

# Study Abroad Fall Recruitment (Deadline: October 2024)

## Application Guide

Center for International Education  
Waseda University

\*This Application Guide is made in Japanese and translated into English. The Japanese text is the original and the English text is for reference purposes. If there is any conflict or inconsistency between these two texts, the Japanese text shall prevail.

	Date of Update	Contents (Items)
1	Sep. 17, 2024	Application Guide Released
2	Sep. 24, 2024	P8: Language Requirement part (highlighted in yellow)
3	Sep. 30, 2024	P6: Added one program to "FSE Focused Program" (highlighted in blue)
4	Oct. 4, 2024	P16: Official English score certificates (5)&(6), P18: exam venue (highlighted in green)



### Contact for Inquiry

- ◇ Please read this Application Guide carefully before inquiring about application.
- ◇ The CIE cannot answer any questions about how to write a Study/Research Plan, screening method, or the competitive ratio.

Waseda Global Gate 1<sup>st</sup> Floor of 22 Bldg.  
Center for International Education, Waseda University

#### Opening Hours

Weekdays 10:00 – 17:00

#### Consultation

Weekdays 12:00 – 17:00 (in person/online, by appointment only)

#### Telephone

Weekdays 9:00 – 17:00 (03-3208-9602)

#### E-mail

[out-cie@list.waseda.jp](mailto:out-cie@list.waseda.jp)

- ※ Office is closed on Saturdays, Sundays, and holidays with no classes.
- ※ Opening days and hours change during summer, winter, and spring holidays.
- ※ Please give your name, affiliated school, and year when you inquire by e-mail or telephone.
- ※ For the online consultation service of WGG, please check on the CIE's website and make an appointment. <https://waseda-cie-online.resv.jp>

## Notes when applying

- (1) Please thoroughly read this guide and the Program List, and apply only upon fully understanding the contents.  
<https://www.waseda.jp/inst/cie/from-waseda/abroad/programlist/list>
- (2) After you submit your application, the CIE may contact you regarding the submitted documents and online registration information. Since there are many cases that require an urgent response, **please be sure to check your Waseda Mail every day. Also, please be sure to check your spam folder.** The CIE assumes no responsibility for any disadvantages or whatsoever incurred due to missed e-mails on the student's part.
- (3) As a general rule, students may not for personal reasons withdraw their application or withdraw a part of the programs they applied for after the application deadline. So please choose programs carefully (each time there are a certain number of students who are allotted their 9th or 10th choice. To ensure you will be able to study abroad, we recommend that you select as many programs of your choice as possible.) In the unlikely event that you must withdraw your application, please contact the CIE at latest by 17:00 on November 15 (Fri.).
- (4) Once students have been nominated as study abroad candidates, as a general rule, they are not allowed to withdraw for personal reasons or change to another program. Withdrawal without an appropriate reason will result in loss of eligibility to apply for future middle/long-term study abroad programs run by the CIE (including cases where the applicant is denied acceptance by the local authorities due to misinterpretation of application requirements, etc.).  
\*Even if a participant needs to withdraw from the program due to sudden illness or other unavoidable cases, expenses such as cancellation fees, penalty fees, additional fees, etc. need to be borne by the student.
- (5) Even after students have been nominated as study abroad candidates, Waseda University or the partner universities may decide to cancel the study abroad or change the program format immediately before departure or after arrival due to the following reasons. Please note that in this case, the student must bear all expenses incurred up to that point, with no refund from the CIE.
  - Poor academic performance
  - Not meeting the deadlines for application / not performing the needed procedures for application
  - Poor attendance to designated events, such as orientations
  - Factors apart from the above leading CIE to determine the student s inappropriate for study abroad
  - The outbreak of infectious diseases such as COVID-19 or the deteriorating international situation
  - Other reasons depending on the situation
- (6) Applying to both CIE's study abroad programs and undergraduate/graduate departmental exchange programs is not permitted.
- (7) Some programs have a minimum number of participants specified by the partner universities. Please note that even if a program is cancelled due to an insufficient number of applicants, it will not be possible to change to another program.

## Contents

1. Overview of Programs .....	P3	7. Risk Management .....	P24
2. Application/Screening Schedule .....	P7	[App.1] Application Documents Check List .....	P26
3. Application Eligibility .....	P7	[App.2] Study Abroad Program Agreement .....	P27
4. Application Process .....	P11	[App.3] Essential Info for CS-L (1S) Application.....	P30
5. Internal Screening Process .....	P16	[App.4] Notes on Homestay .....	P31
6. Procedures for Candidates .....	P21		

## 1 Overview of Programs

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

### (1) Applicable Programs

Choose study abroad programs that meet your purposes and level. Be sure to see the latest study abroad Program List for the lineup and detailed information.

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

\*From the "TERM"-field, select "秋募集 (2024 年 10 月締切分) 2024 fall" to view the contents.

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

### (2) Name and Duration of Programs

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

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



#### Important

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

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

For CS programs, a "Program Fee" will be charged separately instead of Waseda University's tuition fees. Therefore, please carefully check the PDF file in the "Details" section of each program with your guardians to plan your financial expenses before you apply.

#### Notes on Program Duration

- The extension of programs is not permitted. Students must return to Waseda University after their study abroad program and carry out the required procedures at their undergraduate or graduate school.
- Students cannot take courses at Waseda University during their study abroad period.  
\*Even during the study abroad period, depending on when students return to Japan, they can take courses offered during the summer or winter quarter at Waseda University. To learn how to register

and what courses are available, they need to confirm with their affiliated undergraduate/graduate school office and the undergraduate/graduate school offering the courses.

- If students choose to return to Japan for personal reasons, they will not receive refunds for program fees (including program development and operation fees), double degree registration fees, Waseda University's tuition, or any other expenses associated with the program.

### (3) Special Programs

#### **1) Global Leadership Fellows Program (GLFP)**

GLFP is an exchange program launched in 2012 with the cooperation of prestigious U.S. universities. In addition to the one year of study abroad in the U.S., a special curriculum is organized for the periods before and after. Before their study abroad, students are required to take the "Preparatory comparative cultures course". After they return from the U.S., they will participate in the U.S.-Japan Zemi and Global Leadership Fellows Forum for a year, along with students from the GLFP partner universities in the U.S. who are studying at Waseda University. The major feature of the GLFP program is that students participate throughout their four undergraduate years.

Please check the GLFP website for further information. <https://www2.cie-waseda.jp/glfp/jp/>

<b>Quota</b>	About 10 students in all *Once the candidate has been selected as a GLFP, the destination university to which you are sent will be assigned.
<b>Study Abroad Period</b>	Aug/Sep 2025 ~ May/June 2026
<b>Partner Institutions</b>	<ul style="list-style-type: none"> <li>• University of Chicago</li> <li>• University of Washington (Seattle)</li> <li>• Dartmouth College</li> <li>• Georgetown University</li> </ul> <p>*We do not offer this program for the 2024 Fall Recruitment.</p> <ul style="list-style-type: none"> <li>• New York University (NYU)</li> </ul>
<b>Program Fees</b>	Tuition and other fees are equivalent to those of EX programs.
<b>Notes</b>	<p>Academic year requirement : Only first-year undergraduate students in principle</p> <p>*In the case of September enrollment, students in their second year or above who wish to participate in the program may apply if they intend to remain in the program until its completion (with the high possibility of having to delay your graduation).</p> <p>*The application documents and process are different from those for the regular programs. For details, please refer to other pages of this guide.</p>

## **2) Advanced Scholars' Program (ASP) (CS-R)**

This is an advanced CS-R program that requires a particularly high level of language proficiency and specialized knowledge for participation. Therefore, unlike the regular CS-R program, applicants are required to take a written exam (in English) on Oct. 11 (Fri.) and an interview exam (for those who pass the written exam) on Nov. 16 (Sat.) or 23 (Sat.).

<b>Applicable Universities</b>	<ul style="list-style-type: none"><li>• Hertford College, Oxford University, CS-R, English</li><li>• St. Peter's College, Oxford University, CS-R, English</li><li>• University of Pennsylvania, CS-R, English</li></ul>
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\* For details of the programs, please refer to the Program List and the PDF attached thereto, in the same way as the regular CS-R.

\* There may be some courses that are challenging and require specialized knowledge depending on the department you wish to study in. Before applying, please check the program details including the course content by referring to the Program List and the applicable PDF file on the page to see if the program or course fits with your field of study.

## **3) Programs with Restrictions**

The CIE designates programs in areas with risks above a specified threshold for travel as "Programs with Restrictions" based on information such as the MOFA's "Overseas Safety Homepage", and imposes certain additional conditions on selection and travel. Each of the programs designated as programs with restrictions will be announced on the CIE website by September 30.

## **4) Programs that Need to Be Applied to on a Group Basis**

**【For all group basis programs】**

- When applying, the application is made on a group basis (not on a university-by-university basis).
- After the candidates are selected, the local staff in charge will conduct screening and other procedures to determine the universities to which students will be assigned. Therefore, you may not necessarily be assigned to your preferred university or campus.

### **(1) Global Leadership Fellows Program (GLFP)**

- As described on the previous page (p.4).

### **(2) California State University System (CSU)**

- This program type is EX-R.
- You will first apply to the internal screening for the "CSU" and your campus assignment will be determined once you are selected as a candidate.
- After being selected as a candidate, you will attend the CSU orientation and participate in an interview with the CSU local staff. Following this, you will need to select and submit

your first to fourth choices for campuses. The CSU campus to which you will apply and study abroad at will be determined by CSU's local staff through a screening process. You are not guaranteed to be accepted to your chosen campus.

- Each campus has its own application requirements (to be informed at the orientation).

(3) **University of California System (UC System)**

- This program type is EX-R.
- You will first apply to the internal screening for the "UC System" and your campus assignment will be determined once you are selected as a candidate.
- When applying to the UC System, after being selected as a candidate through the internal screening, you will need to choose three preferred campuses. The campus where you will study abroad will be determined by the UC local staff through a screening process. You are not guaranteed to be accepted to your chosen campus.
- The procedure is different for graduate students. It will be informed separately.

(4) **Great Lakes Colleges Association (GLCA)**

- This program is categorized as EX-R and CS-R, the following are specific notes regarding CS-R.
- You will apply for each of the three Tiers (A-C), and after the candidates are selected, the college where you will study abroad will be determined by the GLCA office through a screening process.
- Language requirements are set by each Tier (please check the Program List).
- You can apply to multiple Tiers.
- The programs of the "Associated Colleges of the Midwest (ACM)" will not be offered for the 2024 Fall Recruitment.

## **5) FSE focused Program**

The following program is called "FSE Focused Program" and only students in the Faculty of Science and Engineering are eligible to apply. For details, please refer to the Details (Program Overview) of each program on the Program List.

- Aalto University (Math Focused for FSE Students), EX-R, English
- Aalto University (Resources and Environmental Engineering Focused for CSE Students), EX-R(1S), English
- University of Rome I "La Sapienza" (Resources and Environmental Engineering Focused for CSE Students), EX-R, English
- University of Twente (Math Focused for FSE Students), EX-R, English
- University of York (Math Focused for FSE Students), EX-R, English
- Norwegian University of Science and Technology (Resources and Environmental Engineering Focused for CSE Students), EX-R, English

## **6) Programs at universities in Canada**

Regarding the Fall Recruitment for Mid/Long-Term Study Abroad Programs (Deadline: October 2024), the programs to all Canadian partner universities will only be offered as 1 semester programs. For more details, please refer to the website of the CIE below.

[https://www.waseda.jp/inst/cie/assets/uploads/2024/07/24Fall\\_Important-Notes.pdf](https://www.waseda.jp/inst/cie/assets/uploads/2024/07/24Fall_Important-Notes.pdf)

## 2 Application/Screening Schedule

Please refer to the separate document "[Screening Schedule for Study Abroad Fall Recruitment \(Deadline: Oct. 2024\)](#)" for details.

Please check the Program List for details of the programs available after all information is finalized on October 10 (Thu.). The information on the Program List is the result of discussions with our partner universities and will be used as the basis for the recruitment and internal selection process.

## 3 Application Eligibility

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

■ Eligibility for all programs	
(1)	<p><b>Students must be <u>enrolled at Waseda University as full-time, degree-seeking students</u> at the time of application and during their study abroad period, and <u>be outstanding</u> both academically and in character.</b></p> <p>*Students may apply during leave of absence, <b><u>provided that they return to classes for the semester in which their study abroad period starts</u></b>. They must also carry out the necessary steps (interview examinations, attendance at orientations, application to partner institutions, etc.) without fail while on leave of absence.</p> <p>*Please refer to the School Study Guideline and website of your undergraduate/graduate school for the application eligibility criteria set by each school.</p> <p>*Students of the School of Human Sciences Online Degree Program are not eligible to apply due to its curriculum feature.</p> <p>*If you plan to graduate without returning to Waseda University after completing your study abroad, please make sure to confirm with your undergraduate/graduate school office whether you are eligible to apply before submitting your application.</p>
(2)	<p><b>Students must understand the contents of the Written Agreement and have obtained consent from their parents and guardians.</b> *Make sure to obtain consent from the guardians before making an application.</p>
(3)	<p><b>Students must meet <b>ALL</b> the requirements of the programs that they are applying to.</b></p> <p><b><u>School Year Requirement</u></b></p> <p>· You must satisfy the school year requirements of your preferred programs. Please see Q7 in the Program List for details on the requirements for each program.</p>

### **Language Requirement**

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

<b>English programs in general</b>	<ul style="list-style-type: none"> <li>· <u>At the time of application for internal screening</u>, students need to be able to submit scores that satisfy the requirements of their preferred programs.</li> </ul> <p>*Please note that even if you have the language certificates listed in Program List Q12-C and submit it, if those certificates are not acceptable for the internal screening, you will not be considered for internal selection. For details on language certificates that are not acceptable for the internal screening, please refer to “2) Notes regarding the official language score certificate” (p.15-16) of this Application Guide.</p> <ul style="list-style-type: none"> <li>· For the programs stated as “*If you are applying only for this program, you do not need to submit a certificate/scorecard that proves your English proficiency.” In Q12-C on the Program List, score submission is not required.</li> </ul>
<b>Chinese DD</b>	<p><b>&lt;At the time of application for internal screening&gt;</b></p> <ul style="list-style-type: none"> <li>· <u>Students <b>must</b> submit scores of HSK or Test of Chinese Proficiency.</u></li> <li>· Students are advised to achieve a HSK Level 5, score of 180 or above, or Level 2 for Test of Chinese Proficiency or above by the time of application. However, students can apply for the program even if they have not achieved these levels at this point.</li> <li>· If students have not obtained the level listed above at the time of application for the internal screening, or if the host university does not set a clear requirement, they must take the “Non-English interview examination (Nov. 16 or 23)” .</li> </ul> <p><b>&lt;After the Internal Screening/At the Time of Application to Host Universities&gt;</b></p> <ul style="list-style-type: none"> <li>· Students must submit a score certificate that satisfies the required score (or a letter of recommendation if the host university accepts it) to the host university by the designated date.</li> </ul>
<b>Chinese EX-R</b>	<p><b>&lt;At the time of application for internal screening&gt;</b></p> <ul style="list-style-type: none"> <li>· <u>Students <b>must</b> submit scores of HSK or Test of Chinese Proficiency.</u></li> <li>· Students can apply for a program even if they have not obtained the required scores set by the prospective host university at the time of application for internal screening.</li> <li>· If the score does not satisfy the language requirement by the time of application for the internal screening, or if the host university does not set a clear requirement, the student must take the “Non-English interview exam (Nov. 16 or 23)”.</li> </ul> <p><b>&lt;After the Internal Screening/At the Time of Application to Host Universities&gt;</b></p>



	<ul style="list-style-type: none"> <li>Students must submit a score certificate that satisfies the required score (or a letter of recommendation if the host university accepts it) to the host university by the designated date.</li> </ul>
<b>EX-R except in English and Chinese</b>	<p><b>&lt;Programs which stipulate definite scores as requirements&gt;</b></p> <ul style="list-style-type: none"> <li>Students can still apply for a program even if they cannot submit a score certificate at the time of application for internal screening. In this case, they must take the “Non-English interview exam (Nov. 16 or 23)” instead. If a score certificate is submitted but a student does not meet the required score at the time of application, the student must also take the “Non-English interview exam (Nov. 16 or 23)”.</li> </ul> <p><b>&lt;Programs with no clearly defined required scores or no language requirements&gt;</b></p> <ul style="list-style-type: none"> <li>Students must take the “Non-English interview examination (Nov. 16 or 23)”.</li> <li>Please be advised that in this case, even those who possess relatively high scores are also required to take the interview exam.</li> </ul>
<b>EX-L and CS-L except in English</b>	<ul style="list-style-type: none"> <li>Students can still apply for a program even if they cannot submit a score certificate at the time of application for internal screening. No interview exam is required. However, if required by the host university, students must submit a score certificate that satisfies the required score (or a letter of recommendation if the host university accepts) to the host university by the designated date.</li> </ul>



#### Important

The language requirement stated on the Program List is the minimum requirement for applying to the program. If the department to which you intend to apply has its own specific language proficiency requirements, you must further fulfill those requirements before applying to the host university. Please note that the language requirement for science related departments sometimes is set relatively low in some countries (e.g., the U.K.). Furthermore, there have been cases where students majoring in humanities/liberal arts/social sciences who, even though already decided as the candidate, have only been able to choose the science department.

\* Please note that some universities have separate language proficiency requirements for graduate students.

\* Be sure to check the language proficiency requirements from the URL listed in Q12-C under Details (Program Overview) in the Program List or from the website of the university where you wish to study abroad.

#### **GPA Requirement**

- Students need to satisfy the GPA requirement if the program that they wish to apply has a specific GPA criteria. This is the minimum requirements for applications determined by partner universities. If you do not meet the requirements of the program you wish to pursue, **you will not be considered for internal selection.**
- Please refer to page 11 of the [“STUDY ABROAD GUIDEBOOK”](#) for the formula to calculate GPA for the internal

screening.

\* This calculation formula was established and is used only by the CIE, and **it is not the same one used by the undergraduate/graduate schools**. Please calculate your grades on your own by checking the "Grade Report" on MyWaseda.

- First-year students of the undergraduate/graduate courses who do not have grades at Waseda University yet and are unable to calculate GPA are not eligible to apply for programs with GPA requirements.
- \* However, graduate students with an undergraduate degree from Waseda University can apply for programs with a GPA requirement as an exception, since GPA can be calculated based on the undergraduate grades.

#### **Nationality Requirement**

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

### **■ Eligibility to apply for Programs with Restrictions**

#### **<General Rule>**

Students are required to have completed four semesters (i.e., third-year students or above) or be graduate students at the time of departure.

#### **<Exception>**

Students who do not meet the above principle but meet the grade requirements of the Program List, and who have consulted with the CIE about their strong desire to participate in the program and have been approved to apply by the CIE in advance.

\* In any case, applicants are required to take the interview exam (Nov. 16 or 23) to confirm the purpose of studying abroad, etc.

**\*In addition to the aforementioned requirements, SILS students must also meet the following requirement.**

### **■ Eligibility for SILS Students**

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

#### **<Notes>**

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

## 4 Application Process

The application is completed upon finishing **both** “online application registration” and “submission of necessary documents” within the designated periods. Only then will the applicant be officially considered as a candidate. **No registration or submission will be accepted after the designated periods for whatever reasons.** CIE does not disclose the competitive ratio for individual programs or types of programs.

How to apply	Application Period
1. Online Application Registration	2024 October 11 (Fri.) 12:00 ~ 18 (Fri.) 17:00
2. Submission of Documents	

To confirm the URL for online application and download the required documents, please visit CIE Website.

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

### (1) Application for Internal Screening

#### STEP 1

#### Online Application Registration

You may register **up to your tenth choice** for the program(s) you wish to apply for as long as you satisfy the application requirements.

- **Please refer to the “Online Application Registration Manual” on a separate sheet for details on online application registration.**
- You will not be able to access the page outside the application period.
- The website may get very busy on the last day of the registration. Please complete registering your application well in advance.
- After online registration, “【MyWaseda】Application Acknowledgement” and “【MyWaseda】Confirmation of Application” emails will be automatically sent to the email address you registered in the application form within 5 minutes. **If you do not receive the e-mails, it means your registration was not successful. Please register again.**
- **【MyWaseda】Application Acknowledgement** :

This will be sent to you when you have successfully registered your application on the form.

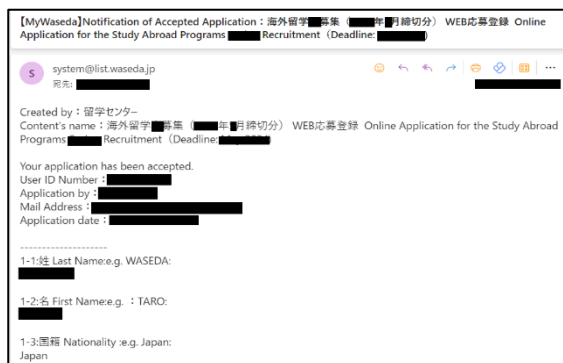
< E-mail Sample >



• **【MyWaseda】 Confirmation of Application :**

A copy of what you have entered on the form will be sent to you.

< E-mail Sample >



- After the online registration period, you will not be able to view your application contents on the form. Therefore, please confirm it with the above application notification e-mail or print out a copy of your application on your own before the registration deadline.
- CIE will not accept any inquiries to confirm the details of your application.



**STEP 2**

**Submission of Necessary Documents**



Please submit all the required documents by the deadline by either of the following methods below.

**(1) Drop your packet in the BOX at WGG**

Please place the documents in the designated submission BOX at Waseda Global Gate (WGG), 1<sup>st</sup> floor of Bldg. 22 **by 17:00 on Oct. 18 (Fri.)**.

- \* WGG Opening hours: Weekdays 10:00-17:00
- \* You cannot submit the documents before the application period.
- \* We do not check whether all the necessary documents are prepared at the time of submission.

**(2) By Postal Mail**

Please post it to the following postal address, and it **must be received by 17:00 on Oct. 18 (Fri.)**.

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

- \* **Be sure to send the documents by a trackable delivery method such as registered postal mail.**
- \* CIE does not take responsibility or liability for any loss of documents. (e.g., due to insufficient postal charge)
- \* CIE is not able to answer any inquiries about whether the documents have been received.

## (2) Necessary Documents for Application

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

### 1) List of necessary documents

①	<b>Application documents submission check list (1 original) ・ ・ ・ All applicants</b>
	Please download, print, fill out and submit the designated format.
②	<b>Study abroad program agreement (1 original) ・ ・ ・ All applicants</b>
	<ul style="list-style-type: none"> <li>• Both you and your guardian must read its contents thoroughly before giving signatures(signatures made with pencil or erasable (friXion) pen are not acceptable).</li> <li>• Your guardian's handwritten signature is necessary. Make sure to submit the original document (not a copy of it).</li> <li>• Make a copy of the form with signatures of both you and your guardian for your future reference.</li> <li>• <b><u>All programs you are applying to via online registration require a prior consent of your guardian.</u></b></li> </ul> <div style="border: 1px solid black; padding: 10px; margin-top: 10px;"> <p>*Only if your guardian lives abroad or far away and is unable to submit the agreement by the application deadline, the following method may be used as a special case. However, please note that even in this case, both the student and the guardian must sign the agreement in handwriting.</p> <p>(1) First, ask your guardian <u>to sign the form in his/her own handwriting</u>, and send a scanned copy of the agreement back to you by e-mail or other means (Neither simply typed signatures nor affixing digital seals in the name section is acceptable).</p> <p>(2) Print out the form (1), <u>sign it in your own handwriting</u>, and submit the original.</p> </div>
③	<b>Academic Transcript in English (1 copy of the original) ・ ・ ・ All applicants</b>
	<ul style="list-style-type: none"> <li>• <b>Please note that a printout of the "Web Grade Report" screen is not acceptable.</b> Also, you are required to submit the original transcript if the university to which you apply requests it. .</li> <li>• <b><u>Academic Transcript is different from the "GPA Certificate" which shows your GPA on the paper.</u></b></li> </ul> <p><b><u>Please double-check before submitting.</u></b></p> <p>Correct) <a href="#">Academic Transcript (sample)</a>      Incorrect) <a href="#">GPA Certificateion (sample)</a></p> <div style="border: 1px solid black; padding: 10px; margin-top: 10px;"> <p><b>◆Undergraduate students</b></p> <p>Please check the details in the link below and submit the latest transcripts issued.</p> <p><a href="https://www.waseda.jp/inst/wpo/en/students/certificate">https://www.waseda.jp/inst/wpo/en/students/certificate</a></p> <p><b>◆Graduate students</b></p> <p><u>Master's course</u></p> <ul style="list-style-type: none"> <li>• Please submit the academic transcripts of the undergraduate AND master's courses.</li> </ul> <p><u>Doctoral course</u></p> <ul style="list-style-type: none"> <li>• Please submit the academic transcripts of the undergraduate, master's, AND doctoral courses.</li> </ul> </div>

<p>*If you have completed the undergraduate/master's courses somewhere other than at Waseda, please submit academic transcripts in English issued by the institution(s) where you completed the course(s).</p> <p>◆<b>First-year students whose academic transcript is not obtained yet</b></p> <p>Please submit the academic transcript (in English) from your high school.</p>						
④	<p><b>Certificate of official language test (1 copy of the original) · · · applicable students only</b></p> <p>Details are described below in 2).</p>					
⑤	<p><b>Assessment form for post-graduate students (1 original) · · · applicable student only</b></p> <ul style="list-style-type: none"> <li>• Use the designated form.</li> <li>• Post-graduate students (both Master's and Doctoral) who are applying for study abroad programs are required to submit it. <b>This also applies to those who are undergraduate students when they apply, and wish to study abroad after moving up to the Master's course.</b> If you still do not know who the research supervisor will be, consult with the CIE before making the application.</li> <li>• Some graduate school offices do not allow students to start studying abroad at the same time as they enroll in the graduate school. Please confirm with the graduate school you will enter in advance whether or not this is possible.</li> <li>• If students are considering studying abroad in a master's or doctoral programs for the purpose of research work instead of regular course work, they will in many cases need <u>prior approval</u> from the research supervisors of their preferred host universities. Please contact your prospective research supervisor accordingly and notify the CIE at the time of application.</li> </ul>					
⑥	<p><b>Acceptance letter to master's course (1 copy of original) · · · applicable student only</b></p> <p>If you are an undergraduate student when you apply, and will be a graduate student at the time of studying abroad, this letter must be submitted along with "⑤ Assessment form for post-graduate students".</p>					
⑦	<p><b>Documents to apply for GLFP · · · Only applicants for GLFP</b></p> <ul style="list-style-type: none"> <li>● Students who wish to apply for GLFP must submit the following documents. Please download the necessary documents from the CIE website.  <a href="https://www.waseda.jp/inst/cie/en/from-waseda/abroad/1year">https://www.waseda.jp/inst/cie/en/from-waseda/abroad/1year</a></li> <li>● <b><u>If you wish to apply for GLFP, you must select GLFP as your first choice on the online registration application.</u></b></li> </ul> <table border="1"> <tr> <td>① GLFP Study Abroad Agreement (Addendum) (1 original)</td> <td>Please submit along with the "Study Abroad Program Agreement" which is required to be submitted by all students participating in any study abroad programs.</td> </tr> <tr> <td>② GLFP Statement of Purpose (1 original)</td> <td rowspan="2">The statement of purpose should be written in English, and the essay in either English or Japanese. Choice of language will not affect screening results in any way for the essay. There are no specific instructions for fonts, etc., but Times New Roman 12pt is recommended. The reference should not be counted in your word count, and be listed on a separate page. The document must be A4-</td> </tr> <tr> <td>③ GLFP Essay (1 original)</td> </tr> </table>	① GLFP Study Abroad Agreement (Addendum) (1 original)	Please submit along with the "Study Abroad Program Agreement" which is required to be submitted by all students participating in any study abroad programs.	② GLFP Statement of Purpose (1 original)	The statement of purpose should be written in English, and the essay in either English or Japanese. Choice of language will not affect screening results in any way for the essay. There are no specific instructions for fonts, etc., but Times New Roman 12pt is recommended. The reference should not be counted in your word count, and be listed on a separate page. The document must be A4-	③ GLFP Essay (1 original)
① GLFP Study Abroad Agreement (Addendum) (1 original)	Please submit along with the "Study Abroad Program Agreement" which is required to be submitted by all students participating in any study abroad programs.					
② GLFP Statement of Purpose (1 original)	The statement of purpose should be written in English, and the essay in either English or Japanese. Choice of language will not affect screening results in any way for the essay. There are no specific instructions for fonts, etc., but Times New Roman 12pt is recommended. The reference should not be counted in your word count, and be listed on a separate page. The document must be A4-					
③ GLFP Essay (1 original)						

	sized and must not exceed the specified number of pages.
⑧	<b>Chinese DD statement of purpose (1 original) · · · Only applicants for Chinese DD</b>
	Please write in Japanese or English using the designated format. Choice of language will not affect screening results in any way.
⑨	<b>Assessment form for students applying for Programs with Restrictions (1 original) · · · Only applicants for Programs with Restrictions</b>
	Students applying for a program with restrictions designated by CIE must submit this form. Before submission, they must consult their academic advisor about studying abroad plans and ask the advisor to fill in the “field to be filled in by the student’s academic advisor”. Ensure that you have entered in the “field to be filled in by the student” (bottom center) before making a request.

## 2) Notes regarding the official language score certificate

### ① For all programs

- (1) Only official score certificates with an examination date of **December 5 of 2022 or later** will be accepted for the internal screening.
- (2) **Either a copy of the original or a printout of the web page is acceptable.**
- (3) Language test scores which are not listed on the Program List will not be accepted.
- (4) Prepare certificates that contain the score, examination date, and full name **in one document**. If your score is spread over more than one sheet, please staple the sheets together so that we can identify them as yours.
- (5) You will need to submit the original certificate if the partner university you are applying to requires it.
- (6) Some programs set a base score not only for the total score but for each section (ie, speaking, reading, etc.).
- (7) After the internal screening, you may be asked to retake the test when applying to the host university, when applying for a visa, or if your score certificate expires before the time of your visa application. If the retake result is lower than the score required by the host university or visa requirements, you may not be accepted by the host university.
- (8) Score certificates will not be returned in principle; therefore, we recommend you submit a copy of your scorecard.
- (9) The scores you entered in the online application will be considered invalid if you fail to submit official score certificates to prove them. It is not possible to replace your scores after the application deadline.
- (10) If you are submitting more than one score for the same type of test, please be careful how you enter them in the online application.
- (11) **The CIE cannot advise students about specific test dates in time for the internal screening. Please check the websites of the organizations that administer the examinations for information on how to apply and how long it will take for the test results to be announced, and plan accordingly.**

### ② Official English score certificates

- (1) **If both TOEFL iBT® and IELTS scores are listed on the Program List for the program to which you are applying, you may apply as long as you meet the requirements for one of those tests.** However, if you are

applying to more than one program, you will need to meet the requirements for each program **and may be required to submit both TOEFL iBT® and IELTS scores.**

- (2) **Programs with a "(B)" next to the TOEFL iBT® score requirement on the Program List accept the 'My Best scores' MyBest'.** It is possible to apply to both programs that do accept 'MyBest scores' and the ones that do not, at the same time, **but please keep in mind that you must meet all the requirements of each program.**
- (3) Score certificates of "IELTS Online" and "TOEFL iBT ® Home Edition" are accepted when applying for the internal screening. However, please note that in recent years, there are increasingly more cases in which the host university does not accept those scores (you may be asked to obtain a new official score certificate again after you are selected as a candidate).
- (4) "TOEFL Essential" scores are not accepted when applying for the internal screening.
- (5) **If both TOEFL iBT ® and IELTS scores are in the process of being re-scored, they will be considered provisional and will not be accepted for the internal screening. Please make sure to submit the fixed scores.**
- (6) **Only Academic Module is accepted for IELTS.** Please note that score certificates using the IELTS One Skill Retake system will not be accepted for the internal screening.
- (7) **If your score does not meet the required score (including section scores) even by 0.5 points, you will not be considered for internal screening. DO NOT apply to programs you do not meet the requirement for.**

## 5 Internal Screening Process

CIE will make the selection based on the online registration information and submitted documents. **If you pass the internal screening, you will be selected as a candidate for one of the programs you have chosen.** Please note that students may not be selected for any of the programs of their choice as a result of competition with other students.

### (1) Overview

CIE will consider the following factors comprehensively.

- Academic performance (GPA)
- Language skills (language proficiency test scores such as TOEFL®)
- Study/research plan (to be entered in the online application)
- Study abroad aptitude test at your undergraduate/graduate school (selection process varies depending on each school)
- Writing exam, Essay (depends on the program)
- Interview exam (depends on the program)

### < Required documents/Selection Process for each program >

Some programs may require documents other than those listed in the table below, so please check carefully.



Program Type	Required Documents					Written Exam (Oct. 11)	Interview Exam (Nov. 16 or 23)
	Agreement	Academic Transcript	Language Score Certificate	Assessment Form for Post-Graduate Student	Assessment Form for Programs with Restrictions		
EX-R (English)	✓	✓ *1	✓	Only if you are a graduate student at the time of participation (departure)	Only if you are applying to specific CIE-designated programs	▲*4	▲*4
EX-R (Non-English)			▲*2			—	▲*4
EX-L (English)			▲*3			—	—
EX-L (Non-English)			▲*3			—	—
CS-R (English)			✓		—	▲*4	▲*4
CS-L (English)			▲*3		—	—	—
CS-L (Non-English)			▲*3		—	—	—
DD (English)			✓		—	✓	✓
DD (Chinese)			✓		—	—	▲*4

- ✓ : Required / ▲ : Depends on each applicable program and applicant / — : Not Required
- Please refer to the table above regardless of the duration of your study abroad program. (e.g., The required documents and selection process for CS-L and CS-L(1S) are the same.)
  - \*1 The method of submission differs depending on your affiliated school. Please refer to page 13-14.
  - \*2 Please see page 8-9.
  - \*3 Please check the language requirements in the Program List as they vary from program to program.
  - \*4 Please see page 18-21.

## (2) Study/Research Plan

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

**Please note that the CIE cannot answer any questions about how to write a Study/Research Plan.**

### Chapter 11 【For all】 Study/Research Plan

- Please answer the following questions, in your own words, after careful consideration. (Minor grammar errors will not be considered for scoring, so please write this on your own.)
- Choice of language (Japanese or English) will not affect screening results in any way (**Applicants of English DD Program and Advanced Scholars' Programs must write in English**).
- Fill in either question 11-1/11-2 (Japanese) or 11-3/11-4 (English). Please type "N/A" in the answer column for the question that you do not fill in.
- Please do not use a half-width bullet symbol ( • ) as it may be counted as four letters.
- If you are selected as a candidate for the US university group programs, there are some cases where the study/research plan is submitted to your host university as requested.

**Question 11-1.**

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

**Question 11 – 2.**

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

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

**(3) English Written Exam**

Some programs require a written exam. Please confirm the applicable programs below.

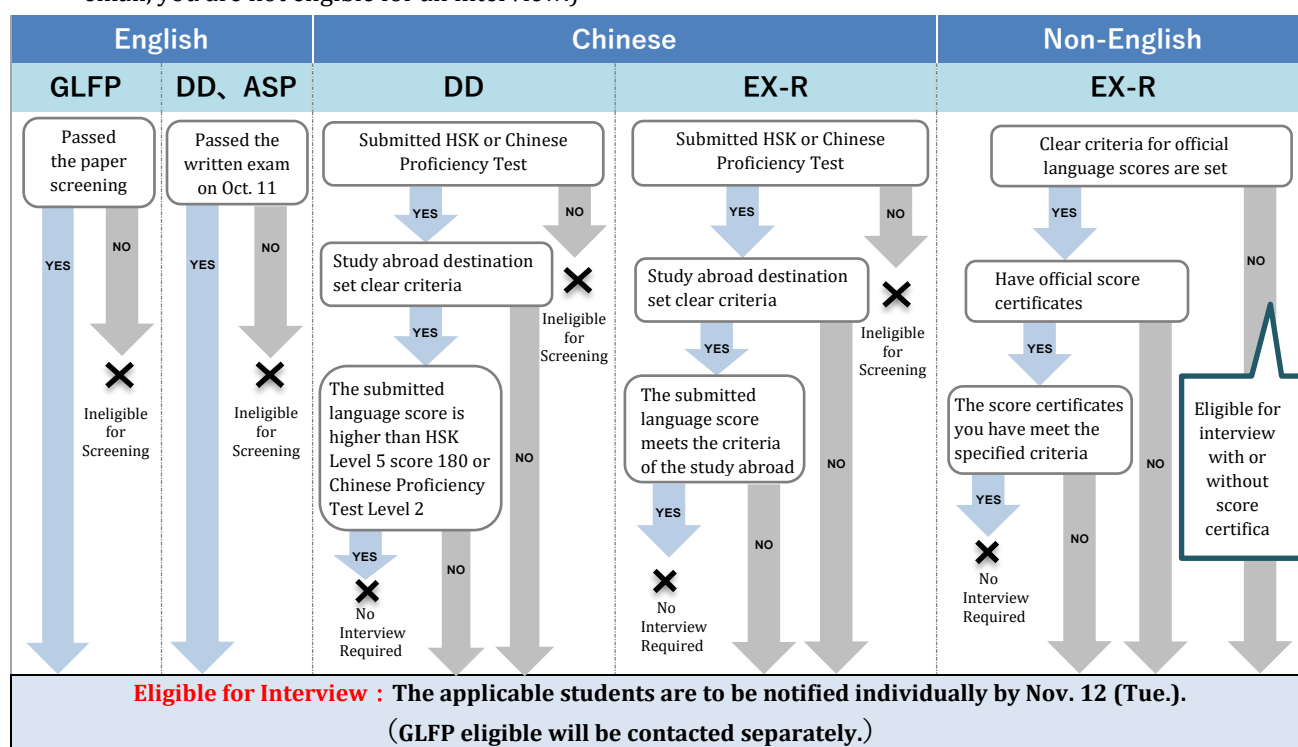
<b>Eligibility</b>	Applicants for either or both of (1) English DD Program and (2) Advanced Scholars' Programs
<b>Date and Time</b>	Oct. 11 (Fri.) *Be there by 19:00, Exam time 19:10 – 20:10 (60min)
<b>What to Bring</b>	Student ID card, writing materials (pencil and eraser), watch (devices with mobile communication and devices that emit sound are not allowed)
<b>Venue</b>	Room 201, Bldg. 22 at Waseda Campus
<b>Contents of Exam</b>	The exam is a written exam. Typically, you will be asked to read a brief scholarly passage and write an essay in response to a related prompt.
<b>Announcement of Result</b>	After 13:00 of Oct. 16 (Wed.) *Will be notified via MyWaseda or Waseda email
<b>Notes</b>	<ul style="list-style-type: none"> <li>• You will take the exam and receive result (on Oct. 16) during the online application registration period. Therefore, it is possible to apply for online application registration after you have received the results of the exam (or you can register in advance and change your desired program on the application form after the results are announced on Oct. 16).</li> <li>• No advance reservation is required to take the exam (The CIE will also not contact eligible students in advance).</li> <li>• Individual requests (date/time changes, etc.) for the exam cannot be accepted for any reason. However, please contact CIE <b>in advance</b> if you cannot attend the exam due to fever or illness. (Please note that this does NOT necessarily guarantee alternative arrangements.)</li> <li>• If you need a certification of your attendance to the written exam, please ask for issuance by showing your student ID card to CIE staff. We will hand it to you on the spot.</li> </ul>

## (4) Interview Exam

You may be eligible for an interview if you are applying for the following programs. Please use the flowchart below to determine for yourself whether you are actually eligible for an interview.

English programs other than GLFP, DD, and ASP that are not included in the chart below, as well as non-English EX-L and CS-L programs, do not require an interview exam.

Please check My Waseda or Waseda Mail prior to the interview for the CIE's decision on whether you are required to have an interview (scheduled to be sent on Nov. 12). (If you did not receive an email, you are not eligible for an interview.)



\* "Programs with Restrictions" applicants are eligible for an interview regardless of the requirements on the chart above. For the "List of Programs with Restriction (Fall 2024)", please check [CIE's website](#) for the latest information at a later date.

FYR: [List of Programs with Restrictions \(Fall 2023\)](#)

\* During the interview, you will be asked to speak in the language of the program in which you will be participating.

\* Even if you apply to multiple programs with the same interview eligibility requirements on the chart above, you will only be interviewed once (e.g., if you apply to multiple EX-R (French) programs, you will only be interviewed once for French). However, if you are applying to a combination of programs with different eligibility requirements to be interviewed, you will need to participate in more than one interview (e.g., an interview in English for English DD and an interview in French for EX-R (French)).

\* Some applicants may be subject to an interview or other screening by their undergraduate/graduate school in the name of "Study Abroad Aptitude Test". Only those applicants who are subject to this screening will be contacted separately by their undergraduate/graduate school office with details on the date and time of the screening, so please be sure to respond in a timely manner.

## **(5) Screening Process of Each Program**

### **(a) Global Leadership Fellows Program (GLFP)**

- Required GPA for application is 3.0 or above. Candidates to take an interview exam will be selected based on the submitted documents, including the statement of purpose and essay.
- Only successful students who passed the document screening will take an interview exam scheduled on Nov. 16 (Sat.). (Result of the document screening will be notified individually by e-mail.)
- The result of the interview exam will be notified individually by e-mail by Nov. 22(Fri.). Please note that the result at this stage is tentative. You need to check the final result of the internal screening on Dec. 4 (Wed.).
- The CIE requires all selected students for GLFP, after the final screening result announcement, to enroll in courses to prepare for the study abroad as a part of the GLFP curriculum. The courses are scheduled to open in the spring term of 2025.
- Students who have been selected as candidates for GLFP are required to complete the whole process prearranged for this program. (Please refer to the GLFP written pledge for details).

### **(b) Double Degree Programs (DD)**

#### **<<English DD>>**

- You must take a written exam on Oct.11 (Fri.) (no advanced reservation is required).
- The result of the written exam will be announced on Oct. 16 (Wed.) via MyWaseda or Waseda Mail.
- Only those who have passed the written exam can apply for this program.
- Successful applicants who passed the written exam must take an interview exam on Nov. 16 (Sat.) or 23 (Sat.).
- <For Earlham College(DD)>This program requires another screening at Earlham College after the internal screening result announcement on December 4 (Wed.). The final result will be notified individually.

#### **<<Chinese DD>>**

- Please refer to page 8 for language requirements and details of the interview exam.
- Applicants are required to submit a Written Statement of Purpose for Applying. Please refer to Page 15 for details.

### **(c) Advanced Scholars' Program (ASP)**

- You must take a written exam on Oct.11 (Fri.) (no advanced reservation is required).
- The result of the written exam will be announced on Oct. 16 (Wed.) via MyWaseda or Waseda Mail.
- Only those who have passed the written exam can apply for this program.
- Successful applicants who passed the written exam must take an interview exam on Nov. 16 (Sat.) or 23 (Sat.).

**(d) Non-English EX-R Programs**

- Please refer to page 9 for details on the interview exam.
- Prior to the interview, successful candidates will be notified by CIE in advance.

**(e) Programs with Restrictions**

You must take an interview exam on Nov. 16 (Sat.) or 23 (Sat.). Applicable students will be contacted individually.

**(f) Other**

Even for programs that do not require an interview exam at the CIE, interviews may be conducted by your undergraduate or graduate school to determine your suitability for study abroad (Nov.6 (Wed.) to Nov. 20 (Wed.)). Applicants will be contacted individually by your undergraduate/graduate school so please respond accordingly.

**(6) Internal Screening Result**

The result will be posted in the Announcements on MyWaseda at/or after 13:00 on December 4 (Wed.) of 2024. Login to MyWaseda (<https://my.waseda.jp/login/login>) as shown below. The result will be posted in “Important notifications from Your Department”.



**【Notes】**

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

**6 Procedures for Candidates**

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

by the CIE. Please follow the instructions and proceed accordingly.

## (1) Application to the Host University

- Students who have been selected as candidates after passing the internal screening will then need to complete the application process to their host universities.
- **Students are not yet accepted by their host universities** at the time they are selected as candidates in the internal screening. Please note the final decision on whether or not the student can actually study abroad will be decided by the application review and selection process of the host university.

## (2) Study Abroad Scholarship

Waseda University Scholarships and JASSO Scholarship
<p>All Waseda University scholarships and JASSO scholarship the CIE announces are grants (no need to pay back). However, <u>do not consider the scholarship as a part of your potential funding sources for studying abroad</u> when you apply, as not all the applicants receive it. Please visit the CIE website for more details. <a href="https://www.waseda.jp/inst/cie/en/from-waseda/aid">https://www.waseda.jp/inst/cie/en/from-waseda/aid</a></p> <ul style="list-style-type: none"><li>● Waseda scholarships and the JASSO scholarship are available to those who have been selected as a candidate for a study abroad program in the internal screening (it is the only application opening for scholarship). Although <u>you cannot apply for a specific scholarship or set priorities</u>, you can apply to all applicable scholarships with a single application.</li><li>● The application period and application guidelines for scholarships will be sent to eligible applicants after the announcement of the internal screening results. The application period will differ for students departing in Spring 2025 and those departing in Fall 2025. Please check your Waseda Mail for detailed information on the application period and application procedures after the internal screening results are announced. ([FYR] Application deadline for Spring 2025 departure: early December, Fall 2025 departure: late May).</li><li>● When you get the results of the application and/or receive the actual payment varies depending on the scholarship; please be aware that <u>you may be notified/paid just before or even after your departure</u>. There is also a possibility that your scholarship will be <u>paid after you return from your study abroad</u>.</li><li>● Documents Necessary for Application (tentative): scholarship application form, taxation/tax exemption certificate of your parents</li></ul> <p>Make sure to refer to the scholarship application guide to confirm the details of the documents you need to submit. Please pay attention to the information regarding the scholarship sent from the CIE.</p>
External Scholarships
<ul style="list-style-type: none"><li>● Some programs require application submission through the CIE, while others allow students to apply directly to the respective organizations. The amount of the scholarship disbursement and</li></ul>

whether it can be combined with other scholarships, etc., depends on the nature of the scholarship. For details, please check the CIE website.

<https://www.waseda.jp/inst/cie/from-waseda/aid/out-scholarship> (Japanese Only)

- Since application schedules vary from organization to organization, we strongly recommend that you gather extensive information in advance as you prepare your application.

### **(3) Obtaining VISA and Purchasing an Airline Ticket**

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

### **(4) Accommodation Arrangements**

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

### **(5) Credits during and after the Study Abroad**

- Please be aware in advance that there may be cases where students might not be allowed to enroll in

their desired faculty, cannot register courses they wish to take, and are automatically registered for a certain number of courses other than those they wish to take depending on the program.

- Students need to go through a prescribed procedure to transfer their credits earned at their host university to Waseda University. Decisions regarding credit accreditation will be made by the undergraduate/graduate school to which each students belongs, so please contact your school office for inquiries about the procedures. Please note that in some cases, students may not be able to graduate from Waseda within the standard period of study (4 years for undergraduate). You must consult with your school office in advance to avoid any misunderstandings.

## 7

## Risk Management

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

- As stated in p17 of the “[STUDY ABROAD GUIDEBOOK](#)”, it is the student’s responsibility to confirm regional safety information when selecting where to study. Remember to be cautious when traveling and living abroad in the current international situation.
- MOFA provides up-to-date region-wide/country-specific safety Information including Travel advice and Warnings, spot safety Information, databases of past information, security risk trends and countermeasures for frequent incidents on its travel safety website (<https://www.anzen.mofa.go.jp/>).
- “Travel warnings” are issued in some regions. If you are considering selecting one of those regions as your study abroad destination, please think carefully about whether your study and research need to be done there and whether it is within the limit of your ability to assume full responsibility, before making an application.

### (2) Overseas Travel Insurance (mandatory)

- Students participating in CIE study abroad programs are **required to take out overseas travel insurance designated by Waseda University (Tokio Marine & Nichido Fire Insurance).** **You may not go on study abroad without enrolling in this insurance program.**
- In addition to the Waseda-designated insurance, students must also obtain health or medical insurance in their host country if required by their host university or the host country itself (No waivers are allowed for either insurance requirement, regardless of the amount).
- It is also stated in the Study Abroad Agreement that such insurance is mandatory. Please sign the agreement after fully understanding the contents.
- Mental disorders, dental diseases, and pre-existing conditions (previously existing ailments) are not covered by this insurance. (Coverage for other conditions is subject to the insurance policy terms and conditions).
- The insurance premium for the relevant policy varies based on the number of claims and the amount of



compensation from the previous year.

\* Since the premium is reviewed annually, the amount for the next year is not yet determined, but is expected to be approximately 280,000 yen per year.

- Please be aware that you will need to promptly pay the insurance premium to the designated insurance agency account after starting the study abroad procedures.

### **(3) Submitting Overseas Contact Information (mandatory)**

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

END

留学センター使用欄（※応募者は記入しないでください。）

☐不備なし

☐不備あり

☐一次チェック ☐二次チェック

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

☐【英文成績証明書】（ ）提出なし（ ）ポータル

☐【語学スコア】（TOEFL/IELTS/その他英/非英語）（ ）氏名なし

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

☐【大学院合格通知書】（ ）提出なし

☐【GLFP 応募書類】（ ）誓約書（ ）志望理由書（ ）小論文

☐【特定プログラム】（ ）コピーのみ（ ）記載漏れ（ ）署名（ ）不一致

Appendix 1

## Application Documents Submission Checklist

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

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

① Have you received the confirmation email of your online registration (refer to P11 of the Application Guide)?

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

② Are you able to confirm the final details of your application?

Circle(○) Yes or No	Note
Yes	—
No	You will not be able to check what you have entered on the online application form after the deadline. After the application period, please confirm the final content of your application form from the confirmation email sent after your registration is completed or a copy of your form that you printed out for your own record before the application deadline.

③ Have you prepared all the required documents (printed in A4 size)?

Circle(○) Yes or No	Note
Yes	—
No	Incomplete or missing required documents may disqualify you from the internal screening.

④ Please circle the documents that applies to you and need to be submitted. \*Be sure to print out the form for your own record.

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

## Study Abroad Programs Fall Recruitment (Deadline: October 2024)

### Study Abroad Agreement

To the Dean of the Center for International Education

I, as an applicant to and participant in the short-term study abroad program at Waseda University (hereafter referred to as "the University"), hereby agree to adhere to the following terms and conditions. I acknowledge that if I violate these terms and conditions, I may face the loss of my participation rights in the program and/or withdrawal of support from the University, and I will not be able to lodge any complaint or protest against the University.

#### 1. Attitudes toward Study Abroad

- 1) I am in good health, both physically and mentally, to study abroad.
- 2) I fully understand the purpose of the study abroad program and will devote myself to my studies in order to achieve the goals of the program at the host university.
- 3) I agree to complete all the courses required by the program in which I am participating.
- 4) I understand that I may be subject to immediate expulsion from the program if my academic performance falls below the standards of the host university.
- 5) Understanding that I am a representative of the University and must act responsibly, I agree to comply with the laws of my host country and the regulations of my host institution and the University during my study abroad period. I will also adhere to the instructions of the faculty members and advisors at my host institution, and strictly refrain from engaging in any acts contrary to the public order and morality of the host country.
- 6) I acknowledge that I will not hold the University and its related parties liable for damages or any other responsibility for damages and/or response measures caused by disasters, riots, terrorism, accidents, diseases, crimes, etc. in the host country during my study abroad period.
- 7) I will take responsibility for my actions. If, during my study abroad period, I cause damage/loss to my host university or a third party due to willful intent, negligence, a violation of the law, or a breach of public order and morals, I acknowledge that the University shall not be held responsible for such damages/losses. If the University is found liable for damages/losses caused to the host institution or a third party by my actions, I agree to compensate the University for any damages incurred.

#### 2. Procedures

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

intend to apply at the time of online application registration.

- 9) A guardian must be an individual who is capable of cooperating with the University, guiding, and supporting the student so that the student can carry out learning/research activities smoothly.
- 10) I will pay the prescribed fees (tuition to the University, program fees, etc.) for the study abroad program by the prescribed date. I understand that any delay in payment of these fees may cause difficulty in approval of credits after finishing the study abroad program and course registrations for the following term.
- 11) I understand that the screening process for visas for the destination country is entirely under the jurisdiction of the host country's government agencies, and neither the University nor the host university can guarantee the issuance of visas. Also, I understand that the University cannot provide specific advice on visa issuance, including required documents, how to fill out forms, or whether forms are complete, as these matters are determined by the government agencies of the destination country. If I have any uncertainties, I will confirm with the corresponding institutions and consult with them myself. In addition, I will ensure that I travel only after meeting the entry requirements of the destination country.

### 3. Suspension/Change of the Program

- 1) Based on the conditions of public safety and infectious diseases in the host country (region), information issued by the Japanese Government (mainly the Ministry of Foreign Affairs) including Travel Advice and Warning on Infectious Diseases, the university or host institution may, at its own discretion, decide to cancel study abroad programs, recommend return to Japan, or modify the format of study programs (e.g., Change from in-person classes abroad to online classes while staying in Japan) as deemed necessary. Therefore, I acknowledge these possibilities in advance and commit to promptly following any instructions given in such cases.
- 2) I also agree that cancellation fees, penalty fees, other additional costs, preparation cost and miscellaneous expenses incurred as a result of the above shall be borne by the participant.
- 3) I acknowledge that depending on the timing of the advice to return home, it might not allow the participant to return to the University and could involve the risk of affecting the participant's plans until graduation.
- 4) I understand that any expenses incurred up to that point, such as cancellation fees, penalty fees, additional fees, food expenses, and accommodation fees, among others, shall be borne by the participant themselves even if the participant is compelled to withdraw from the program due to sudden illness or other unavoidable circumstances.
- 5) Even after arriving at the study abroad destination, the program may be canceled or its format may be changed due to the following reasons, at the discretion of the University or the partner universities. In such cases, I understand all expenses incurred up to that point will be the participant's responsibility, and no refund will be provided by the CIE.
  - Poor academic performance
  - Failure to meet document submission deadlines or complete required procedures
  - Lack of attendance at designated events, such as orientations
  - Any other situation deemed inappropriate for continuing study abroad by the CIE or the host university

### 4. Risk Management

- 1) If accepted to participate in the study abroad program, I agree to purchase overseas insurance for the duration of my study abroad, from departure to return as designated by the University.
- 2) I agree to purchase both the insurance designated by the University and the one designated by my host university if the latter requires me to purchase a separate insurance in addition to the one designated by the University.
- 3) Concerning the insurance designated by the University, the start date of coverage will be the day I depart from Japan (\*however, if my flight departs late at night, coverage will start on the day I leave home). If I am of foreign nationality and decide to briefly stop at my home country before going to the country of my host university, the start date of coverage will still be the day I leave Japan.
  - 4) If there is any accommodation designated by my host university or the University, I will stay at that accommodation during my study abroad period.
  - 5) I understand that if any accommodation is not designated, I will gather information in advance and be responsible to secure a place to stay on my own.
  - 6) As a general rule, arranging communication devices at the destination is the individual's responsibility. For emergency preparedness, promptly report your local contact information (including the mobile phone number to be used regularly after arrival) via the university-designated form before departure or

upon arrival.

## 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 the University to receive my academic and/or other personal information regarding daily life from my host university for the purpose of administering the study abroad program and ensuring my safety.
- 3) I agree that the CIE or my school office may share the necessary information with my guardian, without obtaining my consent, on the grounds of risk management or other purposes.
- 4) I understand that the 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 the University as someone who has experienced studying abroad.
- 5) I agree that if applying for a study abroad program that uses group airline tickets, the University may provide a copy of my passport and personal information (name, date of birth, gender, passport number, expiration date, etc.) to the travel agency and airline company responsible for arranging tentative round-trip flight reservations.
- 6) For the purpose of administering the study abroad program and responding to any emergencies, I agree that the personal details of myself and my guardian, as well as risk management information, including any accidents during the study abroad period (hereafter referred to as "personal information"), which I have provided to the University, the insurance company designated by the University, the crisis management agency, travel agencies, and the host university through various procedures necessary for my participation in the study abroad program, may be shared and used by the University, the designated insurance company, the crisis management agency, travel agencies, airline companies, and the relevant ministries and embassies.

## 6. Consent of guardian

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

END

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

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

Student's Signature: \_\_\_\_\_

(Must be handwritten by the student)

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

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

Guardian's Signature: \_\_\_\_\_

(Must be handwritten by the guardian)

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

## Essential Information for CS-L (1S) Application

### 1. Preconditions (Time Constraints)

These programs allow only a short time from the time of being selected to a specific program (scheduled for December 4, 2024) to your departure date (scheduled between February and March 2025). Therefore, you need to complete necessary procedures in a very short period before departure. Furthermore, some procedures take longer than usual and additional procedures are required after the COVID-19 pandemic. Consequently, only students who are able to complete the procedures, on an extremely tight schedule, can apply for these programs.

Regarding the Study Abroad Fall Recruitment (Deadline: October 2024). The University of Alberta Program is scheduled to start in September 2025. Please note that this departure date is different from the departure dates of the other CS-L(1S) programs.

### 2. Items to keep in mind

→ Applicants must be aware of the following precautions and potential risks involved in procedures.

1) Your preparation needs to start before the internal selection results (scheduled for December 4).

- Be sure to start preparing documents for immigration procedures and securing accommodations in your prospective host countries. (Details will be provided in advance only to applicants for these programs.)
- Note that you may not be selected as a candidate for the study abroad program as a result of the internal selection process, regardless of the progress of the procedure.
- You will be responsible for all expenses incurred up to that point, even if you are ultimately selected to participate in a program other than CS-L(1S), as a result of the internal selection process.
- Failure to prepare the documents specified by the CIE before the deadline will disqualify you from the program, even after you have been confirmed to participate in the program.

2) Your overseas travel may get canceled before or immediately after the application deadline.

- Be aware that prior to the internal selection results, your program may be canceled due to safety concerns or an infectious disease outbreak.
- Be aware that your program may be canceled after the internal selection results due to deteriorating security or infectious disease situations. Once selected as a candidate for the canceled program, you cannot switch to another program.
- You will be responsible for the expenses already incurred for procedures even if your program is cancelled at short notice.
- In some countries, you are required to have two or more booster doses of the COVID-19 vaccines. It is essential that you check the latest border control measures in the country where your host university is located and take the necessary precautions before traveling. If you are unable to travel to your destination due to lack of preparation, you will be responsible for paying the preparation costs.
- Assignment requiring a certain level of English proficiency may be given before participation in the program.

### Notes on Homestay

#### 1. Applicable Students

Those who are planning to apply for a program with the possibility of accommodation being a “homestay”, please follow the notes below.

#### 2. Notes

- 1) Detailed information about the host family will be confirmed immediately before departure. It is subject to change after the assignment due to various circumstances such as urgent business, illness, and so on. Once decided, your host family cannot be changed for “personal reasons”.
- 2) You cannot request changes due to reasons such as “I don’t like the family structure.”, “The location is far away.”, “The internet connection is poor.”, and so on. The environment of the host family is not always the same as others, and the lifestyle and family structure of the host family, race, meals, presence or absence of pets, facilities, and commuting distance to host institution vary depending on the family with who you stay. Do not compare your host family to the host families of other participants.
- 3) After staying with your host family, in case you experience inconvenience in your daily life and find it difficult to stay with them, first, please discuss the problem with your host family members. In most cases, such problems can be resolved through discussion; however, should the problem remain unresolved, please feel free to consult with the international office/accommodation office of your host university. Even if your English is not well-developed, please do not hesitate to contact the staff at your local office. Even a small feeling of discomfort, if left unresolved, can cause a bigger problem later on.
- 4) Be sure to lock the doors and keep your valuables safe no matter where you stay.
- 5) Please keep in mind that Japan is a fairly safe country and take appropriate precautions.
- 6) In general, please understand that the living environment, including safety and hygiene is not what you are used to in Japan.
- 7) You may be placed at the same homestay as other Japanese, university students who participate in the same program, or students from other countries.
- 8) Respect the house rules during your stay and act as a member of the host family rather than as a guest. It is wise of you not to expect too much from your host family, for example, treating you like a guest, taking you somewhere on the weekend or asking for special treatment.
- 9) If either you or your members of your host family contract COVID-19, you may need to arrange a separate accommodation for self-isolation. In that case, please be aware that it may incur extra costs of booking another accommodation.
- 10) Lack of the required number of vaccine doses may prevent you from securing accommodation without a prior consent of your host family.