

Academic Year 2024

For Currently Enrolled JLP Students

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

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

Please refer to the eligible applicants below.

For April 2024 Admission : Student ID # 9223A~ or 9223D~

For September 2024 Admission : Student ID # 9223C~ or 9224B~

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

- In general, the total period of enrollment in a Japanese language institution with "student" visa is limited to two years. If you have been enrolled in a Japanese language institution, including this center, 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.

April admission/September admission

Center for Japanese Language, Waseda University

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

【TEL】 +81-3-3208-0477 Mon. ~ Fri. : 9:00~17:00

【E-mail】 cjl-ao@list.waseda.jp

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

***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 is not necessary	P.6 ∩ P.8	October 2 (Mon.) 2023, 9:00 ∩ October 9 (Mon.) 2023, 16:00	April 1 (Mon.) 2024, 10:00 ∩ April 8 (Mon.) 2024, 16:00
			Submit your application through the online application system during the designated periods	
2	Application Number Notice	P.9	November 15 (Wed.) 2023, 12:00 (Scheduled)	May 15 (Wed.) 2024, 12:00 (Scheduled)
3	Screening Result Notification	P.9	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.9 ∩ P.10	November 22 (Wed.) 2023, 9:00 ∩ December 5 (Tue.) 2023, 16:00	May 22 (Wed.) 2024, 10:00 ∩ June 4 (Tue.) 2024, 16:00
5	Enrollment Procedures (2) 4. Tuition Fee Payment	P.10	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

*Total number of continuing Students and newly enrolled students

3. Eligibility

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

[Reminder for Short-term Japanese Program Applicants]

Although you are able to apply for both Japanese Language Program (JLP) and Short-term Japanese Program, you are not able to enroll in both at the same time. For example, if you enroll in a half-year course at JLP starting in April 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.

[Reminder for Currently Enrolled JLP Students Application]

In general, you can enroll in Japanese language institutions in Japan for 2 years in total with a student visa. If you enroll in Japanese language institutions in Japan for more than 2 years at the time of application, you are not able to re-apply for our program.

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.

Online Application

(Please refer to 6. Application Documents on page 7, and 7. How to Confirm Application Confirmation (Online Application Form Screen) on page 8)

*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.), 10:00 – 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.7 "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 7, “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.8, "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

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

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 6.

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

“○” 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	○	Statement of Source of Funds★	Please use the prescribed form.
3	○	Passport with Your Photo and Passport Number SCAN	●Scan the pages showing your photo and passport number. ●If you have more than one passport, please submit all copies.
4	△	Resident Card SCAN	●Scan both sides of the card.
5	○	Current Waseda ID card SCAN	●Scan both sides of the card.

[Notes] **As a rule, application documents are not returned.**

■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

※本申請フォームに回答した内容が上記の申請にかかる書類はすべて正確であることを証明し、記録が正確に上りて正しく入学の申請に承認されたことを知り、そして入学が許可された場合には早稲田大学の規則

※また、

※I certify

at any tim

※Also, I h

* :

※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

例 e.g.: W

お知らせ

保存しました。

Check !

OK

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

1. 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.
2. Non-degree students are required to take 10 or more hours of courses per week.
3. Those with "Short-Term" visas are not eligible for university enrollment.
4. 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.
5. 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.

6. If you fail to submit any required documents or submit incomplete documents, we will not process your COE application.
7. The Immigration Bureau of Japan may not issue the COE, 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

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 (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. 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.