

**CHECKLIST for WASEDA Exchange Program Application**

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

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

**1. Documents to submit via Online Application Form**

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

	Name of the Document	All Applicants are Required	For Those Applicable only	CHECK
①	CheckList (This list)	✓		<input type="checkbox"/>
②	Copy of Passport (Identification page)	✓		<input type="checkbox"/>
③	Official Certificate of Enrollment issued by the home university	✓		<input type="checkbox"/>
④	Official Transcript(s) and Grading System Chart	✓		<input type="checkbox"/>
⑤	Nomination Letter	✓		<input type="checkbox"/>
⑥	Language Proficiency Score		✓	<input type="checkbox"/>
⑦	Educational background *Through online application	✓		<input type="checkbox"/>
⑧	Support Letter from the Home University (Regarding the Application for the Academic Accommodations)		✓	<input type="checkbox"/>
⑨	Digital ID photographs	✓		<input type="checkbox"/>
⑩	Copy of Undergraduate Diploma		✓	<input type="checkbox"/>

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

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

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

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

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

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