
Waseda Business School

(Graduate School of Business and Finance, Waseda University)

Application Guide for MSc in Finance Program September 2027

version 1.0

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- This is the application guide for applicants who wish to enroll in the MSc in Finance Program starting in September 2027. For an overview of the program and student life, please refer to our [brochure](#). For applicants who are interested in the other programs, such as the International MBA program, should refer to the separate application guides via our [Admissions](#) web page.
- Please read this Guide and the [FAQs](#) on our website thoroughly before making inquiries to our office.
- All dates and times stated in this Guide are in Japan Standard Time (JST).

Step 1: Understand the Basic Admission Scheme

About the Program

The MSc in Finance Program at the Graduate School of Business and Finance, Waseda University—also known as Waseda Business School (WBS)—is a two-year, full-time, English-taught master's program designed to nurture the next generation of financial professionals with global competence. Guided by Waseda University's founding principles—**Independence of Learning**, **Practical Utilization of Knowledge**, and **Fostering Good Citizens**—the program provides rigorous academic and practical training in finance and related fields, catering to students from diverse international backgrounds. WBS offers two English-based master's programs: **the MSc in Finance Program** and **the International MBA Program**. This application guideline is intended exclusively for applicants **to the MSc in Finance Program**.

Degree Awarded

Master of Science in Finance

The degree is awarded upon the successful completion of a Two-year curriculum.

Admission Policy

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

Language of Instruction

All courses in the MSc in Finance Program are conducted in **English**.

Japanese language proficiency is **not required** for admission.

However, students are welcome to take courses offered in Japanese by other programs at WBS, as well as Japanese language classes provided by the Center for Japanese Language at Waseda University.

Time of Matriculation

Successful applicants will enroll in September as first-year students.

We do not accept transfer students into this program.

Number of Students Admitted

Approximately 20 students

There is no specific nationality quota.

Application Tracks

Applicants to the MSc in Finance Program must apply through a single track, which requires submission of either a GMAT or GRE score.

- Submission of either a **GMAT or a GRE** score is **mandatory**.
- Applicants must submit **two letters of recommendation** from individuals who can evaluate the applicant's academic or professional abilities. These may include university faculty members, academic supervisors, or workplace supervisors.
- There are **three application periods** annually.
- Screening is conducted primarily through document review. An online interview may be required for selected applicants.

Application Schedule

Application Round	Application Deadline	Screening Result Announcement*	Enrollment Procedure Deadline
1 st Round	Oct. 21 (Wed), 2026	Dec. 10 (Thu), 2026	Jan. 8 (Fri), 2027
2 nd Round	Jan. 20 (Wed), 2027	Mar. 4 (Thu), 2027	Mar. 23 (Tue), 2027
3 rd Round	Mar. 31 (Wed), 2027	May 13 (Thu), 2027	May 28 (Fri), 2027

[Note]

- Applicants may only apply to one program (IMBA or MSc in Finance) per Application Round.
- Only applicants admitted in the first application round may be considered for nomination for the MEXT Scholarship (University Recommendation). Please refer to page 20 for more details.

[Recommendation]

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

- **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 / IELTS / TOEIC (Listening & Reading), or other significant academic/professional achievements.
- For international applicants, obtaining a visa may take more time than expected (about two months or more).

Applicant Qualifications

Applicants must fulfill one of the following requirements by the time the applicants wish to enroll.

1. Graduated or are scheduled to graduate from a university in Japan.
2. Received or are scheduled to receive a bachelor's degree from the National Institution for Academic Degrees and Quality Enhancement of Higher Education.
3. Completed or are scheduled to complete 16 years of formal education outside Japan.
4. Received or are expected to receive a degree equivalent to a bachelor's degree from a university or other school outside of Japan by completing a course of study lasting three years or more.
5. Designated by the Minister of Education, Culture, Sports, Science, and Technology.
6. Recognized individually by the Graduate School of Business and Finance as having academic credentials equivalent or superior to those of university graduates and will reach 22 years of age.

[Note]

- Faculty members of Waseda University, including Waseda University Junior/Senior High School, Waseda University Honjo Senior High School, and Art and Architecture School are not allowed to enroll as students at the University. However, there are few exceptions according to the University regulations. If you have any questions, please contact the Waseda University administrative offices.
- "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. 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.
- "Completed 16 years of formal school education outside Japan" regarding Requirement 3 implies "Completed the '16th year' of formal school education outside of Japan." It is not based on whether or not you have received 16 years of education, but on whether or not you have completed the "16th year" of education. If you have completed your education in a country where the formal education (from elementary to higher education) is less than 16 years, we will examine your educational background in advance to confirm your eligibility.
- If you are unsure whether you meet Requirements 3 and 6, please submit the following online form. Applicants recognized by WBS as having academic credentials equivalent or superior to a university graduate are eligible to apply.

Application Eligibility Verification Form <<https://forms.cloud.microsoft/r/YhprW0YsNd>>

Step 2: Prepare the Necessary Documents

The application process will be mostly conducted through the online system (TAO). There are a number of documents that you must prepare in advance. Carefully read this application guide and prepare all the required documents before the start of the application period.

List of Items

No.	Title	Required	Page
1	Applicant's Information: Section A (Applicant's Photo)	Required	6
2	Applicant's Information: Section B (Passport)	Required	6
3	Educational Background	Required	6
4	Educational Background (Higher Education): Undergraduate/Postgraduate	Required	6
5	Transcripts/ Certificates : Undergraduate & Postgraduate	Required	7
6	Working Experience	Optional	8
7	GMAT/ GRE Score	Required	8
8	Essays	Required	8
9	English Language Proficiency	Required	8
10	Japanese Language Proficiency	Optional	9
11	Other Qualifications	Optional	9
12	Social and/or Volunteer Activities	Optional	10
13	Scholarship Prior to Enrollment	Optional	10
14	Pledge	Required	10
15	Proof of the Payment of Screening Fee	Required	10
16	Waseda Business School Survey	Optional	10
17	Recommendation Letter	Required	10

[Note]

• Requirements on original documents

On TAO, you will first upload the PDF versions of the original/certified documents and certificates on our online application. Later, as part of our enrollment procedures, successful applicants will be required to prove the authenticity either by submitting the physical copies by post, having their official versions sent by e-mail from the issuing organization, or using digital credential services. If you are unable to do so by the designated deadline, you will be considered to have failed to meet our enrollment qualifications. Any discrepancies may be considered as falsification/fabrication of application documents, and your admission may be revoked. For more details, refer to page19 Step 6: Complete the Enrollment Procedures.

• Applicant's name on certificates

Note that all the documents must be issued under your legal name written in English alphabet on your passport. If the name used on the application documents differs from the name on your passport, provide documentation to prove that all names belong to the same person.

• Language specification

Certificates issued in English are accepted. If they are originally issued in any other language, attach an English translation to the original. The translation must be prepared either by the issuing institution (e.g., your university), a translation agency, or another appropriate office officially approved by the government.

[IMPORTANT]

You will be deemed to have committed misconduct if you falsify, fabricate, plagiarize, or modify any documents, materials, or information submitted in your application. In such a case, any decision taken regarding your application may later be invalidated, your application documents will not be returned, and the screening fee will not be refunded.

1. Applicant's Information: Section A

Please enter your personal details including your name, address, and upload a recent color photo.

[Note: Applicant's Photo Requirements]

- Must be taken within three months prior to application
- Color photo, front-facing, upper body, no hats, plain background
- 4:3 aspect ratio, borderless
- No scarves, sunglasses, or heavily retouched images
- Religious or medical headwear is acceptable with reason
- Must be ID-quality (snapshots or low-resolution smartphone photos will not be accepted)
- Photos taken at photo booths are acceptable
- Used for interview identity verification and student ID card
- You will be asked to submit the same photo again during the enrollment process. Please safekeep the file.

You will be deemed to have committed misconduct if you falsify, fabricate, or modify any documents, including post-processing or retouching the face portrait photo submitted in your application.

2. Applicant's Information: Section B

Please upload the necessary documents as proof of your identity and legal status.

[Note]

▪ **Passport**

Applicants are required to upload a scanned copy of the personal details page of their passport. The page must clearly show the applicant's photograph, full name, date of birth, passport number, and the Machine Readable Zone (MRZ) at the bottom of the page.

Applicants who hold multiple nationalities must upload a copy of each passport.

▪ **Residence Card (Zairyu Card)**

If you are a non-Japanese national and currently reside in Japan with a valid status of residence, upload scanned copies of both sides of your Residence (Zairyu) Card.

3. Educational Background

Please enter your educational history from elementary school through high school, including school names, countries, enrollment and graduation dates and the language of instruction. If you transferred schools or withdrew during this period, please include that information in the "Remarks" section.

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

Please enter all higher education history starting from your undergraduate studies. For each institution, provide the university name, faculty or department, country, dates of enrollment and graduation, degree obtained and language of instruction.

If you transferred, withdrew, or had any irregular academic status during your studies, please note it in the "Remarks" section. If you withdrew from a program without completing a degree, enter "Withdrawal" in the "Degree Obtained" field.

5. Transcripts/Certificates : Undergraduate & Postgraduate

Please upload the official transcript(s) and graduation (or expected graduation) certificates in English.

[Note]

• Transcript(s)

- Please upload the official transcript(s) in English for all higher education programs you have attended, including any undergraduate, graduate or doctoral-level studies.
- If you have transferred between institutions, submit transcripts from each institution attended.
- If your transcript(s) does not include the GPA grading scale, upload a separate document or a printout from the university's official website that explains this information.
- Unofficial transcripts (even if issued by the university) will not be accepted. Please make sure the document is formally certified or issued as an official academic record.
- Applicants from Mainland China may submit the "Verification Report of China Higher Education Student's Academic Transcript" issued by CSSD (CHESICC) as an official transcript. This must be sent directly from CSSD to the WBS Admissions Office by email: wbs-admissions@list.waseda.jp.

• Certificate(s) of Graduation / Expected Graduation

- If your transcript does not include your degree conferral, enrollment/graduation dates, or program name, upload a separate certificate of graduation.
- If you have not yet graduated, submit a certificate of expected graduation issued by your current institution.
- Submit such certificates for each degree program completed or currently enrolled in.
- Unofficial certificates will not be accepted.

[IMPORTANT: For applicants who have graduated from universities or colleges in Mainland China]

Applicants who have graduated from a university or college in Mainland China are required to arrange for an official **"Online Verification Report of Higher Education Qualification Certificate"** in **English** to be sent directly from CSSD (CHESICC) to the WBS Admissions Office by email: wbs-admissions@list.waseda.jp.

Applicants who are currently enrolled and have not yet graduated must request an official **"Online Verification Report of Student Record"** to be sent.

- If this official verification report is received directly from CSSD (CHESICC), submission of the Certificate of (Expected) Graduation is not required.
- Only English-language reports will be accepted. Reports issued in Chinese will not be accepted.
- The report must be sent directly from CSSD (CHESICC) to WBS. Reports downloaded and forwarded by the applicant will not be accepted.
- Even if all necessary information is stated in your academic transcript, the CSSD verification is still mandatory.

For instructions, please visit the CSSD website: <https://www.chsi.com.cn/en/pvr/>

6. Working Experience

Please provide the details of your full-time professional experience, including company name, location, job title, period of employment and a brief description of your responsibilities. You may also include internship(s) or part-time experience in the designated field; however, **only full-time employment should be counted toward the total period of professional experience.**

7. GMAT/ GRE Score

All applicants for this program are required to submit GMAT or GRE scores. There are no exemptions from submitting scores based on work experience or other factors.

[Note]

- Scores must be from a test taken at a test center and must be within five years of the relevant application deadline.
- Online/home-based test scores are not accepted.
- Upload a copy of your score report in PDF format via the online application system. Acceptable documents include:
 - For GMAT: "Test Taker Copy" or a screenshot of the Test Taker Version
 - For GRE: "Test Taker Score Report"
- On the official GMAT or GRE portal, be sure to designate Waseda Business School as a score recipient by entering the appropriate institution name or code:
 - GMAT: **Waseda Business School**
 - GRE: **2463**

This registration enables the Admissions Office to verify your scores online. Failure to complete this step may result in your application being considered incomplete.

For the detailed instructions, please refer to the official websites:

- GMAT: <https://www.mba.com/>
- GRE: <https://www.ets.org/gre>

8. Essays

Applicants are required to complete and submit the short essays, following the specific prompts and word limits provided.

[Note]

- Write your essays in English and in your own words.
- Inquiries regarding the essay prompts will not be accepted.
- Your essay, personal statement, research plan, etc. should be completed by yourself. Using generative AI to create these documents and presenting them as your own work may be considered as cheating and could affect the evaluation of your application.

9. English Language Proficiency

Applicants whose first language is not English must submit a proof of English proficiency unless they have completed a degree program (undergraduate or higher) entirely in English.

Submission Method

- Upload your score report on the TAO online application system.
- In addition, you must designate Waseda Business School as a score recipient through the official test provider portal by entering the correct institution code (see below).

Test	Registration Method	Notes
TOEFL iBT	Register Waseda Business School (DI Code: 2463) via the ETS official site so that we can verify your score online.	- Only TOEFL iBT is accepted. - TOEFL iBT Home Edition, TOEFL Paper Edition, and TOEFL Essentials are not accepted. - Only Test Date Score is accepted (NOT "MyBest Score").
IELTS Academic	Enter the TRF number listed on the Test Report Form in the designated section of our online application form.	- Only IELTS Academic is accepted. - IELTS Indicator, IELTS Online, and IELTS One Skill Retake are not accepted.
TOEIC Listening & Reading	Use the 公開スコア確認サービス and register your score with WBS using the application code: 00019709. Only scores from test administrations conducted within Japan will be accepted.	- Only the TOEIC Listening & Reading Public Test is accepted. - TOEIC IP, TOEIC Speaking & Writing, and TOEIC Bridge are not accepted.

[Note]

- All scores must be issued within two years of each application deadline.
- Tests must be taken at the authorized testing centers.
- If you have taken the test multiple times, submit only one set of scores (i.e., one test date). We do not superscore.
- Failure to register your score with the correct institution code may result in your application being considered incomplete.
- If the medium of instruction is not clearly stated on the transcript or graduation certificate, an official letter from the university (e.g., department or registrar's office) must be submitted to confirm that the program was taught in English.
- Note for native speakers: If your native English proficiency is not verifiable through academic background or passport, additional documentation may be required.

For the detailed instructions, please refer to the official websites:

TOEFL iBT: <https://www.ets.org/toefl/test-takers/ibt/where-to-study/destinations-search.html>

IELTS Academic: <https://ielts.idp.com/about/who-accepts-ielts/organisations-that-accept-ielts>

TOEIC Listening & Reading (in Japan): <https://www.iibc-global.org/toeic/test/lr/guide04/score2.html>

10. Japanese Language proficiency— *Optional*

This section is for reporting your Japanese language learning history and/or submitting your JLPT Level N1 score.

- If you have other Japanese language qualifications (e.g., JLPT N2, BJT, J-CAT), please report them under "Other Qualifications."
- Submission of Japanese language proficiency is optional and not required for admission.

11. Other Qualifications— *Optional*

You may use this section to report any additional qualifications or certifications not covered elsewhere in the application. Submission is optional. These qualifications may be taken into consideration as part of a holistic review of your application. They are not required for admission.

12. Social and/or Volunteer Activities— *Optional*

You may use this section to describe any social engagement, volunteer work, or community-based activities you have been involved in. Submission is optional. These experiences may be taken into consideration as part of a holistic review of your application. They are not required for admission.

13. Scholarship Prior to Enrollment— *Optional*

If you wish to be considered for scholarships prior to enrollment, please indicate so in this section. By checking the corresponding box, your application will be reviewed for scholarship eligibility.

At this stage, two types of scholarships are available: the Partial Tuition-Waiver Scholarship and the Reserved Scholarship for Successful International Applicants. In addition, only applicants admitted in the first application round may be considered for nomination to the MEXT Scholarship (University Recommendation). Please refer to page 20 for details.

14. Pledge

Before submitting your application, please carefully review all information you have entered and uploaded. You will be asked to confirm the accuracy and authenticity of your submission and pledge that all contents are true and created by yourself. Any false statements or misrepresentation may result in disqualification from admission.

15. Proof of the Payment of Screening Fee

Please upload a digital copy (e.g., PDF or screenshot) of the confirmation page showing your payment of the screening fee via the designated payment service. For details on the payment process, refer to Step 3: Pay the Screening Fee.

If you are eligible to apply for a screening fee waiver, please complete and upload the Application Form for Screening Fee Waiver, Waseda University. For details on the Screening Fee Waiver, please refer to the "Screening Fee Waiver and Reimbursement" section (page.13).

16. Waseda Business School Survey— *Optional*

This optional survey is for marketing and recruitment analysis purposes. Your responses will not affect the admission screening in any way. We appreciate your cooperation.

17. Recommendation Letter

Two letters of recommendation are required. All letters must be written in English.

Recommenders should be one of the followings:

- Professors who have supervised your academic work (excluding WBS faculty),
- Supervisors from your current or previous employment.

<How to Request>

Applicant:

1. Click the "Request" button in the application system (TAO).
2. Select the recommender type and enter their email address*.
3. Click "Request" to send an automated email to your recommender.

Recommender:

1. Open the email titled "[The Admissions Office] Request for Recommendation Letter" (from no-reply@admissions-office.net).
2. Click the link and create a TAO account using the same email address.
3. Log in and complete the online recommendation form.
4. Submit the letter by clicking the "Submit" button.

It is the applicant's responsibility to ensure that both letters are submitted by the deadline.

【Important Notice Regarding Letters of Recommendation】

To ensure the authenticity of letters of recommendation, applicants are required, in principle, to register the recommender's official institutional or corporate email address.

Except under unavoidable circumstances, the use of personal or free email addresses (e.g., Gmail, qq.com, 163.com) is not permitted. If an applicant requests a letter of recommendation via a recommender's personal email address, such a letter will not be accepted as part of the application materials.

If a letter of recommendation is deemed invalid, the application may be considered incomplete. Applicants are solely responsible for ensuring that the recommender is contacted appropriately and that the correct email address is registered.

As this is a critical requirement in the application process, applicants are advised to exercise the utmost care.

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Step 3: Pay the Screening Fee

◆Screening Fee

Applicant's Domicile	Screening Fee
Those who live outside of Japan *	15,000 JPY
Those who live in Japan	35,000 JPY

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

◆Payment Methods

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

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, 7 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 language only].
- The payment can be made 24 hours a day, seven days a week. However, please note that the 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

Waseda University provides a screening fee waiver for those who meet the conditions in the following link. Note that this waiver privilege is applicable only when applicants themselves submit a waiver request, and it does not automatically apply even if the applicant's conditions are met.

<https://waseda.box.com/s/x0fxmtsibip5sfjfp99nfqikmjd906wl>

<How to Apply>

Instead of uploading proof of screening fee payment, please upload the completed Application Form for Screening Fee Waiver, Waseda University in the "Proof of the Payment of Screening Fee" section on TAO.

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

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.



Web Application - Online Transaction

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

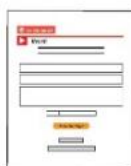
Follow the onscreen instructions to complete the card payment.

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

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/>

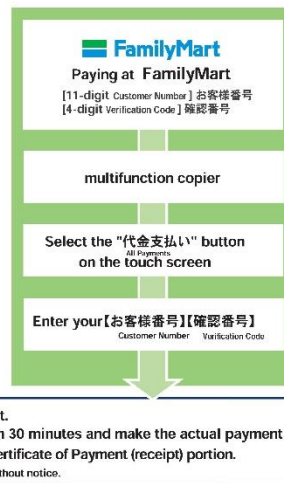


To obtain your application number, please follow the instructions on the screen and input all necessary information. This number will be required when you make your payment.

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.



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 stores.

convenience stores:

Entrance exam fee	Payment Commission
~ 9,999 yen	500 yen
10,000 yen ~ 29,999 yen	570 yen
30,000 yen ~ 49,999 yen	600 yen
50,000 yen ~ 99,999 yen	820 yen
100,000 yen ~	890 yen

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

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

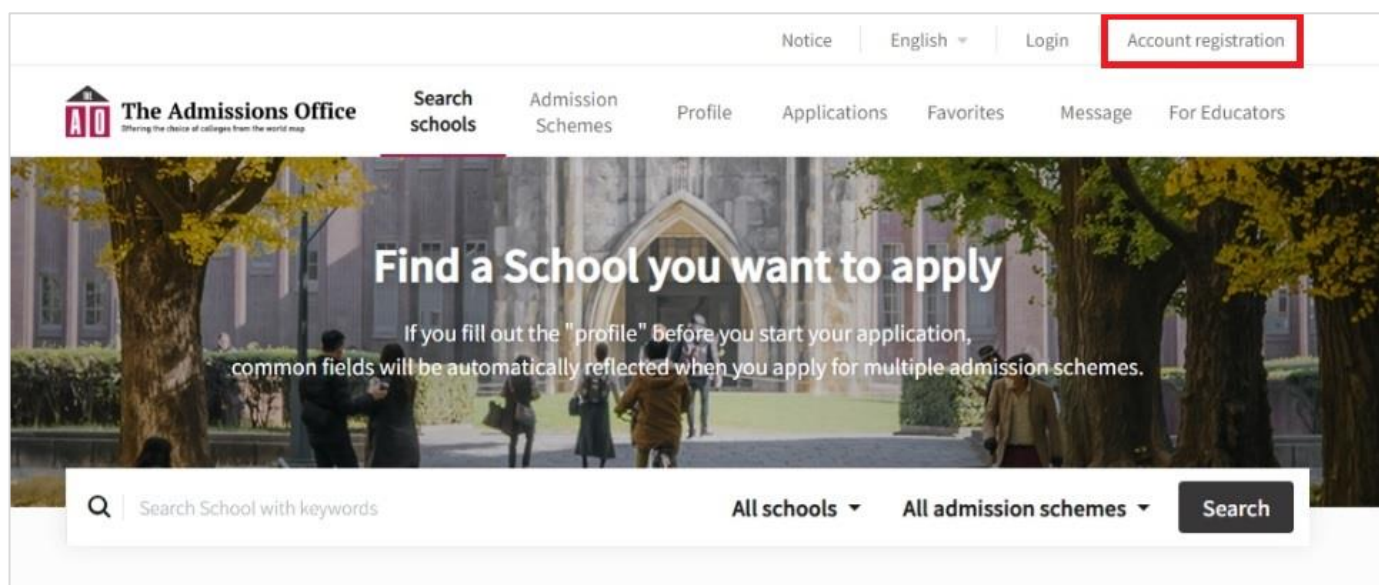
<https://e-shiharai.net/>

Step 4: Complete the Online Application

All applications and document submissions must be completed through the online application system named "The Admission Office" (hereinafter "TAO"). There is no need to mail any application documents.

(1) Create an Account on TAO

Click on the "Account registration" link on the TAO Website (<https://admissions-office.net/en/portal>) to create a new account.



(2) Fill in Your Information

Complete the registration form with the required details. After the submission, a confirmation email will be sent to your registered email address.

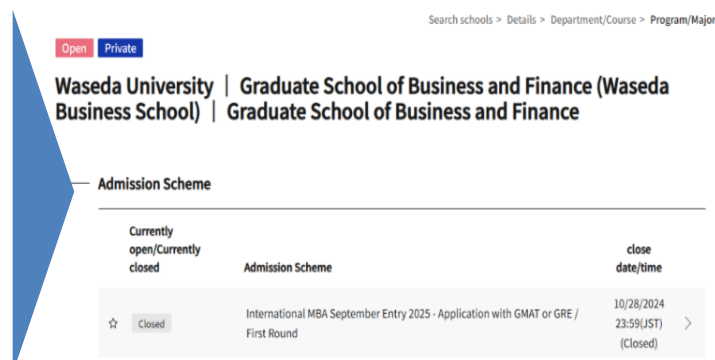
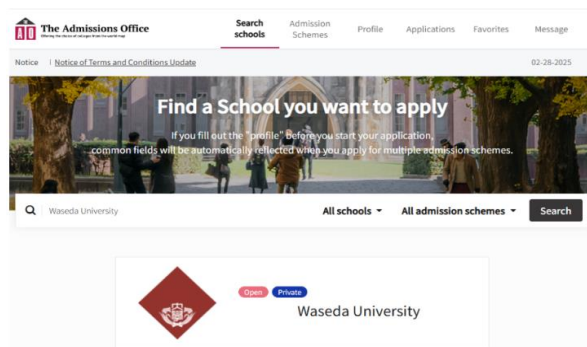
*The email address you register here will be used throughout the application, admission and immigration process, etc. Please use the same email to contact our office and check in regularly until admission.

(3) Confirm Registration

Open the confirmation email and click on the "Complete your registration" link to finalize your account setup.

(4) Search for Programs

From the "Search schools" menu, input our university name ("Waseda University") and select department ("Graduate School of Business and Finance"). From the "Program/Major" menu, select the Admission Scheme.



(5) Start the Application

Click the “Start my application” button under the program information to begin preparing your application documents

Search schools > Details > Department/Course > Program/Major > Admission category

Open Private

Waseda University | Graduate School of Business and Finance (Waseda Business School) | Graduate School of Business and Finance | test

Application details

Beginning of application	04-01-2025 00:00:00(JST)
Days left before the deadline	47 day(s) left
Month and year of entrance	03/2025

The date format for the following item(s) is "MM-DD-YYYY": Beginning of application

[☆ Favorites](#) [+ Start my application](#)

(6) Complete the Application

Follow the on-screen instructions to enter the required information and upload your documents. Once you have confirmed that all documents are ready, carefully check the input status on the “content confirmation” screen, and click “Complete my application”. Done!

All data will become uneditable once you complete your application.
Please ensure once again that all of the fields are filled in properly.
Once you are absolutely sure, go ahead and press the “Complete my application” button.

☒ Yes, I have checked.

[Continue editing](#) [Complete my application](#)

[Note]

- You may not change the program of your choice after the application materials are submitted.
- Please note that after submitting your application, the WBS Admissions Office may contact you via your registered email. Be sure to check it regularly. **If further clarification is needed, you may be asked to attend an online interview.** Unresolved issues may result in **your application not being accepted.**
- If there is any change to the information you have input in TAO, please contact the WBS Admissions Office.
- As a general rule, screening fees are not refundable. 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.

Step 5: Screening Procedures and Schedules

Screening Process

Evaluation will be based primarily on document screening. However, to verify information or gain additional insights, the School may conduct an online interview. Only selected applicants will be contacted, and being asked (or not asked) to interview has no bearing on the final result.

Notification of Examinee Number

Your examinee number will be available in TAO approximately two weeks prior to the screening result announcement. If you do not receive your examinee number by the expected date, please contact the WBS Admissions Office.

<To check your number>

Login > Applications > Completed > Choose your application > Show examinee number

Announcement of Screening Result

Screening results will be announced at 10:00 a.m. (JST) on the designated date via TAO

To check your result:

Login > Applications > Completed > Choose your application > View my screening results

There are two possible outcomes of your application results:

Pass	• You are successfully admitted to the WBS. • No further screening is required. • Enrollment documents will be sent to successful applicants via email on the announcement date. You are required to complete the enrollment procedure by the designated deadline.
Fail	Your application was unsuccessful. You may apply for subsequent admission if you wish.

We will not accept any inquiries regarding application results.

Step 6: Complete the Enrollment Procedures

To be formally admitted to Waseda Business School (WBS), you must:

- Submit all required documents,
- Pay the Admission Fee, Tuition, and Other School Expenses in full by bank transfer,
- Complete all procedures by the deadline stated in your Enrollment Packet.

Only those who complete all the steps above will be granted official enrollment status.

[Example of Required Documents]

- (1) Certificate of Residence (住民票の写し)
- (2) Original Certificate of Graduation and Transcript of Academic Records
- (3) Photocopy of the receipt for the tuition and fee transfer
- (4) Other documents designated by the WBS

Successful applicants will receive a "Guide to Enrollment Procedures" by email. Please follow the instructions provided carefully and complete all required steps by the designated deadline.

[Note]

- As a general rule, we do not return submitted documents or refund Registration Fee, Tuition and other fees (for the first semester). However, if you do not enter Waseda Business School owing to unavoidable circumstances or fail to meet the eligibility criteria before enrollment, we may refund Tuition and other fees (for the first semester) only. For more information on the procedure for receiving such a refund, refer to "Guide to Enrollment Procedures" sent to successful applicants.
- Official documents must be submitted to verify the authenticity of documents (e.g., graduation certificate, transcript) that were uploaded at the time of application. If you fail to submit the required official documents by the deadline, you will not be deemed to have met the entrance qualifications. Any discrepancy between submitted digital copies and original documents may be regarded as falsification or fabrication and your admission may be revoked.

Registration Fee, Tuition, and Other Fees

Fees for 2027 enrollment for MSc in Finance Program

Year	Academic Term	Registration 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	882,500	1,500	-	1,184,000
	Spring Semester	-	882,500	1,500	-	884,000
2 nd Year	Fall Semester	-	1,032,500	1,500	-	1,034,000
	Spring Semester	-	1,032,500	1,500	40,000	1,074,000
Total		300,000	3,830,000	6,000	40,000	4,176,000

(Unit: JPY)

*The amount of fees indicated above is subject to change.

**The Registration Fee is waived for those who are currently enrolled in, graduated from, completed, or withdrew from an undergraduate, graduate, or specialized program at Waseda University. Non-degree students, students who withdrew before admission, and some international students (e.g., exchange students) are NOT eligible.

Step 7: Preparations for Enrollment (Scholarships, Dormitories, Visa etc.)

Financial Aid and Scholarships

1. Scholarship Prior to Enrollment

Selection is based on the admission screening results. If you wish to apply for a scholarship prior to matriculation, input required information to "Scholarship Prior to Enrollment" in the online application system at the time of application.

(Data of AY2026)

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 - Application with GMAT or GRE are eligible

2. Scholarship After Enrollment

(Data of AY2026)

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 the abovementioned awards. More information will be announced after enrollment.
- Details are subject to change.

3. MEXT Scholarship (University Recommendation)

Waseda Business School (WBS) accepts a small number of students for the MEXT Scholarship (University Recommendation). This scholarship is sponsored by the Japanese Ministry of Education, Culture, Sports, Science and Technology (MEXT).

Eligibility:

Applicants who pass the **1st round** of the application track will be considered. This limitation is due to the selection schedule required by MEXT. Eligibility criteria for internal selection are not disclosed.

Selection Process:

Candidates are selected through an internal screening process at WBS by February and then recommended to MEXT via Waseda University. Final decisions are made by MEXT, and results are typically announced around mid-June. Please note that not all recommended applicants are guaranteed to receive the scholarship.

Benefits: (subject to change)

- Tuition and fees: Fully waived
- Monthly stipend: JPY 144,000
- Travel allowance: One round-trip economy-class air ticket (to Japan at the beginning of the program and from Japan after program completion)
- Duration: Standard duration of the program

[Note]

- This scholarship is highly competitive, and the number of available slots is very limited.
- WBS will contact eligible candidates with further instructions only after passing the entrance examination.
- MEXT also offers scholarships through a separate process known as "**Embassy Recommendation**." This program is administered by Japanese embassies or consulates overseas and follows a different application timeline and procedure.

4. Other Scholarships

Waseda University offers various other scholarships. For details, please refer to the Scholarship Division website: <https://www.waseda.jp/inst/scholarship/en/>

Information on additional scholarships will be provided after enrollment.

Dormitories and Housing

Detailed information on dormitories and housing will be sent to successful applicants. You may also refer to the following website.

- Waseda University Dormitory Desk, Student Affairs Section: <https://www.waseda.jp/inst/rlc/en/>
- Waseda University Student Housing Center: <https://waseda-housing.com/international/>

Entrance Ceremony and Arrival in Japan

The new school year begins on September 21, and classes start around the beginning of October. An orientation for new students will be held online around this time.

Visa and Status of Residence

[Information by Waseda Center for International Education (CIE)]

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

Acquisition of "Student" Status of Residence

If you have been admitted to Waseda University as an international student, you can apply for a status of residence of "Student". Those with such status are eligible to apply for tuition reduction, exemptions and scholarships for international students. **If your status of residence is not "Student," you cannot use these services or systems intended for international students.**

The University does not allow enrollment if you have a "Temporary Visitor" status. If any of the situations (1) to (6) below apply to you, you need to take the necessary measures, such as extending your period of stay, changing your status of residence, or requesting for a COE application by proxy. **To complete these procedures, you must pay the Registration Fee, tuition fees, and other fees.** If you need a "certificate of admission" for your application, it will be provided upon request after your payment is confirmed.

(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 can do this starting three months before your current status expires. For details, refer to ["If your current status of residence is "Student"'"](#) in "For Prospective Students" on the website.

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

If you currently have a "Temporary Visitor" status, as a general rule, apply for a status of residence of "Student." For details on how to apply, refer to **"(4) If you do not have a status of residence"** below.

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

If you finish the activity related to your current status of residence, you will need to change your status to "Student." **If your situation does not change, such as if you remain a "Dependent," follow the procedure that matches your situation.** For more information, refer to ["If your current status of residence is other than "Student"'"](#) in "For Prospective Students" on the website.

Note: To apply for an extension of period of stay or to change of status of residence, you need a document from Waseda bearing the University's seal. Please submit the required documents, such as your application form or certificate of admission, to get this sealed document before you apply to the Immigration Services Bureau.

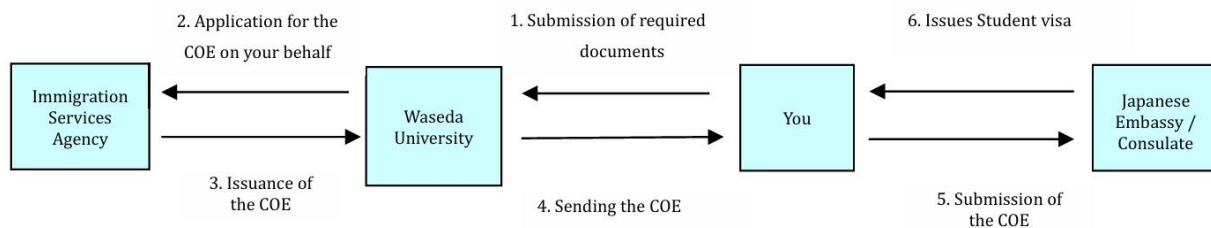
(4) If you do not have a status of residence

To apply for a status of residence, you 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 **international students residing outside Japan only after they have completed the enrollment procedures**. Once the University receives the COE, they will email it to you. You must then take it with your passport to the Japanese embassy or consulate in your country of nationality or residence to apply for a "Student" visa. The [COE is valid for three months after issuance](#), so you must enter Japan before it expires. Because the Immigration Services Bureau takes around two months to process the COE, please start the procedure at the appropriate time.

Note:

- **Waseda University will carry out the application by proxy only after you have paid the Registration Fee, tuition fees, and other fees.**
- For information about required documents where to send them, see "Guide for Enrollment" when you are accepted.

【Step Flow to Obtain a “Student” Visa (1→6)】



*The time it takes for “3. Issuance of the COE” depends on the individual situation. In some cases, it takes three to four months.

*The time it takes for “6. Issues Student visa” depends on the embassy or consulate you apply to. In some cases, it takes about three weeks. After submitting your application documents to Waseda University, contact the Japanese embassy or consulate where you intend to apply. Ask them how long it will take to issue your visa.

(5) Acquisition/Change of status of residence

[Visa waiver/Temporary Visitor status holders]

If you enter Japan as a visa waiver or on a Temporary Visitor status (90 days or less of stay in Japan for activities such as sightseeing, business communication, or visiting relatives, etc. that do not involve monetary compensation), in principle, you will need to leave Japan once and then submit your COE to the Japanese embassy or consulate in your country of nationality or residence to acquire a student visa.

Note: If you have a temporary visitor status of 30 days or less, you cannot change your status while in Japan. You must leave Japan, submit your COE to the Japanese embassy or consulate in your country of nationality or residence, and obtain a student visa before re-entering Japan.

(6) Remarks

- The CIE at Waseda University acts on your behalf to apply for a “Student” status of residence only. If you want a different type of status, you need to apply for it yourself at the Immigration Services Bureau.
- The Immigration Services Bureau might ask you to submit extra documents if necessary.
- If you decide not to enter Waseda University, please inform the CIE right away. If you are accepted by another university in Japan at the same time, make sure that you do not apply for a COE through more than one university. Multiple applications will lead to your COE being refused.
- If you have Japanese nationality, you cannot apply for a COE.
- The Immigration Services Bureau oversees all residence status matters. Waseda University cannot control this process, so the University is not responsible for any costs, such as air ticket cancellation fees or other inconveniences caused by issuance delays or denials. Please book your flight at your own risk.
- If you have questions or are unsure about the forms, the CIE cannot help you fill them out. Please use your best judgement to complete them on your own. If the CIE needs to confirm anything in your documents, we will contact you before submitting your application to the Bureau.

<Notice on Japan Pre-Entry Tuberculosis Screening (JPETS) >

Applicants who hold nationality from the Philippines / Vietnam / Indonesia / Nepal / Myanmar / China are required to submit the “Tuberculosis (TB) Clearance Certificate” in addition to the usual Certificate of Eligibility (COE) application documents to prove that you are not infected with TB. The date this rule takes effect differs depending on your nationality, so please be sure to check the details from the following document if applicable.

<https://www.waseda.jp/inst/cie/news/40765>

Common Notes

Notes on Application

(1) Communication Method

The School will contact the applicants via e-mail address that you registered on TAO when we notify incomplete documents, examinee number, interview invitation and enrollment procedures, etc. Be sure to add our sending domain ("list.waseda.jp") to your list of accepted email senders to ensure that you receive our emails. The School will not be responsible for any consequences caused by the applicants' failure to receive, read, and/or reply to the messages sent from the School.

(2) Change in Contact Information

If there is any change of email address, postal address, or telephone number, send an email from your registered email address to the School.

(3) Special Needs

If you expect to require reasonable accommodation during the entrance examination or after entering the University owing to a disability or serious medical condition, etc., or if a serious injury or illness is expected to affect your ability to take the entrance examination, please contact the School before submitting your application. If you find yourself in such a situation after submitting your application, please contact us immediately.

(4) Medical Assistance and Illness During the Examination

A medical staff will be available at the first-aid station on the day of the examination and medical attention can be received at any time, if necessary. If you feel ill during the examination, please notify the examination supervisor immediately. The supervisor may also ask the examinee to go to the first-aid station if he or she suspects that the examinee is not feeling well. However, even if it takes time to move or receive medical attention, the examination time will not be made up or extended.

(5) Requirements for Expected Students

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

University Regulations

Dishonest Acts

Waseda University is committed to conducting its entrance examinations with the utmost integrity and to maintaining an appropriate testing environment that ensures all applicants can take the examination fairly and impartially. Please read the following precautions carefully before taking the entrance examination, and approach the examination with sincerity and seriousness.

1. Any falsification, fabrication, plagiarism, modification, etc., of documents, materials, or information (hereafter "Submitted Documents") submitted to the University at the time of application will be considered misconduct.
2. The following acts will constitute misconduct:
 - A) Cheating (e.g., concealing or using cheat sheets, reference books, etc., during the examination, looking at other examinees' answer sheets, etc., seeking answers from other examinees, taking notes on one's body, objects, desk, etc. and referring to them.)
 - B) Any action that benefits another examinee or other examinees, such as communicating the answers to a question, etc., during the examination.

- C) Enabling any sounds (incoming calls, alarms, vibrating sounds, etc.) on electronic devices, etc., during the examination.
 - D) Behavior that disturbs other examinees in the examination room.
 - E) Failure to follow the instructions of an examination supervisor, etc., at the examination site.
 - F) Having any person other than the examinee herself/himself impersonate the examinee and take the examination.
 - G) Any and all other acts that may impair the fairness and impartiality of the examination.
3. If misconduct is suspected, the University may respond as follows. Failure to comply with these actions may be considered an admission of wrongdoing.
- An examination supervisor, etc., may give examinees a warning or inquire about the circumstances.
 - The applicant may be requested to take the examination in a different seat or room.
 - To verify the authenticity and related matters of Submitted Documents, the University may provide such documents to the issuers, providers, or thesis/dissertation review bodies and make inquiries with them. By submitting or providing the Submitted Documents to the University, the applicant agrees to the University's right to make such inquiries.
4. The following actions will be taken in the case of confirmed misconduct.
- The applicant will not be permitted to take any entrance examination of the University in the relevant academic year (screening fees will not be refunded).
 - The results of all entrance examinations of the University for the relevant academic year shall be null and void.

If, after enrollment, students are found to have committed misconduct, they will be subject to revocation of admission, in accordance with the University's rules and regulations.

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

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 (motor vehicles; airplanes; wind and rain; ventilation: the sound of the air conditioner; coughs, sneezes, and sniffles from the other examinees; the distant noise of mobile phones, etc.) is sometimes unavoidable. As a general rule, no special treatment will be given to any examinee (or group of examinees) owing to any occurrence of "everyday noise." In addition, the examination supervisors may huddle and talk in a quiet manner, but no special treatment will be given in general.
 - B) In the event that a mobile phone or wristwatch rings, vibrates, or otherwise causes a disturbance during the examination, and an examination supervisor can identify a particular device as the source of the disturbance, he/she will remove the device from the bag and stop the ringing, or remove the device from the examination site and keep it at the examination headquarters, with or without the consent of its owner.

- C) You may be asked to leave your seat at the examination supervisor's request in case an examinee sitting next to you needs to leave the room owing to illness or other reasons. Even in such cases, as a general rule, no special measures, such as extending the examination time, will be taken.
- D) 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.
- E) If, by the actions of a certain examinee, other examinees are disturbed, the examinee causing the problem may be asked to take the examination in a different room or seat.
- F) If any unusual noises or sounds are detected around an examinee, an examination supervisor may patrol or inspect the area around the seat more closely to identify the source.

2. Accidents/incidents owing to force majeure.

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

Handling of Personal Information

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

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

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

Notice Regarding the Prevention of Sexual Violence against Children Act

Students participating in teaching practicums and other child-related educational or research activities may be required to complete a criminal background check in accordance with the Prevention of Sexual Violence against Children Act. Depending on the results of the criminal background check, students may not be eligible to participate in such activities.

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

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

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