

The background of the cover is a stylized illustration. At the top, a blue sky is filled with horizontal white cloud bands. A white airplane is flying across the sky. Below the sky is a large, dark red mountain with white snow-like patterns on its slopes. On the left side of the mountain, a small black panda character with a yellow backpack is standing. The bottom of the cover features a green field with dark green tufts of grass.

It's time to explore the world!

Center for International Education  
**WASEDA University**

# **STUDY ABROAD GUIDEBOOK**

For applying in spring and fall in 2024



# Note!

Information regarding partner universities (GPA, language proficiency, tuition fees, etc.) will be updated in the Study Abroad Program List on the Center for International Education's (CIE) website.

Please check the Study Abroad Program List on the CIE's website for up-to-date information.

The data is based on the records for studying abroad for the academic year (AY) of 2023 and is subject to change. For up-to-date information, please check the CIE's website and other sources.

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# **Waseda University's Study Abroad System**



# I . Roadmap for Study Abroad

## 1-Year/1-Semester Programs

In principle, there is about one year from the internal screening to your departure. It is quite a long process if you include the time spent gathering information before applying. Use this roadmap as a guide to gather information and start the various procedures as soon as possible!

### STEP 1 Planning your study abroad

► As soon as you consider  
studying abroad

First, having clearly defined goals and direction is very important:

- How long would you like to study abroad?
- Which year of your studies would you like to study abroad?
- Which country or region would you like to study in?
- Do you want to study a language, or would you like to go to do research?
- What is your budget?

Thinking carefully about these things will help you with your planning.

### STEP 3 Prepare for studying abroad

► 1 – 1.5 years before departure  
• Fall departure: around April  
• Spring departure: around October

- 1 Prepare to have sufficient language proficiency (official score certificates)  
Adequate scores on TOEFL®, IELTS™, or other English-language proficiency tests are mandatory if you are planning to study in an English-speaking country. In non-English speaking countries, you need to be proficient enough in the local language to keep up with the courses at the host university.
- 2 Maintain your academic record (GPA) at a level that will enable you to be nominated to the program you wish to participate in.
- 3 Make financial plans for studying abroad.
- 4 Take classes that are held in English (or other languages) and participate in the international exchange events of the ICC.
- 5 Consult with your undergraduate or graduate school office (credit recognition after studying abroad, graduation years, etc.).

### STEP 2 Gather information

► As soon as you consider  
studying abroad

You can collect information in the following ways:

- Carefully read the STUDY ABROAD GUIDEBOOK
- Access the CIE's website and gather information.
- Read materials available at the Waseda Global Gate on the first floor of Building #22
- Get advice and counseling at the Waseda Global Gate
- Participate in the Study Abroad Fair (April and October), study abroad student advisers' events, etc.
- Check overseas university websites you are interested in
- Check internal and external study abroad scholarships
- Think about which type of program you should choose

► 1 year before the departure  
• Fall recruitment: around October  
• Spring recruitment: around April

Apply to study abroad

### STEP 4 Internal screening



In the Study Abroad Fair, you can obtain a lot of information to prepare for studying abroad, including individual consultations with students who have studied abroad as well as with Waseda University's partner university representatives and the presentations on each university profile or program. Information about the Study Abroad Fair will be updated on the CIE's website.

<https://www.waseda.jp/inst/cie/en/from-waseda/event>



# Departure!

## STEP 7 Prepare for departure

Once you receive the enrollment notification, preparations for your departure will begin. Examples are shown below. Be sure to get started as soon as possible.

- Apply for accommodation
- Have a health examination and vaccinations
- Apply for a visa
- Book a flight
- Purchase Waseda University designated insurance and register for the risk management support service
- Participate in the orientation for pre-departure studying abroad (participation is mandatory)

## STEP 7

## STEP 6

## STEP 6 Application and acceptance by the host university

- ▶ 4–8 months before departure
- Fall departure: around December
- Spring departure: around June
- After receiving advice from the CIE's program coordinator, prepare and submit documents for screening and acceptance by the host university
- Make sure you receive a letter of acceptance from the host university.

## STEP 5 After passing internal screening

- ▶ 1 year before departure
- Fall recruitment: around December
- Spring recruitment: around July
- Participate in the orientation for internal screening candidates (participation is mandatory)
- If needed, apply for a scholarship for studying abroad

Departmental exchange programs (graduate and undergraduate schools' own exchange programs) and study abroad at your own expense programs have different schedules.



## Short-Term Programs

Summer Month	Spring Month	Procedures and events
Early May	Mid-November	Call if applying for a short-term program
Early June	Early December	Orientation for candidates for short-term programs (participation is mandatory)
Early July	Late January	Orientation before departure for short-term programs (participation is mandatory)
Early August	Early February	Start the short-term program

## 【Study Abroad programs】

Double Degree Programs (DD)  
Exchange Programs (EX)  
Customized Study Programs (CS)  
Short-Term Programs

▶ See  
II. Study Abroad  
Programs

▶ Study abroad  
at your own  
expense

▶ You will need to look for a university and organize your study on your own. Regarding necessary procedures at Waseda University, please check with your undergraduate or graduate school.

## II. Study Abroad Programs

Listed below are the programs offered by the CIE. (Please contact your undergraduate or graduate school for departmental exchange programs.)

Program Name			Details about the Program															
(1)	Double Degree Programs (DD)		<p>These programs are for studying abroad at a university that provides a curriculum for a double degree while you are still enrolled at Waseda University. If you satisfy certain requirements, you will be able to earn designated degrees from both Waseda University and your host university when you graduate. In order to complete the double degree course at your host university, you will need to demonstrate high-level reading and listening comprehension skills as well as conversation skills in the foreign language. Therefore, especially rigorous examinations will be conducted regarding your language skills. There are some programs that only students from certain schools or graduate schools are eligible to apply. Furthermore, the study abroad period may vary depending on the program.</p> <p><b>Partner Institutions as of February 2024</b></p> <p>Peking University, Fudan University, National Taiwan University, National University of Singapore, Earlham College, Korea University, The Chinese University of Hong Kong, and Chulalongkorn University</p>															
(2)	Exchange Programs (EX)	Regular Academic Programs (R) *	<p>These programs for studying abroad are based on the University-wide exchange agreements. In principle, the term is one academic year, and one-semester programs are also available. Normally, you will take regular courses with local students (EX-R), where relatively high language skills are required from the beginning. However, some programs focus on studying a foreign language (EX-L). In general, one to three students per university are accepted.</p>															
		Language-Focused Programs (L) *																
(3)	Customized Study Programs (CS)	Regular Academic Programs (R) *	<p>These are programs in which students study a curriculum prepared by the host university for students from Waseda University. Basically, there are two types of programs. In one program, you may take regular courses from the start (CS-R). In the other program, you will mainly focus on studying a foreign language, however, if you have a sufficient level in the foreign language, you will follow a theme-based curriculum (CS-L). In principle, the term is one academic year, and one-semester programs are also available.</p>															
		Language-Focused Programs (L) *																
(4)	Short-Term Programs (Summer and Spring)		<p>Short-term programs are offered through the CIE during the spring and summer vacations. While the content differs according to the program, the entire curriculum is designed to learn about the culture and language of the country in a short period of time (two to eight weeks).</p> <p>Recruitment for these programs will be announced on the CIE’s website and MyWaseda as soon as the details are decided.</p> <p>Short-term programs may be registered as short study abroad courses. Please check the CIE’s website and/or the Application Guide for information on the registration periods. You will be informed of the registration procedures after your application is accepted.</p> <p><b>Credits for CIE Short-Term Intensive Programs</b></p> <table><tr><th></th><th>Participation</th><th>Registration for credits</th></tr><tr><td>Undergraduate</td><td>✓</td><td>Can register for credits (the name of the course is the Foreign Language and Cultural Training Program)</td></tr><tr><td>Graduate</td><td>✓</td><td>Cannot register for credits</td></tr><tr><td>e-school</td><td>✓</td><td>Cannot register for credits</td></tr><tr><td>Non-degree</td><td>×</td><td>Cannot register for credits</td></tr></table> <p>Prospective graduates are not allowed to register for courses.</p> <p>The above is subject to change.</p> <p><b>NOTE:</b></p> <ul style="list-style-type: none"><li>Undergraduates who have registered during a specified period may have their credits counted toward their graduation once their registration has been approved. For more information, check the CIE’s website and/or the relevant department’s subject registration guide.</li><li>Undergraduates who register for credits must submit essays to the CIE. Essay assignments and submission deadlines will be announced to undergraduates who have registered.</li></ul>		Participation	Registration for credits	Undergraduate	✓	Can register for credits (the name of the course is the Foreign Language and Cultural Training Program)	Graduate	✓	Cannot register for credits	e-school	✓	Cannot register for credits	Non-degree	×	Cannot register for credits
	Participation	Registration for credits																
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Graduate	✓	Cannot register for credits																
e-school	✓	Cannot register for credits																
Non-degree	×	Cannot register for credits																



\* For details about regular academic programs and language-focused programs, please refer to the below:

- **Regular Academic Programs**

You will be taking regular courses with local students and following the regular curriculum for students at the host university.

- **Language-Focused Programs**

You will mainly be taking foreign-language courses at the host university; however, in some cases, you will be able to take some regular courses as well.

Examples

Program Name	Program Type	Abbreviation
Exchange Programs (EX)	Regular Academic Programs	EX-R
	Language-Focused Programs	EX-L
Customized Study Programs (CS)	Regular Academic Programs	CS-R
	Language-Focused Programs	CS-L

## Study abroad programs for graduate students

(Exchange programs offered by Waseda University)

For graduate students participating in Waseda University's EX programs, the procedures may be different from those for undergraduate students. In particular, for universities in Europe and the United States, research is more specialized, so admission may not be possible due to the host university's requirements. You may be asked to apply to another program or your application to the host institution may be rejected. Every decision regarding the exchange programs rests with the host university; therefore, please be aware of the possibility of your application being rejected.

Please gather as much information as possible regarding the study abroad program of your choice, such as its details and how to increase the chances of being accepted. Please also be aware that you may need to be flexible in your choices, and it is highly recommended that students have a list of programs in order of preference. Some courses, such as MBA courses, may be restricted or require additional tuition fees. As such, students must conduct in-depth research beforehand. Students are also responsible for finding prospective research advisors on the host institution's website and contacting them. Please consult with your current advisor at Waseda University.

Those entering Waseda University's graduate school directly from an undergraduate school can apply for a study abroad program in their senior undergraduate year and participate in the program in their first academic year of their master's course. However, they cannot begin their study abroad program in the first semester when they begin enrollment. Be sure to enquire at the office of your graduate school about when you are to begin your study abroad program before applying.

# III. Study Abroad System at Waseda University

Waseda University offers various systems that encourage students to study abroad while enrolled at Waseda University. In the following pages, you will find outlines of these systems. Please note that some points vary from one undergraduate or graduate school to another, so please contact your undergraduate or graduate school office for further details.

## 1. Status during overseas study period: “Studying Abroad,” “Registered in School” and “Leave of Absence”

There are various study abroad programs as well as an option to study abroad at your own expense, as explained in II. Study Abroad Programs. Your study will be considered studying abroad by the school registrar when, through a specified application procedure, permission is given by your undergraduate or graduate school office to study at a foreign university or other suitable institution of higher education for a period of more than one semester.

However, depending on the conditions of your study abroad program, the classification status differs. Please confirm with your undergraduate or graduate school office.

### The Status of Registration for the Academic Year of 2024<sup>\*10</sup>

School	EX (including GLFP <sup>*9</sup> )	DD	CS	Privately Funded (coursework or research at university or equivalent higher education or research institution)	Privately Funded (language program at a language institution affiliated with a university)	Privately Funded (language program at a language institution not affiliated with a university)
<b>Undergraduate School</b>						
Political Science and Economics	Registered in School	Registered in School	Registered in School	Leave of Absence/ Studying Abroad <sup>*1</sup>	Leave of Absence/ Studying Abroad <sup>*1</sup>	Leave of Absence
Law	Studying Abroad	Registered in School	Registered in School	Studying Abroad	Leave of Absence	Leave of Absence
Culture, Media and Society	Studying Abroad	Registered in School	Registered in School	Studying Abroad	Studying Abroad	Leave of Absence
Humanities and Social Sciences	Studying Abroad	Registered in School	Registered in School	Studying Abroad	Studying Abroad	Leave of Absence
Education	Studying Abroad	Registered in School	Registered in School	Leave of Absence/ Studying Abroad <sup>*1</sup>	Leave of Absence/ Studying Abroad <sup>*1</sup>	Leave of Absence/ Studying Abroad <sup>*1</sup>
Commerce	Studying Abroad	Registered in School	Registered in School	Studying Abroad	Leave of Absence	Leave of Absence
Fundamental Science and Engineering	Studying Abroad	Registered in School	Registered in School	Leave of Absence <sup>*2</sup>	Leave of Absence	Leave of Absence
Creative Science and Engineering	Studying Abroad	Registered in School	Registered in School	Leave of Absence <sup>*2</sup>	Leave of Absence	Leave of Absence
Advanced Science and Engineering	Studying Abroad	Registered in School	Registered in School	Leave of Absence <sup>*2</sup>	Leave of Absence	Leave of Absence
Social Sciences	Studying Abroad	Registered in School	Registered in School	Leave of Absence <sup>*6</sup>	Leave of Absence	Leave of Absence
Human Sciences	Studying Abroad	Registered in School	Registered in School	Studying Abroad	Studying Abroad	Leave of Absence
Sport Sciences	Studying Abroad	Registered in School	Registered in School	Studying Abroad	Studying Abroad	Leave of Absence
International Liberal Studies	Registered in School <sup>*3</sup>	Registered in School <sup>*3</sup>	Registered in School <sup>*3</sup>	Leave of Absence <sup>*4</sup>	Leave of Absence	Leave of Absence
<b>Graduate and Professional School</b>						
Political Science	Registered in School	Registered in School	---	Studying Abroad	Leave of Absence	Leave of Absence
Economics	Registered in School	---	---	Studying Abroad	Leave of Absence	Leave of Absence
Law	Studying Abroad	Registered in School	---	Studying Abroad	Leave of Absence	Leave of Absence
Letters, Arts and Sciences	Studying Abroad	Registered in School	---	Studying Abroad	Leave of Absence	Leave of Absence
Commerce	Studying Abroad <sup>*5</sup>	Registered in School	---	Studying Abroad	Leave of Absence	Leave of Absence
Fundamental Science and Engineering	Studying Abroad	---	---	Leave of Absence <sup>*2</sup>	Leave of Absence	Leave of Absence
Creative Science and Engineering	Studying Abroad	Registered in School	---	Leave of Absence <sup>*2</sup>	Leave of Absence	Leave of Absence
Advanced Science and Engineering	Studying Abroad	---	---	Leave of Absence <sup>*2</sup>	Leave of Absence	Leave of Absence
Education	Studying Abroad	---	---	Studying Abroad	Leave of Absence	Leave of Absence
Human Sciences	Studying Abroad	---	---	Studying Abroad	Leave of Absence	Leave of Absence
Social Sciences	Studying Abroad	Registered in School	---	Studying Abroad	Leave of Absence	Leave of Absence
Sport Sciences	Studying Abroad	---	---	Studying Abroad	Leave of Absence	Leave of Absence
GSAPS	Registered in School	Registered in School	---	Studying Abroad	Leave of Absence	Leave of Absence
GSJAL	Studying Abroad <sup>*5</sup>	---	---	Studying Abroad	Leave of Absence	Leave of Absence
IPS	Studying Abroad	---	---	Leave of Absence <sup>*6</sup>	Leave of Absence	Leave of Absence
Environment and Energy Engineering	Studying Abroad	---	---	Leave of Absence <sup>*2</sup>	Leave of Absence	Leave of Absence

School	EX (including GLFP <sup>*9</sup> )	DD	CS	Privately Funded (coursework or research at university or equivalent higher education or research institution)	Privately Funded (language program at a language institution affiliated with a university)	Privately Funded (language program at a language institution not affiliated with a university)
International Culture and Communication Studies	Studying Abroad <sup>*7</sup>	---	---	Studying Abroad	Leave of Absence	Leave of Absence
Law School	Studying Abroad <sup>*8</sup>	---	---	Leave of Absence <sup>*6</sup>	Leave of Absence	Leave of Absence
Accountancy	Studying Abroad <sup>*5</sup>	---	---	Leave of Absence <sup>*6</sup>	Leave of Absence	Leave of Absence
Waseda Business School	Registered in School	Registered in School	---	Studying Abroad	Leave of Absence	Leave of Absence

\*1 Students will be recognized as being either on a leave of absence or studying abroad depending on the conditions, such as the duration of the study abroad.

\*2 As a general rule, students are registered as being on a leave of absence, but if the undergraduate or graduate school specifically allows it, they may be recognized as studying abroad.

\*3 Study abroad periods are automatically counted as part of the registered period.

\*4 As a general rule, students are recognized as being on a leave of absence. However, if the student receives consultation 10 months prior to the planned departure for studying abroad and it is approved by the school office, the student may be recognized as studying abroad. Even if the student is recognized as studying abroad, credits must be transferred in order to add to the credits required to graduate from Waseda University.

\*5 As a general rule, students are recognized as studying abroad, but if the study abroad program is a less than six months, based on a departmental agreement, their status will be registered in school.

\*6 As a general rule, students will be recognized as being on a leave of absence, but in some cases, they may be recognized as studying abroad.

\*7 The enrollment status for students studying abroad on exchange or departmental exchange programs is, as a general rule, recognized as studying abroad. However, if it is approved by the graduate school, the enrollment status will be registered in school, and the study abroad period is counted as part of the registered period at Waseda University.

\*8 As a general rule, this applies only to the Law School's departmental exchange programs. However, students should contact the school office in advance since students in other programs may be recognized as studying abroad in some cases.

\*9 Global Leadership Fellows Program

\*10 Registration Status and Tuition Fees during Study Abroad  
The tuition payment depends on your program.

Registration Status	Tuition fees and Other Academic Fees	How the Registered Period Is Handled
Studying Abroad	Depending on agreements with each host university Pay Waseda University department's tuition fees <sup>*1</sup> For some host universities, it may be necessary to pay academic fees depending on the program.	If the study abroad period is authorized by the faculty council as part of the registered period at Waseda University and the required credits have been earned, one year or one term of the study abroad period can be counted as part of the registered period. Graduation within the regular academic year is possible.
Registered in School but Studying Abroad	For EX: Pay Waseda University department's tuition fees. For CS: Pay the host university's Program fees <sup>*2</sup> to Waseda University. Exempt from Waseda department's tuition fees. For DD: Depends on the agreements with the host university. Pay Waseda University department's tuition fees + registration fees <sup>*3</sup> of 150,000 yen. For the DD program at Earlham College, students pay the tuition for Earlham College + registration fee of 150,000 yen	The study abroad period is counted in the registered period. Graduation within the regulated academic year is possible.
Depends on the Regulations of Your School (Please refer to next page)	If Waseda University's tuition fees are exempted, the student account maintenance fees (50,000 yen per term) must be paid. Students who would like to add a study abroad period to the registered period are requested to pay the credit transfer fees <sup>*4</sup> .	Please note that some points vary between graduate or undergraduate schools, so please contact your undergraduate or graduate school office for further details.

\*1 Tuition fees, etc.

This includes the following: tuition fees, facility fees, educational environment improvement fees, global education fees, auditing fees, research laboratory fees, library fees, seminar fees, and upper level courses (seminar) fees. Some fees are not applicable to certain schools or students who began enrollment in a certain academic year.

When paying the tuition for your department or graduate course while abroad as an extended study abroad student, the total amount paid will be the same as the amount paid by students in their final year of graduation of their department or graduate course (i.e., the senior year for undergraduates). The amount due is NOT calculated by subtracting the number of acquired credits from the number of credits necessary for graduation or completion.

As for students who enrolled at Waseda University in the 2017 academic year or later, if your study period is extended because of your study abroad, your tuition fees may change. Please confirm the details with your undergraduate or graduate school office.

\*2 Program fees

This includes tuition, program development, and operation fees claimed from Waseda University by the host university and necessary expenses for Waseda University to develop and operate the program. (One year is 100,000 yen, and one semester is 50,000 yen.)

Room and board are included in the program fees for some CS programs.

Program fees must be paid to Waseda University's specified bank account after the amount is converted to Japanese yen using the CIE's designated exchange rate.

\*3 Registration fees

Double degree registration fees: Required expenses for participants of double degrees. They are used for the operation of the program.

\*4 Credit Transfer Fees

The credit transfer fee per credit is equivalent to an audit fee that applies to non-degree students at Waseda University. The audit fee is based on the fees for the academic year when the semester of a study abroad program begins. The total amount payable for the enrollment fees and the credit transfer fees for students who are studying abroad shall not exceed the total tuition fees at Waseda University for the period in which they are studying abroad. If applicable, the total tuition fees shall include the educational environment improvement fee (only for those enrolled before AY 2016) and the University-wide Global Education fee (only for those who enrolled in AY 2014–2016).

## 2. Duration of study abroad

The duration of your study abroad is not deemed to begin on the date of your departure. Instead, it is treated as follows:

- One year: from September 21 to September 20 of the following year or from April 1 to March 31 of the following year
- One semester (half an academic year): from April 1 to September 20 or September 21 to March 31 of the following year

As a general rule, the duration of the program shall not exceed one year while the student is registered at Waseda University.

This rule also applies to students who study abroad for a degree. However, the duration of studying abroad for double degree programs and cotutelle programs offered by each school may exceed one year.

### 3. Tuition payment while studying abroad

#### (1) Program fees

- Program fees apply to students going studying abroad for the customized study programs (CS). Students are required to pay the program fee of each respective program to Waseda University, instead of directly to the host university. The fee will be appropriated for the payments to the host university, so you will be exempted from paying Waseda University's tuition fees.
- Students pay the program fee in two installments. The fee is converted into Japanese yen. It is based on the costs stipulated by the host university, including school expenses, program development costs, management expenses, and the program development cost incurred by Waseda University. Therefore, program fees usually differ from typical tuition fees of the host university.
- Please be aware that exchange rates may fluctuate.
- Once the program fee is paid, it cannot be refunded.
- Program fees include university tuition fees but not other costs, such as housing, food, deposits, etc. Moreover, the payment method for the other costs and due dates differ depending on the host university. Confirm this at the earliest opportunity, and complete the payment procedure by the due date.
- Depending on the host university, the size of the first and second installments may not be the same.

#### (2) Tuition payments while studying abroad for programs held in 2024

##### Special Attention

The word "tuition" in this section includes class fees (⇒ P.9)\*1, basic education enhancement fees, and student health promotion mutual aid association membership fees. Please contact your school for details about exemptions.

Program Type	Waseda University Tuition	Method of Payment	Payment Schedule
EX and DD	You are required to pay the <u>tuition fees of your affiliated school</u> . During your study abroad program, you are exempted from paying tuition fees to the host university. For DD, you must also pay the registration fee of 150,000 yen. ⇒ P.9	You are required to pay Waseda University's tuition fees, etc.	Pay by Waseda University's regular tuition payment schedule.
CS (including part of EX or DD)	You are required to pay the <u>program fee</u> of each respective program to Waseda University. The fee will be appropriated for the payments to the host university, so you will be exempted from paying Waseda University's tuition fees.	You are required to pay the program fee of each respective program to Waseda University, instead of directly to the host university. It must be paid in two installments (one if you are only staying for one semester). For information on program fees, refer to the program list on the CIE's website ( <a href="https://www.waseda.jp/inst/cie/from-waseda/abroad/programlist/list">https://www.waseda.jp/inst/cie/from-waseda/abroad/programlist/list</a> ), and see "estimated tuition". The prices listed here are purely for reference purposes only. For further information on the final announcement of program fees, refer to the column Payment Schedule on the right.	<b>For example, when leaving in fall</b>
			① August to December: First installment of program fees are mailed ② Within 3—4 weeks after the notice is sent: First installment deadline ③ December to April: Second installment of program Fee is mailed ④ Within 3—4 weeks after the notice is sent: Second installment payment deadline <b>For example, when leaving in spring</b> ① March to July: Announcement of program fees for first installment ② Within 3—4 weeks after the notice is sent: Payment due date for the first installment ③ August to December: Announcement of program fees for second installment ④ Within 3—4 weeks after the notice is sent: Payment due date for the second installment

Some host universities require students from abroad to pay additional fees, such as facility fees, after arriving in the country even though the program regulations state the tuition fees are to be paid to Waseda University.  
Please refer to your school office for information on tuition fee payments when you study at Waseda University as an extended student after returning from studying abroad.



## IV. Recruitment

The CIE recruits candidates twice a year for study abroad programs lasting half a year or more. Candidates must be of excellent academic performance and character, and they must be enrolled at Waseda University as regular students at the time of applying and throughout their study abroad period. (Non-degree students and students who will be graduating before the end of their study abroad period cannot apply.) You must prepare the Study Abroad Program Agreement, a certificate of your language skills, and a transcript when applying. Please carefully read the Application Guide on the website, and confirm which programs are recruiting students that academic year, their selection schedules, and how to apply. Please make sure you fully understand the procedures you need to take in order to apply for the program you wish to participate in. Please make sure to meet the deadlines for submitting the documents, and take the necessary procedures, etc. Documents submitted after the deadline will not be accepted.

### 1. Internal screening

The objective of internal screening is to select for each study abroad program the students who will be recommended by Waseda University. Please carefully read the Application Guide, which are issued before each recruitment period, for details, including the selection schedule, and make sure you understand them.

If you are selected as a candidate after internal screening, you will be qualified to apply for the program at the host university as a student recommended by Waseda University. However, this does not guarantee that you will be accepted. Even after you are selected as a candidate, you must continue to follow the application procedures, prepare to fly to the country of your host university, and improve your language skills.

In principle, once you become a candidate for a program, you are not allowed to withdraw from the program or change to another program for your own convenience.

### 2. Selection process

For internal screening, the Study Abroad Program List is available. Please apply after carefully confirming the requirements for each program, including the GPA/language requirements and the school year you should be in (freshman, sophomore, etc.). You may apply to more than one program. Taking into account the program(s) you wish to participate in, we comprehensively consider the following factors when selecting candidates:

#### • Academic performance (GPA)

The host university screens students primarily on the basis of their academic records at their home university (Waseda University in your case). This also applies to Waseda University's screening process. It is strongly recommended that you study hard and maintain your academic record at a level that will enable you to be nominated to the partner university you wish to enter.

The CIE used GPA scores calculated by the method shown below to screen applicants for the 2023 academic year. (The formula was established and is used independently by the CIE. Please be aware that it may be different from the calculation method used at your respective undergraduate or graduate school.)

The GPA (Grade Point Average) Calculation Formula Used at CIE:

$$\frac{[(4.0 \times \text{number of A}^+ \text{ credits}) + (3.5 \times \text{number of A credits}) + (3.0 \times \text{number of B credits}) + (2.0 \times \text{number of C credits}) + (0 \times \text{number of Fs, Gs, and Hs})]}{\text{total number of credits (registered as courses required for graduation, including credits with F and G grade marks)}}$$

\*The range of F and G, and H grades is different depending on each undergraduate or graduate school.

\*Please round down the third decimal place, e.g., change 2.996 to 2.99 and not 3.0.

\*P and N are not included in the GPA calculation. They are also not included in the total number of credits established as the graduation requirement.

- Language skills (scores for tests such as TOEFL® and IELTS)
- Study or research plan
- Written exam or essay
- Interview exam
- Student aptitude tests for studying abroad administered by the undergraduate or graduate school the student attends

The factors that are taken into consideration may vary depending on the program(s) you apply for.

For the most recent program list, please refer to:

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



## V. Scholarships for Study Abroad

Generally, the amount of money students spend while studying abroad is higher than they would spend at Waseda University since it will include accommodation, food, and other personal costs. For long-term programs, you should expect your study abroad program to cost you in the range of 2.5 to 6 million yen.

In many cases, you are neither permitted to work part time nor receive any kind of income when studying abroad. Therefore, the entire cost of your study abroad, including all travel costs, must be covered before you fly to your destination. Depending on the host university or country, you will often be asked to submit an official bank statement in English showing the amount equivalent to your total expected expenditure, placing the onus on you to prove that you are financially capable of covering the costs of studying abroad. Generally, the statement is required six to ten months prior to departure; however, students who plan to study certain programs must submit a bank statement right away after internal screening. If after submitting the documentation of your financial circumstances you receive approval, you will be admitted by the host university and will be able to acquire the necessary visa. There have been cases where students just days before their programs are to start have suddenly realized the costs and said to themselves "I didn't realize how much studying abroad would cost!" To avoid this situation, it is crucial that you talk to your guardian and make your financial plans well in advance.

These days, not only Waseda University but many other institutions in Japan have scholarship programs for students who wish to study abroad, so more students can open these doors to the outside world. These other scholarships are different to the scholarships for tuition support that the scholarship office provides information for, and they have very different supplementary policies and application procedures. Be sure to clearly understand the characteristics, types, and application procedures below.

Please see the following website for details.

Financial Aid

<https://www.waseda.jp/inst/cie/en/from-waseda/aid>



E-mail registration form for study abroad scholarships

[https://forms.office.com/Pages/ResponsePage.aspx?id=cIGGs4eYOkuJ\\_5WjW5L0w\\_zdcGnVnoVJmwkgcLjrlrVUN1dJNzFFVTAwNUQzRVNCOE9CUUw5RU1WTiQIQCN0PWcu](https://forms.office.com/Pages/ResponsePage.aspx?id=cIGGs4eYOkuJ_5WjW5L0w_zdcGnVnoVJmwkgcLjrlrVUN1dJNzFFVTAwNUQzRVNCOE9CUUw5RU1WTiQIQCN0PWcu)



### 1. Characteristics

These programs have the following characteristics:

#### (1) Many are scholarships you do not have to repay

With the exception of some general scholarships and the JASSO rental plans, many are paid scholarships.

#### (2) The opportunity for supplementary scholarships is greater than scholarships for tuition support

These scholarships have different income requirements than scholarships for tuition support, so generally the opportunities for receiving them are greater. For example, for the year 2022, the requirements for the JASSO scholarship for overseas studies (partnership deployments) were to give priority to those who met the financial standards of JASSO type 2 scholarships. (For details, refer to JASSO's website.)

#### (3) Improvements in scholarship programs that are enhancing globalization

In 2017, Waseda University established a reservation-type scholarship, *Waseda-no-Eiko* (The Glory of Waseda). And in 2022, it launched another reservation-type scholarship, *Habatake Sekai no Sora* (Fly High to the Sky of the World). Scholarships by foundations, companies, and local authorities have also been newly founded and expanded.

## 2. Types of scholarships

There are many types of scholarships at Waseda University and other institutions, but they mostly fall into the following four types:

### (1) Waseda Scholarships

Name of scholarship	<b>Reservation-type scholarship <i>Waseda-no-Eiko</i> (The Glory of Waseda)</b>
Outline	This scholarship will guarantee scholarships to selected students who find it difficult to participate in study abroad programs due to financial reasons before they apply for the programs.
Eligibility	① Those who plan to apply for CIE study abroad programs ② Japanese citizens or permanent residents (including special permanent residents) ③ The total income of parents on their income certificates: a) Income/annuity before taxation is below 8,000,000 JPY (including pensions and income from real estate) b) Other forms of income and business income are below 3,500,000 JPY If there are several forms of income or revenue, the various amounts will be added and then assessed as a whole. ④ Students with excellent academic performance
Scholarship size	Programs lasting 1 year or more: total of 1,100,000 JPY; Programs lasting 1 semester: total of 500,000 JPY
Number of recipients	A maximum of 19 for spring and fall recruitment

Name of scholarship	<b>Reservation-type scholarship <i>Habatake Sekai no Sora</i> (Fly High to the Sky of the World)</b>
Outline	This scholarship is to encourage students who have difficulties participating in the study abroad programs for financial reasons by ensuring the scholarship before they apply for the programs.
Eligibility	① Students who are planning to apply for a study abroad program offered by the CIE ② Students who obtain Japanese nationality or permanent residency (including special permanent residency) ③ Students who have financial difficulties ④ Students with excellent academic performance
Scholarship size	Programs lasting 1 year or more: total of 1,000,000 JPY
Number of recipients	A maximum of 6 for fall departure

Name of scholarship	<b>Alumni Association Study Abroad Scholarship</b>
Outline	This is for students who are highly motivated to study abroad, have outstanding personal qualities, and wish to study abroad at Oxford University or the University of Pennsylvania in programs designated by the CIE. Those who are nominated for the scholarship will attend the award ceremony hosted by the scholarship and financial assistance section.
Eligibility	Regular students who are going to a specified college at Oxford University or the University of Pennsylvania on the CIE's study abroad program (CS) of Waseda University
Scholarship size	Total of 1,500,000 JPY
Number of recipients	5

Name of scholarship	<b>Waseda University Academic Solutions Corporation Scholarship for Study Abroad</b>
Outline	Waseda University Academic Solutions Corporation Scholarship for Study Abroad is a new scholarship that receives donations from the Waseda University Academic Solutions Corporation. Recipients of the scholarship will participate in a meeting to get to know each other.
Eligibility	Regular undergraduate students with excellent academic performance who are studying abroad at foreign universities on the programs (DD or one-year EX) offered by the CIE.
Scholarship size	Total of 1,000,000 JPY
Number of recipients	10 for fall departure

Name of scholarship	<b>Howard Hagiya Scholarship</b>
Outline	This scholarship is made possible by a generous donation by Howard Hagiya. (He graduated from the School of Commerce at Waseda University in 1963.) It supports double degree students at Waseda University studying abroad in Taiwan and also students of excellent standing in Taiwan who desire to study at Waseda University.
Eligibility	Japanese Waseda University CIE double degree students of excellent standing who wish to study abroad in Taiwan
Scholarship size	Total of 800,000 JPY
Number of recipients	2


Name of scholarship	<b>Takanobu Arai Scholarship</b>
Outline	This scholarship was established through a donation from the mother of the late Takanobu Arai. (He graduated from the Department of Industrial Management at the School of Science and Engineering.) It provides financial support to bachelor's or master's students with exceptional academic skills who plan to study abroad at the University of Chicago.
Eligibility	Japanese citizens who are studying a bachelor's or master's and will be studying abroad for at least one semester at the University of Chicago are eligible. This information is subject to change.
Scholarship size	Total of 180,000 JPY
Number of recipients	1

Name of scholarship	<b>Waseda University Student Exchange Scholarship</b>
Outline	This scholarship offers economic support for students wishing to study abroad.
Eligibility	Please refer to the CIE's website: <a href="https://www.waseda.jp/inst/cie/from-waseda/aid/scholarship">https://www.waseda.jp/inst/cie/from-waseda/aid/scholarship</a>
Scholarship size	Total of 250,000 JPY
Number of recipients	150

## (2) JASSO Overseas Studies Support System (Partnership Deployments)


Overview	<ul style="list-style-type: none"> <li>It is funded by an independent government foundation.</li> <li>Students applying to the CIE's study abroad program (including short programs) are eligible. Programs individually devised by each school, branch, or center may also be funded, which is different to the selection process at the CIE.</li> </ul>
Scholarship size	Payments of 60,000 JPY to 100,000 JPY per month (depending on the area)
Note	<ul style="list-style-type: none"> <li>It is provided by the government to large numbers of students. (The number of recipients varies each year.)</li> <li>There is also a master's or PhD scholarship that is designed for those who are to receive their master's or PhD abroad after their graduation.</li> </ul>

## (3) The Tobitate! (Leap for Tomorrow) Young Ambassador Program

Overview	The program is a Japanese public-private partnership for helping Japanese students to study abroad that was launched in 2013. The second phase will begin from 2024 to 2028 as part of a policy to strengthen industry-academia-government collaboration for developing global human resources with the aim of restoring the number of students studying abroad to at least pre-pandemic levels by FY2028.
Eligibility	<p>Regular Students at Waseda University who have Japanese nationality or are permitted to reside permanently in Japan (including special permanent residents)</p> <p>◆ The Tobitate! (Leap for Tomorrow) Young Ambassador Program website</p> 
Scholarship size	60,000 to 160,000 JPY per month (depending on the destination area where the student will study abroad and their family's financial situation)
Number of recipients	Please check the dedicated website.



## (4) General Scholarships

Overview	<ul style="list-style-type: none"> <li>Scholarships provided by foundations, companies, and local bodies</li> <li>Several scholarships pay the fees for students studying abroad with their own expense</li> </ul>
Support	Depends on the scholarship
Note	<ul style="list-style-type: none"> <li>Some scholarships support finishing master's programs overseas  <a href="https://www.waseda.jp/inst/cie/from-waseda/aid/out-scholarship">https://www.waseda.jp/inst/cie/from-waseda/aid/out-scholarship</a> </li> </ul>  (Japanese only)

## 3. Method of application/results

If you wish to receive a scholarship, you will need to apply according to the forms, procedures, and periods that are stated below:

### (1) For Waseda University's scholarships and the JASSO study abroad support program

Eligibility	Students of programs provided by the CIE
Method of application	After you have passed the internal screening for studying abroad, please apply by following the instructions given by the CIE. Students can only apply for this scholarship once. You cannot specify a scholarship or the order of your preferences, but you can apply at one time to all the Waseda University scholarships that you are eligible for. Required documents (tentative): application form and tax certificate of parents
Results	Your application and your academic status will be appraised, and you will be notified if you will receive a scholarship through an e-mail sent through Waseda Mail shortly before or after your departure.
Notes	<p>The following scholarships and program participants will be handled at different times.</p> <ul style="list-style-type: none"> <li>The reservation-type scholarship <i>Waseda-no-Eiko</i> (The Glory of Waseda) and <i>Habatake Sekai no Sora</i> (Fly High to the Sky of the World) (Open call or selection is conducted before the screening for study abroad programs.)</li> <li>Participants of departmental exchange programs (inquire to each school or research office center)</li> </ul>

### (2) Applying to Tobitate! (Leap for Tomorrow) Study Abroad Initiative and external scholarships

Eligibility	Participants of the CIE's study abroad programs, departmental exchange programs, and private fee study abroad programs
Method of Application	Apply separately according to the specifics of each open call.
Results	Depends on each scholarship

## 4. Factors to consider

### When Applying

#### (1) Collect information

Information on Waseda University's scholarships, JASSO scholarships, and scholarships with available updates is available on the CIE's website, MyWaseda notices, etc., so be sure to check it regularly to not miss any opportunities.

#### (2) Plan your finances

Scholarships for study abroad programs have a selection process, and not everyone can receive payments. Do not plan your finances with the assumption that you will be able to receive a scholarship. Once you are chosen for a program, as a general rule, you will not be able to resign.

#### (3) Differences in the applicability of programs

Scholarships for study abroad programs will vary in their applicability to you because they are for different programs (DD, EX, and CS), periods (fall departure or spring departure), durations (one year or one semester), and destinations.

### Receiving Scholarships

#### (4) Checking for joint receptions

Some scholarships allow applicants to also apply for other programs but not to receive funding from several programs at the same time. If you are selected for multiple scholarships, check if they allow you to be funded by other bodies. If you fail to notice any restrictions and you are considered to have broken the rules, you will have to return the scholarship money. Most programs let recipients receive tuition support from multiple scholarships.

## (5) Procedures during and after your study abroad program

Some scholarships require students to confirm their enrollment or submit reports, so be sure to follow these requirements during the designated period. Failure to follow them may result in you having to return the scholarship money.

## (6) Students who already receive JASSO (loans or grant) or Waseda scholarships

If you are already receive a JASSO or Waseda scholarship or a scholarship from a private foundation or local government, you may need to follow specific procedures before and after your study abroad program. Failure to follow them may result in you having to return the scholarship money. ➡ P.23

## 5. <FYI> Loan-type scholarships and student loans

(1) and (2) below are loan-type scholarships that are provided by the Scholarship and Financial Assistance Section. For details, please contact the Scholarship Division (1<sup>st</sup> floor, Student Center, Toyama Campus).

Website: <https://www.waseda.jp/inst/scholarship/>

If you are inquiring by e-mail, please clearly state your student ID number, name, and inquiry details, and write an appropriate subject title.

Please send from your Waseda Mail address to: syogakukin@list.waseda.jp



### (1) JASSO Category 1 scholarship (for students on the student exchange support program —a scholarship for the short-term study abroad program)

### (2) JASSO Category 2 scholarship (a scholarship for the short-term study abroad program)

We plan to stop recruiting from 2024.

As an alternative, we are planning to accept applications for the program Special Increased Scholarship for Studying Abroad, which will be available for students who are receiving domestic loan scholarships from the Japan Student Services Organization (Category 1 and 2). If you are planning to study abroad in 2024 and would like to receive this scholarship, please register for the scholarship on the dates below:

Please apply during the period ① and the JASSO application period ②.

You need to complete procedures ① and ②.

#### ① Scholarship registration period:

Spring: Approximately 1 month from February 2024

Summer: Approximately 1 month from August 2024

#### ② Japan Student Services Organization scholarship application period:

Regular recruitment: Approximately 1 week from April 2024

Second recruitment: Approximately 1 week from October 2024

### (3) Student loans

Some financial institutions offer student loans for educational expenses. While many of them are offered for studies in Japan, some can be used for studying abroad. If it is difficult for you to receive a scholarship or your personal funds are not enough, please consider student loans. Please call the following number for details:

Japan Finance Corporation Student Loans in Japan Call Center: 0570-008-656

Japan Finance Corporation General education loan (national education loan)

<https://www.jfc.go.jp/n/finance/search/ippan.html>



# VI. Overseas Security and Risk Management

**Basic rule: show initiative!**

**You are the one who is responsible for your safety and deals with unexpected incidents**

## 1. (Mandatory enrollment) Overseas travel insurance and risk management services

### (1) Overseas insurance

**(an inclusive contract with Waseda University and the insurance company or study abroad plan)**

All participants in Waseda University's study abroad programs, including students in the departmental exchange agreement program, are required to purchase an overseas travel insurance plan that is designated by Waseda University. The premiums are paid by students.

### (2) Crisis response and management services

The CIE has established a system of risk management for students in order to deal with any problems that may occur in the course of their daily lives in a foreign country. Basically, the cost of this service is covered by Waseda University, but in some cases, you may need to pay the expenses.

The following services are available:

- Medical assistance (if you suffer from sickness or injury)
- Non-medical assistance (e.g., loss of property)
- Health consultation services
- Safety confirmation services
- Arranging emergency evacuations
- Legal referrals

## 2. Research on the country where you would like to study

It is important that you research your overseas study location, its history of crime, local information regarding hygiene, local diseases (including infectious diseases), medical treatments available, the social environment, customs, national character, and local laws, as well as the program's content. Please bear in mind to always seek the latest available information.

## 3. Preparations before departure

### (1) Subscribe to overseas insurance:

In addition to purchasing the above overseas travel insurance plan that is designated by Waseda University, **some host countries or universities require you to purchase a separate health insurance plan.** The insurance begins on the day you leave your home in Japan, even when students from abroad are stopping by their own country before going on a program.

### (2) Photocopy your passport, credit card number, airline tickets, and your insurance policy number.

### (3) To protect yourself in the event of any loss, theft, or emergency, make a list of contacts (e.g., embassy, consulate general, local police, credit card company, airline reservation number, insurance company, crisis response and management service company, and your host university).

### (4) Obtain a medical report in English or the local language if you have a chronic disease.

### (5) Register for the crisis management service provided by the Ministry of Foreign Affairs:

If a state of emergency is declared in your country of transit or stay, the Ministry of Foreign Affairs will provide continuously updated information through this service. In the event of a crisis, information concerning the state of affairs in your country and necessary precautions to be taken will be sent by e-mail to all users who have registered their e-mail addresses with this service.

To prepare for a state of emergency, students residing abroad for three months or more are required to submit a Report of Residence Abroad, which can be downloaded from the Ministry of Foreign Affairs homepage below:

<https://www.mofa.go.jp/mofaj/toko/todoke/zairyu/index.html>



(6) Use the Ministry of Foreign Affairs Overseas Safety App:

It provides safety information and travel advisories on your current location and countries and regions around you by using the GPS function on your smartphone.

Please search for *kaigai anzen* in the App Store or Google Play.

## 4. Program cancellation or evacuation advice before and during the program

You may obtain detailed, security-related information (Japanese only) on the website of the Ministry of Foreign Affairs of Japan:  
<https://www.anzen.mofa.go.jp>

Waseda University may postpone or cancel its programs or advise evacuation if a warning is issued by the Ministry of Foreign Affairs of Japan before or during the program schedule. The CIE will inform students in the concerned region via e-mail or through its website.





# **After Passing Internal Screening**



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# I . After Passing Internal Screening ~Before Receiving the Enrollment Notification

## 1. Necessary documents

Generally, preparation is said to be the key to whether your study abroad will be a success or not. Please ensure that you are well prepared before your departure by checking the following items.

### (1) Preparing the Necessary Documents

- When you submit the application form, you may be asked to hand in additional documents, such as your high school transcript in English, graduation certificate, bank statements, study plans, health certificates, and your preventative vaccination certificate. The issuing of these documents may take time. Depending on the program, you may be required to prepare a bank statement at the time of application to prove that the entire budget for your study abroad period can be covered. The CIE will be able to assist you with what documents are required for the official application to your host university, but you should also check the required documents from your host university's e-mail or website yourself and start making arrangements as soon as possible. However, some documents are valid for only a certain period (generally three months), so please ensure that you do not obtain such documents too early.
- Each student is responsible for dealing with any problems that may arise during their time abroad. Assistance is available at host universities; however, bear in mind that you must be personally responsible for completing all the necessary procedures. Below is a general overview of the necessary paperwork:
- If a host university has a specific application form, it may be sent to your Waseda Mail address. Please check your Waseda Mail account and forward the e-mail from the host university to the CIE. Some universities do not require students to submit application forms. In addition, some universities do not send application forms until just before the due date. Please ensure that you inform the CIE of your contact information, especially during the spring and summer holidays and when you are not home for a long period. Missing any deadlines and/or being unable to reach you may affect your chances of being accepted into these programs.
- During long holiday periods (spring and summer holidays), the CIE may send a message to your Waseda Mail account or to your permanent (home) address. Be sure to check your e-mail regularly, and allow CIE to contact you.
- Unless you have a special reason, we ask that you do not change the e-mail address you registered before or during your study abroad period.

## (2) Essential Documents for the Study Abroad Application Process

When submitting documents to your host university, you may reuse documents already submitted to Waseda University for screening, but regulations at other universities vary. So please refer to the example below to ensure that the application proceeds smoothly and without problems.

① Essential documents for application	<p>The required documents vary depending on the host university. Before starting the application procedures, please wait for instructions from the CIE coordinator regarding the necessary items. Below are examples of required documents:</p> <p>(A) Application Form The application process and style depends on the host university, such as an online registration using a specified format. Furthermore, depending on the host university, it may be necessary to pay a processing fee by overseas remittance or credit card.</p> <p>(B) Academic Transcripts in English Depending on the host university, it may be necessary to submit your latest academic transcripts in English. Please consult the CIE to confirm the relevant details.</p> <p>(C) Study Plan / Letter of Motivation If the host university requests you to submit a study/research plan, please submit it by the designated deadline.</p> <p>(D) Letter of Recommendation (1-2 Referees) If a letter of recommendation is required, the CIE will contact you.</p> <p>(E) Photo ID Depending on the partner university and visa regulations, you may need to submit several photographs. Please confirm the number, color, and size.</p> <p>(F) Passport Copy If you do not have a passport, apply for it as soon as possible. Also, if your passport will expire before departure or during your study abroad program or if the period remaining before expiration is not enough for the host country's regulations, please visit your nearest consulate or embassy to renew it. Please submit a copy of your passport and include your photograph and passport number by the designated deadline.</p> <p>If you are an international student, you will also need to submit the following:</p> <ul style="list-style-type: none"> <li>① A copy of your residence card if you have switched from your foreign registration card.</li> <li>② A copy of your special permanent residence certificate if you have switched from your foreign registration card.</li> </ul> <p>If you hold dual nationality, please be sure to submit copies of both passports.</p>
② Application for accommodation and payment of deposit	<p>At your study abroad location, there are many types of accommodation, including student dormitories, homestays, and apartments. Depending on the program, these may differ and may be predetermined. Some host universities do not provide students with information on accommodation, and it may be necessary to find accommodation on your own. Please note that you may fail to secure accommodation if you do not adhere to the deadlines set by the CIE or the host university.</p> <p>Depending on the host university, you may be required to pay a deposit in advance by overseas bank transfer or credit card. As a rule, you are required to apply for accommodation yourself.</p>
③ Financial statement indicating account savings in English	<p>A financial statement may be required by some host universities or for processing visas. You should also confirm the regulations with regard to finances with host countries and universities, as different regulations may apply. Please arrange for a financial statement in English from your financial institution (i.e., bank).</p>
④ Scholarship application documents	<p>A student participating in a CIE study abroad program who applies for a scholarship offered through the CIE</p> <p>(A) Application form</p> <p>(B) Documents establishing the earned income of your household (for example, tax forms and proof of tax exemption). Documents related to earned income should be obtained from your local government office or place of employment. Required documentation will vary depending on the nature of employment, so please prepare these forms well in advance.</p> <p>A student applying to a scholarship offered by a private institution or the government</p> <p>Documents and submission deadlines vary depending on the desired scholarship. Applicants are responsible for confirming all application guidelines and deadlines themselves.</p>

⑤ Health certificate in English and vaccination certificate in English	<p>Depending on where you go, you may be required to submit a health certificate or undergo a health examination.</p> <p>You can obtain a health certificate in English at Waseda University's Health Support Center if you took the health examination (500 yen per copy).</p> <p>However, depending on the requirements and the form stipulated by the host university, an additional examination may be necessary. Please confirm this information with the CIE or the host university. For those that did not take the health examination, please take the health examination at a medical institution that can issue health certificates in English.</p> <p>You must take the Student Health Examination every year.</p> <p><b>&lt;Important&gt;</b></p> <ul style="list-style-type: none"> <li>• <u>Health and Vaccination or Immunization Certificates for the Host University</u> First, carefully read all the information provided. Then, confirm what vaccinations you have received by referring to your health records and make a note of this information. If necessary, ask a medical institution to perform any other procedures that are required.</li> <li>• <u>Certificates of Immunization or Vaccination</u> Some countries and host universities require that you receive immunizations before traveling. Since the wait to receive certain vaccinations is lengthy, please ensure that you undertake all necessary procedures and have sufficient time. ➡ P.26</li> </ul>
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### (3) Receiving and Submitting Application Materials between the CIE and Students

The CIE will inform you how to send and receive documents. Please follow the instructions. After the CIE has confirmed the documents requested from the host university, it will give a supplementary explanation of the documents to be submitted (typically in an e-mail to your Waseda Mail address). Therefore, please check your e-mail frequently. Depending on the type of documents (especially financial statements, high school academic transcripts, health certificate, etc.), issuing them may take some time. With this in mind, we remind you carefully check the submission dates to ensure that you meet the deadlines.

For the programs involving multiple candidates, a late submission by one candidate may delay processing for all candidates. In order to avoid inconveniencing other students, we ask that you meet all deadlines.

If a student repeatedly does not meet the submission deadlines stipulated by the CIE and violates the application procedures, the CIE will issue a warning. If the CIE does not see any improvement in the student's efforts to prepare and meet deadlines, their study abroad program may be cancelled.

### (4) Submitting Official Name (Name on Passport)

The name you submit in the Roman alphabet is an important part of the study abroad application procedure. Therefore, if the name you submit to Waseda University is different from the one on your passport, correct this as soon as possible at the school offices. This also applies to those who are applying for or are renewing their passports.

We ask all students to pay special attention to the spelling of their names. In particular, the names in English of students on their academic transcripts are often different to that on their passports, causing administrative and processing difficulties. If this does occur, it may lead to the misspelling of your name on important documents issued by the host universities, such as the acceptance letter or necessary forms for visa applications.

Moreover, students with dual nationality and foreign students (except those with Japanese passports) should confirm the correct spelling of their name, the validity of their visa, and whether they have a re-entry permit. If any of these documents expire during their study abroad program, it may seriously impede their ability to return to Japan.

- To illustrate the above, when writing certain names, the letters "h" and "o" are often used together, e.g., Sato and Satoh and Ono and Ohno. Ensure that the name we send to the host university is spelled the same way as on your passport.
- For those with dual nationality, the host country may require you to carry and use both passports.
- If you are a foreign student or you do not have Japanese nationality and your name is not spelled the same on your passport as it is on your bank account or other public documents, it may cause difficulties when going through the formalities to travel abroad. Please take special care regarding the spelling of your name to ensure that it is consistent across all documents.

### (5) Changing Address in Japan

If you change your address in Japan before you depart for your studies abroad, we ask you to provide your school office with your new personal information. Failure to notify your school may not only affect communications with your undergraduate or graduate school and the CIE, it could also cause significant problems for the host university in contacting you via post.



## II. After Being Admitted to Enroll

### 1. Submitting notifications and other documents

#### (1) Pre-Departure documents to be submitted and registration

The personal information of students submitted to the CIE will be used for program operations and, if necessary, to contact and send information to students and their guardians during their study abroad program. Please submit the documents by hand or post or e-mail them.

Submission Period	Materials	Submission Location	Purpose/Method
After an announcement from your undergraduate or graduate school office	Study abroad procedures at each school office, such as submission of Application Form For Study Abroad	Your undergraduate or graduate school office	Regardless of the type of program, you must follow the study abroad procedures, which should be done at your school office, before your departure from school and after you come back to Japan. Your registration for a study abroad program may be cancelled if you do not properly follow the procedures. Procedures vary across schools, so please follow your school's instructions meticulously.
Deadline: 3 weeks prior to departure	Copy of passport (if renewing)	CIE	If there is an emergency during your program, the CIE will require a copy of your passport. If you have not yet submitted a copy of your passport, or you are in the process of applying for it, or you will have to renew your passport while abroad, please submit a copy of your current passport.
	Copy of visa		Your visa may be in the form of a sticker or stamp attached to your passport. It may also be issued as a separate document. Regardless of the format, submit a clear and complete copy of the visa. For those currently in the application process, submit a copy immediately after you obtain your visa.
	Confirmed flight information		Submit a copy of the flight schedule issued by your travel agent. It should include your departure date and time, flight number, etc.
	Application for overseas travel insurance	MyWaseda	Register through MyWaseda after paying the insurance fee. Two to three weeks after your registration, insurance documents will be sent to you through MyWaseda by the insurance company or its agent. You are advised to do these procedures in a timely manner.

#### (2) Necessary procedures for suspension/intermission or continuation of scholarships received prior to study abroad

Students receiving scholarships prior to studying abroad from JASSO, Waseda University, or private or public institutions must complete the relevant procedures listed below before departure and/or upon return at the Scholarships and Financial Assistance Section. Failure to complete these procedures in a timely manner may negatively affect future payments of the scholarship.

##### ① JASSO (loans / grants)

- A JASSO scholarship received prior to studying abroad will be considered as a "Scholarship Continuing to be Granted" during the student's study abroad periods. Please note that those whose status during their study abroad is leave of absence should submit a "Notice for Change of Registration Status to JASSO for an Intermission (Temporary Suspension)" to the Scholarships and Financial Assistance Section.
- If you are currently a recipient of a grant-type scholarship under the Japanese government's new study support system and wish to receive the overseas study support program at the same time, please submit a "Notice for Change of Registration Status to JASSO for a Suspension" of the grant-type scholarship (or a "Notice for Change of Registration Status to JASSO for an Intermission" if your student status is on a leave of absence during your study abroad) to the Scholarships and Financial Assistance Section. For those who are currently receiving a grant-type scholarship under the former system of JASSO, the following measures will be taken:
  - If enrolled before AY2018, the status of scholarship being granted will continue.
  - If enrolled in AY2019 and thereafter, the status will be intermission of scholarship.
  - Please submit a "Notice for Change of Registration Status to JASSO for an Intermission" to the Scholarships and Financial Assistance Section.

(Note) If the suspension or intermission procedure is delayed, you may be asked at a later date to refund the excess amount that was transferred. So please be prompt.

- If you are scheduled to study abroad with the status of being on a leave of absence and you still wish to continue your scholarship (except for grant-type scholarships under the government's new study support system) while you are studying abroad, the scholarship can be continued during your study by submitting the Request for Continuation of Scholarship During Study Abroad, so please contact the Scholarships and Financial Assistance Section for details.

- For students receiving a Category 2 scholarship Loans(interest-bearing) : If your expected date of graduation is delayed due to your study abroad, you may in some cases extend the period of your scholarship for up to an additional year by submitting the Application for the Extension of the Scholarship Payment Period form. Please note students who are currently in the last year of their programs and will exceed their original period of scholarship during their study abroad must submit the Application for the Extension of the Scholarship Payment Period before departure.

## ② Waseda University Scholarships

If you participate in a study abroad program (whether as an enrolled student, a study abroad student, or other program) while receiving a scholarship from Waseda University, you are required to contact the Scholarships and Financial Assistance Section in advance. Depending on the scholarship, there are cases where participation in a study abroad program may affect the amount of money you can receive or make you ineligible to receive your scholarship. Students affected in this way may be asked to return any scholarship money received up to that point either partially or in full.

## ③ Private or public scholarships

All students receiving private and/or local government scholarships who participate in a study abroad program (whether as an enrolled student, a study abroad student, or otherwise) are required to refer to the guidelines for scholarship recipients, etc. that they received when they were selected, and they must notify the Scholarships and Financial Assistance Section in advance. Procedures and conditions related to studying abroad vary depending on the organization.

## 2. Exchanging documents with the host university

Each student is responsible for their behavior during their stay abroad. The CIE will give basic assistance in the application procedures. However, with the exception of some programs, students are responsible for arranging their own accommodation (i.e., a dormitory or a homestay) after being accepted. Be aware that the dormitory application process usually has an early deadline. We suggest that you pay a great deal of attention to all the deadlines when applying. In some cases, you may send housing-related inquiries to the housing office of the host university.

Students are responsible for applying for and obtaining visas, informing the necessary parties of their arrival date, and arranging their airline tickets. Depending on the program, we may advise students to purchase airline tickets recommended by Waseda University or the host university. In that case, please proceed with the procedures according to the instructions from the CIE.

When you receive documents sent directly from the host university, be sure to inform the CIE as soon as possible because the CIE may need to make duplicate copies. Make sure that you make a photocopy of the documents you submit. Please take documents from the host university and other documents related to your studies overseas with you when you leave Japan because you may need to present the copies in your host country.

## 3. Collecting information about the host university

We recommend that you spend time learning and studying about the country and university you are going to study in. You should collect important information in advance through guidebooks, essays written by previous participants, the website of the Ministry of Foreign Affairs of Japan, the embassies of both countries, and the host university.

While at the host university, you are a representative of Japan and Waseda University. This means that you should conduct yourself in a manner that is respectful and courteous. During your study abroad program, you will have great opportunities to share information about Japan and Waseda University. You may be asked about history, culture, the economy, and your family by people you meet, so you are advised to have as much information as possible in order to be able to respond to these questions properly.

## 4. Contacting students who studied or will study at your destination

If you wish, the CIE can connect you with students who studied or will study at your destination, as shown in the following table.

Having contact with the other students may give you great opportunities to have more knowledge about your host university and country. However, please bear in mind that it is not always guaranteed that you will have the same program as students who studied at your host university.

[Contact information of former study abroad participants, fellow study abroad students, and study abroad student advisers]

Contact Period	Contact Student Type	Contact Method
As needed	Study abroad student advisers	Former program participants can provide you with advice on how to go about your studies as well as information about local lifestyles. You can receive advice from student study abroad advisers at various events organized by them. Please refer to the CIE's website for more information.
After passing internal screening	Students who will be participating with you or are currently participating in the same program	After notification of internal screening results, the CIE will contact you regarding the referral process. Upon request, we will send your contact information to the students who are participating or wish to participate in the same program. Once they get in touch with you, please communicate directly with each other.

## 5. Letter of acceptance

Once you receive your letter of acceptance, check if your name is correctly spelled. It is often the case that you will receive other documents, such as accommodation forms and health and vaccination forms, with the letter of acceptance. You are advised to read all of them very carefully.

You may receive your letter of acceptance just prior to your departure, depending on each university's particular circumstances. The CIE will do its utmost to encourage admission offices at host universities to expedite the process; however, it may still take some time to receive your letter of acceptance. So it is crucial that you submit all the required documents by the designated deadlines.

Moreover, once your acceptance to the host university has been confirmed, you will go through many procedures, including the application process for your student visa. Please do not prepare for your departure by only relying on your own judgment before you receive official acceptance. Also, do not change your departure date to an earlier date before you are accepted. Please be patient, and wait until the CIE contacts you. You alone are responsible if you proceed with the application without contacting the CIE and this causes problems, such as a delay to the procedures.

## 6. Application and procedures for accommodation

In order to make the most of your academic experience at your host's location, it is essential that you maintain an enriching lifestyle. Where you live is very important for this lifestyle. Making housing applications and completing the required paperwork depends on the host university. Some universities require an application for accommodation at the time of applying for the study abroad program, while others require it after you are admitted.

There are essentially three types of housing, each with its advantages and disadvantages. However, in the case of some programs, the type of housing is already predetermined. In that case, you will have to adapt to the living conditions.

Furthermore, depending on the host university, there may be no arrangements made for students. In that case, you will have to seek accommodation independently.

[Comparison by accommodation type]

	Student Dormitory	Homestay	Private Apartment (Flat)
Outline	Many universities have university dormitories, but these are usually full, and local students often have priority. Therefore, dormitories are not guaranteed even if you apply for them. In many cases, these are shared rooms, and you will most likely be notified of your room number upon arrival.	For universities that do not have dormitories, there are often homestay facilities available for students. Typically, the university will have a contract with a homestay placement agency. Host families vary in composition, for example, families with children, single parents, and families with diverse ethnic backgrounds. In some cases, you will only know the details of your family just before your departure.	If the university does not introduce students to a university dormitory or homestay, students will choose a private apartment. (In some cases, the university may have contracted apartments.) In most cases, there are no applications or procedures connected with the host university. A typical case is for students to share a house (private room but shared kitchen and bathroom).
Advantages	With students from many countries living in dormitories, if you get along well with your roommate you will have an enjoyable experience. There are some dormitories with curfews, but students can come and go as they please in most cases.	This is the best way to improve your language proficiency. In many cases, meals are included. In some cases there is a fee, but you are also allowed to use the kitchen, washing machines, etc. You can experience the culture of your host country first hand.	Of the three lodging types, this option provides the most freedom. You can prepare your own meals, and if you get along with your housemates you will have a great time.
Disadvantages	Your roommate could be from a variety of backgrounds, such as a native English speaker or a student from Japan. Although you have a higher degree of freedom living in a dormitory, your roommate may maintain a different pace of life, which may cause you stress.	Freedom with regard to eating times, shower times, etc. is relatively low. Moreover, you may not get your requested family type, or the homestay may be far from your university.	You need to thoroughly review the contents of the apartment contract, since most rental agreements are with private real estate companies. Be careful about problems you may have with a roommate.

Important issues related to accommodation

- In some cases, the program type stipulates that students use specific lodging.
- According to the regulations, except in extraordinary circumstances, you cannot change your accommodation from a dormitory or homestay for personal reasons before your departure. In the case of homestays in particular, reasons such as "I don't like the homestay family structure," "The homestay is far from the university," or "I need a good internet environment" are not considered acceptable reasons for requesting a change. If after living at the host university for a period you still feel that there are problems, you should see the local coordinator and discuss your options.

- If you are staying in a private apartment, you are likely to sign a contract with the landlord or a housing agency. Please note, if there are any problems, you must deal with the situation yourself.
- No matter what lodging option you choose, you should always take special care of your valuables. You should go to your host destination with the mindset that “there is no safer and cleaner country than Japan” and modify your behavior accordingly.
- Generally speaking, please understand that safety, sanitary conditions, and other living environments are different from that in Japan.

## 7. Health certificates

Depending on the host country, it may be necessary to submit a health certificate, antibody certificate, or vaccination certificates in English. The tests required for health or antibody certificates may take time, so be sure to plan your tests beforehand.

Some universities will require you to take vaccinations before departure. Be sure to have all necessary vaccinations before leaving the country. The vaccinations you have received can be checked in your Maternal and Child Health (MCH) Handbook. If you need multiple vaccinations, it may take a few weeks to a few months to complete them, so be sure to plan ahead. Depending on where you study, you may be required to be vaccinated after you arrive in the host country, or you may be able to choose whether to be vaccinated in Japan or another country.

In some cases, you may not be able to acquire a visa or attend classes at the host university if you do not have sufficient proof of your health status even if you have been given permission to enroll from the host university.



[Reference] Infection information for overseas travelers <https://www.forth.go.jp/index.html>

- When seeing a doctor, take your MCH Handbook with you. If your host university has a designated form or explanatory note, please print it out and take it with you. Also, refer to your MCH Handbook to check your history of vaccinations.
- Health certificate: You must ask for a certificate to be issued after taking the mandatory tests. The tests and the certificate both cost money.
- Antibody certificate: After checking your vaccination and medical history with your MCH Handbook, you will have a blood test conducted in order to have the certificate issued.
- Vaccination certificate: You will have a certificate issued in accordance to the history of your vaccinations in your MCH Handbook.
- For medical tests (antibody tests, etc.) that need to be taken for the purpose of having certificates issued, please be sure to go to the medical institutions that will actually issue the certificates.
- Be sure to take copies of the certificates before you submit them.
- If you need support in your host country due to health issues or physical disabilities, please consult with the CIE.
- Depending on your host country, you may not be able to take with you medicine for chronic diseases, or you may need an English prescription. If you take any medicines regularly, check beforehand with your doctor and prepare accordingly.
- If you have taken the student's annual medical checkup during the designated academic year, Waseda University's Health Support Center can issue the certificates (¥500 for each English letter) or provide the tests necessary for the certificates, such as antibody tests. However, the center does not provide vaccinations. In addition to the necessary forms, always bring your student ID card.

Health Care Room, Health Support Center, Waseda University  
 〒169-8050 1<sup>st</sup> floor, Bldg. 25 (Okuma Garden House), 1-104, Totsukamachi, Shinjuku-ku, Tokyo  
 Phone: 03-5286-9800 (Monday to Friday 09:00–12:30, 13:30–17:00\* excluding university holidays)  
<https://www.waseda.jp/inst/hsc/>

\*If you have not taken the student's annual medical checkup, please go to a medical institution for the certificates. You will be charged for the checkup and the certificates.

## 8. General information about visa applications

In most countries, you will need a student visa to stay for one year. Depending on the country, different visa application procedures will require different documents. Once you are admitted to your host university, consult with your local embassy or consulate via the Internet or phone to find out the latest information on obtaining a visa for the designated country.

### (1) Awaiting visa approval

Depending on the country, the visa approval process may take anywhere from two weeks to over three months or in some cases even longer depending on the student's nationality, travel history, and background.

The approval process has become much stricter because of recent events in the world. In light of this, every year, there are students who do not get their visas approved in time and cannot arrive at their host locations on the prescribed date. We strongly recommend that you make all necessary preparations well in advance according to the latest information and confirm all aspects of the visa application process.

Moreover, the approval or rejection process for visas depends on the screening process at the embassy, consulate, or related representative office of the country that will process your visa. The CIE cannot judge whether your visa will be approved or not and cannot inquire why your application was rejected.

In addition, please make sure to travel only after satisfying the entry requirements of your destination country. If you have not received a visa before your planned departure, please report to your host university and the person in charge at the CIE. Traveling while your visa is still under review may result in you being denied entry or affect your visa and immigration entry examination.

## (2) Method of application

The visa application process is divided into two main categories: individual applications and applications by proxy. If you are concerned about the complicated visa application process, it is highly recommended that you pay for the visa application services of a travel agency or other organization.

(Some countries and areas do not accept applications by travel agents.)

## (3) Differences between applying individually and by proxy

Applying Individually	Applying by Proxy (Travel Agent)
<ul style="list-style-type: none"> <li>You only pay the visa application fee</li> <li>You will have to gather information, obtain application forms, and fill out the visa application materials and all other procedures by yourself.</li> <li>There are many parts of the application filling process where you may lack the correct document; you may make mistakes; or you may not include enough information. As a result, the visa application may not be approved, or it may take extra time.</li> </ul>	<ul style="list-style-type: none"> <li>When you apply by proxy, you pay a service charge along with the application fee. (In addition to the above costs, you also need to pay for the postage.)</li> <li>Throughout the application process, the agent will assist you by giving you advice and instructions, so you need to cooperate with them.</li> <li>You can receive instructions on how to obtain the visa application documents, and how to fill them in completely and in the right order. As a result, you can complete all the necessary procedures comparatively easily and without mistakes or omissions.</li> </ul>

- The CIE cannot answer questions regarding the visa application process, such as how to fill in the forms and what documents are needed.
- The application procedures and necessary documents for the application are subject to change without notice. Please confirm all the necessary procedures with the embassy in question by telephoning it or reading the information on its website.

### Useful links

- Ministry of Foreign Affairs

<https://www.mofa.go.jp/>



- List of diplomatic offices in Japan

[https://www.mofa.go.jp/about/emb\\_cons/protocol/index.html](https://www.mofa.go.jp/about/emb_cons/protocol/index.html)



## (4) For foreign students

In addition to obtaining a visa to study abroad, foreign students are required to follow procedures regarding their status of residence in Japan. Please go over the information below, and perform all the necessary procedures after referring to the website of the Immigration Services Agency, etc.

Residence Card	In principle, if your status of residence is "student," regardless of the length of the period available for you to stay in Japan, please return your residence card at the airport when you leave Japan to study abroad for one semester or longer. If your status of residence is something else and your visa will expire during your study abroad period, you will need to perform the required procedures so that you can re-enter Japan after completing your study abroad program.
Special Re-Entry Permit	If your status of residence is "student" and you will re-enter Japan within three months after participating in a short-term study abroad program or if your status of residence is something else and you will re-enter Japan within one year (two years if you are a special permanent resident), please apply for a Special Re-Entry Permit at the airport when leaving Japan. In either case, your status of residence needs to be valid at the time you return to Japan.

### Reference

- Immigration Services Agency

<https://www.moj.go.jp/isa/index.html>



- Special Re-Entry Permit

[https://www.moj.go.jp/isa/applications/procedures/minashisainyukoku\\_00001.html](https://www.moj.go.jp/isa/applications/procedures/minashisainyukoku_00001.html)





## 9. Enrolling in overseas travel insurance

Waseda University, through the Campus Insurance Center, contracts overseas insurance for study abroad programs to Tokio-Marine Nichido Fire Insurance Co., Ltd. Since the purpose and nature of the study abroad program is different from overseas travel in general, the policy of the overseas travel insurance designated by Waseda University is especially tailored for study abroad students so that students may have a fulfilling study abroad experience.

As part of our overseas crisis management policy, students who participate in study abroad programs are required to enroll in a comprehensive university travel insurance plan associated with the university (as is also mentioned in the Study Abroad Agreement submitted at the time of internal screening).

In addition to the above insurance request, depending on the partner institution and your visa type, you may be required to purchase the host country's or host university's health or medical insurance. In this case, you will have to cover the costs of the insurance plan even if you are enrolled in an insurance plan in Japan. Please consult with the coordinator at CIE for more information or follow the instructions provided by the host university's overseas student coordinator. The same applies if you are an international student (non-Japanese) and you have travel and health insurance in your own country or if you participate in our study abroad program in your own country (i.e., a South Korean student who goes to South Korea as an exchange student). Under no circumstances are you exempt from enrolling in the overseas travel insurance that is designated by Waseda University.

The supplementary information on the insurance fees and compensation details will be announced by the CIE.

### (1) Procedures for enrolling in overseas health insurance and things to be careful about

A CIE coordinator will give you information, such as insurance payments, deadlines, and application and submission procedures, according to each program. Please follow these instructions carefully.

#### <Note 1> Start Date of the Insurance

The start date of the insurance must be the date of your departure from Japan. This applies even if you are traveling abroad to other destinations or going back to your home country before departing for your study abroad destination.

For example, if you leave Japan on September 1, 2024, for your home country and then leave for your study abroad destination on September 10, 2024, from your home country, your insurance must start on September 1, 2024.

#### <Note 2> Extension and Cancellation of the Contract

As a rule, students should purchase insurance for 12 months (or 6 or 7 months depending on the program). Students who decide to remain abroad beyond the length of their original insurance contract should be sure to extend their insurance prior to the expiration of their original contract. For foreign nationals who return to their home country after studying abroad, health insurance is required until they return to Japan.

If you are returning to Japan earlier than the original contract (less than 12 months), there may be a possibility of receiving a refund. If you need to purchase insurance for six months or two years, the CIE will inform you during the application process.

### (2) Management agency and underwriting insurance company

#### Management Agency

Waseda University Campus Insurance Center Corporation  
Phone: 03-5272-3475/FAX: 03-5272-3478  
(Closed: Saturdays and Sundays; Business Hours: 09:00–17:30)  
E-mail: hoken@waseda-pm.com

#### Underwriting Insurance Company

Educational Organization Division  
Government Sector Dept. 2  
Tokio-Marine Nichido Fire Insurance Company Co., Ltd.  
Phone: 03-3515-4133  
(Closed: Saturdays and Sundays; Business Hours: 09:00–17:00)

## 10. Registering for risk management support service

Waseda University asks all students to purchase its designated insurance to prepare for any problems, such as accidents or illnesses. In addition to providing financial compensation, it also provides you with support services 24 hours a day 365 days a year on things such as consultations about your health and information on hospitals that are close to you.

## 11. Preparing for travel in general

Once you are admitted to the host university, you should start preparing for your study abroad, such as arranging flights or credit cards. Regarding purchasing airline tickets, the CIE may recommend specific flights if multiple students are traveling to the same destination in a group and their arrival date is designated.

## III. Notes Before Departure

### 1. Researching and gathering local information

When considering a study abroad location, local information regarding the social environment, security, crime, hygiene, local diseases, medical treatment, customs, national character, and local laws should be thoroughly researched. Please ensure to always seek the latest available information from the website of the Ministry of Foreign Affairs, etc. You can avoid risks in many cases if you have information beforehand.

### 2. Make a note of your the valuables and phone numbers of the consulate and police station

You should make copies of your passport, credit card, airline tickets (e-tickets), and overseas medical insurance, and keep them separate from your original documents in case of theft or loss. In addition, we suggest that you record the contact details of the local consulate or embassy, police station, credit card company, airline company, insurance company, and your university. Check the Support Guide and keep an emergency contact number in case of an emergency.

### 3. Medical report

If you have a chronic disease, it is advisable to have your medical report (history) in English or the local language. Prior to departing from Japan, you should ask your family physician to prepare a medical history/report for you since you will most likely be unfamiliar with medical terminology.

### 4. Important! Sharing contact information with your guardians (regulations on the use of personal information)

In accordance with the regulations on the use of personal information, Waseda University cannot give out personal information such as addresses and phone numbers, even to your family members or guardian. We ask that you directly share your contact information with your family and guardian. However, in cases of emergency, the CIE will confirm the identity of the family or guardian and then pass on contact information. We ask for your understanding.

In addition, be sure to confirm with your parents, guardians, or others in advance how you will communicate with them during your study abroad, and regularly contact them after you travel abroad.

### 5. International calls and mobile phones

#### ①SIM cards and cell phone rental for overseas use

Please make sure to consider, and make arrangements for, your means of communication in your destination country with reference to the information provided below. Please make sure to report your daily contact information (cell phone number) to the CIE in accordance with its instructions:

- Please make sure to purchase a local SIM card within one week of your arrival.
- Bring your cell phone from Japan, and use it for overseas roaming.
- Subscribe to an overseas cell phone rental service while in Japan. (Waseda University's affiliated services are available on a voluntary basis.)

Please note: If you are traveling overseas after canceling or suspending your cell phone contract in Japan, purchase a prepaid SIM card that can be used overseas at an electronics store, etc. If you cancel or suspend your domestic mobile phone contract in Japan, you must secure a means of communication from your arrival at the local airport to the opening of a cell phone that can be used locally.

#### ②Calling applications such as LINE and Skype

These applications are useful when you are in an environment with a proper internet connection. Please consider the pros and cons of each service before using it.

Please note: Since there is a possibility that LINE may not work in China, we recommend that you research the necessary VPNs, etc. in advance and install them before your trip.

#### ③Commonly used local applications

You will not have to rush if you install in advance the necessary applications that are commonly used in each country or region. For example, WhatsApp in the U.S. and WeChat in China are indispensable for day-to-day living, so please do your research beforehand. Each service has its advantages and disadvantages, so please consider whether to use these services on your own.

## 6. Final check of your belongings

The items listed below are very important, but they are often forgotten. Be sure to conduct a final check to ensure you have all of the following before you leave the country:

- Airline ticket (e-ticket)
- Passport (take a copy as well)
- Necessary forms related to your visa
- Make sure you have the necessary forms related to your travel Insurance (the forms mailed to you by the insurance company). This includes the certificate of insurance. Many people forget to take this, but it is often required to submit it to the host university.
- The contact information of your credit card company (You should know this beforehand, in case you lose your card.)
- STUDY ABROAD GUIDEBOOK
- Study Abroad Support Guide

Information will be provided at the pre-departure orientation, including how to use the support desk and examples of how to use overseas travel insurance. Please read it thoroughly before making an inquiry, and be sure to make good use of it.

Please note: This guide will be distributed in electronic format, so please print it out as needed, or save it so you can check it when you do not have access to the Internet.

# During Your Study Abroad



# I . Notes During Your Study Abroad

## 1. Upon arrival at your host institution

### (1) Contacting Japan


- ① Please contact your parents and/or guardians as soon as you arrive at your study abroad destination.

Each year, a few months after the start of the study abroad programs, the CIE receives inquiries from parents of students about the whereabouts of their children and if they are safe. Please contact your parents and/or guardians regularly throughout the duration of your study abroad program. If you travel even for a short period, please contact your parents and/or guardians and let them know of your plans.

- ② Please register your contact information.

All students are required to submit their daily contact information (cell phone number) in case of an emergency. You must promptly report this information to Waseda University using the prescribed form after traveling to your study abroad destination. Specific instructions on how to submit your contact information will be given in the orientation.

### (2) Submitting Residence Notifications

Submission Period	Materials	Submission Location	Purpose/Method
Upon Arrival	Notification of Residence	The Nearest Japanese Embassy or Consulate General	<p>This notification is only required if you are a Japanese national residing overseas for more than three months. It must be submitted to the Japanese embassy or consulate general that has jurisdiction over your area of residence.</p> <p>In cases of natural disasters, terrorism, airplane accidents, or other emergencies, the local police station or hospital will contact the local Japanese embassy or consulate general. Then, using the Residence Notification, they will contact the Japanese Ministry of Foreign Affairs, who will contact your family.</p> <p>When you return to Japan after finishing your study abroad program or if you change your address, please do not forget to inform the embassy where you submitted the Residence Notification.</p> <p>This procedure is important for your safety, so please follow the guidelines.</p> <p>* To submit the Residence Notification by Internet  <a href="https://www.ezairyu.mofa.go.jp/index.html">https://www.ezairyu.mofa.go.jp/index.html</a></p> 

### (3) Using the overseas safety app

It displays safety information by using the GPS function on a smart phone. ➡ P.18

### (4) Notes on tuition

#### Important! Be Careful of Erroneous Invoices for Tuition!

You may be erroneously asked to pay tuition fees or receive payment notices for tuition fees while at the host university. This is most likely because some local coordinators are unaware of your status or because the invoice has been automatically generated and sent from the accounts department. If you feel that you have been incorrectly charged for something, please inquire with the local study abroad coordinator at your host university before you pay. Once you have paid, the money cannot be refunded; therefore, please confirm with the host university or the CIE that you have been billed correctly before you pay. In addition, please confirm that your parents or guardians understand beforehand the payment system as well, in case incorrect bills are sent to them.

### (5) Getting accustomed to life at your study abroad location

The culture, lifestyle, study methods, and many other things at your study abroad destination are most likely different from Japan. Rather than trying to hold on to the Japanese way of doing things, remember the expression "When in Rome, do as the Romans do." Do the best you can to adapt to your new environment as quickly as possible.



## (6) Familiarize yourself with your host university

Get to know the system at your new university as quickly as possible. At the orientation, you will receive materials containing a great deal of important information. Although it may take time, read all of these materials very carefully. If you have questions, inquire with the appropriate coordinator or office. In case you become injured or ill, be sure you understand all the safety information about your environment, both on and off campus, as well as the medical system. If there were any points that you researched but did not understand before departure, ask the local program coordinators, teachers, or other Japanese students who have been at your host university for some time.

## (7) Communicating during your study abroad location

Please be careful not to confuse the casual manner of speaking between friends with the more polite language appropriate for speaking with professors and university coordinators. It is a mistake to believe that because English lacks a formal honorific language (*keigo*), the same types of expressions can be used in both casual and formal settings. Even native English speakers who may address professors by their first names use polite language when speaking to those professors. Keeping that in mind when speaking with others so as not to offend them is a universal and crucial practice in any culture. This is true when writing in English as well. Observe what types of language other students use in different situations.

Even if you feel the need to assert yourself to be understood, it is no excuse for being impolite or confrontational. If you do assert yourself, do not become emotional, and remain calm and logical.

## (8) Using local apps, etc.

The local apps and other tools that are used in your host country will make interacting more convenient. Especially in China, WeChat may be an essential tool for communication. Please check in advance.

# 2. During your life abroad

## (1) Educational matters

Language	<p>The reality of studying abroad is that you may not understand or be able to communicate in the foreign language as much as you thought you could. After arriving, it is not enough just to be at the host location in order to improve your language skills. You must endeavor to improve your language skills every day by studying hard. Even students who are proficient in the foreign language can get poor grades due to not being prepared enough.</p> <p>It is your responsibility as an international student to not miss classes, study diligently, and ask questions when you do not understand something.</p> <p>You should approach your studies from the perspective that you will need to study more than other students as your language skills are less advanced. Clarify matters by asking questions until you understand what is being said. Do not pretend to have understood everything.</p>
Academic Skills	<p>There are many techniques that you may need to adopt in your studies, such as taking notes, giving presentations, and writing reports. This is especially true at universities overseas, where the amount of reading needed for writing reports is relatively larger than in Japan. <u>For assignments and exams, please do not cheat or just copy sentences from books as if they were your own (plagiarism).</u> The penalty for such cases may be severe.</p>
Course Registration and Credit Acknowledgement	<p>When enrolling for courses at your study abroad university, consult the local teachers and the academic advisor. Except in cases where coursework is fixed (CS-L students in particular), you should consider things such as whether credits can be transferred to Waseda University, what courses are available at the host university but not at Waseda University, and if there are any courses that your host school is well known for. Within the specified guidelines, you are free to choose the courses you enroll in. You need to consider important questions, such as, "What subjects can I register for?" and "How many credits can I transfer?" However, please understand that you may not be able to take your preferred classes and that credit recognition is based on your school's screening process, so we suggest that you contact your school in Waseda University in advance.</p> <p>It is the responsibility of each student to demonstrate adequate academic performance. If you receive an "F" grade during your first semester, it may negatively impact your student visa, and you may have to return to Japan. Be diligent in your studies throughout your program. Keep in mind that as an international student, you are also representing Waseda University.</p> <p>Although you may want to earn as many credits as you can, please be aware that if you sign up for too many courses, you may not be able to handle the workload. Such situations can be very stressful and mentally exhausting. After the local academic adviser and the CIE have consulted with each other, you may not be able to continue studying at your host university if you are not attending classes adequately or if your behavior causes problems. Therefore, please listen to your local academic advisor.</p>

## (2) Lifestyle

Relationships with Other People	<p>Do not stereotype others. Do not assume that all people from a certain country are a certain way. Just as there are many types of people in Japan or your home country, there are many types of people in every country. Other people are human, just like you.</p> <p>Living overseas may mean living in a community, so respecting others is as important as maintaining your own opinions. Some people may think that community living goes well if you keep quiet, but if you do not have any opinions, you may be judged as lacking in personality. And if you do not say anything, you may be considered as being satisfied with the current situation or not having any opinions. Be brave and say no or state your opinion if something is unacceptable to you.</p>
Money and Valuables	<p>Take special care of your valuables and money while abroad. In particular, if you have roommates or a host family, you may suspect them if any of your valuables are missing from your room. To avoid such an uncomfortable situation, please do not carry around valuables; do not show people large amounts of money; do not leave your belongings unattended; keep your valuables in a safe place; and avoid keeping a lot of cash in your wallet.</p>
Health Care	<p>You may experience physical changes because the lifestyle and food are different from what you are used to. Also, there are cases where students suffer from food poisoning, homesickness, and other problems. In particular, health issues, like food poisoning and homesickness, are typical in the first couple of weeks or months. You should understand the situation in your host country in terms of food, culture, and sanitary conditions.</p> <p>If you are ill, you are advised to visit a doctor, and make sure to use your health insurance.</p>
Accommodation (Dormitories, Homestays, Apartments, Etc.)	<p>Whether you are staying in a student dormitory, apartment, or doing a homestay, there will be rules on curfews, visitors, etc. Follow these rules carefully. If you fail to do so, you may be forced to leave your accommodation.</p> <p>If you are staying in a dormitory and having problems with your roommate, <u>speak with the local coordinator in charge of accommodation</u>. If you have a legitimate reason and there is a vacant room, and another student also wants to change rooms, you may be able to change rooms or be paired with a new roommate. The same applies for homestays.</p> <p>You must take responsibility for your own living environment. However, if you wish to change your accommodation for invalid reasons or because you cannot adapt to local customs, the local administrators may not grant your request.</p> <p>If you have any concerns or are unsure what to do, speak with the local program coordinators. Be sure you understand the rules for your accommodation, and seek solutions within the boundaries of the rules.</p> <p><u>Some universities may require you to leave the dormitory during long vacations. Confirm these regulations in advance and make the necessary preparations.</u> Always confirm beforehand, so that you won't lose your place of stay as soon as you start your vacation.</p>
Laws of the Host Country (alcohol, drugs, etc.)	<p>The laws of the host country apply not only to its citizens but also to you. Understand that these may vary from the rules and laws in Japan. Unfortunately, in some countries, illegal drugs are readily available, and there may be drug users around you who recommend or suggest them to you. Remember that drugs are illegal, and if someone recommends that you try them, you should strongly refrain from doing so. If you are caught using drugs, you may be expelled from your host country, and in some countries, you may even be sentenced to death.</p> <p>Also, drink responsibly, and be aware that the legal drinking age may be different from that in Japan. There have been cases of students drinking heavily and causing problems just before they return to Japan. Obey the rules, and strictly abide by the local laws. Otherwise, you may be required to discontinue your study abroad.</p>
Travel	<p>Broadly speaking, traveling can be seen as part of the study abroad experience, and if you have extra time, it is good to travel in order to broaden your worldview, as long as there are no detrimental effects on your studies. However, bear in mind that problems that may arise during traveling are very difficult to solve on your own, so you must take special care. Also, if you go on a trip, be sure to inform your parents or guardians about your whereabouts.</p> <p>Please be careful about the validity of your student visa. In some host countries, a grace period is set between the end date of your visa and the required date of embarking, so it may be expired when you leave your host country for a third country. However, students sometimes misunderstand the grace period, causing them to stay illegally.</p> <p>Depending on the country, you may need a visa, or you may need documents to re-enter the host country, so be sure to confirm such details well in advance of your departure.</p>

### (3) Do not try to handle all your problems by yourself

A few months into your program, you may experience feelings of anxiety for various reasons. For example, your language ability may not be improving as much as you had expected; you may have trouble making friends; or you are homesick and want to return to Japan. If you have any of these feelings, talk with other students or the local program coordinators. Sometimes just talking with others will help you feel better. Whenever you are worried about something, it is important to speak with others, not only to hear their advice but also to sort out your own feelings. Please take care if you experience a loss of appetite, sleeplessness, a loss of interest in routine things, anxiety, or have protracted headaches. To prevent symptoms from becoming serious, please do not hesitate to contact the CIE.

### (4) Seek guidance right away

You will not receive any special treatment simply because you are a study abroad student from Waseda University. Large universities in particular have international students from around the world. If you simply wait for assistance, you will most likely receive none. If you have a problem or need help, proactively seek assistance. Ask questions; make requests; and take active steps to resolve your situation. Not all universities maintain good communication among their coordinators, so they are unable to carry out things quickly. Follow the pace of your host location, and be patient, but remember that you may need to send multiple requests for your needs to be accommodated. Even in such cases, please keep a friendly relationship with the person in charge.

If you are having difficulty with your studies, consult your local study abroad advisors or academic advisors right away. There is usually a special support system for study abroad students. Your local program coordinator will tell you exactly who to contact depending on your problem. Remember the following when receiving advice:

- Seek help during regular office hours.
- Understand the position and role of each coordinator; they will not simply do things at your convenience. Office procedures may take more time than you imagine; consult local coordinators in good time.

## 3. Before returning to Japan

### Information for foreign students: status of residence in Japan

Foreign students who returned their residence card when leaving Japan are required to obtain a certificate of eligibility (COE) to apply for a visa to enter Japan. To acquire the status of residence of "student," follow the procedures below and the instructions from the university:

Application for Certificate of Eligibility	You will need this certificate when applying for a visa to enter Japan after completing your study abroad program. If your status of residence is "student," the university will apply on your behalf before you return to Japan.
Visa Application	After receiving a new COE, you must apply for a visa at the Japanese embassy or consulate.

#### Reference

- Immigration Services Agency <https://www.moj.go.jp/isa/index.html>

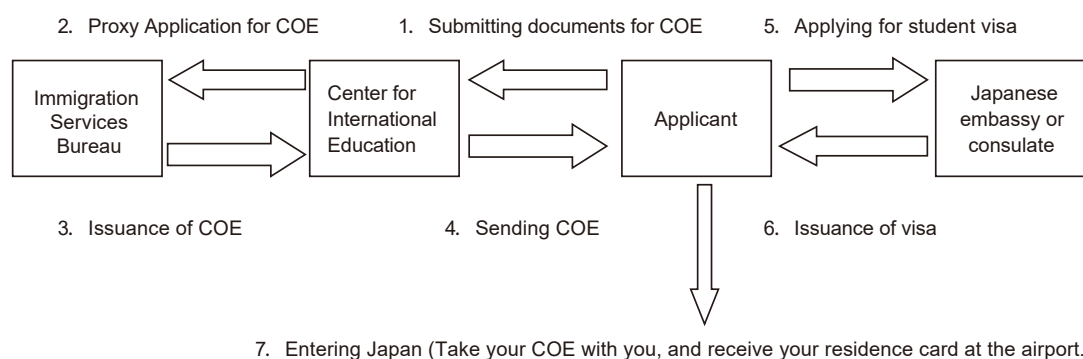


- List of Diplomatic Missions Abroad, Ministry of Foreign Affairs  
[https://www.mofa.go.jp/about/emb\\_cons/mofaserv.html](https://www.mofa.go.jp/about/emb_cons/mofaserv.html)



### Steps for entering Japan after applying for a COE

With a proxy application, it will take two to three months for a COE to be issued. As you will have to enter Japan within three months of the COE being issued, you need to decide your date of entry into Japan to proceed with this application.



Please note: This is the latest information as of November 2023. It is subject to change without notice by the Immigration Services Agency, the Ministry of Foreign Affairs, or other relevant agencies.

# II. Overseas Safety and Crisis Management

## 1. Crisis management

Many Japanese students get themselves into trouble while visiting or staying overseas, and in some cases such trouble ruins their entire study abroad experience. Why are so many students getting in trouble in the first place? One likely reason is that they did not prepare themselves sufficiently before departing. Consider the importance of risk management, and imagine how you would react in a potentially dangerous situation as well as how to avoid such situations before they occur.

Please remember, there is no single solution that can prevent every potential danger. You are encouraged to share information with other foreign students, and offer help and support to each other if and when a dangerous situation arises. Creating a mutually supportive environment is a shared responsibility of all study abroad students. The most important aspect of crisis management is to find information; understand and share it; and base your preparations and precautions on this information. Instead of falling into depression or overthinking things, contact, communicate, and consult with the study abroad coordinator at your host university, your guardian, your friends, and coordinator at the CIE.

However, in the unlikely event of a crisis, such as involvement in a crime, an accident, natural disaster, riot, disease, injury, negligence, financial default, or claims or damage resulting from any of the above, your ability to think clearly and independently is paramount. Please maintain a safe environment around you, and take appropriate preventative measures so that you will be able to handle any problems that may arise during your study abroad.

### **Basic rule: show initiative!**

### **You are the one who secures your safety and deals with unexpected incidents**

The number of Waseda University students participating in study abroad programs has increased greatly in recent years. So we strongly encourage all students to be aware of crisis management techniques and take responsibility for their own safety when studying overseas while we offer as much support as possible from here at the university.

## 2. Health management

Maintaining proper health is the personal responsibility of each student. Be sure to eat a balanced diet. This includes eating an appropriate amount of food. In some cases, students only eat foods that they like at the student cafeteria and return to Japan 10 kilograms heavier while also suffering from malnutrition.

It is also important to consider the sanitary conditions of the area that you will study in as not all countries have water and food that can be safely consumed. Moreover, stress can cause you to be prone to anorexia and/or binge eating, so we highly encourage you to pace yourself and pay attention to your health management. If you feel even slightly ill, please visit your nearest clinic or medical facility as soon as possible. Moreover, with regard to infectious and endemic diseases in the location in which you will study, please thoroughly research the local sanitary conditions and prevention measures before departure. In addition, if you plan to leave your local area, please see the local health center or medical clinic for information on prevention measures, vaccinations, and inoculations. During this period, you may need to consult your vaccination/inoculation certification booklet. (Please refer to your mother's maternity booklet, in Japanese, 母子手帳).

Due to the unfamiliar environment, you may become homesick or stressed. If you fall into a situation that you cannot solve by yourself, visit the university clinic, counseling center, or the nearest medical institution. Mental health is a very serious matter, so please talk to a professionally trained counselor before it becomes a problem. Be sure to find out what counseling services and other services are available at your host university.

When you are visiting a hospital for the first time, please contact Waseda University Support Desk and your local program coordinators. It is best to ask for their help as each university deals with insurance differently. Waseda University Support Desk can introduce you to or make an appointment at the nearest hospital. It may be able to advise you about which hospitals offer treatments without cash, so it is a good idea to contact them before making your own inquiries at hospitals. The Waseda University Support Desk also provides mental health consultations.

Please note the following:

- (1) Ask Waseda University Support Desk or/and your study abroad coordinator at the host university about information on the nearest hospital and the use of the university clinic and its location.
- (2) Be aware that the insurance does not cover dental diseases, such as tooth decay and wisdom teeth treatment, or chronic illnesses, diseases, and injuries that existed before the overseas travel insurance became effective. Please take the necessary treatments before departure.
- (3) If you have a chronic illness, please obtain a doctor's certificate, indicating the disease prognosis in the local language, and attach it to your emergency card. Keep it with you at all times. Please prepare a certificate in English or the local language outlining your prescription in case you require medication for your chronic illness.

Also, if you are asked about your belongings by an immigration officer when entering your destination country and need to explain your medicine, please use the word "medicine" instead of "drug."

Currently, the novel influenza and novel coronavirus have become a threat to our daily life and have spread throughout the world as a pandemic.

Waseda University, other host universities, the crisis management service company, and the insurance company will cooperate and provide students with useful information about such illnesses, and **in the case of a major pandemic in a particular area, we may ask you to follow our instructions accordingly for your safety.** Please pay extra attention for up-to-date information on such infectious illnesses.

Up-to-date information is available on government websites (MOFA's safety website).

### 3. Incidents and accidents

#### (1) In the event of riots or terrorist-related incidents

Stay away from areas where terrorist incidents, riots, etc. have occurred. Check the local television, newspapers, and internet news for the latest information. Be sure that your contact details (phone, e-mail, etc.) are available to those who may contact you.

Contact your family and the CIE, and report your current situation and conditions relating to your immediate surroundings, etc. If you receive an e-mail from the CIE checking on your safety, please respond as soon as possible.

Contact the nearest embassy or consulate, police station, and your host university and follow their directions.

#### (2) Gun-related incidents

If you hear a gunshot, do not leave your room. Do not even look out your window. If you are outside, do not run. Follow the instructions given by the local police, university, and embassy.

#### (3) Traffic accidents

Waseda University does not prohibit students from driving a car or riding a motorcycle. However, we strongly recommend that you do NOT drive a vehicle as regulations for driving may be quite different in each country, and it is highly risky to drive vehicles in such circumstances. If you need to drive, you should be fully aware that you are taking full responsibility for it, and please bear the following in mind when driving. Also, please note that the insurance you purchased through Waseda University does not cover any injuries, treatments, damage, compensation, etc. caused by driving a car or riding a motorcycle.

- Obey the laws and regulations in the host country.
- Injuries, treatments, and damage to third parties as a result of a traffic accident and many lawsuits originate from traffic accidents.
- Pay attention to your surroundings while walking since driving speeds and the direction of traffic may not be the same as in Japan.
- If you are at fault, call the police. If you are the victim, you should also call the police and follow their instructions. If you are the victim, the insurance of the person at fault should cover the costs.
- If possible, contact your family, your host university, the CIE, and Waseda University Support Desk and report your current situation.

#### (4) Alcohol

Regarding alcohol consumption, in the U.S.A., you are not allowed to drink alcohol if you are under 21 years of age, and violating the law can result in a serious penalty. In many western countries, drinking on the streets is not allowed and sometimes not even in your own private garden, etc. Often, it is also prohibited to drink in university dormitories or homestays. You are required to respect the local law.

There have been cases of students drinking too much and becoming very drunk or even losing consciousness at an end of course party or just after arriving in the country (typically times when students feel a sense of accomplishment or relief), and it has been treated as a criminal case or required emergency medical assistance. Offering or forcing minors to drink will be punished. Do not do anything illegal, and respect the local rules during your time overseas.

#### (5) Drugs

The use of drugs can result in even more serious penalties, and depending on the country, the death penalty may be given in some cases. Even if you are given a lenient penalty (fine or deportation), continuing your study abroad from that point will be almost impossible.

#### (6) Rape and sexual harassment

Such crimes often occur because students lack the following: an understanding of the language, experience living abroad, and intercultural skills. Even if you are not aware of the situation or are not actively involved, you may be considered an assailant or an accomplice. Walking or jogging alone at night in large parks can lead to sexual harassment or rape. We recommend that you collect information about the safety of your local surroundings, and take appropriate action to keep yourself safe.



### Important! Date Rape Drugs

Date rape drugs have become a problem overseas. A common scenario is for someone to slip illegal drugs into the victim's drink when they are drinking with others or they are at a party. The perpetrators then sexually assault the victim while they are unconscious. In order to avoid this, do not go out and eat with people you do not trust. Do not accept drinks from others. Get your glass yourself when your order is served at a restaurant or bar, and do not leave your drink unattended even when using the washroom. Please understand that you must protect yourself.

## 4. Theft and property loss

### (1) How to avoid becoming a victim of pickpocketing or theft

There are many cases of misdemeanors, such as theft and burglary, in foreign countries.

To avoid becoming a victim and minimize your losses, please be aware of the following:

- It is very risky to keep your valuables, such as wallet, credit cards, passport, mobile phone, and PC, in the same place since you are likely to lose everything in the event of theft. Try to keep each valuable item in a different location.
- Do not walk alone outside at night. Take special care in locations that are isolated or have a bad reputation.
- Avoid clothes that stand out, and use bags and outfits that are not likely to be targeted.
- Take care in busy streets and tourist areas to avoid pickpocketing and mugging. Try to walk in the middle of the sidewalk to avoid the danger of purse-snatchers from the roadside or being pulled into an alleyway. Cell phones are often stolen when people are getting on or off trains.
- If you become the target of a crime, do not resist, and give up your valuables as your safety is the priority.
- Avoid carrying large amounts of cash. In order to avoid skimming crimes (criminals make copies of bank cards or credit cards after stealing the information on the cards), always check your monthly credit card and bank account statements.
- To avoid phishing crimes (internet-related crimes in which a criminal entity sends what looks like an official message from a person's bank to them to steal their personal information, card number, pin code, etc.), never give out your credit card number or password via e-mail, etc. to other people.
- Always pay attention to your surroundings, and do not keep your bag open in public places, such as restaurants, cafes, and university libraries.
- If you become the victim of one of these crimes, be sure to call the police, and fill out a police report, robbery report, etc. In some cases, an insurance application will be necessary.
- Call Waseda University Support Desk to confirm whether they can provide assistance regarding the appropriate procedures for receiving aid.

### Important! How to avoid problems while traveling

A number of students have reported various problems while traveling on holidays (in the case of long-term study abroad students, during winter break, after completing programs, etc.). Short-term study abroad students should also be cautious when they have a weekend trip.

Be careful of theft, in particular, bag snatching and pickpocketing. In many cases, important items are stolen, such as passports, mobile phones, cash, credit cards, and airline tickets. It is advisable to pack these important items in a separate part of your luggage. (Also, keep a copy of your passport separately.) If you lose your passport in a country that is not the location of your host university, you may also lose the visa issued to study at your host university, and you may not be able to continue your study abroad program.

While traveling on holiday, you should be more careful than usual, and carry on your person emergency contact information, including details of embassies, insurance companies, police stations, etc. As mentioned, make sure to inform your family of your contact address and phone numbers while traveling.

### (2) In the event of theft or property loss

In the case of theft, students should complete a property loss report at their local police station as well as follow the procedures below as soon as possible. You will need the police property loss report for your insurance reimbursement application. Please contact Waseda University Support Desk directly for detailed information on overseas insurance reimbursement applications.

#### ① Passports

Report the loss of your passport to the Japanese embassy or consulate (or your home country's embassy or consulate), and submit an application for reissuing your passport. Reissuing your passport should take approximately two weeks (in the case of Japan). Before traveling to your host destination, find out the address, phone number, etc. of the local embassy or consulate. You can make a property loss report and application at the same time.

a. Necessary documents for reissuing a passport

- A property loss report: The report should include the passport number and the place and date of issue; you should also bring copies of your passport.
- A police property loss certificate or disaster victim certificate issued by the fire department
- One passport photograph (45 mm high and 35 mm wide; taken within the last six months)
- Any other form for reference, if necessary (ID to prove who you are and confirmation of nationality)

b. Necessary documents for applying for a new passport

- A passport application form (contact the consular section of an embassy/consulate)
- Your family register (戸籍抄本または謄本) (issued within the last six months)
- One passport photograph (taken within the last six months)

Please note: You may need two application forms and two photos at embassies or consulates where IC passport issuance is not offered.

The above information may change without notice. For updated information, please visit the website below.

[https://www.mofa.go.jp/mofaj/toko/passport/pass\\_5.html](https://www.mofa.go.jp/mofaj/toko/passport/pass_5.html)



② Cash

Recovering cash that has been stolen is difficult because of the lack of proof, so it is not covered by insurance. However, we recommend that you submit a property loss report to the host university and police because other stolen items may have been recovered. Remember not to carry around large amounts of cash on your person.

③ Credit cards

Inform the credit card company of your card number in order to suspend the service. Since there is a high possibility that the card will be used, you should cancel your credit card immediately. Be sure to have information regarding local contacts in advance. Request for the card to be reissued, if necessary.

④ Mobile phones, PCs, and tablet devices

The loss of mobile phones and PCs is often reported. When your insurance covers the loss, you may need a police report to claim compensation. Contact the police or Waseda University Support Desk for further details. If your mobile phone or PC is stolen, you will in many cases also lose the data. Therefore, you are advised to back-up your data to another device in order not to lose important data.

⑤ Other valuables

Please submit the police property loss report/certificate, proof of your valuables, and anything else that can act as evidence for lost property (receipts, photographs, etc.) to your insurance company.

However, in cases where the student is responsible for the loss, the insurance company will not provide compensation. This also includes borrowed items.

⑥ Theft or loss of property on airplanes or long-distance buses

Submit the ticket and baggage claim tag in the application at the site. Take responsibility for your belongings. In some cases, lost items can be recovered by tracing baggage claim tags, but this process may take time.

# III. Registrations After Returning

## 1. Post-program notifications

Please complete the following procedures as soon as you return to Japan:

Submission Period	Materials	Submission Location	Purpose/Method
Upon Returning to Japan	Notification of Return to Japan	Your Undergraduate or Graduate School Office	Each undergraduate and graduate school has its own form. Please fill out the respective form and return it to your school office.
	Re-Entrance Form	Your Undergraduate or Graduate School Office	Please check with your undergraduate or graduate school office regarding this form and any other necessary procedures to complete upon your return.
	Report on After Study Abroad	The CIE	Please follow the instructions provided by the CIE before returning to Japan.
Upon Returning to Japan (Check with Your School Office)	Official Transcript and Verification of Study Abroad Status	Your Undergraduate or Graduate School Office	<ul style="list-style-type: none"> <li>- Credit transfers</li> <li>- Applications for counting a studying abroad period as an enrollment period</li> </ul> (Please confirm with your undergraduate or graduate school office beforehand as procedures may vary.) You must submit proof of your study abroad program to your undergraduate or graduate school office. These documents will also be used in the credit transfer process. If you were unable to obtain all the required documents before returning to Japan, please contact your host university coordinator. Depending on the program, some documents will be sent to the CIE and then forwarded to your undergraduate or graduate school office. In such cases, please contact your school office.
After Returning to Japan	Information about Your Host University	Waseda Global Gate	For the benefit of future study abroad students, you may submit information booklets, course catalogues or guidelines, dormitory information, university facility descriptions, and any other documents or resources about your host university that you used during your program.
	Students Receiving the Student Exchange Support Program (Scholarship for Short-Term Study Abroad)	The CIE	The following are the documents that must be submitted to JASSO. Please take the necessary steps, and follow the procedures for receiving a scholarship in the e-mail sent to you in the final recruitment notice. If you do not submit all of them by the deadline, you could be asked to return the stipends paid to you, so please be careful. <ol style="list-style-type: none"> <li>1. Report on before/after study abroad</li> <li>2. Report on number of credits earned</li> <li>3. Essay assignment (short-term programs only)</li> </ol>
	Students of JASSO Category 1 and 2	Scholarships and Financial Assistance Section	Please go through the required procedures after you return. ➡ P.16, 23
	Study Abroad Student Adviser Registration Form (Optional)	Study Abroad Student Advisers	Student study abroad advisers are members of a volunteer group affiliated with the CIE who have experienced one of the CIE's long-term or one-semester study abroad programs. They support students who wish to study abroad and hold events related to study abroad programs. They also publish the <i>Study Abroad TIMES</i> . ➡ P.42
	Student Health Promotion Mutual Aid Association Membership Fee Refund Procedure	The Counter of the Student Affairs Section (Student Health Promotion Mutual Aid Association) Waseda University Student Center 1F, Toyama Campus	For students (Mutual Aid Association members as stated below) who participate in university-approved study abroad programs, the Student Health Promotion Mutual Aid Association will refund the membership fees (in units of months) they incurred during their study abroad program. To get a refund you must submit the following required documents to the counter of the Student Affairs Section before the 10 <sup>th</sup> of the month that is three months after your return (1,500 yen for half a year). Documents may also be mailed by post.

## IV. Study Abroad Student Advisers

This is your chance to utilize your study abroad experience! So we would like to introduce some of the activities planned and carried out by Student Study Abroad Advisers.

Who are

### Study Abroad Student Advisers?



Study Abroad Student Advisers are a team of volunteers that belong to the CIE who have participated in medium- and long-term study abroad programs offered by the CIE. Members of the team who have studied in various places, from English speaking areas like the U.S.A. and Canada to European and Asian countries, will support your wish to study abroad. The team was established 19 years ago, and it has been active under its motto: **"Help as many students as possible discover the value of studying abroad."** Throughout the year, we hold consultation sessions and plan events to support studying abroad, as well as publish an information magazine called *Study Abroad TIMES* and more.

#### ☆Featured Events in 2023☆

##### ◆Deawa-Night

This is an event for students who have already decided where to study abroad. Study abroad candidates will have the opportunity to meet other students with study abroad experience from the same faculty or graduate schools in the same overseas university or area and hear the experiences of those students in that foreign country. Questions such as "What should I do before leaving?" and "What should I bring?" will be answered!

##### ◆Open Campus 2023

The Open Campus in 2023 was held for two days on August 5 and 6. This is an event for high school students who are interested in Waseda University, and it aims to convey the appeal of studying abroad as a Waseda University student. The event was held in-person, with a panel discussion by those who have experienced studying abroad and a general question session. We received favorable comments from the high school students who participated in the event, such as "It was great to hear real stories from seniors who have studied abroad!" and "Not only do I want to study abroad, but my desire to apply to Waseda University has become even stronger!"

##### ◆Study Abroad Fair Consultation Booth

This is an event where you can directly consult with study abroad student advisers about your concerns before applying for a study abroad program, and you can ask them various questions about studying abroad. You can receive advice on choosing a study abroad destination and help for taking the first step toward studying abroad. By eliminating advance reservations and making it an open format that anyone can enter and exit freely this year, we received high praise from the participants, with comments such as "I was able to participate casually" and "I was able to speak frankly about various things to seniors who have studied abroad."

#### ☆Photographs of our events ☆



**Please feel free to contact us with any questions.  
We look forward to seeing you at our events!**



#### ☆Information☆

Email: [adviser.event@gmail.com](mailto:adviser.event@gmail.com)

Instagram



X



YouTube



# References

## Waseda University Study Abroad Program List

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



## Short-Term Programs

<https://www.waseda.jp/inst/cie/en/to-waseda/short>



## Departmental Exchange Programs

<https://waseda.box.com/s/b7he536wdhy2eqhkcztz5rl9hzluqwbq>



Under agreements with overseas partner institutions, some undergraduate and graduate schools conduct exchange programs of their own. Each school has its own screening process to select participants. Please refer to your school's website, and follow its instructions.

## Number of Study Abroad Students

<https://www.waseda.jp/inst/cie/en/center/data>



## Study Abroad Assistance (Waseda Global Gate)

In order to further globalize the education provided at Waseda University, the CIE supports students from abroad studying at Waseda and students from Waseda studying abroad, along with its education programs at the university.

The Waseda Global Gate (Building 22, first floor) is a one-stop service center where students can receive information on international education, such as study abroad programs, and also experience the university's global network. The seminar room within the space is used not only for classes for short-term students from abroad but also for various events.

Waseda Global Gate provides the following information/services:

- Information on study abroad programs that Waseda University provides
- Books for preparing your study abroad program (making copies is allowed)
- Information on grants and scholarships for studying abroad
- General consulting by the CIE

(Please consult with your undergraduate or graduate school office for Departmental Exchange Programs)

- Reports by students who have taken part in past study abroad programs
- Make use of this information to prepare for a meaningful study abroad.

# Waseda Global Gate (Building 22, first floor) Opening days/hours


Address	〒169-0051 1-7-14-1F Nishi-Waseda, Shinjuku, Tokyo Waseda Global Gate, Center for International Education, Waseda University
Opening Hours	Weekdays 10:00–17:00 (reservation for personal consulting online/at WGG: 12:00–17:00) In principle, we ask students to make a reservation for personal consulting at WGG. Please refer to the URL for more details: <a href="https://waseda-cie-online.resv.jp">https://waseda-cie-online.resv.jp</a> (WGG is closed on weekends and national holidays) Please check the CIE's website for the latest information.
Direct Phone	03-3208-9602 (09:00–17:00 except on weekends and holidays)
Inquiry	<a href="https://www.waseda.jp/inst/cie/en/contact">https://www.waseda.jp/inst/cie/en/contact</a>

Open for the following hours during summer and spring vacation: 10:00–16:00 (Monday, Wednesday, and Friday),  
Consulting: 12:00–16:00

## FAQ—What should I do in this case?

<https://www.waseda.jp/inst/cie/en/from-waseda/faq-2>



Questions/Problems	Contact
Credits counted toward my graduation	Please check your school's guidelines or website for credit transfers. If you still cannot solve the problem, please contact your undergraduate or graduate school office
My suitcase/PC was broken/stolen	Waseda University Support Desk
I would like to shorten the period of my insurance or cancel it About my insurance certificate	Waseda University Campus Insurance Center
I'm sick, and I would like to know which hospital to go to.	Waseda University Support Desk
I'm having trouble sleeping. I'm unable to attend classes.	Waseda University Support Desk
I'm having issues with my dormmates (noise, cleaning, etc.) that I can't resolve.	Staff in charge of dormitories in the host country
I received an invoice from my host university.	Staff in charge of your program in the host university, or Waseda Global Gate
I need to submit my academic transcript from my host university to my undergraduate school in Japan.	How to obtain a transcript depends on the host university. Any transcript received at the CIE will be passed on to your undergraduate or graduate school. If obtaining a transcript needs to be done on an individual basis, please be sure to personally ask your host university to issue the document.
Who can I contact in the event of theft or illness when I am overseas?	Please contact the Waseda University Support Desk. The phone numbers differ from country to country, so check the Study Abroad Support Guide beforehand for the number for the country you are in.
I want to contact Waseda alumni living abroad in order to obtain information on the area, local exchange events, and jobs and career after graduation.	Please contact the alumni association of Waseda called the Tomonkai. For the details, please refer to the following page: <a href="https://www.wasedaalumni.jp/e/tomonkai/#alumni_list">https://www.wasedaalumni.jp/e/tomonkai/#alumni_list</a> 



## **For applying in spring and fall in 2024 STUDY ABROAD GUIDEBOOK**

PUBLISHED BY THE CENTER FOR INTERNATIONAL EDUCATION  
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4TH FLOOR, 1-7-14 NISHI-WASEDA, SHINJUKU-KU,  
TOKYO 169-0051 JAPAN  
<https://www.waseda.jp/inst/cie/>

PRINTED BY SEIBUNSHA  
1-10-6 MIYAKO-CHO, CHUOU-KU,  
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富嶽三才圖  
凱風  
快晴

北風吹雪



WASEDA University