
Waseda University Graduate School of Commerce

Doctoral Program Admissions Guide

The First Admission / The Second Admission

2025 September / 2026 April / 2026 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.

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

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

【Masters' Program】

Academic achievement 1: Specialized knowledge and analytical techniques related to one's own area of expertise

◇Assessment Policy

Measurement period: 1st~2nd year

Direct assessment: Grades in related courses, and efforts in seminars and researches.

Indirect assessment: Survey of graduates

Academic achievement 2: Communication skills necessary for conducting research

◇Assessment Policy

Measurement period: 1st~2nd year

Direct assessment: Efforts in seminars and researches.

Indirect assessment: Survey of graduates

Academic achievement 3: Understanding internal and external academic research in one's area of specialization

◇Assessment Policy

Measurement period: 1st~2nd year

Direct evaluation: Grades of related subjects, master's thesis

Indirect assessment: survey of graduates

Academic achievement 4: The ability to conduct original research

◇Assessment Policy

Measurement period: 2nd year

Direct evaluation: Master's thesis

Indirect evaluation: survey of graduates

【Doctoral Program】

Academic achievement 1: Extremely in-depth knowledge of one's field of specialization and advanced analytical skills

◇Assessment Policy

Measurement period: 1st~3rd year

Direct assessment: Efforts in seminars and researches.

Indirect assessment: Survey of graduates

Academic achievement 2: The ability to communicate with researchers in Japan and abroad as necessary for research, and to

disseminate the results of one's own research appropriately

◇Assessment Policy

Measurement period: 1st~3rd year

Direct assessment: Efforts in seminars and researches.

Indirect assessment: Survey of graduates

Academic achievement 3: Ability to conduct one's own research based on internal and external academic research in one's area of specialization

◇Assessment Policy

Measurement period: 1st~3rd year

Direct evaluation: Research achievements and doctoral dissertations

Indirect assessment: Survey of graduates

Academic achievement 4: Ability to conduct research at the high level expected of an independent researcher

◇Assessment Policy

Measurement period: 3rd year

Direct evaluation: Research achievements and doctoral dissertations

Indirect evaluation: survey of graduates

2. Educational curriculum organization and implementation policy

In 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 the students have chosen. 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 awareness 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 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 within and beyond the university through increases in the frequency of entrance examinations, etc.

【Masters' Program】

In this program, Waseda University welcomes students from around the world, equipped with undergraduate degree knowledge on commerce and have the drive and ability to research, find a problem on their own, and analyze the problem at hand. To achieve this, we evaluate by conducting both a written exam and an interview concerning their field of specialization.

Concerning admission upon recommendation, we accept students from both within the School of Commerce, as well as from other Schools within Waseda University, who have completed the undergraduate course and developed a sense of problem solving and a sincere attitude toward research. Candidates are evaluated through screenings of research proposals and interviews.

Concerning special admission upon recommendation, we accept students from within the School of Commerce who have completed the undergraduate course and developed a sense of problem awareness for writing a Master's thesis, as well as a sincere attitude toward research. Candidates are evaluated through screenings of research proposals and interviews.

【Doctoral Program】

In the doctoral program (general entrance), Waseda university accepts students from around the world, who possess the capabilities necessary to conduct original and individual research based on a deep understanding of academic research, both domestic and international, in their specialized field. To achieve this, the candidates Master thesis, as well as their research proposal will be evaluated and an interview conducted, to test their knowledge and research skills, as well as their communication skills.

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 the 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 members of Waseda University, including Waseda University Junior/Senior High School, Waseda University Honjo Senior High School, and Art and Architecture School, are not allowed to enroll as students at the University. However, there are a few exceptions according to the University regulations. If you have any questions, please contact the relevant administration office.

(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 1 (Tue) to April 8 (Tue) in 2025	Nov 7 (Fri) to Nov 14 (Fri) in 2025
Application Period		April 1 (Tue) to April 8 (Tue) in 2025	Nov 7 (Fri) to Nov 14 (Fri) in 2025
First Screening (Paper Screening) Announcement of Results		June 26, 2025 (Thu)	January 22, 2026 (Thu)
Second Screening (Oral Exam)		July 5, 2025 (Sat)	January 31, 2026 (Sat)
Announcement of Results		July 10, 2025 (Thu)	February 5, 2026 (Thu)
Deadline for Enrollment Procedure	April entrance	February 13, 2026 (Fri)	February 13, 2026 (Fri)
	September entrance	August 18, 2025 (Mon)	August 17, 2026 (Mon)

(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 15,000 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 2025 and apply for 2025 September entry or complete in March 2026 and apply for 2026 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 via Convenience Store (Refer to Appendix [3])

- Please pay the screening fee at a convenience store near you.
- To make a payment at a convenience store, access the "screening fee convenience store payment site" (<http://e-shiharai.net/>) [Japanese only] first, and complete the designated payment registration, and then go to a convenience store.
- After making the payment, upload the "Certificate of Payment of the Screening Fee" on the online application system "TAO". For details, please refer to the appendix [3], "Method for payment of the screening fee at convenience stores in Japan".
- The payment can be made 24 hours a day, 7 days a week, including on Saturdays, Sundays, and holidays. (For the last day of the payment deadline, the system to pay via the website closes at

11:00 pm and that of convenience store closes at 11:30 pm) Be noted that all the procedures including making a payment must be completed by the designated deadline.

- 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 Card / Online Payment System (Refer to Appendix [4])

- 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, 7 days a week, including on Saturdays, Sundays, and holidays. (For the last day of the payment period, credit card payment can be made only until 11:00 pm (JST)) Be noted that all the procedures including making a payment must be completed by the designated deadline.
- 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 Foreign Remittance

Please follow the procedure below to remit 16,000 yen (the screening fee of 15,000 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	16,000 yen (15,000 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, documents once submitted will not be returned and the screening fee will not be refunded. However, in the following cases, the screening fee alone will be refunded in full or in part:

- 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, you will be responsible for any fees incurred during 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” from appendix 6 “Application Form for Screening Fee Waiver” 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 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.
- ③ 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 【1】 and 【2】 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"> •Please upload a color photo taken within 3 months before the time of application. The requirements for the photo are as follows: A vertical to horizontal ratio of 4:3; borderless, must capture the upper body; must provide a front view with no hats; and must be taken against a plain background. As will be detailed later, as part of the enrollment procedure, you will be required to upload the same photo you submitted with your application. Therefore, please keep the file of the submitted photo until you complete the enrollment procedure. •Photos taken wearing scarves and sunglasses will not be accepted. A head piece will not be permitted except for medical or religious reasons. •We do not accept unclear photos such as snapshots or photos that make it difficult to identify the pictured individual or verify their identity owing to differences in hairstyle, etc. •Please do not post-process or retouch the face portrait photo. •Photographs taken and printed by individuals themselves using smartphones, etc., will not be accepted. Be sure to take an ID-quality photo (photo taken at an instant photo booth is acceptable). •During the enrollment procedure, you will be required to upload a photo for your student ID card separately. Please use the same photo you submitted with your application. Please note that the photo uploaded during the enrollment procedure will be used as personal information in various student web portal services, and for identity verification in various on-campus procedures.
Certificate of payment for the screening fee	All	<ul style="list-style-type: none"> •If you qualify for a screening fee waiver, please use the format.
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.

		<ul style="list-style-type: none"> • JLPT N1 (Level 1 in the old test) or EJU (260 points or more in total, excluding writing) is required.
<p>Certificates</p> <p>Refer to P9-10</p>	All	<ul style="list-style-type: none"> • The certificate must be issued in <u>Japanese or English</u>. 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 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>[Applicants who have graduated from universities in China]</p> <ul style="list-style-type: none"> • Submit <u>all of the following certificates</u>: Certificate of (expected) graduation, certificate of degree, transcripts, and the Online Verification Report of Higher Education Qualification Certificate.
<p>Doctoral research proposal</p>	All	<ul style="list-style-type: none"> • Approx. 1,000 words in English or 4,000 characters in Japanese.
<p>Evaluation form</p>	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.
<p>Master's thesis</p> <p>OR equivalent academic articles such as research/term papers</p>	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.
<p>Abstract of your master's thesis</p>	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 16, 2025 (Fri)</p> <p>The Second Admission: must submit by January 8, 2026 (Thu)</p>
<p>List of research achievements and original documents</p>	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).
<p>Budget plan for</p>	Foreign	<ul style="list-style-type: none"> • Submit if you have foreign citizenship and have not acquired a

expenses to study in Japan	citizenship	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	• 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	• Submit your passport page with the photograph of your face. * In the case you do not have a passport, submit a copy of your ID issued by your home country, with an official English translation attached.

For the sake of administering entrance exams in an efficient manner and carrying out enrollment procedures, Waseda University collects information regarding your sex on legal documents such as family register or passport. The information is collected only for reasonably justifiable purposes, and these cases are limited to a minimum. If your sex is marked as neither male nor female on the legal documents, please contact us prior to application. The information does not affect the screening result.

<https://www.waseda.jp/inst/diversity/en/support/sexual-minority/>

Your essay, personal statement, research plan, etc. are a chance to explain yourself to the school and should be completed by yourself. Using generative AI to create these documents and presenting them as your own work may be considered as cheating and could affect the evaluation of your application.

You may be deemed to have committed a dishonest act if you falsified, fabricated, plagiarized, or modified 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.

	<ul style="list-style-type: none"> • 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 with the number written on it. • Specialized course (専科) graduates also should submit it.
Online Verification Report of Higher Education Qualification Certificate of <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). • Obtain the certificate to be uploaded at TAO from CSSD (https://www.chsi.com.cn/en/pvr/).
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, if 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 take care of it.

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

Applicants who take the first Admission will be admitted in April 2026, and applicants who take the Second Admission will be admitted in September 2026. This does not apply to applicants from outside Japan who hold a Japanese visa.

	The First Admission	The Second Admission
With Japanese visa	September 2025 entrance	April 2026 entrance
Without Japanese visa	April 2026 entrance	September 2026 entrance

2. Entrance examination

(1) Examination schedule

	The First Admission	The Second Admission	Examination/ Announcement	Place
First Screening (Paper Screening) Announcement of Results	June 26, 2025(Thu)	Jan 22, 2026(Thu)	10:00	Website of the graduate school of commerce
Second Screening (Oral Exam)	July 5, 2025 (Sat)	Jan 31, 2026 (Sat)	10:00-	Online
Announcement of Application Results	July 10, 2025 (Thu)	Feb 5, 2026 (Thu)	10:00	Website of the graduate school of commerce

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

(2) Screening Method

1. First Screening (Paper Screening)

2. Second Screening (Oral Exam)

*Only those who pass the 1st Screening will take the 2nd Screening.

① Outline

- The interview will be conducted using a web-based video conference system ("Zoom") for only those who have passed the First Screening. It is not necessary to come to the University on the day of the

interview.

- Details such as the meeting time and interview start time (JST) will be sent only to those who have passed the First Screening, at the e-mail address entered in the application form when the examination slip is sent.
- Please make sure that the environment described below ② is available for you to sit for the interview. Any expenses incurred to prepare necessary equipment and environment is the responsibility of the applicant.
- The University will record the interview for screening purposes.
- Recording by the applicant is strictly prohibited.

② Precautions (e.g. equipment and environment required of applicants)

a) Internet connection

Please ensure a stable internet connection. A wired LAN system with cables is recommended to ensure a stable connection.

b) Audio and video equipment

Please prepare a web camera, microphone, earphones, speakers, etc. You may use the equipment built into your personal computer or other equipment. We recommend the use of a computer, but smartphones and tablets are also acceptable. Please participate in the Zoom test meeting (<http://zoom.us/test>) in advance to confirm the audio and video functioning/quality.

c) Location and interview time

Please secure a room with the above-mentioned equipment where you can maintain a quiet environment with no third parties around you. The start time of the interview will be designated by the University. Please note that we cannot accommodate individual requests.

d) Troubleshooting and precautions on the day

If it is deemed difficult to conduct the interview owing to unforeseen circumstances such as Internet disconnection, the University will contact you by phone or e-mail at the contact address indicated on the application form. Please follow our instructions under these circumstances. If the applicant does not respond to our contact or does not follow our instructions, they may be deemed to have abandoned the examination. If the applicant leaves their seat during the interview, they may be deemed to have abandoned the examination. In these cases, the application fee will not be refunded. Failure to observe the following precautions may be considered cheating.

e) Cautions regarding Zoom

- Please make sure that the Zoom video and audio are always “on” and that your entire face is always visible on screen.
- Please do not use any communication devices other than those used for the interview. Do not search for information or use any applications or tools other than Zoom on the device being used for the interview.
- Do not use the virtual background function of Zoom.
- To ensure that there are no third parties around you, you may be asked to move the camera to view

the entire room before, during, and after the interview. In such cases, please follow the instructions.

- Please remove your mask during the interview.
- Please refer to the following website for instructions on how to operate Zoom.

Zoom Support: <https://support.zoom.com/hc/en>

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 2025	July 18, 2025 (Fri)	August 18, 2025 (Mon) (Must be present)	Concurrent with the announcement of examination results
April 2026	<ul style="list-style-type: none"> • The 1st Admission: Dec 5, 2025 (Fri) • The 2nd Admission: Feb 13, 2026 (Fri) 	Feb 13, 2026 (Fri) (Must be present)	<ul style="list-style-type: none"> • The 1st Admission: Admission fee information in October, Secondary procedure information at the end of January • The 2nd Admission: Concurrent with the announcement of examination results
September 2026	July 17, 2026 (Fri)	August 17, 2026 (Mon) (Must be present)	Admission fee information in June, Secondary procedure information at the end of July

(2) Documents required for admissions

- ① Copies of payment receipts for entrance fee, tuition, and membership fees
- ② Resident card
- ③ Certificate of graduation and academic transcripts Original
- ④ English language proficiency certificate Original
*Request the Test Report Form to be sent directly from the testing institution.
- ⑤ Declaration form on research ethics

[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).

- Online Verification Report of Higher Education Qualification Certificate of Bachelor's and Master's

*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 within the application period.

If you submitted a certificate indicating that you are expected to meet the application requirements to enter Waseda University, you must submit an additional certificate indicating that you have indeed met the requirements prior to enrollment. You will not be permitted to enter Waseda University, even if you pass the screening, unless you submit the certificate confirming you have met the requirements.

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 【5】 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

<2025 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 2025–26 academic year.

*Refer to the website of the Graduate School of Commerce for the tuition fee after April 2026

*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 owing to a disability or serious medical condition, etc., or if a serious injury or illness is expected to affect your ability to take the entrance examination, please contact the Graduate School of Commerce Office at Waseda University before submitting your application. If you find yourself in such a situation after submitting your application please contact us immediately.

4. Precautions for entrance examination

- Please take infection prevention measures such as hand washing, cough etiquette, etc. The University leaves the wearing of masks to the discretion of the individual.
- 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 applicants or examination supervisors.
- Even if you do not have any of the illnesses mentioned above, if you have symptoms such as fever on the day of the examination, consult your family doctor and follow their instructions such as refraining from taking the exam.
- If you are absent, there will be no makeup examinations or refunding of screening fee unless the University has announced special measures.

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, fabrication, plagiarism, modification, etc., of documents, materials, or information submitted to the University at the time of application may be considered misconduct.
2. The following acts 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, taking notes on one's body, objects, desk, etc. and referring to them.)
 - (2) Any action that benefits another examinee or other examinees, such as communicating the answers to a question, etc., during the examination.
 - (3) Holding or using mobile phones, etc., during the examination.
 - (4) Enabling any sounds (incoming calls, alarms, vibrating sounds, etc.) on mobile phones, etc., and watches during the examination.
 - (5) Behavior that disturbs other examinees in the examination room.
 - (6) Failure to follow the instructions of an examination supervisor, etc., at the examination site.
 - (7) Having any person other than the applicant herself/himself impersonate the applicant and take the examination.
 - (8) Any and all other acts that may impair the fairness of the examination.
3. If misconduct is suspected, the University may respond as follows. Failure to comply with these actions may be considered an admission of wrongdoing.
 - An examination supervisor, 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 (hereafter "Submitted Documents") by providing them to the issuers, providers, theses review entities, etc. By submitting or providing the Submitted 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 academic 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 revocation of

admission, in accordance with the University's rules and regulations.

In cases of misconduct that Waseda University find it vicious and serious, we may report to the police or contact the dishonest individual's current (former) university or guardians etc.

<Accidents/incidents owing to force majeure.>

In the event of a natural disaster— such as typhoons, floods, earthquakes, tsunamis, etc.—fires, power outages, or other force majeure accidents or transportation disruptions, measures including delaying the start and end of the exam or postponing the exam, etc. may be taken. However, in such an event, the University will not be liable for any inconvenience, expense, or other personal damage incurred by examinees as a result of such measures.

<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, enrollment 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 information. 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 (hereafter "Submitted Documents") by providing them to the issuers, providers, theses review entities, etc. By submitting or providing the Submitted Documents to the University, the applicant agrees to the University's right to make such inquiries. 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.

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