

Waseda University GSAPS
<Application Guide for the Semester Exchange Program for Fall 2016>

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
Contact : The GSAPS Office, Academic Affairs
Ms. Megumi KAWARAYA, Ms. Yoshie TSUCHIYA
URL : Waseda University Website: <http://www.waseda.jp/top/>
GSAPS Website: <http://web.waseda.jp/gsaps/en/>

Academic Information/Requirements

Academic Calendar : Fall term: September 28, 2016 - February 6, 2017
Fall (first half) term: September 28 - November 26
<http://web.waseda.jp/gsaps/en/academics/calendar/>

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 2016 course list is scheduled to be released in mid-March 2016.

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 March, 2017.

For MA students : * MA students are required to take at least one course offered by GSAPS.
* MA students can audit a Project Research Seminar offered by your project advisor. MA students shall not receive any credit or grade for the Project Research Seminar.

For PhD students : * PhD students are required to register for a Project Research Seminar, for which they shall receive grade, but no credit.

Student Life in GSAPS

Accommodation : You are requested to arrange accommodation on your own via the webpage of our designated housing agency (<http://www.w-as.jp/japan-exp/en-sharehouse/>).

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 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.)
7	A photocopy of language proficiency test scorecard *Not required for native Japanese or native English speaker
8	Application for Certificate of Eligibility (designated form) (Please refer to the guideline.)
9	Five copies of your 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

April 30th	Application closed (Please follow the instructions of your school office regarding the submission of the application.)
Mid-June	Letter of acceptance issued
Early August	Welcome package with the Certificate of Eligibility (COE) sent by post *Please note that with the COE, you can apply for a student visa at the local embassy/consulate.
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, it is possible. However, each school has its own regulations and GSAPS Program Office cannot guarantee that you will be able to take courses of your choice. If you wish to do so, consult with the GSAPS Office in advance. Also please note that you will be affiliated with GSAPS.

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. 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: You can stay at Waseda until March 15th as a student.

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. They also have to submit a copy of the insurance card to the GSAPS Office on their 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 an 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 mid-September.

Q13: Can I take a quarter course and leave before the end of the semester?

A13: Yes, MA students can leave after taking a quarter course. Please inform the GSAPS Office of your plan when applying for this program. Please also note that the number of quarter courses is limited.