
Application Guide for the Doctoral Program at the Graduate School of Commerce, Waseda University (GSC) September 2018/April 2019

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[NOTES]

If you expect to require special care during the entrance examination or after entering the university due to a disability or serious medical condition, etc., please contact the GSC Admissions 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.

If you are a MEXT scholarship student at Waseda University, please contact the GSC Admissions Office before paying the screening fee.

This application guide does not include the documents listed below. Please obtain the necessary documents for application from the following link: <http://www.waseda.jp/fcom/gsc/en/applicants/admission>

- Method for Payment of the Screening Fee at Convenience Stores in Japan
- Instructions on Screening Fee Payment by Credit Card, Union Pay, and Alipay
- Application Form
- Summary of Master's Thesis
- List of Previous Publications and Research
- Application Form for Special Exemption for GSC Doctoral Applicants (Subject Test Exemption)
- Request Form for Return of Documents
- List of GSC Project Advisors and Project Research Conducted in English
- Scope of the Examination

1. Application Guide for Doctoral Program

■ Qualifications for Application

Applicants must fulfill one of the following requirements:

- (1) Hold a Master's Degree, Professional Master's Degree, or Professional Doctoral Degree in Law or be scheduled to receive such degree before the date of admission.
- (2) Hold a Master's Degree, Professional Master's Degree or expect to obtain the degree at a foreign university before the date of admission.
- (3) Be designated by the Minister of Education, Culture, Sports, Science, and Technology in Japan.
- (4) Complete postgraduate programs and receive a degree equivalent to a Master's Degree from the United Nations University or be scheduled to receive such degree before the date of admission.
- (5) Be recognized by the GSC as possessing academic credentials superior to those of holders of a Master's Degree, Professional Master's Degree, or Doctoral Degree in Law through an individual entrance requirements screening process and have reached the age of 24 before the date of admission.

* Please refer to the following website for further details regarding Qualification No. 3:

http://www.mext.go.jp/b_menu/hakusho/nc/k19890901001/k19890901001.html.

* Applicants with questions regarding Qualifications 4 or 5 should contact the GSC Admissions Office no later than two weeks prior to the deadline.

* The submission of English Proficiency Scores is compulsory.

Test scores below the designated minimum will not be accepted.

Scores are valid for two years. The issue date must be within two years of the start date for the respective application term.

	TOEFL(iBT)	TOEFL(PBT)	TOEIC	IELTS
Minimum Score	73	533	700	6.0

If you submitted a certificate to demonstrate that you are expected to meet the qualification to enter 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.

■ Schedules

	For September 2018 Admission	For April 2019 Admission
Application Period	May 21, 2018 (Mon) - May 25, 2018 (Fri)	Nov 26, 2018 (Mon) - Nov 30, 2018 (Fri)
First Screening (Written Examination)	Jun 30, 2018 (Sat)	Jan 31, 2019 (Thu)
Second Screening (Oral Examination)	Jul 1, 2018 (Sun)	Feb 1, 2019 (Fri)
Announcement of Final Results	Jul 5, 2018 (Thu)	Feb 7, 2019 (Thu)
Deadline for Entrance Procedures	Jul 20, 2018 (Fri)	Feb 15, 2019 (Fri)

■ **Number of Students to be admitted:** 40 students / Academic Year

■ 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 noted in your application form	

(2) Application Period

For September 2018 Admission	May 21, 2018 (Mon) - May 25, 2018 (Fri)
For April 2019 Admission	Nov 26, 2018 (Mon) - Nov 30, 2018 (Fri)

Domestic Application: Documents posted on the last day of the deadline are acceptable.

Overseas Application: Documents that arrive at the GSC Admissions Office **after the deadline are not acceptable.**

[NOTE] We do not confirm receipt of the application materials of each applicant. It is the applicant's responsibility to track his/her application packet to ensure prompt delivery by the application deadline.

(3) Application Method

Domestic Application: Send all the required documents to the GSC Admissions Office by registered mail (書留郵便).

Overseas Application: Send the documents by international delivery service via Express Mail (EMS).

* Our mailing address is listed on the last page of this guide.

* Outdated applications will not be accepted for any reason.

(4) Screening Fee

The screening fee is 30,000 yen.

Applications without payment of the screening fee will not be accepted for any reason.

If you are expected to obtain a Master's Degree in September 2018 for September 2018 admission or in March 2019 for April 2019 admission from the graduate schools of the Faculty of Commerce* at Waseda University, you are exempted from the screening fee for the Doctoral Program.

*The Faculty of Commerce includes the Graduate School of Commerce; the Graduate School of Accountancy; the Graduate School of Finance, Accounting, and Law; and the Graduate School of Business and Finance.

[Period for payment]

For September 2018 Admission	May 14, 2018 (Mon) - May 25, 2018 (Fri)
For April 2019 Admission	Nov 19, 2018 (Mon) - Nov 30, 2018 (Fri)

1. Payment of the Screening Fee at Convenience Stores in Japan

- 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” (<http://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 [type 3], and submit it. Check the details on the screening fee payment method on Web site.
- The payment can be made 24 hours a day, seven days a week , including Saturdays, Sundays, and holidays. However, please note that 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 a family member or acquaintance of an applicant conducts the procedure for the applicant, the family member or acquaintance must enter the applicant’s information.
- If you are unable to make the payment at a convenience store for some reasons, please contact the GSC Admissions Office in advance.

2. 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.
- After completing the transaction, print out the “Result” page and attach it to the “Application Form”.
- The payment can be made 24 hours a day, seven days a week , including Saturdays, Sundays, 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.

3. Payment by Overseas Bank Transfer

Please follow the procedure below to remit 32,500 yen (the screening fee of 30,000 yen plus the lifting charge of 2,500yen) 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
Method of Payment	Advise and Pay
Bank Transfer Fee	Payer’s Responsibility
Lifting Charge	Payee's Account
Amount	32,500 yen (30,000yen for the screening fee, 25,000yen for the lifting charge)
Purpose	Screening Fee
Message to Payee	Please indicate “35:Applicant's full name” *Include the number “35” before applicant's name
Bank name	MUFG Bank, Ltd.
Branch name	EDOGAWABASHI Branch
Account Number	0035967FHL * “0035967” are the numbers and “FHL” are the letters
Account holder	Waseda University
Bank address	1-48-13, SEKIGUCHI BUNKYO-KU TOKYO 1120014, JAPAN
Swift Code	BOTKJPJT

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

As a general rule, application documents and screening fees are not returned. 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 the application documents after the deadline.
- 3) 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 were not complete enough to meet the application requirements.
 - You do not meet all of the eligibility criteria.

If you fall into one of the categories above, please contact the GSC Admissions Office.

- * If you have made a payment by credit card, any 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

- The application documents must reach the GSC Admissions Office no later than the prescribed deadline.
- You may NOT reuse any of the application documents you submitted to GSC for a past entrance examination.
- All application documents must be typed or filled in with black or blue ball-point pen. (Please do not use erasable ink pens or pencils.)
- In the event application materials could not be submitted completely, or the submitted application materials are not complete so as to meet the application requirements, you will fail eligibility for examination. Please be sure to confirm that all the required documents have been obtained and are complete prior to submitting your application. In the event you are contacted by the GSC Admissions Office, please follow all instructions immediately.
- Only documents in Japanese or English are acceptable. Documents in a language other than Japanese or English should be translated into either Japanese or English and notarized at a notary public's office in the applicant's home country as authorized by the home country or the embassy in Japan.
- Some countries and regions do not offer translation services or notary public services at the embassy in Japan (e.g., China). In this case, certificates must be translated and notarized at the notary public's office in the applicant's home country. Thus, please allow yourself plenty of time to ensure proper translation and certification of the application materials.
- The GSC website provides specific downloadable application formats for the "Designated Forms" listed in the table below. See http://www.waseda.jp/fcom/gsc/en/applicants/admission#anc_3.

List of Application Documents

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 Admissions Office (gsc-ad@list.waseda.jp) immediately of any changes in your address given at the time of application.

Application Documents		Remarks
(1)	Application Form	[Designated Form 3] *Please paste two color photos (4 cm × 3 cm) in the space provided. *Please paste a "Certificate of Payment" [receipt] (「収納証明書」 in Japanese) in the space provided.
(2)	English Proficiency Scores *1 TOEFL, TOEIC, or IELTS	ORIGINAL test score reports are acceptable. Test scores from at least one of the tests listed are necessary. Test scores must be issued no later than two years before the first day of the respective application term. Test scores below the designated minimum will not be accepted. Minimum test scores for each test are as follows: TOEFL -iBT 73 pts.; TOEFL PBT 533 pts.; TOEIC 700 pts.; IELTS 6.0 pts.
(3)	Certificate of Japanese Proficiency	International applicants who do not have a Master's Degree from a Japanese university and plan to undertake research conducted in Japanese must submit a certificate of Japanese proficiency, such as the JLPT. Either the original or a copy of the certificate is acceptable.
(4)	Certificates	Bachelor and Master's original certificates 1. Certificate of (Expected) Graduation/Degree 2. Transcripts
(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)	Summary of the Master's Thesis	[Designated Form 4] Submit only if you have not yet completed your Master's Thesis at the time of application.
(8)	Self-addressed Envelope	Store-bought envelope (235 × 120 mm) indicating your address for domestic applicants only.
(9)	List of Previous Publications and Research Publications / Research Papers (maximum of three).	[Designated Form 5] Submit only if you have at least one previous publication and/or research paper. Include either originals or photocopies of major publications/research papers that were included in the list above.

Application Documents		Remarks
(10)	Application for Special Exemption for GSC Doctoral Applicants	[Designated Form 6] Only qualified applicants need submit this form.
(11)	Statement of Financial Resources	[Designated Form 7]
(12)	Photocopy of Passport	Photocopy of the photo page for non-Japanese applicants only
(13)	Photocopy of Resident Card or Certificate of Residence Record	Photocopy of both sides of the Resident Card or Certificate of Residence Record (Jumin- hyo, 住民票) for domestic applicants only
(14)	Request Form for Return of Submitted Materials	[Designated Form 8] Only applicants may request the return of materials.
(15)	Application Document Checklist	[Designated Form 9]

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

(1) Application Form [Designated Form 3]

- Please refer to the “List of GSC Project Advisors and Project Research Conducted in English” on the accompanying website and determine your "First Choice Project Advisor" and his/her project research name. Then, indicate the name of the project in the "First Choice Project Research" column. A "Second Choice" is optional, but please choose from **the same Research Area** of your "First Choice." If you do not have a "Second Choice," please indicate "None" in the "Second Choice Project Research" column.
[URL] <https://www.waseda.jp/fcom/gsc/en/applicants/research>
 - Please choose and circle your preferred language, either English or Japanese, for the First Screening and for Project Research after enrollment. You may choose a different language for the First Screening and for Project Research after enrollment.
 - **Please choose and circle two Subjects for the Written Examination (First Screening) from the Research Area Subjects you chose.** You are not permitted to take the written examination in subjects other than those you have chosen.
 - Please circle the appropriate English proficiency test score(s) you will submit. You may submit the results of multiple tests.
 - Paste two color photos
 1. Include two 4 cm × 3 cm photos of the applicant's upper body, front view without a hat, scarf, and/or sunglasses against a plain back ground without a frame and taken within three months prior to submitting the application.
 2. Photos taken before changes in appearance (scarf, glasses, etc.) are unacceptable.
 3. Cropped or edited photos are unacceptable.
 4. Vending machine photos taken with an ID photo box are acceptable, but photos taken for private use are unacceptable.
 5. Write the applicant's name on the back of the photos and affix them to the application form.
- * Please submit photos that accurately identify the person as they will be used as identification on examination days and for the student ID card after enrollment. Please note that we will use these photos for identification purposes for various school procedures and they will be registered as part of the student principal information on various university-related websites.

*After making the payment at a convenience store, 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) on the designated space in the application form.

(2) English Proficiency Scores

Submit at least ONE of the following original certified test score reports. Test scores below the designated minimum will not be accepted. Score report certificates are not returnable. Please note that it may take approximately one month for the score report to be issued after the examination or application for reissue. Thus, you may not receive the results in time if you take the exam too close to the application deadline.

English Proficiency Scores are also reflected in the screening process.

Documents for submission	Remarks
TOEFL (iBT or PBT) Minimum test score: iBT: 73pts., PBT:533pts.	Request that the Original Score Report or Official Score Report be mailed directly to the GSC Admissions Office from a test center by using the Institution Code listed below for the GSC Admissions 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.	Include the original "Official Score Certificate."
IELTS (Academic Module only) Minimum test score: 6.0 pts.	Request that the Original Score Report or Test Report Form be mailed directly to the GSC Admissions Office from a test center to the address listed below for the GSC Admissions Office. IELTS Website: www.ielts.org . GSC Admissions Office address: Admissions Office Graduate School of Commerce, Waseda University The 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 for applicants who obtained a degree from an institute of higher education (university or higher) that instructed primarily in English.**
- **If you cannot arrange to send a certificate(s) to us directly as stated above, please submit the information to us along with your other application materials.**
- Test scores must be dated no later than two years before the first day of the respective application term.

(3) Japanese Proficiency Test Score

International students who do not have a Master's Degree from a Japanese university but have chosen project research conducted in Japanese must submit a certificate of Japanese proficiency such as the JLPT. A copy is acceptable.

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

(4) Certificates (originals are necessary)

1. Certificate of (Expected) Graduation
2. Transcripts

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

(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 in any format. Please note that the Graduate School of Commerce does not supply copies of this form.

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, a 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 on which the master's degree was/will be awarded
 - 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. We will extend the submission deadline for a work-in-progress Master's Thesis to the dates listed below:

For September 2018 Admission:	Deadline Jun 11, 2018 (Mon)
For April 2019 Admission:	Deadline Jan 15, 2019 (Tue)

- 1) Please include three copies of your work-in-progress Master's Thesis
- 2) Please include a Summary of the Master's Thesis (Designated Form)
 - If you hold more than one Master's Degree, you may submit one Master's Thesis only.

(7) Summary of the Master's Thesis [Designated Form 4]

Please submit this form only if you have not yet completed your Master's Thesis at the time of application.

(8) Self-addressed Envelope (domestic applicants only)

- Include the applicant's name and address on the envelope. A stamp is not necessary.
- If you live outside of Japan and will submit the application documents from overseas, no self-addressed envelope is required.

(9) List of Previous Publications and Research and Major Publications/Research Papers [Designated Form 5]

- Please submit a list only if you have at least one previous publication or research paper. We will NOT accept the list if you cannot submit an original or photocopy of your major publications/research papers at the time of application.
- Originals or photocopies of not more than three major publications/research papers are necessary.
- If the publication(s)/research paper(s) is not written in Japanese or English, an outline translated into Japanese or English should also be attached.

(10) Application for Special Exemption for GSC Doctoral Applicants [Designated Form 6]

Please submit only if you are applying for exemption of examination for a specialized course.

Special Exemption of Examination for a Specialized Course

Exemption is applicable only for those who have or will have outstanding academic results in designated GSC courses. (Exemption is only permitted within one year of graduation.)

Some WBS courses are provided as substitute courses for GSC core courses. Please review the details on our website. http://www.waseda.jp/fcom/gsc/en/applicants/admission/menjoseido_e.

- If you are not eligible for exemption, you must proceed as a regular applicant.
- It is also available to be exempt only one course taking examination for the other course.

(11) Statement of Financial Resources [Designated Form 7] (non-Japanese applicants only)

- This form is not required for applicants who graduated from the University in Japan.
- Applicants should state in Japanese or English the source of funds to cover tuition, other academic fees, and living expenses while in Japan. This form must be signed by the applicant.
- Applicants who indicated a “Government/Sponsoring Agency” as a source of funds must submit a certificate regarding the scholarship they are to receive indicating the amount and duration.

(12) Photocopy of Passport (non-Japanese applicants only)

Submit a photocopy of your passport's photo page.

(13) Photocopy of both sides of Resident Card or Certificate of Residence Record

(Jumin-hyo 住民票 / domestic applicants only)

- Please obtain from the nearest city/ward hall a Resident Card or Certificate of Residence Record (Jumin-hyo) that includes the applicant's name, gender, date of birth, head of household, relationship to the head of household and current address, but excluding the applicant's “My Number” (The Social Security and Tax Number).
- Even if you have valid visa status that would extend beyond enrollment in GSC at the time of application, it is possible that updates or alterations to visa status may be denied after enrollment for personal reasons. (One example would be if a person, without valid reason, ceased activities upon which the current visa status was granted for

longer than three months.) Waseda University cannot guarantee that updates or alterations to your visa status will be accepted after enrollment. Please be sure to independently confirm all visa matters with the Tokyo Immigration Bureau as these matters are your own personal responsibility.

(14) Request Form for Return of Submitted Materials [Designated Form 8]

- Waseda University will only return 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 for your request on the “Request Form for Return of Submitted Materials.” Only when Waseda University determines that the materials cannot be reissued will they 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 from TOEFL, TOEIC, IELTS, the Japanese Language Proficiency Test (JLPT), or the Examination for Japanese University Admission for International Students (EJU).**

(15) Application Document Checklist [Designated Form 9]

- Please make sure to enclose all application materials indicated on the checklist. The checklist must be included in the application packet with the other materials.
- If any of the application materials must be sent later, please specify the materials and reason for delay on the “List of Delayed Materials.”
- If you request any English score report be mailed directly to the GSC Admissions Office, please give the information in “Delay Submission List” column.

■ Examination Admission Card

We will send your Examination Admission Card at least two weeks prior to the First Screening. Please bring the card both screening days. In the event the card does not arrive within one week prior to the First Screening, please contact the GSC Admissions Office by e-mail (gsc-ad@list.waseda.jp).

■ Screening

(1) Scheduled Timetable for Screening

	First Screening (Written Examination)	Second Screening (Oral Examination)
For September 2018 Admission	Jun 30, 2018 (Sat) 10:00 a.m. – Noon	Jul 1, 2018 (Sun) 9:00 a.m. –
For April 2019 Admission	Jan 31, 2019 (Thu) 10:00 a.m. – Noon	Feb 1, 2019 (Fri) 9:00 a.m. –

You must answer questions in the language that you selected in the "language" column on the application form.

All applicants who have taken the First Screening must take the Second Screening.

For applicants taking only one course of examination, the written exam will be held from 10:00 a.m. to 11:00 a.m.

(2) Screening Venue

Both the First Screening and the Second Screening are scheduled to be held on the Waseda Campus.

Detailed information for the venue of the First Screening will be included on the Examination Admission Card and the venue for the Second Screening is to be announced on the day of the First Screening.

(3) Notes Regarding the First Screening

You must answer two subject areas that you selected as your desired Research Area Subjects at the time of application. In the event you answer other subject areas than those you previously selected, they will not be scored.

For your reference, see “Scope of the Examination” at

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

Entrance examination subjects in “Finance and Insurance” area will be changed from 2019 April entrance application.

Please be sure to check the details on our website.

(4) Screening Methods

Screening will be based upon an evaluation of the Master’s Thesis, previous research, and the results of the First and Second Screenings. If you do not attend the First Screening, you are not permitted to attend the Second Screening.

(5) Notes

- ① Applicants must enter the examination room 20 minutes prior to the start of the examination.
- 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 permitted to enter the examination room later than 20 minutes prior to the start of the examination.
- ④ Mobile phones must be turned 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 permitted. The university does not lend, rent, or sell watches. Alarm functions and audio response systems should be turned 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 or drink on the desk.
- ⑦ Write your answers clearly using a black or blue ball-point pen. Do not use an erasable ball-point pen, a highlighter or a pencil.
- ⑧ You may use correction tape or correction fluid.
- ⑨ The university does not lend, rent, or sell 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 during the academic year will be revoked.
- ⑯ In order to prevent infection of influenza and other infectious diseases at the entrance exam venue, please bring your own mask if necessary.
- ⑰ Be considerate to other people by wearing a mask or use 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 communication device with you or using it during the examination
- ⑦ Letting your mobile communication device 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 the GSC website (<http://www.waseda.jp/fcom/gsc/>) and on a notice board on the Waseda Campus during the period specified below.
- No inquiries regarding the results or reasons for admission decisions will be discussed over the telephone, via E-mail, or by any other means.
- We will send successful applicants the Guide for Entrance Procedures along with “Results of the Doctoral Program Entrance Examination” by post on the day the results are announced.

[Period]

For September 2018 Admission:	From Jul 5 (Thu) 10:00 a.m. through July 12 (Thu)
For April 2019 Admission:	From Feb 7 (Thu) 10:00 a.m. through Feb 14 (Thu)

2. Entrance Procedures

[Deadline for Entrance Procedures]

For September 2018 Admission:	Jul 20, 2018 (Fri)
For April 2019 Admission:	Feb 15, 2019 (Fri)

[Documents for Entrance Procedures]

(1) Prescribed forms

- ① The Oath of Academic Integrity must be filled out by the student.
- ② Certificate of Residence Record (Jumin-hyo, 住民票)

The following items must 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 must include the following additional items: nationality, visa status, period of stay, expiration date, and ID number, but excluding the applicant's “My Number” (The Social Security and Tax Number).

(2) Download and print out after completing the Online Registration Procedure

- ① Entrance Registration Form
- ② Written Oath and Guarantee and Consent for the Treatment of Personal Data must be filled out by the student and his/her guarantor.

(3) An original copy of the "Certificate of Graduation" and "Transcript of Academic Records" must be included (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 the "Certificate of Graduation." Successful applicants who have already submitted these documents at the time of application need not resubmit.

(4) Photocopy of the Examination Admission Card

(5) Receipt of bank transfers for tuition and fees

(6) Other documents designated by GSC

*Please refer to the Admission Guide that is to be distributed at the time the results are announced for further details.

3. Student Visa

Details regarding the Proxy Application are indicated on the accompanying sheet [Designated Form 10].

4. Financial Aid and Scholarships

For the latest information on major scholarships offered at Waseda University, please refer to the handbook “AY2018 Challenge Scholarship Guidelines” (available in Japanese only) or the University Scholarships and Financial Assistance Section’s website at <http://www.waseda.jp/syogakukin/>. Regarding international students, please refer to the following website (available in English): <http://www.waseda.jp/inst/cie/en/life/aid>.

5. Tuition and Fees for AY2018 September Admission

(Unit: Yen)

Year	Term	Entrance Fee	Tuition Fees		Other Fees				Total
			Course Fee	Training Fee	Academic Society	Student Association		Fee for Student Health Promotion Mutual Aid Association	
					Fee	Enrollment Fee	Fee		
1st Year	Fall	200,000	224,000	1,000	1,000	1,000	1,250	1,500	429,750
	Spring		224,000	1,000	1,000		1,250	1,500	228,750
	Total	200,000	448,000	2,000	2,000	1,000	2,500	3,000	658,500
2nd Year	Fall		324,000	1,000	1,000		1,250	1,500	328,750
	Spring		324,000	1,000	1,000		1,250	1,500	328,750
	Total		648,000	2,000	2,000		2,500	3,000	657,500
3rd Year	Fall		324,000	1,000	1,000		1,250	1,500	328,750
	Spring		324,000	1,000	1,000		1,250	1,500	328,750
	Total		648,000	2,000	2,000		2,500	3,000	657,500

[NOTES]

1. The "Training Fee" and "Other Fees" after AY2019 have not yet been determined.
2. If you are currently enrolled in, graduated from, completed, or withdrew from an undergraduate, graduate, or specialized program at Waseda University, you are not required to pay the entrance fee (registration fee). For more information, please refer to the Guide for Entrance Procedures sent to successful applicants.
3. Applicants with a Master's Degree (not including a MBA) from the Graduate School of Commerce are exempted from paying the Student Association enrollment fee.
4. Tuition & fees after AY2019 will be updated on the website after the amount is determined.

*As a rule, we do not return submitted documents or refund school expenses and fees (the entrance fee and school expenses for the first semester). However, if you do not enter Waseda University due to unavoidable circumstances or fail to meet the entrance qualifications prior to enrollment, we may refund only the school expenses for the first semester (but not the entrance fee). For more information about the procedure for receiving such refund, refer to the handbook on entrance procedures mailed to successful applicants.

*If you have been accepted by one Waseda graduate school and completed the payment of entrance fee, school expenses and other fees to that school and are later accepted by another Waseda graduate school which you prefer to enter, you can enter the preferred graduate 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. For more information about the procedure, please refer to the handbook on entrance procedures mailed to successful applicants.

6. 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 [Designated form 11]

- 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, Eritrea, Ethiopia, Gambia, Guinea, Guinea-Bissau, Haiti, 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, Tanzania, Timor-Leste, Togo, Tuvalu, Uganda, Vanuatu, Yemen, Zambia, Zimbabwe

7. 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 "Doctor of Commerce, Waseda University."

8. 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 School of Commerce, Waseda University

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

9:00 a.m. - 5:00 p.m. (Monday - Friday)

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

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