
Attach your photo size 3x4

APPLICATION FORM
STUDENT EXCHANGE PROGRAM
(for outbound students)

1	Name:		
	(Write your full name in <i>capital letters</i>)	Last	First Middle
2	Date of birth (DD/MM/YY):	
	Place of birth:	
3	Gender: <input type="checkbox"/> Male <input type="checkbox"/> Female	Religion:	
4	Civil status:	<input type="checkbox"/> Single <input type="checkbox"/> Married	<input type="checkbox"/> Other:
5	Nationality:	
6	Passport:	Number:	Place of issue:
		Date of issue:	Expiry date:
7	Contact Address:	
	Email:	
	Phone number/Cell phone:	
8	Contact person at family and Home University (Program coordinator):		
	Name 1:	Name 2:	
	Contact address:	Contact address:	
	Cell phone:	Cell phone:	
	Email:	Email:	
	Relationship:	Relationship:	
9	Home University:		
	Major:	GPA:	
	Degree:	Year:	
10	Host University:		
	Address:		
	The field of study:		
	Program: <input type="checkbox"/> Undergraduate	<input type="checkbox"/> Fall Semester	<input type="checkbox"/> Spring Semester
	Academic year:		

	Exchange Scheme	<input type="checkbox"/> AUN <input type="checkbox"/> MOU Another:		
	Student leadership record (if applicable)	Time (From/ to)	Organization	City/country

11	English language proficiency (indicate your certificate and score):			
12	Other languages: Level:			
13	Are you applying for another student exchange program: <input type="checkbox"/> Yes <input type="checkbox"/> No if yes, please indicate the University and program:			
14	I, the undersigned, hereby acknowledge that all the information supplied herein in complete and accurate. Withholding or giving false information will make me ineligible for admission or subject to dismissal. If admitted, I agreed to abide by the policies, rules, and regulations of the Vietnamese Government and Vietnam National University, Hanoi.			
Applicant's signature: (Signed and written in full name) Date:				
Home University: We confirm that the proposed program of studying/learning agreement is approved:				
Board of Rectors/Directors (Signed, written in full name and stamped) Date:		Representative of the office responsible for the exchange program (Signed, written in full name) Date:		
Representative of the Board of Directors of Academic Affairs Department, VNU (Signed, written in full name) Date:				

Document Checklist

Each applicant should submit 01 set of documents (printed on A4-size paper) listed hereunder. Documents in languages other than English or Vietnamese must be attached with duly notarized translation into English or Vietnamese. The submitted documents will not in any case be returned to the applicants.

1. Application documents required by Host University
2. Completed VNU's application form.
3. Academic transcript of all studied courses at Home University (in English) with GPA 2.8/4.0 at least or meets Host University's requirement.
4. Medical examination certificate issued within 6 months from the date of application by competent health authorities of the sending country to with conclusion of good health for studying abroad.
5. Duly certified copy of international language proficiency (at least IELTS 5.5, TOEFL 500, TOEFL iBT 61, TOEIC 600) and/or meeting Host university's language requirement.
6. Home University's nomination letter.
7. Resume with photo attached and 04 pictures (size 3x4 cm).
8. Copy of passport with a validity at least one year duration from the starting date of semester in Vietnam.

Representative of the Board of Directors of Department Academic Affairs, VNU

(Signed, written in full name)

Date:



Application Guidelines for Waseda University Exchange Programs (for April 2025 / September 2025 Enrollment)



WASEDA UNIVERSITY

CENTER FOR INTERNATIONAL EDUCATION (CIE)

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◇ Update Logs

Date	Page	Updates
2024/7/31	—	Released

I . Points to Note

- Academic calendar in Japan starts from April. For details of the academic calendar in Waseda, please refer to [Academic Calendar](#).
- Admission is either in [April \(Spring\)](#) or [September \(Fall\)](#) with your choice of duration of study, [one-semester or one-year](#). However, some schools(majors) set particular semester of enrollment / duration of study (for example, for the April admission of [SILS](#), students can choose “one semester” only). Please refer to the “[Lists of Schools](#)” for details.
- Once enrolled in Waseda University, the student is expected to complete the given exchange period. Extension or shortening of the period is NOT permitted.
- As long as you fulfill the requirements, you may choose any of the schools in Waseda as your choice. Please be sure that each school sets different requirements, so carefully check the details in the “[Lists of Schools](#)”.
- Dormitories for exchange students are located a few minutes' walk from the Waseda campus. Since they are extremely popular, only a limited number of students can move in. Please note that we cannot meet all students' requests.

For students looking for housing during their stay in Japan, the [Residence Life Center website](#) introduces the affiliated companies that offer significant number of student dormitories, shared houses and apartments that are easy for overseas students to apply for. Please make sure to do your own search and make your decision. However, as many of these accommodations are located in areas that require a commute of 40-60 minutes by public transport, we recommend you search for a room as soon as possible to find one that is close to your requirements.

II . General Requirements

1. GPA / language proficiency requirements

- All applications must meet ALL the requirements such as the GPA, language proficiency and on.
- Applicants must meet the GPA requirement on a 4.0 scale.
In case your university does not adopt a GPA 4.0 scale, the applicant's transcript(s) and grading system chart will be taken into consideration upon re-calculating.
For example, on a 100-point scale, applicants roughly need to score “75” to satisfy the “GPA 3.0”.

2. Educational Background requirements

- Undergraduate applicants, except for those who apply for SILS, must have completed at least 12 years of school education (excluding higher education/education at university) or equivalent in a country other than Japan. SILS applicants must have completed “most of the secondary education (6 years)” in a non-Japanese educational system.
- Graduate applicants must have completed 16 years of school education or equivalent in a country other than Japan.

- At the time of application, applicants must have completed at least one semester at their home university.
- *For Master/doctor applicants who do not fulfill this requirement, there are some possibilities for an exemption depending on your situation, so please consult the CIE office through your home university BEFORE the application term starts.

3. Other requirements

- Some GRADUATE SCHOOLS require permission from the prospective research supervisor BEFORE the application. Please refer to the “Lists of Schools” and the Researcher Database (or Supervisors Lists for the School of Fundamental/ Creative/ Advanced Science and Engineering) for contacts.
- Applicants must be enrolled in their Home University at the time of application, and continuously be enrolled until the end of the exchange study period at Waseda University.

III. Application Schedule

- Please follow the STEPs listed below.
- Be sure to check the procedures carefully, since incomplete applications will not be accepted.

<STEP1> Screening and Nomination by your Home University	
When	Date set by your Home University

- Your Home University must nominate you for the first step. Please check with your Home University personnel in charge of the Exchange Program.
- There are application requirements such as language proficiency and GPA as well as limitations such as entrance periods, grades, and departments, so please check these conditions thoroughly before making your selection. Application requirements are strictly enforced; if you do not meet the requirements, you cannot apply.

<STEP2> Prepare for your application		
When	April entry	August to October
	September entry	November to January (of the following year)

- Read and check the online application questions before the application starts.
[Reference] Sample of questions of the application form
- Prepare the required documents (including the documents for the COE)
[Reference] CHECKLIST for WASEDA Exchange Program Application
If a language proficiency certificate is required, make sure you obtain the official score BEFORE you apply. In addition, if you are going to ask for Academic Accommodations due to your disabilities, please prepare the required documents.

- Select the School and Department
Read the “Lists of Schools” carefully to decide which school (major) and department to apply.
- Please note that each school (major) has different requirements. Please also refer to the Campus Map to decide your school, since some schools are distant from the Main Campus (Waseda Campus).

<STEP3> Application		
When	April entry	November 1st to 20th
	September entry	February 1st to March 1st

- The URL for the Online Application Form will be sent to your program coordinator before the application period.
- During the application period, you must fill out the Online Application Form.
- After you filled out the Online Application Form, the confirmation screen would appear. It shows all the information that you have entered. Please print it out and keep it by yourself, since you cannot confirm this screen afterwards.
- In case you find any errors after submission, please notify us immediately by email.
- Please be aware that there are several procedures you must complete AFTER you finish the Online Application Form. These must be completed before the same deadline written above as well. For details, please refer to the following sections in this guideline;

- IV. Required Documents for Application (P.5)
2. Forms / documents need to be submitted AFTER the online application
 3. Submit to your program coordinator

<STEP4> Screening by Waseda University		
When	April entry	November to January
	September entry	March to May

- We may contact you during the screening, so please check your email regularly.
- The screening will take a few months, since a large volume of applications must be processed.

<STEP5> Notification of Acceptance		
When	April entry	End of January
	September entry	End of May

- Waseda University will send an email titled “Notification of Acceptance” to your Home University personnel.

<STEP6> Submit the Housing Questionnaire (HQ)		
When	April entry	Early February
	September entry	Mid-June

- HQ would be available on the website of the Residence Life Center during the designated period. For those who want to apply for the dormitories for exchange students, please complete the questionnaire by the designated deadline.

◇ **Residence Life Center Website**

https://www.waseda.jp/inst/rlc/en/student_dormitory/exchange/

<STEP7> Certificate of Eligibility (COE) would be sent from Waseda		
When	April entry	Late February
	September entry	Mid-August

*COE would be sent to the Home University and student in an email format.

*Depending on the situation of the Immigration Services Bureau, issuance of the COE may be delayed from the schedule above. In that case, there is nothing Waseda University can do about it, so **please just wait for our contact and refrain from sending us emails to ask about the situation.**

<STEP8> Visa Application, Preparation to move to Japan		
When	April entry	Early to Mid-March
	September entry	Late August

- After you have received the COE through CIE, you must go to your nearest Japanese embassy or consulate to have a visa stamped in your passport.
- Once your flight schedule has been decided, we recommend you purchase your insurance (including the insurance for your belongings).

For the schedules after coming to Japan, please refer **HERE**.

Please be especially careful for the information on <STEP6> "Issuance of Official Transcripts" (**They cannot be issued earlier no matter the circumstances**).

IV. Required Documents for Application

0. Notes

- All documents (except the ID photograph sheet) must be uploaded to the Online Application Form.
- All documents must be issued within 6 months unless otherwise specified.
- All documents must be written in English or Japanese.
- Some documents must be issued by the applicant's home university with an official seal if appropriate.

1. Documents to submit via Online Application Form

<How to submit>

Once you've prepared all the documents, scan all the documents into one PDF file, compress it into a ZIP format, and upload it on the Online Application Form (must be below 10MB).

NO.	Name of Document	Notes
①	<u>CHECKLIST for WASEDA Exchange Program Application</u>	• After reviewing the information, check ✓ the box on the right column, and submit with the other application documents.
②	Copy of Passport (Identification page)	• Be sure that the expiration date is after the date of travel. • If your passport is under renewal, please submit a copy of your previous passport.
③	<u>Study Abroad Agreement</u>	• Regardless of your age or other factors, it must be signed by your parent or a family member who is your guardian.
④	Official Certificate of Enrollment issued by the home university	• The certificate must include: name of the university, year you are in at the time of this application (freshman, sophomore, etc.), name of your school/department, specification that you are attending as a full time student, and your scheduled graduation date (the shortest possible date).

⑤	<p>Official Transcript(s) and Grading System Chart</p> <p>(Copy of Undergraduate Diploma)</p>	<ul style="list-style-type: none"> • All applicants are required to submit their most updated official transcript and the grading system chart of their Home University. • If your transcript does not provide a grading system chart, ask your home university for an official document explaining the grading system. • For Graduate school(majors) applicants; Both undergraduate and graduate official transcripts are required. A copy of your undergraduate diploma is also needed. • For Double Major/Degree Students; Please submit all the transcripts you have.
⑥	<p><u>Nomination Letter</u></p>	<ul style="list-style-type: none"> • It must be signed by your program coordinator.
⑦	<p><u>Letter of Recommendation</u></p>	<ul style="list-style-type: none"> • If your university policy does not allow you to submit this document online, your program coordinator can email it to CIE.
⑧	<p>Language Proficiency Score</p>	<p>When applying for;</p> <p>< English Based Program ></p> <ul style="list-style-type: none"> • All applicants are required to submit a copy of TOEFL, IELTS etc. (check each school's requirements) regardless of their nationality except for the two exceptions listed below; <div style="border: 1px solid black; padding: 5px;"> <p>①Applicant from a partner university in a country where <u>English is the native language and are currently enrolled in an English program;</u> →Language proficiency score is NOT required. * Graduate School of International Culture and Communication Studies (GSICCS) requires this regardless your background.</p> <p>②Applicant from a partner university in a country where <u>English is NOT the native language but currently enrolled in a program where the primary language of institution is English;</u> <u>Certificate</u> issued by your home university which confirms your enrollment will substitute for the language certificates.</p> </div> <ul style="list-style-type: none"> • Scores of TOEIC IP, IELTS Online, IELTS One Skill Retake, TOEFL iBT Home Edition, TOEFL Essentials and CAE Score (Cambridge English) are NOT accepted. • My Best Scores of TOEFL tests are not accepted.

		<p><Japanese Based Program></p> <ul style="list-style-type: none"> • All the applicants including those who hold Japanese citizenship are required to submit a copy of JLPT. <p><Japanese Language Program (Center for Japanese Language)></p> <ul style="list-style-type: none"> • Japanese language proficiency certificate is required for students who have not taken Japanese lessons for more than one academic year. Please refer to “<u>Lists of Schools</u>” for details. <p>* Only official certificates that are valid at the time of application is acceptable.</p>
<p>⑨</p>	<p>Proof of Viability *Must be issued after January 1st, 2025</p>	<ul style="list-style-type: none"> • It needs to be submitted through the COE Application Form. • You must prove you can cover the expenses while in Japan with the following documents. The amount must be more than <u>1,440,000JPY/year or 720,000JPY/semester</u>. • We recommend you select A or/and B listed below. Select C only if you cannot cover the expenses by only A/B, because C may take a little longer process to check. • You can combine A-C to meet the required amount. All relevant documents should be submitted in this case. <p><u>A : If you are financing yourself</u></p> <p><Official Bank Balance Certificate></p> <p>*If your bank does not issue a balance certificate, please ask your bank to issue a letter that states your most up-to-date balance with information on the name of the account holder, issuing date and signature of bank official and/or organization office stamp. A hard copy of a web page is accepted if all of the above information are on it.</p> <p><u>B: If someone other than yourself is covering your expenses</u></p> <p><Official Bank Balance Certificate of the person covering your expense AND <u>Written Oath for Defraying Expenses (Sample)</u>></p> <p>*The person who covers the expenses must be the same person with the person you wrote in section 26 (3) on the COE Application Form.</p> <p><u>C: If scholarship / loan is covering your expenses</u></p> <p><Certificate of Scholarship / Loan></p> <p>*The Certificate (or letter) must clearly state the name of organization providing the fund to you, amount of scholarship available during your visiting period, issuing date and signature of the funding organization and/or stamp of the organization.</p>

⑩	Educational background	Submit if you have more to write on your online application Q37-42
⑪	<u>Support Letter from the Home University (Regarding the Application for the Academic Accommodations)</u>	For the details, please refer to [V. Procedures for the Academic Accommodation Due to Your Disability] on the next chapter. <u>Be sure that TWO versions of data (word format AND image/PDF format) are necessary.</u>

2. Forms / documents need to be submitted AFTER the online application

* Must be completed before the same deadline with the Online Application Form.

NO.	Name of Document	Notes
⑫	Academic Study Plan	<ul style="list-style-type: none"> • After completing the online application, you would receive an automatic reply email with the URL for the Academic Study Plan and your "Answer ID"; please submit from this URL. • This "Answer ID" (alphabet + number such as A-1234) would be required in the Academic Study Plan form. • The purpose of this document is to examine whether your interests match with the curriculum of the school (major) at Waseda or not. It must be focused on studying at school (major), NOT outside of classes. • If you apply for an English based program, write in English; if you apply for a Japanese based program, write in Japanese. Japanese Language Program (JLP) applicants may write either in Japanese or in English. • <u>Please refer to (How to submit Academic Study Plan) in advance to prepare for your application before the application period begins.</u>

⑬	Application for Certificate of Eligibility (COE)	<ul style="list-style-type: none"> • It needs to be submitted by filling out the COE Application Form. URL for it will be sent to you after the online application. • Those who have a Japanese citizenship including dual citizenship CANNOT apply for a COE. Enter Japan with your Japanese passport. • Waseda University does not apply for your COE for other purposes such as internships or studies at Japanese language schools. • <u>Please refer to (Sample) in advance</u> to prepare for your application before the application period begins. Please be sure that it is just a sample, and you will have to apply on the form mentioned above.
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3. Submit to your program coordinator

*Must reach Waseda before the same deadline with the Online Application Form.

*You need to prepare 4 photos in total.

NO.	Name of Document	Notes
⑭	ID photographs (<u>ID Photograph Sheet</u>)	<ul style="list-style-type: none"> • Paste your ID photos on “ID Photograph Sheet” and send through your program coordinator <u>by post</u>. • [Reference] <u>Unacceptable photo sample</u> *Access the link above then change the language from “日本語” button at the bottom left of the screen to “English.”) • Same photos as your passport will NOT be accepted. • If your coordinator is unable to send your ID photos to us physically, please ask the coordinator to consult with the CIE (ex-in-cie@list.waseda.jp).

V. Procedures for the Academic Accommodation Due to Your Disability

1. Outlines

- If you need to apply for an Academic Accommodation due to your disability, you need to complete a specific procedure in advance.
- Please make sure that these applications are limited to requests for ACADEMIC considerations (e.g. when taking courses, taking exams, etc.) . Please do not include here requests for accommodations in daily life; those should be answered in the “Housing Questionnaire” sent separately from the Residence Life Center (RLC) after you have been accepted as an exchange student.

- Waseda University cannot provide you with any accommodations beyond what you actually receive at your Home University. Furthermore, note that your application would be judged based on Waseda University's own standards, so there may be cases our answer does not meet your requests.
- In case there was any change regarding the situation of your disability AFTER the application and thereby need to change your application contents of your Academic Accommodations, please contact us separately.
- The following cases are UNLIKELY to be approved as reasonable academic accommodations in Waseda.

- To replace attendance with reports.
- To replace in-person exams with reports/online exams.
- To take all the courses online.
- To take all the exams (including the little tests) in a separate room.
- General supports for daily life (transfer support when commuting to school, assistance with eating and toileting, etc.)

2. Procedures

1) Before the application

Please ask the staff member of your home university to prepare the [Support Letter from the Home University (Regarding the Application for the academic accommodations)]

*We recommend you enter your information by yourself first, and then have it checked and signed by the staff member of your home university after that.

*Please be sure to prepare this with plenty of time, because creating this letter demands thorough consultations and confirmations between you and your home university staff members.

2) At the time of the application

Submit the data of [Support Letter from the Home University (Regarding the Application for the academic accommodations)]

*Please submit along with the other required documents on the Online Application Form.

*Submission of TWO kinds of data is required;

	Format	Notes
①	Word	With the data entered; signature of the staff member of your home university is unnecessary.
②	Image/PDF	Scanned data with the signature of the staff member of your home university.

3) The results for your requests

The results for your requests would be informed separately via your home university around a month before your exchange program starts. Please confirm the results and carefully consider

again the possibility / feasibility of your study abroad.

(In case you decide to decline your study abroad program, please contact us as soon as possible.)

4) After arriving in Japan

- After arriving in Japan, please do not forget to contact your faculty office in Waseda to inform them that you actually need to receive the accommodations you applied for at the time of application. After hearing detailed information through an interview etc., the school office would distribute “the special needs request letters” to the faculty members of each course (the support will be provided after the distribution of this letter upon agreement of each faculty member.)
- Please be aware that, depending on the situation of the class, there may be cases in which the details of “the special needs request letters” would be executed in a slightly different form.
- If you did not request any specific support/consideration at the beginning of semester and encounter something that may require special assistance in the middle of the semester, please inform the school office of your circumstances. You will need to follow the same procedures as above in such a case. Please be sure that the services cannot be provided retroactively.

3. Bringing Medications

- Refer to the following page and take necessary procedures in advance. Please be sure that you are responsible for the can/cannot, how, and where to take the medicines in Japan.

- | |
|--|
| <ul style="list-style-type: none">◇ Find OTC Medicines (in English)◇ おくすり検索 (in Japanese)◇ くすりのしおり/Kusuri-no-Shiori (in Japanese and English)◇ 医療情報ネット (ナビイ) /Medical information net (NABII) |
|--|

*Please select “English” from the upper right part.

- To bring medicines with you to Japan, you may need to arrange “Yunyu Kakunin-sho (輸入確認証) ” document.
- Please note that there may be restrictions applied to bringing some medicines due to Pharmaceutical Affairs Law.

VI. Precautions for Course Registration

1. Information on Course Registration at Waseda

- Course registration process begins AFTER the program starts.
- Exchange students are expected to take courses from the school (major) he/she is enrolled in. Taking courses outside of the school or University-wide courses remain optional. Also, please note that there are some courses that exchange students CANNOT take.
- Please note that some specific courses for degree students (usually seminars) are not available for exchange students.

- Some courses may be allocated to students through a lottery procedure when the number of applicants exceeds capacity.
- If you wish to drop courses, you may need to follow a withdrawal procedure within the scheduled time. If you fail to do so and be absent from the class, it will be shown as “Fail” on your transcript.
- Waseda University does not use the ECTS system. For inquiries regarding credit transfers, please contact your home university.
- Students are strongly encouraged to take approx. 6 courses (≒ 10 hours) per week unless otherwise specified. Please refer to the “Lists of Schools”.
- Students may earn 2 credits for a lecture-style course (100mins. ×14classes) and 1 credit for a Japanese language course (100mins ×14classes) offered by Center for Japanese Language (CJL) unless otherwise specified. Please refer to the syllabus for further information.
- For more details, please participate in the academic orientation after the program starts.

2. University-wide Open Course

- Most programs allow students to take University-wide open courses, but restrictions may apply. Please refer to the “Lists of Schools” for each school’s policy.
- University-wide open courses include courses offered by Center for Japanese Language(CJL), Global Education Center (GEC) and Center for International Education(CIE). Also a few courses offered by each school are open to the entire university (subject to capacity).
- The maximum number of credits students may earn for CJL courses is 8 per semester, except for SILS students. For SILS students, the maximum credits for CJL are 7.
- Waseda University sets the Japanese language proficiency level on a scale of 1 to 7 based on the CJL Level Check Test score. Click **HERE** for details of the CJL Level Check Test and check your level.

Fin.

Date (Y/M/D): _____

CHECKLIST for WASEDA Exchange Program Application

Name (as shown in the passport)	
Name of your Home University	

1. Documents to submit via Online Application Form

Tick the "CHECK" box column if you are prepared with the documents below;

	Name of the Document	All Applicants are Required	For Those Applicable only	CHECK
①	CheckList (This list)	✓		<input type="checkbox"/>
②	Copy of Passport (Identification page)	✓		<input type="checkbox"/>
③	Study Abroad Agreement	✓		<input type="checkbox"/>
④	Official Certificate of Enrollment issued by the home university	✓		<input type="checkbox"/>
⑤	Official Transcript(s) and Grading System Chart	✓		<input type="checkbox"/>
	Copy of Undergraduate Diploma		✓	<input type="checkbox"/>
⑥	Nomination Letter	✓		<input type="checkbox"/>
⑦	Letter of Recommendation	✓		<input type="checkbox"/>
⑧	Language Proficiency Score		✓	<input type="checkbox"/>
⑨	Proof of Financial Viability *must be issued after January 1,2024	✓		<input type="checkbox"/>
⑩	Educational background		✓	<input type="checkbox"/>
⑪	Support Letter from the Home University (Regarding the Application for the Academic Accommodations)		✓	<input type="checkbox"/>

2. Forms / documents need to be submitted AFTER the online application

Tick the "CHECK" box if you confirmed that the following two procedures must be completed before the application deadline.

	Name of the Document	All Applicants Required	For Those Applicable	CHECK
⑫	Academic Study Plan	✓		<input type="checkbox"/>
⑬	Application for Certificate of Eligibility (COE)	✓ *		<input type="checkbox"/>

*Except for those who has the Japanese nationality.

3. Submit to your program coordinator

Tick the "CHECK" box if you have the document below ready to submit;

	Name of the Document	All Applicants Required	For Those Applicable	CHECK
⑭	ID photographs (on the ID Photograph Sheet)	✓		<input type="checkbox"/>

<If you need to inform something to Waseda regarding your application documents, please write them below>

--

Letter of Recommendation

The letter must be addressed to Waseda University

◆*To the Applicant:*

This form should be given to **a dean, an academic advisor, a full-time professor or a full-time teaching instructor at your home University** under whom you have studied and who is able to comment on your qualifications for study at Waseda University.

Applicant's Name: _____

◆*To the Recommender:*

This form is submitted to you for your opinion on the applicant's qualifications. In this letter, the following three points should be included. After completing the letter, please check off the box below to confirm each subject is mentioned.

Academic achievements

---class rank, academic strengths, etc.

Behavior / Performance in the classroom or other settings

---maturity, motivation, how s/he works with others, etc.

Skills / Capacities which the applicant needs to develop

---social and/or academic skills in the long run, as well as what s/he should develop during exchange at Waseda

Please use the space below to describe the applicant. (Please delete this sentence.)

【Recommender's Information】

Name: _____ Position: _____

Schl/Dept: _____ University: _____

E-mail address: _____

Relationship to applicant: _____

How long have you known the applicant? _____ Year(s)

◆Application materials for EX/DD Program WASEDA University

Signature: _____ Date: _____ / _____ / _____ (month/day/year)

*Please sign by hand

Study Abroad Agreement

To Dean of the Center for International Education

I, as the applicant for the study abroad program of Waseda University (hereafter "study abroad program"), fully understand and agree to the "Terms and conditions" and "Treatment of personal data by Waseda University" as indicated below. I also agree not to lodge any formal objection or protest in the case that I may lose the right to participate in the study abroad program or support from Waseda University by failing to comply with these terms and conditions.

1. Terms and conditions

- 1) I understand the purpose of the study abroad program will concentrate on the study to the best of my abilities. I agree to complete all the courses required by the program. I also understand that I may be required to return to my home country and will do so if my academic standing does not reach the standard of Waseda University.
- 2) I understand that I am not allowed to withdraw from the study abroad program, or extend / shorten the program period once I apply for Waseda University through the Online Application Form.
- 3) I understand that I am a representative from my home university and must act responsibly. I agree to comply with the laws and regulations of Japan, and Waseda University while participating in the study abroad program. I will also follow the guidance of the faculty members and advisors at my host university and respect the standards of decency in Japan. I also understand that I may be required to return to my home country when I have broken the rule.
- 4) I will not lodge any complaint against or implicate Waseda University for the loss and/or damage caused by disaster, riot, terrorism, unforeseen accidents, infectious diseases, crimes, etc.
- 5) If during the period of my study abroad, I cause damage to Waseda University or a third party due to willful intent, negligence a violation of the law or public order and morals, I will not hold Waseda University responsible for the cost of damages made to a third party. If Waseda bears liability for damages made to the host university or a third party caused by myself, I will take responsibility to compensate damages incurred by Waseda.
- 6) I understand to enroll in a study abroad (travel) insurance plan, which covers the student from the time of departure until the time of return to their home country, in addition to the National Health Insurance Scheme.
- 7) I have secured permission and agreement from my financial supporter such as my guardian to prepare sufficient financial resources for the estimated expenses for all programs which I applied through the Online Application Form. I agree to pay designated fees (dormitory fees, etc.) by the date set by Waseda University.
- 8) I will stay, if any, in the accommodation designated by Waseda University. I understand that if any accommodation is not designated, I will be responsible to acquire a place to stay on my own.

2. Treatment of personal data by Waseda University:

Waseda University ("Waseda"), being fully aware that the protection of personal data is a basic requirement derived from human dignity, established the "Regulations on Privacy and Data Protection" in May 1995 and has taken strict care in its handling of personal data. As the "Law concerning Protection of Private Information (Privacy Law)" came into force in its entirety on April 1, 2005, Waseda will continuously endeavor to comply with the law and control and manage personal data in a safe and adequate manner. Therefore, please read the following information and submit the "Consent for the Treatment of Personal Data" signed by both the student and the guardian together with other enrollment documents.

1) Collection of Personal Data and Purpose of Use of Personal Data

Personal data means any information relating to a student, guardian, faculty or staff member or other individual by means of which that individual is identified or identifiable. Waseda will collect only such personal data as is deemed necessary for education and research, student assistance, or university administration, for the following purposes. In addition, Waseda may communicate with the student or the guardian based on the collected personal data if necessary.

<Purpose of Use>

- (a) Management of student registration, management of changes in student registration, health management, scholarship management;
- (b) Registration for courses, management of student results, class management;
- (c) Management of information on internal admission to the undergraduate or graduate school or change of school, or careers after graduation;
- (d) Issuance of student identification cards or various certificates;
- (e) Management of tuition and fees information, management of account information;
- (f) Assistance in student life and extracurricular activities;
- (g) Preparation and management of job-related information;
- (h) Management of use of facilities and equipment within the University, management of security camera footage;
- (i) Management of library use information;
- (j) Dispatch of the academic transcript and information regarding the student's academic standing to the guardian;

- (k) Consultation with the guardian on the student's results or course selection;
- (l) Public relations magazines of the University and affiliated schools, information on events, announcements relating to fund-raising for the University;
- (m) Dispatch of various types of information to graduates;
- (n) Provision of information to partner universities based on academic exchange agreements or such other arrangements;
- (o) Provision of necessary information to Student Health Insurance Union (Gakusei Kenkou Hoken Kumiai) of Waseda University (Administrator: Administrative Director, Student Affairs Division);
- (p) Provision of necessary information to Waseda University Alumni Association (Administrator: President of Waseda);
- (q) Provision of necessary information to the academic organizations (Administrator: Dean of each school) composed of students and faculty within the undergraduate or graduate school to which the student belongs;
- (r) Provision of necessary information to the Faculty and Staff Union for the purpose of promoting public grants;
- (s) If applicable, management of on-campus employment, payment of wages and allowances; and
- (t) Improvement of Waseda University's educational and research programs, entrance examinations, and student recruitment activities.
- (u) Verification of identity, based on student-submitted photos and their scanned data, required to process internal administrative procedures as well as to enable a variety of web-based services offered within the University.

2) Safekeeping of Personal Data

Waseda will strictly keep personal data secure from unauthorized use, loss, destruction, falsification, and leakage, and will provide education and training for personal data management to the faculty, staff or other persons engaged in the affairs of Waseda who handle personal data.

3) Provision of Personal Data to a Third Party

Waseda will not provide personal data to a third party without the consent of the data subject unless any of the exceptions defined in the Law and Rule applies.

4) Outsourcing of University Operations to a Third Party

Waseda University may entrust all or parts of bulk-mailing or data-entry operations to a third party. In such a case, Waseda University requires the third party (through a contract and other means) to handle personal data adequately and appropriately so that the personal data will not be leaked, lost or misused.

5) Disclosure and Correction of Personal Data

The student and guardian may request disclosure or correction of personal data at the affiliated school, any undergraduate or graduate school to which the student belongs, or such other place where personal data is kept.

Home University: _____ Name: _____

Student's Signature: _____ Date: _____

(Must be in the student's own handwriting)

I, as the guardian of the aforementioned student, take full responsibility that he or she will strictly abide the terms and conditions stated above.

Guardian's Name: _____ Guardian's Signature: _____

Guardian's Relation: _____ Date: _____

(Must be in the guardian's own handwriting)

Support Letter from the Home University (Regarding the Application for the Academic Accommodations)

※ This support letter should be prepared by the personnels of the Home University after thorough consultation with the student regarding the content.

1. Basic Information of the Student

Name		Name of the Home University	
Date of Birth (Y/M/D)		Gender (on your passport)	<input type="checkbox"/> Male/ <input type="checkbox"/> Female/ <input type="checkbox"/> Others

2. Details for the Academic Accommodations

A) Diagnosis (Name of Diseases / Disabilities)

B) Current Treatment Status/Symptoms, etc.

C) Academic Difficulties arising from A) (when taking classes/exams).

D) Details of the Desired Academic Accommodations

1	
2	
3	

※ Do not write requests for accommodations that is NOT related to academic circumstances here. Regarding the accommodations for daily life such as dormitory-related matters, please answer those in the "Housing Questionnaire" that would be sent separately after you are notified of your acceptance in Waseda.

※ The student can only apply for the same Academic Accommodations that you are actually receiving from your Home University.

※ If you need more than three fields, please add the numbers 4 and onwards by yourself (there is no problem to span multiple pages).

3. Items to be Confirmed by the Home University Personnel

Please confirm the following contents and put a check in the right Box. The Application could be accepted only when ALL the boxes have been checked. In case there are any items that cannot be checked, please reconsider the student's possibility of the study abroad.

	Contents	
1	The student and the Home University agree that these requests for the Academic	<input type="checkbox"/>

	Accommodations would be judged based on standards operated by Waseda University, and that the student's request may NOT necessarily be approved.	
2	After carefully communicating with the student, the Home University personnel determines that the student is in the condition to be ABLE to; Commute school / Attend classes (face-to-face) / Take assignments / Participate in group activities (including group works) while studying in Japan. *At Waseda University, classes are basically held face-to-face. Therefore, even when the student's requests for the Academic Accommodations were NOT accepted, the student must still meet the requirement above, since we cannot change the essence of the classes (achievement goals, evaluation standards, etc.).	<input type="checkbox"/>
3	The Home University agrees to spare no effort to resolve any problems should they arise during the study abroad period.	<input type="checkbox"/>
4	The Home University has confirmed that the student has received permission to study abroad from his or her attending physician.	<input type="checkbox"/>
5	The Home University has confirmed that the student is applicable to either of the following two; <ul style="list-style-type: none"> • The student does not need continued medical examination/treatment after coming to Japan. • This student will require continued medical examination/treatment after coming to Japan, but has sufficient plans and preparations ready for this. 	<input type="checkbox"/>
6	The Home University has confirmed that the student is applicable to either of the following two; <ul style="list-style-type: none"> • The student does not need to continue taking medication after coming to Japan. • The student will need to continue taking medication after coming to Japan, but has sufficient planning and preparation ready regarding how to obtain and how to take the medication (e.g. bring the medicines to Japan by him/herself). 	<input type="checkbox"/>

4. Final Confirmation by the Home University Personnel

In order to realize a fruitful study abroad experience for this student, we would like to ask Waseda University to accommodate the above request for the Academic Accommodation.

<Home University Personnel Signature field>

Name of University	
Title and Name of the Personnel	
Signature (Handwritten)	

Fin.