



## Online Application Registration Manual

### Notes when applying

- 1) Submitting the online registration alone does not constitute a valid application. Applicants must submit both the online registration and the required application documents within the designated application period. Please note that you may complete these steps in either order.
- 2) 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.
- 3) Please note that changes can be made only during the registration period.
- 4) 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) .
- 5) To avoid losing your data due to the session timeouts and operation mistakes, please save it every 15 minutes or so.
- 6) “【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.
- 7) For questions regarding the computer system, please inquire by logging in to MyWaseda and click 「IT Services」>「Help Desk」>「Support」 .

### Contents

1. [Open the applicaiton form](#)
2. [Fill out the application form](#)  
[Reference: Contents of online application form](#)  
[Reference: 【Notes】 Chapter 1 \(Personal Information\)](#)  
[Reference: 【Notes】 Chapter 2 \(Applying Program\)](#)  
[Reference: 【Notes】 Chapter 3~9 \(English Proficiency\)](#)  
[Reference: 【Notes】 Chapter 10 \(Non-English Proficiency\)](#)  
[Reference: 【Notes】 Chapter 11 \(Study/Research Plan\)](#)  
[Reference: 【Notes】 Chapter 12 \(Confirmation and Agreement for Application\)](#)
3. [Completion of application form registration](#)
4. [How to correct what you have registered](#)

## 1. Open the application form

Click **Submit** on the application form.

**WEB応募期間 : 2024/4/24 (水) 12:00 ~ 5/8 (水) 17:00**  
**Online Application Period : April 24 (Wed.) at 12:00 ~ May 8 (Wed.) at 17:00, 2024**

**【注意事項】**

- ・ 海外留学春募集要項 (2024年5月締切分) およびその付属書類を全て熟読し、最新の**プログラムリスト**を確認のうえご出願ください。
- ・ WEB応募に際し入力された情報はプログラム運営上留学センターおよび所属事務所が出願学生やその保護者等と連絡をとる必要がある場合にのみ利用され、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 **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.
- ・ 【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 )

**Submit**

### 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
Chapter 8	Test date of your IELTS
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)

章 1

【共通】 個人情報  
Personal Information

設問 1-1 .姓 Last Name  
e.g. ITO  
\* :

設問 1-2 .名 First Name  
e.g. : TARO  
\* :

設問 1-3 .国籍 Nationality  
e.g. Japan  
\* :

設問 1-4 .二重国籍/永住権保持者ですか? Do you hold dual nationality / permanent residency?  
\* :  
☐ 二重国籍 / dual nationality  
☐ 永住権 / permanent residency  
☐ No

設問 1-5 .国籍/永住権 (二重国籍/永住権保持者のみ)  
e.g. : USA  
\* :

Please fill in your name in Roman alphabets (half-size capital letter).  
\*The same spelling as in your passport, in principle. If you do not have a passport, please write the standard spelling of your name.

- If the condition applies to you (dual nationality or permanent residency status), please confirm your status and check the correct information.
- If you are not sure about your status, please confirm it with your guardians. If you do not put the correct information, your travel may get cancelled after being selected as a candidate since some partner universities sets the certain nationality requirements.

## Reference: 【Notes】 Chapter 2 (Applying Program)

章 2

【共通】 志望プログラム  
志望するプログラムを選択してください。  
※プログラム名は検索結果から選択してください。  
※プログラム名は検索結果から選択してください。  
※申請期間中は必ず毎日ログインしてください。  
※一度申請したプログラムは変更できません。  
※一度申請したプログラムは変更できません。  
※一度申請したプログラムは変更できません。

Important notes are described on the online application form.  
Please make sure to check all the sections.

Please select the programs you would like to apply for from the searching site. You can choose to apply to a maximum of 10 programs.

\*EX programs with the wording "1S(=1 semester)" shows that the program period is one semester. Other programs besides these wording will be a one academic year program.

\*Please be aware that the programs starting next spring are noted. (Please note that no programs starting next spring will be recruited in 2020 Fall Recruitment)

\*For programs which the CIE decides to cancel recruiting will have a 【募集中止】 written within the names. You will be able to select these programs for they will not be deleted from the list, but we will not be doing selections for those programs so be sure to select carefully.

\*If you wish to change the number of programs you are applying, after submitting your registration, please choose 「999\_【志望プログラム取り消し・Program Cancel】」 if you do not have a substitute program you wish to apply for.

設問 2-1 .第1志望プログラム/1st choice  
\* : 選択肢を表示

設問 2-2 .第2志望プログラム/2nd choice

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:  
「TOEFL② 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 of 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。(500字以内)

If you apply for non-English program(s), please enter the study states and plan of relevant language. (within 250 words)

:

Reference: 【Notes】 Chapter 11 (Study/Research Plan)

章 11

【#  
.  
.  
.  
い。  
.  
.

- 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 write "N/A" in the answer column of the sections not to be filled in.
- Do not use 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.

- 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 our own.)
- Choice of language (Japanese or English) will not affect screening results in anyway.
- Fill in either question 11-1/11-2 (Japanese) or 11-3/11-4 (English). Please write "N/A" in the answer column for the questions you do not fill in.
- Please do not use half-width bullet symbol (・) as it may be counted as four letters.
- Your Study/Research Plan may be 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、若干の文字数オーバーは認めます。

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)

章 12

【共通】出願にあたっての確認・同意  
Confirmation and Agreement for Application

説明  
★

**You are required to agree with the following 6 conditions inside the red box upon submitting this online application form.**

設問 12-2. 出願にあたっての同意 Agreement for Application  
以下の6点について同意が必要となります。

- ・WEB出願時の入力内容、出願必要書類に虚偽の記載はなく、虚偽の記載があった場合には何かしらのペナルティが課されること。
- ・WEB出願および出願必要書類については印刷、コピーをし、自身の控えを取っていること。
- ・WEB出願締切後の志望プログラム、志望順位の変更はできないこと。
- ・海外留学プログラムの候補者として選抜された後は辞退しないこと。
- ・海外留学プログラム候補者として選抜された後は、留学先予定大学の変更を申し出ないこと。
- ・やむを得ない事情で、辞退を申し出る場合、辞退の手続きおよび可否の判断に関しては留学センターの指示に従うこと。

You are required to agree with the following 6 conditions upon applying.

1. You do not input or write any false information for this application and you would be imposed on penalty if you intentionally did.
2. You are sure to make and keep copies of WEB application and all documents.
3. You are not allowed to change the program and order of preference after the deadline of the web registration.
4. You are not allowed to withdraw once you are nominated as a candidate for the study abroad program.
5. You are not allowed to propose the change your desired university once you are selected as a nominee for the study abroad program.
6. In the case that program participation is extremely difficult, you are required to follow the CIE's instruction for the withdrawal procedure and the judgement of propriety of withdrawal.

★ : ☐ 上記に同意する I agree to the conditions

### 3. Completion of application form registration

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

is upon applying.

is application and you would be imposed on penalty if you intentionally did.

cation and all documents.

ding confirmation of application details.)

r of preference after the deadline of the online registration.

ated as a candidate for the study abroad program.

ity once you are selected as a candidate for the study abroad program.

tremely difficult, you are required to follow the CIE's instruction

propriety of withdrawal.

> I agree to the conditions

Cancel Save

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


You are required to agree with the following 6 conditions upon applying.

**X** Confirm Submit

Do you want to save the request?

No Yes

● 上記に同意する I agree to the conditions



【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 entered **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 **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.
- ・ 【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 )

**Resubmit**



**Note**

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

END