

**Graduate School of Environment and Energy Engineering (WEEE),
Waseda University**
Application Guide for Postgraduate Study Abroad Program
by China Scholarship Council
September Admission 2017/April Admission 2018

- ◇ This guide is for applicants who meet the eligibility criteria for Postgraduate Study Abroad Program by China Scholarship Council (hereinafter CSC) and are nominated by their home university or other institutions based on the designated procedure by CSC, and intend to apply for this CSC scholarship.
- ◇ For further details about our faculty members, please refer to our website.
<https://www.waseda.jp/fsci/gweee/en/about/faculty/>

1. Application Guideline

Program	Doctorate Program <36 months (three years)> Three-year program for students who pursue a doctoral degree Special Research Students Program <6 or 12 months (half a year or one year)> Half-year or One-year non-degree program for international students who wish to receive doctoral-level research guidance on a specific theme at WEEE without seeking a degree
Number of Students to Be Admitted	Doctorate Program: A Few Foreign Special Research Student Program: A Few
Application Period	November 14 (Mon), 2016 through November 25 (Fri), 2016 Applications must arrive by deadline
Screening Method	Document review (Based on application documents)
Result Announcement	December 20 (Tue.), 2016 *Result will be announced by postal mail (EMS) to be sent out on the day of result announcement. *A letter of acceptance will be sent out to successful applicants.
Time of Admission	September 21 (Thu.), 2017/ April 1 (Sun.), 2018

2. Application Qualifications

To apply for admission, applicants must meet both qualifications (1) and (2) for each program.

[Doctoral Program]

- (1) Applicants must meet the eligibility criteria for Postgraduate Study Abroad Program by CSC, and be nominated by their home university or other institutions based on the designated procedure by CSC, and intend to apply for a scholarship from the CSC.
- (2) Applicants must have obtained a master's degree, professional master's degree, or any equivalent degree. Or applicants are expected to obtain a master's degree by September 20, 2017 for September 2017 entrance (by March 31, 2018 for April 2018 entrance). If applicants affiliate with the Master's and PhD joint degree program, they need to be enrolled in their home university's graduate school for at least two years at the time of enrollment into the graduate schools at Waseda University and need to be recognized its equivalent to master's degree from a college or university of recognized standing.

[Special Research Students Program]

- (1) Applicants must meet the eligibility criteria for Postgraduate Study Abroad Program by CSC, and be nominated by their home university or other institutions based on the designated procedure by CSC, and intend to apply for a scholarship from the CSC.
- (2) Applicants must be enrolled in the doctoral program at universities inside China. If applicants affiliate with the Master's and PhD joint degree program, they need to be enrolled in their home university's graduate school for at least two years at the time of enrollment into the graduate schools at Waseda University and need to be recognized its equivalent to master's degree from a college or university of recognized standing.

※ Applicants must fall under the following eligibility condition for the Postgraduate Study Abroad Program by CSC.

(1) Those who reside inside China

Applicants who obtained a master's degree, professional master's degree, or any equivalent degree, or have enrolled in the first year of doctoral program. Or applicants enrolling in the master's program inside China who are expected to obtain a master's degree by September 20, 2017 for September 2017 entrance (by March 31, 2018 for April 2018 entrance).

(2) Those who reside outside China

Applicants who are enrolled in the first year of doctoral program in universities outside China, or who are enrolled in the Master's program and expected to obtain a master's degree by September 20, 2017 for September 2017 entrance (by March 31, 2018 for April 2018 entrance)

3. Application Procedure

(1) Application Period

November 14 (Mon), 2016 through November 25 (Fri), 2016

(All applications must be received by the deadline)

* If a physical disability requires special consideration when taking the entrance examination or studying at Waseda University, be sure to notify the WEEE Admissions Office, before submitting your application.

(2) Preliminary Contact (Mandatory for prospective applicants)

Prior to submitting application documents, each applicant is required to send an email stating the applicant's name, school and desired supervisor along with an attachment of a one-page research plan in MS Word format to the Admissions Office (weee-ent@list.waseda.jp).

Deadline for preliminary contact: October 30 (Sun), 2016

* WEEE Admissions office may contact the applicant depending on the content of the information given via the email.

(3) Screening Fee: Exempted

(4) Application documents

[Application documents for the Doctorate Program]

Prescribed Form		Documents to be Submitted
*	①	Application Form
*	②	Curriculum Vitae
	③	Certificate of Graduation (diploma) / Degree Certificate, or Certificate of Course/Estimated Completion (original)
	④	Certificate of Enrollment (original, person concerned)
	⑤	Academic Transcripts (original)
*	⑥	Statement of Activities
*	⑦	Statement of Academic Achievement
*	⑧	Letter of Self-Recommendation
*	⑨	Research Plan
	⑩	Language proficiency certificates
*	⑪	Letter of Recommendation (original)
	⑫	Copies of the applicant's papers or articles presented at conferences or a list of works

Explanation of the application documents to be submitted

① Application Form [Prescribed Form]

This must be filled out by the applicant. A color photograph (4cm h x 3cm w) of the applicant which was taken within the last three months needs to be attached. Each applicant should write his/her name in English on the back of their photographs. Three more photographs which are the same as this one will be required for admission procedures if admitted.

- ② Curriculum Vitae [Prescribed Form]
- All the schools that the applicants attend/have attended starting with high school until institution attended most recently, including non-degree research student program must be listed in the Education Background fields, or on a separate sheet of paper if the space is not sufficient.
 - The applicant's address must be written correctly as entrance procedure documents will be sent to the address.
 - A brief summary of work experience before present position should be written in the additional notes section if any.
- ③ (Expected) Certificate of Graduation and Degree Certificate, or Certificate of Course/Estimated Completion (original)
- Certificates from both undergraduate program and master's program must be submitted.
 - Submit certificates in either English or Japanese. If certificates are available in only Chinese, applicants must attach an English or Japanese translation notarized by public organizations, such as regional notary offices, inside China.
 - *Applicants may submit “学历认证报告(英文版)” and “成绩认证报告(英文版)” issued by “中国教育部授权学历认证机构(或中国教育部授权学历认证机构指定的日本代理机构)” as substitutes for certificates issued by university.
 - The applicant expected to complete your master's program at the time of application must submit the certificate of estimated graduation clearly indicating the estimated date of completion, awarded degree, and major, issued by your home university.
 - The successful applicants who have taken the examination as expected graduates of master's program should submit the original degree and completion certificates during the entrance procedures.
- ④ Certificate of Enrollment (original, person concerned)
- Applicants currently having enrolled the PhD programs must submit an enrollment certificate from their affiliated university.
 - Certificates need to be in either Japanese or English. If the certificates are available in only Chinese, applicants must attach an English or Japanese translation notarized by public organizations, such as regional notary offices, inside China.
- ⑤ Academic Transcripts (original)
- All courses taken from both undergraduate program and master's program must be included in the academic transcript.
 - Applicants currently having enrolled the PhD program must submit academic transcripts for the PhD program as well.
 - If the certificate consists of two or more pages (or two sided paper), the school seal must be placed on all the pages (or sides).
 - Certificates need to be in either Japanese or English. If the certificates are available in only Chinese, applicants must attach an English or Japanese translation notarized by public organizations, such as regional notary offices, inside China.
- ⑥ Statement of Activities [Prescribed Form]
Research and social activities the applicant has been engaged in should be summarized within 500 words in English or 1,000 letters in Japanese.
- ⑦ Statement of Academic Achievement [Prescribed Form]
Academic achievement and a list of papers/articles the applicant presented in journals/academic societies should be stated.
- ⑧ Letter of Self Promotion [Prescribed Form]
Reason for application, the applicant's aspiration for study and competency must be stated within 500 words in English or 1,000 letters in Japanese.
- ⑨ Research Plan [Prescribed Form]
Research plan after entering the course must be stated within 500 words in English or 1,000 letters in Japanese.
- ⑩ Language proficiency certificates
Submit a certificate of English Language Proficiency Test: an original score report card of either TOEIC, TOEFL-iBT, TOEFL-PBT or IELTS. It must have been taken no more than 2 years before the application deadline.
*TOEIC SW、TOEIC IP, TOEIC Bridge, TOEFL ITP are not acceptable.
- ⑪ Letter of Recommendation (original)
*The letter of recommendation should be preferably in the prescribed form while other formats can be accepted. The letter must be issued after April 2015 and submitted in a sealed envelope with the referee's signature over the seal.
*The letter of recommendation must be written in English or Japanese. If the letter is written in other language, you must enclose a translation in English or Japanese with the original copy. Notarization is not

required.

*Only one letter of recommendation is acceptable.

- ⑫ Copies of the applicant's papers or articles presented at conferences or a list of works

[Application documents for the Special Research Student Program]

Prescribed Form		Documents to be Submitted
*	①	Application Form
*	②	Curriculum Vitae
	③	Certificate of Graduation (diploma) / Degree Certificate, or Certificate of Course/Estimated Completion (original)
	④	Certificate of Enrollment (original, person concerned)
	⑤	Academic Transcripts (original)
*	⑥	Statement of Activities
*	⑦	Statement of Academic Achievement
*	⑧	Letter of Self-Recommendation
	⑨	Language proficiency certificates
*	⑩	Letter of Recommendation (original)
	⑪	Copies of the applicant's papers or articles presented at conferences or a list of works

Explanation of the application documents to be submitted

- ① Application Form [Prescribed Form]
 Tick the appropriate box for Desired Time of Admission. This form must be filled out by the applicant. A color photograph (4cm h x 3cm w) of the applicant which was taken within the last three months needs to be attached. Each applicant should write his/her name in English on the back of their photographs. Three more photographs which are the same as this one will be required for admission procedures if admitted.
- ② Curriculum Vitae [Prescribed Form]
 a. All the schools that the applicants attend/have attended starting with high school until institution attended most recently, including non-degree research student program must be listed in the Education Background fields, or on a separate sheet of paper if the space is not sufficient.
 b. The applicant's address must be written correctly as entrance procedure documents will be sent to the address.
 c. A brief summary of work experience before present position should be written in the additional notes section if any.
- ③ (Expected) Certificate of Graduation and Degree Certificate, or Certificate of Course/Estimated Completion (original)
 a. Certificates from both undergraduate program and master's program must be submitted.
 b. Submit certificates in either English or Japanese. If certificates are available in only Chinese, applicants must attach an English or Japanese translation notarized by public organizations, such as regional notary offices, inside China.
 c. *Applicants may submit “学历认证报告(英文版)” and “成绩认证报告(英文版)” issued by “中国教育 部授权学历认证机构(或中国教育部授权学历认证机构指定的日本代理机构)” as substitutes for certificates issued by university.
 d. The applicant expected to complete your master's program at the time of application must submit the certificate of estimated graduation clearly indicating the estimated date of completion, awarded degree, and major, issued by your home university.
 e. The successful applicants who have taken the examination as expected graduates of master's program should submit the original degree and completion certificates during the entrance procedures.
- ④ Certificate of Enrollment (original, person concerned)
 a. Applicants currently having enrolled the PhD programs must submit an enrollment certificate from their affiliated university.
 b. Certificates need to be in either Japanese or English. If the certificates are available in only Chinese, applicants must attach an English or Japanese translation notarized by public organizations, such as regional notary offices, inside China.
- ⑤ Academic Transcripts (original)
 a. All courses taken from both undergraduate program and master's program on must be included in the academic transcript.
 b. Applicants currently having enrolled the PhD program must submit academic transcripts for the PhD program as well.
 c. If the certificate consists of two or more pages (or two sided paper), the school seal must be placed on all the

pages (or sides).

- d. Certificates need to be in either Japanese or English. If the certificates are available in only Chinese, applicants must attach an English or Japanese translation notarized by public organizations, such as regional notary offices, inside China.
- ⑥ Statement of Activities [Prescribed Form]
Research and social activities the applicant has been engaged in should be summarized within 500 words in English or 1,000 letters in Japanese.
- ⑦ Statement of Academic Achievement [Prescribed Form]
Academic achievement and a list of papers/articles the applicant presented in journals/academic societies should be stated.
- ⑧ Letter of Self Promotion [Prescribed Form]
Reason for application, the applicant's aspiration for study and competency must be stated within 500 words in English or 1,000 letters in Japanese.
- ⑨ Language proficiency certificates
Submit a certificate of English Language Proficiency Test: an original score report card of either TOEIC, TOEFL-iBT, TOEFL-PBT or IELTS. It must have been taken no more than 2 years before the application deadline.
*TOEIC SW, TOEIC IP, TOEIC Bridge, TOEFL ITP are not acceptable.
- ⑩ Letter of Recommendation (original)
*The letter of recommendation should be preferably in the prescribed form while other formats can be accepted. The letter must be issued after April 2015 and submitted in a sealed envelope with the referee's signature over the seal.
*The letter of recommendation must be written in English or Japanese. If the letter is written in other language, you must enclose a translation in English or Japanese with the original copy. Notarization is not required.
*Only one letter of recommendation is acceptable.
- ⑪ Copies of the applicant's papers or articles presented at conferences or a list of works

(5) Important Notes on Necessary Documents for Application

- As a general rule, the submitted application documents are not returned except that they are unable to be reissued. Only if we understand that the submitted documents are unable to be reissued, they will be returned. If you wish return of your submitted documents, please specify name of the documents and reasons for why the documents cannot be reissued on the "Request Form for Return of Submitted Materials" and enclose it when sending application documents. In any case, we will not return documents, which can be reissued, such as original copies of notarizations, academic transcripts and recommendation letters.
- You may be deemed to have committed a dishonest act if Waseda University determines that you have falsified, fabricated, or plagiarized the submitted document(s), statement(s), or information submitted for your application. In case that this type of misconduct is found, the submitted application documents and screening fees are not returned or refunded.
- Be well aware that incomplete application documents may not be accepted. If we contact you concerning your application, please follow our instructions immediately.
- All notices regarding your application are sent to your present address or to your e-mail address specified in the application form. If there is a change of your address, telephone number, e-mail address, or other information after application, promptly notify weee-ent@list.waseda.jp, via an e-mail. Waseda University will not be responsible for the any damage caused from your address change, such as not receiving letters and notifications from Waseda University.

(6) Application method

All the documents must be written either in English or Japanese and enclosed in an envelope. To send the documents, applicants are advised to use international courier service, such as EMS etc. which enables you to trace documents sent to us. We will not accept applications that are directly delivered by hand.

Application should be submitted to:

WEEE Admissions Office
Graduate School of Environment and Energy Engineering
Waseda University
1011 Nishi-Tomida, Honjo-shi, Saitama, Japan 367-0035

4. Screening Process

Applicants will be screened in a comprehensive manner based on their submitted application documents on the date of the results announcement.

5. Announcement of Result

The result will be announced by postal mail (EMS) to be sent out on December 20 (Tue), 2016.

*A letter of Conditional Consent of Acceptance will be sent out to successful applicants.

<Procedures after the receipt of the Letter of Conditional Consent of Acceptance>

Schedule	China	Waseda University
Middle of March through Early May, 2017 (TBA)	1) Applicants selected as candidates submit a Letter of Conditional Consent of Acceptance sent from Waseda University to their home university in China and complete an online application for the CSC.	
May 2017 (TBA)	2) The CSC officially selects scholarship recipients. Officially-selected applicants send a scholarship certificate issued from the CSC to Waseda University.	3) Based on the official decision on scholarship recipients, Waseda University selects officially-accepted applicants and gives them a notice on the enrollment procedure.

6. School Expenses, Scholarships, etc.

- If the students who were not selected as candidates of the CSC, they will result in nullification of their acceptance of Waseda University.
- The students who were accepted by this program are exempt from the entrance fee, tuition, and miscellaneous fees during the period enrolled in Waseda University (Doctoral Program for a maximum period of 36 months, Special Research Students Program for a maximum period of 12 months).

Note: Tuitions and fees for non-degree subjects/courses which are not considered as basic requirements for completion of graduate school programs (Japanese Language Subjects etc.) are not covered.

- You cannot apply for both a scholarship offered by Waseda University and a scholarship offered by other institutions including the Japanese Government.
- Living expenses and the round-trip air ticket are provided to you by the CSC.
- We will not make arrangements for the dormitory. You have to arrange accommodation in Japan by yourself and pay the rent.
- This program will only be granted to those whose status of residence is “Student” during the period enrolled in Waseda University.

7. Admission Procedure

Successful applicants will receive a Letter of Conditional Consent of Acceptance from the WEEE Admissions Office. Each applicant needs to submit the letter to his/her school and an online application for the scholarship to CSC. After officially being approved as a scholarship recipient by CSC, each applicant is required to send a Financial Support Letter from CSC and necessary documents in order to apply for Certificate of Eligibility to the WEEE Admission Office. Upon receipt of the documents, the WEEE Admissions Office will send a packet of admission documents to the applicant. All completed documents must be submitted to the WEEE Admissions Office by postal mail by the last day of submission period. Those who will be unable to complete the procedure during the designated period due to unavoidable reasons are advised to consult the WEEE Admissions Office.

*The submission period for admission documents will be announced when the WEEE Admissions Office send the packet to each applicant.

(1) Place for Admission Documents

WEEE Admissions Office
Graduate School of Environment and Energy Engineering
Waseda University
1011 Nishi-Tomida, Honjo-shi, Saitama, Japan 367-0035

(2) Necessary Documents for Admission

Prescribed Form		Documents to be Submitted
*	①	“Written Oath and Guarantee” “Consent for the Treatment of Personal Data” to be written by the successful applicant and his/her guarantor
*	②	Oath of Academic Integrity
	③	Entrance Procedure Form
*	④	Two Student Cards
*	⑤	Phot Card for Student ID
	⑥	Notification of Name of Foreign Student
*	⑦	Certificate of Residence (住民票) *Needs to be obtained at the city or ward office of your residence after arriving in Japan and submitted to the WEEE Admissions Office *Certificate of Residence (住民票) must contain information on "nationality", "resident status", "period of stay", "expiration of a visa", and "resident card number".
	⑧	Certificate of Graduation and Transcript *Only persons concerned.
	⑨	Three Color Photographs: (h) 4 cm x (w) 3 cm (No border) The photographs must be the same as the one used for the application form and need to be attached to the student cards after having the applicant's name and his/her application number written on the back of the photographs.

8. Contact

WEEE Admissions Office

Graduate School of Environment and Energy Engineering

Waseda University

1011 Nishi-Tomida, Honjo-shi, Saitama, Japan 367-0035

TEL: +81-495-24-6480 FAX: +81-495-24-6552

E-mail: weee-ent@list.waseda.jp

URL: <https://www.waseda.jp/fsci/gweee/en/>

Office Hours: 9:00 – 17:00 (local time) *Closed on Sundays and holidays

■ 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.

Notes on the Examination

Waseda University

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

1. You may be deemed to have committed a dishonest act if Waseda University determines that you have falsified, fabricated, or plagiarized the document(s), statement(s), or information submitted for your application.
2. In addition, the following responses may be taken if a dishonest act is identified.
 - The applicant may not be allowed to continue taking the examination or allowed to take any other entrance examination given by Waseda University during the year. (Screening fees will not be returned.)
 - The results of all entrance examinations taken by the applicant at Waseda University during the year may become invalid.

Actions Taken by Waseda University in Entrance Examinations

< Unforeseen problems that are beyond human control. >

In cases of unforeseen circumstances that are beyond human control, such as natural disaster (e.g., typhoons, earthquakes, flooding, tsunamis) and/or accident, such as fire, power failure, and so on, measures including delaying the start of the exam or postponing of the exam, etc. may be taken.

However, in such an event, we will bear no responsibility for any resulting inconvenience, expenses, or other personal loss that the examinee may incur.