agencies of the host country, and neither Waseda University nor the host university can guarantee the issuance of visas. Also, I understand that that the Waseda University cannot provide specific advice on the issuance of visas, including required documents, how to fill out forms, whether or not they are incomplete, etc., as it is all determined by the government agencies of the destination country. If I have anything unclear, I will confirm with the corresponding institutions and consult with them myself. In addition, I will make sure to travel only after satisfying the entry requirements of the destination country.

3. Suspension/Change of the Program

- 1) Depending on the situation of public security and infectious disease in the country (region) of the student's study abroad destination university, Waseda University will formulate plans (including change into online courses) and may determine to suspend or postpone the study abroad program and advise the student to return to Japan, based on information (mainly the Travel Advice and Warning on Infectious Diseases) issued by the Japanese Government (mainly the Ministry of Foreign Affairs). Therefore, the student needs to understand such possibilities in advance and follow Waseda University's instructions promptly.
- 2) The student also needs to agree that the student may be required to bear cancel fees, penalty fees, additional fees, and other fees incurred by the cancelation, postponement, or advice to return to Japan.
- 3) In the case where the study abroad destination university determines to formulate plans (including change into online courses), suspend or postpone the study abroad program and advise the student to return to Japan, the student must follow the actions stated in 1) and 2) above.
- 4) Depending on the timing of the advice to return home, it might not allow the student to return to Waseda university and involves the risk of affecting the student's plan until graduation.
- 5) I understand that the expenses such as cancellation fees, penalty fees, additional fees, food expenses, accommodation fees, etc. need to be borne by the student even if a participant needs to withdraw from the program due to sudden illness or other unavoidable circumstances.

4. Risk Management

- 1) I agree to purchase the insurance plan as designated by Waseda University for the period of my study abroad and report my emergency contact information at on the form specified by Waseda University.
- 2) I agree to purchase both the insurance plan designated by Waseda University and the one designated by my host university if the latter requires me to purchase a separate insurance plan in addition to the one designated by Waseda University.
- 3) Concerning the insurance plan designated by Waseda University, the start date of coverage will be the day I depart from Japan (*however, if my flight departs late at night, coverage will start on the day I leave home). If I am of foreign nationality and decide to briefly stop at my home country before going to the country of my host university, the start date of coverage will still be the day I leave Japan.
- 4) If there is any accommodation designated by my host university or Waseda University, I will stay at that accommodation during my study abroad period.
- 5) I understand that if any accommodation is not designated, I will gather information in advance and be responsible to secure a place to stay on my own.

5. Provision of Personal Information

- 1) I agree to allow the CIE to share my personal information with my host university in order to administer the study abroad program.
- 2) I agree to allow Waseda University to receive my academic and/or other personal information from my host university for the purpose of the administration of the study abroad program and for my safety.

- 3) I agree that CIE or my school office share the necessary information with my guardian, without obtaining my consent, on the grounds of risk management or other purposes.
- 4) I understand that Waseda University may use the personal information contained in the submitted documents in order to contact me and to invite me to events and various briefing sessions held by Waseda University as someone who has experienced studying abroad.
- 5) I agree to have a copy of my passport with my personal information (such as my name, birth date, gender, passport number, and expiration date of the passport) to be shared with the travel agency and airline company by Waseda University if it becomes necessary for the university to make a tentative reservation for a return flight if I apply for a program that provides group flight airline tickets.
- 6) Regarding the personal details of myself and my guardian which were provided at the time of purchase of the said insurance plan, registration at the crisis management service, arrival at the travel destination as well as details of any accidents I get involved in during my study abroad period (hereafter "personal information"), I agree to share such information with: the CIE, my School Office, Campus Insurance Center Co. Ltd., the insurance company designated by Waseda University, the crisis management agency, travel agencies, airline companies, and the relevant ministries and embassies to deal with accidents, contact me and my guardian, and administer the study abroad program.

6. Consent of parents or guardians

I hereby acknowledge that I have read the Application Guide including the above specified, fully discussed the matters with my parents/guardians, and have decided to apply for the study abroad program based on our mutual understanding.

END

Date: _____

Student ID Number: _____

Student's Signature: _____
(Must be handwritten by the student)

I, as the guardian of the aforementioned student, take full responsibility that he or she will strictly abide by the terms and conditions stated above.

Date: _____

Guardian's Signature: _____
(Must be handwritten by the guardian)

Please submit page 1, 2, and 3 of the agreement although the signature space is on page 3 (Do not only submit the last page).

Notes on Homestay

1 . Applicable Students

Those who are planning to apply for the program with the possibility of accommodation becoming "homestay", please follow the notes below.

2 . Notes

- 1) Detailed information about the host family will be confirmed immediately before departure. It is subject to change after the assignment due to various circumstances such as urgent business, illness, and so on. Once decided, your host family cannot be changed for "personal reasons".
- 2) You cannot request changes due to reasons such as "I don't like the family structure", "The location is far away", or "The internet environment is inconvenient" and so on. The environment of the host family is not always the same as others, and the lifestyle and family structure of the host family, race, meals, presence or absence of pets, facilities, commuting distance to host institution, etc. vary depending on the family in which you stay. Don't compare it to the host families of other participants.
- 3) After staying with your host family, in case you experience inconvenience in your daily life and find it difficult to stay with them, first, please discuss the problem with your host family members. In most cases, such problems can be resolved through discussion; however, should the problem remain unresolved, please feel free to consult with the international office/accommodation office of your host university. Even if your English is not well-developed, please do not hesitate to contact the staff at your local office. Even a small feeling of discomfort, if left unresolved, can cause a bigger problem later on.
- 4) Please keep locking keys and managing valuables no matter where you stay.
- 5) Please keep in mind that Japan is a fairly safe country and take modest actions.
- 6) In general, please understand that the living environment such as safety and hygiene is not the same as Japan.
- 7) You may be assigned at the same homestay as other Japanese, Waseda University students who participate in the same program, or students from other countries.
- 8) Please do not stay as a "guest". Respect the house rules during your stay and act as part of the host family. It is wise of you not to expect too much from your host family, for example, treating you like a guest, or taking you somewhere on the weekend, and not to ask for a special treatment.
- 9) If either you or your host family members suffer from the COVID-19, you may need to arrange a separate accommodation for isolation. In that case, please be aware that you may incur extra costs such as booking another accommodation.
- 10) If you have not been vaccinated for the required number of times, you may not be able to obtain the consent of your host family and may not be able to secure a place to stay.