

Procedures for the Academic Accommodation Due to Your Disability

Center for International Education, Waseda University

Waseda University will do utmost to ensure students who need Academic Accommodation to carry out their studies. If you are going to ask for support by Waseda University during your period of studies, please refer to the following procedures and take necessary actions, especially at the time of application.

If you fail to report it in application process, support may be delayed or not be able to be given.

Application

- ◆ Register the information of your disabilities through the **Online Application Form**.
- ◆ Prepare the [“Support Letter from the Home University \(Regarding the Application for the Academic Accommodations\)”](#) and upload it through the last question on the Online Application Form with the other application documents.

*For the details, please refer to P9 on the [Application Guidelines](#).

Announcement of Acceptance

- ◆ **The answer letter to your request** will be sent to you through your home university's coordinator no later than 1 month before the program starts. Please carefully decide whether or not you want to pursue study at Waseda.

Before leaving for Japan

- ◆ We recommend you prepare **a formal letter of reference** to take to the doctor in Japan in case of an emergency (No need to submit to Waseda University).

After arrival in Japan

- ◆ Be sure that there is an ANOTHER application process for the Academic Accommodation of your school at Waseda AFTER coming to Japan. (Note that you should consult them before the course registration starts.)
- ◆ After you finished the application process, your school/graduate school at Waseda would distribute “Reasonable Accommodation Request Document” to the instructors in charge of your courses. However, please be sure that this document alone does not automatically perform the Academic Accommodations you applied for. Please note that you will need to contact each instructors yourself and make arrangements based on the contents of this document.
- ◆ When you found yourself necessary to apply for a new / additional Academic Accommodation AFTER starting the program, please first contact your school at Waseda.
 - * Since the adjustments for the Academic Accommodation takes time, and cannot be applicable retroactively, please note that there may be cases where the Academic Accommodation may not be able to make it in time during the current semester, depending on when your application was made.
 - * It may be necessary for your home university to prepare additional documents for the new / additional Academic Accommodation.



[Reference] [Application Guidelines](#) P11

“V. Procedures for the Academic Accommodation Due to Your Disability”