

CHECKLIST for WASEDA Exchange Program Application

Name (as shown in passport): _____

Name of Home University : _____

After reviewing the information, check ✓ the box on the right column, and submit this checklist with all other application documents.

Documents to be submitted		Note	Check
All applicants must prepare documents 0 to 9			
0	CheckList (This list)	After reviewing the information, check ✓ the box on the right column, and submit with all other application documents.	<input type="checkbox"/>
1	Copy of Passport (Identification page)	Is the expiration date after the date of travel? *If you are renewing your passport, provide a letter stating so and the old passport.	<input type="checkbox"/>
		Are the photographs and letters clearly printed?	<input type="checkbox"/>
2	Academic Study Plan	It needs to be submitted through the prescribed URL you receive by email soon after application (because you need "Answer ID" to fill in and get it after application.)	Please submit it after application
3	Study Abroad Agreement	Is it signed by the student and parent/family member (guardian)?	<input type="checkbox"/>
4	Official Certificate of Enrollment issued by the home university	Is it issued within 6 months of application?	<input type="checkbox"/>
5	Official Transcript(s)	Are undergraduate and graduate transcript listed?	<input type="checkbox"/>
		Is there a GPA? If not, submit a #12 Grading System Chart see below.	<input type="checkbox"/>
		Is the transcript for your current degree officially issued within 6 months of application and include your latest grades? Unofficial documents will not be accepted.	<input type="checkbox"/>
6	Application for Certificate of Eligibility (COE) *Japanese nationals do not have to apply for COE.	It needs to be submitted through the prescribed URL you receive by email soon after application (because you need "Answer ID" to fill in and get it after application.)	Please submit it after application
7	Documents concerning defraying expenses for COE *Japanese nationals do not have to submit these documents.	*Amount must be more than 1,440,000JPY/year or 720,000JPY/semester. Official Bank Balance Certificate must be issued within 3 months of application. In the case of a combined support, all relevant documents should be submitted. (1) Finance by yourself (Student) *Recommended Submit an Official Bank Balance Certificate under his/her own name (2) Supporter *Recommended Submit an Official Bank Balance Certificate under supporter's name and Written Oath for Defraying Expenses (3) Scholarship Submit a Certificate of Scholarship (4) Others Submit a Certificate of Loan, etc.	<input type="checkbox"/>
8	ID photographs (on ID Photograph Sheet)	Is the photo that is different from the one in your passport submitted via the home university's coordinator?	<input type="checkbox"/>
9	Nomination Letter	Is it signed by the Program Coordinator of your home university?	<input type="checkbox"/>
Supportive documents (10 to 15) may be necessary for specific applicants			
10	Letter of Recommendation	Is the letter issued within the last 6 months ?	<input type="checkbox"/>
		Is the Recommender a faculty member of your home institution (full time professors or full time teaching lecturers)?	<input type="checkbox"/>
		Is all of the Recommender's information filled in and autographed by the Recommender? Refer to the List of Documents section for the documents to be submitted.	<input type="checkbox"/>
11	Language Proficiency Score	*Cambridge Certificate is not acceptable. *For TOEFL and IELTS certificates, the certificate must have been issued within 2 years of application.	<input type="checkbox"/>
12	Grading System Chart	Submit only if your transcript does not provide a grading system chart.	<input type="checkbox"/>
13	Support Letter from home university	Submit if you answer "yes I have a mental/ physical concerns and disabilities and I need support while being in Japan."	<input type="checkbox"/>
14	Student's Condition Report	Submit if you answer "yes, I have a mental/physical concerns and disabilities" whether or not you need support from Waseda.	<input type="checkbox"/>
15	Educational background	Submit if you have more to write on your online application Q37-42 (school information)	<input type="checkbox"/>
16	Additional comments regarding the submitted documents (if any) *We may not respond to your comments.	Please write here;	