
Waseda University Graduate School of Commerce

Doctoral Program Admissions Guide

2021 September/2022 April entry

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*Designated forms can be downloaded from our website.

<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.

Policy for the Commerce Program in the Graduate School of Commerce, Waseda University

1. Diploma policy

Waseda University will take advantage of its comprehensiveness and tradition to teach knowledge of diverse academic disciplines to foster individuals who can actively contribute to the globalizing society. Particularly, the program offers an opportunity to study, learn, and delve deep into sophisticated and professional academic theories and their application in the study of commerce and related disciplines. In so doing, it tries to develop students who can take leadership roles with a broad perspective and a good conscience.

The master's program offers elaborate knowledge in the area of specialty and nurtures the skills necessary for researchers or highly skilled professionals. The doctoral program nurtures students with the skills and knowledge necessary to research as an independent researcher.

2. Educational curriculum organization and implementation policy

The master's program and the doctoral program offer three courses with six research areas, including Business Management (management, marketing and international business, finance, and insurance), Accounting (accounting), Industry, and Economy (theory and quantitative analysis, public policy, and history of economics). Students will learn and study general topics in the study of commerce, with a focus on the subjects in their course or research area.

Lectures are organized in such a way that students can build the basis for writing their master's thesis by learning multifaceted research methods and gaining basic to applied knowledge regarding their area of specialty.

Seminars are organized in such a way that allows students to plan their research topic and acquire research methods for writing their master's thesis or doctoral thesis using more specialized textbooks than those used in lectures. Moreover, seminars will also serve as the site for polishing intellectual skills regarding the research through discussions between faculty members and students or between students.

For research instruction, faculty members provide individual instruction and advice regarding the research topic selected by the student as well as an opportunity for the student to summarize his/her research achievements logically and persuasively. In the doctoral program, students are expected to spend ample time to complete their doctoral thesis based on the research instruction of their adviser.

3. Admission policy

Our program welcomes students from Japan and across the world who have strong academic skills, intellectual curiosity, and a rich enterprising spirit, which is the motto of Waseda University. Entrants in the master's program are expected to have completed undergraduate study in commerce, and keen awareness in writing a master's thesis, as well as a sincere attitude to undertake research.

Entrants in the doctoral program are expected to have expertise in the field of commerce, knowledge regarding the research methods for researching as an independent researcher and formed a basic awareness and attitude towards research. Furthermore, to take advantage of the characteristics of our long-standing graduate program and expand entry for undergraduate students in the school of commerce at Waseda University, we have enhanced systems, such as admission on a recommendation system, graduate classes in the Graduate School of Commerce for undergraduate students, and early completion of the master's program. We also offer admission on a recommendation system for undergraduate students majoring in studies other than commerce at Waseda University. In addition to these systems, we have several admission intakes and accept students with basic academic skills as well as critical thinking skills broadly in and outside Waseda University.

1. Application

(1) Number of students to be enrolled

40 students

(2) Applicant qualifications

The applicant must meet any one of the 5 conditions listed below.

- ① The applicant has or is expected to get a master's degree, master's degree (professional degree), or Juris Doctor degree (professional degree) before the start of our graduate program.
- ② The applicant has obtained or is expected to obtain a master's degree, master's degree (professional degree), or a degree equivalent to these from foreign institutions before the start of our graduate program.
- ③ The applicant has been designated by the Ministry of Education, Culture, Sports, Science and Technology.
- ④ The applicant has completed or is expected to complete a program at the United Nations University and has received or is expected to receive a degree equivalent to the master's degree before the start of our graduate program.
- ⑤ The applicant does not meet any of conditions ①-④ but has been recognized to have academic skills equivalent to or greater than those who have a master's degree, master's degree (professional degree), or Juris Doctor degree (professional degree) in individual screening for admission eligibility held at our graduate program and will have reached the age of 24 before the start of our graduate program.

*The applicant must have a **TOEFL iBT score of 73 or greater, or a PBT score 533 or greater, or a TOEIC score of 700 or greater, or an IELTS score of 6.0 or greater held for 2 years** from the first day of the application period. For those who have received a Bachelor's degree or Master's degree in English do NOT need to submit a Language Proficiency certificate (English).

*For details of ③ above, please check the link below to see the list of designated persons.

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

*To find out whether you meet conditions ④ or ⑤ above, please contact our office.

*Our doctoral program is a full-time program and no classes are offered during night-time. The schedule for research instruction has been organized during the daytime for weekdays (1st period-6th period: 9:00-19:45) and Saturday (1st-5th period: 9:00-18:00).

Faculty of Waseda University including Waseda University Junior / Senior High School, Waseda University Honjo Senior High School and Art and Architecture School are not able to become a student of the University, although there are few exceptions according to the university regulations. If you have any question, please ask Waseda University administration offices.

Some or all classes may be provided online in the spring semester 2021 according to circumstances, including the influence of COVID-19.

We will announce how we provide classes through our websites (or by other means) when it is determined.

(3) Application schedule

Your application won't be accepted unless everything, including payment of application fee, web application, and paper application has been completed by the deadline.

You can apply for both the September entry examination and April entry examination. However, **all application documents must be submitted again.**

	2021 September entry	2022 April entry
Application Fee payment period	April 1 (Thu) to April 8 (Thu) in 2021	Nov 4 (Thu) to Nov 18 (Thu) in 2021
Web Application Period	April 1 (Thu) to April 7 (Wed) in 2021	Nov 11 (Thu) to Nov 17 (Wed) in 2021
Paper Application Period	April 1 (Thu) to April 8 (Thu) in 2021	Nov 11 (Thu) to Nov 18 (Thu) in 2021
First Screening (Written Exam)	May 22, 2021 (Sat)	January 27, 2022 (Thu)
Second Screening (Oral Exam)	May 23, 2021 (Sun)	January 28, 2022 (Fri)
Announcement of Results	May 27, 2021 (Thu)	February 3, 2022 (Thu)
Deadline for Enrollment Procedure	July 16, 2021 (Fri)	February 10, 2022 (Thu)

*For applicants in Japan (those who live in Japan at the time of application), application documents **must be postmarked by** the deadline.

*For applicants outside Japan (those who live in places other than Japan at the time of application), application documents **must be received by** the deadline.

(4) Screening fee

Please make sure to pay the screening fee (30,000 yen) during the payment period using one of the means, ① to ③, below.

However, if you are going to complete your master's program or professional degree program in one of the courses at Waseda University (Graduate School of Commerce or Graduate School of Accountancy or Graduate School of Business and Finance) in September 2020 or March 2021, the screening fee for 2020 September entry or 2021 April entry will be waived respectively.

Additionally, if you have completed one of the courses in Waseda University Graduate School (above) and continue to pursue course as a non-degree student in Waseda University Graduate School (above), and looking for entry to our doctoral program, then the screening fee will be waived. (Note that this is only limited to cases where you look for entry within 4 years after your enrollment into the master's program or professional degree program.)

① Payment at a convenience store (Refer to Appendix)

- 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 "Certificate of Payment", and submit it.

- 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 our office in advance.

② Paying via credit cards or Chinese online payment service (Refer to Appendix)

- 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 Certificate of Payment.
- 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 through overseas remittance

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.

<Overseas remittance procedure>

Transfer type	Telegraphic Transfer
Payment method	Advice and Pay
Bank transfer charge	Payer's Responsibility
Yen exchange charge	Charged to Payee's Account
Amount of remittance	32,500 yen (Screening fee + yen exchange charge 2,500 yen)
Purpose of remittance	Screening Fee
Comment	" 35 : Applicant's full name" (Indicate "35" before applicant's name)
Beneficiary bank name	MUFG Bank, Ltd.
Branch name	Edogawabashi Branch
Account number	0035967FHL
Account holder	Waseda University
Bank address	1-48-13, Sekiguchi Bunkyo-ku Tokyo 1120014, Japan
Swift code	BOTKJPJT

(5) Screening fee refund and waiver policy

<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 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 our office.

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.

If you fall into one of the cases below, your screening fee may be waived.

- ・ If you live and have a citizenship in one of the countries that have been designated as “the Least Developed Countries” or “Other Low Income Countries” by the Organization for Economic Co-operation and Development (OECD) Development Assistance Committee (DAC), refer to the “Screening fee waiver system for applicants from designated countries” and submit required documents.
- ・ If you have a chance to win the Japanese Government (MEXT) Scholarships after entry into our graduate program, contact the Center for International Education (in-cie@list.waseda.jp).

(6) Precautions for preparing application documents

- ① **We do not accept documents after the application deadline under any circumstances.**
The application will not be accepted after the deadline.
- ② **We do not respond to inquiries related to the arrival of application documents.** To confirm the arrival of the documents, please use the tracking service of the postal office.
- ③ Documents and materials once submitted for the application cannot be used for another application in the same academic year. They cannot be used to apply for programs other than those offered in the graduate school of commerce.
- ④ Incomplete documentation including lack of information and lack of required documents may result in the rejection of your application. Please check carefully if you have all the required documents ready before applying. Moreover, please promptly follow the instructions if you are notified by the Waseda University Graduate School of Commerce.
- ⑤ **Once we have received the application documents, we do not return them for any reasons.**
- ⑥ If documents and materials submitted to Waseda University Graduate School of Commerce for admission or information provided contain any fabrication, fallacy, or plagiarism, it will be regarded as a wrongful act, and the results of the entrance examination may be invalidated. In that case, submitted documents, materials, etc., as well as the screening fee will not be returned.

(7) List of application documents

Enclose the set of application documents in a commercially available envelope and send them by Simplified Registered Mail, EMS, or any other traceable delivery method by affixing the designated "Address label for submission of application documents" on the envelope.

Required documents	Target applicant	Precautions
Online application form [For web application only, <u>no need to mail the application</u>]	All	<ul style="list-style-type: none"> • <u>URL can be viewed and used to apply only during the Web application period.</u> • If applied wrongly, <u>do not try to apply again, but contact our office (gsc-ad@list.waseda.jp) during the Web application period.</u>
Face photograph (4cm long× 3cm wide)	All	<ul style="list-style-type: none"> • Color photographs of yourself taken within 3 months prior to the application. The photograph should show a frontal view of the applicant's face and shoulders, with no hat or border, against a plain background. • Photographs taken with scarves or sunglasses will not be accepted. • Unclear photographs, such as snapshots, and photographs that do not clearly identify applicants due to their hairstyles or for other reasons will not be accepted. • Photographs taken at the instant photo booth can be accepted, but photos that are taken at home, etc., cannot be accepted. • Put your full name on the back of the photograph.

Certificate of payment for the screening fee	All	<ul style="list-style-type: none"> • If you qualify for a screening fee waiver, you do not need to submit the certificate for payment of screening fee.
Language proficiency certificates (English) Refer to p9	Applicants concerned	<ul style="list-style-type: none"> • Submit the original copy of the score report of either TOEFL (iBT: 73 or greater, PBT: 533 or greater), TOEIC (700 or greater), or IELTS (6.0 or greater). • If you arrange the score report to be directly sent from the testing institution, make sure to complete the arrangement so that the report will be arrived by the application period. Also, enclose the photocopy of your score with the application documents. • Scores are valid only if the test is taken <u>within 2 years</u> from the first day of the application period. • For those who have received a Bachelor's degree or Master's degree in English do NOT need to submit a Language Proficiency certificate. • We do not respond to inquiries related to the arrival of the score that you have arranged to be directly sent to us. If it is not received, GSC office will contact you.
Language proficiency certificate (Japanese)	Applicants concerned	<ul style="list-style-type: none"> • Submit only if applicants who do not have a Master's Degree from a Japanese university and plan to undertake research conducted in Japanese. • Certified copies are allowed. • Academic transcript from Japanese language school is permitted. The transcript is desirable if it has clear evaluation criteria that can identify specific levels of language skills, such as listening and speaking.
Certificates Refer to P10	All	<ul style="list-style-type: none"> • Submit original copies only. We do NOT accept the photocopy, digital certificate or the one printed out from the web page. • The certificate must be prepared in Japanese or English. If it is unavailable, create a translation and submit it along with the notarized document (original) proving that the content of translation is correct. • Submit all certificates from all universities listed in your academic background (including a bachelor's program, a master's program (planned), double degree program, specialized course(専科), and school transfer). <p>[Applicants who have graduated from universities in China]</p> <ul style="list-style-type: none"> • Submit all of the following certificates: Certificate of (expected)

		graduation, certificate of degree, transcripts, and the Online Verification Report of Higher Education Qualification Certificate.
Doctoral research proposal [Free style]	All	<ul style="list-style-type: none"> •Approx. 4,000 characters in Japanese or 1,000 words in English. •Following items must be included: ① Your full name, ②First choice project research, ③ First choice project adviser's name, ④Research theme
Master's thesis OR equivalent academic articles such as research/term papers (3 copies)	All	<ul style="list-style-type: none"> •Your thesis must be filed or bound (simple binding allowed). •Attach a front-page describing the following items. ①Title of your master's thesis (You do not have to include the subtitle), ② (Expected) date and year of receiving the master's degree, ③ Names of the author and adviser •If you have more than one master's thesis, submit only one of them.
Abstract of your master's thesis	Applicants concerned	<ul style="list-style-type: none"> •If you have not completed your master's thesis at the time of application (have not submitted to your department), submit a copy of the abstract of your master's thesis first and then submit three copies of your master's thesis by the deadline indicated below. <p>2021 September entry: must be received by May 6, 2021 (Thu) 2022 April entry: must be received by January 13, 2022 (Thu)</p>
List of research achievements and original documents	Optional	<ul style="list-style-type: none"> •If you have research achievements other than your master's thesis, you can submit up to three achievements. •Reprinted copies are allowed for research achievements. •If research achievements are written in a language other than Japanese or English, attach a translation of the abstract (in Japanese or English).
Application for special exemption for GSC Doctoral Applicants	Applicable individuals	<ul style="list-style-type: none"> •Master's students with excellent academic records in Core Courses in the Graduate School of Commerce, Waseda University, master program (including those who completed the program within 1 year) or master's students in Business or Graduate School of Business and Finance can apply for the exemption system. Refer to the following link:https://www.waseda.jp/fcom/gsc/en/applicants/admission/menjoseido_e
Budget plan for expenses to study in Japan	Foreign citizenship	<ul style="list-style-type: none"> •Submit if you have foreign citizenship and have not acquired a Bachelor's/Master's degree in Japan. •Describe how the total expenses will be funded while you are studying at the Graduate School of Commerce.
Copies of both sides of the residence card or copy of the resident	Foreign citizenship	<ul style="list-style-type: none"> •Submit only if you have the residency status at the time of application. •Do not submit the resident certificate with the social security and tax

certificate		number.
Copy of your passport	Foreign citizenship	• Submit a copy of your passport page with the photograph of your face.
Checklist for submitted documents	All	<ul style="list-style-type: none"> • Place the checklist on top when sending documents. • If the language proficiency certificate will be sent directly from the testing institution, write the name of the document and the requested date for direct delivery in the Reasons for Insufficient Documents field. <p>Insufficient document: TOEFL/IELTS scorecard Reason for missing: Requested for direct delivery, Requested date: MM/DD/YYYY</p>

Waseda University collects gender information only when there are reasonable reasons and these cases are limited to a minimum.

Language proficiency certificate (English)

English scores are relevant to the admission decision. Be aware that it may take a time to arrive the certificates in the case of the score report directly sent from the test institute. We do not accept documents after the application deadline even though we can accept certificates before the application period.

Language proficiency test	Submission method
TOEFL iBT or PBT	<ul style="list-style-type: none"> • Submit the original Test Taker Score Report or request the direct delivery of the Institutional Score Report. We do NOT accept the photocopy or the score printed out from the web page. • Enclose the photocopy of your score with your application documents if your original score is sent from ETS directly. • We will not use MyBest scores. • TOEFL official website [URL] http://www.ets.org Institution Code: 4800 (There is no specific Department Code)
TOEIC L&R (SW test, Bridge test, IP will not be accepted)	<ul style="list-style-type: none"> • Submit the original TOEIC Official Score Certificate. We do NOT accept the photocopy or the score printed out from the web page. • Submit the original mail-in certificate if you took the test in South Korea.
IELTS Academic module	<ul style="list-style-type: none"> • Submit the original Test Report Form or request the Test Report Form to be sent directly from the testing institution. We do NOT accept the photocopy or the score printed out from the web page. • Enclose the photocopy of your score with your application documents if your original score is sent from the test institute directly. • IELTS official website [URL] www.ielts.org

	<p>Test Report Form to be sent to the following address:</p> <p>No. 11 Building. 3F, 1-chōme-6-1 Nishiwaseda, Shinjuku-ku, Tokyo 169-8050, Japan</p> <p>Waseda University Graduate School of Commerce (Admissions office)</p>
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Certificates

Certificate type	Precautions
<p>Certificate of (expected) graduation of <u>Bachelor's and Master's</u></p>	<ul style="list-style-type: none"> • Submit original copies only. We do <u>NOT</u> accept the photocopy, digital certificate or the one printed out from the web page. • Submit all certificates from all universities listed in your academic background (including a bachelor's program, a master's program (planned), double degree program, specialized course(専科), and school transfer). • The certificate must include the months and years of entry and (expected) graduation. • If the original certificate cannot be submitted, the official stamp of the university must be sealed. <p>[Graduates from universities in China]</p> <p>The certificate of graduation must include the graduate certificate number. Without the number, attach a copy of the diploma.</p>
<p>Online Verification Report of Higher Education Qualification Certificate of <u>Bachelor's and Master's</u></p>	<p>[Submit only if your graduation is from universities in China]</p> <ul style="list-style-type: none"> • Submit all certificates from all universities listed in your academic background (including a bachelor's program, a master's program (planned), double degree program, specialized course(専科), and school transfer). • Arrange for the certificate to be sent directly to our graduate school office (gsc-ad@list.waseda.jp) from CHESICC via email <u>within the application period</u>. • Printed copies will not be accepted. • We do not respond to inquiries regarding the arrival of the certificate to our graduate school office. However, our graduate school office will contact you if it is not received.
<p>Certificate of a <u>Bachelor's and Master's</u></p>	<p>[Submit only if you are a graduate from universities in China]</p> <ul style="list-style-type: none"> • Submit original copies only. We do <u>NOT</u> accept the photocopy, digital certificate or the one printed out from the web page. • Submit all certificates from all universities listed in your academic background (including a bachelor's program, a master's program (planned), double degree program, specialized course (専科) , and school transfer). • If you do not have a degree, state it in the missing document field in the submission document checklist.

<p>Academic transcripts of <u>Bachelor's and Master's</u></p>	<ul style="list-style-type: none"> • Submit original copies only. We do <u>NOT accept the photocopy, digital certificate or the one printed out from the web page.</u> • Submit all certificates from all universities listed in your academic background (including completion of a bachelor's program, a master's program (planned), double degree program, specialized course, and school transfer). • If there is more than one page, all pages must be sealed with the official stamp of the school. • The transcript must include all academic records during enrollment. • If you have studied overseas, also submit the academic transcript at the study destination. However, that your academic transcript in the school that you originally belonged to includes the academic records at the study destination, you do not have to submit it.
<p>Certificate of completion OR Certificate of enrollment</p>	<ul style="list-style-type: none"> • Submit certificate of completion if you have ever enrolled in University as a non-degree student. • Submit certificate of enrollment if you currently enroll in University as a non-degree student. • Submit if you have ever enrolled in Waseda University. (e.g.: non-degree students, Center for Japanese Language, exchange students in undergraduate or graduate school)

(8) Admission card

After receipt of the application, an admission card in which the time and place of the examination are described will be sent out 2 weeks before the examination date to applicants whose application has been accepted. If you have not received the admission card 1 week prior to the examination date, please contact our office.

The admission card will be required when issuing a student ID card after entry, so please keep it with great care.

2. Entrance examination

(1) Examination schedule

	2021 September Entry	2022 April Entry	Examination/ Announcement	Place
First Screening (Written Exam)	May 22, 2021 (Sat)	Jan 27, 2022 (Thu)	10:00–12:00	Waseda Campus
Second Screening (Oral Exam)	May 23, 2021 (Sun)	Jan 28, 2022 (Fri)	10:00–	Waseda Campus
Announcement of Application Results	May 27, 2021 (Thu)	Feb 3, 2022 (Thu)	10:00–	No.11 Building 3F Message board * Website of the graduate school of commerce

*The oral examination results for 2022 April entry will be posted on the temporary office message board.

*Website of the Graduate School of Commerce: <https://www.waseda.jp/fcom/gsc/en>

*The first screening for those who are eligible for subject test exemption for only one subject will be from 10:00–11:00.

(2) Precautions for examinations

- ① In the written examination, answer two questions you have selected at the time of application from subjects designated by the course that you wish to enroll. If you take an examination of the subject other than the ones that you have previously selected, it will not be scored.
- ② Applicants can choose one examination subject from “elective subjects” only case that your first project professor admits any “elective subjects”. (i.e. applicants must choose at least one exam subject from the “specified subjects”.) This system does not applied to” subject test exemption”.
[URL] <https://www.waseda.jp/fcom/gsc/assets/uploads/2019/12/5ea9d622bb2975f9e893987043ae9059.pdf>
- ③ Refer to “The subject and scope of the examination” on our website for the scope of the written examination.
[URL] <https://www.waseda.jp/fcom/gsc/en/applicants/admission>
- ④ Past entrance examinations can be viewed from our graduate school office or the official website of Waseda University Admissions Center (Japanese only).
[URL] https://www.waseda.jp/inst/admission/graduate/past_test/
- ⑤ Those who did not take the first screening cannot take the second round of examination.
- ⑥ If you are an applicant outside Japan and from countries where taking an examination requires a relevant visa, apply at the earliest for the “short term visa” for the examination at the Japanese embassy/consulate of your country. Note that Waseda University cannot become an “inviter” or “guarantor” when obtaining the “short term visa.”
- ⑦ For precautions regarding the examination, read p.15

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 our office immediately, even if you find yourself in such situation after submitting your application. In addition, contact us if a serious injury or illness is expected to affect your ability to take the entrance examination.

3. Admission procedure

The admission procedure is considered finalized if you complete the payment for admission charges (entrance fee, tuition, and membership fees) as well as the submission of admission documents within the designated period.

(1) Deadline for the completion of the admission procedure

Entry time	Admission deadline	Dispatch time of admission documents
September 2021	July 16, 2021 (Fri) (Must be present)	Concurrent with the announcement of examination results
April 2022	Feb 10, 2022 (Thu) (Must be present)	Concurrent with the announcement of examination results

(2) Documents required for admissions

- ① Admission form
- ② Declaration form, written guarantee, and Consent form for handling of personal information
- ③ Copies of payment receipts for entrance fee, tuition, and membership fees
- ④ Resident card
- ⑤ Original copies of the certificate of graduation and academic transcripts (for those who “are expected to graduate” at the time of application only)
- ⑥ Declaration form on research ethics

If you submitted a certificate indicating that you are expected to meet the qualifications required to enter Waseda University in order to meet the eligibility requirements stated in the application guidelines at the time of application, you must submit a certificate indicating that you have indeed met the requirement prior to enrollment. You will not be permitted to enter Waseda University, even if you pass the screening, unless you submit the relevant certificate.

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 undergraduate school and completed the payment of entrance fee, school expenses and other fees to that school and are later accepted by another Waseda undergraduate school 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. For more information about the procedure, please refer to the handbook on entrance procedures mailed to successful applicants.

(3) Student visa

Refer to Appendix for details of obtaining a student visa, required documents, etc., after enrollment. Even if you have the status of residence that is valid beyond the enrollment, it may not be renewed or changed after enrolling to the graduate school for some reason (for example, if you have not conducted activities that are deemed to constitute evidence for the status of residence that you

currently own for more than 3 months without legitimate reasons). Waseda University cannot guarantee the renewal or change of the status of residence after enrollment under any circumstances. Make sure to check with the Immigration Bureau and apply for the residence under your responsibility.

(4) Entrance fee, tuition, and membership fees

<2021 September entry >

									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

*Training fee and other fees may be revised after 2022–23 academic year.

*Refer to the website of the Graduate School of Commerce for the tuition free after April 2022 (to be updated around September 2021).

*The entrance fee will be waived for those who currently belong to or have graduated/finished or dropped out from the undergraduate school or graduate school at Waseda University to enroll in one of the programs in Waseda University. Moreover, the students' association enrollment fee will be waived for those who finished their master's program at the Graduate School of Commerce. Refer to "the Guidelines for Admission" to be sent to successful applicants for details.

(5) Scholarships

For details, refer to the "Scholarship Information Challenge," etc., to be sent together with the Guidelines for Admission. International students should note that they have different scholarship systems, so please refer to information from the Center for International Education from the link below.

[URL] <https://www.waseda.jp/inst/cie/en/life/aid>

4. Precautions for entrance examination

- If you have an infectious disease that requires an excused absence under the School Health and Safety Act (e.g. COVID-19, influenza, measles or rubella) and have not yet recovered, please refrain from taking the examinations as there is a risk that you may infect other students or examination supervisors. If you are absent, unless the University has announced special measures, there will be no makeup examinations or refunding of screening fee.
- Keep a mask on at all times while at the examination venue, including during examinations (not required when having your photo ID checked or when eating or drinking during a break). During breaks, you may only eat or drink at your own seat and should refrain from talking to others as much as possible.
- If you have a disability or illness that prevents you from wearing a mask during examinations, you must request permission during the application period to take the examinations without a mask.
 - Check your temperature and physical condition regularly about a week prior to the examinations and check your temperature before coming to the venue on examination days.
Temperatures will not be checked at the examination venue.
- Use a hand sanitizer frequently.
- Avoid using the restrooms when there are long lines if possible.
- If you start feeling ill or unusual after arriving at the venue, please inform the nearby staff as soon as possible.
- If you learn after the examinations that you have been infected with COVID-19, contact the University immediately.
- Any additional information will be posted on Graduate School of Commerce website.

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.

In this Application Guidelines, phrase "mobile phones etc." indicates all mobile communication devices, such as mobile phone, smart phone, tablet, PHS and smart watch etc.

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:
 - 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), Take notes on your body, items, desk, etc.
 - Answering questions using an instrument not allowed to be used during the written examination
 - 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
 - Continuing to hold your writing instrument or answer questions without following the instruction to cease taking the examination during the written examination
 - Providing benefits to other examinees (providing them with answers etc.) during the examination
 - Keeping your mobile communication device with you or using it during the examination
 - Letting your mobile communication device or watch emit noise (incoming call alert, alarm, vibration, etc.) during the examination

- Conducting acts that could be considered a nuisance to other examinees at the examination venue
 - Not following instructions from the examination supervisors at the examination venue
 - Pretending to be an applicant and taking the examination for the applicant
 - 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 will not be permitted to continue taking the examination or allowed to take any other entrance examination administered by Waseda University on that academic year of application. (Screening fees will not be refunded.)
 - The results of all entrance examinations taken by the applicant at Waseda University on that academic year of application will be invalid.
 - 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. 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."
 - 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.
 - 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.
 - 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.
 - 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.

<Requests for Applicants>

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.

Please wear a mask at the examination venue as needed to protect yourself from contagious diseases such as influenza.

If you are coughing or sneezing, please try to prevent the transmission of illness by wearing a mask or covering your mouth.

Graduate School of Commerce, Waseda University

1-chōme-6-1 Nishiwaseda, Shinjuku-ku, Tokyo 169-8050, Japan
(Waseda Campus No. 11 Building, 3F)

TEL: 03-3202-4369 (Office hour: Mon-Fri 9 to 17)
E-mail: gsc-ad@list.waseda.jp FAX: 03-5273-4371
<http://www.waseda.jp/fcom/gsc/>