



International Studies Program
Waseda University
Graduate School of Asia-Pacific Studies

Application Guide for April 2020 Admissions

Ph.D. in International Studies

International Studies Program
Graduate School of Asia-Pacific Studies, Waseda University
Admissions Policy

'Focusing on the Asia-Pacific region, GSAPS seeks not only to conduct interdisciplinary research from the global and regional perspectives in the fields of regional history, politics, economics, industry, business management, society, culture and various international concerns, but also to deepen understanding of a growing Asia-Pacific region, and to mold future experts and researchers who can assume responsibility of the region's future'.

GSAPS seeks students from both the domestic and international arenas, who are keen to learn and motivated to excel, and aim for a better future for the global society.

For our Ph.D. Program, GSAPS seeks candidates who have high-level of understanding and specialised knowledge in their field of research, and aim to become specialists and researchers who can contribute effectively to global society, including the Asia-Pacific region.

In respect of admissions evaluation, on top of agreeing to the fundamental ideology of the Graduate School, GSAPS attaches great importance to the following three factors.

1. Accurate understanding of the various global problems and possess the knowledge to identify and provide solutions
2. Ability to think rationally and logically
3. Communications skills, including language ability required globally

◆ **Handling of Personal Information**

Waseda University utilizes applicant information (addresses, names, dates of birth etc.) collected at the time of application in order to carry out operations such as the entrance examination, announcement of the screening results, and enrollment procedures. We will take necessary and proper measures to protect such information from leakage, disclosure, or unauthorized use. All or part of the above operations may be outsourced to an agency. In such cases, the agency will be contractually required to maintain necessary and proper management. Please note that the personal information may be used as materials for studies and research to improve our entrance examinations. The information will be statistically processed to prevent any individuals from being identified.

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Project Research Available for April 2020 Admission:

Doctoral degree candidates are only required to complete and submit their dissertation to earn the PhD degree. No additional coursework is necessary, although candidates may choose to take additional master's level courses for credit. Most students who do not elect to take additional courses can focus exclusively on their dissertations.

Therefore, all the PhD applicants are required to choose only ONE project research appropriate to their own research field from the list in the next page available this academic year, and input it in the "Online Registration Form", by checking the "Project Research" on the GSAPS webpage via this URL (<https://www.waseda.jp/gsaps/en/admissions/project/>).

The final selection of the Project Research takes into comprehensive consideration the student's research plan/desire and other documents presented during the admission process as well as (essay and) interview result(s) in the 2nd screening.

Project Research Available for April 2020 Admission:

| Field/Area of Research | Name of Faculty | Project Research |
|--|--------------------|--|
| Area Studies | AOYAMA, Rumi | Politics and International Relations of Contemporary China |
| | HAYSE, Shinzo | Asia-Japan Relations in Modern History |
| | LEE, Jong Won | Contemporary Korean Studies, International Relations in Northeast Asia |
| | LIU-FARRER, Gracia | Self, Culture, Society under Globalization |
| | MIICHI, Ken | Religion and Politics in Contemporary Southeast Asia |
| | NAKAJIMA, Seio | Development and Prospects of Creative Industries in Contemporary Asia |
| | ROBERTS, Glenda S. | Contemporary Japanese Society |
| International Relations | BACON, Paul Martyn | Comparative Regionalism (Europe and Asia) ※Available in English language only |
| | LEHENY, David | Culture, Identity, and Politics in the Asia-Pacific |
| | NABESHIMA, Kaoru | Industrial Upgrading in East Asia |
| | SHINOHARA, Hatsue | History of US-Japanese Relations, International History |
| | UEKI, Chikako | International Relations and Security in Asia-Pacific |
| International Development / Policy Studies | KATO, Atsushi | Economic Development and Governance |
| | KATSUMA, Yasushi | Social Development and International Human Rights |
| | KURODA, Kazuo | Policy Analysis of Comparative and International Education |
| | MATSUOKA, Shunji | Environment and Sustainable Development |
| | MITOMO, Hitoshi | ICT and Media Studies |

April 2020 Admission International Studies Program Graduate School of Asia-Pacific Studies, Waseda University Application Guide for Admissions

Admissions Office Screening Method

With the aim of accepting promising individuals not only from Japan but also from all over the world, the Graduate School of Asia-Pacific Studies (GSAPS) screens all applicants while placing particular importance on a sense of mission and motivation.

The GSAPS Admissions Office comprehensively evaluates applications based on all of the submitted required documents, interviews, research plan, etc.

1. Number of Students Admitted

Approximately 30 students per academic year will be admitted to the PhD Program. The figure is an aggregate number representing the total of both April and September admissions.

2. Application Qualifications

Applicant Qualifications for General Admissions

Applicants for General Admissions must fulfill one of the following requirements.

1. Holders of a Master's Degree, Professional Master's Degree, or Professional Doctoral Degree in Law or those who are scheduled to receive such a degree by the entrance period that applicants wish to matriculate.
2. Holders of a Master's Degree, Professional Master's Degree, or an equivalent from an institution overseas or those who are scheduled to receive such a degree by the entrance period that applicants wish to matriculate.
3. Those designated by the Minister of Education, Culture, Sports, Science, and Technology. (Please contact the GSAPS Admissions Office for details.)
4. Those who have completed postgraduate programs and received a degree equivalent to a Master's Degree from United Nations University or those who are scheduled to receive such a degree by the entrance period that applicants wish to matriculate.
5. Those who have been recognized by GSAPS as possessing academic credentials equivalent or superior to those of holders of a Master's Degree, Professional Master's Degree, or Professional Doctoral Degree in Law through an individual entrance requirements screening process and are scheduled to reach 24 years of age by the entrance period that applicants wish to matriculate.

<< About Individual Entrance Requirements Screening Process >>

Applicants who do not fulfill the requirements mentioned in 5. Above and wish to apply for individual entrance requirements screening process are required to submit specific application documents to GSAPS Admissions Office by the prescribed day. Please note that for April 2020 admission, we already closed the application for individual requirement screening process on June 21 2019, as shown in our website.

【 NOTE 】

If you submitted a certificate to demonstrate that you are expected to meet the qualification to enter graduate school in order to meet the applicant eligibility stated in the guidelines at the time of application, you will be required to submit a certificate to verify that you have indeed met the requirements before enrollment. You will not be allowed to enroll in Waseda University even if you pass the entrance examination unless you submit such a certificate.

3. Application Methods

There are two application methods. One is “Application from Inside of Japan” and the other is “Application from Overseas” .

Application from Inside of Japan :

For residents of Japan who will be in Japan on the day of the 2nd screening, i.e. November 23 (Sat.) 2019
(Japanese citizens or non-Japanese who possess a resident status in Japan)

Application from Overseas :

For those who will be outside of Japan on the day of the 2nd screening, i.e. November 23 (Sat.) 2019
(Japanese citizens or non-Japanese)

<Note> In case Japanese citizens and non-Japanese who possess a resident status in Japan apply under the **Application from Overseas** category, they must submit the “written proof of residence/stay in a country outside of Japan” such as enrollment in a foreign educational or research institution, or employment in an enterprise outside of Japan to prove that they are outside of Japan on the day of the 2nd screening (i.e. November 23 (Sat.) 2019). For those who stay outside of Japan for the reason(s) other than the above, please consult Admissions Office beforehand.

4. Screening Methods

Please note that screening methods are different depending on admissions categories.

The second screening for “**Application from Inside of Japan**” will be held on the Waseda campus.

| Admissions Categories | | Screening Method |
|-----------------------|----------------------------------|---|
| General Admissions | Application from Inside of Japan | The decision whether to accept or reject will be based on results of the first screening (evaluation of all the required documents submitted) and results of the second screening (written exam and interview). Applicants must pass the first screening before taking the second screening. Past written exam questions for the second screening are not disclosed. |
| | Application from Overseas | The decision whether to accept or reject will be based on results of the first screening (evaluation of all the required documents submitted) and results of the second screening (interview by phone or e-mail). Applicants must pass the first screening before taking the second screening. |

* Even if the applicants choose Japanese as a medium of screening/thesis, interviewers may ask questions in English.

5. Screening Schedules

The examinee's number will be notified within 2 weeks before the announcement of the first screening by postal mail or e-mail. If it does not reach you, please contact GSAPS Admissions Office (gsaps-admission@list.waseda.jp).

“Online Application” in the table below indicates the period when applicants fill out the “Online Application System” before submitting the application documents by postal mail. For more details of this form, please refer to 7. Application Documents A.①.

| Admissions Categories | | Application Period | Results of First Screening | Second Screening Writing Exam/Interview | Final Admission Decision |
|-----------------------|----------------------------------|---|----------------------------|---|--------------------------|
| General Admissions | Application from Inside of Japan | Online Application September 4 –18, 2019 | Nov. 14, 2019 | November 23, 2019 | Nov. 28, 2019 |
| | Application from Overseas | Documents Submission September 11-18, 2019 | | November 15 - 20, 2019 Interview (Phone/e-mail) Only | |

6. How to Submit the Application

Applicants are required to enclose all the application documents in an envelope and send them to the following address by an international courier service for which you can track the delivery status such as EMS in the case of delivery from overseas or Simplified Registered Mail from a post office in the case of delivery from within Japan. **The application documents must reach GSAPS Admissions Office no later than the prescribed deadline.** The GSAPS Admissions office does not inform applicants whether the application documents have reached or not in any circumstances. **Applicants must check delivery status by themselves with tracking number of courier services.** **GSAPS Admissions Office does not accept submission in person.**

<Address to send the application documents>

GSAPS Admissions Office, Waseda University
Nishi-Waseda Bldg. 7F, 1-21-1 Nishi-Waseda, Shinjuku-ku, TOKYO
169-0051 JAPAN

◆ Notes on Applications

- Application documents must be complete for you to qualify to take the entrance examination. If the GSAPS Admissions Office contacts you concerning the application documents, please follow the instructions immediately.
- As a general rule, the examination fee and all application documents are nonrefundable and will not be returned to the applicant. However, the examination fee will be refunded to the applicants who fall under one of the following cases. Please contact the GSAPS Admissions Office, if necessary.

1. Applicants paid the examination fee but did not submit the application documents.
2. Applicants paid the examination fee but submitted the application documents after the application deadline.
3. Applicants paid an examination fee and submitted the application documents, but their application was not accepted.

*Any handling fees which may be incurred for refunds must be paid by the applicant.

- The contents of application documents once submitted cannot be changed.
- If the documents/materials/information which were submitted to our University at the time of application are revealed to be forged, falsified, or plagiarized, it will be considered an act of dishonesty and the result of the admissions screening may be invalidated. Please note that even in this case the submitted documents/materials/information and examination fee will not be returned.
- In the case of a change of address, telephone number, or e-mail address, please inform the GSAPS Admissions Office immediately.

* If you expect to require special care during the entrance examination or after entering the GSAPS due to a disability or serious medical condition, etc., please contact the GSAPS Admissions Office in advance. In addition, if a serious injury or illness is expected to affect your ability to take the entrance examination or even if you find yourself in such situation after submitting your application, please contact us immediately.

7. Application Documents

【 Notes 】

- Applicants must fill out applicant information, recommender information and research plan into Online Application System to complete prescribed forms. Please fill out in a language which you choose for the entrance exam and doctoral dissertation. After filling in the required information, you are required to download the PDF file from the Online Application System and print it out in A4 size paper. Please submit them along with other necessary documents you need to prepare.
- Documents will not be returned once submitted, regardless of any special circumstances on the part of the applicant. Original certificates which cannot be reissued may be returned only when a written request in the designated format, "Request Form for Return of Submitted Materials", is submitted at the time of application. These documents will be returned after the announcement of the final result. Please make photocopy of them before submission in case you need them during the admission period. Re-issuable documents such as TOEFL and TOEIC score reports will not be returned regardless of request.
- Applicants must confirm by themselves whether all necessary application materials are packed before dispatching them, by utilizing the application check list. GSAPS Admissions Office does not take that procedure on behalf of each applicant.
- The GSAPS Admissions Office may require additional materials after the application documents are received.
- Please use a black or blue pen if you need to fill out the forms. "Erasable ball-point pen" may not be used.

A. Required for all applicants

Regarding GSAPS designated forms, please download the necessary forms from our website.

- ① **Printed application forms which you complete via “Online Application System”** Please access “Online Application System” from the webpage of “Application Guide & Application Forms Download” via the URL below, <https://www.waseda.jp/gsaps/en/admissions/application/> and input the information below.

◆ Applicant’s information (Program, Project Research, Language for screening/thesis, Name, Contact information, Educational background, Professional background, Language proficiency, etc.)

◆ Recommender’s information (Relationship to applicant, Name, Job title, Institution (University/Company), Contact information (Telephone number/E-mail address), etc.)

* Based on this information, Admissions Office will contact the applicant’s recommender. Telephone number of the recommender must be at their work places (University/Company) and e-mail address has to have domain name of their institution, NOT their personal one of free mail.

◆ Research Plan

Please fill in the research plan including each topics.(1,600 words or less)

1. The central issue/theme or hypothesis you wish to research
2. How you compare it to existing research (How is it different, how will it expand the current body of knowledge?)
3. How you propose to approach it; what methods you intend to use
4. Your future goals upon completion of the program

*Please pursue in a place where you can print as “**Online Application System**” is required to print out.

② Recommendation letter

1 letter: Application from Inside of Japan

2 letters: Application from Overseas

*Must be written by a university professor who (has) supervised the work of the applicant, a superior at the applicant's (current) institution or company, or other appropriate person.

We will contact your recommender (whom you have filled out the information in Online Application Form) directly to request the submission of recommendation letter. Recommender must submit the recommendation letter from the “online submission system”. Submission by e-mail or postal mail is not acceptable. Please request your recommender in advance to prepare your recommendation letter in order to meet the designated application period.

*Recommender must be the person who can contact us via e-mail, and also is able to write the letter either in Japanese or English.

*Applicants applying under the **Application from Overseas** category must request two different recommenders to write recommendation letters.

③ **Certificate of (Expected) Graduation/
Degree (Original)**

*Please submit the document written in Japanese or English. If applicant is not able to obtain the document written in Japanese or English, please prepare the translation and get it verified by notary office to prove that the translation is correct. Please submit the translation together with the original verification document by notary office.

Must be original. Photocopies are not acceptable.

*Submit the document enclosed in an envelope with official seals.

(Notarized documents do not have to be enclosed in an envelope.)

*Applicants must submit official certificates for all undergraduate and graduate schools attended.

For applicants who graduated and obtained a degree from a university or college in Mainland China (excluding Hong Kong, Taiwan, and Macau) :

- For the certificate of Graduation, Applicants from Chinese institutions must arrange "Online Verification Report of Higher Education Qualification Certificate" to be sent directly to our office (gsaps-admission@list.waseda.jp) from CHESICC via email.

- Visit CHESICC website (<https://www.chsi.com.cn/en/pvr/>) for more information.

- Online Verification Report must reach our office by the deadline of the application period.

- Only report sent directly from CHESICC will be considered valid

- For the Certificate of Degree, applicants graduated from Chinese institutions must arrange "Credentials Report (認証報告)" to be sent directly to our office (gsaps-admission@list.waseda.jp) from "中国教育部学位与研究生教育发展中心" (CDGDC) " via email.

- Visit CDGDC website (<http://cq.v.chinadegrees.cn/en/>) for more information. **Chinese version is acceptable.**

- Credentials Report must reach our office by the deadline of the application period.

- Only report sent directly from CDGDC will be considered valid.

④ **Transcript (Original)**

*Please submit the document written in Japanese or English. If applicant is not able to obtain the document written in Japanese or English, please prepare the translation and get it verified by notary office to prove that the translation is correct. Please submit the translation together with the original verification document by notary office.

Must be original. Photocopies are not acceptable.

*Submit the document enclosed in an envelope with official seals.

(Notarized documents do not have to be enclosed in an envelope.)

*The document should include the date of issue.

*Please submit the latest version of transcripts if you are expected to graduate. The transcript of the school which you have already graduated should be issued after your graduation.

*Applicants must submit official certificates including all grades for all undergraduate and graduate schools attended.

*For applicants who have transferred, a transcript from the previous institution must also be submitted.

*For applicants who have studied abroad during their undergraduate or graduate years:

If the credits earned at the host institution are accredited as required credits for the graduation but those details[†] are not indicated in the official transcript issued by applicants' home university, official transcript issued by the host university is required. [†]e.g.) number of credits, name of subjects, and grades

*If the transcript does not include an explanation of the grading system, official documents that explain the grading system at the home institution must also be submitted.

⑤ **Proof of Language Proficiency (Original)**

(Refer to the last page of this application guide)

*** Proof of Japanese Language Ability :**
Japanese Language Proficiency Test (JLPT) administered jointly by the Japan Education Exchanges and Services, and the Japan Foundation:
Score report of passing the Level 1 or N1

***Proof of English Language Ability :**
TOEIC, IELTS, or TOEFL score report

Must be original. Photocopies are not acceptable.

There is no specified valid period / minimum score of language proficiency test qualified for application.

Applicants who choose Japanese for screening / thesis writing

Native Japanese Speaker : Proof of English Language Ability

Non-Native Japanese Speaker : Proof of Japanese Language Ability or an official certificate that indicates Japanese as the medium of instruction issued by one's home university in Japan ***1**

Applicants who choose English for screening / thesis writing

Native English Speaker : Proof of English Language Ability is not compulsory.

Non-Native English Speaker : Proof of English Language Ability or an official certificate that indicates English as the medium of instruction issued by one's home university ***2**

***1** Official certificate that indicates Japanese as the medium of instruction issued by one's home university :

This document certifies that the applicant is expected to complete or has completed an undergraduate or graduate degree program at the universities in Japan entirely in Japanese.

***2** Official certificate that indicates English as the medium of instruction issued by one's home university :

This document certifies that the applicant is expected to complete or has completed an undergraduate or graduate degree program entirely in English.

Applicants are requested to notify the GSAPS Admissions Office in writing at the time of application if they intend to have TOEFL / IELTS scores sent directly to GSAPS.

*GSAPS code is 2713(GRAD SCH ASIA-PACIFIC WASEDA U) when TOEFL test score report is sent directly from ETS. For Department Code, please choose 88 (International Relations), or 99 (Any department not listed).

⑥ **Master's Thesis : 1 copy**

Please submit a photocopy. It will not be returned.

***If the Master's Thesis is not completed :**

Please submit a photocopy of a draft of the thesis.

***If a Master's Thesis is/was not required to obtain the Master's Degree :** Please submit academic articles such as research / term papers and indicate that a Master's Thesis was not required. An outline of research / term papers is also required to be submitted in this case. The outline should be written according to the methods described in "⑦ Summary of Master's Thesis".

⑦ **Summary of Master's Thesis :**
3 copies

Please submit **3 photocopies**. Please use A4-sized paper and write from top to bottom, from left to right.

*Applicants whose Master's Thesis is not completed are also requested to submit a summary of Master's Thesis. Applicants who submit academic article(s) instead are also requested to submit a summary of the academic article(s).

*Must be completed in the language that applicants choose in "Online Application System" .

| | | |
|---|---|--|
| | | <div>If the submitted Master's Thesis was written in Japanese or English</div> <div>Summary written in Japanese : No more than 6,000 characters in Japanese</div> <div>Summary written in English : No more than 2,500 words in English (double-spaced)</div> <div>If the submitted Master's Thesis was written in a language other than Japanese or English</div> <div>Summary written in Japanese : No more than 12,000 characters in Japanese</div> <div>Summary written in English : No more than 5,000 words in English (double-spaced)</div> |
| ⑧ | Publications *If applicable | A maximum of two additional documents may be submitted (one copy for each). Publications will not be returned. |
| ⑨ | List of Previous Publications (Designated form can be downloaded from "Application Guide & Application Forms Download" page in the GSAPS Website) *Optional | Submission of this form is optional. However, if applicants submit ⑧ Publications , this list describing their titles must also be submitted. Please complete according to the instruction in the designated form. |
| ⑩ | Payment Proof of the Examination Fee | For more details, please refer to 8. Examination Fee described below. |
| ⑪ | Photograph (Color) (Headshot): 3 originals | The size should be 4cm (length) × 3cm (width) without a frame and it must be taken within 3 months prior to the application. Applicant should face squarely to the front and should remove any hats and caps. The background should be plain with no shadows. Write the applicant's name on the back of the photograph. |
| ⑫ | Written proof of residence/stay in a country outside of Japan *Applicable only for Japanese citizens and non-Japanese who possess a resident status in Japan under application from overseas. | <div>Certificate of enrollment in a foreign educational or research institution or Certificate of employment in an enterprise outside of Japan, to verify staying outside of Japan at the time of 2nd screening (November 23, 2019)</div> <div>*If they stay outside of Japan for the reason(s) other than the above, please consult GSAPS Admissions Office beforehand.</div> |

B. Required for Non-Japanese applicants

Non-Japanese applicants must submit the following documents.

Required documents for Applicants from Inside of Japan

| | |
|---|---|
| ① Photocopy of the passport (page with photo) | Only required for applicants who possess a passport at the time of application. |
| ② Residence Card or Special Permanent Resident Certificate (photocopy of both sides) | Applicants who are in the process of extending their authorized period of stay are requested to submit a document to certify that they are in the process of the extension procedure. |
| ③ Certificate of Scholarship Award during the period of study at GSAPS (Original) | Only for those who are supposed to receive the scholarship during the school days of GSAPS after successfully passing exams |

Required documents for Applicants from Overseas

| | |
|--|---|
| ① Photocopy of passport (page with photo) | Only required for applicants who possess a passport at the time of application. |
| ② Certificate of Scholarship Award during the period of study at GSAPS (Original) | Only for those who are supposed to receive the scholarship during the school days of GSAPS after successfully passing exams. |
| ③ Application Materials for the Certificate of Eligibility | *For details, please refer to “ 11. Student Visa ” described below. Applicants who wish to have the GSAPS apply for the Certificate of Eligibility as their proxy are requested to submit documents (a)~(d). |
| (a) Application for the Certificate of Eligibility (designated form) | "Application for applicant, Part 1, 2 and 3" must be filled out completely. |
| (b) Photograph : one original (This photo is one of 3 originals in A) ①Photograph.) | Please affix it to the designated space of the Application for the Certificate of Eligibility. |
| (c) Written Oath for Defraying Expenses (designated form) | Must be written by the sponsor of the applicant. *Should applicants choose to defray the expenses on their own, this document is not required. *If there are multiple supporters, applicants are requested to submit a separate document for each supporter. |
| (d) Documents to prove that applicants can defray all the expenses (tuition, fees and living expenses) incurred during their stay in Japan | E.g. bank balance certificate of the supporter's account, written proof of the receipt of a scholarship showing amount and duration, etc. *In principle, please submit the bank balance certificate for the savings account or checking account. *If there are multiple supporters including the applicant his/herself, applicants are requested to submit a separate document for each supporter. *At least 2,000,000 JPY will be required for our program. |

8. Examination Fee

Please refer to the list below.

| Admissions Categories | | Examination Fee |
|-----------------------|----------------------------------|-----------------|
| General Admissions | Application from Inside of Japan | 35,000 JPY |
| | Application from Overseas | 5,000 JPY |

The examination fee must be paid during the designated period of payment. Please carefully check the examination fee amount above as they are different according to the admissions categories/methods.

Please note that payment before/after the payment period is not accepted.

[Period for Payment]

| Admissions Categories | | Application Period | Period for Payment |
|-----------------------|----------------------------------|--------------------|------------------------|
| General Admissions | Application from Inside of Japan | Sep. 11 – 18, 2019 | September 4 - 18, 2019 |
| | Application from Overseas | | |

* The examination fee is waived in the following cases.

1. In the case of current MA Program students at GSAPS, the Graduate School of Japanese Applied Linguistics (GSJAL) or the Graduate School of International Culture and Communication Studies (GSICCS), which belong to the Faculty of International Research and Education of Waseda University, who wish to continue their study in the GSAPS PhD Program immediately after their graduation from the MA Program.

2. In the case of applicants who continuously enroll as a non-degree student (not sponsored) at GSAPS, GSJAL, or GSICCS immediately after their graduation from the MA Program at GSAPS, GSJAL, or GSICCS, and wish to continue their study in the GSAPS PhD Program within four years after their entrance into the MA Program at GSAPS, GSJAL, or GSICCS.

*Applicants who apply from specified countries may be eligible to apply for the examination fee waiver program. Please refer to the “**Examination fee waiver program for applicants from specified countries**” on p.17.

*Applicants who are Japanese Government (Monbukagakusho: MEXT) Scholarship recipients at the time of application and are eligible to enroll in GSAPS as Japanese Government (Monbukagakusho: MEXT) Scholarship recipient continuously will get the refund for the examination fee after enrollment.

[Proof of Payment of the Examination Fee]

Submit one of the following documents.

*Please note that required documents are different depending on method of payment.

| | |
|--|--|
| For payment at convenience stores in Japan ※Only applicable to Application from Inside of Japan | Proof of Payment |
| For payment of the examination fee by Credit Card, Union Pay, and Alipay | Printed “Result” page (After payment by online application) |
| For payment through an overseas banking institution | Photocopy of the Telegraphic Transfer Application Form |
| For those who apply for the “Examination fee waiver program for applicants from specified countries” | Application Form for Examination Fee Waiver (The form can be downloaded from Online Application System) |

[Method of Payment]

Please pay the examination fee by using one of the following methods. Handling fees shall be borne by applicants.

| |
|---|
| For payment of the examination fee at convenience stores in Japan |
|---|

For payment of the examination fee at a convenience store, please access the following website from a personal computer or a mobile phone at the “Examination Fee Convenience Store Payment Site (<https://e-shiharai.net/>) [Japanese language only]”. You must first complete all the required application procedures before you are allowed to pay at any convenience store.

Payment is available 24 hours a day regardless of day. However, please note that application via the website will end at 23:00 on the final day of the payment period. Similarly, you will not be able to make a payment at a convenience store after 23:30 on the final day of the payment period.

*If a family member or acquaintance of an applicant conducts the procedure for the applicant, the family member or acquaintance must enter the applicant’s information.

*If applicants are unable to make the payment at a convenience store for some reasons, please contact the GSAPS Admissions Office in advance.

| |
|--|
| For payment of the examination fee by Credit Card, Union Pay, and Alipay |
|--|

For payment of the examination fee by Credit Card, Union Pay, and Alipay, please access the following website from a personal computer or a mobile phone at the online examination fee payment website (<https://e-shiharai.net/ecard/>) and complete the required procedure.

Payment is available 24 hours a day regardless of day. However, on the final day of the application period, please complete the payment through “e-shiharai.net” by 23:00 (Japan Standard Time).

* 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 examination fee payment website.

Waseda University

Convenience Store Easy-Pay Systems for Entrance Exam Fees

Payment
accepted
24 hours a day

1 Advance Web Application



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

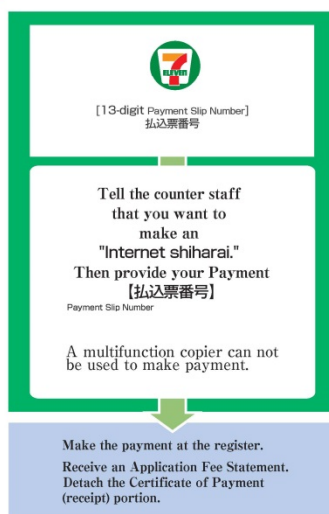


To obtain your application number, please follow the instructions on the screen and input all necessary information. This number will be required when you make your payment.

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, 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

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

●Seven-Eleven

Detach the receipt portion of the Exam 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.

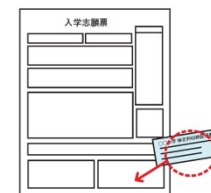
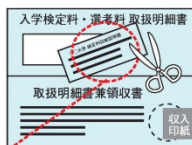


Attach Your Receipt (Certificate of Payment) to the Application

※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.

●Lawson ●Family Mart ●Ministop

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



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

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

■Payment Commission

(transfer fee charged by all participating stores)

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

convenience stores:

| | |
|-----------------------------------|---------------------|
| Entrance exam fee ¥49,999 or less | 432 yen (tax incl.) |
| Entrance exam fee ¥50,000 or more | 648 yen (tax incl.) |

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.



Access the site below with your PC

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



You can access
from our
website too!

Web Application - Online Transaction

1. Top Page

Click "Examination Fee".

2. Terms of Use and Personal Information Management

Please read the Terms of use on 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.

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

Necessary application documents



Mail it from Post office

[NOTICE/FAQ]

- During the payment periods and application periods specified in the application guidelines, you can make payment anytime.
Please consult the application guidelines and complete payment in time for the application period.
- On the last date of the payment period, please complete the transaction by 11:00 pm 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 | 555 yen |
| 30,000 yen ~ 49,999 yen | 987 yen |
| 50,000 yen ~ 69,999 yen | 1,420 yen |
| 70,000 yen ~ 89,999 yen | 1,800 yen |
| 100,000 yen ~ 199,999 yen | 2,037 yen |
| 200,000 yen ~ 299,999 yen | 2,571 yen |
| 300,000 yen ~ | 4,320 yen |

For questions or problems not mentioned here, please contact :

E-Service Support Center Tel : +81-3-3267-6663 (24 hours everyday)

| |
|--|
| For payment of the examination fee through an overseas banking institution |
|--|

Please follow the directions below and pay the examination fee by Telegraphic Transfer. If the local bank requires a separate handling fee, please pay the fee to the bank in addition to the following remittance.

| | |
|-----------------------|---|
| Type | Telegraphic Transfer |
| Payment method | Advise and Pay |
| Bank transfer fee | Payer's Responsibility |
| Lifting charge | Payee's Account |
| Amount to be remitted | In cases where examination fee is 35,000 JPY : 37,500 JPY (Examination Fee of 35,000 JPY plus bank transfer fee of 2,500 JPY) In cases where examination fee is 5,000 JPY : 7,000 JPY (Examination Fee of 5,000 JPY plus bank transfer fee of 2,000 JPY) |
| Purpose of remittance | Examination Fee |
| Message to payee | Applicant's full name |
| Bank name | MUFG Bank, Ltd. |
| Branch | Edogawabashi Branch |
| Account number | 0035967FKA |
| Payee | Waseda University |
| Address of Bank | 1-48-13, Sekiguchi Bunkyo-ku Tokyo 1120014, Japan |
| Swift code | BOTKJPJT |

Examination fee waiver program for applicants from specified countries

Outline

Applicants who wish to be admitted into the GSAPS are eligible to apply for the examination fee waiver if they reside in one of the countries designated by Waseda University AND hold the nationality of one of those countries.

Eligibility

The following conditions must be fulfilled:

1) The applicant must reside in one of the countries classified as "Least Developed Countries" or "Other Low Income Countries" in the list of ODA recipients as published by OECD/DAC AND hold the 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.

Procedures

Please enclose the following documents with the other application documents instead of the certificate of payment for the examination fee (e.g. copy of the remittance form, etc.). The application for the examination fee waiver program must be made along with the application for admission. Applications made afterward will not be accepted under any circumstances.

1) Application Form for Examination Fee Waiver (The form can be downloaded from Online Application System)

2) Copy of passport (including all details of the applicant)

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

However, if payment was made before the application for the examination fee waiver program, the examination fee will not be reimbursed.

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

[Eligible Countries]

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

9. Announcement of Successful Applicants

Successful applicants will be notified by the following methods.

| | |
|--|--|
| ①GSAPS Website | The “Examinee’s Numbers” (Juken Bango) of successful applicants will be posted on the GSAPS website at 10:00a.m. (Japan Standard Time) on the prescribed day. |
| ②Notification by postal mail / e-mail | <p><Application from inside of Japan></p> <p>For the successful applicants for the 1st screening, the detailed information (Time/Venue) of the 2nd screening will be dispatched by postal mail on the prescribed day for the 1st screening result announcement.</p> <p>For the FINAL successful applicants, the “Letter of Admission” will be sent by postal mail on the prescribed day for the 2nd screening result announcement and the "Guide to Entrance Procedures" will be provided via GSAPS Website.</p> <p><Application from overseas></p> <p>For the successful applicants for the 1st screening, the detailed information of the 2nd screening (Period/Method of interview) will be announced by e-mail on the prescribed day for the 1st screening result announcement.</p> <p>For the FINAL successful applicants, the “Letter of Admission” will be sent by postal mail on the prescribed day for the 2nd screening result announcement and the "Guide to Entrance Procedures" will be provided via GSAPS Website.</p> |

*** The GSAPS Admissions Office will not answer any inquiries with regard to the results and/or details of the screening over telephone, via e-mail, or by any other means.**

10. Entrance Procedures

Details about the entrance procedures and documents required for entrance are explained in the “Guide to Entrance Procedures”, which will be sent to the successful applicants. This section provides an outline of the procedures. Please keep these points in mind and be sure to follow the correct procedures for entrance.

Only successful applicants who have submitted the necessary documents for the entrance procedures and have transferred the tuition and fees by the Entrance Procedures Deadline will be admitted. Please note that the matriculation date cannot be extended. However, should successful international applicants choose to serve their military obligation before matriculation and wish to enter GSAPS after completing their military obligation, the matriculation date may be extended. Please contact the GSAPS Admissions Office for details.

*** Under no circumstances can entrance procedures be conducted after the deadline. Once remitted, Tuition and Fees are not refundable, and submitted documents will not be returned to you. However, in case you must withdraw prior to entrance due to unforeseen circumstances, only the 1st-term Tuition and 1st-term Student Health Promotion Mutual Aid Association Fees will be considered for refunds. For more information about the procedures for receiving a refund, please refer to the “Guide to Entrance Procedures”, which will be given to successful applicants.**

| | |
|-----------------------|---------------------------------|
| Admissions Categories | Entrance Procedures Deadline |
| General Admissions | December 18, 2019 |

Tuition and Fees

The tuition and fees below are for the academic year 2019. Successful applicants will be notified of details about the payment, in “Guide to Entrance Procedures”.

(Units: JPY)

| PhD Program | 1st year Amount | | 2nd year Amount | | 3rd year Amount | |
|---|--|-----------------|-----------------|-----------------|-----------------|-----------------|
| | For Entrance Procedures (First Semester) | Second Semester | First Semester | Second Semester | First Semester | Second Semester |
| Entrance Fee | 200, 000 | – | – | – | – | – |
| Tuition | 387, 500 | 387, 500 | 487, 500 | 487, 500 | 487, 500 | 487, 500 |
| Waseda University Student Health Promotion Mutual Aid Association Fee | 1, 500 | 1, 500 | 1, 500 | 1, 500 | 1, 500 | 1, 500 |
| Sub-Total | 589, 000 | 389, 000 | 489, 000 | 489, 000 | 489, 000 | 489, 000 |
| | 978, 000 | | 978, 000 | | 978, 000 | |
| Total | 2, 934, 000 | | | | | |

- * The Entrance Fee is waived for a successful candidate who is currently enrolled in, graduated from, completed, or withdrew from an undergraduate, graduate, or specialized program of Waseda University.
- * Student Health Promotion Mutual Aid Association Fees may change in the second year or later.
- * Additional fees may be necessary if registering particular courses after entrance.

11. Student Visa

It is, in principle, necessary for international applicants who does not possess Japanese nationality to obtain a “Student Visa” after they have been accepted at GSAPS, completed the prescribed entrance procedures, and effectively made the decision to begin their studies at GSAPS. Students must submit a valid passport and the Certificate of Eligibility (COE) to the Japanese Embassy or Consulate in their home country in order to apply for a “Student Visa.”

GSAPS will act as proxy to obtain the COE from the Tokyo Immigration Bureau of the Ministry of Justice for applicants applying under the Application from Overseas category, who do not possess Japanese nationality.

Applicants desiring to have the GSAPS act as their proxy are requested to submit a complete set of the necessary materials at the time of their application to the GSAPS in order to complete the processing in time.

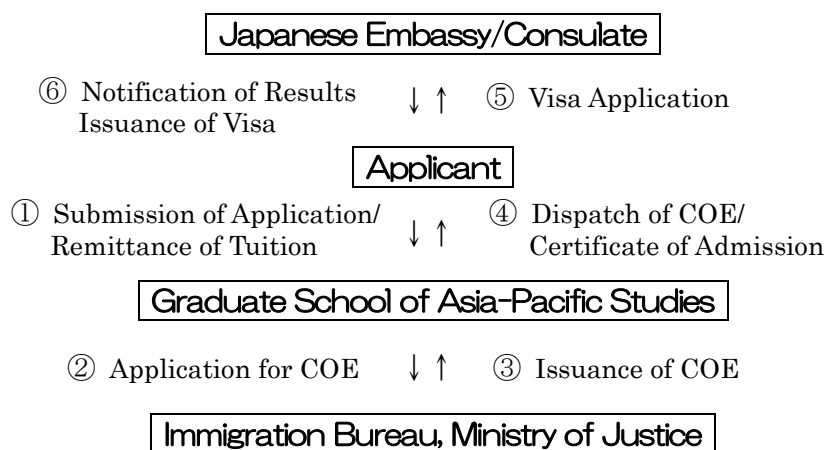
Please note that it takes around one month or more until the COE is issued by Tokyo Immigration Bureau after the submission of all required documents.

*For details, please refer to “**Application Materials for the Certificate of Eligibility**” (p.11).

Notes

- All documents must be completed in Japanese or English. If documents are submitted in a language other than Japanese or English, a Japanese or English translation must also be submitted.
- The GSAPS Admissions Office applies for COE only for “Student Visa” on behalf of applicants. Those who intend to apply for other types of visas are required to file their applications by themselves.
- If you do not submit the necessary documents or submitted documents are incomplete, we will not be able to apply for a COE for you.
- If you apply for a COE or a visa separately (i.e. a double application) in case you are accepted by other universities, a COE will not be issued.
- You may be required to submit additional documents by the Immigration Bureau of Japan.
- A COE may not be issued depending on the content of documents prepared by the applicant.
- An applicant who declines to enroll in GSAPS after having received a COE should follow the procedure for declining enrollment and return the COE to the GSAPS Admissions Office immediately.

◆ Visa Procedures (① → ② → ③ → ④ → ⑤ → ⑥)



12. Notes on Entrance Examination

Dishonest Acts

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

1. You may be deemed to have committed a dishonest act if Waseda University determines that you have falsified, fabricated, or plagiarized the document(s), statement(s), or information submitted for your application.
2. Your actions may be considered dishonest if you commit any of the following acts:
 - (1) Cheating (concealing or glancing at a cheat sheet or reference book during the examination, glancing at another examinee's answer sheet, or gaining answers from others)
 - (2) Answering questions using an instrument not allowed to be used during the written examination
 - (3) Touching the exam booklet and answer sheet before the instruction to start the examination is given (including opening up the exam booklet, beginning to answer questions, and writing on the back cover or the margins of pages of the exam booklet) during the written examination
 - (4) Continuing to hold your writing instrument or answer questions without following the instruction to cease taking the examination during the written examination
 - (5) Providing benefits to other examinees (providing them with answers etc.) during the examination
 - (6) Keeping your mobile phone with you or using it during the examination
 - (7) Letting your mobile phone or watch emit noise (incoming call alert, alarm, vibration, etc.) during the examination
 - (8) Conducting acts that could be considered a nuisance to other examinees at the examination venue
 - (9) Not following instructions from the examination supervisors at the examination venue
 - (10) Pretending to be an applicant and taking the examination for the applicant
 - (11) Conducting other acts impairing the fairness of the examination
3. The following actions may be taken if an applicant is suspected of committing a dishonest act:
 - A supervisor may warn or question the applicant.
 - The applicant may be requested to take the examination in another room.
4. In addition, the following actions may be taken if a dishonest act is identified:
 - The applicant may not be allowed to continue taking the examination or be allowed to take any other entrance examination given by Waseda University during the year. (Examination fees will not be returned.)
 - The results of all entrance examinations taken by the applicant at Waseda University during the year may become invalid.

Environment for Entrance Examination

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.

- (1) Everyday noise (airplanes; motor vehicles; wind and rain; the sound of the air conditioner; coughs, sneezes and snuffles from the other examinees; the distant noise of cell phones, etc.) is sometimes unavoidable. As a general rule, no special treatment will be given to any examinee (or group of examinees) due to any occurrence of "everyday noise."
- (2) In the event that a cell phone or wristwatch rings, vibrates, or otherwise causes a disturbance during the exam, and an exam monitor can identify the particular device as the source of the disturbance, he/she will remove the device from the exam site, with or without the consent of its owner. The item will be kept at the exam headquarters.
- (3) 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.
- (4) If, by the actions of a certain examinee, other examinees are disturbed, the examinee causing the problem may be asked to take the exam in a different room.

Uncontrollable Accidents, etc.

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

◆For your Information: List of Language Proficiency Tests

Japanese Language Proficiency Test

* Japanese Language Proficiency Test

By Japan Education Exchanges and Services/Japan Foundation

【Taking exam in Japan】

Tel. 03-6686-2974 URL. <http://www.jlpt.jp>

【Taking exam outside Japan】

URL. https://www.jlpt.jp/application/overseas_list.html

English Language Proficiency Test

* TOEFL : Test of English as a Foreign Language

By ETS : Educational Testing Service

Institution code : 2713 (GRAD SCH ASIA-PACIFIC WASEDA U)

Department code: 88 (International Relations) or 99 (Any department not listed)

【Taking exam in Japan】

Tel. 03-5541-4800

URL. <http://ac.prometric-jp.com/toefl/jp/online.html>

【Taking Exam outside Japan】

<http://www.ets.org/toefl/>

* TOEIC : Test of English for International Communication

【Taking exam in Japan】

By The Institute for International Business Communication

Tel. 03-5521-6033 URL. <http://www.toEIC.or.jp/>

【Taking Exam outside Japan】

By ETS : Educational Testing Service

URL. <http://www.ets.org/toEIC>

* IELTS : International English Language Testing System

By The British Council

【Taking exam in Japan】

URL. <http://www.britishcouncil.jp/exam/ielts>

URL. <http://www.eiken.or.jp/ielts/>

【Taking Exam outside Japan】

GSAPS Admissions Office, Waseda University

Nishi-Waseda Bldg. 7F, 1-21-1 Nishi-Waseda, Shinjuku-ku,
TOKYO 169-0051 JAPAN

TEL : +81-(0)3-5286-3877 FAX : +81-(0)3-5272-4533

E-mail : gsaps-admission@list.waseda.jp

URL : <http://www.waseda.jp/gsaps/en/>