

## Academic Year 2024

# 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.
- If you are currently enrolled at the Center and wish to continue your application, please refer to the “Admission Guidelines for Currently Enrolled JLP Students.”
- In general, the total period of enrollment in a Japanese language institution with "student" visa is limited to two years. If you are currently enrolled in another Japanese language institution for more than one year in total, you may not be able to enroll because your visa status will not be extended.  
**Therefore, please ask the Immigration Bureau in advance if it is possible to extend the “Period of Stay” before the enrollment of our program.**
- Please read the FAQs on our website thoroughly for inquiries about Admissions.  
<https://www.waseda.jp/inst/cjl/en/applicants/launch/faq-japanese-language-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】	<a href="http://www.waseda.jp/inst/cjl/en/">http://www.waseda.jp/inst/cjl/en/</a>	

**\*It is very important that you check your registered email account regularly including spam, as Center for Japanese Language may contact you concerning your application.**

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# I . Application Schedule ※Dates and times are in Japan Standard Time

		Page	April Admission, 2024	September Admission, 2024
1	Online Application ※Payment of Screening Fee must be completed before the Online Application process.	P.7 } P.13 ・ P.18 ・ P.19	October 2 (Mon.) 2023, 9:00 } October 9 (Mon.) 2023, 16:00	April 1 (Mon.) 2024, 9:00 } April 8 (Mon.) 2024, 16:00
			Complete the screening fee payment and submit your application through the online application system during the designated periods	
2	Application Number Notice	P.14	November 15 (Wed.) 2023, 12:00 (Scheduled)	May 15 (Wed.) 2024, 12:00 (Scheduled)
3	Screening Result Notification	P.14	November 22 (Wed.) 2023, 10:00	May 22 (Wed.) 2024, 10:00
4	Enrollment Procedures (1) 1. Submission of Enrollment Documents 2. Registration of Guardian and Current Status 3. Submission of Application Form for Certificate of Eligibility (if applicable)	P.14 } P.15	November 22 (Wed.) 2023, 9:00 } December 5 (Tue.) 2023, 16:00	May 22 (Wed.) 2024, 9:00 } June 4 (Tue.) 2024, 16:00
5	Enrollment Procedures (2) 4. Tuition Fee Payment	P.15 ・ P.19	January 9 (Tue.) 2024 } January 19 (Fri.) 2024	July 1 (Mon.) 2024 } July 11 (Thu.) 2024

※Please check your registered email account regularly.

※If you do not receive the notification email, 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 learning 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 current nations or cultures—individuals capable of understanding multiple languages and cultures and able to think on their own and work in collaboration with other people. The goal of this program is to foster global citizens, 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 how significant the Japanese language is in their own lives. To help individual students fully develop their potential, we allow them to develop their own curriculum and design their own learning by combining a variety of Japanese language subjects and general education subjects.

#### **➤Learning support policy (Support Policy)**

We develop 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.wsl.waseda.jp/syllabus/JAA101.php?pLng=en>

### III. 2024 Academic Year Japanese Language Program Admission Information

#### 1. Month of Admission and Enrollment Period

Month of Admission	Enrollment Period	
April 2024	One-year	April 1, 2024～March 15, 2025
	Half-year	April 1, 2024～September 15, 2024
September 2024	One-year	September 21, 2024～September 15, 2025
	Half-year	September 21, 2024～March 15, 2025

\*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 enrollment period is allowed once your application has been submitted. Also, the period for registration of online applications cannot be extended.

\*Class schedules are not the same as the designated program enrollment period above. Please refer to our website for detailed class schedules (14 weeks / half-year).

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

\*Screening for extending the duration of program is not determined. Details will be announced on our website.

#### 2. Number of Students Admitted

April Admission, 2024	Approx.200 students
September Admission, 2024	Approx.250 students

#### 3. Eligibility

Applicant must fulfill one of the following requirements.

1. Those who 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, 2024 for April Admission or September 20, 2024 for September Admission.
2. Those who 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, 2024 for April Admission or September 20, 2024 for September Admission.
3. Those who have completed or are scheduled to complete a 12-year education curriculum outside Japan by March 31, 2024 for April Admission or September 20, 2024 for September Admission. Or those who 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 the following explanation (A).]
4. Those who have completed or are expected to complete secondary education at an educational institution outside Japan accredited by the Minister of MEXT as equivalent to a high school in Japan by March 31, 2024 for April Admission or September 20, 2024 for September Admission. (For details, any of the following a through e) [see (B) the following explanation (B)].

5. 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 March 31, 2024 for April Admission or September 20, 2024 for September Admission.
6. Those who are designated by the Minister of MEXT by the entrance period that applicants wish to matriculate
7. Those who 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, 2024 for April Admission or September 20, 2024 for September Admission,
8. Those who 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, 2024 for April Admission or September 20, 2024 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.
9. Those who are 18 years old or older as of March 31, 2024 for April Admission or September 20, 2024 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.

- 
- (A) In (3) 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 secondary educational institution outside Japan.
- 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 school education system outside Japan as being equivalent to or higher than a high school curriculum.
- (B)
- a. Those who hold an International Baccalaureate diploma.
  - b. Those who hold an Abitur diploma.
  - c. Those who hold a Baccalaureate diploma.
  - d. Those who have passed an examination in one or more subjects at General Certificate of Education Advanced Level.
  - e. Those who have completed an international school course in Japan accredited by the Minister of MEXT.

#### **NOTE:**

##### **[Skipping a grade or advance graduation]**

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, please contact the Center for Japanese Language Office, Waseda University, to inquire about your qualifications to apply for admission before the application period starts.

##### **[Enrollment in multiple countries and regions]**

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.

##### **[Nationality and period of residence abroad in the student's eligibility]**

Eligibility is not decided by nationality or length of period of residence 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 submitted a certificate indicating that you are expected to meet the qualifications required to enter Waseda University in order to meet the eligibility requirements stated in the application guidelines at the time of application, you must submit a certificate indicating that you have indeed met the requirement prior to enrollment. You will not be permitted to enter Waseda University, even if you pass the screening, unless you submit the relevant certificate

[Faculty in Waseda]

Faculty of Waseda University including Waseda University Junior / Senior High School, Waseda University Honjo Senior High School and Art and Architecture School are not able to become a student of the University, although there are few exceptions according to the university regulations. If you have any questions, please ask Waseda University administration offices.

[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 2024, you will not be able to enroll for Summer courses in 2024 offered by Short-term Japanese Program. Same applies as follows.

- One-year course at JLP starting in April 2024, & All courses in 2024 offered by Short-term Japanese Program
- A half-year course at JLP starting in September 2024, & Winter courses in 2024 offered by Short-term Japanese Program
- One-year course at JLP starting in September 2024, & Winter courses in 2024 and Summer courses in 2025 offered by Short-term Japanese Program.

#### 4. How to apply \*Applications must be submitted by the applicant him/herself.

An application is accepted when both (1) and (2) below are completed within the application period.

(1) Screening Fee Transfer. (Please refer to 5. Screening Fee on page 8)

\*Period of screening fee transfer

**April 2024 admission: October 2 (Mon.) – October 9 (Mon.) 2023, 16:00 (Japan Standard Time)**

**September 2024 admission: April 1 (Mon.) – April 8 (Mon.) 2024, 16:00 (Japan Standard Time)**

\*Please make sure to pay the Screening Fee during the designated period.

\*Please DO NOT pay the Screening Fee before or after the period.



(2) Online Application

(Please refer to 6. Application Documents on page 11, and 7. How to Confirm Application Confirmation (Online Application Form Screen) on page 13)

\*Online Application submission period

**April 2024 admission: October 2 (Mon.), 9:00 – October 9 (Mon.) 2023, 16:00 (Japan Standard Time)**

**September 2024 admission: April 1 (Mon.), 9:00 – April 8 (Mon.) 2024, 16:00 (Japan Standard Time)**

Access the following URL and complete your application using the online application from during the submission period.

<https://www.waseda.jp/inst/cjl/applicants/launch/admission/>

1. Please check the above link for samples of the documents.
2. Please note that any application sent after the deadline will not be accepted.
3. Documents submitted by email will not be accepted. As a rule, application documents will only be accepted via the online application form.  
\*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 email address you have registered.
4. Please refer to P.11 "6. Application Documents" for the documents to be submitted.

#### ◆Online Application Form

5. All documents must be submitted in PDF format. All required certificates must also be in PDF format.  
\* Upper limit of data amount is 30 MB  
\* PDF documents must be clearly readable.
6. Download the prescribed forms from the website:  
<https://www.waseda.jp/inst/cjl/en/applicants/launch/admission/>  
Fill them in and submit them through the online application form. If you have any problems downloading the prescribed forms, contact Center for Japanese Language beforehand.
7. 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.
8. You must prepare and submit all the application materials (refer to Page 11, “6. Application Documents”). Please be aware that admissions decisions are made based on submitted application materials. If your application is incomplete at the time of screening, it may cause detriment to you.
9. Please prepare all the documents and answers in advance.
10. Once registered, the email address cannot be changed. If you need to change it, send an email to “cjl-ao@list.waseda.jp”. The title of the e-mail should be “Modification of E-mail Address for Online Application”.
11. You cannot save the data during the input process. If you don’t finish it at one time, you need to start again from the beginning.
12. Estimated time required: 45-60 minutes. The online application form is valid for 3 hours; after 3 hours, you will have to start from the beginning.
13. 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.**  
**\* Please check P.13, "7. How to Confirm Application Confirmation (Online Application Form Screen)".**

#### ◆ Document Retention

14. You may be requested to submit the original application materials. Please keep all of them on hand.

[Note]

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 Payment

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. No cash or check payments to our office will be accepted.

Month of Admission	Period of Transfer
April 2024	October 2 (Mon.) – October 9 (Mon.) 2023, 16:00 (Japan Standard Time)
September 2024	April 1 (Mon.) – April 8 (Mon.) 2024, 16:00 (Japan Standard Time)



## (2) Payment at a Convenience Store in Japan

Refer to P.18 for the 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” (<http://e-shiharai.net/>) [Japanese only] on the Internet.
2. Please pay the screening fee at a convenience store in Japan.

- 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」
- カテゴリー選択(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) : 「2024年4月入学」 or 「2024年9月入学」
- 第四選択 (Fourth Selection) : 「日本語教育プログラム入試 25、000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, date of birth, and etc.

3. After making the payment, please submit the electronic data (PDF format) of the “Certificate of Payment of the Screening Fee” via the online application form.

\*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 16:00 on the last day of the payment period.

\*If a family member or acquaintance of an applicant conducts the procedure for the applicant, the applicant's information must be entered.

## (3) Payment by Credit Card

Refer to P.19 for the payment method details.

### **GUIDELINES**

1. To make a payment by credit card, 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 2024 Admission」 or 「September 2024 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, date of birth, and etc.

2. After completing the transaction, scan the “Result” page and submit it in PDF format via the online application form.

\* 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 16:00 on the last day of the payment period.

\* The payment can be made with a credit card held in the name of a person other than the applicant. However, the applicant's information must be entered in the “Basic Information” page of the screening fee payment website.

## (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 2024

—Student ID # 9223A\*\*\*, 9223B\*\*\*, and 9223D\*\*\*

For Applicants for September Admission 2024

—Student ID # 9223A\*\*\*, 9223B\*\*\*, 9223C\*\*\*, 9223D\*\*\*, and 9224B\*\*\*

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 confirmed 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. (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. ) Please see (5)

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

Applicants who meet the conditions shown below (1. Eligibility) are eligible to have their screening fees waived.

#### **1. Eligibility**

The applicant must reside in one of the countries listed below AND hold nationality of one of those countries.

\* The applicant's country of residence and nationality do not necessarily have to be the same.

\* Applicants with dual nationality are only eligible if BOTH nationalities are included in the list of eligible countries.

#### **2. Procedures**

Along with the application documents, please submit the following documents in place of the proof of payment for the screening fee.

- 1) Form for Screening Fee Waiver (prescribed form) [Form-for-Screening-Fee-Waiver-2024](#)
- 2) Passport Copy (including all details of the applicant))

#### **3. Notes**

- 1) The screening fee waiver form will not be accepted if submitted after the application deadline under any circumstances.
- 2) Be careful not to pay the screening fee if you are claiming the waiver. The screening fee, once paid even by mistake or accident, will not be returned.
- 3) In the event that the applicant is found to be ineligible for the screening fee waiver program or has made a false claim, the application for admission to Waseda University itself might be revoked immediately.

#### **List of Eligible Countries:**

Afghanistan, Angola, Bangladesh, Benin, Bhutan, Burkina Faso, Burundi, Cambodia, Central African Republic, Chad, Comoros, Democratic People's Republic of Korea, Democratic Republic of the Congo, Djibouti, Eritrea, Ethiopia, Gambia, Guinea, Guinea-Bissau, Haiti, Kiribati, Lao People's Democratic Republic, Lesotho, Liberia, Madagascar, Malawi, Mali, Mauritania, Mozambique, Myanmar, Nepal, Niger, Rwanda, Sao Tome and Principe, Senegal, Sierra Leone, Solomon Islands, Somalia, South Sudan, Sudan, Syrian Arab Republic, Tanzania, Timor-Leste, Togo, Tuvalu, Uganda, Yemen, Zambia
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The above countries are classified as "Least Developed Countries" or "Low Income Countries which are not LDCs" in the list of ODA recipients as published by OECD/DAC.

### **(6) Application Documents and Refund of Screening Fee**

As a 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. In this case, please contact the Center for Japanese Language office (cjl-ao@list.waseda.jp).

- 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 the screening fee and submitted the application documents, but your application was not accepted because it was incomplete or did not meet the eligibility criteria.
- \* If the screening fee was paid by credit card, you will be responsible for any fees incurred during the refund. 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. Application Documents

Access the following URL and complete your online application during the designated application period. Please also see "4. How to apply on page 7.

<https://www.waseda.jp/inst/cjl/en/applicants/launch/admission/>

(1) Items to be submitted by applicants

“○” must be submitted. “△” should be submitted if applicable. **SCAN** must be submitted in PDF format of the original document.

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

(<https://www.waseda.jp/inst/cjl/applicants/launch/admission/>)

1	○	Study Plan	●Register through the online application.														
2	○	Official Latest Academic Transcripts of High School, University, or Graduate School ※GPA is shown on them <div>SCAN</div>	<div><div>1. 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).</div><div>2. <b><u>If the certificate does not have the school's seal and the applicant's name clearly indicated on the certificate, it will not be accepted.</u></b></div><div>3. In case the applicant's home school or government does not issue English or Japanese certificates, the certificate must be translated and a certification by an Embassy or Notary Office must be attached.</div></div>														
3	○	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 <div>SCAN</div>  * Not required if transcripts show grading criteria.	<table><tr><th>Category/Status</th><th>Certificate needed</th></tr><tr><td>High school student (currently enrolled and expected to graduate)</td><td>Latest academic transcripts of high school</td></tr><tr><td>High school graduate</td><td>Academic transcripts of all records of high school</td></tr><tr><td>Undergraduate (currently enrolled)*</td><td>Latest academic transcripts of university*</td></tr><tr><td>University graduate</td><td>Academic transcripts of all records of university</td></tr><tr><td>Graduate School (currently enrolled)*</td><td>Latest academic transcripts of graduate school*</td></tr><tr><td>Graduate School (graduate)</td><td>Academic transcripts of all records of graduate school</td></tr></table>	Category/Status	Certificate needed	High school student (currently enrolled and expected 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*	University graduate	Academic transcripts of all records of university	Graduate School (currently enrolled)*	Latest academic transcripts of graduate school*	Graduate School (graduate)	Academic transcripts of all records of graduate school
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			Graduate School (currently enrolled)*	Latest academic transcripts of graduate school*													
Graduate School (graduate)	Academic transcripts of all records 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.																	
4	○	Official Certificate of Enrollment or Certificate of (Prospective) Graduation issued from High School, University, or Graduate School <div>SCAN</div>	<div><div>1. 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).</div><div>2. <b><u>If the certificate does not have the school's seal and the applicant's name clearly indicated on the certificate, it will not be accepted.</u></b></div><div>3. In case the applicant's home school or government does not issue English or Japanese certificates, the certificate must be translated and a certification by an Embassy or Notary Office must be attached.</div></div>														
			<table><tr><th>Category/Status</th><th>Certificate needed</th></tr><tr><td>High school student (currently enrolled and expected to graduate)</td><td>Certificate of expected graduation of high school</td></tr><tr><td>High school graduate*</td><td>Certificate of graduation from high school*</td></tr><tr><td>Undergraduate (currently enrolled)</td><td>Certificate of Enrollment in university</td></tr><tr><td>University graduate*</td><td>Certificate of Graduation from university*</td></tr><tr><td>Graduate School (currently enrolled)</td><td>Certificate of Enrollment</td></tr><tr><td>Graduate School* (graduate)</td><td>Certificate of Graduation from graduate school*</td></tr></table>	Category/Status	Certificate needed	High school student (currently enrolled and expected to graduate)	Certificate of expected graduation of high school	High school graduate*	Certificate of graduation from high school*	Undergraduate (currently enrolled)	Certificate of Enrollment in university	University graduate*	Certificate of Graduation from university*	Graduate School (currently enrolled)	Certificate of Enrollment	Graduate School* (graduate)	Certificate of Graduation from graduate school*
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Graduate School (currently enrolled)	Certificate of Enrollment																
Graduate School* (graduate)	Certificate of Graduation from graduate school*																
*If you have graduated and the date of graduation/completion is shown on your transcript, you do not need to submit it.																	

5	○	Statement of Source of Funds★	Please use the prescribed form.
6	○	Applicant's Photo	<ul style="list-style-type: none"> <li>●Please upload a color photo taken within 3 months of the time of application. The requirements for the photo are as follows: a vertical to horizontal ratio of 4:3; must provide a front view; no hats or background.</li> <li>●Photos taken while wearing scarves or sunglasses will not be accepted. However, if you would like to submit a photo of yourself wearing a head piece for medical or religious reasons, please contact us prior to submitting your application.</li> </ul>
7	○	Passport with Your Photo and Passport Number <b>SCAN</b>	<ul style="list-style-type: none"> <li>●Scan the pages showing your photo and passport number.</li> <li>●If you have more than one passport, please submit all copies.</li> <li>●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.</li> </ul>
8	△	Resident Card <b>SCAN</b>	<ul style="list-style-type: none"> <li>●Scan both sides of the card.</li> </ul>
9	○	Certificate of Payment of Screening Fee or one of the following 1-3 if you are exempted from payment <b>SCAN</b>	<ul style="list-style-type: none"> <li>●Scan "Certificate of Payment of the Screening Fee" if you pay at a convenience store.</li> <li>●As for credit card payers, scan payment "Result" page.</li> </ul>
-1		Current Waseda ID card <b>SCAN</b>	<ul style="list-style-type: none"> <li>●Those who are currently enrolled Japanese Language Program student and are applying for another semester. *those who fall into p.9 (4) 1</li> </ul>
-2		Certificate of Admission <b>SCAN</b>	<ul style="list-style-type: none"> <li>●Those who are confirmed to enter a degree program at Waseda University. *those who fall into p.10(4) 2</li> </ul>
-3		Application Form for Screening Fee Waiver★	<ul style="list-style-type: none"> <li>●Please read the instructions carefully on the prescribed form. * those who fall into p.10(4) 3</li> </ul>
10	△	Certificate of Japanese Language Proficiency <b>SCAN</b>	<ul style="list-style-type: none"> <li>●Scan the score report (N5 or above) of Japanese Language Proficiency Test (JLPT) if you have passed the test before. 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.</li> </ul>

(2) Items to be submitted by the evaluator. “○” must be submitted.

11	○	Evaluation Form★ <b>SCAN</b>	<ul style="list-style-type: none"> <li>●Please ask an appropriate person (e.g., Japanese language teacher, university faculty member, company supervisor at your office, etc.) to fill out and submit the “Evaluation Form” in advance.</li> <li>* <b>“Evaluation Form” must be submitted by the evaluator.</b></li> <li>* Applicants need to register their evaluator's information on the online application form.</li> </ul>
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■Collecting Information related to Gender

For the purpose of administering entrance exams in an efficient manner and carrying out admission procedures, Waseda University collects information regarding your gender on legal documents. The information is collected only when the reason is deemed reasonable, and these cases are limited to a minimum. The information does not affect the screening result.

[Regarding the University's Policy and Initiative for Collecting Information related to Gender Waseda University](#)

## 7. How to Confirm Application Confirmation (Online Application Form Screen)

When you finish answering all the questions, please check your responses again before you click "保存 (SAVE)" button to complete the registration. Please be sure to click the "保存 (SAVE)" button to complete your registration, as your application will not be approved without the following confirmation.

① Please 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正しく、申請に必要書類はすべて正確であることと保証します。誤記や脱漏により入学が認められず、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進める必要があります。

※また、入学許可された場合は早稲田大学の規定に従って入学手続きを進める必要があります。

※I certify that the information provided is true and correct.

※Also, I understand that if I am accepted for admission, I will follow the regulations of Waseda University.

\* :

※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.

いいえ はい

Click !

キャンセル 保存

② To 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。

※姓は全て大文字で入力してください。

例 e.g.: Watanabe

お知らせ

保存しました。

Check !

OK

設問 1 - 3 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.: 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

## 8. Notification of Application Number by E-mail

The “Application Number Notice” will be sent to the e-mail address registered. Please note if the e-mail address registered is incorrect, you will not be able to receive it. The e-mail will be sent on the following dates.

Month of Admission	Application Receipt Notice
April 2024	November 15 (Wed.), 2023, around 12:00 p.m. (Japan Standard Time)
September 2024	May 15 (Wed.), 2024, around 12:00 p.m. (Japan Standard Time)

## 9. Screening

Screening will be processed based on 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 2024	November 22 (Wed.), 2023, 10:00 (Japan Standard Time)
September 2024	May 22 (Wed.), 2024, 10:00 (Japan Standard Time)

## 11. Misconduct

Waseda University has established the following precautions to ensure that the entrance examination is conducted in a strict manner, and that all applicants may take the examination fairly and impartially. Please read these precautions carefully before taking the entrance examination, and approach the examination with the appropriate attitude of seriousness.

1. Any falsification, misrepresentation, plagiarism, etc., of documents, materials, or information submitted to the University at the time of application may be considered as misconduct.
2. In case misconduct is suspected, the University may respond as follows. Failure to comply with these actions may be regarded as an admission of wrongdoing.
  - The University may inquire about the authenticity, etc., of documents, materials, theses, and information, etc. submitted to the University (hereinafter, "Submitted Related Documents") by providing said Submitted Related Documents to the issuers, providers, theses review entities, etc. By submitting or providing the Submitted Related Documents to the University, the applicant agrees to the University's right to make such inquiries.
3. The following actions may be taken in the case of confirmed misconduct.
  - The applicant will not be permitted to take any entrance examination of the University in the relevant year (screening fees will not be refunded).
  - The results of all entrance examinations of the University for the relevant academic year shall be null and void. If, after enrollment, a student is found to have committed misconduct, he/she may be subject to a range of disciplinary action up to and including expulsion from the University, in accordance with the University's rules and regulations.

## 12. Enrollment Procedures

### (1) Enrollment Procedures Information

Successful applicants will receive the enrollment procedures guide via e-mail. Please follow the guidelines and complete all necessary procedures within the enrollment period. 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 2024	December 5 (Tue.), 2023, 16:00 (Japan Standard Time)
September 2024	June 4 (Tue.), 2024, 16:00 (Japan Standard Time)

## (2) Tuition Fee Payment

Tuition fee must be paid within the designated period. As a rule, we do not return submitted documents or refund tuition fees. 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 more information about the procedure for receiving such refund, refer to the handbook on enrollment procedures mailed to successful applicants.

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

### < Deadline for Tuition Fee Payment >

Month of Admission	Deadline for Tuition Fee Payment
April 2024	January 19 (Fri.), 2024 (Japan Standard Time)
September 2024	July 11 (Thu.), 2024 (Japan Standard Time)

### < April 2024 Admission >

	One year		Half year
	Payment for the First Period (Spring Semester, 2024)	Payment for the Second Period (Fall Semester, 2024)	Payment for Spring Semester, 2024
Tuition Fee	¥ 515,200	¥ 515,200*	¥ 531,200
Total	¥ 1,030,400		¥ 531,200

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

### < September 2024 Admission >

	One year		Half year
	Payment for the First Period (Fall Semester, 2024)	Payment for the Second Period (Spring Semester, 2025)	Payment for Fall Semester, 2024
Tuition Fee	¥ 515,200	¥ 515,200*	¥ 531,200
Total	¥ 1,030,400		¥ 531,200

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

## 13. 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.

- 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, 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

Currently, 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. Even taking into account individual differences, the student should be able to afford about the following minimum living expenses for one year, in addition to the tuition fee.

Rent:	600,000 yen
Food and Living Expenses:	444,000 yen
Others (Insurance, medical expenses, entertainment, etc).:	264,000 yen
<hr/>	
Total:	1,308,000 yen

[Source: Survey on the Living Conditions of Privately Financed International Students in FY2021 conducted by Japan Student Services Organization (JASSO)]

### 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](https://www.waseda.jp/inst/cjl/en/applicants/launch/policy/#anc_16)

## **8. Handling of Personal Information**

Waseda University will use the personal information (address, name, date of birth, etc.) collected at the time of application to discharge duties relating to entrance examinations, announcement of successful applicants, admission procedures, and other related work. In doing so, the University will take necessary and appropriate measures to prevent the leakage, outflow, or unauthorized use of such personal information. Note that the University may outsource all or part of the above-stated items. In such cases, the University will oblige, by contract or other means, the subcontracted entity or entities to perform necessary and appropriate management of the information. The University may inquire about the authenticity, etc., of documents, materials, theses, and information, etc. submitted to the University (hereinafter, "Submitted Related Documents") by providing said Submitted Related Documents to the issuers, providers, theses review entities, etc. By submitting or providing the Submitted Related Documents to the University, the applicant agrees to the University's right to make such inquiries. In addition to the above, personal information that has been statistically processed, keeping individual identities confidential, will be used as material for surveys and research for the University's admission selection processes. Please understand this in advance.

## <<Appendix>>

### How to Pay 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.

- 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 Slip Number [払込票番号]

※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 "各種代金料金お支払い" 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 and submit it via online application form

- 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 by Credit Card

## Waseda University

### Examination Fee Payment by Credit Card and Union Pay

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 and Union Pay.

Web Application - Online Transaction

### Access the site below

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

1. Top Page
2. School Selection
3. School Information
4. Category Selection
5. Basic Information

Please choose a category "大学・短大" or "大学院".  
Undergraduate School Graduate School

Click "早稲田大学（クレジットカード・中国オンライン決済専用）"  
Waseda University  
or "早稲田大学大学院（クレジットカード・中国オンライン決済専用）".  
Waseda University(Graduate Schools)

Read the information carefully and click "同意する".  
Agree

Choose First to Fourth Selection and click "次へ".  
Next

Input the applicant's basic information.  
Choose your credit card and click "次へ".  
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.

↓

Application Results  
 Please click the "申込内容照会" 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.  
 ↓  
Payment Inquiry - Inquiry result  
 Please print out the "申込内容照会結果" page.

#### Paying with Union Pay

Follow the onscreen instructions to complete the card payment.

↓

Application Results  
 Please click the "申込内容照会" 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.  
 ↓  
Payment Inquiry - Inquiry result  
 Please print out the "申込内容照会結果" page.

### Scan "Result of Payment by Credit Card or Union Pay" and submit it via online application form

#### 【NOTICE/FAQ】

- During payment periods and application periods mentioned in the application documents, you can make a payment anytime. Please confirm from application documents and complete payment in time for the application period.
- Please directly contact the credit card company if your card is not accepted.
- It is possible to use a card which carries a name different from that of the applicant. However, please make sure that the information on the basic information page is the applicant's information.

#### ■ 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)**