

Academic Year 2025

Center for Japanese Language

Waseda University

Japanese Language Program

Admission Guideline

- This program is not a preparatory course for students intending to enroll in Undergraduate or Graduate programs in Japanese universities.
- If you are currently enrolled at the Center and wish to continue your application, please see the “Admission Guidelines for Currently Enrolled JLP Students.”
- 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, if any) 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 issue “COE” nor visa, 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.
- Please read the FAQs on our website thoroughly for inquiries about Admissions.
<https://www.waseda.jp/inst/cjl/en/applicants/launch/faq-japanese-language-program/>

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

【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.**

Contents

I .Application Schedule.....	4
II . Japanese Language Program Policies	5
III .2025 Academic Year Japanese Language Program Admission Guidelines.....	6
1. Month of Admission and Enrollment Period	6
2. Number of Students Admitted	6
3. Eligibility	6
4. How to apply	9
(1) Screening Fee Payment	9
(2) Application.....	9
5. Notes on Application	10
6. Return of Application Documents and Refund of Screening Fee	10
7. Screening Fee.....	11
(1) Period of Payment.....	11
(2) How to pay	11
(3) Exemption of Screening Fee	12
(4) Screening Fee Waiver Program for Applicants from Specified Countries.....	12
8. Application Documents.....	13
(1) Items to be submitted by applicants.....	13
(2) Items to be submitted by the evaluator	17
9. How to Confirm Application Confirmation	18
10. Notification of Application Number by E-mail	19
11. Screening.....	19
12. Screening Result Announcement	19
13. Misconduct.....	19
14. Enrollment Procedures.....	20
(1) Enrollment Procedures Information	20
(2) Tuition Fee Payment	20
15. Important Notice concerning Application for "Certificate of Eligibility" (COE) and Status of Residence	21
IV. Others	21
1. Housing.....	21
2. Scholarship	21
3. Living Expenses.....	21
4. Living in Japan as an International Student	22
5. Medical Coverage	22
6. Commuter Pass	22
7. Important Notes for JLP Students.....	22
8. Handling of Personal Information	22
<<Appendix>>	23
How to Pay at the Convenience Store in Japan.....	23
How to Pay by Credit Card	24

I .Application Schedule

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

		April Admission, 2025	September Admission, 2025	Page
1	(1) Payment of Screening Fee	Tue, October 1 } 16:00, Tue, October 8, 2024	Tue, April 1 } 16:00, Tue, April 8, 2025	P.9 } P.13 · P.23 } P.24
	(2) Application * Application cannot be completed until the screening fee has been paid.	10:00, Tue, October 1 } 16:00, Tue, October 8, 2024	10:00, Tue, April 1 } 16:00, Tue, April 8, 2025	P.9 } P.10 · P.13 } P.18
2	Application Number Notification	Around 12:00, Wed, November 13, 2024	Around 12:00, Wed, May 14, 2025	P.19
3	Screening Result Announcement	10:00, Wed, November 20, 2024	10:00, Wed, May 21, 2025	P.19
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.20 } P.21
	Enrollment Procedures (2) 1) Submission of Enrollment Documents 2) Registration of Guardian 3) Submission of Application Form for Certificate of Eligibility (if applicable)	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

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

3. Eligibility

Applicant must fulfill one of the following requirements.

1. Graduated or are scheduled to graduate from a high school or a secondary education school by March 31, 2025, for April Admission or September 20, 2025, for September Admission, recognized as having equivalent academic credentials or superior.
2. Completed or are scheduled to complete a standard 12-year education curriculum by March 31, 2025, for April Admission or September 20, 2025, for September Admission.
3. Completed or are scheduled to complete 12 years of formal education outside Japan by March 31, 2025, for April Admission or September 20, 2025, for September Admission. Or completed or are scheduled to complete an equivalent curriculum as designated by the Minister of Education, Culture, Sports, Science and Technology (hereafter, the Minister of MEXT). *
4. Completed or are expected to complete secondary education at an educational institution outside Japan accredited by the Minister of MEXT as equivalent to a high school in Japan by March 31, 2025, for April Admission or September 20, 2025, for September Admission.*.
5. Designated by the Minister of MEXT by the entrance period that applicants wish to matriculate*
6. Passed or are expected to pass the high school equivalency examination (including the university entrance qualification examination) given by the Minister of MEXT and are 18 years or older as of March 31, 2025, for April Admission or September 20, 2025, for September Admission,

7. Passed the screening for high school equivalency according to the Regulations of the Ministry of Education, Culture, Sports, Science and Technology No. 18 of 2022.
8. Completed the upper secondary course at a specialized training college designated by the Minister of MEXT after the date designated by the Minister of MEXT. The specialized training college must have a course term of 3 or more years as well as meet the other requirements designated by the Minister of MEXT.
9. Recognized individually by Waseda University as having academic credentials equivalent or superior to those of high school graduates and will reach 18 years of age by March 31, 2025, for April Admission or September 20, 2025, for September Admission.

***For details on the entrance qualification for universities designated by the MEXT, please see to the MEXT website page. In case you need to confirm your eligibility, please contact the Center of Japanese Language office by the start date of the application period.**

NOTE:

[Skipping a grade or advance graduation]

If you have skipped a grade or accelerated your graduation to complete a standard educational curriculum in less than 12 years and did not go on to a university, please contact the Center for Japanese Language Office, Waseda University, to inquire about your qualifications to apply for admission before the application period starts.

[Enrollment in multiple countries and regions]

If you have studied at multiple schools whether in or outside Japan, there is no requirement set for the periods of each educational program. However, the certificates of your academic records for the entire period must be submitted.

[Nationality and period of residence abroad in the student's eligibility]

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

[Reminder for Applicants who Study or Have Studied at Japanese Language Institutions in Japan]

In general, you can enroll in Japanese language institutions in Japan for 2 years in total with a student visa. If the total period of enrollment at other Japanese language institutions prior to enrollment (including the period of enrollment in this program, if any) and the total period of planned enrollment in this program exceeds two years, your status of residence may not be renewed.

[Reminder for Expected Graduates of High Schools]

If you submitted a certificate indicating that you are expected to meet the application requirements to meet the eligibility stated in the application guidelines at the time of application, you must submit an additional certificate indicating that you have indeed met the requirements prior to enrollment. You will not be permitted to enter Waseda University, even if you pass the screening, unless you submit the certificate confirming you have met the requirements.

[Faculty members of Waseda University]

Faculty members of Waseda University including Waseda University Junior / Senior High School, Waseda University Honjo Senior High School and Art and Architecture School are not allowed to enroll as students at the University. However, there are a few exceptions according to the University regulations. If you have any questions, please contact the office of your school.

[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 2025, you will not be able to enroll for Summer courses in 2025 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.

4. How to apply

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

(1) Screening Fee Payment

(Please refer to 7. Screening Fee on page 11)

Period of screening fee payment

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

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

Please make sure to pay the screening fee during the designated period.

*Payment outside this period cannot be accepted.



(2) Application

(Please refer to 8. Application Documents on page 13, and 9. How to Confirm Application Confirmation on page 18)

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)

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 page 13 "8. Application Documents".

- *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 18 "9. 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. 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.

6. 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. If any of these apply to you, please contact the Center for Japanese Language office (cjl-ao@list.waseda.jp).

- 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 the screening fee was paid by credit card, you will be responsible for any fees incurred during the refund. Also, if you have made a payment by wire transfer from the bank outside of Japan, all handling fees to be charged for refund to that bank must be paid by the applicant.

7. Screening Fee: 25,000 yen

(1) Period of Payment

Month of Admission	Period of Transfer
April 2024	Tue, Oct. 1 – 16:00, Tue, Oct. 8, 2024 (JST)
September 2024	Tue. April 1 – 16:00, Tue, April 8, 2025 (JST)

*Payment outside this period cannot be not accepted.

(2) How to pay

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

* No cash nor check payments to our office will be accepted.

1) Payment via a Convenience Store in Japan

The procedure from payment preparation to after payment is as follows. Please refer to P.23 for the payment method details.

a. Payment Preparation

Please access the “screening fee convenience store payment site” (<http://e-shiharai.net/>) [Japanese only] on the internet and follow the application process 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 (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)	日本語教育プログラム
	第三選択 (Third selection)	「2025年4月入学」 or 「2025年9月入学」
	第四選択 (Forth selection)	日本語教育プログラム入試 25,000円
基本情報 (Basic information)	Enter Applicants name, date of birth, etc. *Even if the payment is made by a third party, please enter the applicant's information.	

b. Payment 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 4. How to apply on page 9 and 8. Application Documents on page 13.

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

2) Payment via Credit Card

The procedure for payment and after payment is as follows. Please refer to P.24 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	Japanese Language Program
Third selection	"April 2025 Admission" or "September 2025 Admission"
Forth selection	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. Payment

Save the "Result" page as a PDF, and upload it onto the online application form.

* The payment can be made 24 hours a day, seven days a week, including Saturdays, Sundays, and holidays. However, please note that online payment will end at 16:00 on the last day of the payment period.

(3) Exemption of Screening Fee

Please note that applicants who fall into one of the following cases are exempted from payment of Screening Fees. Please check "8. Application Documents" on page 13 and submit the prescribed documents.

- 1) Students who are currently or enrolled in the previous academic year as a non-degree student in this program and who are applying for another semester or year. The Screening fee is exempted only for 2 years starting from the next Academic year of your first enrollment date as non-degree program students.

e.g. For Applicants for April Admission 2025

—Student ID # 9224A~*, 9224B~, and 9224D~*

* If you have student ID numbers 9224A~ or 9224D~, please refer to the "Admission Examination Guidelines for Currently Enrolled JLP Students".

For Applicants for September Admission 2025

—Student ID # 9224A~, 9224B~, 9224C~*, 9224D~, and 9225B~*

* If you have student ID numbers 9224C~ or 9225B~, please refer to the "Admission Examination Guidelines for Currently Enrolled JLP Students".

*Note that the Short-term Japanese Program is considered to be a different program.

- 2) Those who are confirmed to enter a degree program at Waseda University and are applying for our program before the enrollment to a degree program.
- 3) Those who reside in one of the countries classified as "Least Developed Countries" or "Other Low Income Countries" in the list of ODA recipients as published by OECD/DAC AND hold nationality of one of those countries. (In the case of dual national holders, both nationalities must be the "Least Developed Countries" or "Other Low Income Countries" in the list of ODA recipients.) Please see (4)

(4) Screening Fee Waiver Program for Applicants from Specified Countries

Applicants who meet the conditions shown below (1. Eligibility) are eligible to have their screening fees waived.

1) Eligibility

The applicant must reside in one of the countries listed below AND hold nationality of one of those countries.

* The applicant's country of residence and nationality do not necessarily have to be the same.

* Applicants with dual nationality are only eligible if BOTH nationalities are included in the list of eligible countries.

2) Procedures

Along with the application documents, please submit the following documents in place of the proof of payment for the screening fee.

- a. Form for Screening Fee Waiver (prescribed form)

https://www.waseda.jp/inst/cjl/assets/uploads/2024/03/09_2024application form for screening fee waiver EN r ev01.pdf

- b. Passport Copy (including all details of the applicant))

3) Notes

- a. The screening fee waiver form will not be accepted if submitted after the application deadline under any circumstances.
- b. Be careful not to pay the screening fee if you are claiming the waiver. The screening fee, once paid even by mistake or accident, will not be returned.
- c. In the event that the applicant is found to be ineligible for the screening fee waiver program or has made a false claim, the application for admission to Waseda University itself might be revoked immediately.

List of Eligible Countries:

Afghanistan, Angola, Bangladesh, Benin, Burkina Faso, Burundi, Cambodia, Central African Republic, Chad, Comoros, Democratic People's Republic of Korea, Democratic Republic of the Congo, Djibouti, Eritrea, Ethiopia, Gambia, Guinea, Guinea-Bissau, Haiti, Kiribati, Lao People's Democratic Republic, Lesotho, Liberia, Madagascar, Malawi, Mali, Mauritania, Mozambique, Myanmar, Nepal, Niger, Rwanda, Sao Tome and Principe, Senegal, Sierra Leone, Solomon Islands, Somalia, South Sudan, Sudan, Syrian Arab Republic, Tanzania, Timor-Leste, Togo, Tuvalu, Uganda, Yemen, Zambia

The above countries are classified as "Least Developed Countries" or "Low Income Countries which are not LDCs" in the list of ODA recipients as published by OECD/DAC.

8. Application Documents

Please submit the following (1) and (2). As for the application method, please see "4. How to apply" on page 9.

(1) Items to be submitted by applicants

"○" 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.

[\(https://www.waseda.jp/inst/cjl/en/applicants/launch/admission/\)](https://www.waseda.jp/inst/cjl/en/applicants/launch/admission/)

If you pass the screening, you will need to submit the original certificates described below (2) through (4) that you submit online this time. Please note that even if you pass the entrance examination, you will not be admitted to the university if you cannot submit such certificates (i.e., you cannot meet the eligibility)

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.
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2)

○

Official Latest Academic Transcripts of High School or Secondary Education School, University, or Graduate School

SCAN

A PDF file of the original certificate prepared in Japanese or English that meets the requirements of a through c shown below.

*Certificates written in languages other than Japanese or English should be accompanied by a translation that has been notarized and stamped by an embassy or notary public.

a. Scan the Certificates which are "Original" or "Certified True Copies" of the original certificates issued at your school.

b. The name of the school and the applicant's name must be included.

c. The required certificates for each enrollment category are as follows.

Category/Status	Certificate needed
High school or secondary education school student (currently enrolled)	Latest academic transcripts of high school or secondary education school
High school or secondary education school graduate*1*2	Academic transcripts of all records of high school or secondary education school
Undergraduate student (currently enrolled)*3	Latest academic transcripts of university and Certificate of Enrollment in university*4
University graduate*2	Academic transcripts of all records of university
Graduate School (currently enrolled) *3	Latest academic transcripts of graduate school and the certificate of enrollment in graduate school*4
Graduate School (graduate)*2	Academic transcripts of all records of graduate school

*1: If you are equivalent to a high school graduate, but have not graduated from high school, and are applying after passing an examination equivalent to the high school equivalency examination in or outside Japan, please submit the certificate of passing the examination and a transcript of your grades.

*2: If you were enrolled in more than one school, please obtain certificates from each school showing the years from the beginning to the end of your enrollment in all schools, indicating transfers, leaves of absence, etc., and submit them in one combined file.

*3: If you cannot submit these due to recent enrollment in your school, please submit documents from the institution you were previously enrolled in.
e.g. If you have just enrolled in graduate school and there is no subject to be shown on your transcript, then submit your undergraduate transcript.

*4: If you are currently enrolled in a university or graduate school at the time of application, please also submit a certificate of enrollment. However, if the period of enrollment is indicated on the transcript described in item 2), the certificate of enrollment is not required.

3)	<div><div></div></div>	<div>A document showing the grading criteria for the above 2)</div> <div>SCAN</div>	<div>A PDF file of the original transcript grading criteria document in 2) above that meets the following requirements a through c, prepared in Japanese or English.</div> <div>*Certificates written in languages other than Japanese or English should be accompanied by a translation that has been notarized and stamped by an embassy or notary public.</div> <div>*If there is more than one transcript, the evaluation criteria for each are required.</div> <div>*If the transcript in 2) above shows the grading criteria, submission is not required.</div> <div>a. Scan the Certificates which are "Original" or "Certified True Copies" of the original certificates issued at your school.</div> <div>b. The name of the school and the applicant's name must be included.</div> <div>c. The highest rating, the passing grade, and the lowest rating must be clearly indicated.</div> <div>Sample 1: Highest = 100, passing grade = 60, lowest = 0</div> <div>Sample 2: Highest = A, passing line = E, lowest = F</div>														
4)	<div><div></div></div>	<div>Official Certificate of Enrollment or Certificate of (Prospective) Graduation issued from High School or Secondary Educational School, University, or Graduate School</div> <div>SCAN</div>	<div>A PDF file of the original certificate prepared in Japanese or English that meets the requirements of a through c shown below.</div> <div>*Certificates written in languages other than Japanese or English should be accompanied by a translation that has been notarized and stamped by an embassy or notary public.</div> <div>a. Scan the Certificates which are "Original" or "Certified True Copies" of the original certificates issued at your school.</div> <div>b. The name of the school and the applicant's name must be included.</div> <div>c. The required certificates for each enrollment category are as follows:</div> <table><tr><th>Category/Status</th><th>Certificate needed</th></tr><tr><td>High school or secondary educational school student (Currently enrolled and expected to graduate)</td><td>Certificate of expected graduation of high school or secondary educational school</td></tr><tr><td>High school or secondary educational school graduate*1</td><td>Certificate of graduation from high school or secondary educational school</td></tr><tr><td>Undergraduate (Currently enrolled)</td><td>Certificate of graduation from high school or secondary educational school</td></tr><tr><td>University graduate*1</td><td>Certificate of Graduation from university</td></tr><tr><td>Graduate School (Currently enrolled)</td><td>Certificate of Graduation from university</td></tr><tr><td>Graduate School*1 (graduate)</td><td>Certificate of Graduation from university</td></tr></table> <div>*1: If the date of graduation/completion is shown on your transcript, you do not need to submit it.</div>	Category/Status	Certificate needed	High school or secondary educational school student (Currently enrolled and expected to graduate)	Certificate of expected graduation of high school or secondary educational school	High school or secondary educational school graduate*1	Certificate of graduation from high school or secondary educational school	Undergraduate (Currently enrolled)	Certificate of graduation from high school or secondary educational school	University graduate*1	Certificate of Graduation from university	Graduate School (Currently enrolled)	Certificate of Graduation from university	Graduate School*1 (graduate)	Certificate of Graduation from university
Category/Status	Certificate needed																
High school or secondary educational school student (Currently enrolled and expected to graduate)	Certificate of expected graduation of high school or secondary educational school																
High school or secondary educational school graduate*1	Certificate of graduation from high school or secondary educational school																
Undergraduate (Currently enrolled)	Certificate of graduation from high school or secondary educational school																
University graduate*1	Certificate of Graduation from university																
Graduate School (Currently enrolled)	Certificate of Graduation from university																
Graduate School*1 (graduate)	Certificate of Graduation from university																

5)	○	Applicant's Photo	<p>a Please upload a color photo taken within 3 months of the time of application. The requirements for the photo are as follows: a vertical to horizontal ratio of 4:3; borderless, must capture the upper body; must provide a front view with no hats; and must be taken against a plain background.</p> <p>b Photos taken wearing scarves or sunglasses will not be accepted. However, if you would like to submit a photo of yourself wearing a head piece for medical or religious reasons, please contact us prior to submitting your application.</p> <p>c We do not accept unclear photos such as snapshots or photos that make it difficult to identify the pictured individual or verify their identity owing to differences in hairstyle, etc.</p> <p>d Please do not post-process or retouch the face portrait photo.</p> <p>e Photographs taken and printed by individuals themselves will not be accepted. Be sure to take an ID-quality photo (photo taken at an instant photo booth is acceptable).</p>
6)	○	Passport copy SCAN	<p>Scan the pages showing your photo and passport number.</p> <ul style="list-style-type: none"> * 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.
7)	△	Resident Card in Japan SCAN	Scan both sides of the card.
8)	○	Certificate of Payment of Screening Fee or one of the following 1-4 if you are exempted from payment SCAN	<ul style="list-style-type: none"> ● Scan "Certificate of Payment of the Screening Fee" if you pay at a convenience store. ● As for credit card payers, scan payment "Result" page.
-1		Current Waseda ID card SCAN	<p>Applicants who are currently enrolled Japanese Language Program student and are applying for another semester.</p> <ul style="list-style-type: none"> * Those who fall into p.12 (3) -1)
-2		Documents proving enrollment	<p>Applicants who enrolled in the previous academic year are eligible for exemption from the screening fee but cannot submit a student ID card should submit documents that prove that they were enrolled in the program (program completion certificate, certificate of period of enrollment, etc.).</p> <ul style="list-style-type: none"> * Those who fall into p.12 (3) -1) * For more information on certificates, etc., see the ULR page below. <p>https://www.waseda.jp/inst/cjl/alumni/certificate/</p>
-3		Certificate of Admission SCAN	<p>Applicants who are confirmed to enter a degree program at Waseda University.</p> <ul style="list-style-type: none"> * Those who fall into p.12 (3) -2)
-4		Application Form for Screening Fee Waiver★	<p>Please read the instructions carefully on the prescribed form.</p> <ul style="list-style-type: none"> * Those who fall into p.12 (3) -3)

(2) Items to be submitted by the evaluator

“○” must be submitted.

For items marked “★”, please use the prescribed forms. They are downloadable from the website.

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

9)	○	Evaluation Form★ SCAN	Please ask an appropriate person (e.g., Japanese language teacher, university faculty member, company supervisor at your office, etc.) to fill out and submit the “Evaluation Form” in advance. * “Evaluation Form” must be submitted by the evaluator. * Applicants need to register their evaluator’s information on the online application form.
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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 “13. Misconduct” on p. 19.

■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](#)

9. How to Confirm Application Confirmation

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.

※本申請フォームに回答した内容が、申請にかかるとともに、申請が完了した時点で、申請内容が正しく入力されたことを確認し、申請内容に基づいて入学許可または入学拒否の決定が行われます。そして入学が許可された場合には早稲田大学の規定に従って入学手続きを進めてください。

※また、入学許可された場合、入学許可状が発行されます。

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

※Also, I understand that the information provided will be used for the acceptance or cancellation of enrollment.

申請を保存してよろしいですか?

いいえ はい

Click !

1)

キャンセル 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.: Williams

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

10. 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)

11. 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.

12. Screening Result Announcement

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

<https://www.waseda.jp/inst/cj/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)

13. 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 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.

14. 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.

15. 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 "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 "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.

The relevant authorities may not issue COE nor visa, 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.

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 the 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

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.

<<Appendix>>

How to Pay at the Convenience Store in Japan

Waseda University

Convenience Store Easy-Pay Systems for Entrance Exam Fees

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

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



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



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

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

- 2 Convenience Store Payment

●The application fee cannot be paid through an ATM. Be sure to make your payment at the cash register.

Paying at SEVEN-ELEVEN
[13-digit Payment Slip Number] 払込票番号

Tell the counter staff that you want to make an "Internet shiharai."
Then provide your Payment [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.

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
Various Service Menu

Select the "各種代金インターネット受付" button
All Payments

Touch the "各種代金お支払い" option
All Payments

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]
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.

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
All Payments

Enter your [お客様番号][確認番号]
Customer Number Verification Code

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

- 3 Application

Scan the "Certificate of Payment of the Screening Fee" and submit it via the online application form

- Be sure to complete your convenience store payment before the time limit expires. All the payment information you entered will be deleted automatically if the payment is not completed before the deadline.
- Please note: After application fee payment has been made at any of the above shops, refund is not possible.
- Please double-check the application deadline in your application guide. Post your payment early enough to be sure it is received in time.

Payment Commission

*transfer fee charged by all participating stores

There is a fee for this payment transfer service, which applicants must pay in addition to the entrance exam fee. The payment commission is as the same at all participating

convenience stores:

Entrance exam fee ¥49,999 or less	500 yen
Entrance exam fee ¥50,000 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 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）"
Waseda University
or "早稲田大学大学院（クレジットカード・中国オンライン決済専用）".
Waseda University (Graduate Schools)

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 "申込内容照会結果" page and submit it via the 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
～ 25,999 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)