



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

**The Special Admission
for Postgraduate Study Abroad Program
by China Scholarship Council (CSC)**

Application Guide

<September 2025 Entrance>

**【Ph.D. Program】
【Special Research Students Program】**

Admissions Office Graduate School of Asia-Pacific Studies (GSAPS)	
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URL	https://www.waseda.jp/fire/gsaps/en/

<<Important Notes>>

① **Read the application guide thoroughly.**

The GSAPS Admissions Office will not answer any inquiries regarding the topics which are already explained 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 (TAO) to ask them to submit the evaluations/recommendation letters for you.

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 before inputting/uploading 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 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 the various global problems and the knowledge to identify and suggest solutions
2. Ability to think rationally and logically
3. Communications skills, including language ability required in globally

[NOTE]

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.

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I. Overview

1. Time of Enrollment

September 2025 *undeferrable

2. Program for Application

【Ph.D. Program】

Degree Seeking Program (Doctor of Philosophy in International Studies)/ Duration: 36 months (3 years)

【Special Research Students Program】

Non-Degree Program at Ph.D. Program level / Duration: 6 or 12 months (half-year or one year)

* Note that special research students cannot obtain degrees at Waseda University.

3. Applicant Eligibility

To apply for this admission, applicants must meet both qualifications (1) and (2) for each program.

【Ph.D. Program】

- (1) Applicants must meet the eligibility criteria for Postgraduate Study Abroad Program by China Scholarship Council (See below*), hereinafter abbreviated as CSC, and be nominated by their home university or other institutions based on the designated procedure by CSC, and intend to apply for a scholarship (国家建设高水平大学公派研究生项目「与日本早稻田大学合作奖学金」) from the CSC.
- (2) Any of the following.
 - a. Applicants who have a master's degree, professional master's degree, or any equivalent degree at universities in China.
 - b. Applicants who are enrolled in a master's program in China and expected to obtain a master's degree by September 20, 2025. If applicants are enrolled in a master's and Ph.D. joint degree program in China, at least 2 years of attendance at their home graduate school is required before enrolling in Waseda University and they must be recognized to have academic ability equivalent to master's degree graduates.

【Special Research Students Program】

- (1) Applicants must meet the eligibility criteria for Postgraduate Study Abroad Program by CSC (See below*) and be nominated by their home university or other institutions based on the designated procedure by CSC, and intend to apply for a scholarship (国家建设高水平大学公派研究生项目「与日本早稻田大学合作奖学金」) from the CSC.
- (2) Applicants must be enrolled in the doctoral program at universities in China. If applicants are enrolled in a master's and Ph.D. joint degree program in China, at least 2 years of attendance at their home graduate school is required before enrolling in Waseda University and they must be recognized to have academic ability equivalent to master's degree graduates.

* For eligibility criteria for The Special Admission for Postgraduate Study Abroad Program by China Scholarship Council (国家建设高水平大学公派研究生项目「与日本早稻田大学合作奖学金」), be sure to check the CSC website and confirm the requirements prior to applying to Waseda University. For those who reside in Japan, please contact the Embassy of People's Republic of China in Japan.

4. Screening Method

【Ph.D. Program】

The decision whether to accept or reject will be based on the comprehensive evaluation of both of the 1st screening (Document screening) and the 2nd screening (Online interview). Only the successful applicants of the 1st screening can take the 2nd screening.

- ♦ GSAPS Admissions Office does not accept submission of application documents in person.
- ♦ The contents of application documents once submitted cannot be changed.
- ♦ Even if the applicants choose Japanese as a medium of screening/thesis, interviewers may ask questions in English in the 2nd screening.

【Special Research Students Program】

The decision whether to accept or reject will be based on the all the required documents submitted.

5. Screening Schedule

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

September 30 (Mon.) 9:00 – October 4 (Fri.) 16:59, 2024	<Online application period> Applicants need to complete submission of all the necessary application documents during this “Online Application period”, by following the method instructed in the prescribed application guide.
↓	
November 6 (Wed.) 10:00, 2024	<Announcement of successful applicants for the 1 st screening> Application numbers of successful applicants will be posted on the GSAPS website. 【Ph.D. Program】 Applicants who pass the first screening will be notified the details of the second screening via e-mail. 【Special Research Students Program】 For successful applicants, ‘Letter of Conditional Consent of Acceptance’ will be sent out. After receiving it, it is required to take the necessary procedure.
↓	
Date specified by GSAPS between November 7 (Thu.) – November 14 (Thu.), 2024	<Second screening> 【Ph.D. Program】 Online interview will be conducted for applicants of the Ph.D. program who pass the first screening.
↓	
November 22 (Fri) 10:00, 2024	<Announcement of successful applicants for the second screening> 【Ph.D. Program】 Application numbers of successful applicants for the second screening will be posted on the GSAPS website. ‘Letter of Conditional Consent of Acceptance’ will be sent to the successful applicants of Ph.D. program. After receiving it, it is required to take the necessary procedure.

- * Applicants are required to complete an application within the application period above and pass the designated screening of GSAPS even if they obtain a Letter of Conditional Consent of Acceptance from the research supervisor of their choice by contacting him/her in advance. Please note that applicants who do not pass the designated screening of GSAPS above will not be eligible to enter Waseda University with the CSC scholarship.
- * Applicants are not allowed to apply for multiple graduate schools within the Special Admission for Postgraduate Program by CSC.
- * **Applicants for this CSC program are exempt from paying the screening fee.**

6. Project Research

Doctoral degree candidates are required to complete and submit their thesis to earn the Ph.D. degree. Besides the guidance from their advisors, candidates may also choose to take additional master's level courses for credit. Most students focus exclusively on their thesis, attending the project research seminars. Therefore, all the Ph.D. applicants are required to **choose only ONE project research seminar/faculty** fit to your own research field/interest from the list below available in this academic year and input it in the online application system by checking the information provided on the websites at the bottom of 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 admission process as well as interview result in the 2nd screening. *Available project researches are subject to change. If there will be any, we will notify on our website before the application period.

Project Research Seminars Available for September 2025 Entrance

Field/Area of Research	Name of Faculty	Project Research
Area Studies	AOYAMA, Rumi	Politics and International Relations of Contemporary China
	BUKH, Alexander	Politics and International Relations in Northeast Asia
	ENDO, Tamaki	Economy and Society in Asian Cities
	GAGNE, Nana Okura	Contemporary Japanese Society
	HAYSE, Shinzo *Only for Special Research Students Program (6 months)	Asia-Japan Relations in Modern History
	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
International Relations	BACON, Paul Martyn	Comparative Regionalism (Europe and Asia) ※Available in English language only
	LEHENY, David	Culture, Identity, and Politics in the Asia-Pacific
	NABESHIMA, Kaoru	Industrial Upgrading in East Asia
	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
International Development/Policy Studies	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
	MATSUOKA, Shunji *Only for Special Research Students Program	Environment and Sustainable Development
	MITOMO, Hitoshi *Only for Special Research Students Program	ICT and Media Studies

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

II. Application Procedures

Applicants are required to submit the application documents as directed below during the application period. The deadline will NOT be extended under any circumstances.

(Application is accepted when submission of application documents on the online application system have been completed. Applicants are not required to pay the screening fee.)

Step 1 Download Designated Forms

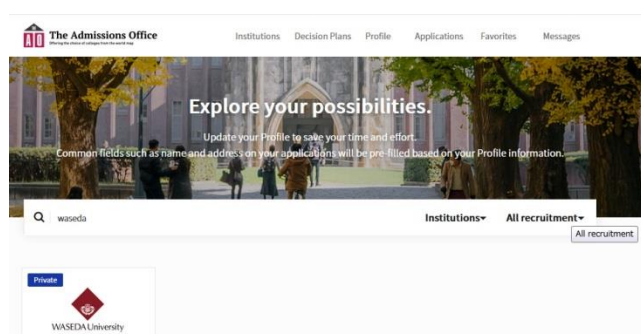
Access our website and download the necessary documents.

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

Step 2 Create a New Account for Online Application

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

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



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

After creating your TAO account, please find “Waseda University, Graduate School of Asia-Pacific Studies (GSAPS) / International Studies Program /September 2025 Entrance 【English-based program】 Ph.D. Course : CSC 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.

Application Period (Open Period of Application System)	September 30 (Mon.) 9:00 – October 4 (Fri.) 16:59, 2024 (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” in order to apply for this admission. The GSAPS Admissions Office does not use the information filled in this section. (You are required to input your personal information in “Applicant’s Information” section of online application form.)
- There are a number of forms you must fill in to complete your application. You may start your application from any section, but you CANNOT press “Save and go to next” until you complete the sections marked “*”.
- It is very important that you **check your registered e-mail account regularly**, since the GSAPS Admissions Office may contact you concerning your application. Be sure to add our sending domain (list.waseda.jp) to your list of acceptable e-mail senders to ensure that you receive our e-mails. The GSAPS Admissions Office will not be responsible for any consequences caused by the applicants’ failure to receive, read, and/or reply to the messages sent from our office.
- The terms on TAO are subject to change from that indicated in this application guide when you see in actual TAO form during application period due to TAO management system.

Step 3 Prepare Application Documents

- Application documents must be fully completed to be qualified for screening. Any insufficiency or imperfection in the submitted documents may lead to the unacceptance of your application or disadvantage to your screening.
- Online Application Form is different by language/program/admissions category you choose. If you choose English for your degree thesis, please select and input/upload your information to “Waseda University / Graduate School of Asia-Pacific Studies (GSAPS) / International Studies Program / September 2025 Entrance **【English-based program】 Ph.D. Course : CSC Admissions**” on Admission Schemes. If you choose Japanese, please make sure to select “Waseda University / Graduate School of Asia-Pacific Studies (GSAPS) / International Studies Program / **2025 年 9 月入学【日本語履修】** 博士後期課程：中国国家建設高水準大学公費派遣研究生（CSC）用” for the appropriate admission category.
- **All documents (excluding master’s thesis) should be issued in English or in Japanese. For documents in other languages, upload copies of official translation in either English or Japanese** along with the documents issued in the original language. Documents must be translated either by the issuing institution, translation agency or other appropriate office officially approved by the government.
- Follow the instructions on the online system regarding the types of files (extensions) which can be uploaded.
- Please be reminded that we may request additional documents if necessary.

No.	Documents	○: Required * if applicable	Reference
①	TAO Online Application Form	○	P.11
②	Copy of Passport	○	P.11
③	ID Photo	○	P.11
④	Proof of Language Proficiency A) English Proficiency Test Scores: TOEFL/TOEIC/IELTS (Academic) Or B) Japanese Proficiency Test Score: JLPT N1/EJU	○	P.12
⑤	Research Plan	○	P.13
⑥	Master's Thesis	○	P.13
⑦	Summary of Master's Thesis	○	P.13
⑧	Publications	*	P.13
⑨	List of Previous Publications	*	P.13
⑩	Certificate of Graduation/(Expected) Completion/Degree	○	P.14
⑪	Certificate of Academic Transcripts and Grading Scale	○	P.15
⑫	Recommendation Letters	○	P.16
⑬	Copies of Both Sides of Residence Card (required only for non-Japanese who already possess the status of residence in Japan)	*	P.19

IMPORTANT

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

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

*In case those who are expected to complete the graduate program at the time of application and pass the screening, they will be requested to submit the authentic copies of the certificate of completion and the final transcript issued after completion. For those who are expected to complete the graduate program in the universities in mainland China (excluding Hong Kong, Taiwan and Macau), they will be required to submit them by requesting CSSD to send directly to GSAPS.

<Certified/Notarized Copy>

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

<How to prepare a certified/notarized copy>

Copy of authentic document

Comment

Seal or Signature

1. Prepare the authentic copies of the documents.
2. Ask the issuing institution or another official institution (e.g., notary public) to make a copy of the authentic certificate.
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 authentic document along with their official seal/signature on the document.

e.g. Certified/Notarized copy
Date & Official Name of the Institution

① TAO Online Application Form

- Input the information of the applicant such as your profile/language proficiency/intended project research, etc., and also upload/input ②-⑬ 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 (required only for non-Japanese)

- 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 of the application (4:3 ratio, front view face, no hat, no background, no frame).
- Please make sure to upload an ID photo (Speed photos are acceptable). Snapshots or photos taken and printed by individuals using smartphones, etc. will not be accepted.
- Please do not post-process or retouch the photo.
- 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 (basically via the test institutions) to us the originals of the language ability certificate 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

- Any of proof of English language ability as follows.

Test score Report of

- **TOEFL: iBT (except TOEFL Home Edition)**
- **IELTS: Academic (except IELTS Online)**
- **TOEIC: Listening & Reading Test**

Exemption:

- In case an applicant 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 has graduated in/completed a degree program entirely in English.
- In case an applicant 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 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.

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

- Any of 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**

Exemption:

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

Notes:

- **There are no specified valid period/minimum scores qualified for application.**
- TOEFL-ITP 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 format (Word file) downloadable from 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.
 1. The central issue/theme or hypothesis you wish to research
 2. How you compare it to existing research (How is it different, how will it expand the current body of knowledge?)
 3. How you propose to approach it/what methods you intend to use
 4. Your future goals upon completion of the program
- * Please be sure to prepare your research plan and others by yourself, as this will give you an opportunity to explain yourself to the graduate school you wish to apply to. If you use a generated AI to prepare these documents and submit them as if they were written by yourself, it may be considered cheating and may affect your evaluation in the selection process.

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".
 - * If you have written more than one master's thesis (including those in preparation), submit ⑥ and ⑦ for each.
 - * English/Japanese translation is not necessary.

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 English or Japanese

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

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

- Summary written in English : 5,000 words or less in English (double-spaced)
- Summary written in Japanese : 12,000 letters or less in Japanese

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 format.

⑩ Certificate of Graduation/(Expected) Completion/Degree

Please follow the instruction below and submit required Certificate of Graduation/(Expected) Completion/Degree.

Certificates required for applicants from Chinese universities (excluding Hong Kong 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(s) from CSSD to be submitted to the GSAPS Admissions Office via email** instead of uploading the certificate of graduation/completion and the degree certificate issued by the university.

Undergraduate School Certificate

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

- as a certificate of graduation:

“Online Verification Report of Higher Education Qualification Certificate (English)”

Graduate School Certificate

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

For Graduates

- as a certificate of completion:

“Online Verification Report of Higher Education Qualification Certificate (English)”

- as a certificate of degree:

“Online Verification Report of Higher Education Degree Certificate (English)”

For Prospective Graduates

- as a certificate of expected completion:

“Online Verification Report of Student Record (English)”

-
- * Visit the 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.**

Please follow the instruction below if you graduated from universities other than those in Mainland China (Hong Kong, Macau, etc.).

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

⑪ Certificate of Academic Transcripts and Grading Scale

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 Admissions 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 the CSSD website (<https://www.chsi.com.cn/en/pvr/>) for more information.
- * Verification reports must reach our office by the deadline of the application period. However, we accept the certificates sent by CSSD to reach us even before the application period. **Inquiries as to whether your verification reports have arrived will not be answered by the Admissions Office.**

- If the applicant himself/herself upload the transcripts to TAO, the transcripts officially issued by the home university/certificate issuing institution/notary public are acceptable.
- Also upload 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, school profile, or any other official document issued by your university which certifies the grading scale/system.
- If academic transcript indicating GPA is available, make sure to submit it. When submitting the transcript with GPA, upload the document of grading scale/system showing the maximum point of the 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 complete the graduate program at the time of application should submit the most updated transcript at that time.
- There is no minimum GPA requirement for application.

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”.

12 Recommendation 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 the letterhead of the recommender's institution; (2) to sign the letter; (3) to write in English or Japanese. (No designated form)**

'Instructions for Recommenders'


https://www.waseda.jp/fire/gsaps/assets/uploads/2021/12/Instruction_for_recommenders202209.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.**


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Requirements set by the university

Type of Recommender/Requestee
Required number
Maximum number allowed

Request status

Completion status	Open status	Email address	Documentation request form to be reused
Not submitted	Unopened		
Submitted	Opened		

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

Instructions for the Recommenders

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

① Request E-mail from TAO

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

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

XXXX@xxx.xx 様

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

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

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

下記のリンクからご確認ください。

You have received a request for 推薦状 Recommendation Letter for 早稲田大学 / 大学院アジア太平洋研究科 (GSAPS) / 国際関係学専攻

/ 【英語履修/English-based program】xxx Course:xxx Admission from 000. +

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

Please access the following link and check the request. ✓

作成依頼を確認する(Check the request) +

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

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

② Create an account

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

③ Complete “Recommendation Letter”

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

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



④ Submit “Recommendation Letter”

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

推薦者の方へ

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

① 依頼メールの受信

志願者がTAO 上で推薦者に作成依頼を送信すると、TAO (no-reply@admissions-office.net)より推薦状作成の依頼が届きます。メール内のリンクからウェブサイトに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 推薦狀提出

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
My recommender has not received a request e-mail from TAO.	<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 e-mail 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 <u>no-reply@admissions-office.net</u> or the <u>admissions-office.net</u> 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. https://admissions-office.net/ja/recommenders/sign_in</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>Please ask the recommender to check all e-mail folders, including the spam and trash folders.</p> <p>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 "<u>Resend confirmation email</u>" to resend the e-mail.</p>
When my recommender tries to register for TAO account, the registration screen displays "This email address cannot be registered."	<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>
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>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.</p> <p>Please ask the recommender to re-register the account with the e-mail address that the applicant requested in TAO.</p>
The recommender has entered required information and uploaded the recommendation letter but got an error when he/she clicked the <u>Save</u> button and could not complete the submission.	<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 <u>Save</u> button.</p>
My recommender has submitted the recommendation letter, but the completion status on TAO has not changed to <u>Completed</u> .	<p>After entering the required information and upload PDF file of the recommendation letter, the recommender should click <u>Save</u> button. Then, complete to submit a recommendation letter by clicking <u>+Submit</u> button. Please confirm that the completion status is changed from <u>Please submit</u> to <u>Completed</u> after finalizing the letter submission.</p>
Can I change my recommender?	<p>If you have not completed your application on TAO, changes can be made in the "Recommendation Letter" section on TAO.</p> <p>Please communicate with your recommenders well in advance to avoid having to make changes after the application has been completed.</p>

⑬ Copies of Both Sides of Residence Card

(required only who already possesses the status of residence in Japan)

- If you are a domestic applicant, upload digital copies of both sides of your Residence Card. If you are renewing your period of stay, please upload a document certifying that you are in the process of renewal. If you do not have either of the above card/certificate, upload a digital copy of the passport page with your photo and all pages with personal information including your visa status.
- For being enrolled in Waseda University as a CSC student, you need to acquire a status of residence “Student”. If you already have another status of residence that allows you to stay in Japan for a long period of time, you must change your status of residence to “Student”. In this case, please contact the Waseda University Center for International Education immediately.
[the Center for International Education: TEL: +81-3-3203-9806, email: cie-zairyu@list.waseda.jp]

Step 4 Upload Documents and Complete Application

Section on TAO	Documents to be uploaded (* If applicable)	Checklist (* If applicable)
Applicant's Information	② Copy of Passport ③ ID Photo ⑬ Copies of Both Sides of Residence Card/Special Permanent Resident Certificate*	<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"/> I selected my preferred Project Research/Faculty properly.
Educational Background	⑩ Certificate of Graduation/ (Expected) 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 and Macau), I completed the required steps for submitting the certificates (see P.14/15). *
Language Proficiency	④ Certificate 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 the research paper, as I was not required to submit the master's thesis.*
	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 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 to submit the master's thesis.*
	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.*
Recommendation Letters	⑫ Sending requests to recommenders for recommendation letters	<input type="checkbox"/> My recommenders meet the requirements (see P.16). <input type="checkbox"/> I communicated well with my recommenders in advance and duly requested them to submit the recommendation letters on TAO.

- ☐ I have authenticated/certified copies of my application documents which are ready to be submitted once I am accepted into GSAPS.
- ☐ I attached official translations to the documents written in languages other than English or Japanese. (See P.10)
- ☐ I completed my application by pressing “Complete my application” button by the deadline.
- ☐ I checked my application status changed from “Application in progress” to “Application completed” on TAO.

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.**

Step 5 Announcement of Application Number and Screening Result

1. Application Number

After the application period, all applicants whose application documents are accepted will get their application numbers on TAO by themselves on/after the date/time below.

Available Date of Application Number	October 17 (Thu.) 10:00, 2024 (JST) –
--------------------------------------	---------------------------------------

① After you log in TAO, click your submitted “Admission Scheme” from “Completed” tab of “Applications” menu.

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View your applications

Incomplete Completed

Application status	Admission Scheme	Application Deadline	Message
☆ Application completed	Waseda University / Graduate School of Asia-Pacific Studies (GSAPS) / International Studies Program / 【英語履修/English-based program】 Course :		Unread: 0 message(s) >

② On the screen after you click the name of your submitted admission scheme, you will find your application (examinee) number as shown below:

Examinee number: XXXXX

2. Screening Result Announcement Schedule and Methods

The screening results will be announced as follows:

Screening Results

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

First Screening Result Announcement	<p align="center">November 6 (Wed.) 10:00, 2024 (JST)</p> <p>【Ph.D. Program】 Applicants who pass the first screening will be notified the details of the second screening via e-mail.</p> <p>【Special Research Students Program】 For successful applicants, Letter of Conditional Consent of Acceptance will be sent out. After receiving it, it is required to take the necessary procedure.</p>
Final Screening Result Announcement	<p align="center">November 22 (Fri) 10:00, 2024 (JST)</p> <p>【Ph.D. Program】 Application numbers of successful applicants for the second screening will be posted on the GSAPS website. Letter of Conditional Consent of Acceptance will be sent to the successful applicants of Ph.D. program. After receiving it, it is required to take the necessary procedure.</p>

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

Procedures after receipt of Letter of Conditional Consent of Acceptance

Flow until final selection as the recipient of CSC scholarship 国家建设高水平大学公派研究生项目「与日本早稻田大学合作奖学金」.

<u>Schedule</u>	<u>China Scholarship Council (CSC)</u>	<u>Applicants</u>	<u>Waseda University</u>
Mid-March through late- March, 2025 (TBA)		① Applicants selected as candidates will submit a Letter of Conditional Consent of Acceptance issued by Waseda University to their home university in China and complete an online application for the CSC scholarship 国家建设高水平大学公派研究生项目「与日本早稻田大学合作奖学金」.	
June 2025 (TBA)	② CSC will officially select 国家建设高水平大学公派研究生项目「与日本早稻田大学合作奖学金」scholarship recipients.	③ Applicants who were officially selected as recipients of the 国家建设高水平大学公派研究生项目「与日本早稻田大学合作奖学金」 will send their scholarship certificates* issued from the CSC to Waseda University. *You must submit both a) and b) below. a) Certificate in English b) Certificate in Chinese stating that you got accepted to 「与日本早稻田大学合作奖学金」	④ Based on the result of CSC's selection of scholarship recipients and by receiving the scholarship certificates sent from applicants, Waseda University will finally select and inform the enrollment procedures to officially accepted applicants.

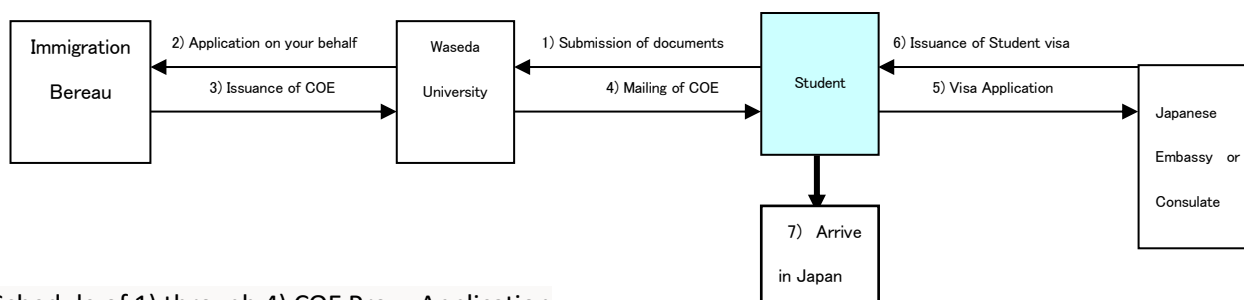
Step 6 Entrance Procedures

1. Procedure for Acquiring the Status of Residence “Student”

If you do not have a valid long-term status of residence, please refer to the process below to acquire one. Waseda University will apply for a “Certificate of Eligibility (COE)” at Tokyo Immigration Bureau on behalf of the students who live overseas.

- Application by proxy
- 1) You send the required documents for a COE application. For details on the required documents for application are sent to you from the graduate school in which you are admitted.
 - 2) Waseda University applies for a COE at Tokyo Immigration Bureau on your behalf.
 - 3) Waseda University receives a COE from Tokyo Immigration Bureau.
 - 4) Waseda University sends the COE to you.
 - 5) You apply for a student visa at the Japanese Embassy or Consulate in your country.
 - 6) You receive a student visa.
 - 7) You go through the immigration at airport, acquire a status of residence “Student”, and arrive in Japan.

Visa Acquisition Process 1) → 2) → 3) → 4) → 5) → 6) → 7)



Schedule of 1) through 4) COE Proxy Application

Students who enter the university in September 2025	Period
1) You send application documents to Waseda University.	June 2025
2) Waseda University makes an application at Tokyo Immigration Bureau on your behalf.	July 2025
3) COE is issued.	August - September 2025
4) Waseda University sends the COE to you.	

5) and 6) Application and Acquisition of Student Visa

After obtaining the COE, apply for a student visa at the Japanese Embassy or Consulate by submitting the application documents designated by the Embassy, your passport, and the COE. For the details of documents required for application for the student visa, directly contact the Embassy or Consulate at which you will apply. The Certificate of Admission is sent from Waseda University with the COE.

7) Acquisition of Status of Residence “Student”

Come to Japan carrying the COE and student visa and acquire a status of residence “Student”. You must arrive in Japan within three months after the COE is issued.

2. Submission of Entrance Procedures Documents

Those who are officially accepted to the programs will be required to submit the entrance procedures documents by the deadline. Besides, please be reminded that **at the time of entrance procedures successful applicants are required to submit the original copies for the materials uploaded at the time of application.**

Details will be provided by the Admissions Office after the final recipients are determined. Please note that the entrance period cannot be postponed or changed.

III. Special Notes

1. 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.

2. 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.

3. 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 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

- The results of all entrance examinations of the University for the relevant academic year shall be null and void.

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.

4. 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.

5. 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/>

6. 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>

7. School Expenses, Scholarships, etc.

- (1) If the applicants are not selected as recipients of the CSC 「与日本早稻田大学合作奖学金」, they will result in nullification of their acceptance by Waseda University.
- (2) The students who were accepted by this program are exempt from the entrance fee, tuition, and miscellaneous fees during the period enrolled in Waseda University (Doctoral Program for a maximum period of 36 months, Special Research Students Program for a Maximum period of 12 months).
* Note: Tuitions and fees for non-degree subjects/courses which are not considered as basic requirements for completion of graduate school programs (Japanese language subjects etc.) are not covered.
- (3) You cannot apply for both a scholarship offered by Waseda University and a scholarship offered by other institutions including the Japanese Government.
- (4) Living expenses and the round-trip air ticket are provided to the successful recipients by the CSC.

- (5) Waseda University will provide the information for the accommodation in Japan, but the students have to arrange accommodation in Japan and pay the rent by themselves.
- (6) This program will only be granted to those whose status of residence is “College Student” during the period enrolled in Waseda University.

8. Precautions for the Online Interview

The interview will be conducted using a web conference system [Zoom]. (Only for applicants who have passed the first screening of the Ph. D course)

The GSAPS Admissions Office will record the interview as data for the selection process. No recording, videotaping, or photography by anyone other than Waseda University or the GSAPS Admissions Office is permitted.

(1) Internet connection environment

Please prepare a stable Internet connection. A wired LAN system with a cable is recommended for the stability of the connection.

(2) Audio and visual equipment

Please prepare a web camera, microphone, earphones, speakers, etc. You may use the equipment built into your personal computer or other equipment. We recommend the use of a computer, but smartphones and tablet terminals are also acceptable. Please participate in a Zoom test meeting (<http://zoom.us/test>) in advance to confirm the audio and video quality.

(3) Location

Please secure a place where the environment described above is available and where you can maintain a quiet environment with no third parties around you.

(4) Notes for using Zoom

- Please make sure that the video and audio of Zoom are always “on” and that your entire face is visible on the screen at all times.
- Do not use any communication devices other than those used in the test. Do not search for information or use applications or tools other than Zoom on the device being used for the test.
- Do not use the virtual background function of Zoom.
- The camera may be asked to move to show the entire room before, during, and after the test to make sure that there are no third parties around. In such cases, please follow the instructions.
- Please remove your mask during the test.
- For more information on how to operate Zoom, please refer to the following websites.

Zoom Support: <https://support.zoom.us/hc/ja>

◆ For your information: List of Language Proficiency Tests

Japanese Language Proficiency Test

* Japanese Language Proficiency Test

By Japan Education Exchanges and Services/Japan Foundation

【Taking exam in Japan】

Tel. 03-6686-2974 URL. <https://www.jlpt.jp/e/index.html>

【Taking exam outside Japan】

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

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

By Japan Students Services Organization

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

English Language Proficiency Test

* TOEFL: Test of English as a Foreign Language

By ETS: Educational Testing Service

【Taking exam in Japan】

Tel.03-6204-9830 URL. http://ac.prometric-jp.com/common_contents/academic_reg_en.html

【Taking Exam outside Japan】

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

* TOEIC: Test of English for International Communication

【Taking exam in Japan】

By The Institute for International Business Communication

Tel. 03-5521-6033 URL. <https://www.iibc-global.org/english.html>

【Taking Exam outside Japan】

By ETS: Educational Testing Service

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

* IELTS: International English Language Testing System

By The British Council

【Taking exam in Japan】

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

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

【Taking Exam outside Japan】

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