

CHECKLIST for WASEDA Exchange Program Application

Name (as shown in the passport)	
Name of your Home University	

1. Documents to submit via Online Application Form

Tick the "CHECK" box column if you are prepared with the documents below;

	Name of the Document	All Applicants are Required	For Those Applicable only	CHECK
①	CheckList (This list)	✓		<input type="checkbox"/>
②	Copy of Passport (Identification page)	✓		<input type="checkbox"/>
③	Study Abroad Agreement	✓		<input type="checkbox"/>
④	Official Certificate of Enrollment issued by the home university	✓		<input type="checkbox"/>
⑤	Official Transcript(s) and Grading System Chart	✓		<input type="checkbox"/>
	Copy of Undergraduate Diploma		✓	<input type="checkbox"/>
⑥	Nomination Letter	✓		<input type="checkbox"/>
⑦	Letter of Recommendation	✓		<input type="checkbox"/>
⑧	Language Proficiency Score		✓	<input type="checkbox"/>
⑨	Proof of Financial Viability *must be issued after; [October 1st, 2025] for 2026 Spring Enrollment [January 1 st , 2026] for 2026 Fall Enrollment	✓		<input type="checkbox"/>
⑩	Educational background		✓	<input type="checkbox"/>
⑪	Support Letter from the Home University (Regarding the Application for the Academic Accommodations)		✓	<input type="checkbox"/>

2. Forms / documents need to be submitted AFTER the online application

Tick the "CHECK" box if you confirmed that the following two procedures must be completed before the application deadline.

	Name of the Document	All Applicants Required	For Those Applicable	CHECK
⑫	Academic Study Plan	✓		<input type="checkbox"/>
⑬	Application for Certificate of Eligibility (COE)	✓ *		<input type="checkbox"/>

*Except for those who has the Japanese nationality.

3. Submit to your program coordinator

Tick the "CHECK" box if you have the document below ready to submit;

	Name of the Document	All Applicants Required	For Those Applicable	CHECK
⑭	ID photographs (on the ID Photograph Sheet)	✓		<input type="checkbox"/>

<If you need to inform something to Waseda regarding your application documents, please write them below>