

Academic Year 2025 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 AY2025 and would like to take Japanese language courses.
Those who will continue your enrollment in an undergraduate or graduate school at Waseda University from AY2024 to AY2025 and wish to continue to take Japanese language courses, need to reapply for admission in AY2025 in accordance with this Application Guidelines for AY2025.
- * If it is judged that a student wishes to take Japanese language courses only to fulfill visa status requirements (10 hours or more 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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I. Application Schedule ※Date and times are in Japan Standard Time (JST)

	2025 Spring Admission	2025 Fall Admission
(1) Screening Fee Transfer	Thursday, February 20 – 16:00, Monday, March 10, 2025	Tuesday, August 5 – 16:00, Wednesday, August 20, 2025
(2) Application Documents Submission	10:00, Thursday, February 20 – 16:00 Monday, March 10, 2025	10:00, Tuesday, August 5 – 16:00, Wednesday, August 20, 2025
(3) Screening Result Notification	12:00, Monday, March 17, 2025	12:00, Friday, August 29, 2025

* Successful applicants in the spring semester admission do not need to apply again for the fall semester. However, in case you are to be enrolled 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. AY2025 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 AY2025 and wish to take Japanese language courses during the above school enrollment period.

2. How to Apply

* The applicants themselves are required to apply.

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

(1) Screening Fee Payment (Please see “5. Screening Fee” on page 6)

◆ Period of screening fee payment *Date and times are in JST

2025 Spring Admission: Thu. February 20 – 16:00, Mon. March 10, 2025

2025 Fall Admission: Tue. August 5 - 16:00, Wed. August 20, 2025

Please pay the screening fee during the designated period.

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

* Students who have been accepted for the spring semester of Japanese Language Program in AY2025 do not need to apply again for the fall semester of AY2025.



(2) Online Application

Period of application submission **Date and times are in JST.*

2025 Spring Admission: 10:00, Thu. February 20 – 16:00, Mon. March 10, 2025

2025 Fall Admission: 10:00, Tue. August 5 – 16:00, Wed. August 20, 2025

Access the application form from the following URL and complete your application via the form during the designated period.

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

- * Please prepare all the documents and answers in advance. An online application form screen image can be reviewed on the above CJL website. 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.

◆ Application Documents:

- 1) “Statement of Purpose for Taking Japanese Language Courses”
Enter your statement directly on the application form in Japanese (between 400 and 600 characters) or English (between 200 and 300 words).
- 2) Documents proving payment of screening fee, or an alternative document as described in (3) Exemption of Screening Fee on page 7.
For screening fee details, please see “5. Screening Fee” on page 6.

◆ Online Application Form

- * All documents must be 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. 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 and complete the application. Upon completion, please check the following two points. Please refer to “6. How to Confirm Application Confirmation” on page 8.
 - When you have finished entering the information, **click "保存(SAVE)" button. When registration is complete, a message with “Saved” will appear. 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.**

◆ Documents Retention

Please keep all the submitted documents as you may be asked to submit the originals.

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 “9. Misconduct” on page 9.

Your “Statement of Purpose for Taking Japanese Language Courses” 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.

3. 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.

4. 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 in full or in part.

- (1) You paid the screening fee but did not submit your application documents.
- (2) You paid the screening fee but submitted your 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) Other cases in which the University deems there is a reasonable reason.

If you fall under any of the above (1) to (4), we will send you information about applying for a refund by the end of March to the email address you registered when you paid the application fee. In this case, please reply to us as soon as possible as we will refund the screening fee after confirming your reply. If you do not reply, we will not refund the application fee. In addition, we may ask you to submit documents for the refund. If you do not submit these documents, we will not refund the application fee.

You will be responsible for any fees incurred during the refund.

5. Screening Fee: 25,000 yen

(1) Period of Payment

Time of Admission	Period of Payment
2025 Spring	Thu. February 20 ~16:00, Mon. March 10, 2025 (JST)
2025 Fall	Tue. August 5 ~16:00, Wed. August 20, 2025 (JST)

(2) How to pay

The payment should be made at a convenience store in Japan or by a credit card.

* We cannot accept payment by check or cash.

1) Payment via Convenience Store in Japan

The procedure from payment preparation to after payment is as follows. Please refer to “How to Pay the Screening Fee at the Convenience Store” on page11 for the details.

a. Payment Preparation

Please access the “screening fee convenience store payment site” (<http://e-shiharai.net/>) [Japanese only] on the internet using the information below to obtain the number required for payment.

お支払い選択 (Payment selection)	大学・短大	
学校選択	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)	「2025 年春学期」 or 「2025 年秋学期」
	第四選択 (Forth selection)	学内科目等履修生選考 25,000円
基本情報 (Basic information)	<u>Enter Applicants name, date of birth, etc.</u> <u>*Even if the payment is made by a third party, please enter the applicant's information.</u>	

b. Pay at a convenience store in Japan.

Please pay the screening fee at a convenience store in Japan.

c. After payment

Please submit the “Certificate of Payment of the Screening Fee” in PDF format via the online application form referring “2. How to apply” on page 3 and “◆Application Documents” on page 4.

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

2) Payment via Credit Card Online Payment system

The procedure for payment and after payment is as follows. Please refer to “How to Pay the Screening Fee by Credit Card” on page 12 for the payment method details.

a. Payment

Please access the online screening fee payment website (<https://e-shiharai.net/ecard/>) and enter the information as shown below and pay the fee.

Top page	Examination Fee Application
School Selection	Waseda University (Undergraduate Schools)
First selection	Center for Japanese Language
Second selection	(For Non-Degree Students) Japanese Language Program
Third selection	“Spring 2025 Admission” or “Fall 2025 Admission”
Forth selection	(For Non-Degree Students) Japanese Language Program JPY25,000
Basic information	Enter Applicants name, date of birth, etc. * <u>Even if the payment is made by a third party, please enter the applicant's information</u>

b. After payment

Save the “Result” page as a PDF and upload it onto the online application form referring “2. How to apply” on page 3 and “◆ Application Documents” on page 4.

- * 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 end at 16:00 on the last day of the payment period.

(3) Exemption of Screening Fee

The applicant who has been exempted from the payment of the screening fee for the school they are or will 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", referring to “2. How to Apply” on page 3 and “◆ Application Documents” on page 4.

Also, in case you have passed the Japanese Language Courses admissions in AY2023 or AY2024, and are reapplying for the admission in AY2025, you are also exempted from paying the screening fee. In this case, please submit a document (PDF format) that can prove it.

6. How to Confirm Application Confirmation (Online Application Form Screen)

When you finish answering all the questions, 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 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.

※本申請フォームに記載した内容がすべて申請における事実であることを断言し、誤記や虚偽によって入学許可が取り消され、入学が許可された場合には早稲田大学の規則に従って処分されることを承諾する。

※また、入学許可後、入学許可状の発行から入学までの間に、入学許可状の取り消しや入学の取り消しを申請する場合は、入学許可状の取り消しを申請する必要がある。

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

※Also, I understand that if I provide false information, my application may be rejected, and if I am accepted for admission, I may be subject to disciplinary action.

※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.

申請確認

申請を保存してよろしいですか？

いいえ はい

Click!

1) 保存

3) To confirm your online application:

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

* A confirmation e-mail will be sent to the registered email address.

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].

※姓は全て大文字で入力してください。Only the first letter of Family name in "Capital letter"

例 e.g.: Watanabe

お知らせ

保存しました。

Check

OK

設問 1 - 3. 英字氏名【名】 / 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].

※名は全て大文字で入力してください。Only the first letter of Middle name in "Capital letter"

例 e.g.: Taro

Jack

7. Screening

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

- *No writing examination or interview.
- *Please make the statement after checking the appropriate level of Japanese language proficiency.
- *If it is judged that you intend to take Japanese language courses solely to fulfill visa status requirements, you will not be admitted.
 - As a rule, 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.
 - If you are meeting “10 hours or more classes per week” requirements by taking Japanese language courses, your statement should be clearly related to your field of study at your affiliated school.

8. 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.
- *Inquiries regarding the screening will not be answered.
- *Even if you pass this screening, if you do not have student status as a non-degree student at a Waseda University undergraduate or graduate school, you will not be able to take Japanese language courses.

Time of Admission	Date of Announcement
2025 Spring	12:00, Mon. March 17, 2025 (JST)
2025 Fall	12:00, Fri. August 29, 2025 (JST)

9. 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 revocation of admission, 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.

10. 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

11. 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 a 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

●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 【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.

●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 "各種代金インターネット受付" 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】
Customer Number Verification Code

●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】
Customer Number Verification Code

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 148,999 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:
Note: Convenience store staff cannot answer questions about the service.

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

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
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 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.

↓

Application Results

Please click the "申込内容照会" button in the upper part of this site (e-shiharai.net).

↓

Please write down the "Receipt Number" given when you complete your application, and enter your "Payment Method", "Receipt Number" and "Birth Date". Please make sure your printer is ready.

↓

Payment Inquiry - Inquiry result

Please print out the "申込内容照会結果" page.

Paying with Union Pay

Follow the onscreen instructions to complete the card payment.

↓

Application Results

Please click the "申込内容照会" button in the upper part of this site (e-shiharai.net).

↓

Please write down the "Receipt Number" given when you complete your application, and enter your "Payment Method", "Receipt Number" and "Birth Date". Please make sure your printer is ready.

↓

Payment Inquiry - Inquiry result

Please print out the "申込内容照会結果" page.

Scan 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)

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