

# **Online Application Registration Manual**

### Notes when applying

- 1) Many people may access to the website at the same time before the online application deadline, which can cause the access error etc. Please complete registering your application well in advance of the deadline. No registration or submission will be accepted after the designated periods for whatever reasons.
- 2) Please note that changes can be made only during the registration period.
- 3) You cannot confirm the contents you have entered after the online registration deadline. Therefore, please confirm it with the application notification e-mail or print the contents of your application on your own before the registration deadline (CIE will not accept any questions regarding registered information and its confirmation).
- 4) To avoid losing your data due to the session timeouts and operation mistakes, please save it every 15 minutes or so.
- 5) "[MyWaseda] Application Acknowledgement" and "[MyWaseda] Confirmation of Application" emails will be sent to your mail account within 5 minutes. If you do not receive any e-mail, please access the application form again to check whether your application has been successfully submitted. If there was a registration error, please re-apply.
- 6) For questions regarding the computer system, please inquire by logging in to MyWaseda and click  $\lceil$ "IT Services" >"Help Desk">"Support"  $\rfloor$ .

#### **Contents**

- 1. Open the application form
- 2. Fill out the application form

Reference: Contents of online application form

Reference: [Notes] Chapter 1 (Personal Information)

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Reference: [Notes] Chapter 3~9 (English Proficiency)

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- 3. <u>Completion of application form registration</u>
- 4. How to correct what you have registered

### 1. Open the application form

Click Submit on the application form.



#### Notes

The application form cannot be accessed and Submit cannot be clicked outside of the application period.

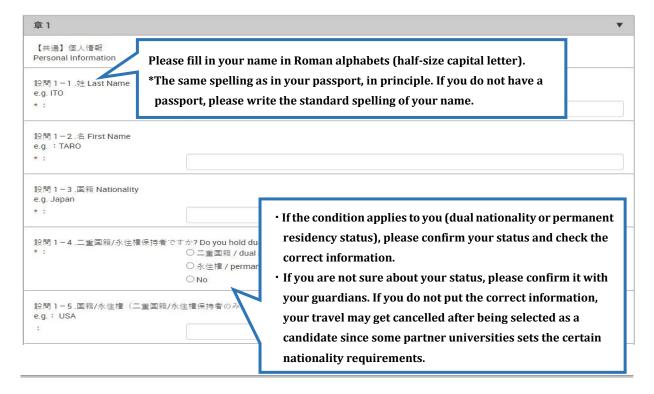
# 2. Fill out the application form

The, please fill out the form.

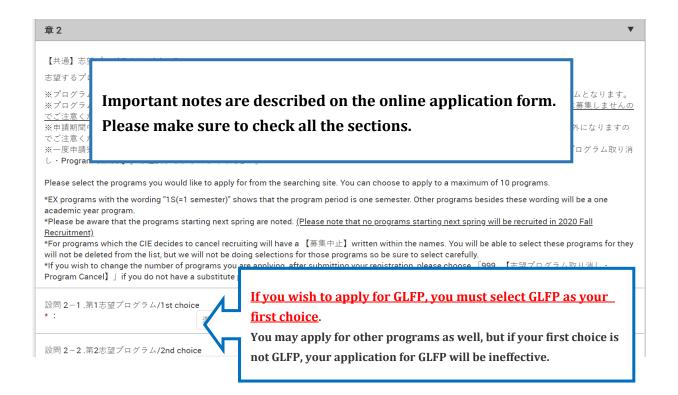
# Reference: Contents of online application form

Chapter	Contents
Chapter 1	【For all】Personal Information
Chapter 2	【For all】 Applying Program
Chapter 3	【English】 Questions regarding English Proficiency
Chapter 4	TOEFL iBT / TOEFL iBT Home Edition
Chapter 5	TOEFL ITP
Chapter 6	IELTS
Chapter 7	Test date of your TOEFL iBT
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Chapter 9	Others
Chapter 10	【Non-English】 Questions regarding Non-English Language Proficiency
Chapter 11	【For all】Study/Research Plan
Chapter 12	[For all] Confirmation and Agreement for Application

# Reference: [Notes] Chapter 1 (Personal Information)



# Reference: [Notes] Chapter 2 (Applying Program)



# Reference: [Notes] Chapter 3~9 (English Proficiency)

章 3

# [Many students make mistakes in this section. Please be careful!]

- 1) If the score on the online application (that you enter) and that on your certificate does not match, you will be ineligible for screening. Also, the scores you entered in the online application will be considered invalid if you fail to submit a copy of your scorecard.
- 2) The input section for regular test score and MyBest score are different.
- 3) Please input the sectional scores, not only the total score.
- 4) Please note that language requirements vary depending on the school of the host institution. Please check the information on the Program List carefully.
  - \* 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.
- 5) When you submit multiple sets of score of the same type of test, please write the second and the subsequent scores in the Chapter9-9-1 "Other English Proficiency Test".
  - Ex.) How to enter Chapter9-9-1 when submitting two sets of TOEFL scores:

TOEFL(2) total 110, R30,L30,S28,W22

- (Note) Basically, you are not required to submit multiple sets of score of the same test except only when you need to do so for the section score requirements of your desired program.
- 6) Please do not enter the language test that are not listed in the Program List and Details (Program Overview) as they will all be invalid.
- 7) Please note that even if you have the language certificates listed in Program List and submit it, if those certificates are not acceptable for the internal screening, you will not be considered for internal selection. For details, please refer to p.19-20 pf the Application Guide.

#### Reference: [Notes] Chapter 10 (Non-English Proficiency)

章 10

【非英語】語学能力に関する設問

Questions regarding Non-English Language Proficiency

※プログラムオーバービューや現地大学の語学能力証明として認められていない公的試験証明は、入力されたとしても選考に関与しませんので、入力しないようにしてください。

\*Official certificates of language proficiency that are not approved as proof of language proficiency in program overviews and host universities will not be taken into consideration when screening, so do not type in the scores.

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

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

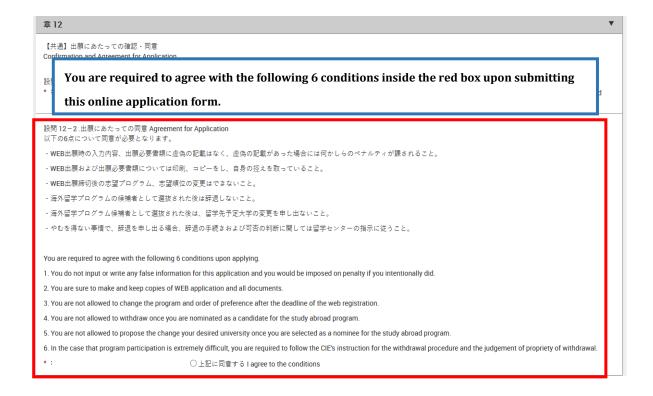
# Reference: [Notes] Chapter 11 (Study/Research Plan)

章11	•	
• Fill in either question in the answer column. • Do not use half-wide. • If you are selected.	(Japanese or English) will not affect screening results in any way. on 11-1/11-2 (Japanese) or 11-3/11-4 (English). Please write "N/A" mn of the sections not to be filled in. Ith bullet symbol (•) as it may be counted as four letters. as a candidate for the US university group programs, there are some udy/research plan is submitted to your host university as requested.	
(Minor grammer errors will not be of Choice of language (Japanese or left) Fill in either question 11-1/11-2 (Japanese write "N/A" in the answer corporate do not use half-width buller	tions, in your own words, after careful consideration. considered for scoring, so please write this on our own.) English) will not affect screening results in anyway. apanese) or 11-3/11-4 (English). olumn for the questions you do not fill in. t symbol (·) as it may be counted as four letters. forwarded to your host university as requested.	
設問 11 - 1.興味のある学術分野と絡めて、あなたが留学を目指す目的を800字~1200字(英語の場合は400~600 words)で説明しなさい。		
※システムの都合上、若干の文字数オ	一パーは認めます。	
:	入力文字数:0文字 (800~1200文字の範囲で入力してください。)	
設問 11-2.志望する全ての大学・プログラムについて、志望理由を400字~800字(英語の場合は200~400 words)で述べよ。		
※複数のプログラムで共通する志望理由がある場合は、志望プログラムごとに記述する必要はありません。まとめて記述してください。 ※複数の専門分野や言語を学ぶプログラムを選択している場合は、それぞれの志望理由が明確になるように記述しなさい。ただし、全体の文字数は400字~800字(英語の場合は200~400words)に収めてください。 ※システムの都合上、若干の文字数オーバーは認めます。		
:	入力文字数: 0文字	
	(400~800文字の範囲で入力してください。)	

### Notes:

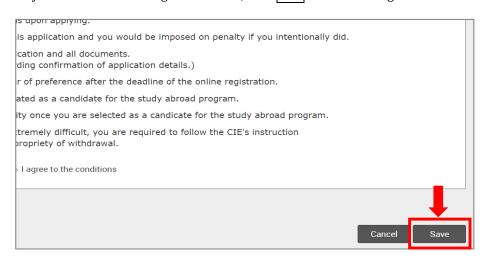
When writing your reasons for selecting the universities/programs in 11-2 or 11-4, you are required to summarize all of your reasons within the word limit, even if you have selected more than one program. The question is NOT designated for you to write a separate response for each program with the specified length (400-800 characters in Japanese or 200-400 words in English).

# Reference: [Notes] Chapter 12 (Confirmation and Agreement for Application)



### 3. Completion of application form registration

1) When you have finished filling out the form, click Save in the lower right corner.



2) After pressing Save, you will see the following application confirmation message. Be sure to select Yes if you wish to complete the registration.



# 【If you click No】 …

You will return to the application page again. Once you have completed the form, please perform steps 1) and 2) above.

# 【If you click Yes】 …

You will see the words "Saved" and press OK. Then, "[MyWaseda] Confirmation of Application" and "[MyWaseda] Notification of Accepted Application " emails will be sent to your WASEDA email. They will be sent within 5 minutes. If you do not receive an email, it is a registration error, so please be sure to register again.

#### Memo

Please refer to the Application Guide for the sample email of "[MyWaseda] Confirmation of Application" and "[MyWaseda] Notification of Accepted Application".

#### 4. How to correct what you have registered

You can modify what you have enterd **during the registration period.** Please access the application form again and click Resubmit to register.

利用され、その他の目的には利用されません。

- ・【共通】と書かれた設問は全員入力してください。
- ・【英語】と書かれた設問は英語プログラムに出願される方のみ入力してください。
- ・【非英語】と書かれた設問は非英語プログラムに出願される方のみ入力してください。

#### (Notes)

- · Please read all the information mentioned in the Study Abroad Programs Spring Recruitment Application Guide (Deadline: May 2024)
- and all accompanying documents, and confirm the newly updated  ${f Program\ List}$  .
- The information you have entered in the online registration form is only used by CIE and the school office for the program operation and to contact with you and your guardian, and will not be used for any other purposes.
- $\cdot$  [All] All students are required to fill out.
- · [English] The students applying to the programs conducted in English are required to fill out.
- · [Non-English] The students applying to the programs conducted in a language other than English are required to fill out.

Yes ( Modify current request )



Please note that you will not be able to reapply after the registration period.

END