

Waseda University, AY2020 (Spring 2020 and Fall 2020) Exchange Numbers and Application Information

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To: INTERNATIONAL RELATIONS <opinter@mahidol.ac.th>;

2019.08.30

Mahidol University
Dear Peungjai Tinsulanonda,

Greetings from Waseda! I hope this email finds you well.

Firstly I would like to take this opportunity to thank you for your continued support and cooperation for our student exchange program.

I am writing to inform you of the number of students we can accept from your institution in AY 2020 (Spring 2020 and Fall 2020), and send you the updated application information for Spring 2020.

Number of students from Mahidol University to Waseda: 1 full year places

*Please note that our academic year starts in the Spring semester, so this quota is for Spring 2020 and Fall 2020.

Spring 2020 Application Information

Application period: 1st Nov – 20th Nov 2019 (Japan time)

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

Online application link:

*We will announce this link by the end of October.

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

Fact Sheet: <https://waseda.box.com/s/7s655xg4trhhgfrlnyxobnalt5ku15vq>

Important points:

- ★ **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.

⇒ Requirements and Course Lists

Please refer to "Requirements and Course Lists" on the following URL

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

- ★ When the applicants completes the online application, it is mentioned to submit the evidence to the coordinator so please kindly keep the online application evidence by your side.
- For English taught programmes, English language requirements are only waived if the student's native language is English, or if the student's current programme at his/her home institution is taught entirely in English. All other students must submit the required English language test score. Please refer to each School/Graduate School's requirements for the kinds of score accepted, and advise your students to take necessary tests in advance. Similarly, students who wish to study on a Japanese taught programme must submit a JLPT certificate.
- 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 Departments, and students can only take courses from the Department 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.
- Please make sure that the Official Certificate of Enrollment includes all the necessary information. Please also advise your students to write the same graduation date on their application forms as schedule on the Certificate of Enrollment.
- 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.

We look forward to receiving the applications in November, and please do not hesitate to contact us at ex-in-cie@list.waseda.jp if you have any questions or concerns.

Kind Regards,

Incoming International Student Team

Waseda Global Gate
 Center for International Education (CIE)
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**WASEDA UNIVERSITY**

Information Sheet for Student Exchange Program

1. University Information / Contact Information

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| University Website | http://www.waseda.jp/top/en |
| WHY WASEDA? | https://www.waseda.jp/inst/whywaseda/ |
| HOW TO WASEDA | https://www.waseda.jp/inst/howwaseda/ |
| Campus Map | http://www.waseda.jp/top/en/access |
| 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.) |
| Director , Center for International Education(CIE) | Keiji Suzuki (Mr.) |

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 2019 |

3. Application

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| How to Apply | Applications for exchange program must be submitted online and by post. |
| Application materials | http://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 2019) | https://www.waseda.jp/top/en/about/work/organizations/academic-affairs-division/academic-calendar | |
| Spring Semester | Orientation : | Late March |
| | Semester begins : | Early April |
| | Semester ends : | Early August |
| | Summer break : | Early August to late September |
| Fall Semester | Orientation : | Early 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 | 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> | |
| | 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. | |
| Number of Courses and Credits Per Semester | We recommend exchange students to take 7 courses per semester (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 by Schools / University-Wide Open Courses | <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> | |
| | 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. | |
| Registration Rules (Requirements and Course Lists) | https://www.waseda.jp/inst/cie/en/exchange/application | |
| Credit | With a few exceptions, the number of credits students will obtain from courses basically are: lecture-style course (90 minutes x 15 times): 2 credits Japanese language course (90 minutes x 15 times): 1 credit | |
| Official Transcripts | 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. | |
| | Exchange students may submit a request to the faculty office on early notice for their transcripts. Please ask the faculty staff for procedure. | |
| Language Support / Academic Advisor | International Community 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. | |

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 | http://www.waseda.jp/inst/cie/en/life/housing |
| Waseda-Operated Dormitories | http://www.waseda.jp/ric/exchangedorm/index.html |

7. Scholarship

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| 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 |
| 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 2000 yen or less. |
| Are Vaccines required to enter Japan? | More information on insurance will be provided at the general orientation. 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). |
| Disabilities Support Center | https://www.waseda.jp/inst/dsso/en/ |
| Health Support Center | http://www.waseda.jp/hoken/english |
| 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! http://www.waseda.jp/inst/icc/ |

