

**Guidelines for the September 2015
“Special Entrance Examination”**

**for the Master’s Program of Waseda University’s
Graduate School of Political Science**

1. About Admissions

(1)Introduction

Along with aiming to produce graduates who play leadership roles in international society, Waseda University has made it a priority to open its doors to the world and welcome large numbers of students from overseas. Likewise, the Graduate School of Political Science has hitherto accepted foreign students proficient in Japanese into its courses. In addition, starting in September 2010, the Graduate School has aimed to make further contributions to global social progress by launching English-based Degree Programs, in which students can earn credits by taking classes conducted in English.

(2)Master's Program (English Based): Political Science Course/Global Political Economy Course

The Graduate School of Political Science admits students for the Master's Program in line with its courses: the Political Science Course, the Global Political Economy Course, and the Journalism Course. The English-based Degree Program is available for the Political Science Course and the Global Political Economy Course ONLY.

The Political Science Course has a joint guidance system by all faculty members in each research area instead of individual research guidance by your own supervisor, in order to provide students with multi-layered, comprehensive, and more flexible guidance.

Applicants are required to fill in their preferred research area on their application and a research plan when applying. After enrolling, this preference will be reviewed as a reference when it is time to decide their research area.

Please note that your research supervisor will be decided based on consultations with faculty members in that research area. For students in the Global Political Economy Course, the research supervisor will be decided based on consultations with faculty members after enrolling.

Major	Courses	Research Fields	Degrees
Political Science Major	Political Science Course	Contemporary Politics	M.A. in Political Science
		Political Thought	
		Comparative Politics	
		International Relations	
		Public Administration	
	Global Political Economy Course	—	M.A. in Global Political Economy

2.Candidate Openings: Few

3. Eligibility Requirements

Candidates must meet all of 1),2) listed below.

- 1) Current students in any department of Waseda University who are on schedule to graduate in September 2015.
- 2) GPA (GPA of Uniform Standards of Universities) calculated by courses which candidates acquired credits (credits counted toward graduation) by September 2014 must be 2.5 or higher

[How to Calculate GPA]

For calculating GPA, all courses counted toward graduation are included in the calculations. GPAs are shown to the second decimal place (rounded off to two decimal places).

[Comparative Table for GPA of Uniform Standards of Universities]

Evaluation (unadjusted score)	Grade used for GPA	GPA
100 ~ 90	A +	4.0
89 ~ 80	A	3.0
79 ~ 70	B	2.0
69 ~ 60	C	1.0
59 ~ 0	F / G	0
*	H	

$$\text{GPA} = \frac{[(\text{all } 4.0 \times \text{A+ credits}) + (\text{all } 3.0 \times \text{A credits}) + (\text{all } 2.0 \times \text{B credits}) + (\text{all } 1.0 \times \text{C credits})]}{\text{Total number of credits registered (including courses that you did not pass)}}$$

(Note) If you are a graduate of a different department, please inquire at the Office of the Graduate School of Political Science.

4. Admission Schedule

Procedure	Dates	Notes
Application period	May 27 - June 5, 2015	
Period for payment of application fee	May 20 - June 5, 2015	
Announcement of results of first screening (Document review)	July 3, 2015 (3:00 p.m.)	The results will be posted on the GSPS website and the information board in front of Building 3.
Announcement of schedule for second screening (Oral examination)	July 8, 2015 (3:00 p.m.)	The schedule will be posted on the GSPS website and the information board in front of Building 3.
Second screening (Oral examination)	One of the following dates designated by GSPS: July 18, 19, 2015 *Requests by applicants for specific dates cannot be accommodated.	Individual interview schedules will be communicated to applicants by GSPS in due course.
Announcement of results of examination	July 24, 2015 (10:00 a.m.)	The results will be posted on the GSPS website and the information board in front of Building 3.
Entrance procedure period	July 30 - August 6, 2015	Entrance procedure documents can be submitted in person or by post.

- The examination admission card will be sent one week before the announcement of the results of the first screening. If applicants will not receive it a week before the announcement day, please contact to the Graduate School of Political Science Office (Tel: + 81-3-3203-6150 email gsps-admission@list.waseda.jp).
- The results of the first screening will be posted on the Graduate School of Political Science website and the information board in front of Building 3 on campus. Inquiries regarding the results by phone will not be accepted.
- The information of the second screening will be announced on the Graduate School of Political Science website and the information board in front of Building 3 on campus
- The examination card will be required to have a student ID card after enrollment. Please make sure to keep it in a safe place.

[How to access to the page of the announcement of the results]

Graduate School of Political Science website: <http://www.waseda-pse.jp/gsps/en/>

GSPS website top page → “For applicants” from the menu → Announcement of the results

5. Application Documents

① Application form [prescribed form]

- 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.
- Two identical color photographs are required. Please affix one of the photographs to the designated space on the application form. For the other photo, write your name in ballpoint pen on the back of the photo and attach it to the application form with a paperclip.

The photograph must be 4 cm in height and 3 cm in width and taken no more than three months before application. It should show a frontal view of the applicant's face and shoulders with no head covering, background, or border. (Please note that you will require three more identical photographs at the time of enrollment.)

② Research plan [prescribed form]

State your research topic and research plan after enrolling in about 500 words and list reference books and materials (no more than five materials).

③ Academic Transcript (original)

④ grade report (a photocopy is acceptable)

*Please print out a copy of grade report from Waseda-net portal by yourself.

⑤ Certificate of Expected Graduation

⑥ Transcript of academic record/ GPA

⑦ Letter of Recommendation (prescribed form)

Please get a recommendation from a professor as follows:

- a. Students who belong to a seminar: The professor in charge of the seminar.
- b. Students who do not belong to a seminar : A professor in the School you are enrolled in.

6.Application Procedures

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 submit to our office by hand.

<Administrative processing hours> weekdays, Saturdays 9:00~17:00

※No Administrative processing will be conducted on Sundays.

※If the address, phone number, or email address on your application documents changes after submission, be sure to notify the Graduate School of Political Science 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.

7.Application Fees

①Period for Payment of Application Fee: May 20 – June 5, 2015

②Application fee: 25,000 yen

③Payment of Fee: Payment of the application fee must be completed BEFORE submitting the application materials. Applications will not be accepted from applicants who have not paid this fee.

A. Payment at convenience stores

• To pay the application fee, go to a participating convenience store and follow the designated procedure. (Please note that pre-registration on the website is required.)

First Selection (第一選択)	政治学研究科 (Graduate School of Political Science)
Second Selection (第二選択)	2015年9月入学 (September 2015 Admission)
Third Selection (第三選択)	次の第四選択へ (Skip to the Fourth Selection)
Fourth Selection (第四選択)	修士課程 推薦入試 25000円 (Special Entrance Examination for the Master's Program)

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 payment period at a convenience store is the same as it is mentioned above.
- 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. On these days, receipt of payments starts at 10:00 a.m. on the first day, finishes at 11:00 p.m.. All payment procedure using machines in convenience store should be completed by 11:00 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.

B. Payment by credit

To make a payment by credit card, please access the online screening fee payment website (<https://e-shiharai.net/english/>) and complete the required procedure.

- After completing the transaction, print out the “Result” page and attach it to the appropriate section of the application form.
- The payment can be made 24 hours a day, seven days a week, including Saturdays, Sundays, holidays.
- 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.

First Selection (第一選択)	政治学研究科 (Graduate School of Political Science)
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[Returning documents and refund of screening fee]

As a general rule, application documents and screening fees are not returned or refunded. However, the full screening fee will be returned if you fall into one of the categories below. Notify the Graduate School of Political Science office if you fall into one of the categories below.

- 1) You paid a screening fee but failed to submit the required application documents.
- 2) You failed to meet the required qualifications or your application documents were not received by the Graduate School of Political Science office by the prescribed deadline.

An excess in payment of the screening fee can be refunded only if it is made from within Japan.

Special Measures

If you expect to require special care during the entrance examination or after entering the university due to physical impairment etc., please contact the Graduate School of Political Science Office at Waseda University immediately. In addition, contact us if a serious injury or illness is expected to affect your ability to take the entrance examination. Please contact us immediately even if you find yourself in such situation after submitting your application.

1 Advance Web Application



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

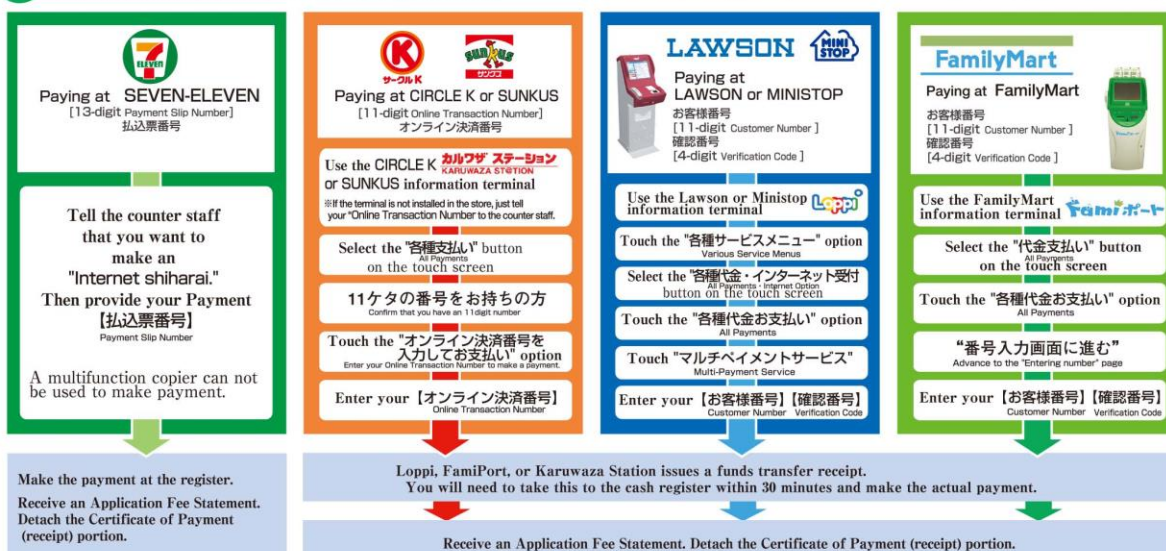


To obtain your application number, please follow the instructions on the screen and input all necessary information. This number will be required when you make your payment.

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.

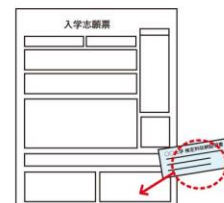
●Circle K ●Sunkus

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.



Web Application - Online Transaction

Access

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



You can access from our website too!

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.

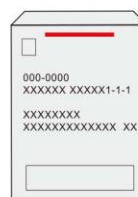
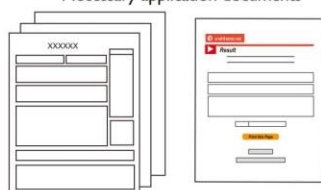
Please click the "Application Results" button in the upper
part of this site (e-shiharai.net).

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)

8. Examinations

	Screening Method	Notes
First screening	Document screening	-Research Plan Review will be based on your research plan.
Second screening (For applicants who passed the first screening)	Oral examination	-The oral examination will be taken by each applicant. Each applicant will be individually informed of the date and time during the designated period. ▶The examination time will be about 20 minutes.

<Requests for Applicants>

- ① Protect yourself against illnesses by taking measures such as hand washing and gargling in order to be able to take the entrance examination in top physical condition.
- ② Please wear a mask at the examination venue as needed to protect yourself from contagious diseases such as influenza.
- ③ If you are coughing or sneezing, please try to prevent the transmission of illness by wearing a mask or covering your mouth.

9. Entrance Procedures

(1) Schedule of Entrance Procedures

	Dates
Admission Procedures	July 30 - August 6, 2015

(2) Entrance Procedure

Entrance procedure consists of the two steps: “submission of entrance procedure documents” and “payment of registration fee and academic and other expenses.”

For details, please refer to the “Guide to Entrance Procedure” sent to successful applicants.

(3) Academic and Other Expenses

Academic Fees and Membership Fees for the 2015 Academic Year

(amounts in yen)

Political Science Course/Global Political Economy Course							
AY / Semester		Year 1			Year 2		
		AY 2015 Fall Semester AY 2016 Spring Semester			AY 2016 Fall Semester AY 2017 Spring Semester		
Academic Fees Membership Fees		(At the time of entrance)* Fall Semester	Spring Semester	Total	Fall Semester	Spring Semester	Total
Admission Fee		200,000		200,000			
Academic Fees	Tuition fee	272,500	274,500	547,000	274,500	276,500	551,000
	Educational Environment Improvement Fee	60,000	60,000	120,000	60,000	60,000	120,000
	Seminar Fee	3,000	3,000	6,000	3,000	3,000	6,000
Membersh ip 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 (Without Admission Fee) *		539,750 (339,750)	339,750	879,500 (672,500)	339,750	341,750	681,500

- (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 admissions 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, submitted documents will not be returned nor academic fees refunded following admission. However, in the event that unavoidable circumstances force a student to withdraw, only academic fees and membership fees paid at 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 seminar fee or membership fees.

10. 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.

11. Other Important Notes

Exam Misconduct

Waseda University has established the following rules to conduct the entrance examination strictly and to allow candidates to take the examination equally and fairly. Please read the following rules carefully and take the examination in a sincere manner.

- It may be regarded as improper conduct if fabrication, misstatement or plagiarism is committed on the application documents, materials or provided information.
- The following behavior will be treated as exam misconduct.
 - (1) Cheating (use of crib notes or reference materials; looking at another test-takers examination sheet; receiving answers from another person; etc.)
 - (2) Providing answers or otherwise assisting another test-taker during the exam.
 - (3) Having your mobile phone out during the exam or using a mobile phone during the exam.
 - (4) Making noise (ringing, alarm, vibration, etc.) with your mobile phone or timepiece during the exam.
 - (5) Distracting or disturbing other test-takers at the exam venue.
 - (6) Disobeying the instructions of the exam monitors and other officials at the exam venue.
 - (7) Having someone other than yourself (the applicant) sit the exam for you under the false pretense that they are you (the applicant).
 - (8) Any other behavior that compromises the fairness of the exam.
- In the event that misconduct by a test-taker is suspected, the following actions will be taken.
 - The test-taker will be warned and/or questioned by the exam monitor or another exam official.
 - The test-taker will be asked to sit the exam in a separate room.
- In the event that misconduct by a test-taker is confirmed, the following actions will be taken.
 - The test-taker will be barred from sitting the rest of the exam as well as all other entrance examinations for the University in that year (the entrance examination fee will not be refunded).
 - The results of all entrance examinations for the University in that year will be nullified.

Disclaimers

Please note that Waseda University will endeavor to ensure the following with regard to the entrance examination.

◆ Testing Environment

To the extent possible, Waseda University will work to provide a testing environment which is both fair and quiet and, as a result, may be forced to take the following actions.

- (1) As a rule, no special measures will be taken to suppress everyday noises (airplanes; automobiles; wind and rain; air conditioners; coughing, sneezing, sniffing by other test-takers; mobile phone ringing; etc.).
- (2) If a mobile phone, timepiece, etc., rings, vibrates or makes some other noise, and the location of the item in question can be identified (in a bag, etc.); the exam monitor may, without the permission of the owner, take it out of the exam venue and store it in the exam headquarters.
- (3) No consideration is given to differences in features, such as desks, chairs and audio equipment, which may exist between testing rooms.
- (4) If a test-taker's behavior is bothersome to other test-takers, they can be asked to move to a separate room for the examination.

◆Unavoidable Accidents

In the event of natural disasters, such as typhoons, earthquakes, flooding or tsunamis, or unavoidable accidents, such as fires or power outages, special measures may be taken, such as postponing the examination starting time or extending the time for the exam. However, Waseda University is in no way responsible for any inconveniences, costs or other individual losses which test-takers may incur as a result of said unavoidable accidents.

Contact :

Graduate School of Political Science, Waseda University

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