



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

# **Application Guide**

## **<September 2024 Entrance>**

**The Global Governance Building and  
Human Resource Development Program  
for Achieving the SDGs from Asia**

**<For International Applicants for MEXT Scholarship>**

**Ph.D. in International Studies**

<b>Admissions Office Graduate School of Asia-Pacific Studies (GSAPS)</b>	
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## << 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 the 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 the 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 be saved by each section.

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

⑤ **Be sure to complete your application by the application deadline.**

The server will be very busy just before the deadline and it may take some time to submit your application. Please be careful and allow plenty of time to complete your application process. (You can complete the process by clicking the "Complete the Application" button on TAO. No need to wait for your recommenders to submit recommendation letters.) Please note that applications submitted outside the application period will not be accepted for any reason.

⑥ **Check your e-mail account registered at the time of application regularly.**

The GSAPS Admissions Office may contact you via e-mail, when necessary after you have completed your 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 **The 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 Ph.D. Program, GSAPS seeks candidates who have high-level of understanding and specialized knowledge in their field of research and aim to become specialists and researchers who can contribute effectively to global society, including the Asia-Pacific region.

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

1. Understanding of various global problems and the knowledge to identify and suggest solutions
2. Ability to think rationally and logically
3. Communication skills, including language ability required globally

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**Important** A force majeure event may cause a change in the travel dates, cancellation of the scholarship, or changes in the information provided in this application guide at any time before or after the date of notification of acceptance. A force majeure event is an event beyond the reasonable control of MEXT, which may include, but is not limited to, natural disasters, acts of government (including local government hereinafter the same shall apply in this section) or governmental institutions (including but not limited to border control measures such as immigration and travel restrictions by the Japanese government or governments of other countries concerning infectious diseases), compliance with laws, regulations or orders, fire, storm, flood or earthquake, war (declared or not), rebellion, revolution or riot, and strikes or lockouts.

## 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 2023 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 2024 to 2026. Please find a detailed outline of the program offered by the GSAPS below.

#### (1) Purpose of the Program

The broader aim of the program is to promote cooperation with Asia and thereby realize greater cooperation among the international community as a whole. More specifically, the program aims to cultivate global leaders capable of addressing global issues, such as those outlined in the Sustainable Development Goals (SDGs).

The global pandemic caused by COVID-19 has demonstrated that there is an urgent need for international cooperation and collaboration in addressing global challenges that extend beyond the framework of individual nation-states. It is expected that key global governing bodies, including United Nations agencies and international organizations such as the World Health Organization, will take the lead in guiding the world toward solutions when such challenges emerge. However, the story of this global pandemic seems to show that the present global governance mechanisms are not functioning effectively. Against this background, there has been a noticeable rise in recent years of non-cooperative and unilateralist posturing by countries as well as structural conflict between the major powers, the United States and China. Furthermore, Russia's invasion of Ukraine has increased international instability, and tensions are intensifying between countries or regions with different systems (political, economic, and social). In such a situation, it is important to build cooperative mechanisms based on mutual trust among countries with a cooperative orientation.

Japan has a track record of leadership and cooperation in the development of multilateral governance frameworks, such as the Regional Comprehensive Economic Partnership Agreement (RCEP) centered on East Asia, the Comprehensive and Progressive Agreement for Trans-Pacific Partnership (CPTPP), the Free and Open Indo-Pacific Strategy (FOIP), the Indo-Pacific Economic Framework (IPEF) and the G7, the forum of the world's major industrialized countries. 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 to maintain a peaceful global order and address global challenges.

In 2023, as Japan and ASEAN celebrate the 50th anniversary of their friendship and cooperation, there is a need to further deepen the relationship with ASEAN, which is a very important partner both economically and geopolitically. In this way, Japan's role as an international leader is related not only contributing to the resolution of global challenges, but also the development of international frameworks to promote trade of goods and services, direct and indirect investment, and labor and technological transfer as well as to strengthening links between the Japanese economy and the world economy. Fostering such developments can be seen as a growth strategy and a means of achieving true internationalization of the Japanese economy, which has been suffering from long-term economic stagnation, allowing Japan to tap into global, and especially Asian, economic growth.

Based on the above, the program aims to develop human resources who can contribute to the construction of inter-regional and multi-layered governance that links regional cooperation, centered on cooperation with ASEAN, to the global level.

## (2) Contents of the Program

The Ph.D. Program aims to produce graduates who will be active as leading researchers or highly-specialized professionals on the international scene by training specialists in each of the three fields of "Area Studies", "International Relations", and "International Development / Policy Studies" in the dynamic Asia-Pacific region.

Students will be enrolled in a "Project Research (thesis research guidance)" seminar selected at the time of admission based on their research interests. They will prepare and write their thesis while cultivating the knowledge, analytic skills, and methodological expertise necessary for completing their dissertation.

In addition to the project research seminar, Ph.D. students in the program will take compulsory courses, such as "Experiences in Development of Japan in International Society", "Experiences in Global Cooperation of Japan", "Sustainable Development and International Development Cooperation", according to their interest and needs.

## (3) Project Research

Doctoral degree candidates are required to complete compulsory courses and submit their dissertation to earn the Ph.D. degree. Candidates may also choose to take additional master's level courses for further credit if they wish. Most students who do not elect to take additional courses focus exclusively on their dissertations.

Therefore, all the Ph.D. applicants are required to choose only ONE project research appropriate to their own research field from the list below available this academic year and input it in the "Online Application Form" by checking the URLs listed on the next page.

The final selection of the project research takes into comprehensive consideration the student's research plan/desire and other documents presented during the admissions process as well as an interview result in the 2<sup>nd</sup> screening.

## Project Research Seminars Available for September 2024 Entrance

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

Field/Area of Research	Name of Faculty Members	Project Research
<b>Area Studies</b>	AOYAMA, Rumi	Politics and International Relations of Contemporary China
	LIU-FARRER, Gracia	Self, Culture, Society under Globalization
	MIICHI, Ken	Religion and Politics in Contemporary Southeast Asia
	NAKAJIMA, Seio	Development and Prospects of Creative Industries in Contemporary Asia
<b>International Relations</b>	BACON, Paul Martyn	Comparative Regionalism (Europe and Asia) ※Available in English language only
	LEHENY, David	Culture, Identity, and Politics in the Asia-Pacific
	NABESHIMA, Kaoru	Industrial Upgrading in East Asia
	SETA, Makoto	Law & Organizations in International Relations
	SHINOHARA, Hatsue	History of US-Japanese Relations, International History
	UEKI, Chikako	International Relations and Security in Asia-Pacific
<b>International Development/ Policy Studies</b>	KATO, Atsushi	Economic Development and Governance
	KATSUMA, Yasushi	Social Development and International Human Rights
	KIKUCHI, Tomoo	International Macroeconomics
	KURODA, Kazuo	Policy Analysis of Comparative and International Education

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

#### (4) Language

Classes and thesis/dissertation writing will be in either English or Japanese. To contribute to build global governance to achieve SDGs with Asia at the core, 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 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 studies
- (2) Number of openings: Approx. 2 for Ph.D. program

## 3. Required Qualification and Conditions

### (1) Eligibility:

Those who newly enter Japan from abroad as students or those already staying in Japan

[Definition of " **those already staying in Japan** "]

- ① Those who are staying in Japan with a medium- to long-term resident status at the time of application.  
Those who have their base of residence in Japan, not including tourists and short-term visitors who are staying in Japan for the purpose of taking entrance examinations, etc. It is irrelevant whether the applicant is residing in Japan from the time of after application to the start of scholarship payments.
- ② Applicants residing outside Japan at the time of application, but will come to Japan as a privately financed international students before the start of receiving scholarship payments.
  - \* Those who are or will be in Japan as a privately financed international student must complete their program at the school they are/will be enrolled in before receiving scholarship payments.  
Travel expenses will not be paid for them, regardless of the reasons stated in ① and ②.
  - \* If applicants return to their country of nationality after applying under condition ①, however, there are no exceptions if students return to Japan before scholarship payments begin.

### (2) Nationality:

Applicants must have the nationality of a country that has diplomatic relations with Japan.

Applicants who have Japanese nationality at the time of application are not eligible. However, persons with dual nationality who hold Japanese nationality and whose place of residence at the time of application is outside of Japan are eligible to apply if they choose the nationality of the other country and renounce their Japanese nationality by the date of their arrival in Japan (the acquisition of student status).

### (3) Age:

Those who were born on or after April 2,1989

- \* Exceptions are limited to cases in which MEXT deems that the applicant could not apply within the eligible age limit due to the situation or circumstances of the applicant's country (military service obligation, loss of educational opportunities due to disturbances of war, etc.). Personal circumstances (financial situation, family circumstances, state of health, circumstances related to applicant's university or place of employment, etc.) will not be considered for exceptions.

However, for the Young Leaders' Program graduates who do not meet the above age requirements and wish to enroll in a doctoral course, they can apply only within five years after they have completed the program.

### (4) Academic credentials:

Applicants must fulfill one of the following requirements.

1. Holders of a Master's Degree, Professional Master's Degree, or Professional Doctoral Degree in Law or those who are scheduled to receive such a degree by September 2024.
2. Holders of a Master's Degree, Professional Master's Degree, or an equivalent from an institution overseas or those who are scheduled to receive such a degree by September 2024.
3. Those designated by the Minister of Education, Culture, Sports, Science, and Technology. (Please contact the GSAPS Admissions Office for details.)
4. Those who have completed postgraduate programs and received a degree equivalent to a Master's Degree



from United Nations University or those who are scheduled to receive such a degree by September 2024.

5. Those who have been recognized by GSAPS as possessing academic credentials equivalent or superior to those of holders of a Master's Degree, Professional Master's Degree, or Professional Doctoral Degree in Law through an individual entrance requirements screening process and are scheduled to reach 24 years of age by September 2024.

\* Prospective applicants who are unsure if they can fulfill the requirement 5 must confirm their eligibility with the GSAPS Admission Office prior to the application.

**<< About Individual Entrance Requirements Screening Process >>**

For the prospective applicants who are unsure if they can fulfill the requirement 5 above and wish to go through the individual entrance requirements screening process, it is required to submit specific application documents to the GSAPS Admissions Office by the prescribed day. For MEXT Scholarship admissions of September 2024 entrance, please submit the necessary documents for individual entrance requirement screening **by December 11 (Mon.), 2023**. 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 for the final confirmation of the calculation of GPA for each applicant based on the evaluation scale below by checking all 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 all their transcripts.

<GPA Formula>

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

\* 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>

- A) 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.
- B) For applicants who have transferred, calculate GPA with the credits you obtained after transfer
- C) Grades of "Pass" or "Accreditation" must not be included into GPA calculation.
- D) When calculating GPA, truncate a number to two decimal places. For example, 2.654 will be 2.65.

(5) Health:

Those whom GSAPS has determined to be mentally and physically fit to be studying overseas.

(6) Time of arrival in Japan:

Applicants must be able to arrive in Japan in early mid September 2024.

(7) 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. Please also note that if a recipient arrives in Japan without newly obtaining a “Student” visa, scholarship payments will be cancelled. Moreover, as the Japanese government requires pre-arrival tuberculosis screening for some countries, applicants obtaining a visa shall follow guidance at the overseas establishment of Japan located in the applicant’s country of nationality.

\* Visa requirements and status of residence for those are/will be already staying in Japan before enrollment  
For those whose current status of residence is not “Student,” applicants must change their status of residence to "Student" at the local Immigration Services Agency in Japan by time of registration as students at the accepting university. Even in cases of having other statuses of residence ("Permanent Resident," "Long Term Resident", etc.), applicants must change their status to "Student" and begin their courses of study as Japanese Government (MEXT) Scholarship students. It is important to note that applications for "Permanent Resident" or "Long Term Resident" status after status of Japanese Government (MEXT) Scholarship student ends, may not be granted as a matter of course. Also, if studies as Japanese Government (MEXT) Scholarship students begin without changing status of residence to "Student," scholarships will be canceled.  
For those whose current status of residence is “Student,” they must complete the renewal procedures before the expiration of their periods of stay. Additionally, in the event of changes in school enrollment, notification must be submitted pursuant to the provisions of Article 19-16 of the Immigration-Control and Refugee-Recognition Act.

(8) Others:

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 meet any one of the following conditions are ineligible. If identified ineligible after being selected as a scholarship student, he/she must withdraw from the scholarship.

- a. Those who are military personnel or military civilian employees;
- b. Those who cannot arrive in Japan by the date specified by MEXT or the accepting university;
- c. Those who are previous recipients of Japanese Government (MEXT) Scholarship programs (including those who withdraw from the scholarship program after acquisition of student status). However, this does not apply to those who wish to apply for Research Students program and meet any one of the following conditions. In addition, since the Monbukagakusho Honors Scholarship for Privately Financed International Students does not apply to the Japanese Government (MEXT) Scholarship programs, the previous recipients can apply.
  - those who have at least three years of educational or work experience following the end of the payment of the previous scholarship and the start of this scholarship;
  - the past recipients of Japanese Studies Students program who have graduated or are going to graduate from universities in their home countries, Japan-Korea Joint Government Scholarship Program for the Students in Science and Engineering Departments and Young Leaders’ Program;
  - those who have obtained or are expected to obtain a degree as undergraduate students of the Japanese Government (MEXT) Scholarship programs (university recommendation/special selection).

- d. Those who are currently also applying to another program under the Japanese Government (MEXT) Scholarship system. This includes the programs for which scholarship payments will begin in FY2024;
- e. Those who are planning to receive scholarship money from an organization other than MEXT (including a government organization of the applicant's country) on top of the scholarship money provided by MEXT after the start of the scholarship payment (the acquisition of student status);
- f. Those who are expected to graduate at the time of application and cannot satisfy the condition of academic background by the deadline given;
- g. Holders of dual nationality at the time of application who cannot verify that they will give up Japanese nationality by the time of the arrival in Japan (the acquisition of student status);
- h. Those who plan to, from the time of application for the MEXT scholarship program, engage in long-term research (such as fieldwork or internship) outside Japan or plan to take a long-term leave of absence from the university;
- i. Those who have no intention to obtain a degree.

**[NOTE 1]** If you submit a certificate indicating that you are expected to meet the eligibility criteria stated in this application guide at the time of application, you will be requested at the time of entrance procedures to submit an official certificate indicating that you have indeed met the requirement. You will not be permitted to enter Waseda University, even if you pass the screening, unless you submit the relevant certificate.

**[NOTE 2]** Faculty of Waseda University including Waseda University Junior / Senior High School, Waseda University Honjo Senior High School and Art and Architecture School are not able to become a student of the University, although there are a few exceptions according to the university regulations. If you have any question, please ask the office of your affiliation.

## 1. Screening Method

- (1) **First Screening [Document Screening]:**  
- Evaluation for all the required application documents
- (2) **Second Screening [Interviews]:**  
- Online interview with successful applicants of the first screening

Final screening result shall be determined by (1) and (2).

In the screening process, it is also examined whether they are prospective candidates who aim to build global governance to achieve SDGs with Asia at the core.

\*The GSAPS Admissions Office will not answer any inquiries regarding the results and/or details of the screening.

### Note:

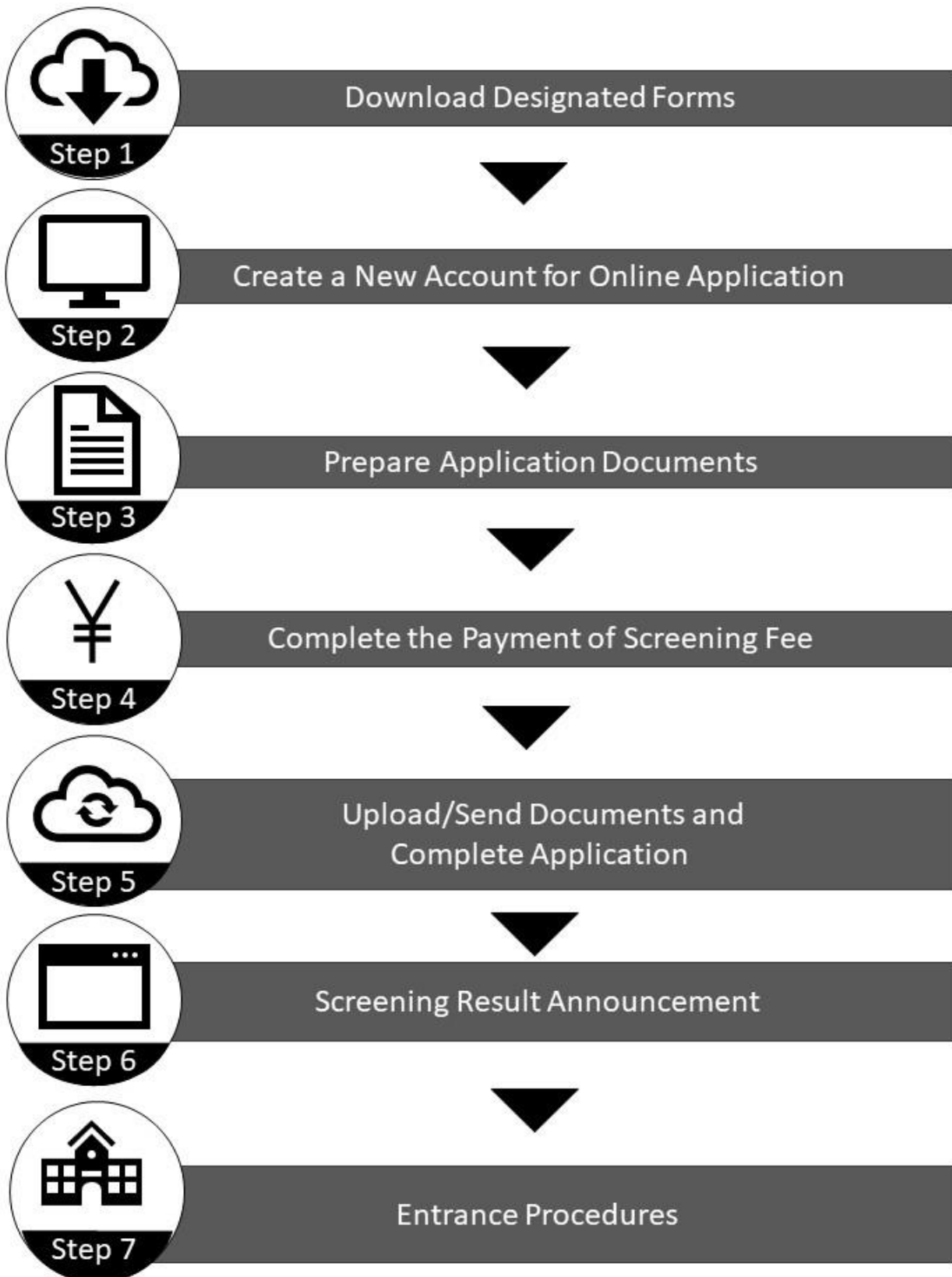
Applicants who are not nominated for the MEXT scholarship but wish to enter GSAPS even as privately financed students are required to express their intention in the online application system TAO (Applicant's Information: Section B) at the time of application. In this case, the final screening result as a privately financed student will be notified to each applicant on May 30 (Thu.), 2024 via e-mail. (In that case, there is a possibility of conducting an interview around mid-May 2024.) \*Regarding the tuition and fees as a privately financed student, refer to the GSAPS webpage via the URL . <https://www.waseda.jp/fire/gsaps/en/admissions/tuition>

## 5. Screening Schedule

<b>Application Period</b>	December 18 (Mon.) 9:00 – December 25 (Mon.) 16:59, 2023 * Online application and payment of screening Fee must be completed during this period.
<b>Result of First Screening [Document Screening]</b> *Notified via e-mail to applicants	February 5 (Mon.), 2024
<b>Second Screening [Online Interview]</b> *Only for successful applicants of first screening	On specified date/time by GSAPS between February 6 (Tue.) – February 9 (Fri.), 2024
<b>Result of Second Screening</b> *Notified via e-mail to applicants	By the end of February 2024
<b>Nomination of Scholarship Candidates to MEXT from Waseda University</b>	Early March 2024
<b>Final Decisions on Scholarship Recipients</b> *Notified via e-mail to successful applicants by GSAPS after notification to Waseda University by MEXT	Mid-June 2024
<b>Matriculation Date</b>	September 21 (Sat.), 2024

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

## 6. Roadmap to Enrollment



## II. Scholarship

### 1. Scholarship payment period

Ph.D. Program: October 2024 – September 2027 (36 months) [scheduled]

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

(1) Allowance: JPY145,000 per month for Ph.D. 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 recipient is absent from the university for the long term, the scholarship during the period will not be issued.
- \* 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. 2024.

Payment of the scholarship will be cancelled for the reasons given below. Should any of the following reasons apply, the recipient may be ordered to return a part of, or all of the scholarship paid up to that time. Payment of the scholarship may also be stopped during the period up to the decision on the disposition of the matter.

- a. A recipient is determined to have made a false statement on his/her application;
- b. A recipient violates any article of his/her pledge to the Minister of Education, Culture, Sports, Science and Technology;
- c. A recipient violates any Japanese laws and is sentenced and imprisoned for an indefinite period or for a period exceeding 1 year;
- d. A recipient is suspended from his/her university or receives other punishment, or is removed from enrollment; as a disciplinary action in accordance with regulations of the Waseda University;
- e. It has been determined that it will be impossible for a recipient to complete the course within the standard period of study because of poor academic grades or suspension or absence from the university;
- f. A recipient came to Japan without newly acquiring the "Student" residence status, or changed his/her residence status to one other than "Student." In case of domestic recommenders, they begin studies as Japanese Government (MEXT) Scholarship students with a status of residence other than "Student" or changed his/her residence status to one other than "Student."
- g. A recipient has received another scholarship (excluding those specified for research expenditures);
- h. A recipient proceeds to a more advanced level of education without receiving approval for an extension of the period of the scholarship;
- i. A recipient withdraws from his/her university or transfers to another university;
- j. A recipient's annual GPA based on the evaluation scale shown on the P.9 is below 2.30 or the grading standard set by Waseda university.

(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. However, MEXT will not provide an airline ticket for those who will have already been in Japan before enrollment. 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.

("His/Her place of residence" is, in principle, 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 his/her place of residence for personal reasons.

- b) Transportation from Japan: The recipient who returns to his/her home country within the fixed period before the expiration of the scholarship after 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

Application is accepted when payment of screening fee and submission of application documents have both been completed. Applicants are required to complete the application as directed below during the application period. The deadline will NOT be extended under any circumstances.

#### STEP 1 Download Designated Forms

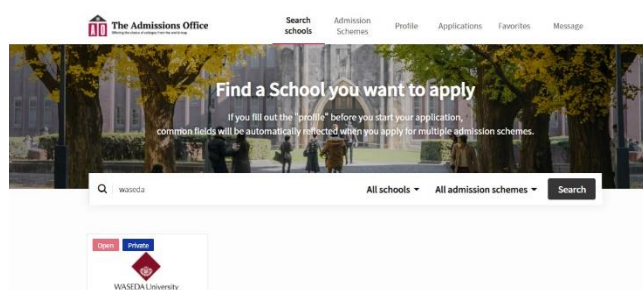
Access our website and download the necessary documents.

<https://www.waseda.jp/fire/gsaps/en/admissions/scholarship-admission>

#### 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 / September 2024 Entrance【English-based program】 Ph.D. 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】 for the appropriate admissions category.)

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

<b>Application Period</b> <b>(Open Period of the Application System)</b>	December 18(Mon.) 9:00 – December 25 (Mon.) 16:59, 2023(JST)
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- 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. .
- You do not need to create the “Profile” 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 to “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 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) 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 submitted via online application system (TAO). 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/September 2024 Entrance [English-based program] Ph.D. Course: MEXT Scholarship Admissions”** on 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 /2024年9月入学【日本語履修】博士後期課程: 国費奨学金入試”** for the appropriate admissions category. Be sure to enter information and write your research plan in the language of the program you have chosen.
- **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
<b>(1) Application Documents Designated by GSAPS</b>			
①	TAO Online Application Form	○	P.18
②	Copy of Passport	○	P.18
③	ID Photo	○	P.19
④	Proof of Language Proficiency A) English Proficiency Test Scores: TOEFL/TOEIC/IELTS Or B) Japanese Proficiency Test Score: JLPT N1/EJU	○	P.19
⑤	Research Plan	○	P.20
⑥	Master's Thesis	○	P.20
⑦	Summary of Master's Thesis	○	P.20
⑧	Publications	*	P.21
⑨	List of Previous Publications	*	P.21
⑩	Certificate of (Expected) Graduation/Completion/Degree	○	P.22
⑪	Certificate of Academic Transcripts and Grading Scale	○	P.23
⑫	Copy of Payment Receipt	○	P.23
⑬	Recommendation Letters A (2 letters)	○	P.24
⑭	Copies of Both Sides of Residence Card (required only for non-Japanese who already possess the status of residence in Japan)	*	P.27
<b>(2) Application Documents Designated by MEXT</b>			
⑮	Recommendation Letter B (the head of the undergraduate /graduate school (or above) of the applicant's home university)	○	P.27
⑯	Application Form for Japanese Government (MEXT) Scholarship (MEXT designated form)	○	P.27
⑰	Field of Study and Research Plan (MEXT designated form)	○	P.27

**IMPORTANT**

Successful applicants will be requested to **submit the official/original 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 entrance procedures. (\*For details of <Certified/Notarized Copy>, see below.)**

If the contents in the official/original 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 official/original or certified/notarized documents, **your acceptance to GSAPS will be revoked.** Therefore, please be sure to **prepare and keep the official/original or certified/notarized copies of the documents to prove your graduation/completion /degree/academic records at your hand.**

\*In case those who are expected to graduate/complete at the time of application pass the screening, they will be requested to submit an original/official copy of the graduation/completion certificate issued after graduation/completion.

**<Certified/Notarized Copy>**

If you are not able to submit the official/original 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 official/original 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 official/original ones. A simple photocopy is NOT acceptable.

**<How to prepare a certified/notarized copy>**

<p>Copy of original document</p> <p>Comment</p> <p>Seal or Signature</p>	<ol style="list-style-type: none"> <li>1. Prepare the official/original copies of the documents</li> <li>2. Ask the issuing institution or another official institution (e.g., notary public) to make a copy of the official/original certificate</li> <li>3. The institution will put an official “certified or notarized copy” stamp and/or add a comment certifying that the copy is equivalent to the official/original document along with their official seal/signature on the document.</li> </ol> <p>e.g. Certified/Notarized copy Date &amp; Official Name of the Institution</p>
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**(1) Application Documents Designated by GSAPS**

**① TAO Online Application Form**

Input the information of the applicant such as your profile, language proficiency, intended project research, etc., and upload/input ②-⑰ 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/faq/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

- Upload a color photograph taken within 3 months before the application (4:3 ratio, front view face, no hat, no background, no frame).
- Please make sure to upload your ID photo (Speed photos are acceptable). Snapshots or photos taken and printed by individuals using smartphones, etc. will not be accepted.
- Photos taken wearing scarves, sunglasses, etc. will not be accepted. However, if you wish to submit a photo of yourself wearing a medical or religious headwear, please contact us before your application.
- Please keep this photo data on hand since successful applicants will be asked to upload the same photo data also at the time of entrance procedures. Please note that the photo to be uploaded at the time of entrance procedures will be used not only for the student ID card, but also for identification in several other entrance procedures and registered as your personal information for some web services inside the university.

### ④ Proof of Language Proficiency

Applicants are required to submit 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 (the original score report/certificate sent to the applicant by the test institution) and upload it to TAO.

\* At the time of entrance procedures, successful applicants will be requested to submit to us the originals of the language ability certificates which they have uploaded to TAO. If the originals cannot be submitted, your acceptance to GSAPS 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 proficiency as follows.

Test score Report of

- **TOEFL:iBT (except TOEFL Home Edition)**
- **IELTS:Academic**
- **TOEIC:Listening & Reading Test, and Speaking & Writing Test (all 4 skills required)**

**Valid: Only for test scores taken after November 14, 2021, are acceptable.**

Exemption:

- In case an applicant is expected to graduate in/complete or has graduated in/completed a degree program entirely in English, **an official certificate that indicates English as the medium of instruction** issued by one's home university is acceptable as a proof of language proficiency. 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.
- In case an 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 proficiency, and no need to submit the score of the English language proficiency test(s) and/or the certificate of the English medium of instruction.
- **For those who completed /expected to complete the GSAPS master's degree program (regular course)**  
If you have taken (or will take) more than half of the courses required for completion at GSAPS in English excluding seminars, you are exempted from submitting the English proficiency test. On TAO system, you can select "Earned degree (expected to earn) through English-medium program" in the "Name of English Language Test" option and upload your certificate of (expected) completion (MA) or transcript (MA) issued by Waseda University as a language proof.

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 as follows.

Test score report of

- JLPT Level 1/N1 (Japanese-Language Proficiency Test)
  - EJU (Japanese University Admission for International Students) 'Japanese as a Foreign Language' section
- Valid: Only scores taken after November 14, 2021, are acceptable.**

Exemption:

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 minimum scores qualified for application.**
- TOEFL-ITP and TOEIC-IP taken at the examination site of an institution, or a school (**NOT online testing** taken at home) are acceptable.
- TOEFL MyBest Scores will NOT be acceptable.
- N1 result certificate without score will NOT be acceptable.

## ⑤ Research Plan

- Fill out the research plan in the designated form (Word file) downloadable from the GSAPS website (URL is shown in the online application form TAO) concretely including the topics below (1,600 words or less in English, or 4,000 letters or less in Japanese), and upload it in PDF format.
- No designated font or size.
  1. The central issue/theme or hypothesis you wish to research
  2. How you compare it to existing research (How is it different, how will it expand the current body of knowledge?)
  3. How you propose to approach it/what methods you intend to use
  4. Your future goals upon completion of the program

## ⑥ Master's Thesis

- Upload it in PDF format.
  - \*If the Master's Thesis is not completed: Please submit a draft of the thesis.
  - \*If a Master's Thesis is/was not required to obtain the Master's Degree:  
Please submit academic articles such as research / term papers, indicating that a Master's Thesis was not required. An outline of research / term papers is also required to submit in this case. The outline should be written according to the instruction described below "Summary of Master's Thesis".

## ⑦ Summary of Master's Thesis

- Upload it in PDF format.
- Applicants whose Master's Thesis is not completed are also requested to submit a summary of Master's Thesis. Applicants who submit academic article(s) instead are also requested to submit a summary of the academic article(s).
  - \*Must be completed in the language that applicants choose for screening/thesis in TAO.

If the submitted Master's Thesis was written in Japanese or English

- Summary written in Japanese : 6,000 letters or less in Japanese
- Summary written in English : 2,500 words or less in English (double-spaced)

If the submitted Master's Thesis was written in a language other than Japanese or English

- Summary written in Japanese : 12,000 letters or less in Japanese
- Summary written in English : 5,000 words or less in English (double-spaced)
- No designated font or size.

### **⑧ Publications (If applicable)**

- If applicants have published any academic research/articles, etc., a maximum of two additional documents may be submitted.  
\*Only publications which do not infringe copyright are allowed to submit online.  
\*If you intend to send physical copies, please send them to our Admissions Office by postal mail with the trackable services. Please note that the publication will not be returned.

### **⑨ List of Previous Publications (If applicable)**

- Submission of this form is optional. However, if applicants submit Publications above, this list describing their titles must also be submitted. Please complete it according to the instruction in the designated form (Word file) downloadable from GSAPS website (URL is shown in the online application form TAO) and upload it in PDF file.

## ⑩ Certificate of (Expected) Graduation/Completion/Degree

- Upload the documents officially issued by your home university/certificate issuing institution/notary public.
- If applicants, who have submitted a "certificate of expected graduation" at the time of application, get accepted, they must submit an official "certificate of graduation" 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** and **the date of (expected) graduation**, 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 (or are expected to graduate) from a university 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 (including prospective graduates) in mainland China (excluding Hong Kong, Taiwan and Macau) are required to **arrange the following online verification report from CSSD to be submitted to the GSAPS Admissions Office via e-mail** instead of uploading the certificate of graduation/completion and degree certificate issued by the university.

#### **Graduates**

Arrange the following 2 verification reports issued by CHSI (China Higher-education Information and Student Information) to be e-mailed directly from CSSD to the GSAPS Admissions Office ([gsaps-admission@list.waseda.jp](mailto:gsaps-admission@list.waseda.jp)).

- For certificate of graduation/completion:  
**“Online Verification Report of Higher Education Qualification Certificate (English)”**
- For certificate of degree:  
**“Online Verification Report of Higher Education Degree Certificate (English)”**

#### **Prospective graduates**

Arrange the following 1 verification report issued by CHSI (China Higher-education Information and Student Information) to be e-mailed directly from CSSD to the GSAPS Admissions Office ([gsaps-admission@list.waseda.jp](mailto:gsaps-admission@list.waseda.jp)).

- For certificate of expected graduation/completion:  
**“Online Verification Report of Student Record (English)”**

- 
- \* Visit CSSD website ( <https://www.chsi.com.cn/en> ) for more information.
  - \* Only reports (English version) sent directly from CSSD will be considered valid.
  - \* Verification reports must reach us by the application deadline. Be sure to prepare well in advance.
  - \* Even if those reports from CSSD arrive at the Admissions Office before the application period, we will accept them.
  - \* **Inquiries as to whether your verification reports have arrived will not be answered by the Admissions Office.**

## ⑪ 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.

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 CSSD to the GSAPS office. However, in case that it is deemed difficult to make the transcript from CSSD reach the GSAPS Admissions Office within the application period, it is acceptable for the applicant him/herself to upload the transcript issued by the university to TAO.
  - \* Visit CSSD 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 CSSD to reach us even before the application period.

## ⑫ 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.

### ⑬ Recommendation Letters A (2 letters)

- Send the request to your recommenders for your evaluations/recommendation letters in “Recommendation Letters” section on TAO. The e-mail addresses of the recommenders to whom your requests are made should be official e-mail addresses with the domain of the recommenders’ affiliated university /institution.
- Request evaluations/recommendation letters to **two different recommenders respectively**. As a basic rule, one of the two recommenders should be one who has supervised you and should be well acquainted with your academic profile (like a faculty member in your home university).
- Share **‘Instructions for Recommenders’** below with your recommenders. Ask your recommenders to input evaluations, upload recommendation letters and submit them on TAO following the instruction.
- Make sure to communicate well with your recommenders in advance. And request them **(1) to use the letter form with letterhead of the recommender's institution, (2) to sign the letter, (3) to write in English or Japanese.**

#### ‘Instructions for 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)

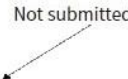
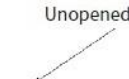

#### Notes:

- E-mail address of your recommender must be the address with the domain of your recommender’s institution. GSAPS Admissions Office does NOT accept any free e-mail addresses with the domain such as yahoo/gmail/qq, etc. or a personal provider e-mail address as your recommender’s e-mail address.
- Recommendation letters submitted by any system or method other than TAO will be considered invalid. Contact the GSAPS Admissions Office if there is any problem.
- The GSAPS Admissions Office might 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

- You can send requests to recommenders before you complete other sections of the application forms. So, **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 complete/submit your online application, before your recommenders submit the evaluation and recommendation letters on TAO system. **Please make sure to duly complete your online application within the application period.**

#### Requirements set by the university

Type of Recommender/Requestee	<b>Once your recommender starts to input your recommendation following the instruction by the request e-mail by TAO, “Open Status” changes from <u>Unopened</u> to <u>Opened</u>. “Completion Status” changes from <u>Not submitted</u> to <u>Submitted</u> when your recommender completes the recommendation letter.</b>		
Required number			
Maximum number allowed			
<b>Request status</b>			
<b>Completion status</b>	<b>Open status</b>	<b>Email address</b>	<b>Documentation request form to be reused</b>
Not submitted	Unopened		
			
Submitted	Opened		



## 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](mailto: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】  
×××××××××× 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、202×/××/×× 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】×××××××××× Admission from 〇〇〇。  
推薦状 Recommendation Letter is due 202×/××/×× 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)  
<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 “Recommenders/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](mailto: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。

<FAQ>

If you have any questions regarding request/submission of recommendation letters, please read this FAQs thoroughly before making inquiries to our office.

Question	Answer
<p>My recommender has not received a request e-mail from TAO.</p>	<p>Has the recommender checked a folder with a different e-mail address than the one requested by the applicant? The recommender should use the same e-mail address at which he/she has received the request message.</p> <p>If the recommender has more than one email account, please be sure to communicate well with the recommender regarding the e-mail address at which he/she intends to receive the request.</p> <p>If the recommender has indeed checked the inbox folder of the e-mail address requested by the applicant, but the request e-mail has not been received, please ask the recommender to check all e-mail folders, including the spam and junk folders. (As the request email from TAO may go into a junk folder).</p> <p>If it does not work, please ask the recommender to add <b>no-reply@admissions-office.net</b> or the <b>admissions-office.net</b> domain to his/her safe senders list to receive messages from TAO. Also, the institution the recommender belongs to may have restrictions on receiving e-mails. In such cases, the institution will need to add the domain name to their safe senders list. After setting up the domain name, ask your recommender to register for a TAO account directly at the URL below. <a href="https://admissions-office.net/ja/recommenders/sign_in">https://admissions-office.net/ja/recommenders/sign_in</a></p>
<p>The recommender has registered for TAO account, but has not received a confirmation e-mail from TAO. The recommender is unable to log in to TAO or upload a recommendation letter.</p>	<p>Please ask the recommender to check all e-mail folders, including the spam and trash folders. If he/she still has not received the confirmation email, ask him/her to add the sending domain (admissions-office.net) to the list of accepted e-mail senders as described above, then go to the TAO login screen and click "<a href="#">Resend confirmation email</a>" to resend the e-mail.</p>
<p>When my recommender tries to register for TAO account, the registration screen displays "This email address cannot be registered."</p>	<p>The recommender has already registered an account with TAO using this e-mail address. (No need to register again). He/She can log in with this e-mail address. If he/she has forgotten a password for login, please access the login screen and click "I forgot my password" and set a new password.</p>
<p>When the recommender logs into TAO and checks the "List of requests you have received", there is no request from the applicant in the list.</p>	<p>The recommender has created an account for TAO with a different e-mail address than the one the applicant entered in TAO on the Recommendation Letter screen. Please ask the recommender to re-register the account with the e-mail address that the applicant requested in TAO.</p>
<p>The recommender has entered required information and uploaded the recommendation letter, but got an error when he/she clicked the <b>Save</b> button and could not complete the submission.</p>	<p>When entering "Recommender Information", there are some cases of unintentional spaces before or after letters or numbers, resulting in the entire page being unable to be saved and an error occurring. Please try erasing unnecessary spaces in each field and then click the <b>Save</b> button.</p>
<p>My recommender has submitted the recommendation letter, but the completion status on TAO has not changed to <b>Completed</b>.</p>	<p>After entering the required information and upload PDF file of the recommendation letter, the recommender should click <b>Save</b> button. Then, complete to submit a recommendation letter by clicking <b>+Submit</b> button. Please confirm that the completion status is changed from <b>Please submit</b> to <b>Completed</b> after finalizing the letter submission.</p>
<p>Can I change my recommender?</p>	<p>If you have not completed your application on TAO, changes can be made on the "Recommendation Letter" screen on TAO. Please communicate with your recommenders well in advance to avoid having to make changes after the application has been completed.</p>

#### ⑭ 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) Application Documents Designated by MEXT

#### ⑮ Recommendation Letter B (by the head of the graduate/undergraduate school or someone in higher ranking at the applicant's home university)

- Applicants need to directly request the head of the graduate/undergraduate school (or above) of their home university to write a recommendation letter under his/her name NOT through TAO (unlike how to request Recommendation letters A) and upload the PDF file of it to TAO by applicants themselves.
- The address in the letter should be "Dear Prof. Aiji Tanaka, President of Waseda University."
- The letter should be written in the official format (letterhead) of the recommender's university and bear his/her signature or official stamp on it.

#### ⑯ Application Form for Japanese Government (MEXT) Scholarship [MEXT designated form]

- Download the designated form (PDF file) from the GSAPS website (URL shown in TAO). Carefully read the instruction on the form. Fill it out and upload.
- Fill out the form in Japanese or English by typing.
- Paste a digital image of the photo of the applicant's headshot into the designated section of the form. (Front-facing photo without a hat taken within 6 months Size: 4.5cm×3.5cm) Can be omitted if pasting is not possible. (1)-(3) will be used, instead.

#### ⑰ Field of Study and Research Plan [MEXT designated form]

- Download the designated form (Word file) from the GSAPS website (URL shown in TAO). Carefully read the instructions on the form. Fill it out and upload the PDF file of it.
- Fill out the form in Japanese or English by typing.
- The research plan must include the contents considering "The Global Governance Building and Human Resource Development Program for Achieving the SDGs from Asia".

## STEP 4 Complete the Payment of Screening Fee

Before completing your online application, payment of the screening fee must be made either from within or outside of Japan and the receipt/proof of payment must be uploaded to TAO. **Any applications without the payment of the screening fee will not be accepted. Please note that payment of the screening fee before/after the application period 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

**Screening fee will be waived/refunded in the following cases.**

- Applicants who currently reside in and have nationality of one of the 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”. (See p. 33)
- In the case of current MA Program students at GSAPS, the Graduate School of Japanese Applied Linguistics (GSJAL) or the Graduate School of International Culture and Communication Studies (GSICCS), which belong to the Faculty of International Research and Education of Waseda University, who are expected to complete their program in September 2024 and apply to the GSAPS Ph.D. Program of September 2024 entrance.
- Applicants who continuously enroll as a non-degree student (not sponsored) at GSAPS, GSJAL, or GSICCS immediately after their graduation from the MA Program at GSAPS, GSJAL, or GSICCS, and wish to continue their study in the GSAPS Ph.D. Program within four years after their entrance into the MA Program at GSAPS, GSJAL, or GSICCS
- Successful applicants of this program will get a refund after matriculation.

**Screening fee will also be refunded in the following cases.**

- As a general rule, application documents and screening fees are not returned. However, a full screening fee will be refunded if you fall into one of the categories below. In this case, please contact the GSAPS Admissions Office.
  - 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 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 (payment commission or bank transfer fees, etc.) shall be paid by applicants.

**<Payment from overseas/in Japan >**

**Payment by Credit Card or Online Payment (Union Pay)**

- To make payment by credit card or online payment system (Union Pay), please access the online application payment website (<https://e-shiharai.net/ecard/>) and complete the required procedure. Please refer to the next page for the details.
- 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.
- Payment can be made 24 hours a day, seven days a week, including Saturdays, Sundays and holidays.
- 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 and Union Pay

*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 and Union Pay.



Web Application - Online Transaction

Access the site below

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



- |  |   |
|--|---|
| <b>1. Top Page</b>   | Click "Examination Fee".  |
| <b>2. Terms of Use and Personal Information Management</b> | Please read the Terms of use an Personal Information Management.<br>Click "Agree" button located in the lower part of this page if you agree with these terms.<br>Click "Not agree" button located in lower part of this page if you do not agree with these terms. |
| <b>3. School Selection</b>                                 | Click "Waseda University".  |
| <b>4. School Information</b>                               | Read the information carefully and click "Next".  |
| <b>5. Category Selection</b>                               | Choose First to Fourth Selection and click "Add to Basket".   |
| <b>6. Basket Contents</b>                                  | Check the contents and if it is OK, click "Next".   |
| <b>7. Basic Information</b>                                | Input the applicant's basic information.<br>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

- 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 make the transfer 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	<b>In cases where screening fee is 35,000 JPY :</b> 37,500 JPY (Screening fee of 35,000 JPY plus bank transfer fee of 2,500 JPY) <b>In cases where screening fee is 5,000 JPY :</b> 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

- To make 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 payment at a convenience store. For more details of payment procedures, please refer to the chart in the next page.
- After making 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.
- Payment can be made 24 hours a day, seven days a week, including Saturdays, Sundays and holidays.
- 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.

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

Tell the counter staff that you want to make an "Internet shiharai."  
Then provide your Payment 【払込票番号】  
Payment Slip Number  
※If a payment slip is not printed out, just tell your number to the counter staff.

A multifunction copier can not be used to make payment.

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

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

Use the Lawson information terminal **Loppi**

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

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

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

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

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

●Information terminal 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.

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

Use the FamilyMart information terminal or multifunction copier

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

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

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

## 3 Application

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

- Seven-Eleven ●Family Mart

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

- Lawson ●Ministop

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

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).

The appearance of the ticket will differ from the illustration above.

Attach Your Receipt (Certificate of Payment) to the Application

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

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

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

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

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 currently <b>reside in and have nationality of one of the countries designated by Waseda University.</b>
(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).          * For the list of eligible countries, refer to "Eligible Countries" below.          * 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 Documents and Complete Application

### Attention

The server will be very busy just before the deadline and it may take some time to submit your application. Please be careful and allow plenty of time to complete the application process. Please note that **applications submitted outside the application period will not be accepted for any reason.**

### (1) Application Documents Designated by GSAPS

Section on TAO	Documents to be uploaded (* If applicable)	Checklist (* If applicable)
Applicant's Information	② Copy of Passport* ③ ID Photo ⑭ Copies of Both sides of Residence Card*	<input type="checkbox"/> My name registered on TAO is the same as shown on my passport. When entering my name in alphabet, I made sure that my surname was all capitalized and only the first letter of my first name and middle name were capitalized. (e.g., WASEDA, Taro)  <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 selected correctly.
Educational Background	⑩ Certificate of (Expected) Graduation/Completion/Degree ⑪ 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.) <input type="checkbox"/> Since I am from universities in mainland China (excluding Hong Kong, Taiwan and Macau), I completed the required steps for submitting the certificates (see P.22-23). *
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. *
Research Plan/ Master's Thesis	⑤ Research Plan	<input type="checkbox"/> I wrote the research plan in the language of my program within the designated length.
	⑥ Master's Thesis	<input type="checkbox"/> I uploaded the master's thesis. <input type="checkbox"/> I uploaded the most updated draft thesis, as I have not completed the master's thesis.* <input type="checkbox"/> I uploaded a research paper instead, as I was not required to write a dissertation for master's degree.*
	⑦ Summary of Master's Thesis	<input type="checkbox"/> I wrote the papers in the language of my program within the designated length. <input type="checkbox"/> I uploaded the summary of a draft thesis, as I have not completed the master's thesis.* <input type="checkbox"/> I uploaded the summary of research paper, as I was not required write a dissertation for master's degree.*
	⑧ Publications*	<input type="checkbox"/> I uploaded 1 or 2 publication(s) other than master's thesis.*
	⑨ List of Previous Publications*	<input type="checkbox"/> I made the list as I submitted publications.*

Proof of the Payment of Screening fee	⑫ Copy of Payment Receipt, etc.	<input type="checkbox"/> I made payment of the screening fee to GSAPS during the designated period.
Recommendation Letter	⑬ Sending requests to recommenders for recommendation letter A	<input type="checkbox"/> My recommenders meet the requirements (see P.24). <input type="checkbox"/> I communicated well with my recommenders in advance and duly requested them to submit the recommendation letters on TAO.

## (2) Application Documents Designated by MEXT

Form	Documents to be uploaded	Checklist
Institution's official letterhead paper	⑮ Recommendation letter B by the head of the undergraduate/graduate school (or above) of the applicant's home university	<input type="checkbox"/> The recommender I requested to write a letter is the head of the undergraduate/graduate school (or above) of my home university. <input type="checkbox"/> I requested the recommender directly to write 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"/> Recommendation letter is written on the official letterhead paper of the recommender's university and bears his/her signature or official stamp on it.
MEXT designated form (Downloadable from GSAPS website)	⑯ Application form for Japanese Government (MEXT) Scholarship	<input type="checkbox"/> I filled out the designated file (PDF) in Japanese or English by typing.
MEXT designated form (Downloadable from GSAPS website)	⑰ Field of Study and Research Plan	<input type="checkbox"/> I filled out the designated file (Word) in Japanese or English by typing. <input type="checkbox"/> I wrote the research plan considering "The Global Governance Building and Human Resource Development Program for Achieving the SDGs from Asia".

- I have the original/certified copies of my application documents, which are ready to be submitted if I get selected as a scholarship recipient by MEXT and enroll in GSAPS.
- I attached official translation to the documents written in languages other than English or Japanese. (See P.17)
- For the online application documents, I completed my application by pressing "Complete my application" button by the deadline (See below).**
- I checked my application status changed from "Application in progress" to "Application completed" on TAO.**

After completing all fields and confirming the contents, click **Complete my application**.

Then, review the notes on the pop-up screen, click **Yes** to complete the application.

## STEP 6 Screening Result Announcement

Result Announcement of First Screening [Document Screening]	<p>On February 5 (Mon.), 2024 (JST)</p> <p>* First screening result will be notified to all the applicants via 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.</p>
Result Announcement of Second Screening [Interview]	<p>By the end of February 2024</p> <p>* Result of scholarship nomination to MEXT (whether nominated or not) will be announced to each applicant via e-mail.</p>
Nomination to MEXT	<p>Early March 2024</p>
Final Decision on Successful Scholarship Recipients	<p>Mid-June 2024</p> <p>*Final decision on MEXT scholarship recipients (whether finally can receive scholarship or not) will be notified via e-mail.</p>

### IMPORTANT

- \*The GSAPS Admissions Office will not answer any inquiries regarding the reasons for the results and/or details of the screening.
- \* The applicant who is not nominated for the MEXT scholarship and wish to enter GSAPS even as a **privately financed student**, the final decision as a privately financed student will be notified by e-mail **on May 30 (Thu.), 2024 (JST)**. (In that case, an interview might be conducted around mid-May 2024.)

## 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 and housing, please refer to the following websites. Please note that the scholarship recipients need to arrange and pay themselves.
  - Residence Life Center, Waseda University  
<https://www.waseda.jp/inst/rlc/en/>
  - Student Housing Center, Waseda University  
<https://waseda-housing.com/international/>

## IV. Requirements for the Program

### Name of program:

“The Global Governance Building and Human Resource Development Program for Achieving the SDGs from Asia”

### <Ph.D. Program>

#### Requirement of the program for entrants in September 2024:

The students in the “The Global Governance Building and Human Resource Development Program for Achieving the SDGs from Asia” (September 2024 entrance) are required to complete the requirements below.

They need to become familiar with the requirements and make a feasible plan for fulfilling them within their standard term of study (3 years for PhD students). Each student is responsible for monitoring his/her own progress toward completion of the program. Upon successful completion of the requirements, they will be awarded a certificate of completion of this program along with a Ph.D. degree.

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 program requirement and the designated course lists which will be distributed at the time of enrollment.

Standard Term of Study: 3 years

Program Requirements: 8 credits from the designated courses and doctoral thesis

Category	Courses	Required Credits
Compulsory Courses	Courses designated for this program (Including Japan-related courses) *	8 credits
Project Research & Doctoral Thesis		—

\*Students who have completed this MEXT program (MA) and continue to be in this program (Ph.D.) will be exempted from taking the Compulsory Courses for this program.

< Designated courses scheduled to be offered in AY 2024 > \*subject to change

Category	Title	Instructor	Remarks
Core Course	Experiences in Development of Japan in International Society	KURODA, Kazuo et al.	English only -Japan-related course
Core Course	Experiences in Global Cooperation of Japan	KATSUMA, Yasushi et al.	English only -Japan-related course
Basic Course	Comparative Politics of the Asia-Pacific	LEHENY, David	English only
Basic Course	Regional Integration in the Global Economy	KIKUCHI, Tomoo	English & Japanese
Basic Course	Human Development and the Sustainable Development Goals (SDGs)	KATSUMA, Yasushi	English & Japanese
Basic Course	International Human Rights and Human Security	KATSUMA, Yasushi	English & Japanese
Basic Course	Chinese Foreign Policy: International Relations and Strategy	AOYAMA, Rumi	English & Japanese
Basic Course	Digital Sustainability	TBD	English & Japanese
Basic Course	Economic and Industrial Development in East Asia	NABESHIMA, Kaoru	English & Japanese
Basic Course	Europe and Asia	BACON, Paul Martyn	English only
Advanced Course	Energy Issues in Asia-Pacific	TANIGUCHI, Shinichi	English & Japanese Course in each language is opened on a yearly rotating basis. <a href="#">AY2024: Japanese</a>
Advanced Course	Maritime Issues in the Asia Pacific	SETA, Makoto	English & Japanese
Advanced Course	Agricultural and Food Economies in the Asia-Pacific Region	GEMMA, Masahiko	English only
Advanced Course	Creative Industries in Asia	NAKAJIMA, Seio	English & Japanese
Advanced Course	Non-tariff Measures (NTMs) and International Trade	NABESHIMA, Kaoru	English & Japanese
Advanced Course	Pacific Settlement of International Disputes	KAWANO, Mariko	English only
Advanced Course	Sustainable Development and International Development Cooperation	MATSUOKA, Shunji	English & Japanese
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	East Asian-American Relations	SHINOHARA, Hatsue	English only
Advanced Course	International Relations and Security in East Asia	UEKI, Chikako	English & Japanese Not available in AY 2024

## V. Special Notes

### 1. Notes on Entrance examination

- 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 and 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 during the entrance examination or after entering the university due to a disability or serious medical condition, etc., please contact the GSAPS Admissions Office at Waseda University immediately. In addition, contact us if a serious injury or illness is expected to affect your ability to take the entrance examination. Please contact us immediately even if you find yourself in such situation after submitting your application.

### 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 entrance 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. The University may inquire about the authenticity, etc., of documents, materials, theses, and information, etc. submitted to the University (hereinunder, "Submitted Related Documents") by providing said Submitted Related Documents to the issuers, providers, theses review entities, etc. By submitting or providing the Submitted Related Documents to the University, the applicant agrees to the University's right to make such inquiries. In addition to the above, 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 established the following precautions to ensure that the entrance examination is conducted in a strict manner, and that all applicants may take the examination fairly and impartially. Please read these precautions carefully before taking the entrance examination and approach the examination with the appropriate attitude of seriousness.

- (1) Any falsification, misrepresentation, plagiarism, etc., of documents, materials, or information submitted to the University at the time of application may be considered as misconduct.
- (2) Doing any of the following at the interview may constitute misconduct.
  - 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) In case misconduct is suspected, the University may respond as follows. Failure to comply with these actions may be regarded as an admission of wrongdoing.

- The University may inquire about the authenticity, etc., of documents, materials, theses, and information, etc. submitted to the University (hereinunder, "Submitted Related Documents") by providing said Submitted Related Documents to the issuers, providers, theses review entities, etc. By submitting or providing the Submitted Related Documents to the University, the applicant agrees to the University's right to make such inquiries.
- (4) The following actions may be taken in the case of confirmed misconduct.
- The applicant will not be permitted to take any entrance examination of the University in the relevant year (screening fees will not be refunded).
  - The results of all entrance examinations of the University for the relevant academic year shall be null and void. In that case, the application documents and screening fee shall not be returned.

If, after enrollment, a student is found to have committed misconduct, he/she may be subject to a range of disciplinary action up to and including expulsion from the University, in accordance with the University's rules and regulations.

## 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 or end 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. The information does not affect the screening result.

<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/gscen/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](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](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>