

**Graduate School of Asia-Pacific Studies  
GSAPS  
Waseda University**

**MA Program  
September 2012 / April 2013 Admissions  
'Campus Special Admissions'  
Application Guidelines**

For admissions in September 2012 / April 2013 Admissions, GSAPS will conduct 'Campus Special Admissions' for prospective students from all undergraduate schools at Waseda University.

**1. Recruitment** : A number of students from each undergraduate school

**2. Applicant Qualifications**

Applicants must fulfill all the following criteria to apply to 'Campus Special Admissions'.

1. Applicants for admission in September 2012 must be certified 'to be able to graduate' in the fall semester of AY2012 by their respective undergraduate schools. Applicants for admission in April 2013 are to be certified 'to be able to graduate' in the spring semester of the AY2013 by their respective undergraduate schools.

\*Applicants whose home universities are overseas partner universities of Waseda University and who are currently enrolled in the undergraduate school at Waseda University through the Double Degree Program are eligible to apply to 'Campus Special Admissions' if they are to be certified 'to be able to graduate' by their respective undergraduate schools at Waseda University and are scheduled to earn a bachelor's degree conferred by Waseda University.

2. Obtain grade 優 / A (80 points and above) or above for more than half of the subjects taken to be counted toward graduation on the Official Transcript issued by Waseda University.

3. Applicants must obtain a recommendation letter from his/ her supervisor, to certify his/ her abilities and knowledge.

**※Regarding the application for “Ting Hsin International Group, Tingyi (Cayman Islands) Holding Corporation Scholarship”:**

This scholarship will be granted to outstanding successful applicant who has applied for the ‘Campus Special Admission’ during our designated to application period (from April 9 to April 16, 2012) and fulfilled all requirements.

In order to apply for the scholarship, besides the above-mentioned qualifications, applicants must fulfill all qualifications below from (a) to (c).

(a) Those who are strongly eager to enroll at GSAPS Waseda University as their first choice.

\* It is not possible to apply for the Ting Hsin Scholarship at two or more graduate schools.

If the applicant applies for two or more graduate schools at Waseda University, the applicant may lose his/her eligibility.

(b) Those who possess Chinese nationality (including Hong Kong, Taiwan, and Macau).

\*The Ting Hsin Scholarship will only be granted to those whose status of residence is “Student” during the period enrolled in GSAPS.

(c) Those who are under 30 years old as of their expected enrollment date

### **3. Screening Method**

All application documents and interview will be thoroughly reviewed.

### **4. Submission of Application Forms**

By POST: Registered Express Mail to be sent to the GSAPS Admissions Office.

Submission on the application deadline (with the official postal date stamp) will be accepted.

By HAND: Only on the Final Day of the Application Period (9:00 ~ 17:00), submission by hand will be accepted. However, The GSAPS Admissions Office strongly recommends that applicants submit their applications by registered mail well ahead of the deadline.

### **5. Application Documents**

\* Please refer to the GSAPS Admissions Guide, p.9 [E Application Documents] for details.

1. Application Form (designated form)

2. Applicant Evaluation Form (designated form)

3. Certificate of expected graduation

\*Not required if applying to GSAPS a year earlier than the entrance period

4. Official Transcript of Courses issued by Waseda University

5. Official Transcript during the period of study abroad at undergraduate years

\*Required if applicants study abroad at their undergraduate years and transfer credits earned during the period of study abroad toward their graduation for the undergraduate program, but the name of subjects and their grades are not indicated on the "4. Official Transcript of Courses issued by Waseda University".

6. Official Transcript issued by Home University  
\*Required for applicants whose home universities are overseas partner universities of Waseda University and who are currently enrolled in the undergraduate school at Waseda University through the Double Degree Program if the name of subjects and their grades that obtained at their home universities are not indicated on the "4. Official Transcript of Courses issued by Waseda University".
7. Proof of Language Proficiency
8. Application Sheet (designated forms for the 'Campus Special Admissions': photo card, application card, certificate of bank transfer)
9. Address Label (designated form)
10. Essay <Part 1> (designated form)
11. Statement of source of funds(designated form: International applicants only)
12. Certificate of Alien Registration (International applicants only)
13. Photocopy of the passport (page with photo: International applicants only)
14. Application Form for Ting Hsin International Group, Tingyi (Cayman Islands) Holding Corporation Scholarship for prospective students from all undergraduate schools at Waseda University (Ting Hsin International Group, Tingyi (Cayman Islands) Holding Corporation Scholarship Applicants only)

### **【Notes on 'Campus Special Admissions'】**

\*Applicants for the 'Campus Special Admissions' may indicate the intended project research. (Application Form Page 2: II Intended Program/Research - C Project Research) However, if the project research has not been determined yet, it may be left blank.

\*The Applicant Evaluation Form must be completed by the academic advisor

\*The application fee is 25,000 yen. Please pay the fee at bank counters (not through the ATM) except for Japan Post Bank within the designated application period.

Applicants of the 'Campus Special Admissions' must use the designated form "Application for Telegraphic Transfer for the Campus Special Admissions" to pay the application fee. Payment of the application fee at convenience stores, or through ATM/Mobile phone/PC is not available.

The application fee will not be refunded once remitted in principle. However, the application fee will be refunded to the applicants who fall under one of the following cases: 1)Applicants paid the application fee but did not submit the application documents. 2)Applicants submitted the application documents after the application deadline. Please contact the GSAPS Admissions Office if applicants fall under these cases.

### **【Notes on application】**

\*For application documents to be completed by the applicant, please complete them in the language that applicants choose in the application forms page 1.

\*Documents will not be returned once submitted, regardless of any special circumstance on the part of the applicant. Original certificate which cannot be reissued may be returned only when a written request by the designated format. "Request Form for Return of Submitted Materials"(designated form) must be submitted together with its photocopy at the time of application.

\*Contents of application documents once submitted cannot be changed.

\*For the required application materials, please complete them in Japanese or English. Otherwise, certified translation must accompany.

\*Applicants are requested to notify the GSAPS Admissions Office at the earliest convenience if there are any changes on the information regarding address, telephone number or e-mail address in the application documents after submitting application at [gsaps@list.waseda.jp](mailto:gsaps@list.waseda.jp).

\*If there is any falsification found in any of the documents presented for application and/or if one should fail to obtain all the necessary credits toward their graduation for the undergraduate program and/or engage in any unlawful activities and/or in any other activities during undergraduate years deemed inappropriate by the GSAPS office, his/ her admission will be revoked.

\*If a physical disability requires a special consideration when taking the entrance examination or study at GSAPS, please inquire the GSAPS Admissions Office prior to submitting an application. If a serious illness or injury makes it difficult to take the screening even after submitting an application, please notify the GSAPS Admissions Office at the earliest convenience.

### 【Application Forms】

Please pick up a free copy of the application form at the GSAPS office, 7F at building 19,  
Office Hours: 09:00 ~ 17:00 (except Saturday & Sunday)

## 6. Screening Schedule

### Admissions in September 2012

Candidates	Application Period	Interview	Results Announcement	Deadline of Entrance Procedures
Students who are expected to graduate in September, 2012	April 9 (Mon) – April 16(Mon), 2012	May 14 (Mon), 2012	May 25 (Fri), 2012	June 28 (Thu), 2012

### Admissions in April 2013

Candidates	Application Period	Interview	Results Announcement	Deadline of Entrance Procedures
Students who are expected to graduate in March, 2013	April 9 (Mon) – April 16(Mon), 2012 * Early application	May 14 (Mon), 2012	May 25 (Fri), 2012	June 28 (Thu), 2012
	September 5 (Wed) – September 12 (Wed), 2012	October 1 (Mon), 2012	October 19 (Fri), 2012	November 22 (Thu), 2012

\* For successful applicants, who apply to GSAPS a year earlier than their entrance period and complete entrance procedures by the deadline, they are allowed to take lectures at GSAPS in their senior year (4<sup>th</sup> year). There are no limits to the number of credits that they can register in their senior year (4<sup>th</sup> year) if they wish to register lectures at GSAPS.

Up to ten credits may be transferred and be counted toward GSAPS graduation if transfer of lectures at GSAPS taken in their senior year (4<sup>th</sup> year) is approved based on the designated application procedure

after entrance to GSAPS. Please note that the study period, which they register lectures at GSAPS in their senior year (4<sup>th</sup> year) is not counted as their enrollment period of GSAPS.

Please contact the administrative office of home undergraduate school on the treatment of each undergraduate school for credits of lectures at GSAPS earned in their senior year (4<sup>th</sup> year).

## **7. Interview**

Applicants will be notified of the date and the venue of interview after the application documents have been checked.

## **8. Results**

Application numbers of successful applicants are put up on the bulletin board in front of the GSAPS office at 10:00AM on the prescribed day. Also admission decisions are posted on the same day by express mail.

(Please contact the GSAPS Admissions office if you do not receive admission decisions within one week after the prescribed day.)

## **9. Admissions Procedures**

All applicants who are successful, will also receive the Admissions Package together with the results. Only successful applicants who have submitted the necessary documents for the entrance procedure and have transferred the tuition and fees by the Entrance Procedures Deadline will be admitted.

## **10. Notes on Entrance Examination**

### **<Act of Dishonesty>**

Waseda University provides the following guidelines so that all examinations can be properly administered and all applicants have opportunities to perform in a fair and equitable environment. Please read the guidelines carefully and approach the examination in a serious manner.

1. The followings may be considered as an act of dishonesty:

- i) Cheating (Glancing at a cheat sheet, reference book, or another applicants' answer sheet and gaining answers from others)
- ii) Providing benefits to other applicants by telling them answers, etc. during the examination
- iii) Keeping a mobile phone during the examination
- iv) Beeping a mobile phone or watch (incoming call alert, alarm, vibration, etc.) during the examination
- v) Disturbing other applicants at an examination venue
- vi) Not following instructions by a supervisor of the examination at an examination venue
- vii) Pretending to be an applicant and taking the examination for the applicant
- viii) Conducting any kind of acts impairing the fairness of the examination

2. The following actions may be taken if an applicant is suspected of committing an act of dishonesty.

- i) A supervisor of the examination may warn or question the applicant.
- ii) The applicant may be requested to take the examination in another room.

3. The following actions may be taken if an act of dishonesty is identified.

- i) The applicant may be disqualified to continue to take the entrance examination or may be disqualified to take any other entrance examination at Waseda University during the same academic year. (Application fee will not be refunded in this case.)
- ii) The results of all entrance examinations at Waseda University that the applicant takes during the same academic year may be invalid.

**<Environment for entrance examination>**

Waseda University will do our best to secure a fair and quiet environment for entrance examinations, but the following actions may be taken under unavoidable circumstances.

- i) In principle, special measures will not be taken against daily life noise (such as the sound of airplanes, vehicles, wind, rain, and air conditioners; coughs, sneezes, and snuffle by examinees; or sound of mobile phones, etc.)
- ii) If a mobile phone, watch or other device rings, vibrates or causes noises during the examination and the source of the sound, vibration or noise is identified, a supervisor of the examination may take it out of the examination venue without the consent of its owner and may keep it at the Examination Headquarters.
- iii) No considerations will be given for a difference of the type of desks, chairs, air conditioners, sound facilities, etc. prepared at each examination venue.
- iv) An applicant may be requested to take the examination in another room when the applicant disturbs other applicants.

**<Uncontrollable accidents, etc.>**

If natural disasters, such as typhoons, earthquakes, floods, or tidal waves, and other uncontrollable accidents, such as fire or power failure, have occurred, special measures may be taken including delaying the start time of the examination or postponing the examination. However, Waseda University will not assume any responsibilities for applicants' inconvenience, costs, and other personal disadvantage associated with the measures.

**Privacy Management Policy**

All personal information obtained at application, such as one's name and address, will be used for the following purposes - admissions examination, notification of successful candidates, admissions procedures and all other official matters. In addition, it will also be used throughout the course of studies and for other related matters even upon graduation or drop-out. Please rest assured that all possible measures will be taken to protect the personal information obtained from leakage, misuse or any other illegal activities. Some of the activities mentioned above require the assistance of a third party. In this case, it is bound by law that all parties concerned must enter an official contract, to protect all the personal data collected.

**For inquiries, please contact:**

**Admissions Office  
Graduate School of Asia-Pacific Studies (GSAPS)  
Waseda University**

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1-21-1 Nishi Waseda, Shinjuku-ku, Tokyo, 169-0051 Japan  
TEL:03-5286-3877 FAX:03-5272-4533  
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