
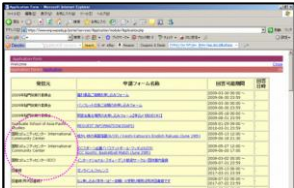


The ICC Language & Cultural Exchange Program (Spring 2014)

- 1. What is it?** The ICC Language and Cultural Exchange is a program that matches language learners (in pairs or groups of three) to teach and learn each other's languages and cultures.
- 2. Who can apply?** Waseda University students, faculty, staff, visiting scholars and researchers
- 3. When is it?** The program lasts from April 2014 – July 2014 (4 months)

What to do?	Notes															
<p>① Watch the On-demand Orientation on Waseda-net Portal</p> <p>Watch here: www.waseda-icc.jp/ondemand (Login ID: icc5286 / Password: icc3990)</p> <p>Watch the on-demand lesson before the registration deadlines below. *If you are studying a language at beginner's level, please see here: http://www.waseda-icc.jp/wp-content/uploads/LngExchOvrll E.pdf</p> 	<ul style="list-style-type: none"> ■ This is mandatory for all applicants (26 mins) ■ System Requirements OS: Windows XP, Vista, Windows 7. Browser IE 6.0 or later, Chrome, Firefox 															
<p>② Register through Waseda-net Portal</p> <p>⇒[Waseda-net Portal] - [System Services] - [Application] - [ICC Language & Cultural Exchange Registration] (You will receive a confirmation email to your Waseda e-mail address after registering)</p> <p>[Registration period: March 29 (Sat) – May 9 (Fri)]</p> <table border="1" style="width: 100%;"> <thead> <tr> <th></th> <th>Registration Period</th> <th>Result Announcement</th> </tr> </thead> <tbody> <tr> <td>1st</td> <td>Mar. 29 (Sat) - Apr 11 (Fri)</td> <td>April 18 (Fri) noon</td> </tr> <tr> <td>2nd</td> <td>April 12 (Sat) - Apr 18 (Fri)</td> <td>April 25 (Fri) noon</td> </tr> <tr> <td>3rd</td> <td>April 19 (Sat) - Apr 25 (Fri)</td> <td>May 09 (Fri) noon</td> </tr> <tr> <td>4th</td> <td>April 26 (Sat) - May 9 (Fri)</td> <td>May 16 (Fri) noon</td> </tr> </tbody> </table> 		Registration Period	Result Announcement	1 st	Mar. 29 (Sat) - Apr 11 (Fri)	April 18 (Fri) noon	2 nd	April 12 (Sat) - Apr 18 (Fri)	April 25 (Fri) noon	3 rd	April 19 (Sat) - Apr 25 (Fri)	May 09 (Fri) noon	4 th	April 26 (Sat) - May 9 (Fri)	May 16 (Fri) noon	<ul style="list-style-type: none"> ■ Please provide at least TWO contact e-mails when registering. Include your Waseda-net Portal e-mail address. ■ Select one language per registration. If you wish to register one more language, please register again. You may register up to 3 times.
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<p>③ The ICC Matches You With A Partner</p> <p><i>All matching is conducted by the ICC according to applicants stated information & conditions (language interests and abilities, etc.) However, an imbalance in the number of applicants of each language may lead to a grouping where not all conditions are ideally matched, or where some may not be matched.</i></p>	<ul style="list-style-type: none"> ■ After registering don't forget to check your mail on the result announcement date. 															
<p>④ Matching Results & Your Partner's Contact Information</p> <ul style="list-style-type: none"> ● At noon of dates above we will send a result announcement email to <u>all</u> applicants. ● Participants who have been matched we receive their partners' contact info by email later that day. ● If you are not successfully matched during one period, your application will automatically be entered into the next matching period. There is no need to register again! 	<ul style="list-style-type: none"> ■ If you are not matched check your email on the next result announcement day and also make sure your inbox is not full! 															
<p>⑤ First Exchange Session & Submit Participation Confirmation Form</p> <ol style="list-style-type: none"> 1. Contact your partner directly via e-mail, and decide on a date and time. (There's no need to inform the ICC of this). 2. Get a "Participation Confirmation Form" directly from the ICC or by downloading one before the first meeting. ※ 3. Meet your exchange partner at the ICC lounge for the first session and decide if you wish to continue the exchange. 4. Submit your Participation Confirmation Form direct to the ICC counter within one week of the first session. 	<ul style="list-style-type: none"> ■ ※Download here: http://www.waseda-icc.jp/wp-content/uploads/Lan-ex-form E.doc ■ ICC Lounge: 1st Floor, Building 7. 															
<p>⑥ The Language Exchange Officially Begins!</p> <ul style="list-style-type: none"> ● Make sure that both partners have equal time both teaching and learning the specified languages. ● Respect your partner's cultural background and unique way of thinking. Remember that this program is not just for learning a language, but also for finding out more about different cultures. ● Please consult with the Language and Cultural Exchange Program Coordinator at the ICC if you have any issues during the course of the program. 	<ul style="list-style-type: none"> ■ You can freely decide all other sessions directly with your partner. ■ Feel free to use the ICC Lounge! 															
<p>⑦ Submit Participation Report via Waseda-net Portal</p> <p>Please submit your report via Waseda-net Portal between July 7th – 14th, 2014. (Regardless of how many times you met your partner)</p>	<ul style="list-style-type: none"> ■ All participants must submit this! 															