



## To Do List for JLP Students 2025 September Admission

### ~Things to do before entering Japan・before enrollment~

☑	Due date	To Do	Place / Method
☐	September 5 ~	① Watch the General Orientation Video <b>【Compulsory】</b> <a href="https://www.waseda.jp/inst/cjl/en/procedure_launch/">https://www.waseda.jp/inst/cjl/en/procedure_launch/</a>	Online
☐	New Students: September 5 ~ September 12	② <b>New Students</b> MyWaseda Setup <b>【Compulsory】</b> ※Referring to the email with the subject "MyWaseda ID Notification/Orientation Materials" sent on <b>September 5</b> , complete your MyWaseda setup by the due date.  【How to set up MyWaseda】 <a href="https://www.waseda.jp/inst/cjl/assets/uploads/2025/08/03-1_How-to-set-up-MyWaseda_En.pdf">https://www.waseda.jp/inst/cjl/assets/uploads/2025/08/03-1_How-to-set-up-MyWaseda_En.pdf</a>	Online
	Previously Enrolled Students: September 17 ~ September 19	② <b>Previously Enrolled Students</b> MyWaseda Setup <b>【Compulsory】</b>  ➤To previously enrolled students Please set up MyWaseda <b>after September 17</b> , and then proceed to "⑧Address Registration on MyWaseda". (Note: If you login to MyWaseda with initial ID/password during September 5 to September 16, you may not be able to reinstate WasedaID, which may cause a problem with system operations and registrations. Therefore, please be sure to login and reinstate your WasedaID after September 17.  【How to set up MyWaseda (for previously enrolled students)】 <a href="https://www.waseda.jp/inst/cjl/assets/uploads/2025/08/03-2_For-Currently-Enrolled-Student_How-to-set-up-MyWaseda_En.pdf">https://www.waseda.jp/inst/cjl/assets/uploads/2025/08/03-2_For-Currently-Enrolled-Student_How-to-set-up-MyWaseda_En.pdf</a>	

### Off Campus 1 ~At the Airport~

☑	Due date	To Do	Place / Method
☐	On Arrival at the Airport	③ Receive your residence card at the airport <b>【Compulsory】</b> ※If you did not receive your residence card at the airport, it will be mailed to your address in Japan after (Off Campus 2 ⑫) registering your address at the city/ward office.	Airport or Ward/City office
☐		④ Apply for Part-Time Work Permit <b>【Only those who wish to work part-time】</b> ※Please apply if you would like to have a part-time job. ※If you did not apply for the work permit at the airport, you can apply at the Tokyo Regional Immigration Bureau. ※Refer to "International Student Handbook"	Airport or Tokyo Regional Immigration Bureau

## On Campus 1 ~Course Registration~

<input checked="" type="checkbox"/>	Due date	To Do	Place / Method
<input type="checkbox"/>	~ September 16	<b>⑤ Watch the Academic Orientation Video 【Compulsory】</b> ※Be sure to watch the video before course registration begins <a href="https://www.waseda.jp/inst/cjl/en/students/registration/download/">https://www.waseda.jp/inst/cjl/en/students/registration/download/</a>	Online
<input type="checkbox"/>	~ October 9	<b>⑥ CJL Level Check Test 【Optional】</b> ※Referring to the “CJL Level Check Test Guide”, please obtain the ID and Password for the test, and take the test before the course registration starts. <a href="https://www.waseda.jp/inst/cjl/en/students/registration/placementtest/">https://www.waseda.jp/inst/cjl/en/students/registration/placementtest/</a>	Online
<input type="checkbox"/>	During the Course Registration period	<b>⑦ Course Registration【Compulsory】</b> ※To register the courses, you need to complete the “② MyWaseda setup” (at Things to do before entering Japan・before enrollment). ※Check the Fall semester start schedule and complete the course registration during the registration period. <b>【Fall Semester Start Schedule】</b> <a href="https://www.waseda.jp/inst/cjl/assets/uploads/2025/06/JLP_Fall_2025_Schedule.pdf">https://www.waseda.jp/inst/cjl/assets/uploads/2025/06/JLP_Fall_2025_Schedule.pdf</a> <div style="border: 1px solid red; padding: 5px; margin-top: 10px;"> <b>【1st Course Registration】</b>September 17 (Wed) 9:00 ~ September 19 (Fri) 17:00  <b>【2nd Course Registration】</b>September 25 (Thu) 9:00 ~ September 26 (Fri) 17:00  <b>【3rd Course Registration】</b>October 8 (Wed) 9:00 ~ October 9 (Thu) 17:00         </div>	Online

## On Campus 2 ~Registration Procedures and Submission Documents~

<input checked="" type="checkbox"/>	Due date	To Do	Place / Method
<input type="checkbox"/>	<b>First deadline: September 12</b>  <b>(Second deadline: September 19)</b>	<b>⑧ Address Registration on MyWaseda【Compulsory】</b> ※Please register your address in Japan on MyWaseda with referring the manual below. <b>【How to register your address on MyWaseda】</b> <a href="https://www.waseda.jp/inst/cjl/assets/uploads/2025/02/03-3_How-to-register-your-address-on-MyWaseda_En.pdf">https://www.waseda.jp/inst/cjl/assets/uploads/2025/02/03-3_How-to-register-your-address-on-MyWaseda_En.pdf</a> <div style="border: 1px solid red; padding: 5px; margin-top: 10px;">           ※ Even if you are unable to register your address in Japan by the due date (September 12 or September 19), you can still register after the deadlines. Please complete your registration on MyWaseda as soon as your address in Japan is confirmed.         </div>	Online
<input type="checkbox"/>	~ September 17	<b>⑨ Answer to Questionnaire for Tuberculosis Screening 【Compulsory for half-year student only】</b> ※Please answer to the questionnaire for tuberculous screening from the link below after the day you completed “②MyWaseda Setup”. <b>【Online Form】</b> <a href="https://my.waseda.jp/application/detail/application-detail?communityContentLinkId=582977321">https://my.waseda.jp/application/detail/application-detail?communityContentLinkId=582977321</a>	Online

<input type="checkbox"/>	~ September 25	<p>⑩ <b>Submit Information on Your Status of Residence</b> <b>【Compulsory】</b>※Those who have Japanese passport do not need to submit the information.</p> <p>※Please submit your information after the day you completed “②MyWaseda Setup”.</p> <p>※Please make sure to submit the information on your status of residence through the online form below.</p> <p>※<b>Even if you are unable to submit the form by the due date on March 31, you can still submit the form after the deadline from the same link below. Please submit the form as soon as you arrive in Japan.</b></p> <p>【Online Form】<a href="https://forms.office.com/r/AtTdE1nn22">https://forms.office.com/r/AtTdE1nn22</a></p>	Online
<input type="checkbox"/>	September 22 ~	<p>⑪ <b>Receive your Student ID card</b><b>【Compulsory】</b></p> <p>※In order to receive your Student ID card, you need to complete “⑧Address Registration on MyWaseda”. After checking the registered information, we will notify you how to receive the Student ID card by email.</p> <p>※If registered address is incomplete, we will not be able to distribute student ID card. In case we found any missing or incorrect information, we will contact you by email. Please regularly check the mail box of “Waseda Mail”.</p> <p>【How to Receive Student ID Card】  <a href="https://www.waseda.jp/inst/cjl/assets/uploads/2025/03/07_How-to-Receive-Your-Student-ID-Card_En.pdf">https://www.waseda.jp/inst/cjl/assets/uploads/2025/03/07_How-to-Receive-Your-Student-ID-Card_En.pdf</a></p>	<p>Bldg. No.22, Waseda Campus</p> <p>☞September 30: 1F (WGG)</p> <p>☞October 1~: 4F (CJL office)</p>

## Off Campus 2 ~At the City/Ward Office, Tokyo Regional Immigration Bureau~

<input checked="" type="checkbox"/>	Due date	To Do	Place / Method
<input type="checkbox"/>	Soon after arrival in Japan (or after moving to a new address)	<p>⑫ <b>Register Address or Notify of Moving Out/In at City/Ward office</b><b>【Compulsory】</b></p> <p>※Register your address in Japan at the ward or city office where you live.          &lt;Things to bring&gt; Residence card, Passport, Student ID Card</p> <p>※Refer to “International Student Handbook.”</p>	Ward/City office
<input type="checkbox"/>	※ <b>Within 14 days of arrival/ moving</b>	<p>⑬ <b>Join in the National Health Insurance</b> <b>【Compulsory】</b></p> <p>※Apply for the insurance when you register your address at the ward/city office.</p> <p>※There is a reduction in premiums. Please ask the ward/city office about application procedures for reduction in premiums.</p> <p>※Please bring your student ID card for the application.</p> <p>※Refer to “International Student Handbook.”</p>	
<input type="checkbox"/>	~ October 4	<p>⑭ <b>Notify of the Change of Organization</b> <b>【Compulsory for applicable student only】</b></p> <p>※<u>Those who enter Waseda University from another school in Japan with “Students” resident status</u> are required to notify the change at Tokyo Regional Immigration Bureau immediately.</p> <p>Refer to: <a href="https://www.isa.go.jp/en/index.html">https://www.isa.go.jp/en/index.html</a></p>	Tokyo Regional Immigration Bureau
<input type="checkbox"/>	About 3 weeks after you register your address	<p>⑮ <b>Receive your “My Number (Individual Number) Notice”</b> <b>【Compulsory】</b></p> <p>※This will be posted to you around 3weeks after you complete registering your address at the ward/city office. Please make sure you keep this.</p>	Individually

### \*Updates on Your Personal Information Need to Be Done Immediately.

When there is any change on your personal information, such as phone number or address, please immediately update those information through MyWaseda.

The University needs to be able to contact you at all time. Also, please make sure to check Waseda mail constantly.