

Academic Year 2022

Center for Japanese Language, Waseda University

Japanese Language Program

Admission Guidelines

*** This program is not a preparatory course for students intending to enroll in Undergraduate or Graduate programs in Japanese universities.**

The guidelines do not apply to applicants who are currently enrolled as a student in this program and applying for another semester or year.

Please refer to the “Admission Guidelines for Currently Enrolled Students.”

If you wish to enroll in our program and already have a "Student" visa, due to enrolling in other Japanese language institutions in Japan, you should ask the Immigration Bureau in advance if it is possible to extend the “Period of Stay” before the enrollment of our program. 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 more than 2 years, we may decline your admission to our program.

Important Notes for CJL Classes in 2022

Some or all CJL classes may be provided online in 2022 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.

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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I . Application Schedule ※Japanese Standard Time

Step	Admission Schedule	April Admission, 2022	September Admission, 2022
1	a) Screening Fee Payment b) Online Application	October 4 (Mon.), 2021 ~ October 14 (Thu.), 2021	April 1 (Fri.), 2022 ~ April 11 (Mon.), 2022
2	Application Number Notice	November 17 (Wed.), 2021	May 18 (Wed.), 2022
3	Screening Result Notification	November 24 (Wed.), 2021	May 25 (Wed.), 2022
4	Enrollment Procedures ①Submission of Enrollment Documents ②Submission of Application Form for Certificate of Eligibility (if applicable) ③Guarantor and Current Status Registration	November 24 (Wed.), 2021 ~ December 6 (Mon.), 2021	May 25 (Wed.), 2022 ~ June 6 (Mon.), 2022
5	Completion of Enrollment Procedures Notification	Late December, 2021	Late June, 2022
6	Application for Certificate of Eligibility (Only for applicants who apply for COE) ※The Center for Japanese Language applies for the "COE" to the Immigration Bureau of the Ministry of Justice on behalf of students		
7	Tuition Fee Transfer	January 7 (Fri.), 2022 ~ January 20 (Thu.), 2022	July 7 (Thu.), 2021 ~ July 21 (Thu.), 2021
8	Dispatch of Certificate of Eligibility, Certificate of Admission, etc	Around February 15, 2022	Around August 5, 2022
		※The delivery timing will vary according to the conditions in COE issuing schedule at Immigration Bureau.	
9	Orientation for New Students	Mid-March, 2022	Early September, 2022

※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: 2022 Academic Year

1. Admission Requirements :

You must meet one of the three requirements below.

1. You have graduated from a high school or a secondary school designated by Japan's School Education Law or are scheduled to graduate from such a school by March 31, 2022 for April Admission or September 20, 2022 for September Admission.
2. You have completed a standard 12-year education curriculum designated by Japan's School Education Law or are scheduled to complete such an education curriculum by March 31, 2022 for April Admission or September 20, 2022 for September Admission.
3. You are recognized as having or exceeding the academic abilities required in Section 150 of Japan's Regulations of School Education Law by meeting or being scheduled to meet one of qualifications 1) to 6) below by March 31, 2022 for April Admission or September 20, 2022 for September Admission.
 - 1) You have completed or are scheduled to complete a 12-year education curriculum outside Japan by March 31, 2022 for April Admission or September 20, 2022 for September Admission. Or, you have completed or are scheduled to complete an equivalent curriculum as designated by the Minister of Education, Culture, Sports, Science and Technology (hereafter, the Minister of MEXT).
[See "NOTE" below.]

NOTE:

- In 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 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 March 31, 2022 for April Admission or September 20, 2022 for September Admission.
 - 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) You have been designated as having skills appropriate for this school by the Minister of MEXT, meet one of the qualifications a. to e. below or are scheduled to meet one by March 31, 2022 for April Admission or September 20, 2022 for September Admission, and are 18 years old or older as of March 31, 2022 for April Admission or September 20, 2022 for September Admission.
 - 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) You have completed the upper secondary course at a specialized training college designated by the Minister of MEXT after the date designated by the Minister of MEXT or are scheduled to complete the course by March 31, 2022 for April Admission or September 20, 2022 for September Admission. The specialized training college must have a course term of 3 or more years as well as meet the other requirements designated by the Minister of MEXT.

- 4) You 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 March 31, 2022 for April Admission or September 20, 2022 for September Admission.
- 5) You have passed the high school equivalency examination (including the university entrance qualification examination) given by the Minister of MEXT at the time of the application and are 18 years or older as of March 31, 2022 for April Admission or September 20, 2022 for September Admission,
- 6) You are 18 years old or older as of March 31, 2022 for April Admission or September 20, 2022 for September Admission, and are recognized through an individual review by Waseda University as being equivalent to or higher than a high school graduate in academic ability.

NOTE:

- If you have skipped a grade or accelerated your graduation to complete a standard educational curriculum in less than 12 years and did not go on to a university, or are younger than 18 years old at the time of application to JLP, 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 Applicants who Study or Have Studied at Japanese Language Institutions in Japan】

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 apply for our program.

【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 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 2022, you will not be able to enroll for Summer courses in 2022 offered by Short-term Japanese Program. Same applies as follows.

One-year course at JLP starting in April 2022, & All courses in 2022 offered by Short-term Japanese Program

A half-year course at JLP starting in September 2022, Winter courses in 2022 offered by Short-term Japanese Program

One-year course at JLP starting in September 2021, Winter courses in 2022, Summer courses in 2023 offered by Short-term Japanese 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 2022	One-year	April 1, 2022~March 15, 2023
	Half-year	April 1, 2022~September 15, 2022
September 2022	One-year	September 21, 2022~September 15, 2023
	Half-year	September 21, 2022~March 15, 2023

*Class schedules are not the same as the designated program duration above. Please refer to our website for detailed class schedules (15 weeks / half-year).
(<http://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. Online Application Period

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

Month of Admission	Online Application Period
April 2022	October 4 (Mon.) 2021~October 14 (Thu.) 2021 23:00 (Japanese Standard Time)
September 2022	April 1 (Fri.) 2022~April 11 (Mon.) 2022 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. (E-mail : cjl-ao@list.waseda.jp)

5. Screening Fee: 25,000 yen

(1) Period of Transfer

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

Month of Admission	Period of Transfer
April 2022	October 4 (Mon.) 2021～October 14 (Thu.) 2021 23:00 (Japanese Standard Time)
September 2022	April 1 (Fri.) 2022～April 11 (Mon.) 2022 23:00 (Japanese Standard Time)

(2) Payment at a Convenience Store in Japan

Refer to P.19 for the payment method details.

GUIDELINES

1. Please pay the screening fee at a convenience store in Japan.
2. To make a payment at a convenience store, you must complete the designated application procedure in advance by accessing the “E-支払いサービス” (<https://e-shiharai.net/>) [Japanese only] on the Internet.

- 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) : 「日本語教育プログラム」
- 第三選択 (Third Selection) : 「2022年4月入学」 or 「2022年9月入学」
- 第四選択 (Fourth Selection) : 「日本語教育プログラム入試 25000円」
- 基本情報入力 (Enter basic information) : Even if the payment is made by a third party, please enter the applicant's name, gender, date of birth, and occupation.

3. After making the payment, submit the “Certificate of Payment of the Screening Fee”

※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 the payment at a convenience store will be accepted until 23:30 on the last day of the payment period.

※Even if someone other than the applicant makes the payment, the applicant's information must be entered.

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

Refer to P.20 for the 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.

Choose 「Examination Fee Application」

- School Selection : Waseda University (Undergraduate Schools)
- First Selection : 「Center for Japanese Language」
- Second Selection : 「Japanese Language Program」
- Third Selection : 「April 2022 Admission 」 or 「September 2022 Admission」
- Fourth Selection : 「Japanese Language Program JPY25,000」
- 基本情報入力 (Enter basic information) : Even if the payment is made by a third party, please enter the applicant's name, gender, date of birth, and occupation.

2. After completing the transaction, scan/print the “Result” page and submit it.

- ※ The payment can be made 24 hours a day, seven days a week, including Saturdays, Sundays and holidays. However, please note that payment via the website will end at 23:00 on the last day of the payment period.
- ※ A credit card other than the applicant's can be used for the payment. In this case, however, the applicant's information must be included.

(4) 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 are currently enrolled as a non-degree student in this program and who are applying for another semester or year.
e.g. For Applicants for April Admission 2022
—Student ID # 9221A***, 9221B***, and 9221D***
For Applicants for September Admission 2022
—Student ID # 9221A***, 9221B***, 9221C***, 9221D***, and 9222B***
The Screening fee is exempted only for 2 years starting from the next Academic year of your first enrollment date as non-degree program students. Note that the Short-term Japanese Program is considered to be a different program.
2. Those who are scheduled to enter a degree program at Waseda University and are applying for our program before the enrollment to a degree 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 the application form is required. In the case of dual national holders, both nationalities must be the "Least Developed Countries" or "Other Low Income Countries" in the list of ODA recipients.

(5) Screening Fee Waiver Program for Applicants from Specified Countries

Outline

Applicants who wish to be admitted into Japanese Language 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 all 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 below.

Procedures

When applying to the Japanese Language Program, please submit the following documents with the other application documents instead of the certificate of payment for the screening fee (copy of the remittance form etc.). 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.

● Application Form for Screening Fee Waiver

- Applicants who apply for the Screening Fee Waiver program are not required to pay the Screening Fee. However, if payment was made before applying 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 JLP 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, Eritrea, Ethiopia, Gambia, Guinea, Guinea-Bissau, Haiti, Kiribati, Laos, Lesotho, Liberia, Madagascar, Malawi, Mali, Mauritania, Mozambique, Myanmar, Nepal, Niger, Rwanda, Sao Tome and Principe, Senegal, Sierra Leone, Solomon Islands, Somalia, South Sudan, Sudan, Tanzania, Timor-Leste, Togo, Tuvalu, Uganda, Vanuatu, Yemen, Zambia, Zimbabwe

(6) Application Documents and Refund of Screening Fee

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.

- 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.
 - The submitted application materials are not complete enough to meet the application requirements.
 - You do not meet all the eligibility criteria.

If you fall into one of the categories above, please contact the Center for Japanese Language office (cjl-ao@list.waseda.jp).

*If you have made a payment by credit card, handling fees which may be incurred for refund must be paid by the applicant. Also, if you have made a payment by wire transfer from the bank outside of Japan, all handling fees to be charged for refund to that bank must be paid by the applicant.

6. Method of Application

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

(1)	(2)
<p>Pay the Screening Fee (Refer to P 8~10 “5. Screening Fee”)</p> <p>*Please make sure to pay the Screening Fee during the designated period.</p> <p>*Please DO NOT pay the Screening Fee before or after the period.</p>	<p>Online Application</p> <p>Access the following web page and complete your online application. https://www.waseda.jp/inst/cjl/en/applicants/launch/admission/</p> <p>Please check the above page for samples of the documents.</p> <p>◆Online Application Form</p> <p>※Please submit all the documents through the online application form. Please put them in a single file. ※PDF format required</p> <p>※You cannot save the data in the middle. If you cannot finish it at one time, you need to start again from the beginning.</p> <p>※Amount of time required : 45-60 minutes.</p> <p>※Please prepare all the documents and answers in advance.</p> <p>※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.</p>

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上記の申請に必要とされる正しいものであることを証明し、誤記や脱漏による不正確な入学申請になることを知り、そして入学が許可された場合には早稲田大学の規定に従って入学手続きを完了させることを承諾する。

※また、この申請は一度限り有効であり、一度申請した後は、再度申請することはできません。

※I certify that the information provided in this application is true and correct, and I understand that if I am accepted for admission, I must follow the regulations of Waseda University.

※Also, I understand that this application is valid only once, and I cannot re-apply after I have applied.

* :

申請確認

申請を保存してよろしいですか?

いいえ はい

※申請は1回のみ可能です。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.

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.

The screenshot shows a web form for an online application. A white pop-up window titled "お知らせ" (Notice) is centered on the screen. Inside the pop-up, the text "保存しました。" (Saved) is circled in blue, and a blue arrow points from it to a box containing the text "Check !". An "OK" button is located at the bottom right of the pop-up. The background form is partially visible, showing fields for "設問 1 - 2. 英字氏名【姓】 / FAMILY Name in English" and "設問 1 - 4. 英字氏名【ミドルネーム】 / MIDDLE Name in English".

【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. You must prepare and submit all the application materials (refer to Page 13, “7. Details of Application Documents”). Please be aware that admissions decisions are made on the basis of submitted application materials. If your application is incomplete at the time of screening, it may cause detriment to you.
3. All application materials including transcripts should be scanned and submitted through the online application system.
4. Download the prescribed forms from the web site:
<https://www.waseda.jp/inst/cjl/en/applicants/launch/admission/>
Fill them in and submit them through the online application form.
5. If you have any problems downloading the prescribed forms, contact Center for Japanese Language beforehand.
6. Application materials sent by e-mail will not be accepted.
7. Application materials sent after the deadline will not be accepted.
8. 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.
9. The CJL office may contact you regarding your online application, so please regularly check your e-mail after you complete your online application.

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/>)
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 required.
 - 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.
5. You may be requested to hand in the original application materials. 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 taken on your application may later be invalidated, and the submitted application documents and screening fee will not be returned.

	Ma nda tory	Application documents	Instructions		
	○	Study Plan	● Submit through the online application.		
①	○	Official Latest Academic Transcripts of High School, University, or Graduate School *If your GPA is shown on your academic transcript, please submit the one that shows your GPA. ----- Evaluation Scale or Grading System: the Measure of Performance (Highest possible score and Passing grade should be shown) Eg. 1. 100-91=A, 90-81=B, and so on, or 2. 60/100= the lowest passing grade	Category/Status	Certificate needed	● *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
			High school (currently enrolled and expecting to graduate)	Latest academic transcripts of high school	
			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	
			Graduate School (currently enrolled)	Latest academic transcripts of graduate school*	
②	○	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	
			High school (graduate)	Certificate of graduation from high	

		* If the date of graduation is listed in the academic transcript, this is not a requirement for applicants who have already finished their education.	<div>school</div> <div>Undergraduate (currently enrolled)</div> <div>Undergraduate (graduate)</div> <div>Graduate School (currently enrolled)</div> <div>Graduate School (graduate)</div> <div>Certificate of Enrollment in university</div> <div>Certificate of Graduation from university</div> <div>Certificate of Enrollment</div> <div>Certificate of Graduation from graduate school</div>	issue English or Japanese certificates, the certificate must be translated and a certification by an Embassy or Notary Office must be enclosed.
	○	Evaluation Form※	<p>● Please ask an appropriate person (a Japanese language teacher, a faculty member of your school, or a supervisor at your office etc.) to fill out and submit the “Evaluation Form” in advance.</p> <p>* “Evaluation Form” must be submitted by the evaluator.</p> <p>* Applicants need to register their evaluator’s information on the online application form.</p>	
③	○	Statement of Source of Funds ※	● Submission of certificate of deposit balance or certificate of scholarship is not required at the time of online application.	
④	○	Digital Photo	<p>● A digital color picture taken within 3 months (with no frame, no headwear, full face, chest up, and a plain background)</p> <p>● A picture taken with a scarf or sunglasses will not be accepted.</p>	
⑤	○	Scanned Passport with Your Photo and Passport Number	<p>● Scan the pages showing your photo and passport number.</p> <p>● If you have more than one passport, please submit all copies.</p> <p>● Scan alternative ID if you don’t have a passport at the time of application. You must submit a copy of your passport once you obtain it.</p>	
⑥	△	Scanned Resident Card	● Scan both sides of the card.	
⑦	○	Certificate of Payment of Screening Fee Or one of the following 1-3 if you are exempted from payment	<p>● Scan "Certificate of Payment" if you pay at a convenience store.</p> <p>● Scan "Result of Payment by Credit Card, Union Pay, or Alipay."</p>	
-1		Scanned Current Waseda Student ID card	<p>● Those who are currently enrolled and are applying for another semester.</p> <p>*those who fall into p.11(4) 1</p>	
-2		Scanned Certificate of Admission	<p>● Those who are scheduled to enter a degree program at Waseda University.</p> <p>*those who fall into p.11(4) 2</p>	
-3		Application Form for Screening Fee Waiver※	<p>● Please read the instructions carefully on the prescribed form.</p> <p>* those who fall into p.11(4) 3</p>	
⑧	△	Certificate of Japanese Language Proficiency	<p>● Scan the score report (N5 or above) of Japanese Language Proficiency Test (JLPT) if you have passed the test before.</p> <p>Or if you have studied more than 150 hours at a Japanese language institution in your home country, please submit a proof of your Japanese learning history.</p>	

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 2022	November 17 (Wed.), 2021
September 2022	May 18 (Wed.), 2022

9. Screening

Screening will be processed on the basis of the application materials, especially 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 2022	November 24 (Wed.), 2021
September 2022	May 25 (Wed.), 2022

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 2022	December 6 (Mon.), 2021
September 2022	June 6 (Mon.), 2022

(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, 2022 Admission >

Deadline for Remittance of Fees	One year		Half year
January 20 (Thu.), 2022	Payment for the First Period (Spring Semester, 2022)	Payment for the Second Period (Fall Semester, 2022)	Payment for Spring Semester, 2022
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, 2022 Admission >

Deadline for Remittance of Fees	One year		Half year
July 21 (Thu.), 2022	Payment for the First Period (Fall Semester, 2022)	Payment for the Second Period (Spring Semester, 2023)	Payment for Fall Semester, 2022
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.

12. Important Notice concerning Application for "Certificate of Eligibility" (COE) and Status of Residence

- For students who must obtain a visa to enter 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.
- Non-degree students are required to take 10 or more hours of courses per week.
- Those with "Short-Term" visas are not eligible for university enrollment.
- 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.
- 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, you should ask the Immigration Bureau if it is possible to extend the period of stay or not before the enrollment of our program.

e.g. An applicant would like to apply for 1 year JLP starting from April 2022 and previously enrolled in other Japanese language institutions between January 2021 and March 2022.

- If you fail to submit any required documents or submit incomplete documents, we will not process your COE application.
- The Immigration Bureau of Japan may not issue the COE, permit the change of your residence status, nor extend your period of stay 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" does 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.

How to Pay the Screening Fee at the Convenience Store in Japan

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.



Web Application - Online Transaction

Application

Access the site below

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



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.

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)