

Guidelines for Enrollment Procedures

Japanese Language Program September 2025 Admission

**This enrollment procedures are required to all students to complete
(New students/Currently Enrolled JLP Students).**

**The Enrollment Procedures should be completed during the
designated period.**

**Failure to make the procedures in time will result in the invalidation
of your enrollment.**

For any inquiries, please inquire using the inquiry form below.

Please enter your Application Number (e.g. : F0000) + Applicant Name) in the
“Name” field of the inquiry form.

<Inquiry Form> <https://forms.office.com/r/SaNLH5c0Yi>



Center for Japanese Language

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

[TEL] +81-3-3208-0477 9:00~17:00* *Except for Sat., Sun., University's holiday

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I . Enrollment Procedures

- ◆ The admission procedure requires the following 1-5 procedures. All the procedures should be completed within the designated period. Any documents or payments submitted after the period will not be accepted under any circumstances.
- ◆ As a rule, the submitted documents and paid tuition fees are not returned once you have completed.

	Procedures	Apply to	Period of Procedure *Japan Standard Time	Page
1	Tuition fee Payment	All Students	May 21 (Wed) 2025 } June 3 (Tue) 2025 16:00	P.4 } P.5
2-1	Submission of Enrollment Documents	All Students	May 21 (Wed) 2025 } June 3 (Tue) 2025 16:00	P.6 } P.7
2-2	Submission of Documents related to Enrollment Eligibility 【Original】	All Students (excl currently enrolled JLP students)	Must be received by June 20 (Fri) 2025	P.8 } P.10
3	Application for Status of Residence	All Students	May 21 (Wed) 2025 } June 3 (Tue) 2025 16:00	P.11 } P.15
4	Confirmation of Completed Enrollment Procedures	All Students	Early July 2025 (Scheduled)	P.15
5	Receipt of Documents Related to Status of Residence	Applicable Students	Mid August 2025 (Scheduled)	P.16

***It is very important that you check the email account registered at the time of application regularly including spam mailbox, as Center for Japanese Language may contact you concerning your enrollment procedures.**

1 Tuition fee Payment (All Students)

- The tuition fees must be paid and submitted of “the evidence of tuition payment” within the designated period. (Refer to p.6)

- Please be sure to keep all payment documents, screenshots, and other records of confirmation.
- We may ask you to submit these documents for confirmation.

(1) Period of Payment

Procedure	Period of Procedure (Japan Standard Time)
Payment of Tuition Fee	<p style="text-align: center;">May 21 (Wed.), 2025</p> <p style="text-align: center;">}</p> <p style="text-align: center;">June 3 (Tue.), 2025 16:00</p>

(2) Tuition Fee

	For 1 year program		For half-year program
	Amount for the first period (2025 Fall Semester)	Amount for the second period (2026 Spring Semester)	Amount (2025 Fall Semester)
Tuition Fee	515,200 yen	515,200 yen	531,200 yen
Total	1,030,400 yen		531,200 yen

【Note】

- As a rule, the paid tuition fees are not returned once you have completed. However, Waseda University may refund the tuition fee to the applicants who decline enrollment due to unavoidable circumstances. Please refer to P.17 for the procedures for declining enrollment.
- Please note that excess payments will be refunded minus the handling fee (bank transfer, etc.), and that small amounts of excess payments may not be refunded.
- Please understand that we cannot confirm individual payment status in advance.
- The information for the payment of the second semester tuition will be forwarded to you at the end of the first semester.

(3) How to Pay

a) Payment via Flywire

We accept payments through Flywire online payment system. Please confirm the payment method from the URL below, [How to make payment on Flywire], access the Flywire payment portal, and pay the tuition fee. You may be able to pay by Credit card, bank transfer etc. Please submit the "Payment ID" issued by flywire as "Evidence of tuition fee payment (p.7)" via the online form of registration for enrollment procedures.

【Information on Flywire】

https://www.waseda.jp/inst/cjl/assets/uploads/2024/10/Flywire-Simplifying-your-tuition-payments_EN.pdf

【How to make payment on Flywire】

<https://www.waseda.jp/inst/cjl/assets/uploads/2025/05/How-to-make-payment-on-flywire-for-JLP.pdf>

【Notes】

- The tuition payer is responsible for paying the handling fees. The handling fees may vary by payment method. Extra transfer fees may apply for bank transfers depending on the banking institutions.
- For any questions about how to use Flywire, please contact Flywire as follows.
Flywire Customer Support : support@flywire.com (email)
<https://help.flywire.com/hc/en-us> (email・call・Livechat)

b) Payment via domestic transfer (within Japan)

Payments can only be made at a bank counter. Payment by ATM (automatic teller machine), Internet Banking, or Check is not accepted.

【Payment Procedure】

1. Please fill out a payment slip (振込依頼書) and transfer the tuition fee at any bank.

Please enter "11259+ 「Your Application Number.(5 digit)」 eg F0000" as the 10-digits-
"payer code" or the "payer name" and transfer the money to the following account.

Bank Name: MUFG Bank, Ltd. (三菱 UFJ 銀行)

Branch: Edogawabashi Branch (江戸川橋支店)

Branch Address: 3-7, Kagurazaka, Shinjuku-ku, Tokyo 162-0825 Japan
(〒162-0825 東京都文京区神楽坂 3-7)

Account number: A/C No. 0026282 (普通預金 0026282)

Name of Payee: Waseda University (学校法人 早稲田大学)

Furigana: ガク) ワセダダイガク

Payee Address: 1-7-14 Nishi-Waseda Shinjuku-ku Tokyo 1698050, Japan

2. Please submit the "receipt of the payment slip" in electronic format (PDF format) as "Evidence of tuition fee payment (p.7) " via the online form of registration for enrollment procedures.

【Notes】

- The tuition payer is responsible for paying the handling fees.
- Most banks in Japan close at 15:00 on weekdays and are not open on Saturdays, Sundays, or Holidays.
- If a proxy is paying, be sure to enter "11259 and Application Number" successful in the payment slip.

2 Submission of Enrollment Documents

Procedure details/Period

Procedure Details	Designated Period (Japan Standard Time)
2-1 【Apply to All Students】 Submission of Enrollment Documents	May 21 (Wed) 2025 } June 3 (Tue) 2025 16:00
2-2 【Apply to All Students (Excluding Currently Enrolled JLP Students)】 Submission of Documents Related to Application Eligibility【Original】 ----- 【Apply to Those who submitted the certificate of expected graduation at the time of application】 Submission of Certificate of Graduation of High School	Must be received by June 20 (Fri) 2025

*** If any documents or information registered is incomplete, you may be requested for resubmission.**

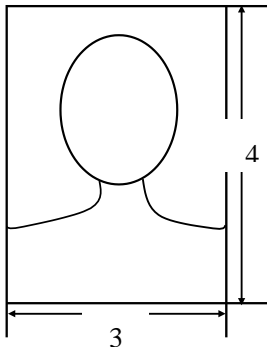
2-1 Submission of Enrollment Documents (All Students)

Procedure Details	Designated Period (Japan Standard Time)
【Apply to All Students】 Submission of Enrollment Documents	May 21 (Wed) 2025 } June 3 (Tue) 2025 16:00

(1) How to register

- ① Please check the documents listed in P.7 “(2) Required Documents/Data” and prepare the necessary information and documents.
*** If any documents or information submitted is incomplete, you may be requested for the resubmission.**
- ② Access the following URL, register your personal information and submit the necessary documents via the online form during the designated period.
【Online form of registration for enrollment procedures】
https://www.waseda.jp/inst/cjl/en/procedure_launch/
- ③ If the above registration and submission is successfully completed, a notification email will be sent to your registered email address. Please be sure to check your completion notification email.

(2) Required Documents / Data

	Documents / Data	Notes / Details
①	<p>Evidence of tuition fee payment</p> <p>*Be sure to keep all payment documents, screenshots, and other records of confirmation. We may ask you to submit them</p>	<ul style="list-style-type: none"> ● For those who paid via Flywire: Please enter the "Payment ID" issued by Flywire on the online form. *The method for confirming the payment ID is as described on P.4 "Payment via Flywire". ● For those who paid via domestic transfer: Please upload "振込依頼書控 (Receipt of Payment Slip)" as a PDF file.
②	<p>Photo data</p> 	<ul style="list-style-type: none"> ● Please check (a) to (e) below and submit. (a) Shooting Method Be sure to take an ID-quality color photo (a speed photo is acceptable). *Photographs taken and printed by individuals themselves will not be accepted. (b) Should be colored and taken after January 1st, 2025. (c) Format and file name. Format: jpeg File name: Application number (e.g. F0000.jpg) (d) Size: A vertical to horizontal ratio of 4:3 (e) Other notes: <ul style="list-style-type: none"> • Photo of the applicant only (must capture the upper half of body from the chest) • Must provide a front view with no hats. • No background including shadows. (Background wall with patterns is not accepted) • Clear photo • Do not edit or modify the photo. Photo that looks significantly different from your passport is not accepted. • Photos taken while 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. • Please check "Standards for photos" on the Immigration Bureau website. https://www.moj.go.jp/isa/applications/guide/photo_info.html?hl=en *Please click [日本語] at the lower left and select language.
③	<p>Written Oath and Consent for the Treatment of Personal Data</p>	<ul style="list-style-type: none"> ● Please check "Agree" on the online form *No documents to submit. You are required to agree to the terms on the online form.
④	<p>Information of Guardian</p>	<ul style="list-style-type: none"> ● Please enter the information on the online form (a) A guardian is defined as a person who is in a position to cooperate with the University and provide guidance and support to the student in order for the student to smoothly carry out his/her academic and research activities. (b) A guardian is required for all applicants, regardless of age. Yourself cannot be your guardian. (c) The guardian does not have to be a resident of Japan. A person residing outside Japan can be a guardian.
⑤	<p>Copy of student ID card</p> <p>*Only currently enrolled JLP students</p>	<ul style="list-style-type: none"> ● Submit a copy of your student ID card in PDF format

2-2 Submission of Documents Related to Application Eligibility 【Original】 (All Students – Excluding Currently Enrolled JLP Students)

Please submit the original certificates (re-issuable), which you uploaded to the 'Online Application Form' or sent by email at the time of application.

*If you submitted the certificates via school/university officials or digital credential service at the time of application, this procedure is not required. Please proceed to P.11 "3. Application for Status of Residence (All Students)".

【Important】

An original (official) document must meet all the following three conditions:

- 1) Issued by the educational institution (e.g., university), the government, exam board, or test provider
- 2) Issued for a third-party use
- 3) Submitted via one of the designated methods stated on P.9 "(2) How to Submit"

(1) Document to be Submitted

Document	Deadline
Official Latest Academic Transcripts of High School or Secondary Education School, University, or Graduate School	Must be received by June 20 (Fri) 2025
Official Certificate of Graduation / Completion issued by High School or Secondary Educational School, University, or Graduate School	

【Notes】

- All certificates submitted at the time of application are required to submit.
- The content must be the same as the certificate submitted at the time of application. However, transcripts are acceptable if it has additional records, such as by completing the most recent semester.
- If you are unable to submit by the deadline, please fill out and submit the "[Notification for Delay of Entrance Procedure Documents](#)" by email to cjl-file@list.waseda.jp by June 20 (Fri), 2025. In that case, please be sure to submit by July 22(Tue), 2025.
- If you have already graduated at the time of enrollment procedures, please submit your certificate of graduation. It is not necessary to submit a certificate of expected graduation.
- If you are not sure what documents to be submitted, please contact cjl-file@list.waseda.jp.

【Those who submitted a certificate of expected graduation from a high school or secondary school at the time of application】

- If you have already graduated at the time of enrollment procedures, please submit your certificate of graduation. It is not necessary to submit a certificate of expected graduation.
- If you have not yet graduated at the time of enrollment procedures, please submit a certificate of expected graduation. In this case, you need to submit your certificate of graduation separately by July 22.
- If you have not graduated from a high school or secondary school and cannot submit documents proving that you completed the school you registered at the time of application by the time of admission, you cannot join the program.

(2) How to Submit

Please be sure to submit the certificates by the deadline (June 20, 2025) using one of the methods ① to ③ below.

	Method by	Who may Submit	Notes
①	Postal Service	Applicants /Institutions	<ul style="list-style-type: none"> • We accept an “original” document: One with stamp, seal, watermark, or signature of the issuer in ALL pages. • We also accept a “certified” document: copy of the original document that has been deemed equivalent to the original with an official seal from the issuing institutions (e.g. a university) or another institution (e.g., a notary public). • A simple photocopy is NOT acceptable. • Please send it to us by a traceable delivery service (eg. Registered Letter, EMS etc.) • Please attach the Checklist of Enclosed Materials • If you submit non-re-issuable certificate and want us to return it, please attach the Request Form for Return of Submitted Materials as well. We will return your original certificates after your admission at CJL counter. <p>Postal address : Center for Japanese Language, Waseda University Building 22, 1st Floor, 1-7-14 Nishi-Waseda, Shinjuku-ku, Tokyo 169-8050, Japan TEL : +81-3-3208-0477</p>

	Method by	Who may Submit	Notes
②	email	School (e.g., University) officials (Administrators, counselors, etc.)	<ul style="list-style-type: none"> The digital certificates must be sent by the school officials through a school domain email address of the issuer. The certificates sent by applicants themselves are not accepted. *In case your school does not have an official domain, it is not acceptable. <p>Email to : cjl-file@list.waseda.jp</p>
③	Digital Credential Service	Digital credential Service	<ul style="list-style-type: none"> CHSI (CSSD) [China] National Student Clearinghouse [United States] Parchment [United States] My eQuals [Australia/New Zealand] MyCreds / MesCertif [Canada] OpenCerts [Singapore] The online delivery option of digital certificates of Waseda University, etc. <p>*Recipient email to be specified: cjl-file@list.waseda.jp</p> <p>*Please consult with us in advance if your institution uses a digital credential provider other than those mentioned above.</p>

【Notes】

- We will not contact you individually or respond to any inquiries about the status of delivery of your documents.
- If there are any deficiencies, we will contact you. Please check your registered email account regularly
- Please check your junk mail folder as well when you check your email from us, as our message may delivered to your junk mail folder.

3 Application for Status of Residence (All Students)

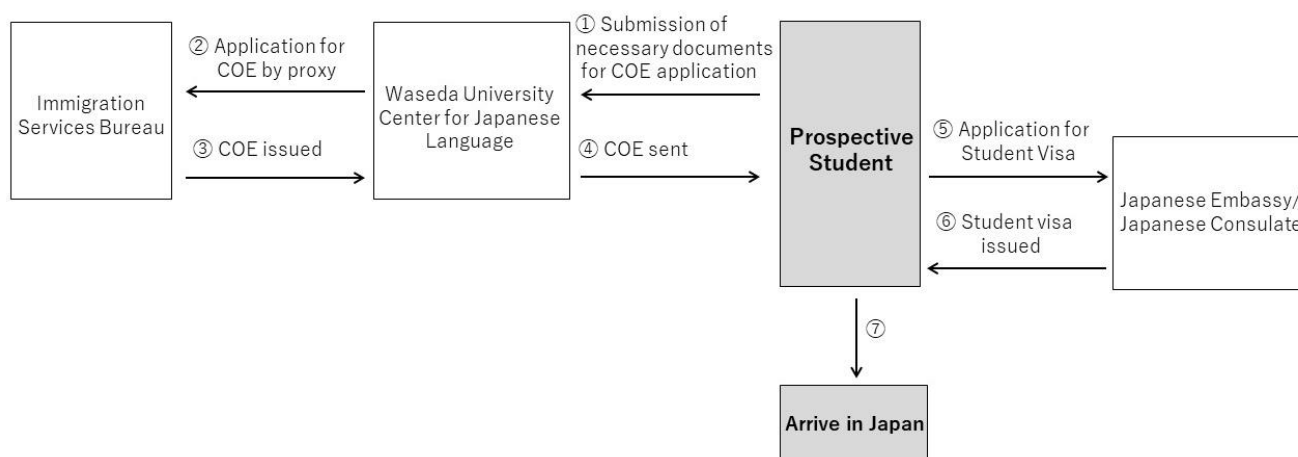
Please make sure to read and confirm thoroughly before you proceed to the registration.

Those who are admitted to the Center for Japanese Language can apply for the status of residence of “Student”. **Please note that “Short-Term” visas are not eligible for university enrollment.**

① Those who do not have a valid status of residence at the time of enrollment

- In order to apply for “Student” visa, it is required to receive a “Certificate of Eligibility” (COE) in advance at the Immigration Services Bureau in Japan. For those who reside outside of Japan and have completed necessary enrollment procedures, the Center for Japanese Language will apply for a COE to the Immigration Bureau by proxy of applicants. Once the COE is issued by the Immigration Bureau to the Center of Japanese Language, we will send the COE to applicants. After receiving COE, please apply for “Student” visa by yourself presenting your COE with your passport to the Japanese embassy or consulate in the country of your nationality or where you reside. If you would like CJL office to apply for your COE by proxy, please proceed to P.12 “①Those who need to apply for COE”.
- For those who plan to apply for other visa than “Student” status and have not applied for it, we recommend you to apply for COE for “Student” visa firstly. Please contact us as soon as the schedule of your individual application for COE is decided.
- If you fail to submit the required documents or submit incomplete documents, we will be unable to process your COE application.
- If you apply for a COE or visa through another institution in addition to Waseda University, such as another university or Japanese language school, your application through Waseda will be considered as a double application and may be rejected. If your first choice is Waseda University, please do not apply for a COE or Visa through another institution. If your application is already being processed, please cancel it immediately.
- The Immigration Bureau of Japan may request you to submit additional documents.
- **The Immigration Bureau of Japan may not issue the COE depending on the content of documents prepared by the applicant. In such cases, Waseda University is not responsible for the student’s failure to obtain a COE.**

【Procedures to obtain “Student” visa (①～⑦)】



② Those who have a valid status of residence at the time of enrollment

- If you have a valid status of residence other than “Short-Term” (e.g. “Long term Resident” / “Dependent”), you do not need COE. However, if you want to apply for Change of Visa Status to “Student”, please take the necessary procedures by yourself. Please proceed to p.12 “②Those who have a document proving a valid status of residence”.

③ Those who have Japanese nationality

- Please proceed to p.12 “③Those who have Japanese nationality”.

(1) Registration Procedures

Please check the documents listed below and prepare them.

***If any of the documents or information submitted is incomplete, you may be requested for the resubmission.**

Apply to	Necessary procedures
① Those who need to apply for COE *The proxy application process takes time. <u>Please register as soon as possible.</u>	Access the following URL and submit the required documents/data listed P.13-15 via online form by June 3 (Tue) 2025, 16:00 (Japan Standard Time) 【Registration for COE Application】 https://www.waseda.jp/inst/cjl/en/procedure_launch/
② Those who have a document proving a valid status of residence *Those who have a valid status of residence at the time of enrollment (Including those who are expected to receive it)	Submit a copy of your residence card, a copy of residence certificate, or valid COE in PDF format by June 3 (Tue) 2025, 16:00 (Japan Standard Time) to 【Registration for Enrollment】 https://www.waseda.jp/inst/cjl/en/procedure_launch/ at the time of your registration.
③ Those who have Japanese nationality	Submit the copy of Japanese passport in PDF format (page with photo and passport number) by June 3 (Tue) 2025, 16:00 (Japan Standard Time) to 【Registration for Enrollment】 https://www.waseda.jp/inst/cjl/en/procedure_launch/ at the time of your registration.

- If the Registration for COE application is successfully completed, an email notification will be sent to your registered email address. Please be sure to check your completion notification email.
- The name you enter in the form for the Registration for COE application must be the same as the name shown on your passport.

(2) List of Documents/Data to be Submitted

○ mark indicates required documents

	Documents/ Data to be submitted	①Those who need to apply for COE	②Those who have a status of residence	③Those who have Japanese nationality	Notes and details
I	Photocopy of your passport	○	○	○	<ul style="list-style-type: none"> Should be in PDF format. Must clearly scan the page with your photo, passport number, and all the pages with a record (immigration stamps) of your past entry to and departure from Japan.
II	Photo data	○	○	○	<ul style="list-style-type: none"> Photo data submitted in P.6 "2-1 Submission of Enrollment Documents" will be used for COE application.
III	Proof of Japanese Language Study History	○	—	—	<p>Submit either (A) or (B) in PDF format</p> <p>(A) Certificate of Japanese Language Test The original certificate that is any of the tests at A1 level or above, as per the "日本語教育の参照枠 (Reference Framework for Japanese Language Education)" outlined, in the "日本語教育機関へ入学するための日本語能力について (Japanese Language Proficiency for Admission to a Japanese Language Institution)" section on the Immigration Services Agency of Japan website. https://www.moj.go.jp/isa/applications/resources/n_yuukokukanri07_00159.html For further information about the test locations, application periods, test dates, fees, and validity periods, please visit the official websites of the respective tests.</p> <p>(B) Proof of 150 Hours or More of Japanese Language Study A document issued by the educational institution, which should include the following details:</p> <ol style="list-style-type: none"> 1. Name of the educational institution, 2. Address of the educational institution 3. Period of Japanese language study (YYYY/MM/DD-YYYY/MM/DD) 4. Total hours of actual Japanese language study (150 hours or more), 5. Attendance rate <p>The document should be in Japanese or English. Please refer to the following Links for details. 【Important Notice】 Regarding Status of Residence 【FAQ】 Center for Japanese Language</p>

	Documents/ Data to be submitted	①Those who need to apply for COE	②Those who have a status of residence	③Those who have Japanese nationality	Notes and details
IV	A copy of your residence card or a copy of residence certificate	—	○	—	<p>When submitting Certificate of Residence, please be sure to include the following information and scan and submit it. Please note that depending on your local government office, the following information may be skipped unless you make a request.</p> <ul style="list-style-type: none"> • Surname and First Name • Gender • Date of Birth • Householder's Name • Relationship • Address • Nationality • VISA Status • VISA Period • VISA Expiration Date • Residence Card Number
V	<p>Bank Balance Certificate Issued by the Bank</p> <p>⇒Please submit either (i) or (ii) described below</p>	○	—	—	<ul style="list-style-type: none"> • Should be in PDF format. • Must be issued later than May 1st 2025. • For 1 year program student, the amount of the bank balance must be more than 2,520,000JPY/year or the amount of currency equivalent to 2,520,000JPY/year. • For half-year program student, the amount of the bank balance must be more than 1,260,000JPY/semester or the amount of currency equivalent to 1,260,000JPY/semester. • You do not need to breeze the bank account. • If a document is written in a language other than Japanese or English, a translation must also be attached. • The translation can be made by you and does not have to be made by an Embassy or Notary Office.
	(i) In case to defray expenses by yourself: <u>Bank Balance Certificate of applicant's bank account</u>				<ul style="list-style-type: none"> • If your bank does not issue a balance certificate, please submit one of the following documents. • A document which can confirm the bank account balance of the account holder (such as a hard copy of a web page scanned image that include account balance, holder name, bank name and dates). • Certificates of any scholarships you will receive showing the amount and the duration of scholarship.
	(ii) In case funds sent by someone, for example, your family members: <u>Bank Balance Certificate listing the supporter's name</u>				<ul style="list-style-type: none"> • If the supporter's bank does not issue a balance certificate, please submit the following document. • A document which can confirm the bank account balance of the supporter (such as a hard copy of a web page scanned image that include account balance, holder name, bank name and dates.) <p>(Notes): If you submit a Bank Balance Certificate from your supporter, please note that the same person should be listed in all 3 of the documents below.</p> <ul style="list-style-type: none"> • The person listed on the Bank Balance Certificate as your supporter. • The person indicated on Question 4-6 Supporter Name of "Registration for COE Application" • The person indicated on Written Oath for Defraying Expenses as your supporter

	Documents/ Data to be submitted	①Those who need to apply for COE	②Those who have a status of residence	③Those who have Japanese nationality	Notes and details
VI	Written Oath for Defraying Expenses Please submit only when expenses are covered by a supporter such as relatives, etc.	○	—	—	<ul style="list-style-type: none"> • Should be in PDF format. • Download the prescribed form from CJL homepage and fill it out either in Japanese or English =Japanese= 経費支弁書 (Written Oath for Defraying Expenses) =English= Written Oath for Defraying Expenses.

【Notes】

- If you currently have valid visa and will apply for the Extension of Period of Stay or the Change of Visa Status to “Student”, please consult the Immigration Bureau by yourself as soon as you receive the admission notice.
- Especially those who are currently enrolled as a student in JLP and who have been enrolled in another Japanese language institution with student visa, please consult the Immigration Bureau regarding the required procedures in advance
- The Immigration Bureau of Japan may not issue the COE depending on the content of documents prepared by the applicant. In such cases, Waseda University is not responsible for the student's failure to obtain a COE.
- The Immigration Bureau of Japan may not issue the COE depending on the content of documents prepared by the applicant. In such cases, Waseda University is not responsible for the student's failure to obtain a COE.
- Applicants for a COE must be the students only to obtain a student visa. We cannot apply on your behalf for COE for your family members (spouse, children, etc.) or for visas other than a student visa. For any application other than student visa to be applied by us, please consult the Immigration Bureau by yourself as soon as you receive the admission notice from us.
- Note that if you make a double application for your COE through another institution or some proxy application, your COE might not be issued.

4 Confirmation of Completed Enrollment Procedures (All Students)

Around early July 2025, we will send an email to the email address you registered at the time of application once your enrollment procedures have been completed. Please check your email.

5 Receipt of Documents Related to Status of Residence

(Applicable Students)

CJL will send the following documents to the email address you registered at the time of application by mid-August 2025.

Apply to	Documents to be sent
(1) Those who need to apply for COE	<p>【Documents to be sent】</p> <p>① COE (Certificate of Eligibility) *Email version</p> <div style="border: 1px solid blue; border-radius: 10px; padding: 10px; margin: 10px 0;"> <p>COE is not a student visa. <u>You need to submit the COE to Japanese Embassy or Consulate General within your home country and apply for your student visa.</u></p> </div> <p>*Before the COE issue, please be sure to confirm the application procedures for a student visa at the Embassy or Consulate General. The reservations might be required for the procedure.</p> <p>*Issuance of a COE usually takes about two to three months from the time we submit the application to the Immigration Bureau.</p> <p><u>*Please be aware that the timing of sending COE will vary depending on a COE issuance schedule at the Immigration Bureau, so CJL may not be able to send a COE by mid-August as scheduled.</u></p> <p><u>*The COE may not be issued depending on the documents prepared by you, but CJL will not be responsible for such cases.</u></p>
(2) Those who have a document proving a valid status of residence *Those who have a valid status of residence at the time of enrollment (Including those who are expected to receive it)	<p>【Documents to be sent】</p> <p>① Application forms for “Extension of Period of Stay” or “Change of Visa Status of Residence”</p> <p>*You are required to perform procedures by yourself for the extension of period of stay or the change of visa status of residence at the Immigration Bureau as necessary. <u>If you already have a "Student" visa due to enrolling in any Japanese language institution in Japan, please be sure to ask the Immigration Bureau in advance if it is possible to extend the period of stay or how to change the organization before the enrollment of our program.</u></p> <p>*In general, you can enroll in Japanese language institutions in Japan for 2 years in total with a student visa. If you have already enrolled in any Japanese language institution in Japan for more than 1 year, you may not be able to extend your visa.</p> <p>*If a “COE” is not issued upon review by the Immigration Bureau, change of status of residence or extension of period of stay may not be granted. The Center will not be responsible for such cases.</p> <p>*Please contact us for any documents required for the procedure.</p>
(3) Those who have Japanese nationality	<p>There is no document to be sent.</p>

II. General Orientation before Enrollment

Procedures and important information (e.g. about precautions for entering Japan, procedures for course registration) will be sent to the email address you registered at the time of application by around September 5, 2025. Please check your email account regularly.

III. Declining Enrollment and Tuition Fee Refund

As a rule, we do not return the documents submitted nor refund the tuition fee after the enrolment procedures are completed. However, Waseda University may refund the first semester tuition fee to applicants who decline enrollment due to unavoidable circumstances. (Any fees incurred will be borne by the declining applicant.)

If you wish to decline enrollment, please follow the procedures ①~③ below and complete the necessary procedures by the deadline. **Any application for declining enrollment and tuition fee refund received after the deadline of ① will not be accepted.** Also, once the application for declining enrollment is submitted, cancellation of the request to decline enrollment will not be accepted for any reason.

<p>① Send an email to CJL including the information listed in the right box.</p> <p>Due date: September 12 (Fri) 2025, 13:00 (Japan Standard Time)</p>	<p>email: cjl-ao@list.waseda.jp</p> <p>Title: [Declining Enrollment] Name of the applicant</p> <p>Things to include :</p> <ol style="list-style-type: none">1. Name of Applicant2. Application Number3. Date of Birth
<p>② Please fill in the required document for the declining which will be sent by CJL, and submit them to CJL by email by attaching to email. Then, CJL will check them.</p>	
<p>③ Send the original documents to CJL.</p>	<p>The documents must be sent by a traceable delivery service such as Registered Mail Express (Domestic in Japan), EMS, FedEx, etc.</p>

IV. Those Who Cannot Obtain Status of Residence

If you cannot obtain a status of residence in Japan, please follow the procedures above and apply for declining enrollment by September 19 (Fri) 2025, 23:59 (Japan Standard Time).

V. Housing Information

~ Student Dormitories, Homestays, etc. ~

As stated in the admission guidelines, the students are responsible for finding their own accommodation. Please note that the accommodations suggested by Residence Life Center (<https://www.waseda.jp/inst/rlc/en/>) such as WISH, Waseda Hoshien etc. are not available for C JL (non-degree) students. Do not apply for the accommodations via Residence Life Center.

We suggest the following housing (1. ~ 8.) for Japanese Language Program students. Those who would like to apply for these accommodations, please follow the procedures as indicated from page 19 and directly apply by yourself.

※CJL courses are held on Waseda campus.

Some of the accommodations suggested here are located approximately 1 ~ 1.5 hours away from the campus by train.

If you wish to live near the campus, please check the housing information of each accommodation listed on the following pages and apply the accommodation close to the campus.

1. Apartments, Student only apartments, Dormitories with meals, Shared Houses and Monthly Apartments

Provided by Student Housing Center, Waseda University Property Management Corp. (WPM)

2. Homestay

Introduced by Waseda University Academic Solutions Corporation (WAS)

3. Waseda International Student Dormitory called "WID" (Most WIDs have "with meal plan")

Run by Kyoritsu Maintenance Co., Ltd.

4. Waseda affiliated dormitory called "Dormy" (Mostly Dormy have "with meal plan")

where students from various universities and colleges live together.

Run by Kyoritsu Maintenance Co., Ltd.

5. Dormitories with meals etc.

Introduced by Waseda University Co-op

6. WAKEIJUKU Male University Students' Dormitory

Run by WAKEIJUKU.

7. CREVIA WILL WASEDA

Run by ITOCHU Urban Community Co. Ltd.

8. Homii

Introduced by Diverseas Co. Ltd.

< How to apply for accommodations >

1. Apartments, Student only apartments, Dormitories with meals, Shared Houses, Monthly Apartments

A: Apartments, Student only apartments, Dormitories with meals

Please visit URL① listed below and send us an inquiry through the site.

Depending on the property, either the Student Housing Center (SHC) or one of our partner companies will contact you via email.

We will support you from your initial inquiry all the way through to the completion of the contract.

(Support is available in Japanese and English. SHC and some partner companies also provide support in Chinese.)

B: Shared Houses, Monthly Apartments

Please visit URL② listed below and submit your inquiry directly through the site.

The respective partner company will respond via email and support you from your initial inquiry all the way through to the completion of the contract.

(Support is available in Japanese and English.)

※ Depending on the property, you can apply approximately 1 to 3 months before the desired move-in date. (Availability varies by year.)

Student Housing Center, Waseda University Property Management Corp. (WPM)

Tel: 81-3-5285-3016

URL①: <https://waseda-housing.com/international/> (Apartments)

URL②: <https://waseda-housingsupport.com/> (Shared Houses / Monthly Apartments for stays less than a year)

2. Homestay

Visit the website <https://www.w-as.jp/international/homestay/english.html> and follow the steps to apply for the Homestay.

※ If you have any questions, please do not hesitate to contact us via email.

Email: visitjapan@mars.w-as.jp (Japanese and English are available)

Waseda University Academic Solutions Corporation (WAS)

Tel: 81-3-5272-3476 / Fax: 81-3-5272-3479

URL: <https://www.w-as.jp/international/homestay/english.html>

3. WID、 4. Dormy

- Meals (Breakfast and Supper) are available
- Furnished private rooms
- Reliable Security system

- There are floors for only males and only females.
- Well-equipped multi-purpose common space
- Events such as welcome parties

Submit Application Form from the link below

<https://ws.formzu.net/fgen/S8160637/>



Application Deadline July 25, 2025

Result Notice July 30, 2025

※Result notice will be sent via email from Kyoritsu Maintenance Co. Ltd.(Japanese and English are available)

※In case the number of applicants exceed the dorm capacity, you may not be able to be located for the dorm of your choice. For applicants not accepted to the first choice, Kyoritsu Maintenance Co., Ltd. will place you to another dormitory.

Move-in available from September 18

Kyoritsu Maintenance Co., Ltd. Student Dormitory Office:

URL : <https://international.wasedalife.com/>

Tel: 81-3-5295-7889 / Fax: 81-3-5295-5906

Email: wid@dormy.co.jp

5. Dormitories with meals etc.

Contact the Waseda University Co-op **via email**.

(Japanese is available, also English speaking agent can be introduced if required)

※Please note that placement in your desired dormitory is subject to room availability.

Waseda University Co-op

URL: <https://wcoop-sumai.re-ws.jp/> (only available in Japanese)

Email: sumai@wcoop.ne.jp

6. WAKEIJUKU (Male University Students' Dormitory)

- 8 minutes' walk to Waseda Campus
- Traditional and historical student dormitory where Haruki Murakami once lived
- Breakfast and dinner included (vegetarian and halal meals not available)
- Furnished private rooms
- Private shower rooms not available, only a large shared bath area is offered
- Various events and courses, such as the Sports Festival in fall, cultural activities (laido, judo, tea ceremony, etc.) and lectures offered

- If you would like to apply to this dormitory, please review the details at <https://www.wakei.org/english/> and let the management company know you would like to apply via email.
(Japanese and English are available)

Rooms Available from September 4, 2025

WAKEIJUKU

URL: <https://www.wakei.org/english/>

Email: asus@wakei.or.jp

7. CREVIA WILL WASEDA

- 2 minutes' walk to Waseda Campus
 - Breakfast on weekdays included (bread and coffee)
 - Furnished private rooms with Free-Wi-Fi
 - Security system
 - Welcome party and fun events
 - This student dormitory is opening in Spring 2020
 - Coed dormitory, but there are women-only floors
 - Various common spaces available
 - The Toilet and the bathroom are located separately
- ※Concierge (Reception) : Only Japanese available

If you would like to apply to this dormitory, please review the details at <https://www.itochu-gakuseikaikan.com/english/list/waseda/> and let the management company know you would like to apply via email. (Japanese and English are available)

※Please note that placement in your desired dormitory is subject to room availability.

Rooms Available from September 1st, 2025
(Room may be available before September 1st in case any vacant room.)

ITOCHU Urban Community Co. Ltd.

URL: <https://cvw-waseda.jp/en.html>

Email: gakusei@itc-uc.co.jp

8. Homii

Homii is an affordable and comfortable homestay matching service.
By living with Japanese host families, you can deeply learn Japanese language and culture, and experience local life.

- Furnished private room with Wi-Fi
- Shared living room, kitchen, bathroom etc.
- Meal options tailored to your preferences.
- Utility fees included in the monthly stay fee.
- Plenty of opportunities to go sightseeing at Tokyo's famous spots with your host.
- Flexible stay options: short-term (less than a month) or long-term (more than a month).

For more details and to apply, please visit <https://homii.jp/waseda-japanese-center>
(Japanese, English, and Korean available)

Homii

URL: <https://homii.jp/waseda-japanese-center>

E-mail: customer-support@diverseas.com