

**Short-Term Study Abroad Agreement for Programs Requiring Nomination**

To the Dean of the Center for International Education

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

**1. Attitudes toward Study Abroad Programs**

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

**2. Procedures**

- 1) I will not make any objections to the results of the application selection process. Also, I understand that the CIE cannot respond to any inquiries regarding the application rate or selection results for each program.
- 2) I will confirm the entry restrictions designated by my destination country/region and fulfill the entry requirements (i.e., presentation of the proof of vaccination and/or the proof of negative test results, and quarantine measures including self-isolation, etc.)
- 3) I will submit all the necessary documents related to my study abroad program by deadlines.
- 4) I agree to take full responsibility to check and proceed with all the necessary procedures required for the program, including submission of necessary documents, obtainment of a passport and visa, arrangements for credit transfer with my school at Waseda University, course registration, payment of tuition and other academic fees, procurement of insurance, etc.
- 5) For programs that have a selection process, I understand that my participation in the program may be determined through screening of documents, interviews with faculty members, etc. I also understand that even if I become a participant in the study abroad program, I am not accepted from the concerned university due to circumstances.
- 6) I understand that I am not allowed to withdraw from the study abroad program once the application documents have been submitted and prescribed fees for study abroad (program fees, etc.) have been paid unless there is an appropriate reason.
- 7) I understand that it is not possible to change the program schedule, temporarily leave the program, leave in the middle of the program, or cancel the program due to personal circumstances.
- 8) I agree to pay all the fees (program fees, etc.) by the due date.
- 9) I have secured permission and agreement from my financial supporter such as my guardian before making an application to prepare sufficient financial resources for the estimated expenses for the program to which I intend to apply.
- 10) Guardian must be a person who is capable of cooperating with Waseda University and guide and support the student so that the student can carry out learning/research activities smoothly.

### **3. Suspension/Change of the Program**

- 1) Waseda University or the host university may, at its discretion, suspend the study abroad program and advise the student to return to Japan, or change the program format (e.g., from travel to online) based on the latest information of Japanese Government (mainly the Travel Advice and Warning by the Ministry of Foreign Affairs), entry restrictions in the host country, and the program format and number of participants at the host institution. Therefore, the student needs to understand such possibilities in advance and follow Waseda University's instructions promptly.
- 2) I agree that the expenses such as cancellation fees, penalty fees, additional fees, preparation costs, and other expenses (program fees, accommodation fees, travel fees, etc.) incurred in connection with the above shall be borne by the student.

### **4. Risk Management**

- 1) I agree to purchase the insurance plan for the period of my study abroad and register for crisis management service, as designated by Waseda University.
- 2) I agree to purchase both the insurance plan designated by Waseda University and the one designated by my host university if the latter requires me to purchase a separate insurance plan in addition to the one designated by Waseda University.
- 3) Concerning the insurance plan designated by Waseda University, the start date of coverage will be the day I depart from home and end on the day of arrival at home.
- 4) If there is any accommodation designated by my host university or Waseda University, I will stay at that accommodation during my study abroad period. In addition, I will use the flight designated by each program for entry into the host country and return to Japan, if any.
- 5) I will take care of my own physical condition before and during the program. In the event of any health problems, I will consult with the insurance company or crisis management service designated by Waseda University as soon as possible.
- 6) I agree to submit their daily contact information (cell phone number) in case of an emergency. I will promptly report this information to Waseda University using the prescribed form after traveling to my study abroad destination.
- 7) No matter where I am staying, I will take special care of my valuables while abroad. Also, I understand that the living environment, including safety and hygiene, is not the same as in Japan.
- 8) Those who are planning to apply for the homestay program, please follow the notes below.
  - (1) The culture, customs, and manners of the country/region in which you are staying are different from those of Japan.
  - (2) The environment of the host family is not always the same as others, and the lifestyle and family structure of the host family(e.g., elderly couple, single-mother family, family with small children, family with children of the opposite sex of the same generation, family with dual-income, family with one person living alone), race, meals (homemade by the host family, frozen food, participant's own cooking, etc.), pets, facilities, commuting distance to the host university, etc. shall vary depending on the family staying.
  - (3) Even if you can describe your desired family environment (children, pets, etc.) on the homestay application form, it does not necessarily mean that it will be as you wish.
  - (4) You may be placed in the same homestay with other Japanese, students participating in the same study abroad program, or students from other countries.
  - (5) Not to stay as a "guest" but to respect the house rules during your stay.
  - (6) You may not change your host family before your departure or during your participation in the study abroad program. However, the host family' may be changed by the local organizer before departure or during the program due to various reasons (urgent business, illness, etc.).

### **5. Provision of Personal Information**

- 1) I agree to allow the CIE to share my personal information with my host university in order to administer the study abroad program.
- 2) I agree to allow Waseda University to receive my academic and/or other personal information from my host university for the purpose of the administration of the study abroad program and for my safety.
- 3) I agree that CIE or my school office share the necessary information with my guardian, without obtaining my consent, on the grounds of risk management or other purposes.
- 4) I understand that Waseda University may use the personal information contained in the submitted documents in order to contact me and to invite me to events and various briefing sessions held by

Waseda University as someone who has experienced studying abroad.

- 5) I agree to have a copy of my passport with my personal information (such as my name, birth date, gender, passport number, and expiration date of the passport) to be shared with the travel agency and airline company by Waseda University if it becomes necessary for the university to make a tentative reservation for a return flight if I apply for a program that provides group flight airline tickets.
- 6) For the purpose of administering the study abroad program and responding to any emergencies, I agree to the sharing of the personal details of myself, my guardian, and risk management information including accidents during the study abroad period (hereafter "personal information"), which I have provided to Waseda University, the insurance company designated by Waseda University, the crisis management agency, travel agencies, airline companies, and host university through various procedure necessary for my participation in the study abroad program and the information will be shared, and that will be used by Waseda University, the insurance company designated by Waseda University, the crisis management agency, travel agencies, airline companies, and the relevant ministries and embassies.

#### 6. Consent of parents or guardians

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

END

Name of Program	
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Date: \_\_\_\_\_

Student ID Number: \_\_\_\_\_

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

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

Date: \_\_\_\_\_

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

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