

# Academic Year 2025

## 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 2025 Admission : Student ID # 9224A~ or 9224D~

For September 2025 Admission : Student ID # 9224C~ or 9225B~

• 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 other Japanese language institutions prior to enrollment (including the period of time you were enrolled in this program in the past) and your expected total period of enrollment in this program exceeds two years, your status of residence may not be renewed, and you may not be admitted to the program.
- Please contact the Immigration Bureau in advance for the change of your residence status, or the extension of the period of stay and the procedure in advance.
- The relevant authorities may not permit the change of your residence status, nor extend your period of stay depending on the content of documents prepared by an applicant. We are not responsible in such a case.

## April admission/September admission

<<Contact>>

Center for Japanese Language, Waseda University

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

TEL: +81-3-3208-0477

\*As for the office hours, see the following website.

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

E-mail: [cjl-ao@list.waseda.jp](mailto: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 as Center for Japanese Language may contact you concerning your application.

\*Please check your junk mail folder as well when you check your e-mail from the Center, as our message may arrive in your junk mail folder.

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## I .Application Schedule

\*Dates and times are in Japan Standard Time (JST)

		April Admission, 2025	September Admission, 2025	Page
1	Application *Payment of Screening Fee is not necessary.	10:00, Tue, October 1 } 16:00, Tue, October 8, 2024	10:00, Tue, April 1 } 16:00, Tue, April 8, 2025	P.6 } P.8
2	Application Number Notification	Around 12:00, Wed, November 13, 2024	Around 12:00, Wed, May 14, 2025	P.9
3	Screening Result Announcement	Around 10:00, Wed, November 20, 2024	Around 10:00, Wed, May 21, 2025	P.9
4	Enrollment Procedures (1) 1) Tuition Fee Payment	Wed, November 20 } 16:00, Tue, December 3, 2024	Wed, May 21 } 16:00, Tue, June 3, 2025	P.10 } P.11
	Enrollment Procedures (2) 1) Submission of Enrollment Documents 2) Registration of Guardian	10:00, Wed, November 20 } 16:00, Tue, December 3, 2024	10:00, Wed, May 21 } 16:00, Tue, June 3, 2025	

## **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/>

#### **【Japanese Language courses currently offered】**

[https://www.waseda.jp/inst/cjl/en/students/registration/download/#anc\\_24](https://www.waseda.jp/inst/cjl/en/students/registration/download/#anc_24)

### III 2025 Academic Year Japanese Language Program Admission Guidelines

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

Month of Admission	Program period	Enrollment Period
April 2025	One-year	April 1, 2025~March 15, 2026
	Half-year	April 1, 2025~September 15, 2025
September 2025	One-year	September 21, 2025~September 15, 2026
	Half-year	September 21, 2025~March 15, 2026

\*The enrollment period cannot be changed once the application has been submitted.

\*Class schedules are not the same as the designated program enrollment period above. Please refer to CJL website for latest detailed class schedules for your information.

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

#### 2. Number of Students Admitted

Month of Admission	Number of Students Admitted
April Admission, 2025	Approx.200 students
September Admission, 2025	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 2025, & All courses in 2025 offered by Short-term Japanese Program
- A half-year course at JLP starting in September 2025, & Winter courses in 2025 offered by Short-term Japanese Program
- One-year course at JLP starting in September 2025, & Winter courses in 2025 and Summer courses in 2026 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

An application is accepted when the application is completed within the designated period.

Application period

**April 2025 admission: 10:00, Tue, October 1 – 16:00, Tue, October 8, 2024 (JST)**

**September 2025 admission: 10:00, Mon, April 1 – 16:00, Tue, April 8, 2025 (JST)**

**(Please refer to 7. Application Documents on page 7, and 8. How to Confirm Application Confirmation on page 8)**

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

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

- \*Please check the above link for samples of the documents and prepare all the necessary documents and answers in advance. Please note that any application sent after the deadline will not be accepted.
- \*Documents submitted by email will not be accepted. As a rule, application documents will only be accepted via the online application form.
- \*The application period cannot be extended.

### ◆Online Application Form

As for the documents to be submitted, please refer to "7. Application Documents" on page 7.

- \*All documents must be submitted in PDF format.
- \*Upper limit of data amount is 30 MB.
- \*PDF documents must be clearly readable.
- \*Once registered, the email address cannot be changed. In the unlikely event that you need to change it, send an email to "cjl-ao@list.waseda.jp" with the title of the e-mail should be "Modification of E-mail Address for Online Application".
- \*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.
- \*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.
- \*When you finish answering all the questions, **please check your responses again and complete the application**. Upon completion, please check the following two points. Please refer to page 8 "8. How to Confirm Application Confirmation".
  - When you have finished entering the information, click "保存(SAVE)" button. You will not complete online application until you click "保存(SAVE)" button.
  - An application completion e-mail will be sent to your registered e-mail address when your application is completed.

### ◆ Document Retention

- \*Some documents require the submission of original documents before admission. Please keep all other documents as well, as you may be asked to submit the originals.

[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 as you are currently enrolled in JLP.

## 6. Notes on Application

- \* Applications may not be accepted if the application documents and information are not complete. And applications submitted after the deadline will not be accepted. Applicants are required to check their applications carefully before submitting them.
- \* The Center may contact you regarding information about your application and the details of your documents. When you are contacted about your application, please follow the instructions promptly. E-mails from the Center will be sent from the domain "@list.waseda.jp", so please check your email security settings to ensure that you can receive them.
- \* We will not be responsible for applications that are not completed within the application period due to malfunction of the applicant's PC or other device or network.
- \* As a general rule, documents once submitted will not be returned.

## 7. Application Documents

Please submit the following items. As for the application method, please see "4. How to apply" on page 6.

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

Your study plan is a chance to explain yourself to the school and should be completed by yourself. Using generative AI to create these documents and presenting them as your own work may be considered as cheating and could affect the evaluation of your application.

1)	○	Study Plan	Register through the online application.
2)	○	Passport copy <b>SCAN</b>	Scan the pages showing your name, photo and passport number. * If you have multiple passports of different nationalities, submit all copies. * Scan alternative ID if you don't have a passport at the time of application.
3)	△	Resident Card in Japan <b>SCAN</b>	Scan both sides of the card.
4)	○	Current Waseda ID card <b>SCAN</b>	Scan both sides of the card.

You may be deemed to have committed a dishonest act if you falsified, fabricated, plagiarized, or modified a document, material, or information submitted. In such a case, any decision taken regarding your application may later be invalidated, without the application documents and screening fee being returned. For information on misconduct, please refer carefully to "12. Misconduct" on p. 9.

### ■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](#)

## 8. How to Confirm Application Confirmation

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.

a. Please click “はい” button like below.

章 11

確認事項 / Confirmations and Understandings

設問 11 - 1.

※本申請フォームに記載した内容がすべて出願にあたって正確であることと認めます。誤記や脱漏によって正しく入学申請にありません。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ます。

※また、入学許可された場合は、入学許可状の発行に必要となる書類を提出する必要があります。

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

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

\* :

※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

b. 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。Please write the same name as written on your [passport].

※姓は全大文字で入力してください。

例 e.g.: Waseda

お知らせ

保存しました。

Check !

OK

設問 1 - 3 英字氏名【ミドルネーム】 / MIDDLE Name in English

※【パスポート】に記載してある通りに入力してください。Please write the same name as written on your [passport].

※ミドルネームは、姓と名との間に「-」で入力してください。

例 e.g.: Taro \* :

Taro

設問 1 - 4 英字氏名【ミドルネーム】 / MIDDLE Name in English

※【パスポート】に記載してある通りに入力してください。Please write the same name as written on your [passport].

※ミドルネームは、姓と名との間に「-」で入力してください。

例 e.g.: Jack

If you do not press the “はい” button as indicated above “a”.

your application has not been filed.



## 9. 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 2025	Around 12:00, Wed, Nov. 13, 2024, (JST)
September 2025	Around 12:00, Wed, May. 14, 2025, (JST)

## 10. 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.

## 11. Screening Result Announcement

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 2025	10:00, Wed, Nov. 20, 2024 (JST)
September 2025	10:00, Wed, May. 21, 2025 (JST)

## 12. 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.

- Any falsification, misrepresentation, plagiarism, etc., of documents, materials, or information submitted to the University at the time of application may be considered as misconduct.
- 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.
- 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.

**In cases of misconduct that Waseda University find it vicious and serious, we may report to the police or contact the dishonest individual's guardians, the institution where the applicant belongs to, etc.**

## 13. 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 nor the period of enrollment and defer your start in the program.

Month of Admission	Deadline for Enrollment Procedures
April 2025	16:00, Tue, Dec. 3 (Tue.), 2024 (JST)
September 2025	16:00, Tue, Jun. 3 (Tue.), 2025 (JST)

### (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 2025	16:00, Tue, Dec. 3 (Tue.), 2024 (JST)
September 2025	16:00, Tue, Jun. 3 (Tue.), 2025 (JST)

#### <April 2025 Admission>

	One year		Half year
	Payment for the First Period (Spring Semester, 2025)	Payment for the Second Period (Fall Semester, 2025)	Payment for Spring Semester, 2025
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 2025 Admission>

	One year		Half year
	Payment for the First Period (Fall Semester, 2025)	Payment for the Second Period (Spring Semester, 2026)	Payment for Fall Semester, 2025
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.

## 14. Important Notice concerning Status of Residence

- (1) If you wish to extend the period of stay of your current visa, please complete the procedures on your own.

You are required to ask the Immigration Bureau if it is possible to extend the period of stay or not in advance.

- (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.

The Immigration Bureau of Japan may not extend your period of stay, nor permit the change of your residence status depending on the content of documents prepared by an applicant. We are 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.

### 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 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

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 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 "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 student visa must apply for National Health Insurance to receive insurance coverage.

## **6. Commuter Pass**

Students in the program can purchase railway and bus commuter passes at student discount rates.

## **7. Important Notes for JLP Students**

Regarding important notes for course registration in JLP, please refer to the link below.  
[https://www.waseda.jp/inst/cjl/en/applicants/launch/policy/#anc\\_16](https://www.waseda.jp/inst/cjl/en/applicants/launch/policy/#anc_16)

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

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