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# **Application Guidelines for Waseda University Double Degree Programs (for April 2027 / September 2027 Enrollment)**

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# **DD**

WASEDA UNIVERSITY

CENTER FOR INTERNATIONAL EDUCATION (CIE)

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## I . Points to Note

- Academic calendar in Japan starts from April. For details of the academic calendar in Waseda, please refer to our [Academic Calendar](#).
- Once enrolled in Waseda University, the student is expected to complete the given exchange period. Extension or shortening of the period is NOT permitted.
- In principle, those who have participated in Waseda University's DD program before CANNOT re-apply to the same School / Graduate School, unless under unforeseen circumstances. In such cases, please be sure to consult us in advance.

## II . General Requirements

### 1. GPA / language proficiency

- All applications must meet ALL the requirements such as the GPA, language proficiency and on.
- Applicants must meet the GPA requirement based on a 4.0 scale. If your home university does not calculate GPA on this scale, your transcript(s) and grading table will be used to recalculate it. To ensure accurate conversion, you must submit your university's grading system in advance so we can convert your GPA to the 4.0 scale.
- Waseda University does not round up decimal points.
- If the applicant has transferred from another university, only the period of enrollment at the current university will be considered. Any study period completed prior to the transfer will not be counted. Therefore, GPA calculations will be based solely on credits earned at the applicant's current university.

### 2. Educational Background requirements

<Pre-university education>

Apply for Undergraduate Schools	Applicants must have completed at least <u>12 years of school education (excluding higher education / education at university) or equivalent.</u>
Apply for Graduate Schools	Applicants must have completed <u>16 years of school education or equivalent.</u>

### 3. Academic requirements

- Applicants must be enrolled in their Home University at the time of application and continuously be enrolled until the end of the exchange study period at Waseda University.
- When applying for the Undergraduate DD program, students must be continuously enrolled as a full-time undergraduate student until their graduation at the home university.  
When applying for the Graduate DD program, students must be continuously enrolled full-time at the graduate level until the end of the exchange study period at Waseda University.
- By the time students begin their program at Waseda, they must have completed at least two

years at their home university.

#### 4. Others

- DD candidates from National Taiwan University / Korea University have to study back at their home university for at least half a year after completing their study at Waseda in order for them to obtain a Waseda diploma.
- DD candidates from Peking University / Fudan University have to study back at their home university for at least 1 year after completing their study at Waseda in order for them to obtain a Waseda diploma.

### III. Requirements for each Schools / Graduate Schools

Please read through the list below carefully;

[◆Application Requirements and Restrictions for Double Degree Students \(April 2027 / September 2027 Enrollment\)](#)

### IV. Application Schedule

- Please follow the STEPs listed below.
- Be sure to check the procedures carefully, since incomplete applications will not be accepted.

#### <STEP1> Screening and Nomination by your Home University

When	Date set by your Home University
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- Your Home University must nominate you for the first step. Please check with your Home University personnel in charge of the Exchange Program.
- There are application requirements such as language proficiency and GPA as well as limitations such as entrance periods, grades, and departments, so please check these conditions thoroughly before making your selection. Application requirements are strictly enforced; if you do not meet the requirements, you cannot apply.

#### <STEP2> Prepare for your application

When	April entry	August to October
	September entry	November to January (of the following year)

- Read and check the online application questions before the application starts.

[Reference] [Sample of questions of the application form](#)

- Prepare the required documents (including the documents for the COE)

[Reference] [CHECKLIST for WASEDA Double Degree Program Application](#)

If a language proficiency certificate is required, make sure you obtain the official score BEFORE you apply. In addition, if you are going to ask for Academic Accommodations due to your disabilities,

please prepare the required documents.

<STEP3> Application		
When	April entry	November 1st to 20th
	September entry	February 1st to March 1st

- The URL for the Online Application Form will be sent to your program coordinator before the application period.
- During the application period, you must fill out the Online Application Form.
- After you filled out the Online Application Form, the confirmation screen would appear. It shows all the information that you have entered. Please print it out and keep it by yourself, since you cannot confirm this screen afterwards.
- In case you find any errors after submission, please notify us immediately by email.
- Please be aware that there are several procedures you must complete AFTER you finish the Online Application Form. For details, please refer to the following sections in this guideline;

IV. Required Documents for Application

[2. Forms / documents need to be submitted AFTER the online application](#)

- Please also be aware that you also have to send your application documents by POST.

<STEP4> Screening by Waseda University		
When	April entry	November to January
	September entry	March to May

- We may contact you during the screening, so please check your email regularly.
- The screening will take a few months, since a large volume of applications must be processed.

<STEP5> Notification of Screening result		
When	April entry	End of January
	September entry	End of May

- Waseda University will send an email titled "Notification of Screening result" to your Home University personnel.

<STEP6> Apply for the dormitory / other residences		
When	April entry	Early February
	September entry	Late May/Early June

- Information regarding the application for your residence would be sent to you along with the Notification of Acceptance. For the general information, please refer to the website below;

❖ **Dormitory Desk, Student Affairs Section (Former Residence Life Center) Website**

[https://www.waseda.jp/inst/rlc/en/student\\_dormitory/exchange/](https://www.waseda.jp/inst/rlc/en/student_dormitory/exchange/)

<STEP7> Certificate of Eligibility (COE) would be sent from Waseda		
When	April entry	Late February
	September entry	Mid-August

\*COE would be sent to the Home University and student in an email format.

\*Depending on the situation of the Immigration Services Bureau, issuance of the COE may be delayed from the schedule above. In that case, there is nothing Waseda University can do about it, so **please just wait for our contact and refrain from sending us emails to ask about the situation.**

<STEP8> Visa Application, Preparation to move to Japan		
When	April entry	Early to Mid-March
	September entry	Late August

- After you have received the COE through CIE, you must go to your nearest Japanese embassy or consulate to have a visa stamped in your passport.
- Once your flight schedule has been decided, we recommend you purchase your insurance (including the insurance for your belongings).

For the schedules after coming to Japan, please refer [HERE](#).

Please be especially careful for the information on <STEP6> "Issuance of Official Transcripts" (**No matter what the circumstances, the Official Transcripts CANNOT be sent to your home university earlier.**)

## V. Required Documents for Application

### 0. Notes

- All documents must be uploaded to the Online Application Form.
- All documents must be issued within 6 months unless otherwise specified.
- All documents must be written in English or Japanese.
- Some documents must be issued by the applicant's home university with an official seal if appropriate.

### 1. Documents to submit

<How to submit>

You must submit your documents by **BOTH ① AND ②** below;

① By Data (via the Online Application Form)

Scan all the documents into one PDF file, compress it into a ZIP format, and upload it on the Online Application Form (must be below 10MB).

② By Post

The application documents must be sent by trackable post through your home university

personnel. Please note that we will not accept documents directly from students.

NO.	Name of Document	Notes
①	<a href="#">CHECKLIST for WASEDA Double Degree Program Application</a>	<ul style="list-style-type: none"> <li>• After reviewing the information, check ✓ the box on the right column, and submit with the other application documents.</li> </ul>
②	Copy of Passport (Identification page)	<ul style="list-style-type: none"> <li>• Be sure that the expiration date is after the date of travel.</li> <li>• If your passport is under renewal, please submit a copy of your previous passport.</li> </ul>
③	Official Certificate of Enrollment issued by the home university	<ul style="list-style-type: none"> <li>• The certificate must include: name of the university, year you are in at the time of this application (freshman, sophomore, etc.), name of your school/department, specification that you are attending as a full time student, and your scheduled graduation date (the shortest possible date).</li> </ul>
④	Official Transcript(s) and Grading System Chart (Copy of Undergraduate Diploma)	<ul style="list-style-type: none"> <li>• All applicants are required to submit their most updated official transcript and the grading system chart of their Home University.</li> <li>• If your transcript does not provide a grading system chart, ask your home university for an official document explaining the grading system.</li> <li>• For Graduate school(majors) applicants; Both undergraduate and graduate official transcripts are required. A copy of your undergraduate diploma is also needed.</li> <li>• For Double Major/Degree Students; Please submit all the transcripts you have.</li> </ul>
⑤	<a href="#">Letter of Nomination</a>	<ul style="list-style-type: none"> <li>• It must be signed by your program coordinator.</li> </ul>
⑥	Language Proficiency Score	<p>Refer to "<a href="#">Application Requirements and Restrictions for Double Degree Students (April 2027 / September 2027 Enrollment)</a>" for details.</p> <ul style="list-style-type: none"> <li>• Scores of TOEIC IP, IELTS Online, IELTS One Skill Retake, TOEFL iBT Home Edition, TOEFL Essentials and CAE Score (Cambridge English) are NOT accepted.</li> <li>• My Best Scores of TOEFL tests are not accepted.</li> </ul>
⑦	Educational background	Submit if you have more to write on your online application

⑧	<a href="#">Support Letter from the Home University (Regarding the Application for the Academic Accommodations)</a>	For the details, please refer to [V. Procedures for the Academic Accommodation Due to Your Disability] on the next chapter. Be sure that <u>TWO versions of data (word format AND image/PDF format) are necessary.</u>
⑨	Photographs for Student ID Card	<ul style="list-style-type: none"> <li>• Please prepare your DIGITAL ID photograph for the preparation of your student ID card. We will inform you of the submission procedure once the application period approaches.</li> <li>• [Reference] <a href="#">Requirements for Student ID Card Photo</a> The photo for your student ID card must meet the following requirements. <ul style="list-style-type: none"> <li>■ 4cm (length) x 3cm (width), in color (upper body, front view, no hat, plain background, no border)</li> <li>■ Photos taken with scarves wrapped around the neck or sunglasses are not accepted.</li> <li>■ Photos that are unclear or out of focus are not accepted. If your identity cannot be verified, such as due to significantly different hairstyles etc., the photo will not be accepted.</li> <li>■ Photos taken with a smartphone are not accepted. You must submit an identification photo (photos taken at an identification photo booth are accepted).</li> </ul> </li> </ul> <p>Same photos as your passport will NOT be accepted.</p>
⑩	Copy and Summary of MA. Dissertation	【Doctoral level only】

## 2. Forms / documents need to be submitted AFTER the online application

NO.	Name of Document	Notes
⑪	Academic Study Plan	<ul style="list-style-type: none"> <li>• Must be completed before the same deadline with the Online Application Form. After completing the online application, you would receive an automatic reply email with the URL for the Academic Study Plan and your “Answer ID”; please submit from this URL.</li> <li>• This “Answer ID” (alphabet + number such as A-1234) would be required in the Academic Study Plan form.</li> <li>• The purpose of this document is to examine whether your interests match with the curriculum of the school (major) at Waseda or not. It must be focused on studying at school (major), NOT outside of classes.</li> <li>• If you apply for an English based program, write in English; if you apply for a Japanese based program, write in Japanese.</li> </ul>

		<p>Japanese Language Program (JLP) applicants may write either in Japanese or in English.</p> <ul style="list-style-type: none"> <li>• Please refer to (<a href="#">How to submit Academic Study Plan</a>) in <u>advance</u> to prepare for your application before the application period begins.</li> </ul>				
⑫	<p>Application for Certificate of Eligibility (COE) through "Speed Visa"</p>	<ul style="list-style-type: none"> <li>• You can apply for a COE by filling out the form from the online COE Application System (Speed Visa). We would inform you about the details of Speed Visa via separate email by mid-March.</li> <li>• Those who have a Japanese citizenship CANNOT apply for a COE. In this case, enter Japan with your Japanese passport.</li> <li>• Waseda University does not apply for a COE for other purposes such as internships or studies at Japanese language schools.</li> <li>• Applicants who hold nationality from the Philippines / Vietnam / Indonesia / Nepal / Myanmar / China are required to submit the "Tuberculosis(TB) Clearance Certificate" in addition to the normal Certificate of Eligibility (COE) application documents to prove that you are not infected with TB. The date this rule takes effect differs depending on your nationality, so please be sure to check the details from the following document if you are eligible. <a href="https://www.waseda.jp/inst/cie/news/40765">https://www.waseda.jp/inst/cie/news/40765</a></li> </ul> <p>Please provide a facial photograph that clearly identifies you as the same person as in your passport. There have been cases where the Immigration Services Bureau requested the resubmission of photos because the identity was unclear due to photo editing or processing.</p>				
⑬	<p>Proof of Financial Viability</p> <p>*Submit this document through "Speed Visa".</p>	<ul style="list-style-type: none"> <li>• It must be issued on and after the following date; <table border="1" data-bbox="584 1294 1485 1395"> <tr> <td>For 2026 Spring Enrollment</td> <td>October 1st, 2025</td> </tr> <tr> <td>For 2026 Fall Enrollment</td> <td>January 1st, 2026</td> </tr> </table> </li> <li>• You must prove you can cover the expenses while in Japan with the following documents. The amount must be more than <u>1,440,000JPY/year or 720,000JPY/semester</u>.</li> <li>• We recommend you select A or/and B listed below. Select C only if you cannot cover the expenses by only A/B, because C may take a little longer process to check.</li> <li>• You can combine A-C to meet the required amount. All relevant documents should be submitted in this case.</li> <li>• Valuation of financial products such as stocks or ETFs may not be counted as part of your balance. Therefore, be sure to prepare the necessary amount by cash deposit.</li> </ul> <p><u>A : If you are financing yourself</u> &lt;Official Bank Balance Certificate&gt;</p>	For 2026 Spring Enrollment	October 1st, 2025	For 2026 Fall Enrollment	January 1st, 2026
For 2026 Spring Enrollment	October 1st, 2025					
For 2026 Fall Enrollment	January 1st, 2026					

		<p>*If your bank does not issue a balance certificate, please ask your bank to issue a letter that states your most up-to-date balance with information on the name of the account holder, issuing date and signature of bank official and/or organization office stamp. A hard copy of a web page is accepted if all of the above information is on it.</p> <p><u>B: If someone other than yourself is covering your expenses</u>          &lt;Official Bank Balance Certificate of the person covering your expense AND <a href="#">Written Oath for Defraying Expenses (Sample)</a>&gt;          *The person who covers the expenses must be the same person you registered as the supporter on "Speed Visa."</p> <p><u>C: If scholarship / loan is covering your expenses</u>          &lt;Certificate of Scholarship / Loan&gt;</p> <ul style="list-style-type: none"> <li>*The Certificate (or letter) must clearly state the name of organization providing the fund to you, amount of scholarship available during your visiting period, issuing date and signature of the funding organization and/or stamp of the organization.</li> </ul>
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## VI. Procedures for the Academic Accommodation Due to Your Disability

### 1. Outlines

- If you need to apply for an Academic Accommodation due to your disability, you need to complete a specific procedure in advance.
- Please make sure that these applications are limited to requests for ACADEMIC considerations (e.g. when taking courses, taking exams, etc.) . Please do not include here requests for accommodations in daily life at the Exchange Students' Dormitory ; those should be arranged with the [Dormitory Desk, Student Affairs Section \(Former Residence Life Center\)](#) after you have been accepted as an DD student.
- Waseda University cannot provide you with any accommodations beyond what you actually receive at your Home University. Furthermore, note that your application would be judged based on Waseda University's own standards, so there may be cases our answer does not meet your requests.
- In case there was any change regarding the situation of your disability AFTER the application and thereby need to change your application contents of your Academic Accommodations, please contact us separately.
- The following cases are UNLIKELY to be approved as reasonable academic accommodations in Waseda.

- To replace attendance with reports.
- To replace in-person exams with reports/online exams.

- To take all the courses online.
- To take all the exams (including the little tests) in a separate room.
- General supports for daily life (transfer support when commuting to school, assistance with eating and toileting, etc.)

## 2. Procedures

### 1) Before the application

Please ask the staff member of your home university to prepare the [[Support Letter from the Home University \(Regarding the Application for the academic accommodations\)](#)]

\*We recommend you enter your information by yourself first, and then have it checked and signed by the staff member of your home university after that.

\*Please be sure to prepare this with plenty of time, because creating this letter demands thorough consultations and confirmations between you and your home university staff members.

### 2) At the time of the application

Submit the data of [Support Letter from the Home University (Regarding the Application for the academic accommodations) ]

\*Please submit along with the other required documents on the Online Application Form.

\*Submission of TWO kinds of data is required;

\*Please type out instead of writing it by hand and submit the two versions of data.

	Format	Notes
①	Word	With the data entered; signature of the staff member of your home university is unnecessary. *Please type this out instead of writing it by hand and submit it.
②	Image/PDF	Scanned data with the signature of the staff member of your home university. *Please type this out instead of writing it by hand and submit it.

### 3) The results for your requests

The results for your requests would be informed separately via your home university around a month before your exchange program starts. Please confirm the results and carefully consider again the possibility / feasibility of your study abroad.

(In case you decide to decline your study abroad program, please contact us as soon as possible.)

### 4) After arriving in Japan

•After arriving in Japan, please do not forget to contact your faculty office in Waseda to inform them that you actually need to receive the accommodations you applied for at the time of application. After hearing detailed information through an interview etc., the school office would distribute “the special needs request letters” to the faculty members of each course (the support

- will be provided after the distribution of this letter upon agreement of each faculty member.)
- Please be aware that, depending on the situation of the class, there may be cases in which the details of “the special needs request letters” would be executed in a slightly different form.
  - If you did not request any specific support/consideration at the beginning of semester and encounter something that may require special assistance in the middle of the semester, please inform the school office of your circumstances. You will need to follow the same procedures as above in such a case. Please be sure that the services cannot be provided retroactively.

### 3. Bringing Medications

- Refer to the following page and take necessary procedures in advance. Please be sure that you are responsible for the can/cannot, how, and where to take the medicines in Japan.

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| <ul style="list-style-type: none"> <li>◇ <a href="#">Find OTC Medicines (in English)</a></li> <li>◇ <a href="#">おくすり検索 (in Japanese)</a></li> <li>◇ <a href="#">くすりのしおり/Kusuri-no-Shiori (in Japanese and English)</a></li> <li>◇ <a href="#">医療情報ネット (ナビイ) /Medical information net (NABII)</a></li> </ul> |
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\*Please select “English” from the upper right part.

- To bring medicines with you to Japan, you may need to arrange “Yunyu Kakunin-sho (輸入確認証) ” document.
- Please note that there may be restrictions applied to bringing some medicines due to [Pharmaceutical Affairs Law](#).

## VII. Precautions for Course Registration

### 1. Information on Course Registration at Waseda

- Course registration process begins AFTER the program starts. You can [check the online syllabus](#).
- DD students are expected to take courses from the school (major) he/she is enrolled in. Taking courses outside of the school or University-wide courses remain optional. Also, please note that there are some courses that DD students CANNOT take.
- Some courses may be allocated to students through a lottery procedure when the number of applicants exceeds capacity.
- If you wish to drop courses, you may need to follow a withdrawal procedure within the scheduled time. If you fail to do so and be absent from the class, it will be shown as “Fail” on your transcript.
- Waseda University does not use the ECTS system. For inquiries regarding credit transfers, please contact your home university.
- Students are strongly encouraged to take approx. 6 courses (≒ 10 hours) per week unless otherwise specified.
- Students may earn 2 credits for a lecture-style course (100mins. ×14classes) and 1 credit for a

Japanese language course (100mins ×14classes) offered by Center for Japanese Language (CJL) unless otherwise specified. Please refer to the syllabus for further information.

- For more details, please participate in the academic orientation after the program starts.

## 2. University-wide Open Course

- Most programs allow students to take University-wide open courses, but restrictions may apply.
- University-wide open courses include courses offered by [Center for Japanese Language\(CJL\)](#), [Global Education Center \(GEC\)](#) and [Center for International Education\(CIE\)](#). Also a few courses offered by each school are open to the entire university (subject to capacity).
- The maximum number of credits students may earn for CJL courses is 8 per semester, except for SILS students. For SILS students, the maximum credits for CJL are 7.
- Waseda University sets the Japanese language proficiency level on a scale of 1 to 7 based on the CJL Level Check Test score. Click [HERE](#) for details of the CJL Level Check Test and check your level.

## VIII. Other notes

- All participants of Waseda's Double Degree Program are eligible to receive the "Special Scholarship for Double Degree Program Students" during their study abroad period at Waseda University. The amount is 50,000 yen/month for undergraduate students, and 70,000 yen/month for graduate students (subject to change). This scholarship is open to all DDP students and there is no selection process, so you can basically receive it every month (as long as you are participating in the program).

We do not prevent students from applying for other financial aids. However, please keep in mind that some scholarships may have restrictions on whether or not they can be used in conjunction with other scholarships. If you are planning to apply for multiple scholarships, please confirm in advance if those scholarships allow you to receive our scholarship at the same time.

The details of our scholarship will be informed at the time of your arrival by email. Please note that the payments would begin after you have arrived in Japan and completed the specific procedures, so you may not receive them for a while after your arrival.

- Information on student dormitories varies depending on the program. For details, please ask the program coordinator of your home university.

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