

Check List(EX G&UG)**1-1****Please attach the Check List on the top of your application documents.**

1. Application for Exchange Program		Check
1-1	Check List	
1-2	Application Form for Admission *A face-to-shoulder (without background) colored photo (in size 3x4cm) should be firmly pasted in place given on application form. Photograph must be taken within 3 months.(Write your name on the back of the photograph.)	
1-3	Academic Objects and Study Plan	
1-4	Letter of Recommendation *Applicants to the ABS program at the School of Commerce do not need to submit this document.	
1-5	Important Notice regarding the Selection of Exchange Student	
1-6	5 same passport style color photographs(3x4cm,full face, write your name on the black side of each photographs) We do not accept color copies.	
1-7	Official Certificate of Enrollment issued by the home institute	
1-8	Official Transcript(s) 【Graduate Schools Applicants】⇒Undergraduate and Graduate Official Transcripts include grading system chart Undergraduate transcript must include the name of the degree conferred and the date the degree was conferred. If you cannot prepare this document, you need to submit a copy of your Undergraduate diploma certified by your home institution. 【Undergraduate Schools Applicants】⇒Undergraduate Official Transcript including grading system ※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.	
1-9	Language Proficiency Score English Based Program: TOEFL,IELTS etc / Japanese Based Program: JLPT etc *Only original hard copy of score report or a copy certified by the home institution is accepted. *Native speaker of English is not required. *If you are one of the applicants who have mostly taken English-taught courses at their home institution, you do not need to submit this document; however, you need to have your home institution issue a certificate which confirms that you have mostly taken English-taught courses and submit it instead. Please see the attached sample certificate for your reference.	

◆Scholarship questionnaire**Please answer the following questions for a scholarship(without JASSO).**

	Are you applying for/Are you going to receive any scholarship for this student exchange program(without JASSO)? <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.) Name of Scholarship: _____ Amount of Scholarship: _____
--	--

◆Credit transfer questionnaire**Please answer the following questions for credit transfer**

	Will the 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
--	---