



Last Update : 11th January, 2017

WASEDA UNIVERSITY

Information Sheet for Student Exchange Program (Academic Year 2017/2018)

1. University Information / Contact Information

University Website	http://www.waseda.jp/top/en
WHY WASEDA?	http://www.waseda.jp/inst/whywaseda/
Campus Map	http://www.waseda.jp/top/en/access
Student Exchange Program Website	http://www.waseda.jp/inst/cie/en/exchange
Address	Waseda University Center for International Education(CIE) Waseda Global Gate 1st Floor, Bldg.# 22, 1-7-14 Nishi Waseda, Shinjuku-ku, 169-0051 Tokyo, JAPAN
E-mail	ex-in-cie@list.waseda.jp
Telephone	Incoming : +81-3-3203-9079 Outgoing : +81-3-3208-9602
Dean, Center for International Education(CIE)	Prof. Toru Shinoda (Mr.)
Director , Center for International Education(CIE)	Takehiro Maeno (Mr.)
Manager , Center for International Education(CIE)	Hidetaka Yamada (Mr.) / Tetsuya Yamada (Mr.)

2. Overview

Types of exchange programs between universities	Undergraduate Program Graduate Program(Master's/Doctoral) Japanese Language Program
Program Overview	https://www.waseda.jp/inst/cie/en/exchange/overview
Entrance timing and program duration	Entry: April or September Period: One year or One semester(a half year)
Number of Students we would accept from your university	Please refer to the official announcement that was announced in August 2016

3. Application

How to apply for the exchange program	Applications for the exchange program must be submitted <u>online and by post.</u>
Application materials	http://www.waseda.jp/inst/cie/en/exchange/application
Application period for admission	April entry Application period : From November 1 to November 20, 2016
	September entry Application period : From February 1 to March 1, 2017
Anticipated dates for notification of acceptance	Spring entry : Around the end of January
	Fall entry : Around the beginning of June

4. Academics

Academic Calendar	https://www.waseda.jp/fire/sils/assets/uploads/2016/12/2017_academic_calendar_E.pdf
Spring semester	Orientation date : In late March
	Classes begin : In early April
	Semester ends : In early August
	Summer break : From early August to late September
Fall semester	Orientation date : In early September
	Classes begin : In late September
	Winter break : From late December to early January
	Semester ends : In early February
Spring break : From early February to late March	
Timetable	http://www.waseda.jp/top/en/about/work/organizations/academic-affairs-division/academic-calendar
Examination dates	It varies but normally begins in mid-July for Spring Semester and mid-January for Fall semester.
Syllabus search	Japanese : https://www.wsl.waseda.jp/syllabus/JAA101.php English : https://www.wsl.waseda.jp/syllabus/JAA101.php?pLng=en <Note> Not all courses published in the Syllabus Search are open to Exchange Students. Also, please be aware that the information contained on these web sites is subject to change.
Course registration period and procedures	At the beginning of the semester (no pre-arrival registration is available) After you arrive in Japan, there will be briefings about course registration during academic orientation in each school.
Number of courses (and credits) to take	We recommend that exchange students take 7 courses per semester (which amounts to 14 credits). The School of International Liberal Studies (SILS) has its own curriculum. Some exchange students take as many as 20 courses (40 credits).
Courses offered to all students, courses offered by other Schools	<ul style="list-style-type: none"> • As a rule, Exchange students must select their courses from those offered by the school they will be affiliated with at Waseda. In some cases, you may be permitted to take courses offered to all students or courses offered by other schools as well. Please note that the course list for the following year will be made available in March. These courses are open to all students including general students, so the possibility that you will be selected is quite small. Your study plan should be focused on the courses offered by the school for which you are applying. • Undergraduate students cannot take courses intended for graduate students. Graduate students cannot take courses intended for undergraduate students. <p>« Global Education Center web site » http://www.waseda.jp/inst/gec/en/</p>
Registration Rules	https://www.waseda.jp/inst/cie/en/exchange/academics
Credit	The number of credits you can obtain by taking a course varies; it is, however, usually as follows: A lecture-style course (90 minutes x 15 times): 2 credits A Japanese language course (90 minutes x 15 times): 1 credit
Grading System	http://www.waseda.jp/inst/cie/en/exchange/academics
Official transcripts	Grades will be announced in early March and early September, and the official transcripts will be issued and sent to the affiliated university in May or October after the program is completed. If you need the official transcript sooner than this timing, please submit a request to your undergraduate or graduate school at Waseda. It is also possible to check your grades via MyWaseda.
Language support / Academic advisor	We have the International Community Center(ICC) and they provide language exchange programs to support Japanese language. We offer WASEDA NIHONGO SUPPORT to international students who are keen to develop NIHONGO proficiency and learning skills in their self-directed learning. School of International Liberal Studies(SILS) provides the academic advisor to assist in choosing courses.

5. VISA

What is the difference between COE and VISA?	COE is a certificate necessary to obtain a VISA. A VISA is necessary in order to enter Japan.
What are the procedures and required documents?	http://www.waseda.jp/inst/cie/en/exchange/visa
Why is it necessary to submit the Statement of Financial Resources (a certificate to confirm the students have enough financial resources to cover their expenses)?	Because it is one of the documents necessary for students to obtain a COE / VISA at the Immigration Bureau. We are making sure that the students have enough financial resources so that they can concentrate on their studies. We have set the minimum amount at 80,000 yen per month, based on the amount of the JASSO scholarship.
How long will it take to obtain a COE / VISA?	It will take about two to three months after Waseda has applied for them. Please make sure that your students start their application process early so that they will have enough time.
Are exchange students allowed to work?	Yes, but they are required to obtain work-permit at the airport or the Immigration Bureau.

6. Housing

Expected arrival date	We will announce the expected arrival date together with the acceptance
Housing options	Most students choose to live in our exchange students' dormitory (The number of the rooms is limited), but some students find their room in an apartment or a shared-house by themselves. Some choose to live with a host family. For more information of housing, please refer to the following URL. http://www.waseda.jp/inst/cie/en/life/housing
If exchange students' dormitories are not available, is there any assistance in finding another accommodations?	We will introduce University related housing agents on the URL above.
Application procedures for exchange students' dormitory	Dormitory application form will be sent together with the acceptance notification. For students whose acceptance notification could be issued late, the Dormitory Application form will be sent separately before the issuance.
When is the application deadline?	To be announced in the Dormitory application form.
Is there a kitchen facility available in the student accommodations?	Yes.
Are there any included services with accommodation? (e.g. utilities, electricity, internet service, air conditioning)	Depends on the dormitory. http://www.waseda.jp/cie/dorm/index.html
Estimated fees for a 10-month stay	Fees vary depending on the dormitory. Please refer to our website.

7. Scholarship

Types of Scholarships for Exchange students	1.MEXT Scholarship~For students planning to enter Japanese Language Program(JLP) 2.JASSO Student Exchange Support Program(Scholarship for Short-term Study in Japan)
For the details	http://www.waseda.jp/inst/cie/en/exchange/scholarships

8. Practical Matters

Insurance	It is essential to take out travel insurance in your home country before coming to Japan. In addition it is compulsory to join Japan's national health insurance. The amount of the premium you must pay varies by city or ward; it is, however, usually about 1,500 yen per month. Furthermore, taking out optional vehicle liability insurance is recommended, in case of accident. More information will be provided at the general orientation. Please consider taking out this insurance.
Living costs	Living costs differ depending on the individual life style, but the average monthly cost is 80,000 yen for housing, and 80,000 yen for living expenses (food, transportation and daily necessities).
Are Vaccines required to enter Japan?	No.

<p>Cross cultural exchange events offered by International Community Center(ICC)</p>	<p>ICC organizes various events and programs to enable students to enjoy extra-curricular activities beyond consideration of nationality, undergraduate or graduate school, or grades. Please use these opportunities for participation in exchanges with international students and Japanese students.</p> <p>http://www.waseda.jp/inst/icc/</p>
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