



Last Update : 7th July, 2021

WASEDA UNIVERSITY

Information Sheet for Student Exchange Program

1. University Information / Contact Information

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| University Website | https://www.waseda.jp/top/en |
| WHY WASEDA? | https://www.waseda.jp/inst/whywaseda/ |
| Campus Map | https://www.waseda.jp/top/en/access |
| VR Campus Tour | https://waseda-vrtour.com/wasedacampus/ https://waseda-vrtour.com/toyamacampus/ |
| 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.) |

2. Overview

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| 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 2021 |

3. Application

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| How to Apply | Applications for exchange program must be submitted online and ID photos by post. |
| 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

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| Academic Calendar and Time Table (as of 2021) | https://www.waseda.jp/top/en/about/work/organizations/academic-affairs-division/academic-calendar | |
| Spring Semester | Orientation : | Mid March |
| | Semester begins : | Early April |
| | Semester ends : | Early August |
| | Summer break : | Early August to late September |
| Fall Semester | Orientation : | Mid 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. <u>Please make sure to attend the academic orientation conducted by each school. 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). | |
| 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 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 | <p>Intercultural Communication 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.</p> | |

5. VISA

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| 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

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| 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 | https://www.waseda.jp/inst/rlc/en/student_dormitory/exchange/ |
| Waseda-Operated Dormitories | https://www.waseda.jp/inst/rlc/en/student_dormitory/exchange/waseda-university-student-house/ |
| | https://www.waseda.jp/inst/rlc/en/student_dormitory/exchange/waseda-houshien/ |
| | https://www.waseda.jp/inst/rlc/en/student_dormitory/exchange/nishi-waseda-international-students-house/ |

7. Scholarship

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| Types of Scholarships for Exchange students | 1.MEXT Scholarship~For students planning to enter Japanese Language Program (JLP) |
| For Further Details | https://www.waseda.jp/inst/cie/en/exchange/practical |

8. Practical Matters

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| 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 2,000 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). |
| Office for Students with Disabilities | https://www.waseda.jp/inst/dsso/en/ |
| Health Support Center | https://www.waseda.jp/inst/hsc/en |
| Gender and Sexuality Center | https://www.waseda.jp/inst/gsc/en/ |
| 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! https://www.waseda.jp/inst/icc/en/ |