



Graduate School of Asia-Pacific Studies (GSAPS)
Waseda University

Application Guide

<September 2022 Entrance>

**Building Global Governance Capacity
to Achieve SDGs:**

An Asian-European Inter-regional Training Program
<For International Applicants for MEXT Scholarship>

MA in International Relations

* The GSAPS office may take additional measures and this guidelines may be updated due to the COVID-19 pandemic.

| Admissions Office Graduate School of Asia-Pacific Studies (GSAPS) | |
|--|---|
| Address | Nishi-Waseda Bldg. 7F, 1-21-1 Nishi-Waseda, Shinjuku-ku, Tokyo, Japan 169-0051 |
| E-mail | gsaps-admission@list.waseda.jp |
| TEL | +81-(0)3-5286-3877 |
| URL | https://www.waseda.jp/fire/gsaps/en/ |

* If you would like to visit our office, please confirm the office opening hours on our website and/or contact us by e-mail in advance, since it may change according to COVID-19 situation or any other reasons.

<<Important Notes>>

① **Read the application guide thoroughly.**

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

② **Communicate well enough with your recommenders in advance to ask for your recommendation letters.**

You need to send the "request" to your recommenders on online application system to ask him/her to submit your evaluation/recommendation letters.

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

③ **Confirm whether you are duly in the right application form on online application system (TAO) before input/upload of your data.**

Online Application Form is different by Language/Program/Admission Category.

④ **Check carefully if there are any mistakes before finally submitting the online application.**

The online application system can tentatively save by section.

Please carefully check your input and uploaded files (whether most updated/appropriate content) before you finally submit the application. Cannot replace them after submission.

⑤ **Complete the application by the application deadline by clicking "Complete the Application" button on online application system.**

No applications are received after the deadline. So, secure the sufficient time before application.

Your application can be submitted without waiting submission of recommendation letters.

⑥ **Check "Message" on TAO and your e-mail account registered at the time of application regularly.**

The GSAPS Admissions Office may contact you via "Message" on TAO or e-mail, when necessary after you complete application. The GSAPS Admissions Office will not be responsible for any consequences caused by the applicants' failure to receive, read, and/or reply to the messages sent from our office.

⑦ **If you changed your address/phone number/e-mail address during the screening process, make sure to contact us immediately.**

If your contact information changed after completion of application, please register your new address, etc. immediately via the URL below so that the important documents/information can duly reach you.

<https://my.waseda.jp/application/noauth/application-detail-noauth?param=Jx0NCv4CtKfaUDx3jP-TIA>

⑧ **GSAPS Admissions Office strictly checks whether you have neither falsified, fabricated, nor plagiarized the document(s), statement(s), or information submitted for your application.**

If such a dishonest act is identified, the results of the entrance examinations become invalid.

Besides, submitted application documents/statements and screening fee will not be returned.

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 the knowledge to identify and formulate solutions
2. Ability to think rationally and logically
3. Communications skills, including language ability required in global society

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I. Overview of Admissions

1. Outline of This Program

The International Relations Program of the Graduate School of Asia-Pacific Studies (GSAPS) at Waseda University has been selected for 2020 International Priority Graduate Program (PGP) of the Ministry of Education, Culture, Sports, Science and Technology (MEXT). The PGP program, which was created by MEXT to support programs which have international appeal to foreign students, provides priority allocation for government financed foreign students. The period of the scheme is from 2021 to 2023. Please find a detailed outline of the program offered by the GSAPS below.

(1) Purpose of the Program

The broader goal of the program is promoting cooperation between Asia and Europe and thereby realizing greater cooperation in the international community as a whole. More specifically, the program aims to train global leaders capable of addressing global issues such as those outlined in the Sustainable Development Goals (SDGs).

The recent years have seen troubling trends in international relations such as the confrontation between two great powers, China and the United States, and the rise of unilateralist and non-cooperative tendencies among many nations. The global pandemic caused by the COVID-19 has demonstrated that there is an urgent need for international cooperation and collaboration in addressing global challenges that extends beyond the framework of individual nation-states. It is expected that key global governing bodies, United Nations agencies and international organizations such as the World Health Organization (WHO), will take the leadership when such challenges emerge. However, the story of the global pandemic seems to show that the present global governance mechanisms are not functioning effectively. The current situation seems to underscore the importance of building cooperative mechanisms based on mutual trust among nations with cooperative orientations.

Japan has a significant track record of leadership and cooperation in the development of multilateral governance frameworks such as the EU-Japan Economic Partnership Agreement (EPA), Trans Pacific Partnership Agreement (TPP 11), G7 and ASEAN+3 and regional governance frameworks such the EU and ASEAN. In this sense, one can argue that Japan is geopolitically and historically destined to play a key role in the development of global and regional cooperation frameworks for maintaining peaceful global order and addressing global issues. Japan's leadership will certainly contribute to the resolution of global challenges, but it will also help stimulate the development of international frameworks for promoting trade of goods and services, direct and indirect investment and labor and technological transfer and strengthen the links between the Japanese economy and the world economy. Fostering these developments can constitute a strategy for growth for Japan, which has been suffering from long-term economic stagnation, allowing it to integrate effects of growth outside, Asia in particular, to stimulate its growth.

Based on the perspectives discussed above, the program seeks to train global leaders motivated to provide solutions to global problems such as those addressed in the SDGs.

(2) Contents of the Program

The Graduate School of Asia-Pacific Studies (GSAPS) offers education and training in the following three specialized areas: Area studies, international relations and international development and policy studies. Its curriculum allows students to firmly establish a foothold in one area of specialization while taking classes in other areas. It thereby systematically trains them to become specialists who can analyze the Asia-Pacific region from a wide range of angles. Under the guidance of faculty members whose expertise and backgrounds are wide-ranging, students will study multi-layered aspects of governance at global and regional levels as well as specific fields (international relations, international economy, international politics, security, law, regional integration and cooperation, history and culture) and topics (information technology, environment, education, health, and human rights) it encompasses in a holistic and interdisciplinary fashion. The curriculum of GSAPS will provide students with interdisciplinary and multilayered intellectual training necessary for addressing those global challenges covered in the SDGs.

Specifically for international students in the program, the following courses are designated as compulsory courses: “Europe and Asia”, “Human Development and the Sustainable Development Goals (SDGs)”, “Sustainable Development and International Development Cooperation”, “Digital Sustainability”, and so on.

As part of the JICA Development Studies Program, the GSAPS has been offering lecture courses on Japan’s experience in economic growth and development and international cooperation in particular connection with the SDGs. It also has been jointly operating the East Asian University Institute (EAUI) program with four partner universities, Korea University, Nanyang Technological University, Peking University and Thammasat University, to promote regional integration and cooperation in Asia and, as part of this program, co-organizing a summer school every year. Moreover, it has been working with the Institute of European Studies at Universite Libre de Bruxelles to develop courses on inter-regionalism. These courses may be incorporated into the program as well.

From the first year, students will join a project research seminar, assigned based on their research interest, to develop knowledge, analytic skills, and methodological foundations necessary for completing a MA thesis and begin working on their thesis. In addition to the project research seminar, they will be required to do coursework under the guidance of their project supervisor by taking designated core courses, which are compulsory courses for program participants, and choosing from GSAPS courses, which are grouped into core/basic courses and advance courses. The former aims to develop basic knowledge and skills necessary for academic research. The latter (including those offered by graduate schools other than GSAPS) aims to develop advanced knowledge and applied skills.

(3) Project Research

Students at GSAPS take small-sized **project research seminars held under the guidance of their academic advisors**, where they 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 project research seminar respectively through all the school years since the first quarter.

Therefore, please deliberately choose the project research seminar/faculty fit to your own research field/interest from the list in the next page available in this academic year, by checking the information provided on the websites at the bottom of the next page.

Generally, all the applicants need to input their own choice(s) (the first/second preference) for project research in the online application, 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 applicant’s research plan/desire and all the other documents submitted during the application.

Project Research Seminars Available for September 2022 Entrance

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

| Field/Area of Research | Name of Faculty | Project Research |
|---|--------------------|---|
| Area Studies | HAYASE, Shinzo | Japan in Asia |
| | LIU-FARRER, Gracia | Globalization and Socio-Cultural Change |
| | NAKAJIMA, Seio | 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 | 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 |
| | 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 |

| | |
|--|---|
| GSAPS Website (Project Research Seminar) | https://www.waseda.jp/fire/gsaps/en/admissions/project/ |
| GSAPS Website (Faculty) | https://www.waseda.jp/fire/gsaps/faculty-en |
| Waseda University Researcher Database | https://w-rdb.waseda.jp/search?m=home&l=en |
| Waseda University Syllabus Search | https://www.wsl.waseda.jp/syllabus/JAA101.php?pLng=en |

(4) Language

Classes and thesis/dissertation writing will be in either English or Japanese. In order to promote an Asian-European inter-regional cooperation with the aim of building global governance, it is essential that students acquire the ability to manage projects involving problem identification and solving, using both English and Asian languages. To meet these demands, students who participate in this program are expected to undertake the study of another language, such as Japanese, English, Chinese, or other languages used in Asia, whose instruction is well provided at Waseda University.

2. Major Field of Study and Number of Openings

- (1) Major field of study: International relations; “Building Global Governance Capacity to Achieve SDGs: An Asian-European Inter-regional Training Program”
- (2) Number of openings: Approx. 6 for MA program

3. Required Qualification and Conditions

- (1) Nationals of countries recognized by the Japanese Government who are newly coming to Japan for the purpose of studying at the GSAPS. Those with Japanese nationality are not eligible.
 - * Applicants holding dual citizenship of Japan and another country at the time of application are not eligible. However, those residing outside of Japan at the time of application are considered eligible only if they renounce Japanese citizenship and choose to be a foreign national before coming to Japan (enrollment in the university in Japan).
- (2) Age: Those who were born on and after April 2, 1987
 - An exception may be made if the MEXT deems an applicant is unable to meet the requirement because of circumstances caused by her/his home country's law or political situations (e.g. military conscription, loss of opportunity to receive education due to military conflict etc.). Personal (financial, family, health, academic, or professional) reasons will not be considered at all.
- (3) Academic credentials: Applicants must correspond to one of the followings.
<MA Program> Applicants must fulfill one of the following requirements.
 1. Those who have graduated or are scheduled to graduate from a university in Japan by September 2022.
 2. Those who have received a Bachelor's Degree from the National Institution for Academic Degrees and Quality Enhancement of Higher Education or are scheduled to receive such a degree by September 2022.
 3. Those who have completed 16 years of standard school education outside Japan or are scheduled to complete such education by September 2022.
 4. Those who have completed a more than 3 years program in a university outside Japan or are scheduled to complete such education and hold a bachelor degree by September 2022.
 5. Those who are designated by the Minister of Education, Culture, Sports, Science, and Technology. (Please contact the GSAPS Admissions Office for details.)
 6. Those who have been enrolled at a university for more than three years (or have completed 15 years of school education overseas or are scheduled to complete such education by September 2022 and have been recognized by the Graduate School of Asia-Pacific Studies as having earned a specified number of credits with an excellent academic record.
 7. Those who have been recognized by the Graduate School of Asia-Pacific Studies as possessing academic credentials superior to those of university graduates through an individual entrance requirements screening process and are scheduled to reach 22 years of age by September 2022.
 - * "University" mentioned in requirements 1 and 6 refers to a university which is approved by the Ministry of Education, Culture, Sports, Science and Technology of Japan.
 - * Graduates from three-year specialized college (zhuanke 専科) programs in China do not meet the requirement 6. However, those who have graduated from a four-year (benke 本科) program after graduating from a three-year program, and completed 16 years of school education will be considered to fulfill requirement 3.

<< About Individual Entrance Requirements Screening Process >>

For the prospective applicants who are unsure if they can fulfill the requirements 6 and 7 and wish to go through the individual entrance requirements screening process, it is required to submit specific application documents to GSAPS Admissions Office by the prescribed day. For MEXT Scholarship admissions of September 2022 entrance, please submit the necessary documents for individual entrance requirement screening **by January 7 (Fri), 2022**. For more details, please contact the GSAPS Admissions Office in advance.

- *Those who have a minimum GPA of 2.30 on the evaluation scale below and likely to keep the GPA of 2.30 during the period of the MEXT Scholarship will be recommended to MEXT.
- *Applicants are required to calculate GPA only for the regular program (not including the program for non-degree and Japanese language education institution) based on the evaluation scale below by themselves. Already-graduated applicants calculate GPA for their last school, while the current students do for the school currently attending.
- *GSAPS Admissions Office are responsible to calculate and reconfirm GPA for each applicant based on the evaluation scale below by checking all of his/her transcripts submitted.
In case it is considered difficult for applicants to calculate GPA based on the evaluation scale/instruction below, they are allowed to leave it to GSAPS Admissions Office, by leaving the column of GPA in MEXT scholarship application form blank and submitting it together with all of your transcripts.

<GPA Formula>:

$$\frac{([No. \text{ of GP3 Credits}] \times 3) + ([No. \text{ of GP2 Credits}] \times 2) + ([No. \text{ of GP1 Credits}] \times 1) + ([No. \text{ of GP0 Credits}] \times 0)}{\text{Total Number of Registered Credits}}$$

* No. = Number

* GP = Grade Points

| | Grade | | | | |
|-------------------------------|--------|-----------|---------|---------|------|
| 4-level rating (pattern 1) | | Excellent | Good | Average | Fail |
| 4-level rating (pattern 2) | | A | B | C | F |
| 4-level rating (pattern 3) | | 100 - 80 | 79 - 70 | 69 - 60 | 59 - |
| 5-level rating (pattern 4) | S | A | B | C | F |
| 5-level rating (pattern 5) | A | B | C | D | F |
| 5-level rating (pattern 6) | 100-90 | 89-80 | 79-70 | 69-60 | 59- |
| Grade Points | 3 | 3 | 2 | 1 | 0 |

<Note>

- If applicants have taken courses that are not part of the credit system, replace the number of credits in the GPA formula with the number of courses taken.
- For applicants who have transferred, calculate GPA with the credits you obtained after transfer
- Grades of "Pass" or "Accreditation" must not be included into GPA calculation.
- When calculating GPA, truncate a number to two decimal places. For example, 2.654 will be 2.65.

- Health: Those whom GSAPS has determined to be mentally and physically fit to be studying overseas.
- Time of arrival in Japan: Applicants must be able to arrive in Japan in early-mid September 2022.
- Visa requirement: Successful applicants must newly obtain a "Student (ryuugaku 留学)" visa at the embassy/consulate in the country of their nationality prior to their arrival in Japan and enter Japan with the newly obtained Student visa. Therefore, those who already have other resident status (e.g. permanent resident, long-term resident) must newly enter Japan by changing the resident status to "Student". In such case, they might not be able to automatically obtain their previous resident status if they decide to apply for it again after completing their study as a MEXT Scholarship student. Please note that scholarship will be ceased to grant if applicants enter Japan without newly obtaining the Student visa.
- While studying in Japan, scholarship recipients are expected to actively be involved in their local and school communities. By doing so, they are expected to contribute to the internationalization of Japanese society and promote mutual understanding between Japan and their respective home country. After graduation, they are expected to maintain close contact with their alma mater and help improve the relations between Japan and their home country by cooperating with projects (e.g. surveys) conducted by the Japanese embassy/consulate in their home country etc.

NOTE: Those who correspond to any of the followings are not eligible. Those who have found it after being decided as a scholarship recipient must decline its offer.

- Those who are an active member of the military or a civilian employed by the military at time of entry into Japan and during the period of the scholarship
- Those who are unable to arrive in Japan by the date set by the MEXT or GSAPS.
- Those who have received a Japanese Government (MEXT) Scholarship in the past will not be selected unless they have at least three years of research or teaching experience after completion of the first scholarship. This restriction does not apply to those who have graduated or are scheduled to graduate from a university by completing the MEXT Scholarship Program (Japanese Studies Students), the Japan-Korea Joint Science and Engineering Students Exchange Program, or the Young Leaders' Program. Those who obtained MEXT Honors Scholarship in the past can apply, as they are not considered as MEXT scholarship students.

- d. Those who are applying for any other scholarship programs by the Japanese government (MEXT) starting in AY 2022.
- e. Those who are already attending school in Japan at the time of application, or attending or scheduled to attend school in Japan with a Student visa between the time of application and the start of the scholarship period. However, an exception will be made when one is surely scheduled to complete the program, depart Japan before the beginning of the scholarship period at GSAPS, and enter Japan by newly obtaining a Student resident status.
- f. Those who are scheduled to receive a scholarship from the Japanese Government (MEXT), the Japan Student Services Organization (JASSO), or any other organizations (including their own government) after arriving in Japan (enrollment in the university).
- g. Those who are expected to graduate at the time of application and are unable to fulfill the qualification on academic credentials by the designated time of arrival in September 2022.
- h. Those who hold dual citizenship of Japan and another country at the time of application and are unable to demonstrate they have renounced their Japanese citizenship before coming to Japan.
- i. Those who wish to engage in field research or internship outside of Japan. (This scholarship is meant for foreign students who wish to study and research at a Japanese university.)

【 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 application guide 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.

4. Screening Method

Screening result will be determined by evaluation of all the required documents submitted (First Screening) and interviews by video conference system/telephone or e-mail (Second Screening).

In the screening process, it is also examined whether they are prospective candidates who build global governance to achieve SDGs promoting an Asian-European inter-regional cooperation.

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

Note:

Applicants who are not nominated for the MEXT scholarship but wish to enter GSAPS even as privately-financed students are required to express their intention in the online application system TAO (Applicant's Information: Section B) at the time of application. In this case, the final screening result as a privately-financed student will be notified to each applicant on June 3 (Fri) 2022 via e-mail.

*Regarding the tuition and fees as a privately-financed student, refer to the GSAPS webpage via the URL below.

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

5. Application Schedule

| | |
|---|---|
| Online Application System Opening Period | January 24 (Mon) 9:00 – February 2 (Wed) 23:59, 2022 |
| Application Period (Screening Fee Payment Period) | January 24 (Mon) – February 2 (Wed), 2022 |
| Application Period (Deadline of Dispatching Application Documents to be Submitted by Post) | February 2 (Wed), 2022 (Postmark on this date is acceptable.) |
| Result of the First Screening: Notified to all the applicants by e-mail | By the end of February 28 (Mon), 2022 |
| The Second Screening (Interviews by video conference system/telephone or e-mail) *Only for the successful applicants of the first screening | Specified date/time by GSAPS between March 1 (Tue) – March 4 (Fri), 2022 |
| Results of the Second Screening (Interview) & Nomination to MEXT: Notified to scholarship nominees by GSAPS via e-mail | By the end of March 2022 |
| Nomination to MEXT by Waseda University | |
| Final Decision of Successful Scholarship Recipients by MEXT: Notified to Waseda University | Between late June and early July 2022 |
| Final Result of Scholarship Recipients: Notified to scholarship recipients by GSAPS via e-mail/postal mail | |

*All the timeline (Date/Time) in this application guide indicates Japan Standard Time (JST).

6. Roadmap to Enrollment



Step 1

Download Prescribed Formats

*See P.14

- ✓ Access the URL below and download the prescribed formats for “Essay 1-A”, “Essay 2”, “Application Form for Japanese Government (MEXT) Scholarship (MEXT designated form)”, “Field of Study and Research Plan (MEXT designated form)” and so on (if applicable). <https://www.waseda.jp/fire/gsaps/en/admissions/format>



Step 2

Create a New Account for Online Application

*See P.14

- ✓ Access the URL below and create a new account for the online application system, “The Admissions Office (TAO)”.
https://admissions-office.net/en/applicant/sign_up

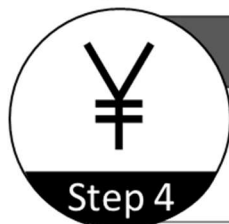


Step 3

Prepare Application Documents

*See P.15

- ✓ Prepare prescribed formats, digital copies of certificates of graduation/completion, transcripts, and proof of language ability, and application documents to submit by post.
- ✓ Ask your recommenders to submit Recommendation Letters A on TAO.



Step 4

Complete the Payment of Screening Fee

*See P.23

- ✓ Complete the payment of screening fee during the designated period.
Payment at convenience store: <https://e-shiharai.net/>
Payment by credit card: <https://e-shiharai.net/ecard/>
Payment by bank transfer through overseas banking institution



Step 5

Upload/Send Documents and Complete Application

*See P.30

- ✓ Use the checklist to confirm that you prepared all necessary application documents.
- ✓ Upload all the required files on your TAO account and complete/submit your application online during the designated period.
- ✓ Dispatch the application documents to submit via post by the application deadline.



Step 6

Screening Result Announcement

*See P.32

- ✓ After you submit your application, make sure to check your e-mail/TAO account as the GSAPS Admissions Office may contact you regarding your application.
- ✓ Screening result will be notified to each applicant by the GSAPS Admissions Office via e-mail.



Step 7

Entrance Procedures

*See P. 32

- ✓ After final decision of MEXT scholarship recipients, take the procedures below by following the instructions by the GSAPS Admissions Office.
 - Submission of entrance procedures documents/online entrance procedures
 - Visa application
 - Preparation to enter Japan (arrangement of air ticket/accommodation in Japan)

II. Scholarship

1. Scholarship period

MA Program: Two years from September 2022 (scheduled)

- *The scholarship recipients of MA program are able to apply for the extension of scholarship to proceed to the Ph.D. program by using this scholarship program again.
- *Please note that those who fail to achieve a minimum GPA of 2.30 based on the evaluation scale above or standard designated by their university each academic year will lose their status as a MEXT scholarship student and their scholarship will be suspended.
- *Please note that it applies to the case [Note: c in p. 9] if those who acquire this scholarship through “special university (GSAPS) nomination” newly apply to GSAPS program again through “general university (Waseda) nomination”, etc., without applying for extension of scholarship period after completing this MA program.
- *Please note that even the scholarship recipients need to prepare 2,000 US dollars at least as the living expenses necessary for the time being after entering Japan, as the first stipend will not be issued until mid-late Oct. 2022.

2. Allowance, Travel expenses, Tuitions, Accommodation, etc.

(1) Allowance: JPY144,000 per month for MA Program

- *The amount above is subject to change depending on the annual budget each year.
- *2,000 yen or 3,000 yen will be added for those who study/research in particular regions.
In the case the scholarship student is absent from the university for the long term, the scholarship during the period will not be issued.

A scholarship student will lose his/her scholarship and may be required to pay back any amount already paid if

- a) any of his/her application documents is found to be falsely or dishonestly stated.
- b) he/she is in breach of his/her pledge made to the Minister of MONBUKAGAKUSHO(MEXT).
- c) he/she has been imprisoned for life or more than one year for violating the Japanese law.
- d) he/she is subjected to the punishment such as expulsion, suspension from school, admonition, or removal from register as a disciplinary action based on rules by Waseda University.
- e) it becomes definitive that the grantee will not be able to complete his/her program within the standard course term because of his/her poor academic achievement in the university, suspension, or leave of absence.
- f) his/her resident status becomes any other status than “Student” or he/she entered Japan without newly obtaining a “Student” status.
- g) he/she receives another scholarship (except for research grants).
- h) he/she withdraws from GSAPS or transfers to another graduate school.
- i) he/she **could not achieve a minimum GPA of 2.30 based on the evaluation scale above or university’s designated standard each academic year.**

(2) Travel expenses:

- a) Transportation to Japan: In principle, MEXT will designate the traveling route and provide the scholarship student with an economy class air ticket from the international airport (in the country of his/her nationality, in principle) nearest to his/her place of residence to the international airport nearest to Waseda.
Expenses such as transportation from his/her place of residence to the nearest international airport, airport tax, airport usage charges, special taxes on overseas travel, travel expenses within Japan (including expenses for connecting flights) and insurance premiums for travel to Japan, and baggage handling charges, etc. shall be borne by the grantee.

For those who apply for the visa in the third country in the case there is no embassy/consulate in the country of their own nationality, or who do not have the direct flight from their own countries to Japan, travelling expenses from their own country to the third country, inland transportation expenses in the third country, accommodation expenses shall be borne by the grantee, and an economy class air ticket from the international airport in the third country to the international airport nearest to Waseda will be provided by MEXT or Waseda.

(“His/Her place of residence” is, in principal, the address written in the application form, but in case the address before the time of leaving for Japan has already decided to be changed from the current address, the new address (only limited to the place in the country of his/her nationality) is used and the air-ticket from its

nearest international airport is provided.)

The air ticket will not be provided if the grantee enters Japan other than from their place of residence for personal reasons.

- b) Transportation from Japan: The grantee who returns to his/her home country within the fixed period before the expiration of the scholarship after graduating university or completing the program will be supplied, upon application, with an economy class air ticket from the international airport nearest to Waseda to the international airport (in the country of his/her nationality, in principle) nearest to his/her place of residence in principle.

Transportation from grantee's place of residence in Japan to the international airport nearest to Waseda, airport tax, airport usage charges, special taxes on overseas travel, travel expenses within their own country of residence (including expenses for connecting flights), insurance premiums for travel from Japan, and baggage handling charges, etc. shall be borne by the grantee. Those who return to their home country before the end of the scholarship period due to personal reasons or termination of scholarship for any of the causes outlined in (1) a)-j) above will not be provided with any air ticket.

The grantee planning to stay in Japan (ex. continue to study, being employed) after the expiration of the scholarship will not receive any air ticket from Japan and therefore must bear the costs of travel from Japan him/herself.

- (3) School fees: MEXT Scholarship students will be exempt from paying the entrance fees and tuitions.

- (4) Housing: Waseda University will provide information on accommodation in Japan to successful applicants. Arrangement for accommodation in Japan and payment of the rent must be made by applicants themselves.

III. Application Procedures

Applicants are required to complete the payment of the screening fee and submit the application documents (via online application and by post) as directed below during the application period. The deadline will NOT be extended under any circumstances.

Step 1 Download Prescribed Formats

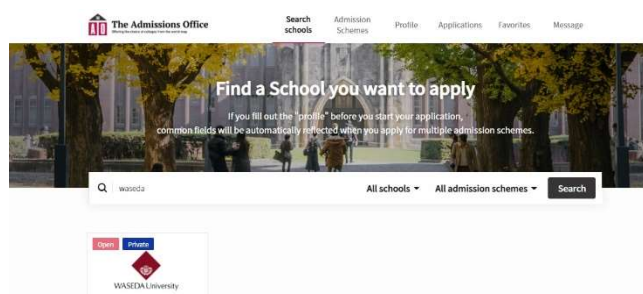
Access our website and download the necessary documents.

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

Step 2 Create a New Account for Online Application

Application documents must be submitted through the designated online application system, “The Admissions Office (hereinafter TAO)”. Access the link below and click “Account registration” to start preparing your application.

<https://admissions-office.net/en/portal>



Create your account with **the legal name in alphabet written on your passport**. (If you do not possess a passport at the time of application, use the name in the certificate of family register or citizenship.)

After creating your TAO account, please find “Waseda University, Graduate School of Asia-Pacific Studies (GSAPS) / International Studies Program【英語履修/English-based program】MA Course : MEXT Scholarship Admissions” from the “Admission Schemes” menu. (If you choose to write the thesis in Japanese at GSAPS, please choose the form of 【日本語履修/Japanese-based program】 for the appropriate admissions category.)

Follow the detailed instructions shown on the system and this Application Guide, when filling out or uploading the materials.

| | |
|---|---|
| Application System Opening Period | January 24 (Mon) 9:00 – February 2 (Wed) 23:59, 2022 (JST) |
| Deadline for dispatching application documents to be submitted by post | February 2 (Wed), 2022 (Postmark on this date is acceptable.) |

NOTE

- By creating your account on TAO, you are deemed to agree to the “Terms of Use” and “Handling of Personal Information” designated by Samadhi Co., Ltd., the service provider of TAO. Please note Waseda University has an extra agreement with Samadhi, thus by starting your application to Waseda University via TAO, you are deemed to agree to the “Terms of Use” specified in the following link; https://admissions-office.net/en/terms_of_use
- You do not need to create the “Profile” in order to apply for this admission. The GSAPS Admissions Office does not use the information filled in this section. (You are required to input your personal information in “Applicant’s information” section of online application form.)
- There are a number of forms you must fill in to complete your application. You may start your application from any section, but you CANNOT press “Save and go to next” until you complete the sections marked “*”.
- It is very important that you **check “Message” on TAO and your registered e-mail account regularly**, since the GSAPS Admissions Office may contact you concerning your application. Be sure to add our sending domains (list.waseda.jp and admissions-office.net) to your list of accepted e-mail senders to ensure that you receive our e-mails. The GSAPS Admissions Office will not be responsible for any consequences caused by the applicants’ failure to receive, read, and/or reply to the messages sent from our office.
- The terms on TAO are subject to change from that indicated in this application guide when you see in actual TAO form during application period due to TAO management system.

Step 3 Prepare Application Documents

- Application documents must be fully completed in order to be qualified for screening. Need to complete submission via online application system and by post for some documents. If there are any imperfections in the submitted documents, you will be placed at a disadvantage.
- Online Application Form is different by language/program/admissions category you choose. If you choose English for your degree thesis, please input/upload your information in 【Waseda University / Graduate School of Asia-Pacific Studies (GSAPS) / International Studies Program / 【英語履修/English-based program】 MA Course : MEXT Scholarship Admissions】 as “Admission Schemes”. If you choose Japanese, please make sure to be in the form of 【Waseda University/Graduate School of Asia-Pacific Studies (GSAPS)/International Studies Program/ 【日本語履修/Japanese-based program】 修士課程】 for the appropriate admissions category.
- **All documents should be issued in English or in Japanese** unless otherwise instructed.
- **For documents in other languages, upload copies of official translation in either Japanese or English** along with the documents issued in the original language. Documents must be translated either by the issuing institution, translation agency or other appropriate office officially approved by the government.
- Follow the instructions on the online system regarding the types of files (extensions) which can be uploaded.
- Please be reminded that we may request additional documents if necessary.

| NO | Documents | ○: Required * if applicable | Reference |
|---|--|--------------------------------|-----------|
| (1) Documents to be submitted via online application system | | | |
| ① | TAO Online Application Form | ○ | P.16 |
| ② | Copy of Passport | ○ | P.16 |
| ③ | ID Photo | ○ | P.17 |
| ④ | Proof of Language Proficiency A) English Proficiency Test Scores: TOEFL/TOEIC/IELTS (Academic) Or B) Japanese Proficiency Test Score: JLPT N1/EJU | ○ | P.17 |
| ⑤ | Essay 1-A: Research Plan | ○ | P.18 |
| ⑥ | Essay 2 | ○ | P.18 |
| ⑦ | Certificate of (Expected) Graduation/Completion/Degree | ○ | P.18 |
| ⑧ | Certificate of Academic Transcripts and Grading Scale | ○ | P.20 |
| ⑨ | Copy of Payment Receipt | ○ | P.20 |
| ⑩ | Recommendation Letters A (by the recommender(s) who guided the applicant in person and can evaluate him/her) 2 letters | ○ | P.21 |
| ⑪ | Copies of Both Sides of Residence Card (required only for non-Japanese who already possess the status of residence in Japan) | * | P.23 |
| (2) Documents to be submitted by post | | | |
| ⑫ | Recommendation Letter B (by the Dean of the graduate / undergraduate school (or someone in higher ranking) at the applicant's home university) | ○ | P.23 |
| ⑬ | Application Form for Japanese Government (MEXT) Scholarship (MEXT designated form) | ○ | P.23 |
| ⑭ | Field of Study and Research Plan (MEXT designated form) | ○ | P.23 |

IMPORTANT

Successful applicants will be requested to submit the authentic copies or their certified/notarized copies of the documents such as certificate of graduation/completion, academic transcripts, and language ability to the GSAPS Admissions Office at the time of enrollment procedures. (*For detail of <Certified/Notarized Copy>, see below.)

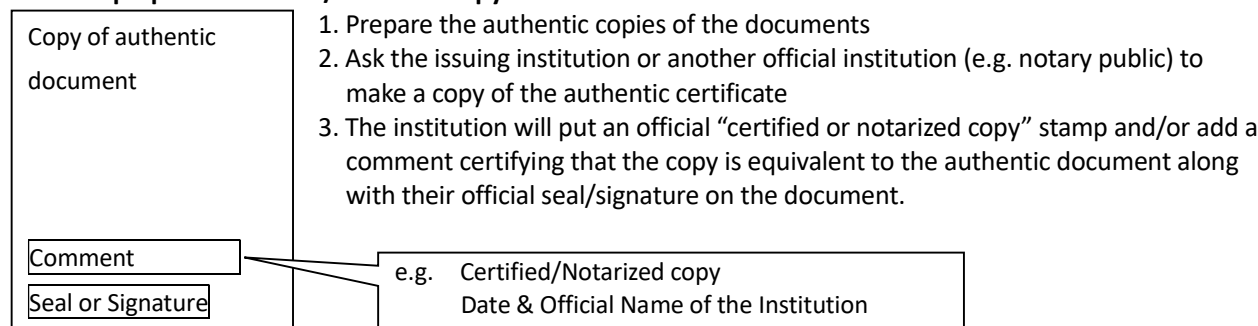
If the contents in the authentic copies or certified/notarized documents submitted after acceptance differ from the digital copies uploaded on the online application system, or if you are unable to submit authentic or certified/notarized documents, **your acceptance to GSAPS will be revoked.** Therefore, please be sure to **prepare and keep the authentic or certified/notarized copies of the documents to prove your graduation/completion /degree/academic records at your hand.**

*In case those who were expected to graduate/complete at the time of application pass the screening, it is requested to submit the authentic copies of the graduation/completion certificate and the final transcript issued after graduation/completion. For those who were expected to **graduate/complete the universities in mainland China (excluding Hong Kong, Taiwan and Macau),** it is required to submit them by requesting CHESICC/CDGDC to send directly to GSAPS.

<Certified/Notarized Copy>

If you are not able to submit the authentic copies of the certificates for some reasons, make sure to prepare certified/notarized copies. A Certified/notarized copy means a copy of the document that has been deemed equivalent to the authentic document with an official seal from the issuing institution (e.g. university) or another institution (e.g. a notary public). The official seal or signature proves and certifies that the copy is true to the authentic ones. A simple photocopy is NOT acceptable.

<How to prepare a certified/notarized copy>



(1) Documents to be submitted via online application system

① TAO Online Application Form

- Input the information of the applicant such as your profile/language proficiency/intended project research, etc., and also upload/input ②-⑪ described below.

After logging into TAO and clicking “+Start my application”, start to input/upload your information by clicking each item among those listed at the left side of the screen.

*Please also refer to the page of “Help for applicants” (<https://admissions-office.net/en/fag/top>), if necessary.

② Copy of Passport

- Prepare digital file (png, jpeg, jpg, or pdf) of the pages bearing your photograph, name, and passport number. If you do not have a passport at the time of application, upload the certificate of family register or citizenship.
- If you hold multiple passports, upload the data of all of the passports.
- Non-passport holders are recommended to apply for a passport soon to get a visa.

③ ID Photo

- One color photograph of yourself must be uploaded to the designated section on the online system. The photo must be **taken no more than three months prior to the application**. The photo must show the front face of the applicant, with no hats, taken against a plain background, and with no border decorations. The photo must clearly identify the applicant, and unclear digital photos will not be accepted.
- Upload an authentic photograph. Do not use any filter or edit your photograph.
- The submitted photo will be used within Waseda University as a personal identification, and will be registered as a part of your personal information on the university's online portal.

④ Proof of Language Proficiency

- Applicants are required to submit any proof of language proficiency, but it depends on the language they choose for screening/their degree thesis at GSAPS or their mother language, etc. Therefore, carefully read the following instructions, prepare the appropriate language test score report/certificate and upload it on TAO.
- * The score report available via "My Page" (the applicant's account page) in the website of the language test institution is also acceptable. However, it has to bear the applicant's name, his/her date of birth, etc., which can identify the applicant, with the test score.
- * Successful applicants will be requested to submit the authentic copies of the language ability certificate to the GSAPS Admissions Office at the time of enrollment procedures. (The authentic one sent directly by language test institution and that submitted by applicant him/herself are both acceptable.) If the authentic ones cannot be submitted, your acceptance to GSAPS including scholarship grant will be revoked.

Applicants who choose English for screening / thesis writing at GSAPS

- For Native English Speaker : Proof of English language ability is not compulsory.
- For Non-Native English Speaker : Proof of English language ability 【English language proficiency test score (TOEFL (iBT, CBT, or PBT), TOEIC (Listening & Reading Test) or IELTS (Academic)) or an official certificate that indicates English as the medium of instruction issued by one's home university *1】

*1: This certificate must officially state that the applicant is expected to graduate in/complete or has graduated in/completed a degree program entirely in English, issued by his/her home university.
In case the applicant is expected to graduate in/complete or has graduated in/completed a 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/completion and transcript by one's home university will serve as a proof of English language ability, and no need to submit the score of the English language proficiency test(s) and/or the certificate of the English medium of instruction.

Applicants who choose Japanese for screening / degree thesis writing at GSAPS

- For Native Japanese Speaker: Proof of English language ability (Refer to the above)
- For Non-Native Japanese Speaker: Proof of Japanese language ability *2

*2: The official tests as the proof of Japanese language ability are:

- Japanese Language Proficiency Test (**JLPT**) administered jointly by the Japan Education Exchanges and Services, and the Japan Foundation: Score report passing the **Level 1 or N1** (The certificate without the score is not accepted.)

Or

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

In case the applicant is expected to graduate in/complete or has graduated in/completed a degree program at the universities in Japan entirely in Japanese, the official certificate of (expected) graduation/completion and transcript by one's home university will serve as a proof of Japanese language ability, and no need to submit the score of the Japanese language proficiency test(s).

Notes:

- **There are no specified valid period/minimum scores qualified for application.**
- TOEFL-ITP (Institutional Testing Program) and TOEIC-IP (Institutional Program) are accepted.
- TOEFL MyBest Scores will NOT be accepted.

⑤ Essay 1-A: Research Plan

- Describe in detail your research plan which you wish to pursue at GSAPS, including the theme, methods of approach which you intend to use, etc. (800 words or less in English, or 2,000 letters or less in Japanese)
- Write the essay using the designated format (Word file) which is downloadable from GSAPS website (URL is shown in the online application form), make it to the PDF file, and upload it. Also, please write a list of references. The list of references is not included into the total number of words/letters stated above.
- For the essays below, input directly in TAO application form.
 - 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 in English, or 500 letters or less in Japanese)
 - 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 in English, or 500 letters or less in Japanese)
 - D: 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 in English, or 500 letters or less in Japanese) (Optional)

⑥ Essay 2

- For Essay 2, the several themes are disclosed at the following URL at 10:00 of January 7 (Fri), 2022 (JST).
<https://www.waseda.jp/fire/gsaps/en/admissions/format>
- Applicant is required to choose one topic out of them, fill out the essay (800 words or less in English, or 2,000 letters or less in Japanese) using the format which is downloadable from GSAPS website (URL is shown in the online application form), make it to the PDF file, and upload it. The list of references is not included into the total number of words/letters stated above.

⑦ Certificate of (Expected) Graduation/Completion/Degree

- Upload the documents officially issued by your home university/certificate issuing institution/notary public.
- Those who submit a certificate of expected graduation and become a successful applicant must submit an official graduation certificate at the time of entrance procedures.
- The certificate of (expected) graduation/completion must clearly specify **the date of (expected) graduation /completion**.
- In case the transcripts include the "Name of degree conferred" with its conferred date, no need to submit this document.
- Applicants must submit official certificates for all undergraduate and graduate schools attended.
- For applicants who are not able to prepare a certificate of expected graduation due to the document issuing system, upload a letter issued by the school which you belong, mentioning this matter.

- If you have graduated from a university/universities in mainland China, please refer to the following instructions.

Certificates required for applicants from Chinese universities (excluding Hong Kong, Taiwan and Macau)

Applicants who graduated from / completed universities in mainland China (excluding Hong Kong, Taiwan and Macau) are required to **arrange verification e-mails for both “Certificate of Graduation/Completion (Diploma)” and a “Degree Certificate”** without uploading the certificate of graduation/completion and degree certificate they currently have at hand. Make sure to complete both of the steps below.

We accept the certificates sent by CHESICC/CDGDC to reach us even before the application period.

STEP 1 Verification of Certificate of Graduation/Completion (Diploma)

Arrange an official English version of the "Online Verification Report of Higher Education Qualification Certificate" to be sent directly to our office (gsaps-admission@list.waseda.jp) from CHESICC via e-mail.

- Visit CHESICC website (<https://www.chsi.com.cn/en/pvr/>) for more information.
- Verification report must reach our office by the deadline of the application period.
- Only report sent directly from CHESICC will be considered valid.

Note: In case you are expected to graduate/complete at the time of application, “Online Verification Report of Student Record” including “Anticipated graduation (completion) date” by CHESICC is also acceptable, instead of the certificate/letter of expected graduation/completion issued by your home university.

STEP 2 Verification of Degree Certificate

Arrange the “Credentials Report” to be sent directly to our office (gsaps-admission@list.waseda.jp) from CDGDC via e-mail. For this certificate, **Chinese version is also acceptable.**

- Visit CDGDC website (<http://www.cdgdc.edu.cn/en/>) for more information.
- Credentials Report must reach our office by the deadline of the application period.
- Only report sent directly from CDGDC will be considered valid.

⑧ Certificate of Academic Transcripts and Grading Scale

- Upload the transcripts officially issued by your home university/certificate issuing institution/notary public and also a document which **includes the information of the grading scale/system of the program in your university**. If the transcript(s) bears the information of grading scale, you do not need to prepare additional documents. If not, prepare a photocopy of website or any other official document issued by your university which certifies the grading scale/system.
- If academic transcript indicating GPA is available, submit it. Besides, in case you submit the transcript with GPA, upload the document of grading scale/system **showing the maximum point of GPA**.
- All courses taken at the undergraduate and/or graduate levels must be included in the academic transcript. If you are applicable to any of the conditions stated below, follow the instructions.
- Those who are expected to graduate at the time of application should submit the most updated transcript at that time. Then, those who were expected to graduate at the time of application and become successful applicants must submit a final transcript at the time of entrance procedures.

| Condition | Instructions |
|---|--|
| You have completed/enrolled in a graduate program after an undergraduate program. | Submit academic transcripts for both undergraduate and graduate programs. |
| You are a transfer student. | Submit both previous and current undergraduate academic transcripts. First input/upload the information of the previous university, later the current school in the column newly created by clicking "+Add Educational Background (Higher Education): Undergraduate /Postgraduate". |
| You have studied abroad in your undergraduate and/or graduate programs. | Submit the academic transcript issued by the host institution, if the credits earned at the host institution are accredited as required credits for the graduation but those details (e.g. number of credits, name of subjects, and grades) are not indicated in the official transcript issued by applicants' home university. If you already input/upload the information in the section of "Educational Background (Higher Education) : Undergraduate /Postgraduate", do NOT have to fill the same information in the section of "Study abroad record". For the study abroad which is not counted for the graduation credits, do not have to upload its transcript, but just fill out the section of "Study abroad record" with name of school/department/major and time period you are enrolled. |
| You took a leave of absence/leave for military service. | Prepare a certificate issued by your home university/another public institution which confirms that the school had granted the leave, put it together with the transcript in one PDF file and upload it to the space of "Transcript". |

- **If you have graduated from the universities in mainland China (excluding Hong Kong, Taiwan and Macau)**, it is preferred to arrange to send an English version of "Verification Report of China Higher Education Student's Academic Transcript" directly from CHESICC to the GSAPS office. However, in case that it is deemed difficult to make the transcript from CHESICC reach the GSAPS Admissions Office within the application period, it is acceptable for the applicant him/herself to upload it to TAO.
 - Visit CHESICC website (<https://www.chsi.com.cn/en/pvr/>) for more information.
 - Verification report must reach our office by the deadline of the application period, but we accept the certificates sent by CHESICC to reach us even before the application period.

⑨ Copy of Payment Receipt


- Upload a digital photo or screenshot of the screening fee payment receipt, which shows the applicant's name and the paid amount. Refer to "Step 4 Complete the Payment of Screening Fee" for more details.

⑩ **Recommendation Letters A** (by the recommender(s) who guided the applicant in person and can evaluate him/her) 2 letters

- **Send the request to your recommenders for your evaluations/recommendation letters in “Recommendation Letters” section of TAO, by clicking “Request” button.** Make sure that **the e-mail address of the recommender(s) is officially used for his/her occupation.** As a basic rule, GSAPS Admissions Office does NOT accept the free e-mail address(es) with the domain name such as yahoo/gmail/qq, etc. as recommenders’ ones. Ask your recommenders to input evaluations, upload recommendation letters and submit them on TAO. Share the instructions on the following page or the following URL with your recommenders.
[https://www.waseda.jp/fire/gsaps/assets/uploads/2021/12/Instruction for recommenders202209.pdf](https://www.waseda.jp/fire/gsaps/assets/uploads/2021/12/Instruction%20for%20recommenders202209.pdf)
- Applicants must request evaluations/recommendation Letters **to different 2 recommenders respectively.** As a basic rule, one of the two recommenders should be one who has supervised the applicant and **should be well acquainted with the academic profile of the applicant** (like a faculty member in their home university).
- Recommender must be able to write the letter either in Japanese or English.
- Any letters submitted in a different format or method from TAO will NOT be considered valid. Contact the GSAPS Admissions Office well in advance if there is any problem.
- In some cases, the GSAPS Admissions Office will contact the recommenders to verify the information on the form.
- Any falsification of documents/information will lead to the rejection of the application and other serious measures.

IMPORTANT

- **Evaluations/Recommendation letters have to be submitted during the application period on TAO.** Make sure to communicate well with your recommenders in advance.
- **It is recommended that you should send “Request” to your recommenders at the earlier time of application period, so that your evaluations/recommendation letters can be duly submitted by the application deadline.** You can send requests to recommenders before you complete other sections of your application forms.
- **Even before your recommenders submit your evaluation/recommendation letters on TAO system, you can complete/submit online application.** Please note that you complete your online application within the application period.


The Admissions Office
Offering the choice of colleges from the world map

[Search schools](#)
[Admission Schemes](#)
[Profile](#)
[Applications](#)
[Favorites](#)
[Message](#)

Requirements set by the university

Type of
Recommender/Requestee

Required number

Maximum number allowed

Once your recommender starts to input your recommendation following the instruction by the request e-mail by TAO, “Open Status” changes from **Unopened** to **Opened**. “Completion Status” changes from **Not submitted** to **Submitted** when your recommender completes the recommendation letter.

Request status

Completion status

Open status

Not submitted

Unopened

Submitted

Opened

Email address

Documentation request form to be reused

Instructions for the Recommenders

Graduate School of Asia-Pacific Studies, Waseda University, uses an online application system, "The Admissions Office (TAO)". In order for our applicants to complete their applications, 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.

[The Admissions Office] 推薦状 Recommendation Letter 依頼のご連絡 / Request for 推薦状 Recommendation Letter

XXXX@xxxx.xx 様

〇〇〇さんから 早稲田大学 / 大学院アジア太平洋研究科 (GSAPS) / 国際関係学専攻 / 【英語履修/English-based program】

xxx Couse:xxxx Admission への出願にあたって 推薦状 Recommendation Letter の作成依頼が届いております。

推薦状 Recommendation Letter の提出締め切り日時は、202x/xx/xx 23:59:00 です。

下記のリンクからご確認ください。

You have received a request for 推薦状 Recommendation Letter for 早稲田大学 / 大学院アジア太平洋研究科 (GSAPS) / 国際関係学専攻 / 【英語履修/English-based program】xxx Couse:xxxx Admission from 〇〇〇。

推薦状 Recommendation Letter is due 202x/xx/xx 23:59:00.

Please access the following link and check the request.

作成依頼を確認する(Check the request)

<http://admissions-office.net/recommenders/sign-in>

*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/Requestees" tab and click "Account registration". Please **use the same e-mail address at which you have received the above request message**. (If you create an account with a different e-mail address from the one where you received the request, you cannot submit the recommendation.) A confirmation e-mail will be sent to you once you create a new account.

③ Complete "Recommendation Letter"

Click the applicant's request and enter required information either in English or Japanese. Please upload PDF file of the recommendation letter. If you successfully upload it, PDF icon comes on the screen. Then, click **Save** button. Your recommendation letter will NOT be disclosed to the applicant.

Recommendation Letter Upload 推薦状アップロード*



④ Submit "Recommendation Letter"

Complete to submit "Recommendation Letter" by clicking **+Submit** button. Please confirm that the completion status is changed from **Please submit** to **Completed** after you finalize your letter submission.

推薦者の方へ

The Admissions Office (TAO)は、早稲田大学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/依頼受領者」タブの「会員登録」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と同一のものを必ず使用してください。依頼を受け取ったメールアドレスと違うメールアドレスの場合、推薦状を作成することができませんのでご注意ください。**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

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後、画面に PDF マークが表示されたら適切にアップロードされていますので、**保存する**ボタンを押してください。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

その後、**+依頼書類を提出**ボタンをクリックして、TAO への推薦状提出を完了してください。入力状況が**入力済**から**提出済**に変更されていることをご確認ください。

⑪ Copies of Both Sides of Residence Card (required only for those who possess the status of residence in Japan at the time of application)

- If you are a domestic applicant at the time of application, upload digital copies of both sides of your Residence Card.

(2) Documents to be submitted by post

Send out the following documents ⑫ - ⑭ to the GSAPS Admissions Office (See the address on the first page of this application guide) by trackable courier service. Write "Application Documents for MEXT Scholarship Admissions, GSAPS, Waseda University" in red on the envelop.

⑫ Recommendation Letter B (by the Dean of the graduate / undergraduate school (or someone in higher ranking) at the applicant's home university)

- Applicants need to directly request the Dean or someone in higher ranking at the applicant's home university to write the recommendation letter under his/her name NOT through TAO (unlike how to request Recommendation letters A).
- The address in the letter should be "Dear Prof. Aiji Tanaka, President of Waseda University."
- The letter should use the official format (letterhead) of the recommender's university, and bear the signature or official stamp of the Dean or someone in higher ranking.

⑬ Application Form for Japanese Government (MEXT) Scholarship (MEXT designated form)

- Download the designated format (Excel file) from the GSAPS website (URL shown in TAO) and fill it out by the applicant him/herself, by carefully reading the instructions in the form.
- Fill out the designated form (Excel file) in Japanese or English by typing or by hand neatly in block letters.
- Print it out in white A4 sized paper.
- The photo of the applicant's headshot must be taken within 6 months prior to the application, facing squarely to the front and removing any hats and caps. It needs to be sized 4.5cm×3.5cm and put on the designated section of the form. The back of photo must include the information of applicant's name/nationality. Digital photo data is acceptable.
- Put your handwritten autograph on the designated column.

⑭ Field of Study and Research Plan (MEXT designated form)

- Download the designated format (WORD file) from the GSAPS website (URL shown in TAO) and fill it out by the applicant him/herself, by carefully reading the instructions in the form.
- Fill out the designated form (Word file) in Japanese or English by typing or by hand in square letters.
- Print it out on both sides of white A4 sized paper.
- The research plan must include the contents considering "building global governance to achieve SDGs through Asian-European inter-regional cooperation".

Step 4 Complete the Payment of Screening Fee

Payment of the screening fee must be completed from either within or outside of Japan before submitting the application. Please be reminded that you are required to upload a digital copy of the receipt of your screening fee payment. **Applications from candidates who have not paid this fee will not be accepted. Please note that payment of the screening fee before/after the screening fee payment period (January 24(Mon) – February 2 (Wed), 2022) will not be accepted.**

1. The Amount of Screening Fee

- The amount of the screening fee will differ depending on the application category (i.e. the country of residence at the time of application).

| Category | Application from overseas (Residents of countries other than Japan) | Application from inside of Japan (Residents of Japan) |
|---------------------|--|---|
| Qualification | Applicants residing outside of Japan at the time of application (Applicants whose "Current Address" on TAO is outside of Japan) | Applicants residing in Japan at the time of application (Applicants whose "Current Address" on TAO is inside of Japan) |
| Screening Fee (JPY) | ¥5,000 | ¥35,000 |

* The screening fee is waived or refunded in the following cases.

- Applicants who reside and apply from specified countries may be eligible to apply for the screening fee waiver program. Please refer to the “Screening fee waiver program for applicants from specified countries” followed below.
- The successful recipients of MEXT Scholarship will be refunded after the entrance.

* As a general rule, application documents and screening fees are not returned. A full screening fee will be refunded if you fall into one of the categories below.

- 1) You paid a screening fee but failed to submit the required application documents.
- 2) You paid a screening fee but submitted the application documents after the deadline.
- 3) You paid a screening fee and submitted the application documents, but your application was rejected before screening due to the following reasons.
 - The submitted application materials are not complete enough to meet the application requirements.
 - You do not meet all the eligibility criteria.

If you fall into one of the categories above, please contact the GSAPS Admissions Office.

*If you have made a payment by credit card, handling fees which may be incurred for refund must be paid by the applicant. Also, if you have made a payment by wire transfer from the bank outside of Japan, all handling fees to be charged for refund to that bank must be paid by the applicant.

2. Method of Payment for the Screening Fee

Please pay the screening fee by using one of the following methods. Any handling fees shall be paid by applicants.

<Payment from overseas/in Japan >

Payment by Credit Card, Union Pay or Alipay (Online Payment)

- To make a payment by credit card or online payment system (Union Pay or Alipay), please access the online application payment website (<https://e-shiharai.net/ecard/>) and complete the required procedure.
- Make sure to select the payment to GSAPS and NOT to make wrong payments to other schools.
- After completing the transaction, make a screenshot of the “Result” page and upload it to the designated space on TAO. For more details of payment procedures, please refer to the chart in the next page.
- The payment can be made 24 hours a day, seven days a week, including Saturdays, Sundays and holidays. However, **the payment must be completed by 11:00 PM (JST) Japan time on the last day of the payment period.**
- 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 screening (examination) fee payment website.**

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

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

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



Access the site below with your PC

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



You can access
from our
website too !

Web Application - Online Transaction

1. Top Page

Click "Examination Fee".

2. Terms of Use and Personal Information Management

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

3. School Selection

Click "Waseda University".

4. School Information

Read the information carefully and click "Next".

5. Category Selection

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

6. Basket Contents

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

7. Basic Information

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

Paying with Credit Card

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

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

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

Paying with Union Pay, Alipay

Follow the onscreen instructions to complete the card payment.

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

Please write down the "Receipt Number" given when you
complete your application, and enter your
"Payment Method", "Receipt Number" and "Birth Date".
Please make sure your printer is ready.

Please print out the "Payment Inquiry - Inquiry result" page.

Application

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

Save the screenshot of "Result" page and upload it to your application form
on the online application system (TAO).

[NOTICE/FAQ]

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

■ Payment Commission

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

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

For questions or problems not mentioned here, please contact :

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

<Payment from overseas>**Payment through an overseas banking institution**

- Please follow the directions below and pay the screening fee from overseas by Telegraphic Transfer.
- If the local bank requires a separate handling fee, please pay the fee to the bank in addition to the following remittance.
- When you transfer the fee from overseas, an extra handling fee may be subtracted from the total amount you paid at the bank through which you transfer. Therefore, please arrange to make the transfer so that the amount listed below can reach Waseda University.
- Please note that the bank account below is used only for payment from outside of Japan, and not accepted from inside of Japan.
- Please upload the data of the payment proof to the online application system.

| | |
|-----------------------|---|
| Type | Telegraphic Transfer |
| Payment method | Advise and Pay |
| Bank transfer fee | Payer's Responsibility |
| Lifting charge | Payee's Account |
| Amount to be remitted | In cases where screening fee is 35,000 JPY : 37,500 JPY (Screening fee of 35,000 JPY plus bank transfer fee of 2,500 JPY) In cases where screening fee is 5,000 JPY : 6,000 JPY (Screening fee of 5,000 JPY plus bank transfer fee of 1,000 JPY) |
| Purpose of remittance | Screening Fee |
| Message to payee | Applicant's Full Name in English |
| Bank name | MUFG Bank, Ltd. |
| Branch | Edogawabashi Branch |
| Account number | 0035967FKA |
| Payee | Waseda University |
| Address of Bank | 3-7, Kagurazaka Shinjuku-ku Tokyo, Japan |
| Swift code | BOTKJPJT |

<Payment in Japan>

Payment at a Convenience Store

- Please pay the screening fee at a convenience store nearby.
To make the payment at a convenience store, you must complete the designated application procedure in advance by accessing the “screening (Entrance Exam) fee convenience store payment site” (<https://e-shiharai.net/>) [Japanese only]. After completing the online procedure, please make the payment at a convenience store. For more details of payment procedures, please refer to the chart in the next page.
- After making the payment, detach the “収納証明書/Certificate of Payment of the Screening Fee” on the Screening Fee Handling Description, and upload the scanned data or a photo to the designated space on TAO.
- The payment can be made 24 hours a day, seven days a week, including Saturdays, Sundays and holidays.
However, please note that **application via the website will be closed at 11:00 PM (JST) on the last day of the payment period. Similarly, you will not be able to make a payment at a convenience store after 11:30 PM (JST) on the last day of the payment period.**
- If a family member or an acquaintance of an applicant conducts the procedure for the applicant, the family member or the acquaintance **must enter the applicant’s information.**

Please select 「大学院」 from 「受験料・選考料のお支払い」.

Waseda University Convenience Store Easy-Pay Systems for Entrance Exam Fees

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

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



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



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

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

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

Paying at SEVEN-ELEVEN
[1 3-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
All Payments on the touch screen

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

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

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

●Loppi, FamiPort issues a funds transfer receipt.
You will need to take this to the cash register within 30 minutes and make the actual payment.
●Receive an Application Fee Statement. Detach the Certificate of Payment (receipt) portion.

* Design and layout of the touch screen buttons is subject to change without notice.

Paying at FamilyMart
[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
All Payments on the touch screen

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

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

●Loppi, FamiPort issues a funds transfer receipt.
You will need to take this to the cash register within 30 minutes and make the actual payment.
●Receive an Application Fee Statement. Detach the Certificate of Payment (receipt) portion.

* Design and layout of the touch screen buttons is subject to change without notice.

- 3 Application**

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

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

●Lawson ●Family Mart ●Ministop
Detach the receipt portion of the 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 Exam Fee Statement & Applicant's Copy portion for your records.

Take a photo of the payment receipt which includes your name, payment date and amount, and upload it to your application form on the online application system (TAO).

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

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/>

3.Screening Fee Waiver Program for Applicants from Specified Countries

Waseda University provides a screening fee waiver program for applicants from specified countries. Eligible applicants are required to read the following instructions and upload the necessary documents to the online application system TAO.

| | |
|---------------------------|---|
| (1) Outline | Applicants who wish to be admitted into an undergraduate or graduate school of Waseda University are eligible to apply for a screening fee waiver if they <u>reside in one of the countries designated by Waseda University AND hold nationality of one of those countries.</u> |
| (2) Eligibility | <p>The following conditions must be fulfilled:</p> <p>1) The applicant must reside in one of the countries classified as "Least Developed Countries" or "Low Income Countries which are not LDCs" in the list of ODA recipients as published by OECD/DAC AND hold nationality of one of those countries (the applicant's country of residence and nationality do not necessarily have to be identical).</p> <p style="padding-left: 40px;">* For the list of eligible countries, refer to "Eligible Countries" below.</p> <p style="padding-left: 40px;">* Applicants residing in Japan are not eligible.</p> <p>2) Applicants with dual nationality are only eligible if both nationalities are included in the list of eligible countries described in 1) above.</p> |
| (3) Eligible Countries | Afghanistan, Angola, Bangladesh, Benin, Bhutan, Burkina Faso, Burundi, Cambodia, Central African Rep., Chad, Comoros, D.P.R.Korea, Democratic Republic of the Congo, Djibouti, Eritrea, Ethiopia, Gambia, Guinea, Guinea-Bissau, Haiti, Kiribati, Laos, Lesotho, Liberia, Madagascar, Malawi, Mali, Mauritania, Mozambique, Myanmar, Nepal, Niger, Rwanda, Sao Tome and Principe, Senegal, Sierra Leone, Solomon Islands, Somalia, South Sudan, Sudan, Syrian Arab Republic, Tanzania, Timor-Leste, Togo, Tuvalu, Uganda, Yemen, Zambia |
| (4) Procedures | <p>When applying to GSAPS, please upload the following documents to TAO instead of the certificate of payment for the screening fee (copy of the result page etc.). You must submit these documents before the admissions application deadline. They will not be accepted after the deadline under any circumstances.</p> <p>1) Application Form for Screening Fee Waiver (Form is downloadable from GSAPS Website.) → Upload to "Proof of the payment of screening fee" section on TAO</p> <p>2) Copy of passport (including all details of the applicant) → Upload to "Applicant's information: Section B" on TAO</p> <p>* Applicants who apply for the screening fee waiver program are not required to pay the screening fee. However, if payment was made before the application for the screening fee waiver program, the screening fee will not be reimbursed.</p> <p>* In the event that the applicant is found to be ineligible for the screening fee waiver program or have made a false claim, the application for admission to Waseda University itself might be revoked immediately.</p> |

Step 5 Upload/Send Documents and Complete Application

| Section on TAO | Documents to be uploaded/sent by post (* If applicable) | Checklist (* If applicable) |
|---|--|--|
| Applicant Personal Information | ② Copy of Passport* ③ ID Photo ⑪ Copies of Both Sides of Residence Card * | <input type="checkbox"/> My name registered in TAO is the same as shown on my passport. <input type="checkbox"/> I confirmed my e-mail address was correct. |
| Intended Project Research | | <input type="checkbox"/> My preferences of Project Research/Faculty have been entered correctly. |
| Educational Background Graduation Certificates/Transcripts | ⑦ Certificate of (Expected) Graduation/Completion/Degree ⑧ Certificate of Academic Transcripts/Grading Scale | <input type="checkbox"/> I listed up all the schools I attended since from primary school. <input type="checkbox"/> I confirmed the information written on the certificate was correct (e.g. spelling of my name, date of birth, date of graduation, etc.). <input type="checkbox"/> I uploaded the transcript with GPA (in case GPA was available). <input type="checkbox"/> I submitted grading scale/grading system. (In case of GPA transcript, submitted the grading system indicating full mark of GPA.) I graduated in undergraduate/completed a graduate program in a university in mainland China (excluding Hong Kong, Taiwan and Macau) and completed the required steps for submitting the certificates (see P.19/20). * |
| Proof of Language Proficiency | ④ Certificate of Proof of Language Proficiency | <input type="checkbox"/> I uploaded the score report of language ability test. <input type="checkbox"/> I uploaded the certificate of English as a medium of instruction issued by my home university instead of English proficiency test scores. * |
| Manuscripts | ⑤ Essay 1-A: Research Plan ⑥ Essay 2 | <input type="checkbox"/> I wrote the essays within the designated length. <input type="checkbox"/> I uploaded the appropriate files for Essay 1-A and Essay 2 respectively (different content for each essay). <input type="checkbox"/> I uploaded the most updated essays (not in the middle of making). |
| Proof of Screening fee Payment | ⑨ Copy of Payment Receipt, etc. | <input type="checkbox"/> I completed the payment of screening fee to GSAPS during the designated period. |
| Recommendation Letters | | <input type="checkbox"/> My recommender(s) meets the requirements (see P.21). <input type="checkbox"/> I communicated well with my recommender(s) in advance and duly requested them to submit the recommendation letter(s) on TAO. |
| — (Sent by post) | ⑫ Recommendation letter by the Dean of the graduate/undergraduate school (or someone in higher ranking) at the applicant's home university | <input type="checkbox"/> The recommender I requested to make the letter is the faculty who is the dean of the graduate / undergraduate school (or someone in higher ranking) at my home university. <input type="checkbox"/> I requested the recommender directly to make a letter, not via TAO. <input type="checkbox"/> The address in the letter is "Dear Prof. Aiji Tanaka, President of Waseda University." <input type="checkbox"/> The letter is made in the official format (letterhead) of the recommender's university, and bears the signature or official stamp of the Dean or someone in higher ranking of the graduate / undergraduate school. |

| | | |
|---------------------|--|--|
| – (Sent by post) | ⑬ Application form for Japanese government (MEXT) Scholarship (MEXT designated form) | <input type="checkbox"/> I filled out the form by myself by typing (or by handwriting). <input type="checkbox"/> I filled out the designated file (Excel) in Japanese (or English), and printed it out in white A4 sized paper. <input type="checkbox"/> I put a digital photo of my face taken in the designated manner in the designated section of the form. <input type="checkbox"/> I put my handwritten autograph on the designated column. |
| – (Sent by post) | ⑭ Field of Study and Research Plan (MEXT designated form) | <input type="checkbox"/> I filled out the form by myself by typing (or by handwriting). <input type="checkbox"/> I filled out the designated file (Word) in Japanese (or English), and printed it out on both sides of white A4 sized paper. <input type="checkbox"/> I wrote the research plan considering “building global governance to achieve SDGs through Asian-European inter-regional cooperation”. |

- ☐ I have authenticated/certified copies of my application documents which are ready to be submitted once I am accepted into GSAPS.
- ☐ I attached official translation to the documents written in languages other than English or Japanese. (see P.15)
- ☐ For the online application documents, I completed my application by pressing “Complete my application” button by the deadline.
- ☐ As for the application documents submitted by post, I dispatched them by the deadline via trackable courier.
- ☐ I checked my application status changed from “Application in progress” to “Application completed” on TAO.

Step 6 Screening Result Announcement

| | |
|---|--|
| First Screening (Document Screening) Result Announcement | <p>On February 28 (Mon), 2022 (JST)</p> <ul style="list-style-type: none"> * First screening result will be notified to all the applicants by e-mail. * The details of the second screening (Period and method of interview) will be announced to the successful applicants of the first screening via e-mail. |
| Second Screening (Interview) & Nomination to MEXT Result Announcement | <p>By the end of March 2022</p> <ul style="list-style-type: none"> * Result of scholarship nomination to MEXT (whether nominated or not) will be announced to each applicant via e-mail. |
| Final Decision of Successful Scholarship Recipients by MEXT/GSAPS | <p>Between late June and early July 2022</p> <ul style="list-style-type: none"> * Final result of MEXT scholarship recipients (whether finally can receive scholarship or not) will be notified via e-mail/ postal mail. |

IMPORTANT

- *The GSAPS Admissions Office will not answer any inquiries with regard to the reasons for the results and/or details of the screening via e-mail, by telephone, in person, or by any other means.
- * For those who were not selected as a MEXT scholarship recipient, but wish to enter GSAPS as a privately-financed student, the final result as a privately-financed student will be notified to each student by e-mail on June 3 (Fri), 2022 (JST).

Step 7 Entrance Procedures

- The details of Entrance Procedures (method/documents to be submitted/etc.) will be announced to each successful applicant after final decision of scholarship recipient by MEXT.
- *As for visa application/schedule to enter Japan (including air ticket arrangement), they will be also announced to each successful applicant after final decision of scholarship recipient by MEXT.
- *Regarding dormitories, the scholarship recipients have to arrange and pay for it by themselves. Please refer to the following website and contact the Residence Life Center for any inquiries regarding housing.
<https://www.waseda.jp/inst/rlc/en/>

IV. Requirements for This Program

Name of Program:

“Building Global Governance Capacity to Achieve SDGs: An Asian-European Inter-regional Training Program”

Requirement for entrants in September 2022:

The students in the “Building Global Governance Capacity to Achieve SDGs: An Asian-European Inter-regional Training Program” (September 2022 entrance) are required to complete the requirements below. Upon successful completion of the requirements, they will be awarded a certificate of completion. They need to become familiar with the requirements and make a feasible plan for fulfilling them within their period of study (2 years for MA students), referring to the curriculum model. Each student is responsible for monitoring his/her own progress toward completion of the program.

The information shown in this chapter is a tentative plan at this moment, and it is subject to change. Therefore, make sure to also check the curricular requirement and the designated course lists which will be distributed at the time of enrollment.

MA Program

Period of Study: 2 years

Degree Requirements :

- Earning 30 credits or more
- Master’s thesis

| Category | Courses | Required Credits |
|------------------------------------|---|-----------------------------|
| Compulsory Courses | Designated Courses (including Japan-related courses) | 8 credits |
| Elective Courses | Courses offered by GSAPS Courses offered by other graduate schools | 14 credits |
| Project Research & Master’s Thesis | | 8 credits & Master’s thesis |
| | | Total 30 credits |

*Those who have completed the program requirements will be conferred a certificate of program completion along with a MA degree.

<Designated Courses scheduled to be offered in AY 2022>

| Category | Title | Instructor | Remarks |
|-----------------|---|-------------------------|--|
| Core Course | Experiences in Development of Japan in International Society | KURODA, Kazuo et al. | -English only -Japan-related courses |
| Core Course | Experiences in Global Cooperation of Japan | KATSUMA, Yasushi et al. | -English only -Japan-related courses |
| Basic Course | Europe and Asia | BACON, Paul Martyn | English only |
| Basic Course | Human Development and the Sustainable Development Goals (SDGs) | KATSUMA, Yasushi | (Fall) Japanese (Winter) English Not available in AY2022 |
| Basic Course | International Human Rights and Human Security | KATSUMA, Yasushi | (Spring) Japanese (Summer) English |
| Basic Course | Digital Sustainability | MITOMO, Hitoshi | English & Japanese |
| Advanced Course | Energy Issues in Asia-Pacific | TANIGUCHI, Shinichi | -English & Japanese -Each language of the course is opened in every two years |
| Advanced Course | Agricultural and Food Economies in the Asia-Pacific Region | GEMMA, Masahiko | English only |
| Advanced Course | Sustainable Development and International Development Cooperation | MATSUOKA, Shunji | (Spring) Japanese (Fall) English |
| Advanced Course | Environmental Issues and Sustainable Society | MATSUOKA, Shunji et al. | Japanese only |
| Advanced Course | Theory of Educational Development in Developing Countries and International Cooperation | KURODA, Kazuo | English & Japanese |
| Advanced Course | Theories of Asian Regional Integration (EAUI) | SHINOHARA, Hatsue | English only |

Curriculum Model (MA Program, September 2022 Entrance)

| | Fall Semester (15 weeks) | Winter Intensive Term | Spring Semester (15 weeks) | Summer Intensive Term |
|-------------|--|------------------------------------|---|--------------------------|
| 1st Year | <ul style="list-style-type: none"> ▪ Designated Courses (Core/Basic Courses) ▪ Courses offered by GSAPS (Core/Basic Courses) | Winter Intensive Courses | <ul style="list-style-type: none"> ▪ Designated Courses (Advanced Courses) ▪ Courses offered by GSAPS (Advanced Courses) ▪ Courses offered by other graduate schools | Summer Intensive Courses |
| | | | EAUI Summer School | |
| | | Project Research & Master's Thesis | | |
| 2nd Year | Courses offered by GSAPS (Advanced Courses) | | Submit Master's thesis | Oral Examination |
| | Internship/fieldwork | | | |
| | | Project Research & Master's Thesis | | |

Note:

For transfer of course credits obtained at other graduate schools, please make sure to consult the *Study Guide* of the Graduate School of Asia-Pacific Studies issued in the year you entered the School or the GSAPS website.

V. Special Notes

1. Notes on Entrance examination (interview)

- Once submitted, contents of application documents cannot be changed.
- In the case of a change of address, telephone number, or e-mail address, please inform the GSAPS Admissions Office immediately.
- It should be noted that the personal information of scholarship recipients (name, gender, date of birth, nationality, university and academic program attended, area of specialization, period of attendance and job placement after graduation, contact information (address/phone number/email address)) may be shared among relevant government agencies to be utilized for Japanese government projects related to international students (support and follow-up during studying in Japan, improvement of system for studying abroad) . The personal information of scholarship recipients other than the date of birth/contact information may be disclosed for the purpose of publicity to promote accepting international students or of introducing the graduates succeeding over the world after completing the study in Japan in the materials made by Japanese government.

2. Special Accommodation

If you expect to require special care after entering the university due to disability or serious medical conditions, please contact the GSAPS Admissions Office of Waseda University immediately.

3. 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 case, 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 researches to improve our entrance examinations. The information will be statistically processed to prevent any individuals from being identified.

4. Dishonest Act

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. You may be deemed to have committed a dishonest act if Waseda University determines that you did the followings during the interview:
 - ① Bringing in or referring to the materials not to be permitted
 - ② Gaining answers from others during the examination (interview)
 - ③ Not following instructions from the examination (interview) supervisors
 - ④ Pretending to be an applicant and taking the examination (interview) for the applicant
 - ⑤ Conducting other acts impairing the fairness of the examination (interview)
3. The following responses may be taken if a dishonest act is identified.
 - The applicant may not be allowed to continue taking the examination or allowed to take any other entrance examination given by Waseda University during the year. (Screening fees will not be returned.)
 - The results of all entrance examinations taken by the applicant at Waseda University during the year may become invalid.

5. Exemption clauses

Please review the following material carefully so that you will know what to expect during the Waseda University Admissions Exam.

◆ Unforeseen problems that are beyond human control

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.

6. Policy Statement on Gender and Sexual Diversity

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/>

At Waseda University, people of diverse individualities, whether because of their nationality, gender (limited not only to men and women, but ranging across a wide spectrum of gender identities), disabilities, or any other aspect of their being, coexist. The university aims to create an academic community that will respect the point of view of each individual. In this academic community, everyone will be able to engage in their studies and in education, research, and work in a way that will open the door to new possibilities; and this will result in the further development of the university.

For more information, please visit the website of Gender and Sexuality Center at Waseda University.

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

7. Frequently Asked Questions (FAQ)

Please visit the following website, for further information regarding admissions and details of the school.

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

◆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. <https://www.jlpt.jp/e/index.html>

【Taking exam outside Japan】

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

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

By Japan Students Services Organization

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

【Taking Exam outside Japan】

URL. <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. <https://www.iibc-global.org/english.html>

【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. <https://www.britishcouncil.jp/en/exam/ielts>

URL. <https://www.eiken.or.jp/ielts/en/>

【Taking Exam outside Japan】

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