

Waseda University GSAPS
<Application Guide for the Semester Exchange Program for AY2018>

This is the application guide for the semester exchange program to the Graduate School of Asia-Pacific Studies (GSAPS), Waseda University. Applicants must understand the regulations/procedures and follow the instructions.

Basic Information of GSAPS

Name of Institution : Graduate School of Asia-Pacific Studies (GSAPS), Waseda University
Address : 7F Sodai Nishiwaseda Bldg., 1-21-1, Nishi-Waseda, Shinjuku-ku, Tokyo 169-0051, JAPAN
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Fax : +81-3-5272-4533
E-mail : gsaps-ac@list.waseda.jp
Contact : The GSAPS Office, Academic Affairs
Ms. Yoshie TSUCHIYA, Mr. Dai SUEMATSU
URL : Waseda University Website: <http://www.waseda.jp/top/>
GSAPS Website: <http://web.waseda.jp/gsaps/en/>

Academic Information/Requirements

Academic Calendar : Spring term: Early April, 2018 - Late August, 2018
Spring quarter : Early April, 2018 - Early June, 2018
Fall term: Late September , 2018 - Early February, 2019
Fall quarter : Late September - Late November
<http://web.waseda.jp/gsaps/en/academics/calendar/> (To be updated)

Faculty information : <http://web.waseda.jp/gsaps/en/about/faculty/>
Language : Japanese and/ or English
Course List : <http://web.waseda.jp/gsaps/en/academics/course/>
Note: The AY 2018 course list is scheduled to be released in mid-March 2018.

Syllabus Search : <https://www.wsl.waseda.jp/syllabus/JAA101.php?pLng=en>
Class Size : 5 - 20 (subject to change)

Grading Criteria : Indication on Transcript Score Evaluation
A+ 100-90
A 89-80
B 79-70
C 69-60
F under 59 Failed
PASS

Grade Report Transcript : GSAPS will send the official grade report (transcript) to the partner institution in late September for Spring exchange, in late March for Fall exchange.

Course Requirements : As a rule, exchange students are required to register for a Project Research Seminar(Zemi), for which they shall receive grades, but credits won't be given.

Student Life in GSAPS

Accommodation : You are requested to arrange accommodation on your own via the webpage of our designated housing agency (<http://waseda-housing.com/fp-9907/>).

Living Expenses : Survey responses from previous exchange students indicate that they spent JPY70,000 to JPY100,000 per month in addition to the rent. Please make sure before your arrival that you can afford all the expense.

Facilities : Upon arrival, each incoming exchange student will receive a student ID card. With the ID card, the student can use the facilities on campus, such as the library, gymnasium, pool, etc.

Student Association : GSAPS has a student association organized by current/former students. For more details, see <http://web.waseda.jp/gsaps/en/academics/gsa/>

Support for International Students : International Community Center
<http://www.waseda-icc.jp/eng/?cat=7>

How to Apply

Application materials should be submitted to your school office and will be sent to GSAPS with your school's approval.

◆ Eligibility

Please check with your school office regarding the eligibility such as language requirements.

◆ Application Deadline

Spring Semester entrance: **November 15th**

Fall Semester entrance: **April 15th**

◆ Application Materials

1	Application for Admissions of Exchange Students (designated form)
2	Two essays (Please use the designated cover page.)
3	Application Evaluation Form (designated form)
4	Physical Examination Certificate (designated form)
5	Statement of Source of Funds (designated form)
6	Academic transcripts from your current and previous institutions (The one from the current institution should be original.) (Please make sure that it includes the criteria of the score.)
7	A photocopy of language proficiency test scorecard taken within the past two years *Not required for native Japanese or native English speaker
8	Application for Certificate of Eligibility (designated form) (Please refer to the guideline.)
9	Three copies of your ID photo (3cm horizontal x 4cm vertical)
10	A photocopy of your passport (the name, nationality and expiry date must be shown)



The GSAPS Office will send you "the Letter of Acceptance" once your enrollment is officially approved.
The participants will be asked to complete the necessary procedures for the visit.

Before Arrival

* The GSAPS Office will apply for the Certificate of Eligibility which is necessary for you to apply for a student visa in Japan. You are required to obtain a student visa prior to departure in accordance with the directions by the GSAPS Office.

* The participants need to purchase an overseas travel insurance covering the entire duration of the stay, from departure to return to the country of their home university. They must bear the cost of the travel insurance.

Application Schedule For Spring Semester entrance

**November 15th
by Mid-December
Late February**

Application closed (Please follow the instructions of your school office regarding the submission of the application.)
Letter of acceptance issued

Welcome package with the Certificate of Eligibility (COE) sent by post

*Please note that with the COE, you have to apply for a student visa at the local embassy/consulate of Japan.

EVERY student is required to get a student Visa no matter what their nationality is.

Early April

Orientation for the Fall Semester

Application Schedule For Fall Semester entrance

**April 15th
by Mid-June
Early August**

Application closed (Please follow the instructions of your school office regarding the submission of the application.)
Letter of acceptance issued

Welcome package with the Certificate of Eligibility (COE) sent by post

*Please note that with the COE, you have to apply for a student visa at the local embassy/consulate of Japan.

EVERY student is required to get a student Visa no matter what their nationality is.

Mid- September

Orientation for the Fall Semester

FAQ

Q1: Is it possible for exchange students to take any courses offered by other graduate schools of Waseda University?

A1: Yes, but please be aware that you will be a GSAPS exchange student. You must take at least one class at GSAPS, if you are a MA student.

Q2: Do you provide international students with Japanese language classes?

A2: Yes, there are Japanese language courses available. Credits and grades will be given. However, please note that you may not be able to take your preferred courses due to the limited availability and levels of courses. In addition, registration fee may be charged for taking Japanese classes .

Q3: Can I get a part-time job?

A3: Yes, you can work part-time under the regulations. Please see the URL below for more details.
<http://www.cie-waseda.jp/visastatus/en/current/parttimeworkpermission.html>

Q4: I am a Ph.D. student and would like to choose a supervisor from another graduate school at Waseda for my research. Is this possible?

A4: No, your supervisor should be one of the professors of GSAPS.

Q5: Can I travel abroad during the semester?

A5: You can travel abroad and re-enter in Japan at your expense as long as you have a student visa. Please inform your supervisor/course instructors/the GSAPS Office of the plan in advance so that we all know your whereabouts. Please be aware that your absence might negatively affect your grades and be insured for any accidents.

Q6: How long can I stay at Waseda as a student?

A6: Student registration will be expired on September 15 (Spring Semester exchange)/March 15th (Fall Semester exchange). You are required to leave Japan in a timely manner despite of the visa expiry date.

Q7: Do I have to purchase an overseas travel insurance?

A7: Yes. All exchange students must buy an overseas travel insurance prior to their arrival, which covers the whole period of the stay. If you wish, you can apply for the National Health Insurance in Japan after your arrival. You also have to submit a copy of the insurance card to the GSAPS Office on your arrival.

Q8: I don't belong to a GSAPS partner school. Can I apply for the exchange program?

A8: No, only students from GSAPS partner schools can apply for this program.

Q9: I have a Bachelor/Master degree from a university in an English speaking country. Do I have to submit an English proficiency test result?

A9: A photocopy of your diploma is acceptable. If you have any scorecard to submit, however, please submit it.

Q10: I took a health examination a year ago. Can I submit the result?

A10: The health examination should be taken within 6 months. You should take it again if the result is outdated.

Q11: Can I enter Japan without a student visa and apply for one after I enter Japan?

A11: No. You must get a student visa prior to your arrival.

Q12: By when should I arrive at Japan?

A12: You are required to be in Japan by the orientation which will be conducted in early April for Spring exchange, in mid-September for Fall exchange.