
Waseda University Graduate School of Commerce

Doctoral Program Admissions Guide

The First Admission / The Second Admission

2023 September / 2024 April / 2024 September entry

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*Designated forms can be downloaded from our website.

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

1. Diploma policy

The Graduate School of Commerce cultivates human resources who can contribute independently in a globalizing society by instructing them in diverse academic knowledge using the comprehensiveness and traditions of Waseda University. In particular, the graduate school strives for the education of students who will be leaders equipped with broad vision and correct judgment skills by carrying out research and education on the high level, specialist academic theories and application of commerce and related fields.

On the Master's Program, we impart deep scholarship in fields of specialization to cultivate the abilities required by researchers and high level professionals.

On the Doctoral Program, we cultivate students equipped with the abilities and scholarly attainment required to carry out research activities as independent researchers.

2. Educational curriculum organization and implementation policy

On our Master's Program and Doctoral Program, we carry out research and provide instruction on commerce broadly and in general while also focusing on one of the 3 courses and 6 specialties of management (management, marketing / international business, and finance / insurance), accounting (accounting) and industry / economics (theory / quantification, public policy / economic history).

The lecture courses are composed so that students can study multiple research methods and form the foundations to prepare a Master's Thesis by acquiring knowledge from the basic to applied on a field of specialization.

The seminar courses are composed so that students are able to use specialist educational materials from their lectures and acquire the research theme settings and research methods for the preparation of a Master's Thesis or Doctoral Dissertation. In addition, we also play a role as a place for students to refine their research-related intellectual skills through debates between academic staff and students and between students themselves.

In research guidance, academic staff gives individual guidance and advice on the research themes they have chosen, and we also provide forums for students to put together more logical and persuasive research results through debates with fellow students. On the Doctoral Program, students are required to take sufficient time to concentrate completely on their doctoral thesis based on the research guidance of the supervising academic staff member.

3. Admission policy

In this major, Waseda University welcomes numerous students from Japan and around the world equipped with a high level of basic academic ability, a strong intellectual curiosity, a richly enterprising spirit in accordance with the University's philosophy, and a passion to learn.

Students admitted to the Master's Program are required to have basic knowledge equivalent to graduation from an undergraduate school in the commerce area, problem consciousness with regard to the preparation of a Master's Thesis, and the determination to work sincerely on their research.

Students admitted to the Doctoral Program are required to have specialist knowledge in the commerce area, and to have formed the basic awareness and an attitude towards research methods and research sufficient to execute research as an independent researcher.

Furthermore, we have enhanced all of our systems including the admission upon recommendation system, the pre-emptive taking of Graduate School of Commerce subjects and the early Masters' Program completion system, etc., in order to expand the acceptance of students from the university's School of Commerce and take advantage of the features of this traditional Graduate school. Moreover, we are also operating an admission upon recommendation system for other schools at the university. In addition to these, we also accept students equipped with basic academic ability and the capacity to think from inside and outside of the university through increases in the frequency of entrance examinations, etc.

<p>In principle, all courses offered by the Graduate School of Commerce for the academic year 2023 will be conducted in face-to-face classes. Online classes will not be offered due to personal reasons, so please prepare for face-to-face classes in Academic Year 2023.</p>

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 TOEIC score of 700 or greater, or an IELTS (academic module) 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 -6th period: 8:50-20:35) and Saturday (1st-5th period: 8:50-18:40).

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.

(3) Application schedule

Your application won't be accepted unless everything has been completed by the deadline.

You can apply for both The First Admission and The Second Admission. However, **all application documents must be submitted again.**

		The First Admission	The Second Admission
Screening Fee payment period		April 3 (Mon) to April 10 (Mon) in 2023	Nov 10 (Fri) to Nov 17 (Fri) in 2023
Application Period		April 3 (Mon) to April 10 (Mon) in 2023	Nov 10 (Fri) to Nov 17 (Fri) in 2023
First Screening (Paper Screening) Announcement of Results		June 22, 2023 (Thu)	January 25, 2024 (Thu)
Second Screening (Oral Exam)		July 1, 2023 (Sat)	February 3, 2024 (Sat)
Announcement of Results		July 6, 2023 (Thu)	February 8, 2023 (Thu)
Deadline for Enrollment Procedure	April entrance	February 16, 2024 (Fri)	February 16, 2024 (Fri)
	September entrance	July 14, 2023 (Fri)	July 19, 2024 (Fri)

(4) Screening fee

Please make sure to pay the Screening fee during the payment period using one of the means, ① to ③, below. Screening fee for domestic applicant is 30,000 yen and 5,000 yen for overseas applicants. 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, Graduate School of Accountancy or Graduate School of Business and Finance) in September 2023 and apply for 2023 September entry or complete in March 2024 and apply for 2024 April entry, the screening fee 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, submit the "Certificate of Payment of the Screening Fee" through The Admission Office.
- 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), please access the online screening fee payment website(<https://e-shiharai.net/ecard/>) and complete the required procedure.
- After completing the transaction, submit the "Result" page through The Admission Office.
- 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 6,000 yen (the screening fee of 5,000 yen plus the lifting charge of 1,000yen) 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. Submit a copy of the remittance form with your other application documents.

<Overseas remittance procedure>

Type	Telegraphic Transfer
Payment Method	Advice and Pay
Bank transfer Fee	Payer's Responsibility
Lifting charge	Payee's Account
Amount	6,000 yen (5000 yen for the screening fee, 1000 yen for the lifting charge)
Purpose	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	3-7, Kagurazaka Shinjuku-ku Tokyo, 162-0825, Japan
Swift code	BOTKJPJT

(5) Screening fee refund and waiver policy

<Note on Submitted Application Documents and Screening Fee Refund>

As a general rule, screening fees are not returned. A full screening fee will be refunded if you fall into one of the categories below:

- ① You paid the screening fee but did not submit the application documents.
- ② You paid the screening fee but submitted the application documents after the deadline.
- ③ You paid the screening fee and submitted the application documents, but your application was not accepted because it was incomplete or did not meet the eligibility criteria.

If the screening fee was paid by credit card, or if the refund is to be deposited into a bank account outside of Japan, you will be responsible for any fees incurred in connection with the refund.

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 Program for Applicants from Specified 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 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.
- ③ 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.
- ④ 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

Application and document submission should be completed through “The Admission Office (TAO)”. Please refer to the appendix regarding the details about TAO.

Designated form can be downloaded from our website.

Required documents	Target applicant	Precautions
Face photograph (4 long× 3 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. If you wish to submit a photo wearing a hat, etc. for medical or religious reasons, please contact us (gsc-ad@list.waseda.jp) prior to application. • 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. • The submitted photo will be used to verify your identity on the day of the examination and for your student ID card after enrollment. Please note that the submitted photo will be used to verify your identity during various procedures on campus and will be registered as your personal information on various campus web services, etc.
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)	Applicants concerned	<ul style="list-style-type: none"> • Submit either TOEFL (iBT: 73 or greater), TOEIC (700 or greater), or IELTS academic module (6.0 or greater). • Scores are valid only if the test is taken <u>within 2 years</u> from the first day of the application period. • “My Best Scores” are not be accepted. • For those who have received a Bachelor’s degree or Master’s degree in English do NOT need to submit a Language Proficiency certificate.
Language proficiency certificate (Japanese)	Applicants concerned	<ul style="list-style-type: none"> • Submit only if applicants who do not have Bachelor or Master’s Degree from a Japanese university but plan to undertake research conducted in Japanese. • JLPT N1 (Level 1 in the old test) or EJU (260 points or more in total, excluding writing) is required.
Certificates Refer to P9-10	All	<ul style="list-style-type: none"> • The certificate must be issued in Japanese or English. If it is unavailable, create a translation and submit it along with the notarized document proving that the content of translation is correct. • Submit all certificates from all universities listed in your academic

		<p>background (<u>including a bachelor's program, a master's program (planned), double degree program, specialized course(専科 in Chinese), and school transfer</u>).</p> <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	All	<ul style="list-style-type: none"> • Approx. 1,000 words in English or 4,000 characters in Japanese.
Evaluation form	All	<ul style="list-style-type: none"> • Submit at least 1 copy. • An evaluation by a person who was in a position equivalent to that of your academic advisor, or a written evaluation prepared by you.
Master's thesis OR equivalent academic articles such as research/term papers	All	<ul style="list-style-type: none"> • Describe the following items. <ul style="list-style-type: none"> ① Title 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 • Written in English or Japanese. • 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 your master's thesis by the deadline indicated below. <p>The First Admission: must submit by May 5, 2023 (Fri)</p> <p>The Second Admission: must submit by January 11, 2024 (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).
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.

Both sides of the residence card or the resident certificate	Foreign citizenship	<ul style="list-style-type: none"> • Submit only if you have the residency status at the time of application. • Submit the resident certificate showing visa status and expiration date. • Do not submit the resident certificate with the social security and tax number.
Passport	Foreign citizenship	<ul style="list-style-type: none"> • Submit your passport page with the photograph of your face.

For the purpose of administering entrance exams in an efficient manner and carrying out admission procedures, Waseda University collects information regarding your gender on legal documents. The information is collected only when the reason is deemed reasonable, and these cases are limited to a minimum. The information does not affect the screening result.

<https://www.waseda.jp/inst/diversity/news/2020/04/21/8631/>

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 a case, any decision taken regarding your application may later be invalidated, without the application documents and screening fee being returned.

Certificates

Certificate type	Precautions
Certificate of (expected) graduation of <u>Bachelor's and Master's</u>	<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). • 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>[Applicants who have graduated from universities in China]</p> <ul style="list-style-type: none"> • The certificate of graduation must include the graduate certificate number. Without the number, attach the diploma written the number. • Specialized course(専科) graduates also should submit it.
Online Verification Report of Higher Education Qualification Certificate of <u>Bachelor's and</u>	<p>[Submit only if you are a graduate 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 CSSD(https://www.chsi.com.cn/en/pvr/) via email

<u>Master's</u>	<p>within the application period.</p> <ul style="list-style-type: none"> • 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.
Certificate of degree of a <u>Bachelor's and Master's</u>	<p>[Submit only if you are a graduate 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).
Academic transcripts of <u>Bachelor's and Master's</u>	<ul style="list-style-type: none"> • 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>[Applicants who have graduated from universities in China]</p> <ul style="list-style-type: none"> • Specialized course(専科) graduates also should submit it.
Certificate of completion OR Certificate of enrollment	<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 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.

(9) Application for those who do not have Japanese status of residence

Applicants who take The first Admission will be admitted in April 2024, and applicants who take the Second Admission will be admitted in September 2024. This does not apply to applicants from outside Japan who hold a Japanese visa.

	The First Admission	The Second Admission
With Japanese visa	September 2023 entrance	April 2024 entrance
Without Japanese visa	April 2024 entrance	September 2024 entrance

2. Examination schedule

	The First Admission	The Second Admission	Examination/ Announcement	Place
First Screening (Paper Screening) Announcement of Results	June 22, 2023(Thu)	Jan 25, 2024(Thu)	10:00	No.11 Building 3F Message board * Website of the graduate school of commerce
Second Screening (Oral Exam)	July 1, 2023 (Sat)	Feb 3, 2024 (Sat)	10:00-	Online
Announcement of Application Results	July 6, 2023 (Thu)	Feb 8, 2024 (Thu)	10:00	No.11 Building 3F Message board * Website of the graduate school of commerce

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

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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	Entrance fee	Admission deadline	Dispatch time of admission documents
September 2023	July 14, 2023 (Fri)	August 9, 2023 (Wed) (Must be present)	Concurrent with the announcement of examination results
April 2024	<ul style="list-style-type: none"> •The 1stAdmission: Dec 8, 2023 (Fri) •The 2nd Admission: Feb 16, 2024 (Fri) 	Feb 16, 2024 (Fri) (Must be present)	<ul style="list-style-type: none"> •The 1stAdmission: Admission fee information in October, Secondary procedure information at the end of January •The 2nd Admission: Concurrent with the announcement of examination results
September 2024	July 19, 2024 (Fri)	August 9, 2024 (Fri) (Must be present)	Admission fee information in June, Secondary procedure information at the end of July

(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 Certificate of graduation and academic transcripts *Original
- ⑥ English language proficiency certificate *Original
- ⑦ Declaration form on research ethics

※Language proficiency certificate (English)

•TOEFL iBT : Request the direct delivery of the Institutional Score Report.

[URL] <https://www.ets.org/Institution>

Institution Code: 4800 (There is no specific Department Code)

•IELTS academic module : Request the Test Report Form to be sent directly from the testing institution.

[URL] <https://www.ielts.org/>

Test Report Form to be sent to the following address:

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

Waseda University Graduate School of Commerce (Admissions office)

[Submit only if you are a graduate from universities in China]

•Certificate of degree of a Bachelor's and Master's

*Submit all original 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 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

<2023 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 2023–24 academic year.

*Refer to the website of the Graduate School of Commerce for the tuition fee after April 2024 (to be updated around September 2023).

*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,” 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>

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. 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.

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 established the following precautions to ensure that the entrance examination is conducted in a strict manner, and that all applicants may take the examination fairly and impartially. Please read these precautions carefully before taking the entrance examination, and approach the examination with the appropriate attitude of seriousness.

1. Any falsification, misrepresentation, plagiarism, etc., of documents, materials, or information submitted to the University at the time of application may be considered as misconduct.
2. Doing any of the following may constitute misconduct.
 - (1) Cheating (e.g., concealing or using cheat sheets, reference books, etc. during the examination, looking at other examinees' answer sheets, etc., seeking answers from other examinees, referring to notes on one's body, objects, desk, etc.).
 - (2) Use of any item that is not permitted to be used during the written examination. (This includes placing said item or items on the desk or wearing them on one's person.)
 - (3) In the written test, touching the question booklet/answer sheet (e.g., opening the booklet, starting to answer the questions, writing on the reverse (back) side or in the margin, etc.) before the instruction "Start the test" is announced.
 - (4) In the written test, holding any writing instrument or continuing to answer in disobedience to the instruction stating, "Please put down your writing instrument and turn your answer sheet upside down."
 - (5) Any action that benefits another examinee or other examinees, such as communicating the answers to a question, etc., during the examination.
 - (6) Holding or using mobile phones, etc., during the examination.
 - (7) Enabling any sounds (incoming calls, alarms, vibrating sounds, etc.) on cell phones, watches, etc., during the examination.

(8) Behavior that disturbs other examinees in the examination room.

3. In case misconduct is suspected, the University may respond as follows. Failure to comply with these actions may be regarded as an admission of wrongdoing.

- A supervisor (proctor), etc. may give examinees a warning or inquire about the circumstances.
- The applicant may be requested to take the examination in a different seat or room.
- The University may inquire about the authenticity, etc., of documents, materials, theses, and information, etc. submitted to the University (hereinunder, "Submitted Related Documents") by providing said Submitted Related Documents to the issuers, providers, theses review entities, etc. By submitting or providing the Submitted Related Documents to the University, the applicant agrees to the University's right to make such inquiries.

4. The following actions may be taken in the case of confirmed misconduct.

- The applicant will not be permitted to take any entrance examination of the University in the relevant year (screening fees will not be refunded).
- The results of all entrance examinations of the University for the relevant academic year shall be null and void.

If, after enrollment, a student is found to have committed misconduct, he/she may be subject to a range of disciplinary action up to and including expulsion from the University, in accordance with the University's rules and regulations.

< 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.

<Handling of Personal Information>

Waseda University will use the personal information (address, name, date of birth, etc.) collected at the time of application to discharge duties relating to entrance examinations, announcement of successful applicants, admission procedures, and other related work. In doing so, the University will take necessary and appropriate measures to prevent the leakage, outflow, or unauthorized use of such personal information. Note that the University may outsource all or part of the above-stated items. In such cases, the University will oblige, by contract or other means, the subcontracted entity or entities to perform necessary and appropriate management of the information. The University may inquire about the authenticity, etc., of documents, materials, theses, and information, etc. submitted to the University (hereinunder, "Submitted Related Documents") by providing said Submitted Related Documents to the issuers, providers, theses review entities, etc. By submitting or providing the Submitted Related Documents to the University, the applicant agrees to the University's right to make such inquiries. In addition to the above, personal information that has been statistically processed, keeping individual identities confidential, will be used as material for surveys and research for the University's admission selection processes. Please understand this in advance.

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