Online Application Registration Manual

1. Notes when applying

1) Many people may access to the website at the same time before the online application deadline, which can cause the access error etc. Please register your application well in advance of the deadline. Any information filled out after the registration period is invalid and cannot be accepted for any reason.

2) Please note that changes can be made only during the registration period. You are responsible for final confirmation of the contents you entered in the form.

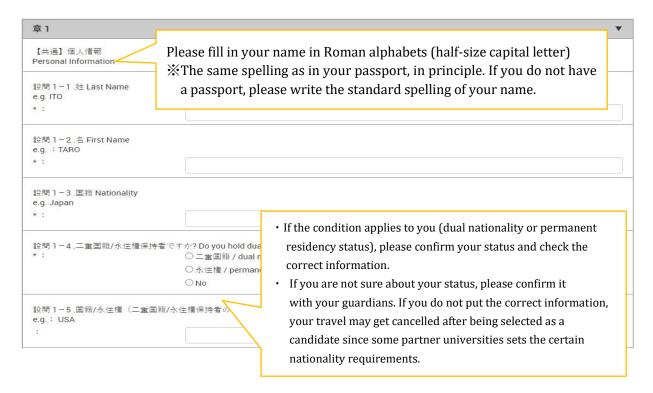3) You cannot confirm the contents you have entered after the online registration deadline.
Therefore, please be sure to print out the contents of the application before the deadline（CIE will not accept any questions regarding registered information and its confirmation）.

4) To avoid losing your data due to the session timeouts and operation mistakes, please save it every 15 minutes or so.

5) Confirmation of your registration will be sent to your mail account within 5 minutes. If you do not receive any e-mail, it would mean your registration was not accepted. Please try again.

6) For questions regarding the computer system, please inquire by logging in to MyWaseda and click 「"IT Services" >"Help Desk">"Support"」.

2. Contents of Online Application Form

Chapter	Contents
Chap.1	【共通】個人情報 / 【For all】Personal Information
Chap.2	【共通】志望プログラム / 【For all】Applying Program
Chap.3	【英語】語学能力に関する設問 / 【English】Questions regarding English Proficiency
Chap.4	TOEFL iBT / TOEFL iBT Home Edition
Chap.5	TOEFL ITP
Chap.6	IELTS / IELTS Online
Chap.7	【入力不要】/【No need to enter】
Chap.8	【入力不要】/【No need to enter】
Chap.9	その他 (Others)
Chap.10	【非英語】語学能力に関する設問 /【Non-English】 Questions regarding Non-English Language Proficiency
Chap.11	【共通】学習・研究計画書 / 【For all】Study / Research Plan
Chap.12	【共通】出願にあたっての確認・同意/ 【For all】Confirmation and Agreement for Application

3. Notes of each chapter

Chapter 1）【For all】 Personal Information

Please fill in your name in Roman alphabets (half-size capital letter)
※The same spelling as in your passport, in principle. If you do not have a passport, please write the standard spelling of your name.

・ If the condition applies to you (dual nationality or permanent residency status), please confirm your status and check the correct information.
・ If you are not sure about your status, please confirm it with your guardians. If you do not put the correct information, your travel may get cancelled after being selected as a candidate since some partner universities sets the certain nationality requirements.

Chapter 2）【For all】 Applying Program

Important notes are described on the online application form. Please make sure to check all the sections.

Please select the programs you would like to apply for from the searching site. You can choose to apply to a maximum of 10 programs.

*EX programs with the wording "1S(=1 semester)" shows that the program period is one semester. Other programs besides these wording will be a one academic year program.
*Please be aware that the programs starting next spring are noted. (Please note that no programs starting next spring will be recruited in 2020 Fall Recruitment)
*For programs which the CIE decides to cancel recruiting will have a 【募集中止】 written within the names. You will be able to select these programs for they will not be deleted from the list, but we will not be doing selections for those programs so be sure to select carefully.
*If you wish to change the number of programs you are applying, after submitting your registration, please choose 「999_【志望プログラム取り消し・Program Cancel】」 if you do not have a substitute program you wish to apply for.

Chapter 3~9）Questions regarding English Proficiency

章3 ▼

【**Many students make mistakes in this section. Please be careful.**】

1）If the score on the online application (that you enter) and on your certificate does not match, you will be ineligible for screening.

2）The input section for regular test score and MyBest score are different.

3）Please input the sectional scores, not only the total score.

4）Please note that language requirements vary depending on the school of the host institution. Please check the information on the Program List carefully.

　* Applicants for the programs in U.K. should pay special attention to this (See p. 6 of this guide).

5）When you submit multiple sets of the score of the same type of test, please write the second and the subsequent scores in the Chapter9-9-1"Other English Proficiency Test".

Ex.) How to enter Chapter 9-9-1 when submitting two sets of TOEFL scores:

TOEFL② total 110, R30, L30, S28, W22

（Note）Basically, you are not required to submit multiple sets of the score of the same test except only when you need to do so for the section score requirements of your desired program.

6）Please do not enter the language tests that are not listed in the Program List and Details (Program Overview) as they will all be invalid.

Chapter 10） 【Non-English】Questions regarding Non-English Language Proficiency

章10 ▼

【非英語】語学能力に関する設問

Please do not enter the language tests that are not listed in the Program List and Details (Program Overview) as they will all be invalid.

設問10−1.非英語プログラムに出願される方は、使用言語を下記より選択ください。Please select the language of each program to which you would like to apply.
複数の言語のプログラムに出願する場合はそれぞれの言語にチェックを入れてください。
Please select all the language if there is more than one.

:
- ☐ アラビア語 Arabic※2020年秋募集は募...
- ☐ 中国語 Chinese
- ☐ フランス語 French
- ☐ ドイツ語 German
- ☐ ギリシア語 Greek※2020年秋募集は募...
- ☐ イタリア語 Italian
- ☐ 朝鮮語 Korean
- ☐ モンゴル語 Mongolian※2020年秋募集は募集なし*No programs in 2020 Fall Recruitment
- ☐ デンマーク語 Danish※2020年秋募集は募集なし*No programs in 2020 Fall Recruitment

Please select all languages of the programs you are applying for.

設問 10−5 .語学学習状況・学習計画報告 Plans for improving your language ability
非英語プログラムに出願する場合は、対象となる言語の現在までの学習歴と今後の渡航までの学習計画を記入してください。（500字以内）
If you apply for non-English program(s), please enter the study states and plan of relevant language. (within 250 words)

Please indicate your language study status, study plan report, and language study history including: how many years you have studied, name of the institution, hours and classes per week, and total number of hours of study. You must also indicate your current and future study plans, and fill in any other items regarding your language study experience and ability.

Chapter 11）【For all】Study / Research Plan

章 11

【共通】学習・研究計画書 Study / Research Plan
・次の問題に対して、自分自身でよく考え、自らの言葉で記述しなさい。和文・英文ともに、細かな文法的なミスなどは評価の要素とはしないので、必ず自分自身で書き上げること。

- 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 write "N/A" in the answer column of the sections not to be filled in.
- Do not use half-width bullet symbol (・) as it may be counted as four letters.

（ 800～1250文字の範囲で入力してください。）

設問 11−2 .選択したプログラム志望理由を書きなさい。（400字以上～800字以内）
※各志望大学の志望理由を、一貫性をもって説明できる場合には、必ずしも大学ごとの志望理由を記載する必要はありません。しかし、複数言語にまたがる大学・プログラムを選択している場合には、それぞれについての志望理由が明確となるように記載しなさい。

入力文字数：0文字

Chapter 12）【For all】Confirmation and Agreement for Application

章 12

【共通】
Confirm

設問 12

You are required to agree with the following 6 conditions inside the red box upon submitting this online application form.

the requirement(s) for the admission to the program(s) to which I am applying.

設問 12−2 .出願にあたっての同意 Agreement for Application
以下の6点について同意が必要となります。
・WEB出願時の入力内容、出願必要書類に虚偽の記載はなく、虚偽の記載があった場合には何かしらのペナルティが課されること。
・WEB出願および出願必要書類については印刷、コピーをし、自身の控えを取っていること。
・WEB出願締切後の志望プログラム、志望順位の変更はできないこと。
・海外留学プログラムの候補者として選抜された後は辞退しないこと。
・海外留学プログラム候補者として選抜された後は、留学先予定大学の変更を申し出ないこと。
・やむを得ない事情で、辞退を申し出る場合、辞退の手続きおよび可否の判断に関しては留学センターの指示に従うこと。

You are required to agree with the following 6 conditions upon applying.
1. You do not input or write any false information for this application and you would be imposed on penalty if you intentionally did.
2. You are sure to make and keep copies of WEB application and all documents.
3. You are not allowed to change the program and order of preference after the deadline of the web registration.
4. You are not allowed to withdraw once you are nominated as a candidate for the study abroad program.
5. You are not allowed to propose the change your desired university once you are selected as a nominee for the study abroad program.
6. In the case that program participation is extremely difficult, you are required to follow the CIE's instruction for the withdrawal procedure and the judgement of propriety of withdrawal.

＊ ： ○上記に同意する I agree to the conditions