

Academic Year 2020

**Center for Japanese Language, Waseda University
Short-term Japanese Program**

Admission Guidelines

**Center for Japanese Language,
Waseda University**

CONTENTS

Short-term Japanese Program Admission Process-----	4
Taking the Self-check Test and Submission of the Test Result -----	5
Short-term Japanese Program Course Level-----	5
Schedules and Available Plans for Each Course-----	6
(1)Summer Course	
(2)Winter Course	
(3)Class Schedule Sample of Each Plan	
Short-term Japanese Program Calendar 2020 -----	8
Admission Schedule 2020 -----	9

I. Overview of Short-term Japanese Program : Academic Year 2020

1. Program Outline -----	10
2. Program Description -----	10
3. Description of Classes -----	11
4. Textbooks -----	14
5. Extracurricular Activities -----	14

II. Short-term Japanese Program Admission Guidelines : Academic Year 2020

1. Admission Requirements-----	15
2. Eligible Candidates-----	16
3. Number of Students Admitted -----	16
4. Application Procedure -----	17
5. Registration-----	18
6. Application Guidance Notification -----	18
7. Application Documents Submission-----	18
8. Screening Fee -----	19
(1)Period Transfer	
(2)Exemption of Screening fee	
(3)Screening Fee Waiver Program for Applicants from Specified Countries	
(4)Payment Method in Japan	
(5)Payment Method outside of Japan	
(6)Application Documents and Screening Fee Refund	
9. Application Documents-----	22
10. Application Receipt Confirmation Notification -----	23
11. Application Number Notice-----	23

12. Screening-----	24
13. Notification of Screening Results-----	24
14. Enrollment Procedures-----	24
(1) Guidelines for Enrollment Procedures	
(2) Tuition Fee	
15. Course Level Notification-----	25

III. School Life

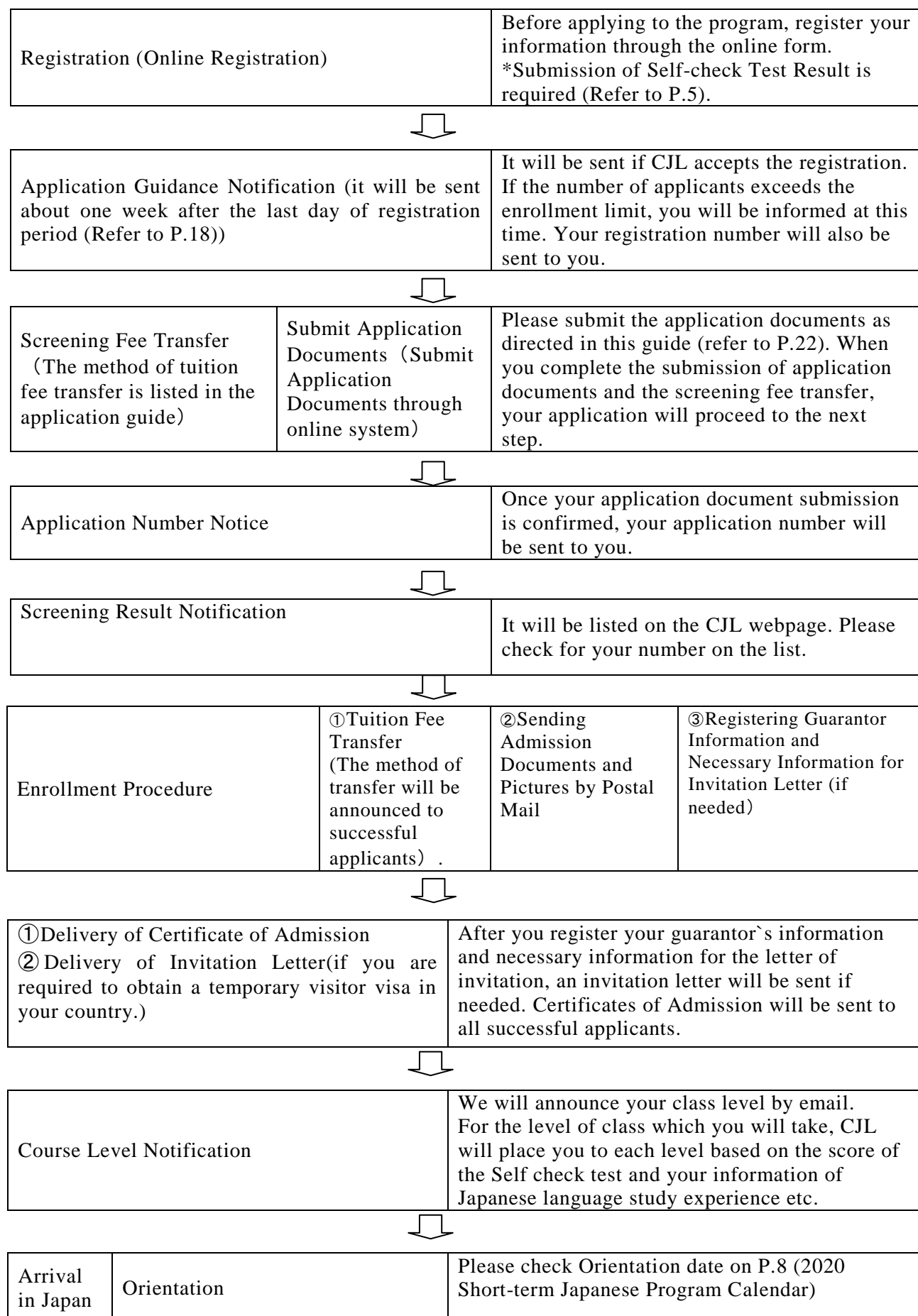
1. Housing-----	26
2. Insurance-----	26
3. Scholarship -----	26
4. Living Expenses -----	27
5. Living Status in Japan as an International Student -----	27

IV. Inquiries-----28

■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



Taking the Self-check Test and Submission of the Test Result (Confirmation of Japanese level adequacy in program participation)

This program is for beginner~intermediate level learners. In order to confirm if you are at the right level for this program, please submit “Self-check Test” result.

【How to take the test and submit the result】

- ① Before registration, you must take the Self-check Test and mark your own score.
 - ② Based on your Self-check Test score, please read the following “Short-term Japanese Program Course Level” and check if your Japanese level is suitable for the Short-term Japanese Program.
 - ③ Submit your score through the designated online registration form.
- ※ The result of the self-check test will not affect the screening.

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

URL: <https://www.waseda.jp/inst/cjl/en/applicants/s-term/admission/>

Short-term Japanese Program Course Level

*Please confirm if this program matches your Japanese level based on your Self-check Test score.

*For the level of class which you will take, CJL will place you to each level after "screening result notification" based on the score of your Self check test and your information of Japanese language study experience etc.

*We offer 1~3 level course for summer and winter course.

Level adequacy check for Short-term Japanese Program

Please refer to the above URL for the level match criteria.

	Self-check Test Score			Japanese level criterion
	part I	part II	part III	
Case1	7	—	—	Level1
Case2	14	8	—	Level2
Case3	15	13	9	Level3 *If your score of part III exceeds 11points, summer and winter course may be too easy for you.

*If your score exceeds 11points in a part, please proceed to take the next part of the test.

*Please take all levels starting from part I and submit your scores from all levels during registration

*Summer course students can take optional Skill-based subject in addition to Comprehensive Japanese.

*If more students apply for the skill-based subject than the number of seats available, registration will be decided by random selection. We will announce the selection results at the time application results are announced.

Schedules and Available Plans for Each Course

(*We do not offer Spring and Fall course from 2018)

- We offer only 1 type of schedule(SB:3 weeks) for Summer Course only in 2020 and 2 types of schedules (WA: 6weeks, WB: first 3weeks) for Winter Course.
- You can select a plan from the following plans.
- We offer Skill-based subjects only in the Summer Course.
- Screening fee is 25,000Yen for all plans.

(1)Summer Course

SB : 3 Weeks (June 15, 2020~July 3)

Plan	Contents	Credit and Tuition Fee
SB1 Plan	Comprehensive Japanese(Short-term/3weeks) + Skill-based subject(Short-term/3weeks)	Credits : 3 Tuition Fee : 145,000 Yen
SB2 Plan	Comprehensive Japanese(Short-term/3weeks)	Credits : 2 Tuition Fee : 110,000 Yen
SB3 Plan	Skill-based subject only (Short-term/3weeks)	Credits : 1 Tuition Fee : 70,000 Yen

(2)Winter Course

WA : 6 Weeks (December 2, 2020~January 27,2021)

Plan	Contents	Credit and Tuition Fee
WA Plan	Comprehensive Japanese(Short-term/6weeks)	Credits : 4 Tuition Fee : 205,000 Yen

WB : 3 Weeks (December 2, 2020~December 22)

Plan	Contents	Credit and Tuition Fee
WB Plan	Comprehensive Japanese(Short-term/3weeks)	Credits : 2 Tuition Fee : 105,000 Yen

(3)Class Schedule Sample of Each Plan

Summer Course : SB1 Plan

*Skill-based subject may be offered on 1st period.

	Mon	Tue	Wed	Thu	Fri	Sat
1period 9:00~10:30						
2period 10:40~12:10	Skill-based Subject (Short-term) *optional for Summer course only	Skill-based Subject (Short-term) *optional for Summer course only	Skill-based Subject (Short-term) *optional for Summer course only	Skill-based Subject (Short-term) *optional for Summer course only	Skill-based Subject (Short-term) *optional for Summer course only	
3period 13:00~14:30	Comprehensive Japanese (Short-term)2	Comprehensive Japanese (Short-term)2	Comprehensive Japanese (Short-term)2	Comprehensive Japanese (Short-term)2	Comprehensive Japanese (Short-term)2	
4period 14:45~16:15	Comprehensive Japanese (Short-term)2	Comprehensive Japanese (Short-term)2	Comprehensive Japanese (Short-term)2	Comprehensive Japanese (Short-term)2	Comprehensive Japanese (Short-term)2	
5period 16:30~18:00						

Summer Course : SB2 Plan & Winter Course: WA, WB Plan

	Mon	Tue	Wed	Thu	Fri	Sat
1period 9:00~10:30						
2period 10:40~12:10						
3period 13:00~14:30	Comprehensive Japanese (Short-term)2	Comprehensive Japanese (Short-term)2	Comprehensive Japanese (Short-term)2	Comprehensive Japanese (Short-term)2	Comprehensive Japanese (Short-term)2	
4period 14:45~16:15	Comprehensive Japanese (Short-term)2	Comprehensive Japanese (Short-term)2	Comprehensive Japanese (Short-term)2	Comprehensive Japanese (Short-term)2	Comprehensive Japanese (Short-term)2	
5period 16:30~18:00						

Summer Course : SB3 Plan

*Skill-based subject may be offered on 1st period.

	Mon	Tue	Wed	Thu	Fri	Sat
1period 9:00~10:30						
2period 10:40~12:10	Skill-based Subject (Short-term) *optional for Summer course only	Skill-based Subject (Short-term) *optional for Summer course only	Skill-based Subject (Short-term) *optional for Summer course only	Skill-based Subject (Short-term) *optional for Summer course only	Skill-based Subject (Short-term) *optional for Summer course only	
3period 13:00~14:30						
4period 14:45~16:15						
5period 16:30~18:00						

Short-term Japanese Program Calendar 2020



Summer Course(6weeks)

Winter Course(6weeks)

First 3 weeks



Orientation Date



Excursion

Summer Course Calendar

2020年

6月/June

Sun	Mon	Tue	Wed	Thu	Fri	Sat
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

Summer Course Orientation and Excursion : 6/13

7月/July

Sun	Mon	Tue	Wed	Thu	Fri	Sat
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

Winter Course Calendar

2020年

12月/December

Sun	Mon	Tue	Wed	Thu	Fri	Sat
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

Winter Course Orientation : 12/2

Winter Course Excursion : 12/5

2021年

1月/January

Sun	Mon	Tue	Wed	Thu	Fri	Sat
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

* Once decided at Registration, the selected course/duration/plan cannot be switched.

【Summer Course】

Schedule SB (3 weeks): June 15 (Mon.), 2020~July 3 (Fri.), 2020

Schedule SB Orientation and Excursion: June 13 (Sat.), 2020 AM

【Winter Course】

Schedule WA (6 weeks): December 2 (Wed.), 2020~January 27 (Wed.), 2021

Schedule WB (first 3 weeks): December 2 (Wed.), 2020~December 22 (Tue.), 2020

Orientation: December 2 (Tue.), 2020 AM

Excursion: December 5(Sat.), 2020

Admission Schedule 2020

※All dates are in Japanese Standard Time

Step	Admission Schedule	Summer Course Admission	Winter Course Admission
1	Registration	January 9 (Thu.), 2020 ~February 5(Wed.), 2020	August 5 (Wed.), 2020 ~September 1 (Tue.), 2020
2	Application Guidance Notification	February 14 (Fri.), 2020	September 10 (Thu.), 2020
3	Application Period	February 14 (Fri.), 2020 ~February 21 (Fri.), 2020	September 10 (Thu.), 2020 ~September 17 (Thu.), 2020
	Screening Fee Transfer Period		
4	Application Number Notice	March 25 (Wed.), 2020	October 7 (Wed.), 2020
5	Screening Result Notification	March 27 (Fri.), 2020	October 9 (Fri.), 2020
6	Enrollment Procedure ①Tuition Fee Transfer ②Admission Document Mailing ③ Guarantor's Information Registration	March 27 (Fri.), 2020 ~April 8 (Wed.), 2020	October 9 (Fri.), 2020 ~October 19 (Mon.), 2020
7	①Delivery of Certificate of Admission ②Delivery of Invitation Letter (if you are required to obtain a temporary visitor visa in your country.)	Around April 23 (Thu.), 2020	Around November 4 (Wed.), 2020
8	Course Level Notification	Mid-May, 2020	Mid-November, 2020
9	Orientation (in Japan)	Please check Orientation date on P.8 (2020 Short-term Japanese Program Calendar)	

※The CJL office will contact you concerning step 1 through 9.

Please make sure to regularly check your e-mail.

If you do not receive the e-mail by each schedule, please contact us at the following e-mail address as soon as possible.

CJL e-mail address for inquiry about admission: cjl-ao@list.waseda.jp

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 in advance.

I. Overview of Short-term Japanese Program : Academic Year 2020

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.

2. Program Description

This Short-term Japanese program is mainly for beginners~intermediates. Students take 10 lectures a week (90 minutes/lecture, 5~15 lectures a week for summer course). The goal is to cultivate students' basic Japanese competency. Furthermore skill-based subjects 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 subject optionally in addition to Comprehensive Japanese. Also, students may take only a Skill-based subject. If more students apply for the Skill-based subject than the number of seats available, registration will be decided by random selection. We will announce the selection results at the time the application results are announced.**

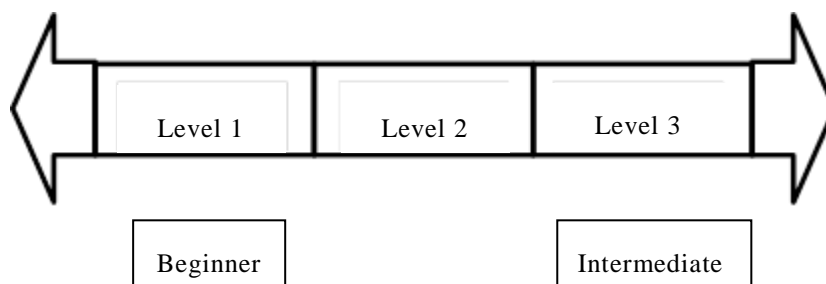
【Short-term Japanese Classes】

Course	Category	Level	Outline
Summer	Comprehensive Japanese	1-3	This is a class to comprehensively study Japanese based on the applicable textbook.
	Skill-based subject	1-3	The classes are focused on each of the basic Japanese skills such as reading, writing, listening, or speaking.
Winter	Comprehensive Japanese	1-3	This is a class to comprehensively study Japanese based on the applicable textbook.

【Level Scale】

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

Level Division	Estimated Level
1	Lower Beginner Level
2	Upper Beginner Level
3	Lower Intermediate Level



3. Description of Classes

***Classes are designated for each plan, and you cannot select a class separately.**

*** For the level of class which you will take, CJL will place you to each level based on the result of the Self-check test and your information of Japanese language study experience.**

《Comprehensive Japanese (Short-term)》

Subject Names	Syllabus
総合日本語（短期・3週間/6週間） 1	このクラスは、初級前半の人のためのクラスです。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。 教材の内容はこちらから確認できます。 http://genki.japantimes.co.jp/about/about08
Comprehensive Japanese (Short-term/3weeks/6weeks) 1	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 『GENKI I』（The Japan Times） You can look the textbook on the webpage below. http://genki.japantimes.co.jp/about_en/about08_en
総合日本語（短期・3週間/6週間） 2	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。 教材の内容はこちらから確認できます。 http://genki.japantimes.co.jp/about/about08
Comprehensive Japanese (Short-term/3weeks/6weeks) 2	This class is designed for upper beginners, or those who have completed a lower-beginner class. Students will use 『GENKI II』（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. http://genki.japantimes.co.jp/about_en/about08_en

<p>総合日本語（短期・3週間/6週間） 3</p>	<p>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。 http://utp.pot.co.jp/myeyes/wp-content/uploads/2013/10/naiyousyukai.pdf</p>
<p>Comprehensive Japanese (Short-term/3weeks/6weeks) 3</p>	<p>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. http://utp.pot.co.jp/myeyes/wp-content/uploads/2013/10/naiyousyukai.pdf</p>

<Skill-based Subjects>

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きます。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にほんご会話』(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にほんご会話』(Kiku・Kangaeru・Hanasu Ryugakusei no Tamenno 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終わった人で、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たりします。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

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 to go out and try the Japanese acquired in-class. All students will join a field trip of the Tokyo area organized by the Center for Japanese Language. Participation fee of field trip is included in the tuition fee. Students can also participate in various activities organized by the Waseda University Intercultural Communication Center (ICC).

*We cannot refund the field trip participation fee even you do not attend the field trip.

II. Short-term Japanese Program Admission Guidelines : Academic Year 2020

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 2020, you will not be able to enroll for the Summer courses offered by Short-term Japanese Program. Same applies as follows.

One-year course at JLP starting in April 2020 & All courses in 2020 offered by Short-term Japanese Program

A half-year course at JLP starting in September 2020 & Winter courses in 2020 offered by Short-term Japanese Program

One-year course at JLP starting in September 2020 & Winter courses in 2020, Summer in 2021 offered by Short-term Japanese Program

2. Eligible Candidates

- Those who can at least read and write Hiragana and Katakana.
- 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

Summer Course	About 50
Winter Course	About 130

4. Application Procedure

(1) **Registration**

Please enter the applicant's information (name, address and so on) through the following URL:
<https://www.waseda.jp/inst/cjl/en/applicants/s-term/admission/>



(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 Registration. The e-mail address which you registered during Registration will be used. Your application number will also be sent.



(3) **Submission of the Application Documents**

Please submit all the application documents through the predetermined online site.
(For details, please refer to P.22 “9. Application Documents”.)

(4) **Paying the Screening Fee**

Refer to **P.19 “8. Screening Fee”**

*Please make the payment by the deadline.

*Please make the payment only during the appropriate 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 during the application period.
- ③ You must prepare and submit all the application documents. Please be aware that the decision on admission will be made on the basis of submitted application documents. 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 guidelines for the Self-check Test.

5. Registration Period

Admission	Registration Period
Summer Course	January 9 (Thu.), 2020~February 5 (Wed.), 2020 23:59 (JST*)
Winter Course	August 5 (Wed.), 2020~September 1 (Tue.), 2020 23:59 (JST*)

*JST=Japanese Standard Time

*The result of the Self-check Test is required for 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 registration will not be accepted.

Furthermore, 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 Japanese language study experience.
- If the applicant's Japanese ability (as demonstrated by the Self-check Test score) does not match the level of the courses offered by the program.
- If the applicant has no record of Japanese language study experience, or if the applicant cannot read and write hiragana.

*When your registration is completed, a message from our system will be delivered to your e-mail address.

*The next application step will be announced to the applicants who successfully complete the registration. If your registration is not accepted, you will be informed that you were not accepted.

*If more than two entries are submitted by the same applicant, only the most recent registration data will be valid.

6. Application Guidance Notification

The "Application Guidance Notification" will be sent to the accepted applicants who complete the Registration before the maximum number of applicants is reached. The e-mail address which you registered during 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 send your application documents.

Admission	Date of Application Guidance Notification
Summer Course	February 14 (Fri.), 2020 19:00 (*JST)
Winter Course	September 10 (Thu.), 2020 19:00 (*JST)

*JST=Japanese Standard Time

7. Application Documents Submission

Admission	Application documents Submission Period
Summer Course	February 14 (Fri.), 2020~February 21 (Fri.), 2020※ (*JST)
Winter Course	September 10 (Thu.), 2020~September 17 (Thu.), 2020※(*JST)

*JST=Japanese Standard Time

*Please submit all required application documents.

*Please download the prescribed application forms from the following link;

<https://www.waseda.jp/inst/cjl/en/applicants/s-term/admission/>

*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 the online system.

*No applications will be accepted by E-mail.

*Please submit all the documents through the online form.

*No documents will be accepted after the above period.

8. Screening Fee 25,000 yen

(1) Transfer Period

Please make the payment during the appropriate period.

Admission	Transfer Period
Summer Course	February 14 (Fri.), 2020~February 21 (Fri.), 2020※(*JST)
Winter Course	September 10 (Thu.), 2020~September 17 (Thu.), 2020※(*JST)

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.

①Those who are enrolled in the 2019 Winter short-term course applying to the 2020 Summer course, and those in the 2020 Summer course to the 2020 Winter course. In this case, please submit your Waseda student ID number which you obtain while you are at Waseda University, CJL, Short-term Japanese program.

* 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.

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

③Those 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.

(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

Afghanistan, Angola, Bangladesh, Benin, Bhutan, Burkina Faso, Burundi, Cambodia, Central African Rep., Chad, Comoros, D.P.R.Korea, Democratic Republic of the Congo, Djibouti, Equatorial Guinea, Eritrea, Ethiopia, Gambia, Guinea, Guinea-Bissau, Haiti, Kenya, Kiribati, Kyrgyz Rep., Laos, Lesotho, Liberia, Madagascar, Malawi, Mali, Mauritania, Mozambique, Myanmar, Nepal, Niger, Rwanda, Samoa, Sao Tome and Principe, Senegal, Sierra Leone, Solomon Islands, Somalia, South Sudan, Sudan, Tajikistan, Tanzania, Timor-Leste, Togo, Tuvalu, Uganda, Vanuatu, Yemen, Zambia , Zimbabwe

(4) Payment Method in Japan

Apply for the payment through the information terminal at your nearest Convenient 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 Method outside of Japan

[Transfer Method]

For the payment by 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 Refund

As a general rule, application documents and screening fees are not returned. If you are eligible for the refund for some reason, the Center for Japanese Language office will contact you. Any handling fees which may be incurred for refund must be paid by the applicant.

9. 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 “△”, please submit if applicable.
- ③. For items marked “✖”, please use the prescribed forms. They are downloadable from the website. (<https://www.waseda.jp/inst/cjl/en/applicants/s-term/admission/>)
- ④. Please submit all the documents with the following digital format.
 - Convert/scan paper based information to digital format 「.doc(.docx)/.pdf」
 - 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 documents. Please keep all the documents with you.

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.

	Mandatory	Application documents	Instructions	
①	○	Statement of goals and Plans for applying Short-term Japanese Program✖	<ul style="list-style-type: none"> • Please read instructions in the prescribed form carefully. • Please typewrite your response and sign your name by hand at the bottom. 	
②	○	Official Latest Academic Transcripts of High School, University, or Graduate School	Category/Status	Certificate needed
			High school (currently enrolled and expected to graduate)	Latest academic transcripts of high school
	○	Evaluation scale or grading system: the measure of performance (Highest possible score and Passing grade should be shown)	High school (graduate)	Academic transcripts of all records of high school
			Undergraduate (currently enrolled)	Latest academic transcripts of university*
			Undergraduate (graduate)	Academic transcripts of all records of university
		Ex.: 1. 100-91=A, 90-81=B, and so on, or 2. 60/100=indicate what is the passing grade	Graduate School (currently enrolled)	Latest academic transcripts of graduate school*
③	○	Official Certificate of Enrollment or Certificate of (Prospective) Graduation issued from High School, University, or Graduate School	Category/Status	Certificate needed
			High school (currently enrolled and expected to graduate)	Certificate of expected graduation of high school
		• If the date of graduation is listed in the academic transcript, this is not a requirement for applicants who have already finished their education.	High school (graduate)	Certificate of graduation of high school
			Undergraduate (currently enrolled)	Certificate of Enrollment of university
			Undergraduate (graduate)	Certificate of Graduation of university
			Graduate School (currently enrolled)	Certificate of Enrollment
			Graduate School (graduate)	Certificate of Graduation of graduate school

• *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 "Original" or "Certified True Copies" 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.

④	○	Statement of Source of Funds✕	● Submission of certificate of deposit balance or certificate of scholarship is not required.
⑤	○	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.
⑥	○	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.
⑦	△	Scanned Resident Card	● Scan both sides of the card.
⑧	○	Certificate of Payment for Screening Fee Or one of the following 1-3 if you are exempted from payment. *If you are exempted from payment and cannot submit following 1-2, please submit a memo states your name, previous student ID number or Application number.	● Scan "Certificate of Payment" if you pay at a convenience store. ● Scan "Result of Payment by Credit Card, Union Pay, or Alipay" if you pay by credit card.
-1		Scanned Current Waseda Student ID card	● Those who are currently enrolled and are applying for another semester. *those who fall into p.19(2),①,
-2		Scanned certificate of Admission	● Those who are scheduled to enter a degree program at Waseda * those who fall into p.19(2),②
-3		Application Form for Screening Fee Waiver✕	● Please read the instructions carefully on the prescribed form. * those who fall into p.19(2),③
⑨	△	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

When the online application documents are received successfully, the Application Receipt Confirmation message will be sent from our system. If you do not write your e-mail address correctly or your e-mail box is full, you will not receive the message.

11. Application Number Notice

Once the online application documents are received successfully and confirmed at CJL, an "Application Number Notice" will be sent by e-mail. 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 message.

Admission	Date of Application Number Notice Delivery
Summer Course	March 25, (Wed.) 2020✕(*JST)
Winter Course	October 7, (Wed.) 2020✕(*JST)

*JST=Japanese Standard Time

12. Screening

Screening will be processed on the basis of the application documents.

13. Notification of Screening Results

Successful applicants' application numbers will be posted on our website.

***Any telephone or e-mail inquiries about screening result will not be answered.**

***Your application number will be sent to you by e-mail in the "Application Number Notice".**

Admission	Date of Notification of Screening Results
Summer Course	March 27, (Fri.) 2020※(*JST)
Winter Course	October 9, (Fri.) 2020※(*JST)

*JST=Japanese Standard Time

14. Enrollment Procedures

(1) Guidelines for Enrollment Procedures

Successful applicants will receive guidelines for enrollment procedures. Please follow the guidelines and complete all necessary procedures; submission of necessary documents for admission, payment of the tuition fees, registration of the guarantor's information through the webpage.

***Your admission will be cancelled if these procedures are not completed by the deadline.**

Admission	Period for Admission Document Submission and Tuition Fee Payment
Summer Course	March 27, (Fri.) 2020~April 8 (Wed.), 2020 ※(JST*)
Winter Course	October 9, (Fri.) 2020~October 19 (Mon.), 2020 ※(JST*)

*JST=Japanese Standard Time

(2) Tuition Fee
Summer Course

	SB (3 weeks)		
Tuition Fee	SB1 Plan(3 credits)	SB2 Plan(2 credits)	SB3 Plan(1 credit)
	¥145,000	¥110,000	¥70,000

Winter Course

	<WA (6 weeks)>	<WB (3 weeks)>
Tuition Fee	WA Plan(4 credits)	WB Plan(2 credits)
	¥205,000	¥105,000

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 "Guidelines for Enrollment Procedure", which will be sent to the successful applicants.

15. Course Level Notification

Based on your Self-check test result and Japanese language study experience, CJL will place you at each level and notify your course level by e-mail during the following period.

Admission	Period for Course Level Notification
Summer Course	Mid-May, 2020
Winter Course	Mid-November, 2020

III. School life

1. Housing

- (1) Each student is responsible for finding her/his own accommodation.
- (2) You can apply for accommodations through our affiliated business operators.

Please directly contact them for application.

Homestay etc.

< 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@mars.w-as.jp
URL : <https://www.w-as.jp/international/homestay/english.html>

Shared house etc.

< Waseda University Student Housing Center >

Address: 4F Ohkuma Square Building
1-9-12 Nishi-Waseda, Shinjuku-ku, Tokyo 169-0051 Japan
URL(Inquiry Form) : <http://waseda-housing.com/fp-9907/>

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 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.

Approximate amount of living expenses of 6week program (about 2 months)

*vary in individuals

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 visa depending on the content of documents prepared by an applicant. CJL is not responsible in such a case.

IV. Inquiries:

The details of Short-term Japanese Program are posted on the Center for Japanese Language webpage. If you have further 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/>