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# Waseda Business School

(Graduate School of Business and Finance, Waseda University)

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## Application Guide for International MBA Program September 2025

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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# 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 seven programs are on offer at WBS, each characterized by differences in course schedule, length of study, admission period, curriculum, and teaching language.

## English based program

	Program	Duration	Enroll	Admission Quota	Purpose
1	International MBA	2 years/ full-time	Sep.	45	<b>Designed to train students to become business leaders with global perspectives in a global learning environment.</b>
2	MSc in Finance	2 years/ full-time	Sep.	20	Designed to develop financial specialists with a solid understanding of the quantitative methods and analysis which are vital in the financial industry.
3	Waseda-Nanyang Double MBA	14 months/ full-time	Jul.	10	Designed to hone the management skills of international business persons. Courses take place at Nanyang Business School and at Waseda Business School.

## Japanese based program

	Program	Duration	Enroll	Admission Quota	Purpose
1	Fulltime MBA	2 years/ full-time	Apr.	25	Designed to train students to become business leaders with global perspectives in a global learning environment.
2	One-Year MBA	1 year/ full-time	Apr.	20	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	Apr.	70	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	Apr.	70	Designed for fully-employed, working professionals to acquire highly specialized, professional knowledge in specific fields on top of a wide range of management knowledge.

## **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 2025 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
Globalization and Business Leadership	Tetsu HORIE
Frontier of Entrepreneurship Innovation, and Management	Akie IRIYAMA
Strategy in Practice	Hiroshi KANNO
Sustainable Marketing and Value Creation	Tomoko KAWAKAMI
Management of Numbers in Business	David LAU
Enterprise Value	Shigeru NISHIYAMA
Innovation Strategy in Japan	Atsushi OSANAI
Digital Transformation for Public Good	Kenji SAITO
Strategy and Finance	Katsuhiro SATO
Financial Law and Practice	Satoru SHIBAZAKI
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. Application with GMAT or GRE

#### (1) Outline of Application and Screening Methods (Application with GMAT or GRE)

This category is for applicants holding GMAT or GRE (General Test) scores.

**\*Submission of either GMAT or GRE scores is mandatory.**

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.

#### < 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 Schedule for September 2025 Enrollment (Application with GMAT or GRE)

Application Round	Application Deadline	Screening Result Announcement	Enrollment Procedure Deadline
1 <sup>st</sup> Round	Oct. 28 (Mon), 2024	Dec. 12 (Thu), 2024	Jan. 10 (Fri), 2025
2 <sup>nd</sup> Round	Jan. 24 (Fri), 2025	Mar. 5 (Thu), 2025	Mar. 21 (Fri), 2025
3 <sup>rd</sup> Round	Mar. 21 (Fri), 2025	May 15 (Thu), 2025	May 30 (Fri), 2025
4 <sup>th</sup> Round	May 16 (Fri), 2025	Jun. 19 (Thu), 2025	Jul. 4 (Fri), 2025

Regarding screening result announcement, at 10:00 a.m. JST on the day, successful applicants' application numbers will be indicated on the WBS website (<https://www.waseda.jp/fcom/wbs/en>). The application number will be indicated on application system about two weeks before the screening result announcement.

#### [Note]

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 "Application for Family Business Successors."
3. Applicants need to apply for the 1st Round if you would like to apply for Japanese Government (MEXT) Scholarship. Please refer to FAQ: <https://www.waseda.jp/fcom/wbs/en/applicants/faq>.

#### [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. The applicants who wish to apply again need to substantially improve the quality of their applications, such as GMAT (or GRE) score, TOEFL / IELTS / TOEIC(Listening & Reading), or other significant academic/professional achievements.
2. For international applicants, obtaining a visa may take more time than you expect (about two months or more).

### (3) Applicant Qualifications (Application with GMAT or GRE)

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.

#### [Note]

- "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 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

Application Round	Individual Qualification Screening Deadline
1 <sup>st</sup> Round	Oct 14 (Mon), 2024
2 <sup>nd</sup> Round	Jan 10 (Fri), 2025
3 <sup>rd</sup> Round	Mar 17 (Mon)2025
Application for Family Business Successors	
4 <sup>th</sup> Round	May 2 (Fri), 2025

#### [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 the WBS Admissions Office as soon as possible.

## B. Application for Family Business Successors

### (1) Outline of Application and Screening Methods (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.

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

The admission screening is the document screening (First stage) and interview screening (Second Stage). The screening will be based on the overall performance of all application documents as well as interviews. (GMAT and GRE scores are not mandatory in application for family business successors.)

In addition, potential quality as a company successor will be evaluated based on the Application Form for Family Business Successors and the recommendation letter from the current representative of the company.

[Note]

The interview screening is scheduled to be conducted in person at Waseda University, Japan.

### (2) Application Schedule for September 2025 Enrollment (Application for Family Business Successors)

Application Deadline	Exam Date (Interview Screening)	Screening Result Announcement	Enrollment Procedure Deadline
Mar. 21 (Fri), 2025	May 11 (Sun), 2025	May 15 (Thu), 2025	May 30 (Fri), 2025

- Information regarding the interview will be sent in April by email.
- Regarding screening result announcement, at 10:00 a.m. JST on the day, successful applicants' application numbers will be indicated on the WBS website ( <https://www.waseda.jp/fcom/wbs/en>). The application number will be indicated on application system about two weeks before the screening result announcement.

[Note]

Applicants may **NOT** apply to both the "Application for Family Business Successors" and the 3rd Round of "Application with GMAT or GRE."

### (3) Applicant Qualifications (Application for Family Business Successors)

The requirements are the same as those for "Application with GMAT or GRE" on page 5.

In addition, **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.**

**Please contact the WBS Admissions Office before applying, as the office verify your eligibility for this requirement.**

## 5. Application Procedure: Three Steps to Complete your Application

### STEP1: Preparation of Application Materials

Please confirm the application materials listed below and prepare them accordingly.

#### List of Application Materials

Materials	Note
ID Photo	Within 3 months prior to the application.
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.
Certificate of Graduation	All certificates & transcripts of university (undergrad and above). Please refer to page 11 for detail.
Transcript of academic record	
Certificate of Degree	Compulsory for applicants who have graduated from a university in China. Please refer to page 11 for detail.
Online Verification Report of Higher Education Qualification Certificate	
GMAT or GRE Score Report GMAT Test Taker Copy/ GRE Examinee Score	Compulsory for all applicants of "Application with GMAT or GRE". Please refer to page 12 for detail.
Proof of English Proficiency (TOEFL, IELTS, TOEIC)	Compulsory for non-native English speakers. Please refer to page 12 for detail.
Proof of Japanese Proficiency (JLPT Level1 or N1 Score report)	Please refer to page 12 for detail.
Proof of License or Certification	Please refer to page 12 for detail.
Application Form for Screening Fee Waiver	Compulsory for the applicants who request screening fee waiver. Please refer to page 21 for detail.
Recommendation letter for "Application for Family Business Successors"	Compulsory for all applicants of "Application for Family Business Successors". Please refer to page 13 for detail.
Recommendation letters	These letters will be submitted via online application system. Please refer to page 13 for detail and make a request to the recommender in advance.

[Note]

**\*The originals of each certificate must be submitted at the time of entrance procedures.**

If the contents in the originals submitted after acceptance differ from the digital copies uploaded on the online application system, or if you are unable to submit the originals, your acceptance to WBS will be revoked. Therefore, please be sure to prepare and keep the originals to prove your graduation/completion /degree/academic records at your hand.

## STEP2: Payment of the Screening Fee

### ◆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

\*It does **NOT** apply to those who **temporarily** live outside the country.

### ◆Payment Methods

Please pay the screening fee by either way, a) or b) as instructed below..

\*Payment must be completed before application and the payment proof must be uploaded to online application system, "The Admissions Office" (hereinafter referred to as "TAO").

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

- Access the online 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 website.
- After completing the transaction, make a PDF or screenshot of the "Result" page to upload to TAO.

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

- You must complete the designated application procedure in advance by accessing the "screening fee convenience store payment site" (<http://e-shiharai.net/>) [Japanese only].
- 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, they must enter the applicant's information.
- If you are unable to make the payment at a convenience store for some reason, please contact the WBS Admissions Office.
- After making the payment, take a photo or scan certificate of payment to upload to TAO.

### ◆Screening fee waiver and Reimbursement

Depending on one's nationality AND domicile at the time of application, applicants may be eligible for the Screening Fee Waiver. Please refer to page 21 for details.

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

### STEP3: Submission of your information on the online application system

The application process is to be completed via the online application system (TAO). Input required information and essays into TAO.

The Admissions Office (TAO): <https://admissions-office.net/en/portal>

[Note]

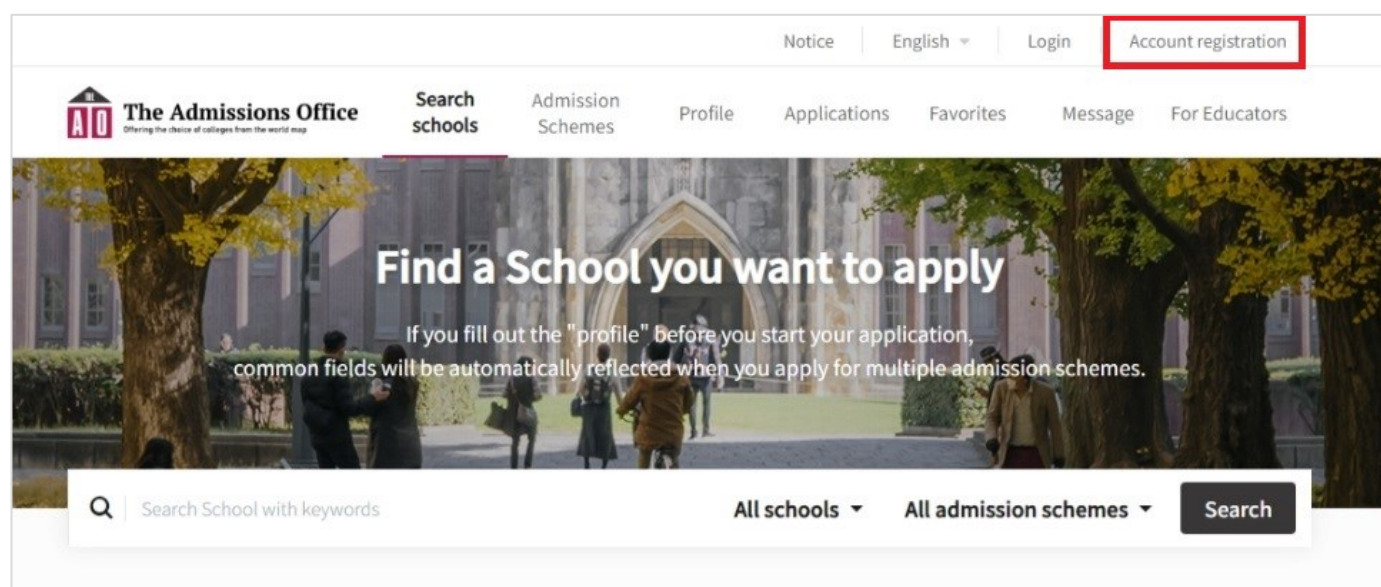
If you have any questions about TAO, please also refer to FAQ.

- <https://www.waseda.jp/fcom/wbs/en/applicants/faq>

#### (1) Create an account on TAO

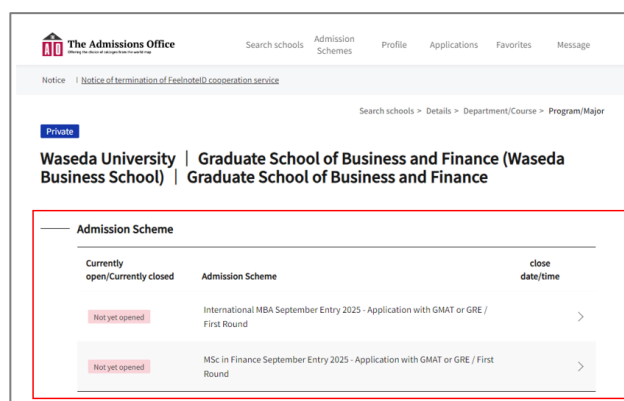
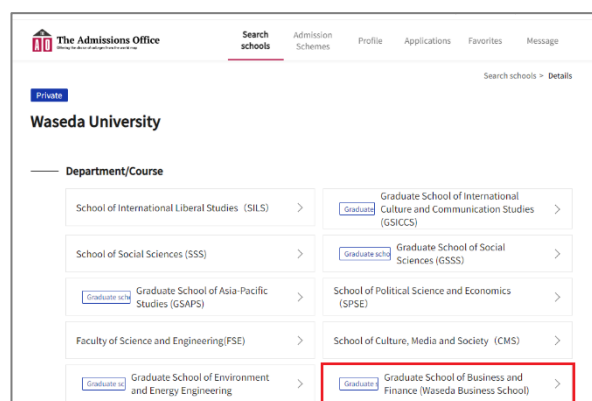
Access the above URL and create your account.

\*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.



#### (2) Select the program

Search “Waseda University” or click on “Waseda University” logo on the top page and find “Graduate School of Business and Finance (Waseda Business School)”. Then select the program you wish to apply for. To begin the application, please click the “Start my application” button.



### (3) Follow the instructions and input your information.

The input items to be filled out in TAO are listed below. Please read each detailed description carefully.

#### List of Items

No.	Title
1	Applicant's Information: Section A
2	Applicant's Information: Section B
3	Educational Background
4	Educational Background (Higher Education): Undergraduate/Postgraduate
5	Transcripts/ Certificates : Undergraduate & Postgraduate
6	Working Experience
7	GMAT/ GRE Score
8	Essays
9	English Language Proficiency
10	Japanese Language Proficiency
11	Other Qualifications
12	Social and/or Volunteer Activities
13	Financial Support from Your Employer
14	Scholarship Prior to Enrollment
15	Statement of Financial Resources
16	Pledge
17	Proof of the Payment of Screening Fee
18	Waseda Business School Survey
19	Application Form for Family Business Successors
20	Recommendation Letter

#### [Description of each item]

##### 1. Applicant's Information: Section A

- Applicants need an ID photo. 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.
  - Photos taken wearing scarves and sunglasses will not be accepted. A head piece will not be permitted except for medical or religious reasons.
  - The photo will be used for identity verification on the day of the interview screening. Therefore, 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).
  - As part of the enrollment procedure, the same photo you submitted with your application will be required. Please keep the file of the submitted photo until you complete the enrollment procedure.
  - During the enrollment procedure, you will be also 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.

##### 2. Applicant's Information: Section B

- International applicants need to upload the photo page of your passport.
- International applicants currently holding resident visa in Japan need to upload its photocopy.

### 3. Educational Background

- Input the information on your educational background from primary (elementary) school to upper secondary (high school) education.
- If you have irregular educational history (transfer, withdrawal, etc.), please write in “Remarks” section.

### 4. Educational Background (Higher Education) : Undergraduate/Postgraduate

- Input the information on your educational background at higher education level.
- If you have irregular educational history (transfer, withdrawal, etc.), please write in “Remarks” section.

### 5. Transcripts/ Certificates : Undergraduate & Postgraduate

- Upload the transcripts/certificates written in English.
- Confirm that the date of graduation is printed.
- For applicants who have not yet graduated from a university, upload the certificate of expected graduation.
- For master's degree/professional degree holders, upload certificates of both the undergraduate school and the graduate school.
- For applicants who have transferred from one institution to another, upload transcripts of both the graduating institution and previously attended institution.
- If universities or governments cannot provide Japanese or English certificates, please upload a translated copy certified by the embassy or relevant public officials.
- Information for the grading system for your academic record in your transcript should be submitted.
- When an applicant's name stated on TAO 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.

[Note]

- **The originals of each certificate must be submitted at the time of entrance procedures.**
  - If the contents in the originals submitted after acceptance differ from the digital copies uploaded on the online application system, or if you are unable to submit the originals, your acceptance to WBS will be revoked. Therefore, please be sure to prepare and keep the originals to prove your graduation/completion /degree/academic records at your hand.
- Applicants who have uploaded a certificate of expected graduation must submit the certificate of graduation at the time of the admission procedure. If you are unable to submit it, your acceptance to WBS will be revoked.

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

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

- 1) Upload following three certificates.
  - the certificate of graduation “卒業証明書”
  - transcript of academic record “成績証明書”
  - the certificate of degree “学位取得証明書”
- 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](mailto: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.

\*Those who have not yet graduated from a university or college in China do not need to follow the steps above. Instead, please upload 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).

## 6. Working Experience

- Describe your current or most recent full-time position.
- Part-time positions can be listed.
- If you have special notes, please write in "Remarks" section.

## 7. GMAT/ GRE Score

- Compulsory for all applicants of "Application with GMAT or GRE"
- Register for the score report to Waseda Business School.
  - WBS institution code of GMAT is "3TX-GK".
  - WBS institution code of GRE is "2463".
- Upload PDF of "GMAT Test Taker Copy" or "GRE TEST TAKER SCORE Report".  
\*As for the GMAT, the screenshot of "Test Taker Version" is also accepted.
- The tests taken within 5 years of each application deadline are accepted.
- The tests taken other than testing center are **NOT** accepted.

## 8. Essays

- Follow the on-screen instructions to submit your respective essay.

## 9. English Language Proficiency

- Compulsory for non-native English speakers.
- Applicants must upload one of the following certified test score reports except for applicants whose native language is English or who have obtained a degree from an institute of higher education (university or higher) using English.  
\*If applicants have graduated from an English-taught degree program at universities in non-English speaking countries (including Japan), and if the language of instruction of the program is not stated on the certificate of graduation or transcript of academic record, you need to upload a document showing that the program is taught in English (e.g., an additional letter from the department, or registrar's office.).
  - 1) TOEFL
  - 2) IELTS(Academic)
  - 3) TOEIC (Listening & Reading)  
\*TOEFL Essentials, TOEIC SW, TOEIC IP and TOEIC Bridge scores are **NOT** acceptable.  
\*Those submitting TOEFL score reports need to register "Test Date Score" on the Online System, not "My Best Score". Only "Test Date Score" will be used for screening.  
\*The score reports uploaded should have been issued within 2 years of each application deadline.  
\*The tests taken other than testing center are **NOT** accepted.

## 10. Japanese Language proficiency

- 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.

## 11. Other Qualifications

- Input the information on other qualifications/standardized test score, if any.

## 12. Social and/or Volunteer Activities

- Describe your social / volunteer activities, if any.

## 13. Financial Support from Your Employer

- Input the information about financial support from your employer.

#### **14. Scholarship Prior to Enrollment**

- If you wish to apply for scholarship prior to enrollment, input required information. Please refer to page 17 for details.

#### **15. Statement of Financial Resources**

- If you will obtain the status of residence for students, input required information.
- 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.

#### **16. Pledge**

- Please confirm the contents and pledge about them.

#### **17. Proof of the Payment of Screening Fee**

- The data (png, jpeg, jpg or pdf) of the payment proof of the screening fee is needed.
- For applicants who are eligible to apply for a screening fee waiver, please fill out and upload "Application Form for Screening Fee Waiver, Waseda University". Please refer to page 21 for details.

#### **18. Waseda Business School 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.

#### **19. Application Form for Family Business Successors**

- Compulsory for all applicants of "Application for Family Business Successors"
- Applicants need to upload a recommendation letter from a representative of the company they plan to succeed.

\* This recommendation letter must be submitted separately from "20. Recommendation Letter", so applicants need three recommendation letters in total for application.

#### **20. Recommendation Letter**

- Required two recommendation letters.
- The letters must be written in English.
- Evaluators must be university professors who have supervised the applicant's academic work (excluding WBS faculty members), or supervisors at the applicant's current or previous institution, or company.

#### **Step-by-Step Directions**

##### **Applicant**

- 1) Click "Request" button.
- 2) Select "Type of Recommender / Requestee" and enter "Email address of the requestee".
- 3) When you press "Request", the recommender will receive the following email.

##### **Recommender**

- 1) Click on the link in the email to access The Admissions Office (TAO) webpage.
  - Email Title: [The Admissions Office] Request for Recommendation Letter
  - Sender: no-reply@admissions-office.net
- 2) Create an account on TAO.
  - Choose "Recommender" tab and click "Create a new account".
  - Please use the same e-mail address which you received the above email.
  - After creating your account, you will receive a registration confirmation email.
- 3) Log in TAO from the URL in the email, then the recommendation letter will be displayed.
- 4) Click the recommendation letter and input required information.
- 5) After creating the letter, click the "Submit" button.

**[Other notes on the application]**

- You may not change the program of your choice after the application materials 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, respond promptly and follow the instructions.
- If there is any change in the information you have input in TAO, please contact the WBS Admissions Office.
- As a general rule, 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 materials.
  - 2) You paid the screening fee and submitted the application materials, 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.

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

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

- If you have any other questions, please check the FAQ at first.

FAQ: <https://www.waseda.jp/fcom/wbs/en/applicants/faq>

## 6. Enrollment Procedures

Successful applicants will receive an enrollment packet with admission offer by courier. Once successful applicants have received that, 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 copies of "Certificate of Graduation" and "Transcript of Academic Records"

\*The submitted original copies are not returned. However, you can request to return them if they are not re-issuable. In this case, please submit "Request Return of Submitted 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 "Applicant's Information: Section A" is required.**

[Note]

- Please contact the WBS Admissions Office immediately if the address you input in TAO at the time of application has changed.
- As a rule, we do not 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.

## 7. Entrance Fee, Tuition, and Other Fees

### Fees for 2025 enrollment for International MBA Program

Year	Academic Term	Entrance Fee*	Tuition	Other Fees		Total
				Student Health Promotion Mutual Aid Association Fee	Alumni Association Membership Fee	
1 <sup>st</sup> Year	Entrance and Fall Semester	300,000	832,500	1,500	-	1,134,000
	Spring Semester	-	832,500	1,500	-	834,000
2 <sup>nd</sup> Year	Fall Semester	-	982,500	1,500	-	984,000
	Spring Semester	-	982,500	1,500	40,000	1,024,000
<b>Total</b>		<b>300,000</b>	<b>3,630,000</b>	<b>6,000</b>	<b>40,000</b>	<b>3,976,000</b>

(Unit: JPY)

\*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 for Japanese learning classes will be approximately 40,000 yen.

## 8. 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).

\* S.A: <https://www.waseda.jp/fcom/wbs/assets/uploads/2022/07/921b6721e5d8d97a3cd4cb2af132492d.pdf>

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.

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 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., Japanese-taught classes for students admitted in September) as the recommended language courses. These courses are graded on "Pass/Fail."

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

<https://www.waseda.jp/inst/cjl/en/>

## 9. Financial Aid and Scholarships

The following is a list of the major scholarships offered at Waseda University.

Please refer to the webpage of the Scholarship Division.

<https://www.waseda.jp/inst/scholarship/en/>

There are kinds of other scholarships offered after enrollment, further information will be stated in the guidebook below. Those guidebooks will be distributed after enrollment.

- "International Students Handbook AY2025" for international students.
- Scholarship information booklet "Challenge" for Japanese students.

\*Includes those who have Japanese visa of permanent resident, long-term resident, spouse or child of Japanese citizen.

### 1. Scholarship Prior to Enrollment

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

If you wish to apply for scholarship prior to matriculation, input required information to "Scholarship Prior to Enrollment" in online application system at the time of application.

(Data of AY2024)

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*
	Reserved Scholarship for Successful International Applicants	500,000 JPY per year (for 1 or 2 years)	- Privately funded international students* who live outside Japan

### 2. Scholarship After Enrollment

(Data of AY2024)

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	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.

[Note]

- We offer various scholarships after enrollment other than above. Further information will be announced after enrollment.
- These details might be subject to change.

## 10. Student Visa [Information by Waseda Center for International Education]

### To International Students with a foreign nationality

CIE Website for Status of Residence: <http://www.cie-waseda.jp/visastatus/en/index.html>

#### **Acquisition of Status of Residence of “Student”**

International students who are admitted to Waseda University are able to apply for a status of residence of “Student”. Those with the status of residence of “Student” are eligible to apply for tuition reduction/exemptions and scholarships for international students. **Be aware that those with a status of residence other than “Student” cannot use various services or systems intended for international students as stated above.**

**Please bear in mind that students are not eligible to enroll in the university with a “Temporary Visitor” 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 the procedures concerning a status of residence, you will need to have made a deposit.** If you need a “certificate of admission” for your application, ask the WBS Admissions Office to issue it.

#### **(1) If you have a status of residence of “Student”**

If you currently have a status of residence of “Student,” please apply for “extension of period of stay” as necessary. You are able to apply for extension of period of stay from three months before your status of residence expires. For details on procedures, please refer to [“If your current status of residence is “Student”](#)” in “For Prospective Students” on the above website.

#### **(2) If you have a status of residence of “Temporary Visitor”**

If you currently have a status of residence of “Temporary Visitor,” as a general rule, you will need to leave Japan once and apply for a status of residence of “Student.” For details on how to apply for a status of residence of “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 finish the activity that falls under your current status of residence, you will need to change your status of residence to “Student.” If your status remains the same, such as “Dependent,” change the status of residence as necessary.** For details on procedures, please refer to [“If your current status of residence is other than “Student”](#)” in “For Prospective Students” on the above website.

#### **[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 university.

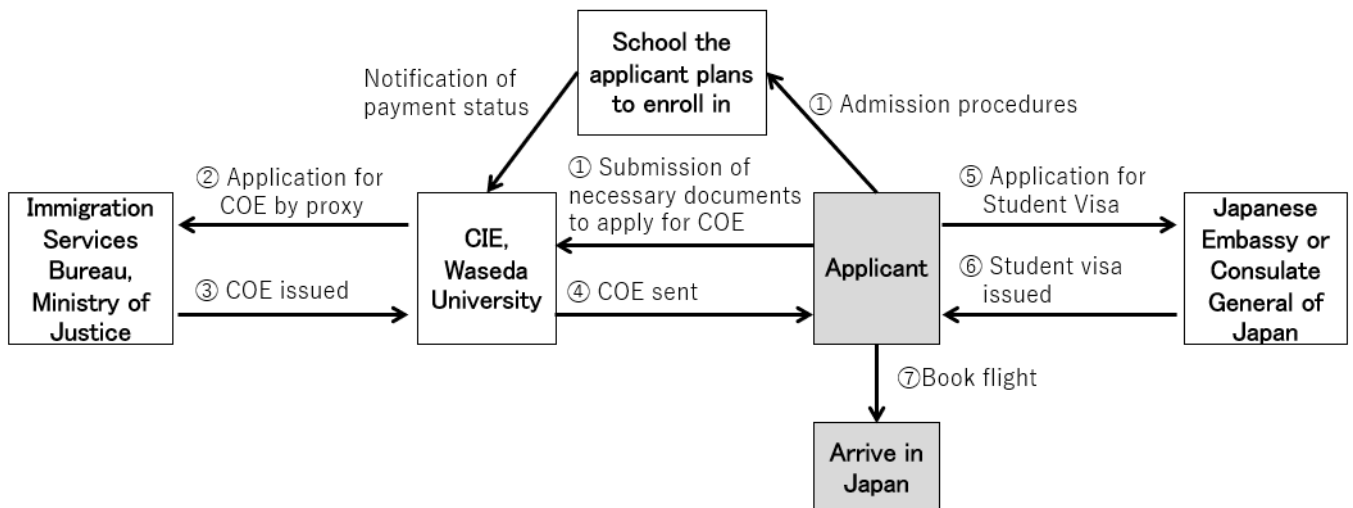
#### **(4) If you do not have a status of residence**

In order to apply for a status of residence, you will first need to obtain a certificate of eligibility (COE) from the Immigration Services Bureau in Japan. Waseda University will apply for a COE on behalf of the applicant to the Immigration Services Bureau **only for international students residing outside Japan who have completed the enrollment procedures.** After a COE is issued and sent to Waseda University, it will be sent to you. Upon receiving the COE, you will need to take it with your passport to the Japanese embassy or consulate in your country of nationality/residence to apply for a “Student” visa. The COE is valid for 3 months after the issuance, so be sure to acquire your visa and enter Japan before the COE expires. Since it takes around two months for examination at the Immigration Services Bureau, please be careful not to start late with little time before enrollment.

#### **[Note]**

- **Waseda University will carry out the application by proxy only after you have made the deposit.** Please complete your payment as soon as possible and start your procedures of requesting an application by proxy.
- For information on what documents are needed to request for application by proxy and where to send them, please see “Guide for Enrollment” when you are accepted.

## 【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 takes about 3 weeks.

\*After submitting your application documents to Center for International Education, 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 of status of residence

### [Visa waiver or Temporary Visitor status holders]

If you enter Japan as a visa waiver or on a Temporary Visitor status (within 90 days of stay in Japan, for activities such as sightseeing, business, or visiting relatives, etc., that do not involve the receipt of money), in principle, you will need to leave Japan once to apply for a student visa by submitting your COE to the Japanese embassy or consulate in your country of nationality/residence. However, if it is difficult for you to return to your home country before the start of the new semester because of the late issuance of the COE due to the entrance exam held at the end of the academic year, you can apply for change of status of residence at the Immigration Services Bureau upon issuance of a COE. However, please bear in mind that this application is unusual, and that you may not be allowed to change the status of residence. As the Immigration Services Bureau is solely responsible for decisions regarding the status of residence, Waseda University cannot be held responsible for the duration of screening or outcome.

[Note]

**For holders of a temporary visitor status of 30 days or less, change of status in Japan is not allowed. Please leave Japan once,** submit the COE at the Japanese embassy or consulate in your country of nationality or residence, and obtain a student visa before re-entering Japan.

## (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 Services Bureau.
- The Immigration Services Bureau may require you to submit additional documents if needed.
- If you decide not to enter Waseda University, please immediately inform the Center for International Education. Also, if you are accepted by another university in Japan, please make sure that you do not apply for a COE through more than one university. If there are multiple applications, a COE cannot be issued.
- If you have multiple nationalities including a Japanese nationality, you are not eligible to apply for a COE.
- The Immigration Services Bureau is solely responsible for decisions regarding the 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 or other inconveniences. Please be careful when you book your flight.
- For application procedures concerning “Student” status of residence, please contact the Center for International Education, Waseda University (e-mail: [cie-zairyu@list.waseda.jp](mailto:cie-zairyu@list.waseda.jp)).

## 11. Contact Information for Applicable Testing Organizations

\*The tests taken other than testing center are **NOT** accepted.

- ◇ **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/>
- ◇ **IELTS : International English Language Testing System**  
by the British Council  
<https://takeielts.britishcouncil.org/>
- ◇ **TOEIC : Test of English for International Communication**  
by the Institute for International Business Communication  
<http://www.toEICglobal.com/>
- ◇ **Japanese Language Proficiency Test**  
by Japan Educational Exchanges and Services/Japan Foundation  
[https://www.jlpt.jp/e/application/overseas\\_list.html](https://www.jlpt.jp/e/application/overseas_list.html)

## 12. 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 submit 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, Waseda University"
  - Upload in "Proof of the Payment of Screening Fee" of TAO.
- 2) Photocopy of passport (including all details of the applicant)
  - Upload in "Applicant's Information: Section B" of TAO.

\* 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, 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
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## 13. 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.

VISA



JCB

AMERICAN EXPRESS

UnionPay 银联

Access the site below

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



## 1. Top Page

Click "Examination Fee".

## 2. Terms of Use and Personal Information Management

Please read the Terms of use and 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.

Make a PDF or screenshot of the "Result" page and upload to TAO.



make a PDF / screenshot



upload to TAO

### [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)**

# Waseda University

## Convenience Store Easy-Pay Systems for Entrance Exam Fees

For residents  
in Japan only

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

- 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.

**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.

**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.

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

multifunction copier

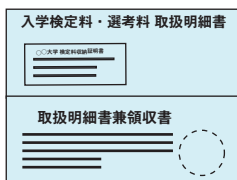
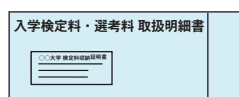
Select the "代金支払い" button on the touch screen  
All Payments

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

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

## 3 Application

Take a photo or scan certificate of payment and upload to TAO.



take a photo / scan

upload to TAO

- 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](mailto:wbs-admissions@list.waseda.jp)

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

FAQ <https://www.waseda.jp/fcom/wbs/en/applicants/faq>