

CHECK LIST

Please attach the Check List on the top of your application documents

If documents are written in another than Japanese or English, Japanese or English translation must be attached.

Please download the following documents on our homepage and submit us all of them.

Please check "X" in each box when you enclose them in an envelope.

<input type="checkbox"/>	Check List (Page 4)
<input type="checkbox"/>	Exchange Program Application for Admission (Page 5 to 7)
<input type="checkbox"/>	<div> <div> 【Sc Certifi *This </div> <div> Please enclose all of required documents. When you enclose the required documents, please tick the box and fill out it all fields. </div> </div>
<input type="checkbox"/>	Acad
<input type="checkbox"/>	Recommendation Letter (The letter must be addressed to Waseda University.) (Page 8)
<input type="checkbox"/>	Signatures for the student and the exchange program coordinator on "Important notice regarding the selection of exchange students." (Page of 12)

An applicant must provide and submit us the following items.

Please check "X" in each box when you enclose them in an envelope.

<input type="checkbox"/>	Official Certificate of Enrollment issued by the home institution
<input type="checkbox"/>	【Graduate Schools Applicants】 Undergraduate and Graduate Official Transcripts include grading system chart
<input type="checkbox"/>	<div> <div> 【Gr A cop </div> <div> Please enclose all of required documents. When you enclose the required documents, please tick the box and fill out it all fields. </div> </div>
<input type="checkbox"/>	【Un Unde
<input type="checkbox"/>	5 sa photo
<input type="checkbox"/>	Score Report of TOEFL or IELTS (original score report or copy certified by the home institution) if required. ***Substitute letters cannot be accepted***
<input type="checkbox"/>	Score Report of the Japanese Language Proficiency Test (JLPT) (original score report or copy certified by the home institution) if required. ***Substitute letters cannot be accepted***
<input type="checkbox"/>	Official letter requesting to attend only one semester duration As a general rule, the exchange program at Waseda University is one year duration. Therefore, if an applicant intends to attend only one semester duration, an official letter with reasonable reasons must be provided by the home institute.

Scholarship questionnaire

Please answer the following questions for a scholarship

<input type="checkbox"/> Are you applying for/Are you going to receive any scholarship for this student exchange program? <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, please answer the following questions. <input type="checkbox"/> I am currently receiving a scholarship from my home university. <input type="checkbox"/> My scholarship is from Waseda University. <input type="checkbox"/> Name of Scholarship: _____ <input type="checkbox"/> Amount of Scholarship: _____	<div> All of you need to fill in this section </div> <div> Official letter of scholarship.) </div>
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Credit transfer questionnaire

Please answer the following questions for credit transfer

<input type="checkbox"/> Will Waseda's credits you earn at Waseda University during the program be transferred to your home university? <input type="checkbox"/> Yes <input type="checkbox"/> No (Reason: _____) If yes, please answer the following questions. <input type="checkbox"/> Yes, Waseda's credits will be transferred to my home university for graduation <input type="checkbox"/> Yes, Waseda's credits will be transferred to my home university, but not for graduation	<div> All of you need to fill in this section </div>
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Please tick the appropriate boxes for your expected program.

Student Exchange for Admission

Cut your printed photo in the same size (4cm×3cm) in this frame, and paste

<<Photograph>>

(1.2" X 1.6" recently taken, full face)

Please print your name on the back side of the photograph.

&

Please Paste here!

☒ **Graduate School**

- ☒ Master's level
☐ PhD level

School you are applying for at Waseda: Graduate school of Economics

Department of the School you are applying for: Economics course

Major field at Waseda: International Economy

Name of Prospective Academic Supervisor at Waseda: Okuma Shigenobu

Please fill out its all fields

☒ **Undergraduate School**

School you are applying for at Waseda: Political Science and Economics

Department of the School you are applying for: International political Science and Economics

Major field at Waseda: International relations

Please fill out its all fields

☒ **School of International Liberal Studies**

Major field at Waseda: International Communication

Please fill out its all fields

B. Program Period (Please check one)

- ☒ From April 2014 to July 2014 *1, *2, *5
☐ From April 2014 to February 2015 *4, *5
☐ From September 2014 to February 2015 *1, *2, *5
☐ From September 2014 to July 2015 *3

Once you are permitted by Waseda University, you are not allowed to change the Month of Admission.

- *1. As a general rule, the exchange program at Waseda University is one year duration. Therefore, if an applicant intends to attend only one semester duration, an official letter with reasonable reasons must be provided by the home institute.
*2. One semester is not available for School of Law, School of Education, School of Human Science and School of Sport Science. However one semester (Spring admission) is available for School of Law.
3. September admission for School of Law, School of Education, School of Human Science and School of Sport Sciences are not available.
*4. One academic year duration starting from April is not offered at School of International Liberal Studies (SILS)
*5. English program for April admission is not available at School of Fundamental Science and Engineering, Creative Science and Engineering and Advanced Science and Engineering.

C. Home Institution Information

Don't forget to check.

1. Home institution: University of XXXXX

2. Faculty/Department you belong to at your home institution: Faculty of Economics

3. Major field at your home institution: _____

4. At the time of application, in your home institution, you are _____

- ☒ Master's Degree Student ☐ PhD Student

Only for applicants of School of International Liberal Studies/School of Fundamental Science and Engineering/School of Creative Science and Engineering

5. Cumulative GPA on 4.0 scale: _____ (as of the end of previous term)

*School of International Liberal Studies, School of Fundamental Science Engineering, School of Creative Science and Engineering and School of Advanced Science and Engineering applicants only

6. Expected graduation date at your home institution: Sep. / 2015 (Month/Year)

*Please include the period of study at Waseda in the above expected graduation day section.

*Students must be continuously enrolled at your home institution until the end of the exchange study period at Waseda University

D. Personal Information

1. Name:

In English: WASEDA Jiro Michael
 (Family) (First) (Middle)

***Write your full legal name as it exactly appears in your passport**

In Katakana : ワセダ ジロウ マイケル
 (Family) (First) (Middle)

***This Katakana name will be used as your official name which cannot be changed later.
 If you do not fill it in, it will be filled in by Waseda University and any claims will not be accepted.**

In Chinese Characters (Kanji): 早稲田 次郎 マイケル

***If you are originally from an Asian countries (China, Taiwan, Hong Kong, Korea and Japan) which use Kanji, write your name in Kanji**

2. Gender: ☒ Male ☐ Female

3. Date of Birth: July / 1st / 1990
 (Month) (Day) (Year)

4. Place of Birth: Shinjuku / Tokyo / Japan
 (City) (State) (Country)

5. Present Address (English): N7T K8L, Nishiwaseda Shinjuku London, United Kingdom

6. Home Address (English): 1-7-14, Jindaiji Sapporoshi Hokkaido, Japan 000-1234

7. Phone: 03-3203-9079 8. Mobile Phone: N/A

9. E-mail: 00000000@waseda.co.jp

10. Country of present citizenship: USA

11. Are you a dual citizenship holder? ☐ No ☒ Yes (Country: Japan)

12. Family:

Name	Age	Relationship	Occupation	Country of Residence
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____

Please write down the structure of your family.

13. Health:

Rate your general health: (Please check the box that applies.)

☒ 4 ☐ 3 ☐ 2 ☐ 1
 ←—————→
 Excellent Poor

Explain any mental or physical disabilities if you have any*.

Please write if you have any concern.

Any information about your health concerns which you would like us to know*.

*Providing us of your health concerns will not impact selection into the exchange program. This information will only be used for establishment of a support for you.

E. Personal History

1. Educational background (List all schools attended in chronological order):

Name of Institution (Elementary, Secondary, and Post-Secondary)	Location (City, Country)	From (month/year)	To (month/year)
Bethany elementary school	Oklahoma, U.S.A	Apr.1997	Mar. 2003
St. Davis Secondary Junior high school	Ontario, Canada	Apr. 2003	Mar. 2006
St. David Secondary high school	Ontario, Canada	Apr. 2006	Mar.2009
University of XXXX	London, U.K.	Apr. 2009	Mar. 2013
Present: University of XXXX	London, U.K.	Apr. 2013	Mar. 2015 (expected date of graduation)
		Total years (As of the time of application)	18 Years

Highest diploma/degree awarded: _____

Describe any academic honors, awards, publications you have achieved or scholarships you have received.

2. Japanese Language Experience:

Name of Institution	Location (City, Country)	From (month/year)	To (month/year)
St. David Secondary high school	Ontario, Canada	09/2006	09/2008
University of xxxxxxxx	London, U.K	09/2009	09/2010
		Total years ✓(As of the time of application)	3 Years

Are you currently or have you enrolled in a "Japanese" language course? ☐ Yes ☐ No
If "yes," please provide details below.

University of xxxxxxxx	Hajimeteno Nihongo	4
Institution	Course title	Credit/Unit to be received

3. Japanese Proficiency (Please give your own assessment of your Japanese proficiency)

	Excellent	Good	Fair	Poor	None
Speaking		✓			
Listening		✓			
Reading				✓	
Writing			✓		

4. Native Language: **English**

5. Foreign language study other than Japanese (if any):

Language	Institution	From (month/year)	To (month/year)
Spanish	University of xxxxx	09/2011	09/2012

6. Occupation or work experience (if any):

Employer	Location (City, Country)	From (month/year)	To (month/year)
N/A			

日本語能力証明書

CERTIFICATE OF JAPANESE PROFICIENCY

氏 名 性別： 男 ・ 女
Name: Gender: M / F

生年月日 年 月 日 生
Date of Birth: year / month / day

学習期間 年 月 日 年 月 日
Period of Study: year/ month/ day year/ month/ day

上記の者の日本語能力は、以下のように評価できます。

This is to certify that the Japanese proficiency of the person above is as follows:

1. 上記の者のレベルを○で囲んで下さい。 Please circle the appropriate level.

日本語能力検定試験 1 級・2 級・**3 級**・4 級以下 相当の実力を有します。

His/her level is equivalent to the 1st / 2nd / **3rd** / 4th or lower level of Japanese Language Proficiency Test.

2. 日本語能力を正確に評価するため、必ず所見欄もご記入ください。

In order to accurately assess the student's Japanese ability, we would like to ask you to complete the evaluation form below.

	優	良	可	不可	所見欄
Reading	<p>If you are SILS applicant, please ask your Japanese teacher to fill out this section.</p>				
文法表現 Written Expression					
口頭表現 Oral Expression					
聴解 Listening Comprehension					

評価基準

Evaluation Ratings

優：極めて高度の能力を有し、特に指導を必要としない。

A : Excellent.

良：かなり高度の能力を有するが、若干の指導は必要である。

B : Good

可：基礎的な能力を有するが、かなりの指導が必要である。

C : Fair.

不可：初歩的な能力であり、長期にわたる十分な指導が必要である。

F : Poor.

評価者

Evaluator:

Your Professor's name

職位

Title:

Professor

署名

Signature:

Professor'

signature

日 付： **2013** 年 **11** 月 **1** 日

Date of Issue: year / month / day

This form must be filled in by a professor at an applicant's home institute.

****国際教養学部への出願者は、この書類の提出が必要です****

****Applicants to the School of International Liberal Studies must submit this form****

Academic objectives and study plan at Waseda University

Explain your academic objectives (beyond language or cultural acquisition) and academic fields in which you wish to accomplish them during the student exchange program at Waseda University. **Please write a two-page essay. If your language proficiency is Japanese, write this study plan in Japanese. If English, write in English.**

Explain your academic objectives (beyond language or cultural acquisition) and academic fields in which you wish to accomplish them during the student exchange program at Waseda University.

Explain your academic objectives (beyond language or cultural acquisition) and academic fields in which you wish to accomplish them during the student exchange program at Waseda University.

Your Name	Home Institution
Waseda Jiro Michael	University of XXXXXX

Letter of Recommendation**The letter must be addressed to Waseda University**

To the Applicant:

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

Applicant's name: **Waseda Jiro Michael**

Applicant: Check one ☒ I agree to waive my right to see this recommendation.
☐ I do not agree to waive my right to see this recommendation.

To the Recommender:

This form is submitted to you for your opinion on the applicant's qualifications. In this letter, the following points should be included. After completing the letter, please check the columns below.

Check

- ☒ Academic achievements -- class rank, academic strengths, etc.
- ☒ Behavior / performance in the classroom or other setting - maturity, motivation, working well with others, etc.
- ☒ Skills / capacity, which the applicant needs to develop - Social and academic, in the long run, as well as specifically during the period at Waseda University in Japan.

Please feel free to attach other sheets as necessary, however, all information on this paper must be filled out.

Please write if you have any concern.Name: **Your Professor's name** Position: **Professor**Name of Faculty: **Faculty of Economics** Name of Institute: **University of XXXX**Relationship to applicant: **His academic supervisor** How long have you known the applicant? **2** Year(s)Address or e-mail address: **xxxxxxx@waseda.jp**Signature: **Professor's Signature** Date: **11 / 01 / 2013** (month/day/year)

Important Notice regarding the Selection of Exchange Student

Waseda University pays special attention and makes the utmost efforts to assist international students with enjoying a safe and comfortable student life. However, in recent years, there have been cases of serious incidents and accidents, as well as cases that are very difficult to correspond to, which affect the safety of students during their time abroad.

Waseda University tries hard to foresee danger and to take precautions against possible accidents. Therefore, in order to respond smoothly when it is necessary, we would like to ask our partner universities to confirm and stress the following points during the study abroad candidate selection and at the pre-departure orientation.

- 1) Ensure that the student is in a good state of health, both physically and emotionally, which allows him/her to withstand a one year study abroad.
- 2) Even if there are no hindrances for the student to study abroad for one year, please make sure that either the student personally or through their University informs the Center for International Education, Waseda University beforehand of any of the following: in the case of he/she having a medical history of any illnesses and needing to receive regular outpatient treatment in Japan; in the case of special support required from the University.
- 3) Ensure that the student enrolls in a Studying Abroad (Travel) Insurance, which covers the student from the time of departure to the time of return to their home country. International Students enroll in the National Health Insurance Scheme after they enter Japan. However, we advice students to enroll in an insurance scheme before entering Japan which covers costs not covered by the National Health Insurance Scheme*. Recently, there has been an increase of bodily injuries occurring when riding bicycles. Bicycle riding accidents that inflict an injury on a third party demand an enormous compensation for damages. In situations like this, the responsibility will be borne by the international students themselves.

*During their stay in Japan, students must be registered for the National Health Insurance Scheme covers 70% of the medical fees. The National Health Insurance Scheme covers only medical related fees.

Furthermore, in the case of Waseda University concluding that the continuation of exchange is difficult due to any incidents, accidents, illnesses and others that have occurred during the study abroad period, upon consultation with the partner university, measures such as the student being sent home will be taken accordingly.

Thank you for your assistance. Your cooperation with this matter will be greatly appreciated.

●As the applicant's for the Study Abroad Exchange Program, I “ Waseda Jiro Michael ” (Print Applicant's name) certify that I have verified the all the information contained in the application for accuracy and completeness.

●As the Study Abroad Exchange Coordinator of Name of Institution (Print Institution name),

I “ Name of Study Abroad Coordinator ” (Print Coordinator's name) certify that all the information contained in the application have been verified for accuracy and completeness.

Student Signature:

Name: Waseda Jiro Michael Signature: Student's signature Date: 10/31/2013

(Print clearly) (month/day/year)

E-mail: 0000000@waseda.jp

Exchange Program Coordinator Signature:

Name: Name of Study Abroad Cpprdinator Signature: Signature Date: 11/03/2013

(Print clearly) (month/day/year)

E-mail: 1111111@waseda.jp

※ Application will not be processed without signatures

Exchange Student Program Waseda University

Application Periods

For April 2014 Admission:	November 1 - November 20, 2013
For September 2014 Admission:	February 1 -- March 1, 2014

1. Rules on Application Documents for Exchange Programs

- Before completing the following forms, refer to the Center for International Education's website <http://www.waseda.jp/cie/select/step01.html>
- Please type in all forms and print them on one-side paper (no double-side printing).
THIS FORM CANNOT BE SAVED. DO NOT FORGET TO WORK ON THE COMPUTER CONNECTED TO THE PRINTER SO THAT YOU WILL NOT LOSE ANY DATA AFTER COMPOSING THE APPLICATION
And then, only if necessary, please write clearly by hand using a black ball point pen.
Also, the Study Plan must be hand-written.
- Applicants MUST complete the entire application and turn them in with the check list. If there are any insufficient documents, the application cannot be accepted.
- Officially issued original documents are required for the screening process.
If the original document is written in other than Japanese or English, translations into Japanese or English prepared by an applicant's university with an official seal must be attached. Photocopies, fax, or electronic files will not be accepted.
- Submitted personal information will be used only for the admission to the student exchange program.
- The submitted application documents will not be returned under any circumstances.

2. Qualification

(1) Undergraduate Schools

- At the time of application, students must be enrolled as undergraduate students at universities with exchange agreements with Waseda University.
- Students must be continuously enrolled as undergraduate students until the end of the exchange study period at Waseda University.
- Faculty members and research assistants are not eligible to apply.
- Students demonstrating excellent academic and personal records at their universities.
- Students having strong motivation as well as a clear study plan in any field available at Waseda University and who are likely to benefit from study in Japan.
- Students must have completed at least 12 years of school education or the equivalent in countries other than Japan.

(2) Graduate Schools

- At the time of application, students must be enrolled at the graduate level at universities with exchange agreements with Waseda University.
- Students must be continuously enrolled at the graduate level until the end of the exchange study period at Waseda University.
- Faculty members and research assistants are not eligible to apply.
- Students demonstrating excellent academic and personal records at their universities.
- Students having strong motivation as well as a clear study plan in any field available at Waseda University and who are likely to benefit from study in Japan.
- Students must have completed 16 years of school education or the equivalent in countries other than Japan.

(3) School of International Liberal Studies

- As a general rule, must be enrolled in a four-year BA program or the equivalent.
- Students enrolled in graduate schools (Post-graduate programs) are never eligible to apply for this program.
- Students must have demonstrated excellent academic and personal records at their home universities, not including records from previous institutions attended.
- Students have completed most of their secondary education (6 years) in a non-Japanese educational system.
- Students must submit a transcript issued by their home institution for admission.*

*In case a transcript cannot be issued by the home institution because an applicant transferred from another institution and has not yet completed a full academic year, the applicant must submit a transcript from their former institution.

3. Application Requirements

Undergraduate Schools	Requirements
School of Law School of Education School of Humanities and Social Sciences School of Culture, Media and Society School of Commerce School of Social Sciences School of Human Sciences (Located in Tokorozawa Campus in Saitama-ken) School of Sports Sciences (Located in Tokorozawa Campus in Saitama-ken)	Japanese Language Proficiency Test (JLPT) N1
School of Fundamental Science Engineering School of Creative Science and Engineering School of Advanced Science and Engineering	JLPT (N1) or TOEFL (iBT80) or IELTS (6.0) *English program is not available for April Admission Minimum GPA of 3.00 out of a 4.0 scale Major field at Waseda must be same as at students' home university Students have completed at least 2 years study at their home university before they start the program at Waseda
School of Political Science and Economics	JLPT (N1) or TOEFL (iBT80) or IELTS (6.0)

Graduate Schools	Requirements
Graduate School of Law Graduate School of Letters, Arts and Sciences Graduate School of Japanese Applied Linguistics Graduate School of Education Graduate School of Commerce Graduate School of Accountancy Graduate School of Teacher Education Graduate School of Human Sciences (Located in Tokorozawa Campus in Saitama-ken) Graduate School of Sport Sciences (Located in Tokorozawa Campus in Saitama-ken) Graduate School of Environment and Energy Engineering (Located in Honjyo Campus in Saitama-ken)	Japanese Language Proficiency Test (JLPT) N1

Graduate School of Fundamental Science and Engineering Graduate School of Creative Science and Engineering Graduate School of Advanced Science and Engineering Graduate School of Political Science Graduate School of Economics Graduate School of Information, Production and Systems (Located in Kita-kyushu Campus in Fukuoka-ken)	JLPT (N1) or TOEFL (iBT80) or IELTS (6.0)
Graduate School of Asia-Pacific Studies	JLPT (N1) or TOEFL (iBT92) or IELTS (6.5)
MBA Course (at the Graduate School of Commerce)	JLPT (N1) or TOEFL (iBT92) or IELTS (6.5) At least 3 year work experience which must be related with the applicant's study
Graduate School of Social Sciences	An intermediate level of Japanese ability equivalent to higher than JLPT (N2) or above score 80 of JLPT (N1) or above score 80 of JLPT Level 1
Graduate School of International Culture and Communication Studies	TOEFL (iBT86) or TOEIC (780) or IELTS (6.5)

School of International Liberal Studies	Requirements
School of International Liberal Studies	<p>TOEFL score of PBT 550 (CBT 213, IBT 80) or an IELTS score of at least 6.0 (TOEFL-ITP score is not acceptable)</p> <p>Completed at least one term of Japanese language study at their home university or the equivalent before they apply for the program. Private lessons are not acceptable.</p> <p>Minimum GPA of 3.00 out of a 4.0 scale</p> <p>At the time of application, students must have completed at least one year at their home institution. In the case of college transfer, study period before transfer will not be counted.</p> <p>*We may require additional documents in order to make fair judgment on admission.</p> <p>*Japanese language requirement is no longer required for September 2014 Admission</p>
<p>*If the applicant is unable to take the above tests in time for application, Waseda will also accept an official letter from the applicant's home university certifying an equivalent level of English proficiency.</p> <p>*TOEFL and IELTS scores are required only for non-native English speaking applicants.</p> <p>*TOEFL and IELTS scores are required for non-native English speaking applicants. However, non-native English speaking applicants studying at universities where the language of instruction is English are not required to submit these test scores. In this case, an official letter from the institution, verifying all courses which an applicant has taken at his/her home institute are taught in English, is required.</p>	

4. Restrictions

The following schools are not open to exchange students

- Graduate School of Accountancy (PhD level)
- Graduate School of Finance
- Waseda Law School
- Waseda Business School (Evening MBA Program)
- Graduate School of International Culture and Communication Studies (PhD level)

The following schools have limited offers to exchange students

- One semester is not available for School of Law, School of Education, School of Human Science and School of Sport Science. However one semester (April admission) is available for School of Law.
- September admission for School of Law, School of Education, School of Human Science and School of Sport Sciences are not available.
- One academic year duration starting from April is not offered at School of International Liberal Studies

English program for April admission is not available at School of Fundamental Science and Engineering, Creative Science and Engineering and Advanced Science and Engineering.

CHECK LIST

Please attach the Check List on the top of your application documents

If documents are written in another than Japanese or English, Japanese or English translation must be attached.

Please download the following documents on our homepage and submit us all of them.

Please check "X" in each box when you enclose them in an envelope.

2013.11.08

<input type="checkbox"/>	Check List (Page 5)
<input type="checkbox"/>	Exchange Program Application for Admission (Page 6 to 8)
<input type="checkbox"/>	【School of International Liberal Studies (SILS) Applicants】 Certificate of Japanese Proficiency (page 9) <i>*This form is no longer required for September 2014 Admission</i>
<input type="checkbox"/>	Academic objectives and study plan at Waseda University (two pages Page 10 to 11)
<input type="checkbox"/>	Recommendation Letter (The letter must be addressed to "Waseda University".) (Page 12)
<input type="checkbox"/>	Signatures for the student and the exchange program coordinator on "Important notice regarding the selection of exchange students." (Page of 13)

An applicant must provide and submit us the following items.

Please check "X" in each box when you enclose them in an envelope.

<input type="checkbox"/>	Official Certificate of Enrollment issued by the home institution
<input type="checkbox"/>	【Graduate Schools Applicants】 Undergraduate and Graduate Official Transcripts include grading system chart
<input type="checkbox"/>	【Graduate Schools Applicants】 A copy of diploma of Undergraduate certified by the home institution
<input type="checkbox"/>	【Undergraduate Schools or School of International Liberal Studies (SILS) Applicants】 Undergraduate Official Transcript including grading system chart.
<input type="checkbox"/>	5 same passport style color photographs (3 x 4 cm, full face, write your name on the back side of photographs)
<input type="checkbox"/>	Score Report of TOEFL or IELTS (original score report or copy certified by the home institution) if required. ***Substitute letters cannot be accepted***
<input type="checkbox"/>	Score Report of the Japanese Language Proficiency Test (JLPT) (original score report or copy certified by the home institution) if required. ***Substitute letters cannot be accepted***
<input type="checkbox"/>	Official letter requesting to attend only one semester duration As a general rule, the exchange program at Waseda University is one year duration. Therefore, if an applicant intends to attend only one semester duration, an official letter with reasonable reasons must be provided by the home institute.

Scholarship questionnaire

Please answer the following questions for a scholarship

	Are you applying for/Are you going to receive any scholarship for this student exchange program? <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, please answer the followings. <input type="checkbox"/> I am currently going through the application process. <input type="checkbox"/> My scholarship has already been determined. (Attach the official letter of scholarship.) <input type="checkbox"/> Name of Scholarship: _____ <input type="checkbox"/> Amount of Scholarship: _____
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Credit transfer questionnaire

Please answer the following questions for credit transfer

	Will Waseda's credits you earn at Waseda University during the program be transferred to your home university? <input type="checkbox"/> Yes <input type="checkbox"/> No (Reasons: _____) If yes, please answer the followings. <input type="checkbox"/> Yes, Waseda's credits will be transferred to my home university for graduation <input type="checkbox"/> Yes, Waseda's credits will be transferred to my home university, but not for graduation
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**Student Exchange Program
Waseda University, Tokyo, Japan**

**Student Exchange Program
Application for Admission to Waseda University**

<<Photograph>>

(1.2" X 1.6" recently
taken, full face)Please print your name
on the back side of the
photograph.

&

Please Paste here!

A. Application Category (Please check one and fill out its all fields)☐ **Graduate School**☐ Master's level☐ PhD level

School you are applying for at Waseda: _____

Department of the School you are applying for: _____

Major field at Waseda: _____

Name of Prospective Academic Supervisor at Waseda: _____

☐ **Undergraduate School**

School you are applying for at Waseda: _____

Department of the School you are applying for: _____

Major field at Waseda: _____

☐ **School of International Liberal Studies**

Major field at Waseda: _____

B. Program Period (Please check one)☐ From April 2014 to July 2014 *1, *2, *5☐ From September 2014 to February 2015 *1, *2, *3☐ From April 2014 to February 2015 *4, *5☐ From September 2014 to July 2015 *3

*1. As a general rule, the exchange program at Waseda University is one year duration. Therefore, if an applicant intends to attend only one semester duration, an official letter with reasonable reasons must be provided by the home institute.

*2. One semester is not available for School of Law, School of Education, School of Human Science and School of Sport Science. However one semester (Spring admission) is available for School of Law.

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*5. English program for April admission is not available at School of Fundamental Science and Engineering, Creative Science and Engineering and Advanced Science and Engineering.

C. Home Institution Information

1. Your home institution: _____

2. Faculty/Department you belong to at your home institution: _____

3. Major field at your home institution: _____

4. At the time of application, in your home institution, you are a (Please check one)

☐ Master's Degree Student ☐ PhD Student ☐ 1st (Freshman) ☐ 2nd (Sophomore) ☐ 3rd (Junior) ☐ 4th (Senior)

5. Cumulative GPA on 4.0 scale: _____ (as of the end of previous term)

*School of International Liberal Studies, School of Fundamental Science Engineering, School of Creative Science and Engineering and School of Advanced Science and Engineering applicants only

6. Expected graduation date at your home institution: _____ / _____ (Month/Year)

(*Please include the period of study at Waseda in the above expected graduation day section.)

E. Personal History

1. Educational background (List all schools attended in chronological order):

Name of Institution (Elementary, Secondary, and Post-Secondary)	Location (City, Country)	From (month/year)	To (month/year)
Present:			(expected date of graduation)
		Total years (As of the time of application)	Years

Highest diploma/degree awarded: _____

Describe any academic honors, awards, publications you have achieved or scholarships you have received.

2. Japanese Language Experience:

Name of Institution	Location (City, Country)	From (month/year)	To (month/year)
		Total years (As of the time of application)	Years

Are you currently or have you enrolled in a "Japanese" language course? ☐ Yes ☐ No

If "yes," please provide details below.

_____	_____	_____
Institution	Course title	Credit/Unit to be received

3. Japanese Proficiency (Please give your own assessment of your Japanese proficiency)

	Excellent	Good	Fair	Poor	None
Speaking					
Listening					
Reading					
Writing					

4. Native Language: _____

5. Foreign language study other than Japanese (if any):

Language	Institution	From (month/year)	To (month/year)

6. Occupation or work experience (if any):

Employer	Location (City, Country)	From (month/year)	To (month/year)

日本語能力証明書

CERTIFICATE OF JAPANESE PROFICIENCY

氏 名 性別： 男 ・ 女
 Name: Gender: M / F

生年月日 年 月 日 生
 Date of Birth: year / month / day

学習期間 年 月 日 年 月 日
 Period of Study: year/ month/ day year/ month/ day

上記の者の日本語能力は、以下のように評価できます。

This is to certify that the Japanese proficiency of the person above is as follows:

1. 上記の者のレベルを○で囲んで下さい。Please circle the appropriate level.

日本語能力検定試験 1 級・2 級・3 級・4 級以下 相当の実力を有します。

His/her level is equivalent to the 1st / 2nd / 3rd / 4th or lower level of Japanese Language Proficiency Test.

2. 日本語能力を正確に評価するため、必ず所見欄もご記入ください。

In order to accurately assess the student's Japanese ability, we would like to ask you to complete the evaluation form below.

	優 A	良 B	可 C	不可 F	所 見 (必須) Comments (Must be filled in)
読解 Reading Comprehension					
文字表現 Written Expression					
口頭表現 Oral Expression					
聴解 Listening Comprehension					

評価基準

Evaluation Ratings

優：極めて高度の能力を有し、特に指導を必要としない。

A : Excellent.

良：かなり高度の能力を有するが、若干の指導は必要である。

B : Good

可：基礎的な能力を有するが、かなりの指導が必要である。

C : Fair.

不可：初歩的な能力であり、長期にわたる十分な指導が必要である。

F : Poor.

評価者

Evaluator:

職位

Title:

署名

Signature:

日 付： 年 月 日
 Date of Issue: year / month / day

This form must be filled in by a professor at an applicant's home institute.

****国際教養学部への出願者は、この書類の提出が必要です****

****Applicants to the School of International Liberal Studies must submit this form****

Academic objectives and study plan at Waseda University

Explain your academic objectives (beyond language or cultural acquisition) and academic fields in which you wish to accomplish them during the student exchange program at Waseda University. **Please write a two-page essay. If your language proficiency is Japanese, write this study plan in Japanese. If English, write in English.**

This image shows a single sheet of white paper with horizontal ruling lines. The lines are evenly spaced and run across the width of the page. There are no margins, text, or other markings on the paper.

Blank lined area for writing.

Your Name	Home Institution

Student Exchange Program
Waseda University

Letter of Recommendation

The letter must be addressed to Waseda University

To the Applicant:

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

Applicant's name: _____

Applicant: Check one ☐ I agree to waive my right to see this recommendation.
 ☐ I do not agree to waive my right to see this recommendation.

To the Recommender:

This form is submitted to you for your opinion on the applicant's qualifications. In this letter, the following points should be included. After completing the letter, please check the columns below.

Check

- ☐ Academic achievements -- class rank, academic strengths, etc.
- ☐ Behavior / performance in the classroom or other setting - maturity, motivation, working well with others, etc.
- ☐ Skills / capacity, which the applicant needs to develop - Social and academic, in the long run, as well as specifically during the period at Waseda University in Japan.

Please feel free to attach other sheets as necessary, however, all information on this paper must be filled out.

Name: _____ Position: _____

Name of Faculty: _____ Name of Institute: _____

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

Address or e-mail address: _____

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

Important Notice regarding the Selection of Exchange Student

Waseda University pays special attention and makes the utmost efforts to assist international students with enjoying a safe and comfortable student life. However, in recent years, there have been cases of serious incidents and accidents, as well as cases that are very difficult to correspond to, which affect the safety of students during their time abroad.

Waseda University tries hard to foresee danger and to take precautions against possible accidents. Therefore, in order to respond smoothly when it is necessary, we would like to ask our partner universities to confirm and stress the following points during the study abroad candidate selection and at the pre-departure orientation.

- 1) Ensure that the student is in a good state of health, both physically and emotionally, which allows him/her to withstand a one year study abroad.
- 2) Even if there are no hindrances for the student to study abroad for one year, please make sure that either the student personally or through their University informs the Center for International Education, Waseda University beforehand of any of the following: in the case of he/she having a medical history of any illnesses and needing to receive regular outpatient treatment in Japan; in the case of special support required from the University.
- 3) Ensure that the student enrolls in a Studying Abroad (Travel) Insurance, which covers the student from the time of departure to the time of return to their home country. International Students enroll in the National Health Insurance Scheme after they enter Japan. However, we advice students to enroll in an insurance scheme before entering Japan which covers costs not covered by the National Health Insurance Scheme*. Recently, there has been an increase of bodily injuries occurring when riding bicycles. Bicycle riding accidents that inflict an injury on a third party demand an enormous compensation for damages. In situations like this, the responsibility will be borne by the international students themselves.

*During their stay in Japan, students must be registered for the National Health Insurance Scheme covers 70% of the medical fees. The National Health Insurance Scheme covers only medical related fees.

Furthermore, in the case of Waseda University concluding that the continuation of exchange is difficult due to any incidents, accidents, illnesses and others that have occurred during the study abroad period, upon consultation with the partner university, measures such as the student being sent home will be taken accordingly.

Thank you for your assistance. Your cooperation with this matter will be greatly appreciated.

●As the applicant's for the Study Abroad Exchange Program, I “_____”(Print Applicant's name) certify that I have verified the all the information contained in the application for accuracy and completeness.

●As the Study Abroad Exchange Coordinator of _____(Print Institution name), I “_____”(Print Coordinator's name) certify that all the information contained in the application have been verified for accuracy and completeness.

Student Signature:

Name: _____ Signature: _____ Date: _____

(Print clearly)

(month/day/year)

E-mail: _____

Exchange Program Coordinator Signature:

Name: _____ Signature: _____ Date: _____

(Print clearly)

(month/day/year)

E-mail: _____

※ Application will not be processed without signatures