



Online Application Registration Manual

Notes when applying

- 1) Many people may access to the website at the same time before the online application deadline, which can cause the access error etc. Please complete registering your application well in advance of the deadline. No registration or submission will be accepted after the designated periods for whatever reasons.
- 2) Please note that changes can be made only during the registration period.
- 3) You cannot view the contents you have entered after the online registration deadline. To confirm them after the deadline, check the application notification email or your application screen printout. The CIE will not accept any questions regarding registered information or its confirmation.
- 4) To avoid losing your data due to session timeouts and operation mistakes, save it every fifteen minutes or so.
- 5) “[MyWaseda] Application Acknowledgement” and “[MyWaseda] Confirmation of Application” emails will be sent to you within five minutes of completion of the application. If you do not receive any email, access the application form again to check whether your application has been successfully submitted. If there was a registration error, please reapply.
- 6) For questions regarding the computer system, please inquire by logging in to MyWaseda and clicking “IT Services” > “Help Desk”> “Support.”

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1. Open the application form

Click **Submit** on the application form.

WEB応募期間：20XX/XX/XX（月）10:00～XX/XX（木）17:00

Online Application Period：20XX/XX/XX（Mon.）10:00～XX/XX（Thu）17:00

【注意事項】

- ・この募集は、WEB登録をしただけでは応募完了になりません。**指定期間内に、WEB募集と応募書類の提出の両方を行ってください。**なお、どちらを先に行っても問題ありません。
- ・海外留学春募集要項（20XX年X月締切分）およびその付属書類を全て熟読し、最新の**プログラムリスト**を確認のうえご応募ください。
- ・WEB応募に際し入力された情報は、プログラム運営上留学センターおよび所属事務所が応募学生や保護者等と連絡を取る必要がある場合にのみ利用され、その他の目的には利用されません。
- ・【共通】と書かれた設問は、全員入力してください。
- ・【英語】と書かれた設問は、英語プログラムに応募される方のみ入力してください。
- ・【非英語】と書かれた設問は、非英語プログラムに応募される方のみ入力してください。

【Notes】

- ・ This application is not complete with web registration alone. **Please complete both the online application and document submission within the designated period.** You may complete them in any order.
- ・ Please read all the information mentioned in the **Study Abroad Programs Spring Recruitment Application Guide (Deadline: XX 20XX)** and all accompanying documents, and confirm the newly updated **Program List**.
- ・ The information you have entered in the online registration form is only used by the CIE and the school officer or the program operation and to contact with you and your guardian, and will not be used for any other purposes.
- ・ 【All】 All students are required to fill in.
- ・ 【English】 Students applying to the programs conducted in English are required to fill in.
- ・ 【Non-English】 Students applying to the programs conducted in a language other than English are required to fill in.

許可する（上書き申請）

申請

Notes

The application form cannot be accessed, or the **Submit** button cannot be clicked outside the application period.

2. Fill out the application form

Fill out the form.

Reference: Contents of online application form

Chapter	Contents
Chapter 1	【For all】 Personal information
Chapter 2	【For all】 Programs you apply
Chapter 3	【For English programs】 Questions regarding English proficiency
Chapter 4	TOEFL iBT® / TOEFL iBT® Home Edition
Chapter 5	TOEFL ITP®
Chapter 6	IELTS
Chapter 7	Test dates of your TOEFL iBT®
Chapter 8	Test dates of your IELTS
Chapter 9	Others
Chapter 10	【For Non-English programs】 Questions regarding Non-English Language Proficiency
Chapter 11	【For all】 Study/Research Plan
Chapter 12	【For all】 Confirmation and Agreement for Application

Reference: 【Notes】 Chapter 3-9 (English Proficiency)

章 3

【英語】 語学能力に関する設問 Questions regarding English Proficiency

英語で行われるプログラムに出願される場合は、必ず要求される英語能力証明書 (TOEFL/IELTS/TOEIC/PTEのスコア) を入力してください。

【Many students make mistakes in this section. Please be careful!】

- 1) If the score you entered on the online application and the one on your certificate do not match, you will be ineligible for screening. If you fail to submit a copy of your scorecard, you will also be ineligible.
- 2) Input the sectional scores, not only the total score.
- 3) Please note that language requirements depend on the school of the host institution. Please check the Program List carefully.

* Since the language proficiency requirement for science-related departments is sometimes set relatively low in, the U.K., there have been cases where students majoring in humanities, liberal arts, or social sciences, even though already decided as the candidate, have only been able to choose the science department.

- 4) When you submit multiple score sets for the same test type, fill in the second and subsequent scores in the Chapter9-9-1 "Other English Proficiency Test."

Ex.) How to enter Chapter9-9-1 when submitting two IELTS score sets:

"IELTS ② total 6.5, R6.5,L7,S6,W6"

- * Basically, you are not required to submit multiple score sets for the same test unless needed for the sectional score requirements of your desired program.
- * "Total" refers to the total score; "R," "L," "S," and "W" refer to Reading, Listening, Speaking, and Writing, respectively.
- * Serial numbers refer to the sequence you provide for the same test type.

- 5) For the TOEFL®, the way to provide your score differs depending on the score scale:

- The former TOEFL (1-120): Fill in Chapter 4. If you submit multiple score sets, fill in Chapter 9-9-1 the second one onward.
- The former TOEFL (MyBest): Fill in "MyBest Score" in Chapter 4.
- The current TOEFL (1-9): Fill in Chapter 9-9-1, not in Chapter 4.
- TOEFL iBT Australia: Fill in Chapter 9-9-1, not in Chapter 4.
- * Indicate the score scale clearly, such as "TOEFL (120)," "TOEFL (6)," or "TOEFL (AUS)."

- 6) If you submit your score for "Other English Proficiency Test" in Chapter 9-9-1, fill in the following ways:

"The test name + the serial number + the total score (+ the sectional scores)"

Ex.) TOEFL (120) ② total 95, R26, L26, S22, W21

IELTS ② total 6.5, R6.5, L7, S6, W6

Duolingo ① 120 (Literacy 125, Comprehension 115, Conversation 110, Production 120)

- * Sectional scores must be submitted, if any.
- * Serial numbers refer to the sequence (number of sheets) you provide for the same test type.
- * "Total" refers to the total score; "R," "L," "S," and "W" refer to Reading, Listening, Speaking, and Writing, respectively.

- 7) Do not enter the language test that are not listed in the Program List and the Details (Program Overview). They will all be invalid.
- 8) Even if you have the language certificates listed in Program List and submit them, if those are not acceptable for the internal screening, you will not be considered for internal selection. For details, please refer to pages19-20 of the Application Guide.

Reference: 【Notes】 Chapter 10 (Non-English Proficiency)

章 10

【非英語】語学能力に関する設問
Questions regarding Non-English Language Proficiency

※プログラムオーバービューや現地大学の語学能力証明として認められていない公的試験証明は、入力されたとしても選考に関与しませんので、入力しないようにしてください。

*Official certificates of language proficiency that are not approved as proof of language proficiency in program overviews and host universities will not be taken into consideration when screening, so do not type in the scores.

Please indicate language study history, including the total years, the name of the institution, hours and classes per week, and the total number of hours you have studied. You must also indicate your current and future study plans and fill in any other items regarding your language study experience and ability.

設問 10-5 .語学学習状況・学習計画報告 Plans for improving your language ability
非英語プログラムに出願する場合は、対象となる言語の現在までの学習歴と今後の渡航までの学習計画を記入してください。(500字以内)
If you apply for non-English program(s), please enter the study states and plan of relevant language. (within 250 words)

:

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

章 11

【共通】 学習・研究計画書 / 【All】 Study/Research Plan

- Choice of language (Japanese or English) will not affect screening results in any way.
- Fill in either question 11-1/11-2 (Japanese) or 11-3/11-4 (English). Please write "N/A" in the answer column of the sections not to be filled in.
- Do not use the half-width bullet symbol (・) as it may be counted as four letters.
- If you are selected as a candidate for the US university group programs, there are some cases where the study/research plan is submitted to your host university as requested.

Please answer the following questions, in your own words, after careful consideration.
(Minor grammar errors will not be considered for scoring, so please write this on our own.)

- Choice of language (Japanese or English) will not affect screening results in anyway.
- Fill in either question 11-1/11-2 (Japanese) or 11-3/11-4 (English).
Please write "N/A" in the answer column for the questions you do not fill in.
- Please do not use half-width bullet symbol (・) as it may be counted as four letters.
- Your Study/Research Plan may be forwarded to your host university as requested.

設問 11-1. 興味のある学術分野と絡めて、あなたが留学を目指す目的を800字～1200字（英語の場合は400～600 words）で説明しなさい。
※システムの都合上、若干の文字数オーバーは認めます。

入力文字数：0文字

:

(800～1200文字の範囲で入力してください。)

設問 11-2. 志望する全ての大学・プログラムについて、志望理由を400字～800字（英語の場合は200～400 words）で述べよ。
※複数のプログラムで共通する志望理由がある場合は、志望プログラムごとに記述する必要はありません。まとめて記述してください。
※複数の専門分野や言語を学ぶプログラムを選択している場合は、それぞれの志望理由が明確になるように記述しなさい。ただし、全体の文字数は400字～800字（英語の場合は200～400words）に収めてください。
※システムの都合上、若干の文字数オーバーは認めます。

入力文字数：0文字

:

(400～800文字の範囲で入力してください。)

Notes:

When writing your reasons for selecting the universities or programs in 11-2 or 11-4, you are required to summarize all of your reasons within the word limit, even if you have selected more than one program. The question is NOT designated for you to write a separate response for each program with the specified length (400-800 characters in Japanese or 200-400 words in English).

Reference: 【Notes】 Chapter 12 (Confirmation and Agreement for Application)

章 12

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

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

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

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

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

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

* : 上記に同意する I agree to the conditions

3. Completion of application form registration

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

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* : I agree to the conditions

Cancel Save

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

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

✕ Confirm Submit

Do you want to save the request?

No Yes

[If you click **Yes**]

You will see the words "Saved" and press **OK**. Then, "[MyWaseda] Confirmation of Application" and "[MyWaseda] Notification of Accepted Application" emails will be sent to your Waseda Mail. They will be sent within five minutes. **If you do not receive an email, it is a registration error. Please be sure to register again.**

Memo

Please refer to the Application Guide for the sample emails of "[MyWaseda] Confirmation of Application" and "[MyWaseda] Notification of Accepted Application."

4. How to correct what you have registered

You can modify what you have entered as many times as you like **during the registration period**.

Please access the application form again and click **Resubmit** to register.

【注意事項】

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- ・【英語】と書かれた設問は、英語プログラムに応募される方のみ入力してください。
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【Notes】

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- ・ 【Non-English】 Students applying to the programs conducted in a language other than English are required to fill in.

許可する（上書き申請）



Note

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

END