

School of Political Science and Economics

The Japanese and Global
Political Economies Course
AO Admission for International Students
Application Guideline

<for entrance in September 2010>

Waseda University

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Introduction: The Japanese and Global Political Economies Course

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. The School of Political Science and Economics, as well, has hitherto accepted foreign students proficient in Japanese into its courses. Starting in September 2010, however, the School will seek to make further contributions to global social progress by launching the Japanese and Global Political Economies Course for international students, in which they can earn credits by taking classes conducted in English.

This course will provide a basic knowledge in Japanese politics, economics, and society, and build on this knowledge to pursue an understanding of Asian and global society, developing the ability to propose new strategies and solutions. Subjects are broadly clustered as follows:

(a) Global Political Economy around Japan

This cluster of subjects not only explores the history, systems and theories of Japanese politics and economics, but also examines political and economic development from a broader Asian and global standpoint, and provides students with means and methods for global political and economic analysis.

(b) Political Science and Economics

In addition to supplying an academic foundation for understanding of Japan in the global political economy, through required first-year fundamental theory classes in various subjects, this cluster offers a wide range of applied subjects to meet the needs of students seeking more advanced study.

(c) Methods of Political and Economic Analysis

These subjects include statistics, mathematical analysis, game theory and other quantitative analysis methods essential for quantitative and objective analysis of political and economic systems; information processing; and experimental political science and economics, which involves practical evaluations of real-world political and economic behavior.

(d) Seminars

By completing required foundation seminars, applied seminars, and specialized seminars (from the third year onwards) in small classes, students gain an understanding of both the Japanese university education style and the specifics of their area of academic specialization.

(e) Externships

With the cooperation of *Tomon Seikeikai*, the alumni association of the School of Political Science and Economics, the school provides international students with externships across a wide spectrum of companies and other institutions, and numerous opportunities to experience first-hand the realities of Japanese society.

The Japanese and Global Political Economies Course is a program that offers students from overseas the opportunity to take classes conducted in English, and earn credits at the School of Political Science and Economics regardless of their level of Japanese proficiency. International students enrolled in the course also have the option of simultaneously enrolling in Japanese language classes at the Center for Japanese Language of the University.

The Japanese and Global Political Economies Course of the School of Political Science and Economics, as a program allowing students to earn credits in English, has been selected as part of the Ministry of Education, Culture, Sports, Science and Technology (MEXT) Project for Establishing Core Universities for Internationalization (Global 30), and operates with support from the government of Japan.

I. Academic Year and Number of Students to be Admitted

The School of Political Science and Economics will admit 30 applicants (freshmen) for the Japanese and Global Political Economies Course (J-GLOPE). Applications are accepted by department (the Department of Political Science, the Department of Economics and the Department of Global Political Economy). Each applicant is allowed to apply for only one of these departments

(an applicant is not allowed to apply for more than one department). Students will receive a degree from the department to which they have been admitted upon graduation (Bachelor's Degree in Political Science for the Department Political Science, Bachelor's Degree in Economics for the Department of Economics, and Bachelor's Degree in Global Political Economy for the Department of Global Political Economy).

* There are no restrictions regarding the applicant's nationality or country of residence.

*The School does not admit second or third year transfer students.

II. Time of Enrollment

September 2010

* New students will begin their enrollment on Tuesday, September 21, 2010. However, various programs for admission, including briefing sessions, will start in early September.

III. Applicant Qualifications

To apply for admission, you must meet qualifications (1) and (2) below.

(1) Desire to enter the School

We seek candidates who are strongly eager to enter the Japanese and Global Political Economies Course of the School of Political Science and Economics, Waseda University as their first choice (this is not meant to restrict you from applying to other universities and other schools of Waseda University).

(2) Academic background

Applicants must have completed a regular 12-year school education or be expected to complete a regular 12-year school education by September 20, 2010 in a country other than Japan and have qualifications to enter college in that country or have equivalent qualifications.

* If you have received education at an institution in Japan (including an international school) or are not sure whether you are eligible to apply, please be sure to contact the Waseda University International Admissions Office at least 3 weeks before application.

* If you skipped a grade or accelerated to complete a standard educational curriculum in less than 12 years and are younger than 18 years old as of entry into university, please be sure to contact the Waseda University International Admissions Office to inquire about your qualifications to apply for admission at least 3 weeks before application.

IV. Application Procedure

(1) Application period

Friday, February 26, 2010 through Thursday, April 1, 2010

(Applications must be arrived by the deadline.)

- * We do not accept applications that arrive after the application period.
- * Please be sure to send applications by mail. We will not under any circumstances accept applications that are directly delivered by hand, faxed or emailed to the Waseda University International Admissions Office.

(2) Screening fee

A screening fee is required to apply for admission. Please be sure to pay the screening fee before you apply for admission. Applications cannot be accepted unless the screening fee has been paid. Furthermore, please note that the screening fee, once paid, will not be returned under any circumstances, except for the cases described in page 6. The amount you must pay depends on where you live at the time of application and your nationality as follows:

		(In Japanese yen)
Place of residence at the time of application	Nationality	Screening fee
Outside Japan	You do not have Japanese nationality	20,000
	You have Japanese nationality. (Including those with dual nationality.)	30,000
Japan	Any nationality	30,000

(3) Payment of screening fee

1) To pay from outside Japan

To pay from outside Japan, follow the procedure below to remit the screening fee plus a currency exchange fee of 2,500 yen at a financial institution. Clip a copy of the remittance form on the Application Form and enclose it with your other application documents.

- Remittance method: Telegraphic transfer
- Payment method: Advise and pay
- Exchange fee: Payee's account
- Remittance: Screening fee plus a currency exchange fee of 2,500 yen
(If the local bank requires a separate handling fee, pay the fee to the bank in addition to the above remittance.)
- Purpose of remittance: Screening fee
- Remittance destination:
 - Bank name: The Mizuho Bank, Ltd.
 - Branch name: Takatanobaba Branch
 - Account number: Ordinary deposit number 2388592 (A/C No. 2388592)
 - Account holder: Waseda University
 - Bank address: 1-26-5 Takadanobaba, Shinjuku-ku, Tokyo, 169-0075 Japan
 - Swift code: MHBKJPJT

- * Be sure to enter "Screening Fee" in the "Purpose of Remittance" field and the following two-digit school code of the School of Political Science and Economics and the applicant's name in the "Message to Payee" field.

School code of the School of Political Science and Economics: 11

2) To pay from within Japan

To pay from within Japan, pay the screening fee at the nearest convenience store.

Period for paying the screening fee from a convenience store

Monday, February 22, 2010 through Thursday, April 1, 2010

To make a payment at a convenience store, you must complete the designated application procedure in advance by accessing the "screening fee convenience store payment site" (<http://e-shiharai.net/>) on the Internet using a PC or cell phone. After making the payment, detach the "Certificate of Payment of the Screening Fee" on the Screening Fee Handling Description, paste it on the designated space (for the Certificate of Payment of the Screening Fee) on the Application Form, and submit it. Check the details on screening fee payment method on page 7.

- * The payment can be made anytime, 24 hours a day, even on Saturdays, Sundays, and holidays. However, please note that application via the website will end at 11:00 pm on the last day of the payment period (April 1, 2010).
- * If a family member or acquaintance of an applicant conducts the procedure on your behalf, be sure that he/she enters your information.

(4) Application method

Enclose all application documents in an envelope and send them to the following address by Simplified Registered express mail from a post office. If outside of Japan, you may also use an international courier service.

- * On the envelope, write PSE J-GLOPE AO Admission Application in red.
- * We will not issue a certificate of receipt for application documents. To check whether or not your application documents have been received, contact the post office or the courier with the tracking number given by them.
- * Application documents must be sent by mail. They will not be accepted if brought in person, faxed or e-mailed to the Waseda University International Admissions Office.

[Send application documents to:]

PSE J-GLOPE AO Admission Application

International Admissions Office

Waseda University

1-7-14-4F, Nishi-Waseda, Shinjuku-ku, Tokyo, 169-0051, Japan

(5) Application documents

Page 15 and thereafter provide a detailed description of documents that need to be included in your application. Please read carefully in order to prepare the documents properly.

Before sending, check the documents using the "Application Documents Checklist", and enclose it with your application.

(6) Notes on application

- The department that you are applying to cannot be changed after you submit your application.
- Application documents must be complete for you to qualify to take the entrance examination. If we contact you concerning your application, please follow our instructions immediately. Submission of false or inaccurate statements or documents will result in a cancellation of your application.
- 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 bellow. Notify the Waseda University International Admissions Office, if you fall into one of the categories bellow.
 - 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
- If there is a change of address or telephone number after application, promptly notify the Waseda University International Admissions Office.
- If a physical disability requires special consideration when taking the entrance examination or studying at Waseda University, be sure to notify the Waseda University International Admissions Office before submitting your application. If a serious illness or injury makes it difficult for you to take the entrance examination, or if you find yourself in such a situation after submitting your application, promptly notify us.

Handling of personal information

Waseda University uses personal information on applicants, such as their addresses, names, and dates of birth, collected on their application for admission for conducting entrance examination, announcement of successful applicants, entrance procedures, and other incidental business. We will take necessary and proper measures to protect such personal information from leakage, disclosure, or unauthorized use.

All or part of the above operations may be outsourced to an agency. However, even in such cases, we will oblige the agency to conduct necessary and proper management based on contracts, etc.

However, please note that personal information will be used as materials for a study or a research for screening in university admissions. This information will be statistically processed to prevent any individuals from being identified.

Waseda University

Convenience Store Easy-Pay Systems for Entrance Exam Fees

Now you can transfer funds to pay for your entrance examination - 24 hours a day - from your nearest Lawson, FamilyMart, Seven-Eleven, Circle K or Sunkus store.

1 Web application



Visit the payment site homepage from your computer or cell phone at:

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



2 Convenience Store Payment

Follow the onscreen instructions to fill in the required information and obtain an identifying number

(Note: Each store chain refers to this number with a different name.)

SEVEN-ELEVEN [13-digit Payment Slip Number] 払込票番号	CIRCLE K・SUNKUS [11-digit Online Transaction Number] オンライン決済番号	LAWSON [11-digit Customer Number] お客様番号 and [4-digit Verification Code] 確認番号	Family Mart [11-digit Customer Number] お客様番号 and [4-digit Verification Code] 確認番号
<p>Paying at SEVEN-ELEVEN</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><small>※If a payment slip is not printed out, just tell your number to the counter staff.</small></p>	<p>Paying at CIRCLE K or SUNKUS</p> <p>Tell the counter staff that you want to make an "online kessai." Then provide your Payment 【オンライン決済番号】 Online Transaction Number.</p>	<p>Paying at LAWSON</p> <p>Use the Lawson information terminal Loppi</p> <p>Select the "各種代金・料金お支払い" button on the touch screen</p> <p>Touch the "各種代金お支払い" option <small>AI Payments</small></p> <p>Touch "マルチペイメントサービス" <small>Multi-Payment Service</small></p> <p>Enter your 【お客様番号】 【確認番号】 <small>Customer Number Verification Code</small></p>	<p>Paying at FamilyMart</p> <p>Use the FamilyMart information terminal Famiポート</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 <small>AI Payments</small></p> <p>Touch "マルチペイメントサービス" <small>Multi-Payment Service</small></p> <p>Enter your 【お客様番号】 【確認番号】 <small>Customer Number Verification Code</small></p>
<ul style="list-style-type: none"> ● Make the payment at the register. ● Receive an Entrance Exam/Screening Fee Statement. Detach the Certificate of Payment (receipt) portion. 		<ul style="list-style-type: none"> ● Loppi or FamiPort issues a funds transfer receipt. You will need to take this to the cash register within 30 minutes and make the actual payment. ● Receive an Entrance Exam/Screening Fee Statement. Detach the Certificate of Payment (receipt) portion. 	

* Design and layout of the touch screen buttons is subject to change without notice.

3 Application

Affix the receipt portion to your application packet in the designated location.

<p>●Seven-Eleven</p> <p>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.</p>	<p>●Circle K ●Sunkus</p> <p>Detach the receipt portion of the Exam Fee Statement and affix it to the application packet in the designated location. Hold onto the Online Transaction Receipt for your records.</p>	<p>●Lawson ●Family Mart</p> <p>Detach the receipt portion (Certificate of Payment) of the Examination 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.</p>
<p>Attach Your Receipt (Certificate of Payment) to the Application</p> <p><small>※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.</small></p>		

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

Include all required materials in your application envelope and mail the completed application package from the post office.

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

convenience stores:	Entrance exam fee ¥29,999 or less	473 yen
	Entrance exam fee ¥30,000 or more	683 yen

Important

- The entrance exam fee cannot be paid through an ATM. Be sure to make your payment at the cash register.
- 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.
- Remember that the final deadline for online transfer of your entrance exam fee payment is 11:00 p.m. on the last day of the payment period.
- ※ Please double-check the application deadline in your application guide. Post your payment early enough to be sure it is received in time.

Questions about paying your entrance exam fees at convenience stores? Please visit:
Note: Convenience store staff cannot answer questions about the service.

e-service Support Center <http://e-shiharai.net/info/>

V. Screening Schedule and Method

Screening will take place according to the following schedule, through document review and interview. The interview will only take place for applicants who pass the document review.

Application period	Friday, February 26, 2010 through Thursday, April 1, 2010 (Applications will not be accepted after April 1, 2010.)
Announcement of document review results / Mailing out of interview information	Friday, April 23, 2010 * Document review results will be <u>mailed out on this day</u> . This is not the date you will receive the results.
Interviews	Saturday, May 22, 2010 through Sunday, May 30, 2010
Announcement of successful applicants	Thursday, June 10, 2010 * Document review results will be <u>mailed out on this day</u> . This is not the date you will receive the results.

*Screening results will not be announced via website or e-mail.

*Inquiries regarding screening results will not be accepted via telephone, fax or e-mail.

(1) Document Review

Applicants are screened based on their application documents. Emphasis will be placed upon results of university entrance qualification examinations/standardized tests and English proficiency tests in the document review. Follow the guideline carefully in preparing the applications documents (see page 15 and thereafter for details).

(2) Interview

The results of document review will be sent to all applicants at their "Mailing Address" specified on the Application Form by EMS or Simplified Registered mail according to the above schedule. Notification will be sent from Japan according to the above schedule, and it may take several days for you to receive the notification depending on the country of your residence (Please be sure to contact the Waseda University International Admissions Office if there is any change in your mailing address).

Inquiries regarding the results of document review will not be accepted via telephone, facsimile or e-mail, etc.

If you pass the document review, you will receive an admission card (with an examinee's number) and details about an interview in addition to the document review result. However, in some cases, the admission card may be sent separately to you at a later date. You may also receive a phone call or an e-mail message to notify you of the same in addition to the notification by mail when the interview date is near.

- Interview period: Saturday, May 22, 2010 through Sunday, May 30, 2010

* You will be notified of your interview date by mail.

- Interview location:

The Waseda University International Admissions Office will specify the interview location by taking into account the applicant's country of residence as well the number of applicants from that country. Applicants who pass the document review will be notified of their interview location by mail.

The currently planned interview locations are indicated below. In the "Interview Venue" section of the application form, please select up to TWO preferred interview locations. Your request will be taken into consideration when determining the interview location (however, although we intend to consider your request, we may not always be able to fulfill your request. Please also note that the interview locations may change due to unforeseen circumstances. The Waseda University International Admissions Office will not assume any responsibility for any inconveniences, costs, and other personal disadvantages associated with changes in the interview location).

<Planned Interview Locations>

- Tokyo (Waseda Campus of Waseda University)
- Beijing (Waseda University Beijing office)
- Shanghai (Waseda University Shanghai office)
- Taipei (Waseda University Taipei office)
- Singapore (Waseda University Singapore office)
- Oregon (Waseda University Oregon office)
- Bonn (Waseda University Bonn office)
- Seoul
- Bangkok

* If you request a location other than those listed above, please select at least one location from the above, and indicate the location (city name and country name) you request in the "Other Location" field in the Application Form (Please note that your request described in the field will be taken into consideration, but we cannot guarantee that your request will always be fulfilled.)

- Interview method: The interview will be conducted in English via a teleconference system or in person.
- Notes on the interview: The use of PCs or other items brought by applicants to the interview is strictly prohibited.
- Please make your own arrangements for travel and accommodation related to screening interviews as we do not offer any assistance.

(3) Test-taking Guidelines

Waseda University has provided the following guidelines so that entrance examinations can be properly administered and all applicants 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. Your actions may be considered dishonest if you do any of the following acts:
 - 1) Cheating (glancing at a cheat sheet, reference book, or another examinee's answer sheet or gaining answers from others)
 - 2) Providing benefits to other examinees by telling them the answers, etc. during the examination
 - 3) Keeping your mobile phone with you during the examination
 - 4) Beeping your mobile phone or watch (incoming call alert, alarm, vibration, etc.) during the examination
 - 5) Conducting acts that could be considered a nuisance to other examinees at the examination venue
 - 6) Not following instructions from examination supervisors, etc. at the examination venue
 - 7) Pretending to be an applicant and taking the examination for the applicant
 - 8) Conducting other acts impairing the fairness of the examination

2. The following responses may be taken if an applicant is suspected of committing a dishonest act
 - 1) An examination supervisor may warn or question the applicant.
 - 2) The applicant may be requested to take the examination in another room.

3. In addition, the following responses may be taken if a dishonest act is identified
 - 1) 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).
 - 2) The results of all entrance examinations taken by the applicant at Waseda University during the year may become invalid.

(4) Other notices

1. The exam environment

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

- 1) Everyday noise (airplanes; motor vehicles; wind and rain; the sound of air conditioner; coughs, sneezes and sniffles from the other examinees; the distant noise of cell phones, etc.) is sometimes unavoidable. As a general rule, no special treatment will be given to any examinee (or group of examinees) due to any occurrence of "everyday noise".
- 2) In the event that a cell phone or wristwatch rings, vibrates or otherwise causes a disturbance during the exam, and the 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 the exam headquarters.
- 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.

2. 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.

VI. Announcement of Successful Applicants

Test results are announced according to the following schedule: Thursday June 10, 2010

All of those interviewed will receive a list of the examinee's numbers of successful applicants. The list will be sent to the "Mailing Address" specified in the Application Form by EMS or by Simplified Registered Mail, etc. according to the above schedule. As the list will be sent from Japan according to the schedule specified above, it may take several days to arrive depending on where you live.

- * We will not accept inquiries about the results of the examination by telephone, fax, or e-mail.
- * Successful applicants will receive a certificate of acceptance and a guide to the enrollment procedure in addition to the list of successful applicants.

VII. Enrollment Procedure

Complete the enrollment procedure according to the following schedule:

First enrollment procedure (payment of registration fee, school expenses and other fees)	Friday, June 11, 2010 through Wednesday, July 30, 2010
Second enrollment procedure (submission of enrollment documents)	Friday, June 11, 2010 through Wednesday, July 30, 2010

The enrollment procedures consist of the following two steps.

(1) First enrollment procedure (payment of registration fee, school expenses and other fees)

Pay the registration fee (amount equivalent to the entrance fee), school expenses and other fees (for the fall semester of 2010) at the nearest bank (except Yucho Bank) in the period designated above. Successful applicants will be notified of details about the payment, including information about overseas remittance.

(2) Second enrollment procedure (submission of enrollment documents)

Those who have paid the registration fee, school expenses and other fees will receive documents to submit for enrollment. These documents will be sent to the "Mailing Address" specified in the Application Form by EMS or by Simplified Registered Mail, etc. Follow the "Enrollment Procedure Guide" enclosed to complete and submit these documents.

- * As a rule, we do not refund school expenses or other expenses once they are paid. However, if you do not enter the School due to unavoidable circumstances, we may refund school expenses and other fees (for the fall semester of 2010) less the registration fee (amount equivalent to the entrance fee). For more information about the procedure for receiving a refund, refer to the “Enrollment Procedure Guide,” which will be mailed to successful applicants.

VIII. School Expenses and Other Fees (Enrollee of September 2010)

[First year]

(In Japanese yen)

Payment period		Upon entry (Expenses for the fall semester of 2010)	Expenses for the spring semester of 2011	Total
Entrance fee (Registration fee)		200,000	—	200,000
School expenses	Tuition	376,000	378,500	754,500
	Facilities fee	72,500	72,500	145,000
	Basic education enhancement fee	100,000	—	100,000
	Student reading room fee	250	250	500
Association fees	Academic association registration fee	2,000	—	2,000
	Academic association annual fee	750	750	1,500
	Waseda University Student Health Promotion Mutual Aid Association fee	1,500	1,500	3,000
Total		753,000	453,500	1,206,500

Summary

1. Waseda University uses an automatic account transfer system for payment of school expenses and other fees. School expenses and other fees for the spring semester are scheduled to be transferred on May 1. School expenses and other fees for the fall semester are scheduled to be transferred on October 1 in the second and subsequent years. If financial institutions are closed on May 1 or October 1, the account transfer will be processed on the following business day.
2. Enrollment in certain courses may require additional fees. For example, enrollment in health and physical education courses will require an additional sport, field practice fee in the amount of 3,000 to 40,000 yen.

IX. Dormitories

International students admitted through this entrance examination will be offered student dormitories that allow foreign students to interact and live together with Japanese students. Detailed information about the dormitories will be sent to successful applicants.

X. Scholarships

Scholarship programs available for foreign students are as follows. Programs vary every year, therefore the programs introduced below may not be available in the year of your study.

Furthermore, these scholarships are given to privately-financed foreign students. Government-sponsored foreign students and students whose tuition is being paid by a foreign government or scholarship organization will not be eligible to apply for these scholarship programs.

(Prior to enrollment)

Screening for the scholarship listed below will be carried out in line with enrollment screening. Eligible recipients will be notified at the time of announcement of successful applicants or second enrollment procedure. There is no need to submit an application separately.

(In Japanese yen)

Scholarship Program	Eligibility	Scholarship Amount	Duration
Privately Funded International Students Scholarship Scheme	Privately-financed first year foreign students with outstanding scores on the entrance examination	200,000	At the time of enrollment

(After enrollment)

Listed below are scholarships you can apply for after enrolling at Waseda University.

(In Japanese yen)

(1) Scholarships offered by Waseda University

Scholarship Program	Eligibility	Scholarship Amount	Duration
Faculty of Political Science and Economics Scholarship	Students with outstanding performance in the Waseda Political Science and Economics Association essay contest who need financial support	200,000	1 year
Waseda University Partial Tuition-Waiver Scholarship for Privately Financed International Students	Privately funded foreign students with superior scores on the entrance examination or academic records	50%, 40%, or 20% of tuition	1 year
Azusa Ono Memorial Scholarship	Foreign students who need financial support	360,000	1 year
Okuma Memorial Scholarship	Students with outstanding scores on the entrance examination or academic records	1,000,000	1 year
Waseda University's 125th Anniversary Scholarship	Students with excellent academic records	200,000	1 semester
Waseda University's 125th Anniversary, Shintaku Scholarship	Privately funded foreign students from South East/East Asia	500,000	1 year
Waseda University's 125th Anniversary, Ling Rong Dong Scholarship	Students from Taiwan who need financial support	360,000	1 year
Chartered Accountant	Students from Asian countries	500,000	1 year

Scholarship Program	Eligibility	Scholarship Amount	Duration
Tomonkai (Waseda Alumni) Scholarship	who need financial support		
Aeon Scholarship	Students from China, Malaysia, Thailand, Taiwan, Indonesia, Philippine, or Vietnam	120,000/month and tuition	2 years
Waseda Korean Alumni Foundation Scholarship	Students from Korea who need financial support	400,000	1 year
Waseda Korean Alumni Foundation Hyosung Scholarship	Students from Korea with excellent academic records	400,000	1 year

(2) Scholarships offered by other institutions

Scholarship Program	Eligibility	Scholarship Amount	Duration
Honors Scholarship for Privately Financed International Students	Privately funded foreign students with excellent personalities and academic records, who need financial support	48,000/month	1 year or 6 months
The Korean Scholarship Foundation	Students from South or North Korea with excellent personalities and academic records, who need financial support	25,000/month (Undergraduate students)	1 year (extension can be applied for)

*Scholarships details are subject to change.

*There are many other scholarships. Please see the website below for details.

<http://www.cie-waseda.jp/lifeatwaseda/handbook/index.html>

XI. Details on Application Documents

- Download the Application Form and other application documents from the Waseda University School of Political Science and Economics website
【<http://www.waseda.jp/seikei/seikei/english/index-e.html>】 and enter information in the required fields or print out and fill in.
- Before sending, check the documents using the Application Documents Checklist, and enclose the list with the documents in the envelope.
- Do not staple. Clip all documents according to the order of the categories specified in the check list.
- Do not put the documents in a file or a folder.
- Do not use double-side printing when you print the form.

【 Documents to submit 】

Documents that all applicants must present

Note:

- Documents to be submitted should be written in English or Japanese. For documents in other languages, attach a Japanese or English translation notarized by an embassy or another appropriate office.
- For items 2), 3), 4), 5), 6) and 7) bellow, be sure to present original documents. If you cannot submit an original document, ask the Waseda University International Admissions Office, a senior high school or another appropriate office to authenticate a copy of the document with the original before presenting the copy. If the certificate extends over two or more pages, all pages of the certificate will need the school stamp or the signature of the person issuing the document.
- As a general rule, we will not return application documents. However, we will return the originals of documents that can be issued only once (i.e., high school or college diplomas) upon request. Enclose a self-addressed return envelope if you want us to return such documents.

1) Application Form – Page 1

- Complete the Application Form in your own handwriting or type using a PC or word processor in English.
- Even if you have nothing to enter in a field, do not change the format. Give concise descriptions so that they fit in the given pages (4 pages).
- Affix a color photograph of yourself taken on or after December 1, 2009 in the area for affixing pictures on the Application Form. The picture should be 4 cm long and 3 cm wide, borderless, and taken against a plain background. In the picture, you should be looking straight ahead with your head uncovered. Put your name on the back of the picture. Do not submit a picture that might cause difficulty in identifying you at the interview examination. The picture should convey the way you will look at the examination, including your hairstyle, glasses, and the like. Keep

extra copies or the negative of the picture. You may need to provide a copy of this photo during the enrollment procedure. Please be advised that the picture submitted will be used for identifying you on the day of the examination and as the picture on your student identification card after your enrollment. In addition, the picture will also be used for identifying you at the time of various internal procedures and registering your information for various internal web services.

- Enter your e-mail address in the E-MAIL ADDRESS field. Do not enter hotmail and msn e-mail addresses. We may not be able to reply to e-mails sent from a hotmail or msn account.
- Please specify the mailing address you would like us to send the results of document screening and the interview notification by checking either "Above Current Address" or "Above Permanent Home Address" in the "Mailing Address" field of the Application Form.

Application Form – Page 2

- Fill in the details regarding the certificates described in 5) and 6) on pages 18-19 in the "Results of University Entrance Qualification Examinations or Other Standardized Tests" and "English Proficiency" fields.

Application Form – Page 3

- Describe your educational background to date, starting chronologically from elementary school as shown below.

Example)	<u>Paris / France</u>	<u>Waseda Elementary School</u>	<u>September / 1998– June / 2004</u>
	<u>Seoul / Korea</u>	<u>Waseda Junior High School</u>	<u>September / 2004 – June / 2007</u>
	<u>Beijing / China</u>	<u>Waseda High School</u>	<u>September / 2007 – June / 2010</u>

Application Form – Pages 3 and 4

Please list your ACADEMIC HONORS, STUDY ABROAD EXPERIENCE, or PERSONAL AND VOLUNTEER ACTIVITIES in the fields specified in the Application Form and attach proof in English. No undocumented claims will be considered.
Only one item can be entered in the ACADEMIC HONORS and PERSONAL AND VOLUNTEER ACTIVITIES fields. Select one example that you feel is most suitable for each.

- Information to be entered in the ACADEMIC HONORS, STUDY ABROAD EXPERIENCE, or PERSONAL AND VOLUNTEER ACTIVITIES fields is limited to experience acquired after graduating from junior high school or completing the first half of secondary schooling.
- If you fill in the ACADEMIC HONORS field, enclose a copy of the certificate with the form. (The certificate must bear the name of the applicant.)
- If you fill in the STUDY ABROAD EXPERIENCE field, enclose the school certificate and the school transcript issued by the educational institution or copies of such documents with the form.
- If you fill in the PERSONAL AND VOLUNTEER ACTIVITIES field, enclose copies of brochures, articles, certificates or other documents to certify your activities. (The documents must bear the

name of the applicant.)

- Enter the [Ref. No.] that corresponds to the Application Form in the top right corner of the certificates so that they will be sure to correspond to achievements described.

2) Reason for application

- Submit an essay by following the instruction bellow. The essay must be written by the applicant himself or herself.

Write an essay in English of around 1,000 words explaining why you wish to enter the School of Political Science and Economics (PSE), Waseda University. You should use your personal experience as the basis for your essay. Please feel free to describe what you are wishing to learn at the department of PSE to which you are applying and how you are planning to utilize what you learn at PSE in the future.

- Use white A4 or letter-size paper and black ink.
- Prepare your essay on a PC or word processor, using font size 12 and double space.
- Put your name and a title at the top of the essay. Do not write your name or include a photo of yourself in the text.
- Enter “The End” at the end of the essay. If it extends over two or more pages, number the pages.

3) Certificate of graduation/Certificate of expected graduation and 4) Academic transcript

- Submit one of certificates a. to e. below:
 - a. A graduation certificate of the senior high school or a certificate of expected graduation and an academic transcript of the senior high school
 - b. A diploma and an academic transcript of the senior high school
 - c. If you passed a high school equivalency examination in a country other than Japan, present documents certifying the fact and an academic record.
 - d. In some countries, when a student completes a standard 12-year or longer education curriculum, diplomas or graduation certificates are not issued. Instead, standardized tests such as a national examination or a similar examination indicate a person’s qualifications to enter a university. If this situation applies to you, present a certificate of the results of such an examination.
 - e. If you are from a country that employs a system described in “d” above, but you have not taken a standardized test such as a national examination or a similar examination or have not passed such an examination, present a certificate issued by the senior high school you graduated from to prove that you completed a standard 12-year education curriculum.
 - * If you have earned credits at another school or university while studying abroad and they have been recognized as transferable, submit the school transcript of the transferable credits.
 - * If you skipped a certain grade or accelerated to complete a standard education curriculum in less than 12 years and your academic transcript does not specify the grade you skipped or the reason, submit a document prepared by the school indicating

your acceleration.

- * If you have already studied at a college or a junior college, you must submit your academic transcript and a student registration certificate (original) issued by the school, in addition to the above documents

5) Certificate of university entrance qualification examinations/standardized tests: 1 original copy

Details of the university entrance qualification examinations and standardized tests held in some countries and the Examination for Japanese University Admission for International Students (EJU) are shown in **Examples of University Entrance Qualification Examinations and Standardized Tests** below. Please read them carefully.

- Certificates submitted during the application period are valid. (Even if score cards are directly sent from organizations that have administered examinations, those that have arrived during the application period are valid.)
- Even if you have not taken a university entrance qualification examination or a standardized test in your country, you can take such a test provided by a foreign country, and submit the score results. For instance, you can take the SAT Reasoning Test or the ACT Test outside the U.S.
- If you are a high school (secondary school) student at the time of application, and if you cannot submit the results of your country's university entrance qualification examination or another standardized test (during the application period) due to the timing of graduation, please submit SAT Reasoning Test or ACT Test scores.
- If your country does not have a university entrance qualification examination or a standardized test, please submit SAT Reasoning Test or ACT Test scores.
- Your examination subjects must include mathematics. If you have not taken mathematics in the university entrance qualification examination or standardized test held in your own country or mathematics is not offered as an examination subject in your country's university entrance qualification or standardized test, take mathematics in the SAT Reasoning Test or ACT Test and submit the scores.
- The scores must be from within two years of the application. If you took a university entrance qualification/standardized test more than two years ago and cannot submit scores from within two years of the application, you must take one of the exams/tests listed below such as the SAT Reasoning Test (also offered outside of the U.S.) and then submit the scores.

* For details of the SAT Reasoning Test or ACT Test, refer to the "Education system of the United States of America" section bellow.

Examples of University Entrance Qualification Examinations and Standardized Tests

Examination for Japanese University Admission for International Students (EJU)

- You must take the exams given in English (exams taken in Japanese will not be accepted).
- Select the Japan and the World and Mathematics (Course 1 or Course 2) exams.

The Examination for Japanese University Admission for International Students (EJU) is administered by the Japan Student Services Organization (JASSO) to evaluate whether international students who wish to study at the undergraduate level at universities or other such higher educational institutions in Japan possess the Japanese language skills and the basic academic abilities needed to study at those institutions. EJU is administered twice a year (June and November) in Japan and other countries and regions around the world.

Education system of China

- Graduates should submit the results of the National College Entrance Examination (GAOKAO).
- If you are unable to submit the results at the time of application, please submit the results of SAT Reasoning Test or ACT Test (Please refer to the following "Education System of the United States of America" for details about the SAT Reasoning Test and ACT Test). If you are a member of an international class of a high school in China, please submit the results of SAT Reasoning Test or ACT Test.

Education system of Korea

- Submit the results of the College Scholastic Ability Test (CSAT). If you cannot submit CSAT scores, submit the results of the SAT Reasoning Test or ACT Test. (Please refer to the following "Education System of the United States of America" for details about the SAT Reasoning Test and ACT Test.)

Education system of Taiwan

- Submit both 1) and 2).
 - 1) Results of the General Scholastic Ability Test (GSAT) or Department Required Test
 - 2) “大學甄選入學招生 學生個人成績暨排名百分比對照表” prepared by a high school you belong to
 - *Prepare in accordance with the explanation of “在校成績” as described in “大學甄選入學招生簡章”.
- [Items that must be listed]
- 高一及高二各學期之平均成績以及含德行之學業成績
 - 學業成績之總平均
 - 總平均以及各科目的百分比 (表上需註明「全校分數百分比」或是「班級分數百分比」)
- * With regard to “學生個人成績暨排名百分比對照表”, please submit either “全校分數百分比” or “班級分數百分比” issued by a high school in accordance with the standardized rules.

Education system of Singapore

- Submit a certificate of the results of the GCE A-level Examination, conducted by Ministry of Education, Singapore.

Education system of Malaysia

- Submit the results of the STPM (Sijil Tinggi Persekolahan Malaysia) or UEC (United Examination Certificate). Students who have completed or are scheduled to complete a preparatory education curriculum in Japan should submit the results of their SPM and the reason for not submitting STPM results or A-level academic transcripts.

Education system of Indonesia

- Submit the results of the SPMB (Seleksi Penerimaan Mahasiswa Baru) or UAN (Ujian Akhir Nasional). Students studying under the A-level educational curriculum are asked to submit a certificate of the results of their GCE A-level predicted scores

Education System of Vietnam

- Submit the results of the UEE (University Entrance Examination).

Education System of Thailand

- Submit the results of the O-NET (Ordinary National Educational Testing).

Education system of Hong Kong

- Submit the results of the HKALE (Hong Kong Advanced Level Examination).

Education system of the United States of America

- Submit the results of the SAT Reasoning Test (If you ask the College Board to send your test certificate directly to Waseda University, use the Waseda University code: 0837. Only scores under the new SAT Test system will be accepted) or the ACT Test.

Education system of Canada

- Education system of British Columbia
 - Submit an academic transcript that shows the results of the Provincial Exams.
- Education system of Ontario
 - Submit an academic transcript that indicates the successful completion of at least six units of Grade 12 University Preparation (U) courses or University/College Preparation (M) courses.

Education system of the UK

- Submit a certificate of the results of the GCE (One or more A-level subject, or two or more AS-level subjects).

Education system of Germany

- Submit a certificate of the results of the Abitur.

Education system of France

- Submit a certificate of the results of the Baccalaureat.

International Baccalaureate

- Submit an IB Predicted Score or a certificate of the results of final tests of at least six subjects or an academic transcript. (Submit the original copy of your IB diploma if you have passed the examinations.)

Education system of Australia

- Submit a certificate of the results of the Higher School Certificate (HSC), Victorian Certificate of Education (VCE), University Admission Index (UAI) or other 12-grade examinations held by state examination institutions.

Education system of New Zealand

- Submit a certificate of the results of the National Certificate of Educational Achievement (NCEA) Level 3 or the Bursaries.

6) Certificate related to your English ability 1 copy

- Submit the original score card of one of the following tests or its copy authenticated with the

original.

- Scores must be from within two years of the application.
- Scores must be submitted by the deadline.(Even if the score cards are being sent directly from the organization that administered the examination, only those that arrive during the application period are considered valid.)

- TOEFL/iBT or PBT (TOEFL-ITP is not accepted)
(Waseda University code is 9342 when sent directly from ETS.)
- TOEIC (TOEIC-IP is not accepted)
- IELTS (Academic)
- GEPT (General English Proficiency Test)

*If you submit a certificate of university entrance qualification examination/standardized test administered for an educational system in which the first language is English, you are not required to submit a certificate related to your English proficiency.

7) Recommendation letter from the principal or a faculty member of the last school attended: 1 original copy

- Please have the letter written in English or Japanese (please translate otherwise.)
- Use the form designated by Waseda University. If your recommender cannot use the designated form, please submit a letter written in a similar format.
- The letter must be written by the principal or faculty member of the last school (high school or college) attended. A recommendation letter from a language school or a vocational school is not acceptable.
- The letter must be signed and dated by the recommender.
- The date of issue for the recommendation letter must be after February 2009.

If your nationality is not Japanese, present the following documents in addition to documents 1) to 7).

8) Statement of Source of Funds and certificates to prove your ability to pay for school and living expenses for one year

The documents and certificates bellow must be prepared in Japanese or in English. If the bank cannot issue a certificate of deposit balance in English, attach an English translation (have the translation notarized if possible). If the provider of funds prepared a Written Oath for Defraying Expenses in a language other than Japanese or English, attach a Japanese or English translation (have the translation notarized if possible).

- Statement of Source of Funds

In the Statement of Source of Funds, indicate how expenses required during your stay at the School (school and living expenses for one year) will be paid.

* Use the designated form.

- * Please make sure that the statement is signed by the applicant.
- Certificate of the deposit balance of a bank account (only certificates issued during the three months prior to the date of application are valid).

If you plan to depend on allowances from a family member or relative, submit a certificate of the deposit balance of a bank account established in the provider's name. If you plan to pay your school and living expenses on your own, submit a certificate of the deposit balance of a bank account established in your own name.

- * Make sure to submit the original copy.

- * It is desirable that the relevant account contains more than 2 million Japanese yen (currencies other than Japanese yen should be equivalent to at least 2 million yen.)

- * Copies of passbook pages or monthly account statements issued by banks are not acceptable as certificates.

- * Certificates of balances of securities accounts of securities companies (stocks, etc.) are not acceptable as certificates of deposit balances.

- Written Oath for Defraying Expenses

A Written Oath for Defraying Expenses signed by the holder of the bank account used in the certificate of deposit balance is required.

- * Use the designated form.

- * If you name a scholarship as a source of funds in the Statement of Source of Funds, submit a scholarship certificate that specifies the scholarship amount and the scholarship period.

If you are not a legal resident of Japan, present the following documents in addition to documents 1) to 8).
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9) Documents related to application for resident status certificate ("a" through "d." If you are a South Korean national, submit document "e" in addition to "a" through "d.")

- a. Application for a Certificate of Eligibility (CoE)

Use the required forms. If you are Chinese, South Korean or Taiwanese, put your name both in English and Chinese characters.

- b. Curriculum Vitae

Fill out the required form in English.

- c. Photographs

Prepare two photographs identical to the one affixed on the Application Form (put your name on the back). Affix one of them on the application for a CoE.

- d. Copy of your passport

If you have not yet applied for your passport, there is no need to submit one. Please apply for your passport immediately.

- e. Certificate of residence

If you are a South Korean national, submit a certificate of residence or copy of your resident card to authenticate your name written in Chinese characters. Nationals of other countries are not required to present a certificate of residence.

- * As a rule, successful applicants of nationalities other than Japanese must acquire a “College Student” visa after completing the enrollment procedure. To apply for a “College Student” visa, you will need to obtain a CoE from the Tokyo Regional Immigration Bureau of the Ministry of Justice in Japan. Waseda University Center for International Education will apply for a CoE by proxy for students admitted to Waseda University through this admission process. We will send the certificate as soon as we have received it from the immigration bureau. Submit the certificate along with other application documents (such as your passport) to the Japanese embassy or consulate in your country in order to apply for a “College Student” visa.
If you do not submit the necessary documents or submitted documents are incomplete, we will not be able to apply for a CoE for you. If you apply for a CoE or a visa separately (make double applications), we will not be able to support your application. You may be required to submit additional documents by the Immigration Bureau of Japan.
- * Waseda University will assist students only with obtaining “College Student” visas. Applicants must apply for other types of visas on their own.
- * Applicants who are unable to enroll due to changes in circumstances will be requested to return their CoE to Waseda University along with a statement of reason.
- * Be sure not to make multiple applications for CoE. If you make multiple applications, your certificate will not be issued.

“College Student” visa acquisition process [1) → 2) → 3) → 4) → 5) → 6)]

Japanese embassy/Japanese consulate

6) Permission or denial/Visa acquisition ↓ ↑ 5) Visa application

Applicant

1) Submission of required documents/
Remittance of school expenses ↓ ↑ 4) CoE/Letter of acceptance sent

Waseda University Center for International Education

2) Application for CoE on behalf of applicant ↓ ↑ 3) Issuance of CoE

Immigration Bureau under the Ministry of Justice

If you already have a status of residence in Japan, present the following document in addition to documents 1) to 8).

10) Certificate of items stated in your alien register or copies of both sides of your Alien Registration Card

- * If you have a status of residence in Japan other than “Permanent Resident,” “Spouse or Child of Japanese National,” “Spouse or Child of Permanent Resident,” or “Long Term Resident,” change the status of residence to “College Student” on your own after you are accepted by the school, if necessary.

* Applicants who have a status of “Permanent Resident,” “Spouse or Child of Japanese National,” “Spouse or Child of Permanent Resident,” or “Long Term Resident” do not need to submit 10).

**International Admissions Office
Waseda University
(The Japanese and Global Political Economies Course AO
Admission for International Students, School of Political
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