

**Waseda University GSAPS**  
**<Application Guide for the Semester Exchange Program for AY2021>**

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  
**Tel** : +81-3-5286-3877  
**Fax** : +81-3-5272-4533  
**E-mail** : [gsaps-ac@list.waseda.jp](mailto:gsaps-ac@list.waseda.jp)  
**Contact** : The GSAPS Office, Academic Affairs  
Mr. Kengo SHIMAZAKI  
**URL** : Waseda University Website: <http://www.waseda.jp/top/>  
GSAPS Website: <https://www.waseda.jp/fire/gsap/en/>

**Academic Information/Requirements**

**Academic Calendar** : Spring term: Early April, 2021 - Early August, 2021  
Spring quarter : Early April, 2021 - Early June, 2021  
Fall term: Late September , 2021 - Early February, 2022  
Fall quarter : Late September, 2021 - Late November, 2021  
<https://www.waseda.jp/fire/gsap/en/academics/calendar/>

**Faculty information** : <https://www.waseda.jp/fire/gsap/en/about/faculty>  
**Language** : Japanese and/ or English  
**Course List** : <https://www.waseda.jp/fire/gsap/en/academics/registration>

**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  
PASS  
F under 59 Failed

**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.  
**PhD Students**: 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. They may take lecture courses as well. However, exchange students are expected to mainly choose courses offered by GSAPS. Courses selected outside of the school cannot exceed 50% of the total credits registered. This rule does not apply to the courses by the center for Japanese Language and the Global Education Center.

**Course Requirements** : **MA Students**: 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. Exchange students are expected to mainly choose courses offered by GSAPS. Courses selected outside of the school cannot exceed 50% of the total credits registered. This rule does not apply to the courses by the center for Japanese Language and the Global Education Center.

**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.

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

## How to Apply

Students will be asked to complete an online application, but make sure that the exchange coordinator(s) check their application documents before they upload them.

### ◆ Eligibility

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

### ◆ Nomination

The exchange coordinator needs to nominate students by sending an email to gsaps-ac@list.waseda.jp with students' information (name and email address). We will then send the online application link to the coordinator. Please share the link with the applicants.

### ◆ Nomination Deadline

Spring Semester entrance: **November 1st**

Fall Semester entrance: **April 1st**

### ◆ Online Application

**The applicant uploads necessary documents via MyWaseda.**

1	Two essays
2	Application Evaluation Form (designated form)
3	English version of the official academic transcripts from your current and previous institutions (Please make sure that it includes the details of your university's grading system ; A+=100%, A=80% etc.)
4	A photocopy of language proficiency test scorecard taken within the past two years *Not required for native Japanese or native English speaker *A photocopy of diploma of Bachelor/Master degree from a university in an English speaking country is acceptable
5	Application for Certificate of Eligibility (designated form) (Please refer to the guideline.)
6	A photocopy of your passport (the name, nationality and expiry date must be shown)

### ◆ Paper-based Application

**The applicant sends necessary documents via postal mail.**

7	Three copies of ID photos (Taken within the past three months)
8	Documents to prove that applicants can defray all the expenses incurred during their stay in Japan (Bank Statement etc.) *Over 1,500,000 JPY is preferable.
9	Written Oath for Defraying Expenses (designated form) <a href="https://www.waseda.jp/fire/gsaps/assets/uploads/2019/08/GSAPS_Expense-1.pdf">https://www.waseda.jp/fire/gsaps/assets/uploads/2019/08/GSAPS_Expense-1.pdf</a>

### ◆ Application Deadline

Spring Semester entrance: **November 15th**

Fall Semester entrance: **April 15th**

\* Follow the instruction at your institution.

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 at the local embassy/consulate of 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. Please note that even if you are covered by insurance of your country, you are required to be covered by Japanese health insurance too. They must bear the cost.

## 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 Spring 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 courses offered by other graduate schools of Waseda University?**

A1: Yes, but please note that it's very limited and not all courses are available. Refer to the designated list on the website. Exchange students are expected to mainly choose courses offered by GSAPS. Courses selected outside of the school cannot exceed 50% of the total credits registered. This rule does not apply to the courses by the center for Japanese Language and the Global Education Center.

**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.

**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 and follow the designated procedures. 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 expire on September 15th (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. In addition, you need to 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: Can I enter Japan without a student visa and apply for one after I enter Japan?**

A10: No. You must get a student visa prior to your arrival.

**Q11: By when should I arrive at Japan?**

A11: 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.