



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

**【Special Admissions for
Graduating Waseda University Students】**

**Application Guide
for September 2021 Admission
(including admission for April 2022)**

MA in International Relations

2021.3.12. Slightly Revised

Applicants who, in accordance with School Health and Safety Act, have been forbidden from attending classes due to as of yet untreated cases of infectious diseases (such as COVID-19, influenza, measles, rubella, etc.), and who may consequently prove a threat to other applicants and proctors of the examination, are asked not to attend the examination. Note that, for those unable to attend the examination for this (or any other) reason, there will be no make-up examination, and your screening fee will not be returned to you unless we announce special treatment.

There might be some changes in the conditions of the screening due to the COVID-19 situation. In such case, we will notify on our website. Please check our website frequently. In addition, if there will be any changes after the application period, we may notify the applicants about the change via email. Please also check the email on a regular basis.

Please read before you proceed to the following pages
<<Important points for application>>

①Read the application guide thoroughly.

We won't answer to any inquiries regarding the topics which are already indicated in the application guide.

②Communicate well enough with your recommender in advance to ask for your recommendation letter.

We are not responsible for the trouble due to the lack of your communication with your recommender.

③Check carefully if there are any mistakes before completing/submitting the online application.

The online application system has “temporarily save” function. Please carefully check your input before you complete/submit to see if there are any mistakes.

④DO NOT send original hard copy of the Graduation diplomas/Diploma supplement which cannot be reissued.

Our admissions office is not responsible for any loss, damage or misdelivery occurred during the postal exchange of those important documents.



⑤Check the delivery status by yourself.

Make sure to use the trackable postal service. We do not inform applicants the delivery status of application documents.

⑥If you changed your address during the screening process, make sure to contact us immediately.

If you moved, please let us know immediately and do not wait for the final screening result. It will make us difficult to send important documents or notice if you do not provide us with the new address.

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 MA Program, GSAPS welcomes application not only from undergraduate students, but professionals who have relevant work experience, and seek to further enhance the well-being of global society, instead of just one's home country.

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.

◆ **Collecting Information Related to Gender**

For the purpose of administering entrance exams in an efficient manner and carrying out admission procedures, Waseda University collects information regarding your gender on legal documents. The information is collected only when the reason is deemed reasonable, and these cases are limited to a minimum.

<https://www.waseda.jp/inst/diversity/news/2020/04/21/8631/>

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【For Japanese Nationals : About GSAPS Excellence Awards】

Graduate School of Asia-Pacific Studies provides the Scholarship Admission for Japanese applicants for the MA program of September 2021 admission (*not applicable for April 2022 admission).

<GSAPS Excellence Awards>

- The successful applicant will be granted 1,400,000 JPY
- No financial status information is required for the application.
- Applicant will be notified with the result of the grant before their enrollment.

Those who are interested in applying for this grant are required to refer to both the application guide for the GSAPS Excellence Awards and this application guide for “Special Admissions for Graduating Waseda University Students”.

(Those who are interested in this grant are required to submit the application form for GSAPS Excellent Awards.)

GSAPS Excellence Awards Application Guide

<https://www.waseda.jp/fire/gsaps/news-en/2746>

Project Research Available for September 2021/ April 2022 Admission:

Project research is carried out under the instruction of their academic advisors, where students will learn and master skills to prepare and complete their thesis, to compile, analyze and review relevant information fully and to understand the research methodology. In principle, students belong to and work under one research project seminar respectively through all the school years since the first quarter.

Therefore, please deliberately choose the project research fit to your own research field/interest from the list in the next page available this academic year, by checking the “Project Research” on the GSAPS webpage via this URL (<https://www.waseda.jp/fire/gsap/en/admissions/project/>).

Generally, all the applicants need to input their own choice(s) (the first/second) for research project in the application form (by online registration), but if it is quite difficult to choose them, they may choose “None”.

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.

Project Research Available for September 2021/April 2022 Admission:

* Available project researches are subject to change. If there will be any, we will notify on our website before the application period.

* 2021.3.11 Revised (Dr. Kikuchi has been added)

Field/Area of Research	Name of Faculty	Project Research
Area Studies	AOYAMA, Rumi	Politics and International Relations of China
	HAYASE, Shinzo	Japan in Asia
	LEE, Jong Won	Politics and Diplomacy in Korea, International Relations in Northeast Asia
	LIU-FARRER, Gracia	Globalization and Socio-Cultural Change
	MIICHI, Ken	Politics of Religion, Culture, and Gender, Politics in Southeast Asia
	NAKAJIMA, Seio (*Only for April 2022)	Popular Culture in Asia
	ROBERTS, Glenda S.	Everyday Life in the Asia-Pacific
International Relations	BACON, Paul Martyn	Europe and Asia: Inter-regional Relations ※Available in English only
	KAWANO, Mariko	Pacific Settlement of International Disputes
	LEHENY, David	Culture and Politics in the Asia-Pacific
	NABESHIMA, Kaoru (*Only for April 2022)	East Asian Economies and Industries
	SHINOHARA, Hatsue	East Asia and America, Foreign Policy
	UEKI, Chikako	International Relations and Security in East Asia
International Development / Policy Studies	KATO, Atsushi	Economic Development and Policy in Asia
	KATSUMA, Yasushi	Peace, Human Rights and Social Development in Less Developed Countries
	KIKUCHI, Tomoo	Financial Integration in Asia
	KURODA, Kazuo	International Education Policy in the Globalizing World
	MATSUOKA, Shunji	Global Sustainability and International Development Cooperation Studies
	MITOMO, Hitoshi	ICT and Media Studies

September 2021 Admission (including admission for April 2022) International Studies Program Graduate School of Asia-Pacific Studies, Waseda University Application Guide for Special Admissions for Graduating Waseda University Students

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 and an interview.

1. Number of Students Admitted

Approximately 120 students per academic year will be admitted to the MA Program. The figure is an aggregate number representing the total of both April and September admissions.

2. Application Qualifications

Applicants must fulfill all of the following criteria to be eligible to apply for 'Special Admission for Graduating Waseda University Students'.

(1) Following conditions must be fulfilled:

- Applicants for admission in September 2021 are to be certified "to be expected to graduate" in September 2021 by their respective undergraduate schools.

or

- Applicants for admission in April 2022 are to be certified "to be expected to graduate" in March 2022 by their respective undergraduate schools.

* Including students of overseas partner universities who are currently enrolled in Waseda University through the double degree program and expected to graduate their home university by earning Bachelor's Degree conferred by Waseda University.

(2) GPA must be 3.0 or higher for the subjects that are counted toward graduation on the Official Transcript issued by Waseda University.

(3) Applicants must ask for a recommendation letter from their supervisor to certify their qualifications and knowledge.

* Recommendation letter should be from a Waseda University faculty who has taught the applicant in seminars / classes and is able to evaluate the applicant.

【 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

Only “Application from Inside of Japan” is applicable for ‘Special Admission for Graduating Waseda University Students’.

Application from Inside of Japan :

For residents of Japan who are in Japan at the time of application (Japanese citizens or non-Japanese who possess a resident status in Japan)

4. Screening Methods

The decision whether to accept or reject will be based on the results of comprehensive evaluation of all the required documents submitted and an interview.

*The interview will be held on the Waseda campus.

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

5. Screening Schedules

The application number will be notified within 2 weeks before the interview via online application system. If it does not notified, please contact GSAPS Admissions Office (gsaps-admission@list.waseda.jp).

*GSAPS Admissions Office will be using “The Admissions Office (TAO)” for the online application system from September 2021 admission. The Admissions Office <https://admissions-office.net/>

.Applicants need to complete all of 3 procedures below during the “Application period”.

- 1) Payment of application fee: See 8. Application fee
- 2) Submission of applicants’ information via Online Application System: See 7. Application documents A
- 3) Submission of necessary document via Online Application System / by postal mail / through directly delivery from institutions :See 7. Application Documents B and C

(Necessary documents have to reach GSAPS Admissions Office by the deadline of application period.)

Admissions Categories	Application Period	Interview	Admission Decision
Special Admissions for Graduating Waseda University Students (September 2021 & April 2022 Admissions)	March 22 – April 5, 2021 *Online application system closes at 23:59. Postal mail should reach by April 5th.	May 17, 2021	May 20, 2021

6. How to Submit the Application

Applicants are required to pay the application fee, submit the necessary information/data via the online application system, and send the application documents which cannot be submitted via online application system nor directly sent by the certificate-issuing institutions, if any, to the following address physically by Simplified Registered Mail from a post office, so that you can track the delivery status.

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.**

Regarding the recommendation letter, please confirm directly with your recommender whether he/she submitted or not. Besides, as for the certificates of graduation/degree/transcript/language ability directly submitted by the issuing institutions, Admissions Office does not answer each time whether we received or not. Admissions Office will contact applicants when necessary.

GSAPS Admissions Office does not accept submission in person.

***Please note that our means of contact will be emails or message function of the online application system. Please appropriately check your inbox of your email account and also message box of the online application system.**

<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 application fee and all application documents are nonrefundable and will not be returned to the applicant. However, the application 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 application fee but did not submit the application documents.
2. Applicants paid the application fee but submitted the application documents after the application deadline.
3. Applicants paid an application 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 email 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 】

- GSAPS Admissions Office will use “The Admissions Office (TAO)” for the online application system.
The Admissions Office <https://admissions-office.net/>
- Applicants must submit the information about an applicant and his/her recommenders, the essays, and so on via online application system. Must complete them in the language that applicants use during the admission and when writing the degree thesis.
- The documents which cannot be submitted via online application system (e.g. Proof of Language Proficiency, etc.) must be submitted by applicant him/herself by postal mail, or directly sent by the institutions who issue those certificates by post or email.
- Documents will not be returned once submitted, regardless of any special circumstances on the part of the applicant. Original documents 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 materials 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.
- Regarding GSAPS designated forms, please download the necessary forms from our website or online application system.

IMPORTANT

Successful applicants will be requested to **submit the original documents or certified true copies of the uploaded application documents to the GSAPS office as a part of enrollment procedures.**

If the original or certified documents submitted after acceptance differ from the uploaded digital copies, or if you are unable to submit original or certified documents, **your acceptance to GSAPS will be revoked.** Therefore please be sure to **keep the original versions of the documents** you upload on the online application system.

All the application materials listed below (A-B) must be submitted by the deadline of application.

A) Submission by “GSAPS Online Application System”

*Neither have to print out nor submit the hard-copies of the data input/uploaded in Online Application System.

<p>① Applicant's information, etc.</p>	<p>When the application period starts, please access “The Admissions Office” (https://admissions-office.net/) and create your account.</p> <p>Please input/upload the information below, following the instruction of the system.</p> <ul style="list-style-type: none"> ◆ Applicant's information (Program, Project Research, Language for screening/thesis, Name, Contact information, Educational background, Professional background, Language proficiency, etc.) ◆ Information of the recommender whom applicant requests to write the recommendation letter (Relationship to applicant, Name, Job title, Institution (University/Company), Contact information (Telephone number/Email address), etc.) <p>*Recommender has to be a Waseda University faculty who has taught the applicant in seminars /classes and is able to evaluate the applicant.</p> <p>*Recommender must be the person who can contact us via email, and also is able to write the letter either in Japanese or English.</p> <p>*Telephone number of the recommender must be at their work places (Waseda University) and email address has to have domain name of their institution, NOT their personal one of free mail.</p> <p><u>*If the free mail is input for the recommenders' email address, we will not accept that recommendation letters. Be sure to input your recommenders' official domain email address of their affiliated institution.</u></p> <p><u>*Submission by email or postal mail is not acceptable.</u></p> <p><u>Please request your recommenders in advance to prepare your recommendation letter in order to meet the designated application period.</u></p> <p><u>*Checking the status of your recommendation letters.</u></p> <div data-bbox="766 1254 1449 1451" style="border: 1px solid black; padding: 10px; margin: 10px 0;"> <p>Once your evaluator opens your e-mail, “Opening Status” changes from Unopened to Opened. “Request Status” changes from In Progress to Submitted when your evaluator completes the letter.</p> </div> <div data-bbox="391 1467 1388 1736" style="border: 1px solid #ccc; padding: 10px; margin: 10px 0;"> </div> <ul style="list-style-type: none"> ◆ Essay 1: *For A (Research plan), please use the designated format (WORD file) downloadable from GSAPS Website and upload the file (PDF). For B, C, and D, please input directly on online application system. <p>A. Please describe in detail the research plan which you wish to pursue at GSAPS, including the theme, and methods of approach, etc. which you intend to use.</p>
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	<p>Also, please write a list of references. The list of references is not included into the number of words. (800 words or less)</p> <p>B. Please explain the reasons why you have chosen to apply for the GSAPS MA Program at this particular time in your life. (200 words or less)</p> <p>C. Please describe your career goal in detail. How do you plan to achieve them? What significance will your degree obtained at GSAPS have in helping to achieve your career goals? (200 words or less)</p> <p>D. (Optional) Please describe any special awards which you have received for academic, professional, or community achievements, if any. Or, please describe some personal achievement which you would like to bring to the attention of the Admissions Office, and state the reasons why the achievement you have described is of particular significance to you. (200 words or less)</p> <p>◆ Photograph (Color) (Headshot): Please upload in JPEG format. *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 without a frame with no shadows.</p> <p>Payment Proof of the Application Fee: Please refer to 8. Payment of the Application Fee as described below and pay it in the way most convenient for you. Please upload the data (PDF or image) of the payment proof to the online application system.</p> <p>-For payment by Credit Card, Union Pay, and Alipay: data of the 'Result' page shown after payment by online application -For payment at convenience stores in Japan: data of the payment proof</p> <p><Only for Non-Japanese applicants></p> <p>◆ Page with Headshot photo in the passport : Please upload in PDF or JPEG format. For applicants who do not possess a passport at the time of application, upload the certificate of family register or citizenship.</p> <p>◆ Residence Card or Special Permanent Resident Certificate (Only for those who have these certificates): Please upload PDF of photocopy of both sides. *Applicants who are in the process of extending their authorized period of stay are requested to upload a document to certify that they are in the process of the extension procedure.</p>
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Instructions for the Evaluators

Graduate School of Asia-Pacific Studies, Waseda University, uses an online application system, “The Admissions Office (TAO)”. In order for our applicant to complete their application, we would appreciate your cooperation with submitting “Recommendation Letter” online as instructed below.

① Request E-mail from TAO

You will receive a request e-mail from TAO (no-reply@admissions-office.net), when our applicant sends a request for “Recommendation Letter” on the online application system. Please access the link provided in the e-mail to proceed.



*Please add the sending domain (admissions-office.net) to your list of accepted e-mail senders to ensure that you receive the messages sent from TAO.

② Create an account

Choose “Recommender” tab and click “Create a new account”. Please **use the same e-mail address which you received the above request message**. A confirmation e-mail will be sent to you once you create a new account.

③ Complete “Recommendation Letter” (2021.3.12 revised)

Click the applicant’s request and enter required information either in English or Japanese. **Please upload PDF file of your recommendation letter.** Your recommendation letter will NOT be disclosed to the applicant.

④ Submit “Recommendation Letter”

Click “Submit” to submit the completed “Recommendation Letter”.

Please confirm that the status is changed from **Entered** to **Submitted** after you finalize your letter.

推薦者の方へ

The Admissions Office (TAO)は、早稲田大学大学院アジア太平洋研究科が使用しているオンライン出願システムです。当研究科志願者が出願を完了できるよう、以下の手順をご確認の上、「推薦状」の作成にご協力願います。

① 依頼メールの受信

志願者がTAO上で推薦者に作成依頼を送信すると、TAO (no-reply@admissions-office.net)より推薦状作成の依頼が届きます。メール内のリンクからウェブサイトへアクセスしてください。 ※所定ドメイン(admissions-office.net)からのメール受信ができるように設定願います。

② アカウント作成

「推薦者」タブの「アカウントを作成する」をクリックし、TAOのウェブサイトからアカウントを作成してください。**メールアドレスは、推薦状作成依頼を受け取ったメールアドレスを使用してください。**アカウント作成後、登録確認のメールが送信されます。

③ 推薦状の入力 (2021.3.12 更新)

TAOにログイン後、対象の志願者欄をクリックし、日本語もしくは英語で必要項目をご入力ください。**推薦状のPDFファイルをアップロードしていただきます。**なお、入力した内容は志願者本人には公開されません。

④ 推薦状提出

作成後、「推薦状を提出する」ボタンをクリックし、TAOへ推薦状を提出してください。提出状況が**入力済**から**提出済み**に変更されていることをご確認ください。

B) Submission by via online application system

or directly sent by the university/institution issuing the certificate (either by post or by email)

<p>② Proof of (Expected) Graduation/ Degree (Official document)</p>	<p><u>*Must be the one officially issued/certified by your home university/ public organization.</u></p> <p>*If your home university directly send it to GSAPS Admissions Office via online/email or by postal mail, it is acceptable.</p> <p>*In case the transcripts include the "Name of degree conferred" with its conferred date, no need to submit this document.</p> <p>*Applicants must submit official certificates for all undergraduate and graduate schools attended.</p> <p>*Not required if applying to GSAPS through "Special Admission for Graduating Waseda University Students" a year earlier than the entrance period.</p>
<p><<Notice>></p> <p>Please DO NOT send your original diploma(s).</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> <p><u>Submission by postal mail is NOT acceptable. Submit following the instruction below.</u></p> <ul style="list-style-type: none"> • 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 <p><u>仅从 CHESICC 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> <ul style="list-style-type: none"> • 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://cqy.chinadegrees.cn/en/) for more information. <u>Chinese version is acceptable.</u> • Credentials Report must reach our office by the deadline of the application period. • Only report sent directly from CDGDC will be considered valid. <p><u>仅从 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>③ Transcript (Officially issued)</p> <p>*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.</p> <p><<Notice>></p> <p>Please DO NOT send your original diploma supplement(s).</p>	<p><u>*Must be the one officially issued/certified by your home university/ public organization.</u></p> <p>*The document should include the date of issue.</p> <p>*If your home university directly send it to GSAPS Admissions Office via online/email or by postal mail, it is acceptable.</p> <p>*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.</p> <p>*Applicants must submit official certificates including all grades for all undergraduate and graduate schools attended.</p> <p>*For applicants who have transferred, a transcript from the previous institution must also be submitted.</p> <p>*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.</p> <p>[†]e.g.) number of credits, name of subjects, and grades</p> <p>*For applicants for Special Admissions for Graduating Waseda University Students, whose home universities are overseas partner universities of Waseda University and who are currently enrolled in the undergraduate school at Waseda University through the Double Degree Program, if the names of the subjects taken and the grades received at their home universities are not indicated on the Official Transcript of Courses issued by Waseda University, the transcript issued by their home university is required to submit.</p> <p>*If the transcript doesn't include an explanation of the grading system at the home university, official document explaining the grading system is required.</p> <p>For applicants who graduated and obtained a degree from a university or college in Mainland China (excluding Hong Kong, Taiwan, and Macau) : <u>Submission by following procedure is preferable.</u></p> <ul style="list-style-type: none"> • For the transcript from Chinese institutions, please arrange "Verification Report of China Higher Education Student's Academic Transcript " to be sent directly to us (gsaps-admission@list.waseda.jp) from CHESICC via email. • Visit CHESICC website for more information. (https://www.chsi.com.cn/en/pvr/) • "Verification Report of China Higher Education Student's Academic Transcript" must reach our office by the deadline of the application period. <u>成績认证报告希望通过CHESICC通过电子邮件直接发送给GSAPS。</u>
<p>④ Certificate of Scholarship Award during the period of study at GSAPS (if applicable)</p>	<p>In case the applicants are supposed to receive the scholarship during the school days of GSAPS after successfully passing the screening, please submit this certificate.</p>

**C) Submission by applicant him/herself by postal mail
or directly sent by the institution issuing the certificate (either by post or by email)**

⑤ Proof of Language Proficiency (Official document)

*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
- Score report of Examination for Japanese University Admission for International Students (EJU):

***Proof of English Language Ability :**

TOEIC, IELTS, or TOEFL score report

Must be the one officially issued. Photocopies are not acceptable.

However, if the institutions issuing the certificate directly send it to GSAPS Admissions Office via online/email or by postal mail, it is acceptable.

There is no specified valid period / minimum score for 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 *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** In case the applicant is expected to complete or completed an undergraduate or graduate degree program at the universities in Japan entirely in Japanese, the official certificate of (expected) graduation and transcript by one's home university will serve as proof of Japanese language ability, and no need to submit the score of the Japanese language Proficiency test(s).

***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. Or, in case the applicant is expected to complete or completed an undergraduate or graduate degree program entirely in English in the countries which use English as the official language such as USA, UK, Australia, etc., the official certificate of (expected) graduation and transcript by one's home university will serve as proof of English language ability, and no need to submit the score of the English language Proficiency test(s).

*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).

8. Application Fee

Please refer to the list below.

Admissions Categories	Application Fee
Special Admissions for Graduating Waseda University Students	25,000 JPY

The application fee must be paid during the designated payment period. Please carefully check the application 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
Special Admissions for Graduating Waseda University Students	March 22 – April 5, 2021	March 22 – April 5, 2021

* The application fee is waived or refunded in the following case.

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 recipients continuously will get the refund for the application fee after enrollment.

For payment of the application fee at convenience stores in Japan

For payment of the application fee at a convenience store, please access the following website from a personal computer or a mobile phone at the “Application 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.

Please upload the data of the payment proof to Online Application System. Please refer to “◆Payment Proof of the Application Fee” in p.8.

*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.

Waseda University

Convenience Store Easy-Pay Systems for Entrance Exam Fees

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

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



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



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

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

2 Convenience Store Payment

●The application fee cannot be paid through an ATM. Be sure to make your payment at the cash register.

Paying at SEVEN-ELEVEN
[13-digit Payment Slip Number] 払込票番号

Tell the counter staff that you want to make an "Internet shiharai." Then provide your Payment [払込票番号]
Payment Slip Number
※If a payment slip is not printed out, just tell your number to the counter staff.
A multifunction copier can not be used to make payment.

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

Paying at LAWSON or MINISTOP
[1 1-digit Customer Number] お客様番号
[4-digit Verification Code] 確認番号

Use the Lawson information terminal Loppi

Touch the "各種サービスメニュー" option
Various Service Menus

Select the "各種代金お支払い" button on the touch screen
All Payments

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

Touch "マルチペイメントサービス"
Multi-Payment Service

Enter your [お客様番号] [確認番号]
Customer Number Verification Code

●Loppi, FamiPort issues a funds transfer receipt. You will need to take this to the cash register within 30 minutes and make the actual payment.
●Receive an Application Fee Statement. Detach the Certificate of Payment (receipt) portion.
* Design and layout of the touch screen buttons is subject to change without notice.

Paying at FamilyMart
[1 1-digit Customer Number] お客様番号
[4-digit Verification Code] 確認番号

Use the FamilyMart information terminal FamiPort

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

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

Enter your [お客様番号] [確認番号]
Customer Number Verification Code

●Loppi, FamiPort issues a funds transfer receipt. You will need to take this to the cash register within 30 minutes and make the actual payment.
●Receive an Application Fee Statement. Detach the Certificate of Payment (receipt) portion.
* Design and layout of the touch screen buttons is subject to change without notice.

3 Application

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

●Seven-Eleven

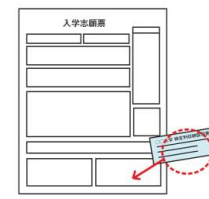
Detach the receipt portion of the Exam Fee Statement and affix it to the application packet in the designated location. Hold onto the proof of bank transfer for your records.



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

●Lawson ●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.

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.

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

■Payment Commission

(transfer fee charged by all participating stores)

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

convenience stores:

Entrance exam fee ¥49,999 or less	500 yen
Entrance exam fee ¥50,000 or more	720 yen

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

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

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

*As for the procedure ③ indicated in the diagram, please upload the data of the payment proof to the online application system.

For payment of the application fee by Credit Card, Union Pay, and Alipay
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For payment of the application fee by Credit Card, Union Pay, and Alipay, please access the following website from a personal computer or a mobile phone at the online application 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).

Please upload the data of the ‘Result’ page shown after payment to Online Application System. Please refer to “◆ Payment Proof of the Application Fee” in p.8.

* 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 application fee payment website.

※Please make sure to select Waseda University (Graduate Schools).

Waseda University

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

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

You can pay the Examination Fee by using Credit Card, Union Pay, and Alipay.

Web Application - Online Transaction

Access the site below with your PC

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

You can access from our website too !

Application

1. Top Page

Click "Examination Fee".

2. Terms of Use and Personal Information Management

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

3. School Selection

Click "Waseda University".

4. School Information

Read the information carefully and click "Next".

5. Category Selection

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

6. Basket Contents

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

7. Basic Information

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

Paying with Credit Card

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

↓

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

↓

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

Paying with Union Pay, Alipay

Follow the onscreen instructions to complete the card payment.

↓

Please click the "Application Results" button in the upper part of this site (e-shiharai.net).
↓
Please write down the "Receipt Number" given when you complete your application, and enter your "Payment Method", "Receipt Number" and "Birth Date". Please make sure your printer is ready.
↓
Please print out the "Payment Inquiry - Inquiry result" page.

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 11:00pm Japan time.
- It is possible to use a card which carries a name different from that of the applicant. However, please make sure that the information entered in the Basic Information page is the applicant's information.
- If you did not print out the "Result" page, you can display it later on the Application Result page. Please enter "Receipt Number" and "Birth Date" to redisplay.
- Please contact the credit card company if your card is not accepted.

■Payment Commission

There is a fee for this payment transfer service, which applicants must pay in addition to the entrance exam fee.

Entrance exam fee	Payment Commission
~ 29,999 yen	565 yen
30,000 yen ~ 49,999 yen	1,005 yen
50,000 yen ~ 69,999 yen	1,446 yen
70,000 yen ~ 99,999 yen	1,833 yen
100,000 yen ~ 199,999 yen	2,074 yen
200,000 yen ~ 299,999 yen	2,618 yen
300,000 yen ~	4,400 yen

For questions or problems not mentioned here, please contact :

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

*As for the procedure indicated in "Application" column, please upload the data of the payment proof to the online application system.

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9. Announcement of Successful Applicants

Successful applicants will be notified by the following methods.

①Online Application System / GSAPS Website	The “Application Numbers” (Juken Bango) of successful applicants will be posted on the Online Application System and the GSAPS website at 10:00a.m. (Japan Standard Time) on the prescribed day.
②Notification by postal mail	For the successful applicants, the “Letter of Admission” will be sent by postal mail on the prescribed day for the screening result announcement and the "Guide to Entrance Procedures" will be provided via GSAPS Website.

*** The GSAPS Admissions Office will not answer any inquiries with regard to the results and/or details of the screening over telephone, via email, 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 announced to the successful applicants on the GSAPS website. 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
Special Admissions for Graduating Waseda University Students	June 17, 2021

Tuition and Fees

The tuition and fees below are for the academic year 2021. Successful applicants will be notified of details about the payment in “Guide to Entrance Procedures”. (Units: JPY)

	1st year Amount		2nd year Amount	
	For Entrance Procedures (First Semester)	Second Semester	First Semester	Second Semester
Entrance Fee	- *Exempted	-	-	-
Tuition	686,500	686,500	786,500	786,500
Waseda University Student Health Promotion Mutual Aid Association Fee	1,500	1,500	1,500	1,500
Sub-Total	688,000	688,000	788,000	788,000
Total per year	1,376,000		1,576,000	
Total of 2 years	2,952,000			

* 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. 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 sniffles 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

* Examination for Japanese University Admission for International Students (EJU)

By Japan Students Services Organization

【Taking exam in Japan】

Tel 0570-55-0585 URL. <https://www.jasso.go.jp/en/eju/index.html>

【Taking exam outside Japan】

URL. <https://www.jasso.go.jp/en/eju/examinee/contact/index.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)

【Taking exam in Japan】

Tel.03-6204-9830 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】

URL. <http://www.ielts.org/>

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 : <https://www.waseda.jp/fire/gsaps/en>

The GSAPS office is open between 11:00 and 15:00 on Monday-Friday. (Telephone available: 9:00~17:00)

*Please note that the office hours may change according to COVID-19 situation. Therefore, please check the GSAPS website in advance, if you visit us, since it is announced on the website if any changes.

* The Office is closed on Saturday, Sundays, national holidays, and the holidays designated by Waseda University.