
Waseda Business School

(Graduate School of Business and Finance, Waseda University)

Application Guide for International MBA Program September 2024

This guide contains information for the following application categories:

A. Application with GMAT or GRE

B. Application for Family Business Successors

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Application Procedure Summary

1. Create a Login ID on the WBS Online Application System first, and enter all necessary information including essays, via the Online System. <https://e-apply.jp/e/wbs/>
 2. Download the PDF file. Some forms will require additional information to be entered manually for completion.
 3. Prepare and assemble all necessary documents, including any required certificates and recommendation letters.
 4. Pay the screening fee.
 5. Send all specified documents to the WBS Admissions Office by postal mail.
- Your Application will be considered complete when all required documents are received by the WBS Admissions Office no later than the deadline for each application round. See Page 8 for the detailed instructions.

1. Outline of the Graduate School of Business and Finance, Waseda University

The Graduate School of Business and Finance, also referred to as Waseda Business School (or WBS), as a part of Waseda University's overall professional degree curricula, seeks to integrate learning and practice, and instill in its students an astute understanding of ethics as expected of professional business leaders. This is in accordance with Waseda University's founding ethos of "the Independence of Learning, the Practical Utilization of Knowledge, and Fostering Good Citizens." WBS also seeks to cultivate human resources with advanced specialist knowledge in management and a broad range of applied skills for business. In addition, its educational objectives are to (1) provide students with advanced and practical education in business and finance; (2) have them acquire advanced knowledge in various related subject areas; (3) provide them with recurrent educational opportunities designed for business and finance professionals; and (4) ensure they can respond to global business environments.

Designated as a Major in Business Administration, WBS will provide students with advanced, specialized, and practical education in business and finance. Students will choose from either the MBA Program, which focuses on a business-centered curriculum, or the MSc in Finance Program, which offers a finance-centered curriculum. The name of the degree for the MBA Program will be Master of Business Administration (MBA), which is a degree widely conferred throughout the world to those who have mastered all fields of business administration, while the name of the degree for the MSc in Finance Program will be Master of Science in Finance, which is also widely conferred, particularly in Europe and Asia, and provides students with the skills they will need for quantitative analysis and help them acquire foundational knowledge in finance.

In order to reflect the various backgrounds and accommodate the diverse needs of students entering the School from Japan and overseas, the following six programs are on offer at WBS, each characterized by differences in course schedule (time/day), length of study, admission period, curriculum, and teaching language.

	Program	Duration	Language	Purposes
1	International MBA	2 years/ full-time	September enrollment: English April enrollment: Japanese	Designed to train students to become business leaders with global perspectives in a global learning environment.
2	One-Year MBA	1 year/ full-time	Japanese	Designed to have students devote themselves to full-time, intensive study for one year, forging them as general managers and beyond.
3	Evening MBA (General)	2 years/ evenings & weekend	Japanese	Designed for fully-employed, working professionals to acquire knowledge and theory from a wide range of business fields and develop into general managers and beyond.
4	Evening MBA (Specialized) Management/ Finance Tracks	2 years/ evenings & weekend	Japanese	Designed for fully-employed, working professionals to acquire highly specialized, professional knowledge in specific fields on top of a wide range of management knowledge.
5	MSc in Finance	2 years/ full-time	English	Designed to develop financial specialists with a solid understanding of the quantitative methods and analysis which are vital in the financial industry.
6	Waseda- Nanyang Double MBA	14 months/ full-time	English	Designed to hone the management skills of international business persons. Courses take place at Nanyang Business School and at Waseda Business School.

2. General Statement on Degree Requirements, Curriculum, and Admissions

1. Diploma Policy (Requirements for Graduation and Earning a Degree)

Waseda University's mission is to foster diverse learning and exchanges of culture, language, and values in order to educate professionals able to contribute independently to global society. To achieve this mission, the University's comprehensive and creative capacities must be brought to bear to provide such opportunities through its systematic curriculum, and the educational and student environments provided university-wide.

The mission of WBS is to educate students to become business leaders who are able to contribute to international society by applying their highly-developed skills and acumen in business and finance – the end result of an educational philosophy which integrates advanced theory and cutting-edge practice.

WBS will confer, onto those persons who have completed a business education program that reflects the latest research findings, based on appropriate standards of evaluation, and who have acquired high-level practical expertise and decision-making skills as business leaders, the degree of Master of Business Administration (MBA), and to those who have acquired advanced financial knowledge and theory based on international standards, the degree of Master of Science in Finance (MSc in Finance).

2. Curriculum Policy (Organization and Implementation of Curriculum)

The goal of WBS is to educate students to become leading professionals in their fields, honing their specialized skills and acumen to a level which earns their place in today's global business society.

It is envisaged that people from a diverse range of backgrounds will enter WBS. Students who already possess basic business knowledge will reaffirm this knowledge while learning foundational knowledge in disciplinary subjects in which they had little exposure to prior to admission, enabling them to better understand new, advanced concepts and theories. Conversely, those students who had not learned foundational business and finance in their undergraduate curricula will be required to acquire this knowledge after admission, in order for them to be able to fulfill their requirements related to the completion of specialized elective courses and in writing their theses.

To accommodate a diverse range of students who are admitted, WBS has outlined an incremental learning curriculum through course offerings comprised of "compulsory core courses," "compulsory elective courses," and "elective courses." Furthermore, with the goal of educating students in advanced problem-solving skills and disciplinary specialization, the School requires all students to earn compulsory credits in specialized research via the MBA Degree Thesis or Project Paper.

WBS is able to provide a well-balanced, educational curriculum through an extensive array of elective courses, including the cultivation of global perspectives and professional ethics, in order that it can offer a wealth of learning opportunities in theoretical and empirical approaches, as well as in the application thereof.

3. Admissions Policy (Enrollment of Students)

Based on Waseda University's educational tenet of "independence of learning," the University welcomes a large number of students from Japan and from throughout the world who bring with them the high marks of academic excellence, who brim with intellectual curiosity and enterprising spirit, and who are highly motivated in their studies.

When students at WBS graduate, they are expected to become the business leaders, executives, as well as the management and finance-sector professionals of the future, and they are expected to contribute widely to international society through the highly specialized knowledge, skills, and ethics that they will acquire while enrolled in their programs.

Regardless of their background, WBS admits applicants who agree with its curriculum policy, who have a clearly drawn vision of the future, and who possess the desire and passion to realize this vision and will spare no effort towards bringing it to fruition. Work experience is not an essential condition for admittance into the two daytime programs, International MBA and MSc in Finance (but it is preferable for applicants to have at least three years of work experience for the International MBA Program). However, applicants for the One-Year MBA Program, the Evening MBA Program, and the Specialized Evening MBA Program must have at least three years' experience, while applicants to the Waseda-Nanyang Double MBA Program must have at least two years' experience. Applicants are expected as professionals to be able to understand the advanced theories and cutting-edge research findings they will study, drawing upon the practical experiences from their individual backgrounds.

3. Program and Seminar Introduction

International MBA Program

This is a full-time, two-year program designed to provide an abundance of international exposure with the objective of educating students to become global business leaders. The School provides a balanced offering of courses in both English and Japanese languages. English-based students (students who will mainly study in English) will be admitted in September and Japanese-based students (students who will mainly study in Japanese) in April. It offers bilingual Japanese-English courses taken by both Japanese-based and English-based students, intensive courses provided overseas, and abundant study abroad opportunities. As part of the foreign language requirements, students are encouraged to take core courses which are taught in their secondary language (i.e., English for Japanese-based students, Japanese for English-based students), as well as language-learning courses.

The International MBA Program, upon admission, provides unique learning environment through Zemi (Seminar). Unlike capstone courses and workshop-style seminars, the Zemi engages students longitudinally. Supervised by a professor, students are enrolled in their Zemi courses for the length of their enrollment, engaging in interactive, discussion-based class work with a small number of their peers with similar research interests. In addition to the in-class work, this small unit goes out for field work and extracurricular activities, developing a special bond as a cohort which often interacts with other zemi as well as alumni. Students are expected to gain the skills and methodology to conduct their research, deepen their academic/professional insights, and improve rational problem-solving techniques through the overall Zemi activities. Their MBA Degree Thesis represents the capstone of their academic work at IMBA.

*This program is a full-time program and is not designed to accommodate students who wish to work while studying.

Seminars scheduled to be open in the 2024 academic year (Subject to change)

Seminar Title	Faculty in Charge
Management Strategy and Industry Evolution	Shigeru ASABA
Risk Management	Ming Yan William CHEUNG
Firm growth, Innovation and Industry Dynamics	Alex COAD
Entrepreneurship to Boost Happiness	Hironori HIGASHIDE
Frontier of Entrepreneurship Innovation, and Management	Akie IRIYAMA
Designing Incentives in Markets and Organizations	Hideshi ITOH
Strategy in Practice	Hiroshi KANNO
Management of Numbers in Business	David LAU
Luxury Branding	Shinya NAGASAWA
Enterprise Value	Shigeru NISHIYAMA
Innovation Strategy in Japan	Atsushi OSANAI
Strategy and Finance	Katsuhiro SATO
Financial Law and Practice	Satoru SHIBASAKI
Consumer Behavior in the Digital Environment	Satoru SHIBUYA
Performance Measurement & Control System for Implementing Corporate Strategy	Nobumasa SHIMIZU
Organizational Behavior	Norihiko TAKEUCHI
Economic Analysis of Accounting Institutions	Akira USUI

4. Admissions Information

A) Outline of Application and Screening Methods

1) Application with GMAT or GRE ***Submission of either GMAT or GRE scores is mandatory.**

This category is for applicants holding GMAT or GRE (General Test) scores. The admission screening will be based on the overall performance of GMAT or GRE scores, as well as a comprehensive evaluation of educational backgrounds, academic records, work experiences, extracurricular activities, essays, recommendation letters (applicant evaluation forms), language proficiency scores, etc. A high GMAT or GRE score does not necessarily guarantee enrollment. For some applicants, online interviews will be required. Such candidates will be contacted individually by the WBS Admissions Office.

***It is preferable to have at least three years of work experience, but not an essential condition for International MBA.**

< Note about Conditional Offers >

Some applicants may receive a conditional offer at the time of result announcement. This should not be interpreted as a guaranteed admittance. Such applicants are required to meet the conditions (e.g. GMAT score) stated in the conditional offer letter and submit any required documentation as indicated to the WBS Admissions Office by the due date listed in the letter. Note that if applicants fail to submit the required documentation by the deadline, the conditional offer will be revoked. *The conditional offers only apply to the first round and second round.

2) Application for Family Business Successors

This category is for applicants whose family members run their own business* and who are scheduled to succeed it in the future.

In the screening process of the entrance examinations for AY2024 (held in 2023), the written examination in the first stage of screening will not be conducted, and the screening will be based on the document screening (First stage) and interview screening (Second Stage).

However, as a temporary measure for the screening of applicants for AY2024 only, an additional essay task will be required to submit at the time of application as an alternative to the written examination.

The theme of the additional essay and the submission method will be announced on the website of the Graduate School of Business and Finance in around January 2024.

The admission screening will be based on the overall performance of all application documents (GMAT and GRE scores are not mandatory), as well as interviews. In addition, potential quality as a company successor will be evaluated based on the Application Form for Family Business Successors [Form 5] and the recommendation letter from the current representative of the company.

***must be a listed company on the stock exchange or of similar standing and scale.**

B) Number of Students to be Admitted

Enrollment Period	Language	Type of Application	Admission Quota
September	English	Application with GMAT or GRE	45 students/ Academic Year
		Application for Family Business Successors	

C) Application Schedule

(a) “Application with GMAT or GRE” For September 2024 Enrollment

Application Round	Application Deadline	Screening Result Announcement	Enrollment Procedure Deadline
1 st Round	Oct. 30 (Mon), 2023	Dec. 7 (Thu), 2023	Jan. 12 (Fri), 2024
2 nd Round	Jan. 26 (Fri), 2024	Mar. 7 (Thu), 2024	Mar. 22 (Fri), 2024
3 rd Round	Mar. 25 (Mon), 2024	May 9 (Thu), 2024	May 24 (Fri), 2024
4 th Round	May 10 (Fri), 2024	Jun. 6 (Thu), 2024	Jun. 21 (Fri), 2024

[Note]

1. The application number will be announced by e-mail about two weeks before the screening result announcement. Please check your spam folder if you do not receive the message, since it sometimes happens to be sorted into spam.

[Attention]

1. Applicants may only apply to one program (IMBA or MSc in Finance) per Application Round.
2. Applicants may not apply to both the 3rd Round of “Application with GMAT or GRE” and Spring Round of “Application for Family Business Successors.”
3. You need to apply for the 1st Round if you would like to apply for Japanese Government Scholarship (Full tuition covered scholarship). Please take note that very few applicants pass for the MEXT scholarship. Please check P.19 for further information.

[Recommendation]

The WBS Admissions Office recommends you to apply for earlier rounds for the following reasons.

1. Repeated applications are acceptable for those who were unsuccessful at an earlier round. However, the applicants who wish to apply again need to substantially improve the quality of their applications, such as GMAT (or GRE) score, TOEFL/TOEIC(Listening&Reading)/IELTS, or other significant academic/professional achievements.
2. Since scholarship awards will be distributed to competitive students starting from the 1st Round, your chances of receiving scholarships may decrease if applying for later rounds.
3. For international applicants, obtaining a visa may take more time than you expect (about two months or more).

Screening Result Announcement

All applicants who have turned in all of their application documents will be notified of their application number by e-mail two weeks before the screening result announcement. At 10:00am on the day of the screening result announcement, successful applicants’ application numbers will be indicated on the WBS website (<https://www.waseda.jp/fcom/wbs/en>). Successful applicants will also receive a Notification of Acceptance enclosed with the Guide to Enrollment Procedures and documents by courier. Contact the WBS Admissions Office (wbs-admissions@list.waseda.jp) if you do not receive such a packet one week after the designated date. Refrain from making an individual inquiry regarding the screening result.

Applicants who received a conditional offer must submit the proof of satisfied conditions by the due date stated in the letter of conditional offer. If they do not submit the proof by the due date, their conditional offer will be revoked.

(b) "Application for Family Business Successors" For September 2024 Enrollment

Application Round	Application Deadline	Exam Date	Screening Result Announcement	Enrollment Procedure Deadline
Spring Round	Mar. 25 (Mon), 2024	May 5 (Sun), 2024	May 9 (Thu), 2024	May 24 (Fri), 2024

[Note]

1. The application number will be announced by e-mail two weeks before the examination date.
2. Applicants may not apply to both the Spring Round of "Application for Family Business Successors" and the 3rd Round of "Application with GMAT or GRE."

[Attention]

In the screening process of the entrance examinations for AY2024 (held in 2023), the written examination in the first stage of screening will not be conducted, and the screening will be based on the document screening (First stage) and interview screening (Second Stage).

However, as a temporary measure for the screening of applicants for AY2024 only, an additional essay task will be required to submit at the time of application as an alternative to the written examination.

The theme of the additional essay and the submission method will be announced on the website of the Graduate School of Business and Finance around January 2024.

Screening Result Announcement

All applicants who have turned in all of their application documents will be notified of their application number by e-mail two weeks before the exam date. At 10:00am(JST) on the day of the screening result announcement, successful applicants' application numbers will be indicated on the WBS website (<https://www.waseda.jp/fcom/wbs/en>). Successful applicants will also receive a Notification of Acceptance enclosed with the Guide to Enrollment Procedures and documents by courier. Contact the WBS Admissions Office(wbs-admissions@list.waseda.jp) if you do not receive such a packet one week after the designated date. Refrain from making an individual inquiry regarding the screening result.

D) Applicant Qualifications

Qualifications for “Application with GMAT or GRE” and “Application for Family Business Successors”

Applicants must fulfill one of the following requirements.

1. Those who have graduated or are scheduled to graduate from a university in Japan by the entrance period that applicants wish to matriculate.
2. Those who have received a Bachelor’s Degree from the National Institution for Academic Degrees and University Evaluation or are scheduled to receive such a degree by the entrance period that applicants wish to matriculate.
3. Those who have completed 16 years of standard school education outside Japan or are scheduled to complete such education by the entrance period that applicants wish to matriculate.
4. Those who have completed a more than 3 years program in a university outside Japan or are scheduled to complete such education and hold a bachelor degree by the entrance period that applicants wish to matriculate.
5. Those who are designated by the Minister of Education, Culture, Sports, Science, and Technology by the entrance period that applicants wish to matriculate.
6. Those who have been enrolled at a university for more than three years (or have completed 15 years of school education overseas or are scheduled to complete such education by the entrance period that applicants wish to matriculate) and have been recognized by the Graduate School of Business and Finance as having earned a specified number of credits with an excellent academic record.
7. Those who have been recognized by the Graduate School of Business and Finance as possessing academic credentials superior to those of university graduates through an individual entrance requirements screening process and are scheduled to reach 22 years of age by the entrance period that applicants wish to matriculate.

* “University” mentioned in requirements 1 and 6 refers to a university which is approved by the Ministry of Education, Culture, Sports, Science and Technology of Japan.

* Graduates from three-year specialized college (zhuanke) programs in China do not meet the requirements 4 and 6. However, those who have graduated from a four-year (benke) program after graduating from a three-year program, and completed 16 years of school education will be considered to fulfill requirement 3.

* 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 questions, please ask Waseda University administration offices.

* Prospective applicants who are unsure if they can fulfill the requirements 6 and 7, must confirm their eligibility with the WBS Admissions Office via e-mail prior to the application for an individual qualification screening. Those who have been recognized by WBS as possessing academic credentials equal to or superior to university graduates are qualified to apply for admission. The deadlines of individual qualification screening are below.

[Deadlines of Individual Qualification Screening under Qualifications 6 or 7]

A. Application with GMAT or GRE

1st Round: Oct 16 (Mon), 2023, 2nd Round: Jan 12 (Fri), 2024,

3rd Round: Mar 11 (Mon), 2024, 4th Round: Apr 26 (Fri), 2024

B. Application for Family Business Successors

Spring Round: Mar 11 (Mon), 2024

[Attention]

Applicants for Family Business Successors’ channel need to fulfill the requirement that their family members run their own business* and they are scheduled to succeed it in the future.

*must be a listed company on the stock exchange market or of similar standing and scale.

[For those with special needs]

If you have special needs or if circumstances arise for which you require attention during the entrance examination or after entering the university due to disabilities, serious medical conditions, etc., please contact the WBS Admissions Office no later than one month before the application period starts. In case special needs arise after the application, please contact us as soon as possible.

E) Application Procedure

【Six Steps to Complete your Application】

STEP1

Arranging certificates such as certificates of graduation and academic transcript etc.

Start requesting certificates such as original certificate of graduation and original transcript of academic record etc., to the university/college you have graduated from. If you have graduated from a university or college in China, you will need to obtain “Certificate of Degree” in addition to the certificate of graduation and transcript of the academic record. ***Certificates must be submitted in "original".**

STEP2

WBS Online Application System URL: <https://e-apply.jp/e/wbs/>

Enter applicant information and essays via WBS Online Application System.

(1) Create a Login ID

Access the above URL to obtain a login ID for the online application system. Click on the red button that says "First time users: Create an account to start a new application".

***The email address you register here will be used throughout the application, admission and immigration process, etc. Please use the same email to contact our office and check in regularly until admission.**



Enter “Type of Admission”, go next, agree with the “Handling of Personal Information” Policy, go next and enter “Applicant’s Information” to obtain a login ID.

(2) Log in to the Online Application System and follow the instructions below.

メニュー
MENU



上記の「2.志願者情報B」タブをクリックし、各項目毎に必要な事項を入力してください。
Click “2. Personal Info B” tab above. Enter the necessary information for each item.

- a) (*OPTIONAL) Click on the tab “1. Personal Info A” and confirm the information you registered when you created a login ID.
- b) Click on the tab “2. Personal Info B” and enter required personal information for each item. You can only proceed to the next step when the status of all items is completed.
- c) Click on the tab “3. Confirmation” and confirm your information filled in.
- d) If there is nothing to amend, click on the tab “4.Submit” to complete your online entry.
- e) [Attention] After you click on the “Submit” button, you CANNOT edit at all. If you would like to edit after you have clicked on the “Submit” button, you need to obtain a new login ID and repeat the whole process once again. If you want to make any additions, you can add them by hand after printing the application documents out.

STEP3

Download and print application forms created via online application system.

Click on the tab “5. PDF Download”, and download your application form in PDF format. After confirming the contents, print the forms on A4/letter size paper (single-sided printing). Attach a color photograph in the space provided on Form 1-1 and Form 2. Also, please sign your name in the bottom space provided on the Form 1-12. *Signature must be same as your name on Form1.

STEP4

Preparation and attachment of other necessary documents.

Prepare other required documents such as graduation certificates, transcripts, GMAT or GRE score reports, proof of license or certificate, proof of English proficiency, passport copy etc. Assemble the printed application forms and other required documents/certificates.

STEP5**Payment of the Screening Fee**

Please pay the screening fee by either way, a) or b) as instructed below. Please paste or attach the screening fee receipt on Form 2.

◆ Screening Fee

Type of Application	Applicant's Domicile	Screening Fee
Application with GMAT or GRE	Those who live outside of Japan	5,000 JPY
	Those who live in Japan	35,000 JPY
Application for Family Business Successors	-	35,000 JPY

[IMPORTANT]

Payment must be completed before application and the payment proof must be attached to the application documents. Those who have not paid the fee are not eligible to apply. Follow the directions below and pay the screening fee by credit card, Union Pay, or at convenience stores in Japan.

a) Payment by Credit card or Online payment system (Union Pay)

- To make a payment by credit card or online payment system (Union Pay), access the online screening fee payment website (<https://e-shiharai.net/ecard/>) and complete the required procedure.
- The payment can be made 24 hours a day, seven days a week.
- 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.
- After completing the transaction, print out the "Result" page and attach it to the Form2.
Refer to Page 25 for the detailed instruction of the credit card or payment and online payment system.

b) Payment at a Convenience Store in Japan (For residents in Japan only)

- 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.
 - The payment can be made 24 hours a day, seven days a week. However, please note that application via the website will end at 11:00pm on the last day of the payment period. Similarly, you will not be able to make a payment at a convenience store after 11:30pm on the last day of the payment period.
 - If a family member or acquaintance of an applicant conducts the procedure on behalf of the applicant, he/she must enter the applicant's information.
 - After making the payment, detach the "Certificate of Payment of the Screening Fee" on the Screening Fee Handling Description and paste it to the designated space on the Form 2 for submission.
 - If you are unable to make the payment at a convenience store for some reason, contact the WBS Admissions Office (wbs-admissions@list.waseda.jp).
- Refer to Page 26 for the detailed instruction on the payment at a convenience store.

◆ Screening fee waiver and Reimbursement

For non-degree Waseda University students who are MEXT Scholarship recipients, screening fees will be reimbursed if an admission offer is accepted.

Depending on one's nationality AND domicile at the time of application, applicants may be eligible for the Screening Fee Waiver described on page 23.

STEP6

Please send application documents to WBS Admissions Office by postal mail. Your application will be considered complete when all required documents are received by the WBS Admissions Office no later than the deadline for each application round.

>> For residents of Japan

Enclose all the required application documents in an envelope (square-sized #2 type) and paste the designated address label* for the application on the recipient address side. Send it to the WBS Admissions Office stated below by registered mail (簡易書留郵便). Postmark is valid on each deadline.

*The address label for the application can be downloaded from the Online System.

>> For residents of countries other than Japan

Enclose all the required application documents in an envelope and send it to the following address by an international courier service for which you can track the delivery status, such as EMS.

Applicants from residents of countries other than Japan must arrive at WBS admissions office by the deadline of each application round.

Address:

Waseda Business School Admissions Office

Please indicate the type of the admission here:

Application with GMAT or GRE or Application for Family Business Successors

3rd Floor, Bldg.11, Waseda Campus, Waseda University,
1- 6 - 1 Nishi-Waseda, Shinjuku-ku, Tokyo 169-8050 JAPAN

Other notes on the application

- You may not change the program of your choice after the application documents are submitted.
- If any of your application documents are incomplete, your application may not be accepted. If you are contacted by the WBS Admissions Office, please respond promptly and follow the instructions.
- As a general rule, application documents and screening fees are not returned. However, you may qualify for a refund of your screening fee in any of the exceptional cases listed below.
 - 1) You paid the screening fee but failed to submit the required application documents.
 - 2) You paid the screening fee but the application documents arrived at the WBS Admissions Office after the application deadline.
 - 3) You paid the screening fee and submitted the application documents, but your application was rejected before screening due to the following reasons:
 - The submitted application materials were incomplete.
 - You did not meet the eligibility criteria.

Contact the WBS Admissions Office (wbs-admissions@list.waseda.jp) if you fall into one of the categories above.

*Handling fees which may be incurred for refund must be paid by the applicant.

- 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.
- 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.
- Change of your address must be reported to the WBS Admissions Office (wbs-admissions@list.waseda.jp) immediately.

F) Application Documents

The application documents should be composed of:

1. Prescribed forms you complete via the Online System
2. Certificates and Recommendation Letters
3. Copy of screening fee payment

◆ Read the list below carefully and pay particular attention to the following detailed instructions given for each line item as you prepare for your application.

◆ An application packet containing all the specified documents should be received by the WBS Admission Office by **postal mail by the deadline** of each application round.

【List of Application Documents】

Form Number	Document title	Online/ PDF Form	Note
1-1 ~ 1-12	Application Forms (Form 1-1~1-6) (Applicant Information, Educational Background, Employment History, Language Proficiency) Essay (Forms 1-7~1-12)	Online System	Paste a color photo (4cm x 3cm) Sign on the bottom of Form 1-12
2	Proof of Screening Fee Payment and Picture Card	PDF Form	Paste a color photo (4cm x 3cm) Should be the same one as Form 1-1.
3	WBS Marketing Survey	Online System	For all applicants
4	Letter of Consent from Employer	PDF Form	Not necessary for IMBA September Enrollment
5	Application Form for Family Business Successors attached with the company representative's recommendation letter	Online System	For Application for Family Business Successors only
6	Request for Return of Submitted Documents	PDF Form	If applicable
7	Application for Screening Fee Waiver	PDF Form	If applicable
8	Statement of Financial Resources	PDF Form	For International applicants only
9	Application for Scholarships Offered Prior to Matriculation	Online System	If applicable
10	Two Applicant Evaluation (Recommendation) Forms	PDF Form	Compulsory for all applicants
Prepare by yourself	Certificate of (Expected) Graduation(Original)	—	All certificates & transcripts of university (undergrad and above)
	Transcript of academic record (Original)	—	
	Certificate of (Expected) Degree(Original)	—	
	Online Verification Report of Higher Education Qualification Certificate	—	Compulsory for applicants who have graduated from a university in China
	◆GMAT or/and GRE Score Report ◆GMAT Test Taker Copy/GRE Examinee Score	—	Compulsory for all applicants except for "Application for Family Business Successor"
	Proof of License or Certification	—	If applicable
	Proof of English Proficiency (TOEFL, TOEIC, IELTS)	—	Compulsory for non-native English Speakers
	Proof of Japanese Proficiency JLPT Level 1 or N1 Score report	—	If applicable
	Photocopy of Passport	—	Compulsory for international applicants who currently possess a passport
	Photocopy of Residence Card in Japan	—	Compulsory if you have a visa status at the time of application

Form 4 -10 are part of the PDF file that you are required to download from the Online System after filling in the required information. Should you require any of the included forms to be separated into individual PDF files, you can download them from the WBS website (<https://www.waseda.jp/fcom/wbs/en/applicants/admission>).

Prescribed Forms to be made via online

Some documents should be manually written after the format is downloaded. Use a black pen (erasable pen not permitted).

[Form 1-1 to 1-12] Application Forms

- (Form 1-1) Paste a color photo (4 cm x 3cm, borderless, no hat or head covering, frontal view on a plain background, taken within 3 months before application) to Form 1-1. Write your name on the back of the photo before pasting it.
***Please have your photo data (JPEG format) ready as well, since the data will be required for the enrollment procedures later.**
- (Form 1-3) If you have an irregular educational history (transfer, withdrawal, leave of absence, etc.) and unable to write in the space provided, please handwrite in the margin. You can attach a separate sheet as well.
- (Form 1-12) Make sure to sign at the bottom of this sheet.
- **Clip** all documents together so that Form 1-1 is on top, and Form 1-12 is on the bottom.

[Form 2] Proof of Screening Fee Payment and Picture Card

- >> For applicants making payment by Credit Card and Union Pay
Print out the "Result" page (attach to Form 2).
- >> For applicants making payment at a convenience store in Japan
Receipt of screening fee (paste on the designated space on Form 2).
- >> Paste the same photo as Form 1.

[Form 3] WBS Marketing Survey

We would appreciate your taking a few minutes to fill in the questionnaire for the WBS marketing analysis purposes such as for student recruiting activities. The answers will not affect the screening result in any way.

[Form 4] Letter of Consent from Employer

Not necessary for IMBA September Enrollment applicants

[Form 5] Application for Family Business Successors

*** For "Family Business Successors" applicants only**

- Fill in the information about the company* you are succeeding in the future.
- Attach a recommendation letter from the representative or equivalent of the company (free format, signature of recommender is required). **Letters should be signed and sealed.**

*The succeeding company must be a listed one on the stock exchange market or of similar standing and scale.

[Form 6] Request for Return of Submitted Documents

- Submit only when you are requesting the WBS to return original copies of certificates that are **NOT re-issuable**. Items that can be reissued will not be returned.
Documents may not be returned without submission of this form as well.

[Form 7] Form for Screening Fee Waiver

- Applicants whose nationality AND the place of residence at the time of application, are indicated on page 23, are eligible to apply for a screening fee waiver.
- Applicants with dual nationality are eligible only if BOTH nationalities are included in the list of eligible countries.

[Form 8] Statement of Financial Resources *International applicants only

- Required for those who will obtain the status of residence for students.
- Indicate the source and amount of funding for studying at the WBS (standard period: 2 years).
- Scholarship recipients must submit a scholarship award letter indicating its amount and duration.
- The estimation of total expenses for two years, including tuition fees and living costs in Tokyo, will be approximately 6,000,000 yen.
- Those who have Japanese VISA of Permanent Resident, Long Term Resident, Spouse or Child of Japanese Citizen, Spouse or Child of Permanent Resident don't need to submit this statement.

[Form 9] Application for Scholarships Offered Prior to Matriculation

- Check the details of the scholarship on page 19 and submit this form if you wish to apply for scholarship prior to matriculation.

[Form 10] Applicant Evaluation (Recommendation) Form

- Only the designated format is accepted.
- Two applicant evaluation forms must be prepared. Be sure to use the WBS designated forms obtained via the Online System. They can also be downloaded from the WBS website below.
<https://www.waseda.jp/fcom/wbs/assets/uploads/2015/02/Form-10Applicant-Evaluation-Recommendation-Form.pdf>
- Those recommendation letters should be written in English.
- Two evaluators should be university professors who have supervised the academic work of the applicant (excluding WBS faculty members), or superiors at the applicant's current institution or company.
- We accept just two recommendation letters (do not send more than 3 letters).

Step-by-Step Directions

1. Applicant forwards the designated form (and an envelope) to the evaluators. The designated forms can be downloaded from the WBS website above.
2. After filling in the form, the evaluator must put it in an envelope, seal it, sign across the seal, and return it to the applicant.
3. Applicant submits the evaluation forms to the WBS Admissions Office with the envelope unopened, together with other application documents.

Mail to: 3rd Floor, Building 11, Waseda Campus,
Waseda University, 1-6-1, Nishi-Waseda, Shinjuku-ku, Tokyo 169-8050 JAPAN

***Be sure to seal the envelope strictly and sign across the seal.**

***Evaluators can also send it directly to the WBS Admissions Office by email .**

- Evaluators may send an electronic copy, but please make sure that the signature of recommenders is in their own handwriting.
- Do not put the applicant in CC.

Email to: wbs-admissions@list.waseda.jp

Documents to be prepared by applicants themselves

1. Official College/University Certificate (Must be Original Copy)

a) Certificate of (expected) graduation/degree

Not necessary if the (expected) graduation date and the degree are stated on the transcript.

b) Transcript of academic record

[NOTES for College/University Certificate]

- Submit the original copy written in English.
- If universities or governments cannot provide Japanese or English certificates, please attach a translated copy certified by the embassy or relevant public officials.
- Confirm that the date of graduation is printed on a) or b).
- Master's degree/professional degree holders are required to turn in certificates of both the undergraduate school and the graduate school. Details on educational background must be provided in the specified area of the [Form 1-3].
- Information for the grading system for your academic record in your transcript should be submitted.
- Applicants who have transferred from one institution to another must submit transcripts of both the graduating institution and previously attended institution.
- When an applicant's name stated on the application form differs from what is indicated on the certificates, the applicant is required to attach an explanation (free format).
In such cases, official documents which certify the change of legal name (e.g., copy of family register) will have to be included in the registered documents for the enrollment procedure.
- If an applicant has attended Waseda University at any time in the past (or is currently enrolled), he/she must provide official documentation which serves as proof of enrollment.

[IMPORTANT: For graduates from universities or colleges in China]

Applicants who have graduated from a university or college in China must follow below:

- 1) Submit the certificate of degree “学位取得証明書,” in addition to the certificate of graduation “卒業証明書” and transcript of academic record “成績証明書”.
- 2) Arrange for an official English version of “Online Verification Report of Higher Education Qualification Certificate” to be sent directly to WBS office (wbs-admissions@list.waseda.jp) from CSSD (CHESICC) via e-mail. For more information and how to apply, please visit the CSSD (CHESICC) website (<https://www.chsi.com.cn/en/pvr/>). The verification report must reach the office before the deadline of each application round. Only reports sent directly from CSSD (CHESICC) will be considered valid.

Note: Those who have not yet graduated from a university or college in China do not need to follow the steps above. Instead, please submit the certificate of expected graduation “卒業見込証明書” and transcript of academic record “成績証明書” and “Online Verification Report of Student Record” sent directly to the WBS admissions office from CSSD (CHESICC).

2. GMAT or GRE (General Test) score report *The online test is not acceptable.

Step1 Register for the score report to Waseda Business School.

Step2 Print out “GMAT Test Taker Copy” or “GRE Examinee Score Report” through GMAC/ETS websites

Step3 Enclose the copy in your application packet.

WBS institution code of GMAT is “3TX-GK”.

WBS institution code of GRE is “2463”.

***The online test is not acceptable.**

*Submit a valid score report of the test taken **within 5 years** of each application deadline.

*It is not mandatory for “Application for Family Business Successors”.

3. Proof of License or Certificate

Submit only if you enter the relevant information via the Online System.

4. Proof of English Proficiency *Mandatory for non-native speakers of English.

Applicants must submit one of the following certified test score reports with the exception of applicants whose native language is English or who have obtained a degree from an institute of higher education (university or higher) using English. Submitted score reports should have been issued within 2 years of each application deadline.

***The online test is not acceptable.**

- 1) TOEFL
- 2) IELTS(Academic)
- 3) TOEIC(Listening & Reading)

*TOEIC SW, TOEIC IP and TOEIC Bridge scores are NOT acceptable.

*TOEFL Essentials is not acceptable.

*Those submitting TOEFL score reports need to register “Test Date Score” on the Online System, not “My Best Score.” The office will only use “Test Date Score” for screening.

*Photocopied score report is also acceptable.

*If applicants are graduated from an English-taught degree program at universities/colleges in non-English speaking countries (including Japan), and if the language of instruction of the program is not found anywhere on the certificate of graduation nor transcript of academic record, please attach some evidence showing that the program is taught in English (eg. additional letter from the department, registrar’s office.).

5. Proof of Japanese Proficiency *For non-native speakers of Japanese only

While submission is optional, scores of the Japanese Language Proficiency Test (or JLPT) may be taken into consideration as part of the overall application. Only score reports of JLPT Level 1 or N1 will be considered.

*Photocopied score report is also acceptable.

6. Photocopy of Passport *For those who currently possess a passport

A photocopy of the photo page of your passport must be submitted.

7. Photocopy of Resident Card in Japan (Front and Back side)

All international applicants currently holding resident visa in Japan must submit its photocopy.

5. Enrollment Procedures

Once successful applicants have received an enrollment packet with an admission offer, they must complete all necessary procedures to be enrolled at WBS by the due date. Those who have submitted all required documents by the deadline, and have completed all required transactions (transferring of admission fee, tuition and other fees) will be admitted. Further instructions related to admittance will be sent to successful applicants. The list below is an example of the documents to be submitted.

[Required Documents]

(1) WBS prescribed forms

(2) Certificate of Residence

(3) Original copy of "Certificate of Graduation" and "Transcript of Academic Records"

(Only for applicants who had not yet graduated at the time they submitted the application documents)

(4) Photocopy of the receipt of the bank transfer of tuition and fees

(5) Application and related documents for Certificate of Eligibility. *For those who require student visa

(6) Other documents designated by the WBS

*** A photo data (JPEG format) of the same photo as the application form (Form1-1) is required.**

[NOTE]

As a rule, we do not return submitted documents or refund tuition and other fees (the entrance fee and tuition and other fees 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 the tuition and other fees for the first semester (but not the entrance fee). For more information about the procedure for receiving such refund, refer to the enrollment procedure guideline mailed to successful applicants.

6. Entrance Fee, Tuition, and Other Fees

Fees for 2024 enrollment for International MBA Program

(Unit: JPY)

Year	Academic Term	Entrance Fee*	Tuition	Other Fees		Total
				Student Health Promotion Mutual Aid Association Fee	Alumni Association Membership Fee	
1 st Year	Entrance and Fall Semester	300,000	820,000	1,500	-	1,121,500
	Spring Semester	-	820,000	1,500	-	821,500
2 nd Year	Fall Semester	-	920,000	1,500	-	921,500
	Spring Semester	-	920,000	1,500	40,000	961,500
Total		300,000	3,480,000	6,000	40,000	3,826,000

*The Entrance Fee is waived for those who are currently enrolled in, graduated from, completed, or withdrew from an undergraduate, graduate, or specialized program of Waseda University.

Non-degree students, students who withdrew before admission, and some international students (e.g., exchange students) are not eligible.

[Note] Additional fees are required for taking language learning courses. Fees vary depending on course; the cost of eight credits (four courses) in English learning is approximately 160,000 yen, while for Japanese learning classes it costs approximately 40,000 yen.

7. Degrees and Completion Requirements

Degree: Master of Business Administration

Degree Requirements of the International MBA Program

To complete the program, students must have been enrolled for more than two years, have acquired more than 50 credits as indicated below, achieved an S.A*. equal to or higher than 0.8, and have completed their Professional Degree Thesis as the final product of their seminars and research guidance. Students who pass the dissertation screening and exams will be awarded the degree of Master of Business Administration (MBA).

Unit: Credit

Compulsory Core Courses	Compulsory Elective Courses	Elective Courses		Specialized Research			Total	Language Courses (recommended)
		Specialized Courses (Bilingual Courses or Overseas Courses)	General Elective Courses	Seminars	Research Guidance	Degree Thesis		
14	6-	4-	8-	8	PASS (*)	4	50-	8

(*) The grade is given by pass or fail.

* S.A: [921b6721e5d8d97a3cd4cb2af132492d.pdf \(waseda.jp\)](https://www.waseda.jp/institution/academic/921b6721e5d8d97a3cd4cb2af132492d.pdf)

In addition to the conditions for completing the International MBA Program, it is recommended that students earn credits in language courses. Students are expected to acquire at least eight credits from language courses. Although these credits are not included in the requirement for program completion, they are strongly recommended to strengthen their global capabilities. Students studying mainly in Japanese are encouraged to take English courses at the Global Education Center and students studying primarily in English are encouraged to take Japanese courses at the Center for Japanese Language. Students may also take other WBS language courses (i.e., English-taught classes for students admitted in April; Japanese-taught classes for students admitted in September) as the recommended language courses. These courses are graded on "Pass/Fail."

*English language courses are available in the Global Education Center. See website for details.

<https://www.waseda.jp/institution/academic/921b6721e5d8d97a3cd4cb2af132492d.pdf>

*Japanese language courses are available in the Center for Japanese Language. See website for details.

<https://www.waseda.jp/institution/academic/921b6721e5d8d97a3cd4cb2af132492d.pdf>

8. Financial Aid and Scholarships

The following is a list of the major scholarships offered at Waseda University. International students with "student visa" are advised to refer to "International Students Handbook AY2024"* or the Scholarship Affairs Section website: <https://www.waseda.jp/inst/scholarship/en/>

* "International Students Handbook AY2024" will be distributed after enrollment.

For Japanese students (including those who have Japanese visa of permanent resident, long term resident, spouse or child of Japanese citizen), refer to the handbook, "Scholarship Guidelines Challenge AY2024"* (available in Japanese only) or the Scholarship Affairs Section website above.

* "Scholarship Guidelines Challenge AY2024" will be distributed after enrollment.

1. Scholarship Prior to Matriculation

Selection is based on the admission screening results. Nominated applicants will be notified by post with the Notification of Acceptance Letter.

(Data of AY2023)

Types of Awards	Name of Scholarship	Grants	Eligibility***
Waseda University Scholarships	Waseda University Partial Tuition-Waiver Scholarship	50% reduction in one-year tuition	--Privately funded international students* - Application with GMAT or GRE - Submit Form9 with other application materials
	Reserved Scholarship for Successful International Applicants	500,000 JPY per year (for 1 or 2 years)	- Privately funded international students* who live outside Japan - Applications with GMAT or GRE are eligible - Submit Form 9 with other application materials

2. Scholarship After Matriculation

(Data of AY2023)

Types of Awards	Name of Scholarship	Award Amount (Value)	Eligibility***
Waseda University Scholarships	Azusa Ono Memorial Scholarship (for International students)	Annual grant of 400,000 JPY	- Privately funded international students* - Students who are in the master's program within the standard years for degree
	Waseda University Partial Tuition-Waiver Scholarship	50% reduction in one-year tuition	- Privately funded international students*
Government-sponsored Scholarships	Japanese Government (Monbukagakusho: MEXT) Scholarship	144,000 JPY/Month and full-tuition coverage for 2 years of tuition.	- Privately funded international students* -Students who are successful applicants in the 1st round and complete all necessary enrollment procedures by the deadline. Very few applicants passed. Not applicable for residents in Japan and there are several restrictions such as nationality, age. (Subject to change)
	Monbukagakusho Honors Scholarship	48,000 JPY/Month	- Privately-funded international students*

*" International Students" refers to students who hold or expect to hold "student visa" status.

**Limits (such as income limit) may differ depending on scholarships.

9. Student Visa [*Information by Waseda Center for International Education*]

Due to the COVID-19, the procedure will be subject to change. Please check the latest information on the website below or in the emails from the university. <http://www.cie-waseda.jp/visastatus/jp/index.html>

International students who are admitted to Waseda University are able to apply for a status of residence "Student". Those with the status of residence "Student" are eligible to apply for tuition reduction/exemptions and scholarships for international students. Those with a status of residence other than "Student" are eligible to enter Waseda University, but please be aware that they cannot use various services and systems intended for international students as stated above.

Please take note that students are not eligible to enroll in the university with a "Temporary Visitor" visa status. Carefully read (1)-(6) below and take the necessary measures to extend your period of stay, change your status of residence, request for application for COE by proxy, etc. In order to go through procedures concerning status of residence, you will need a "certificate of admission" issued by Waseda University. The office of the undergraduate/graduate school you are scheduled to join will issue the "certificate of admission" after you have completed the enrollment procedure and fee payment.

(1) If you have a status of residence "Student"

If you currently have a status of residence "Student", please process the "application for extension of period of stay" as necessary. You are able to apply for an extension of period of stay up to three months before your status of residence expires. For details on procedures of applying for extension of period of stay, please refer to the following website.

<http://www.cie-waseda.jp/visastatus/en/prospective/studentstatus.html>

(2) If you have a status of residence "Temporary Visitor"

If you currently have a status of residence "Temporary Visitor," as a general rule, you will need to temporarily leave Japan and apply for status of residence "Student." For details on how to apply for a status of resident "Student," please refer to "(4) If you do not have a status of residence."

(3) If your status of residence is other than "Student" or "Temporary Visitor"

If you currently have a status of residence such as "Long Term Resident," "Dependent," etc., there is no need for you to undertake any procedures. However, if you wish to change your status of residence to "Student," you will need to apply for a change of status of residence. For details on procedures of applying for a change of status of residence, please refer to the following website.

<http://www.cie-waseda.jp/visastatus/en/prospective/currentresidence.html>

[note] In order to apply for extension of period of stay or change of status of residence, you need a completed application form issued by Waseda University. Prior to making the application to the Immigration Services Bureau, please submit the application form, a certificate of admission, and other necessary documents to the Center for International Education.

(4) If you do not have a status of residence

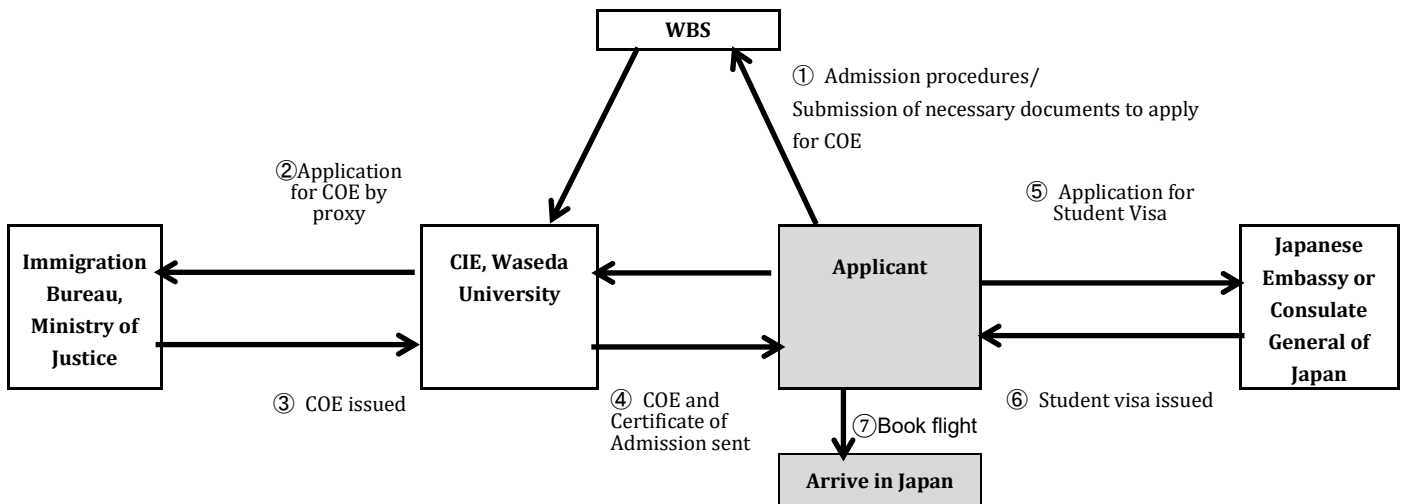
In order to apply for a status of residence, you will first need to obtain a certificate of eligibility (COE) from the Immigration Bureau of the Ministry of Justice of Japan, located in Japan. Limited to students with foreign citizenship and living outside of Japan who have completed enrollment procedures, Waseda University will apply for a COE to the Immigration Bureau on the student's behalf. After the COE is issued, Waseda University will send it to the student by mail along with the certificate of admission (COA). Upon receiving the COE, you will need to take the COE, COA, and your passport to the Japanese embassy or consulate in your country of citizenship/residence to apply for a "Student" visa. The COE expires in 3 months of issuance, so be sure to acquire your visa within 3 months and enter Japan. Since it takes two to three months for the whole process of receiving documents for proxy application, application by proxy to the Immigration Bureau, assessment, and issuance of COE, please be careful not to start late with little time before enrollment.

【note】

- Waseda University will only carry out the application by proxy after you completed the enrollment procedure fees payment. If you wish to have Waseda University apply for COE on your behalf, please complete your payment as soon as possible, and start your procedures of requesting an application by proxy.
- Information on what documents are needed to request for application by proxy and where to send them will be sent to successful applicants in enrollment documents.

【Sequence of Steps Involved in Obtaining a “Student” Visa (①→⑦)】

*Depending on the embassy/consulate, the duration before a “Student” visa is issued varies, and in some cases it may takes about 3 weeks. After submitting your application documents to WBS, please contact the Japanese embassy/consulate which you intend to apply to and ask how long it will take for your visa to be issued.



(5) Acquisition/Change (applying on your own) of status of residence

[Visa waiver and Temporary Visitor visa holders]

If you enter Japan as a visa waiver or on a Temporary Visitor visa (within 90 days of stay in Japan, and no activities involving the receipt of money such as sightseeing, making business contact, visiting relatives, etc.), in principle, you will not be allowed to change your visa status while in Japan. However, if it is difficult for you to return to your home country before the start of the new semester due to the entrance exam held at the end of the academic year (end of February/March), you can go to the Immigration Bureau yourself, apply for a COE, get authorization, and go through procedures of changing your status of residence upon issuance of COE. However, please take note that this procedure is an exception, and you may not be allowed to acquire a status of residence. In such a case, you will need to temporarily leave Japan, submit your COE to the Japanese embassy/ consulate in your country of citizenship/residence, receive a “Student” visa, and return to Japan. The Immigration Bureau is solely responsible for decisions regarding status of residence. Waseda University cannot be held responsible for the duration of assessment and outcome.

(6) Other important points

- The Center for International Education, Waseda University acts on your behalf to apply for a “Student” status of residence only. If you wish to apply for other types of status of residence, you need to make an application by yourself at the Immigration Bureau.
- The Immigration Bureau may require you to submit additional documents if needed.
- If you decide not to enter Waseda University, please write a statement that explains your reason (free format) and immediately send it to the Center for International Education along with your COE. Also, if you are accepted by another university in Japan, please make sure that you do not apply for a COE at more than one university. If there are multiple applications, the COE cannot be issued.
- If you have multiple citizenships that includes a Japanese citizenship, you are not eligible to apply for COE.
- The Immigration Bureau is solely responsible for decisions regarding status of residence. If issuance is delayed or application is not approved, Waseda University cannot be held responsible for the cancellation fee of your air ticket and other inconveniences. Please be careful when you book your flight.
- For application procedures concerning “Student” status of residence, contact Center for International Education, Waseda University (e-mail: cie-zairyu@list.waseda.jp).

10. Contact Information for Applicable Testing Organizations

***The online test is not acceptable.**

- ◇ **GMAT: Graduate Management Admission Test**
by GMAC: Graduate Management Admission Council
Institution code: **3TX-GK**
<https://www.mba.com/exams/gmat>

- ◇ **GRE: Graduate Record Examination**
by ETS: Educational Testing Service
Institution code: **2463**
<https://www.ets.org/gre>

- ◇ **TOEFL : Test of English as a Foreign Language**
by ETS: Education Testing Service
<https://www.ets.org/toefl/>

- ◇ **TOEIC : Test of English for International Communication**
by the Institute for International Business Communication
<http://www.toEICglobal.com/>

- ◇ **IELTS : International English Language Testing System**
by the British Council
<https://takeielts.britishcouncil.org/>

- ◇ **Japanese Language Proficiency Test**
by Japan Educational Exchanges and Services/Japan Foundation
https://www.jlpt.jp/e/application/overseas_list.html

11. Screening Fee Waiver for Applicants from Specified Countries

1. Outline

Applicants who wish to be admitted into an undergraduate or graduate school of Waseda University are eligible to apply for a screening fee waiver if they reside in one of the countries designated by Waseda University AND hold nationality of one of those countries.

2. Eligibility

The following conditions must be fulfilled:

- 1) The applicant must reside in one of the countries classified as "Least Developed Countries" or "Low Income Countries which are not LDCs" in the list of ODA recipients as published by OECD/DAC AND hold nationality of one of those countries (the applicant's country of residence and nationality do not necessarily have to be identical).

* For the list of eligible countries, refer to "Eligible Countries" below.

* Applicants residing in Japan are not eligible.

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

3. Procedures

When applying to an undergraduate or graduate school of Waseda University, please enclose the following documents with the other application documents, instead of the certificate of payment for the screening fee (copy of the remittance form etc.). The application for the screening fee waiver program must be made along with the application for admission. Applications made afterward will not be accepted under any circumstances.

- 1) Application Form for Screening Fee Waiver (Form7)

- 2) Photocopy of passport (including all details of the applicant)

* Applicants who apply for the screening fee waiver are not required to pay the screening fee. However, if payment was made before the application for the screening fee waiver, the screening fee will not be reimbursed.

* In the event that the applicant is found to be ineligible for the screening fee waiver program or has made a false claim, the application for admission to Waseda University itself might be revoked immediately.

[Eligible Countries]

Afghanistan, Angola, Bangladesh, Benin, Bhutan, Burkina Faso, Burundi, Cambodia, Central African Republic, Chad, Comoros, Democratic People's Republic of Korea, Democratic Republic of the Congo, Djibouti, Eritrea, Ethiopia, Gambia, Guinea, Guinea-Bissau, Haiti, Kiribati, Lao People's Democratic Republic, Lesotho, Liberia, Madagascar, Malawi, Mali, Mauritania, Mozambique, Myanmar, Nepal, Niger, Rwanda, Sao Tome and Principe, Senegal, Sierra Leone, Solomon Islands, Somalia, South Sudan, Sudan, Tanzania, Timor-Leste, Togo, Tuvalu, Uganda, Yemen, Zambia

12. Notes on Entrance Examination at Waseda University

Dishonest Acts

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

1. You may be deemed to have committed a dishonest act if 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.
2. Your actions may be considered dishonest if you commit any of the following acts:
 - A) 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)
 - B) Answering questions using an instrument not allowed to be used during the written examination
 - C) 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
 - D) Continuing to hold your writing instrument or answer questions without following the instruction to cease taking the examination during the written examination
 - E) Providing benefits to other examinees (providing them with answers etc.) during the examination
 - F) Keeping your mobile phone with you or using it during the examination
 - G) Letting your mobile phone or watch emit noise (incoming call alert, alarm, vibration, etc.) during the examination
 - H) Conducting acts that could be considered a nuisance to other examinees at the examination venue
 - I) Not following instructions from the examination supervisors at the examination venue
 - J) Pretending to be an applicant and taking the examination for the applicant
 - K) Conducting other acts impairing the fairness of the examination
3. The following responses may be taken if an applicant is suspected of committing a dishonest act.
 - A supervisor may warn or question the applicant.
 - The applicant may be requested to take the examination in another room.
4. In addition, the following responses may be taken if a dishonest act is identified.
 - The applicant may not be allowed to continue taking the examination or allowed to take any other entrance examination given by Waseda University during the year. (Screening fees will not be returned.)
 - The results of all entrance examinations taken by the applicant at Waseda University during the year may become invalid.

Environment for Entrance Examination

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

1. The exam environment.

We will do our best to provide you with a quiet and equitable exam environment. However, please be aware of the following unavoidable conditions that may occur:

- A) Everyday noise (airplanes; motor vehicles; wind and rain; the sound of the air conditioner; coughs, sneezes and snuffles 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."
- B) 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.
- C) 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.
- D) If, by the actions of a certain examinee, other examinees are disturbed, the examinee causing the problem may be asked to take the exam in a different room.

2. Unforeseen problems that are beyond human control.

In cases of unforeseen circumstances that are beyond human control, such as a natural disaster (e.g., typhoons, earthquakes, flooding, tsunamis) and/or accident, such as fire, power failure, and so on, measures including delaying the start of the exam or postponing the exam, etc. may be taken. However, in such an event, we will bear no responsibility for any resulting inconvenience, expense, or other personal loss that the examinee may incur.

Waseda University Examination Fee Payment by Credit Card and Union Pay

24 hours a day, 365 days a year, you can pay anytime! Easy, Convenient and Simple!

You can pay the Examination Fee by using
Credit Card and Union Pay.



Access the site below

<https://e-shiharai.net/ecard/>



Web Application - Online Transaction

- | | |
|---|---|
| 1. Top Page | Click "Examination Fee". |
| 2. Terms of Use and Personal Information Management | Please read the Terms of use an Personal Information Management.
Click "Agree" button located in the lower part of this page if you agree with these terms.
Click "Not agree" button located in lower part of this page if you do not agree with these terms. |
| 3. School Selection | Click "Waseda University". |
| 4. School Information | Read the information carefully and click "Next". |
| 5. Category Selection | Choose First to Fourth Selection and click "Add to Basket". |
| 6. Basket Contents | Check the contents and if it is OK, click "Next". |
| 7. Basic Information | Input the applicant's basic information.
Choose your credit card and click "Next". |

Paying with Credit Card

Input Credit Card Number (15 or 16-digits),
expiration date and security code.

All of your application information is displayed.
Click "Confirm" to verify.

Click "Print this page" button and print out
"Result" page.

Paying with Union Pay

Follow the onscreen instructions to complete the card payment.

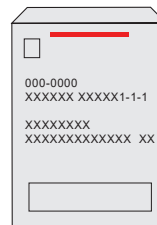
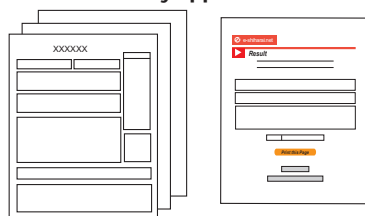
Please click the "Application Results" button in the upper
part of this site (e-shiharai.net).

Please write down the "Receipt Number" given when you
complete your application, and enter your
"Payment Method", "Receipt Number" and "Birth Date".
Please make sure your printer is ready.

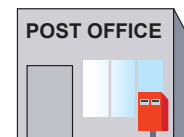
Please print out the "Payment Inquiry - Inquiry result" page.

Enclose the printed "Result" page in an application envelope with
other necessary application documents.

Necessary application documents



Mail it from Post office



[NOTICE/FAQ]

- During the payment periods and application periods specified in the application guidelines, you can make payment anytime. Please consult the application guidelines and complete payment in time for the application period.
- On the last date of the payment period, please complete the transaction by 11:00pm Japan time.
- It is possible to use a card which carries a name different from that of the applicant. However, please make sure that the information entered in the Basic Information page is the applicant's information.
- If you did not print out the "Result" page, you can display it later on the Application Result page. Please enter "Receipt Number" and "Birth Date" to redisplay.
- Please contact the credit card company if your card is not accepted.

■ Payment Commission

There is a fee for this payment transfer service, which applicants must pay in addition to the entrance exam fee.

Entrance exam fee	Payment Commission
~ 29,999 yen	565 yen
30,000 yen ~ 49,999 yen	1,005 yen
50,000 yen ~ 69,999 yen	1,446 yen
70,000 yen ~ 99,999 yen	1,833 yen
100,000 yen ~ 199,999 yen	2,074 yen
200,000 yen ~ 299,999 yen	2,618 yen
300,000 yen ~	4,400 yen

For questions or problems not mentioned here, please contact :

E-Service Support Center Tel : +81-3-5952-9052 (24 hours everyday)

Application

Waseda University

Convenience Store Easy-Pay Systems for Entrance Exam Fees

Now you can transfer funds to pay for your entrance examination - 24 hours a day - from your nearest Lawson, Ministop, FamilyMart, Seven-Eleven.

- 1** Before going to the convenience store, you will need to obtain an application number which you can get from going online on either your cellphone or computer. This number will be required when you make your payment.



<https://e-shiharai.net/>



To obtain your application number, please follow the instructions on the screen and input all necessary information. This number will be required when you make your payment.

If you input the wrong information when trying to obtain your application number, please start again from the beginning and make your payment. If you are not able to make the required payment before the due date you will receive this deadline upon completing the online application, all the information you had input will be canceled automatically.

2 Convenience Store Payment

●The application fee cannot be paid through an ATM. Be sure to make your payment at the cash register.

SEVEN-ELEVEN
Paying at SEVEN-ELEVEN
[13-digit Payment Slip Number] 払込票番号

Tell the counter staff that you want to make an "Internet shiharai." Then provide your Payment 【払込票番号】
Payment Slip Number
※If a payment slip is not printed out, just tell your number to the counter staff.

A multifunction copier can not be used to make payment.

- Make the payment at the register.
- Receive an Application Fee Statement. Detach the Certificate of Payment (receipt) portion.

LAWSON MINISTOP
Paying at LAWSON or MINISTOP
[11-digit Customer Number] お客様番号
[4-digit Verification Code] 確認番号

Use the Lawson information terminal Loppi

Touch the "各種サービスメニュー" option
Various Service Menus

Select the "各種代金・インターネット受付" button on the touch screen
All Payments

Touch the "各種代金お支払い" option
All Payments

Touch "マルチペイメントサービス"
Multi-Payment Service

Enter your【お客様番号】【確認番号】
Customer Number Verification Code

- Information terminal issues a funds transfer receipt. You will need to take this to the cash register within 30 minutes and make the actual payment.
 - Receive an Application Fee Statement. Detach the Certificate of Payment (receipt) portion.
- * Design and layout of the touch screen buttons is subject to change without notice.

FamilyMart
Paying at FamilyMart
[11-digit Customer Number] お客様番号
[4-digit Verification Code] 確認番号

Use the FamilyMart information terminal or multifunction copier

Select the "代金支払い" button on the touch screen
All Payments

Enter your【お客様番号】【確認番号】
Customer Number Verification Code

3 Application

Affix the receipt portion to "Form for Submission of the Certificate of Payment of Application Fee" in the designated location.

- Seven-Eleven ●Family Mart

Detach the receipt portion of the Exam Fee Statement and affix it to the application packet in the designated location. Hold onto the proof of bank transfer for your records.



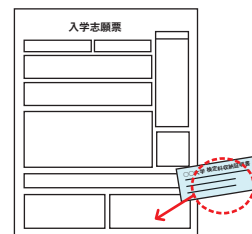
The appearance of the ticket you receive may differ from the illustration above.

Attach Your Receipt (Certificate of Payment) to the Application

※When attaching the certificate of payment, be sure to use glue which is suitable for use with thermal paper and pressure-sensitive paper. Please check the glue label.

- Lawson ●Ministop

Detach the receipt portion (Certificate of Payment) of the Application Fee Statement and affix it to the application packet in the designated location. Hold onto the remainder of the Fee Statement ("Applicant's Copy" portion) for your records.



※When paying at a convenience store, proof of payment via bank stamp is not necessary.

- Be sure to complete your convenience store payment before the time limit expires. All the payment information you entered will be deleted automatically if the payment is not completed before the deadline.
- Please note: After application fee payment has been made at any of the above shops, refund is not possible.
- Please double-check the application deadline in your application guide. Post your payment early enough to be sure it is received in time.

Payment Commission

(transfer fee charged by all participating stores)

There is a fee for this payment transfer service, which applicants must pay in addition to the entrance exam fee. The payment commission is as the same at all participating

convenience stores:	Entrance exam fee ¥49,999 or less	500 yen
	Entrance exam fee ¥50,000 or more	720 yen

Questions about paying your entrance exam fees at convenience stores? Please visit:

Note: Convenience store staff cannot answer questions about the service.

<https://e-shiharai.net/>

Handling of Personal Information

Waseda University uses the applicant information (address, name, date of birth etc.) to carry out operations such as the entrance examinations, screening result announcements, and enrollment procedures. They will be used as the means of communication to provide guidance, services and career support for students while in school and after graduation. We will take the necessary and proper measures to protect such information from leakage, disclosure, or unauthorized uses. All or part of the above operations may be outsourced to agencies. In such cases, the agencies are obliged to maintain necessary and proper management by contract. 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.

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.

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

Waseda Business School (Graduate School of Business and Finance, Waseda University)

3rd Floor, Building 11, Waseda Campus, Waseda University,
1-6-1, Nishi-Waseda, Shinjuku-ku, Tokyo 169-8050 JAPAN

TEL +81-(0)3-5286-8719

FAX +81-(0)3-5273-4371

E-mail wbs-admissions@list.waseda.jp

HP <https://www.waseda.jp/fcom/wbs/en/>