



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

# **Application Guide**

**Special Admissions**  
**for International Development**  
**Ver. 2**

**< April 2025 Entrance >**

**Master's Program**

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

## <<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 recommender in advance to ask for your recommendation letter.**

You need to send the "request" to your recommender on the online application system (TAO) to ask him/her to submit the evaluation/recommendation letter for you. We are not responsible for the trouble due to the lack of your communication with your recommender.

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/Admissions 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 recommender to submit the recommendation letter.) 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 the screening fee will not be returned.

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

Focusing on the Asia-Pacific region, GSAPS seeks not only to conduct interdisciplinary research from the global and regional perspectives in the fields of regional history, politics, economics, industry, business management, society, culture and various international concerns, but also to deepen understanding of a growing Asia-Pacific region, and to mold future experts and researchers who can assume responsibility of the region's future.

GSAPS seeks students from both the domestic and international arenas, who are keen to learn and motivated to excel, and aim for a better future for the global society.

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

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

1. 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

## Contents

I. Overview .....	5
1. Eligibility .....	5
2. Number of Students Admitted.....	6
3. Application Schedule .....	6
4. Screening Method .....	6
5. Project Research .....	7
II. Roadmap to Enrollment.....	9
III. Application Procedures .....	10
Step 1 Download Designated Forms .....	10
Step 2 Create a New Account for Online Application .....	10
Step 3 Prepare Application Documents .....	11
Step 4 Complete the Payment of Screening Fee .....	19
Step 5 Upload Documents and Complete Application .....	25
Step 6 Announcement of Application Number and Screening Result .....	26
Step 7 Entrance Procedures.....	28
IV. Special Notes .....	30
◆For your information: List of Language Proficiency Tests .....	32

### 【For Japanese Nationals : About GSAPS Excellence Awards】

Graduate School of Asia-Pacific Studies provides the Scholarship for Japanese applicants for the MA program.

#### <GSAPS Excellence Awards>

- The successful applicant will be granted 1,400,000 JPY, which is the almost same amount of the tuition of 1<sup>st</sup> year.
- No financial status information is required for the application.
- Applicants will be notified with the result of the grant before their enrollment.

Those who are interested in applying for this grant are required to refer to both the application guide for the GSAPS Excellence Awards and this application guide.

(Those who are interested in this grant are required to describe the “Reason of applying for GSAPS Excellence Awards” in “Applicant's Information: Section B” of the online application form.)

\*GSAPS Excellence Awards Application Guide: <https://www.waseda.jp/fire/gsaps/news-en/2746>

## I. Overview

### 1. Eligibility

Applicants must fulfill both of the “Applicant Qualifications for General Admissions” AND “Applicant Qualification for Special Admissions for International Development”.

#### Applicant Qualifications for General Admissions

1. Those who have graduated or are scheduled to graduate from a university in Japan by March 2025.
  2. Those who have received a bachelor's degree from the National Institution for Academic Degrees and Quality Enhancement of Higher Education or are scheduled to receive such a degree by March 2025.
  3. Those who have completed 16 years of standard school education outside Japan or are scheduled to complete such education by March 2025.
  4. Those who have completed a more than 3 years program in a university outside Japan or are scheduled to complete such education and hold a bachelor's degree by March 2025.
  5. Those who are designated by the Minister of Education, Culture, Sports, Science, and Technology.  
(Please contact the GSAPS Admissions Office for details.)
  6. Those who have been enrolled at a university for more than three years (or have completed 15 years of school education overseas or are scheduled to complete such education by March 2025) and have been recognized by the Graduate School of Asia-Pacific Studies as having earned a specified number of credits with an excellent academic record.
  7. Those who have been recognized by the Graduate School of Asia-Pacific Studies as possessing academic credentials superior to those of university graduates through an individual entrance requirements screening process and are scheduled to reach 22 years of age by March 2025.
- \* “University” mentioned in requirements 1 and 6 refers to a university which is approved by the Ministry of Education, Culture, Sports, Science and Technology of Japan.
- \* “Those who have completed 16 years of standard school education outside Japan” mentioned in requirements 3 refers to “those who have completed the 16th year of standard school education outside Japan”. It is not whether you have been educated for 16 years.
- \* Graduates from three-year specialized college (zhuanke 専科) programs in China do not meet the requirement 6. However, those who have graduated from a four-year (benke 本科) program after graduating from a three-year program, and completed 16 years of school education will be considered to fulfill requirement 3.

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

For the prospective applicants who are unsure if they can fulfill the requirements 6 and 7 and wish to go through the individual entrance requirements screening process, it is required to submit specific application documents to GSAPS Admissions Office by the prescribed day. For April 2025 admission, please submit the necessary documents for individual entrance requirements screening **by July 25 (Thu.), 2024**. For more details, please contact the GSAPS Admissions Office in advance.

#### Applicant Qualifications for Special Admissions for International Development

- (1) Applicants must be Japanese or Special Permanent Residents.
- (2) Those who have overseas experiences of more than one year in the following fields at the time of application: Japan Overseas Cooperation Volunteers, expert investigator in the Ministry of Foreign Affairs, officer in an overseas diplomatic office, international civil servants such as with the United Nations, international NGOs, overseas CSR activities, or other international development activities.

**【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 relevant certificates.

**【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.

**2. Number of Students to Be Admitted**

120 students per academic year for the MA Program, which is the total number for April and September entrance.

**3. Application Schedule**

Application Period	August 26 (Mon.) 9:00 – September 4 (Wed.) 16:59, 2024 *Please complete the online application and pay the screening fee within this period.
Available Date of the Application Number	October 17 (Thu.) 10:00, 2024 –
Screening Result Announcement	November 22 (Fri.) 10:00, 2024
Payment Period of Entrance Procedure Fee (Only for Successful Applicants)	November 22 (Fri.) – December 12 (Thu.), 2024
Matriculation Date	April 1 (Tue.), 2024

\*All the dates and times in this application guide indicate Japan Standard Time (JST).

**4. Screening Method**

The document screening will be based on the holistic evaluation of all the required documents that are submitted.

**No interviews or written examinations will be required.**

- The GSAPS Admissions Office does not accept submission of application documents in person.
- The contents of application documents once submitted cannot be changed.
- Documents will NOT be returned once submitted, regardless of any special circumstances on the part of the applicant.

## 5. Project Research

Students at GSAPS take small-sized **project research seminars held under the guidance of their academic advisors**, where they will learn and master skills to prepare and complete their thesis, to compile, analyze and review relevant information fully and to understand the research methodology. In principle, students belong to and work under one project research seminar respectively through all the school years since the first quarter.

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

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

The final selection of the project research takes into comprehensive consideration the applicant’s research plan, desire and all the other documents submitted during the application.

### Project Research Seminars Available for April 2025 Entrance

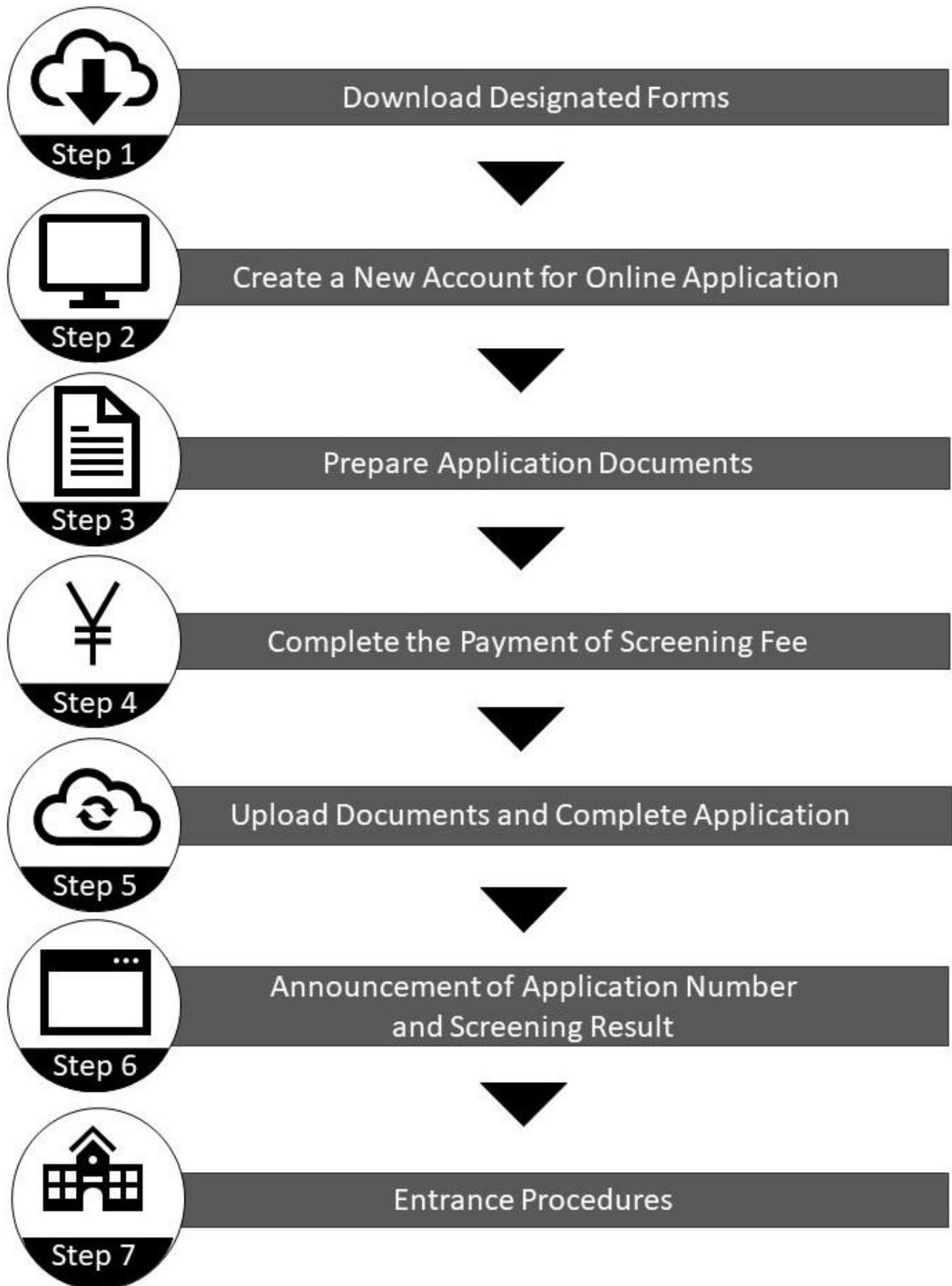
\*Available project researches are subject to change. If there will be any, we will notify on our website before the application period.

Field/Area of Research	Name of Faculty	Project Research
<b>Area Studies</b>	AOYAMA, Rumi	Politics and International Relations of China
	BUKH, Alexander	Politics and International Relations in Northeast Asia
	ENDO, Tamaki	Economy, Culture and Society of Asian Cities
	GAGNE, Nana Okura	Society & Culture in Asia-Pacific
	LIU-FARRER, Gracia	Globalization and Socio-Cultural Change
	MIICHI, Ken	Politics of Religion, Culture, and Gender, Politics in Southeast Asia
	NAKAJIMA, Seio	Popular Culture in Asia
<b>International Relations</b>	BACON, Paul Martyn	Europe and Asia: Inter-regional Relations ※Available in English only
	KAWANO, Mariko	Pacific Settlement of International Disputes
	NABESHIMA, Kaoru	East Asian Economies and Industries
	SETA, Makoto	Law & Organizations in International Relations
	SHINOHARA, Hatsue	East Asia and America, Foreign Policy
	UEKI, Chikako	International Relations and Security in East Asia
<b>International Development/ Policy Studies</b>	KATO, Atsushi	Economic Development and Policy in Asia
	KATSUMA, Yasushi	Peace, Human Rights and Social Development in Less Developed Countries
	KIKUCHI, Tomoo	International Economics
	MATSUOKA, Shunji	Global Sustainability and International Development Cooperation Studies
	MITOMO, Hitoshi	ICT and Media Studies

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)	<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>



## II. Roadmap to Enrollment



## I. Application Procedures

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

### Step 1 Download Designated Forms

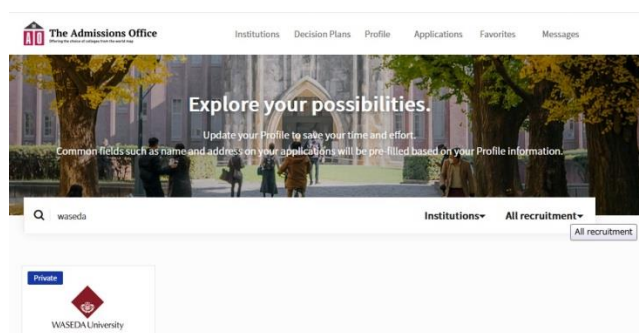
Access our website and download the necessary documents.

<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 / April 2025 Entrance 【English-based program】 MA Course : Special Admissions for Graduating Waseda University Students (including September 2025 Entrance) / International Development” 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 screen of the system and this Application Guide, when filling out or uploading the materials.

<b>Application Period</b> <b>(Open Period of Application System)</b>	August 26 (Mon.) 9:00 – September 4 (Wed.) 16:59, 2024 (JST)
---	--

- 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 the application period due to TAO management system.

### Step 3 Prepare Application Documents

- Application documents must be fully completed to be qualified for screening. 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 select and input/upload your information to “Waseda University / Graduate School of Asia-Pacific Studies (GSAPS) / International Studies Program / April 2025 Entrance **【English-based program】 MA Course : Special Admissions for Graduating Waseda University Students (including September 2025 Entrance) / International Development**” 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 4 月入学 **【日本語履修】** 修士課程：学内推薦入試(2025 年 9 月入学含む)・国際協力特別推薦入試” for the appropriate admission category. Be sure to enter information and write your essays 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 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.12
②	Copy of Passport (required only for Special Permanent Resident)	*	P.12
③	ID Photo	○	P.12
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	Essay A: Research Plan	○	P.13
⑥	Certificate of (Expected) Graduation/Completion	○	P.14
⑦	Certificate of Academic Transcripts and Grading Scale	○	P.15
⑧	Copy of Payment Receipt	○	P.15
⑨	Recommendation Letter	○	P.16
⑩	Copies of Both Sides of Special Permanent Resident Certificate (required only for Special Permanent Resident)	*	P.19
⑪	Statement on International Development Activities	○	P.19

#### IMPORTANT

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

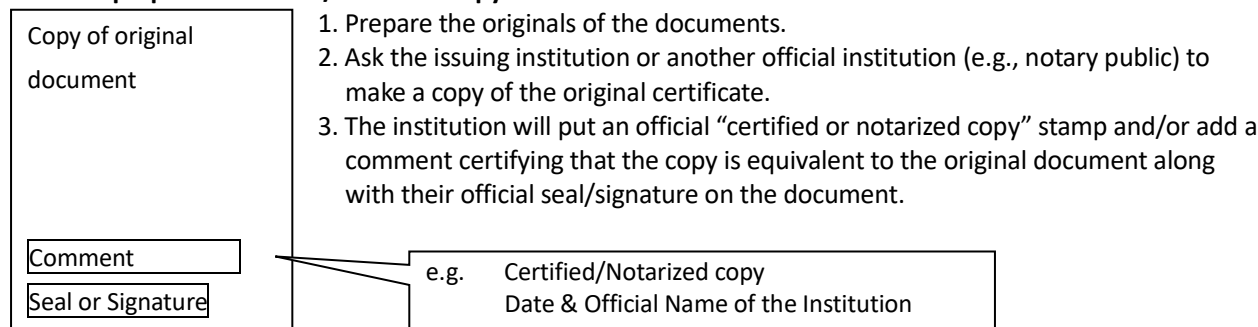
If the contents in the originals or certified/notarized documents submitted after acceptance differ from the digital copies uploaded on the online application system, or if you are unable to submit original or certified/notarized documents, **your acceptance to GSAPS will be revoked.** Therefore, please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

### <Certified/Notarized Copy>

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

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



## ① TAO Online Application Form

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

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

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

## ② Copy of Passport (required only for Special Permanent Resident)

- Prepare a 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.

## 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 procedures in university 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 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: 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 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.

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

Notes:

- **There are no specified valid period/minimum scores qualified for application.**
- TOEFL-ITP 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 Essay A: Research Plan**

- Describe in detail your research plan which you wish to pursue at GSAPS, including the theme, methods of approach which you intend to use, etc. (800 words or less in English, or 2,000 letters or less in Japanese)
- Write the essay using the designated form (Word file) which is downloadable from the GSAPS website (URL is shown in the online application form) and upload the file (PDF). Also, please write a list of references. The list of references is not included into the total number of words/letters stated above.
- No designated font or size.
- For the essays below, input directly in the TAO application form.

B: Please explain the reasons why you have chosen to apply for the GSAPS MA Program at this particular time in your life. (200 words or less in English, or 500 letters or less in Japanese)

C: Please describe your career goal in detail. How do you plan to achieve them? What significance will your

degree obtained at GSAPS have in helping to achieve your career goals? (200 words or less in English, or 500 letters or less in Japanese)

D: Please describe any special awards which you have received for academic, professional, or community achievements, if any. Or please describe some personal achievement which you would like to bring to the attention of the Admissions Office and state the reasons why the achievement you have described is of particular significance to you. (200 words or less in English, or 500 letters or less in Japanese) (Optional)

## ⑥ Certificate of (Expected) Graduation/Completion

- Upload the documents officially issued by your home university/certificate issuing institution/notary public.
- Those who submit a certificate of expected graduation and become a successful applicant must submit an official graduation certificate at the time of entrance procedures.
- The certificate of (expected) graduation/completion must clearly specify **the date of (expected) graduation/completion**.
- In case the transcripts include the “name of degree” and the “date of (expected) graduation/completion”, 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 to, mentioning this matter.
- If you have graduated (or are expected to graduate) from a university/universities in mainland China, please refer to the following instructions.

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

Applicants who graduated from/completed universities (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 issued by the university.

#### **Graduates**

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](mailto:gsaps-admission@list.waseda.jp)).

- as a certificate of graduation/completion:

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

#### **Prospective graduates**

Arrange the following 1 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](mailto:gsaps-admission@list.waseda.jp)).

- as a certificate of expected graduation/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.**

## ⑦ Certificate of Academic Transcripts and Grading Scale

- Upload your **transcript(s) (with GPA preferred)** officially issued by your home university/certificate issuing institution/notary public and a document that shows its **grading scale/GPA scale**. If the transcript(s) bears the information of its grading scale, you do not need to prepare additional documents. If not, upload an official document issued by your home university or a screenshot of their website which states the grading scale.
- 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.
- 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, you 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, merge 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 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.**

## ⑧ 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.

## ⑨ Recommendation Letter

Send the request to your recommender for your evaluations/recommendation letter in “Recommendation Letters” section on TAO. The e-mail address of the recommender to whom your request is made should be official e-mail address with the domain of the recommenders’ affiliated university/institution.

- **Applicants must ask for the recommendation letter to one superior at the institute or company where applicants have (or had) an experience for international development activities. Also, please ask your recommender to specify the details of your international development activities and the period (more than 1 year) in the letter.**
- Share ‘*Instructions for Recommenders*’ below with your recommender. Ask your recommender to input evaluations, upload the recommendation letter and submit it on TAO following the instruction.
- Make sure to communicate well with your recommender in advance. And request him/her **(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.**

### ‘Instructions for Recommenders’

[https://www.waseda.jp/fire/gsaps/assets/uploads/2024/06/EN\\_JP\\_Instruction\\_for\\_recommenders\\_202504.pdf](https://www.waseda.jp/fire/gsaps/assets/uploads/2024/06/EN_JP_Instruction_for_recommenders_202504.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.
- A recommendation letter 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 recommender 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 a request to your recommender before you complete other sections of the application forms. So, **it is recommended that you should send “Request” to your recommender at the earlier time of application period, so that your evaluations/recommendation letter can be duly submitted by the application deadline.**
- You can complete/submit your online application before your recommender submits the evaluation and the recommendation letter on the TAO system. **Please make sure to duly complete your online application within the application period.**



Search schools

Admission  
Schemes

Profile

**Applications**

Favorites

Message

### 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](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  
XXXXX@xxxx.xxx 様  
○○○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 Course: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:xxxx Admission from: ○○○。  
推薦状 Recommendation Letter is due 202x/xx/xx 23:59:00。  
Please access the following link and check the request。  
作成依頼を確認する(Check the request)  
<http://admissions-office.net/recommenders/sign-in>

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

### ② Create an account

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

### ③ Complete "Recommendation Letter"

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

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



### ④ Submit "Recommendation Letter"

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

## 推薦者の方へ

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

### ① 依頼メールの受信

志願者が TAO 上で推薦者に作成依頼を送信すると、TAO ([no-reply@admissions-office.net](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
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 <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>
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. 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>
When my recommender tries to register for TAO account, the registration screen displays "This email address cannot be registered."	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.
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. 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 <b>Save</b> button and could not complete the submission.	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.
My recommender has submitted the recommendation letter, but the completion status on TAO has not changed to <b>Completed</b> .	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.
Can I change my recommender?	If you have not completed your application on TAO, changes can be made in the "Recommendation Letter" section on TAO. Please communicate with your recommenders well in advance to avoid having to make changes after the application has been completed.

## ⑩ Copies of Both Sides of Special Permanent Resident Certificate (required only for Special Permanent Resident)

- Upload the digital data of the both sides of your Special Permanent Resident Certificate.

## ⑪ Statement on International Development Activities

- Input the statement on International Development Activities (Period, Company/Organization, Country/Area of your international development activities and its details) directly in the specified space of TAO (800 words or less in English, or 2,000 letters or less in Japanese).
- No designated font or size.

## 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. Amount of the Screening Fee

#### **Important**

The amount of the screening fee differs depending on the application category. (If you have an address in Japan at the time of application, your application is considered as “Application from Inside of Japan” even if you are temporarily staying outside Japan.)

(in Japanese yen)

Category	Application from Inside of Japan (For residents of Japan)	Application from Overseas (For Non-residents of Japan)
Qualification	Applicant who is a registered resident of Japan at the time of application	Applicant who is NOT a registered resident of Japan at the time of application
Screening Fee	¥35,000	¥5,000

\* As a general rule, application documents and screening fees are not returned. A full screening fee will be refunded in one of the following cases. In such cases, 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 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 the payment by credit card, handling fees which may be incurred for refund must be paid by the applicant. Also, if you have made the 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 in Japan>

#### Payment at a Convenience Store

- To make the payment at a convenience store, you must complete the designated application procedure in advance by accessing the “screening (Entrance Exam) fee convenience store payment site” (<https://e-shiharai.net/>) [Japanese only]. After completing the online procedure, please make the payment at a convenience store. For more details of payment procedures, please refer to the chart in the next page.
- After making the payment, upload the scanned data or a photo of the “**収納証明書**/Certificate of Payment of the Screening Fee” to the designated space on TAO.
- The 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 SEVEN-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 MINISTOP**  
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

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).**

Attach Your Receipt (Certificate of Payment) to the Application

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

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

### ■Payment Commission

(transfer fee charged by all participating stores)

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

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/>

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

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

- To make the 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.



Access the site below

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



Web Application - Online Transaction

## 1. Top Page

Click "Examination Fee".

## 2. Terms of Use and Personal Information Management

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

## 3. School Selection

Click "Waseda University".

## 4. School Information

Read the information carefully and click "Next".

## 5. Category Selection

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

## 6. Basket Contents

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

## 7. Basic Information

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

### Paying with Credit Card

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

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

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

### Paying with Union Pay

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.

Necessary application documents

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



### [NOTICE/FAQ]

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

### ■ Payment Commission

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

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

For questions or problems not mentioned here, please contact :

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

## <Payment from Overseas>

### Payment Through an Overseas Banking Institution

Please follow the directions below and pay the screening fee from overseas by Telegraphic Transfer.

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

Type	Telegraphic Transfer
Payment method	Advise and Pay
Bank transfer fee	Payer's Responsibility
Lifting charge	Payee's Account
Amount to be remitted	<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



## Step 5 Upload Documents and Complete Application

Please review the checklist below to ensure that your application is completed correctly.

### 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.**

Section on TAO	Documents to be uploaded (* If applicable)	Checklist (* If applicable)
Applicant's Information	② Copy of Passport* ③ ID Photo ⑩ 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 & Essays	-	<input type="checkbox"/> I selected my preferred Project Research/Faculty properly.
	⑤ Essay A: Research Plan	<input type="checkbox"/> I wrote the essays in the language of my program within the designated length. <input type="checkbox"/> I uploaded/input the most updated essays. (not in the middle of making)
	⑪ Statement on International Development Activities	<input type="checkbox"/> I wrote the designated contents on international development activities in the language of my program within the designated length.
Educational Background	⑥ Certificate of (Expected) Graduation/Completion ⑦ 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.14-P.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. *
Proof of the Payment of Screening fee	⑧ Copy of Payment Receipt, etc.	<input type="checkbox"/> I completed the payment of screening fee to GSAPS during the application period.

Recommendation Letter	⑨ Sending request to recommender for recommendation letter	<input type="checkbox"/> My recommender meets the requirements (see P.16). <input type="checkbox"/> I communicated well with my recommender in advance and duly requested him/her to submit the recommendation letter on TAO. <input type="checkbox"/> I requested my recommender to specify the details of international development activities and the period in the letter.
-----------------------	--	--

- ☐ I have original/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.11)
- ☐ **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 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.

The screenshot shows the TAO website header with the logo and navigation links: Search schools, Admission Schemes, Profile, Applications (highlighted), Favorites, and Message. Below the header, the 'View your applications' section has two tabs: 'Incomplete' and 'Completed' (selected). A table displays the application details:

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】 Couse :		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 application numbers of the successful applicants will be posted on the GSAPS website at the time of the day indicated below.

### Screening Results

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

Besides, “Letter of Admission” will be sent out to the successful applicants later.

“Guide to Entrance procedures” will be also announced on the GSAPS website.

<b>Result Announcement</b>	November 22 (Fri.) 10:00, 2024(JST)
----------------------------	-------------------------------------

### IMPORTANT

- Screening results will not be posted on **Screening results** page on TAO. Please make sure to check **the GSAPS website** for the screening results.
- The GSAPS Admissions Office will not answer any inquiries with regard to the reasons for the results and/or details of the screening.

## Step 7 Entrance Procedures

Entrance procedures need to be completed by 2 steps; 【Entrance Procedures #1 in November-December 2024: Payment of Entrance Procedures Fee/Submission of Documents for Entrance Procedures】 and 【Entrance Procedures #2 in July-August, 2024: Registration of Information for the Entrance Procedures (Entrance Procedures #2 can be taken only by the successful applicants who have completed Entrance Procedures #1)】. Details about the payment method and documents required for entrance procedures will be instructed in the “Guide to Entrance Procedures” announced to the successful applicants on the GSAPS website. This section provides an outline of the procedures. Please keep these points in mind and be sure to follow the correct procedures for entrance.

**Only successful applicants who have paid the entrance procedures fee/submitted the entrance procedures documents by the deadline and have completed the Entrance Procedures #2 will be admitted. Under no circumstances can entrance procedures be conducted after the deadline.**

\*Please note that the matriculation date cannot be changed (defer/postpone to a different month/year) once accepted for the relevant admission. However, should successful international applicants choose to serve their military obligation before matriculation and wish to enter GSAPS after completing their military obligation, the matriculation date may be extended. Please contact the GSAPS Admissions Office for details.

### 1. Payment of the Entrance Procedures Fee

The entrance fee, tuition and fees for the first semester of the first year must be paid within the following period.

Payment Period	November 22 (Fri.) – December 12 (Thu.), 2024
----------------	---

The tuition and fees for the academic year 2025 is as follows.

(Units: JPY)

(Units: 37.4)

MA Program	1st Year Amount		2nd Year Amount	
	For Entrance Procedures (The 1 <sup>st</sup> Semester)	The 2 <sup>nd</sup> Semester	The 1 <sup>st</sup> Semester	The 2 <sup>nd</sup> Semester
Entrance Fee (Registration Fee)	300,000	-	-	-
Tuition	703,000	703,000	853,000	853,000
Waseda University Student Health Promotion Mutual Aid Association Fee	1,500	1,500	1,500	1,500
Sub-Total	1,004,500	704,500	854,500	854,500
	1,709,000		1,709,000	
Total	3,418,000			

\* The entrance fee is waived for a successful candidate who is currently enrolled in, graduated from, completed, or withdrew from an undergraduate, graduate, or specialized program of Waseda University. For details, please refer to the “Guide to Entrance Procedures #1”, which will be announced to the successful applicants.

\* Tuition and fees stated above may change later.

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

\* Students (graduates of universities other than Waseda University) who have newly enrolled in MA program of Waseda University will be required to pay 40,000 JPY as the “Alumni association membership fee”. This membership fee will be paid in the final term/semester of their standard last year, which covers 10 years of annual membership that students pay in advance. (Originally, the fee is 5,000 JPY per year and the total amount for 10 years is 50,000 JPY. So, 40,000 JPY is the discounted one due to the advance payment.)

Note:

- As a rule, we do not return submitted documents nor refund the entrance fee, tuition and fees once remitted. However, in case you must withdraw prior to entrance due to unforeseen circumstances, only tuition and Student Health Promotion Mutual Aid Association Fee for the 1<sup>st</sup> semester of the 1<sup>st</sup> year will be considered for refunds, but not the entrance fee. For details regarding the payment method, etc., please refer to the “Guide to Entrance Procedures #1”, which will be announced to the successful applicants.
- If you have been accepted by a Waseda graduate school and completed the payment of the entrance procedures fee to that school and are later accepted by another Waseda graduate school which you prefer to enter, you can enter the preferred graduate school and request to have the amount you have already paid transferred to that school. However, this procedure can be done only when the entrance procedures periods of the two schools do not overlap. For more information about the procedure, please refer to the “Guide to Entrance Procedures #1”.

## 2. Submission of Entrance Procedures Documents

Those who have completed the payment of the entrance procedure fee are required to submit the entrance procedures documents by the deadline in December 2024. Besides, please be reminded that **at the time of entrance procedures successful applicants will be required to submit the originals of the materials uploaded at the time of application.**

## 3. Scholarships

Waseda ranks at the top of Japanese universities in terms of both the number of scholarship recipients and the total funds disbursed. All Waseda-funded scholarships are outright grants rather than loans.

Students who wish to apply for scholarships after enrollment need to complete the scholarship registration form by the designated date. Details will be explained in the Guide to Entrance Procedures#2 and the GSAPS academic orientation for new students.

An overview of different scholarship programs can also be found on the following websites:

GSAPS information for Scholarship	<a href="https://www.waseda.jp/fire/gsaps/en/admissions/tuition">https://www.waseda.jp/fire/gsaps/en/admissions/tuition</a>
Life Support for International Students by Center for International Education, Waseda University (Scholarships)	<a href="https://www.waseda.jp/inst/cie/en/life">https://www.waseda.jp/inst/cie/en/life</a>
Scholarship and Financial Assistance Section, Waseda University	<a href="https://www.waseda.jp/inst/scholarship/en">https://www.waseda.jp/inst/scholarship/en</a>

## 4. Dormitories and Housing

Regarding dormitory and housing, refer to the websites from the links below. Please inquire of them directly if you have any questions concerning dormitory and housing.

Residence Life Center, Waseda University	<a href="https://www.waseda.jp/inst/rlc/en/">https://www.waseda.jp/inst/rlc/en/</a>
Student Housing Center, Waseda University	<a href="https://waseda-housing.com/international/">https://waseda-housing.com/international/</a>

## IV. Special Notes

### 1. Special Accommodation

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

### 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. 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.
3. 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.

For misconduct that the university determines to be extremely malicious and serious, there may be cases where the police are notified or reports are made to the institution the offender is affiliated with (or from), as well as to their guardians.

#### **4. 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 such as family register or passport. The information is collected only when the reason is deemed reasonable, and these cases are limited to a minimum. If your sex is marked as neither male nor female on the legal documents, please contact the GSAPS Admissions Office prior to application. 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/gscenter/en/>

#### **5. 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/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](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>