

# Waseda University

## Graduate School of Economics

Master's Program General Admissions for September 2016

Recruitment for (Third) Application Examination

English-based Degree Program

### **Application Guidelines** **(for international students)**

[Examination held in May 2016]

### **【Global Admissions Program】**

#### < Venues for the oral examination >

The examination for the third application period is for the English-based Degree Program only. It consists of preliminary document screening and an oral examination at the following venues.

Tokyo • Beijing • Shanghai • Taipei

Seoul • Singapore • Bangkok • Jakarta • Dusseldorf • San Francisco • New York

Those applying from overseas (overseas applicants) will be able to take their entrance examination without coming to Japan by taking an oral examination at the above venues. The oral examination can be taken at one of the above ten venues. Please note that Waseda University cannot accept any responsibility for visa applications. For all applicants wishing to take the oral examination in Tokyo, the responsibility to appear at the venue lies entirely with the applicants alone. Those unable to obtain a proper visa for themselves will not be able to take the oral examination in Tokyo.

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## < Special arrangements for persons with disabilities >

Applicants who will require special arrangements for examinations or following admission to the Graduate School of Economics due to physical disability are requested to contact the Graduate School of Economics Office (Tel: +81-3-3203-6150, Email: gse-ml@list.waseda.jp). Please also immediately inform the office if you suffer a serious injury or illness after submitting your application that could affect the taking of examinations or attendance after admission.

## < Privacy Policy >

Personal information submitted to Waseda University in association with applications (including addresses, names, and dates of birth) will be used in the conducting of admissions examinations, announcement of results, performance of admission procedures, and associated activities. At such time, this information will be administered as necessary and appropriate to ensure that it is not leaked, divulged, or improperly used.

Some or all of the above activities may be outsourced to other parties, in which case these parties will be required by contract or other arrangement to ensure that personal information is administered as necessary and appropriate.

No identifiable personal data will be used for survey or research purposes. Please be reassured of this in advance.

# 1. About Admissions

## 1) Admissions Policy

The Graduate School of Economics conducts entrance examinations with a view to selecting students who are interested not only in real issues of politics, economics, society, and the historical roots thereof, but also in examining such issues from a theoretical viewpoint. Students are expected to have knowledge of real-life society and historical facts from the past to the present. They are expected to understand the importance of logical thinking and to be willing to proactively challenge the mathematical and statistical methodologies that are central to economic theory.

The School recognizes, however, that it may not always be possible for prospective students to meet all of its expectations at the point of enrollment. Screenings at the Graduate School of Economics are therefore conducted with sensitive consideration to the selection of candidates with varied interests, so as to give members of the student body the opportunity to influence one another, while each individual develops his/her strong points, concurrently advancing towards realistic perceptions and a logical approach to thinking.

Today, politics and economics are recognized as being intricately related to each other in many of the most significant social issues of the day, making it difficult to achieve a fundamental resolution without a combination of Political Science and Economics. The Graduate School of Economics welcomes students who are interested in any field exhibiting a mutual relationship between political and economic concerns, such as government, national institutions, and international relationships, and who wish to examine—and find solutions for—various issues in the field, taking full advantage of both Economics and Political Science.

## 2) Outline of September 2016(English-based Degree Program) Admissions

Examination Category	Examination Subjects	Contents of Examination	Notes
First Screening	English	Screening by English proficiency test score	Please submit a language test score card when sending in application materials.
	Economics	Screening by research progress in the field of economics	Please submit documentation of research progress or test result score card when sending in application materials.
Second Screening	Oral Examination	Interview	Interviews will be given to applicants who passed the first screening and will take place in one of the following venues:  Tokyo • Beijing • Shanghai • Taipei Seoul • Singapore • Bangkok • Jakarta Dusseldorf • San Francisco  New York •  * The exact interview location is yet to be determined and will be directly announced to interviewees.

\*Please note that Waseda University cannot accept any responsibility for visa applications. For all applicants wishing to take the oral examination in Tokyo, the responsibility to appear at the venue lies entirely with the applicants alone. Those unable to obtain a proper visa for themselves will not be able to take the oral examination in Tokyo.

\*These guidelines are for September Admissions (English-based Degree Program). For April Admissions (Japanese-based Degree Program), please refer to the April Admissions (First and Second Application Periods) guidelines.

## 2. About Applications

### 1) Application Requirements

Applications are accepted from those who fulfill the following requirements:

#### (1) Academic Background

Applications can only be accepted from among:

- Those who have completed or who are expected to complete 16 years of school education in countries other than Japan by September, 2016.
- Those who have completed or who are expected to complete 15 years of education in countries other than Japan by September 2016 and are recognized by the Graduate School of Economics as having completed all requirements and demonstrated excellent academic performance.

#### (2) Foreign Language Proficiency Ability

Those who have fulfilled the requirement regarding English ability (please refer to 2) Examination Subjects (1) First Screening A [English]) on page 6)

#### <Special Remarks on Qualifications Admissions for International Students>

- Graduates from three-year specialized college (*zhuanke*) programs in China are not eligible to apply. However, those who have graduated from a four-year (*benke*) program after graduating from a three-year program and who have completed 16 years of school education are eligible to apply.
- Those who have partly completed a number of years school education in Japan or those who have graduated from a university or educational institution in a county which requires less than 16 years to graduate and have obtained a Bachelor's degree must take an individual qualification assessment to be eligible for application in advance.

In this case, please download the "Educational Background Evaluation Form" from the website shown below, fill in the form, and submit it to the Waseda University International Admissions Office.

#### <International Admissions Office, Waseda University>

##### 1) Educational Background Evaluation Form

<http://web.waseda.jp/admission/gen/faq/>

##### 2) For inquiries;

[iao-gs@list.waseda.jp](mailto:iao-gs@list.waseda.jp)

- Applicants who have graduated or are expected to graduate from an undergraduate school or a graduate school at a Japanese university (including students who have obtained degrees from foreign and Japanese universities concurrently) are NOT eligible to apply under the admissions procedure for international students.

In such cases, applicants must apply to take the same examination as Japanese students. Please download the application guidelines for the examination from the website of the Graduate School of Economics.

URL: <http://www.waseda.jp/fpse/gse/en/>

#### \* Definition of International Students:

- In the Graduate School of Economics, international students are defined as persons including Japanese nationals who graduated (or expect to graduate) from any educational institution from elementary school to university outside Japan.
- Note that if you have foreign nationality but graduated from a Japanese university, you are not an international student.

## 2) Admissions Schedule

	Procedure	Dates	Notes
1	Application period	February 26 <sup>th</sup> ~ March 9 <sup>th</sup> , 2016	
2	Period for payment of application fee	February 19 <sup>th</sup> ~ March 9 <sup>th</sup> , 2016	
3	Date of sending examination card	April 4 <sup>th</sup> , 2016	
4	Announcement of results of first screening (document screening)	April 15 <sup>th</sup> , 2016	Posted on the official website
5	Announcement of schedule for second screening	April 22 <sup>th</sup> , 2016	Posted on the official website
6	Second screening (oral)	One of the following dates in 2016 designated by GSE: May 14, 15, 21, 22 *Requests by applicants for specific dates cannot be accommodated.	Applicants will be informed of their appointed interview date as soon as it has been decided.
7	Announcement of final results	May 27 <sup>th</sup> , 2016	Posted on the official website

3) Admission Quota

Major	Course Name	Research Area	Research Subject	Quota(*)
Economics	Economics Course	Economic Theory	Theoretical Economics	70 persons
			Mathematical Economics	
			Experimental Economics	
			History of Economics	
		Statistics and Econometrics	Econometrics	
			Statistics	
			Economic Statistics*	
			Quantitative Economic Policy	
			Industrial Ecology	
			Statistical Finance	
			Finance	
			Applied Macroeconometrics	
		Economic History	Economic History of Europe*	
			Economic History of Japan*	
			Japanese Economy in the Modern World	
			Economic History of Asia	
		Economic Policy	Theoretical Economic Policy	
			Industrial Organization Economics*	
			Agricultural Economics*	
			Money and Banking	
			Methodology for Political Economy	
			Applied Macroeconomics and Finance	
		Public Policy	Social Policy	
			Social Security*	
			Labor Economics	
			Public Economics	
			Public Finance*	
			Environmental Economics	
	Public Policy*			
	Health Economics			
	Political Economy*			
	International Economy	International Economics*		
		Development Economics		
Asian Economy				
Global Political Economy*				
Global Political Economy Course (No research area in this course.)	International Economics*			
	Development Economics			
	Asian Economy			
	Global Political Economy*			
	Quantitative Economic Policy			
	Theoretical Economic Policy			
	Agricultural Economics*			
	Methodology for Political Economy			
	Public Economics			
	Environmental Economics			
	Public Policy*			
Political Economy				
Economic Journalism Course *Not accepting students(English-based degree program)	20 persons			

Research subjects marked with an asterisk are not accepting students in September 2016

\*The quota indicates the total number of students to be admitted to the Master's program

< Note concerning applications for the International Political Economy Course >

Applicants may not apply for the Graduate School of Political Science's Global Political Economy Course and the Graduate School of Economics' Global Political Economy Course in the same year.

### 3. Examinations

#### 1) Dates of Examinations

Examination subjects	Examination Subjects	Dates of examinations, etc.	Note
First screening	English	Screening of documents	We will examine applicants' language test score cards.
	Economics		We will examine research performance in the field of economics.
Announcement of results of first screening		April 15 <sup>th</sup> , 2016	
Announcement of schedule for second screening		April 22 <sup>th</sup> , 2016	
Second screening	Oral examination	One of the following dates in 2016 designated by GSE: May 14, 15, 21, 22 *Requests by applicants for specific dates cannot be accommodated.	We will conduct an oral examination for students who passed the first screening. *Each session is scheduled to last 20 minutes.
Announcement of final results		May 27 <sup>th</sup> , 2016	

#### 2) Examination Subjects

##### (1) First Screening

We will conduct screening based on proficiency in English and performance or examination score in Economics.

##### A. English

We will examine the applicants' language test score cards, submitted at the time of application.

	Requirements
English	<p>Please submit an original score card from one of the following English proficiency tests:</p> <ul style="list-style-type: none"> <li>▪ TOEFL (iBT)</li> <li>▪ TOEFL (PBT)</li> <li>▪ TOEIC (a TOEIC(IP) score is not acceptable)</li> <li>▪ IELTS</li> <li>▪ GMAT</li> <li>▪ GRE</li> </ul> <p>N.B. Tests must have been taken <u>no more than 2 years (5 years for GMAT and GRE) before the application deadline.</u></p> <p>N.B. Those who are native speakers of English or have received a degree from an institute of higher education (university or equivalent) in English-speaking countries are not required to submit test results.</p>

## B. Economics

Candidates may choose either of the two methods listed below for examination.

Method	Details
Research Progress	Photocopy of graduation thesis or working paper, etc., <u>about Economics</u> (all pages). It must be a form of an academic thesis. It must be written solely by the applicant. •Any graduation theses and working papers regarding other topics are not acceptable and please note that applicants may be questioned on the content of their research at the time of the second screening.
経済学検定試験 (Japanese only)	経済学検定試験 (ERE もしくは ERE ミクロ・マクロ) の成績 A 以上の成績証明書を提出

### (1) First Screening

We will conduct screening based on proficiency in English and performance or examination score in Economics.

### (2) Announcement of Results of First Screening

Announcement date of results of first screening	April 15 <sup>th</sup> , 2016
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The results will be announced on the website of the Graduate School of Economics. They will be also put on the bulletin board in Building No. 3, 10<sup>th</sup> Floor.

We will not be able to answer inquiries about the examination result by phone.

Announcement of schedule for the second screening (oral examinations)	April 22 <sup>th</sup> , 2016
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The results will be announced on the website of the Graduate School of Economics.

We will post the time and meeting place for the second screening (oral examination).

### 【Website Information】

We will post announcements on the website of the Graduate School of Economics  
(<http://www.waseda.jp/fpse/gse/en/>)

### (3) Second Screening (Oral Examination)

- The second screening will be held only for applicants who pass the first screening.
- Regarding the venues for the second screening, interviews held at the Tokyo location will take place in person; interviews at all other locations will be conducted by videoconference.
- Interviews last about 20 minutes.
- Applicants may also be examined on their English language skills during the oral examination.

N.B. Please note that applicants may be accepted in a different research area from their choice in cases when their choice of research area is judged not to fit their research plan.



### **Venues for Second Screening**

The following venues are scheduled for the second screening. Please choose one venue and check (☑) on your application form for “Preferred venue for Oral Examination.” The preferred venue cannot be changed after application. However, please note that candidates’ preferences cannot always be accommodated. In addition, a change of venue may be requested in unavoidable circumstances.

Please also understand that the Graduate School of Economics will not be responsible for an applicant’s inconvenience, costs, or any other personal damages arising from a change of venue for the second screening.

#### **【Venues for Second Screening】**

- Tokyo (Waseda University, Waseda Campus)
- Beijing (Waseda University Beijing Office)
- Shanghai (Waseda University Shanghai Office)
- Taipei (Waseda University Taipei Office)
- Seoul\*
- Singapore (Waseda University Singapore Office)
- Bangkok (Waseda University Bangkok Office)
- Jakarta\*
- Dusseldorf\*
- San Francisco (Waseda University San Francisco Office)
- New York (Waseda University New York Office)

\*The exact interview location is yet to be determined and will be announced to interviewees.

### 3) Important Notes on Examinations

- Candidates will be advised separately of the times of their second screening.
- It is the sole responsibility of the applicant to arrange any transportation and accommodations necessary for taking the examination.
- As a general rule, application documents and screening fees are not returned or refunded. However, a full screening fee will be returned if you fall into one of the following categories:
  - 1) You paid a screening fee but failed to submit the required application documents
  - 2) You failed to meet the required qualifications or submitted the application documents after the deadline.\*Applicants must bear any commission fees which may be incurred during the refund process.

If you fall into one of the categories above, please contact the Graduate School of Economics Office immediately (Tel: 03-3203-6150, Email: [gse-ml@list.waseda.jp](mailto:gse-ml@list.waseda.jp)).
- Waseda University has established the following rules to conduct the entrance examination under strictly controlled conditions and to allow all candidates to take the examination equally and fairly. Please read the following rules carefully and take the examination in the appropriate manner.
  1. It may be regarded as improper conduct if fabrication, misstatement or plagiarism is committed on the application documents, materials or provided information.
  2. The following actions may be regarded as improper conduct and the candidate disqualified:
    - ① Cheating (use of crib sheets or reference books, looking at other candidates' answers, receiving answers from other persons, and similar actions).
    - ② Engaging in behavior of benefit to other candidates during the examination, such as communication to them of answers.
    - ③ Use of cellular phones during the examination.
    - ④ Allowing a cellular phone or watch to emit any noise (ringtone, alarm, vibration noise, or other such noise) during the examination.
    - ⑤ Engaging in any behavior that disturbs other candidates at the examination venue.
    - ⑥ Failing to obey the instructions of the proctor or other officials at the examination venue.
    - ⑦ Taking of the examination by any person other than the applicant.
    - ⑧ Other actions that detract from the fairness of the examination.
  3. Persons suspected of engaging in improper conduct may be dealt with as follows:
    - The candidate may be warned or questioned about the circumstances by the proctor.
    - The candidate may be required to take the examination in another room.
  4. If a candidate is found to have engaged in improper conduct, he/she may be dealt with as follows:
    - The candidate may be disqualified from taking further examinations and from taking any admission examinations at Waseda University during the academic year concerned. (In this case, application fees will not be returned.)
    - The results of all examinations taken by the candidate at Waseda University in the academic year concerned may be declared invalid.
- Please review the following material carefully so that you will know what to expect during the Waseda University Admissions Exam.
  - The exam environment.

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

    - ① Everyday noise (airplanes; motor vehicles; wind and rain; the sound of the air conditioning; coughs etc., from other examinees; the distant noise of cell phones, etc.); as a general rule, no special treatment will be given to any examinee (or group of examinees) due to any occurrence of "everyday noise."
    - ② 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. An exam monitor may also remove a device from an owner's bag and stop any disturbing sound or movement, with or without the consent of its owner.
    - ③ 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.

- ④ 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.
- Unforeseen problems that are beyond human control.

In cases of unforeseen circumstances that are beyond human control, such as natural disasters (e.g., typhoons, earthquakes, flooding, tsunamis) and/or accidents, 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.

## 4. Application Procedures

### 1) Domestic and Overseas Applicants

	Domestic Applicants	Overseas Applicants
Qualification	Applicants residing in Japan at the time of application	Applicants residing outside of Japan at the time of application
Category Check	Based on the present address in your application form	

### 2) How to Send Application Materials

(1) Application period: February 26th ~ March 9th, 2016

*N.B. Applications from overseas must ARRIVE by the deadline to be accepted.*

(2) How to send application materials: Please follow the procedures below:

**For overseas applicants,** please send the application materials by International Express Mailing Service (EMS) or other international courier. The mailing address should be written on the address label provided. Only applications that have arrived by the deadline will be accepted. Applications sent from some countries or regions may require extra time for the delivery so be aware of the need to allow extra time well in advance of sending your application documents.

**For domestic applicants,** place all the application materials in an ordinary 240mm x 332mm (*kakugata 2-gou*) envelope, affix the address label prescribed for submission of application materials to the front, and post by delivery-certified mail (*kan'i kakitome yuubin*) at the post office. If the application deadline is approaching, we recommend that you send the materials by delivery-certified express mail (*sokutatsu yuubin or kan'i kakitome/sokutatsu yuubin*) Only applications postmarked by the deadline will be accepted.

\* Application documents must be submitted to the International Admissions Office.

\*Submission is only allowed by the procedures mentioned above. Documents brought to the office will not be accepted.

\* We cannot answer inquiries regarding the arrival of application documents. Please confirm the delivery situation directly with your courier. For domestic applicants: please confirm using postal tracking service. For overseas applicants: please confirm using tracking service of EMS or other international couriers.

### 3) Application Fees

(1) Period for Payment of Application Fee: February 19<sup>th</sup> ~ March 9<sup>th</sup>, 2016

(2) Application Fee: Depends on the country of residence at the time of application. (Regardless of nationality)

Application Category	Domestic Applicants	Overseas Applicants
Application Fee	30,000 yen	5,000 yen

- In some cases, applicants residing outside of Japan may be asked to provide documentary proof of residence.
- The request to change the application qualification (domestic or overseas) after the application fee is paid cannot be accepted.

(3) Payment Method: Payment of the application fee must be completed either domestically or

internationally BEFORE submitting the application materials. Applications will not be accepted from applicants who have not paid this fee.

- There is a “Screening fee waiver program for applicants from specified countries” available. (For details please refer to p. 25)

#### <Payment in Japan>

##### A. Payment at Convenience Store

- To pay the application fee, go to a participating convenience store and follow the procedure shown in the diagram on p.14. After payment, affix the certificate of receipt (入学検定料取扱明細兼受領証) that you will receive to the appropriate section of the application form, and submit it together with the other application materials.
- The application fee may only be paid during the period shown above. You cannot make a payment at any other time.
- Payments may be made 24 hours a day, seven days a week (including weekends and holidays), except on the first and last days of the periods shown above. Receipt of payments starts at 10:00 a.m. on the first day. Online application finishes at 11:00 p.m. on the last day, while receipt of payments at a terminal in a convenience store finishes at 11:30 p.m. on the last day.
- If a friend or family member is paying at a convenience store on your behalf, please ensure that the applicant details are correctly entered using the terminal.
- Fees may as a rule only be paid at convenience stores. Where this is not possible due, for example, to absence of a participating convenience store near where you live, please contact the Graduate School of Economics Office before making your application (Tel: +81-3-3203-6150, Email: [gse-ml@list.waseda.jp](mailto:gse-ml@list.waseda.jp))

## **B. Payment by credit card**

Please access the online screening fee payment website (<https://e-shiharai.net/ecard>) and complete the required procedure before you apply for admission. For details, please refer to p.15.

- The payment can be made 24 hours a day at anytime.
- You can make a payment with a credit card held in the name of a person other than yourself. However, make sure to enter your personal information in the “Basic Information” page of the website.

In the “Category Selection” page of the website, make your selections as follows:

First Selection	Graduate School of Economics
Second Selection	September 2016 Admission
Third Selection	Master’s Program
Fourth Selection	Domestic Applicants ⇒ General Admission (3rd) JPY 30,000 Overseas Applicants ⇒ General Admission (3rd) JPY 5,000

- After completing the transaction, print out the “Result” page from the website and attach it to the Application Form.

## **<Payment from outside Japan>**

### **A. Overseas remittance**

Please remit payment from a bank or other financial institution following the instructions below, and enclose a photocopy of the completed overseas remittance request form with your application materials at the time of application.

< Overseas remittance instructions >

Type of transfer	Telegraphic transfer
Payment method	Advise and pay
Bank commission for remittance	Payer’s Responsibility
Yen exchange commission	Payee’s account
Remittance amount	Screening Fee plus a Bank Transfer Fee 1) Total of 7,000 yen for applicants residing outside Japan (a screening fee of 5,000 yen plus a bank transfer fee of 2,000 yen) 2) Total of 32,500 yen for applicants residing in Japan (a screening fee of 30,000 yen plus a bank transfer fee of 2,500 yen). <b>*Any additional fees charged by your bank are payable by the applicant at the counter.</b>
Purpose of remittance	Screening fee
Beneficiary bank	The Bank of Tokyo-Mitsubishi UFJ, Ltd.
Branch name	Edogawabashi Branch
Account number	A/C No. 0035967FHF
Beneficiary name	Waseda University
Bank address	1-48-13, Sekiguchi Bunkyo-ku Tokyo 1120014, Japan

Swift code	BOTKJPJT
Other details	In the “Message to Payee, if any” section, write “ <b>32GSE</b> ” before your name.

**B. Payment by credit card**

Please access the online screening fee payment website (<https://e-shiharai.net/ecard>) and complete the required procedure before you apply for admission. For details, please refer to p.15.

- The payment can be made 24 hours a day at anytime.
- You can make a payment with a credit card held in the name of a person other than yourself. However, make sure to enter your personal information in the “Basic Information” page of the website.

In the “Category Selection” page of the website, make your selections as follows:

First Selection	Graduate School of Economics
Second Selection	September 2016 Admission
Third Selection	Master’s Program
Fourth Selection	Domestic Applicants ⇒ General Admission (3rd) JPY 30,000 Overseas Applicants ⇒ General Admission (3rd) JPY 5,000

- After completing the transaction, print out the “Result” page from the website and attach it to the Application Form.

### 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.


 <p><b>Paying at SEVEN-ELEVEN</b> [13-digit Payment Slip Number] 払込票番号</p> <p>Tell the counter staff that you want to make an "Internet shiharai." Then provide your Payment [払込票番号] Payment Slip Number</p> <p>A multifunction copier can not be used to make payment.</p>	 <p><b>Paying at CIRCLE K or SUNKUS</b> [11-digit Online Transaction Number] オンライン決済番号</p> <p>Use the CIRCLE K <b>カールワズ ステーション</b> KARUWAZA STATION or SUNKUS information terminal</p> <p>※If the terminal is not installed in the store, just tell your "Online Transaction Number" to the counter staff.</p> <p>Select the "各種支払い" button on the touch screen</p> <p>11ケタの番号をお持ちの方 Confirms that you have an 11-digit number</p> <p>Touch the "オンライン決済番号を入力してお支払い" option Order your Online Transaction Number to make a payment.</p> <p>Enter your 【オンライン決済番号】 Online Transaction Number</p>	 <p><b>Paying at LAWSON or MINISTOP</b> お客様番号 [11-digit Customer Number] 確認番号 [4-digit Verification Code]</p> <p>Use the Lawson or Ministop information terminal</p> <p>Touch the "各種サービスメニュー" option Various Service Menu</p> <p>Select the "各種代金・インターネット受付" button on the touch screen</p> <p>Touch the "各種代金お支払い" option All Payments</p> <p>Touch "マルチペイメントサービス" Multi-Payment Service</p> <p>Enter your 【お客様番号】 【確認番号】 Customer Number Verification Code</p>	 <p><b>Paying at FamilyMart</b> お客様番号 [11-digit Customer Number] 確認番号 [4-digit Verification Code]</p> <p>Use the FamilyMart information terminal <b>Famiポート</b></p> <p>Select the "代金支払い" button on the touch screen</p> <p>Touch the "各種代金お支払い" option All Payments</p> <p>"番号入力画面に進む" Advance to the "Entering number" page</p> <p>Enter your 【お客様番号】 【確認番号】 Customer Number Verification Code</p>
<p>Make the payment at the register. Receive an Application Fee Statement. Detach the Certificate of Payment (receipt) portion.</p>			
<p>Loppi, FamiPort, or Karuwa Station issues a funds transfer receipt. You will need to take this to the cash register within 30 minutes and make the actual payment.</p>			
<p>Receive an Application Fee Statement. Detach the Certificate of Payment (receipt) portion.</p>			

### 3 Application

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

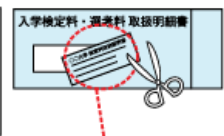
●Seven-Eleven

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.




●Circle K ●Sunkus

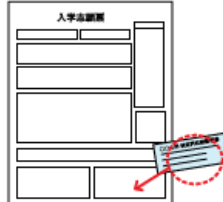
Detach the receipt portion of the Application Fee Statement and affix it to the application packet in the designated location. Hold onto the Online Transaction Receipt for your records.



●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

- |  |   |
|--|---|
| <b>1. Top Page</b>   | Click "Examination Fee".  |
| <b>2. Terms of Use and Personal Information Management</b> | Please read the Terms of use an Personal Information Management.<br>Click "Agree" button located in the lower part of this page if you agree with these terms.<br>Click "Not agree" button located in lower part of this page if you do not agree with these terms. |
| <b>3. School Selection</b>                                 | Click "Waseda University".  |
| <b>4. School Information</b>                               | Read the information carefully and click "Next".  |
| <b>5. Category Selection</b>                               | Choose First to Fourth Selection and click "Add to Basket".   |
| <b>6. Basket Contents</b>                                  | Check the contents and if it is OK, click "Next".   |
| <b>7. Basic Information</b>                                | Input the applicant's basic information.<br>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

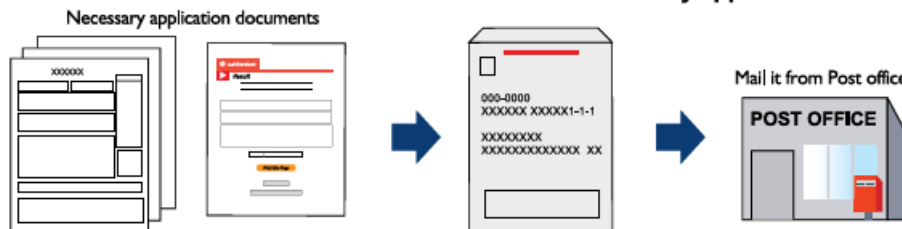
Follow the onscreen instructions to complete the card payment.

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.



Application

### [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)**



#### 4) Notes on Submitting Application

- Foreign nationals who have applied for the examination domestically and have a visa that remains valid until after admission may not be allowed to renew or change their visa after enrollment for certain reasons (for example, an applicant has ceased to engage in the activity for which their current visa was issued for more than three months without justifiable reasons). Waseda University makes no guarantees regarding the change or renewal of visas after admission. Make sure that you contact the Immigration Bureau of Japan; application to the university is on your own responsibility.
- Incomplete submissions will result in applicants being ineligible to take the entrance examinations. Please ensure that you have all the required documents before submitting your application. Also promptly follow any instructions given by the university.
- Note that if any discrepancy or misinformation is found in an application or any documents are judged to be forgeries, admission will be revoked.
- Note that if any misinformation, discrepancy or plagiarism is found in an application, or if any documents are judged to be forgeries, or if any examination result is judged invalid, documents and materials that have been submitted will not be returned and the application fee will not be refunded.
- Please note that once documents and other materials have been submitted, they will not be returned under any circumstances. However, original copies of documents that cannot be reissued can be returned to applicants. If you would like to have such documents returned, please fill in a “Request Form for Return of Submitted Materials” and send it with your application documents. Please note that applicants who do not submit this request form with their application documents will not have their materials returned to them for any reason.
- If the address, phone number, or email address on your application documents changes after submission, be sure to notify the Graduate School of Economics Office immediately, The university cannot be held responsible if any notification from the university is lost due to a change of information from your application documents.

#### 5) Issuing of Examination Card

After receipt of their applications by the Graduate School of Economics Office, applicants will in turn receive an examination card by E-mail or Postal mail\* to the address given on the application form on April 1st (Fri). If you have not received an examination card by April 13<sup>th</sup> (Wed), please contact the Graduate School of Economics Office immediately (Tel: +81-3-3203-6150, Email: gse-ml@list.waseda.jp). Your examination card will be needed to confirm your results and to take the second screening. Keep your examination card in a safe place, as you will need it to obtain your student card after admission.

\*

Application Category	Domestic Applicants	Overseas Applicants
Way of sending Examination Card	Postal mail	E-mail

## 5. Application Materials

### 1) Important Points on Completing Application Materials

- Please download the prescribed forms from the GSE website and print them out on A4 paper.  
(<http://www.waseda.jp/fpse/gse/en/>)
- Please complete all application materials in English. If it is impossible to have English or Japanese certificates issued, applicants must translate the documents by themselves, have them notarized by an embassy or another appropriate office to certify that the translation is accurate, and submit the notarized documents.
- Please complete the application materials in black ink or ballpoint pen. Write in block characters and use Arabic numerals.
- Do not write in the sections marked by an asterisk in the prescribed forms.
- If your present surname is different from that indicated on any of the certificates submitted, please attach a photocopy of your family register (*koseki touhon*) or equivalent.
- Application materials may differ depending on the applicant. Please make sure to confirm which materials you must submit by referring to the “2) List of Application Materials”.

## 2) List of Application Materials

Please submit all the materials from A to O shown below (However, regarding H and I, please submit either one).

	Item	Applicants required to submit the documents	Details
A	Application form	○	[Prescribed form] Affix your certificate of receipt (入学検定料取扱明細兼受領証) for payment of the application fee to the appropriate section of the application form.
B	Questionnaire for International Students	○	[Prescribed form]
C	Certification of graduation (diploma)・Degree certificate	○	Original
D	Academic transcripts	○	Original
E	Research plan	○	[Prescribed form] Paper copy (1 copy) by a Prescribed form Electronic data (1 copy) by email to gse-researchplan@list.waseda.jp with attachment data (For more details, please refer P20) Not necessary for graduates of (or those expected to graduate from) the Waseda University Graduate School of Economics For more details, please refer P.20.
F	Color photo	○	1
G	Score card from TOEFL/TOEIC/IELTS/ GMAT/GRE	○	Submit an original score card from TOEFL, TOEIC, IELTS, GMAT, or GRE. * A TOEIC(IP) score is not acceptable. * Applicants who are native speakers of English or have received a degree from an institute of higher education (university or higher) in English-speaking countries are not required to submit test results.
H	Research output (graduation thesis, etc.)	One of either 'H' or 'I'	Paper copy (1 copy) by a Prescribed form Electronic data (1 copy) by email to gse-researchplan@list.waseda.jp with attachment data (For more details, please refer P20) Not necessary for graduates of (or those expected to graduate from) the Waseda University Graduate School of Economics For more details, please refer P.20.
I	経済学検定試験成績証明書 (Japanese Only)		An original certificate attesting that the applicant obtained an A or higher on the Economic Record Examination (ERE or ERE Micro/Macro). Exams must have been taken no more than 2 years before the application deadline.
J	Statement of financial resources	○	[Prescribed form]
K	Copy of passport	If applicable	A copy of your photograph page (only for applicants who have a passport)
L	Residence Card /Certificate of alien registration/ Certificate of Residence	For foreign-national students*	Domestic applicants whose nationality is not Japanese must submit one of the following: ① A photocopy of your residence card ② A photocopy of your certificate of alien registration (both sides of the document) ③ A photocopy of certificate of residence
M	Request Form for Return of Submitted Materials	If applicable	[Prescribed form] Only if you wish to request the return of application documents that cannot be reissued
N	Address label	○	[Prescribed form]
O	Application documents checklist	○	[Prescribed form]

\*Foreign-national students are those who are not Japanese nationals.

### 3) Details on Application Materials

#### A: Application form [prescribed form] (Form for September 2016)

- Applicant's information: Please refer to the “Notice for Filling in the Application Form (separate sheet)”. The application form can be written by hand or created using word-processing software.
- To fill in the application information, please write preferred “course” and “research area” (maximum 2 choices each).
  - \* You may not change your choices after submitting your application documents.
  - \* Please refer to the following website about research areas and contents of courses.  
[http://www.waseda-pse.jp/file/keiken/2015\\_M\\_seminarlist\\_E.pdf](http://www.waseda-pse.jp/file/keiken/2015_M_seminarlist_E.pdf)
- For overseas applicants, the “Address” and “Address in Your Country” must be written in English.
- After payment of the application fee at a convenience store, affix the certificate of receipt (入学検定料取扱明細兼受領証) to the appropriate section of the application form and submit it (please note that this is applicable for payment at a convenience store only). If the payment for the application fee was made by overseas money transmitting, credit card, China Union Pay, or Alipay (online payment), please enclose a photocopy of a foreign remittance request form and a screen of completion of the procedure.

#### B: Questionnaire for International Students [prescribed form]

- Describe your educational background to date, starting chronologically from elementary school including language schools if applicable in the educational background section.

#### C: Certification of graduation (diploma) • Degree certificate

- Applicants must submit original certificates (photocopied or faxed copies are not acceptable).
- Please submit Japanese or English certificates. If it is impossible to have Japanese or English certificates issued, applicants must translate the documents by themselves, have them notarized to certify that the translation is accurate, and submit the documents that are notarized.
- Those who submit a certificate of expected graduation (diploma) must submit an official graduation (diploma) certificate at the time of post-acceptance enrollment procedures at their graduate school of acceptance.
- If applicants have completed a graduate program after graduating from university, please submit the certificate of graduation from both undergraduate and graduate schools.

#### D: Original copy of academic transcripts

- Applicants must submit an original copy. (Photocopied or faxed copies are not acceptable.)
- Academic transcripts must be written in English or Japanese. If it is impossible to have Japanese or English certificates issued, applicants must translate the documents by themselves, have them notarized to certify that the translation is accurate, and submit the documents that are notarized.
- All courses taken from undergraduate on must be included in the academic transcript. Applicants who have completed a graduate program after graduating from university must include academic transcripts for both

their undergraduate and graduate programs.

- If the applicant took a leave of absence from his/her university for military service or other reasons, please have the home university or another public institution issue a certificate that shows that the school had granted the leave of absence.
- If applicants transferred during their undergraduate education, they are also required to submit the academic transcripts from the university they originally entered.
- If applicants skipped a grade or graduated early and the academic transcripts do not state the grade skipped and its reason clearly, an additional documentary proof from the university must be submitted.
- If the applicant took a leave of absence from his/her university, please have the home university or another public institution issue a certificate that shows that the school had granted the leave of absence.

**E: Research plan [prescribed form] (paper copy and electronic data)**

- Enter your reasons for applying, your proposed topic of research, what you have previously studied on the topic, and your program of research after admission.
- Staple them together in the top left-hand corner, with the research plan cover on the front.
- The research plan should be approximately 1,000 words.

\* In addition to a paper copy, submit an electronic data with PDF files. (Please refer "How to submit" P.21).

N.B. (For those who apply for both the "first choice" and the "second choice")

If your research plan for the first choice is the same as the one for your second choice, please circle both "1st choice" and "2nd choice" at the top of the research plan cover.

If your research plan for the first choice is different from that for your second choice, please submit a separate research plan for each.

**F: Color photo**

- One color photograph, taken no more than three months before receipt of the application and measuring 4 cm in height and 3 cm in width, must be submitted. It should show a frontal view of the applicant's face and shoulders with no head covering, background, or border. (Please keep the negative for this photograph as you will require three more identical photographs at the time of enrollment.) Photos that may cause confusion at the examination venue (due, for example, to differences in the applicant's hairstyle or to the wearing of glasses) are not permitted. Write your name in ballpoint pen on the back of the photo and attach it to the application form with a paperclip.

**G: Score card from one of the following: TOEFL/TOEIC/IELTS/GMAT/GRE**

- Please submit a score from one of the following English proficiency tests ( A copy of the paper based score card is acceptable.):

Proficiency tests	Requirement document
TOEFL	<ul style="list-style-type: none"> <li>• Original Score Card</li> </ul> ※Please be sure that if you submit through Official Score Report, Submission period has to be strictly observed. We cannot accept after period even if any circumstances <ul style="list-style-type: none"> <li>• Official Score Report Institution Code : 1577</li> </ul>
TOEIC	<ul style="list-style-type: none"> <li>• Original Score Card</li> </ul>
IELTS	Please request to IELTS association to send below directly. Submission period has to be strictly observed. We cannot accept after period even if any circumstances <Address>: Graduate School of Economics, Waseda University 1-6-1 Nishiwaseda Shinjuku-ku, Tokyo 169-8050 Japan ※If it is impossible to send according to this way, please submit the original score.
GMAT	<ul style="list-style-type: none"> <li>• Official Score Sheet (Original Score )</li> </ul>
GRE	<ul style="list-style-type: none"> <li>• Score Sheet (Original Score )</li> </ul>

N.B. Tests must have been taken no more than 2 years (5 year for GMAT and GRE) before the application deadline.

[Note] Applicants who are native speakers of English or have received a degree from an institute of higher education (university or higher) in English-speaking countries are not required to submit test results. Even if you have obtained a degree from an English-based degree program in a non-English speaking country, test results might not be required. For details, please contact the Graduate School of Economics Office (Tel: +81-3-3203-6150, Email: gse-ml@list.waseda.jp).

**H: Research output (graduation thesis, etc.) (paper copy and electronic data)**

(All applicants must submit either "H" or "I.")

- Please submit a photocopy of the graduation thesis or a working paper, etc., on Economics (complete document). It must be a form of an academic thesis.
- Only English or Japanese language documents will be accepted.

\* In addition to a paper copy, submit an electronic data with PDF files. (Please refer "How to submit" below.)

**How to submit E and H**

Please send these two files by an email with pdf or document data.

File title: **E.**(your name)\_researchplan.pdf(N.B. Waseda\_taro\_researchplan.pdf)

**H.**(yourname)\_reserchoutput.pdf(N.B. Waseda\_taro\_researchoutput.pdf)

Mail address: **gse-reserchplan@list.waseda.jp**

Title: Master Program Research plan for September 2016 admission

Text: Your name, Research theme title

**I: 経済学検定試験成績証明書 (Japanese Only) (All applicants must submit either "H" or "I.")**

- Please submit a certificate attesting that the applicant obtained an A or higher on the Economic Record Examination (ERE or ERE Micro/Macro) submitted with the applicant's application (photocopied or faxed copies are not acceptable).
- Exams must have been taken no more than 2 years before the application deadline.

**J: Statement of financial resources [prescribed form]**

- Applicants should state the source of funds to cover tuition and other academic fees and living expenses while in Japan in Japanese or English. This form must be signed by the applicant.
- Applicants who filled in the “Government / sponsoring agency” must submit a certificate about the scholarship they are to receive which indicates its amount and duration.

**K : Copy of passport**

- Submit a photocopy of the page with your photo.

**L : Residence Card / Certificate of alien registration / Certificate of Residence (only domestic applicants whose nationality is not Japanese)**

- Domestic applicants whose nationality is not Japanese (except for those whose visa status is “short visit”) must submit a copy of either a residence card, a certificate of alien registration (both sides), or a certificate of residence issued by the local municipal office where you are registered as a resident.

**M : Request Form for Return of Submitted Materials [prescribed form]**

- Waseda University will return only materials that cannot be reissued. If there are any materials that you wish to have returned, please state the name of the document and the reason why you request it to be returned in the “Request Form for Return of Submitted Materials.” Only when Waseda University judges the materials cannot be issued again, they will be returned after examination. Please note that it may take 1 month or 2 months to return the materials. Also, please note that Waseda University will not return any original copies of notarized certificates, academic transcripts, or score cards of TOEFL, TOEIC, IELTS, GMAT, or GRE.

**N : Address Label [prescribed form]**

- For domestic applicants, please affix the prescribed address label to the front of the application material package and send it by delivery-certified mail (*kan'i kakitome yuubin*). For overseas applicants, please transcribe the mailing address of the prescribed address label to an international express mailing service address label.

**O : Application Documents Checklist [prescribed form]**

- Please make sure to enclose all application materials indicated on the checklist. (The checklist must be sent with other materials.)
- If any of the application materials will have to be sent later, please indicate the name of the materials and reason for delay in the “Delay Submission List”.

**6. Announcement of Final Results**

**Announcement of final results: May 27<sup>th</sup>, 2016**

The results of the examinations will be posted on the website of the Graduate School of Economics. They will be also put on the bulletin board shown below. No individual inquiries concerning results can be accepted.

[Website Address]

<http://www.waseda.jp/fpse/gse/en/>

[Location of the bulletin board]

Building No. 3, 10<sup>th</sup> Floor, Waseda Campus

Applicants who pass the examinations will receive an enrollment pack, sent to the address given on the application form. If you have still not received this pack by June 6<sup>th</sup>, please contact the Graduate School of Economics Office immediately (Tel: +81-3-3203-6150, Email: gse-ml@list.waseda.jp).

## 7. Entrance Procedures

### 1) Schedule of Entrance Procedures

Admission procedures period: May 30<sup>th</sup> ~ June 17<sup>th</sup>, 2016

### 2) Instructions for Entrance Procedures

In order to complete entrance procedures, payment made via bank deposit transfer for all fees (entrance fee, tuition fee, and other fees - for details, please refer to P.24) and submission of the entrance procedure materials are required.

#### **【Payment Made via Bank Deposit Transfer for Entrance Fee, Tuition Fee, and Other Fees】**

Please make a payment via bank deposit transfer by June 17<sup>th</sup> at a bank using “Bank Transfer and Automatic Debit Transfer Application Form”, which is one of the entrance procedure materials sent to successful applicants. Please be sure to receive a “receipt of payment for tuition etc.”.

#### **【Instructions for Entrance Procedures】**

##### (1) By Post

Send the admission procedure documents to the Graduate School of Economics by delivery-certified mail (kan'i kakitome yuubin) so that they arrive no later than June 17<sup>th</sup>, 2016. Only applications postmarked by the deadline will be accepted.

##### (2) In Person

Bring admission procedure documents to the office of the Graduate School of Economics within the above period. After showing your examination card, you will be able to submit the documents.  
[Office Opening hour] Mon – Sat, 9:00 a.m. – 5:00 p.m.

### 3) Entrance Procedure Materials

We will send the forms for ② to ⑧ to successful applicants.

< Required Materials >

- ① Copy of Certificate of Bank Transfer for Tuition and Fees
- ② Written Oath and Guarantee
- ③ Consent for the Treatment of Personal Data
- ④ Entrance Procedure Form
- ⑤ Photograph Card for Student ID Card
- ⑥ Student Cards (x 2)
- ⑦ Bank Transfer and Automatic Debit Transfer Application Form
- ⑧ Documents for application for Certificate of Eligibility\* (Only if needed)
- ⑨ Certificate of Residence
- ⑩ Certificate of Graduation/Completion, Transcripts (only applicants who were expected to complete the program of your former school)
- ⑪ Others

N.B. Please refer to the “Guide to Entrance Procedures” sent to all successful applicants regarding entrance procedures.

#### **\* Certificate of Eligibility**

International students who are admitted to Waseda University are able to obtain “College Student” visa status. In order to apply for visa status to enter Japan, you will first need to obtain a Certificate of Eligibility from the Immigration Bureau of the Ministry of Justice of Japan, located in Japan. **Only if you are a foreign student applying from outside Japan and have completed the procedures for enrollment** will Waseda University act on your behalf to apply by proxy to the Immigration Bureau for your Certificate of Eligibility (COE). After the application by proxy is granted, the Immigration Bureau will deliver your COE to Waseda University, which then will send it to you (the applicant) by mail. Upon receiving the COE, you must take it together with your passport to the Japanese embassy or consulate to apply for a College Student visa. Because it takes one to two months before a COE is issued, upon completing the enrollment procedures, you must send the required documents to **the Waseda University Graduate School of Economics at the time of the Admission Procedures.**

Please refer to the “Guide to Entrance Procedures” sent to all accepted applicants for the necessary documents



## 8. Admission Fee, Academic Fees and Membership Fees

Academic Fees and Membership Fees for the 2016 Academic Year

(amounts in yen)

Economics Course/Global Political Economy Course							
AY / Semester		Year 1			Year 2		
		AY 2016 Fall Semester AY 2017 Spring Semester		Total	AY 2017 Fall Semester AY 2018 Spring Semester		Total
Membership Fees		(At the time of entrance) Fall Semester	Spring Semester			Fall Semester	
Admission Fee		200,000		200,000			
Academic Fees	Tuition fee	274,500	276,500	551,000	276,500	278,500	555,000
	Educational Environment Improvement Fee	60,000	60,000	120,000	60,000	60,000	120,000
	Seminar Fee	1,500	1,500	3,000	1,500	1,500	3,000
Member-ship Fees	Student Health Promotion Mutual Aid Association	1,500	1,500	3,000	1,500	1,500	3,000
	Society enrollment fee	2,000		2,000			
	Society membership fee	750	750	1,500	750	750	1,500
Total		540,250	340,250	880,500	340,250	342,250	682,500

- (Note)
1. Graduates or those who left school before graduation are exempt from paying the admission fee. (Students applying through the Special Entrance Examination are exempt from paying the admission fee.)
  2. Students coming from the School of Political Science and Economics of the University are exempt from paying the society enrollment fee.
  3. As a rule, documents submitted will not be returned nor academic fees refunded following admission. However, in the event that unavoidable circumstances force a student to withdraw, only the academic fees and membership fees paid at the time of admission can be refunded. Also, in the event that a student is admitted to multiple graduate schools, the student may request that admission fees and membership fees already paid be applied to the graduate school of their choice (limited to graduate schools with which there is no overlap in admission period).
  4. Please be aware there may be changes to the seminar fee or membership fees.

## [Screening Fee Waiver Program for Applicants from Specified Countries]

### 1. Outline

Applicants who wish to be admitted into one of the 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 the 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 the 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 "Eligible Countries" below.

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

In the event that the applicant is not eligible for the screening fee waiver program, or that the application for the screening fee waiver program is found to be false, the application for Waseda University itself may immediately be canceled.

### [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, Kyrgyz Rep., Laos, Lesotho, Liberia, Madagascar, Malawi, Mali, Mauritania, Mozambique, Myanmar, Nepal, Niger, Rwanda, Samoa, Sao Tome and Principe, Senegal, Sierra Leone, Solomon Islands, Somalia, South Sudan, Sudan, Tajikistan, Tanzania, Timor-Leste, Togo, Tuvalu, Uganda, Vanuatu, Yemen, Zambia, Zimbabwe

**2016年度 早稲田大学検定料免除措置申請書**  
**Application Form for Screening Fee Waiver, 2016**  
**Waseda University**

受験番号 (事務所記入欄 For office use only)

申請日 :                    年                    月                    日  
Date of Application:    Year                    Month                    Date

早稲田大学の検定料免除を希望する場合は、本様式を作成し、他の書類と一緒に提出してください。また、本申請をする場合、所定の検定料の支払は不要です。万が一、支払った場合でも、返金は出来ませんので注意してください。

If you would like to apply for a screening fee waiver, please submit this application form with the other required documents. If you apply for a screening fee waiver, you are not required to pay the screening fee. Please note that you will not be reimbursed under any circumstances once the payment of screening fee has been made.

出願学部・研究科 :

Name of the Undergraduate School/ Graduate School which you are applying

出願者氏名 :

Applicant's Name                    姓(Family),                    名(Given & Middle)

国 籍 1 :

Nationality 1

国 籍 2 :

Nationality 2 (for applicants with dual nationality)

現 住 所 :

Current Address

該当国/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, Kyrgyz Rep., Laos, Lesotho, Liberia, Madagascar, Malawi, Mali, Mauritania, Mozambique, Myanmar, Nepal, Niger, Rwanda, Samoa, 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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