

2022 September Admission
Waseda University
Graduate School of Human Sciences
Application Guidelines

Details related to the admission exams may be changed (application period, exam schedule, exam content, date of announcement of successful applicants, etc.) due to the effects of the Novel Coronavirus (COVID-19) pandemic. All changes will be announced on the Graduate School website, so please check the website regularly. If any changes occur after the application period has started, we may contact applicants by e-mail.

All dates and times are in Japan Standard Time [JST]

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(“19” in the above e-mail address is half-width alphanumeric “nineteen”)

*Please check the Graduate School website for the latest office opening hours.

<Admission Policy>

In Educational Innovation and Communication Studies (EDICS), an English-based master's program in the Faculty of Human Sciences at Waseda University, students can complete all their courses, submit their master's thesis and pass their open oral defense, all in English. The EDICS program will prepare graduates from the program for professional roles in the areas of educational leadership, educational consulting, educational media design, human resource development, organizational development, academic research, educational evaluation, educational technology, cross-cultural communication, media design and other related fields. To select in-coming students, the admission process will involve comprehensively evaluating each applicant's English communication skills, academic abilities to plan and carry out master's level research, past achievements and vision for the future.

<Handling of Personal Information>

Waseda University utilizes personal information (addresses, names, dates of birth etc.) collected from applicants for the admission process. We will take necessary and proper measures to protect such information from leakage, disclosure, or unauthorized use. All or parts of the above operations may be outsourced to an external agency.

Such agencies will be contractually required to maintain necessary and proper management of personal information. Please note that the personal information, after being transformed to prevent any individuals from being identified, may be used for studies and research to improve our admissions process.

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Introduction

- The following application guidelines are for prospective students who are applying to the **English-based** Master's Program at the Graduate School of Human Sciences, Waseda University. The program is currently accepting applications for September admission only.
- **In order to properly match you with an academic advisor, the Graduate School strongly recommends that you contact the faculty member you wish to be your academic advisor before applying to the program, and that you thoroughly discuss with the faculty member the details of your intended research. Whenever possible, please make every effort to contact your research advisor in advance, although your application may be accepted without this process.** For details on how to contact faculty members, please refer to the attached Waseda University Graduate School of Human Sciences Research Guidance Information.
- Classes for the English-based Master's Program **will normally be held at the Tokorozawa Campus during the daytime.**

1. Outline of Admission Process

(1) Application Qualifications

- * To confirm your application qualifications, please read the "Application Eligibility Screening" described in the next page carefully. We do not reply to inquiries regarding application eligibility by phone.
- * Graduates from schools that fall into the category of "Miscellaneous Schools" established under the approval of the Japanese Ministry of Education, Culture, Sports, Science and Technology (MEXT) or Japan's prefectural governments are required go through "Application Eligibility Screening." Please check the following website whether this applies to you.
(MEXT webpage: https://www.mext.go.jp/a_menu/shougai/senshuu/main11_al.htm)

English-based Master's Program Application Qualifications

Applicants must fulfill one of the following requirements:

1. Those who have completed 16 years of locally accredited school education including a completed undergraduate degree or are scheduled to complete such education by September 2022.
2. Those who have completed three-year program (or longer) in a university or are scheduled to complete such education and hold a bachelor's degree by September 2022.
3. Those who have graduated or are scheduled to graduate from a university by September 2022.
4. Those who have received a bachelor's degree through the Japanese National Institution for Academic Degrees and University Evaluation or are scheduled to receive such a degree by September 2022.
5. Those who are designated to quality to apply for graduate schools in Japan by the Japanese Minister of Education, Culture, Sports, Science and Technology.

<For the following, Before your apply, please check your eligibility to apply using the "Application Eligibility Screening" section of this document >

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 September 2022) and have been recognized by the Graduate School of Human Sciences as having earned a specified number of credits

with an excellent academic record.

7. Those who have been recognized by the Graduate School of Human Sciences as possessing academic credentials superior to those of university graduates through an individual entrance requirement screening process and are scheduled to reach 22 years of age by the entrance period the applicant wishes to matriculate.

<Notes>

- “University” mentioned in the above 3 and 6 refers to a university which is approved by the Ministry of Education, Culture, Sports, Science and Technology of Japan.
- Graduates who last completed three-year specialized college (zhuanke) programs in China are not qualified to apply. 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 are qualified.
- If, at the time of application, you submitted a “Certificate of **Prospective** Qualification” to meet the application qualifications which are described in this application guide, please submit the proof of qualification acquisition during the admission procedure. If you are not able to submit the certificate of qualification acquisition to satisfy the Graduate School application qualifications, they will not be admitted even if they pass the screening.

<Application Eligibility Screening>

Those who fall under the above 6 and 7 will need to go through a pre-application, document-based **Application Eligibility Screening** process described in the following and see whether they are eligible to apply.

Those who wish to take the Application Eligibility Screening should first request the application documents by e-mail and submit the necessary documents **by mail** before the designated deadline. Request for the screening over telephone are not accepted.

a) How to apply for an Application Eligibility Screening

E-mail: admission19@list.waseda.jp

Admissions Section, Administrative Office, Tokorozawa Campus, Waseda University

Send an e-mail that includes all the following items to the above address.

- 1) State “Request for Application Eligibility Screening Application Documents, Graduate School of Human Sciences” in the e-mail subject or body.
 - 2) The name of the program you are applying for (i.e., English-based Master’s Program)
 - 3) The name of the faculty member who will be your academic advisor
 - 4) Full name
 - 5) Mailing address
 - 6) Phone or mobile number and e-mail address
 - 7) Your most recent academic background (e.g. “Graduated from ABC vocational school in March 20__”)
- b) Deadline for the Application Eligibility Screening application materials
March 4, 2022 (Fri) [Documents postmarked on March 4, 2022 (Fri) are valid.]
- c) Announcement of the result

The result will be mailed to the e-mail address stated in the application form sometime early-March. Those

who qualify should proceed with the application process described in the following.

(2) Admission Schedule

Step	Schedule (JST)	Notes
Application Eligibility Screening	Until March 4, 2022 (Fri)	Optional (See page 2 for details)
Announcement of the result of Application Eligibility Screening	Mid-March, 2022	
Contact period for applicants who wish to request special consideration	Until March 4, 2022 (Fri)	Contact after the period is not accepted. (See page 4 for details)
Payment of screening fee	March 18 (Fri) to April 1, 2022 (Fri)	
Application period	March 25 (Fri) to April 1, 2022 (Fri)	Only by mail [Domestic applications] Deadline date postmark valid [Overseas applications] Application must arrive at the office on or before the deadline
Date when Applicant Number Cards are expected to be sent to applicants	Late April 2022	The documents will be sent to the address stated in the application form.
Result of the Primary Screening (Document Screening) informed to applicants	May 13, 2022 (Fri)	See page 23 for details
Secondary Screening (Online Interview) Date	May 21, 2022 (Sat)	See page 20 for details
Admission result informed to applicants	May 27, 2022 (Fri)	See page 23 for details
Admission materials sent to admitted applicants	Early June 2022	The documents will be sent to the e-mail address stated in the application form.
Schedule for the payment of the registration fee, tuition, and annual membership fee	By June 17, 2022 (Fri)	
Registration period (Tentative)	August 1 (Mon) to August 16, 2022 (Tue)	See page 24 for details

(3) Number of Students to Be Admitted

A small number of qualified students

2. Application Procedures

(1) Application Classifications

Application procedures are classified as either a **Domestic Application** or **Overseas Application** according to the location where you live, regardless of your nationality. Please confirm the application classification category by referring to the following definitions.

	Domestic Application	Overseas Application
Applicants	Resides <u>in</u> Japan at the time of application	Reside <u>outside</u> Japan at the time of application
Screening Fee	JPY 30,000	JPY 5,000
Judgment criteria	Judged based on the “current address” indicated on the Application Form	

(2) Points to Note when Applying [IMPORTANT]

- **In order to be admitted, we strongly recommend that you contact the faculty member who will serve as your academic advisor and discuss with the faculty member the details of your intended master’s study before applying to the program (although your application may be accepted without this process). Please see “Waseda University Graduate School of Human Sciences Research Guidance Information” for details.**
- For the information on how to contact faculty members, please refer to the attached “Waseda University Graduate School of Human Sciences Research Guidance Information.” The list is posted on the Graduate School of Human Sciences website.
- You may be disqualified from the application process if your application materials have any deficiencies or any of the necessary documents have not been submitted. Please carefully check that all the necessary documents have been prepared before submitting them.
- You may be deemed to have committed a dishonest act if any document, material or information submitted with your application has been falsified, fabricated or plagiarized. In such cases, any decision may later be invalidated. None of the submitted application documents nor the screening fee will be returned.
- In principle, we do not return the documents or materials that have been submitted. However, we have established a procedure to return important **documents that are deemed impossible to be re-issued later**. If you wish to have any of their documents returned, please fill in the “Request Form for Return of Submitted Materials” and send it together with the application documents. However, documents deemed by the Graduate School to be re-issuable, such as TOEFL scoresheets, will not be returned even if a “Request Form for Return of Submitted Materials” is submitted.
- **If you move or change your address, telephone number or email address after submitting the application, please contact the Admissions Section, the Administrative Office, Tokorozawa Campus at (Email: admission19@list.waseda.jp) and provide the latest information immediately.**

(3) For Applicants Requiring Special Consideration (Request for Special Care)

If you need special care for online interviews or studying after entering the university due to a disability or serious

medical condition, etc., please contact the Admissions Section, Graduate School of Human Sciences Office at Waseda University before applying.

Deadline for the request: on or before March 4, 2022 (Fri) [Strict deadline]

Email address: admission19@list.waseda.jp

We will explain about the required documents and the flow of submission as well as consider possible measures based on the documents submitted, so please contact us about this as soon as possible.

Should you have a serious illness or injury that could interfere with your admission, or if you are in such a situation after submitting your application, please contact us immediately.

(4) Payment of Screening Fee

- **The screening fee must be paid within the specified period below. Applicants who do not make the payment will not be screened unless they are exempt from the fee, as described below.**
- **Please make sure you to do not forget to pay.**

Payment period: March 18 (Fri) to April 1, 2022(Fri) [Strict deadline]

Payment amount: Indicated in (1) Application Classifications (page 4)

<List of applicants who are exempt from the screening fee>

Applicants who fall under any of the following categories may be exempt from paying the screening fee. For details, please contact the Admissions Section, Graduate School of Human Sciences Office at Waseda University (Email: admission19@list.waseda.jp).

- 1) Applicants who reside in one of the countries classified as “Least Developed Countries” or “Other Low Income Countries” in the list of ODA recipients published by OECD/DAC and are a citizen of one of these countries (the applicant’s country of residence and nationality do not necessarily need to be identical) in the list and apply for the screening fee waiver (Please refer to the “Screening fee waiver program for applicants from specified countries.”)
- 2) Applicants who have a chance at becoming a MEXT (Monbukagakusho scholarship) student after they enroll, or are already a MEXT student. Please contact the Center for International Education (Email: in-cie@list.waseda.jp) before applying.

<Payment Method for the Screening Fee>

There are three ways to pay the screening fee. Please arrange payment through any one of the following methods.

From a convenience store in Japan

- Please pay the screening fee at a convenience store nearby.
- To make a payment at a convenience store, you must complete the designated application form in advance by accessing the “screening fee convenience store payment site” (<https://e-shiharai.net/>) [Japanese only] on the Internet. (See “Convenience Store Payment” on page 8 for details.)
- After making the payment, detach the “Screening Fee Payment Certificate” from the Screening Fee Handling

Form Invoice, and paste it to the designated space on the “Application Form.” Keep the payment receipt in a safe place.

- The payment can be made 24 hours a day, seven days a week, including Saturdays, Sundays, and holidays. However, please note that application via the website will end at 23:00 on the last day of the payment period. Similarly, you will not be able to make a payment at a convenience store after 23:30 on the last day of the payment period. Please be aware of the international time difference. The due date/time is based on Japan Standard Time.
- If a family member or acquaintance of an applicant conducts the procedure for the applicant, the family member or acquaintance must enter the applicant’s information.

By Credit Card, Union Pay Card, or Alipay

- To make a payment by credit card or online payment system (China Union Pay or Alipay), please access the online screening fee payment website (<https://e-shiharai.net/ecard/>) and complete the required procedure.
- After completing the payment, print out the page showing that the payment had gone through and attach it to the “Application Form” in the application materials.
- The payment can be made 24 hours a day, seven days a week, including Saturdays, Sundays, holidays. Please be aware of the international time difference. The due date/time is based on Japan Standard Time.
- The payment can be made with a credit card held in the name of a person other than the applicant. However, your information must be entered in the “Basic Information” page of the screening fee payment website.

Remittance from overseas

Please transfer the payment amount from a financial institution according to the <Instructions for Foreign Remittance Transfer> indicated below. Please enclose a copy of the bank’s specified foreign remittance request form with the application documents.

<Instructions for Foreign Remittance Transfer>

Type	Telegraphic Transfer	
Payment Method	Advise and Pay	
Bank Transfer Fee	Payer’s Responsibility	
Lifting Charge	Payee’s Account	
Amount	Domestic Application	JPY 32,500 (JPY 30,000 screening fee + JPY 2,500 lifting charge)
	Overseas Application	JPY 6,000 (JPY 5,000 screening fee + JPY 1,000 lifting charge)
	*If the local financial institution requires a separate handling/lifting fee, it must be paid in addition to the above remittance.	
Purpose	Screening Fee	
Message	Please write “38” + Applicant’s name in English.	

Bank Name	The Bank of Tokyo-Mitsubishi UFJ, Ltd.
Branch	Edogawabashi Branch
Account Number	0035967FHW
Beneficiary	Waseda University
Bank Address	3-7, Kagurazaka Shinjuku-ku Tokyo, Japan
Swift Code	BOTKJPJT

***For foreign remittances, the bank through which the remittance is sent may deduct a fee. Make sure that the remittance amount arrives at the university in the above amount.**

*The above bank account is for foreign remittance only, do not transfer to this account from within Japan.

<Note on Submitted Application Documents and Screening Fee Refund>

As a general rule, application documents and screening fees are not returned or refunded. The full screening fee, or excess amount, will be refunded if you fall into any of the categories below. You should contact the Graduate School of Human Sciences Office at Waseda University (Email: admission19@list.waseda.jp) if you fall into any of the categories below.

- 1) You paid more than the required screening fee.
- 2) You paid the screening fee but failed to submit the required application documents.
- 3) You paid the screening fee but submitted the application documents after the deadline.
- 4) You paid the screening fee and submitted the application documents, but the application was rejected before screening as not all required materials was submitted, or the eligibility criteria was not met.

*If you made your payment by credit card, you must also pay for any handling fees incurred for the refund. Also, if you made the payment by wire transfer from a bank outside of Japan, all handling fees to be charged for refund to the bank must be paid by you.

Waseda University

Convenience Store Easy-Pay Systems for Entrance Exam Fees

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

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



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



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

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

- 2** Convenience Store Payment ●The application fee cannot be paid through an ATM. Be sure to make your payment at the cash register.



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 Menu

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

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

- Loppi, FamiPort 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

Use the FamilyMart information terminal **FamiPort**

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

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

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

- Loppi, FamiPort 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.

- 3** Application

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

●Seven-Eleven ●Family Mart

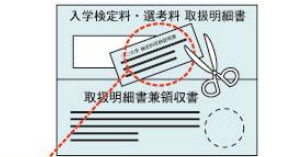
Detach the receipt portion of the Exam Fee Statement and affix it to the application packet in the designated location. Hold onto the proof of bank transfer for your records.



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

●Lawson ●Ministop

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



Attach Your Receipt (Certificate of Payment) to the Application

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

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

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

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

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/

Waseda University Examination Fee Payment by Credit Card, Union Pay, and Alipay

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, Union Pay, and Alipay.



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 an Personal Information Management.
Click "Agree" button located in the lower part of this page if you agree with these terms.
Click "Not agree" button located in lower part of this page if you do not agree with these terms.

3. School Selection

Click "Waseda University".

4. School Information

Read the information carefully and click "Next".

5. Category Selection

Choose First to Fourth Selection and click "Add to Basket".

6. Basket Contents

Check the contents and if it is OK, click "Next".

7. Basic Information

Input the applicant's basic information.
Choose your credit card and click "Next".

Paying with Credit Card

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

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

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

Paying with Union Pay, Alipay

Follow the onscreen instructions to complete the card payment.

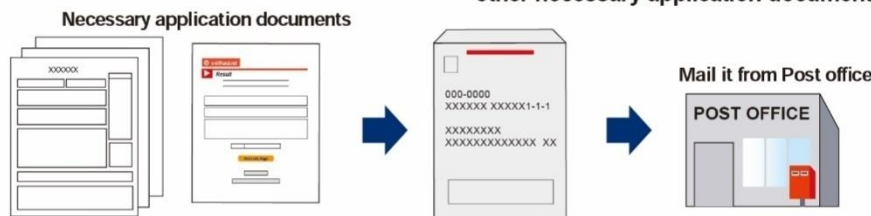
Please click the "Application Results" button in the upper
part of this site (e-shiharai.net).

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.

Application

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



[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)

(5) Application Period

March 25 (Fri) to April 1, 2022 (Fri) (Japan Standard Time)

- **Domestic applications** must be postmarked no later than the last day of the application period.
- **Overseas applications** must arrive at Waseda University by the last day of the application period (**due date**). Delivery may take some time depending on the country or region where it is sent from. We recommend that you send the application documents well in advance.
- Application documents will not be accepted for any reason after the due date.

(6) How to Submit the Application

- For **domestic applications**, enclose all the necessary application documents in an envelope (No. 2 Square Type 24 × 33 cm), attach the designated address label onto the front of the envelope and send using the 2nd class registered mail service (*kani-kakitome*) or express mail (*sokutatsu*) service.
- For **overseas applications**, send the documents using a reliable international delivery service such as Express Mail Service (EMS), DHL, or FedEx to the following mailing address:
<Mailing Address>
Administrative Office, Tokorozawa Campus, Waseda University
2-579-15 Mikajima, Tokorozawa, Saitama 359-1192, Japan
- Application documents must be submitted through a mail service. We do not accept any applications brought to our office in person.
- In addition to the above, please send scanned copies of all the application materials to the Admissions Office of the Graduate School of Human Sciences (admission19@list.waseda.jp) by email before sending them through a mail service.
- The admission office will not respond to any inquiries about the arrival of application materials. For **domestic applications**, use the “Track & Trace” service provided by Japan Post Co., Ltd. For **overseas applications**, use the tracking service provided by EMS.

(7) Points to Note When Preparing Application Documents

- Download and print out application forms from the Graduate School of Human Sciences website. (<https://www.waseda.jp/fhum/ghum/en/applicants/admission/>)
- Print out all application document formats on **A4-size paper as** single-sided printing. Please do not use double-sided printing.
- Application documents can be prepared either by writing them by hand or by digitally typing or pasting texts onto the designated forms. **Please note that your handwritten signature must be included on the printed forms. We do not accept digital signatures.**
- **Make sure that all information is properly provided within the designated area of the forms. Please keep all the information within the A4-size frame border of the designated application forms.**
- If writing the documents by hand, use a black ballpoint pen (do not use a pencil or a non-permanent pen such as a FriXion pen, etc.).
- Use block letters for words and Arabic figures (e.g., 1, 2, 3...) for numbers. All the handwritten texts must be

legible, clear and easily readable.

- Do not fill in any boxes other than those specified (e.g., the examinee’s number box).
- **Only Japanese or English-language documentation will be accepted.** If any of the materials are not written in Japanese or English, include a translation in Japanese or English and attach an authentication of translation issued by the Japanese embassy or a notary public to the application material.
- Some countries or areas may not offer a notary public service at the Japanese embassy (e.g., China). In such cases, please contact a notary public service in your home country to prepare the above documents. Please do this well in advance.
- You should fill in your full name as it appears on your passport when filling in the application materials.
- If your name indicated on a certificate or any other document is different from the current name used in the application materials, please attach a copy of an official document that serves as a proof for the name change.

*If any application material is incomplete, the application may not be accepted.

*If any of the application materials must be submitted late, please write down the list of missing documents and the reasons why their submission will be late in the “Reason” section of the “Delayed Documents” item in the checklist. We will make decisions depending on the reasons specified in the document, although there is no guarantee that we will accept late materials or process the application materials.

* When submitting application materials late, please use the “Address Label for application documents” (page 19) and attach it to the envelope. Please write down on the envelope your name, the graduate school being applied to (Graduate School of Human Sciences), and “Delayed Documents.”

(8) List of Application Documents

- Place the application documents in the following order when submitting.
- All application documents need be clipped together (Do not use a stapler).

*○ = Required documents △ = Optional documents ☆ = Required from international applicants

Form	Application Documents	
A	Application Documents Checklist	○
B	Application Form	○
C	CV/Resume	○
D	Letter of Recommendation (original copy, two references)	○
E	Statement of Purpose and Research Plan	○
F	List of Previous Publications/Research (if applicable)	△
G	Photo Card	○
H	Diploma/Certificate of (Expected) Graduation or Bachelor’s Degree Certificate (original copy) <u>*Those who have graduated from (or are scheduled to graduate from) a Chinese college, university or graduate program must submit both.</u>	○
I	Academic Transcript (original copy)	○
-	Translation and Authentication of Translation for documents H and I	△

J	Online Verification Report of Higher Education Qualification Certificate (English version) *Only applicants from Chinese institutions must submit this document.	△
K	GRE General Score Report	○
L	Score Report for either TOEFL or IELTS *If you are a native English speaker and has completed their undergraduate or graduate education in English in an English-speaking country, you will be exempt from submitting this report.	○
M	Statement of Financial Resources	☆
N	Copy of your passport (ID page headshot photo)	☆
O	Copy of y Residence Card or Residence Certificate *Only necessary for domestic applicants	☆
P	Request Form for Return of Submitted Materials	△
	Address Label for application documents	○

(9) Points to Note for Each Application Document

A: Application Documents Checklist

- Submit the application documents checklist by using **Form A** downloaded from our website. (<https://www.waseda.jp/fhum/ghum/en/applicants/admission/>)
- Please check each item in the checklist and mark check off the document “✓” or “x” for each item before submitting the application materials. Please enclose the checklist together with the other application materials.
- If you passed the Application Eligibility Screening, please indicate it in “Notes” of the form.
- If you are a MEXT student, make sure to write it down in the miscellaneous section of the form along with the name of your university and undergraduate program.

B: Application Form

- All applicants must submit their application form using **Form B** downloaded from our website. (<https://www.waseda.jp/fhum/ghum/en/applicants/admission/>)
- Please read each of the following carefully and complete the application form.

Photograph	Please use the same photo as you used for “G: Photo Card.”
Whether the applicant has been enrolled in any other Waseda University program before along with student information associated with the enrolled program	If you are currently enrolled in an undergraduate or graduate program at Waseda University or enrolled in an undergraduate or graduate program at Waseda University in the past, please indicate it on the form. <u>If you have enrolled at multiple undergraduate or graduate programs at Waseda University before, please indicate the most recent undergraduate or graduate program, the year of enrollment, and student ID number. Also, if you are enrolled in multiple undergraduate or graduate programs concurrently as a full-time student or credited auditor, etc., please indicate your student status information in “Notes” on the form.</u> If you do not remember your student ID number, please leave it blank. Please make sure to

	<p>indicate the year enrolled in the undergraduate or graduate program at Waseda University as well.</p> <p>Example 1: You graduated from an undergraduate school in the past and then became a non-degree student after that. →Enter your student information as a non-degree student.</p> <p>Example 2: You were enrolled as a regular undergraduate student and a non-degree student at the same time in the past. →Enter your student information as a regular undergraduate student.</p>
<p>Family Name</p> <p>Give Name</p> <p>Middle Name</p>	<p>Fill in the form using English alphabets.</p> <p>If you have a passport, please spell exactly the same full name as on the passport.</p>
<p>Name in Chinese Characters</p> <p>*If any</p>	<p>If you have a name in Chinese characters (Kanji), please fill it in as well.</p> <p>If you have a middle name, please include it in the “Given Name” section.</p>
<p>Name in Katakana</p> <p>*If any</p>	<p>If you have a Japanese name, fill the name in katakana as well.</p>
<p>Date of Birth</p>	<p>Please enter the birth year based on the Western calendar (e.g., 2001)</p>
<p>Gender</p>	<p>Please write your gender on the form. For the purpose of efficiently administering admission exams and admission procedures, Waseda University collects information regarding applicants’ gender on legal documents. This information is collected only when it is reasonable to do so, and the information collected is kept to a minimum.</p> <p>https://www.waseda.jp/inst/diversity/news/2020/04/21/8631/</p>
<p>Current Address</p>	<p>Please write your current address on the form.</p> <p>All the correspondence and materials will be sent to the address indicated here.</p> <p>If you move or otherwise change your address, please follow the instructions in section 2 (2) Points to Note when Applying (p. 4).</p>
<p>Permanent Home Address</p>	<p>Please write the address where your domicile and residence registration are located. If the address is the same as the current address, please indicate “Same as above”.</p>
<p>Phone Number</p>	<p>If you have a cell phone, provide the cell phone number.</p>
<p>E-mail Address</p>	<p>Please write your e-mail address. Information about the second screening (online interview) will be sent to the e-mail address here. Please make sure that e-mails from the waseda.jp domain do not go into your junk mail folder or get rejected by your email server.</p>
<p>Preferred Research Guidance</p>	<p>Please refer to the attached “Waseda University Graduate School of Human Sciences Research Guidance Information” and <u>indicate “Research Domain,” “Research Topics,” “Supervisor’s Name” and “Subject Code” of the program being applied to. (For the EDICS program, please write the name of Dr. Noriyuki Inoue, his research domain, research topics and subject</u></p>

	code that can be found on “Waseda University Graduate School of Human Sciences Research Guidance Information”.)
Screening Fee	<p><When paying at a convenience store in Japan> After paying the fee, please submit the “Screening Fee Payment Certificate” from the Screening Fee Handling Form Invoice. Please attach it to the designated section of the application form.</p> <p><When paying by credit card> Please print out the web page showing the completion of payment as a proof. Please clip it to the application form.</p> <p><When paying by foreign remittance> Please submit a copy of the “Foreign Remittance Application Form” that was given by the bank.</p> <p><When eligible for screening fee exemptions> Please submit the “Application for Examination Fee Exemption” form</p> <p><When exempt from paying the screening fee> Those exempted from paying the screening fee (see page 4) should write “X (Exemption)” clearly by hand in the designated column.</p>
Nationality/Region and Status of Residence	<ul style="list-style-type: none"> • Please enter the nationality specified in your passport. • If you have a foreign resident status in Japan, please indicate it with the granted period of stay.
Educational Background	<ul style="list-style-type: none"> • List all educational institutions (including an elementary school, language schools, etc.) that you attended in the past or is attending currently in a chronological order. • If you have studied at any university or was a transfer, study abroad, non-degree, research, or graduate student, etc. at a university, please fill in all the information including the department name, major, and university name.

C: CV/Resume

- Please use **Form C** to submit your CV/resume and be sure to follow the format and layout. Please fill the form **in English**.
- List all educational institutions (including elementary schools, language schools, etc.) that you attended in the past or are currently attending in chronological order.
- For universities and graduate schools that you attended or are attending, please state the name of the department of each university and graduate school, the location as well as your major.
- Please list your professional experience, your positions and roles, etc. as a part of your CV/resume if any.
- Use a paper clip, not a staple, to bundle your CV/resume.

D: Letter of Recommendation

- Please use **Form D** for submitting letters of recommendation. All applicants need to submit **two letters of**

recommendation from different people.

- Letters of recommendation written by the Waseda faculty member who will serve as your academic advisor will not be accepted.
- **Letters of recommendation must be written in English.**
- Letters of recommendation are valid only **if they are written after April 2021.** (Please make sure that each letter is dated and signed.)
- The envelope of each letter of recommendation should be **sealed by the person who wrote the letter of recommendation.** If it is not, it may not be accepted.

E: Statement of Purpose and Research Plan

- Please submit **Form E** for the statement of purpose and research plan.
- **Follow the instructions below and submit the research plan together with Form E.**
- In the statement of purpose and research plan, please include reason(s) for applying, your academic interest, previous academic and professional experience and your tentative master's thesis research plan. You should also include your anticipated research activity for your master's thesis and anything relevant to your academic and research interest. Please cite any sources used in the statement of purpose and research plan.
- **Please use A4-size (210 mm × 297 mm) sheet for the statement of purpose and research plan. The total length should be within three pages, not including the cover sheet. Graphs and charts count toward the three-page limit.**
- **Sheets should be in portrait orientation with text reading left-to-right printed only on one side of the sheets (no double-sided printing).**
- The research plan should be written **in English.**
- Please use the font size around 10-11pt for the main body of text.
- If the research plan is more than two pages, include page numbers (e.g., 1/3, 2/3, 3/3, etc.) and use a paper clip instead of a stapler to bundle the sheets. Please insert page numbers at the lower right of the sheets.
- **Your name should be inserted in the upper right corner of the statement of purpose and research plan.**

F: List of Previous Publications/Research (Optional)

- Please use **Form F** for this. You do not need to submit **Form F** if you do not have any publications or research achievements.
- A bachelor's thesis completed at an undergraduate institution is not considered a research achievement.
- If you have publications and research achievements such as academic papers, books and others (conference presentations, etc.) and intend to submit the information using **Form F**, please write down in the order of 1) academic papers, 2) books and 3) others (conference presentations, etc.) in chronological order.
- If there are more than two pages, write down the page number (e.g., 1/3, 2/3, 3/3, etc.), and use a paper clip instead of a stapler to bundle the sheets. Please insert the page number in the lower right corner of the research plan.

G: Photo Card

- Please submit **Form G** for this.
- Please use the same photo you used for “Application Form (Form B).”
- **The photo should have a height of 4 cm and a width of 3 cm**, be a color photo (upper body, full-face, no background, no frame) taken within three months before the application materials are submitted. **The photo must have the exact dimensions stated above.**
- Photos taken while wearing mufflers, scarves, sunglasses, etc. will not be accepted. Also, unclear photos that make it hard to identify the applicant will not be accepted.
- Photos taken at a certificate photo booth can be accepted, but photos taken at home with low quality are will not be accepted.
- Please **write down your full name on the back of the photo** and paste it to the photo card.
- **Please write down your full name on the form and make sure the photo fits in the frame on the form.**
- Submitted photos will be used to verify the applicant’s identity during the online interview. Also, please be aware that the photo can be used by Waseda University for university procedures and online registration, etc.

H: Diploma/Certificate of (Expected) Graduation or Bachelor’s Degree Certificate (**original copy**)

I: Academic Transcript (**original copy**)

- If you graduated and earned your degree from **a university in China**, please submit **both a diploma and a certificate of graduation.**
- Please submit the original copy. Photocopies are not accepted. A copy with an official letter (original copy) that proves the authenticity of the copy may be accepted.
- If you studied at an overseas institution, submit documents equivalent to H and I above.
- If there are several pages, it is necessary to have the official school stamp with the name of the authorized personnel on each page.
- The certificate should be either **in Japanese or in English. If the certificate is issued in a language other than Japanese or English, prepare a Japanese or English translation and attach an authentication of the translation issued by the Japanese embassy, a notary public or a university official upon submission.**
(*)
- Please submit the official transcript from the undergraduate/graduate program you completed most recently. If you transferred credits from an associate’s degree program to a bachelor’s degree program for an undergraduate degree, please submit the transcripts or certificate of graduation from both of the programs.
- Transcripts must be submitted **showing grades for all the courses (both undergraduate and graduate program) that were completed.**
- Please read the following carefully, and submit the necessary transcripts and certificates.
 - **When the transcript and the certificate of (expected) graduation are issued together (both undergraduate/graduate program):**
 - ✧ You can submit the combined transcript and the certificate of (expected) graduation.
 - **When you have graduated from more than one university (both undergraduate/graduate program):**
 - ✧ All transcripts from all the universities you attended must be submitted. Please submit the certificate of

graduation from one of the universities that you graduated from.

- **When you transferred or changed your major or course of study (both undergraduate/graduate program):**
 - ✧ A transcript of the previous university from which you transferred must be submitted.
- **When you studied or are studying abroad:**
 - ✧ All transcripts while studying abroad need to be submitted.
- **When you have taken a leave of absence or served in the military:**
 - ✧ An official certificate that proves that you were in that situation needs to be submitted.
- **When you skipped a grade or graduated early, and it is not mentioned in the transcript:**
 - ✧ An official certificate issued by the university that proves you were in that situation needs to be submitted.
- **When you changed your surname or given name, and if the name on the application form is different from those on the certificates:**
 - ✧ Official proof of the name change must be submitted.

(*) Some countries or areas may not offer a notary public service at the Japanese embassy (e.g., China). In such cases, please contact a notary public service in your home country to prepare the application documents well in advance. In particular, the administrative service in the Chinese embassy or consulate in Japan has changed since August 1, 2012.

J: Verification Report of China Higher Education Qualification Certificate (English version)

- If you graduated from a Chinese college or university, the English version of the Online Verification Report of Higher Education Qualification Certificate issued by CHSI should be directly submitted to the Admissions Section of the Administrative Office of the Graduate School of Human Sciences (Email: admission19@list.waseda.jp) via CHESICC.
- For details, please refer to the CHESICC website (<https://www.chsi.com.cn/en/pvr/>).
- The Online Verification Report of Higher Education Qualification Certificate should reach the Graduate School **by April 1, 2022 (Fri)**. Please make arrangements for this well in advance.
- **Only the Online Verification Report of Higher Education Qualification Certificate issued and directly sent by CHESICC will be accepted.**

K: GRE General Score Report

- Arrange for the official GRE general score report to be sent directly to the university from the ETS (Education Testing Service). The Institution Code for the Graduate School of Human Sciences is “3203.”
- A copy of the GRE Examinee Score Report must be enclosed with the application form.
- GRE scores within two years prior to the date of admission are valid.
- You must find the dates of GRE general tests in your area and make arrangements to take the test well in advance. You are responsible for the cost for the test.
- If you have taken the test more than once, please submit one of the scores you prefer.
- Score reports will not be accepted after the submission deadline. Make sure to submit the official score report

together with the other application materials by the deadline.

L: Score Report for either TOEFL or IELTS

Submit either of the official test scores described below. However, **if you are a native speaker of English and have completed your undergraduate or graduate education in English in an English-speaking country, you are exempt from submitting this report. If you are unclear about this eligibility, please email admission19@list.waseda.jp for consultation.**

TOEFL		
Type of Test	Minimum Score Required	Documents to be Submitted
TOEFL-iBT	80	<p>Two score reports must be submitted.</p> <p>a) Test Taker Score Report: Download it from the website.</p> <p>b) Official Score Reports: It should be sent directly from ETS (Education Testing Service) to Waseda University.</p> <p>The Graduate School of Human Sciences' institution code (DI Code) is "C449."</p> <p>Please choose the Department Code from the area of your graduate study (e.g., education, cognitive science, etc.)</p>
IELTS		
Type of Test	Minimum Score Required	Documents to be Submitted
IELTS band score	6.0	<p>Arrange for the Test Report Form to be sent directly from IELTS to the following address.</p> <p>Admissions Team, Graduate School of Human Sciences, Tokorozawa Administration Office, Waseda University 4F, Bldg. 100, 2-579-15 Mikajima, Tokorozawa, Saitama 359-1192</p>

Notes
<ul style="list-style-type: none"> • All scores are valid only if they were taken within two years prior to September 1, 2022. • Photocopies of score reports are not accepted. Screenshot images of the score reports are not accepted either. For TOEFL-iBT, Test Taker Score Report downloaded from the website is accepted; however, also make sure to send the Official Score Reports to the Graduate School of Human Sciences through ETS. • Score reports for TOEFL-iBT Home Edition are also accepted. • You must find the dates of the tests in your area and make arrangement to take the test well in advance. You are responsible for the arrangement and the cost for the test. • If you have taken the test more than once, please submit one of the scores you prefer. • The official score reports will not be returned.

- Score reports will not be accepted after the submission deadline. Make sure to submit the score report along with the other application materials by the deadline.

M: Statement of Financial Resources

- This form helps you be aware of and plan for all necessary expenses after enrollment (tuition, living expenses for two years of the Master's program, etc.) to avoid any financial problems after enrollment.
- Please fill out the form **in English**. Do not forget to sign the form.
- Applicants who fill out the government/sponsoring agency section should also submit their certificate of the scholarship with the scholarship amount and when it will be awarded.

N: Copy of Applicant Passport

- Please submit a copy of the photo page of your passport.
- If you have been to Japan before, please also submit a copy of the immigration page of the passport containing the information regarding your stay in Japan.

O: Copy of Applicant Residence Card or Residence Certificate

- This only applies to **international students** currently living in Japan and **applying from Japan**. **If you have graduated (or are expected to graduate) from a Japanese university, this does not need to be submitted.**
- Please submit a copy of your valid residence card (front and back) or residence certificate issued by the Immigration Service Agency of Japan.
- Please be aware that there may be a chance that your status of residence may not be renewed or changed after admission such as when your residence status does not match with your activity for more than three months without any legitimate reasons. Waseda University cannot guarantee the renewal or change of the applicant's residence status after enrollment. The Japanese government will make that decision. You are responsible for checking this issue with the Immigration Services Bureau regarding your residence status.

P: Request Form for Return of Submitted Materials

Please understand that application materials will not be returned, but an exception could be made for **documents that cannot be re-issued** later. If you wish for your documents to be returned, please use **Form P**, and submit it together with the other application documents. If **Form P** is not submitted, no documents will be returned.

Others: Address Label for Application Documents

Please fill out the label within the bold frame and attach it to the envelope that you are using to submit your application materials.

3. Screening Process

Sending of Applicant Number Card and Admission Guide

- After the application documents are accepted, an applicant number card and the admission guide will be sent to the address on the application form. Overseas applicants will receive them at the email address indicated on the application form up to three days before the online announcement of successful applicants for the first screening. If they do not arrive three days before the online announcement of successful applicants for the first screening, please contact the Admissions Section, Administrative Office
(Email: admission19@list.waseda.jp).
- **Please keep your Applicant Number Card after the application process as it will be used to issue your student ID card.**

(1) Screening Method

First screening: Document screening of application materials

Second screening: Interview via web conference system (Zoom)

*The second screening will be conducted only for those who passed the first screening.

(2) Date of the Second Screening (Online interview)

Date: May 21, 2022(Sat) (JST)

Screening start time: The starting time of the screening depends on the applicant and will be announced to applicants who have passed the first screening after the notice of the first screening result.

(3) Notes for the Second Screening (Online interview)

Written instructions on how to connect to the web conference system (Zoom) will be given to applicants who pass the first screening. The following describes how the interview will be conducted, necessary equipment requirements as well as precautions for the screening. You are responsible for securing a safe and quiet place for the interview.

[Equipment environment]

1. Computer

- Prepare a laptop or desktop computer. Please avoid using smartphones or tablets. Computers must be connected to the Internet before the interview.
- Refer to the recommended requirements for the web conference system (Zoom) when preparing the computer. The system requirements are summarized in the “Getting Started” section of the zoom Help Center (<https://support.zoom.us/hc/en-us>). When taking the interview on a Windows PC or Mac computer, please check “System Requirements for Windows, MacOS, and Linux” under “Desktop.”

2. Internet

- A wired or wireless broadband Internet connection is needed. Your computer needs to be connected to the Internet at all the times during the interview. A connection speed of 600 kbps/1.2 Mbps (up/down) or faster is required. Please conduct an internet speed test beforehand to make sure the connection speed is fast enough. Search for free “internet speed test” in Google search (or any other search engine) and run the speed test on

your own as a part of your preparation for the interview.

3. Web camera

- Prepare a webcam that is internal or externally connected to a computer and has a resolution of 720 pixels or higher. Using filters with the webcam is not allowed.
- Before the interview, you will be asked to turn your computer or webcam 360 degrees so that test administrators can check the environment (room and desk) visually. Please prepare a computer (PC or Mac) or web camera that allows you to do this. Please set up the environment so that cables are not disconnected during the 360-degree visual check.

4. Audio equipment (earphones, microphone, etc.)

- We recommend the use of built-in or external speakers, earphones or headphones. A headset with a microphone attached to the headphones can also be used. Please choose to have your interview in a quiet room and make sure that there is no external noise. A microphone is also required for the online interview.
- Turning off the camera (video) during the interview is not allowed.
- During the interview, the audio may be muted by the test administrator.

[Notes]

1. Room environment, etc.

- The room should be quiet enough and free from outside noise, and no person other than you, the applicant, should be in the room. Close all windows and doors and use curtains to block any openings that allow you to look outside. Please make sure that your pet does not interfere with your interview.
- Placing books or post-it notes on or around the desk for use during the interview is prohibited. Please make sure that the desk and its surroundings are tidy and free from books, notes, exhibits and any textual information before taking the interview.
- Do not allow other people to enter the room during the interview. You are not allowed to communicate with other people in-person, online or in any form during the interview.
- Eating and drinking are not allowed during the interview.
- Use of virtual backgrounds is not allowed during the interview.

2. Recording

- You are not allowed to record any audio or video during the interview.
- The test administrators will record the interview in order to use it as data for the selection process. Once the selection process is over, the recorded data will be discarded.

3. Dress

- Your face should not be covered with a hat or mask during the interview. If you would like to request exclusion from this requirement for religious or personal reasons, please email (admission19@list.waseda.jp) and indicate it right after when you receive the date and time of the interview.
- Wear appropriate clothes for the interview.

4. Items on the desk

- Place only your computer, keyboard, mouse or trackpad, earphones or headset on your desk.
- Please place the Applicant Number Card on the desk as well.
- * The application materials must not be on the desk. You need to respond to interview questions without

looking at your application materials including your statement of purpose and research plan.

5. Leaving during the interview

- Applicants who leave their seat during the interview will be considered to have forfeited the interview.

6. Others

- You are responsible for preparing the equipment and covering the communication costs.
- Failure to follow the instructions of the test administrator may result in the cancellation or non-completion of the interview.
- If an applicant is found to be cheating when taking the online interview, the applicant will not be allowed to take any of the admission exams for that year. The screening fee will not be refunded in such cases. In addition, all admission exams and screenings taken by the applicant in the current academic year will be invalidated.
- Applicants who have passed the first screening will be notified individually of the screening result along with the information for the second screening that includes how to connect to the web conference system (Zoom) later.

4. Points to Note for Misconducts in the Admission Process

Waseda University has provided the following guidelines so that all admissions can be properly administered, and all applicants have an opportunity to perform in a fair and equitable environment. Please read the guidelines carefully and approach the interview in a professional manner.

<Misconduct>

1. Applicants may be deemed to have committed a dishonest act if Waseda University determines that they have falsified, fabricated, or plagiarized the document(s), material(s) or information submitted in their application.
2. The following is considered as dishonest acts:
 - a. Cheating (concealing or glancing at a cheat sheet or reference book during the interview, or gaining information from others during the interview)
 - b. Providing benefits to other applicants (providing them with responses etc.) during their interviews
 - c. Keeping a mobile communication device or using it during the interview
 - d. Allowing a mobile communication device, clock, wristwatch or anything else to emit noise (incoming call alert, alarm, etc.) during the interview
 - e. Not following instructions from the test administrators during the interview
 - f. Pretending to be an applicant and taking the interview for the applicant
 - g. Conducting other acts impairing the fairness of the screening
 - h. Recording or videotaping to keep the record of the online interview
3. If an applicant is suspected of committing a dishonest act, a test administrator may warn or question the applicant.

◆Physical Condition and Illness

Applicants who feel ill during the interview should inform the test administrators. Applicants who leave their seat during the interview without permission from the test administrators will be considered to have forfeited the interview.

◆Loss of Applicant Number Card

If you cannot find your applicant number card, please contact the admissions team of the Graduate School of Human Sciences at the Tokorozawa Administrative Office (E-mail: admission19@list.waseda.jp) before the day of the interview. Please note that if applicants are unable to present their applicant number card at the time of the interview, they may not be allowed to take the interview.

◆Others

Any special measures taken for the interview will be announced on the website of the Graduate School of Human Sciences.

5. Notice of Admission

(1) Notice Date and Method

Screening	Announcement Date and Time	Method
First screening (Screening of application materials)	May 13, 2022(Fri) 10:00 (JST)	It will be on the “List of Successful Applicant Numbers” on the website of the Graduate School of Human Sciences. (https://www.waseda.jp/fhum/ghum/en/) *The screening results will be sent via email
Second screening (Online interview)	May 27, 2022(Fri) 10:00 (JST)	

(2) Points to Note

- The applicant number card will be sent prior to the announcement of the successful applicants for the first screening. Please contact the Tokorozawa Administrative Office (Email: admission19@list.waseda.jp) immediately if it has not arrived three days before the announcement of the successful applicants for the first screening.
- Inquiries regarding screening results will not be answered.
- The passing certificate and other admission materials will be sent to the mailing address on the application form. Overseas applicants will receive them via email.
- It may take a few days for these materials to arrive. If they do not arrive within seven days from the above announcement date, please contact the Admissions Section, Administrative Office (Email: admission19@list.waseda.jp).

6. Admission Procedure

[Important: when changing addresses]

Once you've been admitted, the admission materials will be mailed to the address on the application form.
If you move or otherwise change your address and/or phone number after the application materials were submitted, please contact the Admissions Section, Administrative Office (Email: admission19@list.waseda.jp) regarding the address change no later than Friday, May 20, 2022. (This includes applicants who plan to move after June.) After that date, the Admissions Section may not be able to handle the address change.

(1) Issue of Admission Documents

The admission materials will be sent early June 2022. After they arrive, please check, and prepare necessary documents.

Please note that you need to pay the registration fee, tuition and annual membership fee (bank transfer) and submit admission documents in the admission process. Please make sure to complete these by the deadlines below. The documents will not be accepted if the deadlines are missed.

* The schedule below is subject to change. The final schedule will be written in the admission materials that will be sent to admitted applicants.

Schedule for the payment of the registration fee, tuition and annual membership fee:

From the date the admission documents arrive to Friday, June 17, 2022 [strictly observed]

Schedule for sending the admission documents (by post):

Monday, August 1, 2022 to Tuesday, August 16, 2022 [strictly observed]

Before sending, please send the scanned data as an email attachment to the Tokorozawa Administrative Office (Email: admission19@list.waseda.jp).

(2) Admission Documents (Tentative)

Admission materials needed after you're admitted are listed below. Details can also be found in the document titled "Guidelines for Admission Procedures," which will be sent to the applicants who were admitted. The following is a list from last year.

- (1) Applicant number card (This is necessary to issue your student ID card for university registration).
- (2) Documents sent by the Graduate School of Human Sciences
 - a. Written Consent for Warranty and Dealing with the Personal Information (Must be signed by the applicant and the guarantor. The stamps/seals should be different.)
 - b. Pledge for Research Ethics
 - c. Residence Certificate (including name, gender, date of birth, householder, relationship to the householder, current address, etc.)
 - d. Waseda University Admission Procedures Sheet
 - e. Others
- (3) Proof of undergraduate/graduate degree completion and academic transcript(s) (Applicable for applicants

who were expected to graduate/complete at the time of application).

(4) Proof of the payment of tuition

(3) Points to Note

- **Applicants must be able to receive the admission materials during the period from May 27 to June 10, 2022. Please make arrangements to receive mail if you are moving or will be away from home during that time.** If the admission documents have not arrived by June 10, 2022, please contact the Admissions Section, Administrative Office (Email: admission19@list.waseda.jp).
- Waseda University will bear no responsibility if admitted candidates fail to receive the admission materials and/or complete the admission procedures within the designated period.
- Please be aware that you need to send the registration fee, first year’s tuition and annual membership fee via bank transfer after you are admitted. Please see the following table for more information.
- We accept documents for the admission process only through a mail delivery service that originates at your current address. Please do not bring these documents in person to the Administrative Office of Tokorozawa Campus.
- If, at the time of application, the applicant submits a Certificate of **Prospective** Qualification to meet the application qualifications described in this application guide, please submit the proof of qualification acquisition during the admission procedures. If the applicant is not able to submit the certificate of qualification acquisition to satisfy the Graduate School admission qualifications, they will not be admitted even if they pass the admission screening.

7. Annual Tuition and Fees

Tuition and membership fees for a two-year Master’s Degree Program in 2022 (Unit: JPY)

Program	Term	Entrance Fee (Registration Fee)	Tuition		Other Fees	Total
			Course Fee	Laboratory/ Training Fee	Student Health Care Fee	
Two-year Master’s Program	Fall	200,000	450,500	35,000	1,500	687,000
	Spring	---	450,500	35,000	1,500	487,000
	Total /year	200,000	901,000	70,000	3,000	1,174,000

*** The Entrance Fee is waived for applicants who are currently enrolled in, graduated from, completed, or withdrew from an undergraduate, graduate or specialized program at Waseda University.** For details, please refer to the “Guidelines for Admission Procedures.”

* A Waseda Alumni Membership Fee of JPY 40,000 is required in the final academic year. This fee will be waived for those who graduated from Waseda University in the past and have already paid the fee.

* As a general rule, we do not refund the above fees for any reason. However, in cases where the applicant could not enter Waseda University due to unavoidable circumstances or fails to meet the entrance qualifications prior to enrollment, we may be able to refund part of the tuition. For more information about the procedure for receiving a refund, email (admission19@list.waseda.jp). More detailed information on this can be found in the

handbook on entrance procedures, which will be mailed to applicants who are admitted.

8. Annex

Acquisition of Status of Residence “Student”

International students who are admitted to Waseda University can apply for the “Student” resident status in Japan. Those with the “Student” status are eligible to apply for tuition reductions/exemptions and scholarships for international students. **Those with a status of residence other than “Student” are eligible to enter Waseda University but please be aware that they may not have access to various services and systems intended for international students, such as those stated above.**

Please take note that **students are not eligible to enroll in the university with a “Temporary Visitor” visa status.** Carefully read (1)-(6) below and take the necessary measures to extend the period of stay, change the status of residence, request for application for COE by proxy, etc. **A “certificate of admission” issued by Waseda University is needed in order to go through procedures concerning status of residence.** The office of the undergraduate/graduate school the applicant is scheduled to join will issue the “certificate of admission” after the second deposit has been made.

(1) For those with the “Student” residence status

If the applicant currently has a status of residence of “Student” in Japan, please process the “application for extension of period of stay” as necessary. An extension of period of stay up to three months can be applied for before the status of residence expires. For details on procedures of applying for extension of period of stay, please refer to the following website.

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

(2) For those with the “Temporary Visitor” residence status

If the applicant currently has a status of residence of “Temporary Visitor,” in Japan, they will need to temporarily leave Japan and apply for the “Student” residence status. For details on how to apply for the “Student” status, please refer to **“(4) If the applicant does not have a status of residence.”**

(3) If the applicant has a residence status other than “Student” or “Temporary Visitor”

If the applicant currently has a status of residence such as “Long Term Resident,” “Dependent,” etc. in Japan, there is no need to undertake any procedures. However, if the applicant wishes to change their status of residence to “Student,” they will need to apply for a change of status of residence. For details on procedures of applying for a change of status of residence, please refer to the following website.

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

[Note]

Documentation issued by Waseda University is required in order to apply for an extension or change of status of residence. Prior to making the application to the Immigration Services Bureau, please visit the Center for International Education (located on the 4th floor, building No. 22, Waseda Campus.) with the application form and a certificate of admission, and other necessary documents.

*Procedures might have changed due to the COVID-19 pandemic. Check the website for the latest details.

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

(4) If the applicant does not have a status of residence

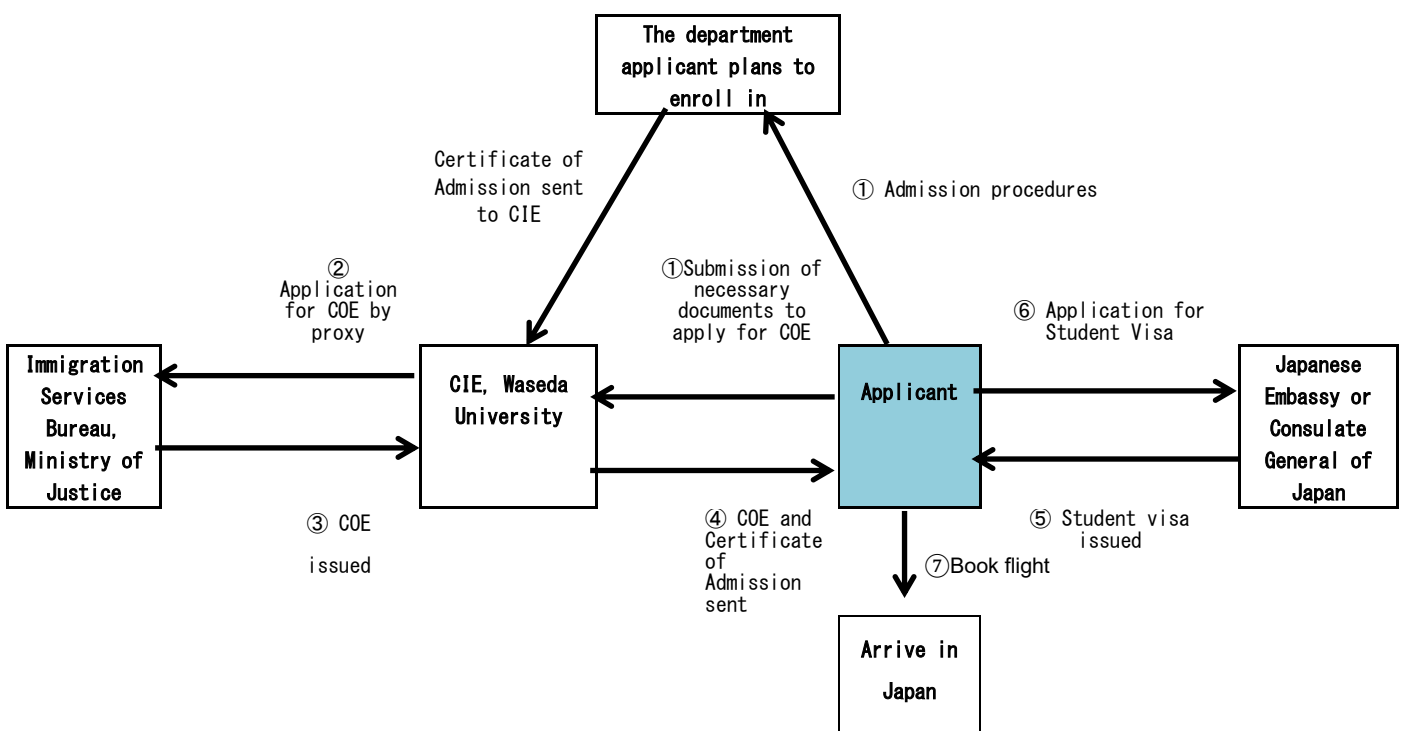
In order to apply for a status of residence, applicants will first need to obtain a certificate of eligibility (COE) from the Immigration Services Bureau of the Ministry of Justice of Japan, located in Japan. **Limited to students with foreign citizenship and living outside of Japan who have completed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

[Note]

- **Waseda University will only carry out the application by proxy after applicants have made their second deposit.** If applicants wish to have Waseda University apply for a COE, please complete the payment as soon as possible, and start procedures for 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 “Request for COE Application by Proxy” on the next page.

[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 can take about three weeks. After submitting application documents to the Center for International Education, please contact the Japanese embassy/consulate the applicant intends to apply to and ask how long it will take for a visa to be issued.



(5) Acquisition/Change (applying independently) of status of residence

[Visa waiver and Temporary Visitor visa holders]

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

(6) Other important points

- The Center for International Education, Waseda University acts on the behalf of applicants applying for a “Student” status of residence only. For other types of status of residence, the applicant will need to make an application by themselves at the Immigration Services Bureau.
- The Immigration Services Bureau may require the submission of additional documents if needed.
- If an applicant decides not to enter Waseda University, please write a statement explaining why (free format) and immediately send it to the Center for International Education along with the COE. Also, if the applicant has been accepted by another university in Japan, please make sure that a COE application is not filed with more than one university. If there are multiple applications, the COE cannot be issued.
- Those with multiple citizenships that includes a Japanese citizenship are not eligible to apply for COE.
- The Immigration Services Bureau is solely responsible for decisions regarding status of residence. If issuance is delayed or application is not approved, Waseda University cannot be held responsible for the cancellation fee of the applicant’s air ticket and other inconveniences. Please be careful when booking the flight.
- For application procedures concerning the “Student” status of residence, contact the Center for International Education, Waseda University (e-mail: cic-zairyu@list.waseda.jp).

<Request for COE Application by Proxy>

◎Please put all following documents in an envelope and send them to Center for International Education, Waseda University by registered mail (international courier service, etc.).

【Documents needed to apply for COE】 Put a check mark in front of the needed documents you have enclosed.

- ① Application for certificate of eligibility (3 for the applicant to use, 1 photo)
https://www.waseda.jp/inst/admission/assets/uploads/2021/02/2022_COE.pdf
 *Please be sure to check the example for filling out a COE Application Form.
https://www.waseda.jp/inst/admission/assets/uploads/2021/02/2022_COE_sample.pdf
- ② Copy of passport (page with your photo)
- ③ Request for COE Application by Proxy (this form)
- ④ Documents Concerning Defraying Expenses (original)

1	You are financing yourself	Bank balance certificate*1 (account is in your name)
2	You are going to receive scholarship	Certificate of Scholarship
3	Someone besides yourself is covering your expenses	Bank Balance Certificate *1 (account in the name of the person covering your expenses) and Written Oath for Defraying Expenses

*1 Note concerning bank balance certificates

- It must show the name of the account holder, name of bank, date, and account balance.
- A balance of 960,000 yen or more per year as living expenses.
- If it is written in a language other than Japanese or English, attach a Japanese or English translation. (notarization is not needed)
- If the account balance is in a currency other than Japanese yen, CIE will convert it by using the exchange rate at the time your documents are being confirmed.

- ⑤ Written Oath for Defraying Expenses (only when someone besides yourself is covering your expenses)
 * Please download the designated form from the following:
https://www.waseda.jp/inst/admission/assets/uploads/2021/03/defrayers_expense.pdf

Deadline for sending documents

The date designated at the time you go through the admission process. **【must reach Waseda University by mail by the date】**

*Assessment for COE takes two to three months, so regardless of the deadline, we strongly recommend that you remit the entrance fee/tuition swiftly, and make your application early.

Mailing Address

“COE Application by Proxy” Section,
 Center for International Education, Waseda University
 1-7-14-4F Nishi-Waseda, Shinjuku-ku, Tokyo 169-0051, Japan
 Phone: 03-3207-1454

Contact

E-mail: cie-zairyu@list.waseda.jp

Name in Kanji (If any)	
Name in English alphabet	
Current address in English alphabet with Zip Code	Zip Code: Phone number:
Mailing Address of the recipient of COE in English alphabet (address outside of Japan)	Recipient's name in English alphabet
	Address
	City
	State/Province
	Country
	Zip Code
	Phone number
E-mail address	
Undergraduate/Graduate School	
Examinee's number	

[Screening fee waiver program for applicants from specified countries]

1. Outline

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

2. Eligibility

The following conditions must be fulfilled:

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

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

*Applicants residing in Japan are not eligible.

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

3. Procedures

When applying to an undergraduate or graduate school of Waseda University, please enclose the following documents in place of the certificate of payment for the screening fee (copy of the remittance form etc.) required as part of admissions application documents. You must submit these documents before the admissions application deadline. They will not be accepted after the deadline under any circumstances.

- 1) Application Form for Screening Fee Waiver
- 2) Copy of passport (including all details of the applicant)

*Applicants who apply for the screening fee waiver program are not required to pay the screening fee.

However, if payment was made before the application for the screening fee waiver program, the screening fee will not be reimbursed. Please note that the University will not refund the screening fee if you mistakenly paid it.

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

[Eligible Countries]

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

