

**For Non-degree Students
in Undergraduate or Graduate Schools at WASEDA**

Academic Year 2020 Admission

Center for Japanese Language, Waseda University Japanese Language Courses Application Guidelines

*These admission guidelines are only for non-degree students who will enroll in an undergraduate or graduate school at Waseda University in 2020 and would like to take Japanese language courses. Others are not eligible to apply.

If you will continue your studies in an undergraduate or graduate school at Waseda University in 2021 and would like to take Japanese language courses, you will need to reapply for admission in AY2021 in accordance with the Application Guidelines for Academic Year 2021.

*If it is determined that you intend to take Japanese language courses solely to fulfill visa status requirements (10 hours or more of classes per week), you will not be admitted.

- In principle, it is preferable for students to meet visa status requirements (10 hours or more of classes per week) by enrolling in courses offered in their affiliated undergraduate or graduate schools.
- If you are meeting the “10 hours or more of classes per week” requirements by taking Japanese language courses, your statement should be clearly related to your field of study at your affiliated school.
- Please make your statement to take Japanese language courses at an appropriate level.

Center for Japanese Language, Waseda University

« Reference Materials »

【Curriculum】

<http://www.waseda.jp/inst/cjl/en/about/education/curriculum/>

【Syllabus】

<http://www.waseda.jp/inst/cjl/en/students/registration/download/>

Center for Japanese Language, Waseda University
Address: 1-7-14, Nishi-waseda Shinjuku-ku, Tokyo 169-8050, JAPAN

【E-mail】 cjl@list.waseda.jp
【URL】 <http://www.waseda.jp/inst/cjl/en/>

1. Schedule ※Japan Standard Time

Step	Schedule	Spring 2020 Admission	Fall 2020 Admission
1	Screening Fee Transfer Period	February 26 (Wed.) ~March 6 (Fri.), 2020 *1	August 19 (Wed.) ~28 (Fri.), 2020 *2
2	Submission of Application Documents		
3	Screening Result Notification	March 13 (Fri.), 2020 *3	September 4 (Fri.), 2020 *3

- *1. If the undergraduate or graduate school you plan to enroll in will not release admission results prior to March 6 (Fri.) for Spring Semester and September 4 (Fri.) for Fall Semester, you do not need to pay the screening fee during the application period. However, you need to complete the online application. After you pass the screening for the undergraduate or graduate school you plan to enroll in, you are required to pay the screening fee.
- *2. Successful applicants in Spring Semester Admission do not need to apply again for Fall Semester. However, you must continue to be enrolled as a student at your affiliated school in Fall Semester in order to register for Japanese courses.
- *3. Successful applicants in 2020 Admissions need to reapply for admission in 2021 in accordance with the Application Guidelines for Academic Year 2021. However, you must continue to be enrolled as a student at your affiliated school for Academic Year 2021 in order to register for Japanese courses.

2. Method of Application

You must complete both (1) and (2) for your application to be accepted.

For (2), please submit application documents through the designated application form.

<https://my.waseda.jp/application/noauth/application-detail-noauth?param=OjW0JjvqDz9Snkb6kHhZQNA>

(1)	(2)
Pay the Screening Fee * Refer to “3. Screening Fee” Please DO NOT pay the Screening Fee if you are eligible to be exempted from payment. To waive the Screening Fee, contact <u>the office of school you plan to enroll in</u> for the prescribed form.	“Statement of Purpose for Taking Japanese Language Courses” (100-300 words)
	Submission of one of the followings regarding Screening Fee: “Certificate of Payment”, “Result of Payment” or “Application Form for Screening Fee Waiver”

3. Screening Fee: 25,000 yen

(1) Period of Transfer

Please pay the screening fee during the designated period below. The payment should be made at a convenience store, by credit card, or through China Union Pay/Alipay. No cash or check payments will be accepted.

Admission	Period of Transfer
Spring 2020	February 26 (Wed.) ~March 6 (Fri.) , 2020 *23:00 (Japanese Standard Time)
Fall 2020	August 19 (Wed.) ~28 (Fri.) , 2020 *23:00 (Japanese Standard Time)

***If you are paying at a convenience store, web application must be completed before 23:00 (Japanese Standard Time) on the final day of the payment period.**

(2) Payment at a Convenience Store in Japan

Refer to P.5 for payment method details.

GUIDELINES

1. To make a payment at a convenience store, you must complete the designated application procedure in advance by accessing the “screening fee convenience store payment site” (<https://e-shiharai.net/>) [Japanese only] online.
2. After making the payment, submit the “Certificate of Payment of the Screening Fee”.
3. The payment can be made 24 hours a day, seven days a week, including Saturdays, Sundays, and holidays. However, please note that application via the website will end at 23:00, and payment at a convenience store will be accepted until 23:30 on the last day of the payment period.
4. Even if someone other than the applicant makes the payment, **the applicant’s information must be entered.**
5. Please select the options as indicated below.

- **お支払い選択** : 「大学・短大」
- **学校選択** (School Selection) : Please search with 「ワセダ」 in Katakana and Choose 「早稲田大学」
- カテゴリ選択**(Category Selection)
- **第一選択** (First Selection) : 「日本語教育研究センター」
- **第二選択** (Second Selection) : 「(学内科目等履修生用)日本語教育プログラム」
- **第三選択** (Third Selection) : 「2020年春学期」 or 「2020年秋学期」
- **第四選択** (Fourth Selection) : 「学内科目等履修生選考 25000円」
- **基本情報入力** (Enter basic information) : Even if the payment is paid by a third party, please enter the applicant's name, gender, date of birth, and occupation.

(3) Payment by Credit Card or Online Payment System (China Union Pay or Alipay)

Refer to P.6 for payment method details.

GUIDELINES

1. To make a payment by credit card or online payment system (China Union Pay or Alipay), please access the online screening fee payment website (<https://e-shiharai.net/ecard/>) and complete the required procedure.
2. After completing the transaction, save/print the “Result” page and submit it.
3. The payment can be made 24 hours a day, seven days a week, including Saturdays, Sundays and holidays.
4. A credit card other than the applicant’s can be used for the payment. In this case, however, **the applicant’s basic information must also be included.**
5. Please select the options as indicated below.

Choose 「Examination Fee Application」

- **School Selection** : Waseda University (Undergraduate Schools)
- **First Selection** : 「Center for Japanese Language」
- **Second Selection** : 「 (For Non-Degree Students) Japanese Language Program」
- **Third Selection** : 「Spring 2020 Admission 」 or 「Fall 2020 Admission」
- **Fourth Selection** : 「 (For Non-Degree Students) Japanese Language Program JPY25,000」
- **基本情報入力** (Enter basic information) : Even if the payment is paid by a third party, please enter the applicant's name, gender, date of birth, and occupation.

(4) Exemption of Screening Fee

Please note that applicants who have been exempted from the payment of the Screening Fee for the school you plan to enroll in, are also exempted from the payment of the Screening Fee for the Center for Japanese Language. If the above situation applies to you, please have the “Application Form for Screening Fee Waiver” approved or stamped by the office of the school you plan to enroll in beforehand and submit it

to us as an application document. If you passed the admissions process in the previous year and are reapplying for admission this year, you are also exempted from paying the Screening Fee.

4. Details of Application Documents

1. “**Statement of Purpose for Taking Japanese Language Courses**” must be written **in Japanese or in English**. Please submit all documents through the designated application form.
2. Between admission and enrollment, you may be requested to hand in the original application documents. Please keep all the documents on hand.

You will 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 regarding your application may later be invalidated, and the submitted application documents and screening fee will not be returned.

5. Screening

Screening will be processed on the basis of the “**Statement of Purpose for Taking Japanese Language Courses**”. There will be no writing examination or interview.

If it is determined that you intend to take Japanese language courses solely to fulfill visa status requirements (10 hours or more of classes per week), you will not be admitted; please refer to P.1 for details.

6. Notification of Screening Results

Screening results will be announced by posting the application numbers of successful applicants on our website (<http://www.waseda.jp/inst/cjl/en/>).

***Telephone or e-mail inquiries will not be answered.**

***Inquiries regarding the screening will not be answered.**

Admission	Notification of Screening Results
Spring 2020	March 13 (Fri.), 2020
Fall 2020	September 4 (Fri.), 2020

7. Enrollment Procedures and Course Registration

No enrollment procedures are needed for the Center for Japanese Language.

To register for Japanese language courses, please refer to the “Japanese Course Registration for International Students” which the Center for Japanese Language office will send to successful applicants via e-mail.

The “Japanese Course Registration Guidebook” will also be posted on the webpage below after March 1 (for Spring Admission) and September 1 (for Fall Admission).

<https://www.waseda.jp/inst/cjl/en/students/registration/>

You can also find the “Japanese Course Registration Guidebook” in the CJL office (4th floor of Building No. 22).

■ 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 leaks, 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.

How to Pay the Screening Fee at the Convenience Store

Waseda University

Convenience Store Easy-Pay Systems for Entrance Exam Fees

Now you can transfer funds to pay for your entrance examination - 24 hours a day - from your nearest Lawson, Ministop, FamilyMart, Seven-Eleven.

- 1 Before going to the convenience store, you will need to obtain an application number which you can get from going online on either your cellphone or computer. This number will be required when you make your payment.



<https://e-shiharai.net/>



To obtain your application number, please follow the instructions on the screen and input all necessary information. This number will be required when you make your payment.

If you input the wrong information when trying to obtain your application number, please start again from the beginning and make your payment. If you are not able to make the required payment before the due date you will receive this deadline upon completing the online application, all the information you had input will be canceled automatically.

2 Convenience Store Payment

●The application fee cannot be paid through an ATM. Be sure to make your payment at the cash register.

Paying at SEVEN-ELEVEN
[13-digit Payment Slip Number] 払込票番号

Tell the counter staff that you want to make an "Internet shiharai." Then provide your Payment [払込票番号] Payment Slip Number

※If a payment slip is not printed out, just tell your number to the counter staff.

A multifunction copier can not be used to make payment.

●Make the payment at the register.
●Receive an Application Fee Statement. Detach the Certificate of Payment (receipt) portion.

Paying at LAWSON or MINISTOP
[11-digit Customer Number] お客様番号
[4-digit Verification Code] 確認番号

Use the Lawson information terminal Loppi

Touch the "各種サービスメニュー" option
Various Service Menu

Select the "各種代金お支払い" button on the touch screen
All Payments

Touch the "各種代金お支払い" option
All Payments

Touch "マルチペイメントサービス"
Multi-Payment Service

Enter your [お客様番号][確認番号]
Customer Number Verification Code

●Loppi, FamiPort issues a funds transfer receipt.
You will need to take this to the cash register within 30 minutes and make the actual payment.
●Receive an Application Fee Statement. Detach the Certificate of Payment (receipt) portion.

* Design and layout of the touch screen buttons is subject to change without notice.

Paying at FamilyMart
[11-digit Customer Number] お客様番号
[4-digit Verification Code] 確認番号

Use the FamilyMart information terminal FamiPort

Select the "代金支払い" button on the touch screen
All Payments

Touch the "各種代金お支払い" option
All Payments

Enter your [お客様番号][確認番号]
Customer Number Verification Code

●Loppi, FamiPort issues a funds transfer receipt.
You will need to take this to the cash register within 30 minutes and make the actual payment.
●Receive an Application Fee Statement. Detach the Certificate of Payment (receipt) portion.

* Design and layout of the touch screen buttons is subject to change without notice.

3 Application

Scan "Certificate of Payment" if you pay at a convenience store.

- Be sure to complete your convenience store payment before the time limit expires. All the payment information you entered will be deleted automatically if the payment is not completed before the deadline.
- Please note: After application fee payment has been made at any of the above shops, refund is not possible.
- Please double-check the application deadline in your application guide. Post your payment early enough to be sure it is received in time.

Payment Commission

(transfer fee charged by all participating stores)

There is a fee for this payment transfer service, which applicants must pay in addition to the entrance exam fee. The payment commission is as the same at all participating stores.

convenience stores:	Entrance exam fee ¥49,999 or less	500 yen
	Entrance exam fee ¥50,000 or more	720 yen

Questions about paying your entrance exam fees at convenience stores? Please visit:
Note: Convenience store staff cannot answer questions about the service.

<https://e-shiharai.net/>

How to Pay the Screening Fee by Credit Card, Union Pay, or Alipay

Waseda University Examination Fee Payment by Credit Card, Union Pay, and Alipay

24 hours a day, 365 days a year, you can pay anytime! Easy, Convenient and Simple!

You can pay the Examination Fee by using
Credit Card, Union Pay, and Alipay.



Access the site below with your PC

<https://e-shiharai.net/ecard/>



You can access
from our
website too !

Web Application - Online Transaction

1. Top Page Click "Examination Fee".
2. Terms of Use and Personal Information Management Please read the Terms of use an Personal Information Management.
Click "Agree" button located in the lower part of this page if you agree with these terms.
Click "Not agree" button located in lower part of this page if you do not agree with these terms.
3. School Selection Click "Waseda University".
4. School Information Read the information carefully and click "Next".
5. Category Selection Choose First to Fourth Selection and click "Add to Basket".
6. Basket Contents Check the contents and if it is OK, click "Next".
7. Basic Information Input the applicant's basic information.
Choose your credit card and click "Next".

Paying with Credit Card

Input Credit Card Number (15 or 16-digits),
expiration date and security code.

All of your application information is displayed.
Click "Confirm" to verify.

Click "Print this page" button and print out
"Result" page.

Paying with Union Pay, Alipay

Follow the onscreen instructions to complete the card payment.

Please click the "Application Results" button in the upper
part of this site (e-shiharai.net).

Please write down the "Receipt Number" given when you
complete your application, and enter your
"Payment Method", "Receipt Number" and "Birth Date".
Please make sure your printer is ready.

Please print out the "Payment Inquiry - Inquiry result" page.

Application

Scan "Result of Payment by Credit Card, Union Pay, or Alipay."

[NOTICE/FAQ]

- During the payment periods and application periods specified in the application guidelines, you can make payment anytime. Please consult the application guidelines and complete payment in time for the application period.
- On the last date of the payment period, please complete the transaction by 11:00pm Japan time.
- It is possible to use a card which carries a name different from that of the applicant. However, please make sure that the information entered in the Basic Information page is the applicant's information.
- If you did not print out the "Result" page, you can display it later on the Application Result page. Please enter "Receipt Number" and "Birth Date" to redisplay.
- Please contact the credit card company if your card is not accepted.

■ Payment Commission

There is a fee for this payment transfer service, which applicants must pay in addition to the entrance exam fee.

Entrance exam fee	Payment Commission
~ 29,999 yen	565 yen
30,000 yen ~ 49,999 yen	1,005 yen
50,000 yen ~ 69,999 yen	1,446 yen
70,000 yen ~ 99,999 yen	1,833 yen
100,000 yen ~ 199,999 yen	2,074 yen
200,000 yen ~ 299,999 yen	2,618 yen
300,000 yen ~	4,400 yen

For questions or problems not mentioned here, please contact :

E-Service Support Center Tel : +81-3-5952-9052 (24 hours everyday)