Academic Year 2017

Center for Japanese Language, Waseda University
Short-term Japanese Program
(Japanese Short-term Class)

Admission Guide
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■Handling of Personal Information

Waseda University utilizes applicant information (addresses, names, dates of birth etc.) collected at the time of application in order to carry out operations such as the entrance examination, announcement of the screening results, and enrollment procedures. We will take necessary and proper measures to protect such information from leakage, disclosure, or unauthorized use. All or part of the above operations may be outsourced to an agency. In such case, the agency will be contractually required to maintain necessary and proper management. Please note that the personal information may be used as materials for studies and researches to improve our entrance examinations. The information will be statistically processed to prevent any individuals from being identified.
## Short-term Japanese Program Admission Process

<table>
<thead>
<tr>
<th>Pre-registration (Online Data Registration)</th>
<th>Before applying to the program, register your information through the online form. *Submission of Self-check Test is required (Refer to P.5).</th>
</tr>
</thead>
<tbody>
<tr>
<td>Application Guidance Notification (it will be sent about one week after the last day of pre-registration period (Refer to P.15))</td>
<td>It will be sent if CJL accepts the pre-registration. If the number of applicants exceeds the enrollment limit, you will be informed at this time. Your registration number will also be sent to you.</td>
</tr>
<tr>
<td>Screening Fee Transfer (The method of tuition fee transfer is listed in the application guide)</td>
<td>Submit Application Documents (Submit Application Documents through online system) Please submit the application documents as directed in this guide (refer to P.20). When you complete the submission of application documents and the screening fee transfer, your application will proceed to the next step.</td>
</tr>
<tr>
<td>Application Receipt Confirmation by E-Mail</td>
<td>Upon receiving the application documents through online system, the application receipt confirmation e-mail will be sent within 7 weekdays. Saturdays, Sundays, and Holidays are excluded.</td>
</tr>
<tr>
<td>Application Number Notice</td>
<td>Once your application document submission is confirmed, your application number notice will be sent to you.</td>
</tr>
<tr>
<td>Screening Result Notification</td>
<td>It will be listed on the CJL homepage. Please check for your number on the list.</td>
</tr>
<tr>
<td><strong>①</strong> Tuition Fee Transfer (The method of transfer will be announced to successful applicants)</td>
<td><strong>②</strong> Sending Admission Documents and pictures by postal mail</td>
</tr>
</tbody>
</table>
Delivery of letter of invitation (if it is required to obtain a temporary visitor visa in your country, please request one)

Delivery of Certificate of Admission

After you register your guarantor’s information and necessary information for the letter of invitation, an invitation letter will be sent if needed. Certificates of Admission will be sent to all successful applicants.

| Arrival in Japan | Orientation | Orientation will be held in the morning of the first day of classes for Spring, Fall, and, Winter courses and on the previous day for Summer course. |
Taking the Self-check Test and Submission of the test result
(Change to 「Ⅱ-4. Method of Application」 P.15)

In order to select the right level for the short-term Japanese class, a Japanese proficiency-check test was introduced in 2015. It is called the “Self-check Test”.

【How to take the test and how to submit the test result】
① Before pre-registration, you must take the Self-check Test and mark your own test.
② Refer to the column of “Self-check Test Criterion Point” of the Intensive Japanese List on 3. Description of Classes, (Pg. 9) and select a suitable class.
③ Submit your score during pre-registration through the designated online form.

For details about the Test and to download it, please refer to the following URL:

Course Selection

*Please select a comprehensive course based on your Self-check Test score.
*For spring and winter courses, please select a comprehensive course from three levels.
*For summer courses, please select a comprehensive course from four levels
*For fall courses please select a comprehensive course from two levels.

Level selection for comprehensive course
Please refer to the above URL for the level selection criteria.

<table>
<thead>
<tr>
<th>Self-check-test Score</th>
<th>Course Selection Case Examples</th>
</tr>
</thead>
<tbody>
<tr>
<td>I II III IV</td>
<td></td>
</tr>
<tr>
<td>Case1 7 — — —</td>
<td>Level 1 Comprehensive Japanese (short-term) 1</td>
</tr>
<tr>
<td>Case2 14 8 — —</td>
<td>Level 2 Comprehensive Japanese (short-term) 2</td>
</tr>
<tr>
<td>Case3 15 13 9 —</td>
<td>Level 3 Comprehensive Japanese (short-term) 3</td>
</tr>
<tr>
<td>Case4 14 14 11 10</td>
<td>Level 4 Comprehensive Japanese (short-term) 4</td>
</tr>
<tr>
<td>Case5 15 15 13 12</td>
<td>Level 5 or above</td>
</tr>
<tr>
<td></td>
<td>*The short-term comprehensive courses may be too easy for you.</td>
</tr>
</tbody>
</table>

*If your score exceeds 11 points in one part, please proceed to take the next part of the test.
*Please take all levels starting from level 1 and submit your scores from all levels during pre-registration
*Summer course students can take optional skill-based courses in addition to a comprehensive course.
*Choose the same level of both a skill-based course and comprehensive Japanese course.
*The Center for Japanese language designates the course period of the skill-based course (i.e., the first 3 weeks or the second 3 weeks) for 6 weeks course students.

We accept course registration only in the case that students are available for both periods.
*If more students apply for the skill-based course than there are seats available, registration will be decided by random selection. We will announce the selection results at the time of application results announcement.
*Tuition fee differs if you take a skill-based course (see page 23).
*Once a skill-based course is selected at the pre-registration, no change will be accepted.

Course example of Summer Course

<table>
<thead>
<tr>
<th>Course Period</th>
<th>Comprehensive Japanese Course</th>
<th>Elective Course</th>
</tr>
</thead>
<tbody>
<tr>
<td>First 3 weeks 6 weeks</td>
<td>Required Course</td>
<td>Skill-Based Course (Optional)</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Skill-based course (First 3 weeks)</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Skill-based course (First 3 weeks or Second 3 weeks)</td>
</tr>
</tbody>
</table>

OR

<table>
<thead>
<tr>
<th>Course Period</th>
<th>Comprehensive Japanese Course</th>
</tr>
</thead>
<tbody>
<tr>
<td>First 3 weeks 6 weeks</td>
<td>Required Course</td>
</tr>
</tbody>
</table>
### 2017 Short-term Japanese Program Class Schedule

#### 2017 Calendar

<table>
<thead>
<tr>
<th>2017年</th>
<th>4月</th>
<th>5月</th>
<th>6月</th>
</tr>
</thead>
<tbody>
<tr>
<td>日</td>
<td>月</td>
<td>火</td>
<td>水</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>4月</td>
<td>5月</td>
<td>6月</td>
<td></td>
</tr>
<tr>
<td>1</td>
<td>2</td>
<td>3</td>
<td>4</td>
</tr>
<tr>
<td>7月</td>
<td>8月</td>
<td>9月</td>
<td></td>
</tr>
<tr>
<td>1</td>
<td>2</td>
<td>3</td>
<td>4</td>
</tr>
<tr>
<td>10月</td>
<td>11月</td>
<td>12月</td>
<td></td>
</tr>
<tr>
<td>1</td>
<td>2</td>
<td>3</td>
<td>4</td>
</tr>
<tr>
<td>2018年</td>
<td>1月</td>
<td>2月</td>
<td>3月</td>
</tr>
<tr>
<td>1</td>
<td>2</td>
<td>3</td>
<td>4</td>
</tr>
</tbody>
</table>

* Once decided, the selected course/duration/level cannot be switched.

#### Spring Course: 6 weeks
April 24 (Mon.), 2017 ~ June 9 (Fri.), 2017
First 3 weeks: April 24 (Mon.), 2017 ~ May 19 (Fri.), 2017
Orientation: April 24 (Mon.)

#### Summer Course: 6 weeks
June 19, (Mon.) 2017 ~ July 28 (Fri.), 2017
First 3 weeks: June 19 (Mon.), 2017 ~ July 7 (Fri.), 2017
(Second 3 weeks of Skill-based course: July 10(Mon.), 2017 ~ July 28 (Fri.), 2017)
Orientation and Excursion: June 17 (Sat.)

#### Fall Course: 6 weeks
October 9 (Mon.), 2017 ~ November 24 (Fri.), 2017
First 3 weeks: October 9 (Mon.), 2017 ~ October 27 (Fri.), 2017
Orientation: October 9 (Mon.)

#### Winter Course: 6 weeks
December 4 (Mon.), 2017 ~ January 29 (Mon.), 2018
First 3 weeks: December 4 (Mon.), 2017 ~ December 22 (Fri.), 2017
Orientation: December 4 (Mon.)
2017 Admission Schedule
※All dates are in Japanese Standard Time

<table>
<thead>
<tr>
<th>Step</th>
<th>Admission Schedule</th>
<th>Spring Course Admission</th>
<th>Summer Course Admission</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Pre-Registration</td>
<td>November 7 (Mon.), 2016</td>
<td>January 24 (Tue.), 2017</td>
</tr>
<tr>
<td></td>
<td></td>
<td>~November 18 (Fri.), 2016</td>
<td>~February 7 (Tue.), 2017</td>
</tr>
<tr>
<td>2</td>
<td>Application Guidance Notification</td>
<td>November 25 (Fri.), 2016</td>
<td>February 17 (Fri.), 2017</td>
</tr>
<tr>
<td>3</td>
<td>Application Period</td>
<td>November 25 (Fri.), 2016</td>
<td>February 17 (Fri.), 2017</td>
</tr>
<tr>
<td></td>
<td>Screening Fee Transfer Period</td>
<td>~December 5 (Mon.), 2016</td>
<td>~February 27 (Mon.), 2017</td>
</tr>
<tr>
<td>4</td>
<td>Screening Result Notification</td>
<td>January 13 (Fri.), 2017</td>
<td>March 31 (Fri.), 2017</td>
</tr>
<tr>
<td>5</td>
<td>Deadline for ①Tuition Fee Transfer/②Admission Document Mailing/③Guarantor’s Information Registration</td>
<td>January 27 (Fri.), 2017</td>
<td>April 14 (Fri.), 2017</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Step</th>
<th>Admission Schedule</th>
<th>Fall Course Admission</th>
<th>Winter Course Admission</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Pre-Registration</td>
<td>June 12 (Mon.), 2017</td>
<td>August 21 (Mon.), 2017</td>
</tr>
<tr>
<td></td>
<td></td>
<td>~June 23 (Fri.), 2017</td>
<td>~September 1 (Fri.), 2017</td>
</tr>
<tr>
<td>2</td>
<td>Application Guidance Notification</td>
<td>June 30 (Fri.), 2017</td>
<td>September 12 (Tue.), 2017</td>
</tr>
<tr>
<td>3</td>
<td>Application Period</td>
<td>June 30 (Fri.), 2017</td>
<td>September 12 (Tue.), 2017</td>
</tr>
<tr>
<td></td>
<td>Screening Fee Transfer Period</td>
<td>~July 10 (Mon.), 2017</td>
<td>~September 21 (Thu.), 2017</td>
</tr>
<tr>
<td>4</td>
<td>Screening Result Notification</td>
<td>July 28 (Fri.), 2017</td>
<td>October 13 (Fri.), 2017</td>
</tr>
<tr>
<td>5</td>
<td>Deadline for ①Tuition Fee Transfer/②Admission Document Mailing/③Guarantor’s Information Registration</td>
<td>August 22 (Tue.), 2017</td>
<td>October 27 (Fri.), 2017</td>
</tr>
</tbody>
</table>

If you expect to require special care after entering the university due to physical impairment etc., please contact the Center for Japanese Language office at Waseda University immediately.
I. Guide to Short-term Japanese Program  
(Japanese Short-term Class): 2017 Academic Year

1. Program Outline

The Short-term Japanese program is organized and run by the center for Japanese Language at Waseda University. The goal of this 3 week or 6 week program is to cultivate students’ overall Japanese language ability. Through classes provided at different levels, students can study the Japanese language according to their own abilities and goals.

2. Program Description

This short-term Japanese program is mainly for beginners. Students take 10 lectures a week (up to 15 lectures a week for summer course for three weeks). The goal is to cultivate students’ basic Japanese competency. Intermediate courses are open in spring and summer courses. Furthermore skill-based courses which specialize in each skill such as reading, writing, listening, or speaking are held during the summer course. There are 5 lectures a week for three weeks. Summer course students can take a skill-based course optionally in addition to a comprehensive course. If 6-week summer course students choose a skill-based course, the Center for Japanese Language will designate their course period (see page 5). If more students apply for the skill-based course than there are seats available, registration will be decided by random selection. We will announce the selection results at the time of application results announcement. Please note that once a skill-based subject is selected during pre-registration, no change to the selection will be accepted.

【Short-term Japanese Classes】

<table>
<thead>
<tr>
<th>Course</th>
<th>Category</th>
<th>Level</th>
<th>Outline</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>Spring Course</td>
<td>Comprehensive Japanese</td>
<td>1−3</td>
<td>This is a class to comprehensively study Japanese based on the applicable textbook.</td>
<td>2 • 4</td>
</tr>
<tr>
<td>Summer Course</td>
<td>Comprehensive Japanese</td>
<td>1−4</td>
<td>This is a class to comprehensively study Japanese based on the applicable textbook.</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Skill-based course</td>
<td>1−4</td>
<td>The classes are focused on each of the basic Japanese skills such as reading, writing, listening, or speaking.</td>
<td>2 • 3 • 4 • 5</td>
</tr>
<tr>
<td>Fall Course</td>
<td>Comprehensive Japanese</td>
<td>1−2</td>
<td>This is a class to comprehensively study Japanese based on the applicable textbook.</td>
<td></td>
</tr>
<tr>
<td>Winter Course</td>
<td>Comprehensive Japanese</td>
<td>1−3</td>
<td>This is a class to comprehensively study Japanese based on the applicable textbook.</td>
<td>2 • 4</td>
</tr>
</tbody>
</table>

【Level Scale】

Level division of Short-term Japanese Program is as follows:

<table>
<thead>
<tr>
<th>Level Division</th>
<th>Estimated Level</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Lower Beginner Level</td>
</tr>
<tr>
<td>2</td>
<td>Upper Beginner Level</td>
</tr>
<tr>
<td>3</td>
<td>Lower Intermediate Level</td>
</tr>
<tr>
<td>4</td>
<td>Upper Intermediate Level</td>
</tr>
</tbody>
</table>

Level1: Beginner  
Level2: Intermediate
### 3. Description of Classes

#### ≪Comprehensive Japanese (Short-term)≫

<table>
<thead>
<tr>
<th>Subject Names</th>
<th>Syllabus</th>
<th>Target point of Self-check test</th>
</tr>
</thead>
<tbody>
<tr>
<td>総合日本語（短期）1</td>
<td>このクラスは、初級前半の人ためのクラスです。日本語を使ってコミュニケーションができるようになるために、聞く・話す・読む・書く能力を総合的に伸ばしていきます。教科書は『げんきⅠ』（The Japan Times）を使います。教科書の内容はこちらから確認できます。 <a href="http://genki.japantimes.co.jp/about/about08">http://genki.japantimes.co.jp/about/about08</a></td>
<td>Part I: 0-10 points</td>
</tr>
<tr>
<td>Comprehensive Japanese</td>
<td>This class is designed for lower-beginners to improve their overall skills of listening, speaking, reading, and writing for communication in Japanese. Students will use『GENKIⅠ』（The Japan Times）．You can look the textbook on the webpage below. <a href="http://genki.japantimes.co.jp/about_en/about08_en">http://genki.japantimes.co.jp/about_en/about08_en</a></td>
<td></td>
</tr>
<tr>
<td>(Short-term) 1</td>
<td></td>
<td>Part II: 0-10 points</td>
</tr>
<tr>
<td>総合日本語（短期）2</td>
<td>このクラスは、初級の前半の勉強が終わった人のためのクラスです。初級後半の文型やことばを勉強します。また、聞いたり、話したり、読んだり、書いたりして、勉強したことばや文型が使えるようになるまで、練習します。教科書は『げんきⅡ』（The Japan Times）を使います。教科書の内容はこちらから確認できます。 <a href="http://genki.japantimes.co.jp/about/about08">http://genki.japantimes.co.jp/about/about08</a></td>
<td>Part II: 0-10 points</td>
</tr>
<tr>
<td>Comprehensive Japanese</td>
<td>This class is designed for upper beginners, or those who have completed a lower-beginner class. Students will use『GENKIⅡ』（The Japan Times）, to learn the sentence structures and expressions. Classroom exercises are designed to help the students master grammar and vocabulary through listening, speaking, reading, and writing activities. You can find the textbook on the webpage below. <a href="http://genki.japantimes.co.jp/about_en/about08_en">http://genki.japantimes.co.jp/about_en/about08_en</a></td>
<td></td>
</tr>
<tr>
<td>(Short-term) 2</td>
<td></td>
<td>Part II: 0-10 points</td>
</tr>
</tbody>
</table>
| 総合日本語（短期）3 | このクラスは、初級の学習が終わって、これから中級の勉強を始める学習者のためのクラスです。聴く、話す、読む、書く、の四技能をバランスよく学び、コミュニケーションに役立つ自然な日本語を身につけます。教科書は『中級日本語教科書 わたしの見つけた日本』（東京大学出版会）を使います。教材の内容はこちらから確認できます。  
|---|---|---|
| Comprehensive Japanese (Short-term) 3 | This class is designed for those who have finished learning beginner level Japanese language and are ready for intermediate level. The class aims to help students achieve communicative fluency in Japanese with well-balanced skills in listening, speaking, reading, and writing. The class textbook is『中級日本語教科書 わたしの見つけた日本』（東京大学出版会）（Chu-kyu nihongo kyokasho: watashi no mitsuketa nihon）” For Intermediate Learners of Japanese: Japan through My Eyes” (University of Tokyo Press). You can find the textbook on the webpage below.  
| 総合日本語（短期）4 | このクラスは、中級から上級へ向かうクラスです。教科書の各課にある生のエッセイや説明文、記事、アンケート調査資料などの教材を読んでいきます。読む前にテーマについて考え、表現や文法を学習し、読んだ後、テーマについてディスカッションしたり、感想を話したりします。教科書は、『生きた素材で学ぶ 新・中級から上級への日本語』（The Japan Times）を使います。教材の内容はこちらから確認できます。  
| Comprehensive Japanese (Short-term) 4 | This class is intended for students progressing from an intermediate to an advanced level. Students will be exposed to an extensive range of reading materials introduced in the textbook, including essays, descriptions, articles, and surveys. Students will learn expressions and grammar through their reading. The class activities also include pre-reading analysis, post-reading class discussions on the theme of each reading exercise. The class textbook is『新・中級から上級への日本語』（Shin chu-kyu kara jyo-kyu eno nihongo）"Authentic Japanese: Progressing from Intermediate Advanced [New Edition]”, by The Japan Times. You can find the textbook on the webpage below.  
### トピックで話す日本語（短期）1
このクラスは初級前半の勉強をしている人のためのクラスです。さまざまなトピックをテーマにして、日本語を使って話し、自分のことやクラスの仲間のことを知っています。教科書は使いません。

### Simple Conversation on Everyday Topics (Short-term) 1
This class is designed for students at the lower-beginner level. In the class, students will get to know each other and themselves better by talking about a variety of topics.

### 聞く・考える・話す（短期）2
このクラスは、初級後半の勉強をしている人のためのクラスです。いろいろな場面で、どのように聞いたり・話したりすればいいのかを考えながら会話の練習をします。また、ロールプレイをしたり、発表をしたりします。教科書は『聞く・考える・話す 留学生のための初級ほんご会話』（スリーエーネットワーク）を使います。
教材の内容はこちらから確認できます。
http://www.3anet.co.jp/ja/1876/

### Listening and Speaking through Thinking (Short-term) 2
This class is designed for learners at the beginner level. Students will practice dialogues while learning how to speak and listen in a wide variety of situations. Class activities also include role-plays and presentations. The class textbook is『聞く・考える・話す 留学生のための初級ほんご会話』(Kiku・Kangaeru・Hanasu Ryugakusei no Tameno Shokyu Nihongo Kaiwa), published by 3A Network. You can find the textbook on the webpage below.
http://www.3anet.co.jp/ja/1876/

### 聞いて話そう日本語会話（短期）3
このクラスは初級の文型の学習が始まった人で、もっと自然な日本語を話したいと思っている人のためのクラスです。クラスでは、いろいろな場面での自然な会話を聞いて、要点を聞き取ったり、場面によって違う言い方に注意して聞いていきます。その後で、場面や相手に合った表現を勉強します。最後に、いろいろな場面、相手にどのように話したらいいのかを自分で考えて、話す練習をします。教科書は『聞いて覚える話し方 日本語生中継 初中級編2』（くろしお出版）を使います。
教材の内容はこちらから確認できます。
http://nihongo.9640.jp/books/namachukei/370.html

### Learning Japanese Conversation through Listening and Speaking Practice (Short-term) 3
This class is designed for those who have finished studying beginner-level Japanese sentence patterns and wish to further polish their spoken Japanese. Students will learn to understand the gist of naturally-spoken Japanese conversations in various situations while paying attention to different levels of communication, and then learn expressions appropriate for each conversational situation. At the end of this class, students will practice conversation based on their own interpretation of the appropriate way of speaking in each given situation. The class textbook is 『聞いて覚える話し方 日本語生中継 初中級編2』（くろしお出版）(Kiite Oboeru Hanashi-Kata Nihongo Nama-chukei Shochu-Kyu 2) by Kuroshio Shuppan. You can look the textbook on the webpage below.
http://nihongo.9640.jp/books/namachukei/370.html

### 聞いて話そう日本語会話（短期）4
このクラスでは、中上級レベルの日本語を「聞く」能力と「話す」能力を同時に伸ばすための練習をします。授業では、日常的なかだけの会話を見て内容や話し手の意図を把握したり、状況や人間関係によってさまざまな表現形式があることを理解します。各課の最後に、状況や相手、内容に即した自然な話し方ができるよう、ロールプレイを行って練習します。教科書は『聞いて覚える話し方 日本語生中継 中〜上級編』（くろしお出版）を使います。
教材の内容はこちらから確認できます。
http://nihongo.9640.jp/books/namachukei/300.html
Learning Japanese Conversation through Listening and Speaking Practice (Short-term) 4

This class aims to simultaneously improve intermediate-to-advanced students’ Japanese listening and speaking skills. Students will be able to listen to casual and informal dialogues and understand the gist of the conversation as well as the speakers’ intent. The class also intends to help students become aware of the use of various expressions according to the situation and the relationship between speakers. At the end of each lesson unit, students will practice role-plays to acquire Japanese conversations which are natural and appropriate for each topic and situation. The class textbook is 『聞いて覚える話し方 日本語生中継 中～上級編』 (くろしお出版) (Kiite Oboeru Hanashi-kata Nihongo Nama-chukei Chujyo-kyu), by Kuroshio Shuppan.

You can find the textbook on the webpage below.
http://nihongo.9640.jp/books/namachukei/300.html

4. Textbooks

Textbooks are available at the University book store. Students are not required to purchase them before classes begin.

5. Extracurricular Activities

Extracurricular Activities are offered for students to go out and try the Japanese acquired in-class. All Summer course students will join a mini tour of the Tokyo area organized by the Center for Japanese Language. Participation fee of mini tour is included in the tuition fee. Students can also participate in various activities organized by the Waseda University International Community Center (ICC).
II. Short-term Japanese Program Admission Information

(Japanese Short-term Class): 2017 Academic Year

1. Admission Requirements:

All applicants must meet one of the following criteria.

① Those who have graduated or are scheduled to graduate from a high school or a secondary school before the program starts

② Those who have completed or are scheduled to complete a standard 12-year Japanese school education curriculum before the program starts

③ Those who have been recognized or are scheduled to be recognized, pursuant to the provisions of Article 150 of the Enforcement Regulations of the School Education Law, as possessing scholastic ability equivalent to or greater than that of a Japanese senior high school graduate before the program starts

(1) Those who have completed or are scheduled to complete a 12-year education curriculum outside Japan or those who have completed or are scheduled to complete that level of education curriculum or equivalent as designated by the Minister of Education, Culture, Sports, Science and Technology (hereafter, the Minister of MEXT) before the program starts

[See “NOTE” below.]

NOTE:

• Regarding (1) above: having completed “a 12-year education curriculum outside Japan” refers to those who have completed elementary and secondary school education through a standard process, whether in Japan or outside it,

and who in the end have graduated from a foreign secondary educational institution.

• Having completed or being scheduled to complete “the equivalent curriculum as designated by the Minister of MEXT” in 1) above means that you meet one of qualifications a. to c. below, and are 18 years old or older as of orientation day.

a. You have passed a qualification exam that proves you are equivalent to or higher in academic ability than those who have completed a 12-year education curriculum outside Japan.

b. You have completed a Japanese preparatory education curriculum designated by the Minister of MEXT after being educated in a country that has a less-than-12-year standard elementary and secondary school education curriculum.

c. You have completed an international school curriculum or a curriculum at a school for foreign students in Japan that is recognized in the foreign country’s school education system as being equivalent to or higher than a high school curriculum.

2) Those who have completed or are scheduled to complete a curriculum of courses at a school outside Japan which has been authorized by the Minister of Education, Culture, Sports, Science and Technology as equivalent to a Japanese senior high school curriculum before the program starts

a. You hold an International Baccalaureate diploma.

b. You hold an Abitur diploma.

c. You hold a Baccalaureate diploma.

d. You have passed an examination in one or more subjects at General Certificate of Education Advanced Level.

e. You have completed an international school course in Japan accredited by the Minister of MEXT.

3) Those who have completed a specialized training college (senshu gakko), upper secondary course (koutou katei; limited to courses which have a standard duration of at least three years and fulfill the conditions prescribed by the Minister of Education, Culture, Sports, Science and Technology) designated by the Minister of Education, Culture, Sports, Science and Technology after the date prescribed by the same Minister, or who are scheduled to complete such a course before the program starts
4) Those who have completed an education curriculum provided by Japanese educational institutions overseas designated by the Minister of MEXT as having an education curriculum equivalent to those provided by high schools in Japan, or are scheduled to complete such an education curriculum by orientation day.

5) Those who will reach the age of 18 years before the program starts, and have passed or are scheduled to pass the Certificate for Students Achieving the Proficiency Level of Upper Secondary School Graduates pursuant to the Regulations for the Certificate for Students Achieving the Proficiency Level of Upper Secondary School Graduates (or former University Entrance Qualification Examination)

6) Those who will reach the age of 18 years before the program starts and have been judged on the basis of an individual screening by the Center for Japanese Language to have academic ability equal to or greater than that of a Japanese senior high school graduate

NOTE:
• If you skipped a grade or accelerated to complete a standard educational curriculum in less than 12 years and are younger than 18 years old as of entry into university, please be sure to contact the Center for Japanese Language Office, Waseda University, to inquire about your qualifications to apply for admission before the application period starts.
• If you have studied at schools both in and outside Japan, there is no requirement set for the periods during which you were registered at those schools. However, certificates of your academic results for the entire period during which you studied at secondary high school or its equivalent must be submitted.
• Eligibility is not decided by nationality or length of period living abroad.

【Reminder For Expected Graduates of High Schools】
If you submit a certificate to demonstrate that you are expected to meet the qualification to enter university in order to meet the applicant eligibility stated in the application guidelines at the time of application, you will be required to submit a certificate to certify that you have indeed met the requirement before enrollment. You will not be allowed to enter Waseda University even if you pass the entrance examination unless you submit such a certificate.

【Reminder For Japanese Language Program(JLP) Applicants】
Although you are able to apply for both Japanese Language Program (JLP) and Short-term Japanese Program, you are not able to enroll in both at the same time. For example, if you enroll in a half-year course at JLP starting in April 2017, you will not be able to enroll for the Spring and Summer courses offered by Short-term Japanese Program. Same applies as follows.

One-year course at JLP starting in April 2017, & All courses in 2017 offered by Short-term Japanese Program

A half-year course at JLP starting in September 2017, & Fall and Winter courses in 2017 offered by Short-term Japanese Program

One-year course at JLP starting in September 2017, & Fall and Winter courses in 2017, Spring and Summer in 2018 offered by Short-term Japanese Program

2. Eligible Candidates
• Those who can at least read and write hiragana.
• Applicants’ Japanese levels should be approximately at the elementary to intermediate level.
• Prior Japanese learning experience at an institution is preferable but not a requirement.

3. Number of Students Admitted

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<table>
<thead>
<tr>
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<tbody>
<tr>
<td>Spring Course</td>
<td>56</td>
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<tr>
<td>Summer Course</td>
<td>185</td>
</tr>
<tr>
<td>Fall Course</td>
<td>34</td>
</tr>
<tr>
<td>Winter Course</td>
<td>90</td>
</tr>
</tbody>
</table>
4. Method of Application

1) Pre-registration
Please enter the applicant’s information (name, address and so on) using the following URL:
*The result of the Self-check Test is required for pre-registration (Refer to P.5).
*Please provide accurate mailing information in English for sending certificate of admission.
*Once the maximum number of applicants is reached, further pre-registration will not be accepted and further applicants may be requested to apply for another course period. Furthermore, pre-registrations will not be accepted in the following cases
  - If the applicant’s Japanese ability cannot be determined due to lack of Self-check Test result and/or lack of information related previous Japanese language study.
  - If the applicant’s Japanese ability (as demonstrated by the Self-check Test score) does not match the level of the courses offered by this program.
  - If the applicant has no record of previous Japanese language study, or if the applicant cannot read and write hiragana
*The next application step will be announced to the applicants who successfully complete the pre-registration. If your pre-registration is not accepted, you will be informed of this.
*If more than two entries are submitted by the same applicant, only the most recent pre-registration data will be valid.

↓

2) Application Guidance Notification
The next application step (such as Application document submission and paying Screening Fee) will be announced by e-mail to applicants who successfully complete Pre-registration. The e-mail address which you registered during Pre-registration will be used. Your application number will also be sent.

↓

3) Preparation and submission of the application materials
Please submit all the application documents through the predetermined online site.
  - For Preparation of all the application materials, please refer to Pg.20 “9. Details of Application Documents”.
  *Please submit all required application materials.
  *Please download the prescribed application materials from the following link;
  *If the applicant has no way to download the forms, please contact the Center for Japanese Language.
  *Please scan all necessary application documents; such as transcripts or graduation certificates and submit them through online system.
  *No applications will be accepted by E-mail.

↓

4) Paying the Screening Fee
Refer to P.17 “8. Screening Fee”
*Please make the payment by the deadline.
*Please make the payment only during the payment period.

↓

5) Screening
Screening will be conducted on the basis of the application documents. If you don’t meet the criteria, you will not be accepted into the program.
【NOTE】
① Applications are accepted only through the prescribed online form.
② Applications must be completed on or before the final date of the application period.
③ You must prepare and submit all the application materials. Please be aware that the decision on admission will be made on the basis of submitted application materials. If the application is incomplete at the time of screening, it will have a detrimental effect on your application.
④ You may be deemed to have committed a dishonest act if you falsify, fabricate, or plagiarize any document, material or information submitted in your application. In such case, any decision taken on your application may later be invalidated, and your submitted application documents and screening fee will not be returned.
⑤ Refer to P.5 of the admission guide for the Self-check Test

5. Pre-Registration Period

<table>
<thead>
<tr>
<th>Course of Admission</th>
<th>Pre-Registration Period</th>
</tr>
</thead>
<tbody>
<tr>
<td>Spring Course</td>
<td>November 7 (Mon.), 2016～November 18 (Fri.), 2016 23:59 (JST*)</td>
</tr>
<tr>
<td>Summer Course</td>
<td>January 24 (Tue.), 2017～February 7 (Tue.), 2017 23:59 (JST*)</td>
</tr>
<tr>
<td>Fall Course</td>
<td>June 12 (Mon.), 2017～June 23 (Fri.), 2017 23:59 (JST*)</td>
</tr>
<tr>
<td>Winter Course</td>
<td>August 21 (Mon.), 2017～September 1 (Fri.), 2017 23:59 (JST*)</td>
</tr>
</tbody>
</table>

※JST=Japanese Standard Time

※The result of Self-check test is required for pre-registration.
※Please provide accurate mailing information in English for sending certificate of admission.
※Once the maximum number of applicants is reached, further pre-registration will not be accepted and applicants may be requested to apply for another course period.
Furthermore, pre-registrations will not be accepted in the following cases
・ If the applicant’s Japanese ability cannot be determined due to lack of Self-check Test result and/or lack of information related previous Japanese language study.
・ If the applicant’s Japanese ability (as demonstrated by the Self-check Test score) does not match the level of the courses offered by this program.
・ If the applicant has no record of previous Japanese language study, or if the applicant cannot read and write hiragana
※The next application step will be announced to the applicants who successfully complete the pre-registration. If your pre-registration is not accepted, you will be informed of this.
※ If more than two entries are submitted by the same applicant, only the most recent pre-registration data will be valid.

6. Application Guidance Notification

The “Application Guidance Notification” will be sent to the accepted applicants who complete the pre-registration before the maximum number of applicants is reached. The e-mail address which you registered during Pre-registration will be used.
If you don’t provide an accurate e-mail address or your e-mail box is full, you will not receive the “Application Guidance Notification”. Your application number will also be sent. This number will be necessary when you are sending in your application documents.

<table>
<thead>
<tr>
<th>Course of Admission</th>
<th>Application Guidance Notification</th>
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<tbody>
<tr>
<td>Spring Course</td>
<td>November 25 (Fri.), 2016 19:00 (JST*)</td>
</tr>
<tr>
<td>Summer Course</td>
<td>February 17 (Fri.), 2017 19:00 (JST*)</td>
</tr>
<tr>
<td>Fall Course</td>
<td>June 30 (Fri.), 2017 19:00 (JST*)</td>
</tr>
<tr>
<td>Winter Course</td>
<td>September 12 (Tue.), 2017 19:00 (JST*)</td>
</tr>
</tbody>
</table>

※JST=Japanese Standard Time
7. Application document Submission Period

<table>
<thead>
<tr>
<th>Course of Admission</th>
<th>Application documents Submission Period</th>
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</thead>
<tbody>
<tr>
<td>Spring Course</td>
<td>November 25 (Fri.), 2016～December 5 (Mon.), 2016※ (JST*)</td>
</tr>
<tr>
<td>Summer Course</td>
<td>February 17 (Fri.), 2017～February 27 (Mon.), 2017※ (JST*)</td>
</tr>
<tr>
<td>Fall Course</td>
<td>June 30 (Fri.), 2017～July 10 (Mon.), 2017※ (JST*)</td>
</tr>
<tr>
<td>Winter Course</td>
<td>September 12 (Tue.), 2017～September 21 (Thu.), 2016※ (JST*)</td>
</tr>
</tbody>
</table>

※JST=Japanese Standard Time

*Please submit all the materials through the online form.
*No documents will be accepted after the above period.

8. Screening Fee 25,000 yen

(1) Period of transfer

Please make payment during the appropriate period.

<table>
<thead>
<tr>
<th>Course of Admission</th>
<th>Period of transfer</th>
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</thead>
<tbody>
<tr>
<td>Spring Course</td>
<td>November 25 (Fri.), 2016～December 5 (Mon.), 2016※ (JST*)</td>
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<tr>
<td>Summer Course</td>
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</tr>
<tr>
<td>Winter Course</td>
<td>September 12 (Tue.), 2017～September 21 (Thu.), 2017※ (JST*)</td>
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</tbody>
</table>

※JST=Japanese Standard Time

*In the case of payment from a convenience store, complete the web application by 23:00 (Japanese Standard Time) and make the actual payment by 23:30 (Japanese Standard Time) on the final day.

(2) Exemption of Screening Fee

Please note that applicants who fall into one of the following cases are exempted from payment of Screening Fees.

① Those who have already been admitted and are applying for this program for another semester or year as a non-degree program student. Screening fee is exempted only for 2 years counting from the next Academic year of your first enrollment date as non-degree program student.
* Those who are enrolled in the 2016 Fall and Winter short-term course applying to the 2017 Spring and Summer course, and those in the 2017 Spring and Summer course to the 2017 Fall and Winter course. In this case, please submit your Waseda student ID number which you obtain while you are at Waseda University, CJL, Short-term program.
* The Japanese Language Program is regarded as a different program.

② Those who are scheduled to enter a regular program of Waseda University and are taking courses as a non-degree student before entering the program.

③ Those who reside in one of the countries classified as "Least Developed Countries" or "Other Low Income Countries" in the list of ODA recipients as published by OECD/DAC AND hold nationality of one of those countries. Submission of an application form is required.

④ Those who have participated in this program in the past can be exempted from screening fee payment. If you have any questions regarding this matter, please contact Center for Japanese Language at cjl-ao@list.waseda.jp prior to the end of screening fee payment period.
(3) Screening Fee Waiver Program for Applicants from Specified Countries

Outline
Applicants who wish to be admitted into the Short-term Japanese Program are eligible to apply for a Screening Fee waiver if they reside in one of the countries designated by Waseda University AND hold nationality of one of those countries.

Eligibility

The following conditions must be fulfilled:

1) The applicant must reside in one of the countries classified as "Least Developed Countries" or "Other Low Income Countries" in the list of ODA recipients as published by OECD/DAC AND hold nationality of one of those countries (The applicant's country of residence and nationality do not necessarily have to be identical).
   *For the list of eligible countries, refer to “Eligible Countries” below.
   *Applicants residing in Japan are not eligible.

2) Applicants with dual nationality are only eligible if both nationalities are included in the list of eligible countries described in 1) above.

Procedures

When applying to the Short-term Japanese Program, in place of the “certificate of payment” (copy of remittance form etc.) please submit the following documents with your other application documents. The application for the screening fee waiver program must be made along with the application for admission. Applications made afterward will not be accepted under any circumstances.

1) Application Form for Screening Fee Waiver
2) Copy of passport (including all details of the applicant)

*Applicants who apply for the Screening Fee waiver program are not required to pay the Screening Fee. However, if payment was made before the application for the Screening Fee waiver program, the Screening Fee will not be reimbursed.

*In the event that the applicant is not eligible for the Screening Fee waiver program, or that the application for the Screening Fee waiver program is found to be false, the application for Waseda University itself might be cancelled immediately.

Eligible Countries

(4) Screening Fee transferred from a convenience store in Japan

[Payment Method]

Apply for the payment through the information terminal at your nearest convenience store, and then pay the Screening Fee at the register. After completing the payment, receive the receipt document from the convenience store and scan 『入学選考料・選考料取扱明細書』 and submit it.

*Please note that each convenience store has its own payment method.

*Further information will be notified at the application guidance.

【NOTE】

① You can pay the Screening Fee at any time during the designated application period, 24 hours a day including Saturdays, Sundays and national holidays. Be sure to finish your internet application by 23:00 and complete the payment at a convenience store by 23:30 on the last day.

② If you pay the Screening Fee from within Japan, only convenience store payment can be used. If there are no convenience stores available near you, or it is very difficult to pay in the above way, please consult the Center for Japanese Language.

③ Upon payment at a convenience store, make sure to enter the information of the applicant even if the payment is made by the applicant’s relatives or friends.

④ Please scan and submit the Certificate of Payment.

(5) Payment by Credit Card or Online Payment System

[Transfer Method]

For payment by a credit card or other online payment system (China Union Pay or Alipay), please access the online screening fee payment website and complete the required procedure.

*Further information will be notified at the application guidance.

【NOTE】

① The payment can be made 24 hours a day, seven days a week, including Saturdays, Sundays, holidays. Be sure to finish your internet application by 23:00 and complete the payment at a convenience store by 23:30 on the last day.

② The payment can be made with a credit card held in the name of a person other than the applicant. However, make sure to enter the applicant’s personal information in the Basic Information page of the webpage.

③ After completing the transaction, scan the “Result” page and submit it.

(6) Application Documents and Screening Fee Returning

As a general rule, application documents and screening fees are not returned. A full screening fee will be refunded if you fall into one of the categories below. If you fall into one of the categories below, please contact the Center for Japanese Language office.

1) You paid a screening fee but failed to submit the required application documents.
2) You paid a screening fee but submitted the application documents after the deadline.
3) You paid a screening fee and submitted the application documents, but your application was rejected before screening due to the following reasons: a) The submitted application materials are not complete enough to meet the application requirements, and/or b) You do not meet all the eligibility criteria.

Any handling fees which may be incurred for refund must be paid by the applicant.
9. Details of Application Documents

① All documents must be **in Japanese or in English**.
   • Otherwise, a notarial certificate by the embassy or by notary office must be attached with the translation.
   • Both handwriting and typewriting are acceptable.

② For items marked○, applicants must submit, and for items marked △, please submit if applicable.

③ For items marked “＊”, please use the prescribed forms. They are downloadable from the website.

④ Please submit all the documents with the following digital format.
   • Convert/scan paper based information to digital format 「.doc(.docx)/.pdf/.jpg」
   • Upper limit of data amount is 2 MB.
   • Scanned documents must be clearly readable.
   • The application must be registered by the applicant himself/herself.

⑤ You may be requested to hand in the original application materials. Please keep all the documents with you.

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You may be deemed to have committed a dishonest act if you falsify, fabricate, or plagiarize any document, material or information submitted in your application. In such case, any decision taken on your application may later be invalidated, and the application documents submitted and screening fee will not be returned.

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<tr>
<th>Ma</th>
<th>Application documents</th>
<th>Category/Status</th>
<th>Certificate needed</th>
<th>Instructions</th>
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<tbody>
<tr>
<td>O</td>
<td>Official Latest Academic Transcripts of High School, University, or Graduate School</td>
<td>High school (currently enrolled and expected to graduate)</td>
<td>Latest academic transcripts of high school</td>
<td>● “If you cannot submit these due to recent enrollment in University, please submit documents from the institution you were previously enrolled in. E.g. if you have just enrolled in graduate school and there is no subject to be shown on your transcript, then submit your undergraduate transcript. ● Scan the Certificates which are &quot;Original&quot; or &quot;Certified True Copies&quot; of the original certificates issued at your school, the embassy in Japan, or notary office in your country (such as notarial certificates). ● Certificates must be in Japanese or in English. ● In case the applicant's home school or government does not issue English nor Japanese certificate, have the certificate translated and certified by an Embassy or by Notary Office and enclose it.</td>
</tr>
<tr>
<td>O</td>
<td>Evaluation scale for measurement of performance such as 1. 100-91=A, 90-81=B, and so on, or 2. 60/100=indicate what is the passing grade</td>
<td>High school (graduate)</td>
<td>Academic transcripts of all records of high school</td>
<td>● “If you cannot submit these due to recent enrollment in University, please submit documents from the institution you were previously enrolled in. E.g. if you have just enrolled in graduate school and there is no subject to be shown on your transcript, then submit your undergraduate transcript. ● Scan the Certificates which are &quot;Original&quot; or &quot;Certified True Copies&quot; of the original certificates issued at your school, the embassy in Japan, or notary office in your country (such as notarial certificates). ● Certificates must be in Japanese or in English. ● In case the applicant's home school or government does not issue English nor Japanese certificate, have the certificate translated and certified by an Embassy or by Notary Office and enclose it.</td>
</tr>
<tr>
<td>O</td>
<td>Official Certificate of Enrollment or Certificate of (Prospective) Graduation issued from High School, University, or Graduate School</td>
<td>Graduate School (currently enrolled)</td>
<td>Academic transcripts of all records of graduate school</td>
<td>● “If you cannot submit these due to recent enrollment in University, please submit documents from the institution you were previously enrolled in. E.g. if you have just enrolled in graduate school and there is no subject to be shown on your transcript, then submit your undergraduate transcript. ● Scan the Certificates which are &quot;Original&quot; or &quot;Certified True Copies&quot; of the original certificates issued at your school, the embassy in Japan, or notary office in your country (such as notarial certificates). ● Certificates must be in Japanese or in English. ● In case the applicant's home school or government does not issue English nor Japanese certificate, have the certificate translated and certified by an Embassy or by Notary Office and enclose it.</td>
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</tbody>
</table>

* Not necessary if the date of graduation is listed on the Academic transcript.
Statement of Source of Funds* ○ Submission of certificate of deposit balance or certificate of scholarship is not required at the time of online application.

Digital photo ● A digital color picture taken within 3 months (with no frame, no headwear, full face, chest up, and a plain background)
● A picture with scarf or wearing sunglasses will not be accepted.

Scanned passport with your photo and passport number ● Scan the pages showing your photo and passport number.
● If you have more than one passport, please submit a copy of each.
● Scan alternative ID if you don’t have a passport at the time of application. You must submit the copy of passport, once you obtain it.

Scanned Resident Card (or Alien Registration Card) ● Scan both sides of the card.

Certificate of Payment for Screening Fee
Or one of the following 1-3 if you are exempted from payment. If you cannot submit following 1-3, please let us know about your information on the online form.

-1 Scanned Current Waseda Student ID card ● Those who are currently enrolled and are applying for another semester. *those who fall into p.17(2),①.

-2 Scanned certificate of Admission ● Those who are scheduled to enter a degree program at Waseda * those who fall into p.17(2),②

-3 Application Form for Screening Fee Waiver※ ● Please read the instructions carefully on the prescribed form. * those who fall into p.17(2),③

Certificate of Japanese Language Proficiency ● Scan the score report of JLPT if you have ever taken the Japanese Language Proficiency Test.
● Applicants may submit a letter of your Japanese proficiency certified by your university or any other language institution. The length of study, the grade, and your language ability may be included in the letter.
● Applicants who have no Japanese learning experience or have no such certificate, are not required to submit it.

10. Application Receipt Confirmation Notification by E-Mail
As the online application documents are received successfully, the “Application Receipt Confirmation e-mail” will be sent within seven working days. If you don’t write the e-mail address correctly or your e-mail box is full, you will not receive the “Application Receipt Confirmation mail”.

11. Application Number Notice
Once the online application documents are received successfully and confirmed at CJL, an “Application Number Notice e-mail” will be sent. This number is necessary at the Notification of Screening Result. If you don’t write your e-mail address correctly or your e-mail box is full, you will not receive the “Application Receipt Confirmation mail”.

<table>
<thead>
<tr>
<th>Course of Admission</th>
<th>Schedule for Application Number Notice Delivery</th>
</tr>
</thead>
<tbody>
<tr>
<td>Spring Course</td>
<td>January 11, (Wed.) 2017</td>
</tr>
<tr>
<td>Summer Course</td>
<td>March 29, (Wed.) 2017</td>
</tr>
<tr>
<td>Fall Course</td>
<td>July 26, (Wed.) 2017</td>
</tr>
<tr>
<td>Winter Course</td>
<td>October 11, (Wed.) 2017</td>
</tr>
</tbody>
</table>

12. Screening
Screening will be processed on the basis of the application materials.
13. Notification of Screening Results
Successful applicants’ application numbers will be announced on our website.
Any telephone or e-mail inquiries will not be answered.
*Your application number will be sent to you in the “Application Number Notice e-mail”.

<table>
<thead>
<tr>
<th>Course of Admission</th>
<th>Date of Notification of Screening Results</th>
</tr>
</thead>
<tbody>
<tr>
<td>Spring Course</td>
<td>January 13, (Fri.) 2017</td>
</tr>
<tr>
<td>Summer Course</td>
<td>March 31, (Fri.) 2017</td>
</tr>
<tr>
<td>Fall Course</td>
<td>July 28, (Fri.) 2017</td>
</tr>
<tr>
<td>Winter Course</td>
<td>October 13, (Fri.) 2017</td>
</tr>
</tbody>
</table>

14. Entrance Procedures

(1) Guide for Entrance Procedures
Those who are accepted to enroll will receive a guide for entrance procedures. Please follow the guide and complete all necessary procedures; submission of necessary documents for admission, payment of the tuition fees and registration of the guarantor’s information through the webpage.
*Your admission will be cancelled if these procedures are not completed by the deadline.

<table>
<thead>
<tr>
<th>Course of Admission</th>
<th>Deadline for Admission Document Submission and Tuition Fee Transfer</th>
</tr>
</thead>
<tbody>
<tr>
<td>Spring Course</td>
<td>January 13, (Fri.) 2017～January 27 (Fri.), 2017</td>
</tr>
<tr>
<td>Summer Course</td>
<td>March 31, (Fri.) 2017～April 14 (Fri.), 2017</td>
</tr>
<tr>
<td>Fall Course</td>
<td>July 28, (Fri.) 2017～August 22 (Tue.), 2017</td>
</tr>
<tr>
<td>Winter Course</td>
<td>October 13, (Fri.) 2017～October 27 (Fri.), 2017</td>
</tr>
</tbody>
</table>
(2) Tuition Fee

<For 3 Weeks>

<table>
<thead>
<tr>
<th>Program Fee</th>
<th>Spring/Fall/Winter Courses</th>
<th>Summer Course</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>With Skill-based course</td>
<td>Without Skill-based course</td>
</tr>
<tr>
<td></td>
<td>¥90,000</td>
<td>¥145,000</td>
</tr>
<tr>
<td></td>
<td>¥145,000</td>
<td>¥105,000</td>
</tr>
</tbody>
</table>

<For 6 Weeks>

<table>
<thead>
<tr>
<th>Program Fee</th>
<th>Spring/Fall/Winter Course</th>
<th>Summer Course</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>With Skill-based course</td>
<td>Without Skill-based course</td>
</tr>
<tr>
<td></td>
<td>¥175,000</td>
<td>¥225,000</td>
</tr>
<tr>
<td></td>
<td></td>
<td>¥190,000</td>
</tr>
</tbody>
</table>

Once the screening results are announced and skill-based subjects are decided, no change to the program fee will be accepted.

As a rule, we do not refund the Tuition fee once it has been paid. However, if you do not enter the program due to unavoidable circumstances, we may refund the Tuition fee. For more information about the procedure for receiving a refund, refer to the "Enrollment Procedure Guide", which will be sent to the successful applicants.
III. School life

1. Housing

(1) Each student is responsible for finding her/his own accommodation.

(2) You can apply for accommodations through the related business operators.
   Please directly contact and apply to the related business operators.

   Hotel, Homestay, etc

   < The Waseda University Academic Solutions Corporation>

   Address: 2F Ohkuma Square Building
   1-9-12 Nishi-Waseda, Shinjuku-ku, Tokyo 169-0051 Japan
   TEL: 03-5272-3476   E-mail: visitjapan@w-as.jp
   URL: http://www.w-as.jp/japan-exp/

   Dormitory with meals

   < WASEDA University Co-op Service Center>

   E-mail: servicecenter@wcoop.ne.jp
   URL: http://www.wcoop.ne.jp/ (Japanese)

2. Insurance

All students at the Short-term Japanese Program are insured with designated traveler’s insurance. The traveler’s insurance covers the cost from the date of the orientation to the date of the last class. Any dates other than the above are not covered.

3. Scholarship

There are no scholarships for the students of this program. Therefore, students must not base their decision to attend on the assumption that they will be able to receive a scholarship. Students must have their own source of funds to bear all expenses at the time of application.

4. Living expenses

In order to live in Tokyo as an international student and study at a university, living expenses other than tuition fees should be considered. Living expenses include accommodation, utility, transportation, meals, text books and so forth. The expenses below are average total amounts, but personal differences will arise.

   Rent: 160,000 yen
   Food and Living Expenses: 160,000 yen
   Others: 80,000 yen (for utility, books etc.)

   Total: 400,000 yen

5. Living status in Japan as an International Student

Successful applicants must obtain short-stay visa which is valid for 90 days. If you need an invitation letter in order to obtain the visa, please submit the necessary information to us. Please note that CJL does not support any visa which exceeds 90 days. If you already have "College Student" visa, due to enrolling in other Japanese language institutions in Japan, you should ask the Immigration Bureau if it is possible to extend period of stay or not before the enrollment of our program.

*The Immigration Bureau of Japan may not issue the COE depending on the content of documents prepared by an applicant. CJL is not responsible in such a case.
IV. For Information Inquiries:

The details of Short-term Japanese Program are listed on the Center for Japanese Language homepage. If there are any inquiries, please contact to the following:

Center for Japanese Language, Waseda University
Address: 1-7-14 1F, Nishi-waseda Shinjuku-ku, Tokyo 169-8050, JAPAN
Waseda Global Gate
TEL: +81-3-3208-0477  FAX: +81-3-3203-6405
Mon.-Fri.:9:00～17：00
E-mail: cjl-ao@list.waseda.jp
URL: https://www.waseda.jp/inst/cjl/en/