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# WASEDA Business School

(Graduate School of Business and Finance, Waseda University)

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## Application Guide for International MBA Program September 2016

This guide contains information for the following application categories:

- A. Application with GMAT or GRE
- B. Application for Family Business Successors
- C. Application for Graduating Waseda University Students

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#### Application Procedure Summary

1. Create a USER ID on the WBS Online Application System first, and enter all necessary information, including essays via the Online System.
  2. Download the PDF file. Some forms will require additional information to be entered manually for completion.
  3. Prepare and assemble all necessary documents, including any required certificates and recommendation letters.
  4. Pay the screening fee.
  5. Send all applicable application documents to the WBS Admissions Office by postal mail.
- Your Application is considered complete when all required documents are received by the WBS Admissions Office no later than the deadline of each application round.
- See Page 6 for the detailed instructions.

## 1. Outline of the Graduate School of Business and Finance, Waseda University

The Graduate School of Business and Finance, also referred to as Waseda Business School (or WBS), as a part of Waseda University's overall professional degree curricula, seeks to integrate learning and practice, and instill in its students an astute understanding of ethics as expected of professional business leaders. This is in accordance with Waseda University's founding ethos of "the Independence of Learning, the Practical Utilization of Knowledge, and Fostering Good Citizens." WBS also seeks to cultivate human resources with advanced specialist knowledge in management and a broad range of applied skills for business. In addition, its educational objectives are to provide students with (1) advanced and practical education in business and finance; (2) have them acquire advanced knowledge in various related subject areas; (3) provide them with recurrent educational opportunities designed for business and finance professionals; and (4) ensure they can respond to global business environments.

Designated as a Major in Business Administration, WBS will provide students with advanced, specialized, and practical education in business and finance. Students will choose from either the MBA Program, which focuses on a business-centered curriculum, or the MSc in Finance Program, which offers a finance-centered curriculum. The name of the degree for the MBA Program will be Master of Business Administration (MBA), which is a degree widely conferred throughout the world to those who have mastered all fields of business administration, while the name of the degree for the MSc in Finance Program will be Master of Science in Finance, which is also widely conferred, particularly in Europe and Asia, and provides students with the skills they will need for quantitative analysis and acquire foundational knowledge in finance.

In order to reflect the various backgrounds and accommodate the diverse needs of students entering the School from Japan and overseas, the following six programs are on offer at WBS, each characterized by differences in course schedule (time/day), length of study, admission period, curriculum, and teaching language.

	Program	Duration	Language	Purposes
1	International MBA	2 years/ full-time	April enrollment: Japanese September enrollment: English	Designed to train students to become business leaders with global perspectives in a global learning environment.
2	One-Year MBA	1 year/ full-time	Japanese	Designed to have students devote themselves to full-time, intensive study for one year, forging them as general managers and beyond.
3	Evening MBA (General)	2 years/ evenings & weekend	Japanese	Designed for fully-employed, working professionals to acquire knowledge and theory from a wide range of business fields and forge them as general managers and beyond.
4	Evening MBA (Specialized) Management/ Finance Tracks	2 years/ evenings & weekend	Japanese	Designed for fully-employed, working professionals to acquire highly specialized, professional knowledge in specific fields on top of a wide range of management knowledge.
5	MSc in Finance	2 years/ full-time	English	Designed to cultivate human resources with financial knowledge and technical know-how needed for entrepreneurial activities.
6	Waseda- Nanyang Double MBA	14 months/ full-time	English	Designed to hone the management skills of international businesspersons. Courses take place at Nanyang Business School and at Waseda Business School.

## **2. General Statement on Degree Requirements, Curriculum, and Admissions**

### **1. Diploma Policy (Requirements for Graduation and Earning a Degree)**

Waseda University's mission is to foster diverse learning and exchanges of culture, language, and values in order to educate professionals able to contribute independently to global society. To achieve this mission, the University's comprehensive and creative capacities must be brought to bear to provide such opportunities through its systematic curriculum, and the educational and student environments provided university-wide.

The mission of WBS is to educate students to become business leaders who are able to contribute to international society by applying their highly-developed skills and acumen in business and finance – the end result of an educational philosophy which integrates advanced theory and cutting-edge practice.

WBS will confer, onto those persons who have completed a business education program that reflects the latest research findings, based on appropriate standards of evaluation, and who have acquired high-level practical expertise and decision-making skills as business leaders, the degree of Master of Business Administration (MBA), and to those who have acquired advanced financial knowledge and theory based on international standards, the degree of Master of Science in Finance (MSc in Finance).

### **2. Curriculum Policy (Organization and Implementation of Curriculum)**

The goal of WBS is to educate students to become leading professionals in their fields, honing their specialized skills and acumen to a level which earns their place in today's global business society.

It is envisaged that people from a diverse range of backgrounds will enter WBS. Students who already possess basic business knowledge will reaffirm this knowledge while learning foundational knowledge in disciplinary subjects in which they had little exposure to prior to admission, enabling them to better understand new, advanced concepts and theories. Conversely, those students who had not learned foundational business and finance in their undergraduate curricula will be required to acquire this knowledge after admission, in order for them to be able to fulfill their requirements related to the completion of specialized elective courses and in writing their theses.

To accommodate a diverse range of students who are admitted, WBS has outlined an incremental learning curriculum through course offerings comprised of "compulsory core courses," "compulsory elective core courses," and "elective courses." Furthermore, with the goal of educating students in advanced problem-solving skills and disciplinary specialization, the School requires all students to earn compulsory credits in specialized research via the MBA Degree Thesis or Project Paper.

WBS is able to provide a well-balanced, educational curriculum through an extensive array of elective courses, including the cultivation of global perspectives and professional ethics, in order that it can offer a wealth of learning opportunities in theoretical and empirical approaches, as well as in the application thereof.

### **3. Admissions Policy (Enrollment of Students)**

Based on Waseda University's educational tenet of "independence of learning," the University welcomes a large number of students from Japan and from throughout the world who bring with them the high marks of academic excellence, who brim with intellectual curiosity and enterprising spirit, and who are highly motivated in their studies.

When students at WBS graduate, they are expected to become the business leaders, executives, as well as the management and finance-sector professionals of the future, and they are expected to contribute widely to international society through the highly specialized knowledge, skills, and ethics that they will acquire while enrolled in their programs.

Regardless of their background, WBS admits applicants who agree with its curriculum policy, who have a clearly drawn vision of the future, and who possess the desire and passion to realize this vision and will spare no effort towards bringing it to fruition. Work experience is not an essential condition for admittance into the two daytime programs, International MBA and MSc in Finance (but it is preferable for applicants to have at least three years of work experience for the International MBA Program). However, applicants for the One-Year MBA Program, the Evening MBA Program, and the Specialized Evening MBA Program must have at least three years' experience, while applicants to the Waseda-Nanyang Double MBA Program must have at least two years' experience. Applicants are expected as professionals to be able to understand the advanced theories and cutting-edge research findings they will study, drawing upon the practical experiences from their individual backgrounds.

### 3. Program and Seminar Introduction

#### International MBA Program

This is a full-time, two-year program designed to provide an abundance of international exposure with the objective of educating students to become global business leaders. The School provides a balanced offering of courses in both Japanese and English languages. Japanese-based students (students who will mainly study in Japanese) will be admitted in April and English-based students (students who will mainly study in English) in September. It offers bilingual Japanese-English courses taken by both Japanese-based and English-based students, intensive courses provided overseas, and abundant study abroad opportunities. As part of the foreign language requirements, students are encouraged to take core courses which are taught in their secondary language (i.e., English for Japanese-based students, Japanese for English-based students), as well as language-learning courses.

The International MBA Program, upon admission, provides unique learning environment through Zemi (Seminar). Unlike capstone courses and workshop-style seminars, the Zemi engages students longitudinally. Supervised by a professor, students are enrolled in their Zemi courses for the length of their enrollment, engaging in interactive, discussion-based class work with a small number of their peers with similar research interests. In addition to the in-class work, this small unit goes out for field work and extracurricular activities, developing a special bond as a cohort which often interact with other zemi as well as alumni. Students are expected to gain the skills and methodology to conduct their research, deepen their academic/professional insights, and improve rational problem-solving techniques through the overall Zemi activities. Their MBA Degree Thesis represents the capstone of their academic work at IMBA.

#### Seminars scheduled to be open in the 2016 academic year (Subject to change)

Seminar Title	Faculty in Charge
Business Strategy and General Management	AIBA, Koji
Management Strategy and Industry Evolution	ASABA, Shigeru
Organization and Information	HIRANO, Masaaki
Entrepreneurship and Entrepreneurial Leadership	HIGASHIDE, Hironori
Globalization and Business Leadership	OHTAKI, Reiji
Organization Behavior	TAKEUCHI, Norihiko
Marketing Strategy	NAGAI, Takeshi
Strategic Marketing and Management	KIMURA, Tatsuya
Marketing and New Market Creation	KAWAKAMI, Tomoko
Design and Brand Innovation	NAGASAWA, Shinya
Frontiers of Business Study	IRIYAMA, Akie
Managerial Economics	MANO, Yoshiki
Strategy and Management Accounting in Japanese Firms	SHIMIZU, Nobumasa
Corporate Value	NISHIYAMA, Shigeru

## **4. Admissions Information**

### **A) Application and Screening Methods**

#### **1) Application with GMAT or GRE**

This category is for applicants holding GMAT or GRE (General Test) scores. The admission screening will be based on overall performance of GMAT or GRE scores, as well as a comprehensive evaluation of educational background, academic record, work experience, extracurricular activities, essays, recommendation letters (applicant evaluation forms), language proficiency scores, etc. A high GMAT or GRE score does not necessarily guarantee enrollment. For some applicants, telephone interviews will be required. Such candidates will be contacted individually by the WBS Admissions Office.

Some applicants may receive a conditional offer. This should not be interpreted as a guaranteed admittance. Such applicants are required to meet the conditions stated in the conditional acceptance letter and submit any required documentation as indicated to the WBS Admissions Office by the due date listed in the letter. Note that if applicants fail to submit the required documentation by the deadline, the conditional offer will be revoked.

#### **2) Application for Family Business Successors**

This category is for applicants whose family members run their own business and are scheduled to succeed it in the future. The admission screening will be based on overall performance on the required written exams, and in on-campus interviews, as well as evaluation of all application documents (GMAT and GRE scores are optional). In addition, potential quality as a company successor will be evaluated based on the Application for Family Business Successors [Form 5] and the recommendation letter from the current representative of the company.

#### **3) Application for Graduating Waseda University Students (Application with GMAT or GRE)**

This category is for applicants who are graduating from a Waseda University undergraduate school in March or September 2016. Admission selection will be based on the application documents, including GMAT or GRE (General Test) scores. An on-campus interview might be required for some applicants. Such candidates will be contacted individually by the WBS Admissions Office.

### **B) Applicant Qualifications**

#### **1) Qualifications for “Application with GMAT or GRE” and “Application for Family Business Successors”**

Applicants must fulfill ONE of the following requirements. Three years of work experience is preferable but not required.

1. Those who have graduated or are scheduled to graduate from a university in Japan by the enrollment date that applicants wish to matriculate.
2. Those who have received a Bachelor's Degree from the National Institution for Academic Degrees and University Evaluation of Japan or are scheduled to receive such degree by the enrollment date that applicants wish to matriculate.
3. Those who have completed 16 years of standard school education outside Japan or are scheduled to complete such education by the enrollment date that applicants wish to matriculate.
4. Those designated by the Minister of Education, Culture, Sports, Science, and Technology\*
5. Those who have been enrolled at a university for more than three years (or have completed 15 years of school education overseas or are scheduled to complete such education by the enrollment date that applicants wish to matriculate) and have been recognized by WBS as having earned a specified number of credits with an excellent academic record\*\*.  
(Chinese three-year university (専科) graduates excluded)

6. Those who have been recognized by WBS as possessing academic credentials superior to those of university graduates through an individual entrance requirements screening process and are scheduled to reach 22 years of age by the enrollment date that applicants wish to matriculate.\*\*

\*Refer to the following website for further details regarding Qualification No.4.

[http://www.mext.go.jp/a\\_menu/koutou/shikaku/07111316/002.htm](http://www.mext.go.jp/a_menu/koutou/shikaku/07111316/002.htm)

[http://www.mext.go.jp/b\\_menu/hakusho/nc/k19530207001/k19530207001.html](http://www.mext.go.jp/b_menu/hakusho/nc/k19530207001/k19530207001.html)

\*\*Any applicant who wishes to apply under Qualifications 5 or 6 above should contact the WBS Admission Office via e-mail prior to application for an individual qualification screening.

## 2) Qualifications for "Application for Graduating Waseda University Students"

Applicants must fulfill ALL of the following requirements.

- Those who are scheduled to graduate from an undergraduate school at Waseda University in March or September 2016.  
Applicants whose home universities are overseas partner universities of Waseda University and who are currently enrolled in the undergraduate school at Waseda University through the Double Degree Program are eligible to apply to 'Application for graduating Waseda University Students' if they are to be certified 'to be able to graduate' by their respective undergraduate schools at Waseda University and are scheduled to earn a bachelor's degree conferred by Waseda University.
- Those who have 580 points or above on the GMAT at the time of application.  
Refer to the website (<http://www.mba.com/the-gmat>) for the details of GMAT test.  
**Those who wish to apply with GRE must send their score to the WBS Admissions Office in advance.**
- Those who have a GPA of 2.5 or higher, or who are scheduled to obtain two degrees through the Double Degree Program.

### For those with special needs

If you have special needs or if circumstances arise for which you require attention during the entrance examination or after entering the university due to a disability, serious medical condition, etc., please contact the WBS Admissions Office as soon as possible (or as early as you can in the application or enrollment process).

## C) Number of Students to be admitted

Enrollment Period	Language	Type of Application	Admission Quota
September	English	Application with GMAT or GRE	70 students/ Academic Year
		Application for Family Business Successors	
		Application for Graduating Waseda University Students	
April*	Japanese	General Application	
		Application with GMAT or GRE	
		Application for Company-Sponsored Applicants	
		Application for Family Business Successors	

\* Details for April enrollment admission are not included in this booklet.

## D) Application Procedure

### 1) Screening Schedule

#### (a) “Application with GMAT or GRE” and “Application for Graduating Waseda University Students” For September 2016 Enrollment

Application Round	Application Deadline	Screening Result Announcement	Conditional Acceptance
1 <sup>st</sup> Round	Sept. 16 (Wed), 2015	Oct. 8 (Thu), 2015	Yes
2 <sup>nd</sup> Round	Nov. 12 (Thu), 2015	Dec. 3 (Thu), 2015	Yes
3 <sup>rd</sup> Round	Jan. 6 (Wed), 2016	Feb. 11 (Thu), 2016	Yes
4 <sup>th</sup> Round	Apr. 8 (Fri), 2016	May 12 (Thu), 2016	No
5 <sup>th</sup> Round	May 24 (Tue), 2016	Jun. 16 (Thu), 2016	No

[Note]

1. Applicants may not apply to both 4<sup>th</sup> Round of “Application with GMAT or GRE” and Spring Round of “Application for Family Business Successors.”
2. No conditional acceptance is offered for “Application for Graduating Waseda University Students”.

#### (b) “Application for Family Business Successors” For September 2016 Enrollment

Application Round	Application Deadline	Examination Date	Screening Result Announcement
Spring Round	Apr. 8 (Fri), 2016	May 8 (Sun), 2016	May 12 (Thu), 2016

[Note]

1. Applicants may not apply to both the Spring Round of “Application for Family Business Successors” and the 4<sup>th</sup> Round of “Application with GMAT or GRE.”

### 2) Instructions for sending application documents

All application documents must be sent by post and received by the WBS Admissions Office no later than the application deadline of each round.

#### >> For residents of Japan

Enclose all the required application documents in an envelope (square-sized #2 type) and paste the designated address label\* for application on the recipient address side. Send it to the WBS Admissions Office stated below by registered mail (簡易書留郵便).

\*The address label for application can be downloaded from the Online Application System.

#### >> For residents of countries other than Japan

Enclose all the required application documents in an envelope and send it to the following address by an international courier service for which you can track the delivery status such as EMS.

**Address:****Waseda Business School Admissions Office***Please indicate the type of the admission here:***Application with GMAT or GRE****or****Application for Business Successors****or****Application for Graduating Waseda University Students**

3<sup>rd</sup> Floor, Bldg.11, Waseda Campus, Waseda University,  
 1- 6 - 1 Nishi-Waseda, Shinjuku-ku, Tokyo 169-8050 JAPAN  
 Tel: +81-(0)3 -5286 -8719

**3) Screening Fee**

Type of Application	Applicant's Domicile	Screening Fee
Application with GMAT or GRE	Those who live outside of Japan	5,000 JPY
	Those who live in Japan	35,000 JPY
Application for Family Business Successors	-	35,000 JPY
Application for Graduating Waseda University Students	-	25,000 JPY

**[IMPORTANT]** Payment must be complete before application and the payment proof must be attached to the application documents. Those who have not paid the fee are not eligible to apply. Follow the directions below and pay the screening fee by credit card, Union Pay, Alipay or convenience store in Japan.

**Screening fee waiver and Reimbursement**

For non-degree Waseda University students who are MEXT Scholarship recipients, screening fees will be reimbursed if an admission offer is accepted.

Depending on one's nationality AND domicile at the time of application, applicants may be eligible for the Screening Fee Waiver described on page 20.

**a) Payment at a Convenience Store in Japan**

- To make a payment at a convenience store, you must complete the designated application procedure in advance by accessing the "screening fee convenience store payment site" (<http://e-shiharai.net/>) [Japanese only] on the Internet.
- The payment can be made 24 hours a day, seven days a week. However, please note that application via the website will end at 11:00pm on the last day of the payment period. Similarly, you will not be able to make a payment at a convenience store after 11:30pm on the last day of the payment period.
- If a family member or acquaintance of an applicant conducts the procedure on behalf of the applicant, he/she must enter the applicant's information.
- After making the payment, detach the "Certificate of Payment of the Screening Fee" on the Screening Fee Handling Description, paste it to the designated space on the Form2 for submission.
- If you are unable to make the payment at a convenience store for some reasons, contact the WBS Admissions office ([wbs@list.waseda.jp](mailto:wbs@list.waseda.jp)).

Refer to Page 22 for the detailed instruction of the payment at a convenience store.



**b) Payment by Credit card, China Union Pay, or Alipay**

- To make a payment by credit card or online payment system (China Union Pay or Alipay), access the online screening fee payment website (<https://e-shiharai.net/ecard/>) and complete the required procedure.
- The payment can be made 24 hours a day, seven days a week.
- The payment can be made with a credit card held in the name of a person other than the applicant. However, the applicant's information must be entered in the "Basic Information" page of the screening fee payment website.
- After completing the transaction, print out the "Result" page and attach it to the Form2.

Refer to Page 23 for the detailed instruction of the credit card or payment.

**[Other notes on application]**

- You may not change the program of your choice after application documents are submitted.
- If any of your application documents are incomplete, your application may not be accepted. If you are contacted by the WBS Admissions Office, please respond promptly and follow the instructions.
- As a general rule, application documents and screening fees are not returned. However, you may qualify for a refund of your screening fee in any of the exceptional cases listed below.
  - 1) You paid the screening fee but failed to submit the required application documents.
  - 2) You paid the screening fee but the application documents arrived at the WBS Admissions Office after the application deadline.
  - 3) You paid the screening fee and submitted the application documents, but your application was rejected before screening due to the following reasons:
    - The submitted application materials were incomplete.
    - You did not meet the eligibility criteria.

Contact the WBS Admissions Office ([wbs@list.waseda.jp](mailto:wbs@list.waseda.jp)) if you fall into one of the categories above.  
\*Handling fees which may be incurred for refund must be paid by the applicant.

- You may be deemed to have committed a dishonest act if you falsified, fabricated, or plagiarized a document, material or information submitted in your application. In such a case, any decision taken on your application may later be invalidated, and the application documents submitted and the screening fee will not be returned.
- If you submitted a certificate to demonstrate that you are expected to meet the qualification to enter university in order to meet the applicant eligibility stated in this Application Guide at the time of application, you will be required to submit a certificate to certify that you have indeed met the requirement before enrollment. You will not be allowed to enter Waseda University even if you pass the entrance examination unless you submit such a certificate.
- Change of your address must be reported to the WBS Admissions Office ([wbs@list.waseda.jp](mailto:wbs@list.waseda.jp)) immediately.

## E) Application Documents

The application documents are composed of:

1. Prescribed forms you complete via the Online System
2. Certificates and Recommendation Letters

An application packet containing all the specified documents should be received by the WBS Admission Office by postal mail by the deadline of each application round. Make sure to include your proof of screening fee payment.

Read the list below carefully and pay particular attention to the detailed instructions given for each line item beginning on the next page as you prepare your application.

### List of Application Documents

Form Number	Document title	Online/Download	Note
1-1 ~ 1-12	Application Forms (Form 1-1~1-6) (Applicant Information, Educational Background, Employment History, Language Proficiency) Essay (Forms 1-7~1-12)	Online System	Paste a color photo (4cm x 3cm) Sign on the bottom of Form 1-12
2	Proof of Screening Fee Payment and Picture Card	PDF Form	Paste a color photo (4cm x 3cm)
3	WBS Marketing Survey	Online System	For all applicants
4	Letter of Consent from Employer	PDF Form	Not necessary for IMBA September Enrollment
5	Application for Family Business Successor Form attached with the company representative's recommendation letter	PDF Form	For Application for Family Business Successors only
6	Request for Return of Submitted Documents	PDF Form	If applicable
7	Application for Screening Fee Waiver	PDF Form	If applicable
8	Statement of Financial Resources	PDF Form	For International applicants only
9	Application for Scholarships Offered Prior to Matriculation	PDF Form	If applicable
10	Two Applicant Evaluation (Recommendation) Form	PDF Form	Compulsory for all applicants
Prepare by own	Certificate of (Expected) Graduation	—	All certificates & transcripts of university (undergrad and above)
	Official Transcript	—	
	GMAT or/and GRE Score Report OR GMAT Test Taker Copy/GRE Examinee Score Report if sent directly from the test center	—	Optional for applicants under "Application for Family Business Successor"
	Proof of License or Certification	—	If applicable
	Proof of English Proficiency (TOEFL, TOEIC, IELTS)	—	Compulsory for non-native English Speakers
	Proof of Japanese Proficiency JLPT Level 1 or N1Score report	—	If applicable
	Photocopy of Passport	—	Compulsory for international applicants who currently possess a passport
	Photocopy of Residence Card in Japan	—	Compulsory if you have a visa status at the time of application

Forms 4 -10 are part of the PDF file that you are required to download from the Online System after filling in the required information. Should you require any of the included forms to be separated into individual PDF files, you can download them from the WBS website.

## **How to apply through the Online System**

### **(1) Create User ID and Password**

Access the URL below and acquire User ID and password.

URL: <https://application.wasedamba.jp>

### **(2) Enter application information through the Online System**

Login to the Online System with your ID and Password and enter the information through the Online System. Click the "Save" button to save your session.

### **(3) Print out application documents**

After entering all the required application information, click "confirmation" and double-check the information you entered. Click "Complete and go to the next step at "My Page"" to download your application form in PDF format.

## **<<Instruction on Application Documents>>**

### **Prescribed Forms to be made via online**

Some documents should be manually written after the format is downloaded. Use a black pen (erasable pen not permitted)

#### **[Form 1-1 to 1-12] Application Forms**

- Paste a color photo (4 cm x 3cm, borderless, no hat or head covering, frontal view on a plain background, taken within 3 months before application) to Form 1-1. Write your name on the back of the photo before pasting. Successful applicants will need an additional three (3) copies of the same photo for subsequent procedures.
- If additional space is required for your educational background and work experience, attach a separate sheet.
- Sign on the bottom of Form 1-12.
- Staple the upper left corner of all forms in order with Form 1-1 coming on top and Form 1-12 on bottom.

#### **[Form 2] Proof of Screening Fee Payment and Picture Card**

>> For applicants making payment by Credit Card, Union Pay, or Alipay

Print out the "Result" page (attach to Form 2).

>> For applicants making payment at a convenience store in Japan

Receipt of screening fee (attach to Form 2).

#### **[Form 3] WBS Marketing Survey**

We would appreciate your taking a few minutes to fill in the questionnaire for the WBS marketing analysis purposes such as activities for recruiting students. The answers will not affect admission decisions in any way.

#### **[Form 4] Letter of Consent from Employer**

Not necessary for IMBA September Enrollment applicants

#### **[Form 5] Family Business Successor Form \* For "Family Business Successors" applicants only**

- Fill in the information about the company you are succeeding in the future.
- Recommendation letter from the representative or equivalent of the company is required (free

format, Signature of recommender is required)

**[Form 6] Request for Submitted Documents Return**

- Submit only when you are requesting the WBS to return original copies of certificates that are not re-issuable. Documents may not be returned without submission of this form.

**[Form 7] Application for Screening Fee Waiver**

- Applicants whose nationality AND the place of residence at the time of application are indicated on page 20 are eligible to apply for a screening fee waiver.
- Applicants with dual nationality are eligible only if BOTH nationalities are included in the list of eligible countries.

**[Form 8] Statement of Fund Resource \*International applicants only**

- Indicate the source and amount of funding for studying at the WBS (standard period: 2 years). Scholarship recipients must submit a scholarship award letter indicating its amount and duration.
- The estimation of total expenses for two years including tuition fees and living costs in Tokyo will be approximately 6,000,000 yen.
- Those who have Japanese VISA of Permanent Resident, Long Term Resident, Spouse or Child of Japanese Citizen, Spouse or Child of Permanent Resident don't need to submit this statement.

**[Form 9] Application for Scholarship Offered Prior to Matriculation**

- Check the details of the scholarship on page 16 and submit this form if you wish to apply for scholarship prior to matriculation.

**[Form 10] Applicant Evaluation (Recommendation) Form**

- Two applicant evaluation forms must be prepared. You must ask two different evaluators (recommenders) to fill in the applicant evaluation forms.
- Two evaluators should be university professors who have supervised the academic work of the applicant (excluding WBS faculty members), or superiors at the applicant's current institution or company.

**Step-by-Step Directions**

1. Applicant forwards the designated form (and an envelope) to the evaluators. The designated form can be downloaded from WBS Website below.  
<http://www.waseda.jp/fcom/wbs/assets/uploads/2015/02/Form-10Applicant-Evaluation-Recommendation-Form.pdf>
2. After filling in the form, the evaluator must put it in an envelope, seal it, sign across the seal, and return it to the applicant.
3. Applicant submits the evaluation forms to the WBS Admissions Office with the envelope unopened, together with other application documents.

**Documents to be prepared by applicants themselves**

**1. Official College/University Certificate (Original Copy)**

- a) Certificate of (expected) graduation/degree  
Not necessary if the (expected) graduation date and the degree are stated in the transcript.
- b) Official transcript of courses

**[NOTES for College/University Certificate]**

- Submit the original copy written in Japanese or English.
- If universities or governments cannot provide Japanese or English certificates, please attach a

- translated copy certified by the embassy or relevant public officials.
- Confirm that the date of admission and graduation are printed on a) or b).
- Master's degree/professional degree holders are required to turn in certificates of both the undergraduate school and the graduate school. Details on educational background must be provided in the specified area of the [Form 1-3].
- Applicants who have transferred from one institution to another must submit transcripts of both the graduating institution and previously attended institution.
  - When an Applicant's name stated on the application form differs from what is indicated on the certificates, the Applicant will be required to attach an explanation (free format) . In such cases, official documents which certify the change of legal name (e.g., copy of family register) will have to be submitted as part of the application.
  - If an Applicant has attended Waseda University at any time in the past (or is currently enrolled), he/she must provide official documentation which serves as proof of enrollment.
- For applicants who graduated and obtained a degree from a university or college in Mainland China(excluding Hong Kong, Taiwan, and Macau): Submit the original of their diploma(卒業証書) with photo in booklet and 学位証書 with photo in booklet).

## **2. GMAT or GRE (General Test) score report**

- Submission of an original copy of the GMAT or GRE score is compulsory for "Application with GMAT or GRE" and "Application for Graduating Waseda University Students" applicants. It is optional for "Application for Family Business Successors".
- If GMAT or GRE scores are to be mailed directly from the test center, it should reach WBS by the application deadline. Also, make sure to enclose a "GMAT Test Taker Copy" or "GRE Examinee Score Report" printed through GMAC/ETS websites in your application packet.
- Submit a valid score report of the test taken within 5 years of each application deadline.

## **3. Proof of License or Certificate**

Submit only if you enter the relevant information via Online System.

## **4. Proof of English Proficiency \*For non-native speakers of English only**

Applicants must submit one of the following certified test score reports with the exception of applicants whose native language is English or applicants who have obtained a degree from an institute of higher education (university or higher) using mainly English. Submitted score reports should have been issued within 2 years of each application deadline.

- 1) TOEFL(iBT, CBT, PBT)
- 2) IELTS(Academic)
- 3) TOEIC

\*TOEIC SW, TOEIC IP and TOEIC Bridge scores are NOT acceptable.

## **5. Proof of Japanese Proficiency \*For non-native speakers of Japanese only**

While submission is optional, scores of the Japanese Language Proficiency Test (or JLPT) may be taken into consideration as part of the overall application. Only score reports of JLPT Level 1 or N1 will be considered.

## **6. Photocopy of Passport \*For those who currently possess a passport**

A photocopy of the photo page of your passport must be submitted.

## **7. Photocopy of Resident Card (Front and Back side)**

All international applicants currently holding resident visa in Japan must submit it.

## F) Application Schedules

### 1) Application with GMAT or GRE and Application for graduating Waseda University Students For September 2016 Enrollment

Application Round	Application Deadline	Screening Result Announcement	Enrollment Procedure Deadline
1 <sup>st</sup> Round	Sept. 16 (Wed), 2015	Oct. 8 (Thu), 2015	Nov. 6 (Fri), 2015
2 <sup>nd</sup> Round	Nov. 12 (Thu), 2015	Dec. 3 (Thu), 2015	Jan. 8 (Fri), 2016
3 <sup>rd</sup> Round	Jan. 6 (Wed), 2016	Feb. 11 (Thu), 2016	Mar. 4 (Fri), 2016
4 <sup>th</sup> Round	Apr. 8 (Fri), 2016	May 12 (Thu), 2016	Jun. 3 (Fri), 2016
5 <sup>th</sup> Round	May 24 (Tue), 2016	Jun. 16 (Thu), 2016	Jul. 8 (Fri), 2016

#### Screening Result Announcement

All applicants who have turned in all of their application documents will be notified of their application number by e-mail. At 10:00am on the day of the screening result announcement, successful applicants' application numbers will be indicated on the WBS website (<http://www.waseda.jp/fcom/wbs/en>). Successful applicants will also receive a letter of acceptance enclosed with the enrollment procedure guideline and documents by courier. Contact the WBS Admissions Office ([wbs@list.waseda.jp](mailto:wbs@list.waseda.jp)) if you do not receive such a packet one week after the designated date. Refrain from making an individual inquiry regarding the screening result.

Applicants who received a conditional offer must submit the proof of satisfied conditions by the due date stated in the letter of conditional acceptance. If they do not submit the proof by the due date, their conditional acceptance will be revoked.

### 2) Application for Family Business Successors September 2016 Enrollment

Application Round	Application Deadline	Exam Date	Screening Result Announcement	Enrollment Procedure Deadline
Spring Round	Apr. 8 (Fri), 2016	May 8 (Sun), 2016	May 12 (Thu), 2016	Jun. 3 (Fri), 2016

\* Written exam and an interview (both in English) will take place on the same day at Waseda Campus along with the application material screening.

Applicant's Card will be sent by post. Contact the WBS Admissions Office ([wbs@list.waseda.jp](mailto:wbs@list.waseda.jp)) if you do not receive it 5 days prior to the Exam Date.

#### Screening Result Announcement

At 10:00am on the day of the screening result announcement, Successful applicants' application numbers will be posted on the WBS website (<https://www.waseda.jp/fcom/wbs/en>).

Successful applicants will also receive a Letter of Acceptance enclosed with the enrollment procedure guideline and documents by courier. Contact the WBS Admissions Office ([wbs@list.waseda.jp](mailto:wbs@list.waseda.jp)) if you do not receive such a packet one week after the designated date. Refrain from making an individual inquiry regarding the screening result.

## 5. Enrollment Procedures

Once successful applicants have received an enrollment packet with an admission offer, they must complete all necessary procedures to be enrolled at WBS by the due date indicated on the previous page. Only those who have submitted all required documents by the deadline, and have completed all required transactions (transferring of admission fee, tuition and other fees) will be admitted.

Further instructions related to admittance will be sent to successful applicants. The list below is a sampling of what to expect.

### [Required Documents]

#### (1) Prescribed forms

##### a) Written Oath and Written Guarantee

This form must be filled in by the applicant and his/her guarantor.

##### b) Consent for the Treatment of Personal Data

This form must be filled in by the applicant and his/her guarantor.

##### c) Others(Student Card, Entrance Registration Form)

#### (2) Certificate of Residence

#### (3) Original Copy of "Certificate of Graduation" and "Transcript of Academic Records"

(only for applicants who had not yet graduated at the time they submitted the application documents)

#### (4) Three color photographs (4cm×3cm, frameless)

Photos should be the same as that attached to the application form

#### (5) Copy of the Receipt of the bank transfer of tuition and fees

#### (6) Application and related documents for Certificate of Eligibility. \*For those require student visa

#### (7) Other documents designated by the WBS

### (NOTE)

As a rule, we do not return submitted documents or refund tuition and other fees (the entrance fee and tuition and other fees for the first semester). However, if you do not enter Waseda University due to unavoidable circumstances or fail to meet the entrance qualifications prior to enrollment, we may refund the tuition and other fees for the first semester (but not the entrance fee). For more information about the procedure for receiving such refund, refer to the enrollment procedure guideline mailed to successful applicants.

## 6. Entrance Fee, Tuition and Other Fees

### Fees for 2016 enrollment for International MBA Program

(Unit: JPY)

Year	Academic Term	Entrance Fee*	Tuition	Other Fees Student Health Promotion Mutual Aid Association Fee	Total
1 <sup>st</sup> Year	Entrance and 1 <sup>st</sup> Semester	200,000	870,000	1,500	1,071,500
	2 <sup>nd</sup> semester	-	870,000	1,500	871,500
	<b>1<sup>st</sup> Year total</b>	<b>200,000</b>	<b>1,740,000</b>	<b>3,000</b>	<b>1,943,000</b>
2 <sup>nd</sup> Year	1 <sup>st</sup> Semester	-	870,000	1,500	871,500
	2 <sup>nd</sup> Semester	-	870,000	1,500	871,500
	<b>2<sup>nd</sup> Year total</b>	<b>-</b>	<b>1,740,000</b>	<b>3,000</b>	<b>1,743,000</b>
<b>Total</b>					<b>3,686,000</b>

\*The Entrance Fee is waived for a successful candidate who is currently enrolled in, graduated from, completed, or withdrew from an undergraduate, graduate, or specialized program of Waseda University.

(Note) Additional fees are required for taking language learning courses. Fees vary depending on course; the cost of eight credits (four courses) in English learning is approximately 160,000 yen, while for Japanese learning classes it costs approximately 40,000 yen.

## 7. Degrees and Completion Requirements

### Degree: Master of Business Administration, Waseda University

#### Degree Requirements of the International MBA Program

To complete the program, students have been enrolled for more than two years, have acquired 50 credits, and have completed their Professional Degree Thesis as the final product of their seminars and research guidance. Students who pass the dissertation screening and exams, and who have reached a satisfactory level of achievement in the comprehensive evaluation of their performance will be awarded the degree of Master of Business Administration (MBA).

Unit: Credit

Compulsory Core Courses	Compulsory Elective Core Courses	Elective Courses		Specialized Research			Total	Language Courses (recommended)
		Specialized Courses (Bilingual Courses or Overseas Courses)	General Elective Courses	Seminars	Research Guidance	Degree Thesis		
14	6-	6-	8-	8	PASS (*)	4	50	8

(\*) The credits of research guidance will be given by pass or fail.

In addition to the conditions for completing the International MBA Program, it is recommended that students earn credits in language courses. Students are expected to acquire at least eight credits from language courses. Although these credits are not included in the requirement for program completion, they are strongly recommended to strengthen their global capabilities. Students studying mainly in Japanese are encouraged to take English courses at the Global Education Center and students studying primarily in English are encouraged to take Japanese courses at the Center for Japanese Language. Students may also take other WBS language courses (i.e., English-taught classes for students admitted in April; Japanese-taught classes for students admitted in September) as the recommended language courses. These courses are graded on "Pass/Fail."

\*English language courses are available in the Global Education Center. See website for details.

<http://web.waseda.jp/gec/en/graduate/>

\*Japanese language courses are available in the Center for Japanese Language. See website for details.

<http://www.waseda.jp/cjl/en/regist.html>



## 8. Financial Aid and Scholarships

The following is a list of the major scholarships offered at Waseda University. International students with "student visa" are advised to refer to the AY2016 "International Students' Handbook" or Waseda University Center of International Education (CIE) website:

<http://www.cie-waseda.jp/en/lifesupport/scholarships>

For Japanese students (including those who have Japanese visa of permanent resident, long term resident, spouse or child of Japanese citizen), refer to the handbook, Scholarship Guidelines "Challenge AY2016" (available in Japanese only) or the Scholarship Affairs Section website:

<http://www.waseda.jp/syogakukin/>

### 1. Scholarship Prior to Matriculation

Selection is based on the admission screening results. Nominated applicant will be notified by post or email.

(Data of AY2015)

Types of Awards	Name of Scholarship	Grants	Eligibility
Waseda University Scholarships	Waseda University Partial Tuition-Waiver Scholarship	50% reduction from one-year tuition	- Privately-funded international students* - Turn-in the Form 9 with other application materials
	Reserved Scholarship for Successful International Applicants	* 500,000 JPY or 1,000,000 JPY per year (up to 2 years)	- Privately-funded international students* - Application with GMAT or GRE are eligible - Turn-in the Form 9 with other application materials
	Waseda Business School Scholarship	Full-tuition coverage for the first year	- International MBA Applicants - Japanese students** having more than 800 points on TOEIC - Turn-in the Form 9 with other application materials

### 2. Scholarship After Matriculation

Types of Awards	Name of Scholarship	Award Amount (Value)	Eligibility
Government-sponsored Scholarships	Japanese Student Services Organization (JASSO)	Type 1 (No-interest loan) 50,000 or 88,000 JPY/Month Type 2 (Interest-bearing Loan) 50,000-150,000 JPY/Month	- Japanese Students** - Students who are in the master's program within the standard years for degree - Students must have the ability to pay back these loans after graduation
	Monbukagakusho Honors Scholarship	48,000 JPY/Month	- Privately-funded international students*
Waseda University Scholarships	Azusa Ono Memorial Scholarship (for International students)	Annual grant of 400,000 JPY	- Privately-funded international students* - Students who are in the master's program within the standard years for degree
	Azusa Ono Memorial Scholarship	Annual grant of 400,000 JPY	- Japanese Students** - Students who are in the master's program within the standard years for degree
	Okuma Memorial Scholarship	Annual grant of 400,000 JPY	- Privately-funded international students* or Japanese Students** - Students who are in the master's program within the standard years for degree

\*"International Students" refers to those students who hold or expect to hold "student visa" status.

\*\* Japanese students including those who have Japanese visa of "Permanent resident, long term resident, and "Spouse or Child of a Japanese Citizen."

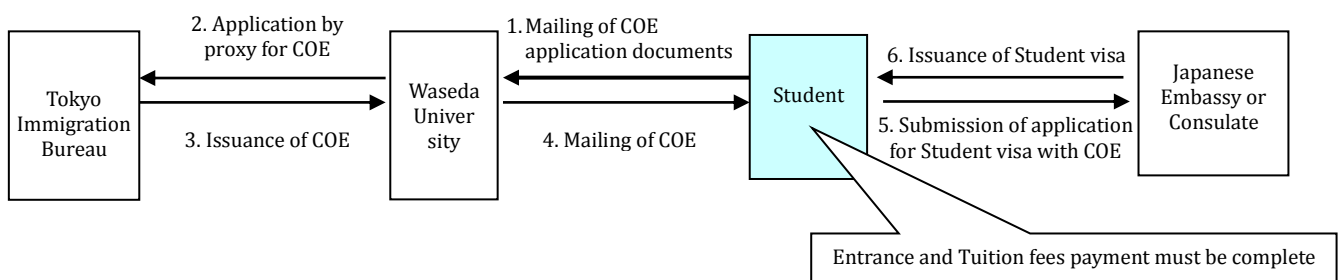
## 9. Student Visa *[Information by Waseda Center for International Education]*

International students who are admitted to Waseda University are able to apply for a status of residence “Student”. Those with the status of residence “Student” are eligible to apply for tuition reduction/exemptions and scholarships for international students. Those with a status of residence other than “Student” that allow the holder to stay in Japan for long periods are eligible to enter Waseda University. In that case, however, they are not eligible for various services and systems targeted for international students. Students with a “Short-term visa” are not eligible to be enrolled in the university.

(1) If you do not have a status of residence in Japan (If you are NOT a resident in Japan)

1. In order to apply for a visa to enter Japan, you will first need to obtain a certificate of eligibility(COE) from the Immigration Bureau of the Ministry of Justice of Japan, located in Japan. If you are a foreign national applying from outside Japan and have completed payment of the admission fee and designated school expenses for enrollment, the Center for International Education will apply for your certificate of eligibility to the Immigration Bureau on behalf of you. You must send the required documents by registered mail (international courier service, etc.) to arrive at the Center for International Education no later than the deadline date. See “COE Application by Proxy” for details. Since it takes one to two months before the Immigration Bureau makes a decision, we advise you to complete the payment and submit COE application documents early, regardless of the deadline.
2. After the COE is issued, Waseda University will send it to you by mail (we send to addresses outside Japan only). Upon receiving the COE, you need to take the COE and your passport, and a certificate of admission to the Japanese embassy or consulate in your area to apply for a “Student” visa. After receipt of a visa to Japan, you are supposed to enter Japan as a student within three months of the issuance of a COE.
3. A certificate of admission will be forwarded to you with the COE.
4. The Center for International Education, Waseda University acts on your behalf to apply for your COE to obtain a “Student” visa and a status of residence “Student”. If you wish to apply for a COE for any other type of visa and status of residence, you need to make an application yourself.

[Sequence of Steps (1 to 6) Involved in Obtaining a “Student” Visa]



### Visa waiver and short-term visa holders

If you enter Japan as a visa waiver or on a short-term (tourist) visa, in principle, you will not be allowed to change your visa status to a status of residence “Student” while in Japan. You will have to leave Japan and submit a certificate of eligibility(COE) at a Japanese embassy or consulate outside Japan to obtain a “Student” visa. Afterwards, you will be able to re-enter the country. However, if it is difficult for you to return to your home country before starting the new semester, please consult with the Center for International Education.

(2) If you have a status of residence (If you are a resident in Japan)

1. If you have a status of residence “Student”

If you currently have a status of residence “Student”, please process the “application for extension of period of stay” as necessary. You are able to apply for an extension of period of stay up to three months before your status of residence expires. For details regarding this application, please see “How to apply for a visa extension,” Visa-Related Procedures, the website of the Center for International Education at:

<http://www.cie-waseda.jp/visastatus/en/current/extvisastatus.html>.

Please note that your renewal will not be granted if your attendance and/or grades were bad at the Japanese language school, even if you are admitted to enter Waseda University.

2. If you have a status of residence other than “Student”

If you currently have a status of residence such as “Long Term Resident,” “Dependent,” etc., there is no need for you to undertake any procedures. However, you may encounter difficulties when using various services and systems intended for international students.

If you wish to change your status of residence to that of “Student,” please process the “application for change of status of residence.” For details regarding this application, please see “How to change your visa status,” Visa-Related Procedures, the website of the Center for International Education at:

<http://www.cie-waseda.jp/visastatus/en/current/changevisastatus.html>

a) A Certificate of Admission

After you admitted, if you wish to apply for extension or change your status of residence before you are given student ID number, you need a “certificate of admission” to make an application. After paying the admission fee and designated school expenses, please make sure to submit a request to the office of the school you are scheduled to join to issue an original copy of the certificate of admission.

b) Application for extension or change of your status of residence

In order to apply for an extension or change of your status of residence, you need a completed application form with an official stamp of Waseda University. Prior to making the application to the Immigration Bureau, please visit the Center for International Education in person (located on the 4<sup>th</sup> floor, building No.22, Waseda Campus) with the application form and a certificate of admission, and have the application form stamped. If you have difficulty in visiting the Center for International Education due to living in a distant place from Tokyo or any other reason, please inquire the Center for International Education.

## Inquiries about visa

The Center for International Education, Waseda University

Tel: 03-3203-9806 Fax: 03-3202-8638

E-mail: [in-cie@list.waseda.jp](mailto:in-cie@list.waseda.jp)

## 10. Contact Information for Applicable Testing Organizations

- ◇ **Japanese Language Proficiency Test**  
by Japan Educational Exchanges and Services/Japan Foundation  
**【Taking exam in Japan】**  
Tel. +81 ( - 0 ) 3-5454-5577  
**【Taking exam outside Japan】**  
[http://www.jlpt.jp/application/overseas\\_list.html](http://www.jlpt.jp/application/overseas_list.html)
  
- ◇ **TOEFL : Test of English as a Foreign Language**  
by ETS: Education Testing Service  
Institution code: **2463**  
**【Taking exam in Japan】**
  - General Information  
Council on International Educational Exchange (CIEE)  
Tel. +81 ( - 0 ) 3-5467-5489  
<http://www.cieej.or.jp/>
  - Registration  
Prometric  
Tel. +81 ( - 0 ) 3-5541-4800  
<http://ac.prometric-jp.com/toefl/jp/online.html>**【Taking exam outside Japan】**  
Tel. +1-609-771-7100 / +1-877-863-3546  
<http://www.ets.org/toefl/>
  
- ◇ **TOEIC : Test of English for International Communication**  
by The Institute for International Business Communication  
Tel. +81 ( - 0 ) 3-5521-6033  
[http://www.toeic.or.jp/toeic\\_en/](http://www.toeic.or.jp/toeic_en/)
  
- ◇ **IELTS : International English Language Testing System**  
by The British Council  
Tel. +81 ( - 0 ) 3-3235-8031  
<http://www.britishcouncil.org/japan.htm/>
  
- ◇ **GMAT: Graduate Management Admission Test**  
by GMAC: Graduate Management Admission Council  
Institution code: **3TX-GK**  
Tel. +1 ( - 800 ) -717-4628  
<http://www.mba.com/the-GMAT>
  
- ◇ **GRE: Graduate Record Examination**  
by ETS: Educational Testing Service  
Institution code: **2463**  
Tel. +1 ( - 866 ) -473-4373  
<http://www.ets.org/gre>

## 11. Screening Fee Waiver for Applicants From Specified Countries

### 1. Outline

Applicants who wish to be admitted into an undergraduate or graduate school of Waseda University are eligible to apply for a screening fee waiver if they reside in one of the countries designated by Waseda University AND hold nationality of one of those countries.

### 2. Eligibility

The following conditions must be fulfilled:

- 1) The applicant must reside in one of the countries classified as "Least Developed Countries" or "Other Low Income Countries" in the list of ODA recipients as published by OECD/DAC AND hold nationality of one of those countries (the applicant's country of residence and nationality do not necessarily have to be identical).

\* For the list of eligible countries, refer to ries classified as "Least Dev\*Applicants residing in Japan are not eligible.

- 2) Applicants with dual nationality are only eligible if both nationalities are included in the list of eligible countries described in 1) above .

### 3. Procedures

When applying to an undergraduate or graduate school of Waseda University, please enclose the following documents with the other application documents instead of the certificate of payment for the screening fee (copy of the remittance form etc.). The application for the screening fee waiver program must be made along with the application for admission. Applications made afterward will not be accepted under any circumstances.

- 1) Application Form for Screening Fee Waiver

- 2) Copy of passport (including all details of the applicant)

\* Applicants who apply for the screening fee waiver are not required to pay the screening fee. However, if payment was made before the application for the screening fee waiver, the screening fee will not be reimbursed.

\* In the event that the applicant is found to be ineligible for the screening fee waiver program or have made a false claim, the application for admission to Waseda University itself might be revoked immediately.

#### [Eligible Countries]

Afghanistan, Angola, Bangladesh, Benin, Bhutan, Burkina Faso, Burundi, Cambodia, Central African Rep., Chad, Comoros, D.P.R.Korea, Democratic Republic of the Congo, Djibouti, Equatorial Guinea, Eritrea, Ethiopia, Gambia, Guinea, Guinea-Bissau, Haiti, Kenya, Kiribati, Laos, Lesotho, Liberia, Madagascar, Malawi, Mali, Mauritania, Mozambique, Myanmar, Nepal, Niger, Rwanda, Sao Tome and Principe, Senegal, Sierra Leone, Solomon Islands, Somalia, South Sudan, Sudan, Tajikistan, Tanzania, Timor-Leste, Togo, Tuvalu, Uganda, Vanuatu, Yemen, Zambia , Zimbabwe
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## 12. Notes on Entrance Examination at Waseda University

### Dishonest Acts

Waseda University has provided the following guidelines so that all examinations can be properly administered and all examinees have an opportunity to perform in a fair and equitable environment. Please read the guidelines carefully and approach the examination in a serious manner.

1. You may be deemed to have committed a dishonest act if Waseda University determines that you have falsified, fabricated, or plagiarized the document(s), statement(s), or information submitted for your application.
2. Your actions may be considered dishonest if you commit any of the following acts:
  - A) Cheating (concealing or glancing at a cheat sheet or reference book during the examination, glancing at another examinee's answer sheet, or gaining answers from others)
  - B) Answering questions using an instrument not allowed to be used during the written examination
  - C) Touching the exam booklet and answer sheet before the instruction to start the examination is given (including opening up the exam booklet, beginning to answer questions, and writing on the back cover or the margins of pages of the exam booklet) during the written examination
  - D) Continuing to hold your writing instrument or answer questions without following the instruction to cease taking the examination during the written examination
  - E) Providing benefits to other examinees (providing them with answers etc.) during the examination
  - F) Keeping your mobile phone with you or using it during the examination
  - G) Letting your mobile phone or watch emit noise (incoming call alert, alarm, vibration, etc.) during the examination
  - H) Conducting acts that could be considered a nuisance to other examinees at the examination venue
  - I) Not following instructions from the examination supervisors at the examination venue
  - J) Pretending to be an applicant and taking the examination for the applicant
  - K) Conducting other acts impairing the fairness of the examination
3. The following responses may be taken if an applicant is suspected of committing a dishonest act.
  - A supervisor may warn or question the applicant.
  - The applicant may be requested to take the examination in another room.
4. In addition, the following responses may be taken if a dishonest act is identified.
  - The applicant may not be allowed to continue taking the examination or allowed to take any other entrance examination given by Waseda University during the year. (Screening fees will not be returned.)
  - The results of all entrance examinations taken by the applicant at Waseda University during the year may become invalid.

### Environment for Entrance Examination

Please review the following material carefully so that you will know what to expect during the Waseda University Admissions Exam.

#### 1. The exam environment.

We will do our best to provide you with a quiet and equitable exam environment. However, please be aware of the following unavoidable conditions that may occur:

- A) Everyday noise (airplanes; motor vehicles; wind and rain; the sound of the air conditioner; coughs, sneezes and snuffles from the other examinees; the distant noise of cell phones, etc.) is sometimes unavoidable. As a general rule, no special treatment will be given to any examinee (or group of examinees) due to any occurrence of "everyday noise."
- B) In the event that a cell phone or wristwatch rings, vibrates, or otherwise causes a disturbance during the exam, and an exam monitor can identify the particular device as the source of the disturbance, he/she will remove the device from the exam site, with or without the consent of its owner. The item will be kept at exam headquarters.
- C) While desks, chairs, air conditioning, acoustic equipment, etc., may vary between classrooms used as test sites, this will not be taken as a handicap to any examinee.
- D) If, by the actions of a certain examinee, other examinees are disturbed, the examinee causing the problem may be asked to take the exam in a different room.

#### 2. Unforeseen problems that are beyond human control.

In cases of unforeseen circumstances that are beyond human control, such as a natural disaster (e.g., typhoons, earthquakes, flooding, tsunamis) and/or accident, such as fire, power failure, and so on, measures including delaying the start of the exam or postponing the exam, etc. may be taken. However, in such an event, we will bear no responsibility for any resulting inconvenience, expense, or other personal loss that the examinee may incur.

# Waseda University

## Convenience Store Easy-Pay Systems for Entrance Exam Fees

Payment  
accepted  
24hours a day

### 1 Advance Web Application



<https://e-shiharai.net/>

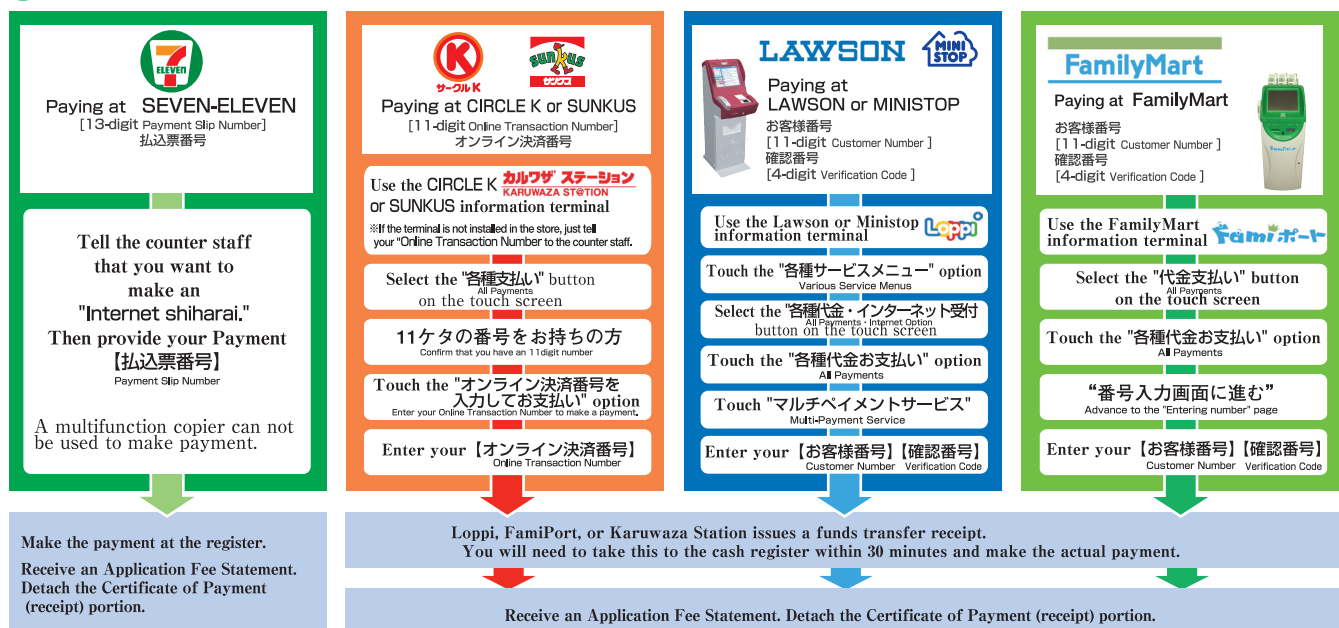


To obtain your application number, please follow the instructions on the screen and input all necessary information. This number will be required when you make your payment.

If you input the wrong information when trying to obtain your application number, please start again from the beginning and make your payment.  
If you are not able to make the required payment before the due date you will receive this deadline upon completing the online application, all the information you had input will be canceled automatically.

### 2 Convenience Store Payment

●The application fee cannot be paid through an ATM. Be sure to make your payment at the cash register.



### 3 Application

Affix the receipt portion to "Form for Submission of the Certificate of Payment of Application Fee" in the designated location.

#### ●Seven-Eleven

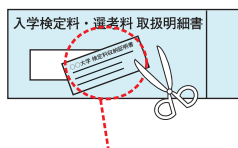
Detach the receipt portion of the Exam Fee Statement and affix it to the application packet in the designated location. Hold onto the proof of bank transfer for your records.



The appearance of the ticket you receive may differ from the illustration above.

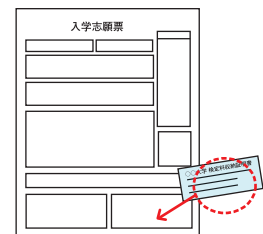
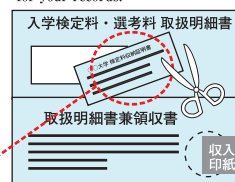
#### ●Circle K ●Sunkus

Detach the receipt portion of the Application Fee Statement and affix it to the application packet in the designated location. Hold onto the Online Transaction Receipt for your records.



#### ●Lawson ●Family Mart ●Ministop

Detach the receipt portion (Certificate of Payment) of the Application Fee Statement and affix it to the application packet in the designated location. Hold onto the remainder of the Fee Statement ("Applicant's Copy" portion) for your records.



※When paying at a convenience store, proof of payment via bank stamp is not necessary.

Attach Your Receipt (Certificate of Payment) to the Application

※When attaching the certificate of payment, be sure to use glue which is suitable for use with thermal paper and pressure-sensitive paper. Please check the glue label.

- Be sure to complete your convenience store payment before the time limit expires. All the payment information you entered will be deleted automatically if the payment is not completed before the deadline.
- Please note: After application fee payment has been made at any of the above shops, refund is not possible.
- Please double-check the application deadline in your application guide. Post your payment early enough to be sure it is received in time.

#### ■Payment Commission

(transfer fee charged by all participating stores)

There is a fee for this payment transfer service, which applicants must pay in addition to the entrance exam fee. The payment commission is as the same at all participating stores.

convenience stores:

Entrance exam fee ¥49,999 or less	432 yen (tax incl.)
Entrance exam fee ¥50,000 or more	648 yen (tax incl.)

Questions about paying your entrance exam fees at convenience stores? Please visit:

Note: Convenience store staff cannot answer questions about the service.

<https://e-shiharai.net/>



# Waseda University

## Examination Fee Payment by Credit Card, Union Pay, and Alipay

24 hours a day, 365 days a year, you can pay anytime! Easy, Convenient and Simple!

You can pay the Examination Fee by using Credit Card, Union Pay, and Alipay.



Access

<https://e-shiharai.net/ecard/>



You can access from our website too !

Web Application - Online Transaction

### 1. Top Page

Click "Examination Fee".

### 2. Terms of Use and Personal Information Management

Please read the Terms of use an Personal Information Management.

Click "Agree" button located in the lower part of this page if you agree with these terms.

Click "Not agree" button located in lower part of this page if you do not agree with these terms.

### 3. School Selection

Click "Waseda University".

### 4. School Information

Read the information carefully and click "Next".

### 5. Category Selection

Choose First to Fourth Selection and click "Add to Basket".

### 6. Basket Contents

Check the contents and if it is OK, click "Next".

### 7. Basic Information

Input the applicant's basic information.

Choose your credit card and click "Next".

### Paying with Credit Card

Input Credit Card Number (15 or 16-digits), expiration date and security code.

All of your application information is displayed. Click "Confirm" to verify.

Click "Print this page" button and print out "Result" page.

### Paying with Union Pay, Alipay

Follow the onscreen instructions to complete the card payment.

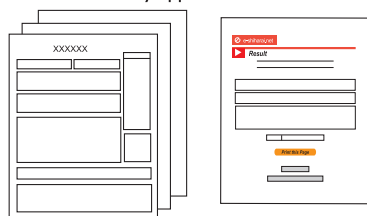
Please click the "Application Results" button in the upper part of this site (e-shiharai.net).

Please write down the "Receipt Number" given when you complete your application, and enter your "Payment Method", "Receipt Number" and "Birth Date". Please make sure your printer is ready.

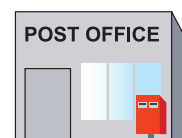
Please print out the "Payment Inquiry - Inquiry result" page.

Enclose the printed **"Result"** page in an application envelope with other necessary application documents.

Necessary application documents



Mail it from Post office



### [NOTICE/FAQ]

- During the payment periods and application periods specified in the application guidelines, you can make payment anytime. Please consult the application guidelines and complete payment in time for the application period.
- On the last date of the payment period, please complete the transaction by 11:00pm Japan time.
- It is possible to use a card which carries a name different from that of the applicant. However, please make sure that the information entered in the Basic Information page is the applicant's information.
- If you did not print out the "Result" page, you can display it later on the Application Result page. Please enter "Receipt Number" and "Birth Date" to redisplay.
- Please contact the credit card company if your card is not accepted.

### ■ Payment Commission

There is a fee for this payment transfer service, which applicants must pay in addition to the entrance exam fee.

Entrance exam fee	Payment Commission
~ 29,999 yen	555 yen
30,000 yen ~ 49,999 yen	987 yen
50,000 yen ~ 69,999 yen	1,420 yen
70,000 yen ~ 99,999 yen	1,800 yen
100,000 yen ~ 199,999 yen	2,037 yen
200,000 yen ~ 299,999 yen	2,571 yen
300,000 yen ~	4,320 yen

For questions or problems not mentioned here, please contact :

**E-Service Support Center Tel : +81-3-3267-6663 (24 hours everyday)**



## **Handling of Personal Information**

Waseda University utilizes applicant information (addresses, names, dates of birth etc.) collected at the time of application in order to carry out operations such as the entrance examination, announcement of the screening results, and enrollment procedures. We will take necessary and proper measures to protect such information from leakage, disclosure, or unauthorized use. All or part of the above operations may be outsourced to an agency. In such case, the agency will be contractually required to maintain necessary and proper management. Please note that the personal information may be used as materials for studies and researches to improve our entrance examinations. The information will be statistically processed to prevent any individuals from being identified.

### **WASEDA Business School (Graduate School of Business and Finance, Waseda University)**

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E-mail wbs@list.waseda.jp

<http://www.waseda.jp/fcom/wbs/en/>