

Academic Year 2024

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

Admission Guidelines

- This program is not a preparatory course for students intending to enroll in Undergraduate or Graduate programs in Japanese universities.
- Please read the FAQs on our website thoroughly for inquiries about Admissions. (<https://www.waseda.jp/inst/cjl/en/applicants/s-term/faq/>)
- This document provides the information and schedule of the application. For program contents and class schedule, please refer to the "Program Guidelines" on the following website. (<https://www.waseda.jp/inst/cjl/en/applicants/s-term/about/>)

Summer Course

Center for Japanese Language, Waseda University

Address: 1-7-14 Nishi-waseda, Shinjuku-ku, Tokyo 169-8050, JAPAN

【TEL】 +81-3-3208-0477 9:00~17:00*
*Except for Sat., Sun., [University's holiday](#)
【E-mail】 cjl-ao@list.waseda.jp
【URL】 <http://www.waseda.jp/inst/cjl/en/>

***You must check your registered email account regularly including spam, as Center for Japanese Language may contact you concerning your application.**

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I. Short-term Japanese 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 an interest in the Japanese language and culture.

➤Policy regarding the completion of program (Diploma Policy)

The purpose of the Short-term Japanese Program is to deepen students' interest in Japanese culture and language through experiences in Japan and the study of Japanese, and to develop individuals who are able to understand and work with others through interaction with members of the Japanese language community and reflection on their own culture.

➤Policy on creating and utilizing curriculums (Curriculum Policy)

We provide an opportunity for individual students to proactively learn Japanese according to their own needs through interacting with members of the Japanese language community.

➤Learning support policy (Support Policy)

We develop a support system aimed to help international students learn independently, such as providing advice on learning Japanese.

II. Procedure and schedules of application

Date and times are in Japan Standard Time

| | | Page | Summer course |
|---|--|---------|---|
| 1 | Prior procedure for application | | |
| | Step1. Check the program level | P.8 | February 7 (Wed.) 2024, 10:00 ~ February 20 (Tue.) 2024, 16:00 |
| | Step2. Register and save information | P.8-10 | |
| | Step3. Confirm the e-mail with "Saved information" | P.11-12 | |
| 2 | Receiving Application Information | P.12 | March 1 (Fri.), 2024 |
| 3 | Application Procedure | | |
| | Payment of Screening Fee | P.13-15 | March 1 (Fri.) 2024, 10:00 ~ March 8 (Fri.) 2024, 16:00 |
| | Submission of Application Documents and How to Confirm Application | P.16-19 | |
| | Confirmation of Application Number | P.19 | April 1 (Mon.), 2024 |
| 4 | Notification of Screening Result | P.20 | April 12 (Fri.) 2024, 12:00 (Scheduled) |
| 5 | Enrollment Procedures (1) Confirmation and submission of enrollment documents (2) Payment of Tuition Fee | P.20 | April 12 (Fri.), 2024 ~ April 19 (Fri.), 2024 |

[Notes]

- Be sure to check your e-mail regularly. Please be aware that e-mails from CJL may be sorted into your junk mail folder. If you do not have extra space in your mailbox, you may not receive e-mail from CJL.
- Applicants must confirm that they have all the necessary documents and information and complete each procedure yourselves.
- Information and documents submitted by e-mail will not be accepted for any of the procedures. All information and documents must be submitted using the online form provided. As a rule, once documents are received, they will not be returned.
- Keep all submitted documents as you may be asked to submit the original documents before admission.
- Please note that each procedure after the designated period will not be accepted for any reason.
- Incomplete documents at the screening process may result in the application being rejected or otherwise treated unfavorably.
- Any forgery, misrepresentation, or plagiarism in the documents, materials, or information provided to the University at the time of registration or application may be considered as fraud and the result of the entrance examination may be invalidated. For details, please refer to "5. Misconduct" on p.19.
- If you have special needs due to physical impairment etc., please contact the Center for Japanese Language office at Waseda University before the application. (E-mail : cjl-ao@list.waseda.jp)

III. Schedule, Number of Students Admitted, Eligibility and Screening

1. Class Schedules and Enrollment Period

| | Class Schedules |
|---------------|---|
| Summer Course | July 3 (Wed), 2024 ~ July 23 (Tue), 2024 (Japan Standard Time) |

The enrollment period is from July 3(Wed) to September 15(Sun), 2024, and is not the same as the class schedules.

Please refer to our website, “Program Guidelines” for detailed class schedules.

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

2. Number of Students Admitted

| | |
|---------------|---------------------|
| Summer Course | Approx.100 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 before the program starts.
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 before the program starts.
3. Those who have completed or are scheduled to complete a 12-year education curriculum outside Japan before the program starts. 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 before the program starts. (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 before the program starts.
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.
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 before the program starts. 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 the program starts date, 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.
-

4. Notes on Application Eligibility

Please read and confirm the following notes.

1. 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.

2. 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.

3. Nationality and period of residence abroad in the student's eligibility

Eligibility is not decided by nationality or length of period of residence abroad.

4. 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.

5. 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.

6. 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, & Summer and Winter 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.

5. Screening

Screening will be processed based on the application documents (p.16-18) in a comprehensive way.

IV. Prior procedure for application

Applicants must finish the following three steps to receive an e-mail with application information*.

*If the limit number of registrants in “Step2” exceeds or you do not meet the eligibility, you will not receive an e-mail with application information.

Step1. Check the program level by taking the “Self-check”.

Step2. Register and save your information via the online form.

Step3. Confirm the e-mail with “saved information”.

Step1. Check the program level by taking the “Self-check”

Take the "Self-Check" to check if your Japanese language proficiency is appropriate for this program.

*Please refer to the "Program Guidelines" on our website below for information of the program level.

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

[Procedure of taking the “Self-check”]

(1) Take the “Self-Check” on the website below.

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

(2) Check your answers and score it yourself.

*You will be required to input your score when you submit the application documents (p.16-18).

Scores must be kept by yourself until the application.

(3) Check your Japanese language proficiency and the level of this program based on "Diagnostic Sheet" in the “Self-check”.

(4) If your Japanese language proficiency matches the level of this program, go on to the following “Step2”.

Step2. Register and save your information via the online form

Register and save your information via the online form within the following period.

(1) Period

| | Period of Step2* |
|----------------------|---|
| Summer Course | February 7 (Wed) 2024, 10:00 ~ February 20 (Tue) 2024, 16:00 (Japan Standard Time) |

*There is a limit to the number of registrants. If the number of registrants exceeds the limit, the closing date of the online form may be earlier than the above period.

*No additional registrants will be accepted.

(2) How to Register

Register the information in the table below via the online form on the website below.

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

*○ indicates information required for all; △ indicates information for those who applicable

| | * | Information | Details |
|----|---|--------------------------------|--|
| a) | ○ | Personal Information | Register your name, date of birth, gender, nationality, telephone number, e-mail address, and residential address. |
| b) | ○ | Educational Background | Register the name, location, length of enrollment, and enrollment status of each school for your educational history since elementary school. Please also enter your current grade level, years of employment, and history of enrollment at Waseda University. |
| c) | ○ | Guardian / Contact information | Register the name, e-mail address, etc. of the parent or guardian as emergency contact information. |
| d) | △ | VISA | If you have a status of residence in Japan, select the type of status. |
| e) | ○ | Level check | <u>Self-report whether your Japanese language proficiency matches the level of this program.</u> |

[Notes]

- Register all information correctly in either Japanese or English.
In particular, if you do not register your e-mail address correctly, you will not be able to receive the e-mails described on “Step3”.
- Only one registration per person is allowed. If there are any correction to the information, please inform CJL by e-mail within the period of Step2 above. (cjl-ao@list.waseda.jp)

(3) How to Save

When you register all information on the online form, check your responses again and **make sure to click "保存(SAVE)" button to save information. You are not able to save information without “保存(SAVE)”**.

① Make sure all the responses answered and click "保存(SAVE)" button.

② Click “はい(YES)” button in the step of “申請確認 (Register confirmation)”.

章 11

確認事項 / Confirmations and Understandings

設問 11 - 1.

※本申請フォームに回答した内容がすべて申請に反映されます。申請内容に誤りがないことを確認の上、お申し込みください。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進めてください。

※また、以下の事項に同意してください。

申請を保存してよろしいですか？

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

※Also, I have read and understand the terms and conditions of the application.

* :

※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

キャンセル 保存

③Step2 is completed when the “保存しました。(saved)” page appears. Go on to the Step3.

The screenshot shows a web form with a modal dialog box titled "お知らせ" (Notice). The dialog box contains the text "保存しました。" (Saved) in a red oval, with a black arrow pointing to it and a large circled number "3". The background form has two sections. The first section is titled "設問 1 - 2. 英字氏名【姓】 / FAMILY Name in English" and includes instructions: "※【パスポート】に記載してある通りに入力してください。" and "※姓は全大文字で入力してください。". It has an example "例 e.g.: Williams" and an input field containing "Taro". The second section is titled "設問 1 - 4. 英字氏名【ミドルネーム】 / MIDDLE Name in English" and includes instructions: "※【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]." and "※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'". It has an example "例 e.g.: Jack" and an input field containing "Jack". An "OK" button is located in the bottom right corner of the dialog box.

Go to the next page for Step3.

Step3. Confirm the e-mail with “Saved information”

After you save your information via the online form, (1) Receipt notification e-mail and (2) Input notification e-mail will be automatically sent to your e-mail address. Please see examples of these e-mails below.

These e-mails are sent automatically to all who save the information, please note that they are not intended to notify you that you are going to receive the application information.

(1) Receipt notification e-mail *English follows Japanese

【MyWaseda】 受付通知：2024年度短期日本語集中プログラム夏コース出願前登録 登録フォーム

From: system@list.waseda.jp <system@list.waseda.jp>

Sent: Wednesday, February 7, 2024 7:00 PM

To: cjl-ao@list.waseda.jp <cjl-ao@list.waseda.jp>

*English follows Japanese,

本メールを含む以下2通のメールは、「出願前登録手続き」におけるステップ2の登録が保存された際に、全員に自動で送信されます。出願を案内するものではないので注意してください。詳細は入学試験要項を確認してください。

①受付通知メール（本メール）

「【MyWaseda】 受付通知：2024年度短期日本語集中プログラム夏コース出願前登録 オンライン登録フォーム」

②申請通知メール（別送メール）

「【MyWaseda】 申請通知：2024年度短期日本語集中プログラム夏コース出願前登録 オンライン登録フォーム」

登録内容を本センターが確認し、出願を案内できる場合、登録されたEメールアドレス宛に出願案内Eメールを2024年3月1日（金）に送信します。ステップ2の登録を受け付けられる人数の上限を超えた場合や、出願資格を満たしていない方には、出願を案内することができない旨のEメールを送ります。この場合には出願できません。

早稲田大学日本語教育研究センター

The following two e-mails, including this e-mail, are sent automatically to all who save the information on the “Step2” of prior procedure for application. Please note that they are not intended to notify you that you are going to receive the application information. For details, check the admissions guidelines.

(1)Receipt notification e-mail (this e-mail)

“【MyWaseda】 受付通知：2024年度短期日本語集中プログラム夏コース出願前登録 オンライン登録フォーム”

(2)Input notification email (separate email)

“【MyWaseda】 申請通知：2024年度短期日本語集中プログラム夏コース出願前登録 オンライン登録フォーム”

If the CJL confirms your information and is able to guide you into the application, you will receive an e-mail with application information on March 1 (Fri), 2024. If the limit number of registrants in “Step2” exceeds or you do not meet the eligibility, you will receive an email informing you that you are not able to apply this program.

Center for Japanese Language, Waseda University

(2) Input notification e-mail *Only Japanese

【MyWaseda】申請通知：2024年度短期日本語集中プログラム夏コース出願前登録 登録フォーム

From: system@list.waseda.jp <system@list.waseda.jp>

Sent: Wednesday, February 7, 2024 7:00 PM

To: cjl-ao@list.waseda.jp <cjl-ao@list.waseda.jp>

作成者：日本語教育研究センター

名称：2024年度短期日本語集中プログラム夏コース出願前登録 登録フォーム

申請を受け付けました。

利用者識別番号：

申請者名：

メールアドレス：

申請日時：2024/02/07 19:00

(以下申請内容表示)

V. Receiving Application Information

If the CJL confirms your information and is able to guide you into the application^{*1}, you will receive an e-mail with application information. At that time, we will also inform you of the payment of the screening fee and the Receipt Number^{*2}.

*1 : If the limit number of registrants in “Step2” exceeds or you do not meet the eligibility, you will receive an email informing you that you are not able to apply this program.

*2 : Receipt number is required for the program application.

| | Schedule date of receiving an e-mail with application information |
|---------------|--|
| Summer Course | March 1 (Fri), 2024 (Japan Standard Time) |



Go to the next page for procedures

"VI. Application Procedures".

VI. Application Procedure

Refer to the e-mail described on p.12 “V.Receiving Application Information”, complete the application procedures.

1. Payment of Screening Fee

(1) Screening Fee

| | Screening Fee |
|---------------|---------------|
| Summer Course | 25,000 yen |

(2) 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.

| | Transfer Period |
|---------------|--|
| Summer Course | March 1 (Fri) 2024, 10:00 ~ March 8 (Fri) 2024, 16:00 (Japan Standard Time) |

(3) How to pay

a) Payment at a Convenience Store in Japan (Refer to p.22 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 | |
| ・ 第一選択 (First Selection) | : 「日本語教育研究センター」 |
| ・ 第二選択 (Second Selection) | : 「短期日本語集中プログラム」 |
| ・ 第三選択 (Third Selection) | : 「2024年度夏コース」 |
| ・ 第四選択 (Fourth Selection) | : 「短期日本語集中プログラム入試 25,000円」 |
| 「基本情報」 (Enter basic information) : <u>Even if the payment is made by a third party, please enter the applicant's name, date of birth, and etc.</u> | |

3. After making the payment, please submit the electronic data (PDF format) of the “Certificate of Payment of the Screening Fee”(Refer to Application Documents, P.17) 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.
- * If a family member or acquaintance of an applicant conducts the procedure for the applicant, the applicant's information must be entered.

b) Payment at Credit Card (Refer to p.23 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 : 「Short-term Japanese Program」
- Third Selection : 「Summer Course 2024 Admission 」
- Fourth Selection : 「Short-term Japanese 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.

*If you have any questions regarding this matter, please contact Center for Japanese Language at cjl-ao@list.waseda.jp prior to the end of screening fee payment period.

1. 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.
2. 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 next “-Screening Fee Waiver Program for Applicants from Specified Countries-”.

-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, 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

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.

(5) 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).

- a) You paid a screening fee but failed to submit the required application documents.
- b) You paid a screening fee but submitted the application documents after the deadline.
- c) 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.

2. Submission of Application Documents

After the payment of screening fee, submit each of the documents and information listed in the table below via the online application form. Details and the online application form will be provided in the e-mail described on p.12 "V. Receiving Application Information".

| | Period of documents submission |
|---------------|--|
| Summer course | March 1 (Fri.) 2024, 10:00 - March 8 (Fri.) 2024, 16:00 (Japan Standard Time) |

- (1) Documents should be prepared in Japanese or English.
- (2) For the Documents marked with **DL**, please download from an e-mail described on p.12 "V. Receiving Application Information" and submit them.
- (3) For the items marked with **SCAN**, please submit them in PDF format of the original document.

*○: Must be submitted/entered, △: If you have it, ▲: Submit only if you are applicable.

| | ※ | Documents or information to be submitted | Notes and details | | | | | | | | | | | | | | |
|---|--|--|--|-----------------|--------------------|---|--|----------------------|--|-------------------------------------|--|---------------------|---|---------------------------------------|---|----------------------------|--|
| a) | ○ | Statement of Goals and Plans for applying Short-term Japanese Program | ●Register through the online application. | | | | | | | | | | | | | | |
| b) | ○ | Results of Self-check (Refer to p.8) | ●Enter the score obtained of Self-check through the online application. | | | | | | | | | | | | | | |
| c) | ○ | Information on your Japanese learning history | ●Register your past Japanese language learning institutions, learning materials which you have learned in the past, or results of any Japanese proficiency tests you have taken in the past by responding each inquiry on the online application form. | | | | | | | | | | | | | | |
| d) | ○ | Official Latest Academic Transcripts of High School, University, or Graduate School *with GPA <div>SCAN</div> | 1. Scan the documents certified as "Original" issued and certified at your school, or “Certified True Copies" of the original certified at your school. 2. <u>If the scanned data does not have the school's seal and the applicant's information such as name, etc. clearly indicated, it will not be accepted.</u> 3. In case the applicant's home school or government does not issue English or Japanese certificates, please submit the certificate attached with translation certified and stamped by a Notary Office, such as an Embassy, or court translator. | | | | | | | | | | | | | | |
| | ○ | Evaluation Scale or Grading System: The Measure of Performance (Highest possible score and Passing grade should be shown) e.g. 1. 100-91=A, 90-81=B, and so on, or 2. 60/100= the lowest passing grade * Not required if transcripts show grading criteria. <div>SCAN</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>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> ※If you cannot submit them due to recent enrollment, 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. | 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 |
| 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 | | | | | | | | | | | | | | | | |

| e) | ○ | <div>Official Certificate of Enrollment or Certificate of (Prospective) Graduation issued from High School, University, or Graduate School</div> <div>SCAN</div> | <div><div><div>1. Scan the documents certified as "Original" issued and certified at your school, or “Certified True Copies” of the original certified at your school.</div><div>2. <u>If the scanned data does not have the school's seal and the applicant's information such as name, etc. clearly indicated, it will not be accepted.</u></div><div>3. In case the applicant's home school or government does not issue English or Japanese certificates, please submit the certificate attached with translation certified and stamped by a Notary Office, such as an Embassy, or court translator.</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><div>*If you have graduated and the date of graduation/completion is shown on your transcript, you do not need to submit it.</div></div> | 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* |
|---|---|--|---|-----------------|--------------------|---|---|-----------------------|--|------------------------------------|---|----------------------|--|--------------------------------------|---------------------------|-----------------------------|---|
| 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* | | | | | | | | | | | | | | | | |
| f) | ○ | <div>Statement of Source of Funds</div> <div>DL</div> | <div>●Please use the prescribed form.</div> | | | | | | | | | | | | | | |
| g) | ○ | <div>Applicant’s Photo</div> <div>*Photographs taken and printed by individuals themselves using smartphones, etc., will not be accepted. Be sure to take an ID-quality photo (a speed photo is acceptable).</div> | <div>●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.</div> <div>●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.</div> | | | | | | | | | | | | | | |
| h) | ○ | <div>Passport with applicant’s photo and passport number</div> <div>SCAN</div> | <div>●Scan the pages showing applicant’s photo and passport number</div> <div>●If the applicant has more than one passport, please submit all copies.</div> <div>●Scan alternative ID in case the passport is not available at the time of application. The applicant must submit it once obtained.</div> | | | | | | | | | | | | | | |
| i) | △ | <div>Resident Card</div> <div>SCAN</div> | <div>●Scan both sides of the card</div> | | | | | | | | | | | | | | |
| j) | ○ | <div>Necessity of the short-term stay visa in case admitted</div> | <div>●Please register the necessity on the online system.</div> <div>*We issue the Invitation letter for successful applicant who need to apply for short-term stay visa in Japan. Please check the webpage below and your passport, then select whether you need to apply for visa or not in case admitted. <Ministry of Foreign Affairs of Japan/Exemption of Visa (Short-Term Stay)></div> | | | | | | | | | | | | | | |
| k) | ○ | <div>Certificate of Payment of Screening Fee or one of the following 1-3 if you are exempted from payment.</div> <div>SCAN</div> | <div>●Scan "Certificate of Payment of the Screening Fee" if you pay at a convenience store.</div> <div>●As for credit card payers, scan payment "Result” page.</div> | | | | | | | | | | | | | | |

| | | |
|----|---|---|
| -1 | ▲ Certification that the applicant has been admitted to Waseda University SCAN | Those who are confirmed to enter a degree program at Waseda University, please submit it. For any questions about the certificates to be submitted, please contact us prior to submitting your application. *those who fall into P.14 “1.” |
| -2 | Application Form for Screening Fee Waiver of Waseda University DL | Please read the instructions carefully on the prescribed form. * those who fall into P.14 “2.” |

■ 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](#)

3. How to Confirm Application

When you finish answering all the questions on the online application form, please check your responses again and **make sure to click "保存(SAVE)" button to complete the application**. Your application will not be approved without “保存(SAVE)”. You will also receive a confirmation e-mail after completing the application, be sure to confirm that.

① Make sure all the responses answered and click "保存(SAVE)" button

② Click “はい(YES)” button in the step of “申請確認 (application confirmation)”.

③Online application is completed when the “保存しました。(saved)” page appears.

The screenshot shows a web application interface. A modal dialog box titled "お知らせ" (Notice) is centered on the screen. Inside the dialog, a red oval contains the text "保存しました。" (Saved), with a black arrow pointing to a large circled number "3". The dialog also has an "OK" button in the bottom right corner. In the background, the application form is visible, showing sections 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". The form includes input fields with examples like "Taro" and "Jack".

4. Confirmation of Application Number

After the application documents are correctly received and confirmed, an "Application Number Notice" will be sent to the applicant's e-mail. The "Application Number" will be required at the time of the screening result notification.

| | Scheduled date of application number notice by e-mail |
|---------------|---|
| Summer course | April 1 (Mon.), 2024 |

5. 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 (hereinunder, "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.

VII. Notification of Screening Result

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

(<http://www.waseda.jp/inst/cjl/en/>)

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

※Inquiries regarding the screening will not be answered.

| | Notification of Screening Result Date (Scheduled) |
|----------------------|--|
| Summer course | April 12 (Fri.) 2024, 12:00 (Japan Standard Time) |

VIII. Enrollment Procedures

(1) Confirmation and submission of enrollment documents

Successful applicants will receive the enrollment procedures guide via e-mail. Please follow the guidelines, pay the tuition fee and submit the admission documents within the deadline indicated in the table below. Enrollment procedure completion after the deadline will not be accepted.

If the submission of admission documents and paying the tuition fee are not completed by the deadline, admission will not be granted. Also, you cannot change the timing of entrance (postponement).

| | Deadline for Submission of admission documents and payment of the tuition fee |
|----------------------|--|
| Summer course | April 12, 2024 (Fri.) – April 19 (Fri.), 2024 (Japan Standard Time) |

(2) Payment of Tuition Fee

| | Tuition Fee |
|----------------------|--------------------|
| Summer course | 130,000yen |

As a general rule, once the documents have been submitted and the tuition fee paid, they are not refundable. However, only the tuition fee will be refunded in the case that an applicant declines admission due to unavoidable reasons or fails to meet the admission eligibility by the time of enrollment. Requests for refund must be made to CJL (cjl-ao@list.waseda.jp) by June 28, 2024. For details on the procedure, please refer to the information on admission procedures sent to successful applicants.

IX. 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 the website below for more information. (<https://www.waseda.jp/inst/cjl/en/applicants/s-term/about/>)
- (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. Insurance

Participants in this program will be automatically covered by the travel insurance designated by Waseda University. The insurance will cover up to two days before and after the class period [July 1, 2024 (Mon) ~ July 25, 2024 (Tue)]. The insurance will not cover any other period.

3. Scholarship

There are no scholarships for the students of this program. Therefore, students must not base their decision to attend on the assumption that they will be able to receive a scholarship. Students must have their own source of funds to bear all expenses at the time of application.

4. Living Status in Japan as an International Student

Successful applicants must obtain a short-stay visa which is valid for 90 days. If you need an invitation letter in order to obtain the visa, please submit the necessary information to us. Please note that CJL does not support any visa which exceeds 90 days.

If you already have "College Student" visa, due to enrolling in other Japanese language institutions in Japan, you should ask the Immigration Bureau if it is possible to extend the period of stay or not before the enrollment of our program.

*The Immigration Bureau of Japan may not issue the visa depending on the content of documents prepared by an applicant. CJL is not responsible in such a case.

5. 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.


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 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
Select the "インターネット決済" button on the touch screen
Touch the "各種代金お支払い" option
Touch "マルチペイメントサービス"
Enter your [お客様番号] [確認番号]

●Information terminal 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

multifunction copier

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

Enter your [お客様番号] [確認番号]

3 Application

Please scan and submit the "Certificate of Payment of the Screening Fee" on p.17 to the 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 convenience stores:

| | |
|-----------------------------------|---------|
| Entrance exam fee 145,999 or less | 500 yen |
| Entrance exam fee 150,000 or more | 720 yen |

Questions about paying your entrance exam fees at convenience stores? Please visit: <https://e-shiharai.net/>

Note: Convenience store staff cannot answer questions about the service.






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)" 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 School

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.

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.

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.

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.

Please print out the "申込内容照会結果" page.

Application

Please submit the electronic data (PDF format) of the web page showing the "Result" on p.17 to the 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.
- On the last date of the payment period, please finish card settlement procedure by 11:00pm Japan time.
- 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 | 2,518 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)