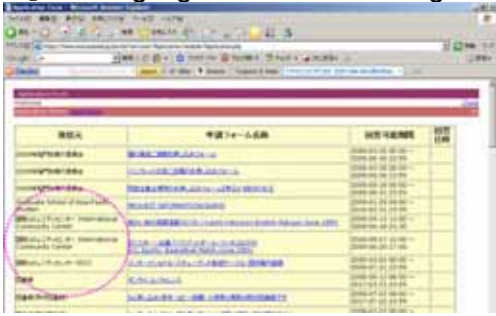


Process

Step	Who?	Action	Note
Step 1	You	<p>On-demand Orientation through Waseda-net Portal URL: www.waseda-icc.jp/ondemand (Login ID: icc5286 / Password: icc3990) Take into consideration Step 2, and attend the on-demand lesson before the registration period.</p>	<p>Mandatory Length: Approx. 25 mins</p> <p>[Part One: 17 mins Part Two: 8 mins]</p>
Step 2	You	<p>Registration through Waseda-net Portal [Registration period: April 3(sat) - 30(fri)] Register for the program through Waseda-net Portal. After the registration, you will be sent a confirmation email to your Waseda-net Portal e-mail address.</p> <p>[Waseda-net Portal] - [System Services] - [Application]- [ICC Language & Cultural Exchange Registration]</p>  <p>RP=Registration Period / RA=Result Announcement 1st RP: April 3 (sat) - 9 (fri) RA: April 16 (fri) 2nd RP: April 10 (sat) - 16 (fri) RA: April 23 (fri) 3rd RP: April 17 (sat) - 23 (fri) RA: May 7 (fri) 4th RP: April 24 (sat) - 30 (fri) RA: May 14 (fri) *Registration not possible after May 1st at 12 a.m.</p>	<p>Please provide at least two contact e-mails when registering, including your Waseda-net Portal e-mail address.</p>
Step 3	ICC	<p>Matching (Note: all matching is conducted by the ICC)</p>	<p>If you are not successfully matched during one period, your entry will automatically be forwarded to the next period.</p>
Step 4	ICC	<p>Matching Results & Notice of Your Partner's Contact Information [Schedule for Result Announcement for each Registration Period] On the noon of dates specified above we will publish the student ID numbers for those students with a potential partner. It will be published on the Waseda-net Portal, on the left side of screen on the "International Exchange and Study Abroad." For those participants with a match we will contact them with their partners' contact information through email.</p>	<p>Only those who have been matched will have their Student ID numbers displayed. If you can't find your ID one week, please check back the following Friday. Please make sure that your email account is not over storage quota.</p>
Step 5	You	<p>First Exchange Session @ ICC Lounge (1st Fl., Bldg.7) & Submission of Participation Confirmation Form [First Exchange Session]</p> <ol style="list-style-type: none"> Contact your partner directly by e-mail, and decide on a date and time. You are not required to inform the ICC of the date and time that you decide. Be sure to receive a "Participation Confirmation Form" directly from the ICC or by download before meeting your partner for the first time. (*) The Participation Confirmation Form must be submitted to the ICC. Meet your exchange partner at the ICC lounge for the first language exchange session and decide whether you wish to continue the exchange. Submit your Participation Confirmation Form direct to the ICC counter within one week of meeting your partner for the first time. 	<p>(*) Download: http://www.waseda.jp/icc/Lan-reg-form_E.doc</p>
Step 6	You	<p>The Language Exchange Officially Begins! Decide all other sessions directly with your partner.</p>	<p>Please feel free to use the ICC Lounge for your exchange sessions!</p>
Step 7	You	<p>Submit Participation Report via Waseda-net Portal Please submit a report through Waseda-net Portal during the specified period of July 20th – 31st, 2010.</p>	