

Revised on January 9, 2021

Academic Year 2021

For Currently Enrolled JLP Students

Center for Japanese Language, Waseda University Japanese Language Program Admission Guidelines

***The guidelines apply to applicants who are currently enrolled as a student in this program and applying for another semester or year.**

Please refer to the eligible applicants below.

For April 2021 Admission : Student ID # 9220A~ or 9220D~

For September 2021 Admission : Student ID # 9220C~ or 9221B~

Current exchange students or MEXT students also are eligible to apply, but you will be considered as private expense applicants.

In general, you can enroll in Japanese language institutions in Japan for 2 years in total with a "Student" visa.

If you enroll in Japanese language institutions in Japan including CJL for over 1 year with a "Student" visa, you may not be able to extend your visa. Therefore, please ask the Immigration Bureau in advance if it is possible to extend "Period of Stay" or not. Also, if you enroll in Japanese language institutions for more than 2 years including the program you are now applying for, we may decline your admission to our program.

April admission/September admission

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

【TEL】 +81-3-3208-0477 Mon. ~ Fri. : 9:00~17:00
【E-mail】 cjl-ao@list.waseda.jp
【URL】 <http://www.waseda.jp/inst/cjl/en/>

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Important Notes for CJL Classes in the Fall Semester 2021

Some or all CJL classes may be provided online in the fall semester 2021 according to circumstances, including the influence of COVID-19. We will announce how we provide classes through our website (<https://www.waseda.jp/inst/cjl/en/>) when it is determined.

Please note that if non-degree students who require a student visa take online classes, we may not be able to apply for Certificate of Eligibility (COE) or may need to return COE to the Immigration Bureau in accordance with the Immigration Bureau guidelines. Therefore, students may not be able to enter Japan. In that case, students need to take online classes from their home country. Please also note that students are not able to defer admission and change the program duration.

I . Application Schedule ※Japanese Standard Time

| Step | Admission Schedule | April Admission, 2021 | September Admission, 2021 |
|------|---|---|--|
| 1 | Online Application *No need to pay Screening Fee | October 5 (Mon.), 2020 ~ October 15 (Thu.), 2020 | April 1 (Thu.), 2021 ~ April 12 (Mon.), 2021 |
| | | *When you finish answering all the questions, please check your responses again before you click "保存(SAVE)" button to complete the registration. You will not complete online application until you click "保存(SAVE)" button. | |
| 2 | Application Number Notice | November 18 (Wed.), 2020 | May 19 (Wed.), 2021 |
| 3 | Screening Result Notification | November 25 (Wed.), 2020 | May 26 (Wed.), 2021 |
| 4 | Enrollment Procedures ①Submission of Enrollment Documents ②Submission of Application Form for Certificate of Eligibility (if applicable) ③Guarantor and Current Status Registration | November 25 (Wed.), 2020 ~ December 7 (Mon.), 2020 | May 26 (Wed.), 2021 ~ June 7 (Mon.), 2021 |
| | | | |
| 5 | Completion of Enrollment Procedures Notification | | |
| 6 | Application for Certificate of Eligibility (Only for applicants who apply for COE) <i>※The Center for Japanese Language applies for the "COE" to the Immigration Bureau of the Ministry of Justice on behalf of students</i> | Late December, 2020 | Late June, 2021 |
| 7 | Tuition Fee Transfer | January 7 (Thu.), 2021 ~ January 21 (Thu.), 2021 | July 8 (Thu.), 2021 ~ July 22 (Thu.), 2021 |
| 8 | Dispatch of Certificate of Eligibility, Certificate of Admission, etc | Around February 15, 2021 | Around August 10, 2021 |
| | | *The delivery timing will vary according to the conditions in COE issuing schedule at Immigration Bureau. | |
| 9 | Orientation for New Students | Mid-March, 2021 | Early September, 2021 |

※Please make sure to regularly check your e-mail.

※If you do not receive the notification e-mail, please check your junk mail folder.

II . Japanese Language Program Policies

Policy on accepting students (Admission Policy)

We welcome students from every region in the world who have a strong intellectual curiosity, a high motivation to learn, and a clear goal to learn Japanese after fully understanding the diploma policy, curriculum policy, and support policy of the Japanese Language Program.

➤Policy regarding the completion of program (Diploma Policy)

The Japanese Language Program is aimed at training students to become individuals who can function in a global society with a broad perspective, free from the constraints of nationality or culture—individuals capable of understanding multiple languages and cultures and able to think on their own and work in collaboration with others. The goal of this program is to foster global citizens who are able to use their problem identification-solving skills, creative imagination, critical thinking skills, and knowledge of different cultures to create a new society.

➤Policy on creating and utilizing curriculums (Curriculum Policy)

We provide an opportunity for individual students to proactively learn Japanese according to their own needs based on their understanding of the significance the Japanese language has in their own lives. To help individual students fully develop their potential, we allow them to develop their own curriculum and custom design their own learning by combining a variety of Japanese language subjects and general education subjects.

➤Learning support policy (Support Policy)

We have developed a support system aimed at helping international students learn independently. This includes providing advice about how to enroll in Japanese language classes and how to learn the Japanese language. At the same time, we collaborate with related organizations to develop a comprehensive support system to assist international students in learning both inside and outside the classroom.

◀ For your information ▶

【Curriculum】

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

【Syllabus】

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

III. Japanese Language Program Admission Information: 2021 Academic Year

1. Admission Requirements :

Students currently enrolled in JLP. Refer to the cover sheet for eligible applicants.

【Reminder for Short-term Japanese Program 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 2021, you will not be able to enroll for Summer courses in 2021 offered by Short-term Japanese Program. Same applies as follows.

One-year course at JLP starting in April 2021, & All courses in 2021 offered by Short-term Japanese Program

A half-year course at JLP starting in September 2021, Winter courses in 2021 offered by Short-term Japanese Program

One-year course at JLP starting in September 2021, Winter courses in 2021, Summer courses in 2022 offered by Short-term Japanese Program

【Reminder for Currently Enrolled JLP Students Application】

In general, you can enroll in Japanese language institutions in Japan for 2 years in total with a student visa.

If you enroll in Japanese language institutions in Japan for more than 2 years at the time of application, you are not able to re-apply for our program.

2. Number of Students Admitted

| | |
|---------------------|-------------------------|
| April Admission | Approx.150~200 Students |
| September Admission | Approx.200~250 Students |

3. Month of Admission

At the time of submission of online application, the applicants must clearly specify the desired month of admission and program duration. No change for the decided month of admission and program duration is allowed after online application period. Also, the period for registration of online applications cannot be extended.

| Month of Admission | Program Duration | |
|--------------------|------------------|---------------------------------------|
| April 2021 | One-year | April 1, 2021~March 15, 2022 |
| | Half-year | April 1, 2021~September 15, 2021 |
| September 2021 | One-year | September 21, 2021~September 15, 2022 |
| | Half-year | September 21, 2021~March 15, 2022 |

*Class schedules are not the same as the designated program duration below. Please refer to our website for detailed class schedules (15 weeks / half-year).

(<https://www.waseda.jp/inst/cjl/en/students/schedule/>)

*If you would like to extend the duration of your program, you are required to re-apply to another program during the designated admission period. In that case, please refer to the JLP Admission Guidelines for Currently Enrolled JLP Students on our website.

4. Method of Application

Online Application

Access the following web page and complete your online application.

[【https://www.waseda.jp/inst/cjl/en/applicants/launch/admission/】](https://www.waseda.jp/inst/cjl/en/applicants/launch/admission/)

◆Online Application Form (for Currently Enrolled JLP Students)

※Please submit all the documents through the online application form. Please put them in a single file.

※PDF format recommended.

※You cannot save the data in the middle. If you cannot finish it at one time, you need to start again from the beginning.

※Amount of time required : 45-60 minutes. ※Please prepare all the documents and answers in advance.

※When you finish answering all the questions, please check your responses again before you click "保存 (SAVE)" button to complete the registration. You will not complete online application until you click "保存 (SAVE)" button.

①Please click “はい” button like below.

章 11

確認事項 / Confirmations and Understandings

設問 11 - 1.

※本申請フォームに記載した内容が、出願にかかる書類はすべて正確であることを証明し、誤りや脱漏による不適合が入学試験にかかると考えられます。そして入学が許可された場合には早稲田大学の規則に従って入学手続きを進めなければなりません。

※また、本申請は1回のみのみ可能です。再申請はできません。

※I certify that the information provided is true and correct, and I understand that if I am accepted for enrollment, I must follow the rules of Waseda University.

※Also, I can submit my application only once.

* :

※申請は1回のみのみ可能です。再申請はできません。
※You can submit your application only once.

※「保存」をクリックすると「申請確認」画面が表示されます。「はい」をクリックして登録を完了してください。
※ Once you click "保存" button, "申請確認" page will be appeared. Please click "はい" to complete the registration.
If you click "いいえ", your registration will be canceled.

いいえ はい

Click !

キャンセル 保存

②To confirm your online application

Online application is completed when the “保存しました。” page appears.

*You also will receive a confirmation message to the e-mail address you have registered online.

設問 1 - 2. 英字氏名【姓】 / FAMILY Name in English

※【パスポート】に記載してある通りに入力してください。Please write the same name as written on your [passport].

※姓は全大文字で入力してください。Only the first letter of the last name in "Capital letter"

例 e.g.: Williams

お知らせ

保存しました。

Check !

OK

設問 1 - 3. 英字氏名【名】 / MIDDLE Name in English

※【パスポート】に記載してある通りに入力してください。Please write the same name as written on your [passport].

※名は一文字のみで入力してください。Only the first letter of the middle name in "Capital letter"

例 e.g.: Taro * :

Taro

設問 1 - 4. 英字氏名【ミドルネーム】 / MIDDLE Name in English

※【パスポート】に記載してある通りに入力してください。Please write the same name as written on your [passport].

※ミドルネームは一文字目のみ大文字 Only the first letter of Middle name in "Capital letter"

例 e.g.: Jack :

Jack

【NOTE】

1. Once registered, the e-mail address cannot be changed. If you need to change it, send an e-mail to “cjl-ao@list.waseda.jp”. The title of the e-mail should be “Modification of E-mail Address for Online Application”.
2. All you need to prepare and submit is “**Study Plan for Currently Enrolled JLP Students *submit through online***”, “**Statement of Source of Funds**”, “**Scanned Passport**”, and “**Scanned Resident Card *both front and back sides***”.
Download the prescribed form of “**Statement of Source of Funds**” from the web site below:
【<https://www.waseda.jp/inst/cjl/en/applicants/launch/admission/>】
3. If you have any problems downloading the prescribed form, contact Center for Japanese Language beforehand.
4. Application materials sent by e-mail will not be accepted.
5. Application materials sent after the deadline will not be accepted.
6. 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 taken on your application may later be invalidated, and the application documents submitted and screening fee will not be returned.
7. The CJL office may contact you regarding your online application, so please regularly check your e-mail after you complete your online application.

5. Online Application Period

Please apply through online system during the designated period. **No postal mail is necessary.**

| Month of Admission | Online Application Period |
|--------------------|--|
| April 2021 | October 5 (Mon.) 2020～October 15(Thu.) 2020 23:00 (Japanese Standard Time) |
| September 2021 | April 1 (Thu.) 2021～April 12 (Mon.) 2021 23:00 (Japanese Standard Time) |

【NOTE】

1. Only the applications which are completed on or before the final date of the application period will be accepted.
2. Once you complete the online application, the “保存しました。” page will appear. You also will receive a confirmation message to the e-mail address you have registered.
3. If you have special needs due to physical impairment etc., please contact the Center for Japanese Language office at Waseda University immediately.

6. Screening Fee

You are exempted from payment of Screening Fee since you are currently enrolled in JLP.

7. 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 to the original document.
2. Items marked “○” must be submitted by all applicants. Items marked “△” should be submitted if applicable.
3. For items marked “※”, please use the prescribed forms. They are downloadable from the website.
[\(https://www.waseda.jp/inst/cjl/en/applicants/launch/admission/\)](https://www.waseda.jp/inst/cjl/en/applicants/launch/admission/)

4. Please submit all documents digitally.
- Online application form is valid for 3 hours. If you cannot complete it within 3 hours, you need to start again from the beginning.
 - PDF format recommended
 - Upper limit of data amount is 30 MB.
 - Scanned documents must be clearly readable.
 - The application must be filled out by the applicant himself/herself.

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

| | Mandatory | Application documents | Instructions |
|---|-----------|--|---|
| | ○ | Study Plan for Currently Enrolled JLP Students | ● Submit through the online application. |
| ① | ○ | Statement of Source of Funds ※ | ● Submission of certificate of deposit balance or certificate of scholarship is not required at the time of the online application. |
| ② | ○ | Passport | ● Scan the pages showing your photo and passport number. |
| ③ | △ | Resident Card | ● Scan both front and back sides of the card. |

8. Notification of Application Number by E-mail

The “Application Number Notice” will be sent to the e-mail address registered.

If you do not write the e-mail address correctly or your e-mail box is full, you will not be able to receive it. The e-mail will be sent on the following dates.

※ You will not receive any e-mail at the time of application informing you the application receipt.

| Month of Admission | Application Receipt Notice |
|--------------------|----------------------------|
| April 2021 | November 18 (Wed.), 2020 |
| September 2021 | May 19 (Wed.), 2021 |

9. Screening

Screening will be processed on the basis of your current academic performance and the “Study Plan” in a comprehensive way.

No written examination or interview will be required.

10. Notification of Screening Result

Successful applicants’ application numbers will be announced on our website. <https://www.waseda.jp/inst/cjl/en/>

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

*Inquiries regarding the screening will not be answered.

| Month of Admission | Notification of Screening Results |
|--------------------|-----------------------------------|
| April 2021 | November 25 (Wed.), 2020 |
| September 2021 | May 26 (Wed.), 2021 |

11. Enrollment Procedures

(1) Guidelines for Enrollment Procedures

Successful applicants will receive guidelines for enrollment procedures via e-mail. Please follow the guidelines and complete all necessary procedures; payment of the tuition fee for the first semester and submission of the necessary documents for enrollment procedures.

***Enrollment procedure documents submitted after the deadline will not be accepted.**

***You cannot change the month of admission and defer your start in the program.**

| Month of Admission | Deadline for Enrollment Procedures |
|--------------------|------------------------------------|
| April 2021 | December 7 (Mon.), 2020 |
| September 2021 | June 7 (Mon.), 2021 |

(2) Tuition Fee

As a general rule, we do not return tuition fees or any submitted documents. However, if you do not enter Waseda University due to unavoidable circumstances or fail to meet the entrance qualifications prior to enrollment, we may refund the tuition fee for the first semester. For more information about the procedure for receiving such refund, refer to the handbook on enrollment procedures.

***The CJL office may contact you regarding your enrollment procedures, so please regularly check your e-mail after you complete your enrollment procedures.**

< April, 2021 Admission >

| Deadline for Remittance of Fees | One year | | Half year |
|---------------------------------|--|---|-----------------------------------|
| January 21 (Thu.), 2021 | Payment for the First Period (Spring Semester, 2021) | Payment for the Second Period (Fall Semester, 2021) | Payment for Spring Semester, 2021 |
| Tuition Fee | ¥ 489,200 | ¥ 489,200※ | ¥ 505,200 |
| Total | ¥ 978,400 | | ¥ 505,200 |

※Information related to the payment for second period will be given around the end of the first period.

< September, 2021 Admission >

| Deadline for Remittance of Fees | One year | | Half year |
|---------------------------------|--|---|---------------------------------|
| July 22 (Thu.), 2021 | Payment for the First Period (Fall Semester, 2021) | Payment for the Second Period (Spring Semester, 2022) | Payment for Fall Semester, 2021 |
| Tuition Fee | ¥ 489,200 | ¥ 489,200※ | ¥ 505,200 |
| Total | ¥ 978,400 | | ¥ 505,200 |

※Information related to the payment for second period will be given around the end of the first period.

(3) Important Notice concerning Application for "Certificate of Eligibility" (COE)

1. If you wish to change your visa status to that of "College Student" or extend period of stay of your current visa, please complete the procedures for the "Application for Change of Status of Residence" on your own.
If you already have "College Student" visa, due to enrolling in other Japanese language institutions in Japan before enrolling in JLP, you should ask the Immigration Bureau if it is possible to extend period of stay or not, before the re-enrollment of our program.
e.g. An applicant would like to apply for 1 year JLP starting from April 2021 and previously enrolled in other Japanese language institutions or CJL between January 2020 and March 2021.
2. Non-degree students are required to take 10 or more hours of courses per week.
3. For students who return your Residence Card when you go back to your home country before the re-enrollment of our program and need to obtain a visa again to attend Waseda University, the Center for Japanese Language will apply for the "Certificate of Eligibility" to the Immigration Bureau of the Ministry of Justice on behalf of the students who have completed the admission process by due date.
4. Those with "Short-Term" visas are not eligible for university enrollment.
5. If you have a visa other than "Short-term" visa (such as "Long-Term Resident", "Dependent", etc.), you do not need to apply for COE.
6. If you fail to submit any required documents or submit incomplete documents, we will not process your COE application.
7. 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. Others

1. Housing

- (1) It is the student's responsibility to find her/his own accommodation. The Center for Japanese Language will provide some dormitory information. Refer to our website for more information.
- (2) Housing Information will be sent to successful applicants. However, your housing application may not be able to be accepted under certain conditions.
- (3) Waseda University Student Dormitories (e.g. WISH) are not available for the students of this program.

2. Scholarship

There is no scholarship system for the students of this program. Therefore, students should not assume that they will receive scholarship support for their necessary expenses. Students must have their own sources of funding to bear these expenses at the time of application/admission.

*We will make an announcement on our website if a scholarship system becomes available for the students of this program.

3. Living Expenses

In order to live in Tokyo as an international student and study at a university, expenses other than tuition fees are necessary. These include rent, heating, transportation, food, and book expenses etc. The expenses below are average total amounts, but personal differences will arise. These are the minimum amounts that one must be able to provide per year.

| | |
|---------------------------|---|
| Rent: | 800,000 yen |
| Food and Living Expenses: | 700,000 yen |
| Health Insurance: | 50,000 yen (When enrolled in the National Health Insurance) |
| Others: | 150,000 yen (for books etc.) |
| <hr/> | |
| Total: | 1,700,000 yen |

4. Living in Japan as an International Student

When entering a Japanese university as an international student, one must obtain "Permission of Stay as a College Student", based on the Immigration Control and Refugee Recognition Act. Other "Status of Residence" do not give you official status as an international student. Therefore, medical support and other systems cannot be provided.

International students whose status of residence is "College Student" may be given permission to engage in part-time work according to the Immigration Control and Refugee Recognition Act. This must be within the limit of 28 hours a week. However it is normally not possible to earn an amount sufficient for living through part-time work, and it is difficult to work and study at the same time. Therefore, when applying for admission, a sufficient source of funding is necessary.

5. Medical Coverage

Students who hold a “College Student” visa must apply for National Health Insurance to receive insurance coverage.

6. Transportation Fees

Students in the program can purchase railway and bus commuter passes at student discount rates.

7. Important Notes for JLP Students

Regarding important notes for course registration in JLP, please refer to the link below.
https://www.waseda.jp/inst/cjl/en/applicants/launch/policy/#anc_16

■ 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.