

Alzahra University
Dear Parichehr Hanachi,

Greetings from Waseda! I hope this email finds you well.
Firstly, we would like to take this opportunity to thank you for your continued support and cooperation for our student exchange program.

We are informing you of three important issues regarding our incoming exchange program.

1. Exchange numbers for AY 2021

I am writing to inform you of the number of students we can accept from your institution in AY 2021 (Spring 2021 and Fall 2021), and send you the updated application information for Spring 2021.

Number of students from Alzahra University to Waseda: 1 full year places

*Please note that our academic year starts in the Spring semester, so this quota is for Spring 2021 and Fall 2021.

Spring 2021 Application Information

Application period: 1st Nov – 20th Nov 2020 (Japan time)

*The “ID Photograph Sheet for Application” also needs to arrive at our office during this period.

Online application link:

*We will announce this link by the end of October.

Application Instructions: <https://www.waseda.jp/inst/cie/en/exchange/application>

Fact Sheet: <https://waseda.box.com/s/dtqt1mh3rdf4yqbesb55ioqvx2d1476x>

Important points:

- ★ **Each School/Graduate School/Center has different application requirements.** Students must meet all the application requirements of the School/Graduate School/Center they wish to apply to. Please be aware that if your students do not meet the requirements unfortunately they do not have the eligibility to apply.

⇒Requirements and Course Lists

Please refer to “**Requirements and Course Lists**” on the following URL

<https://www.waseda.jp/inst/cie/en/exchange/application>

- ★When the applicants complete the online application, it is mentioned to submit the evidence to the coordinator so please kindly keep the online application evidence by your side.
- For English taught programmes, English language requirements are only waived if the student’s native language is English, or if the student’s current programme at his/her home institution is taught entirely in English. All other students must submit the required English language test score. Please refer to each School/Graduate School’s requirements for the kinds of score accepted, and advise your students to take necessary tests in advance. Similarly, students who wish to study on a Japanese taught programme must submit a JLPT certificate.

- In principle, students can only take courses from the School/Graduate School/Center they apply to. Therefore, students must carefully check the course list when choosing which School/Graduate School/Center to apply to.
- The Science and Engineering Schools are divided into Departments, and students can only take courses from the Department they apply to. Please be aware that the choices of English courses available to undergraduate exchange students are quite limited, and undergraduate exchange students cannot take any courses related to lab work/experiments.
- Please make sure students upload the grading scale/explanation of grading criteria with their transcripts, since this is often forgotten.
- Please make sure that the Official Certificate of Enrollment includes all the necessary information. Please also advise your students to write the same graduation date on their application forms as schedule on the Certificate of Enrollment.
- If a student has taken a leave of absence due to military service or other reason, please make sure he/she explains this on a separate sheet and upload it together with the other documents.

Important changes:

- Science and Engineering Schools: For the Spring 2021 admission, only one-semester enrollment (April-September, 2021) is accepted. One-year enrollment (April, 2021 – March, 2022) is not accepted.
 *Requirements for Fall 2021 admission will come up on the CIE website (<https://www.waseda.jp/inst/cie/en/exchange/application>) around December 2020.
- Waseda Business School (WBS): Applicants are required to have at least three years of full-time work experience (this does NOT include internship and part-time job).

2. Deferrals of applications from Fall 2020 to Spring 2021

Some of you have reported that your nominated students for Fall 2020 wish to defer their applications to Spring 2021 entry. As our university is going to screen those deferred applicants soon with new applicants for Spring 2021, we would like to ask for your deferred nominees' kind cooperation in confirming their will of deferral and in updating some of the submitted documents. For this purpose, we are going to accept re-applications from them via our application portal with less amount of information /documents than the regular application procedure during the period of September 1-30 (Japan time).

We will announce the detailed procedure for re-application to the partner universities which nominated students to our exchange program for Fall 2020 admission by the end of August. Please be noted that these deferrals will be counted within the number of places announced in this message.

3. Request of returning COEs

If you have any students who had been admitted to our exchange program in Spring 2020 semester but cancelled it or participated in it without coming to Japan, please return their COEs (Certificate of Eligibility) to us by courier service at your earliest convenience.

Please do not hesitate to contact us at ex-in-cie@list.waseda.jp if you have any questions or concerns.

Kind Regards,

Incoming International Student Team

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