

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

Academic Year 2024 Admission

**Center for Japanese Language,
Waseda University**

Japanese Language Courses Application Guidelines

* The admission guidelines are only for non-degree students who will be enrolled in undergraduate or graduate school at Waseda University in AY2024 and would like to take Japanese language courses.

Those who will continue your enrollment in an undergraduate or graduate school at Waseda University from AY2023 to AY2024 and wish to continue to take Japanese language courses, need to reapply for admission in AY2024 in accordance with this Application Guidelines for AY2024.

* If it is determined that a student wishes to take Japanese language courses only to fulfill visa status requirements (10 hours or more of classes per week), the student will not be admitted.

■ In principle, it is preferable for students to meet visa status requirements (10 hours or more classes per week) by enrolling in courses offered in their affiliated undergraduate or graduate schools.

■ In case you fulfill the minimum of “10 hours classes per week” requirements including Japanese language courses, you must clearly relate to Japanese Language courses to your field of study at your affiliated school.

* Please make your statement for the application to take Japanese language courses at an appropriate level.

◀ Reference Materials ▶

【Curriculum】

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

【Course Registration Guides】

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

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【E-mail】 cjl@list.waseda.jp

【URL】 <http://www.waseda.jp/inst/cjl/en/>

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I. Application Schedule ※Date and times are in Japan Standard Time (JST)

	Spring Admission, AY2024	Fall Admission, AY2024
(1) Screening Fee Transfer	February 20 (Tue) 2024 – March 6 (Wed) 2024, 16:00	August 6 (Tue) 2024 – August 21 (Wed) 2024, 16:00
(2) Application Documents Submission	February 20 (Tue) 2024, 10:00 – March 6 (Wed) 16:00	August 6 (Tue) 2024, 10:00 – August 21 (Wed) 2024, 16:00
(3) Screening Result Notification	March 15 (Fri) 2024, 12:00	August 30 (Fri) 2024, 12:00

*Successful applicants in the spring semester admission do not need to apply again for the fall semester as long as you are enrolled at Waseda University. However, in case you are to be enroll in a different school at Waseda University from the spring semester, please notify the Center for Japanese Language Office by e-mail at cjl@list.waseda.jp.

II. AY2024 Japanese Language Program Admission Information

1. Eligibility

Non-degree students who will enroll or is enrolling in an undergraduate or graduate school at Waseda University in AY2024 and wish to take Japanese language courses during the above school enrollment period.

2. How to Apply

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

(1) Screening Fee Transfer (Please see “3. Screening Fee” on page 6)

◆ Period of application submission period *Date and times are in JST

Spring Admission, FY2024: February 20 (Tue) - March 6 (Wed) 2024, 16:00
Fall Admission, FY2024: August 6 (Tue) - August 21 (Wed), 2024, 16:00

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

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

*The payment is not required for those who are eligible for the screening fee waiver; see "(4) Exemption from the Screening Fee" on page 7.

*Students who have been accepted for the spring semester of Japanese Language Program in AY 2024 do not need to apply again for the fall semester of AY2024 if they are enrolled in a school at Waseda University.



(2) Online Application

- ◆ Period of application submission period **Date and times are in JST*

Spring Admission, FY2024: February 20 (Tue), 10:00 - March 6 (Wed) 2024, 16:00
Fall Admission, FY2024: August 6 (Tue), 10:00 – August 21 (Wed), 2024, 16:00

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

https://www.waseda.jp/inst/cjl/en/applicants/launch/admission/#anc_18

◆ Application Documents:

- 1) “Statement of Purpose for Taking Japanese Language Courses”
Fill in the application form directly in Japanese (between 400 and 600 characters) or English (between 200 and 300 words).
 - 2) Documents proving payment of screening fee or “Application Form for Screening Fee Waiver”
For details, please see P6 “3. Screening Fee”.
- * Documents submitted by email will not be accepted. As a rule, application documents will only be accepted via the online application form.

◆ Online Application Form

- 1) All documents must be submitted in PDF format.
*PDF documents must be clearly readable.
 - 2) The applicant must confirm that all required application documents are in order and submit the application. Please be aware that incomplete documents at the time of screening may be detrimental to the screening.
 - 3) Please prepare all the documents and answers in advance. An online application form screen image can be reviewed on CJL website at
https://www.waseda.jp/inst/cjl/en/applicants/launch/admission/#anc_18
- * Please note that any application sent after the deadline will not be accepted.
 - * Waseda University will not be responsible for applications that are not completed within the application period due to malfunction of the PC or other device used or the network.
 - * Once registered, the email address cannot be changed. If you need to change it, send an email to cjl@list.waseda.jp. The title of the e-mail should be “Change of E-mail Address for Online Application ND”.
 - * Temporary save is not available. If you do not complete it, you need to register again from the beginning.
 - * When you finish answering all the questions, please check your responses again before you click “保存(SAVE)” button to complete the registration. The applicant will not complete online application until you click “保存(SAVE)” button.
 - * Once you complete the online application, the “保存しました。” page will be displayed. You also will receive a confirmation message to the email address you have registered.
 - * Please check your registered email account regularly.
 - * If you do not receive the notification email, please check your junk mail folder.

*** Please see P5 “(3) How to Confirm Application Confirmation (Online Application Form Screen)”.**

◆ Documents Retention

Please keep the submitted documents as you may be asked to submit the original documents before enrollment.

(3) How to Confirm Application Confirmation (Online Application Form Screen)

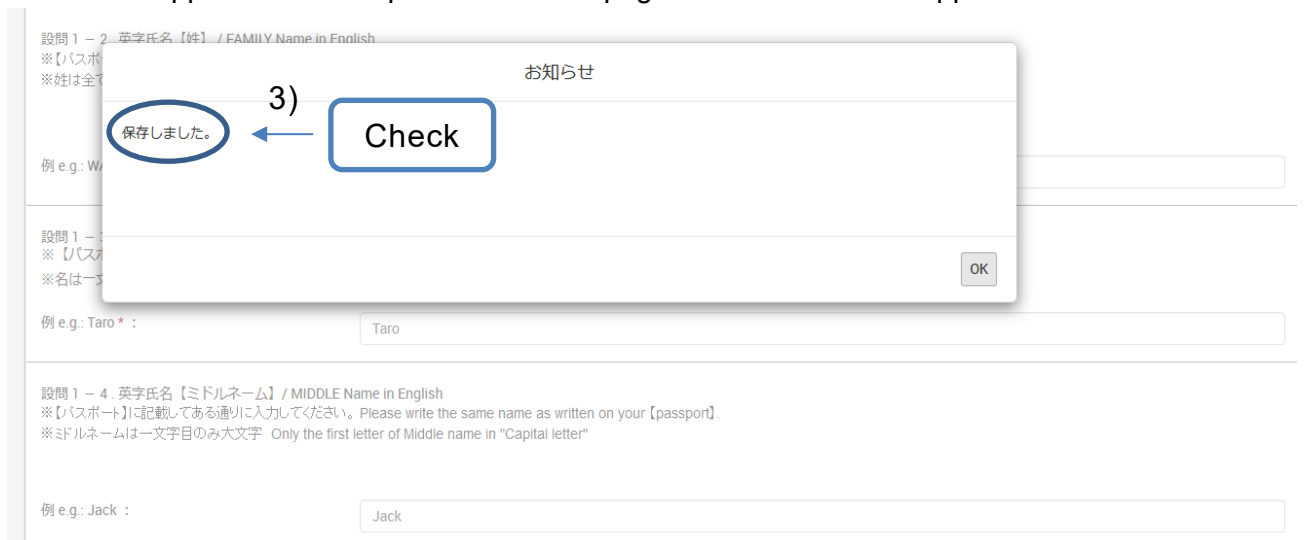
When you finish answering all the questions, please check your responses again before you click "保存(SAVE)" button to complete the registration. You are not able to save information without “保存(SAVE)”. Online application is completed when the page of "保存しました。" is displayed. You will receive a confirmation message to the e-mail address you have registered online.

- 1) Make sure all responses answered and click “保存 (SAVE)” button.
- 2) Click “はい (YES)” button in the step of “申請確認” (Register confirmation)”.



3) To confirm your online application:

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



If you do not press the "Save" button, you have not filed your application.

3. Screening Fee: 25,000 yen

(1) Period of Transfer

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

Admission	Period of Transfer
Spring AY2024	February 20 (Tue.) ~ March 6 (Wed.), 2024 16:00 (JST)
Fall AY2024	August 6 (Tue.) ~ August 21 (Wed.), 2024 16:00 (JST)

(2) Pay at a Convenience Store in Japan

- 1) Access the “screening fee convenience store payment site” (<http://e-shiharai.net/>) (written in Japanese only) first and complete the designated payment registration following the input instructions shown below before paying to a convenience store.

- お支払い選択: 「大学・短大」
- 学校選択 (School Selection): Please search with 「ワセダ」 in Katakana and Choose 「早稲田大学」
- カテゴリ選択(Category Selection):
 - 第一選択 (First Selection) : 「日本語教育研究センター」
 - 第二選択 (Second Selection) : 「(学内科目等履修生用)日本語教育プログラム」
 - 第三選択 (Third Selection) : 「2024年春学期」 or 「2024年秋学期」
 - 第四選択 (Fourth Selection) : 「学内科目等履修生選考 25,000円」
- 基本情報入力 (Enter basic information) :
Name, gender, date of birth, and occupation, etc. ***Even if the fee is paid by someone other than the applicant, please enter the applicant's information.**

- 2) Pay the screening fee at any convenience store in Japan.
 - 3) After making the payment, submit the “Certificate of Payment of the Screening Fee” in PDF format via the online application form.
- * For details, please see “How to Pay the Screening Fee at the Convenience Store in Japan” on page 10.
 - * 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 and payment at a convenience store will be accepted until 16:00 on the last day of the payment period.
 - * Even if someone other than the applicant makes the payment, the applicant's information must be entered.

(3) Payment by Credit Card

- 1) To make a payment by credit card, please access the online screening fee payment website (<https://e-shiharai.net/ecard/>) and complete the procedure as follows.

- Choose 「Examination Fee Application」
- School Selection : Waseda University (Undergraduate Schools)
 - Category Selection:
 - First Selection : 「Center for Japanese Language」
 - Second Selection : 「 (For Non-Degree Students) Japanese Language Program」
 - Third Selection : 「Spring 2024 Admission 」 or 「Fall 2024 Admission」
 - Fourth Selection : 「 (For Non-Degree Students) Japanese Language Program JPY25,000」
 - 基本情報入力 (Enter basic information) :
Name, gender, date of birth, and occupation, etc. ***Even if the payment is paid by someone other than the applicant, please enter the applicant's information.**

- 2) After completing the transaction, save the “Result” page as a PDF and upload it onto the online application form.

*For details, please see “How to Pay the Screening Fee by Credit Card” on P11

*The payment can be made 24 hours a day, seven days a week, including Saturdays, Sundays, and holidays. However, please note that the payment will be accepted until 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 have been exempted from the payment of the Screening Fee for the school you are to be enrolled in, are also exempted from the payment of the Screening Fee for the Center for Japanese Language. If it applies to you, please ask the school office, where you are or will be enrolled in, to issue the “Application Form for Screening Fee Waiver” approved or stamped by them beforehand and submit it to us as an alternative document to the “Certificate of Payment of Selection Fee”.

Also, if you passed the admissions process in AY2023 and are reapplying for admission AY2024, you are also exempted from paying the Screening Fee.

(5) Return of Application Documents and Refund of Screening Fee

As a general rule, documents once submitted will not be returned and the screening fee will not be refunded. However, in the following cases, the screening fee alone will be refunded. If any of these are applicable to you, please contact the Center for Japanese Language office (cjl@list.waseda.jp) by the screening results announcement date of the semester in which you applied.

- 1) You paid the screening fee but did not submit the application documents.
- 2) You paid the 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.
- 4) You were unable to take the examination at the University because you could not enter Japan owing to immigration or travel restrictions.

If the screening fee was paid by credit card, or if the refund is to be deposited into a bank account outside of Japan, you will be responsible for any fees incurred in connection with the refund.

4. Screening

Screening will be processed on the basis of the “Statement of Purpose for Taking Japanese Language Courses”.

* There will be no writing examination or interview.

* Please make the statement after checking the appropriate level of Japanese language proficiency.

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

- In principle, it is preferable for students to meet visa status requirements (10 hours or more of classes per week) by enrolling in courses offered in their affiliated undergraduate or graduate schools.

- If you are meeting the “10 hours or more of classes per week” requirements by taking Japanese

language courses, your statement should be clearly related to your field of study at your affiliated school.

5. Announcement of Screening Results

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.

*No Inquiries regarding the screening will not be answered.

Admission	Notification of Screening Results
Spring AY2024	March 15 (Fri.) 2024, 12:00 (JST)
Fall AY2024	August 30 (Fri.) 2024, 12:00 (JST)

6. 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, fabrication, plagiarism, modification, etc., of documents, materials, or information submitted to the University at the time of application may be considered misconduct.
- 2) If misconduct is suspected, the University may respond as follows. Failure to comply with these actions may be considered an admission of wrongdoing.
 - The University may inquire about the authenticity, etc., of documents, materials, theses, and information, etc. submitted to the University (hereafter, "Submitted Documents") by providing them to the issuers, providers, theses review entities, etc. By submitting or providing the Submitted 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 academic 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 actions up to and including expulsion from the University, in accordance with the University's rules and regulations.

7. Enrollment Procedures and Course Registration

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

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

The "Japanese Course Registration Guidebook" will also be posted on the website below after March (for Spring Semester) and September (for Fall Semester).

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

After the course registration has been finalized, information on payment of the tuition fee will be sent to each student individually by e-mail, if applicable. Please follow the instructions to make the payment. The details are on our website.

https://www.waseda.jp/inst/cjl/en/students/fee/#anc_6

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, enrollment 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 information. 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 (hereafter "Submitted Documents") by providing them to the issuers, providers, theses review entities, etc. By submitting or providing the Submitted Documents to the University, the applicant agrees to the University's right to make such inquiries. 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.

<<Appendix>>


How to Pay the Screening Fee at the Convenience Store

Waseda University

Convenience Store Easy-Pay Systems for Entrance Exam Fees

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


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



https://e-shiharai.net/

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

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



2 Convenience Store Payment

Paying at SEVEN-ELEVEN

[13-digit Payment Slip Number] 払込票番号

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

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

A multifunction copier can not be used to make payment.

LAWSON

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 "各種代金インターネット支払い" 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" Multi-Payment Service

Enter your 【お客様番号】 【確認番号】

FamilyMart

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】

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

- 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.

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

3 Application

Scan "Certificate of Payment" and submit it in PDF format 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 convenience stores:

Entrance exam fee 149,999 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 the Screening Fee 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** Please choose a category "大学・短大" or "大学院".
Undergraduate School Graduate School
- 2. School Selection** 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 Waseda University Graduate School
- 3. School Information** Read the information carefully and click "同意する".
Agree
- 4. Category Selection** Choose First to Fourth Selection and click "次へ".
Next
- 5. Basic Information** 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 "Application Results" "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.

Scan the page of "申込内容照会結果 (Payment Inquiry - Inquiry result)" and submit it in PDF format via Online Application Form.

Application

[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	2,618 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)