



WASEDA UNIVERSITY

Exchange Program Fact Sheet AY2024

Contact Information

Name of Institution	Waseda University		
Mailing address	Center for International Education Waseda University 1st Floor, Bldg. 22, 1-7-14 Nishi-waseda Shinjuku-ku, Tokyo 169-0051 JAPAN		
E-mail and Phone	Incoming(to Waseda)	ex-in-cie@list.waseda.jp	+81-3-3203-9079
	Outgoing(From Waseda)	out-cie@list.waseda.jp	+81-3-3208-9602
Exchange Program info	https://www.waseda.jp/inst/cie/en/exchange		

Program Overview

Types of Exchange Programs	Undergraduate Program Graduate Program (Master's/Doctoral) Japanese Language Program
Program duration	One academic year or one semester
Program e-brochure	http://www.waseda.jp/nyusi/ebro/as/exchange_en_2018/html5.html#page=1

Academic Calendar

Academic Calendar Timetable		Spring Semester	Fall Semester
	Orientation	Mid March	Mid September
Semester begins	Early April	Late September	
Examinations	Mid July	Mid January	
Semester ends	End of July	Early February	
https://www.waseda.jp/top/en/about/work/organizations/academic-affairs-division/academic-calendar			

Eligibility and Application Process

Eligibility / Requirements	Each host school has specific requirement. Please refer to the exchange program website.		
Application Period	Spring Semester Entry:	November 1 to 20	
	Fall Semester Entry:	February 1 to March 1	
Application Process	<ol style="list-style-type: none"> 1. Online application URL will be sent to the program coordinator at home institution. 2. Nominated students complete the online application and upload required documents. 3. The program coordinator at home institution sends the student's ID photos to Waseda University by post. 4. Notification of acceptance will be emailed to the program coordinator at the home institution. 		
Required Documents	https://www.waseda.jp/inst/cie/en/exchange/application#accordion_target_38		
Notification of acceptance	Spring Semester Entry:	Late January	
	Fall Semester Entry:	Early June	

Academic Information

Course Lists and Syllabus	Course Lists (in " Requirements and Course Lists")	https://www.waseda.jp/inst/cie/en/exchange/application
	Syllabus Search (JP)	https://www.wsl.waseda.jp/syllabus/JAA101.php
	Syllabus Search (EN)	https://www.wsl.waseda.jp/syllabus/JAA101.php?pLng=en
	Please refer to the <u>course lists</u> before searching courses on Syllabus Search as <u>not every course on Syllabus is available to exchange students</u> . The latest course lists and syllabus will be available right before the semester begins.	
Course selection	<p><u>Basically, exchange students are expected to select courses from those offered by the school they will be affiliated with at Waseda. Therefore, student's study plan (one of the application documents) should be focused on studies within his/her affiliated school.</u></p> <p>In some cases, however, they may be permitted to take university-wide open courses or ones offered by other schools as well. While some schools do not allow students to take courses outside of the school/department at all. Please refer to the program and course list for each school's policy.</p>	
Course Registration	<p>Course registration begins after arrival at Waseda. There is no pre-registration. Important information and instruction on course registration procedure will be given during the orientation by school faculty so attendance is required.</p> <p>Some of the oversubscribed courses, enrollment will be determined based on the lottery.</p>	
Course Load	Students are encouraged to take approx. 6 courses (nearly = 10 hours) per week unless otherwise specified. Please refer to each school's policy.	
Registration Rules	https://www.waseda.jp/inst/cie/en/exchange/application#anc_24	
Credit at Waseda University	<p>Lecture & Seminar-style course : 2 credits = 100 minutes per class x 14 weeks</p> <p>Language course : 1 credit = 100 minutes per class x 14 weeks</p>	
Grades / Transcript	Grades will be announced in early March(Fall semester) and early September(Spring semester). Students are able to check their grade through the portal site, MyWaseda. The official transcripts will be sent to the home institution in May or October after the program is completed.	
Language Support / Academic Advisor	<p>Intercultural Communication Center (ICC) provides language exchange programs that encourage exchange students to use Japanese via conversation session and cultural exchange events etc. We offer WASEDA NIHONGO SUPPORT to international students who are keen to develop Japanese language proficiency and learning skills in their self-directed learning.</p> <p>School of International Liberal Studies (SILS) has academic advisors to support in choosing courses.</p>	

Accommodation

Housing for Exchange Students	https://www.waseda.jp/inst/rlc/en/student_dormitory/exchange/
Housing options available	There are three Waseda-operated dormitories for exchange students, however, the allocation can not be guaranteed due to its limitation. Most students find accommodation in either Waseda's dormitories or other accommodations operated by off-campus partners. There are various housing options available, such as a shared house, an apartment and a homestay.
Application Procedures for Waseda-operated Dormitories	Housing Questionnaire (HQ), including the application for the student dormitories, will be sent from Residence Life Center soon after the acceptance notification. If the applicants exceed the room availability, allocation will be determined based on the lottery.
Check-in Date	The designated check-in date will be announced with acceptance notification. Basically, mid-March for Spring semester and mid-September for Fall semester.
Facilities	Facilities vary depending on each accommodation. Shared kitchen is available in the Waseda-operated dorms.

Scholarship

Information	https://www.waseda.jp/inst/cie/en/exchange/practical#anc_7 *JASSO scholarship will not be available for AY 2024 at Waseda University.
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Immigration

COE(Certificate of Eligibility) and Visa	COE (Certificate of Eligibility) is an official document issued by the Immigration Services Bureau in Japan which is required when students apply for Japanese visa. Waseda University will apply for the COE to the Immigration Services Bureau on behalf of the students. Each applicant needs to apply for visa on his/her own at the nearest Japanese Embassy or Consulate after receiving the COE.
What is "Documents Concerning Defraying Expenses for COE"?	It is to certify that applicant has enough financial resource to cover his/her expenses while studying abroad, and is required by the Immigration Bureau to submit to obtain a COE. We have set the minimum amount to prove funds at 120,000 JPY per month.
When will the COE be sent?	Basically, late February to mid-March for the Spring Entry and early to late August for the Fall Entry.
Required Documents for COE application	https://www.waseda.jp/inst/cie/en/exchange/application#anc_34
Are exchange students allowed to work?	Yes, but they are required to obtain work permit at the airport upon arrival or at the Immigration Bureau.

Pre-Arrival Information

Health Insurance	<p>Before coming to Japan, it is strongly recommended to buy travel insurance in your home country which covers the entire exchange period.</p> <p>Foreign residents who will be staying in Japan for three months or more have to subscribe to the National Health Insurance program (NHI; also known as "Kokuho"). With this insurance, medical expenses will be reduced to 30 % of total amount (with some exceptions at certain medical facilities) . Monthly insurance fee may vary by your residential area (city/ward), but usually is around 2,000 yen or less.</p> <p>More information on insurance will be provided at the general orientation.</p>
Cost of Living	<p>May differ depending on each student's lifestyle, but the average cost for Shinjuku resident is mostly 80,000 JPY for housing, and another 80,000 JPY for living expenses (food, transportation and daily necessities) per month.</p>

Other Useful Website

University Website	https://www.waseda.jp/top/en
WHY WASEDA?	https://www.waseda.jp/inst/whywaseda/
Campus Map	<p>https://www.waseda.jp/top/en/access</p> <p>Waseda University has multiple campuses, and the location of each campus differs depending on your affiliated undergraduate /graduate school. For details, please refer to the information about each school provided on the application page.</p>
VR Campus Tour	<p>https://waseda-vrtour.com/wasedacampus/</p> <p>https://waseda-vrtour.com/toyamacampus/</p>
YouTube	https://www.youtube.com/@wasedaPR
Intercultural Communication Center(ICC)	<p>ICC organizes various events and programs to encourage students to enjoy extra-curricular activities. It is a good way to make the most of their exchange experience!</p> <p>https://www.waseda.jp/inst/icc/en/</p>
Office for Students with Disabilities	https://www.waseda.jp/inst/dsso/en/
Gender and Sexuality Center	https://www.waseda.jp/inst/gscenter/en/
Health Support Center	https://www.waseda.jp/inst/hsc/en

Letter of Recommendation

The letter must be addressed to Waseda University

◆ *To the Applicant:*

This form should be given to **a dean, an academic advisor, a full-time professor or a full-time teaching instructor at your home University** under whom you have studied and who is able to comment on your qualifications for study at Waseda University.

Applicant's Name: _____

◆ *To the Recommender:*

This form is submitted to you for your opinion on the applicant's qualifications. In this letter, the following three points should be included. After completing the letter, please check off the box below to confirm each subject is mentioned.

Academic achievements

---class rank, academic strengths, etc.

Behavior / Performance in the classroom or other settings

---maturity, motivation, how s/he works with others, etc.

Skills / Capacities which the applicant needs to develop

---social and/or academic skills in the long run, as well as what s/he should develop during exchange at Waseda

Please use the space below to describe the applicant. (Please delete this sentence.)

【Recommender's Information】

Name: _____ Position: _____

Schl/Dept: _____ University: _____

E-mail address: _____

Relationship to applicant: _____

How long have you known the applicant? _____ Year(s)

Signature: _____ Date: _____ / _____ / _____ (month/day/year)

***Please sign by hand**

Study Abroad Agreement

To Dean of the Center for International Education

I, as an applicant to and participant in study abroad program Waseda University(hereafter "study abroad program"), fully understand and agree to the "Terms and conditions" and "Treatment of personal data by Waseda University" as indicated below. I also agree not to lodge any formal objection or protest in the case that I may lose the right to participate in the study abroad program or support from Waseda University by failing to comply with these terms and conditions.

Terms and conditions:

1. I understand the purpose of the study abroad program will concentrate on the study to the best of my abilities. I agree to complete all the courses required by the program. I also understand that I may be required to return to my home country and will do so if my academic standing does not reach the standard of Waseda University.
2. I understand that I am not allowed to withdraw from the study abroad program, or extend and shorten the program period once I apply for Waseda University through WEB Application Registration.
3. I understand that I am a representative from my home university and must act responsibly. I agree to comply with the laws and regulations of Japan, and Waseda University while participating in the study abroad program. I will also follow the guidance of the faculty members and advisors at my host university and respect the standards of decency in Japan. I also understand that I may be required to return to my home country when I have broken the rule.
4. I will not lodge any complaint against or implicate Waseda University for the loss and/or damage caused by disaster, riot, terrorism, unforeseen accidents, infectious diseases, crimes, etc.
5. If during the period of my study abroad, I cause damage to Waseda University or a third party due to willful intent, negligence a violation of the law or public order and morals, I will not hold Waseda University responsible for the cost of damages made to a third party. If Waseda bears liability for damages made to the host university or a third party caused by myself, I will take responsibility to compensate damages incurred by Waseda.
6. I understand to enroll in a study abroad (travel) insurance plan, which covers the student from the time of departure until the time of return to their home country, in addition to the National Health Insurance Scheme.
7. I have secured permission and agreement from my financial supporter such as my guardian to prepare sufficient financial resources for the estimated expenses for all programs which I applied during WEB Application Registration. I agree to pay-designated fees (dormitory fees, etc.) by the date set by Waseda University.
8. I will stay, if any, in the accommodation designated by Waseda University. I understand that if any accommodation is not designated, I will be responsible to acquire a place to stay on my own.

Treatment of personal data by Waseda University:

Waseda University ("Waseda"), being fully aware that the protection of personal data is a basic requirement derived from human dignity, established the "Regulations on Privacy and Data Protection" in May 1995 and has taken strict care in its handling of personal data. As the "Law concerning Protection of Private Information (Privacy Law)" came into force in its entirety on April 1, 2005, Waseda will continuously endeavor to comply with the law and control and manage personal data in a safe and adequate manner. Therefore, please read the following information and submit the "Consent for the Treatment of Personal Data" signed by both the student and the guardian together with other enrollment documents.

1. Collection of Personal Data and Purpose of Use of Personal Data

Personal data means any information relating to a student, guardian, faculty or staff member or other individual by means of which that individual is identified or identifiable. Waseda will collect only such personal data as is deemed necessary for education and research, student assistance, or university administration, for the following purposes. In addition, Waseda may communicate with the student or the guardian based on the collected personal data if necessary.

<Purpose of Use>

- (i) Management of student registration, management of changes in student registration, health management, scholarship management;
- (ii) Registration for courses, management of student results, class management;
- (iii) Management of information on internal admission to the undergraduate or graduate school or change of school, or careers after graduation;
- (iv) Issuance of student identification cards or various certificates;
- (v) Management of tuition and fees information, management of account information;
- (vi) Assistance in student life and extracurricular activities;

- (vii) Preparation and management of job-related information;
- (viii) Management of use of facilities and equipment within the University, management of security camera footage;
- (ix) Management of library use information;
- (x) Dispatch of the academic transcript and information regarding the student's academic standing to the guardian;
- (xi) Consultation with the guardian on the student's results or course selection;
- (xii) Public relations magazines of the University and affiliated schools, information on events, announcements relating to fund-raising for the University;
- (xiii) Dispatch of various types of information to graduates;
- (xiv) Provision of information to partner universities based on academic exchange agreements or such other arrangements;
- (xv) Provision of necessary information to Student Health Insurance Union (*Gakusei Kenkou Hoken Kumiai*) of Waseda University (Administrator: Administrative Director, Student Affairs Division);
- (xvi) Provision of necessary information to Waseda University Alumni Association (Administrator: President of Waseda);
- (xvii) Provision of necessary information to the academic organizations (Administrator: Dean of each school) composed of students and faculty within the undergraduate or graduate school to which the student belongs;
- (xviii) Provision of necessary information to the Faculty and Staff Union for the purpose of promoting public grants;
- (xix) If applicable, management of on-campus employment, payment of wages and allowances; and
- (xx) Improvement of Waseda University's educational and research programs, entrance examinations, and student recruitment activities.
- (xxi) Verification of identity, based on student-submitted photos and their scanned data, required to process internal administrative procedures as well as to enable a variety of web-based services offered within the University.

2. Safekeeping of Personal Data

Waseda will strictly keep personal data secure from unauthorized use, loss, destruction, falsification, and leakage, and will provide education and training for personal data management to the faculty, staff or other persons engaged in the affairs of Waseda who handle personal data.

3. Provision of Personal Data to a Third Party

Waseda will not provide personal data to a third party without the consent of the data subject unless any of the exceptions defined in the Law and Rule applies.

4. Outsourcing of University Operations to a Third Party

Waseda University may entrust all or parts of bulk-mailing or data-entry operations to a third party. In such a case, Waseda University requires the third party (through a contract and other means) to handle personal data adequately and appropriately so that the personal data will not be leaked, lost or misused.

5. Disclosure and Correction of Personal Data

The student and guardian may request disclosure or correction of personal data at the affiliated school, any undergraduate or graduate school to which the student belongs, or such other place where personal data is kept.

University: _____ Name: _____

Student's Signature: _____ Date: _____

(Name and signature of the student must be in the student's own handwriting)

I, as the guardian of the aforementioned student, take full responsibility that he or she will strictly abide the terms and conditions stated above.

Guardian's Name: _____ Guardian's Signature: _____

Guardian's Relation: _____ Date: _____

(Name and signature of the guardian must be in the guardian's own handwriting)

◆ Application materials for EX Program WASEDA University

Letter of Nomination

We certify that the student, _____ is a regular degree-seeking student and a nominated exchange student for 1 semester / 1 year (check the one that applies) under the university-wide agreement between our university and Waseda University.

Name: _____ Position: _____

University: _____

Signature: _____ Date: _____ / _____ / _____

*Please sign by hand

(month/day/year)