



WASEDA UNIVERSITY

Exchange Program Fact Sheet AY2024

Contact Information

Name of Institution	Waseda University		
Mailing address	Center for International Education Waseda University 1st Floor, Bldg. 22, 1-7-14 Nishi-waseda Shinjuku-ku, Tokyo 169-0051 JAPAN		
E-mail and Phone	Incoming(to Waseda)	ex-in-cie@list.waseda.jp	+81-3-3203-9079
	Outgoing(From Waseda)	out-cie@list.waseda.jp	+81-3-3208-9602
Exchange Program info	https://www.waseda.jp/inst/cie/en/exchange		

Program Overview

Types of Exchange Programs	Undergraduate Program Graduate Program (Master's/Doctoral) Japanese Language Program
Program duration	One academic year or one semester
Program e-brochure	http://www.waseda.jp/nyusi/ebro/as/exchange_en_2018/html5.html#page=1

Academic Calendar

		Spring Semester	Fall Semester
Academic Calendar Timetable	Orientation	Mid March	Mid September
	Semester begins	Early April	Late September
	Examinations	Mid July	Mid January
	Semester ends	End of July	Early February
https://www.waseda.jp/top/en/about/work/organizations/academic-affairs-division/academic-calendar			

Eligibility and Application Process

Eligibility / Requirements	Each host school has specific requirement. Please refer to the exchange program website.		
Application Period	Spring Semester Entry:	November 1 to 20	
	Fall Semester Entry:	February 1 to March 1	
Application Process	<ol style="list-style-type: none"> 1. Online application URL will be sent to the program coordinator at home institution. 2. Nominated students complete the online application and upload required documents. 3. The program coordinator at home institution sends the student's ID photos to Waseda University by post. 4. Notification of acceptance will be emailed to the program coordinator at the home institution. 		
Required Documents	https://www.waseda.jp/inst/cie/en/exchange/application#accordion_target_38		
Notification of acceptance	Spring Semester Entry:	Late January	
	Fall Semester Entry:	Early June	

Academic Information

Course Lists and Syllabus	Course Lists (in " 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
	Please refer to the <u>course lists</u> before searching courses on Syllabus Search as <u>not every course on Syllabus is available to exchange students</u> . The latest course lists and syllabus will be available right before the semester begins.	
Course selection	<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>	
Course Registration	<p>Course registration begins after arrival at Waseda. There is no pre-registration. Important information and instruction on course registration procedure will be given during the orientation by school faculty so attendance is required.</p> <p>Some of the oversubscribed courses, enrollment will be determined based on the lottery.</p>	
Course Load	<p>Students are encouraged to take approx. 6 courses (nearly = 10 hours) per week unless otherwise specified. Please refer to each school's policy.</p>	
Registration Rules	https://www.waseda.jp/inst/cie/en/exchange/application#anc_24	
Credit at Waseda University	<p>Lecture & Seminar-style course : 2 credits = 100 minutes per class x 14 weeks</p> <p>Language course : 1 credit = 100 minutes per class x 14 weeks</p>	
Grades / Transcript	<p>Grades will be announced in early March(Fall semester) and early September(Spring semester). Students are able to check their grade through the portal site, MyWaseda. The official transcripts will be sent to the home institution in May or October after the program is completed.</p>	
Language Support / Academic Advisor	<p>Intercultural Communication Center (ICC) provides language exchange programs that encourage exchange students to use Japanese via conversation session and 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.</p> <p>School of International Liberal Studies (SILS) has academic advisors to support in choosing courses.</p>	

Accommodation

Housing for Exchange Students	https://www.waseda.jp/inst/rlc/en/student_dormitory/exchange/
Housing options available	There are three Waseda-operated dormitories for exchange students, however, the allocation can not be guaranteed due to its limitation. Most students find accommodation in either Waseda's dormitories or other accommodations operated by off-campus partners. There are various housing options available, such as a shared house, an apartment and a homestay.
Application Procedures for Waseda-operated Dormitories	Housing Questionnaire (HQ), including the application for the student dormitories, will be sent from Residence Life Center soon after the acceptance notification. If the applicants exceed the room availability, allocation will be determined based on the lottery.
Check-in Date	The designated check-in date will be announced with acceptance notification. Basically, mid-March for Spring semester and mid-September for Fall semester.
Facilities	Facilities vary depending on each accommodation. Shared kitchen is available in the Waseda-operated dorms.

Scholarship

Information	https://www.waseda.jp/inst/cie/en/exchange/practical#anc_7 *JASSO scholarship will not be available for AY 2024 at Waseda University.
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Immigration

COE(Certificate of Eligibility) and Visa	COE (Certificate of Eligibility) is an official document issued by the Immigration Services Bureau in Japan which is required when students apply for Japanese visa. Waseda University will apply for the COE to the Immigration Services Bureau on behalf of the students. Each applicant needs to apply for visa on his/her own at the nearest Japanese Embassy or Consulate after receiving the COE.
What is "Documents Concerning Defraying Expenses for COE"?	It is to certify that applicant has enough financial resource to cover his/her expenses while studying abroad, and is required by the Immigration Bureau to submit to obtain a COE. We have set the minimum amount to prove funds at 120,000 JPY per month.
When will the COE be sent?	Basically, late February to mid-March for the Spring Entry and early to late August for the Fall Entry.
Required Documents for COE application	https://www.waseda.jp/inst/cie/en/exchange/application#anc_34
Are exchange students allowed to work?	Yes, but they are required to obtain work permit at the airport upon arrival or at the Immigration Bureau.

Pre-Arrival Information

Health Insurance	<p>Before coming to Japan, it is strongly recommended to buy travel insurance in your home country which covers the entire exchange period.</p> <p>Foreign residents who will be staying in Japan for three months or more have to subscribe to the National Health Insurance program (NHI; also known as "Kokuho"). With this insurance, medical expenses will be reduced to 30 % of total amount (with some exceptions at certain medical facilities) . Monthly insurance fee may vary by your residential area (city/ward), but usually is around 2,000 yen or less.</p> <p>More information on insurance will be provided at the general orientation.</p>
Cost of Living	<p>May differ depending on each student's lifestyle, but the average cost for Shinjuku resident is mostly 80,000 JPY for housing, and another 80,000 JPY for living expenses (food, transportation and daily necessities) per month.</p>

Other Useful Website

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
	<p>Waseda University has multiple campuses, and the location of each campus differs depending on your affiliated undergraduate /graduate school. For details, please refer to the information about each school provided on the application page.</p>
VR Campus Tour	https://waseda-vrtour.com/wasedacampus/
	https://waseda-vrtour.com/toyamacampus/
YouTube	https://www.youtube.com/@wasedaPR
Intercultural Communication Center(ICC)	<p>ICC organizes various events and programs to encourage students to enjoy extra-curricular activities. It is a good way to make the most of their exchange experience!</p> <p>https://www.waseda.jp/inst/icc/en/</p>
Office for Students with Disabilities	https://www.waseda.jp/inst/dsso/en/
Gender and Sexuality Center	https://www.waseda.jp/inst/gsceneter/en/
Health Support Center	https://www.waseda.jp/inst/hsc/en