



WASEDA UNIVERSITY

Student Exchange Program Information Sheet for the academic year 2012/2013

Contact Information

University Website	http://www.waseda.jp/top/index-e.html
Student Exchange Program Website	http://www.waseda.jp/cie/welcome/timeline.html
Address	Center for International Education Waseda University 3rd Floor, Bldg.# 22, 1-7-14 Nishi Waseda, Shinjuku-ku, 169-0051 Tokyo, Japan
Tel number	+81-3-3203-9079
Fax number	+81-3-3203-6405

Dean

Name	Kazuo Kuroda (Mr.)
Title	Dean, Director
E-mail	in-cie@list.waseda.jp
Tel number	+81-3-3202-9806

Manager

Name	Takao Asakura (Mr.)
Title	Manager
E-mail	in-cie@list.waseda.jp
Tel number	+81-3-3202-9806

Program Coordinator

Exchange coordinator (inbound)	
Name	Junho Song (Mr.)
Title	Program Coordinator
E-mail	ex-in-cie@list.waseda.jp
Tel / Fax number	+81-3-3202-9806 / +81-3-3202-8638
Exchange coordinator (outbound)	
Name	Jun Hiraga (Ms.)
Title	Program Coordinator
E-mail	out-cie@list.waseda.jp
Tel / Fax number	+81-3-3203-6427 / +81-3-3202-8638

Academic Calendar (2012-2013)

1st Semester (2012 Spring Semester)	Opening ceremony:	In early April
	Orientation	In late March
	Classes begin:	In early April
	Spring Semester ends:	In early August
	Summer break:	From early August to late September
2nd Semester (2012 Fall semester)	Opening ceremony:	In mid-September
	Orientation	In early September
	Classes begin:	In mid-September
	Winter break:	From late December to early January
	Fall Semester ends:	In early February
	Spring break:	From early February to late March

Admission (2012-2013)

Number of Students we would accept from your university	We will announce it in late October.	
Anticipated dates for notification of admissions.	Spring Admission: Around the end of January	
	Fall Admission: Around the beginning of June	
Due Date for Application Forms	Spring Semester Deadline: To be announced	
	Fall Semester Deadline: To be announced	
Website for application	http://www.waseda.jp/cie/select/step01.html	
How to provide the application documents.	Download (We do not accept any Fax or Email applications.)	
Name of schools/Faculties OPEN for exchange students and Requirements	Graduate:	http://www.waseda.jp/cie/exchange/graduate/01_materials.html
	Undergraduate:	http://www.waseda.jp/cie/exchange/undergraduate/01_materials.html
	IJLP:	http://www.waseda.jp/cie/exchange/ijlp/01_materials.html
	SILS:	http://www.waseda.jp/cie/exchange/sils/01_materials.html
Length of the exchange period	Graduate:	Both one year OR one semester
	Undergraduate:	Both one year OR one semester (Some schools offer only one year)
	IJLP:	One academic year ONLY
	SILS:	Both one year OR one semester
Qualification for incoming exchange students	Graduate:	Graduate ONLY
	Undergraduate:	Undergraduate ONLY
	IJLP:	Both undergraduate and Graduate
	SILS:	Undergraduate ONLY
GPA Requirement	Depends on the programs. Please see the website as follow: http://www.waseda.jp/cie/select/step01.html	
Language Proficiency Requirement	Depends on the programs. While most of the courses are conducted in Japanese, some courses are in English. Please see the Website for further information. http://www.waseda.jp/cie/select/step01.html	
Can students whose language proficiency does not meet our requirement still be considered?	Application requirements including language requirement are strictly applied. http://www.waseda.jp/cie/select/step01.html	

***Our Website will be updated in late October**

Scholarship availability for exchange students

Value of Scholarship	80,000 JPY - 150,000 JPY/ month	
JASSO & MEXT (IJLP/Graduate students only)	http://www.waseda.jp/cie/exchange/graduate/02_scholarship.html	
	http://www.waseda.jp/cie/exchange/undergraduate/02_scholarship.html	
	http://www.waseda.jp/cie/exchange/ijlp/02_scholarship.html	
	http://www.waseda.jp/cie/exchange/sils/02_scholarship.html	
Scholarship application deadline	Spring Semester Deadline: To be announced	
	Fall Semester Deadline: To be announced	

***Our Website will be updated in late October**

Accommodation

Is there a pick-up service provided upon arrival?	Yes, Airport pick up is available at free of charge (upon request).
Recommended arrival date	We will announce the expected arrival date together with acceptance package.
Is housing available? Is it guaranteed?	Yes, Exchange student can stay in one of our university dorms (There are limited numbers of rooms).
What kind of housing available	On-campus (upon request)
	Home Stay program (Only SILS program participants can choose the home stay program. Other exchange program's participants cannot choose this option).
How can exchange students apply for accommodation?	Housing application form will be sent together with Certificate of Admission.
When is the application deadline?	Housing application form will be sent together with Certificate of Admission.
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)	Yes, but charged separately.
Estimated fees be for a 10-month stay	60,000 -80,000 JPY/month (Depends on which dorm student chooses to stay. Detailed information will be sent out with the application.)
If accommodation on campus is not available, is there any assistance in finding private housing?	In case students choose to live in an apartment, they have to find one on their own through private house agent.
Living expenses	Costs vary by individually, but we recommend that exchange students prepare at least 1,200,000 JPY for one year of staying in Japan.

Visa related documents

Are exchange students requires to obtain a student VISA.	Yes	
What are the procedures?	Please see the website below.	
Are exchange students allow to work?	Yes, but you are required to apply a special visa for work on-campus or off-campus.	
Certificate of Eligibility (COE) / VISA related documents	Graduate :	http://www.waseda.jp/cie/exchange/download/graduate/gc_coe_uptodateform.pdf
		http://www.waseda.jp/cie/exchange/download/graduate/visa_related_documents.pdf
	Undergraduate :	http://www.waseda.jp/cie/exchange/download/undergraduate/ug_coe_uptodateform.pdf
		http://www.waseda.jp/cie/exchange/download/undergraduate/visa_related_documents.pdf
	IJLP :	http://www.waseda.jp/cie/exchange/download/ijlp/ijlp_coe_uptodateform.pdf
		http://www.waseda.jp/cie/exchange/download/ijlp/ijlp/visa_related_documents.pdf
	SILS :	http://www.waseda.jp/cie/exchange/download/sils/sils_coe_uptodateform.pdf
		http://www.waseda.jp/cie/exchange/download/sils/sils/visa_related_documents.pdf

***Our Website will be updated in late October**

Academic Information

Schools/faculties open to your exchange students and prerequisites.	Almost all courses are open to the exchange students (depend on the schools).
Is course information available online?	Information on the courses available at <Syllabus search> https://www.wnz.waseda.jp/syllabus/epi3011.htm?plng=en
Language(s) of Instruction	Mainly most courses are conducted in Japanese; however, some are in English.
Course registration period and	At the beginning of the semester (no pre-arrival registration is available)
Number of course per week per course	Depend on the school
Required number of courses	Depend on the school
Minimum and maximum number of credits to be taken each semester.	Depend on the program
Examination dates	It varies but normally begin in mid-July for Spring Semester and mid-January for Fall semester.
Credit/ Grading System	Depend on the program
Number of weeks of study	Usually 7.5 weeks
Language support/ academic advisor	We have the International Community Center and they provide language exchange programs to support Japanese language. SILS program provides the academic advisor to assist in choosing courses.
Will official transcript automatically be sent to our institute upon completion of exchange? Can students order extra transcripts?	Yes, students can also order extra transcripts (they need to pay fees for them).
Official transcript delivery	Late March for Spring semester Late September for Fall semester

Health & Medical Insurance

Are students covered by in-country insurance or program insurance in addition to our study abroad plan?	No, international students staying in Japan are required to enroll in the National Health Insurance Scheme (Kokumin Kenko Hoken). For more information, please see the website below. http://www.kokuho.or.jp/english/Introduction.html
Are students required to buy our university insurance?	Not university's, but the students need to enroll in the National Health Insurance.
How much does it costs?	Around 1,500 JPY/ month, however it differs from the ward where your students live.
Is there a hospital staffed with English speaking or Western-trained physicians available to students in the program's city?	Yes, phone number is +81-3-3202-7181. Please refer to the website for further information. http://www.ncgm.go.jp/index.html
Is there a student clinic available on the university campus?	Yes, phone number is +81-3-3202-0580. Please refer to the website for further information. http://www.waseda.jp/kenkou/center/HSC/topics/kenkouyouiku-center/english.htm
Is there a suicide or sexual assault hotline available to students?	Yes, phone number is +81-3-3204-9068. Please refer to the website for further information. http://www.waseda.jp/stop/index-e.html
Are vaccination required?	No

Thank you for your co-operation in advance.