

Waseda University Fall 2022 Nomination Procedure and Application Link(Asia/Oceania)

Summary of things to do for Fall 2022 Application

We request our partner universities to:

- Instruct and support your students in application.
- Send us ID photos by post.
- Issue "Letter of Nomination" for your nominated students.
- Issue "Support Letter" if your students need special support from Waseda.

Your students are required to:

- **Firstly**, apply for exchange program online with all necessary documents except for Study Plan and COE. Applicants will receive automatic reply notifying their Answer-ID.
- Fill out the online Academic Study Plan form.
- Fill out the online COE application form.

For the details, please read following instructions carefully.

General Policy on Incoming Exchange Program at Waseda University in Fall 2022

We are preparing to host incoming exchange students from our partner universities in Fall 2022 semester. We will not receive exchange students if their home universities decide to cancel both physical and remote participation of their students in our exchange program.

For those who would be able to enter Japan, we recommend that they do so in time for the start of the semester. We will inform you of the procedures to enter Japan after the notification of acceptance scheduled at the end of May.

If your students are accepted but would not be able to enter Japan, we will consider accepting them via online classes. Our university's policy on how the classes should be delivered in AY 2022 is still undecided. Also, entry restriction to Japan might change depending on the situation. So we will announce our policy to our partner universities as soon as it is decided.

Fall 2022 Application Information

Application period: 1st February – 1st March 2022 (Japan time)

*The "ID Photograph Sheet for Application" also needs to arrive at our office during this period.

* It is highly recommended that the students would apply online as soon as they are ready. As we receive an increasing number of applications in recent years most of which concentrate at the very end of the application period, we cannot help revising them all in a short period after the deadline before the screening and therefore asking you and your students to prepare additional information with a very short notice. If the students would send their applications well in advance, it would allow us to contact you sooner. Thank you very much for your kind cooperation!

* The applicants for the **Graduate School of Asia-Pacific Studies (GSAPS)** are recommended to apply at their earliest convenience as the screening meeting at GSAPS is scheduled very soon after the deadline.

Online application link

https://www6.webcas.net/form/pub/waseda/fall2022_01

*This link will become accessible on February 1st (Japan Time)

Announcement of the result: scheduled on May 31, 2022 (Japan time)

Application Instructions: <https://www.waseda.jp/inst/cie/en/exchange/application>

Information Sheet: <https://waseda.box.com/s/nwsavk5xlzqq9cwr0uuf93eclij26e2>

Important changes:

- Graduate School of International Culture and Communication Studies (GSICCS):

Submission of the English language proficiency test score (TOEFL, IELTS or TOEIC) is **mandatory** for all applicants. A letter from the home institution is not considered as sufficient proof of English proficiency.

- COE application

Applicants are required to submit their COE application on the web form.

URL for the COE application form:

<https://my.waseda.jp/application/noauth/application-detail-noauth?param=q7rYCoDSa27bXp3x6yqqrA>

*This link will become accessible on February 1st (Japan Time)

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- Academic Study Plan

Applicants are requested to submit their Study Plan on the web form. Please read "[How to submit Academic Study Plan](#)" for more details.

URL for Academic Study Plan web form:

<https://my.waseda.jp/application/noauth/application-detail-noauth?param=rwyAxUNrWVju7i9XT7Rm9w>

*This link will become accessible on February 1st (Japan Time)

- Regarding the Dormitories for Exchange Students from the Spring Term of 2022

Please refer to the important changes as follows;

<https://waseda.box.com/s/9jexq2owkplqdtvsf9m6gdbbvclg1gsz>

Important points:

- **★Deferral from Spring 2022 application**

If any of your students who originally applied for Spring 2022 would like to defer application to fall 2022 semester, please notify us of their withdrawal from Spring 2022 and will of deferral. For detailed application procedure for deferring applicants, please refer to the following document:

<https://waseda.box.com/s/sgzbqn21hi34o2tcw67xnth6eni9g22a>

- ★Expected Graduation Date

Applicants must be enrolled at their home university until the end of the exchange period at Waseda University. Fall semester ends in early February and Spring semester in early August.

- ★ "ID Photographs"

Please send us ID photo sheets of your students **by post by 1st March**. In case you are not able to send the photos physically due to the office closure or working from home, please consult with us by e-mail.

Please note that the photos that are the same as the applicant's passport photo will NOT be accepted.

- ★ "Letter of Nomination"

Regarding "9. Letter of Nomination" on the list of documents, please sign your name, and instruct your students to upload it with other required documents during the application period **1st February – 1st March 2022**.

- ★ "Letter of Recommendation"

We understand that some professors are not comfortable sharing the letter of recommendation to the student. If this is the case, we would be happy to receive it via email from you. Please ask your student to upload a note explaining that the letter of recommendation will be sent via email instead.

- ★ "Support Letter from home university" and "Prescription and Letter of reference for the doctor"

①Applicants who receive special accommodation from their home universities and need to receive the same or similar support by Waseda:

Specify the name of your diseases/concerns in the online application form and submit 13. Support Letter from home university and 14. Student's Condition Report.

② Applicants currently undergoing regular treatment for any mental or physical disabilities/concerns but do not need to receive support by Waseda:

Specify the name of your diseases/concerns in the online application form and submit 14. Student's Condition Report.

③ Applicants who had histories of receiving treatment for any mental/physical disabilities/concerns but currently do not receive any treatment and therefore do not need any support by Waseda:

Specify the name of your diseases/concerns and note that you are currently not receiving treatment in the online application form and submit 14. Student's Condition Report if available.

- ★ Applicants will be requested to submit the evidence of application to their coordinators when they complete the online application. Please kindly keep the online application evidence on your side.

- ★ Each School/Graduate School/Center has different application requirements. Students must meet all the application requirements of the School/Graduate School/Center they wish to apply to. Please be aware that if your students do not meet the requirements, unfortunately they do not have the eligibility to apply.

- For English taught programmes,
 - ① If applicants are from a partner university in a country where English is the native language and also are currently enrolled in an English program, they don't have to submit any language proficiency score.

 - ② If applicants are from a partner university in a country where English is NOT the native language but currently enrolled in a program where the primary language of institution is English, **certificate** issued by their home university which confirms their enrollment will substitute for the language certificates.

 - ③ All the other applicants are required to submit a copy of TOEFL, IELTS etc. (please see each school's requirements) regardless of nationality.

- Similarly, students who wish to study on a Japanese taught programme must submit a JLPT certificate including those who have Japanese citizenship.
- In principle, students can only take courses from the School/Graduate School/Center they apply to. Therefore, students must carefully check the course list when choosing which School/Graduate School/Center to apply to.
- **The Science and Engineering Schools** are divided into Majors, and students can only take courses from the Major they apply to. Please be aware that the choices of English courses available to undergraduate exchange students are quite limited, and undergraduate exchange students cannot take any courses related to lab work/experiments.
- Please make sure students upload the grading scale/explanation of grading criteria with their transcripts, since this is often forgotten.
- If a student has taken a leave of absence due to military service or other reason, please make sure he/she explains this on a separate sheet and upload it together with the other documents.
- It is decided that JASSO scholarship is not granted to incoming students in AY2022. Please share this information with your nominated students both for Spring 2022 semester and for Fall 2022 semester.