

◆List of Documents to be uploaded for Application for Exchange program

◀Important▶ Please note that we will not accept incomplete documents.

•In addition to entering the information to online application form, the following documents should be scanned and uploaded as **a single pdf, labeled with your name and your home university's name. (ex. TaroYamada WASEDA.pdf)**

•**The total size of the pdf file must be 5M or less.**

•**We cannot accept photos taken with a mobile device.**Please make sure to upload scanned digital copies of necessary documents when submitting.

•If the original documents is written in other than English, translation into Japanese or English prepared by an applicant's home university with an official seal must be attached.

	Document	Note	Form
1	Copy of Passport(Identification page)	*If the passport is to expire before enrolling at Waseda University, please renew it and submit it again afterwards.	
2	Academic Study Plan	<p>*The Academic Study Plan is considered an important criterion for selection. If your statement of your intended study plan at Waseda is not clear, or if your intention is not in line with the content of the program, school or department that you wish to enter, you might not be selected. Therefore, please examine the curriculum carefully before applying.</p> <p>*If your desired classes at Waseda will be conducted in English, please write your response in English; if your classes will be conducted in Japanese, then please write in Japanese. If you will be applying for the Japanese Language Program (JLP), you may write your response either in Japanese or in English.</p> <p>*Your response should be roughly 2 page in length and use Times New Roman (12) Font (English) or Ming-style (11) Font(Japanese).</p>	docx
3	Letter of Recommendation	<p>*Applicants to the ABS program at the School of Commerce do not need to submit this document.</p> <p>*This document must be issued <u>within 6 months.</u></p>	docx
4	Important Notice regarding the Selection of Exchange Student	*This document must be issued <u>within 6 months.</u>	pdf
5	Official Certificate of Enrollment issued by the home university	*The certificate must be issued <u>within 6 months.</u>	
6	Official Transcript(s) and Grading System Chart	<p>*The transcript(s) must be issued <u>within 6 months.</u> [Graduate Schools Applicants]⇒Undergraduate and Graduate Official Transcripts and 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.</p> <p>[Undergraduate Schools Applicants]⇒Undergraduate Official Transcript and grading system chart ※In case a transcript cannot be issued by the home university 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 university.</p>	
7	Language Proficiency Score	<p>*English Based Program: TOEFL,IELTS etc / Japanese Based Program: JLPT etc Please refer the application requirements and restrictions. https://www.waseda.jp/inst/cie/en/exchange/application</p> <p>*Only official score certificate is accepted. 【English】 *Students who are native speakers of English or are enrolled in an institution in an English-speaking country or region are not required to take the tests. *◀Non-English speaking countries or regions only▶ If you are one of the applicants currently enrolled in a program where the primary language of instruction is English, you do not need to submit this document; however, you need to have your home university issue a certificate which confirms that you are enrolled in such program and submit it instead. Please see the attached sample certificate for your reference.</p>	docx
8	Educational background (In case you run out of space to enter your school information or you have taken a leave of absence on Q40-45.)	<p>List all schools attended (from elementary school to the present institution) in chronological order on Q40-45.</p> <p>If you run out of space to enter your school information, please list the information in a separate PDF file and upload it together with other documents.</p> <p>Furthermore, if you have taken a leave of absence due to military service or other reasons, please enter the information in a separate PDF file and upload it together with other documents.</p>	