Date (Y/M/D): _____

CHECKLIST for WASEDA Exchange Program Application

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

<Be sure to carefully read through the "Application Guidelines" for the details of each document>

1．Documents to submit via Online Application Form

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

	Name of the Document	All Applicants are Required	For Those Applicable only	CHECK
①	CheckList (This list)	✓		☐
②	Copy of Passport (Identification page)	✓		☐
③	Study Abroad Agreement	✓		☐
④	Official Certificate of Enrollment issued by the home university	✓		☐
⑤	Official Transcript(s) and Grading System Chart	✓		☐
	Copy of Undergraduate Diploma		✓	☐
⑥	Nomination Letter	✓		☐
⑦	Letter of Recommendation	✓		☐
⑧	Language Proficiency Score		✓	☐
⑨	Educational background		✓	☐
⑩	Support Letter from the Home University (Regarding the Application for the Academic Accommodations)		✓	☐

2．Forms / documents to be submitted AFTER submitting the Online Application Form

Be sure that the following procedures/documents must be completed AFTER submitting the Online Application Form.

	Name of the Procedure/Document	All Applicants Required	For Those Applicable
⑪	Academic Study Plan (Complete the dedicated online form by March 1st.)	✓	
⑫	Application for Certificate of Eligibility (COE) through "Speed Visa" (We would inform you about the details of Speed Visa via separate email by mid-March.)	✓ *	
⑬	Proof of Financial Viability (Submit this document through "Speed Visa")	✓ *	

*Except for those who has the Japanese nationality (including dual nationality).

3．Submit to your program coordinator

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

	Name of the item	All Applicants Required	For Those Applicable	CHECK
⑭	ID photographs (on the ID Photograph Sheet)	✓		☐

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

Fin.