

Study Abroad Fall [Additional] Recruitment (Deadline: January 2026)

Application Guide

Center for International Education
Waseda University

*This Application Guide (referred to as this “Guide”) is prepared in Japanese and translated into English, and the English version is provided for reference purposes. If there is any conflict or inconsistency between those documents, the Japanese version shall prevail.

	Date of Update	Contents (Items)
1	Dec 10, 2025	Application Guide Released



Contact for Inquiry

- ◇ Please read this Guide carefully before making an inquiry about the application.
- ◇ The CIE cannot answer any questions about how to write a study/research plan or screening method.
- ◇ We do not offer individual checks of application documents prior to submission. Please carefully review the application guidelines and submit your documents at your own responsibility.

Waseda Global Gate 1st 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

- ※ Office is closed on Saturdays, Sundays, and holidays with no classes.
- ※ Opening days and hours change during summer, winter, and spring holidays.
- ※ An inquiry by email or phone needs your name, the name of your school, and your year.
- ※ Online consultation services with WGG require an appointment, which can be scheduled through the CIE's website (<https://waseda-cie-online.resv.jp>)

Ground Rules

Fundamental Principles of “Study Abroad at Your own Risk”

Studying abroad involves immersing yourself in a new, unfamiliar cultural environment, where you are expected to think and act independently. From the moment you are selected as a candidate, you must be aware that you are responsible for proactively gathering information and making thorough preparations to handle any unforeseen circumstances.

While the Center for International Education (CIE) is committed to supporting students studying abroad, our role is primarily to facilitate communication between the student and the partner university. Please note that our support is limited.

Before applying to our study abroad program, you must carefully read the following fundamental principles (referred to as the “Ground Rules”) and accept full responsibility for your own decisions, procedures, and information gathering.

1. Define Your Study Abroad Purpose and Complete Your Procedures Independently

- Without taking the initiative, you cannot expect to achieve much from your study abroad experience. Without a well-defined objective, you will not be able to take proactive steps. To make the most of your study abroad experience, it is essential to start out by organizing and clarifying your objectives.
- We will provide general guidance on the required procedures and assist you if any unexpected issues arise. However, the primary responsibility for handling these procedures rests with you.
- It is crucial to complete all required steps carefully and promptly, and strictly observe the deadlines. Failure to meet deadlines may result in cancellation of your participation, regardless of your wishes.

2. Handle Issues Independently Before/During Study Abroad

- You are responsible for resolving any issues that arise with partner universities and are expected to deal with them by consulting with the local contact person. Please note that we cannot intervene in personal matters, including interpersonal conflicts and accommodation-related issues that may occur while studying abroad.
- As part of the support system provided by the CIE, the Waseda University Support Desk, operated by an insurance company, is available for consultation. Make use of this service in case of emergencies, such as illness or injury.

3. First, Try to Resolve Any Issues Independently, Then Seek Support

- We encourage you to take the lead and pave the way in your study abroad experience. Under the Ground Rules, you are required to act on your own responsibility. Even so, feel free to contact us if you encounter any difficulties. Our support may be limited in certain situations; however, we will do our best to provide you with assistance.

END

Notes when applying

- (1) Before applying, refer to the CIE website to define the theme and purpose of your study abroad and prepare yourself to maximize your independence in learning during your study abroad.
<https://www.waseda.jp/inst/cie/en/from-waseda/plan>
- (2) Read this Guide and the Program List thoroughly and apply only after fully understanding their contents.
<https://www.waseda.jp/inst/cie/from-waseda/abroad/programlist/list>
- (3) After you submit your application, the CIE may contact you regarding the documents and online registration information you submitted. Since there are many cases that require an urgent response, **check your Waseda Mail daily. Additionally, check your spam folder.** The CIE assumes no responsibility for any disadvantages you may incur due to missed e-mails.
- (4) As a rule, you may not withdraw your application for personal reasons or withdraw a part of the programs you applied for after the application deadline. So 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, contact the CIE at the latest by 17:00 on January 16 (Fri.), 2026.
- (5) Once you have been nominated as a study abroad candidate, in general, you are not allowed to withdraw for personal reasons or change to another program. Withdrawal without cause will result in loss of eligibility to apply for future middle/long-term study abroad programs run by the CIE (including cases where you are denied acceptance by the local authorities due to your misinterpretation of application requirements, etc.).
* In case of withdrawal from the program due to sudden illness or other unavoidable cases, expenses such as cancellation fees, penalty fees, additional fees, etc. may be imposed.
- (6) Even after you have been nominated as a candidate, Waseda University or the partner universities may decide to cancel the study abroad or change its format immediately before departure or after arrival due to the following reasons. Please note that in this case, you will be responsible for all expenses incurred up to that point, with no refund from the CIE.
 - Poor academic performance
 - Not meeting the deadlines for the application / not performing the required procedures for the application
 - Poor attendance at designated events, such as orientations
 - Factors apart from the above leading the CIE to determine that you are inappropriate for study abroad
 - The pandemic or the deteriorating international situation
- (7) Regarding the procedures for study abroad programs offered by the CIE, be aware of the Ground Rules: You are responsible for completing all required procedures proactively and without delay. In the event that any necessary procedures instructed by the CIE are delayed, the CIE may issue a Yellow Card (Caution) or Red Card (Warning). These are not just warnings — in some cases, receiving a Yellow Card or Red Card may result in the cancellation of your participation. Apply for the CIE study abroad programs only if you are committed to following the Ground Rules.
【Yellow Card/Red Card System】

Types	When to issue	Intent
Yellow Card	In a specific procedure (referred to as "Procedure A"), the failure to meet the deadline occurs two or more times and a reminder is received.	Caution
Red Card	Despite having been issued a Yellow Card, the failure to complete Procedure A continues.	Warning Unless the procedure is completed immediately, a penalty will be imposed.

 - A Yellow Card or Red Card will be issued for each procedure for which the submission or response is delayed. Even

if you received one for Procedure A, you may still receive another for a different delay, e.g., Procedure B.

[Example of a Yellow Card notice]

[Caution] Yellow Card: Immediate Action Required for Study Abroad Procedures

Dear XX,

We regret to inform you that, due to your repeated failure to respond to our reminders, the CIE is considering canceling your participation in the study abroad program. In accordance with the Ground Rules, we are issuing you a Yellow Card, which serves as a formal caution. If you fail to complete another necessary procedure, it may result in your removal from the program.

Notes:

- As previously stated, excuses such as “I found it in my spam mailbox” or “I was busy” will not be accepted. Promptly complete the prescribed procedures.
- The CIE will not respond to any replies to this Yellow Card notice.

[Example of a Red Card notice]

[Warning] Red Card: Urgent Request for Study Abroad Procedures

Dear XX,

Due to your continued failure to perform the required duties following the Yellow Card previously issued, we are now issuing a Red Card, which serves as a formal warning, in accordance with the Ground Rules. Complete the required procedures immediately to avoid a penalty.

Notes:

- As previously stated, excuses such as “I found it in my spam mailbox” or “I was busy” are not accepted. Immediately complete the prescribed procedures.
- The CIE will not respond to any replies to this Red Card notice. If we do not confirm that you have completed the procedures immediately, we will contact you about a penalty.

(8) You may not apply for the study abroad program offered by the CIE concurrently with any other program. If any program offered by other than the CIE allow you to apply for both programs, the CIE does not permit you to do so. Such applications will be rejected.

(9) 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.

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1 Overview of Programs

The programs offer middle- and long-term study abroad opportunities at our partner institutions, most lasting one academic year (or one semester in some cases). In collaboration with our overseas partner institutions, we offer programs with diverse features.

(1) Applicable Programs

Programs designated by the CIE among those applicable in the Fall Recruitment for Study Abroad (Deadline: October 2025)

<https://www.waseda.jp/inst/cie/assets/uploads/2025/12/25FallAdditional Program-List eng.pdf>

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 (2025 年 10 月締切分) 2025 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, you should carefully review 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

- In general, you may study abroad for up to one year while enrolled in Waseda University.
- Changes to the program duration are not permitted. You must return to Waseda University after the study abroad program and carry out the required procedures at their undergraduate or graduate school.

- You cannot take courses at Waseda University during their study abroad period.
* Depending on when you return to Japan, you can take some courses at Waseda University, including the summer or winter quarter courses, even during the study abroad period. To learn how to register and available courses, contact the undergraduate/graduate school you are studying at or that offers the courses.
- Even if you choose to return to Japan before completion of the course for personal reasons, you 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) Programs that Need to Be Applied to on a Group Basis

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

Eligible Groups: Great Lakes Colleges Association (GLCA) / Associated Colleges of the Midwest (ACM)

- 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 proficiency requirements are set by each Tier (Check the Program List).
- Applications for multiple Tiers are acceptable.

2) 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. Please be advised that the following universities are currently scheduled to call for students, but this is not confirmed. Make sure to check whether it recruits it or not on the Program List. Additionally, 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 York (Math Focused for FSE Students), EX-R, English

◆When searching from the Program List, enter “FSE” or “理工” in the “Name of Institution” field to easily find the applicable program.

* FSE means *Faculty of Science and Engineering*. To learn which faculties and departments at Waseda University are eligible to apply, refer to the “NOTE from CIE office” field on the Program List.

2 Application/Screening Schedule

Date & Time	Contents
Dec. 10 (Wed.), 2025	Release of the application guide (English ver.) Announcement of the applicable programs for additional recruitment
Dec. 18 (Thu.), 2025 10:00—	Start of the application registration period → Both procedure (1) and (2) below must be completed by the due date. (1) Online application registration <ul style="list-style-type: none"> Please register through the application form on MyWaseda. The URL can be found in the Application Guide. <u>You cannot access the form after the deadline. Applications will not be accepted after the deadline no matter the reason.</u> The website becomes difficult to access just before the application deadline (Jan. 7, 17:00) due to number of people accessing. Please register well in advance. (2) Submission of necessary documents <p>Please prepare all the documents and submit them either <u>by dropping them in the BOX at WGG or by postal mail. Documents submitted/arrived past the due date will not be accepted for any reason.</u></p> <ol style="list-style-type: none"> If using the BOX at WGG <ul style="list-style-type: none"> Location: Waseda Global Gate (WGG), 1st floor of Bldg. 22 Reception Hours: WGG Open Hours (10:00 to 17:00, Weekdays) Notes : <ul style="list-style-type: none"> The BOX will be installed from Dec. 18 (Thu.). CIE staff will NOT accept requests to check whether all the necessary documents are Prepared. Deadline : <u>17:00 on Jan. 7 (Wed.), 2026</u> By Postal Mail <ul style="list-style-type: none"> Send the documents to the designated postal address by the deadline (<u>must ARRIVE by 17:00 on Jan. 7 (Wed.), 2026.</u>
Dec. 26 (Fri.), 2025— Jan. 6 (Tue.), 2026	All offices closed due to the Campus Closure (WGG is also closed) *During this period, we will not be able to accept documents submission or respond to inquiries. Since the deadline will be shortly after the simultaneous holidays, please complete any inquiries related to your application before this period.
—Jan, 7 (Wed.), 2026 17:00	Application deadline <u>Submissions past the deadline will not be accepted for any reason.</u>
Jan. 14 (Wed.) — Jan. 20 (Tue.), 2026	Study abroad aptitude test at your undergraduate or graduate school <ul style="list-style-type: none"> The content of the screening process varies depending on the undergraduate/graduate school. In most cases, you will not need to take any further action as the screening will be conducted based on the documents already submitted. <u>However, some undergraduate/graduate schools may conduct interviews,</u>

	etc. In such cases, they will contact you individually. Please follow their instructions.
Feb. 3 (Tue.), 2026 After 13:00	Announcement of internal screening results · Via “Important Notification from Your Department” on MyWaseda or by Waseda Mail
TBA	Orientation for internal screening candidates 【scheduled to be streamed online / watching the video is mandatory】 * The attendance will be recorded. * Detailed information will be sent to applicable students by Waseda e-mail.

3 Application Eligibility

ALL the conditions stated below must be met (if there is any single eligibility requirement unmet, you will not be nominated as a candidate). Please note that some undergraduate/graduate schools have separate criteria (in addition to the ones listed below) for eligibility.

■ Eligibility for all programs	
<p>(1) Those who applied for the Fall Recruitment for Study Abroad (Deadline: October, 2025) are also eligible to apply.</p> <p>However, those who have already been selected as candidates for programs through the Fall Recruitment for Study Abroad (Deadline: October, 2025) are not eligible to apply.</p>	
<p>(2) Students must be <u>enrolled as full-time, degree-seeking students at Waseda University</u> at the time of application and throughout their study abroad period and <u>demonstrate outstanding</u> both academic and character qualities.</p> <p>* Applications are accepted even during a leave of absence, <u>provided that students return to classes for the semester in which their study abroad period begins.</u> Additionally, the necessary steps (including interview examinations, attendance at orientations, and application to partner institutions, etc.) must be completed without fail while on leave of absence.</p> <p>* 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, make sure to confirm with your undergraduate/graduate school office whether you are eligible to apply before submitting your application.</p>	
<p>(3) Students must understand the contents of the written agreement and have obtained consent from their parents or other guardians.</p> <p>* Consent must be obtained before making an application.</p>	
<p>(4) Students must meet <u>ALL</u> the requirements of the programs to which they are applying.</p> <p><u>School Year Requirement</u></p>	

- You must satisfy the school year requirements of your preferred programs.
See Q7 in the Program List for details on the requirements for each program.

Language Proficiency Requirement

***Please note that the language requirements for the internal screening of Additional Recruitment may differ from those of the Fall Recruitment for Study Abroad (Deadline: October, 2025).**

- The language proficiency requirements of the preferred programs must be met at the time of application for internal screening. Each requirement stated on the Program List is a minimum requirement for the application. Therefore, **if you fail to meet the requirements (including specific section score requirements) by even 0.5 points, you will be excluded from consideration for internal screening.**
- If you wish to participate in a program provided in your native language, you must also submit an official score certificate that meets the program's requirements.

English programs in general

- An official score certificate that meets the requirements of the preferred programs must be submitted at the time of application for internal screening.
- * Even if you submit a certificate listed in Program List Q12-C, as long as it is not acceptable for internal screening, you will not be considered for internal selection. For details on unacceptable certificates for the internal screening, refer to "2) Notes regarding the official score certificates" (page 16-17) of this Guide.
- Submission of a certificate is not required for the programs that the Q12-C of the Program List states as "If you are applying only for this program, you do not need to submit a certificate/scorecard that proves your English proficiency." for it.

Non-English DD or EX-R

- At the time of application for internal screening, students need to be able to submit scores that meet the required grades/scores (*) of preferred programs.
 - For non-English EX-R or DD programs that do not specify the required grades/scores (*) in the Program List, the following criteria is set for each language for internal screening.
 - You must submit an official certificate of the applicable language test. Please note that if you do not have the certificate, or if you do have a certificate but have not reached the specified level/score, you will be ineligible to apply to the program.
- Also, please note that score certificates other than those listed will not be accepted for internal screening.**

Language	Application Criteria
Chinese	HSK Level 5, score of 180 or above

Germany	Goethe Zertifikat B2
French	DELFD/DALF B2
Spanish	DELE B2
Italian	CILS B2

(*) **Required grade/score:** Please note that some programs, as stated in Q13-1 under Details (Program Overview), indicate that a score certificate is not required; however, **the language grades/scores mentioned in Q13-2 will serve as the criteria for internal screening.**

**EX-L and CS-L
except in
English**

- The application will be accepted even if a score certificate has not been submitted at the time of application for internal screening. No interview exam is required.
However, if required by the host university, a score certificate that meets the required score (or a letter of recommendation, if accepted) must be submitted to the university by the designated date.



Important

The language proficiency 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 proficiency requirements, you must further fulfill those requirements before applying to the host university.**

Please note that since the language proficiency requirement for science-related departments is sometimes set relatively low in some countries (e.g., the U.K.), as a result, there have been cases where students majoring in humanities/liberal arts/social sciences, even though already decided as the candidate, have only been able to choose the science department.

- * 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

- If the preferred program has a specific GPA criterion, it must be met. These are the minimum requirements for applications determined through consultation between partner universities and Waseda University. If you do not meet the requirements of the program you wish to pursue, **you will not be considered for internal screening.** The GPA requirements must be met not only at the time of application for internal screening, but also at the time of application to the host university after the candidate is selected. Please note that in the unlikely event that you do not fulfill the GPA requirement for your intended program at the time of application to the host university, your participation will be canceled.
- Refer to page 11 of the "[STUDY ABROAD GUIDEBOOK](#)" for the formula to calculate GPA for 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**. Calculate your grades on your own by checking the “Grade Report” on MyWaseda.

- First-year students of undergraduate/graduate courses who have not yet received grades at Waseda University 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

- 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 in certain countries. If you may fall under the category, please check with your guardians.

*** 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.

* In the following case, a student may apply for the programs that start from the third semester.

The application and selection of some programs take place in the semester immediately before the program begins. Students in the second semester will be allowed to apply if they meet the selection criteria. Please note that such recruitment is rare.

<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 considered complete upon finishing **both** the “online application registration” and the “submission of necessary documents” within the designated periods. **No registration or submission will be accepted after the designated period for whatever reason.** The CIE does not plan to disclose the competitive ratio for any individual program or type of programs.

How to apply	Application Period	
1. Online Application Registration	2025	2026
2. Submission of Documents	December 18 (Thu.) 10:00 - January 7 (Wed.) 17:00	

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

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

(1) Application for Internal Screening

*** There is no required order for completing the “online application registration” and “submission of necessary documents”; either may be completed first.**

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.

- **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 registration. Completing registration well in advance is recommended.
- Within 5 minutes after completing the online registration, 【 MyWaseda 】 Application Acknowledgement” and “ 【MyWaseda】 Confirmation of Application” emails will be automatically sent to the email address you registered on the online application form. If neither email arrives, check your registration status via the online application form to see whether any of the following situations apply:

• **The “Resubmit” button is visible.**

Your application has been successfully registered. For your records, print or take a screenshot of the completed application form by clicking the “Request Details” below the “Resubmit” button.

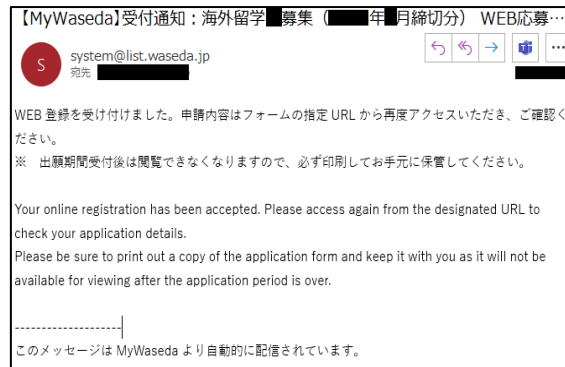
• **The “Submit” button remains visible.**

There may have been an error with your registration, so please re-register.

• **【MyWaseda】 Application Acknowledgement:**

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

< E-mail Sample >



• **【MyWaseda】 Notification 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 no longer be able to view your application contents of your application on the form. Therefore, check your notification email or a copy of your printed form to verify your application status after the expiration of the period.
- The CIE will not accept any inquiries to confirm the details of your application.

Submission of Necessary Documents

Submit all required documents by the deadline by either of the following methods.

(1) Drop your packet in the BOX at WGG

Place the documents in the designated submission box at Waseda Global Gate (WGG), 1st floor of Bldg. 22 **by 17:00 on January 7 (Wed.), 2026.**

- * WGG Opening hours: Weekdays 10:00-17:00
- * Submission before the application period is not allowed.
- * The CIE does not verify that all necessary documents are prepared at the time of submission.

(2) By Postal Mail

Post it to the following postal address. It **must be received by 17:00 on January 7 (Wed.), 2026.**

Dispatch Team, the Center for International Education, Waseda University

Waseda Global Gate, 1-7-14, 1st Floor of Bldg. 22

Nishi Waseda, Shinjuku-ku, 169-0051 Tokyo, Japan

* **Be sure to send the documents by a trackable delivery method such as registered postal mail.**

* The CIE does not take responsibility or liability for any loss of documents. (e.g., due to insufficient postal charges)

* The CIE does not answer any inquiries about whether the documents have been received.

(2) Necessary Documents for Application

- Prepare all documents in A4 size, single-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.
- 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 Application documents submission checklist (1 original) All applicants

Download, print, fill out and submit the designated format.

② Study abroad program agreement (1 original) All applicants

- Both you and your guardian must read its contents thoroughly before signing (signatures made with a pencil or an erasable (friXion) pen are not acceptable).
- Your guardian's handwritten signature is necessary. Make sure to submit the original document (not a copy of it).
- Make a copy of the form with signatures of both you and your guardian for your future reference.
- **All programs you are applying to via online registration require prior consent of your guardian.**

* 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 their own handwriting. Only wet signatures are accepted (Neither typed signatures nor affixed digital seals in the name section are acceptable):

(1) First, ask your guardian to download and print the form, and sign it in his/her own handwriting.

(2) Obtain a scanned copy of the form from your guardian by e-mail or other means, print it out, sign it in your own handwriting, and submit the original.

③ Academic transcript in English (1 original) All applicants

- A printout of the "Web Grade Report" screen is not acceptable.
- Academic Transcript differs from the "GPA Certificate" which displays your GPA.

Double-check before submitting.

Correct) [Academic Transcript \(sample\)](#) Incorrect) [GPA Certificate \(sample\)](#)

◆ Undergraduate students

Check the details in the link below and submit the latest transcripts issued.

<https://www.waseda.jp/inst/wpo/en/students/certificate>

◆ Graduate students

Master's course

- Submit the academic transcripts of the undergraduate AND master's courses.

Doctoral course

- Submit the academic transcripts of the undergraduate, master's, AND doctoral courses.
- * If you have completed the undergraduate/master's courses somewhere other than at Waseda, submit academic transcripts in English issued by the institution(s) where you completed the course(s).

◆ First-year students whose academic transcripts have not been obtained yet

Submit the academic transcript (in English) from your high school.

④ Official score certificate for language test (1 copy) applicable students only

See 2) below for details. In the internal screening, we do not accept direct submissions from test centers to our university.

⑤ Assessment form for post-graduate students (1 original)applicable student only

- Use the specified form.
- This is mandatory for any post-graduate students (both Master's and Doctoral) who apply for study abroad programs. **This also applies to undergraduate students who apply and wish to study abroad after progressing to the master's course.**
- This should be completed by the research supervisors at Waseda University through consultation using the specified form. If a research supervisor has not been assigned, contact the CIE before making your application.
- 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 this is possible.
- If you are considering studying abroad in a master's or doctoral program for the purpose of research (research work) instead of the regular coursework, prior approval from your prospective research supervisor at your intended host university is often required. Therefore, contact your intended universities in advance to obtain it. If selected as a candidate, you will be required to forward an acceptance email from your prospective research supervisor to the CIE at a later date. Without proof of acceptance and confirmation, you will be assigned to coursework at the discretion of the CIE, even if you

initially planned to conduct research.	
⑥	Chinese DD statement of purpose (1 original) Only applicants for Chinese DD
Write in Japanese or English using the designated format. Choice of language will not affect screening results in any way.	

2) Notes regarding the official score certificates

① For all programs

- (1) Only official score certificates dated **February 4, 2024 or later** will be accepted for internal screening.
- (2) **Either a copy of the original or a printout of the web page is acceptable.**
- (3) Scores for the language tests not listed on the Program List are not accepted.
- (4) Ensure the certificate includes the '**score**', '**test date**', '**test taker's name**', and '**test name (IELTS, etc.)**' **on a single document**. If the certificate is printed on more than one page, staple those pages together so that we can identify whose they are. If your name does not appear on the test results page, you must also submit a test confirmation email or any official document (the exam admission ticket) with your name.
- (5) The certificates will not be returned in principle; therefore, we recommend you submit a copy of them.
- (6) Some programs set a base score not only for the total score but for each section (i.e., 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 certificate expires before the time of your visa application. If the retake result is lower than the score required by the host university or for a visa, you may not be accepted by the host university.
- (8) You will need to submit the original copy of a certificate or other official document that is issued by the institution if the partner university you are applying to requires it.
- (9) The scores you entered in the online application will be considered invalid if you fail to submit a score certificate 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, be careful how you enter them in the online application.
- (11) **The CIE cannot advise students on which test dates are suitable for internal screening. Check the organizer's website for information on how to apply and how long it will take to receive the test results, and plan accordingly.**

② English proficiency certificates

- (1) **If both TOEFL iBT® and IELTS 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'.** It is possible to apply for both programs that accept 'MyBest scores' and the ones that do not, at the same time, **but keep in mind that you must meet all the requirements of each program.**
- (3) It is possible to submit multiple scores for the same test type (e.g., two TOEFL iBT ® scores). In such cases, refer to the separate document "Online Application Registration Manual" for information on how to enter scores on the online registration.
- (4) Score certificates for "IELTS Online" and "TOEFL iBT ® Home Edition" are accepted when applying for internal screening. However, please note that in recent years, there have been 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).
- (5) "TOEFL Essential" scores are not accepted when applying for internal screening.
- (6) 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 internal screening. Ensure that you submit the final scores.
- (7) **Only the Academic Module is accepted for IELTS.** Please note that score certificates obtained through the IELTS One Skill Retake system will not be accepted for internal screening.
- (8) **The score, which does not meet the requirement (including section scores) by even 0.5 points, will not be considered for internal screening. DO NOT apply for programs for which you do not meet the requirements.**
- (9) The TOEFL iBT® will be changed from the current 1–120 scale to 1–6 scale starting January 21, 2026. Refer to "[Important Notice Regarding the Change in TOEFL iBT® Scale](#)" for more details."

5 Internal Screening Process

The 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 you may not be selected for any of the programs of their choice as a result of competition with other students.

(1) Overview

The CIE will consider the following factors comprehensively.

- Academic performance (GPA)
- Language proficiency (language 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)

< Required documents/Screening Process for each program >

Some programs may require additional documents beyond those listed in the table below, so review it carefully.

Program Type	Required Documents			
	Agreement	Academic Transcript	Language Score Certificate	Other
EX-R (English)	✓	✓ *1	✓	(Applicable students only) Assessment form for post-graduate students or Assessment form for Programs with Restrictions
EX-R (Non-English)			✓*2	
EX-L (English)			▲*3	
EX-L (Non-English)			▲*3	
CS-R (English)			✓	
CS-L (English)			▲*3	
CS-L (Non-English)			▲*3	
DD (Chinese)			✓	Chinese DD statement of purpose

- ✓ : 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 15

*2 See page 9-10.

*3 Please check the language requirements in the Program List as they vary from program to program.

(2) Study/Research Plan

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

Please note that the CIE does not provide guidance on how to write a Study/Research Plan.

Chapter 11 【For all】 Study/Research Plan

- Answer the following questions, in your own words, after careful consideration. (Minor grammar errors will not be considered for scoring, so write this on your own.)
- Choice of language (Japanese or English) will not affect screening results in any way.
- 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.
- 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.

Question11-1.

Explain your purpose for studying abroad and how it relates to your academic area of interest. Your statement should be approximately 800 to 1200 Japanese characters or 400 to 600 words in English.

Question 11 – 2.

Provide your reasons for applying to each of all the university programs you have selected. Your statement should be approximately 400 to 800 Japanese characters or 200 to 400 words in English.

- If you have common reasons for applying to several programs, you may describe them once; repeating the same reasons for each program is not necessary.
- If you select programs to learn several fields or languages, describe the reason for the application explicitly so as to make it clear the reason for each program in 400 to 800 Japanese characters (or 200 to 400 words in English).

(3) Internal Screening Result

The result will be posted in the Announcements on MyWaseda at or after 13:00 on February 3 (Tue.) of 2026. Log in to MyWaseda (<https://my.waseda.jp/login/login>) as shown below. The result will be posted in “Important notifications from Your Department”.



【Notes】

- The results of the internal screening will be shown only for three months after notification.
- 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. Details will be notified by the CIE. 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 that the final decision on whether the student can study abroad will be made 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 scholarships announced by the CIE are grants (no repayment required). 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 applicants receive it. Please visit the CIE website for more details: https://www.waseda.jp/inst/cie/en/from-waseda/aid</p> <ul style="list-style-type: none"> ● 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 for all applicable scholarships with a single application. ● The application period and application guidelines for scholarships will be sent to eligible applicants after notification of the internal screening results. The application period will differ for students departing in Spring 2026 and those departing in Fall 2026. Please check your Waseda Mail for detailed information on the application period and application procedures after the internal screening results are notified. ([FYR] Application deadline for Spring 2026 departure: late-November to early-December 2025, Fall 2026 departure: mid-May to late-May 2026). ● When you receive the results of the application and/or the actual payment, the timing 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>. ● Documents Necessary for Application (tentative): scholarship application form, taxation/tax exemption certificate of your parents or other guardians. 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.
External Scholarships
<ul style="list-style-type: none"> ● 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 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 gathering extensive information in advance as you prepare your application.

(3) Obtaining a 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 the places of application. Please verify 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 the application procedures. Make sure to check the latest information (necessary documents, application fees, application time slots) with the embassy and the 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. Ensure to verify such restrictions on your own.
- Please note that obtaining a visa and purchasing an airline ticket are under the applicant's sole 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

- There may be cases where students are allowed to enroll in their desired faculty, cannot register for the courses they wish to take, and are automatically registered for a certain number of courses

other than those they intend to take depending on the program.

- Students must follow 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 student belongs. 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 p.17 of the “[STUDY ABROAD GUIDEBOOK](#)”, it is the student’s responsibility to confirm regional safety information when selecting where to study. Remember to exercise caution when traveling and living abroad in the current international climate.
- 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 carefully consider whether your study and research can be conducted there and whether it falls within the limit of your ability to assume full responsibility before making an application.

(2) Overseas Travel Insurance (mandatory)

- Students participating in the CIE study abroad programs are **required to take out overseas travel insurance designated by Waseda University (Tokio Marine & Nichido Fire Insurance). You may go abroad to study 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。）

☐ 督促なし

☐ 督促あり

☐ 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・鉛筆

☐ 【英文成績証明書】（ ）提出なし（ ）ポータル（ ）GPA 証明書

☐ 【語学スコア】（TOEFL/IELTS/その他英/非英語）（ ）氏名なし（ ）検定試験確認できず（ ）日付なし

☐ 【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

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 ()	

The application is considered complete upon finishing both the “online application registration” and the “submission of necessary documents” within the designated periods. There is no required order for completing the “online application registration” and “submission of necessary documents”; either may be completed first.

① 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.

② 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 use the form provided by the CIE and give a copy of the completed form to your parents or other guardians.
All	Academic Transcript in English (original) *Transcript in Japanese is not acceptable.	Document with the title “Transcript of Academic Record” and no GPA listed.
If applicable	Official Score Certificate of Language Test (copy) *Put a checkmark (✓) in the box (□) next to the one you enclosed. * The certificate should include the name of the test, the test taker’s name, the test date, and the score.	<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)	—
Chinese DD Applicants	Chinese DD Statement of Purpose (original)	—

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

* Within 5 minutes after completing the online registration, 【MyWaseda】 Application Acknowledgement” and “【MyWaseda】 Confirmation of Application” emails will be automatically sent to the email address you registered on the online application form. **If neither email arrives, check your registration status via the online application form. For details, please refer to p.12-13 of this guide.**

Center for International Education, Waseda University 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 lose my right to participate in the program and/or to receive 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, arranging accommodation at the study abroad destination, 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 accreditation 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), and 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 I am accepted into the study abroad program, I agree to purchase the University-designated overseas travel insurance, which provides coverage from my departure date to my return date. If I am an international student participating in a study abroad program in my home country, I understand that this requirement applies to me as well.
- 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 my 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, 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).

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 — “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.

Precautions for Non-Japanese Students Applying

1. Summary

You MUST return your residence card to the immigration inspector at the airport when leaving Japan for study-abroad. Therefore, DO NOT apply for the “Special Re-entry permit” system, even when the immigration inspector may tell you to do so (We have been strictly instructed by the Immigration Bureau to make sure our students follow this rule).

2. Backgrounds

- The "Student" visa is valid only while you are studying in Japan (your study abroad period would be regarded as a term you cannot engage in activities as an “Student” in Japan). Therefore, when you leave Japan for study-abroad, you MUST return your residence card regardless of the remaining validity period of your residence card.
- Recently the operation of the Immigration Bureau has become stricter regarding this rule. There have been several cases where students who returned to their own countries without returning their residence cards after studying abroad were questioned by the Immigration Bureau as to why they did not return them.
- On the other hand, it seems that this rule has not yet been implemented throughout all the immigration inspectors at the airport; There are still cases when the immigration inspector at the airport recommends you the “Special Re-entry permit”. However, if you carelessly follow their words in this case, you may be at a disadvantage later when it comes to your residency-related procedures, so please carefully follow the basic rule.
- As an exception, when a CHINESE student is going study-abroad to a University in TAIWAN, circumstances would be slightly different, so please contact the CIE office in advance.

3. FAQs

Q1	What should I do when returning to Waseda?
A1	<u>You would be required to apply for a new visa with a Certificate of Eligibility (COE) before coming back to Japan.</u> The CIE office will send you detailed information about the procedures by email (around October for semester programs, and around April for 1-year programs).
Q2	I wish to travel back and forth between my study abroad destination and Japan for job hunting or research/seminar activities during my study abroad. What should I do?
A2	<ul style="list-style-type: none"> • Even in this case, you MUST return your residence card when leaving Japan. When entering Japan temporarily, you must obtain a short-term visa each time. • Voluntary research activities/seminar activities would not be regarded as activities that are appropriate for a "Student" visa status. Since "Student" visa is allowed only while taking official courses at Waseda, you MUST return your residence card when leaving Japan.
Q3	There would be some blank period between “the end of my study-abroad program” and “the start of the next semester at Waseda”. May I not return my residence card

	when going study-abroad so that I can enter Japan during this period?
A3	Even in this case, you MUST return your residence card when leaving Japan. Please spend your time in your home country etc. during this period. If you prefer to enter Japan temporarily during this term, you must obtain a short-term visa each time.