
Application Guide for International Applicant

April 2016 Admission to Doctoral Program

Graduate School of Commerce, Waseda University (GSC)

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[NOTES]

This Application Guide is for international students who have/will have completed his/her master's degree at overseas university.

This application guide does not include the documents described below. Please get the necessary documents for application from the following link.

<http://www.waseda.jp/fcom/gsc/en/applicants/admission>

【Application Form】 【The Summary of the Master's Thesis】 【List of Previous Publications and Researches】
【Recommendation Letter Form】 【Questionnaire for International Students】 【Statement of Financial Resources】
【Request Form for Return of Submitted Materials】 【Application Form for Screening Fee Waiver】
【Application Document Checklist】 【Address Label】 【Method for Payment of the Screening Fee at Convenience
Stores in Japan】 【Instructions on Screening Fee Payment by credit card, Union Pay, and Alipay】
【List of GSC Project Advisors and Project Researches Conducted in English】 【Student VISA】 【Access Map】
【Scope of the Examination】

1. Application Guide for Doctoral Program

■ Qualification for Application

Applicants must fulfill one of the following requirements:

- (1) A Master's degree holder or a person who expects to obtain the degree at a foreign university before the date of admission.
- (2) A person who does not meet criterion (1) but is considered by the GSC as having academic ability equivalent or superior to that of a Master's degree holder and is scheduled to reach 24 years of age by the entrance period that the applicant wish to matriculate.

* Those who graduated or will graduate from universities in Japan (including those who obtained or will obtain overseas degree and Japanese degree through double degree program) are not eligible for this screening. Please apply under a general applicant.

* Those who are under (2), it is required to go through case-by-case screening and gain permission in advance. Please download the "Educational Background Evaluation Form" from the following webpage and send it to International Admissions Office (IAO) by e-mail below.

* English Proficiency Scores submit compulsory.

Test score report(s) with lower score than designated minimum score is/are not accepted.

Score is valid for 2 years. The issue date must be within 2 years before the first date of application term.

TOEFL(iBT)	TOEFL(PBT)	TOEIC	IELTS
Over 73	Over 533	Over 700	Over 6.0

【International Admissions Office (IAO), Waseda University】

Contact E-mail Address: iao-gs@list.waseda.jp

■ Schedules

Application Period	November 19, 2015(Thu) - November 24, 2015(Tue)
First Screening (Written Examination)	February 4, 2016(Thu)
Second Screening (Oral Examination)	February 5, 2016(Fri)
Announcement of Final Results	February 12, 2016(Fri)
Deadline for Entrance Procedure	February 19, 2016(Fri)

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

■ Number of Students to be Admitted Limited number

■ Application Procedures

(1) Domestic and Overseas Applicants

	Domestic Application	Overseas Application
Qualification	Applicants residing in Japan at the time of application	Applicants residing outside of Japan at the time of application
Qualification Check	Based on the present address in your application form	

(2) Application Period

November 19, 2015(Thu) - November 24, 2015(Tue)

* Domestic Application: The documents posted on the last day of the deadline are acceptable.

* Overseas Application: The arrived documents at IAO office **after the deadline are not acceptable.**

[NOTE] We do not confirm the receipt of application materials with each applicant. It is the applicants' responsibility to track their application packages to ensure a prompt delivery by the application deadline.

(3) Application Method

<Domestic Application >

Enclose the documents in the envelope (角形 2 号) and put the address label on it. Send it by registered mail(書留郵便). If the deadline is close, please send it by registered express mail (速達書留郵便).

<Overseas Application>

Send the documents by international delivery service such as Express Mail Service (EMS).

(4) Screening Fee

Application documents without payment of the screening fee may never be accepted for any reason.

Period for payment:

November 3, 2015(Tue) - November 24, 2015(Tue)

A. For payment of the screening fee at convenience stores in Japan

- The screening fee is 30,000 yen. Please pay the fee at convenience stores within the designated payment period.
- Before making a payment of the screening fee at convenience stores, please visit the following link from a personal computer or a mobile phone at <https://e-shiharai.net/english/>. You are required to complete all the prescribed procedures at this webpage. For further details, please refer to the 【Method for payment of the screening fee at convenience stores in Japan】 (There may be change in handling fee) in the accompanying webpage.
- After the payment at convenience stores, please detach the "Certificate of Payment" [receipt], (「収納証明書」 in Japanese) from the "Entrance Exam / Screening Fee Statement" (「入学検定料・選考料取扱明細書」 in Japanese). Please attach the "Certificate of Payment"[receipt], (「収納証明書」 in Japanese) to the designated space in the application form[Type 3].
- The payment service is available everyday (24 hours), including Saturdays, Sundays and public holidays. However, it will begin to accept the payment of screening fee at 10 a.m. on the first day of the designated payment period. And it will end for accepting it at 11:00 p.m. on the last day of the designated payment period.
- Please register the applicant's name at convenience stores even if his/her family or friends would pay the screening fee in place of him/her.

- If you prefer to pay the screening fee at a bank in Japan, you must use the designated form. Please contact the GSC Office (gsc-ad@list.waseda.jp) for further details before application.

B. For payment of the screening fee by Credit Card, Union Pay, and Alipay

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.

☐ A screening fee of 30,000 yen will be required.

- The payment can be made 24 hours a day, seven days a week, including Saturdays, Sundays, holidays.

☐ On the last date of the payment period, please complete transaction by 11:00PM Japan Time.

- After completing the transaction, print out the “Result” page and attach it to the Application Form.
- 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.

C. Payment by Overseas Bank Transfer

The amount of 32,500 yen, the sum of the screening fee (30,000 yen) and the lifting charge (2,500 yen), should be transferred. **A photocopy of the application for the telegraphic transfer of screening fee must be enclosed along with application documents.**

Transfers should be made by Telegraphic Transfer with the following information.

Method of Payment	Advise and Pay
Handling Fee	Payer’s Responsibility
Lifting Charge	Payee’s Responsibility
Amount to be Remitted	32,500 yen (screening fee 30,000 yen + lifting charge 2,500 yen)
Purpose of Remittance	Screening Fee
Message to Payee	Please indicate '35:Applicant's full name' *Put "35" before applicant's name
Bank	The Bank of Tokyo-Mitsubishi UFJ,Ltd.
Branch	EDOGAWABASHI Branch
Account Number	0035967FHL * “0035967” are numbers and “FHL” are alphabets
Payee	Waseda University
Address of Bank:	1-48-13, SEKIGUCHI BUNKYO-KU TOKYO 1120014, JAPAN
Swift Code	BOTKJPJT

* If the local bank requires a separate handling fee, please pay that fee to the bank in addition to the above remittance.

(5) Note on Submitted Application Documents and Screening Fee Refund

The documents should be reached at not the GSC office, but the International Admissions Office (IAO). Applicants under domestic application should put address label on the envelope, and that of overseas applicants need to transcribe the address. Please note that additional documents should be sent to GSC if any.

As a general rule, application documents and screening fees are not returned. However, a full screening fee will be refunded if you fall into the second, third, or fourth category below. The amount paid in excess will be refunded if you fall in to the first category.

- 1) You paid in excess of the amount of screening fee required
- 2) You paid a screening fee but failed to submit the required application documents.
- 3) You paid a screening fee but submitted the application documents after the deadline.
- 4) You paid a screening fee and submitted the application documents, but your application was rejected before screening due to the following reasons.
 - The submitted application materials are not complete enough to meet the application requirements.
 - You do not meet all the eligibility criteria.

If you fall into one of the categories above, please contact GSC Office (E-mail: gsc-ad@list.waseda.jp).

* If you have made a payment by credit card, handling fees which may be incurred for refund must be paid by the applicant. Also, if you have made a payment by wire transfer from the bank outside of Japan, all handling fees to be charged for refund to that bank must be paid by the applicant.

■ Application Documents

All application documents must be typed or filled in black or blue ball-point pen.

GSC webpage provides the designated downloadable application formats of [Designated form] at the table below.

Please visit the following link to obtain them.

[URL] <http://www.waseda.jp/fcom/gsc/en/applicants/admission>

Domestic applicants need to enclose the documents in the envelope (角形 2 号) and put the address label on it. Send it by registered mail(書留郵便) Overseas Applicants should send the documents by international delivery service such as Express Mail Service (EMS).

List of Application Documents

	Application Documents	Remarks
(1)	Application Form	[Designated form] *Please paste two color photos (4cm×3cm) in the prescribed space. *Please paste a "Certificate of Payment" [receipt] (「収納証明書」 in Japanese) in the space prescribed.
(2)	English Proficiency Scores *1 TOEFL, TOEIC, or IELTS	ORIGINAL of a test score report is acceptable. At least one test score among those tests is necessary. Test scores must be dated no earlier than 2 years before the first day of application term. Test score report(s) with lower score than designated minimum score is/are not accepted. Minimum test score of each tests: TOEFL -iBT 73 pts., TOEFL PBT 533 pts., TOEIC 700 pts., IELTS 6.0pts.
(3)	Certificates of Japanese Proficiency	International applicants who do not have a Master's degree from a Japanese university and plan to undertake a project research conducted in Japanese must submit a certificate of Japanese proficiency, such as JLPT. Both original and copy of certificate are acceptable.
(4)	Certificates	Bachelor and Master's certificates 1. Certificate of (Expected) Graduation/ Degree 2. Transcript

(5)	Research proposal for the Doctoral program	4,000 characters in Japanese or 1,000 words in English, written horizontally on A4 paper including following items: 1. Applicant's name 2. First Choice Project Research 3. First Choice Project Advisor 4. Research Theme
(6)	Three Photocopies of your Master's Thesis	The thesis should be bound before submission. Affix a front cover to the thesis.
(7)	The Summary of the Master's Thesis	[Designated form] Submit only if you have not yet completed your master's thesis at the time of application
(8)	Self-Addressed Envelope	Store-bought envelope(長形 3 号) indicating your address Only domestic applicants
(9)	List of Previous Publications and Researches	[Designated form] Submit only if you have at least one previous publication and/or research
	Publications/Research Papers	Original or photocopies of major publications/research papers written on the above list (at most three)
(10)	Questionnaire for International Students	[Designated form]
(11)	Recommendation Letter Form	[Designated form]
(12)	Statement of Financial Resources	[Designated form]
(13)	Photocopy of Passport	Photocopies of page with photo
(14)	Photocopy of Resident Card or Certificate of Residence Record	Only domestic applicants. Photocopy of both sides of Resident Card or Certificate of Residence Record (Jumin- hyo, 住民票)
(15)	Address Label	[Designated form]
(16)	Request Form for Return of Submitted Materials	[Designated form] Only applicants request for return of materials
(17)	Application Document Checklist	[Designated form]

***1 Applicants are required to submit a certified score report regardless if they attended an undergraduate university where the primary language of instruction is English.**

[NOTES]:

- ◆ You may be deemed to have committed a dishonest act if you falsified, fabricated, or plagiarized a document, material or 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.
- ◆ Please notify the GSC office (gsc-ad@list.waseda.jp) immediately of any changes in your address given at the time of application.

(1) Application Form (designated forms are downloadable from our website)

- ◆ Please refer to the 【List of GSC Project Advisors and Project Researches Conducted in English】 in the accompanying webpage, and find your desirable "First Choice Project Advisor" and his/her project research name. Then, write them down at the "First Choice Project Research" column. The "Second Choice" is optional, but **please choose it from the same Research Area** with the "First Choice". If you do not have any preferable "Second Choice Project Research", you should fill-in "None" at the column "Second Choice Project Research".

- ◆ Please choose and put circles on your preferable language between English and Japanese for the First Screening and for Project Research after enrollment. You can choose different language for the First Screening and for Project Research after enrollment.
- ◆ Please type or fill out the forms with black or blue ball point pen.
- ◆ **Please choose and put circles on 2 subjects of Written Examination (First Screening) from the Research Area Subjects you have chosen.** You are not allowed to take written examination by other subjects than those you have chosen.
- ◆ Please circle appropriate English proficiency test score(s) you will submit. You may submit plural kinds of test.
- ◆ Paste two color photos
 1. 4cm × 3cm photos of the applicant's upper body, frontal view without a hat, muffler and sunglasses against a plain back ground, without frame and must be taken within 3 months prior to application,
 2. Taken before change in appearance (muffler, glasses, etc) are not acceptable.
 3. Cropped or edited photos unacceptable
 4. Speed photos taken with ID photo box are acceptable, but photos taken for the privately use will not be acceptable.
 5. Write your name on the back of the photos and affix them to the application form.

*Please prepare photos can be determined the person as they will be used as the identification on the examination days and the student ID card after entering our school. Please note that we will use them as the identification of the various school procedures, and they will be registered a principal information to various school website services as the students information.
- ◆ After payment of the screening fee at convenience stores, receive the "Entrance Exam / Screening Fee Statement" (「入学検定料・選考料取扱明細書」 in Japanese) and please detach a "Certificate of Payment" [receipt] (「収納証明書」 in Japanese) and paste it in the prescribed space of the application form.

(2) English Proficiency Scores

Submit at least ONE of the following Original certified test score reports. Test score report(s) with lower score than designated minimum score is/are not accepted. Certificate of the score report is no returnable.

Please note that it may take a while for the score report to be issued after the examination. It shall not be accepted in case if you take the exam just prior to the application.

Documents for submission	Remarks
TOEFL(iBT or PBT) Minimum test score iBT: 73pts., PBT:533pts.	Original Score Report or Official Score Report mailed directly to GSC Office from a test center by informing following Institution Code of GCS Office. TOEFL Website: http://www.ets.org Institution Code: 4800
TOEIC (SW test, Bridge test and IP are <u>not</u> acceptable) Minimum test score:700 pts.	Original of "Official Score Certificate"
IELTS (Academic Module only) Minimum test score:6.0 pts.	Original score Report or Test Report Form mailed directly to GSC Office from a test center by informing following address of GSC Office. IELTS Website: www.ielts.org Address of GSC Office: <Admissions Office> Graduate School of Commerce, Waseda University 3rd Floor, Building 11, Waseda Campus, 1-6-1, Nishi-Waseda, Shinjuku-ku, Tokyo 169-8050

***Submission is also compulsory for applicants whose native language is English or applicants who have obtained a degree from an institute of higher education (university or higher) using mainly English.**

***If you cannot arrange to send certificate(s) to us directly as above, please submit it/them to us along with other application materials.**

*Test scores must be dated no earlier than 2 years before the first day of application term.

(3) Japanese Proficiency Test Score

International applicants who do not have a master's degree from a Japanese university must submit a certificate of Japanese proficiency test, such as JLPT. **Copy is acceptable.**

* This does not apply to applicants who have chosen a project research conducted in English

(4) Certificates (Originals are necessary)

① Certificate of (Expected) Graduation

② Transcript

- ◆ Applicants who have graduated from a university or a college in China are required to submit the **original certificate of degree**.
- ◆ If universities or governments cannot provide Japanese or English certificates, please attach a translated copy certified by the embassy or relevant public officials.
- ◆ Confirm that the date of admission and graduation are printed on ① or ②
- ◆ Please submit both certificates from all attended institutions (both Bachelor and Master's programs).
- ◆ If you began your degree program at one university and transferred to another which then awarded you a degree, please submit transcripts from both universities.
- ◆ All courses taken while registered at a university must be included in the transcript.
- ◆ For those whose name stated on the application form differs from that on the certificates, certified documents proving the change of legal name (such as copy of family register) must be submitted.
- ◆ If you were/are a student of Waseda University at the time of application, please submit a certificate which proves it. Student type and duration of study at Waseda are not in question.

(5) Research Proposal for the Doctoral Program

Please submit a copy of your research proposal for the Doctoral program in Japanese or English (4,000 characters in Japanese or 1,000 words in English, written horizontally on A4 paper). The proposal should include the following items. Any format is acceptable.

1. Applicant's name
2. First Choice Project Research
3. First Choice Project Advisor
4. Research Theme

(6) Three photocopies of your Master's thesis or equivalent academic articles such as research/term papers in English or Japanese (If your thesis is not written in these languages, the translation should be submitted.)

[Master's Thesis Format]

1. The thesis should be bound before submission. The binding can be permanent, temporary, or in a paper folder.
2. Affix a front cover to the thesis. The front cover should contain the following items.
 - 1) Master's Thesis Title (subtitle optional)
 - 2) The date which the Master's degree was/will be awarded on
 - 3) Applicant's name and name of the applicant's advisor

[NOTES]

-If you have not yet completed your Master's thesis at the time of application, you may submit the following documents as alternatives to the Master's thesis.

- 1) Three copies of your work-in-process master's thesis
- 2) The Summary of the Master's Thesis (designated form)

-If you hold some Master's degree, you may submit one Master's thesis only.

(7) The Summary of the Master's Thesis (designated form)

Only if you have not yet completed your Master's thesis at the time of application, please submit this form.

(8) Self-Addressed Envelope

Put the applicant's address and name on it. No stamps are needed.

* Overseas applicants do not need to prepare it.

(9) List of Previous Publications and Researches (designated form) and Your Major Publications/Research Papers

* Please submit the list only if you have at least one previous publication and research. We will NOT accept the list if you cannot submit any of the original copy or photocopy of your major publications/research papers at the time of application.

* Original copy or photocopies of not more than three major publications/research papers are necessary.

* If the publication(s)/research paper(s) are not written in Japanese or English, its/their Japanese/English translated outline should also be attached.

(10) Questionnaire for International Students (designated form)

Describe your educational background to date, starting chronologically from elementary school including language schools if applicable in the educational background section.

(11) Recommendation Letter Form (designated form)

Designated Form is preferable, but other recommendation letter is also acceptable. The letter should be written after April 2014. **The recommendation letter must be enclosed in an unopened envelope. The one without the sealed envelope is counted as invalid.**

The letter should be written in Japanese or English. If the letter is written in another language, please attach its translation in Japanese or English.

Please ask recommender to make sure that there is signature or seal of recommender's and date on the form, and submit the original.

(12) Statement of Financial Resources (designated form)

Applicants should state the source of funds to cover tuition and other academic fees and living expenses while in Japan in Japanese or English. This form must be signed by the applicant.

Applicants who filled in the "Government / sponsoring agency" must submit a certificate about the scholarship they are to receive which indicates its amount and duration.

(13) Photocopy of passport

Submit a photocopy of the page with your photo.

(14) Photocopy of Resident Card or Certificate of Residence Record (Jumin-hyo 住民票)
Domestic applicants only.

(15) Address Label (designated form)

For domestic applicants please affix the prescribed address label to the front of the application material package and send it to the International Admissions Office by registered mail.

For overseas applicants, please transcribe the mailing address of the prescribed address label to an international express mailing service address label.

(16) Request Form for Return of Submitted Materials (designated form)

Waseda University will return only materials that cannot be reissued. If there are any materials that you wish to have returned, please state the name of the document and the reason why you request it to be returned in the “Request Form for Return of Submitted Materials.” Only when Waseda University judges the materials cannot be issued again, they will be returned after examination.

Please note that it may take a few months to return the materials. Also, please note that **Waseda University will not return any original copies of notarized certificates, academic transcripts, or score cards of TOEFL, TOEIC, IELTS, Japanese Language Proficiency Test (JLPT), and Examination for Japanese University Admission for International Students (EJU).**

(17) Application Document Checklist (designated form)

Please make sure to enclose all application materials indicated on the checklist. The checklist must be sent with other materials.

If any of the application materials will have to be sent later, please indicate the name of the materials and reason for delay in the “List of Delayed Materials”.

■ **Certificate of Screening (Overseas Applicants Only)**

GSC office will send the “Certificate of Screening” to overseas applicants around the beginning of December for Admission. The office will send it to the address written on the application form. After receiving the certificate, please take it to the Japanese Embassy or Consulate to apply for a short-term visa. You are able to come to Japan and take examinations after receiving the visa. Please note that Waseda University cannot be your inviter nor guarantor.

※There are some nationalities which are allowed to enter Japan without visa. For the details, please contact a Japanese Embassy in your country.

■ **Examination Admission Card**

We will send out your Examination Admission Card by Dec 21, 2015 (Mon). Please bring the card at both screening days. In case that the card will not arrive Dec 24, 2015 (Thu), please contact the GSC Office by email. (gsc-ad@list.waseda.jp)

Please kindly noted that our office will be entirely closed from 29 December, 2015 to 5 January 2016 due to winter holidays, and that we will not be able to reply any inquiry during this period.

■ Screening

(1) Scheduled Timetable for Screening

First Screening (Written Examination [Specialized Courses])	Second Screening (Oral Examination)
Feb 4, 2016 (Thu) 10:00 a.m. – Noon	Feb 5, 2016 (Fri) 9:00a.m. –

You must answer questions in the language that you select at the column of "language" on the application Form.

All applicants who have taken the first screening must take the second screening.

(2) Screening Venue

Both the first screening and the second screening are scheduled to be held in Waseda Campus.

The venue of the first screening will be stated on the Examination Admission Card, and the venue of the second screening is to be announced at the day of the first screening.

(3) Notes on the First Screening

You need to answer two subjects which you have chosen among your desired Research Area Subjects at the time of application. In case you answer other subjects than you have chosen, they are not scored.

For your reference: ‘Scope of the Examination’

[URL]: http://www.waseda.jp/gradcom/english/entrance/form/Scope_of_the_Examination.pdf

(4) Screening Method

Screening will be based upon an evaluation of the Master’s thesis, previous researches and the results of the first and second screenings. If you do not attend the first screening, you are not allowed to attend the second screening.

(5) Notes

- ① Applicants must enter the examination room 20 minutes prior to the examination beginning.
- ② Make sure that you are sitting in the correct seat by checking the number label on your desk. Place your Examination Admission Card beside the number label.
- ③ Applicants are not allowed to enter the examination room later than 20 minutes from the start of the examination.
- ④ Mobile phones must be switched off and must be kept in a bag. (Not in a pocket.) Ensure that your mobile phone does not ring during the examination. Mobile phones may not be used as a timekeeper.
- ⑤ Watches with calculation and memory/dictionary functions are not allowed. The university does not lend or hire watches. Alarm functions and audio response systems should be switched off.
- ⑥ Only writing materials and watches may be placed on the desk. All other belongings should be kept on the seat beside you. Do not put food and drink on the desk.
- ⑦ Write your answers clearly using a black or blue ball-point pen. Do not use a ball-point pen that can be erased with an eraser.
- ⑧ You may use correction tape or correction fluid.
- ⑨ The university does not lend or hire ball-point pens or correction aids.
- ⑩ Ear plugs are not allowed.
- ⑪ Please ask for a desk pad should you require one.
- ⑫ Please raise your hand if you have any questions during the examination.
- ⑬ As a general rule, no additional question sheets or answer sheets will be distributed.
- ⑭ You may not leave the room during the examination without permission.
- ⑮ If you are found cheating during the examination, all admissions to Waseda University in this academic year will

be revoked.

- ⑯ In order to prevent infection of influenza and other infectious diseases at the venue entrance exam, please prepare the mask on your own if necessary.
- ⑰ Be considerate to the other people by wearing the mask or cough etiquette if you are coughing or sneezing.

(6) Additional Notes

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

1. You may be deemed to have committed a dishonest act if Waseda University determines that you have falsified, fabricated, or plagiarized the document(s), statement(s), or information submitted for your application.
2. Your actions may be considered dishonest if you commit 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 Answering questions using an instrument not allowed to be used during the written examination
 - ③ Touching the exam booklet and answer sheet before the instruction to start the examination is given (including opening up the exam booklet, beginning to answer questions, and writing on the back cover or the margins of pages of the exam booklet) during the written examination
 - ④ Continuing to hold your writing instrument or answer questions without following the instruction to cease taking the examination during the written examination
 - ⑤ Providing benefits to other examinees (providing them with answers etc.) during the examination
 - ⑥ Keeping your mobile phone with you or using it during the examination
 - ⑦ Letting your mobile phone or watch emit noise (incoming call alert, alarm, vibration, etc.) during the examination
 - ⑧ Conducting acts that could be considered a nuisance to other examinees at the examination venue
 - ⑨ Not following instructions from the examination supervisors at the examination venue
 - ⑩ Pretending to be an applicant and taking the examination for the applicant
 - ⑪ 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.
 - A supervisor may warn or question the applicant.
 - 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.
 - The applicant may not be allowed to continue taking the examination or allowed to take any other entrance examination given by Waseda University during the year. (Screening fees will not be returned.)
 - The results of all entrance examinations taken by the applicant at Waseda University during the year may become invalid.

Please review the following material carefully so that you will know what to expect during the Waseda University Admissions Exam.

1. The exam environment.

We will do our best to provide you with a quiet and equitable 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 the 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 an exam monitor can identify the particular device as the source of the disturbance, he/she will remove the device from the exam site, with or without the consent of its owner. The item will be kept at exam headquarters.
- ③ While desks, chairs, air conditioning, acoustic equipment, etc., may vary between classrooms used as test sites, this will not be taken as a handicap to any examinee.
- ④ If, by the actions of a certain examinee, other examinees are disturbed, the examinee causing the problem may be asked to take the exam in a different room.

2. Unforeseen problems that are beyond human control.

In cases of unforeseen circumstances that are beyond human control, such as 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 the exam, etc. may be taken. However, in such an event, we will bear no responsibility for any resulting inconvenience, expense, or other personal loss that the examinee may incur.

■ Announcement of Final Results and Distribution of Admission Guide

Results will be announced on February 12, 2016(Fri) from 10:00 a.m. for April 2016 Admission on the following GSC website and a notice board in Waseda Campus during the period specified below. No inquiries about the results will be entertained over the telephone or by E-mail, etc.

[URL] <http://www.waseda.jp/fcom/gsc/>

Period: From February 12(Fri) 10:00 a.m. through Feb 19(Fri)

*We will send successful applicants the Admission Guide along with 'Result of Doctoral Program Entrance Examination for 2016 April Admission' by post on the day of the result announcement.

2. Entrance Procedure

【Deadline for Entrance Procedure】

February 19, 2016 (Fri)

【Documents for Entrance Procedure】

(1) Prescribed forms

- ① Written Oath and Written Guarantee and Consent for the Treatment of Personal Data must be filled out by the student and his/her guarantor.
- ② Certificate of Residence Record (Jumin- hyo, 住民票)
Following items need to be included in the certificate:
-Name, Gender, Date of Birth, Head of household, Relationship to the head of household and Current Address
If you are an international applicant the certificate need to include items below as well: Nationality, Visa status, Period of stay, Expiration date, and ID number
- ③ Oath of Academic Integrity must be filled out by the student.
- ④ Others

(2) Original Copy of "Certificate of Graduation" and "Transcript of Academic Records" (only for expected graduates at the time of application). Successful applicants who are students of the Graduate School of Commerce, Waseda University need not submit "Certificate of Graduation". Successful applicants who have already submitted them at the time of application need not resubmit.

(3) Three color photographs (4cm×3cm, borderless)

It should be identical to that attached to the application form.

(4) Receipt of the bank transfer of tuition and fees.

(5) Photocopy of the Examination Admission Card

(6) Other documents designated by GSC

*Please refer to the Admission Guide which is to be distributed at the time of result announcement for further details.

3. Tuition and Other Fees for AY2016 in April Admission

(Unit: Yen)

Year	Term	Entrance Fee	Tuition Fees			Other Fees					Total
			Course Fee	Facility Fee	Training Fee	Academic Society		Student Association		Fee for Student Health Promotion Mutual Aid Association	
						Enrollment Fee	Fee	Enrollment Fee	Fee		
1st Year	Spring	200,000	226,500	40,000	1,000	2,000	1,000	1,000	1,250	1,500	474,250
	Fall		226,500	40,000	1,000		1,000		1,250	1,500	271,250
	Total	200,000	453,000	80,000	2,000	2,000	2,000	1,000	2,500	3,000	745,500
2nd Year	Spring		228,000	40,000	1,000		1,000		1,250	1,500	272,750
	Fall		228,000	40,000	1,000		1,000		1,250	1,500	272,750
	Total		456,000	80,000	2,000		2,000		2,500	3,000	545,500
3rd Year	Spring		229,500	40,000	1,000		1,000		1,250	1,500	274,250
	Fall		229,500	40,000	1,000		1,000		1,250	1,500	274,250
	Total		459,000	80,000	2,000		2,000		2,500	3,000	548,500

[NOTES]

1. The "Training Fee" and "Other Fees" for AY2017 or after have not yet been decided.
2. Applicants who had entered Waseda University as a regular student and had paid the entrance fee are exempted from paying the entrance fee this time.
3. Applicants with a Bachelor's or master's degree (not including MBA) from the School of Commerce or the Graduate School of Commerce are exempted from paying the Academic Society enrollment fee.
4. Applicants with a Master's degree (not including MBA) from the Graduate School of Commerce are exempted from paying the Student Association enrollment fee.

Documents, tuition and other fees will not be returned once submitted regardless of any special circumstances on the part of the student. However, if you are forced to withdraw prior to enrollment due to unforeseen circumstances, only the 1st-term tuition fee will be subject to refund.

The entrance fee and the 1st-term tuition fee paid to another graduate school within Waseda university are transferable should you prefer to enter GSC instead of the other school.

For further details, please refer to the Guide for Entrance Procedure which will be distributed to successful applicants at the time of final result announcement.

4. Screening fee waiver program for applicants from specified countries

[Screening fee waiver program for applicants from specified countries]

1. Outline

Applicants who wish to be admitted into the 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:

- 1) 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.

- 2) Applicants with dual nationality are only eligible if both nationalities are included in the list of eligible countries described in 1) above .

3. Procedures

When applying to the 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.

- 1) Application Form for Screening Fee Waiver
- 2) 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, Laos, Lesotho, Liberia, Madagascar, Malawi, Mali, Mauritania, Mozambique, Myanmar, Nepal, Niger, Rwanda, 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. Student Visa

It is, in principle, necessary for international applicants to obtain a "Student Visa" after they have been accepted at GSC, completed the prescribed registration procedures, and effectively made the decision to begin their studies at GSC. Students must submit a valid passport and the Certificate of Eligibility to the Japanese Embassy or Consulate in their home country in order to apply for a "Student Visa." For such applicants, the Waseda University will act as their proxy to obtain the Certificate of Eligibility from the Tokyo Immigration Bureau of the Ministry of Justice. Students

desiring to have the Waseda University as their proxy are requested to submit a complete set of the following materials in order to complete the processing in time. Please be aware that the Certificate of Eligibility cannot be issued in cases where the application for the Certificate of Eligibility is done by proxy or where the application for a student visa is conducted separately from the application for the Certificate of Eligibility to our school. Please also note that in some cases, the Immigration Bureau may require additional materials.

*The details of Proxy Application are indicated on the accompanying sheet.

6. Doctoral Requirements and Doctoral Degree Conferral

In order to complete the Doctoral program, doctoral students must be enrolled in the program for more than three years with necessary research supervision, have their dissertation approved and pass the final examination. Doctoral students who complete the Doctoral program will be conferred with the degree of "Doctor in Commerce, Waseda University".

7. Handling of Personal Information

Waseda University utilizes applicant information (addresses, names, dates of birth etc.) collected at the time of application in order to carry out operations such as the entrance examination, announcement of the screening results, and enrollment procedures. We will take necessary and proper measures to protect such information from leakage, disclosure, or unauthorized use. All or part of the above operations may be outsourced to an agency. In such case, the agency will be contractually required to maintain necessary and proper management. Please note that the personal information may be used as materials for studies and researches to improve our entrance examinations. The information will be statistically processed to prevent any individuals from being identified.

Graduate Schools Admission for International Students International Admissions Office, Waseda University (Application submission address)

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

International Admissions Office, Admissions Center

Academic Affairs Division

TEL.03-3204-9073 (Office Hours : 9:00~17:00)

E-mail: iao-gs@list.waseda.jp

<http://www.waseda-iao.jp/waseda/j/index.html>

Graduate School of Commerce, Waseda University (Additional Documents submission)

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

TEL.03-3202-4369 FAX.03-5273-4371

E-mail: gsc-ad@list.waseda.jp

Located on 3rd Floor, Building 11, Waseda University, Waseda Campus

<http://www.waseda.jp/fcom/gsc/en>