



School of Social Sciences Waseda University

Contemporary Japanese Studies Program AO Admission <for entrance in September 2015>

Application Guidelines

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I. School Year and Number of Students to be Admitted

School Year: Freshman

Number of Students to be Admitted: approximately 20

The School of Social Sciences will admit approximately 20 applicants (freshmen) for the Contemporary Japanese Studies Program (CJSP).

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

*The application for this school does not prevent applicants from applying for other universities or other undergraduate schools of Waseda University.

II. Time of Enrollment

September, 2015

• New students will begin their enrollment on Sunday, September 21, 2015. However, various programs for admission, including briefing sessions, will start in mid-September.

III. Applicant Eligibility

To apply for admission, you must meet one of the requirements below.

Applicants should be recognized as having or exceeding the scholastic abilities required in Section 150 of Japan's Regulations of School Education Law and should meet or be scheduled to meet one of requirements (1) to (3) below by September 20, 2015.

(1) You have completed or are scheduled to complete a 12-year education curriculum outside Japan by September 20, 2015. Or, you have completed or are scheduled to complete that level of education curriculum or equivalent as designated by the Minister of Education, Culture, Sports, Science and Technology. [***See "NOTE" below**]

NOTE:

- In (1) above, those who have completed "a 12-year education curriculum outside Japan" refers to those who have completed elementary and secondary school education through a standard process, whether in Japan or outside it, and who in the end graduated from a foreign secondary educational institution.
- Having completed or being scheduled to complete "the equivalent as designated by the Minister of Education, Culture, Sports, Science and Technology" in (1) above means that you meet one of qualifications a. to c. below, and are 18 years old or older as of September 20, 2015.
 - a. You have passed a qualification exam that proves you are equivalent to or higher in scholastic ability than those who have completed a 12-year school curriculum outside of Japan.
 - b. You have completed a Japanese preparatory education curriculum designated by the Minister of Education, Culture, Sports, Science and Technology after being educated in a country that has a less than 12-year standard elementary and secondary school education curriculum.
 - c. You have completed an international school or a school for foreign students in Japan that is recognized in the foreign country's school education system as being equivalent to or higher than a high school curriculum.

(2) You have been designated as having skills appropriate for this school by the Minister of Education, Culture, Sports, Science and Technology, meet one of the qualifications a. to d. below or are scheduled to meet one by September 20, 2015, and are 18 years old or older as of September 20, 2015.

- a. You hold an International Baccalaureate diploma.
- b. You hold an Abitur diploma.
- c. You hold a Baccalaureate diploma.
- d. You have completed an international school course in Japan accredited by the Minister of Education, Culture, Sports, Science and Technology.

(3) You are 18 years old or older as of September 20, 2015, and recognized through an individual review by Waseda University as being equivalent to or higher than a high school graduate in scholastic ability. **[See “IV. Individual Review of Eligibility” below]**

- 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 filing an application.
- If you have studied at schools both in and outside Japan, there is no requirement set on the periods during which you were registered at the schools. However, certificates of your academic results for the entire period during which you studied at secondary high school or its equivalent must be submitted.
- Applicant eligibility is not decided by nationality or length of period living abroad.

IV. Individual Review of Eligibility

Applicants who are planning to apply with the requirement “(3)” in “III. Applicant Eligibility” are required to apply for an individual review of eligibility before filing an application for admission. Only those who are acknowledged to be qualified based on these reviews will be allowed to apply for admission.

If you require verification of your eligibility, request for eligibility verification before the deadline below. (If you are not sure whether you meet the applicant qualification, inquire at the Waseda University International Admissions Office before the deadline as well.) Please note that your application will not be accepted if you fail to request for eligibility verification before the deadline. Those who are reviewed for qualification are required to have graduated (or are expected to graduate) from a high school course at an educational institution established in Japan with the aim of providing education for non-Japanese students.

Deadline for individual eligibility review	
Those planning to apply for the first application period	October 10 (Fri.), 2014
Those planning to apply for the second application period	February 4 (Wed.), 2015

- If you have graduated or are scheduled to graduate by September 20, 2015, from a school for foreign students in Japan or another similar institution, such as an ethnic school or an international school, that is not covered by Section 1-1 of the School Education Law and is not accredited by the Minister of Education, Culture, Sports, Science and Technology, your qualifications for application will be determined by Waseda University according to this provision.
- For more details, please inquire at the Waseda University International Admissions Office.

V. Application Procedure

(1) Application period:

The application period is divided into two rounds as below.

Application Period (applications must be received by the respective deadlines)	
First Application Period	October 29 (Wed.), 2014 - November 12 (Wed.), 2014
Second Application Period	February 13 (Fri.), 2015 – March 4 (Wed.), 2015

• **Applicants may submit only one application for either the first or second application period (i.e. you cannot apply for both).**

- The screening schedule varies by the application period.
- To complete your application, you need to finish the necessary procedures of the Waseda Online Admissions Application within the respective online application period designated separately from the above “Application Period”. For details, please refer to Chapter V (5) “Application method” (page 11).
- For both first and second application periods, applications must be received by the respective deadlines. We do not accept applications that arrive after the application period for whatever reason including postal delay. Even sent via EMS or other similar courier service, your application may take more than one week to reach us, so please mail your application materials well in advance.
- 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 on page 13. The amount you must pay depends on where you live at the time of application as follows (regardless of nationality):

(In Japanese yen)	
Place of residence at the time of application	Screening fee
Outside Japan	5,000
Japan	35,000

- In some cases, applicants residing outside of Japan may be asked to provide documentary proof of residence.

(3) Payment of screening fee:

Payment methods are as follows:

Method	Acceptability
a. Credit card, China Union Pay, or Alipay	Both inside and outside of Japan
b. Overseas remittance	Only from <u>overseas to Japan</u>
c. Payment at a convenience store	Only <u>in Japan</u>

Please see below for details, and make payment in any of the following methods.

a. Payment by credit card, China Union Pay, or Alipay (online payment) (Payment from both inside and outside of Japan accepted)

Period for paying the screening fee by credit card, China Union Pay, or Alipay	
First Application Period Applicants	October 13 (Mon.), 2014 - November 12 (Wed.), 2014
Second Application Period Applicants	February 5 (Thu.), 2015 – March 4 (Wed.), 2015

To make a payment by credit card or online payment system (China Union Pay or Alipay), please access the online screening fee payment website (<https://e-shiharai.net/ecard>) and complete the required procedure. In the “Category Selection” page of the website, make your selections as follows:

First Selection	September Admissions
Second Selection	School of Social Sciences
Third Selection	September 2015 Admission
Fourth Selection	(In the case of payment from <u>outside of Japan</u>) Contemporary Japanese Studies Program JPY 5,000 [Applicant Residing <u>Outside</u> of Japan]
	(In the case of payment from <u>Japan</u>) Contemporary Japanese Studies Program JPY 35,000 [Applicant Residing <u>in</u> Japan]

After completing the transaction, print out the “Result” page and attach it to the Application Form. For more details, see the instructions on Page 8.

- The payment can be made 24 hours a day, seven days a week, including Saturdays, Sundays, and holidays.
- The payment can be made with a credit card held in the name of a person other than the applicant. However, the applicant’s information must be entered in the “Basic Information” page of the screening fee payment website.

b. Overseas remittance (Payment from overseas to Japan only)

Please follow the procedure below to remit 7,000 yen (the screening fee of 5,000 yen plus the lifting charge of 2,000 yen) / 37,500 yen (the screening fee of 35,000 yen plus the lifting charge of 2,500 yen) from a local financial institution. If the local financial institution requires a separate handling/lifting fee, you must pay the fee in addition to the above remittance. Enclose a copy of the remittance form with your other application documents.

Type	Telegraphic Transfer
Payment Method	Advise and Pay
Bank Transfer Fee	Payer's Responsibility
Lifting Charge	Payee's Account
Amount	Screening Fee plus a Bank Transfer Fee: 1) Total of 7,000 yen for an applicant residing outside Japan (a screening fee of 5,000 yen plus a bank transfer fee of 2,000 yen) 2) Total of 37,500 yen for an applicant residing in Japan (a screening fee of 35,000 yen plus a bank transfer fee of 2,500 yen). <u>(If the local bank requires a separate handling fee, you must pay the handling fee in addition to the above remittance.)</u>
Purpose	Screening fee
Remittance Destination	Bank name The Bank of Tokyo-Mitsubishi UFJ, Ltd Branch name EDOGAWABASHI BRANCH Account number 0035967KAH Account holder Waseda University Bank address 1-48-13, SEKIGUCHI, BUNKYO-KU, TOKYO 112-0014, JAPAN Swift code BOTKJPJT

[Important] Be sure to enter "Screening Fee" in the "Purpose of Remittance" field, the following two-digit school code, and the applicant's name in the "Message to Payee" field.

School code of the School of Social Sciences	18
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c. Payment at a convenience store (Payment in Japan only)

Period for paying the screening fee from a convenience store	
First Application Period Applicants	October 13 (Mon.), 2014 - November 12 (Wed.), 2014
Second Application Period Applicants	February 5 (Thu.), 2015 – March 4 (Wed.), 2015

Please pay the screening fee at a convenience store near you.

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” (<https://e-shiharai.net/>) [Japanese only] on the Internet. After making the payment, detach the “Certificate of Payment of the Screening Fee” on the Screening Fee Handling Description, paste it to the designated space (“Screening Fee Payment Certificate”) on the Application Form, and submit it. Check the details on screening fee payment method on page 9.

- The payment can be made 24 hours a day, seven days a week, including Saturdays, Sundays, and holidays. However, please note that the application via the website will end at 23:00 on the last day of the payment period. Similarly, you will not be able to make a payment at a convenience store after 23:30 on the last day of the payment period.
- If the family member or the acquaintance of applicant conducts the procedure for the applicant, the family member or acquaintance must enter the applicant's information.

Waseda University

Examination Fee Payment by Credit Card, Union Pay, and Alipay

24 hours a day, 365 days a year, you can pay anytime! Easy, Convenient and Simple!

You can pay the Examination Fee by using Credit Card, Union Pay, and Alipay.



Web Application - Online Transaction

Access

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



You can access from our website too!

1. Top Page

Click "Examination Fee".

2. Terms of Use and Personal Information Management

Please read the Terms of use and Personal Information Management.
Click "Agree" button located in the lower part of this page if you agree with these terms.
Click "Not agree" button located in lower part of this page if you do not agree with these terms.

3. School Selection

Click "Waseda University".

4. School Information

Read the information carefully and click "Next".

5. Category Selection

Choose First to Fourth Selection and click "Add to Basket".

6. Basket Contents

Check the contents and if it is OK, click "Next".

7. Basic Information

Input the applicant's basic information.
Choose your credit card and click "Next".

Paying with Credit Card

Input Credit Card Number (15 or 16-digits), expiration date and security code.

All of your application information is displayed.
Click "Confirm" to verify.

Click "Print this page" button and print out "Result" page.

Paying with Union Pay, Alipay

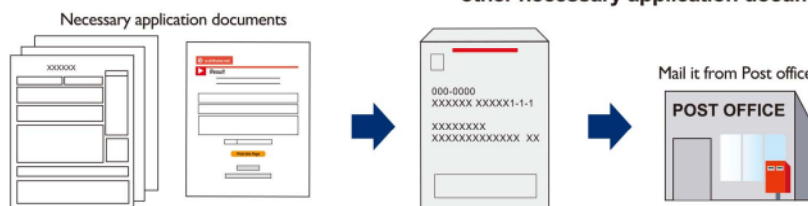
Follow the onscreen instructions to complete the card payment.

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

Please write down the "Receipt Number" given when you complete your application, and enter your "Payment Method", "Receipt Number" and "Birth Date".
Please make sure your printer is ready.

Please print out the "Payment Inquiry - Inquiry result" page.

Enclose the printed "Result" page in an application envelope with other necessary application documents.



[NOTICE/FAQ]

- During the payment periods and application periods specified in the application guidelines, you can make payment anytime. Please consult the application guidelines and complete payment in time for the application period.
- On the last date of the payment period, please complete the transaction by 11:00pm Japan time.
- It is possible to use a card which carries a name different from that of the applicant. However, please make sure that the information entered in the Basic Information page is the applicant's information.
- If you did not print out the "Result" page, you can display it later on the Application Result page. Please enter "Receipt Number" and "Birth Date" to redisplay.
- Please contact the credit card company if your card is not accepted.

■ Payment Commission

There is a fee for this payment transfer service, which applicants must pay in addition to the entrance exam fee.

Entrance exam fee	Payment Commission
~ 29,999 yen	555 yen
30,000 yen ~ 49,999 yen	987 yen
50,000 yen ~ 69,999 yen	1,420 yen
70,000 yen ~ 99,999 yen	1,800 yen
100,000 yen ~ 199,999 yen	2,037 yen
200,000 yen ~ 299,999 yen	2,571 yen
300,000 yen ~	4,320 yen

For questions or problems not mentioned here, please contact :

E-Service Support Center Tel : +81-3-3267-6663 (24 hours everyday)

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, Ministop, FamilyMart, Seven-Eleven, Circle K or Sunkus store.

- Before going to the convenience store, you will need to obtain an application number which you can get from going online on either your cellphone or computer. This number will be required when you make your payment.



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



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

If you input the wrong information when trying to obtain your application number, please start again from the beginning and make your payment. If you are not able to make the required payment before the due date you will receive this deadline upon completing the online application, all the information you had input will be canceled automatically.

2 Convenience Store Payment

●The application fee cannot be paid through an ATM. Be sure to make your payment at the cash register.

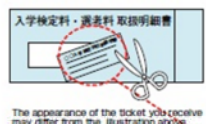
SEVEN-ELEVEN	CIRCLE K or SUNKUS	LAWSON or MINISTOP	FAMILYMART
<p>Paying at SEVEN-ELEVEN [13-digit Payment Slip Number] 払込票番号</p> <p>Tell the counter staff that you want to make an "Internet shiharai." Then provide your Payment [払込票番号] Payment Slip Number</p> <p>※If a payment slip is not printed out, just tell your number to the counter staff.</p> <p>A multifunction copier can not be used to make payment.</p>	<p>Paying at CIRCLE K or SUNKUS [11-digit Online Transaction Number] オンライン決済番号</p> <p>Use the CIRCLE K ステーション KARUWAZAKI STATION or SUNKUS information terminal ※If the terminal is not installed in the store, just tell your "Online Transaction Number" to the counter staff.</p> <p>Select the "各種支払い" button on the touch screen</p> <p>Touch the "オンライン決済番号を入力して支払い" option Enter your Online Transaction Number to make a payment.</p> <p>Enter your [オンライン決済番号] Online Transaction Number</p>	<p>Paying at LAWSON or MINISTOP [11-digit Customer Number] お客様番号 [4-digit Verification Code] 確認番号</p> <p>Use the Lawson information terminal Loppi</p> <p>Touch the "各種サービスメニュー" option Various Service Menus</p> <p>Select the "各種代金・料金支払い" button on the touch screen All Payments</p> <p>Touch the "各種代金お支払い" option All Payments</p> <p>Touch "マルチペイメントサービス" Multi-Payment Service</p> <p>Enter your [お客様番号] [確認番号] Customer Number Verification Code</p>	<p>Paying at FamilyMart [11-digit Customer Number] お客様番号 [4-digit Verification Code] 確認番号</p> <p>Use the FamilyMart information terminal FamiPort</p> <p>Select the "代金支払い" button on the touch screen All Payments</p> <p>Touch the "各種代金お支払い" option All Payments</p> <p>Enter your [お客様番号] [確認番号] Customer Number Verification Code</p>
<p>●Make the payment at the register.</p> <p>●Receive an Application Fee Statement. Detach the Certificate of Payment (receipt) portion.</p>	<p>●Loppi, FamiPort, or Karuwaza Station issues a funds transfer receipt. You will need to take this to the cash register within 30 minutes and make the actual payment.</p> <p>●Receive an Application Fee Statement. Detach the Certificate of Payment (receipt) portion.</p> <p>* Design and layout of the touch screen buttons is subject to change without notice.</p>		

3 Application

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

●Seven-Eleven

Detach the receipt portion of the Exam Fee Statement and affix it to the application packet in the designated location. Hold onto the proof of bank transfer for your records.



The appearance of the ticket you receive may differ from the illustration above.

●Circle K ●Sunkus

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



●Lawson ●Family Mart ●Ministop

Detach the receipt portion (Certificate of Payment) of the Application Fee Statement and affix it to the application packet in the designated location. Hold onto the remainder of the Fee Statement ("Applicant's Copy" portion) for your records.



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

Attach Your Receipt (Certificate of Payment) to the Application

※When attaching the certificate of payment, be sure to use glue which is suitable for use with thermal paper and pressure-sensitive paper. Please check the glue label.

- Be sure to complete your convenience store payment before the time limit expires. All the payment information you entered will be deleted automatically if the payment is not completed before the deadline.
- Please note: After application fee payment has been made at any of the above shops, refund is not possible.
- Please double-check the application deadline in your application guide. Post your payment early enough to be sure it is received in time.

■Payment Commission

(transfer fee charged by all participating stores)

There is a fee for this payment transfer service, which applicants must pay in addition to the entrance exam fee.

The payment commission is as the same at all participating stores.

convenience stores:	Entrance exam fee ¥29,999 or less	420 yen
	Entrance exam fee ¥30,000 or more	630 yen

Questions about paying your entrance exam fees at convenience stores? Please visit:

Note: Convenience store staff cannot answer questions about the service.

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

(4) Screening Fee Waiver Program for Applicants from Specified Countries:

Waseda University provides a screening fee waiver program for applicants from specified countries. Eligible applicants are required to read the instructions in the following sections and submit requests along with their application documents.

1) Outline

Applicants who wish to be admitted into an undergraduate school or graduate school of Waseda University are eligible to apply for a screening fee waiver if they reside in one of the countries designated by Waseda University AND hold nationality of one of those countries.

2) Eligibility

The following conditions must be fulfilled:

- a. The applicant must reside in one of the countries classified as "Least Developed Countries" or "Other Low Income Countries" in the list of ODA recipients as published by OECD/DAC AND hold nationality of one of those countries (the applicant's country of residence and nationality do not necessarily have to be identical).
 - For the list of eligible countries, refer to "Eligible Countries" below.
 - Applicants residing in Japan are not eligible.
- b. Applicants with dual nationality are only eligible if both nationalities are included in the list of eligible countries described in a. above.

3) Procedures

When applying to an undergraduate school or graduate school of Waseda University, please enclose the following documents with the other application documents instead of the certificate of payment for the screening fee (copy of the remittance form etc.). The application for the screening fee waiver program must be made along with the application for admission. Applications made afterward will not be accepted under any circumstances.

- a. Application Form for Screening Fee Waiver
- b. Copy of passport (including all details of the applicant)

- Applicants who apply for the screening fee waiver program are not required to pay the screening fee. However, if payment was made before the application for the screening fee waiver program, the screening fee will not be reimbursed.
- In the event that the applicant is found to be ineligible for the screening fee waiver program or have made a false claim, the application for admission to Waseda University itself might be revoked immediately.

[Eligible Countries]

Afghanistan, Angola, Bangladesh, Benin, Bhutan, Burkina Faso, Burundi, Cambodia, Central African Rep., Chad, Comoros, D. P. R. Korea, Democratic Republic of the Congo, Djibouti, Equatorial Guinea, Eritrea, Ethiopia, Gambia, Guinea, Guinea-Bissau, Haiti, Kenya, Kiribati, Kyrgyz Rep., Laos, Lesotho, Liberia, Madagascar, Malawi, Mali, Mauritania, Mozambique, Myanmar, Nepal, Niger, Rwanda, Samoa, Sao Tome and Principe, Senegal, Sierra Leone, Solomon Islands, Somalia, South Sudan, Sudan, Tajikistan, Tanzania, Timor-Leste, Togo, Tuvalu, Uganda, Vanuatu, Yemen, Zambia, Zimbabwe

(5) Application method:

To apply for admission, you must complete both steps 1 & 2 (procedure using the Waseda Online Admissions Application - the “online application system” hereafter) and step 3 (submission of application documents via post) by the deadline. If you fail to complete all of the steps, your application procedure is not considered complete.

OVERVIEW OF THE APPLICATION PROCEDURE:

Below is an overview of the application procedure. You need to finish all of the following steps by the application deadline.

Step 1: Create an Online Application System Account

Access the following website and register your ID (E-mail address), personal information, etc.

URL: <https://www.apply.waseda.jp/>

Step 2: Prepare and Print the Application Form via the Online Application System

- Select your admission category and enter required information.
- Print the Application Form reflecting the information you have entered online.

[Online Application Period]

First Application Period: October 13 (Mon.), 2014 - November 12 (Wed.), 2014*

Second Application Period: February 5 (Thu.), 2015 – March 4 (Wed.), 2015 *

- For both first and second application periods, the online system will open at 9:00 AM (JST) on the first day of the application period and close at 10:00 AM (JST) on the last day of the application period.

Step 3: Submit the Application Documents by Mail

Submit the application form printed in Step 2 and other application documents by mail to the International Admissions Office, Waseda University.

[Application Period]

First Application Period: October 29 (Wed.), 2014 - November 12 (Wed.), 2014*

Second Application Period: February 13 (Fri.), 2015 – March 4 (Wed.), 2015*

- Application documents must be received by the application deadline.

NOTE:

You do not have to create a new account again if you have created an online application system account already in order to apply to Waseda University for admission (your account is valid for one year from the date of creation). Use your existing account for preparing and printing the Application Form for SSS CJSP AO Admission.

Step 1: Create an Online Application System Account

Access the URL below. Then, following the onscreen instructions, enter the required information to create an account for using the online application system.

<https://www.apply.waseda.jp/>

Step 2: Prepare and Print the Application Form via the Online Application System

Sign in to your online application account and prepare and print the Application Form for SSS CJSP AO Admissions by following the onscreen instructions. You can prepare and print the Application Form via the online application system only during the “Online Application Period” (the period during which the Application Form can be prepared and printed online) below.

Online Application Period	
First Application Period	October 13 (Mon.), 2014 - November 12 (Wed.), 2014 The online system will open at 9:00 AM (JST) on October 13 (Mon.), 2014 and close at 10:00AM (JST) on November 12 (Wed.), 2014.
Second Application Period	February 5 (Thu.), 2015 – March 4 (Wed.), 2015 The online system will open at 9:00AM (JST) on February 5 (Thu.), 2015 and close at 10:00AM (JST) on March 4 (Wed.), 2015.

NOTE:

After the online application deadline, you will not be able to prepare and print the Application Form, thus please make sure to do so during the online application period. Even if you prepare and print the Application Form during the online application period, your application procedure will not be considered complete unless all of the application documents including the Application Form reach the International Admissions Office, Waseda University by mail before the deadline for application documents.

Step 3: Submit the Application Documents by Mail

Enclose all application documents (including the Application Form prepared online) in an envelope and send them to the following address by, if mailing from within Japan, Simplified Registered Mail (or Simplified Registered Express Mail when the application deadline is near) from a post office. If mailing from outside Japan, you may use an international courier service.

- On the envelope, write SSS CJSP AO Admission Application
- For both first and second application periods, applications must be received by the respective deadlines. We do not accept applications that arrive after the application period. Even sent via EMS or other similar courier service, your application may take more than one week to reach us, so please allow yourself sufficient time to mail your application materials.
- 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. You can also find out whether your application has been received by the International Admissions Office, Waseda University by checking the “Update Your Application” page of the online application system (please note that it might take a couple of days after the arrival of your application packet for the status of your application documents to be reflected on the page).
- 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:]

SSS CJSP AO Admission Application

International Admissions Office, Admissions Center 1st floor, bldg. 1, Waseda University

1-6-1, Nishi-Waseda, Shinjuku-ku, Tokyo, 169-8050, Japan

Tel: +81-3-3204-9073 Fax: +81-3-3204-9464

(6) Application documents:

Page 22 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.

(7) Notes on application:

- The application procedure cannot be considered complete unless all of the application documents (including the Application Form prepared online) are submitted by mail and received by the International Admissions Office, Waseda University before the end of the application period (If you completed only one of the two steps - the preparation of the Application Form online and the submission of application documents by mail - your application procedure is not considered complete).
- If you submitted a certificate to demonstrate that you are expected to meet the qualification to enter Waseda University in order to meet the applicant eligibility stated in the application guidelines at the time of application, you will be required to submit a certificate to certify that you have indeed met the requirement before enrollment. You will not be allowed to enter Waseda University even if you pass the entrance examination unless you submit such certificate.
- Application documents must be complete for you to qualify to be screened. If we contact you concerning your application, please follow our instructions immediately.
- You may be deemed to have committed a dishonest act if you falsified, fabricated, or plagiarized a document, material information submitted in your application. In such case, any decision taken on your application may later be invalidated, and the application documents submitted and screening fee will not be returned.
- As a general rule, application documents and screening fees are not returned. However, a full screening fee will be refunded if you fall into one of the categories below.
 - 1) You paid a screening fee, but failed to submit the required application documents.
 - 2) You paid a screening fee, but submitted application documents after its deadline.
 - 3) You paid a screening fee and submitted application documents, but application was rejected before screening due to the following reasons.
 - a. The submitted application materials are not complete enough to meet the application requirements.
 - b. You do not meet all the eligibility criteria.
- * If you fall into one of the categories above, please contact the Waseda University International Admissions Office.
- * Any handling fees which may be incurred for refund must be paid by the applicant.
- If there is a change of address, telephone number, or e-mail address after application, promptly notify the Waseda University International Admissions Office (please note that you cannot change your applicant information online once you finalize your application form). Also, if you inform Waseda University that you have changed your address, telephone number or e-mail address just before Waseda University is scheduled to send you your examination documents (e.g. the examination admission card), Waseda University may already have sent to the old address. Please make sure to notify the university of the change as early as possible.

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

Handling of personal information:

Waseda University utilizes applicant information (addresses, names, and dates of birth, etc.) collected at the time of application in order to carry out operations such as the entrance examination, announcement of 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 cases, 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.

VI. Screening Methods and Schedule

• Screening Methods:

Document review and interview (Interview is done only for those who passed the document review)

(1) Document Review Results and Invitation to Interview:

Applicants are screened based on their application documents. Emphasis will be placed upon results of university entrance qualification examinations/standardized tests/Examination for Japanese University Admission for International Students (EJU), and English proficiency tests in the document review.

Based on the application period, the results of document review will be sent to all applicants at their “Mailing Address” specified on the Application Form by EMS or by Simplified Registered Mail, etc. Notification will be sent from Japan and it may take several days or over a week 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. However, in some cases, the examination 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.

(2) Interview:

1) Interview method:

The interview will be conducted in English via a teleconference system or in person.

NOTE:

- Your interview date and time will be specified by Waseda University. You may not change your interview schedule under any circumstances. Please make sure to keep your schedule open for all of the four days.
- Interview date and time will be notified in the invitation in addition to the document review result.
- You may be required to take a writing test (e.g. an essay in English) on the day of the interview depending on the document review result. If it is necessary for you to take the test, you will be notified of the details in advance.

2) Interview location:

Applicants who pass the document review will be notified of the time and location of their interview by mail. Please make sure to select your preferred interview location in advance (ONE LOCATION ONLY) on “Step 6” in the Waseda Online Admissions Application.

<Planned Interview Locations>

• Tokyo (Waseda Campus of Waseda University)	• Bangkok (Waseda Education Thailand)
• Beijing (Waseda University Beijing office)	• Jakarta (KDDI Indonesia)
• Shanghai (Waseda University Shanghai office)	• San Francisco (Waseda University San Francisco office)
• Taipei (Waseda University Taipei office)	• New York (Waseda University New York office)
• Seoul (KDDI Korea)	• Bonn (Waseda University Europe Center)
• Singapore (Waseda University Singapore office)	

NOTE:

- 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.
- You cannot have an interview at any locations other than those specified by the Waseda University. Interviews at home, high school or embassy etc. cannot be accepted.
- Please 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.

• Screening Schedule:

Based on the application period, screening is scheduled as follows:

	Application Period (Applications must be received by the respective deadlines)	① Announcement of Document Review Results and Notification of Interview	② Interview (Local time)	Announcement of Successful Applicants
First Application Period	October 29 (Wed.), 2014 - November 12 (Wed.), 2014	December 19 (Fri.), 2014 • Document review results will be <u>mailed out on this day</u> . This is not the date you will receive the results. • Document review results are not announced on the website.	January 10 (Sat.), 11 (Sun.), 17 (Sat.), and 18 (Sun), 2015 • One of the dates above	February 12 (Thu.), 2015 • Final screening results will be <u>mailed out on this day</u> . This is not the date you will receive the results.
Second Application Period	February 13 (Fri.), 2015 - March 4 (Wed.), 2015	April 17 (Fri.), 2015 • Document review results will be <u>mailed out on this day</u> . This is not the date you will receive the results. • Document review results are not announced on the website.	May 9 (Sat.), 10 (Sun.), 16 (Sat.), and 17 (Sun), 2015 • One of the dates above	May 25 (Mon.), 2015 • Final screening results will be <u>mailed out on this day</u> . This is not the date you will receive the results.

(3) Test-taking Guidelines:

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 any of the document(s), statement(s), or information submitted for your application.
2. Your actions may be considered dishonest if you do any of the following acts:
 - 1) Cheating (concealing or glancing at a cheat sheet or reference book during the examination, glancing at another examinee's answer sheet, or gaining answers from others)
 - 2) Providing benefits to other examinees (providing them with answers etc.) during the examination
 - 3) Keeping your cell phone with you or using it during the examination
 - 4) Letting your cell phone or wristwatch emit noise (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 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
3. The following responses may be taken if an applicant is suspected of committing a dishonest act:
 - 1) A supervisor may warn or question the applicant.
 - 2) The applicant may be requested to take the examination in another room.
4. 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:

- 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 supervisor 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.

- Unforeseen problems that are beyond human control:

In cases of unforeseen circumstances that are beyond human control, such as a 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.

Requests for Applicants:

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

VII. Announcement of Successful Applicants

●Method for Announcement of Successful Applicants:

(1) Notification by mail

The list of examinee's numbers of successful applicants will be sent to the interviewees' "Mailing Address" specified on the Application Form by EMS or by simplified registered mail on the date of the announcement of successful applicants. As the list will be sent from Japan, it may take several days or over a week to arrive depending on where you live.

(2) Website:

Examinee's numbers of successful applicants will be posted on the School of Social Sciences website (<http://www.waseda.jp/ss/en/index.html>) according to the following schedules:

NOTE:

- Announcement on the website is meant to supplement the notification by mail. Please make sure to verify your final result by the notification sent by mail.
- 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 the handbook on entrance procedures.

●Final Announcement of Successful Applicants:

Based on the application period, successful applicants will be announced in the following schedule:

Announcement of Successful Applicants	
First Application Period	February 12 (Thu.), 2015
Second Application Period	May 25 (Mon.), 2015

VIII. Enrollment Procedure

Complete the enrollment procedure according to the following schedules:

Enrollment Procedure Period	
First Application Period	February 12, 2015 (Thu.), 12:00 JST - March 13, 2015 (Fri.)
Second Application Period	May 25, 2015 (Mon.), 12:00 JST - June 19, 2015 (Fri.)

The enrollment procedure consists of the following two steps.

(1) Payment of Admission Fee, School Expenses and Other Fees:

Remit the Admission Fee (equivalent to the Registration Fee), School Expenses and other fees (for the fall semester of 2015) in the period designated above. Relevant details including the instructions on how to remit the fees from overseas will be sent to successful applicants.

(2) Submission of Enrollment Documents

Successful applicants will receive documents to submit for enrollment. These documents will be sent to the “Mailing Address” specified on the Application Form by EMS or by Simplified Registered Mail, etc. Follow the “Guide to Enrollment Procedures” enclosed to complete and submit these documents during the designated period above.

NOTE:

- As a rule, we do not return submitted documents or refund Admission Fee, School Expenses and other fees (for the fall semester 2015). However, if you do not enter Waseda university due to unavoidable circumstances, or fail to meet the entrance qualification prior to enrollment, we may refund only the School Expenses for the fall semester (but not the Admission Fee). For more information about the procedure for receiving such refund, refer to the handbook on enrollment procedures mailed to successful applicants.
- If you have been accepted by one of the undergraduate schools at Waseda University and completed the payment of Admission Fee, School Expenses and other fees to that school and are later accepted by another one which you prefer to enter, you can enter the preferred undergraduate school and request to have the amount you have already paid transferred to that school. However, this procedure can be done only when the enrollment procedure periods of the two schools do not overlap in the same academic year AND the date of enrollment of both schools is exactly same. For more information about the procedure, please refer to the handbook on enrollment procedures mailed to successful applicants.

IX. School Expenses and Other Fees

[First year]

(In Japanese yen)

Payment period		Upon entry (Expenses for the fall semester of 2015)	Expenses for the spring semester of 2016	Total
Admission Fee (Registration Fee)		200,000	-	200,000
School Expenses	Tuition	388,500	391,000	779,500
	Educational Environment Improvement Fee	90,000	90,000	180,000
	Laboratory Work Fee	43,810	-	43,810
	Global Education Fee	35,000	35,000	70,000
	Student Reading Room Fee	400	400	800
Association Fees	Academic Association Registration Fee	1,000	-	1,000
	Academic Association Annual Fee	500	500	1,000
	Waseda University Student Health Promotion Mutual Aid Association Fee	1,500	1,500	3,000
Total		760,710	518,400	1,279,110

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. Student Reading Room Fee and Association Fees are subject to change.

3. Some specific courses may require separate fees for field work.

Ex: Sport, Field Practice Fee 1,500 - 40,000 yen ... For Health and Physical Education courses.

Teacher Training Course Auditing Fee 10,000 yen ... For teaching licenses.

Librarian Training Course Auditing Fee 7,000 yen ... For librarian certification (including certification for school librarians)

4. The School Expenses and other fees required for the second and subsequent years include tuition, Educational Environment Improvement Fee, Global Education Fee and Waseda University Student Health Promotion Mutual Aid Association Fees (student health insurance fee). In addition, 40,000 yen for the Alumni Association Membership Fee (for 10 years after graduation) is required in the fourth year.

- If you are currently enrolled in, graduated from, completed, or withdraw from an undergraduate, graduate, or specialized program of Waseda University, you are not required to pay the Admission Fee (equivalent to registration fee). For more information, please refer to the handbook on enrollment procedures sent to successful applicants or contact the Waseda University International Admissions Office.

X. Dormitories

By completing the required application procedure and passing the screening, students admitted through this entrance examination, if they choose, will be able to live in student dormitories. For detailed information about the dormitories, refer to the following website;

<http://www.waseda.jp/rlc/eng/index.html>

XI. Scholarships

Scholarship programs available for international students are as follows. Programs vary every year, therefore the programs introduced below may not be available in the year of your study. These scholarships are given to privately-financed international students. Government-sponsored international 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.

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

(1) Scholarships offered by Waseda University:

Scholarship Program	Eligibility	Scholarship Amount	Duration
Waseda University Partial Tuition-Waiver Scholarship for Privately Financed International Students	Privately funded international students with superior scores on the entrance examination or academic records	Amount equivalent to the tuition for the fall semester	
Azusa Ono Memorial Scholarship	Privately funded international students who need financial support	300,000	1 year

(2) Scholarships offered by other institutions:

Scholarship Program	Eligibility	Scholarship Amount	Duration
Monbukagakusho Honors Scholarship for Privately Financed International Students	Privately funded international students with excellent personalities and academic records, who need financial support.	48,000/month	1 year or 6 months

NOTES:

- 1) Scholarships details are subject to change.
- 2) For more information about scholarships, please see the website below for details.
<http://www.cie-waseda.jp/en/lifesupport/scholarships/>

For scholarships for students in other categories (Japanese nationals, permanent residents, long-term residents, or spouses of Japanese nationals or permanent residents), refer to the following website (available in Japanese only):

<http://www.waseda.jp/syogakukin/index.html>

XII. Details on Application Documents

- Prepare and print out the Application Form online via the Waseda Online Admissions Application (the “online application system” hereafter). Download the other application documents (format designated) from the Waseda University the School of Social Sciences CJSP website and enter information in the required fields or print out and fill in (URL: <http://www.waseda.jp/ss/en/applicants/cjsp/admissions/>).
- Before sending, check the documents using the Application Documents Checklist, and enclose the list with the documents in the envelope.
- Do not staple. Attach all documents with a clip 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 attach any sticky note to your application documents.
- Do not use double-side printing when you print the form.

Documents all applicants must present

(1) Application Form:

Preparing and Printing the Application Form Online:

Following the onscreen instructions, enter the required information in each of the pages (Step 1 through 5) and print out the Application Form.

STEP 1 Personal Details	<p>Information entered here will appear in “Personal Information” of your Application Form (page 1)</p> <ul style="list-style-type: none">• The information registered at the time of account creation will be automatically entered. Please review the information to check if they are correct.• <u>You cannot change the name, date of birth, and gender that you registered. Please contact woaa-iao@list.waseda.jp if you need to change them.</u>• As we will be using the e-mail address registered in this section for contacting you regarding your application, please be sure to check your e-mail regularly and please notify Waseda University International Admissions Office when you change your e-mail address.									
STEP 2 Test Information	<p>Information entered here will appear in “Test Information” of your Application Form (pages 2-3)</p> <ul style="list-style-type: none">• For details of English proficiency test scores and results of university entrance qualification examinations & other standardized tests, refer to pages 27-31.• If you have taken the SAT Reasoning Test multiple times, <u>choose your best score (the sitting with the highest total score)</u> and enter the information.• For university entrance qualification examinations and standardized tests other than SAT Reasoning Test, enter the information in the “Other University Entrance Qualification Examinations/Standardized Tests” field.									
STEP 3 Educational Background	<p>Information entered here will appear in “Education Background” of your Application Form (pages 2)</p> <ul style="list-style-type: none">• Enter your educational background to date, starting chronologically from elementary school as shown below. <p>Example:</p> <table><tr><td>Tokyo / Japan</td><td>Waseda Primary School</td><td>September / 2003– June / 2009</td></tr><tr><td>Seoul / Korea</td><td>Waseda Junior High School</td><td>September / 2009 – June / 2012</td></tr><tr><td>Beijing / China</td><td>Waseda High School</td><td>September / 2012 – June / 2015</td></tr></table>	Tokyo / Japan	Waseda Primary School	September / 2003– June / 2009	Seoul / Korea	Waseda Junior High School	September / 2009 – June / 2012	Beijing / China	Waseda High School	September / 2012 – June / 2015
Tokyo / Japan	Waseda Primary School	September / 2003– June / 2009								
Seoul / Korea	Waseda Junior High School	September / 2009 – June / 2012								
Beijing / China	Waseda High School	September / 2012 – June / 2015								

<p>STEP 4 Studying Abroad Experience</p>	<p>Information entered here will appear in “Studying Abroad Experience” of your Application Form (page 3)</p> <ul style="list-style-type: none"> • Please enter the required information if you have any study abroad experience (<u>limited to experience acquired after graduating from junior high school or completing the first half of secondary schooling</u>) which you would like to highlight (up to three entries). • <u>Enclose the school certificate and the school transcript issued by the educational institution or copies of such documents.</u> Only documents issued in English or Japanese are acceptable. For documents in other languages, attach a translation in English (no notarized translation is necessary). Write “Study Abroad Experience” on the top right margin of the documents.
<p>STEP 5 Academic Honors & Personal and Volunteer Activities & Interview Location & Questionnaire</p>	<p>Information entered here will appear in “Academic Honors”, “Personal and Volunteer Activities”, “Interview Location” and “Questionnaire” of your Application Form (pages 3-4)</p> <ul style="list-style-type: none"> • If applicable, please list and describe your ACADEMIC HONOR or PERSONAL AND VOLUNTEER ACTIVITIES in the appropriate fields (up to 150 words). <u>Only one item</u> can be entered in the ACADEMIC HONORS and PERSONAL AND VOLUNTEER ACTIVITIES fields. <u>Select one example that you feel is most suitable for each.</u> • Please note that your entries will be considered invalid if you do not follow the specifications described here (e.g. entering more than one item). • Information to be entered in the fields is <u>limited to experience acquired after graduating from junior high school or completing the first half of secondary schooling.</u> • Attach the proof in English or Japanese for each of the items (<u>only one proof document per item</u>) you have listed in the ACADEMIC HONORS or PERSONAL AND VOLUNTEER ACTIVITIES fields. For documents in other languages, attach a translation in English (no notarized translation is necessary). No undocumented claims will be considered. • If you fill in the ACADEMIC HONORS field, <u>enclose a copy of the certificate with the form. The certificate must bear the name of the applicant.</u> Write “ACADEMIC HONORS” on the right top corner of the document. <u>Only one proof document can be submitted. A photograph cannot be considered a valid proof document.</u> • If you fill in the PERSONAL AND VOLUNTEER ACTIVITIES field, <u>enclose a copy of a document to certify your activities (a brochure, article, certificate and so on). The document must bear the name of the applicant.</u> Write “PERSONAL AND VOLUNTEER ACTIVITIES” on the right top corner of the document. <u>Only one proof document can be submitted. A photograph cannot be considered a valid proof document.</u>

After Printing out the Application Form:**1) Affix Photograph:**

- Affix a color photograph of yourself taken within three months of the time of your application 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. Photo on the Application Form will be used for your student ID card after enrollment.
- Please keep 3 additional copies of the photo as you will be required to submit them at the time of enrollment procedures.

2) Complete the Remaining Sections by Hand:

- If you have a name in Chinese characters, please enter it in “Name in Chinese Characters” (page 1) by hand. If you know how to write your name in *katakana*, please enter it in “Name in Katakana” (page 1) by hand.

NOTE:

- For items (2), (3), (4), (5), (6) and (7) below, be sure to present original documents. If you cannot submit an original document, ask the Waseda University International Admissions Office, your senior high school or another appropriate office officially approved by the government 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.

(2) Reason for application:

Submit an essay by following the instructions below. 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 Social Sciences (SSS), 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 SSS to which you are applying and how you are planning to utilize what you learn at SSS in the future.

NOTE:

- Use white A4 or letter-size paper and black ink.
- Prepare your essay on a PC, 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:

Submit a certificate proving you have completed or are scheduled to complete a 12-year education curriculum.

(Examples) A graduation certificate of the senior high school, a certificate of expected graduation from the senior high school, a document certifying you have passed a high school equivalency examination.

NOTE:

- Submit a proof of your degree if you graduated from a university and obtained a degree.
- If you leave university, etc. on the way or are enrolled in the university (including leave of absence), submit a certificate proving the period of enrollment (including certificate of withdrawal and certificate of leave of absence)
- If you did not graduate from high school but passed the University Entrance Qualification Test (high school equivalency examination) outside of Japan, please submit documents certifying that you have passed the exam. (In that case, you are not required to submit the certificate of graduation of high school)
- If your high school does not use a fixed format for a certificate of graduation (or expected graduation), please download the “Template for Certificate of Graduation” or the “Template for Certificate of Expected Graduation” from the SSS website to fill out, and submit it (with the official stamp or seal of your high school on it).
- 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 officially approved by the government.
- For details, refer to the “List of Application Documents by Education System”, PP. 27-31.

(4) Academic transcript:

Submit an academic transcript issued by your high school (or an equivalent institution) for the last three years of school. If you were enrolled in more than two high schools, you need to submit academic transcripts for all the high schools you were enrolled.

NOTE:

- If you are scheduled to graduate from (or complete) a high school, please submit an academic transcript as specified below depending on your application period. For more information refer to the “List of Application Documents by Education System”, PP. 27-31.

First application period applicants

A transcript including grades for the period until the most recent academic term at the time of application

Second application period applicants

A transcript with grades for the period up to the first term (semester) of the last academic year of school

- For details, refer to the “List of Application Documents by Education System, pp. 27-31.
- If you skipped a 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 explaining your acceleration.
- If you have passed a high school equivalency examination in a country other than Japan, present documents certifying the fact and an academic record (If you have been enrolled in high school in the past, submit an academic transcript for the entire period during which you were enrolled).
- If you have already studied at a tertiary education institution (university, junior college, etc.) after graduating from high school, please submit the following documents in addition to the high school transcript as indicated below.

A) If you have already graduated from the tertiary education institution: An academic transcript with grades for the entire period until graduation.

B) If you are still enrolled in the tertiary institution: An academic transcript with grades for the period until the most recent academic term at the time of application.

C) If you already have left the tertiary institution before graduation or are on a leave of absence:

An academic transcript with grades for the period up to the time you left (or took the leave of absence from) the institution.

*If an academic transcript with grades cannot be issued because your period of enrollment at the institution was too short, please submit a certificate of enrollment instead.

- 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.

(5) Certificate of university entrance qualification examinations/standardized tests/Examination for Japanese University Admission for International Students (EJU):

- 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 more information, refer to the “List of Application Documents by Education System”, PP. 27-31.
- Even if you have not taken a university entrance qualification examination, a standardized test in your country, or Examination for Japanese University Admission for International Students (EJU), 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. (*Please refer to "USA" in the “List of Application Documents by Education System” for details about the SAT Reasoning Test and ACT Test.)
- Certificates must be submitted by the deadline. (Even if score cards are directly sent from the organizations that have administered the examinations, only those that have arrived during the application period are considered valid).
- The scores must be obtained within four years of the first day of the first application period (October 29, 2014). If you took a university entrance qualification/standardized test more than four years ago and cannot submit scores from within four years of the application, you must take one of the exams/tests in the “List of Application Documents by Education System” such as the SAT Reasoning Test (also offered outside of the U.S.) and then submit the scores.
- If you ask the College Board to send your test certificate directly to Waseda University, use the Waseda University code: 0837. If you ask the ACT, Inc to send your test certificate directly to Waseda University, use the Waseda University code: 5473.
- It often takes more than several weeks for test scores to reach us. Please make sure to order your test score report well in advance. If you are ordering a SAT score report right before or during the application period, please do so by using “Rush Reporting”.

NOTE:

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 or the lack of Certificate of university entrance qualification examination/standardized tests in the country or area where your high school locates in, 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. If you cannot submit SAT Reasoning Test or ACT Test scores either because these tests are not administered in the country of your residence, submit an “Explanation about My Inability to Submit SAT/ACT Score”. (Please download the designated format from the School of Social Sciences website to prepare the letter of explanation)

List of Application Documents by Education System

• Category:

A --> Those who have graduated from high school at the time of application

B --> Those who are enrolled in high school at the time of application

• Please note that documents to be submitted may vary by the application period (first/second application period).

• Be sure to submit original documents. If you cannot submit an original document, ask the Waseda University International Admissions Office, your senior high school or another appropriate office officially approved by the government 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.

• 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 officially approved by the government.

• If your education system is not listed, or if you are not sure which category your case falls into, please inquire at the International Admissions Office, Waseda University prior to submitting your application.

Education System	Category	Certificate of (Expected) Graduation	Academic Transcript	Results of University Entrance Qualification and Other Standardized Tests
China	A	Certificate of graduation	Academic transcript (for a period of 3 years including the last year of high school)	Results of the Gaokao (National College Entrance Examination)
	B	Certificate of expected graduation	<First Application Period> Academic transcript (for a period of 2 years including the most recent academic term at the time of application) <Second Application Period> Academic transcript (for a period of 2.5 years including the first term/semester of the last year of high school)	See NOTE (page 26)
Hong Kong	Those who have completed Form 7	Results of the HKALE (Hong Kong Advanced Level Examination)	Results of the HKCEE (Hong Kong Certificate of Education Examination) and academic transcript of Form 6 and 7	Results of the HKALE (Hong Kong Advanced Level Examination)
	Those who are scheduled to complete Form 7	Certificate of results of the HKALE predicted scores	<First Application Period> Results of the HKCEE (Hong Kong Certificate of Education Examination) and academic transcript of Form 6 <Second Application Period> Results of the HKCEE (Hong Kong Certificate of Education Examination) and academic transcript of Form 6 and 7 (for a period of 1.5 years including the first term/semester of the last year of high school)	See NOTE (page 26)
	Those who have completed the preparatory education curriculum in Japan after completion of Form 5	Certificate of completion of the preparation education curriculum in Japan	Academic transcript of Form 4 and 5, results of the HKCEE, and academic transcripts covering the entire period of the preparatory education curriculum in Japan	See NOTE (page 26)
	Those who are scheduled to complete the preparatory education curriculum in Japan after completion of Form 5	Certificate of expected completion of the preparation education curriculum in Japan	Academic transcript of Form 4 and 5, results of the HKCEE, and academic transcripts covering the half period of the preparatory education curriculum in Japan	See NOTE (page 26)
	Those who have completed HKDSE	Certificate of graduation	Academic transcript (for a period of 3 years including the last year of high school)	Results of HKDSE
	Those who are scheduled to complete HKDSE	Certificate of expected graduation	<First Application Period> Academic transcript (for a period of 2 years including the most recent academic term at the time of application) <Second Application Period> Academic transcript (for a period of 2.5 years including the first term/semester of the last year of high school)	See NOTE (page 26)
Indonesia	A	Certificate of graduation	Academic transcript (for a period of 3 years including the last year of high school)	Either I or II I. Results of the SNMPTM II. Results of the UAN (Ujian Akhir Nasional)
	B	Certificate of expected graduation	<First Application Period> Academic transcript (for a period of 2 years including the most recent academic term at the time of application) <Second Application Period> Academic transcript (for a period of 2.5 years including the first term/semester of the last year of high school)	See NOTE (page 26)

Education System	Category		Certificate of (Expected) Graduation	Academic Transcript	Results of University Entrance Qualification and Other Standardized Tests
Korea	A		Certificate of graduation	Academic transcript (for a period of 3 years including the last year of high school)	Results of the CSAT (College Scholastic Ability Test)
	B		Certificate of expected graduation	Academic transcript <First Application Period> Both I and II I. Academic transcript (for a period of 2.5 years including the first term/semester of the last year of high school) II. Results of the Pre-CSAT <Second Application Period> Academic transcript (for a period of 3 years including the last year of high school)	<First Application Period> See NOTE (page 26). (Please apply for the Second Application Period if you have not taken SAT Reasoning Test or ACT.) <Second Application Period> Results of the CSAT (College Scholastic Ability Test)
Malaysia	Those who have completed Form 6		Certificate of graduation	Academic transcript from Form 4 to Form 6	Results of the STPM (Sijil Tinggi Persekolahan Malaysia)
	Those who are scheduled to complete Form 6		Certificate of expected graduation	Academic transcript from Form 4 to the first term of Form 6	<First Application Period> See NOTE (page 26). (Please apply for the Second Application Period if you have not taken SAT Reasoning Test or ACT.) <Second Application Period> Results of the STPM (Sijil Tinggi Persekolahan Malaysia)
	Those who have completed the preparatory education curriculum in Japan after completion of Form 5		Certificate of completion of the preparation education curriculum in Japan	Academic transcripts (from Form 4 to Form 5, result of the SPM [Sijil Pelajaran Malaysia], and the whole period of the preparatory education curriculum in Japan)	See NOTE (page 26)
	Those who are scheduled to complete the preparatory education curriculum in Japan after completion of Form 5		Certificate of expected completion of the preparation education curriculum in Japan	Academic transcripts (from Form 4 to Form 5, results of the SPM [Sijil Pelajaran Malaysia], and the first term of the last year of the preparatory education curriculum in Japan)	See NOTE (page 26)
	Those who have completed the Pre-University curriculum in Malaysia after completion of Form 5		Certificate of the results of GCE A-level	Academic transcript for Form 4 and Form 5 and a certificate of grades for the one-year period of the Pre-University course (school reports etc.)	Certificate of the results of GCE(one or more A-level subject or two or more AS-level subjects)
	Those who are scheduled to complete the Pre-University curriculum in Malaysia after completion of Form 5		Certificate of the predicted scores of GCE A-level	Academic transcript for Form 4 and Form 5 and a certificate of grades for the half year period of the Pre-University course (school reports etc.)	Certificate of the predicted scores of GCE(one or more A-level subject or two or more AS-level subjects)
	Those who has graduated from a UCSCAM high school		Certificate of graduation	Academic transcript (for a period of 3 years including the last year of high school)	Results of the UEC(MICSS Unified Examination Certificate)
	Those who is scheduled to graduated from a UCSCAM high school		Certificate of expected graduation	<First Application Period> Academic transcript (for a period of 2 years including the most recent academic term at the time of application) <Second Application Period> Academic transcript (for a period of 2.5 years including the first term/semester of the last year of high school)	See NOTE (page 26)
Singapore	Junior College	A	Certificate of graduation from the Junior College	Both I and II: I. Academic transcript (for O-Level or Secondary 4) II. Academic transcript (for a period of 2 years including the last year of Junior College)	Certificate of the results of Cambridge GCE (one or more A-Level H2 subjects)
		B	Certificate of expected graduation from the Junior College	Both I and II: I. Academic transcript (for O-Level or Secondary 4) II. Academic transcript (for a period of 1.5years at Junior College)	Certificate of the predicted scores of Cambridge GCE (one or more A-Level H2 subjects)
	Others	A	Certificate of graduation from the senior high school or Polytechnique	Both I and II: I. Academic transcript (for O-Level or Secondary 4) II. Academic transcript (for a period of 2 years of Secondary 5 and Secondary 6 or 3 years of Polytechnique)	See NOTE (page 26)
		B	Certificate of expected graduation from the senior high school or Polytechnique	Both I and II: I. Academic transcript (for O-Level or Secondary 4) II. Academic transcript <First Application Period> For a period of 1year of Secondary 5 and 2 years of Polytechnic <Second Application Period> For a period of 1.5 years of Secondary 5 and Secondary 6 or 2.5 years of Polytechnique	See NOTE (page 26)

Education System	Category	Certificate of (Expected) Graduation	Academic Transcript	Results of University Entrance Qualification and Other Standardized Tests
Thailand	A	Certificate of graduation	Academic transcript (for a period of 3 years including the last year of high school)	Results of the O-NET (Ordinary National Educational Testing)
	B	Certificate of expected graduation	<First Application Period> Academic transcript (for a period of 2 years including the most recent academic term at the time of application) <Second Application Period> Academic transcript (for a period of 2.5 years including the first term/semester of the last year of high school)	See NOTE (page 26)
Taiwan	A	Certificate of graduation	Both I and II: I. Academic transcript (for a period of 3 years including the last year of high school) II. 學生個人成績暨排名百分比對照表	Either I or II: I. Results of the GSAT (General Scholastic Ability Test) II. Results of the DRT (Department Required Test)
	B	Certificate of expected graduation	<First Application Period> Academic transcript (for a period of 2 years including the most recent academic term at the time of application) <Second Application Period> Both I and II: I. Academic transcript (for a period of 2.5 years including the first term/semester of the last year of high school) II. 學生個人成績暨數百分比一覽表	<First Application Period> See NOTE (page 26). (Please apply for the second application period if you have not taken SAT Reasoning test or ACT.) <Second Application Period> Results of the GSAT (General Scholastic Ability Test)
Vietnam	A	Certificate of graduation	Academic transcript (for a period of 3 years including the last year of high school)	Results of the UEE (University Entrance Examination)
	B	Certificate of expected graduation	<First Application Period> Academic transcript (for a period of 2 years including the most recent academic term at the time of application) <Second Application Period> Academic transcript (for a period of 2.5 years including the first term/semester of the last year of high school)	See NOTE (page 26)
Canada	A	Certificate of graduation	Academic transcript (for a period of 3 years including the last year of high school)	Certificate of the 12-grade examinations held by state examination board [Alberta] Academic transcript of grades of 30/31-Level courses taught in Grade 12 [British Columbia] Academic transcript indicating the results of the Provincial Exams [Manitoba] Academic transcript of grades of 40S/40G-level courses taught in Grade 12 [Nova Scotia] Academic transcript of course grades (University Preparatory Academic or Advanced) taught in Grade 12 [Ontario] Academic transcript that indicates the successful completion of University Preparation (U) courses taught in Grade 12 or at least 6 units of University/College Preparation (M) courses
	B	Certificate of expected graduation	<First Application Period> Academic transcript (for a period of 2 years including the most recent academic term at the time of application) <Second Application Period> Academic transcript (for a period of 2.5 years including the first term/semester of the last year of high school)	See NOTE (page 26)

Education System	Category	Certificate of (Expected) Graduation	Academic Transcript	Results of University Entrance Qualification and Other Standardized Tests
USA	A	Certificate of graduation	Academic transcript (for a period of 3 years including the last year of high school)	Either I or II: I. SAT-Reasoning Test II. ACT [SAT Reasoning Test] If you are requesting the College Board to send your scorecard directly to Waseda University, use the WASEDA University code: 0837 [ACT] If you are requesting the ACT inc. to send your scorecard directly to Waseda University, use the WASEDA University code: 5473
	B	Certificate of expected graduation	<First Application Period> Academic transcript (for a period of 2 years including the most recent academic term at the time of application) <Second Application Period> Academic transcript (for a period of 2.5 years including the first term/semester of the last year of high school)	
France	A	Certificate of graduation	Academic transcript (for a period of 3 years including the last year of high school)	Certificate of the results of the Baccalaureat
	B	Certificate of expected graduation	<First Application Period> Academic transcript (for a period of 2 years including the most recent academic term at the time of application) <Second Application Period> Academic transcript (for a period of 2.5 years including the first term/semester of the last year of high school)	See NOTE (page 26)
Germany	A	Certificate of graduation	Academic transcript (for a period of 3 years including the last year of high school)	Certificate of the results of the Abitur
	B	Certificate of expected graduation	<First Application Period> Academic transcript (for a period of 2 years including the most recent academic term at the time of application) <Second Application Period> Academic transcript (for a period of 2.5 years including the first term/semester of the last year of high school)	See NOTE (page 26)
Sweden	A	Certificate of graduation from the senior high school (Leaving Certificate)	Academic transcript (for a period of 3 years including the last year of high school) [Leaving Certificate]	Leaving Certificate or the results of "Hogskoleprovet (The Swedish Scholastic Aptitude Test)"
	B	Certificate of expected graduation	<First Application Period> Academic transcript (for a period of 2 years including the most recent academic term at the time of application) <Second Application Period> Academic transcript (for a period of 2.5 years including the first term/semester of the last year of high school)	See NOTE (page 26)
UK	A	Certificate of the results of the GCE A-level	Certificate of the results of GCSE and certificate of grades for a period of 2 years for Form 6 [school reports etc.]	Certificate of the results of the GCE (one or more A-level subject, or two or more AS-level subjects)
	B	Certificate of expected graduation (a letter from the high school certifying that you will complete Form 6 if the high school cannot issue such certificate)	<First Application Period> Certificate of the results of GCSE and certificate of grades for a period of 1 year of the Lower Sixth [school reports etc.] <Second Application Period> Certificate of the results of GCSE and certificate of grades for a period of 1.5 years including the first term/semester of the Upper Sixth [school reports etc.]	Certificate of the predicted scores of the GCE (one or more A-level subject, or two or more AS-level subjects) • If you have already obtained the results of the GCE (one or more A-level subject, or two or more AS-level subjects) before application, please submit a certificate of the results, and besides, if you are expected to obtain after application, please submit a certificate of expected graduation.

Education System	Category	Certificate of (Expected) Graduation	Academic Transcript	Results of University Entrance Qualification and Other Standardized Tests
Australia	A	Certificate of graduation	Academic transcript (for a period of 3 years including the last year of high school) [School reports, etc.]	Both I and II: I. Certificate of the 12-grade examinations held by state examination board ACT Year12 Certificate, NSW Higher School Certificate, NT Certificate of Education and Training, QLD Certificate of Education, SA Certificate of Education, TAS Certificate of Education, VIC Certificate of Education, WA Certificate of Education ②Australian Tertiary Admission Rank(ATAR) or Overall Position(OP)
	B	Certificate of expected graduation	Academic transcript (for a period of 2.5 years including the first term/semester of the last year of high school) [School reports, etc.]	See NOTE (page 26)
New Zealand	A	Certificate of graduation	Academic transcript (for a period of 3 years including the last year of high school) [School reports, etc.]	Certificate of the results of the NCEA (National Certificate of Educational Advancement) Level 3
	B	Certificate of expected graduation	Academic transcript (for a period of 2.5 years including the first term/semester of the last year of high school) [School reports, etc.]	See NOTE (page 26)
IB (International Baccalaureate)	A	Certificate of Graduation or IB Diploma	Academic transcript (for a period of 3 years including the last year of high school)	Certificate of the results of IB Score (at least six subjects, three or more High-Level subjects and three or more Standard-Level subjects) and IB Diploma (if you passed the examination) • You must be in the Diploma Program(your results will not be accepted in you are in the Certificate Program If you are requesting the IBO to send your certificate directly to Waseda University, use the WASEDA University code: 00549
	B	Certificate of expected graduation	<First Application Period> Academic transcript (for a period of 2 years including the most recent academic term at the time of application) <Second Application Period> Academic transcript (for a period of 2.5 years including the first term/semester of the last year of high school)	Certificate of IB Predicted Score (at least six subjects, three or more High-Level subjects and three or more Standard-Level subjects) (IB predicted score) • You must be in the Diploma Program(your results will not be accepted if you are in the Certificate Program) If you are requesting the IBO to send your certificate directly to Waseda University, use the WASEDA University code: 00549
High school equivalency exam	Those who have passed the exam	Documents certifying that you have passed the exam	Results of “high school equivalency examination” NOTE: If you have been enrolled in high school in the past, please submit an academic transcript for the entire period during which you were enrolled in high school	Certificate of the results of entrance qualification exam or other standardized tests
EJU (Examination for Japanese University Admission for International Students)	A	Certificate of graduation	Academic transcript (for a period of 3 years including the last year of high school)	Certificate of the results of the EJU • You must take the EJU in <u>English</u> (the exam result taken in Japanese will not be accepted) and your test result must include the following subjects(“Japan and the World” and “Mathematics Course 1” or “Mathematics Course 2”)
	B	Certificate of expected graduation	<First Application Period> Academic transcript (for a period of 2 years including the most recent academic term at the time of application) <Second Application Period> Academic transcript (for a period of 2.5 years including the first term/semester of the last year of high school)	

(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 by your high school.
- Scores taken after November 1, 2012 will be considered valid.
- 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). It often takes several weeks for test scores to reach us, so allow yourself sufficient time to order your test scores.
 - TOEFL/iBT or PBT (TOEFL-ITP is not accepted.)
(The 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 cannot submit any of the above documents, please make sure to explain the reason by filling in and submitting the “Explanation about My Inability to Submit the English Proficiency Test Score” in English.

If you submit a certificate of university entrance qualification examination/standardized test administered for an educational system in which the first language is English (such as SAT, ACT, GCE, IB taught in English etc.), you are not required to submit a certificate related to your English proficiency.

NOTE:

If you take IB program in Spanish or French, you are 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 letter

- Please have the letter written in English or Japanese (if written in other languages, attach an English or Japanese translation).
- 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 a faculty member of the last school (high school or college) attended. If you are enrolled in a tertiary education institution (university, junior college, etc.) after graduating from high school, the letter written by the principal or a faculty member of the last school you graduated is also acceptable.
- A recommendation letter from a language school or a vocational school is not acceptable.
- The letter must be dated and signed in the recommender’s own handwriting.
- The date of issue for the recommendation letter must be after November 2013.
- If you did not graduate from high school but passed the high school equivalency examination outside of Japan, you are not required to submit a recommendation letter.

(8) Certificate related to your foreign language (language other than your first language and English) ability:

- If you have a certificate related to your proficiency in a foreign language (language other than your first language and English), submit a copy of the certificate. If you do not have such certificate, you do not need to submit it.

If your nationality is other than Japanese and you do not have a status of residence in Japan, present the following documents in addition to documents 1) to 8).

(9) Statement of Financial Resources and certificates to prove your ability to pay for school and living expenses for one year:

The documents and certificates below must be prepared in Japanese or in English. If the bank cannot issue a certificate of deposit balance in English, attach an English translation. If the provider of funds prepared an Agreement for Defraying Expenses in a language other than Japanese or English, attach a Japanese or English translation.

1) Statement of Financial Resources:

In the Statement of Financial Resources, 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.

2) 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.
- 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.

3) Agreement for Defraying Expenses:

Agreement 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 Financial Resources, submit a scholarship certificate that specifies the scholarship amount and the scholarship period.

(10) Documents related to application for Certificate of Eligibility (“1”) through “4”):**1) Application for a Certificate of Eligibility (COE):**

Use the required forms. Of the whole five pages of the Application you are to submit, fill out the part for the applicant (3 pages). Waseda University will fill out and seal the part for the institution (2 pages).

2) Curriculum Vitae:

Fill out the required form in English.

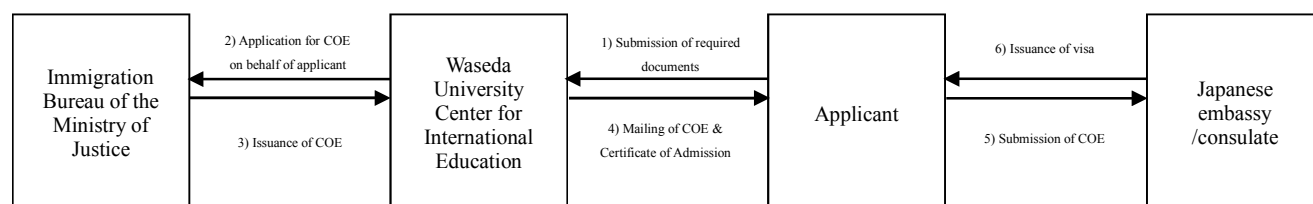
3) Photographs:

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.

4) 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.

- As a rule, successful applicants of nationalities other than Japanese must acquire a “Student” visa after completing the enrollment procedure. To apply for a “Student” visa, you will need to obtain a COE (Certificate of Eligibility) 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 if they are foreign nationals without resident status in Japan. If you do not submit the necessary documents or submitted documents are incomplete, we will not be able to apply for a COE on behalf of you. If you apply for a COE or a visa separately (make multiple applications), we will not be able to support your application. In some cases, you may be required to submit additional documents by the Immigration Bureau of Japan.
- Waseda University will assist students only with obtaining “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 COE will not be issued.

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

If your nationality is other than Japanese and you already have a status of residence in Japan, present the following document in addition to documents 1) to 8).

(11) Certificate of residence in Japan:

If you have a status of residence in Japan at the time of application, submit copies of either one of the following:

- Certificate of Residence (“Juminhyo”) which shows your nationality, residence status, period of residence, expiration date of your period of residence and your Resident Card number.
- Copies of both sides of your Resident Card

Note:

- 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 11).

**International Admissions Office, Admissions Center, Waseda University
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