



Last Update : 24th July, 2019

WASEDA UNIVERSITY

Information Sheet for Student Exchange Program

1. University Information / Contact Information

University Website	http://www.waseda.jp/top/en
WHY WASEDA?	https://www.waseda.jp/inst/whywaseda/
HOW TO WASEDA	https://www.waseda.jp/inst/howwaseda/
Campus Map	http://www.waseda.jp/top/en/access
Student Exchange Program Website	https://www.waseda.jp/inst/cie/en/exchange
Address	Waseda University
E-mail	ex-in-cie@list.waseda.jp
Telephone	Incoming : +81-3-3203-9079
Dean, Center for International Education(CIE)	Prof. Kate Elwood (Ms.)
Director , Center for International Education(CIE)	Keiji Suzuki (Mr.)

2. Overview

Types of Exchange Programs	Undergraduate Program Graduate Program(Master's/Doctoral) Japanese Language Program
Program Overview	https://www.waseda.jp/inst/cie/en/exchange/application
Admission Month and Program Duration	Admission: April(Spring) or September(Fall) Period: one year or one semester
Number of Students to Accept	Please refer to the official announcement of July 2019

3. Application

How to Apply	Applications for exchange program must be submitted <u>online and by post.</u>
Application materials	https://www.waseda.jp/inst/cie/en/exchange/application
Application Period	Spring Admission: November 1 to 20 Fall Admission : February 1 to March 1
Anticipated Date for Notification of Acceptance	Spring Admission : around late January Fall Admission: around early June

4. Academics

Academic Calendar and Time Table (as of 2019)	https://www.waseda.jp/top/en/about/work/organizations/academic-affairs-division/academic-calendar	
Spring Semester	Orientation :	Late March
	Semester begins :	Early April
	Semester ends :	Early August
	Summer break :	Early August to late September
Fall Semester	Orientation :	Early September
	Semester begins :	Late September
	Winter break :	Late December to early January
	Semester ends :	Early February
	Spring break :	Early February to late March
Exams	It varies but normally begins in mid-July for spring semester and mid-January for fall semester.	
Course Lists and Syllabus Search	Course List (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
	Before searching courses on Syllabus Search, please refer to the course list each school offers, as not every course on Syllabus Search are available to exchange students. Also, please be aware that the latest course lists and syllabus will be released in right before the semester begins.	
Course Registration	<p>Course registration begins after arrival at Waseda. There is no pre-registration. Please make sure to attend the academic orientation conducted by each school. <u>Important information and instruction on course registration procedure will be given during the orientation by school faculty.</u></p> <p>Some courses have limited availability of seats. When the number of students applying exceeds the capacity of the class, seats are to be allocated on a lottery basis.</p>	
Number of Courses and Credits Per Semester	We recommend exchange students to take 7 courses per semester (14 credits). The School of International Liberal Studies (SILS) has its own curriculum. Some exchange students take as many as 20 courses (40 credits).	
Courses Offered by Schools / University-Wide Open Courses	<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>	
Registration Rules (Requirements and Course Lists)	https://www.waseda.jp/inst/cie/en/exchange/application	
Credit	<p>With a few exceptions, the number of credits students will obtain from courses basically are:</p> <p>lecture-style course (90 minutes x 15 times): 2 credits</p> <p>Japanese language course (90 minutes x 15 times): 1 credit</p>	
Official Transcripts	<p>Grades will be announced in early March and early September (also available on MyWaseda.) Then official transcripts will be issued and sent to the affiliated university in May or October after the program is completed.</p> <p>Exchange students may submit a request to the faculty office on early notice for their transcripts. Please ask the faculty staff for procedure.</p>	
Language Support / Academic Advisor	International Community Center (ICC) provides language exchange programs that encourage exchange students to practice/use Japanese via conversation session / 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. School of International Liberal Studies (SILS) has academic advisors to support in choosing courses.	

5. VISA

What is the difference between COE and visa?	COE (Certificate of Eligibility) is required to obtain a visa. COE application will be arranged by Waseda University based on documents submitted by applicant. While visa is necessary in order to enter Japan. Each applicant needs to apply for visa on his/her own at the nearest Japanese Embassy or Consulate.
What is "Documents Concerning Defraying Expenses for COE"? Why is it necessary?	It is to certify that applicant has enough financial resource to cover his/her expenses during studying abroad, and is required by the Immigration Bureau to submit to obtain a COE. We have set the minimum amount to prove funds as 80,000 yen per month, based on the amount of the JASSO scholarship.
How long will it take to obtain COE / visa?	It will take a couple of months after COE application made by Waseda University. Hence students are encouraged to start application process as soon as possible to have enough time for further procedure.
Are exchange students allowed to work?	Yes, but they are required to obtain work permit at the airport upon arrival or the Immigration Bureau.
Procedures and Required Documents	https://www.waseda.jp/inst/cie/en/exchange/application

6. Housing

Expected Arrival Date at Dormitory	Will be announced with acceptance notification.
Housing Options	Though the number of available rooms are limited, most students find accommodation either at Waseda's dormitory or dorms operated by off-campus partners. Some students choose to live in an apartment or a shared-house. Host family option is also available. For more information on housing, please refer to the websites below.
Is there any assistance in finding accommodations other than dormitories?	Yes, you may contact housing agents listed on Housing Options for Exchange Students.
Application Procedures for Dormitories	Housing Questionnaire (HQ), including application for dorm, will be sent along with acceptance notification.
When is the application deadline?	To be announced in HQ
Is there kitchen facility available in dorms?	Mostly yes.
What are included in accommodation? (e.g. utilities, electricity, internet service, air	Depends on each accommodation
Estimated fees for a 10-month stay	Depends on each accommodation
Housing Options for Exchange Students	http://www.waseda.jp/inst/cie/en/life/housing
Waseda-Operated Dormitories	http://www.waseda.jp/rlc/exchangedorm/index.html

7. Scholarship

Types of Scholarships for Exchange students	1.MEXT Scholarship~For students planning to enter Japanese Language Program(JLP) 2.JASSO Student Exchange Support Program(Scholarship for Short-term Study in
For Further Details	https://www.waseda.jp/inst/cie/en/exchange/practical

8. Practical Matters

Insurance	Before coming to Japan, it is strongly recommended to buy travel insurance in your home country which covers the entire exchange period. In addition to this, all exchange students residing with a visa lasting three months or longer are required to enroll Japan's National Health Insurance at the city office they reside. With this insurance, medical expenses will be reduced to 20-30 % of total amount (with some exceptions at certain medical facilities) Monthly insurance fee may vary by your residential area (city/ward), but usually around 2000 yen or less. More information on insurance will be provided at the general orientation.
Are Vaccines required to enter Japan?	No.
Living Cost	May differ depending on individual life style, but the average monthly cost for Shinjuku resident is 80,000 yen for housing, and another 80,000 yen for living expenses (food, transportation and daily necessities).
Disabilities Support Center	https://www.waseda.jp/inst/dsso/en/
Health Support Center	http://www.waseda.jp/hoken/english
Intercultural Communication Center(ICC)	ICC organizes various events and programs to encourage students to enjoy extra-curricular activities. It is a good way to make the most of exchange experience! http://www.waseda.jp/inst/icc/