

Graduate School of Asia-Pacific Studies

Guide to Entrance Procedures

<MA Program September 2020 Admission>

【 Entrance Procedures 】

Please make sure that you complete all the following necessary entrance procedures (A&B) by the deadline below.

A) Payment of Tuition and Fees

B) Submission of documents for entrance procedures

***Under any circumstances, no procedures can be done after the deadline.**

If you do not complete all the Entrance Procedures by the prescribed deadline, we consider that you withdraw the entrance into the GSAPS program.

*Entrance timing cannot be deferred.

Deadline : Thursday, June 18, 2020

*** Documents should be submitted to:**

GSAPS Admissions Office, Waseda University

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

【 Next Contact from GSAPS 】

GSAPS will contact you for the following purposes in near future. **Therefore, please carefully check e-mails/letters from GSAPS and/or the news in GSAPS Website.**

Note: The schedules shown below* are based on the past rules/experiences. However, as some schedules are uncertain at this moment and can be changed later due to COVID-19, please carefully keep your eyes on the notification from GSAPS (e-mails/letters /website/etc.) especially in/after August 2020.

- **Early August 2020:** To request you to register your personal information necessary for enrollment online
- **Early August 2020:** To provide you with information necessary before the enrollment on the GSAPS website (i.e. Detailed schedule of the GSAPS Academic Orientation, Course registration, Scholarship registration, etc.)
 - GSAPS Academic Orientation is planned at this moment on September 21st 2020*, the first day of the GSAPS First Semester.
 - For international students, the orientation by Center for International Education (CIE) will be also made in a couple of weeks before enrollment (i.e. around middle of September 2020*). Its detailed schedule will be announced on GSAPS website early August.

We suggest that you will plan when to enter Japan so that you can attend it.

<For the international applicants who submitted “Application for **Certificate of Eligibility**”>

After you complete the Entrance Procedure, Waseda University will prepare to act as a proxy to obtain your Certificate of Eligibility (COE) and submit the application form of COE along with other necessary documents to the Immigration Bureau of the Ministry of Justice. If there are any uncollected documents and /or questions, GSAPS Admissions office will contact you. Therefore, please make sure to check your email accounts on a regular basis after completing entrance procedures. Assuming the application proceeds smoothly like the past years, COE is expected to be issued late August to early September*. We will send it out to you as soon as we receive from the Immigration Bureau. For this Academic Year, however, it is expected that some countermeasures to COVID-19 by Japanese government would impact the flow of inspection for COE application and COE issue itself. Please understand that such situations are all controlled by Japanese government /Immigration Bureau and would possibly bring difficulties and delay in issuance of COE. We appreciate your understanding and patience in advance.

Important Notes:

*Please notify GSAPS Admissions office if there are any changes in the information you submitted after completion of the entrance procedures.

* For payment of tuition and fees after enrollment, please refer to below.

- Students are required to pay the designated tuition and fees in the first semester and the second semester every year.
- Tuition and fees for the first semester of the first year is completed by paying the tuition and fees for entrance procedure.
- Tuition and fees from the second semester of the first year will be paid normally by the automatic debit transfer each semester. Automatic Debit Transfer Application Form will be provided the applicants from inside of Japan around August 2020, and those from overseas after entrance.

***Regarding “Dormitory and Housing”.**

Please refer to website of “Residence Life Center” below and inquire of them directly, if you have any questions.

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



Please send the above documents to ;

**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
Email: gsaps-admission@list.waseda.jp**



Entrance Procedures Check List

Necessary procedures (both A: Payment of Tuition and Fees and B: Submissions of documents) for the entrance are listed in the table below by application category and status of graduation at the time of application. Please make sure of detailed information on the payment and each document from the next page of this guide.

Deadline : Thursday, June 18, 2020

Application Categories	Inside of Japan		From Overseas	
Graduation status at the time of application	Not graduated	Graduated	Not graduated	Graduated
A. Payment of Tuition and Fees				
*Except for MEXT scholarship students	Bank Transfer		Bank transfer or Credit Card	
B. Documents for Entrance Procedure				
① Written Oath and Written Guarantee/ Consent for the Treatment of Personal Data 【 GSAPS Designated Forms 】	○	○	○	○
② Oath of Academic Integrity 【 GSAPS Designated Forms 】	○	○	○	○
③ Parent(s) Contact Information 【 GSAPS Designated Forms 】 (Need to submit only if your parent is not a “Guarantor” for document ①)	○	○	○	○
④ A) Resident Certificate (Jumin hyo) or B) Status of Residence Notification Form 【 GSAPS Designated Forms 】 (B: Paste photocopies of both sides of Residence Card/ Special Permanent Resident Certificate) *Japanese: Submit A) document. Non-Japanese: Submit either A) or B) document	○	○	○※	○※
⑤ Certificate of Graduation/Degree and Transcript of Academic Record	○	×	○	×
⑥ Photocopy of Receipt of payment of tuition and fees *Except for MEXT Scholarship students	○	○	○	○
⑦ Photocopy of Notification of Monbukagakusho Scholarship Extension *Only for MEXT Scholarship students	○	○	×	×
⑧ Notification for Delay of Admission procedure Documents 【 GSAPS Designated Forms 】 *Only if there are documents which cannot be obtained by the deadline	○	○	○	○

※ Those who reside outside of Japan during the time of entrance procedures must submit this document after arrival in Japan by Fri. September 18, 2020.

A. Payment of Tuition and Fees

(Not necessary for Japanese Government Monbukagakusho (MEXT) Scholarship students)

1. Payment from Inside of Japan:

The bank transfer of Tuition and Fees should be made from a nearby bank (except for Japan Post Bank) by using the designated form ‘Application for Bank Transfer’.

The form will be sent by post by GSAPS Admissions Office.

Amount :

General applicants	Applicants who earned a degree, dropped out, or are expected to graduate from a regular program at Waseda University
¥ 888,000	¥ 688,000

《Details》

Entrance Fee* : ¥200,000

Tuition(1st term in the 1st year) :¥686,500

Student Health Promotion

Mutual Aid Association Fees : ¥1,500

(1st term in the 1st year)

*The Entrance Fee is waived for successful candidates who earned a degree, dropped out, or are expected to graduate from a regular program at Waseda University.

* Student Health Promotion Mutual Aid Association Fees might be changed in the second year or later.

* Additional fees might be necessary if registering particular courses after entrance.

Note:

* Payment through ATM (automatic teller machine) or internet banking is not acceptable.

* Banks are normally closed on weekdays after 3:00 PM, on Saturdays, Sundays and public holidays.

* Transfer of the Tuition and Fees alone does not satisfy the entrance procedure. Please make sure to submit all necessary documents within the prescribed period.

2. Payment From Outside of Japan:

① Bank Transfer

*In case the applicants from overseas would like to transfer the tuition and fees within Japan, please contact GSAPS Admissions Office to receive the designated form "Application for Bank Transfer" used for the transfer in Japan.

Amount :	
General applicants	Applicants who earned a degree, dropped out, or are expected to graduate from a regular program at Waseda University
¥ 890,500 (¥ 888,000 + handling fee at MUFG Bank, Ltd. ¥ 2,500)	¥ 690,500 (¥ 688,000 + handling fee at MUFG Bank, Ltd. ¥ 2,500)

《Details》

Entrance Fee*: ¥200,000
 Tuition(1st term in the 1st year) :¥686,500
 Student Health Promotion
 Mutual Aid Association Fees : ¥1,500
 (1st term in the 1st year)

*The Entrance Fee is waived for successful candidates who earned a degree, dropped out, or are expected to graduate from a regular program at Waseda University

* Student Health Promotion Mutual Aid Association Fees might be changed in second year or later.

* Additional fees might be necessary if registering particular courses after entrance.

Note:

Please note that an extra bank handling fees may happen to be necessary in addition to the "handling fee at MUFG Bank, Ltd." above when you transfer the fee at bank. In this case, the applicant needs to pay the extra handling fees in addition to the amount in bold letters above. Therefore, please arrange to transfer the amount in bold letters above into our designated bank account after checking with the bank through which you transfer whether it is necessary to pay extra bank handling fees or not.

If the transferred amount is less than our designated amount above, the amount of shortage will be charged to you after your entrance.

Transfer	: Telegraphic Transfer
Payment Method	: Advise and Pay
Transaction fee	: Payee's Account
Payment purpose	: Tuition and Fees
Message	: Applicant's name•Examinee's Number
Bank	: MUFG Bank, Ltd.
Branch	: Edogawabashi Branch
Account#	: 0035970RKA
Address	: 1-48-13,Sekiguchi Bunkyo-ku Tokyo 1120014,Japan
Payee	: Waseda University
Swift code	: BOTKJPJT

② Credit Card

Successful applicants or tuition payers who live outside of Japan can pay tuition and fees by credit card. Please read the instruction on the next page “Waseda University Tuition and Fee Payment by Credit Card” carefully, access the online payment website (<https://e-shiharai.net/ecard/>) and complete the required procedure.

- There is a fee for this payment transfer service, which applicants must pay in addition to the tuition and fees.
- Only VISA and MasterCard are available.
- Please submit the photocopy of the result of the payment.
- Be sure to make payment during the payment period. The payment can be made 24 hours a day, seven days a week, including Saturdays, Sundays and holidays.
- 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 (Application number and Name) must be entered in the “Basic Information” page of the website.

Please follow the instruction on the next page.

Waseda University Tuition and Fee Payment by Credit Card

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

You can pay the Tuition and Fee by using Credit Card.



Web Application - Online Transaction

Access

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



You can access
from our
website too !

- | | |
|---|--|
| 1. Top Page | Click "Entrance Fee". |
| 2. Terms of Use and Personal Information Management | Please read the Terms of use and Personal Information Management.
Click "Agree", located in the lower part of this page, if you agree with these terms.
Click "Not agree", located in the 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 | Select your First to Fourth choices and click "Add to Basket" |
| 6. Basket Contents | Check the contents and if they are OK, click Next. |
| 7. Basic Information | Input the applicant's basic information. Choose your credit card and click "Next". |
| 8. Credit Card Information | Input Credit Card number (15 or 16-digits), expiration date and security code. |
| 9. Payment Result | All of your application information is displayed. Click "Confirm" to verify. |
| 10. Credit Card Payment Completed | Your payment has been completed.
To print a copy, go to the "Application Result page" on the e-shiharai site and input the "Receipt Number", which was given to you when your payment was completed, and your "Birth Date". |
- Once this process has been completed, please follow the guidelines as stated by your department/graduate school. Any inquiries should be addressed to the administration office of your department/graduate school.

[NOTICE/FAQ]

- During the payment periods specified in the enrollment guidelines, you can make payment anytime.
Please consult the enrollment 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.
- To check your application result, go to the "Application Result page" on the e-shiharai site and input the "Receipt Number" which was given when your application was completed and your "Birth Date". The result will be displayed.
- Please contact the credit card company if your card is not accepted.
- There is a fee for this payment transfer service, which applicants must pay in addition to the tuition and fee.

■ Payment Commission

Tuition and Fee	Payment Commission
~ 10,000yen	631yen
10,001yen ~ 100,000 yen	2,413 yen
100,001yen ~ 200,000 yen	4,715 yen
200,001yen ~ 300,000 yen	7,129 yen
300,001yen ~ 400,000 yen	9,329 yen
400,001yen ~ 500,000 yen	11,631 yen
500,001yen ~ 600,000 yen	13,942 yen
600,001yen ~ 700,000 yen	16,142 yen
700,001yen ~ 800,000 yen	18,547 yen
800,001yen ~ 900,000 yen	20,747 yen
900,001yen ~ 1,000,000 yen	23,160 yen
1,000,001yen ~ 1,100,000 yen	25,462 yen
1,100,001yen ~ 1,200,000 yen	27,723 yen
1,200,001yen ~ 1,300,000 yen	29,944 yen
1,300,001yen ~ 1,400,000 yen	32,347 yen
1,400,001yen ~ 1,500,000 yen	34,650 yen

For questions or problems not mentioned here, please contact :

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

3. Withdrawal after Entrance Procedure:

Once remitted Tuition and Fees are not refundable, and once submitted documents are not 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.

<How to apply for refund>

Please contact the GSAPS Admissions Office beforehand and visit GSAPS Office with the following materials during the specified period below.

Application period	<u>Friday, September 11 – Friday, September 18, 2020</u> <u>Office Open Hours: 9:00-17:00 on Monday-Friday (Closed on Saturday, Sunday and National Holidays)</u> <u>*Application closes at 15:00 on Friday, September 18, 2020.</u> <u>*Please make sure to contact the GSAPS Admissions Office beforehand.</u>
Place to apply	GSAPS Office (Tel: 03-5286-3877)
Materials to submit	a) ID Card with face photo b) Receipt for payment of Tuition and Fees (Original) c) Consent letter signed by your Guarantor (Original) (Free format, but the address, telephone number, signature, and seal of the guarantor must be included.) d) Personal Seal e) Bank Account Number of your own or your guarantor (for any banks in Japan except Japan Post Bank. If no bank accounts in Japan, please notify GSAPS office.)

- Note:◆ Applicant himself/herself must apply for the withdrawal procedure at GSPAS office in order to confirm his/her will.
- ◆ It is not accepted to cancel the procedure of withdrawal, once it is completed.
 - ◆ The procedure of withdrawal after the deadline above is not accepted.
 - ◆ Applicant must get the consent from the guarantor (designated in the “Written Oath and Guarantee” as Entrance procedure document) in case of withdrawal of entrance. The guarantor must be either a parent or some equivalent person who corresponds to him/her and who supports himself or herself independently.
 - ◆ In case the withdrawal procedure by post mail is preferable, please make sure to contact the GSAPS Admissions Office **beforehand**. Please note that the deadline for the withdrawal procedure by post mail is **Tue. September 15, 2020. (The materials must reach Admissions Office by this day.)**

4. Transfer of Tuition and Fees paid to another graduate school within Waseda

University:

Tuition and Fees paid to another graduate school within Waseda University are transferable should you prefer to enter GSAPS instead of the school where you have already paid the Tuition and Fees. This applies only to the graduate schools where the date of the final result notification and the period of transfer for the tuition & fees are not the same as that of GSAPS.

To apply for this, please contact the GSAPS Admissions Office beforehand and visit GSAPS Office with the following materials during the specified period below.

<How to apply for transfer>

Application period	<u>During the period of Entrance procedure for GSAPS (by Thursday, June 18, 2020)</u> <u>*Under the recent social circumstances, GSAPS opens office on an irregular basis. Therefore, please inform the GSAPS Admissions Office of the day and time when you would like to visit for this procedure by email beforehand.</u> <u>*Application closes at 15:00 on June 18, 2020.</u>
Place to apply	GSAPS Office (Tel: 03-5286-3877)
Materials to submit	a) Photocopy of Application Card for another graduate school b) Photocopy of Receipt of Tuition and Fees for another graduate school c) Payment Slip for Tuition and Fees for GSAPS (Original) d) Documents for Entrance Procedures for GSAPS e) Personal Seal f) Bank Account Number of your own or your guarantor (for any banks in Japan except Japan Post Bank. If no bank accounts in Japan, please notify GSAPS office.)

Note:

- ◆ Applicant must apply for the procedure in order to confirm his/her will. Once the procedure of transfer is completed, it is not accepted to transfer again.
- ◆ Photocopy of “Receipt of Tuition and Fees for another graduate school” has to be submitted to GSAPS, as it is necessary to transfer the paid fee to GSAPS.
- ◆ The GSAPS Admissions Office adjusts the amount of difference, if any. The excess in payment will be refunded to an applicant’s bank account. If the amount paid already to another graduate school is short, an additional payment must be made by bank transfer to the designated bank account. Please contact the GSAPS Admissions Office regarding the detailed procedures.
- ◆ The procedure of transfer after the deadline above is not accepted.
- ◆ In case the Transfer procedure by post mail is preferable, please make sure to contact the GSAPS Admissions Office **beforehand**. Please note that the deadline for the transfer procedure by post mail is **Monday, June 15, 2020. (The materials must reach Admissions Office by this day.)**

B. Documents for Entrance Procedures

*Please fill out all the documents with black or blue ballpoint pen.

*Erasable ball-point pen” may not be used.

*Please make sure of necessary documents with the Check List.

Documents to be submitted

① **Written Oath and Written Guarantee
/ Consent for the Treatment of Personal Data**
【 GSAPS Designated Forms 】

* Must be filled out by the student and his/her guarantor.
Guarantor must be either a parent or someone who corresponds to him/ her and who supports himself/herself independently.

* The seals of the student and the guarantor must be different.

② **Oath of Academic Integrity**
【 GSAPS Designated Forms 】

③ **Parent(s) Contact Information**
【 GSAPS Designated Forms 】

Please submit only if your parent (father or mother) is not a “Guarantor” in the prescribed form “Written Oath and Written Guarantee / Consent for the Treatment of Personal Data”.

④ **A) Resident Certificate (Jumin hyo)**

or

B) Status of Residence Notification Form 【 GSAPS Designated Forms 】

***Japanese: Submit A) document**

***Non-Japanese: Submit either A) or B) document**

A) Resident Certificate (住民票 : Jumin hyo) :

This certificate is available at the city/ward hall nearest to your address.

Please submit the Resident Certificate which is issued within 3 months before submission, and includes all the basic information of “Current address”, “Your name”, “Date of birth”, and “Gender”.

Please note that you ask the officer of the city/ward hall to include all of them, as they may not be covered if not requested.

*Please exclude the My Number (personal ID number).

*“Explanation for Notice of Resident Record Code” (住民コード通知書) will not be accepted.

<For Non-Japanese students>

Please make sure to request the officer of city/ward hall to include the information below as well, in addition to the above basic information.

“Nationality”, “Status of residence”, “Period of stay”, “Expiry date of the period of stay”, and “Number of residence card”

Please note that you ask the officer of the city/ward hall to include all of them, as they may not be covered if not requested.

B) Status of Residence Notification Form

Please make a photocopy of both sides of your Residence Card / Special Permanent Resident Certificate, cut, and paste them on this form.

<Those who have applied from overseas>

After arrival in Japan, please submit the above document (A or B) by September 18 (Fri.), 2020.

<In case of any changes of your information indicated in the above document after submission>

Please resubmit a photocopy of the most updated one to our office by September 18 (Fri.), 2020, if the status of residence and/or address, etc. change(s) after submitting.

<p>⑤ Certificate of Graduation/Degree and Transcript of Record <u>(Only Students who were expected to graduate at the time of application need to submit. Those who had already graduated and submitted originals of these documents at the time of application do NOT have to submit them again.)</u></p>	<p>If the certificate of Graduation/Degree and the transcript are not available at this moment, please submit the form "Notification for Delay of Admission Procedure Documents" <u>by June 18 (Thu.), 2020</u> and submit the certificate and transcript later <u>by September 18 (Fri.), 2020</u>.</p> <p>*For applicants who graduated and obtained a degree from a university or college in Mainland China (excluding Hong Kong, Taiwan, and Macau) :</p> <ul style="list-style-type: none"> • <u>For the certificate of Graduation</u>, please request CHESICC to send "Online Verification Report of Higher Education Qualification Certificate" directly to our office (gsaps-admission@list.waseda.jp) via email. • <u>For the Certificate of Degree</u>, please request CDGDC to send "Credentials Report (認証報告)" directly to our office (gsaps-admission@list.waseda.jp) via email. <p>[Note] Only reports sent directly from CHESICC/CDGDC will be considered valid, and the certificates issued by university are not accepted.</p> <p><u>仅从 CHESICC / CDGDC 通过电子邮件直接发送的验证报告将被视为有效。我们不接受大学颁发的证书。</u></p>
<p>⑥ Photocopy of Receipt of payment of tuition and fees <u>(Except for MEXT Scholarship students)</u></p>	<p><Payment from inside of Japan> A photocopy of the receipt of "Bank Transfer" form which bears a stamp by the bank*</p> <p><Payment from outside of Japan> A photocopy of the Application for Remittance form* <u>or</u> A photocopy of the result of payment by Credit Card</p> <p>*Please make sure to take a photocopy for GSAPS and keep its original for yourself.</p>
<p>⑦ Photocopy of Notification of Monbukagakusho Scholarship Extension <u>(MEXT Scholarship students only)</u></p>	<p>Photocopy of "Notification of Monbukagakusho Scholarship Extension" you received from the department in charge of MEXT matters in your current university.</p>
<p>⑧ Notification for Delay of Admission Procedure Documents 【 GSAPS Designated Forms 】</p>	<p>If you cannot submit the Certificate of Graduation/Degree and Transcript of Record and/or other documents by the designated deadline (<u>June 18 (Thu.), 2020</u>), you must submit this document.</p>

Compliance Rules

The Waseda University student must become deeply aware of the Mission of Waseda University, maintain the public norms of a good citizen, act in accordance with one's duties as student, and comply with the following rules:

1. Be diligent about learning, approach exams and other testing with a sincere attitude at all times and do not engage in acts of dishonesty or cheating.
2. Pay tuition and other fees (e.g. Student Health Promotion Mutual Aid Association Fees) required by Waseda University by each due date.
3. Respect the personal information of other persons and take necessary precautions upon disclosing one's own personal information.
4. Respect the personality of other persons and do not violate the rights of others through acts of sexual harassment or other forms of harassment.
5. Carry your student ID at all times and present it to faculty members when required.
6. Maintain the quiet educational and academic research environment of Waseda University and do not engage in acts in obstruction in classes. Furthermore, outside the Waseda University campus, do not cause any acts of nuisance, such as excessive noise or obstruction of passages.
7. Do not smoke or drink on campus except in designated areas where such is permitted.
8. Not be involved in any way with illegal drugs.
9. When engaging in an extracurricular activity or similar activity, act in accordance with the rules, regulations, precautions and the like established by Waseda University, and act at one's own will and full responsibility.
10. Do not deface or damage facilities, equipment or other property of Waseda University.
11. Comply with the rules and regulations and act in accordance with instructions of the School and other affiliated organizations to which the student belongs.

Treatment of Personal Data by Waseda University

<for Students and Guarantors>

Waseda University ("Waseda"), being fully aware that the protection of personal data is a basic requirement derived from human dignity, established the "Regulations on Privacy and Data Protection" in May 1995 and has taken strict care in its handling of personal data. As the "Law concerning Protection of Private Information (Privacy Law)" came into force in its entirety on April 1, 2005, Waseda will continuously endeavor to comply with the law and control and manage personal data in a safe and adequate manner. Therefore, please read the following information and submit the "Consent for the Treatment of Personal Data" signed by both the student and the guarantor together with other enrollment documents.

1. Collection of Personal Data and Purpose of Use of Personal Data

Personal data means any information relating to a student, guarantor, faculty or staff member or other individual in which that individual is identified or identifiable. Waseda will collect only such personal data as is deemed necessary for education and research, student assistance, or university administration, for the following purposes. In addition, Waseda may communicate with the student or the guarantor based on the collected personal data if necessary.

<Purpose of Use>

- (i) Management of student registration, management of changes in student registration, health management, scholarship management;
- (ii) Registration for courses, management of student results, class management;
- (iii) Management of information on internal admission to the undergraduate or graduate school or change of school, or careers after graduation;
- (iv) Issuance of student identification cards or various certificates;
- (v) Management of tuition and fees information, management of account information;
- (vi) Assistance in student life and extracurricular activities;
- (vii) Preparation and management of job related information;
- (viii) Management of use of facilities and equipment within the university, management of security camera footage;
- (ix) Management of library use information;
- (x) Dispatch of the academic transcript and information regarding the student's academic standing to the guarantor;
- (xi) Consultation with the guarantor on the student's results or course selection;
- (xii) Public relations magazines of the university and affiliated schools, information on events, announcements relating to fund-raising for the university;
- (xiii) Dispatch of various information to graduates;
- (xiv) Provision of information to partner universities based on academic exchange agreements or such other arrangements;
- (xv) Provision of necessary information to Student Health Insurance Union (*Gakusei Kenko Hoken Kumiai*) of Waseda University (Administrator: Administrative Director, Student Affairs Division);
- (xvi) Provision of necessary information to Waseda University Alumni Association (Administrator: President of Waseda);
- (xvii) Provision of necessary information to the academic organizations (Administrator: Dean of each school) composed of students and faculty within the undergraduate or graduate school to which the student belongs;

- (xviii) Provision of necessary information to the Faculty and Staff Union for the purpose of promoting public grants;
- (xix) If applicable, management of on-campus employment, payment of wages and allowances;
- (xx) Improvement of Waseda University's educational and research programs, entrance examinations and student recruitment activities; and
- (xxi) Verification of identity, based on student submitted photos and their scanned data, required to process internal administrative procedures as well as to enable a variety of web-based services offered within the university.

2. Safe Keeping of Personal Data

Waseda will strictly keep personal data secure from unauthorized use, loss, destruction, falsification and leakage, and will provide education and training for personal data management to the faculty, staff or other persons engaged in the affairs of Waseda who handle personal data.

3. Provision of Personal Data to a Third Party

Waseda will not provide personal data to a third party without the consent of the data subject unless any of the exceptions defined in Paragraphs 1 through 4 of Article 23 of the Privacy Law applies.

4. Outsourcing of University Operations to a Third Party

Waseda University may entrust all or parts of bulk-mailing or data entry operations to a third party. In such a case, Waseda University requires the third party (through a contract and other means) to handle personal data adequately and appropriately so that the personal data will not be leaked, lost, or misused.

5. Disclosure and Correction of Personal Data

The student and guarantor may request disclosure or correction of personal data at the affiliated school, any undergraduate or graduate school to which the student belongs, or such other place where personal data is kept.

<Restriction of Provision to A Third Party>

Article 23 A business operator handling personal information shall not, except in the following cases, provide personal data to a third party without obtaining the prior consent of the person:

- (i) Cases in which the provision of personal data is based on laws and regulations
- (ii) Cases in which the provision of personal data is necessary for the protection of the life, body, or property of an individual and in which it is difficult to obtain the consent of the person
- (iii) Cases in which the provision of personal data is specially necessary for improving public health or promoting the sound growth of children and in which it is difficult to obtain the consent of the person

- (iv) Cases in which the provision of personal data is necessary for cooperating with a state organ, a local government, or an individual or a business operator entrusted by one in executing the affairs prescribed by laws and regulations and in which obtaining the consent of the person are likely to impede the execution of the affairs
- (2) With respect to personal data intended to be provided to a third party, where a business operator handling personal information agrees to discontinue, at the request of a person, the provision of such personal data as will lead to the identification of the person, and where the business operator, in advance, notifies the person of the matters listed in the following items or put those matters in a readily accessible condition for the person, the business operator may, notwithstanding the provision of the preceding paragraph, provide such personal data to a third party:
 - (i) The fact that the provision to a third party is the Purpose of Utilization
 - (ii) The items of the personal data to be provided to a third party
 - (iii) The means or method of provision to a third party
 - (iv) The fact that the provision of such personal data as will lead to the identification of the person to a third party will be discontinued at the request of the person
- (3) When a business operator handling personal information changes the matter listed in item (ii) or (iii) of the preceding paragraph, the business operator shall, in advance, notify the person of the content of the change or put it in a readily accessible condition for the person.
- (4) In following the cases, the individual or business operator receiving such personal data shall not be deemed a third party for the purpose of application of the provisions of the preceding three paragraphs:
 - (i) Cases in which a business operator handling personal information entrust the handling of personal data in whole or in part within the scope necessary for the achievement of the Purpose of Utilization
 - (ii) Cases in which personal data is provided as a result of the succession of business in a merger or otherwise
 - (iii) Cases in which personal data is used jointly between specific individuals or entities and in which this fact, the items of the personal data used jointly, the scope of the joint users, the purpose for which the personal data is used by them, and the name of the individual or business operator responsible for the management of the personal data is, in advance, notified to the person or put in a readily accessible condition for the person

Please direct any questions regarding the protection of personal data by Waseda to:

Administration Office of the Privacy and Data Protection Committee
1-104 Totsuka-cho, Shinjuku-ku, Tokyo 169-8050
E-mail: kojinjoho@list.waseda.jp

Waseda University Alumni Association (WUAA)

“Waseda University Alumni Association (WUAA)” is inaugurated in 1885, which was the year after the first students of Waseda graduated from the university. Graduates of Waseda University automatically become full member of WUAA upon graduation. WUAA, currently having approximately 620,000 members, has been working to enlarge its organization nationwide and worldwide.

◇Main operation of WUAA

WUAA works to foster and develop a cooperative relationship between Waseda University and alumni members, as well as to support current students.

●fosteles of support for Alma mater and current students

Total amount for support in fiscal year 2016 : approx. 255,280,000 yen

【Scholarships funded by alumni's support】

Backing up our juniors who need financial help by a providing several grant-type scholarships.

【Other Support for alma mater】 *As of Fiscal Year 2016

Donation to library (1 million yen), Operating expense for Waseda International Student House (WISH) Social Intelligence (SI) program (5 million yen), Reinforcement fund for athletic clubs (10 million yen), WUAA endowed lectures (5.5 million yen), etc...

*We have been providing “100yen breakfast” for students since fiscal year 2016.

●yen bres of service to alumni members

Waseda Card (credit card) membership (members will be accorded privilege of special price for some items), Running of events such as celebration of Alumni "Tomonsai", Sending communication pamphlet “Waseda Gakuho”, etc...

For details, please refer to the website below.

<http://www.wasedaalumni.jp/about/project.html>

◇Membership fee

Waseda Alumni Association is funded by the annual membership fees (5,000yen / year). Membership fees for 10 years (40,000 yen at a discount) shall be paid in advance along with second term academic tuition fees in the last year by the associate members(undergraduate / graduate students). Thank you very much for your understanding and cooperation.

*For undergraduate student, student who is pursuing second bachelor degree, transfer student, and student who changed their affiliation are included (student who readmitted, non-degree student, student who enrolled through double degree program are not applicable).

*For graduate student, target will be those who enrolled in the program for master's degree and professional degree from other university (graduates from Waseda's undergraduate course, transfer student, doctoral student, non-degree student, student who enrolled through double degree program are not applicable) .

〔Contact〕 Waseda University Alumni Association (TEL : 81-3-3202-8040)