

2026 RECRUITMENT

# STUDY ABROAD GUIDEBOOK



CENTER FOR INTERNATIONAL EDUCATION  
WASEDA UNIVERSITY



# Note!

Information regarding partner universities, including required GPA, language proficiency, and tuition fees, are current as of this Guidebook's publication. For the latest updates, please refer to the Study Abroad Program List on the Center for International Education (CIE) website.

The data uses information from the preceding year and it may change. For up-to-date information, please check the CIE website and other sources.

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# **Waseda University's Study Abroad System**

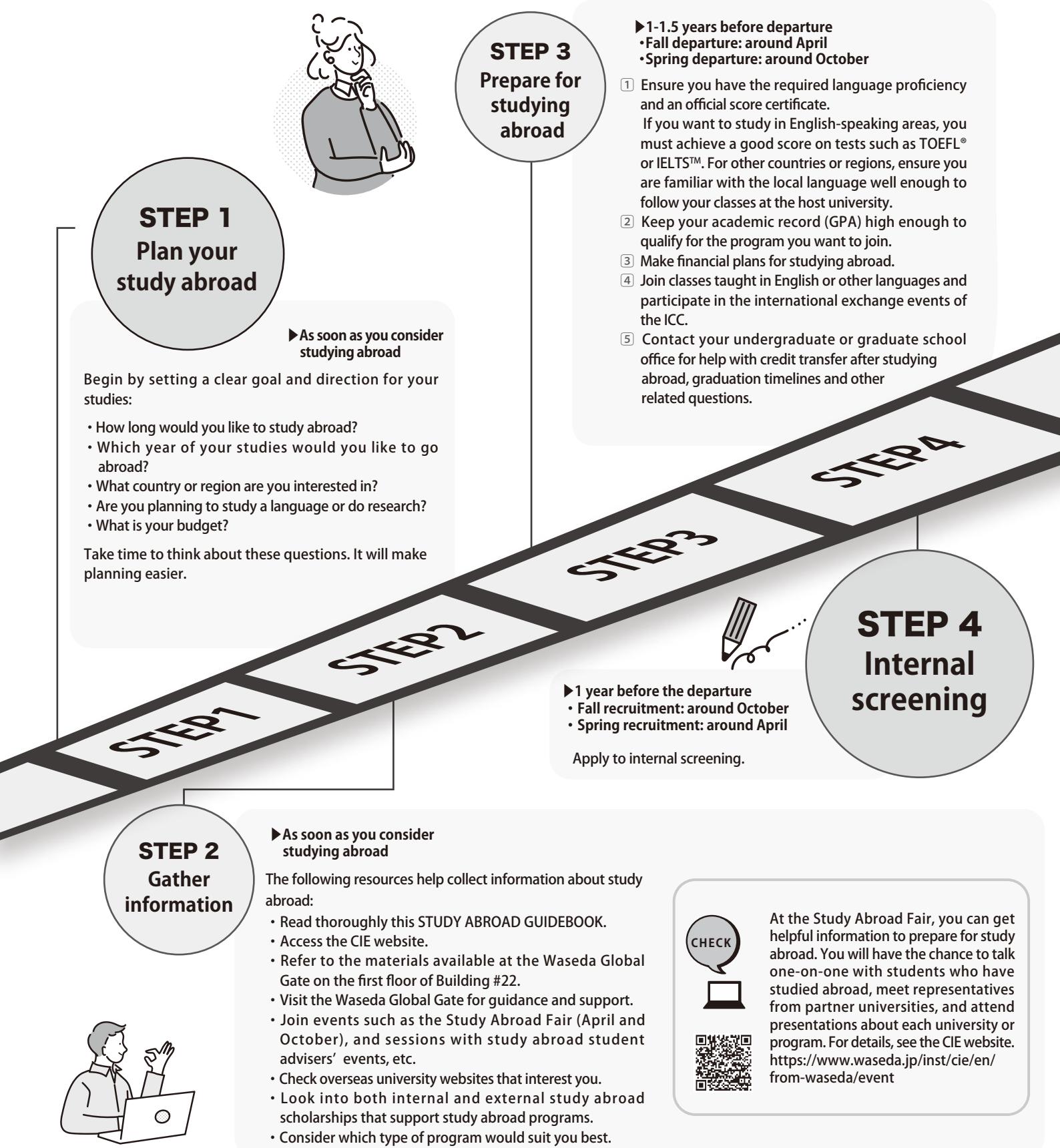
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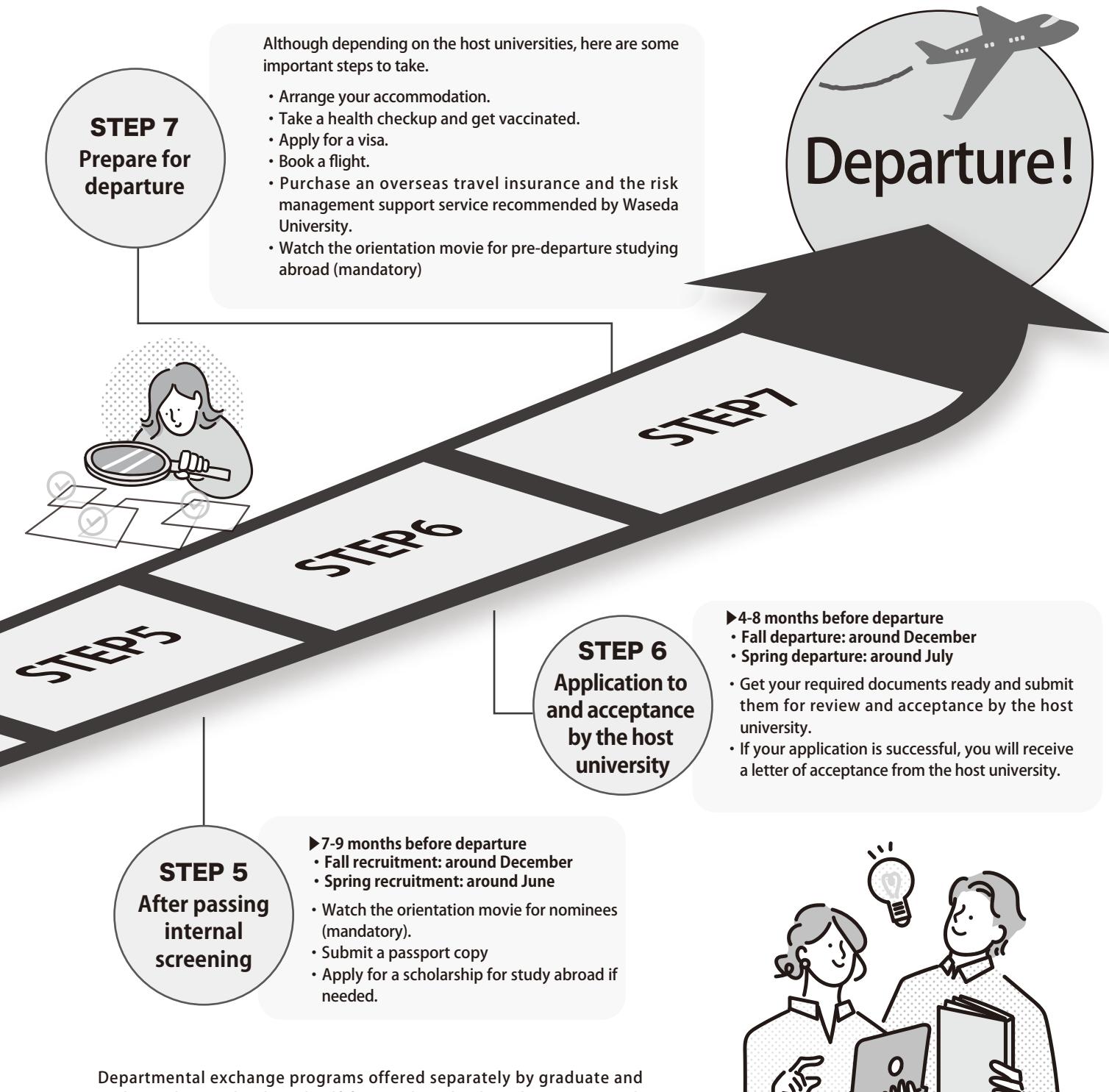


# I . Roadmap for Study Abroad

## 1-Year/1-semester programs

Usually, it takes a year from the internal screening to your departure. It is a long process, especially when you include the time spent gathering information before applying. Use this roadmap to help you get started early and stay on track.





Departmental exchange programs offered separately by graduate and undergraduate schools and Self-financed Study Abroad Programs each follow their own schedules.

### Short-term Programs

Summer Month	Spring Month	Procedures and events
Early May	Mid-November	Recruitment for a Short-term Program
Mid-June	Mid-December	Orientation for Short-term Programs (participation to be mandatory)
Early August	Early February	Start the Short-term Program

### [Type of programs]

Double Degree Programs (DD)  
Exchange Programs (EX)  
Customized Study Programs (CS)  
Short-term Programs

See  
II. Study Abroad  
Programs

Privately-  
financed Study  
Abroad Program

If you study abroad independently rather than through a CIE program, this is called the Privately-financed Study Abroad Program in this Guidebook, regardless of your funding source. Each graduate or undergraduate school has its own procedures for this. Contact your school office for specific details.

## II. Study Abroad Programs

Listed below are the programs offered by the CIE. Please contact your undergraduate or graduate school for departmental exchange programs.

Program Name		Details about the Program																
(1) <b>Double Degree Programs (DD)</b>		These programs are for studying abroad at a university that offers a double-degree curriculum while you are still enrolled at Waseda University. If you satisfy certain requirements, you will be able to earn designated degrees from both Waseda University and your host university when you graduate. In order to complete the double degree course at your host university, you will need to demonstrate high-level reading and listening comprehension skills as well as conversation skills in the foreign language. Therefore, especially rigorous examinations will be conducted regarding your language skills. Some programs are open only to students from certain schools or graduate schools. Furthermore, the study abroad period may vary depending on the program.																
(2) <b>Exchange Programs (EX)</b>	Regular Academic Programs (R)*	These study abroad programs are based on the university-wide exchange agreements. The term is usually one academic year, but one-semester programs are also available. Normally, you take regular courses with local students (EX-R), which requires high language skills from the start. Some programs focus on studying a foreign language (EX-L). Generally, one to three students per university are accepted.																
	Language-Focused Programs (L)*																	
(3) <b>Customized Study Programs (CS)</b>	Regular Academic Programs (R)*	Host universities prepare these programs' curricula specifically for Waseda students. There are two types: the CS-R program, where you take regular courses from the start, and the CS-L program, which focuses on foreign language learning with a theme-based curriculum matched to your language proficiency. Most programs last one academic year, but some are available for one-semester.																
	Language-Focused Programs (L)*																	
(4) <b>Short-term Programs (Summer and Spring)</b>		<p>Short-term Programs are offered through the CIE during spring and summer breaks. It gives students a chance to experience different cultures and languages abroad for two to five weeks. When program details are ready, they will be shared on the CIE website and MyWaseda.</p> <p>Short-term Programs can be registered as short study abroad courses. For registration details, check the CIE website and the Application Guide. Registration instructions will be sent to confirmed participants.</p> <p><b>Credits for CIE Short-Term Intensive Programs</b></p> <table border="1"> <thead> <tr> <th></th> <th>Participation</th> <th>Registration for credits</th> </tr> </thead> <tbody> <tr> <td>Undergraduate</td> <td>✓</td> <td>Can register for credits; the name of the course is the Foreign Language and Cultural Training Program</td> </tr> <tr> <td>Graduate</td> <td>✓</td> <td>Cannot register for credits</td> </tr> <tr> <td>e-school</td> <td>✓</td> <td>Cannot register for credits</td> </tr> <tr> <td>Non-degree</td> <td>✗</td> <td>Cannot register for credits</td> </tr> </tbody> </table> <p>Prospective graduates are not allowed to register for the courses.</p> <p>The above information is subject to change.</p> <p><b>NOTE:</b></p> <ul style="list-style-type: none"> <li>For requirements on counting credits toward graduation for undergraduates registered during a specified period, see the CIE website and the relevant department's subject registration guide.</li> <li>Undergraduates who register for credits must submit essays to the CIE. Essay assignments and submission deadlines will be communicated to registered undergraduates.</li> </ul>		Participation	Registration for credits	Undergraduate	✓	Can register for credits; the name of the course is the Foreign Language and Cultural Training Program	Graduate	✓	Cannot register for credits	e-school	✓	Cannot register for credits	Non-degree	✗	Cannot register for credits	
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\* For details about Regular Academic Programs and Language-Focused Programs, please see the following:

- **Regular Academic Programs**

You will join local students in regular courses and follow the same curriculum as them at the host university.

- **Language-Focused Programs**

Most of your classes will be foreign-language courses at the host university, but you may also have the chance to take some regular courses.

## Examples

Program Name	Program Type	Abbreviation
Exchange Programs (EX)	Regular Academic Programs	EX-R
	Language-Focused Programs	EX-L
Customized Study Programs (CS)	Regular Academic Programs	CS-R
	Language-Focused Programs	CS-L

## When graduate students study abroad through exchange programs

If you are a graduate student planning to study abroad through Waseda University's EX programs, you may need to follow different steps from undergraduate students. European and U.S. universities often have specialized research areas, which may sometimes limit the acceptance of exchange students. In some cases, you may be asked to consider alternative institutions or even cancel your study abroad plans. We recommend preparing for such risks, as all decision for exchange programs are conducted by the host universities.

Ensure that you gather information early, including about which courses are open to exchange students. This will help you gain admission to your preferred university. It is a good idea to have several options for where you can study or conduct research in your field, in your preferred order, and to stay flexible. Sometimes, you may not be able to take certain courses, such as an MBA, or you might need to pay extra tuition. Be sure to check these details in advance. You are also responsible for finding prospective research advisors on the host institution website. If you find one, reach out to them and discuss with your current advisor at Waseda University.

When you move straight from undergraduate to graduate school at Waseda, you can apply for an exchange program in your senior year and join it during your graduate studies. However, you cannot start your study abroad in the first semester right after enrolling in graduate school. Before you apply, check with your graduate school office to find out when you are allowed to begin your study abroad program.

## Studying abroad with enrolled over the standard years of study

At Waseda University, studying abroad during your final semester before graduation or beyond the standard years of study is usually not allowed. Each school has a set number of years required to complete degrees under the School Regulation. If you are already an extended student or want to extend your enrollment to study abroad, approval is generally not granted unless there is a clear academic or research need, such as completing a graduation project or thesis. After studying abroad, you must return to Waseda to transfer credits and complete your graduation assessment. Delays in receiving official transcripts from your host university may postpone your graduation. If you are considering studying abroad as an extended student, consult your academic advisor and school office to discuss your study plan and the necessity of studying abroad before making any decisions.

### III. Study Abroad System at Waseda University

Waseda University offers various systems that encourage students to study abroad while staying enrolled at the University. In the following pages, you will find outlines of these systems. Your enrollment status at Waseda University during the study abroad depends on your affiliation. Please contact your school office for further details.

#### 1. Type of Status: "Studying Abroad," "Registered in School" and "Leave of Absence"

Waseda University offers various study abroad programs as explained in II. Study Abroad Programs in this Guidebook. Some of these programs are run by the CIE, while others are provided under the departmental agreement. Besides, you can arrange a Privately-financed Study Abroad Program on your own. When you are authorized to study abroad at an overseas university or an equivalent institution of higher education for one semester or longer, under the appropriate procedures with your graduate or undergraduate school, you will be considered as "studying abroad". Even if you are recognized as such, there are different categories within this status. Depending on your category, certain conditions, such as tuition payments, may change. Please confirm with your school office.

##### The Status of registration for the Academic Year (AY) of 2026<sup>\*10</sup>

School	EX (including GLFP <sup>*9</sup> )	DD	CS	Privately-financed (coursework or research at a university or equivalent higher education or research institution)	Privately-financed (a language program at an institution affiliated with a university)	Privately-financed (a language program at an institution not affiliated with a university)
<b>Undergraduate School</b>						
Political Science and Economics	Registered in School	Registered in School	Registered in School	Leave of Absence/ Studying Abroad <sup>*1</sup>	Leave of Absence/ Studying Abroad <sup>*1</sup>	Leave of Absence
Law	Studying Abroad	Registered in School	Registered in School	Studying Abroad	Leave of Absence	Leave of Absence
Culture, Media and Society	Studying Abroad	Registered in School	Registered in School	Studying Abroad	Studying Abroad	Leave of Absence
Humanities and Social Sciences	Studying Abroad	Registered in School	Registered in School	Studying Abroad	Studying Abroad	Leave of Absence
Education	Studying Abroad	Registered in School	Registered in School	Leave of Absence/ Studying Abroad <sup>*1</sup>	Leave of Absence/ Studying Abroad <sup>*1</sup>	Leave of Absence/ Studying Abroad <sup>*1</sup>
Commerce	Studying Abroad	Registered in School	Registered in School	Studying Abroad	Leave of Absence	Leave of Absence
Fundamental Science and Engineering	Studying Abroad	Registered in School	Registered in School	Leave of Absence <sup>*2</sup>	Leave of Absence	Leave of Absence
Creative Science and Engineering	Studying Abroad	Registered in School	Registered in School	Leave of Absence <sup>*2</sup>	Leave of Absence	Leave of Absence
Advanced Science and Engineering	Studying Abroad	Registered in School	Registered in School	Leave of Absence <sup>*2</sup>	Leave of Absence	Leave of Absence
Social Sciences	Studying Abroad	Registered in School	Registered in School	Leave of Absence <sup>*6</sup>	Leave of Absence	Leave of Absence
Human Sciences	Studying Abroad	Registered in School	Registered in School	Studying Abroad	Studying Abroad	Leave of Absence
Sport Sciences	Studying Abroad	Registered in School	Registered in School	Studying Abroad	Studying Abroad	Leave of Absence
International Liberal Studies	Registered in School <sup>*3</sup>	Registered in School <sup>*3</sup>	Registered in School <sup>*3</sup>	Leave of Absence <sup>*4</sup>	Leave of Absence	Leave of Absence
<b>Graduate and Professional School</b>						
Political Science	Registered in School	Registered in School	---	Studying Abroad	Leave of Absence	Leave of Absence
Economics	Registered in School	---	---	Studying Abroad	Leave of Absence	Leave of Absence
Law	Studying Abroad	Registered in School	---	Studying Abroad	Leave of Absence	Leave of Absence
Letters, Arts and Sciences	Studying Abroad	Registered in School	---	Studying Abroad	Leave of Absence	Leave of Absence
Commerce	Studying Abroad <sup>*5</sup>	Registered in School	---	Studying Abroad	Leave of Absence	Leave of Absence
Fundamental Science and Engineering	Studying Abroad	Registered in School	---	Leave of Absence <sup>*2</sup>	Leave of Absence	Leave of Absence
Creative Science and Engineering	Studying Abroad	Registered in School	---	Leave of Absence <sup>*2</sup>	Leave of Absence	Leave of Absence
Advanced Science and Engineering	Studying Abroad	---	---	Leave of Absence <sup>*2</sup>	Leave of Absence	Leave of Absence
Education	Studying Abroad	---	---	Studying Abroad	Leave of Absence	Leave of Absence
Human Sciences	Studying Abroad	---	---	Studying Abroad	Leave of Absence	Leave of Absence
Social Sciences	Studying Abroad	Registered in School	---	Leave of Absence <sup>*6</sup>	Leave of Absence	Leave of Absence
Sport Sciences	Studying Abroad	---	---	Studying Abroad	Leave of Absence	Leave of Absence
Asia-Pacific Studies	Registered in School	Registered in School	---	Studying Abroad	Leave of Absence	Leave of Absence

School	EX (including GLFP <sup>*9</sup> )	DD	CS	Privately-financed (coursework or research at a university or equivalent higher education or research institution)	Privately-financed (a language program at an institution affiliated with a university)	Privately-financed (a language program at an institution not affiliated with a university)
Japanese Applied Linguistics	Studying Abroad <sup>*5</sup>	---	---	Studying Abroad	Leave of Absence	Leave of Absence
Information, Production and Systems	Studying Abroad	---	---	Leave of Absence <sup>*6</sup>	Leave of Absence	Leave of Absence
Environment and Energy Engineering	Studying Abroad	---	---	Leave of Absence <sup>*2</sup>	Leave of Absence	Leave of Absence
International Culture and Communication Studies	Studying Abroad <sup>*7</sup>	---	---	Studying Abroad	Leave of Absence	Leave of Absence
Law School	Studying Abroad <sup>*8</sup>	---	---	Leave of Absence <sup>*6</sup>	Leave of Absence	Leave of Absence
Accountancy	Studying Abroad <sup>*5</sup>	---	---	Leave of Absence <sup>*6</sup>	Leave of Absence	Leave of Absence
Waseda Business School	Registered in School	Registered in School	---	Studying Abroad	Leave of Absence	Leave of Absence

\*1 Students will be recognized as either on a leave of absence or studying abroad, depending on factors such as the duration of the study abroad.

\*2 Most students are generally registered as being on a leave of absence. But if the undergraduate or graduate school specifically allows, they may be recognized as studying abroad.

\*3 Study abroad periods are automatically count toward the registered period.

\*4 Usually, students are considered to be on a leave of absence. If you talk to your school ten months before you plan to go abroad and get approval, you may be recognized as studying abroad. In this case, you still need to transfer your credits to meet Waseda University's graduation requirements.

\*5 In most cases, students are recognized as studying abroad. But if the program is shorter than six months and a departmental agreement has been concluded, your status will be registered at the school.

\*6 Most of the time, students are considered on a leave of absence, but in some cases, they may be recognized as studying abroad.

\*7 As a general rule, students are recognized as being on Studying Abroad status when studying abroad through EX programs or under departmental agreements. You must follow the procedures established by the graduate school before applying for a study abroad program. Be sure to confirm the procedures in the Study Guide and contact the school office well in advance.

\*8 Usually, this only applies to the Law School's departmental exchange programs. However, students in other programs should contact the school office in advance, as they may also be recognized as studying abroad in some cases.

\*9 Global Leadership Fellows Program

\*10 Tuition payment requirements vary depending on your program.

Registration Status	Tuition fees and Other Academic Fees	How the Registered Period is Handled
Studying Abroad	It depends on agreements with your host university. The Tuition Fees, etc. for Waseda University department are due. <sup>**1</sup> For some host universities, you may be required to pay academic fees for the program you join.	If the faculty council approves the credits and study period you completed at your host university, one year or one semester will count toward the registered period. This may allow you to graduate within the usual timeframe.
Registered in School	For EX: Under agreements with your host university, you need to pay the Tuition Fees, etc. <sup>**1</sup> for Waseda University department. For some host universities, you may be required to pay academic fees for the program you join. For CS: You need to pay the Program Fees <sup>**2</sup> for your host university through Waseda University. The Tuition Fees, etc. for Waseda University are exempted. For DD: Under the agreements with the host university, you need to pay Waseda University the Tuition Fees, etc. plus JPY 150,000 in the Registration Fees. <sup>**3</sup> For DD program at Earlham College, you need to pay academic fees for Earlham College plus JPY 150,000 in the Registration Fees.	The study abroad period counts toward the registered period. Graduation within the regular academic years may be possible.
Depends on the Regulations of Your School	If the Tuition Fees, etc. for Waseda University are exempted, the student account maintenance fee (JPY 50,000 for a semester) must be paid. *If students who go abroad for the Self-financed Study Abroad Program want the period counted toward the registered period, they must pay the Credit Transfer Fees. <sup>**4</sup>	Some points vary between graduate or undergraduate schools. Please contact your school office for further details.

\*\*1 Tuition Fees, etc.

This includes tuition, facility fees, educational environment improvement fees, global education fees, auditing fees, research laboratory fees, library fees, seminar fees, and upper level courses (seminar) fees. Some fees are not applicable to certain schools or students who enrolled in a certain academic year.

\*When students who enroll beyond the standard years of study go abroad under the EX or DD programs and pay the Tuition Fees, etc., the total amount due will be the same as that paid by students in their final year (i.e., the senior year for undergraduates). The amount is not calculated by subtracting acquired credits from the ones required for graduation or completion.

\*For students who enrolled at Waseda University in the AY 2017 or later, if your study period is extended due to study abroad, your tuition fees may change. Please confirm the details with your undergraduate or graduate school office.

\*\*2 Program fees

The fee is determined by the tuition, program development, and operational costs that host universities charge Waseda University, along with the expenses Waseda needs to run the program which is JPY 100,000 for a one-year program and JPY 50,000 for a one-semester program.

\*Room and board costs are included in the Program Fees for some CS programs.

\*The Program fees must be paid in Japanese yen, converted using the CIE's designated exchange rate, to the bank account designated by Waseda University.

\*\*3 Registration fees

DD Registration Fees: These fees help cover the costs of running the program and must be paid by DD participants.

\*\*4 Credit Transfer Fees

The per-credit amount matches the per-credit auditing fee for non-degree students in the academic year when your study abroad period begins. If applicable, the combined amount of the Tuition Fees, etc. and the account maintenance fee will not be more than the total of the facility fees (only for those enrolled before AY 2010), the educational environment improvement fee (only for those enrolled in AY 2011-2016) and the university-wide global education fee (only for undergraduate students enrolled in AY 2014-2016).

## 2. Duration of study abroad

The admissible duration of your study abroad is not based on the date of your departure. Instead, it is treated as follows.

- One year: from September 21 to September 20 of the following year or from April 1 to March 31 of the following year
- One semester (half an academic year): from April 1 to September 20, or September 21 to March 31 of the following year

As a general rule, you can study abroad for up to one year while remaining registered at Waseda University.

The same rule applies if you plan to earn a diploma abroad, unless you are in a double-degree DD or cotutelle programs based on agreements.

## 3. Tuition payment while studying abroad

### (1) Program Fees

- The Program Fees apply to students joining a CS program. The amount depends on the host university. You pay this fee to Waseda University, and Waseda will forward it to the host university. The fee will be appropriated for the payments to the host university, so while you are in the CS program, you do not pay the Tuition Fees, etc. to Waseda University.
- The Program Fee consists of the amounts charged by host universities to Waseda University, and the program development costs incurred by Waseda University. Therefore, the amount may differ from the one the host university announces publicly. The fee is converted into JPY using the CIE's formula. For a one-semester program, payment is made in a lump sum, and for a one-year program, it is paid in two installments.
- The amount charged will be subject to fluctuations in the exchange rate when the bill is fixed.
- Once the program fee is paid, it cannot be refunded.
- Some host universities include extra costs, such as room and board, or deposits, in the Program Fee, but these are usually not included. You will need to pay for them after you arrive. In these cases, please check with the host university about how and when to pay.
- Depending on the host university, the sizes of the first and second installments may not be the same.

### (2) Payments while studying abroad for programs held in 2026

Note: In this section, the "University Fees" means the Tuition Fees, etc. (➡ P.9 \*\*1), basic education enhancement fees (only for those enrolled in AY 2010 - 2013), and student health promotion mutual aid association membership fees. Please contact your school for details about exemptions.

Program Type	University Fees	Method of Payment	Payment Schedule
EX and DD	<p><u>The Tuition Fees, etc. for your affiliated school</u> are payable. Tuition at host universities is waived during the program. For DD, you must also pay the Registration Fee of JPY 150,000. (➡ P.9)</p>	Follow Waseda University's regular usual payment procedure.	Follow Waseda University's regular payment schedule.
CS (including some of EX or DD)	<p>Pay the Program Fee to Waseda University. The University will send it to the host university. You do not need to pay the Tuition Fees, etc. for Waseda University.</p>	<p>For this program, pay the Program Fees through Waseda University, instead of paying directly to the host university. The fee is usually paid in two installments, except for one-semester programs, which require a single payment. You can find the estimated amount on the program list on the CIE website (<a href="https://www.waseda.jp/inst/cie/from-waseda/abroad/programlist/list">https://www.waseda.jp/inst/cie/from-waseda/abroad/programlist/list</a>). Check the column Payment Schedule on the right to see when the amount is finalized.</p>	<p><b>For example, when leaving in fall</b></p> <p>① August to December: The first installment of the Program Fee is mailed.</p> <p>② Within 3 - 4 weeks after the notice: The first installment is due.</p> <p>③ December to April: The second installment of the Program Fee is mailed.</p> <p>④ Within 3 - 4 weeks after the notice: The second installment is due.</p> <p><b>For example, when leaving in spring</b></p> <p>① March to July: The first installment of the Program Fees is mailed.</p> <p>② Within 3 - 4 weeks after the notice: The first installment is due.</p> <p>③ August to December: The second installment is mailed.</p> <p>④ Within 3 - 4 weeks after the notice: The second installment is due.</p>

Some host universities may require you to pay additional fees, such as facility fees, even though you have already paid the Tuition Fees, etc. to Waseda University as required by the program regulation.

If you study at Waseda University as an extended student after returning from studying abroad, ask your school office about your tuition.

# IV. Recruitment

The CIE recruits candidates twice a year for study abroad programs lasting half a year or more. Candidates must have excellent academic performance and character, and be enrolled at Waseda University as regular students at the time of applying and throughout their study abroad period. Non-degree students and those graduating before the end of their study abroad period are not eligible. Prepare the Study Abroad Program Agreement, a certificate of your language proficiency, and a transcript when applying. Carefully read the Application Guide on the website and understand the procedures for your preferred program before you apply. Please remember that the CIE does not accept any documents submitted after the deadline. In addition, once your application accepted, you usually cannot withdraw it for personal reasons.

## 1. Internal screening

The objective of internal screening is to select students for each study abroad program endorsed by Waseda University. Read the Application Guide for details. The Guide is issued before each recruitment.

If you pass the internal screening, you qualify to apply to your chosen university with an endorsement from Waseda University. However, this does not guarantee acceptance by the host university. Even after being selected as a candidate, you must follow the application procedures, prepare to travel to your host country, and strengthen your language proficiency.

\*Generally, once you become a candidate for a program, you cannot withdraw from or change the program for your convenience.

## 2. Screening process

Before applying for internal screening, refer to each program's requirements, including the GPA, language requirements and eligible school year on the online study abroad program list. You may apply to several programs. The CIE selects candidates considering the following factors:

- **Academic performance**

The host university screens students mainly based on their GPA (Grade Point Average) at their home university (Waseda University in your case). This also applies to our screening process. As you know, superior academic performance cannot be achieved quickly. Steady effort is important to be nominated for a desired university.

The CIE used GPA scores calculated by the method below to screen applicants for the preceding academic year. The formula was established and is used independently by the CIE. Please be aware that it may differ from the calculation method used at your respective undergraduate or graduate school.

The GPA Calculation Formula Used at the CIE:

$$[(4.0 \times \text{number of A}^+ \text{ credits}) + (3.5 \times \text{number of A credits}) + (3.0 \times \text{number of B credits}) + (2.0 \times \text{number of C credits}) + (0 \times \text{number of Fs, Gs, and Hs})] \text{ divided by the total number of credits (registered as courses required for graduation, including credits with F and G grade marks)}$$

\*The range of F and G, and H grades differs by undergraduate or graduate schools.

\*The third decimal place should be rounded down; e.g., change 2.996 to 2.99 and not 3.0.

\*P and N are not included in the GPA calculation. They are also not included in the total number of credits established as the graduation requirement.

- **Language proficiency (scores for tests such as TOEFL® and IELTS™)**
- **Study or research plan**
- **Written exam or essay**
- **Interview**
- **Student aptitude tests for studying abroad offered by the undergraduate or graduate school**

The factors considered may vary depending on which program(s) you apply for.

For the latest program list, refer to:

<https://www.waseda.jp/inst/cie/from-waseda/abroad/programlist/list>



# V. Scholarships for Study Abroad

Studying abroad usually costs more than studying at Waseda University because you need to pay accommodation, food, and other personal expenses. For long-term programs, you should expect to spend between JPY 2.5 and 6 million.

In many cases, you cannot work part time nor earn any income while studying abroad. This means you need to cover all your expenses, including travel, before you leave. Some host universities or countries may ask for an official bank statement in English to show you can pay for your studies. Usually, the statement is required six to ten months prior to departure; but some programs require it right after internal screening. Not until your financial circumstances are found sufficient to cover your studying abroad will you receive the necessary visa. There have been cases where students only realize the total cost just before their program starts and say, "I didn't realize how much studying abroad would cost!" To avoid this, talk with your guardian and make a financial plan well in advance.

Today, Waseda University and many other institutions in Japan offer scholarships for students who want to study abroad, giving them a better chance to experience. Unlike scholarships for tuition support, these scholarships have their own procedure and requirements. Be sure to clearly understand the characteristics, types, and application procedures below.

See the following for details.

Financial Aid

<https://www.waseda.jp/inst/cie/en/from-waseda/aid>



Email registration form for general study abroad scholarships

[https://forms.office.com/Pages/ResponsePage.aspx?id=clGGs4eYOkuj\\_5WjW5L0w\\_zdcGnVnoVJmwkgcLjrIrVUN1dJNzFFVTAwNUQzRVNCOE9CUUw5RU1WTiQlQCN0PWcu](https://forms.office.com/Pages/ResponsePage.aspx?id=clGGs4eYOkuj_5WjW5L0w_zdcGnVnoVJmwkgcLjrIrVUN1dJNzFFVTAwNUQzRVNCOE9CUUw5RU1WTiQlQCN0PWcu)



## 1. Characteristics

### (1) Grant-based scholarships

The CIE primarily provides information on grant-based scholarships, which you do not have to repay.

### (2) Widely open than 'scholarships for tuition support'

The target range is wider with more lenient household requirements than tuition support scholarships. For example, under the JASSO scholarship for overseas studies, students who met the household income requirements for 'JASSO Category 2 scholarships' have been prioritized. See the JASSO website for details.

### (3) Expanded year after year, with the momentum for globalization

To strengthen our financial aid system and achieve our goal of sending all students to study abroad, Waseda University launched the Oregon Study Abroad Scholarship and the Tokyo Club International Exchange Scholarship in 2024, each providing a lump sum of JPY 2 million. In 2025, the University added the Osamu Ogino Study Abroad Scholarship for long- and mid-term programs, as well as the Short-term Program Support Scholarship. In addition to these, more scholarships are now available from foundations, companies, and local authorities. For example, the Tokyo Metropolitan Government offers the Tokyo Global Passport to students participating in short-, mid-, and long-term study abroad programs.

## 2. Types of scholarships

Most scholarships at Waseda University and other institutions generally fall into the following three types:

\*The scholarships marked by \* have no nationality requirements.

### (1) Waseda Scholarships

Name of scholarship	<b>Reservation-Type Scholarship "The Tokyo Club International Exchange Scholarship"**</b>
Outline	This scholarship was established in 2024 through a donation from The Tokyo Club. It guarantees support for students facing financial difficulties who are committed to international exchanges and social contribution when applying for study abroad.
Eligibility	<ul style="list-style-type: none"> <li>① Those who plan to apply for CIE study abroad programs.</li> <li>② Those who have significant financial difficulties.</li> <li>③ Those who can demonstrate excellent academic performance.</li> </ul>
Scholarship size	1-year or more program: JPY 2,000,000 For DD programs, the scholarship disbursement period is limited to one year. 1-Semester program: JPY 1,000,000 Short-term study abroad program: JPY 200,000
Number of recipients	1-year or more program and 1-semester program: A maximum of 2 students for both Spring and Fall recruitment. Short-term study abroad program: A maximum of 10 students for both spring and summer recruitment.

Name of scholarship	<b>Reservation-type scholarship Waseda-no-Eiko (The Glory of Waseda)</b>
Outline	This scholarship guarantees support for students facing financial difficulties when applying for study abroad programs.
Eligibility	<ul style="list-style-type: none"> <li>① Those who plan to apply for CIE study abroad programs.</li> <li>② Those who are Japanese citizens or permanent residents, including special permanent residents.</li> <li>③ The total parental income, as stated on their income certificates, must meet the following criteria: <ul style="list-style-type: none"> <li>a) Pre-tax income or pension, including income from real estate, must be less than below JPY 8,000,000.</li> <li>b) Other types of income and business income must be less than JPY 3,500,000.</li> </ul> If there are multiple sources of income all amounts will be combined and assessed together. </li> <li>④ Those who can demonstrate excellent academic performance.</li> </ul>
Scholarship size	1-year or more program: total of JPY 1,200,000; 1-semester program: total of JPY 500,000
Number of recipients	A maximum of 19 for both spring and fall recruitment

Name of scholarship	<b>Reservation-type scholarship Habatake Sekai no Sora (Fly High to the Sky of the World)</b>
Outline	This scholarship guarantees support for students facing financial difficulties when applying for study abroad programs.
Eligibility	<ul style="list-style-type: none"> <li>① Those who are plan to apply for CIE study abroad programs.</li> <li>② Those who are Japanese citizens or permanent residents, including special permanent residents.</li> <li>③ Those who have significant financial difficulties.</li> <li>④ Those who can demonstrate excellent academic performance.</li> </ul>
Scholarship size	1-year or more program: total of JPY 1,200,000
Number of recipients	A maximum of 6 only for the fall recruitment

Name of scholarship	<b>Reservation-Type Scholarship "Oregon Study Abroad Scholarship"</b>
Outline	This scholarship was established in 2024 through a donation from Doug Etzel to promote student exchanges between Waseda and the universities in the state of Oregon. It supports students facing financial difficulties to experience studying in Oregon.
Eligibility	<ul style="list-style-type: none"> <li>① Those who study abroad for one year through the CIE's EX or CS program at a partner university located in Oregon.</li> <li>② Those who are Japanese citizens or permanent residents, including special permanent residents.</li> <li>③ Those who have significant financial difficulties.</li> <li>④ Those who can demonstrate excellent academic performance.</li> </ul>
Scholarship size	1-year or more program: JPY 2,000,000
Number of recipients	A maximum of 1 student only for the fall departure

Name of scholarship	<b>Alumni Association Study Abroad Scholarship*</b>
Outline	This scholarship is for students who want to study abroad at Oxford University or the University of Pennsylvania through CIE programs. It is intended for those who are highly motivated and have an outstanding personality. Recipients are expected to attend the award ceremony hosted by the scholarship and financial assistance section.
Eligibility	Regular students who go to a specified college at the above universities through the CS-R program.
Scholarship size	Total of JPY 1,500,000
Number of recipients	5 for the fall departure

Name of scholarship	<b>Osamu Ogino Study Abroad Scholarship</b>
Outline	This scholarship was established with a donation from alumnus Osamu Ogino.
Eligibility	Regular students who study abroad through a CIE program of one semester or more.
Scholarship size	1-year or more program: total of JPY 1,200,000, 1-semester program: JPY 500,000
Number of recipients	About 5 for both spring and fall departures

Name of scholarship	<b>Waseda University Academic Solutions Corporation Scholarship for Study Abroad*</b>
Outline	This scholarship was established through donations from the Waseda University Academic Solutions Corporation. Recipients are expected to attend a social gathering before departure and a debriefing session after their return.
Eligibility	Regular undergraduate students with excellent academic performance who study abroad through the DD or one-year EX-R programs offered by the CIE.
Scholarship size	Total of JPY 1,000,000
Number of recipients	10 for the fall departure

Name of scholarship	<b>Takanobu Arai Scholarship</b>
Outline	This scholarship was established through a donation from the mother of the late Takanobu Arai, a graduate of the Department of Industrial Management at the School of Science and Engineering. It provides financial support to undergraduate or graduate students with exceptional academic skills who plan to study abroad at the University of Chicago.
Eligibility	Japanese Waseda University students who study at the University of Chicago for one semester or more. This information is subject to change.
Scholarship size	Total of JPY 180,000
Number of recipients	1 for the fall departure

Name of scholarship	<b>Waseda University Student Exchange Scholarship*</b>
Outline	This scholarship aims to provide financial support for students who want to study abroad.
Eligibility	Regular students who study abroad through CIE programs or departmental exchange programs for 1 semester or longer.
Scholarship size	Total of JPY 250,000
Number of recipients	A maximum of 150 for both spring and fall departures

Name of scholarship	<b>Short-term Program Support Scholarship</b>
Outline	This scholarship is designed to encourage students to study abroad by providing financial support.
Eligibility	Regular students who study abroad through a short-term program offered by the CIE.
Scholarship size	Total of JPY 100,000
Number of recipients	About 50 for both spring and summer programs

## (2) JASSO Scholarship for Overseas Studies

Outline	<ul style="list-style-type: none"> <li>It is administered by an independent government foundation.</li> <li>It supports a large number of students through government funding, though the number of recipients varies each year.</li> </ul>
Eligibility	<p>Regular students having Japanese nationality or a permanent residence who study abroad through CIE programs (including short-term programs).</p> <p>*See the CIE website for other requirements.  <a href="https://www.waseda.jp/inst/cie/from-waseda/aid/scholarship">https://www.waseda.jp/inst/cie/from-waseda/aid/scholarship</a></p>
Scholarship size	JPY 80,000 to JPY 120,000 per month, depending on the destination area for study abroad
Notes	<ul style="list-style-type: none"> <li>This scholarship may not be received concurrently with any grant-based scholarships for domestic students provided by JASSO.</li> <li>A scholarship for graduate students who plan to earn a master's or PhD at universities abroad is also available.</li> </ul>

## (3) General Scholarships

Outline	<ul style="list-style-type: none"> <li>They are offered by foundations, companies, and local governments.</li> <li>Some scholarships are available for exchange students as well as Privately-financed students studying abroad.</li> </ul>
Scholarship size	It varies by the scholarship.
Notes	<ul style="list-style-type: none"> <li>Some scholarships are available for graduate students who plan to earn a master's or Ph.D. degrees abroad:  <a href="https://www.waseda.jp/inst/cie/from-waseda/aid/out-scholarship">https://www.waseda.jp/inst/cie/from-waseda/aid/out-scholarship</a> </li> </ul> <div style="text-align: right;">  <span>(Japanese only)</span> </div>

## 3. Method of application/Notice of results

To receive a scholarship, apply using according to the forms, procedures, and periods stated below:

### (1) Reservation-Type Waseda Scholarships

Eligibility	Prospective applicants for CIE study abroad programs
Application period	<p>(For mid- or long-term program)            Applicants for spring recruitment: Around February to March            Applicants for fall recruitment: Around July to August</p> <p>(For short-term program)            Applicants for summer program: Around March to April            Applicants for spring program: Around September to October</p>
Method of application	Apply through the CIE website.
Notice of results	Each application will be screened based on submitted documents and GPA. In some cases, an interview may be conducted. Successful applicants will receive a notice before applying to the desired host university.
Notes	Eligibility will be confirmed after you are accepted by a host university and your program is finalized.

### (2) For Waseda scholarships and JASSO Scholarship for Overseas Studies

Eligibility	Students of programs provided by the CIE
Application period	<p>(For mid-, long-, or short-term program)            Participants for summer and fall departure program: Around May            Participants for spring departure program: Around November</p>
Method of Application	<p>Students accepted to enroll at host universities will receive a notice on scholarships from the CIE. Follow the instructions. A single application covers all Waseda University scholarships. You cannot specify a specific scholarship or the order of your preferences.</p> <p>* Required documents (TBD): a parental tax certificate and an academic calendar of your host university</p>
Notice of Results	Each application will be screened based on submitted documents and GPA, with every factor taken into consideration. The results will be communicated via MyWaseda immediately before or after departure.
Notes	<ul style="list-style-type: none"> <li>The scheduled recipients for those reservation-type scholarships "Waseda-no-Eiko (The Glory of Waseda)", "Habatake Sekai no Sora (Fly High to the Sky of the World)," and "The Tokyo Club International Exchange Scholarship" may not apply for this scholarship.</li> <li>Participants of departmental exchange programs will be handled differently. Contact your school office for further details.</li> </ul>

### **(3) General Scholarships**

Eligibility	Participants for CIE study abroad programs, departmental exchange programs, or Privately-financed Study Abroad Programs
Application period	Depends on the scholarship. Here are rough estimates: Spring departure programs: Around April to June Fall departure programs: Around November to February
Method of application	<ul style="list-style-type: none"><li>Some scholarship requires to apply through the CIE, and others need direct application to a relevant body.</li><li>Apply on your own in accordance with the guidelines, after reviewing the requirements.</li></ul>
Notice of results	Depends on the scholarship.
Notes	A variety of scholarships are available, including for exchange programs or graduate studies.

## **4. Factors to consider**

### **When Applying**

#### **(1) Gather information**

Information on Waseda, JASSO, and other scholarships is posted on the CIE website and MyWaseda. Check these regularly to avoid miss opportunities. For general scholarships submitted through Waseda University, you can receive our newsletter by accessing the link or scanning the QR code to complete the registration form. ➡ P.12

#### **(2) Plan your finances**

Scholarships for study abroad programs have a selection process, and not every applicant will receive funding. Do not plan your finances assuming that you will get a scholarship. Once chosen for a program, you usually cannot withdraw.

#### **(3) Differences in the applicability of programs**

Scholarships for study abroad programs vary in applicability because they are for different programs (DD, EX, or CS), departure times (Fall or Spring), durations (one year or one semester), and destinations.

### **Receiving Scholarships**

#### **(4) Restrictions on receiving multiple scholarships**

Some scholarships allow applicants to apply for other programs, but not to receive funding from several programs at the same time. If you are selected for multiple scholarships, check if they allow you to be funded by other organizations. If you miss any restrictions and are considered to have broken the rules, you will have to return the scholarship money. Most scholarships for tuition support may be received concurrently.

#### **(5) Procedures during and after your study abroad program**

Some scholarships require you to confirm your enrollment or submit reports. Make sure to complete these tasks by the deadline. If you do not, you may have to return the scholarship money.

#### **(6) Students who have already received JASSO (loans or grants) or Waseda scholarships**

If you have already received a scholarship from JASSO, Waseda, a private foundation, or local government, in addition to the one for study abroad, you may need to follow certain procedures before and after your study abroad program. Failure to follow them could affect your eligibility to receive it. ➡ P.22

## 5. <FYI> Loan-type scholarships and educational loans

The following scholarships (1) and (2) are loan-based and provided by the Scholarship and Financial Assistance Section. For details, please contact the Scholarship Division (1<sup>st</sup> floor, Student Center, Toyama Campus).

Website: <https://www.waseda.jp/inst/scholarship/>

If you are inquiring by email, please clearly state your student ID number, name, inquiry details, and an appropriate subject title.

Please send from your Waseda Mail address to: [syogakukin@list.waseda.jp](mailto:syogakukin@list.waseda.jp)



### (1) JASSO Special Increased Scholarship for Studying abroad

The Special Increased Scholarship for Studying Abroad is available for students receiving domestic loan scholarships in categories 1 and 2 from JASSO, provided another procedure is completed. To be eligible, you must meet certain requirements. Contact the Scholarships and Financial Assistance Section for details.

### (2) Student Loans

Some financial institutions offer student loans for educational expenses. Mainly, it is intended for domestic education; some of them may also apply to studying abroad. If you have difficulty getting a scholarship or experience financial hardship you can consider it. Please refer to the website of Scholarships and Financial Assistance Section:



# VI. Overseas Security and Risk Management

**Basic rule: show initiative!**  
**You are the one who is responsible for your safety and deals with unexpected incidents.**

## 1. (Mandatory) Overseas travel insurance and risk management service

### (1) Overseas insurance (a blanket policy with optional coverage to international students)

All participants in Waseda University's study abroad programs, including EX programs, are required to purchase an overseas travel insurance plan designated by Waseda University. The premiums are paid by students.

### (2) Risk management service

The CIE has established a risk management system for students in order to deal with problems that may occur in the course of their daily lives in a foreign country. In most cases, the cost of this service is covered by Waseda University, but sometimes, you may need to pay the actual cost.

The following services are available:

- Medical assistance (in case of sickness or injury)
- Non-medical assistance (in case of loss of property)
- Health consultation services
- Safety confirmation services
- Arranging emergency evacuations
- Legal referrals

## 2. Research on the country where you would like to study

Make sure to research your study abroad destination. Look into public safety, crime rate, health and hygiene, local customs, and the laws and regulations of the area. Also, review your program details and stay informed about any updates.

## 3. Preparations for departure

(1) Buy overseas insurance: **Some host countries or universities require you to buy extra health insurance beyond your overseas travel insurance.** Coverage starts the day you leave, even if you visit your home country before joining a program.

(2) Photocopy your passport and airline tickets, and note your credit card number and insurance policy numbers.

(3) List emergency contacts such as embassy or consulate general, local police, credit card company, airline reservation service, insurance company, crisis response service, and your host university.

(4) Get a medical report in English or the local language if you have a chronic disease.

(5) Register for the Ministry of Foreign Affairs's crisis management service. Registered users receive the latest emergency information for their country of transit or stay. If an emergency arises, those who have registered their email addresses will be informed.

If you stay for three months or more, you must submit a Report of Residence Abroad in advance, which can be downloaded from the webpage below:

<https://www.ezairyu.mofa.go.jp>



(6) Use the Ministry of Foreign Affairs Overseas Safety App:

You can check the security information for the country or region where you are staying using the GPS on your smartphone. Search for *kaigai anzen* in the App Store (iOS) or Google Play (Android).

## 4. Program cancellation or evacuation advice before and during the program

You can obtain detailed, security information (Japanese only) on a webpage of the Ministry of Foreign Affairs of Japan:  
<https://www.anzen.mofa.go.jp>

Waseda University may postpone or cancel its programs or advise evacuation if a warning is issued by the Ministry of Foreign Affairs of Japan before or during the program schedule. The CIE will inform students in the concerned region via email or through its website.



# After Passing Internal Screening

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# I . After Passing Internal Screening —Before Receiving a Letter of Acceptance

## 1. Necessary documents

Good preparation is key to making your study abroad experience a success. The CIE can help with your questions, but it's best to start making your own arrangements early. Look for emails from your host university or check their website to find out which documents you need. Review the important steps below and be ready to handle all the details yourself.

### (1) Preparing the necessary documents

- You may be asked to hand in additional documents along with the application form. Refer to a list on the following page for specifics. You may need bank statements showing that the entire budget for your study abroad period can be covered. Sometimes you are asked to provide this at the time of visa application, rather than at the time of departure, so you must make a budget plan early enough. Be careful because these documents take time to issue.  
\*Some documents are valid for only a certain period, generally three months, so ensure that you do not obtain such documents too early.

- You will get important information from your host university or the CIE through MyWaseda. Please check it often.
- If your host university sends a specific application form to your Waseda Mail, forward it to the CIE. Some universities do not require students to submit application forms, while other universities do not send the form close to the due date.
- Inform the CIE of your contact information, especially during spring and summer breaks or long absences. Missing deadlines or being unreachable may affect your acceptance chances.
- During spring and summer breaks, check your Waseda Mail or permanent address for messages from the CIE. Stay in touch and respond promptly.
- Do not change the email address you registered before or during your study abroad unless you have a special reason.

### (2) Essential documents for the study abroad application process

When you apply to a university, you may be able to reuse documents you already submitted to Waseda University, but each university has its own rules. Check the example below to help your application go smoothly.

① Documents for application	<p>Each university has different requirements. Before you apply, please wait for contact from a CIE coordinator for advice. Here are some examples:</p> <p>(A) Application form Universities use different application processes for international students, such as designated forms or online forms. It may be necessary to pay a handling fee by overseas transfer or credit card.</p> <p>(B) Academic transcripts in English Some universities may ask for your latest academic transcripts in English. Please check with the CIE for details.</p> <p>(C) Study plan / Letter of motivation You may need to submit a study or research plan. Read the requirements carefully and follow any instructions from your chosen university.</p> <p>(D) Letter of Recommendation (1-2 Referees) If a letter of recommendation is required, the CIE will let you know and explain how to get them.</p> <p>(E) ID Photo You may need to provide ID photos for the host university or visa. Check how many you need, as well as the size and color.</p> <p>(F) Passport Copy If you do not have a passport, apply for one as soon as possible. If your passport will expire before or during your program, renew it. Make sure your passport is valid for your stay, and provide a copy of the ID and number page to the CIE as well. If you are not a Japanese national, you will also need to submit the following: ① A copy of your residence card; and ② A copy of your special permanent residence certificate *Either item is needed if you have changed from a foreign registration card. If you hold dual nationality, copies of both passports are needed.</p>
② Arranging accommodation	<p>You can find various types of accommodation near the host university, including student dormitories, homestays, and apartments. Sometimes the program or university will assign you a place to stay, but you may need to arrange it yourself, even if the host university does not give you information. Be sure to pay any required deposits early and meet all deadlines to secure your housing.</p>

③ Financial statement	A financial statement or statement of balance in English may be required for the host university or visa. Check the requirements and obtain it from your financial institution.
④ Scholarship application	<p>Case 1: If you join a CIE study abroad program and applies for a scholarship through the CIE, you will need these documents.</p> <p>(A) An application form</p> <p>(B) Documents showing your household income, such as a certificate of taxation or proof of tax exemptions.</p> <p>*These documents are available at the local city office or the businesses your family is working at. Required documents depend on your family's job status.</p> <p>Case 2: If you apply for a scholarship offered by a private institution or the local government, remember each one has its own procedures. Make sure to check the requirements yourself.</p>
⑤ Health and vaccination certificate in English	<p>You may need to submit a certificate for a health checkup or vaccination, depending on the host country or university.</p> <p>If you had a student regular health checkup at Waseda, a certificate is available for JPY 500 per copy at Waseda University's Health Support Center.</p> <p>Check if you need an extra checkup due to requirements from your destination. If you have not taken the regular checkup and need a certificate written in English, go to a medical institution to get one.</p> <p>*You must take a student regular health checkup every year.</p> <p><b>&lt;Important&gt;</b></p> <ul style="list-style-type: none"> <li>• <u>Host University-styled Health and Vaccination Certificates</u> Find out if you need any extra health checkups or vaccinations. Use your health record to fill out the forms, and ask your doctor if you have questions. Make sure you have met all the health requirements.</li> <li>• <u>Certificates of Vaccination</u> Some countries or universities may require additional vaccinations. Plan ahead as receiving certificates can take time. ➡ P.25</li> </ul>

### (3) Receiving and submitting application materials between the CIE and students

The CIE will provide instructions on how to send and receive documents. Please follow these steps. After confirming the documents requested from host universities, the CIE will communicate them to you, usually via Waseda Mail. You need to check your mailbox regularly. Some types of documents, especially financial statements, high school academic transcripts, and health certificates, will take time to issue. Carefully check the deadlines to prevent missing them.

In programs involving multiple candidates, a late submission by one candidate may delay processing for all. All candidates must meet the deadlines to proceed with it successfully.

If you repeatedly miss the deadlines or otherwise break our rules, the CIE will warn you. If you still do not show any improvements, you may be removed from the program.

### (4) Submitting official name (name on passport)

Your name written in the Roman alphabet is an important part of the application procedure. If the name you submitted to Waseda University is different from the one on your passport, correct it as soon as possible at the school offices. This also applies to those who apply for or renew their passports.

Pay special attention to the spelling of your name. If your name on academic transcripts differs from your passport, administrative and processing difficulties may arise. This can lead to your name being misspelled on important documents from host universities, such as letters of acceptance or visa application forms.

Moreover, students with dual nationality and international students except those with Japanese passports, should confirm whether their name is shown correctly, when their visa expires, and whether they have a re-entry permit. If any of these documents expired during your program, it may seriously impede their eligibility to return to Japan.

- To illustrate certain names, including those with the letters "h" and "o", may appear differently from their passport forms (e.g., Sato and Satoh or Ono and Ohno). Ensure that the name we send to the host university matches the one on your passport.
- For those with dual nationality, the host country may require you to carry and use both passports.
- If you are an international student or do not have Japanese nationality, and your name on your passport differs from how it appears on your bank account or other public documents, it may cause difficulties when traveling abroad. Take special care to spell your name consistently across all documents.

### (5) Changing address in Japan

If you change your address in Japan before your study abroad, provide your undergraduate or graduate school office with your updated contact details. Failure to do so may affect communications with your school and the CIE, causing significant issues with mail from your host university.

## II. After Being Admitted to Enroll

### 1. Submitting notifications and other documents

#### (1) Pre-Departure documents and procedures

We will use the personal information you give us for CIE program operations and, if needed, to contact you or your guardians during the program. You can submit your information in person, by post or by email.

When	What you need	Where	Purpose/Method
After notice from your school office	Complete the study abroad procedures required by your school office, including submission of the Application Form for Study Abroad	Your undergraduate or graduate school office	You must follow the study abroad procedures set by your school office before and after your study abroad, regardless of the program. If you do not, your eligibility may be cancelled. Ask the school office for details.
No later than 3 weeks prior to departure	A copy of the passport (if renewed)	The CIE	Provide a copy of your current passport, especially if you have renewed it.
	A copy of the travel agency booking confirmation		Submit a copy of your travel agency booking confirmation to the CIE. This helps us keep your itinerary, including your departure date and flight details, on record.
	Application procedure for overseas travel insurance	MyWaseda	Register through MyWaseda after paying the premium. Documents will be sent to your designated address by the insurance company or its agent in 2 to 3 weeks. Complete all procedures in a timely manner.

#### (2) Necessary procedures for suspension/intermission or continuation of scholarships received prior to study abroad

Students who have received scholarships from JASSO, Waseda University, or private or public institutions must follow the relevant procedures listed below, both before and after the program, at the Scholarships and Financial Assistance Section. Failure to do so in a timely manner may negatively affect future payments of the scholarship.

##### ① JASSO (loaned or grant-type)

- A JASSO scholarship received before studying abroad will be granted continuously throughout your program. However, if your status during the study abroad is leave of absence, you need to submit a "Notice for Change of Registration Status to JASSO for an Intermission (Temporary Suspension)" to the Scholarships and Financial Assistance Section.
- If you are currently a recipient of a grant-type scholarship under the Japanese government's new study support system and desire to receive the overseas study support program concurrently, submit a "Notice for Change of Registration Status to JASSO for a Suspension" of the grant-type scholarship (or a "Notice for Change of Registration Status to JASSO for an Intermission" if your student status is on a leave of absence during your study abroad) to the Scholarships and Financial Assistance Section.

Note: If the suspension or intermission procedure is delayed, you may be asked to refund the excess amount transferred at a later date.

- If your status is switched to leave of absence due to study abroad and you still want to receive your scholarship (except for grant-type scholarships under the government's new study support system) during your program, you would have a chance for it by submitting the Request for Continuation of Scholarship During Study Abroad. Contact the Scholarships and Financial Assistance Section for details.
- If you receive a Category 2 scholarship loans (interest-bearing) and your expected graduation date is delayed due to your study abroad, you may extend the period of your scholarship for up to an additional year by submitting the Application for the Extension of the Scholarship Payment Period form. If you are currently in the final year of school and plan to join a program beyond your original scholarship period, you must submit the Application for the Extension of the Scholarship Payment Period before departure.

##### ② Waseda Scholarships

If you participate in a study abroad program while receiving Waseda Scholarships, regardless of your enrollment or study abroad program you join, it doesn't affect the eligibility for the scholarship. You don't even need to contact the Scholarships and Financial Assistance Section. However, if you take a leave of absence to study abroad, you may be asked to return any scholarship money received up to that point either partially or in full.

### ③ Private or public scholarships

If you participate in a study abroad program while receiving private or public scholarships, refer to the guidelines you received when you were selected and notify the Scholarships and Financial Assistance Section in advance. The procedures and conditions vary depending on the organization.

## 2. Communication with the host university

You must do all the things on your own, whether before or during the program, including addressing troubles. The CIE will provide basic assistance until you receive a letter of acceptance; however, once accepted, with the exception of some programs, you are responsible for arranging your own accommodation (i.e., a dormitory or a homestay). Be aware that the dormitory application process usually has an early deadline. We suggest you pay close attention to all deadlines when applying. Contact the host university's housing office when necessary. You are also responsible for applying for and obtaining a visa, informing the necessary parties of their arrival date, and arranging airline tickets.

When you receive documents from the host university, let the CIE know and follow our instructions so we can keep copies at the CIE. Ensure that you make a photocopy of the documents you submit. You must file all documents sent and received between you and your host university, and take them with you when you leave Japan. It will help you if any of the original documents are lost.

## 3. Collecting information about the host university

We recommend that you spend time learning about the country and university you will be studying at. You should collect important information in advance through guidebooks, essays written by previous participants, the website of the Ministry of Foreign Affairs of Japan, the embassies of both countries, and the host university.

While at the host university, you represent Japan and Waseda University. This means you should conduct yourself in a respectful and courteous manner. During your study abroad program, you will have great opportunities to share information about Japan and Waseda University. You may be asked about history, culture, and economy, as well as your family by people you meet, so you are advised to have as much information as possible to respond to these questions properly.

## 4. Contacting students who have studied or will study at your destination

The CIE can connect you with students who have studied or will study at your destination, if you want. See the following table. Contacting other students can give you great opportunities to learn more about your host university and country. Keep in mind, though, that your experience may be different from theirs.

[Contact information of former study abroad participants, fellow study abroad students, and study abroad student advisers]

When	Whom you can contact	How to contact
As needed	Study abroad student advisers	Former program participants can offer advice on your studies and information about local lifestyles. You can receive advice from student study abroad advisers at events they organize. Please refer to the CIE website for more information.
After passing internal screening	Students who will participate with you or are participating in the same program	Upon notification of internal screening results, the CIE inform you of the referral process. We will send your contact information to the students who are participating or willing to participate in the same program, as requested. Once they get in touch with you, you can communicate directly with each other.

## 5. Letter of acceptance

Once you receive a letter of acceptance, check if your name is correctly spelled. It is often the case that other documents, such as accommodation forms and health and vaccination forms, are enclosed with it. Read all of them carefully.

You may receive the letter just before your departure. The CIE will do its utmost to encourage host universities to facilitate the process; however, it may still take some time due to the university's particular situation. So it is crucial that you submit all the documents by the deadlines.

Moreover, once your acceptance has been confirmed, you will undergo several procedures, including the student visa application. You may not work on them in advance based on your subjective judgement, nor change your departure date to an earlier one than the one on which you are admitted. Please be patient, and wait until the CIE contacts you. If you proceed with it at your own initiative without seeking advice from the CIE, any resulting issues, including delays in the procedure, will be your responsibility.

## 6. Finding accommodation

In order to make the most of your academic experience at your destination, it is essential to care for your lifestyle, especially where you live. Some universities require an application for accommodation at the time of applying for the study abroad program, while others require it after you are admitted.

There are essentially three types of housing, each with its advantages and disadvantages. However, in some programs, the housing is already assigned.

Furthermore, depending on the host university, there may be no arrangements made for students. In that case, you will have to find an accommodation independently.

[Comparison by accommodation type]

	Student Dormitory	Homestay	Private Apartment (Flat)
Outline	Many universities have dormitories, but these are usually full, and local students often have priority. Therefore, dormitories are not guaranteed even if you apply. In many cases, these are shared rooms, and you will most likely be notified of your room number upon arrival.	For universities without sufficient dormitories, homestays are often available to students. Typically, the universities will have a contract with a homestay placement agency. Host families vary in composition, for example, families with children, single parents, and diverse ethnic backgrounds. In some cases, you may be known the details of your host family just before your departure.	When student dormitories or homestays are unavailable, students will choose a private apartment. In some cases, the university may have contracted apartments. Mostly, host universities do not intervene between you and the apartment. A typical case is for students to share a house, which assigns you a private room, but shares the kitchen and bathroom.
Advantages	With students from many countries living in dormitories, if you get along well with your roommate, you will have an enjoyable experience. Some dormitories have curfews, but students can come and go as they please in most cases.	This is the best way to improve your language proficiency. In many cases, meals are included. In some cases, there is a fee, but you can also use the kitchen, washing machines, etc. You can experience the culture of your host country firsthand.	Of the three lodging types, this option provides the most freedom. You can prepare your own meals, and if you get along with your housemates, you will have a great time.
Disadvantages	Your roommate could be from a variety of backgrounds, such as a native English speaker or a student from Japan. Although you have more freedom living in a dormitory, your roommate may maintain a different pace of life, which may cause you stress.	Freedom regarding eating times or shower times is relatively low. Moreover, you may not get your requested family type, or the homestay may be far from your university.	You need to thoroughly review the contents of the apartment contract, since most rental agreements are with private real estate companies. Be careful about potential problems with a roommate.

Important issues related to accommodation

- Some programs assign accommodation for participants.
- According to the regulations, except in extraordinary circumstances, you cannot change your accommodation from a dormitory or homestay for personal reasons before your departure. In the case of homestays in particular, factors such as the homestay family structure, distance from the university, or a poor internet connection are not considered reasonable grounds for requesting a change. If after living at the host university for a period you still feel that there are problems, you should see the local coordinator and discuss your options.
- If you are staying in a private apartment, you are likely to sign a contract with the landlord or a housing agency. Please note, if there are any problems, you must deal with the situation yourself.
- No matter what lodging option you choose, you should always take special care of your stuff. Try to keep in mind that "there is no safer and cleaner country than Japan" and act with moderation while you are there.
- Be advised that safety, sanitary conditions, and other living environments are different from those in Japan.

## 7. Health certificates

In some cases, your health, antibody, or vaccination certificates should be submitted in English. It takes a while to receive them, so ensure you take the tests well in advance.

You may need a specific vaccination before departure. Check which vaccines you need and ensure you have them. You can check your vaccination record in your Maternal and Child Health (MCH) Handbook. Taking multiple vaccines may take a few weeks to a few months, so plan accordingly. Some vaccines must be taken after arrival in the destination country, or can be administered in Japan or the destination country.

In some cases, you may not be able to acquire a visa or attend classes at your destination if you cannot prove your health status, even though you have been given permission to enroll there.

[Reference] Infection information for overseas travelers (Japanese): <https://www.forth.go.jp/index.html>



- If you have taken the Student Regular Health Checkup at Waseda University in the relevant academic year, you can get the English certificates listed below for JPY 500 or more each at the Health Support Center. You can also take tests there, such as antibody tests, at your own expense to receive certificates. Prepare well in advance as results take several days. Vaccinations are not available there.
- In addition to the required documents, please be sure to bring your student ID card. If your host university provides any forms and instructions, bring them with your student ID.
- Health certificate: It will be issued upon completion of the necessary examinations.
- Antibody certificate: It will be issued after a blood test. The Center cannot issue it based on a test you had at an external medical institution.
- Vaccination certificate: It will be issued as shown in your official record, including the MCH Handbook. Refer to those records and bring them to the Center with you.
- Ensure you make a copy of the certificates before you submit them to your host university.
- If you need assistance in living in your host country due to health issues, consult the CIE.
- Some countries restrict bringing in your own medicine for chronic diseases, or require an English prescription. If you have any regular medication, see your doctor for advice.

Health Care Room, Health Support Center, Waseda University  
 〒169-8050 1<sup>st</sup> floor, Bldg. 25 (Okuma Garden House), 1-104, Totsukamachi, Shinjuku-ku, Tokyo  
 Phone: 03-5286-9800 (Monday to Friday 9am - 12:30pm, 1:30pm - 5pm\* excluding university holidays)  
<https://www.waseda.jp/inst/hsc/en>

\*If you have not taken the Student Regular Health Checkup at the University in the relevant academic year, you will need to get a checkup at an external medical institution to receive certificates. You will need to pay the fee yourself.

## 8. General information on visa applications

In most countries, you need a student visa to stay for one year for study purposes. Each country has its own procedures, so once you are admitted, check the embassy website for updates or call for information.

### (1) Visa approval

Visa approval time can range from two weeks to over three months, depending on the country. Factors affecting approval include your nationality, travel history, and background. Recent social conditions have led countries to adopt stricter visa requirements, which may affect timelines. Every year, some students experience delays in receiving visas, resulting in late arrival. Staying up to date and acting early can help you avoid missed deadlines and ensure a smooth start. Moreover, visa approval or rejection is determined by the visa issuing authority at the embassy or consulate. Please note the CIE does not decide on your application or inquire about reasons for rejection.

You must meet all entry requirements for your destination country before you leave. If your visa is not issued as your departure approaches, contact your host university or a CIE coordinator. Traveling while your visa is still being processed may result in denied entry or affect your visa or immigration status on arrival.

### (2) Application method of application

Visas can be applied for individually or by proxy. If you are concerned about the complex visa application process, consider using visa application services from a travel agency or other organization. However, some countries and areas do not accept applications from travel agencies.

### (3) Applying for individually or by proxy

Individually	By Proxy (through travel agent)
<ul style="list-style-type: none"> <li>• You will only need to pay the visa application fee.</li> <li>• You must complete all steps, including gathering information and preparing the visa application materials, on your own.</li> <li>• You face risks such as missing documents or incorrect entries, which can result in disapproval of the application or long processing times.</li> </ul>	<ul style="list-style-type: none"> <li>• You must pay the service charge and postage in addition to the application fee.</li> <li>• Throughout the application process, you can get advice and instruction from the agency. The application is completed in cooperation with them.</li> <li>• The agency can instruct you on how to obtain and fill out the application forms. This helps you avoid mistakes and omissions, making the application process smoother.</li> </ul>

- The CIE cannot answer any questions you have about your visa application, including how to fill out the forms or which documents are needed.
- Procedures and necessary documents for the application may change without notice. Check the latest information by calling the embassy or consulate or visiting their website.

#### Useful links

- Ministry of Foreign Affairs <https://www.mofa.go.jp/>



- List of diplomatic offices in Japan [https://www.mofa.go.jp/about/emb\\_cons/protocol/index.html](https://www.mofa.go.jp/about/emb_cons/protocol/index.html)



#### (4) For foreign students

In addition to getting a visa to study abroad, foreign students are need to complete steps for their status of residence in Japan. Please read the information below, and follow the steps on the Immigration Services Agency website.

Residence Card	If your status of residence is "student," regardless of the remaining period of the residence permitted to you, you must return your residence card at the airport when you leave Japan. If your status of residence is not a student and your visa expires during your study abroad period, you will need to complete the required procedures to re-enter Japan after your study abroad program.
Special Re-Entry Permit	If your status of residence is "student" and you plan to re-enter Japan within three months after joining a short-term study abroad program, apply for a Special Re-Entry Permit at the airport when leaving. If you re-enter with another status within one year or two years as a special permanent resident, also apply for this permit. In both cases, your status of residence must be valid when you return to Japan.

#### Reference

- Immigration Services Agency <https://www.moj.go.jp/isa/index.html>



- Special Re-Entry Permit [https://www.moj.go.jp/isa/applications/procedures/minashisainyukoku\\_00001.html](https://www.moj.go.jp/isa/applications/procedures/minashisainyukoku_00001.html)



## 9. Overseas travel insurance

Waseda University, through its agent, the Campus Insurance Center, contracts overseas insurance for study abroad programs to Tokio-Marine & Nichido Fire Insurance Co., Ltd. Since the purpose and nature of the study abroad program generally differ from overseas travel, the policy is especially tailored for study abroad students, aiming to ensure that they have a fulfilling study abroad experience.

As mentioned in the Study Abroad Agreement, students who participate in study abroad programs are required to purchase a comprehensive university travel insurance plan contracted by Waseda University with blanket coverage. This is a part of the University's overseas crisis management policy.

Some partner institutions or visa types you apply for may require you to purchase a specific health or medical insurance policy for the host country or university. You may not be exempt, even if you have already enrolled in another insurance plan in Japan. In such a case, contact a CIE coordinator or an international students coordinator at the host university and follow their instructions. The same applies to international students (non-Japanese) who have already purchased travel and health insurance in their home country or plan to participate in our study abroad program in their home country (i.e., a South Korean student who goes to South Korea as an exchange student). Under no circumstances are you exempt from enrolling in the overseas travel insurance designated by Waseda University.

The details of the overseas travel insurance, including the premiums and coverage, will be communicated by the CIE.

#### (1) Procedures for overseas health insurance and points to note

A CIE coordinator will provide you with information, such as premium payments, deadlines, and application and submission procedures, for each program. Follow these instructions carefully.

#### <Note 1> Start Date

The insurance must start on the date you depart Japan. This applies even if you are traveling to other destinations or returning to your home country before departing for your study abroad destination.

For example, if you leave Japan on September 1, 2026, for your home country and then leave for your study abroad destination on September 10, 2026, from your home country, your insurance must start on September 1, 2026.

#### <Note 2> Extension and Cancellation

Students should purchase insurance for twelve months, or six to seven months, according to the program. If you decide to remain abroad beyond the original insurance period, extend your insurance before your original contract expires. For foreign nationals who return to their home country after studying abroad, health insurance should be maintained until they return to Japan.

If you are returning to Japan before twelve months have passed, there may be a chance of a refund. If you need to purchase insurance for your study abroad program for a certain period (six months or two years), the CIE will let you know during the application process.

## **(2) Management agency and underwriting insurance company**

### **Management Agency**

Waseda University Campus Insurance Center Corporation  
Phone: 03-5272-3475/FAX: 03-5272-3478  
(Business Hours: 9am - 5:30pm; Closed on Saturdays and Sundays)  
email: hoken@waseda-hoken.com

### **Underwriting Insurance Company**

Educational Organization Division  
Government Sector Dept. 2  
Tokio-Marine Nichido Fire Insurance Company Co., Ltd.  
Phone: 03-3515-4133  
(Business Hours: 9am - 5:30pm; Closed on Saturdays and Sundays)

## **10. Risk management service**

The CIE asks all students going abroad for study to purchase travel insurance specified by Waseda University for emergencies. It covers accidents and illnesses during your period. In addition, the 24/7 support provides health consultation and introduces nearby hospitals.

# III. Notes Before Departure

## 1. Researching and gathering local information

When considering a study abroad location, you should research about there thoroughly, including the social environment, security, crime, hygiene, diseases, medical treatment, customs, national character, and local laws and regulations. Always seek the latest information available on the Ministry of Foreign Affairs website and other sources, etc., to minimize potential risks.

## 2. Preparing a list of your valuables and phone numbers

You should make copies or keep the numbers of your passport, credit cards, airline tickets (e-tickets), and an insurance policy, and keep them secure. In addition, we suggest that you record the contact details of the local embassy or consulate, police stations, credit card companies, airline companies, insurance companies, and your host university. Check the Support Guide for details.

## 3. Medical report

If you have a chronic disease, your medical report (history) in English or the local language will be helpful. Ask your doctor to prepare a medical history or report for you since you will most likely be unfamiliar with medical terminology.

## 4. Important! Sharing contact information with your guardians (regulations on the use of personal information)

In accordance with the Personal Information Protection Act, Waseda University does not provide your personal information, such as addresses and phone numbers in your destination, even to your family members or guardians. Make sure to share that information with them. In an emergency, the CIE may share your contact information if needed.

Talk with your parents, guardians, or others in advance about how you will communicate with them during your study abroad, and remember to regularly contact them after you arrive there.

## 5. International calls and mobile phones

### ①SIM/eSIM cards and cell phone rental for overseas use

Set up your preferred way to communicate while overseas by following the steps below. Please give us your cell phone number as directed so we can contact you in case of an emergency. We will give you more details during the orientation:

- Buy a local SIM card within one week after you arrive.
- You can use your own cell phone from Japan with international roaming.
- Sign up for an overseas cell phone rental service before leaving Japan.

Note: If you cancel or stop your current cell phone before leaving, buy a prepaid SIM card in Japan that works in your destination. Otherwise, you will not be able to contact anyone from the time you arrive at the local airport until you get a phone therenew local number.

### ②Calling applications

Apps like LINE or Zoom are helpful if you have a good internet connection. Think about the advantages and disadvantages of each app before you use it.

Note: Some apps including LINE might not work in China. We recommend checking what you need, such as VPNs, ahead of time.

### ③Commonly used local applications

Install the apps commonly used in your destination before you go, so you do not have to rush later. For example, WhatsApp is essential in the U.S., and WeChat is a must in China. Choose the services that work best for you.

## 6. Submitting residence notifications

When	What	Where	Purpose/Method
90 days before arrival or later	Notification of Residence	ORR (Overseas Residential Registration) net provided by MOFA	<p>This notification is only required if you are a Japanese national residing overseas for three months or more. It must be submitted to the Japanese embassy or consulate general having jurisdiction over your area of residence.</p> <p>In cases where the local police station or hospital contacts the local Japanese embassy or consulate general due to natural disasters, terrorism, airplane accidents, or other emergencies, they will contact your families through the Ministry of Foreign Affairs, based on this Residence Notification.</p> <p>When you return to Japan after completing your study abroad program, or if you change your address, please remember to inform the embassy where you submitted the Residence Notification.</p> <p>This procedure is important for your safety, so please follow the guidelines.</p> <p>* To submit the Residence Notification online <a href="https://www.ezairyu.mofa.go.jp/index.html">https://www.ezairyu.mofa.go.jp/index.html</a></p> 

## 7. Final check of your belongings

The items listed below are very important, but they are often forgotten. Ensure you have all of the following before you leave:

- Airline ticket (e-ticket)
- Passport (take a copy as well)
- Necessary forms for a visa
- Important documents from the host university (an letter of acceptance, accommodation details, etc.)
- Make sure you have the necessary forms related to your travel Insurance, which is mailed to you by the insurance company. This includes an insurance certificate. Many people forget to take this, but it is often required to submit it to the host university.
- The contact information of your credit card company (You should know this beforehand, in case you lose your card.)
- This GUIDEBOOK
- Study Abroad Support Guide

This guide has tips on using the support desk and applying for overseas travel insurance. You will get more details at the pre-departure orientation. If you have any questions or problems during your program, please read this guide before asking for help.

Note: This guide will be distributed in electronic format. Please print it or take screenshots to keep a copy, just in case.

# **During Your Study Abroad**

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# I. Notes During Your Study Abroad

## 1. Upon arrival

### (1) Contact with families.

① When you arrive, let your parents or guardians know you have reached your destination safely.

Each year, families contact the CIE to ask about students' safety and location, not just at the start of the program but even months later. Please keep in touch with your parents or guardians regularly. If you plan to travel, even for a short time, let them know.

② Register your contact information with Waseda University as required.

The CIE needs your contact details in case of emergencies, and a cell phone number is best. Please submit this information soon after you arrive, using the form provided. You'll get more details during orientation.

### (2) Use the overseas safety app

It displays GPS-based safety information on a smart phone. ► P.18

### (3) Notes on tuition

#### Important! Carefully check your tuition invoices for any mistakes.

Sometimes, you might get a tuition bill meant for local students, even if it doesn't apply to your program. This can happen if coordinators don't know your status or if invoices are sent automatically. If you're not sure about a bill, check with the local study abroad coordinator before paying. Let your parents or guardians know about this possibility, too. Once you have paid, the money cannot be refunded.

### (4) Adapt yourself to the host country

The destination country will have a different culture and customs from Japan. Try to adapt to your new environment as soon as you can. Remember: "When in Rome, do as the Romans do."

### (5) Be familiar with your host university

Take time to learn how your host university works. You will get important materials at orientation, so read them carefully, even if it takes a while. If you have questions, ask an advisor for international students, your tutor or faculty, or students who have been there longer. Pay close attention to information about safety and the local medical system.

### (6) Choice of words and consideration

Be sure to speak casually with friends, but use more polite language with faculty and university coordinators. Even though English may not have honorifics like Japanese, people still use different words with superiors, even if they use first names. Try to act appropriately in each situation and avoid making others uncomfortable. This applies everywhere, in both speech and writing. Watch how other students use language in different situations. If you need to assert yourself, do it calmly and clearly, not rudely or aggressively.

### (7) Use local apps.

Use local apps and tools to help make daily life easier in your host country. For example, in China, WeChat is often necessary for communication.

## 2. During your life abroad

### (1) Study matters

Language	<p>The reality of studying abroad is that you may not understand or be able to communicate in the foreign language as much as you thought you could. After arriving, it is not enough to just be at the host location to improve your language skills. You must endeavor to improve your language skills every day by studying hard. Even proficient students in the foreign language can get poor grades due to inadequate preparation.</p> <p>It is your responsibility as an international student not to miss classes, to study diligently, and to ask questions when you do not understand something.</p> <p>You should approach your studies with the understanding that you will need to study more than other students, as your language skills are less advanced. Clarify matters by asking questions until you understand what is being said. Do not pretend to have understood everything.</p>
Academic skills	<p>There are many techniques that you may need to adopt in your studies, such as taking notes, giving presentations, and writing reports. This is especially true at universities overseas, where the amount of reading required for writing reports is greater than in Japan. <u>Cheating or copying from books or websites as if they were your own (plagiarism)</u> is subject to a severe penalty.</p>
Course registration and credit acknowledgement	<p>When enrolling for courses at your study abroad university, consult the local teachers and your academic advisor. Unless your coursework is fixed (CS-L students in particular), consider whether credits can be transferred to Waseda University, what courses are available only at the host university, and if your host school is well known for certain courses. Within the guidelines, you are free to choose the courses. Consider questions like "What subjects can I register for?" and "How many credits can I transfer?" Please understand that you may not be able to take your preferred classes, and credit recognition is determined by your school's screening process. We suggest that you contact your school at Waseda University in advance.</p> <p><u>It is the each student's responsibility to demonstrate adequate academic performance.</u> If you receive an "F" grade during your first semester, it may negatively impact your student visa, and you may have to return to Japan. Be diligent in your studies throughout your program. Keep in mind that as an international student, you are also representing Waseda University.</p> <p>Although you may want to earn as many credits as you can, please be aware that if you sign up for too many courses, you may not be able to handle the workload. Such situations can be very stressful and mentally exhausting. After the local academic adviser and the CIE have consulted with each other, you may not be able to continue studying at your host university if you are not attending classes adequately or if your behavior causes problems. Therefore, please listen to your local academic advisor.</p>

### (2) Lifestyle

Relationships with other people	<p>Do not stereotype others. Do not assume that people from a certain country are all the same. Just as there are many types of people in Japan or your home country, there are many types of people in every country. Other people are human, just like you.</p> <p>Living overseas may mean living in a community, so respecting others is as important as maintaining your own opinions. Some people often believe that community living works best if you keep silent. But if you don't express your opinions, you may be judged as lacking in personality. And if you do not say anything, you may be considered satisfied with the situation or to have no opinions. Be brave and say no or state your opinion if something is unacceptable to you.</p>
Money and valuables	<p>Take special care of your valuables and money while abroad. In particular, if you have roommates or a host family, you may suspect them if any of your valuables are missing from your room. To avoid such an uncomfortable situation, please do not carry valuables; do not show large amounts of money to others; do not leave your belongings unattended; keep valuables in a safe place; and avoid keeping a lot of cash in your wallet.</p>
Healthcare	<p>You may experience physical changes because the lifestyle and food are different from what you are used to. Also, there are cases where students suffer from food poisoning, homesickness, and other problems. In particular, health issues are typical in the first couple of weeks or months. You should understand the food, culture, and sanitary conditions in your host country.</p> <p>If you are ill, you are advised to see visit a doctor, and to use your health insurance.</p>

Accommodation (dormitories, homestays, apartments, etc.)	<p>Whether you are staying in a student dormitory, apartment, or doing a homestay, there will be rules on curfews, visitors, etc. Follow these rules carefully. If you fail to do so, you may be forced to leave your accommodation.</p> <p>If you are staying in a dormitory and having problems with your roommate, <u>speak with the local coordinator in charge of accommodation</u>. If you have a legitimate reason and there is a vacant room, and another student also wants to change rooms, you may be able to change rooms or be paired with a new roommate. The same applies for homestays.</p> <p>You must take responsibility for your own living environment. However, if you want to change your accommodation for your convenience, the local administrators may not grant your request.</p> <p>If you have any concerns or are unsure what to do, speak with the local program coordinators. Be sure you understand the rules for your accommodation, and seek solutions within the boundaries of the rules.</p> <p><u>Some universities may require you to leave the dormitory during long breaks. Confirm these regulations in advance and make the necessary preparations.</u> Always confirm beforehand, so that you won't lose your place of stay as soon as you start your vacation.</p>
Laws of the host country (alcohol, drugs, etc.)	<p>The laws of the host country apply not only to its citizens but also to you. Understand that these may vary from the rules and laws in Japan. Unfortunately, in some countries, illegal drugs are readily available, and there may be drug users around you who recommend or suggest them. Remember that drugs are illegal, and if someone recommends that you try them, you should strongly refrain from doing so. If you are caught using drugs, you may be expelled from your host country, and in some countries, you may even be sentenced to death.</p> <p>Also, drink responsibly, and be aware that the legal drinking age may differ from that in Japan. There have been cases of students drinking heavily and causing problems just before they return to Japan. Follow the rules, and strictly abide by the local laws. Otherwise, you may be required to discontinue your study abroad.</p>
Travel	<p>Broadly speaking, traveling can be seen as part of the study abroad experience, and if you have extra time, it is good to travel in order to broaden your worldview, as long as there are no detrimental effects on your studies. However, bear in mind that problems that may arise during traveling are very difficult to solve on your own, so you must take special care. Also, if you go on a trip, be sure to inform your parents or guardians about your whereabouts.</p> <p>Ensure your student visa is valid. In some host countries, a grace period is set between the end date of your visa and the required date of embarking, so it may have expired when you leave your host country for a third country, or students may misunderstand their grace period, resulting in an illegal stay.</p> <p>Depending on the country, you may need a visa to re-enter the host country, so be sure to confirm such details well in advance of your departure.</p>

### (3) Do not try to handle all your problems by yourself

After a few months in your program, you may experience feelings of anxiety for various reasons. For example, your language ability may not be improving as much as you had expected; you may have trouble making friends; or you are homesick and want to return to Japan. If you have any of these feelings, talk with other students or the local program coordinators. Sometimes just talking with others will help you feel better. Whenever you are worried about something, it is important to speak with others, not only to hear their advice but also to sort out your own feelings. Please take care if you experience a loss of appetite, sleeplessness, a loss of interest in routine things, anxiety, or have protracted headaches. To prevent symptoms from becoming serious, please do not hesitate to contact the CIE.

### (4) Seek guidance right away

You will not receive any special treatment simply because you are a study abroad student from Waseda University. Large universities in particular have international students from around the world. If you simply wait for assistance, you will most likely receive none. If you have a problem or need help, proactively seek assistance. Ask questions; make requests; and take active steps to resolve your situation. Not all universities maintain good communication among their coordinators, so they are unable to carry out things quickly. Follow the pace of your host location, and be patient, but remember that you may need to send multiple requests for your needs to be accommodated. Even in such cases, please keep a friendly relationship with the person in charge.

If you are having difficulty with your studies, consulting your local study abroad advisors or academic advisors early can be beneficial. Many universities have special support systems for study abroad students, and your local program coordinator can guide you to the right resources. When seeking advice, follow the rules below:

- Visit them during regular office hours.
- Understand the position and role of each coordinator; they will not simply do things at your convenience. Office procedures may take longer than you imagine; contact your local coordinators in promptly.

### 3. Before returning to Japan

#### Information for international students: status of residence in Japan

International students who returned their residence card when leaving Japan are required to obtain a certificate of eligibility (COE) to apply for a visa to enter Japan. To acquire a status of residence of "student," complete the procedures below by following the instructions from Waseda University:

Application for COE	You will need this certificate when applying for a visa to enter Japan after completing your study abroad program. If you need a status of residence of "student," the University will apply on your behalf before you return to Japan.
Visa Application	After receiving a new COE, you must apply for a visa at the Japanese embassy or consulate.

#### Reference

- Immigration Services Agency <https://www.moj.go.jp/isa/index.html>

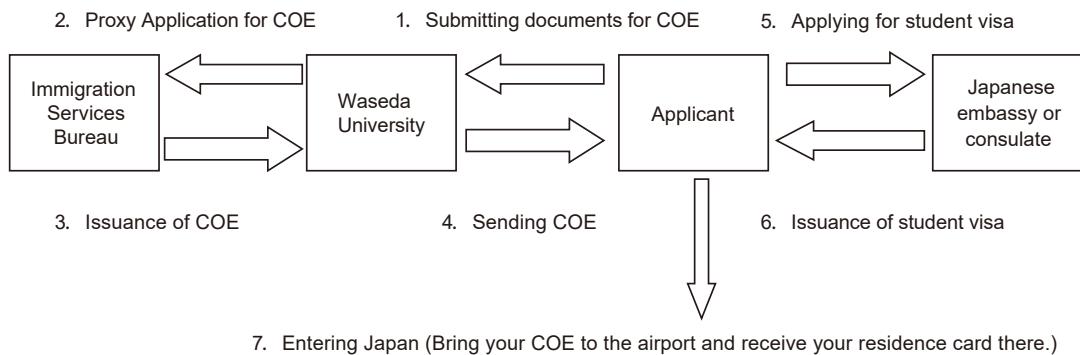


- List of Diplomatic Missions Abroad, Ministry of Foreign Affairs [https://www.mofa.go.jp/about/emb\\_cons/mofaserv.html](https://www.mofa.go.jp/about/emb_cons/mofaserv.html)



#### Steps for entering Japan after applying for a COE

If you use a proxy application, it will take two to three months to get your COE. Since you must enter Japan within three months after the COE is issued, you need to decide your entry date before applying.



Note: This is the latest information as of November 2025. It is subject to change without notice by the Immigration Services Agency, the Ministry of Foreign Affairs, or other relevant agencies.

# II. Overseas Safety and Crisis Management

## 1. Crisis management

Many Japanese students face challenges while staying overseas, and in some of these can affect your experience. Often, these problems happen because of a lack of preparation. It is important to think about risk management, and consider how you would respond in a potentially dangerous situation, as well as how to avoid such situations in the first place.

There are several ways to manage a crisis. Sharing information with other international students and supporting each other can help if something happens. Staying aware of your situation, sharing updates, and preparing for possible problems are key parts of crisis management. You do not have to handle everything alone—reach out to your study abroad coordinator, your parents or guardians, friends, or CIE coordinators for help.

However, if a crisis happens, such as a crime, accident, natural disaster, riot, disease, injury, negligence, or financial problem, or claims or damage resulting from any of the above, it is important to act responsibly. Make sure to pay attention to your safety every day.

### **Basic rule: show initiative!**

### **You are the one who secures your safety and deals with unexpected incidents.**

More students from Waseda University are studying abroad each year. We encourage all students to be aware of crisis management and take responsibility for their own safety while we continue to provide support.

## 2. Health management

Maintaining proper health is the personal responsibility of each student. Be sure to eat a balanced diet. This includes eating an appropriate amount of food. In some cases, students only eat foods that they like at the student cafeteria and return to Japan ten kilograms heavier while also suffering from malnutrition.

It is also important to consider the sanitary conditions of the area that you will study in as not all countries have water or food that can be safely consumed. Moreover, stress can cause you to be prone to anorexia or binge eating, so we highly encourage you to pace yourself and pay attention to your health management. If you feel even slightly ill, please visit your nearest clinic or medical facility as soon as possible. Moreover, with regard to infectious and endemic diseases in the location in which you will study, please thoroughly research the local sanitary conditions and prevention measures before departure. In addition, if you plan to leave your local area, please see the local health center or medical clinic for information on prevention measures, vaccinations, and inoculations. During this period, you may need to consult your vaccination/inoculation certification booklet. (Please refer to your Maternal and Child Health (MCH) Handbook, in Japanese, 母子手帳).

In an unfamiliar environment, you may feel become homesick or stressed. If you find yourself in a situation you cannot solve on your own, visit the host university's clinic, counseling center, or the nearest medical institution. Mental health is a very serious matter, so please talk to a professionally trained counselor before it becomes a problem. Be sure to find out what counseling services and other services are available at your host university.

When you visit a hospital for the first time, please contact Waseda University Support Desk and your local program coordinators. It is best to ask for their help, as each university handles insurance differently. Waseda University Support Desk can introduce you to or make an appointment at the nearest hospital. It may be able to advise you about which hospitals offer treatments without cash, so it is a good idea to contact them before making your own inquiries at hospitals. The Waseda University Support Desk also provides mental health consultations.

Please note the following:

- (1) Ask Waseda University Support Desk or your study abroad coordinator at the host university for information on the nearest hospital, the university clinic, and its location.
- (2) Be aware that the insurance does not cover dental diseases, such as tooth decay and wisdom teeth treatment, or chronic illnesses, diseases, and injuries that existed before the overseas travel insurance became effective. Please take the necessary treatments before departure.
- (3) If you have a chronic illness, please obtain a doctor's certificate, indicating the disease prognosis in the local language, and attach it to your emergency card. Keep it with you at all times. Please prepare a certificate in English or the local language outlining your prescription in case you require medication for your chronic illness.

Also, if you are asked about your belongings by an immigration officer when entering your destination country and need to explain your medicine, please use the word "medicine" instead of "drug."

So far, the novel influenza and novel coronavirus pose a threat to our daily life and have spread world wide as a pandemic.

Waseda University, other host universities, the crisis management service company, and the insurance company will cooperate and provide students with useful information about such illnesses, and in the case of a major pandemic in a particular area, we may ask you to follow our instructions accordingly for your safety. Please pay extra attention for up-to-date information on such infectious illnesses.

Up-to-date information is available on government website (MOFA's safety website).

### 3. Incidents and accidents

#### (1) Riots or terrorist incidents

Stay away from areas where terrorist incidents or riots have occurred. Check the local television, newspapers, and internet news for the latest information. Be sure that your communication channels are open.

Contact your family and the CIE, and report your current situation and conditions relating to your immediate surroundings. If you receive an email from the CIE checking on your safety, please respond as soon as possible.

Contact the nearest embassy or consulate, police station, and your host university and follow their directions.

#### (2) Gun-related incidents

If you hear a gunshot, do not leave your room. Do not even look out your window. If you are outside, do not rush. Follow the instructions given by the local police, university, and embassy.

#### (3) Traffic accidents

Waseda University does not prohibit students from driving a car or riding a motorcycle. However, we strongly recommend that you do NOT drive a vehicle as traffic rules are quite different in each country, and that imposes high risk on you. If you need to drive, you should be fully aware that you are taking full responsibility for it, and please bear the following in mind. Also, please note that the insurance you purchased through Waseda University does not cover any injuries, treatments, damage, compensation, etc. caused by driving car or motorcycle accidents.

- Follow the local laws and regulations.
- Driving can cause harm to yourself, others, or property, and you may be held liable for any damage to third parties.
- Pay attention to your surroundings when walking as driving speeds and the traffic rules may be different from those in Japan.
- If you cause an accident, call the police. If you are the victim, call the police as well and follow their instructions. The other party's insurance should cover your costs if they are at fault.
- If possible, let your family, your host university, the CIE, and the Waseda University Support Desk know about your situation.

#### (4) Alcohol

In the U.S., it is illegal to drink alcohol if you are under twenty-one, and breaking this law can lead to serious penalties. In the U.S. and many European countries, drinking on the street is also banned, and in some places, it may even be illegal to drink in your own garden. The same rules can apply in university dormitories or homestays. Always make sure to follow local laws.

There have been cases of students getting heavily drunk or losing consciousness at the end of a course party or just after arriving in the country. Students often feel a sense of accomplishment or relief at these times. Such incidents have been treated as criminal cases or require emergency medical assistance. Offering or forcing minors to drink will be punished. Act modestly and respect the local rules during your stay.

#### (5) Drugs

Drug abuse can result in very serious penalties. In some countries, it can even lead to the death penalty. If you are punished for drug use, you may not be able to continue your study abroad, even if the penalty is minor.

#### (6) Rape and sexual harassment

Crimes like these can happen because of cultural differences, changes in your environment, or not understanding the language or local customs. You could become involved without meaning to and be seen an offender or accomplice. Avoid walking alone at night, and do not jog in large parks after dark. Always be aware of your surroundings and avoid risky places and times.

##### Important! Date Rape Drugs

You might have heard of date rape drugs. Sometimes, at parties or when people are drinking together, someone could secretly add illegal drugs to another person's drink. This can cause the person to lose consciousness and be sexually assaulted. To avoid this situation, go out with people you trust, do not accept drinks from others, always use your own glass when your order is served, and never leave your drink alone, even when using the washroom.

## 4. Theft and property loss

### (1) How to avoid becoming a victim of pickpocketing or theft

There are many cases of minor crimes, such as theft and burglary, in foreign countries.

To stay safe be aware of the following:

- Keeping all your valuables in one place is risky, such as wallet, credit cards, passport, mobile phone, and PC. You are likely to lose everything in one theft. Try to keep each valuable in a different location.
- Do not walk alone outside at night. Take care, especially in isolated or bad-reputation areas.
- Do not use bags and outfits that are easy to be target.
- Be vigilant in busy streets and tourist areas because of pickpocketing and mugging. Try to walk in the middle of the sidewalk to avoid purse-snatchers or being pulled into an alleyway. Cell phones are often targeted on trains.
- If you encounter a crime, do not resist, and give up your valuables to protect your safety.
- Do not carry large amounts of cash. To avoid skimming, where criminals steal information from magnetic cards and make copies, check your credit bill or account statement regularly.
- Be careful of phishing. Criminals may send messages that appear to come from a bank to steal your personal information. Never give out your credit card number or password to others.
- Always pay attention to your surroundings, and do not keep your bag open in public places, such as restaurants, cafes, and university libraries.
- If you experience one of these crimes, call the police, and take the necessary steps. In some cases, you may need to file an insurance application.
- You can also call the Waseda University Support Desk for help.

#### Important! How to avoid problems while traveling

Various troubles have been reported during travel. For long-term study programs, these often occur during a break or after completing programs, and for short-term programs, during weekend trips.

Be careful of theft, in particular, bag snatching and pickpocketing. In many cases, important items are stolen, such as passports, mobile phones, cash, credit cards, and airline tickets. It is advisable to pack these items separately and to make a copy of the passport separately. If you lose your passport while outside your host country, you may also lose the visa, which was issued to study at your host university, and this may result in discontinuation of your study abroad program.

If you are traveling on holiday, be more careful than usual and carry emergency contact information, including details of embassies, insurance companies, police stations. As mentioned on previous pages, always inform your family of your whereabouts and phone numbers, even when traveling.

### (2) When you experience theft or property loss

If you experience theft, you should complete a property loss report at the local police station promptly. This report is needed to request insurance reimbursement. For more information about the application process, contact the Waseda University Support Desk.

#### ① Passports

If you lose your passport, report it to the Japanese embassy or consulate, or to your home country's embassy or consulate, and apply for a new one. Reissuing a Japanese passport usually takes approximately two weeks. Before you travel, make sure you have the contact details of the embassy or consulate at your destination. You can submit the notification of a lost passport and the reissue application form at the same time.

##### a. Necessary documents for reissuing a passport

- A Notification of a lost passport that includes your passport number, the date and the place it was issued. Ask the embassy or consulate if you need more details. If you have a copy of your passport, bring it with you as it can be helpful.
- A property loss certificate issued by the police station or a disaster victim certificate issued by the fire department
- One passport photograph with a height of 45 mm and a width of 35 mm, which was taken within the last six months
- Any other form for reference, if necessary (ex.; ID to prove who you are and confirmation of nationality)

##### b. Necessary documents for applying for a new passport

- A passport application form (Ask the embassy or consulate for details.)
- Your family register (戸籍抄本または謄本) (issued within the last six months)
- One passport photograph (One passport photograph with a height of 45 mm and a width of 35 mm, which was taken within the last six months)

This information may change without notice. For the latest updates, please visit the website below.

[https://www.mofa.go.jp/mofaj/toko/passport/pass\\_5.html](https://www.mofa.go.jp/mofaj/toko/passport/pass_5.html)



## ② Cash

It is hard to recover stolen cash because there is usually no proof, so insurance will not cover it. However, we recommend that you submit a property loss report to the host university and police, as they may be able to recover other items. Try not to carry large amounts of cash.

## ③ Credit cards

Tell your credit card company right away if your card is lost and give them the card number so they can suspend it. Since someone might use your card, you should cancel it immediately. Keep local contact information in advance. Ask for a replacement card, if necessary.

## ④ Mobile phones, PCs, and tablet devices

The loss of mobile phones and PCs is often reported. When your insurance covers the loss, you may need a police report to make a claim. Contact the police or Waseda University Support Desk for further details. If your device is stolen, you may also lose your data, so remember to back-up important files regularly.

## ⑤ Other valuables

Please submit the police property loss report or certificate, proof of your valuables, or any other documents that show evidence of your lost property, such as receipts or photos to your insurance company.

However, in cases where the student is responsible for the loss, the insurance company will not provide compensation. If you are responsible for the loss, the insurance company will not provide compensation. This also includes borrowed items.

## ⑥ Theft or loss of property on airplanes or long-distance buses

When applying at the site, submit your ticket and baggage claim tag. Take responsibility for your belongings. In some cases, lost items can be found by tracing baggage claim tags, but this can take time.

# Returning from Study Abroad

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# I. Registrations After Returning

## 1. Post-program notifications

Please complete the following procedures as soon as you return to Japan:

When	What	Where	Purpose/Method
Upon Returning to Japan	Notification of Return to Japan	Your Undergraduate or Graduate School Office	Each undergraduate and graduate school has its own form. Please fill it out and return to your school office.
	Re-Entrance Form	Your Undergraduate or Graduate School Office	Check with your undergraduate or graduate school office regarding the form and procedures to complete upon your return.
	Study Abroad Report	The CIE	The CIE encourages students returning from study abroad to link their experience by preparing a Study Abroad Report that reflects their lessons and insights. This report will also serve as a valuable resource for future students who consider studying abroad when choosing a program. To submit your report, contact the CIE for detailed instructions on the process.
After returning to Japan (Check with Your School Office)	Official Transcript and Verification of Study Abroad Status	Your Undergraduate or Graduate School Office	<ul style="list-style-type: none"><li>- Credit transfers</li><li>- Applications for counting a studying abroad period as an enrollment period</li></ul> <p>Please confirm with your school office beforehand as procedures may vary. You must submit proof of your study abroad program to your school office. These documents will also be referred in the credit transfer process. If you did not obtain all the required documents before returning to Japan, please contact your host university coordinator. Depending on the program, those documents to the CIE and then forwarded to your school office. contact your school office for more details.</p>
After returning to Japan	Documents Required for Recipients of JASSO Scholarship for Overseas Studies to submit	The CIE	<p>If you are part of the JASSO Scholarship for Overseas Studies Program (Scholarship for short-term study abroad), you need to send the following documents to JASSO. Please follow the instructions in the email you received with your final recruitment notice. If you miss the deadline, you may have to return any stipends you received.</p> <ol style="list-style-type: none"><li>1. Reporting before/after study abroad</li><li>2. Report on the number of credits earned</li><li>3. Essay assignment (short-term programs only)</li></ol>
	Procedures Required for Recipients of JASSO Category 1 and 2 scholarships	Scholarships and Financial Assistance Section	<p>Please go through the required procedures after you return.</p> <p>➡ P.16, 22</p>
	Study Abroad Student Adviser Registration Form (Optional)	Study Abroad Student Advisers	<p>Student study abroad advisers are a team of volunteers group affiliated with the CIE who have experienced one of the CIE's long-term or one-semester study abroad programs. They support students who want to study abroad and hold events related to study abroad programs. They also publish the <i>Study Abroad TIMES</i>.</p> <p>➡ P.43</p>
	Student Health Promotion Mutual Aid Association Membership Fee Refund Procedure	The Counter of the Student Affairs Section (Student Health Promotion Mutual Aid Association) at Waseda University Student Center 1F, Toyama Campus	<p>For Mutual Aid Association members who participated in university-approved study abroad programs, the Student Health Promotion Mutual Aid Association will refund the membership fees (JPY 1,500 per half year) they incurred during their study abroad program. To receive a refund, submit the required documents in person or send them by post to the Student Affairs Section by the 10th of the third month following your return to Japan.</p>

## II. Study Abroad Student Advisers

This is your chance to utilize your study abroad experience! So we would like to introduce some of the activities planned and carried out by Student Study Abroad Advisers.

### <Who are Study Abroad Student Advisers?>



Study Abroad Student Advisors are a team of volunteers that belong to the CIE who have participated in medium- and long-term study abroad programs offered by the CIE. Members of the team who have studied in various places, from English speaking areas like the U.S.A. and Canada to European and Asian countries, will support your wish to study abroad. The team was established 21 years ago, and it has been active under its motto: **"Help as many students as possible discover the value of studying abroad."** Throughout the year, we hold consultation sessions and plan events to support studying abroad, as well as publish an information magazine called *Study Abroad TIMES* and more.

### <Featured Events in 2025>

#### ◆ Deawa-Night

This is an event for students who have already decided where to study abroad. Study abroad candidates will have the opportunity to meet other students with study abroad experience from the same faculty or graduate schools in the same overseas university or area and hear the experiences of those students in that foreign country. Questions such as "What should I do before leaving?" and "What should I bring?" will be answered!

#### ◆ Open Campus 2025

The Open Campus in 2025 was held for two days on August 2 and 3. This is an event for high school students who are interested in Waseda University, and it aims to convey the appeal of studying abroad as a Waseda University student. The event was held in-person, with a panel discussion by those who have experienced studying abroad and a general question session. We received favorable comments from the high school students who participated in the event, such as "It was great to hear real stories from seniors who have studied abroad!" and "Not only do I want to study abroad, but my desire to apply to Waseda University has become even stronger!"

#### ◆ Study Abroad Fair Consultation Booth

This is an event where you can directly consult with study abroad student advisors about your concerns before applying for a study abroad program, and you can ask them various questions about studying abroad. You can receive advice on choosing a study abroad destination and help for taking the first step toward studying abroad. We received high praise from the participants, with comments such as "I was able to participate casually" and "I was able to speak frankly about various things to seniors who have studied abroad."

### <Photographs of our events>



**Please feel free to contact us with any questions.  
We look forward to seeing you at our events!**



★Information★  
email: adviser.event@gmail.com

Instagram



X



YouTube



# References

## Waseda University Study Abroad Program List

<https://www.waseda.jp/inst/cie/from-waseda/abroad/programlist/list>



## Short-Term Programs

<https://www.waseda.jp/inst/cie/en/to-waseda/short>



## Departmental Exchange Programs

<https://waseda.box.com/s/b7he536wdhy2eqhkcztz5rl9hzluqwbq>



Under agreements with overseas partner institutions, some undergraduate and graduate schools conduct exchange programs of their own. Each school has its own screening process to select participants. Please refer to your school's website, and follow its instructions.

## Number of Study Abroad Students

<https://www.waseda.jp/inst/cie/en/center/data>



## Study Abroad Assistance (Waseda Global Gate)

Aiming at globalizing the education provided at Waseda University, the CIE supports students from abroad studying at Waseda and students from Waseda studying abroad, as well as the university's education programs.

The Waseda Global Gate (Building 22, first floor) is a one-stop service center where students can receive information on international education, such as study abroad programs, and also connect with the university's global network. The seminar room is used for classes for short-term international students and for various events.

The Waseda Global Gate provides the following information/services:

- Information on study abroad programs that Waseda University provides
- Books for preparing your study abroad program (making copies is allowed)
- General consulting by the CIE  
(For Departmental Exchange Programs, contact your undergraduate or graduate school office.)
- Reports by students who have taken part in study abroad programs

The CIE encourages you to use this information to help you prepare for a rewarding study abroad experience.

Address	〒169-0051 1-7-14-1F Nishi-Waseda, Shinjuku, Tokyo Waseda Global Gate, Center for International Education, Waseda University
Opening Hours	Weekdays 10am - 5pm (reservation for personal consulting online/at WGG: 0pm - 5pm) We usually ask students to make a reservation for personal consulting at WGG. Refer to the URL for more details: <a href="https://waseda-cie-online.resv.jp">https://waseda-cie-online.resv.jp</a> (Closed on weekends and national holidays) Please check the CIE website for the latest information.
Inquiry	<a href="https://www.waseda.jp/inst/cie/en/contact">https://www.waseda.jp/inst/cie/en/contact</a>

Open for the following hours during summer and spring breaks: 10am - 4pm on Monday, Wednesday, and Friday.  
Consulting services are available between 0pm to 4pm.

## FAQ—What should I do in this case?

<https://www.waseda.jp/inst/cie/en/from-waseda/faq-2>



Questions/Problems	Where to Contact
Credits counted toward my graduation	Please check your school's guidelines or website for credit transfers. If you still cannot solve the problem, please contact your undergraduate or graduate school office
My suitcase/PC was broken/stolen	Waseda University Support Desk
I would like to correct, extend or cancel my insurance period. About my insurance certificate	Waseda University Campus Insurance Center (For the procedure for correcting, extending or canceling your insurance period, please check the documents sent to you by the insurance company.)
I'm sick, and I would like to know which hospital to go to.	Waseda University Support Desk
I'm having trouble sleeping. I'm unable to attend classes.	Waseda University Support Desk
I'm having issues with my dormmates (noise, cleaning, etc.) that I can't resolve.	Staff in charge of dormitories in the host country
I received an invoice from my host university.	Staff in charge of your program in the host university, or Waseda Global Gate
I need to submit my academic transcript from my host university to my undergraduate school in Japan.	How to obtain a transcript depends on the host university. Any transcript received at the CIE will be passed on to your undergraduate or graduate school. If obtaining a transcript needs to be done on an individual basis, please be sure to personally ask your host university to issue the document.
Who can I contact in the event of theft or illness when I am overseas?	Please contact the Waseda University Support Desk. The phone numbers differ from country to country, so check the Study Abroad Support Guide beforehand for the number for the country you are in.
I want to contact Waseda alumni living abroad in order to obtain information on the area, local exchange events, and jobs and career after graduation.	Please contact the alumni association of Waseda called the Tomonkai. For the details, please refer to the following page: <a href="https://www.wasedaalumni.jp/e/tomonkai/#alumni_list">https://www.wasedaalumni.jp/e/tomonkai/#alumni_list</a>



## **2026 RECRUITMENT STUDY ABROAD GUIDEBOOK**

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email: [info@seibunsha21.co.jp](mailto:info@seibunsha21.co.jp)  
<http://www.seibunsha21.co.jp>

*It's time to explore the world!*

