

Academic Year 2025 Guidelines for Enrollment Procedures

Short-term Japanese Program Winter Course

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.

<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 Procedure and Schedules

◆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 this 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	October 10 (Fri) 2025 } October 17 (Fri) 2025	P.4 } P.5
2	Submission of Enrollment Documents (online)	All students	October 10 (Fri) 2025, 12:00 } October 17 (Fri) 2025, 23:59	P.6 } P.7
3	Submission of documents related to application eligibility (original)	All students	October 24 (Fri) 2025	P.8 } P.9
4	Confirmation of completed Enrollment Procedures	All students	Late-October 2025 (Scheduled)	P.9
5	Receipt of invitation letter / Visa Application	Applicable Students	Late-October 2025 (Scheduled)	P.10

【Note】

- If you have not obtained a passport yet, please have it as soon as possible.
- It is very important that you check your registered email account regularly, as Center for Japanese Language may contact you concerning your enrollment procedures.
- Please be aware that emails from CJL may be sorted into your junk mail folder.
- Orientation will be held on Thursday, December 4 at 10:30 (Japan time). Details will be provided in the email sent on "4 Confirmation of completed Enrollment Procedures", p. 9.

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) Tuition fee

The amount of payment depends on whether or not you are covered by an overseas travel insurance. For those residing outside of Japan, we recommend that they take out overseas travel insurance designated by Waseda University. Those who wish to take out the overseas travel insurance designated by the university should pay the amount indicated below, “A”. Residents of Japan are not eligible for overseas travel insurance.

A) Those who residing outside of Japan and wish to take out the overseas travel insurance designated by Waseda University: 128,120 yen (Tuition fee + Insurance fee)
The amount in A above will be automatically covered by the overseas travel insurance designated by Waseda University. You are covered from December 1 through December 25, 2025. Please note that other periods will not be covered. For details of the applicable compensation items (death due to injury, etc.), please refer to “Appendix: Insurance Guide” on page 16.
B) Those who <u>do not</u> take out overseas travel insurance: C) Residents of Japan: 115,000 yen (Tuition fee only)
Note: B) We recommend that you join an alternative insurance yourself. C) <u>Residents of Japan are</u> not eligible for overseas travel insurance. If you wish to apply for cover that is not included in the National Health Insurance or other insurance, during the program period, please take out an alternative insurance yourself.

(2) Period of Payment

We accept payments by either a) Flywire (p.4-5) or b) Domestic Bank Transfer (within Japan) (p.5) during the following period.

Procedure	Period of Procedure (Japan Standard Time)
Payment of Tuition Fee	October 10 (Friday), 2025 ~ October 17 (Fri), 2025
	<u>Due Date by Payment Method</u> a) Flywire (p.4-5): Until October 17 (Fri), 2025 23:59 b) Domestic Bank Transfer (in Japan) (p.5): Until the close of the handling hours of each bank counter, October 17 (Fri), 2025

【Notes】

- As a rule, the submitted documents and paid tuition fees are not returned once you have completed, except to refund excess payments. However, Waseda University may refund the tuition fee to the applicants who decline enrollment due to unavoidable circumstances. Please refer to p.10 for the procedures for declining enrollment.
- Please note that overpayments will be refunded minus the handling fee (bank transfer, etc.), and that small overpayments may not be refunded.
- Please understand that we cannot confirm individual payment status in advance.

(3) How to pay

a) Payment via Flywire

We accept payments through Flywire online payment system. Please confirm the payment method from the URL on the next page, [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.6) " 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/2025/04/How-to-make-payment-on-flywire-for-SJP.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 Bank 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 「90252 + 「Your Application No.(5 digit; e.g. 44000)」 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 1620825 Japan (〒162-0825 東京都新宿区神楽坂 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.6) " 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 “90252 + Your Application No.(5 digit; e.g. 44000)” in the payment slip.

2. Submission of Enrollment Documents (All students)

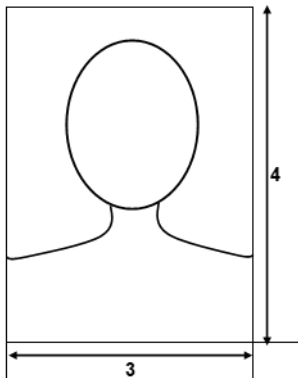
Procedure	Period of Procedure (Japan Standard Time)
Registration for enrollment procedures (Online form)	October 10 (Fri) 2025, 12:00 ~ October 17 (Fri) 2025, 23:59

(1) Registration procedures

- Please check the documents needed to be submitted or registered as described in (2) below and prepare them. **If any of the documents or information submitted is incomplete, resubmission would be required.**
- Access the following URL and submit or register them via online form.
[Online form of registration for enrollment procedures]
https://www.waseda.jp/inst/cjl/en/procedure_s-term/
- Once the registration is successfully completed, an email notification will be sent to your registered email address. Please be sure to check your completion notification email.

(2) Document and information to be submitted

※○: Submission/ information entry required; △: Submit only if applicable.

	※	Documents/information to be submitted	Details and Notes
1)	○	Evidence of tuition fee payment (p.4,5) *Be sure to keep all payment documents, screenshots, and other records of confirmation. We may ask you to submit them.	- 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 of the "Payment Procedure with Flywire". - For those who paid via domestic transfer: "振込依頼書控 (Receipt of Payment Slip)"
2)	○	Photo data 	- Please check (a) through (e) below and submit. Shooting Method Be sure to take an ID-quality color photo at a photo studio (photo taken at an instant photo booth is acceptable) *Photographs taken and printed by individuals themselves using smartphones, etc., will not be accepted. Shooting Period Taken after July 1st, 2025. Format and file name Format : jpeg File name: Application number (e.g.: 44000) Size A vertical to horizontal ratio of 4:3 Other notes - Photo of the applicant only (must capture the upper body) - 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.

3)	○	Written Oath and Guarantee / Consent for the Treatment of Personal Data	●Please agree on the online form. *There are no documents to submit, and you only need to agree on the online form.
4)	○	Information of your Guardian	●Input information via the Online form of registration for enrollment procedures (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. A full-time homemaker / unemployed person is also acceptable. (b) A guardian is required for all applicants, regardless of age. (c) The guardian does not have to be a resident of Japan. A person residing outside Japan can be a guardian.
5)	△	Invitation letter (for short-term stay) information *Only for those who need visa application.	●Input information via the Online form of registration for enrollment procedures *Only successful applicants who need to apply for a visa for a short stay in Japan will be issued a letter of invitation. Please be sure to check the website below and your passport and enter the required information if you need to apply for a visa. VISA Ministry of Foreign Affairs of Japan (mofa.go.jp)

Please proceed to “3. Submission of documents related to enrollment eligibility” on the next page.

3. Submission of documents related to enrollment eligibility (original/All students)

Please submit the original certificate that you uploaded as a PDF when you applied. If you do not submit this by the deadline, your admission may be considered incomplete, and your enrollment permission may be invalidated.

*If your certificate was sent directly to the CJL from the issuing organization or digital credential service at the time of application, you do not need to complete this procedure. Please proceed to “4. Confirmation of completed Enrollment Procedures” on p. 9.

【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.8 “2. How to submit”

(1) Document to be submitted

Procedure	Deadline
Submission of the Certificate of Eligibility (original)	October 24 (Fri) 2025 (Japan Standard Time)

【Notes】

- The content must be the same as the certificate submitted at the time of application.
- Those who were expected to graduate/complete at the time of application are required to submit the official certificate (re-issuable) issued after graduation/completion.
- 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 October 24 (Fri), 2025. In that case, please be sure to submit by November 27 (Thu), 2025.
- If you are not sure what documents to be submitted, please contact cjl-file@list.waseda.jp.

(2) How to submit

	Method	Who may Submit	Notes
1)	Postal Service	Applicants/ Institutions	• 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 (e.g. 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. Those who had submitted the form, we will

			return your original certificates after your admission. 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
2)	Email	School Officials (Administrators etc.)	The email must be sent through a school domain email address by school officials. *In case your school does not have an official domain, it is not acceptable. email: cjl-file@list.waseda.jp
3)	Digital Credential Service *3	Arrange to send via digital credential services such as • CHSI (CSSD) [China] → Those who submitting certificates from Chinese high schools or universities, please ensure that the certificate in English issued by CSSD is sent directly to us. https://www.chsi.com.cn/en/ • National Student Clearinghouse [United States] • Parchment [United States] • My eEquals [Australia/New Zealand] • MyCreds / MesCertif [Canada] • OpenCerts [Singapore] The online delivery option of digital certificates of Waseda University, etc. *Please consult with us in advance if your institution uses a digital credential provider that can deliver documents directly to Waseda, other than those mentioned above. Recipient email to be specified : cjl-file@list.waseda.jp	

【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.

4. Confirmation of completed Enrollment Procedures (All students)

CJL will inform you of the completion of enrollment procedures via email around late-October 2025. Please confirm that the following (1) – (3) items are included.

- | |
|--|
| (1) Notification of Admission
(2) Information about the orientation on Thursday, December 4
(3) Information on overseas travel insurance |
|--|

5. Receipt of invitation letter / Visa Application (Applicable Students)

If you have applied for the invitation letter information on p. 7, "2. Submission of Enrollment Documents 5) Invitation Letter (for short-term stay)," you will receive the invitation letter via email around late-October 2025. After receiving it, prepare the necessary documents and apply for the visa on your own. Even if you are admitted to CJL, CJL will not be responsible for any cases where a visa is not issued.

*If you wish to receive the invitation letter by post, it will be sent to the address you registered at the time of application. If you wish to receive it by post, or change your address, please inform us via [Online form of registration for enrollment procedures] on p. 6.

*If you receive the letter by post, you must receive it in person. If your documents have not received for a certain period of time and the re-delivery fee or transfer fee is charged.

II. Declining Enrollment and Tuition Fee Refund

As a rule, we do not refund the tuition fee after the enrolment procedures are completed. However, we may refund the tuition fee to applicants who decline enrollment due to unavoidable circumstances.

If you wish to decline enrollment, please follow the procedures outlined in 1-3 below. No procedures or refunds will be accepted after the deadline for "1. Declaration of intent to decline enrollment". Once declination has been accepted, cancellation of the declination will not be granted for any reason.

*Even if your declined enrollment is accepted, the amount of tuition fee will be returned after the handling fees for the refund procedure (bank transfer, etc.) are deducted.

	Procedure	Method	Details and Notes
1	Contact us to decline enrollment	Email	Send an email to CJL including the information listed in below. Deadline (Japan Standard Time): November 28, 2025 (Fri.), 12:00 P.M. email : cjl-ao@list.waseda.jp Things to include : 1. Name of the Applicant, 2. Application Number, 3. Date of Birth Title : [Declining Enrollment]+ Name of the Applicant
2	Submit the required documents	Email	The required documents for declining will be sent from CJL. Fill in the documents and submit them to CJL by email. The documents will be reviewed by CJL. email : cjl-ao@list.waseda.jp
3	Submit the original required documents	Postal service*	The documents must be sent by <u>a trackable delivery service such as EMS, FedEx, etc.</u>
	*1 Postal address: Center for Japanese Language, Waseda University Building 22, 4th Floor, 1-7-14 Nishi-Waseda, Shinjuku-ku, Tokyo 169-8050, Japan (TEL +81-3-5273-3142)		

III. Housing information

You are responsible for finding their own accommodation. Please note that the accommodations suggested by Residence Life Center, such as WISH, Exchange students' dormitories are not available for Short-term Japanese Program students (Non-degree students).

We suggest the following housing (1. ~ 5.) for Short-term Japanese Program students. Those who would like to apply for these accommodations, please directly apply to the related business operators. Because of conditions and other factors depending on the accommodations, it may not always be possible to enter the accommodations.

*CJL courses are held on Waseda campus [<https://www.waseda.jp/top/en/access/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 Waseda campus, apply the accommodation close to the campus.

1. Homestay (p.12)

Introduced by Waseda University Academic Solutions Corporation (WAS)

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

2. Dormy (Dormitories with meals) (p.13)

Introduced by Kyoritsu Maintenance Co., Ltd. Student Dormitory Office

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

3. Shared houses, apartments etc. (p.14) *Minimum stay 1 month or more.

Introduced by Waseda University Property Management Student Housing Center

<https://waseda-housingsupport.com/>

4. Dormitories with meals etc. (p.15)

Introduced by WASEDA University Co-op Service Center

<https://wcoop-sumai.re-ws.jp/>

5. Homestay etc. (p.15)

Introduced by Diverseas Co. Ltd. [Homii]

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

1. Homestay

This is a homestay with two meals included. Please refer to the following document for details.

[https://www.w-as.jp/international/homestay/pdf/Homestay Arrangement Guide.pdf](https://www.w-as.jp/international/homestay/pdf/Homestay%20Arrangement%20Guide.pdf)

【Period of stay】

Stay for your preferred number of days

【Prices】

4,500yen+tax / per night, per person and arrangement fee 20,000yen+tax

【Commuting time to Waseda Campus】

60 to 90 minutes (maximum)

*Depends on the accommodation.

【How to apply】

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

【Notes】

- If you would like to request a one-meal plan, please contact us at the address below.

【Inquiry】

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/>

2. Dormy (Dormitories with meals)

- Breakfast and dinner included
- Separate floors for men and women
- Furnished private room
- Enhancement of multipurpose shared spaces
- Reliable security system
- Hosting events such as welcome parties

<https://internationaldormy.com/point/>

【Period of stay】

Within 90 days (one renewal possible)

【Prices】

Approximately ¥40,300 to ¥164,500

*Amounts vary depending on the dormitory.

【Commuting time to Waseda Campus】

5 minutes to a maximum of 60 minutes

※Varies by accommodation.

【How to apply】

Submit Application Form from the link below:

<https://internationaldormy.com/property?id=1194&school.id=1791>

Application Deadline

Result Notice

【Application Deadline】 October 31, 2025

【Results Notification】 November 4, 2025

(Possible Move-in Date) December 1, 2025

※ Kyoritsu Maintenance Co., Ltd. will contact you via email. (Japanese/English support available)

※ If the number of applicants exceeds the dormitory capacity, you may not be able to live in your preferred dormitory.

Kyoritsu Maintenance Co., Ltd. will assign applicants who cannot be placed in their first-choice dormitory to another dormitory.

【Inquiry】

wid@dormy.co.jp

(Japanese and English are available)

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

3. Shared Houses and Serviced Apartments

*Available for stays of one month or longer.

We offer shared houses and serviced apartments available for stays of one month or longer.

① **Shared House** (shared kitchen, bathroom, toilet, and laundry)

Rent is generally lower than apartment-type housing. Recommended for those who enjoy interacting with other residents and participating in community events.

② **Serviced Apartment** (private bathroom and toilet; kitchen and laundry may be shared)

Rent is generally higher. Recommended for those who value privacy.

【Period of stay】

Available for stays of one month or longer.

【Cost】

① Shared house: Approximately 40,000JPY to 200,000JPY

② Serviced apartment: Approximately 60,000JPY to 380,000JPY

* Prices vary depending on the property.

【Commuting time to Waseda Campus】

Approximately 5 to 60 minutes * varies depending on the property.

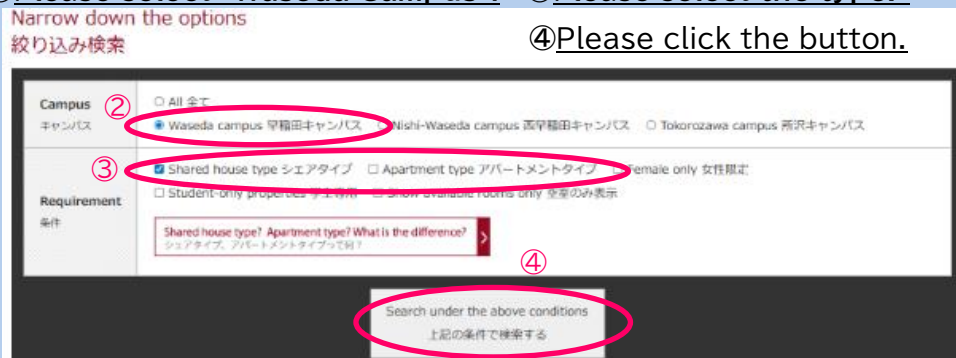


【How to search】

① Please select “1 month”.



② Please select “Waseda Campus”. ③ Please select the type.



⑤ You can customize the order of the search results.



【How to apply】

Please visit URL 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.)

【Note】

- Available for stays of one month or longer.
- Depending on the property, you can apply approximately 1 to 3 months before the desired move-in date.
- Availability varies by year.

【Website and Its QR Code】

<https://waseda-housingsupport.com/> (Japanese and English are available)



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

4. Dormitories with meals etc

This student dormitory with meals provides comfortable support for student life. With breakfast and dinner provided and furnished rooms equipped with appliances, you can start your university life right away.

Website → <https://www.tokyo-stage.co.jp/>

【Period of stay】

Available for each study abroad period. (Details may vary depending on room availability.)

【Prices】

1 month: ¥129,000 (includes 2 meals and utilities)

*Prices may vary depending on the dormitory.

【Commuting time to Waseda Campus】

Approximately 35 to 45 minutes

※Varies by dormitory.

【How to apply】

Please contact us via email.

email: info@tokyo-dormitory.com

(English and Chinese available)

【Notes】

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

【Inquiry】

sumai@wcoop.ne.jp

(only available in Japanese)

Waseda University Co-op

URL: <https://wcoop-sumai.re-ws.jp/>

email: sumai@wcoop.ne.jp

5. Homestay etc.

Introduced by Diverseas Co. Ltd. [Homii]

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

Appendix Insurance Guide

This is an introduction to the overseas travel insurance designated by Waseda University. The insurance period is from December 1 to December 25, 2025. Please note that it will not be applicable for any other period. Please check below for the coverage items and amounts of coverage.

1. Overseas travel insurance

Subjects : Those living outside Japan who wish to take out overseas travel insurance

Contents : Loss of life from an injury, Permanent disability, Injury treatment expense, Illness treatment expense, Loss of life from illness, Personal liability, Rescue expense

Maximum Insured Amount (Japanese yen):

Loss of life from an injury	Permanent disability	Injury treatment expense	Illness treatment expense	Loss of life from illness	Personal liability	Rescue expense
¥10,000,000	¥10,000,000	¥10,000,000	¥10,000,000	¥8,000,000	¥100,000,000	¥10,000,000