Application Guidelines for Waseda University Exchange Programs (for Spring 2026 / Fall 2026 Enrollment)

WASEDA UNIVERSITY

CENTER FOR INTERNATIONAL EDUCATION (CIE)

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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 School of International Liberal Studies （SILS）, students can choose "one semester" only). Please refer to the "Lists of Schools (Requirements) " 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.
- In principle, those who have participated in Waseda University's exchange program before CANNOT re-apply to the same School / Graduate School, unless under unforeseen circumstances. In such cases, please be sure to consult us in advance.
- 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 (Requirements) ".
- 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 Dormitory Desk, Student Affairs Section (Former 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.
- Applicants who are expected to graduate from their home university before the specified date are NOT eligible to apply for Waseda Exchange programs.
  [Specified Date]
  - **One Semester Enrollment (Spring 2026 only)**
    You cannot apply if you are expected to graduate **before September 15, 2026**.
  - **One Semester Enrollment (Fall 2026 only)**
    You cannot apply if you are expected to graduate **before March 15, 2027**.
  - **One Year Enrollment (Spring 2026 + Fall 2026)**
    You cannot apply if you are expected to graduate **before March 15, 2027**.

Ⅱ. General Requirements

1. GPA requirements

- All applications must meet ALL the requirements such as the GPA, language proficiency and so on.
- Applicants must meet the GPA requirement based on a 4.0 scale. If your home university does not calculate GPA on this scale, your transcript(s) and grading table will be used to recalculate it. To ensure accurate conversion, you must submit your university's grading system in advance so we can convert your GPA to the 4.0 scale.

2. Educational Background requirements

	Apply for School of International Liberal Studies	Apply for Schools other than School of International Liberal Studies
Apply for Undergraduate Schools	Applicants must have completed "most of the secondary education (6 years)" or equivalent in a non-Japanese educational system located outside Japan.	Applicants must have completed at least 12 years of school education (excluding higher education / education at university) or equivalent in a non-Japanese educational system.
Apply for Graduate Schools	Applicants must have completed 16 years of school education or equivalent in a non-Japanese educational system.	

- At the time of application, applicants must have completed at least one semester (or Two Quarters) 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 (Requirements) " and the Waseda University Researchers 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 (Requirements) " 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
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> Apply for the dormitory / other residences		
When	April entry	Early February
	September entry	Late May/Early June

- We recommend you start searching for your residence in Tokyo soon after you have received the Notification of Acceptance. For the details, please refer to the website below;

✧ **Dormitory Desk, Student Affairs Section (Former 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" (**No matter what the circumstances, the Official Transcripts CANNOT be sent to your home university earlier**).

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	CHECKLIST for WASEDA Exchange Program Application	・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	Study Abroad Agreement	・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	Official Transcript(s) and Grading System Chart (Copy of Undergraduate Diploma)	・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	Nomination Letter	・It must be signed by your program coordinator.
⑦	Letter of Recommendation	・If your university policy does not allow you to submit this document online, your program coordinator can email it to CIE.
⑧	Language Proficiency Score	Applicants must possess either Japanese language proficiency or English language proficiency. < English Based Program > ・All applicants are required to submit a copy of TOEFL, IELTS etc. (Please refer to "Lists of Schools (Requirements) " for details.) regardless of their nationality except for the two exceptions listed below; ①Applicant from a partner university in a country where English is the native language and are currently enrolled in an English program; →Language proficiency score is NOT required.

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* Graduate School of International Culture and Communication Studies (GSICCS) requires this regardless your background.
②Applicant 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 your home university which confirms your enrollment will substitute for the language certificates.

<Japanese Based Program>
・All the applicants including those who hold Japanese citizenship are required to submit a copy of JLPT.
<Japanese Language Program (Center for Japanese Language)>
・Japanese language proficiency certificate is required for students who have not taken Japanese lessons for more than one academic year. Please refer to "Lists of Schools (Requirements)" for details.
* Only official certificates that are valid at the time of application is acceptable.
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<tr>
<td>⑨</td>
<td>Proof of Viability</td>
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・ It must be issued on and after the following date;
<table>
<tr><td>For 2026 Spring Enrollment</td><td>October 1st, 2025</td></tr>
<tr><td>For 2026 Fall Enrollment</td><td>January 1st, 2026</td></tr>
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・It needs to be submitted through the online COE Application Form.
・You must prove you can cover the expenses while in Japan with the following documents. The amount must be more than 1,440,000JPY/year or 720,000JPY/semester.
・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.
・Valuation of financial products such as stocks or ETFs may not be counted as part of your balance. Therefore, be sure to prepare the necessary amount by cash deposit.
A : If you are financing yourself
<Official Bank Balance Certificate>
*If your bank does not issue a balance certificate, please ask
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		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 is on it. B: If someone other than yourself is covering your expenses <Official Bank Balance Certificate of the person covering your expense AND Written Oath for Defraying Expenses (Sample)> *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. C: If scholarship / loan is covering your expenses <Certificate of Scholarship / Loan> *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.
⑩	Educational background	Submit if you have more to write on your online application Q37-42
⑪	Support Letter from the Home University (Regarding the Application for the Academic Accommodations)	For the details, please refer to [Ⅴ. Procedures for the Academic Accommodation Due to Your Disability] on the next chapter. Be sure that TWO versions of data (word format AND image/PDF format) are necessary.

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

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

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<tr><th>NO.</th><th>Name of Document</th><th>Notes</th></tr>
<tr><td>⑫</td><td>Academic Study Plan</td><td>
・ 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.
・ Please refer to (How to submit Academic Study Plan) in advance to prepare for your application before the application period begins.
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<tr><td>⑬</td><td>Application for Certificate of Eligibility (COE)</td><td>
・ You can apply for a COE by filling out the online COE Application Form. Please answer this form AFTER you complete the online application.
・ Those who have a Japanese citizenship CANNOT apply for a COE. In this case, enter Japan with your Japanese passport.
・ Waseda University does not apply for a COE for other purposes such as internships or studies at Japanese language schools.
・ Applicants whose nationality is from the Philippines / Nepal / Vietnam / Indonesia / Myanmar / China may be applicable for the Tuberculosis Screening (JPETS), depending on the timing of your COE application and nationality.
Those who are applicable must prepare “TB Clearance Certificate” as an additional document for the application for the COE. For the details, please refer to “Notice on Japan Pre-Entry Tuberculosis Screening（JPETS）”.
<table>
<tr><th>Enrollment</th><th>Nationalities applicable for JPETS</th></tr>
<tr><td>2026, April</td><td>Philippines / Nepal / Vietnam / Others*</td></tr>
<tr><td>2026, September</td><td>Philippines / Nepal / Vietnam / Others*</td></tr>
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		*Others: It is currently unclear when Indonesia / Myanmar / China will be included here, so please check the information in the documents linked above from time to time. (While it is still written "to be announced" there, you do not need to prepare for the additional documents).

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 (ID Photograph Sheet)	・Paste your ID photos on "ID Photograph Sheet" and send through your program coordinator by post. ・[Reference] Unacceptable photo sample *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 when you apply to the dormitories offered by the Dormitory Desk, Student Affairs Section (Former Residence Life Center).

・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.

✧ 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 (Requirements) ".

- 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 (Requirements) " 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.