

Academic Year 2025

Center for Japanese Language, Waseda University Short-term Japanese Program

Admission Guidelines

- This program is not a preparatory course for students intending to enroll in Undergraduate or Graduate programs in Japanese universities.
- Please read the FAQs on our website thoroughly for inquiries about Admissions.
(<https://www.waseda.jp/inst/cjl/en/applicants/s-term/faq/>)
- This document provides the information and schedule of the application. For program contents and class schedule, please refer to the "Program Guidelines" on the following website.
(<https://www.waseda.jp/inst/cjl/en/applicants/s-term/admission/>)

Winter Course

Center for Japanese Language, Waseda University

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	
【Inquiry】	https://forms.office.com/r/SaNLH5c0Yi	
【URL】	http://www.waseda.jp/inst/cjl/en/	

***You must check your registered email account regularly including spam, as Center for Japanese Language may contact you concerning your application.**

Contents

I . Short-term Japanese Program Policies.....	3
II . Procedure and schedules of application	4
III . Class Schedule, Number of Students Admitted, Eligibility and Screening	5
1. Class Schedules and Enrollment Period	5
2. Number of Students Admitted	5
3. Eligibility	5
4. Notes on Application Eligibility	5
5. Screening	6
IV . Preparation for application.....	7
Step1. Check the course level.....	7
Step2. Take the “Self-check”.....	7
Step3. Decide the course (level) you wish to take and prepare the application documents.	7
V. Application Procedure.....	8
1. Payment of Screening Fee.....	8
(1) Screening Fee	8
(2) Period of Payment	8
(3) How to pay	8
1) Payment at a Convenience Store in Japan.....	8
2) Payment via Credit Card	9
(4) Exemption of Screening Fee	9
(5) Refund of screening fee	10
2. Submission of Application Documents	11
3. How to Confirm Application	13
4. Confirmation of Application Number	14
5. Misconduct.....	14
VI. Notification of Screening Result	15
VII. Enrollment Procedures	15
1. Confirmation and submission of enrollment documents	15
2. Payment of Tuition Fee.....	15
VIII. Others	16
1. Housing	16
2. Scholarship	16
3. Living Status in Japan as an International Student	16
4. Handling of Personal Information	16
[Appendix].....	17
Payment at a Convenience Store in Japan.....	17
Payment via Credit Card	18

I . Short-term Japanese 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 an interest in the Japanese language and culture.

➤Policy regarding the completion of program (Diploma Policy)

The purpose of the Short-term Japanese Program is to deepen students' interest in Japanese culture and language through experiences in Japan and the study of Japanese, and to develop individuals who are able to understand and work with others through interaction with members of the Japanese language community and reflection on their own culture.

➤Policy on creating and utilizing curriculums (Curriculum Policy)

We provide an opportunity for individual students to proactively learn Japanese according to their own needs through interacting with members of the Japanese language community.

➤Learning support policy (Support Policy)

We develop a support system aimed to help international students learn independently, such as providing advice on learning Japanese.

II . Procedure and schedules of application

		Page	Schedule (Japan Standard Time)
1	Preparation for Application		
	Step1. Check the program level	P.7	Until Friday, Aug. 22, 2025. Be sure to review and prepare the application before the day open for the application.
	Step2. Take the Self-check test.		
	Step3. Decide the class (level) to take / Prepare the application documents		
2	Application Procedure		
	Pay the Screening Fee	P.8-10	Friday, Aug. 22, 2025, 10:00 - Tuesday, Sep. 9, 2025, 16:00
	Submit the Application Documents and Confirm the Application	P.11-13	
	Confirm the Application Number	P.14	Friday, October 3, 2025
3	Notification of Screening Result	P.15	Friday, October 10, 2025, 12:00 (Scheduled)
4	Enrollment Procedures (1) Submit the enrollment documents (2) Pay the Tuition Fee	P.15	Friday, October 10, 2025 - Friday, October 17, 2025

[Notes]

- Be sure to check your e-mail regularly. Please be aware that e-mails from CJL may be sorted into your junk mail folder. If you do not have extra space in your mailbox, you may not receive e-mail from CJL.
- Applicants must confirm that they have all the necessary documents and information and complete each procedure themselves.
- Information and documents submitted by e-mail will not be accepted for any of the procedures. All information and documents must be submitted using the online form provided. As a rule, once documents are received, they will not be returned.
- Keep all submitted documents as you may be asked to submit the original documents before admission.
- Please note that each procedure after the designated period will not be accepted for any reason.
- Incomplete documents at the screening process may result in the application being rejected or otherwise treated unfavorably.
- Any forgery, misrepresentation, or plagiarism in the documents, materials, or information provided to the University at the time of registration or application may be considered as fraud and the result of the entrance examination may be invalidated. For details, please refer to "5. Misconduct" on p.14.
- If you have special needs due to physical impairment etc., please contact the Center for Japanese Language office at Waseda University before the application. (E-mail : cjl-ao@list.waseda.jp)

III. Class Schedule, Number of Students Admitted, Eligibility and Screening

1. Class Schedules and Enrollment Period

Class Schedule	Thursday, December 4, 2025 - Tuesday, December 23, 2025 (Japan Standard Time)
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The enrollment period is from December 4(Thu.), 2025 to March 15(Sun.), 2026, and is not the same as the class schedules.

Please refer to our website, "Program Guidelines" for detailed class schedules.

(<https://www.waseda.jp/inst/cjl/en/applicants/s-term/admission/>)

2. Number of Students Admitted

Course	Capacity
Japanese (Short-term) Beginner	Approximately 80 students in total for three courses
Japanese (Short-term) I	
Japanese (Short-term) II	

3. Eligibility

- (1) The application eligibility for the Center for Japanese Language is based on the university entrance qualifications specified by Japanese law. For details on university entrance qualifications, please refer to the following website of the Ministry of Education, Culture, Sports, Science and Technology (MEXT).
MEXT website: https://www.mext.go.jp/a_menu/koutou/shikaku/07111314.htm
- (2) Those who are expected to graduate (complete) from educational institutions, courses, etc. that are listed in categories 1 to 14 of the MEXT website above must graduate (complete) by December 3, 2025.
- (3) If your educational background does not fall under categories 1 to 14 on the MEXT website above, and you believe that you fall under category 15 (individual admission qualification assessment), please contact CJL office at least one month before the application period begins.
- (4) For other inquiries regarding eligibility, please contact CJL office before the application period starts.

4. Notes on Application Eligibility

Please carefully read and understand the following notes 1 through 7.

(1) 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.

(2) Enrollment in multiple countries and regions

If you have studied at schools both in and outside Japan, there is no requirement set for the

periods during which you were registered at those schools. However, certificates of your academic results for the entire period during which you studied at secondary high school or its equivalent must be submitted.

(3) Nationality and period of residence abroad in the student's eligibility

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

(4) Reminder for Expected Graduates of High Schools

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

(5) Faculty in Waseda

Faculty of Waseda University including Waseda University Junior / Senior High School, Waseda University Honjo Senior High School and Art and Architecture School are not able to become a student of the University, although there are few exceptions according to the university regulations. If you have any questions, please ask Waseda University administration offices.

(6) Reminder for Japanese Language Program (JLP) 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 September 2025, you will not be able to enroll in 2025 Winter course of the Short-term Japanese Program. Same applies as follows.

- One-year course at JLP starting in April 2025, & Winter course in 2025 offered by Short-term Japanese Program
- One-year course at JLP starting in September 2025, & Winter course in 2025 offered by Short-term Japanese Program

(7) Others

In the Short-term Japanese Program, some courses may have the same content as courses offered in the previous years or in the same academic year. It is not expected that participants who have already taken a certain course will apply for the same course again.

Ex. We do not expect participants, who participated in this program and completed Japanese (Short-term) I, to apply for the same Japanese (Short-term) I in 2025.

5. Screening

Screening will be processed based on the application documents (p.11-12) in a comprehensive way.

*No written examination or interview will be required.

IV. Preparation for application

Applicants must finish the following three steps in order before application.

Step1. Check the course level.

Step2. Take the "Self-Check".

Step3. Decide the course level you wish to participate in, and prepare the application documents.

Step1. Check the course level.

When you apply, you must select the course (level) in which you wish to study. First, please check the "Program Guidelines" posted on the website below to understand the level, achievement goals, and learning contents of each course, and decide the course (level) which you wish to take.

The course (level) you have registered at the time of application cannot be changed after application or acceptance. Please be sure to check the level, achievement goals, and learning contents, such as textbooks, etc., of each course in the "Program Guidelines" and understand which course (level) is appropriate for your Japanese language level.

<https://www.waseda.jp/inst/cjl/en/applicants/s-term/admission/>

Step2. Take the "Self-check"

Second, take the "Self-Check" and check if your Japanese language proficiency is appropriate for the course level that you wish to take.

[How to take the "Self-check"]

- (1) Take the "Self-Check" posted on the website below.

(<https://www.waseda.jp/inst/cjl/en/applicants/s-term/admission/>)

- (2) Check your answers and score it yourself.

*Your scores need to be submitted via the online application form (p.11-12), so please make sure to keep it for yourself.

- (3) Check if your Japanese language proficiency matches the level of the program you wish to take based on "Diagnostic Sheet" in the "Self-check".

Step3. Decide the course (level) you wish to take and prepare the application documents.

Determine the course (level) for which you wish to apply based on Step 1 and Step 2. And prepare your application documents in advance by checking "2. Submission of Application Documents" on pages 11-12 and "Sample Online Application Form" and "Required Fields" on the website below.

<https://www.waseda.jp/inst/cjl/en/applicants/s-term/admission/>

V. Application Procedure

1. Payment of Screening Fee

(1) Screening Fee

Screening Fee	25,000 yen
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(2) Period of Payment

Please pay the screening fee during the designated period indicated below. The payment should be made at a convenience store in Japan or by a credit card. No cash or check payments to our office will be accepted.

Transfer Period	Fri. Aug. 22, 2025, 10:00 - Tue. Sep. 9, 2025, 16:00 (Japan Standard Time)
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(3) How to pay

1) Payment at a Convenience Store in Japan (Refer to p.17 for the details)

【How to Pay】

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

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)	短期日本語集中プログラム
	第三選択 (Third selection)	「2025年度冬コース」
	第四選択 (Forth selection)	「短期日本語集中プログラム入試 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.	

- After making the payment, please submit the electronic data (PDF format) of the “Certificate of Payment of the Screening Fee” (p.12) via the online application form.

【Notes】

- The payment can be made 24 hours a day, seven days a week, including Saturdays, Sundays and holidays. However, please note that payment via the website will end at 16:00 on the last day of the payment period.
- The payment can be made by a person other than the applicant. However, the applicant's information must be entered in the “Basic Information” page of the screening fee payment website.

2) Payment via Credit Card (Refer to p.18 for the details)

【How to Pay】

- a. To make a payment by credit card, please access the online screening fee payment website (<https://e-shiharai.net/ecard/>) and complete the required procedure.

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

- b. After completing the transaction, scan the "Result" page and submit it in PDF format via the online application form as a "Certificate of Payment of Screening Fee" on p.12.

[Notes]

- The payment can be made 24 hours a day, seven days a week, including Saturdays, Sundays and holidays. However, please note that payment via the website will end at 16:00 on the last day of the payment period.
- The payment can be made with a credit card held in the name of a person other than the applicant. However, the applicant's information must be entered in the "Basic Information" page of the screening fee payment website.

(4) Exemption of Screening Fee

Please note that applicants who fall into one of the following cases are exempted from payment of Screening Fees.

*If you have any questions regarding this matter, please contact Center for Japanese Language at cjl-ao@list.waseda.jp before the end of screening fee payment period.

- 1) In case students, who are currently or have enrolled in this program as a non-degree student, are apply for this program, the screening fee is exempted only for 2 years starting from the next Academic year of their first enrollment date as non-degree program students. The specific targets for the applicants for Winter Admission 2025 are as shown below.

-Student ID # 92244~*, 92246~* and 92254~*

*Note that the Japanese Language Program is a different program.

*It is not expected that participants who have participated in the Short-term Japanese Program in the past will apply for the same course/level for a different period.

- 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 next "-Screening Fee Waiver Program for Applicants from Specified Countries-".

-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.

1) Form for Screening Fee Waiver (prescribed form)

<https://www.waseda.jp/inst/cjl/assets/uploads/2025/06/screening-fee-waiver202506.pdf>

2) Passport Copy (including all details of the applicant)

3. Notes

1) The screening fee waiver form will not be accepted if submitted after the application deadline under any circumstances.

2) 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.

3) 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.

4) If you do not meet any of the exemption cases in (1) to (3) on page 9 and have not paid the application fee, your application will not be accepted.

Example: You submitted the "Form for Screening Fee Waiver", but your country is not listed on the Eligible Countries below.

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, Senegal, Sierra Leone, Solomon Islands, Somalia, South Sudan, Sudan, Syrian Arab Republic, Tanzania, Timor-Leste, Togo, Tuvalu, Uganda, Yemen, Zambia
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*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.

(5) Refund of screening fee

As a rule, application documents and screening fees are not returned. A full screening fee will be refunded if you fall into one of the categories below. In this case, please contact the Center for Japanese Language office (cjl-ao@list.waseda.jp).

- You paid a screening fee but failed to submit the required application documents.
- You paid a screening fee but submitted the application documents after the deadline.
- 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.
- 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.

2. Submission of Application Documents

After the payment of screening fee, submit each of the documents and information listed in the table below via the online application form, which is on the following website.

(<https://www.waseda.jp/inst/cjl/en/applicants/s-term/admission/>)

Period of documents submission	10:00, Friday, August 22, 2025, – 16:00, Tuesday, September 9, 2025 (Japan Standard Time)
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The “a) Statement of Goals and Plans for applying Short-term Japanese Program” below 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.

Please submit the **original** “d) Certificate for Eligibility” below at the time of enrollment procedure. 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., the entrance eligibility is not confirmed) by the time of enrollment.

- (1) Documents should be prepared in Japanese or English.
- (2) For the Documents marked with **DL**, please download designated documents from the website above.
- (3) For the items marked with **SCAN**, please submit them in PDF format of the original document.

*○: Must be submitted/entered, △: Submit only if you are applicable.

	※	Documents or information to be submitted	Notes and details								
a)	○	Statement of Goals and Plans for applying Short-term Japanese Program	●Register through the online application.								
b)	○	Results of Self-check (Refer to p.7)	●Enter the score obtained of Self-check through the online application.								
c)	○	Information on your Japanese learning history	●Register your past Japanese language learning institutions, learning materials which you have learned in the past, or results of any Japanese proficiency tests you have taken in the past by responding each inquiry on the online application form.								
d)	○	<div>Certificate for Eligibility SCAN</div> <div>*As this is a document used to confirm your eligibility for admission, you must submit the original of this document at the time of enrollment procedures.</div> <div><div>a. Scan the Certificate listed in Japanese or English which are "Original" or “Certified True Copies" of the original certificates issued at your school.</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>b. The required certificates for each enrollment category are as follows:</div><table><thead><tr><th>Category/Status</th><th>Certificate needed</th></tr></thead><tbody><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>University undergraduate student *2</td><td>Certificate of enrollment in university</td></tr></tbody></table></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	University undergraduate student *2	Certificate of enrollment in 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										
University undergraduate student *2	Certificate of enrollment in university										

		<table border="1"> <tr> <td>(Currently enrolled)</td> <td></td> </tr> <tr> <td>University undergraduate school graduate *1</td> <td>Certificate of Graduation from university undergraduate school</td> </tr> <tr> <td>University graduate School (Currently enrolled) *2</td> <td>Certificate of enrollment in graduate school</td> </tr> <tr> <td>University graduate School graduate (graduate) *1</td> <td>Certificate of Graduation from university graduate school</td> </tr> </table> <p>*1 Applicant's name, the name of the school, (expected) graduation date must be included. An official transcript which includes same information can also be used as a substitute.</p> <p>*2 Applicant's name, the name of the school, issuance date [issued within 3 months of the time of application] must be included.</p>	(Currently enrolled)		University undergraduate school graduate *1	Certificate of Graduation from university undergraduate school	University graduate School (Currently enrolled) *2	Certificate of enrollment in graduate school	University graduate School graduate (graduate) *1	Certificate of Graduation from university graduate school
(Currently enrolled)										
University undergraduate school graduate *1	Certificate of Graduation from university undergraduate school									
University graduate School (Currently enrolled) *2	Certificate of enrollment in graduate school									
University graduate School graduate (graduate) *1	Certificate of Graduation from university graduate school									
e)	○	Statement of Source of Funds DL	•Please use the prescribed form.							
f)	○	Applicant's Photo *Photographs taken and printed by individuals themselves using smartphones, etc., will not be accepted. Be sure to take an ID-quality photo (a speed photo is acceptable).	•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; must provide a front view; no hats or background. •Photo 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 do not post-process or retouch the face portrait photo.							
g)	○	Passport with applicant's photo and passport number SCAN	•Scan the pages showing applicant's photo and passport number •If the applicant has more than one passport, please submit all copies. •Scan alternative ID in case the passport is not available at the time of application. The applicant must submit it once obtained.							
h)	△	Resident Card SCAN	•Scan both sides of the card							
i)	○	Necessity of an Invitation letter	•Please register the necessity on the online system. *We will issue the Invitation letter for successful applicants who need to apply for short-term stay visa in Japan. Please check the webpage below and your passport, then select whether you need to apply for visa or not in case admitted on the online system. < Ministry of Foreign Affairs of Japan/Exemption of Visa (Short-Term Stay) >							
j)	○	Certificate of Payment of Screening Fee or one of the following 1-3 if you are exempted from payment. SCAN	•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	△	Certificate of Enrollment or Certificate of Enrollment Duration SCAN	Those who are currently or have enrolled in previous academic years as a non-degree student in this program. *those who fall into P.9 "1)".							
-2		Certification that the applicant has been admitted to Waseda University SCAN	Those who are confirmed to enter a degree program at Waseda University, please submit it. For any questions about the certificates to be submitted, please contact us prior to submitting your application. *those who fall into P.9 "2)".							
-3		Application Form for Screening Fee Waiver of Waseda University DL	Please read the instructions carefully on the prescribed form. *those who fall into P.9 "3)".							

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 “5. Misconduct” on p. 14.

■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. (<https://www.waseda.jp/inst/diversity/news/2020/04/21/8631/>)

3. How to Confirm Application

When you finish answering all the questions on the online application form, 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 the responses answered and click “保存(SAVE)” button

(2) Click “はい(YES)” button in the step of “申請確認 (application confirmation)”.

The screenshot shows the '申請確認' (Application Confirmation) screen. A modal window titled '申請確認' asks '申請を保存してよろしいですか？' (Do you want to save the application?). It has two buttons: 'いいえ' (No) and 'はい' (Yes). A large black circle with the number '2' and an arrow points to the 'はい' button. In the background, at the bottom right, there are 'キャンセル' (Cancel) and '保存' (Save) buttons. A large black circle with the number '1' and an arrow points to the '保存' button. The page also contains various instructions in Japanese and English regarding the application process.

(3) Online application is completed when the “保存しました。(saved)” page appears.

The screenshot shows the 'お知らせ' (Notice) page. A modal window displays the message '保存しました。' (Saved). A large black circle with the number '3' and an arrow points to this message. The background shows the application form with fields for 'FAMILY Name in English' and 'MIDDLE Name in English'. The 'FAMILY Name' field contains 'Taro'.

4. Confirmation of Application Number

After the application documents are correctly received and confirmed, an "Application Number Notice" will be sent to the applicant's e-mail. The "Application Number" will be required at the time of the screening result notification.

Scheduled date of application number notice	October 3 (Fri.), 2025
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5. 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 screening fee is non-refundable.

-The applicant will not be permitted to take any entrance examination of the University in the relevant year (screening fees will not be refunded).

-The results of all entrance examinations of the University for the relevant academic year shall be null and void. If, after enrollment, a student is found to have committed misconduct, he/she may be subject to a range of disciplinary action up to and including cancellation of enrollment, 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/school where the applicant belongs to】 , etc.

VI. Notification of Screening Result

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

(<http://www.waseda.jp/inst/cjl/en/>)

※Telephone or e-mail inquiries will not be answered.

※Inquiries regarding the screening will not be answered.

Notification of Screening Result Date (Scheduled)	12:00, Friday, October 10, 2025 (Japan Standard Time)
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VII. Enrollment Procedures

1. Confirmation and submission of enrollment documents

Successful applicants will receive the enrollment procedures guide via e-mail. Please follow the guidelines, pay the tuition fee and submit the admission documents within the deadline indicated in the table below.

If the submission of admission documents and paying the tuition fee are not completed by the deadline, admission will not be granted. Also, you cannot change the timing of entrance (postponement).

Deadline for Submission of admission documents and payment of the tuition fee	October 10, 2025 (Fri.) – October 17 (Fri.), 2025 (Japan Standard Time)
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2. Payment of Tuition Fee

Tuition Fee	115,000yen
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As a general rule, the tuition fee will not be refunded. However, only the tuition fee will be refunded in the case that an applicant declines admission due to unavoidable reasons or fails to meet the admission eligibility by the time of enrollment.

Requests for refund must be made to CJL (cjl-ao@list.waseda.jp) by November 28, 2025. For details on the procedure, please refer to the information on admission procedures sent to successful applicants.

For those participants in this program who are entering Japan from overseas, Waseda University will introduce an overseas travel insurance at the time of enrollment procedures for those who wish to take the insurance. The insurance fee is not included in the tuition fee, so it will be collected separately. Please check the "Guidelines for Enrollment Procedures" sent to successful applicants for details.

VIII. 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 the website below for more information. (<https://www.waseda.jp/inst/cjl/en/applicants/s-term/about/>)
- (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

There are no scholarships for the students of this program. Therefore, students must not base their decision to attend on the assumption that they will be able to receive a scholarship. Students must have their own source of funds to bear all expenses at the time of application.

3. Living Status in Japan as an International Student

If a successful applicant does not have a visa status that allows for residence in Japan at the start of the program, applicants will be required to obtain a "short-term stay" visa status on their own. If you need an invitation letter in order to obtain the visa, please submit the necessary information to us. Please note that CJL does not support any visa which exceeds the duration of the program.

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 before the enrollment of our program.

*The Immigration Bureau of Japan may not issue the visa depending on the content of documents prepared by an applicant. CJL is not responsible in such a case.

4. Handling of Personal Information

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

[Appendix]

Payment at a 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.

7
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 **MINISTOP**
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 "インターネット決済" button on the touch screen
Internet Payment

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"
MultiPayment 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 on the touch screen
All Payments

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

3 Application

Please scan and submit the "Certificate of Payment of the Screening Fee" on p.8 to 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 145,999 or less	500 yen
Entrance exam fee 150,000 or more	720 yen

Questions about paying your entrance exam fees at convenience stores? Please visit:
Note: Convenience store staff cannot answer questions about the service.

https://e-shiharai.net/






Payment via Credit Card

Waseda University


Examination Fee Payment by Credit Card and Union Pay

24 hours a day, 365 days a year, you can pay anytime! Easy, Convenient and Simple!

You can pay the Examination Fee by using Credit Card and Union Pay.

Web Application - Online Transaction



Access the site below

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

1. Top Page
2. School Selection
3. School Information
4. Category Selection
5. Basic Information

Please choose a category "大学・短大" or "大学院".
Undergraduate School Graduate School

Click "早稲田大学 (クレジットカード・中国オンライン決済専用)" or "早稲田大学大学院 (クレジットカード・中国オンライン決済専用)".
Waseda University (Credit Card・China Online Payment Only) Waseda University Graduate School (Credit Card・China Online Payment Only)

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.

Application

Please submit the electronic data (PDF format) of the web page showing the "Result" on p.9 to the online application form.

【NOTICE/FAQ】

- During payment periods and application periods mentioned in the application documents, you can make a payment anytime. Please confirm from application documents and complete payment in time for the application period.
- On the last date of the payment period, please finish card settlement procedure by 11:00pm Japan time.
- Please directly contact the credit card company if your card is not accepted.
- It is possible to use a card which carries a name different from that of the applicant. However, please make sure that the information on the basic information page is the applicant's information.

■ Payment Commission

There is a fee for this payment transfer service, which applicants must pay in addition to the entrance exam fee.

Entrance exam fee	Payment Commission
~ 29,999 yen	565 yen
30,000 yen ~ 49,999 yen	1,005 yen
50,000 yen ~ 69,999 yen	1,446 yen
70,000 yen ~ 99,999 yen	1,833 yen
100,000 yen ~ 199,999 yen	2,074 yen
200,000 yen ~ 299,999 yen	2,618 yen
300,000 yen ~	4,400 yen

For questions or problems not mentioned here, please contact :

E-Service Support Center Tel : +81-3-5952-9052 (24 hours everyday)