



*Graduate School of Asia-Pacific Studies, Waseda University*

## ***Guide to Entrance Procedures #1***

**< MA Program April 2026 Entrance >  
For Successful Applicants of General Admissions**

***Please make sure to complete the entrance procedures  
by the designated deadline.***

- ♦ **Payment of Entrance Procedure Fee/Submission of Payment Proof**  
**Deadline: December 11 (Thu.), 2025 (JST)**
- ♦ **Submission of Entrance Procedure Documents**  
**Deadline: December 18 (Thu.), 2025**

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## 1. Entrance Procedures Overview

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Complete the following procedures within the designated period.

\* Please note that your enrollment cannot be deferred.

### 1) Payment of Entrance Procedure Fee <sup>[1]</sup>/Submission of the Payment Proof <sup>[2]</sup>

Please make payment of the designated amount and submit the scanned data of the payment proof via the URL link below by the deadline. For details of payment methods, please refer to page 3 and hereinafter.

GSAPS payment proof submission form:

<https://my.waseda.jp/application/noauth/application-detail-noauth?param=UYt63FTRkKktpTORF0E9Mw>

#### **Deadline : December 11 (Thu.), 2025 (JST)**

\* Please note that in case the procedure of making payment of Entrance Procedure Fee is not completed by the deadline, you will not be permitted to enroll in GSAPS.

<sup>[1]</sup> Registration Fee, Tuition (The 1<sup>st</sup> semester of the 1<sup>st</sup> year) and Student Health Promotion Mutual Aid Association Fees (The 1<sup>st</sup> semester of the 1<sup>st</sup> year)

<sup>[2]</sup> e.g., a receipt issued at a bank counter or ATM, transfer statement, or a copy of Internet banking screen showing the result.

### 2) Submission of the Entrance Procedure Documents

Successful applicants are required to submit documents including the original official documents whose digital copies were uploaded to TAO at the time of application.

#### **Deadline : December 18 (Thu.), 2025**

#### **\* Regarding application for Certificate of Eligibility (COE)**

Only for students with foreign citizenship and living outside of Japan who have completed the payment of entrance procedure fee, Waseda University will apply for COE to the Tokyo Immigration Bureau on their behalf.

If you wish to have GSAPS apply for your COE, please send the necessary documents to apply for COE to the GSAPS Admissions Office by reading P.14-17.

### 3) Registration of Information for the Entrance Procedures

For the registration, *Guide to Entrance Procedures #2* will be sent to you around **early February 2026**.

#### **【 Upcoming Schedule 】**

GSAPS will contact you at the following times for the following purpose.

Please regularly check emails from GSAPS and announcements on the GSAPS website until your enrollment, as we may contact you at times other than that listed below, if necessary.

#### **Around early February 2026**

- ① To request you to register your information online as mentioned above.
- ② To provide you with information that is necessary before enrollment on the GSAPS website.  
(i.e., detailed schedule of the GSAPS Academic Orientation, course registration, scholarship registration, etc.)
  - For April 2026 entrants, the GSAPS Academic Orientation is tentatively planned to be held online in late March 2026. However, as these schedules are subject to change, please confirm the finalized specific schedule announced at the time above.

## 2. How to Make Payment of Entrance Procedure Fee 【DL: December 11 (Thu.), 2025】

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Please complete the followings by the above-mentioned deadline:

**STEP 1** Make payment of the designated amount by following the instruction below.

**STEP 2** Send the scanned data of the payment proof (See P.2) via the URL link below.

*GSAPS payment proof submission form:*

<https://my.waseda.jp/application/noauth/application-detail-noauth?param=UYt63FTRkKktptORF0E9Mw>

### **To MEXT scholarship recipients and UNHCR RHEP applicants**

The following scholarship recipients are exempted from paying the entrance procedure fee. Instead of payment receipt, they are required to submit the form below **by December 11 (Thu.), 2025**, to express their intention to enter GSAPS.

**Enrollment Intention Confirmation Form:** <https://forms.office.com/r/e5nehynA46>

#### **- Japanese Government Monbukagakusho (MEXT) scholarship recipients:**

If you are a MEXT scholarship student who is currently enrolled in GSAPS or another graduate school of Waseda University and are in the process of applying for the extension of the scholarship period to the MEXT through Waseda University, you do not need to submit any documents regarding the extension application. Please clearly declare your intention to enroll in GSAPS via **Enrollment Intention Confirmation Form**.

If you are a MEXT scholarship student currently enrolled in a university other than Waseda and are in the process of applying for extension of the scholarship period at your home university, please submit a copy of the MEXT “APPLICATION FORM FOR THE EXTENSION OF THE SCHOLARSHIP PAYMENT PERIOD FOR JAPANESE GOVERNMENT SCHOLARSHIP (P.1-2 only)” via **Enrollment Intention Confirmation Form**. Additionally, once you receive notification from the MEXT regarding the results of your application for the extension around early March 2026, please be sure to inform this Admissions Office of the MEXT decision.

\* The screening fee that MEXT scholarship recipients paid at the time of application will be refunded within 4 months after enrollment.

#### **- RHEP Applicants by UNHCR:**

Please declare your intention to enroll in GSAPS via **Enrollment Intention Confirmation Form**.

## 1) Payment from Within Japan [Domestic Bank Transfer] (For successful applicants or payers residing in Japan)

Please transfer the following amount at a financial institution (Bank) in person or via ATM/Internet banking in Japan.

### ● Amount to Be Transferred:

| General applicants<br>(excluding those listed to the right) | Former graduates, prospective graduates, or<br>withdrawers of Waseda University (Degree course) |
|-------------------------------------------------------------|-------------------------------------------------------------------------------------------------|
| ¥1,004,500 (Entrance Procedure Fee)<br>+ bank transfer fee  | ¥704,500 (Entrance Procedure Fee)<br>+ bank transfer fee                                        |

#### 《Details of Entrance Procedure Fee》

- Registration Fee<sup>[3]</sup>: ¥300,000
- Tuition (The 1<sup>st</sup> semester of the 1<sup>st</sup> year): ¥703,000
- Student Health Promotion  
Mutual Aid Association Fees  
(The 1<sup>st</sup> semester of the 1<sup>st</sup> year): ¥1,500

<sup>[3]</sup>The registration fee will be credited toward the enrollment fee for students who enroll.

\* If you are currently enrolled in, or have graduated from, completed, or withdrawn from an undergraduate program, graduate program, or specialized program of Waseda University (Degree course only), you are not required to pay the registration fee.

\*Above amount might be changed later.

\*Additional fees might be necessary if specific courses are registered after entrance.

### ● Transfer Deadline: December 11 (Thu.) 23:59, 2025 (JST)

### ● Bank Transfer Information (Domestic):

|                    |                            |
|--------------------|----------------------------|
| 銀行名/ Bank Name     | : みずほ銀行/ Mizuho Bank, Ltd. |
| 支店名/ Branch Name   | : 高田馬場支店/Takatanobaba      |
| 預金種目/ Account Type | : 普通/Ordinary Deposit      |
| 口座番号/ Account No.  | : 2124250                  |
| 受取人名/ Payee Name   | : 学) 早稲田大学<br>ガク) ワセダダイガク  |

\*The above account is only for payment from **within Japan**. Please do not transfer from outside of Japan.

### ● Payer Name: Please make sure to put the reference number (10 digits) described on this page before the name (in katakana/English) of the successful applicant.

|                  |                            |
|------------------|----------------------------|
| Reference number | 40630 + Application number |
|------------------|----------------------------|

e.g., If your application number is 99999: [4063099999 your name] should be put in the Payer Name section.

## [Notes on making the domestic bank transfer]

- The last five digits of the reference number is your 'Application number', not your 'Application ID'.
- When making a transfer via ATM/Internet banking, please enter the account information correctly and confirm the name of the account displayed before completing the transfer. In case of an erroneous transfer to another account, you will be responsible for the refund procedure yourself (the university will not be able to assist you). In such cases, the university will not, in principle, change the transfer deadline or take any other special treatment.
- **Please be sure to enter the reference number and the name of the successful applicant (in English or Japanese katakana) in the "Payer Name (依頼人)" field.** Even if the payer is not the successful applicant him/herself, be sure to enter the information of the successful applicant. If this number is not entered, the payment will not be able to be confirmed by the university and as a result, the applicant may not be admitted.
- The name of the payee (name of the university account) may appear different from the one shown on the previous page (because the university account is held by multiple names). Please make the transfer if you can confirm that the name of the account contains names such as "ガク) ワセダダイガク", "ワセダダイガク", "ワセダ", "ワセダテツヅキ" or the name of the faculty, graduate school, or school to which you plan to enroll.
- Bank transfer fee shall be borne by the payer. So, please make sure to select "With handling fee" when you make the transfer. If you select "Without handling fee", the amount of the entrance procedure fee paid to the university will be insufficient (in this case, you will be charged the shortage additionally at a later date.).
- Please be sure to keep the receipt issued by the ATM or the hard copy of the transfer result screen of your Internet banking account **so that you can check the date of the transfer later** in case an error occurs.
- Depending on the financial institution and the time of the transfer procedure, the deposit to the university may be processed on the next business day. In this case, there is no problem as long as the transfer itself is completed by the transfer deadline.
- Please note that banks are usually open until 3:00 p.m. and are closed on Saturdays, Sundays, and national holidays.
- **Please be sure to complete the payment within the designated period. Transfers made after this period will not be accepted.** Please note that the operating hours of ATMs and Internet banking services vary by financial institutions. Please be especially careful when using Internet banking to complete procedures after evening just before the transfer deadline, as unforeseen circumstances may prevent the transfer from being completed in time.
- In principle, the university does not issue a "bank transfer receipt". Please use a receipt issued by an ATM or a hard copy of your Internet banking screen showing the result of the transfer with the amount of money paid as proof of payment. However, if you have any inconvenience, please consult with the GSAPS office after enrollment.
- Please note that ATMs and Internet banking may have a maximum daily transfer limit. Divided payments will not be accepted for any reason.
- Japan Post Bank can be used only if you have an account and transfer directly from the account. Also, in case you use an ATM for transfer by cash at a financial institution other than Japan Post Bank, please check with the financial institution for details, as there may be conditions such as account holding.

## 2) Payment from Overseas [International Bank Transfer/Credit Card] (For successful applicants or payers residing outside of Japan)

Please make payment of the following amount by A) or B).

\* If those who reside outside of Japan would like to make bank transfer within Japan, please refer to the previous section “1. Payment from Within Japan”.

### A) International Bank Transfer

Please transfer the following amounts from a financial institution outside of Japan.

#### ● Amount to Be Transferred:

| General applicants<br>(Excluding those listed to the right)                                               | Former graduates, prospective graduates, or<br>withdrawers of Waseda University (Degree course)       |
|-----------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------|
| <b>¥ 1,007,000</b><br>(Entrance procedure fee: ¥ 1,004,500<br>+ handling fee at MUFG Bank, Ltd.: ¥ 2,500) | <b>¥ 707,000</b><br>(Entrance procedure fee: ¥ 704,500<br>+ handling fee at MUFG Bank, Ltd.: ¥ 2,500) |

#### 《Details of Entrance Procedure Fee》

|                                                                                                                          |          |
|--------------------------------------------------------------------------------------------------------------------------|----------|
| • Registration Fee <sup>[3]</sup> :                                                                                      | ¥300,000 |
| • Tuition (The 1 <sup>st</sup> semester of the 1 <sup>st</sup> year):                                                    | ¥703,000 |
| • Student Health Promotion<br>Mutual Aid Association Fees<br>(The 1 <sup>st</sup> semester of the 1 <sup>st</sup> year): | ¥1,500   |

<sup>[3]</sup>The registration fee will be credited toward the enrollment fee for students who enroll.

\* If you are currently enrolled in, or have graduated from, completed, or withdrawn from an undergraduate program, graduate program, or specialized program of Waseda University (Degree course only), you are not required to pay the registration fee.

\*Above amount might be changed later.

\*Additional fees might be necessary if specific courses are registered after entrance.

#### ● Transfer Deadline: December 11 (Thu.) 23:59, 2025 (JST)

#### ● Bank Transfer Information (International):

|                 |                                              |
|-----------------|----------------------------------------------|
| Transfer        | : Telegraphic Transfer                       |
| Payment Method  | : Advise and Pay                             |
| Transaction fee | : Payee's Account                            |
| Payment purpose | : Tuition and Fees                           |
| Message         | : <b>Applicant's name/Application number</b> |
| Bank            | : MUFG Bank, Ltd.                            |
| Branch          | : Edogawabashi Branch                        |
| Account No.     | : 0035970RKA                                 |
| Address         | : 3-7, Kagurazaka Shinjuku-ku Tokyo, Japan   |
| Payee           | : Waseda University                          |
| Swift code      | : BOTKJPJT                                   |

\*The above account is for payment from outside Japan only. Please do not transfer from within Japan.

\* Please be sure to put the applicant's name and the application number in the “Message” section.

### [Notes on making the international bank transfer]

- Please note that extra bank handling fees may happen to be necessary in addition to the "handling fee at MUFG Bank, Ltd." above when you transfer the fee at bank. In this case, the applicant needs to pay the extra handling fees in addition to the amount in bold letters above. Therefore, please arrange to transfer the amount in bold letters above into our designated bank account after checking with the bank through which you make the transfer about the extra bank handling fee. If the amount of the entrance procedure fee paid to the university is insufficient, you will be charged the shortage additionally later.
- Please refrain from using payment services such as **PayPal** or **Wise**, as there have been cases where transfers to our account have failed.
- **Please be sure to complete the transfer within the designated period. Transfers made after this period will not be accepted.**

## B) Credit Card

Successful applicants or payers who reside outside of Japan can pay the entrance procedure fee by credit card. (Payment within Japan by credit card can't be acceptable.) **Please read the instruction on the next page "Waseda University Tuition and Fee Payment by Credit Card"** carefully, access the online payment website (<https://e-shiharai.net/ecard/>) and complete the required procedure.

### ● Amount to be Paid:

| General applicants<br>(Excluding those listed to the right)         | Former graduates, prospective graduates, or<br>withdrawers of Waseda University (Degree course) |
|---------------------------------------------------------------------|-------------------------------------------------------------------------------------------------|
| <b>¥ 1,004,500</b> (Entrance procedure fee)<br>+ payment commission | <b>¥ 704,500</b> (Entrance procedure fee)<br>+ payment commission                               |

#### 《Details of Entrance Procedure Fee》

- Registration Fee<sup>[3]</sup>: ¥300,000
- Tuition (The 1<sup>st</sup> semester of the 1<sup>st</sup> year): ¥703,000
- Student Health Promotion  
Mutual Aid Association Fees  
(The 1<sup>st</sup> semester of the 1<sup>st</sup> year): ¥1,500

<sup>[3]</sup>The registration fee will be credited toward the enrollment fee for students who enroll.

\* If you are currently enrolled in, or have graduated from, completed, or withdrawn from an undergraduate program, graduate program, or specialized program of Waseda University (Degree course only), you are not required to pay the registration fee.

\*Above amount might be changed later.

\*Additional fees might be necessary if specific courses are registered after entrance.

### ● Deadline of Payment: December 11 (Thu.) 23:00, 2025 (JST)

#### [Notes on making payment by credit card]

- Payment commission is charged for this payment service, which applicants must pay.
- VISA, Mastercard, JCB and American Express are available.
- The payment can be made with a credit card held in the name of a person other than the applicant. However, the applicant's information (Application number and Name) must be entered in the "Basic Information" page of the website.
- **Be sure to make payment during the designated period. Payment after the period will not be accepted.** The payment can be made 24 hours a day, seven days a week, including Saturdays, Sundays, and holidays. However, **the payment must be completed by 23:00 (JST) on the last day of the designated period.**

# Waseda University Tuition and Fee Payment by Credit Card

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

You can pay the Tuition and Fee by using Credit Card.



Web Application - Online Transaction

Access

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



You can access  
from our  
website too !

## 1. Top Page

Click "Entrance Fee".

## 2. Terms of Use and Personal Information Management

Please read the Terms of use and Personal Information Management.

Click "Agree", located in the lower part of this page, if you agree with these terms.

Click "Not agree", located in the 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

Select your First to Fourth choices and click "Add to Basket"

## 6. Basket Contents

Check the contents and if they are OK, click Next.

## 7. Basic Information

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

## 8. Credit Card Information

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

## 9. Payment Result

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

## 10. Credit Card Payment Completed

Your payment has been completed.

To print a copy, go to the "Application Result page" on the e-shiharai site and input the "Receipt Number", which was given to you when your payment was completed, and your "Birth Date".

Once this process has been completed, please follow the guidelines as stated by your department/graduate school.  
Any inquiries should be addressed to the administration office of your department/graduate school.

### [NOTICE/FAQ]

- During the payment periods specified in the enrollment guidelines, you can make payment anytime.  
Please consult the enrollment 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.
- To check your application result, go to the "Application Result page" on the e-shiharai site and input the "Receipt Number" which was given when your application was completed and your "Birth Date". The result will be displayed.
- Please contact the credit card company if your card is not accepted.
- There is a fee for this payment transfer service, which applicants must pay in addition to the tuition and fee.

### ■Payment Commission

| Tuition and Fee              | Payment Commission |
|------------------------------|--------------------|
| ~ 10,000yen                  | 631yen             |
| 10,001yen ~ 100,000 yen      | 2,413 yen          |
| 100,001yen ~ 200,000 yen     | 4,715 yen          |
| 200,001yen ~ 300,000 yen     | 7,129 yen          |
| 300,001yen ~ 400,000 yen     | 9,329 yen          |
| 400,001yen ~ 500,000 yen     | 11,631 yen         |
| 500,001yen ~ 600,000 yen     | 13,942 yen         |
| 600,001yen ~ 700,000 yen     | 16,142 yen         |
| 700,001yen ~ 800,000 yen     | 18,547 yen         |
| 800,001yen ~ 900,000 yen     | 20,747 yen         |
| 900,001yen ~ 1,000,000 yen   | 23,160 yen         |
| 1,000,001yen ~ 1,100,000 yen | 25,462 yen         |
| 1,100,001yen ~ 1,200,000 yen | 27,723 yen         |
| 1,200,001yen ~ 1,300,000 yen | 29,944 yen         |
| 1,300,001yen ~ 1,400,000 yen | 32,347 yen         |
| 1,400,001yen ~ 1,500,000 yen | 34,650 yen         |

For questions or problems not mentioned here, please contact :

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

### 3. Submission of Entrance Procedure Documents (Originals) 【DL: December 18 (Thu.), 2025】

Prepare following documents ①-⑥ and submit them **by trackable postal service or in person to/at the GSAPS office**. (On submission of ①②③, you should follow the instruction *How to submit original (official) "Certificate of Graduation/Completion" and "Academic Transcript"* on page 11.)

■ **Mailing address of GSPAS Admissions Office:** Postal code: 169-0051 Nishi-Waseda Bldg. 7F, 1-21-1 Nishi-Waseda, Shinjuku-ku, Tokyo, JAPAN

■ **Office Open Hours:** 10:00-16:00 Monday-Friday

\* **Submitted certification documents will not be returned.**

#### 【List of Documents to Be Submitted】

| ①・②・③ Originals documents listed below among those uploaded to TAO at the time of application                                                                                                                                                                                    |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |
|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| * Please follow the instructions on P. 11 on how to submit official documents.<br>* No submission required for the documents that are not listed.                                                                                                                                |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |
| ① <b>Certificate of Graduation/Completion,</b><br><br>* <b>If the "name of the conferred degree" and the "date of graduation /completion (degree conferral date)" are listed on your transcript, there is no need to submit a separate certificate of graduation/completion.</b> | <p>Please submit official certificates (<b>re-issuable</b>) of your graduation /completion certificate that you uploaded to the TAO at the time of application.</p> <p>Those who were expected to graduate/complete at the time of application are required to submit both the original copy of <b>the certificate of expected graduation</b> uploaded to TAO and <b>the official certificate (re-issuable) issued after graduation/ completion</b>. If your certificate cannot be issued by the deadline of December 18 (Thu.), 2025, then, fill out ⑤ "Notification for Delay of Entrance Procedure Documents" and submit it with other documents by December 18 (Thu.), 2025. Even in that case, make sure to submit as soon as it gets issued by March 31 (Tue.), 2026 at the latest.</p> <p>* Those who were expected to graduate from/complete a university in Mainland China (excluding Hong Kong, Taiwan, and Macau) at the time of application are required to submit a following document issued by CHSI. Please arrange for it to be e-mailed directly from CSSD to our office.<br/>(<a href="mailto:gsaps-admission@list.waseda.jp">gsaps-admission@list.waseda.jp</a>)</p> <p>• <b>Online Verification Report of Higher Education Qualification Certificate (English)</b></p> <p>* <u>No submission required</u> for those who already graduated from /completed a university in Mainland China (excluding Hong Kong, Taiwan, and Macau) at the time of application.</p> |
| ② <b>Academic Transcript (Original)</b>                                                                                                                                                                                                                                          | <p>Please submit the official transcript (<b>re-issuable</b>) that you uploaded to TAO at the time of application.</p> <p>Even those who were expected to graduate/complete at the time of application do <b>NOT</b> have to obtain and submit a final transcript issued after graduation/completion. They need to submit only the one(s) that was (were) uploaded to TAO at the time of application.</p> <p>* <u>No submission required</u> for those from universities in mainland China (excluding Hong Kong, Taiwan, and Macau) regarding the academic transcripts for Chinese universities.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |

|                                                                                                                                                                                                                                                                            |                                                                                                                                                                                                                                                                                                                                                                                                                                                        |                                                                                                                                                                                                                                                                                                                                                                                  |
|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| ③ Proof of Language Proficiency (Original)<br>*If applicable                                                                                                                                                                                                               | JLPT N1                                                                                                                                                                                                                                                                                                                                                                                                                                                | If you used the JLPT N1 test score report as a proof of language proficiency at the time of application, certificate must be sent directly from the test organization to the GSAPS Admissions Office via postal mail.<br>To arrange a certificate, apply as follows.<br>送り先住所: 〒169-0051 東京都新宿区西早稲田 1-21-1 早大西早稲田ビル7F<br>氏名:早稲田大学大学院アジア太平洋研究科 アドミッションズ・オフィス<br>電話番号:03-5286-3877 |
|                                                                                                                                                                                                                                                                            | ・ TOEFL (iBT) (ITP)<br>・ TOEIC (L&R) (IP)<br>・ IELTS(Academic)<br>・ EJU (日本留学試験)<br>・ English-medium program Certificate                                                                                                                                                                                                                                                                                                                               | No submission required                                                                                                                                                                                                                                                                                                                                                           |
| ④・⑤ Documents to be submitted using 【University Designated Forms】<br>(Click the link below to download the forms)<br><a href="https://www.waseda.jp/fire/gsaps/en/admissions/successfulapplicants">https://www.waseda.jp/fire/gsaps/en/admissions/successfulapplicants</a> |                                                                                                                                                                                                                                                                                                                                                                                                                                                        |                                                                                                                                                                                                                                                                                                                                                                                  |
| ④ Oath of Academic Integrity (Original)                                                                                                                                                                                                                                    | Please fill out the form with a black or blue pen. (Erasable gel pen may not be used.)                                                                                                                                                                                                                                                                                                                                                                 |                                                                                                                                                                                                                                                                                                                                                                                  |
| ⑤ Notification for Delay of Entrance Procedure Documents<br>*If applicable                                                                                                                                                                                                 | Only those who were expected to graduate/complete at the time of application and whose certificate of graduation/completion cannot be issued before the deadline of December 18 (Thu.), 2025 are required to submit this form. (Final submission deadline for documents listed on this form: March 31 (Tue.) , 2026)                                                                                                                                   |                                                                                                                                                                                                                                                                                                                                                                                  |
| ⑥ Identity verification document                                                                                                                                                                                                                                           |                                                                                                                                                                                                                                                                                                                                                                                                                                                        |                                                                                                                                                                                                                                                                                                                                                                                  |
| ⑥ For Japanese nationals: Residence Certificate (住民票: Jumin hyo)                                                                                                                                                                                                           | Submit the residence certificate which includes all your basic information of “Current address”, “Name”, “Date of birth”, and “Gender” issued within 3 months before submission. Even if you plan to move before enrollment, the current one is acceptable.<br>* <u>Exclude the information of “My Number (personal ID number)”.</u><br>* <u>“Explanation for Notice of Resident Record Code” (住民コード通知書) is not acceptable.</u>                        |                                                                                                                                                                                                                                                                                                                                                                                  |
| For Non-Japanese: See the right column.                                                                                                                                                                                                                                    | <b>Notice in advance: Submission of Residence Card</b><br><br>No one including those who currently live in Japan needs to submit his/her residence card at the time of the Entrance Procedures #1.<br>All the non-Japanese new students will be requested to submit their residence card at the designated time in late March 2026. Details of how to submit it will be provided in <i>the Guide to entrance Procedures #2</i> in early February 2026. |                                                                                                                                                                                                                                                                                                                                                                                  |

*\*How to submit original (official) “Certificate of Graduation/Completion” and “Academic Transcript”*

| Submission Method                                                           | Who may submit                                                                                                                                                                                                                                                                                                                                                                                                                          | Notes                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |
|-----------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| By trackable postal service<br>(Registered mail, EMS, etc.)<br>Or in-person | Applicants/<br>institutions                                                                                                                                                                                                                                                                                                                                                                                                             | <ul style="list-style-type: none"> <li>♦ We accept an “original” document: one with stamp, seal, watermark, or signature of the issuer in ALL pages.</li> <li>♦ We also accept a “certified” document: copy of the original document that has been deemed equivalent to the original with an official seal from the issuing institutions (e.g., a university) or another institution (e.g., a notary public).</li> <li>♦ A simple photocopy is NOT acceptable.</li> </ul> |
| By email                                                                    | School officials<br>(administrators etc.)                                                                                                                                                                                                                                                                                                                                                                                               | The email must be sent through a school domain email address by school officials.                                                                                                                                                                                                                                                                                                                                                                                         |
| Digital credential service*                                                 | Arrange to send via digital credential services such as <ul style="list-style-type: none"> <li>· CHSI (CSSD)</li> <li>· National Student Clearinghouse</li> <li>· Parchment Exchange</li> <li>· My eEquals</li> <li>· The online delivery option of digital certificates of Waseda University, etc.</li> </ul> [*Recipient e-mail to be specified: <a href="mailto:gsaps-admission@list.waseda.jp">gsaps-admission@list.waseda.jp</a> ] |                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |

**Important** <What makes a document “Original (Official)”?>

An original (official) document is one that meets all the following three conditions:

1. Issued by the educational institution (e.g., university), the government, exam board, or test provider
2. Issued for a third-party use
3. Submitted via one of the following methods

We will accept documents that meet all three of the above conditions as originals.

## 4. Procedure of Withdrawal / Tuition and Fees Paid to Other School

### **【Withdrawal after Entrance Procedures】**

Once paid, the entrance procedure fee is not refundable. However, in case you need to withdraw prior to entrance due to unforeseen circumstances, the 1<sup>st</sup> semester tuition and 1<sup>st</sup> semester Student Health Promotion Mutual Aid Association Fees will be considered for refunds.

<How to apply for refund>\*All the date/time listed below indicates Japan Standard Time (JST).

|                                              |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |
|----------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Deadline                                     | <b>15:00 on March 31 (Tue.) , 2026</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |
| Place                                        | GSAPS Office (Tel: 03-5286-3877)                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |
| Office open hours                            | <u>10:00-16:00 on Monday-Friday (Closed on Saturday, Sunday and national holidays)</u><br>*Application closes at 15:00 on March 31 (Tue.) , 2026<br>*Please make sure to contact the GSAPS Admissions Office by email before visiting us.                                                                                                                                                                                                                                                                            |
| Materials necessary for withdrawal procedure | 1) “Application Form for the Refund of Tuition Fees Due to Withdrawal from Waseda University” [University Designated Form] (seals or signatures by both applicant and guardian required)<br>*This form will be sent to the applicant by email upon request.<br>2) Photocopy of ID Card with face photo<br>3) Payment proof of entrance procedure fee<br>4) Photocopy of the bankbook cover or other document showing the account number and the name of the account holder to which the refund should be transferred |

Notes:

- ◆ Applicant himself/herself must contact the GSAPS office to apply for the withdrawal procedure for us to confirm his/her will.
- ◆ This procedure of withdrawal, once completed, is irreversible.
- ◆ The procedure of withdrawal after the deadline above is not acceptable.
- ◆ In case the withdrawal procedure by postal mail is preferable, please make sure to contact the GSAPS Admissions Office **beforehand**.  
Deadline for the withdrawal procedure by postal mail (from inside of Japan)  
**March 26 (Thu.) , 2026 [postmark valid]**  
Deadline for the withdrawal procedure by postal mail (from outside of Japan)  
**March 26 (Thu.) , 2026 [date of arrival]**

## **【Transfer of Tuition and Fees Paid to Other Graduate School - If You Get Accepted to More Than One Graduate School at Waseda University】**

Tuition and fees (for the 1<sup>st</sup> semester of the 1<sup>st</sup> year) paid to other graduate school within Waseda University are transferable, should you prefer to enter GSAPS instead of the graduate school where you have already paid the Tuition and Fees. This applies only to the graduate schools where the date of results notification and the period of payment of the tuition and fees do not overlap with that of GSAPS.

<How to apply for transfer>\*All the date/time listed below indicates Japan Standard Time (JST).

|                                            |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |
|--------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Period                                     | During the payment period of Entrance procedure fee for GSAPS<br><b>(By 15:00 on December 11 (Thu.), 2025)</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |
| Place                                      | GSAPS Office (Tel: 03-5286-3877)                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |
| Office open hours                          | 10:00-16:00 on Monday-Friday (Closed on Saturday, Sunday and national holidays)<br><u>*Application closes at 15:00 on December 11 (Thu.), 2025.</u><br><u>*Please make sure to contact the GSAPS Admissions Office by email before visiting us.</u>                                                                                                                                                                                                                                                                                                                                                                                                                                                       |
| Materials necessary for transfer procedure | <ol style="list-style-type: none"> <li>1) <b>“Notification to Change the Graduate School of Enrollment (Refund for the excess Registration Fee, tuition and other fees)”</b> [University Designated Form] (with personal seal)<br/>*This form will be sent to the applicant by email upon request.</li> <li>2) Photocopy of Application Card or Letter of Admission by another graduate school</li> <li>3) Photocopy of payment receipt of entrance procedure fee (Registration Fee, tuition, and fees for 1<sup>st</sup> semester)” for another graduate school</li> <li>4) Photocopy of payment receipt of balance amount *Only if the already paid amount is smaller than that due to GSAPS</li> </ol> |

Notes:

- ◆ Applicant himself/herself must apply for the procedure to confirm his/her will. Once the procedure of transfer is completed, it is irrevocable.
- ◆ Receipt for payment of entrance procedure fee (photocopy) for another graduate school has to be submitted to GSAPS, as it is necessary to transfer to GSAPS.
- ◆ The GSAPS Admissions Office adjusts the amount of difference if any. The excess in payment will be refunded to the applicant’s bank account. If the amount paid already to another graduate school is short, an additional payment must be made by bank transfer to the designated bank account. In this case, please contact the GSAPS Admissions Office regarding the detailed procedures.
- ◆ The procedure of transfer after the deadline above is not acceptable.
- ◆ In case the transfer procedure by postal mail is preferable, please make sure to contact the GSAPS Admissions Office **beforehand**.  
Deadline for the transfer procedure by postal mail:  
**December 9 (Tue.), 2025 [date of arrival]**

## 5. Application for Certificate of Eligibility by Proxy -To International Students

International students with a foreign nationality who are admitted to GSAPS can apply for a status of residence of “Student”. Those with the status of residence of “Student” are eligible to apply for scholarships for international students. Be aware that those with a status of residence other than “Student” cannot use various support systems intended for international students.

Please bear in mind that students are not eligible to enroll in the university with a “Temporary Visitor” status. Carefully read (1)-(4) below and take the necessary measures to extend your period of stay, change your status of residence, request for application for a certificate of eligibility (COE) by proxy, etc. To go through the procedures concerning a status of residence, you will need to have made the payment of the entrance procedure fee.

### (1) If you have a status of residence of “Student”

If you currently have a status of residence of “Student,” please apply for “extension of period of stay” as necessary. You can apply for extension of period of stay from three months before your status of residence expires. For details on procedures, please refer to “If your current status of residence is “Student”” in “For Prospective Students” on the above website.

### (2) If you have a status of residence of “Temporary Visitor”

If you currently have a status of residence of “Temporary Visitor,” as a rule, you will need to leave Japan once and apply for a status of residence of “Student.” For details on how to apply for a status of residence of “Student,” please refer to **“(4) If you do not have a status of residence.”**

### (3) If your status of residence is other than “Student” or “Temporary Visitor”

If you finish the activity that falls under your current status of residence, you will need to change your status of residence to “Student.” If your status remains the same, such as “Dependent,” change the status of residence as necessary. For details on procedures, please refer to “If your current status of residence is other than “Student”” in “For Prospective Students” on the above website.

#### **【To those of (1) or (3) who have a status of residence and need to extend the period of stay or change the status】**

To apply for extension of period of stay or change of status of residence, you need a completed application form issued by Waseda University. Prior to making the application to the Immigration Services Bureau, please contact *the Center for International Education (CIE), Waseda University* to request a necessary document for your visa extension or status change after you obtain “Certificate of Admission” which will be sent out to you around early February 2026 from GSAPS. If you need “Certificate of Admission” before February or paper-based of it, please contact GSAPS Admissions Office. “Certificate of Admission” can be issued 3 months prior to your entrance. And you can apply from 3 months prior to the expiration date on your residence card. For the required documents and detailed procedures, please click the link below and check the webpages of CIE, Waseda University.

VISA/Status of Residence CIE: <https://www.cie-waseda.jp/visastatus/en/prospective/#section-2>

### (4) If you do not have a status of residence

To apply for a status of residence, you will first need to obtain a **certificate of eligibility (COE)** from the Immigration Services Bureau in Japan. GSAPS will apply for a COE on behalf of the applicant to the Immigration Services Bureau **only for international students residing outside Japan who have made the payment of the enrollment procedure fee**. After a COE is issued and sent to Waseda University, it will be sent to you. Upon receiving the COE, you will need to take it with your passport to the Japanese embassy or consulate in your country of nationality/residence to apply for a “Student” visa. The COE is valid for 3 months after the issuance, so be sure to acquire your visa and enter Japan before the COE expires. Since it takes around two months for examination at the Immigration Services Bureau, please be careful not to start late with little time before enrollment.

If you wish to apply for your COE through GSAPS, you need to submit the required documents to us following the instruction of **【For Those Who Wish to Have GSAPS Apply for COE on Their Behalf】**.

## **【For Those Who Wish to Have GSAPS Apply for COE on Their Behalf】**

### **IMPORTANT**

- To go through the procedures concerning a status of residence, you will need to have made payment of entrance procedure fee by the deadline.
- Dual nationals who hold Japanese nationality cannot apply for a COE.
- Waseda University acts on your behalf to apply for a 'student' status of residence only. If you wish to apply for other types of status of residence, you need to make an application by yourself at the Immigration Bureau.
- If you do not submit the necessary documents or the submitted documents are incomplete, Waseda University will not be able to apply for a COE on your behalf.
- The Immigration Bureau may require you to submit additional documents.
- If you decide not to enter Waseda University, please immediately inform the Center for International Education. Also, if you are accepted by another university in Japan, please make sure that you do not apply for a COE through more than one university. If there are multiple applications, a COE cannot be issued.
- The Immigration Services Bureau is solely responsible for decisions regarding the status of residence. If issuance is delayed or application is not approved, Waseda University cannot be held responsible for the cancellation fee of your air ticket or other inconveniences. Please be careful when you book your flight.

### **<How to apply for COE>**

Please access the site via URL below to fill out the online application form and upload the scanned digital files of documents (.pdf) and ID photo (.jpg).

**Submission due date: December 11 (Thu.), 2025**

\*Please note that the delay in submission of the necessary documents may result in the delay of COE issuance.

**URL:**

**<https://my.waseda.jp/application/noauth/application-detail-noauth?param=nzQAUD1tFiKfiWYE5QBqCQ>**

### **<Documents to be submitted>**

Please refer to the next page for the documents required for application.

## Documents to Be Submitted for Certificate of Eligibility Proxy Application

\*Paper-based form of "Application for Certificate of Eligibility" is not required.

| ① ・ ② ・ ③ Documents to be prepared by yourself |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              | Who needs to submit                                                                                            |
|------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------|
| ① Copy of Passport                             | <ul style="list-style-type: none"> <li>◆ Please submit the scanned data of the pages of your photograph, name, and passport number.</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               | ALL                                                                                                            |
| ② Bank Balance Certificate                     | <ul style="list-style-type: none"> <li>◆ Please prepare the certificate of the deposit balance of a bank account held by the person responsible for covering the applicant's expenses.</li> <li>◆ In principle, it should be the bank balance certificate for the account of ordinary savings, time deposit or checking/current deposit.</li> <li>◆ If there are multiple supporters including the applicant him/herself, separate documents for each supporter are required.</li> <li>◆ Certificates must be prepared in English or Japanese. If the bank does not issue a bank balance certificate in English or Japanese, attach an English or Japanese translation. (No need to notarize)</li> <li>◆ Only certificates issued on/after October 1st, 2025, are valid.</li> <li>◆ Bank balance certificate must be confirmed to have a balance of 2 million (2,000,000) Japanese yen or more (or an amount of currency equivalent to 2 million Japanese yen or more if the account is denominated in currencies other than Japanese yen).</li> <li>◆ If you are a scholarship recipient, please submit a scholarship certificate below instead.</li> </ul> | <p>ALL</p> <p>(except for those who will pay all expenses during their enrollment period with scholarship)</p> |
| ③ Scholarship Certificate                      | <ul style="list-style-type: none"> <li>◆ If scholarship is included in the method of support to pay for expenses while in Japan, please submit a certificate of scholarship indicating the amount and period of scholarship payment.</li> <li>◆ The certificate must be in English or Japanese. Or attach a translation in English or Japanese. (No need to notarize)</li> <li>◆ In case you are required to submit the paper-based original certificate, we will contact you later.</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              | Scholarship recipients                                                                                         |
| ④ ID Photo                                     | <ul style="list-style-type: none"> <li>◆ Submit a color photo with no frame (aspect ratio of 4:3), full head and shoulders, taken against plain background, with the applicant looking straight ahead with head uncovered taken on/after October 1st, 2025.</li> <li>◆ A photo taken by yourself using smartphones or other devices is not acceptable. An ID photo taken at a photo studio is highly recommended.</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 | ALL                                                                                                            |

|                                           |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |  |
|-------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--|
| ⑤ Tuberculosis (TB) Clearance Certificate | <ul style="list-style-type: none"> <li>◆ Applicants who hold nationality from the Philippines / Vietnam / Indonesia / Nepal / Myanmar / China are required to submit the “Tuberculosis (TB) Clearance Certificate” in addition to the usual Certificate of Eligibility (COE) application documents to prove that you are not infected with TB. The date this rule takes effect differs depending on your nationality, so please be sure to check the details from the following document if applicable.<br/><a href="https://www.waseda.jp/inst/cie/news/40765">https://www.waseda.jp/inst/cie/news/40765</a></li> </ul> |  |
|-------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--|

| ⑥ Documents to be submitted using the designated forms<br>(Click the link below to download the forms)<br><a href="https://www.waseda.jp/fire/gsaps/en/admissions/successfulapplicants">https://www.waseda.jp/fire/gsaps/en/admissions/successfulapplicants</a> |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   | Who needs to submit |
|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------|
| ⑥ Written Oath for Defraying Expenses                                                                                                                                                                                                                           | <ul style="list-style-type: none"> <li>◆ The holder of the bank account stated in the above-mentioned bank balance certificate needs to fill out the designated form of Written Oath for Defraying Expenses in English or Japanese and sign directly on the printed form (Digital signatures are not accepted).</li> <li>◆ If applicants choose ‘self’ or ‘scholarship’ for defraying all the expenses, this document is not required.</li> <li>◆ If there are multiple supporters, separate documents by each supporter are required.</li> </ul> | See left            |

#### [Notes]

- ◆ Tokyo Immigration Bureau will not accept ID photos that don’t meet the requirements. To avoid delays due to resubmission, please make sure to submit an ID photo that meets the requirements taken **on or after October 1, 2025**.
- ◆ If you have requested another organization (graduate school, etc.) other than GSAPS to apply for a Certificate of Eligibility on your behalf, please contact the organization as soon as possible to withdraw the proxy application. If not, the Immigration Bureau will consider it as a **dual application**, which will hinder the issuance of your COE.

#### Regarding the timing of issuance of your COE

Based on the usual schedule, the “Certificate of Eligibility for Residence Status (COE)” is expected to be issued online around early March, but there is a possibility that it may be delayed beyond the estimated date. As the issuance timeline is subject to the circumstances at the Immigration Bureau, the GSAPS Admissions Office is unable to provide information on the anticipated issuance date or the latest processing status of your COE at the Immigration Bureau. Due to the above reasons, please refrain from making inquiries to the GSAPS Admissions Office regarding the issuance status of your COE.

Once your COE is issued online, it will be promptly sent to you via email by the GSAPS Admissions Office. So, we would appreciate you patiently waiting for our contact.

## 6. Other Information

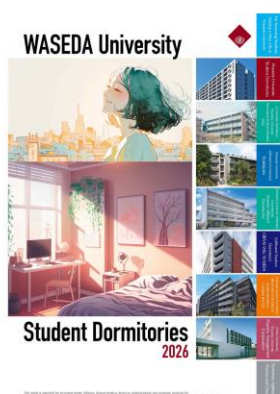
### ■ Regarding payment of tuition and fees after enrollment

- Students are required to pay the designated tuition and fees for the first semester and the second semester every year.
- Tuition and fees for the first semester of the first year is completed by paying the tuition and fees for this entrance procedure #1.
- From the second semester of the first year onwards, payment of tuition and fees will be made by direct debit (automatic withdrawal) for each semester from the bank account registered by you on the Web registration site for direct debit after your enrollment (the Web registration site opens in early April 2026).

### ■ Regarding Dormitory and Housing

Please refer to the following websites and contact them directly for any inquiries regarding housing.

- **Dormitory Desk, Student Affairs Section, Waseda University**  
<https://www.waseda.jp/inst/rlc/en/>



*'Student Dormitories 2026' Digital Brochure*

- **Student Housing Center, Waseda University**  
<https://waseda-housing.com/international/>



*Student Housing Center flyer*



### < GSAPS Admissions Office Mailing Address >

**GSAPS Admissions Office,  
Waseda University**

**Nishi-Waseda Bldg. 7F,  
1-21-1 Nishi-Waseda Shinjuku-ku,  
Tokyo 169-0051 JAPAN  
Tel.+81 (0)3 5286-3877  
Email: [gsaps-admission@list.waseda.jp](mailto:gsaps-admission@list.waseda.jp)**





**Contract procedures possible overseas**

**Inquiries are welcome before or after your arrival in Japan**

**All properties come with reduced or no agent fees**

**English-speaking staff available**

**About Us**

We provide information on accommodations and introduce housing-related services such as mobile phone, internet and moving services for Waseda University students.

The center is operated by WASEDA UNIVERSITY PROPERTY MANAGEMENT CORP. which is an affiliated company of Waseda University.

**Long-term Accommodation options (more than 1 year)**

**Short-term accommodation options (less than 1 year)**

**早稲田大学 学生住宅センター**



## STUDENT HOUSING CENTER

WASEDA UNIVERSITY PROPERTY MANAGEMENT CORP.

★ As a member of the group of Waseda University,  
Student Housing Center supports Waseda students in finding the ideal housing,  
offering a wide range of accommodation options, including student-only apartments, dormitories,  
general apartments, and shared-houses.

- ◆ **Some properties allow contract procedures to be completed from overseas**
- ◆ **All properties come with reduced or no agent fees**
- ◆ **Student-only housing information site curated for Waseda students**

## **Compliance Rules**

The Waseda University student must become deeply aware of the Mission of Waseda University, maintain the public norms of a good citizen, act in accordance with one's duties as student, and comply with the following rules:

1. Be diligent about learning, approach exams and other test with a sincere attitude at all times and do not engage in acts of dishonesty or cheating.
2. Pay tuition and other fees (e.g., Student Health Promotion Mutual Aid Association Fees) required by Waseda University by each due date.
3. Respect the personal information of other persons and take necessary precautions upon disclosing one's own personal information.
4. Respect the personality of other persons and not violate the rights of others through acts of sexual or other forms of harassment.
5. Carry your student ID at all times and present it to faculty members when required.
6. Maintain the quiet educational and academic research environment of Waseda University and do not engage in acts in obstruction in classes. Furthermore, outside the Waseda University campus, do not cause any acts of nuisance, such as excessive noise or obstruction of passages.
7. Do not smoke or drink on campus except in designated areas where such is permitted.
8. Not be involved in any way with illegal drugs.
9. When engaging in an extracurricular activity or similar activity, act in accordance with the rules, regulations, precautions and the like established by Waseda University, and act at one's own will and full responsibility.
10. Do not deface or damage facilities, equipment, or other property of Waseda University.
11. Comply with the rules and regulations and act in accordance with instructions of the school and other affiliated organizations to which the student belongs.

## **Policy on security of Personal Information**

### **<for Students and Guardians>**

At Waseda University (hereafter to be referred to as “this university”), the protection of personal information is recognized as a fundamental right that has its origins in the integrity of the human personality. The Personal Information Security Rules were established in May 1995, and these provided for the strict handling of personal information. Since April 1, 2005, the Law Regarding the Protection of Private Information (Private Information Protection Law) has been fully enforced. This university has continuously complied with this law and works to properly manage and protect personal information.

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#### **1. Collection and Use of Personal Information**

Personal information refers to information that identifies specific individuals, such as students, guardians, faculty and staff, or that has the possibility of doing so. At this university, its collection is restricted to only that recognized as necessary for educational research, student support, and university management, as defined below. In addition, when it is necessary, the university contacts students and guardians based on the personal information collected.

#### **Reasons for Collecting Personal Information**

- 1) Management of school registration, changes in school registration, health management, scholarship management.
- 2) Course registration, grade management and course management.
- 3) Information management related to postgraduate activities, advancing within a school and changing schools at the undergraduate and graduate school levels within the university.
- 4) Issuing student identification cards and various other certificates.
- 5) Managing scholarship information and account information.
- 6) Supporting for extracurricular activities and student life.
- 7) Managing and creating employment information.
- 8) Managing the use of equipment and facilities within the university, managing visual information acquired through the security cameras.
- 9) Managing the use of the library.
- 10) Sending grade reports and academic records to the guardians.
- 11) Consulting with guardians about course registration and academic records.
- 12) Producing public relations magazines for the university and the school, guides for events and fundraising activities.
- 13) Sending out various guides and information following graduation.
- 14) Providing information to universities based on a Science and Technology Exchange Agreement.
- 15) Providing necessary information to the Waseda University Student Health Insurance Union (chief administrator: office manager of student division);
- 16) Providing necessary information to the Waseda University Alumni Association (chief administrator: president of this university).
- 17) Providing necessary information to academic organizations (chief administrator: dean of each school) which are comprised of students and instructors in graduate and undergraduate courses at this university.
- 18) Providing necessary information to the teachers’ union in order to promote public funding for schools.
- 19) Management of employment and payment of wages or salaries in relation to part-time jobs or other types of jobs that may be offered within this university.
- 20) Improvement of educational research and entrance examinations and recruiting of students.
- 21) Use of photos and their data for the purpose of verification of identity for internal procedures and various web-based services within this university.

#### **2. Secure Management of Personal Information**

Along with strict management of personal information so that it is not used improperly, lost, damaged, falsified or leaked, this university engages in the training of employees (faculty and staff) who handle personal information and those are in charge of this university’s other affairs.

#### **3. Providing Information to Third Parties**

This university does not provide personal information to third parties without the consent of the principal party in question. However, information may be provided without the consent of the principal party under

the exception established by law (Private Information Protection Law, Article 27, Clause 1)

#### **4. Outsourcing**

This university may outsource the whole or a part of its businesses related to certain affairs such as sending out of various letters and objects from this university or data input work. When doing so, this university contractually or otherwise obligate the outsourcing contractors to take necessary and appropriate measures in managing the personal information so that it will not be leaked, disclosed or improperly used.

#### **5. Corrections, Disclosure, Deletion, Suspension of Use (including Erasure and Suspension of Provision to Third Parties) of Personal Information**

Students and guardians can request the disclosure of their own personal information and records of its provision to third parties as well as correction, deletion and suspension of use (including erasure and suspension of provision to third parties) of such information through the individual institution managing that information, such as the school or institute with which s/he is affiliated.

\*Please direct any questions regarding the protection of personal information at Waseda University to the following organization:

Office of the Personal Information Protection Committee (Department of Educational Affairs, Educational Affairs Section)

1-104 Totsuka-cho, Shinjuku-ku, Tokyo 169-8050

Telephone: 03-3204-2253

E-mail: [kojinjoho@list.waseda.jp](mailto:kojinjoho@list.waseda.jp)

## Waseda University Alumni Association (WUAA)



### ◇ What is the Waseda University Alumni Association?

The Waseda University Alumni Association was established in 1885, a year after the first students of Waseda University had graduated. It consists of alumni and faculty members of Waseda University. Currently, about 680,000 alumni are active throughout Japan and worldwide. The alumni association provides financial support such as scholarships, club activities, volunteer activities, and career support for job search.

- Examples of Support for the Alma Mater and Current Students Total support for the alma mater and students: More than 200 million yen per year

No-repayment type Scholarships Provided with Alumni Support and Support for the Alma Mater

Mezase! Miyako No Seihoku Scholarship, Waseda Alumni Association Scholarship, Waseda Alumni Association Study Abroad Scholarship, Donations designated for the Waseda Fund etc.

- Examples of Projects and Services by Alumni Association

Support for the Waseda Card business, holding events such as the Toumon Festival, and publication of the communication magazine "Waseda Bulletin." Please refer to the following website for details of the Alumni Association's programs and services.

<http://www.wasedaalumni.jp/about/project.html>

### ◇ Alumni Membership Fees

The Alumni Association activities are supported by the annual Alumni Association membership fee of 5,000 yen, which is paid by all alumni. Undergraduate and graduate students who are associate members also pay a 10-year membership fee (40,000 yen with discount). The fee is deducted from your tuition for the final semester of the final year of your standard academic year. Please check the notice sent to you by the University before the tuition fee is debited. Various services are available for members upon paying the fees, such as access to the University Library after graduation. Hence, we highly encourage you to take advantage of this service. We appreciate your understanding and support for the Alumni Association.

\* Undergraduate students include undergraduate students, transfer students, students who have transferred from departments, programs, or specializations, etc. (some students, such as readmission and non-degree students, are not eligible).

\* Graduate students are eligible for enrollment in master's and professional degree programs from other universities (not applicable for some, including undergraduate, transfer, integrated doctoral, doctoral, and non-degree students).

\*In the case of early graduation, the timing of payment is the last semester of the academic year in which the student plans to graduate.

If you are unable to pay this fee for financial reasons, please contact the Alumni Association Office after reading the "Alumni Association Rules and Regulations Regarding Payment of Fees to Associate Members" below.

Alumni Association Bylaws Rules Concerning Regarding Payment of Fees for Associate Members

<http://www.wasedaalumni.jp/about/bylaws.html>

(Basis of Rules)

Article 1 These Rules are established in accordance with Article 6 of the Membership Fee Regulations, and the membership fee payable by Associate Members shall be governed by these Rules.

(Timing of Payment of Membership Fees)

Article 2 The Membership Fees shall be paid by the Associate Member or their parent/guardian, etc., as the Membership Fees together with the tuition fee for the final semester of the final year of the standard period of education.

However, in the case of early graduation from the undergraduate or graduate school to which the member belongs, the Membership Fees will be paid together with the tuition for the final semester of the academic year in which the member plans to graduate or complete their studies.

(Refund of Membership Fees)

Article 3 The Alumni Association shall refund the full amount of the Membership Fees paid in the following cases:

- (i) When an Associate Member who has already paid the Membership Fees is unable to become a Regular Member due to reasons such as withdrawal from the University or termination of membership.
- (ii) In the event that the guardian or other person who has paid the Membership Fees requests the Alumni Association to refund the fees before an Associate Member becomes a Regular Member, due to the Associate Member's undecided career path, a sudden change in the family finances of the guardian or other person, or other special circumstances.

2 In the event that an Associate Member or another legitimate right holder (hereafter, "the Individual") who has already paid the Membership Fees becomes a Regular Member and then makes a request to the Alumni Association for a refund of the Membership Fees, the Alumni Association shall refund the amount calculated in accordance with the following formula. In this case, the number of years for which the refund has been requested (hereafter the "years for refund") shall be counted from the year in which the Associate Member became a Regular Member until the year in which the Individual completes the prescribed procedures for requesting a refund of the Membership Fees.

Formula

Total Amount of Membership Fees Paid - Years for Refund × 5,000 yen

3 In the case of Paragraphs 1(ii) and Paragraph 2, the Alumni Association shall interview the Member to ascertain the reasons for requesting refund, etc.

(Accountability)

Article 4 This system shall be explained to Associate Members and their parents/guardians from the time of admission through the following methods.

- (i) The item and amount of fees shall be clearly stated in the admission guide, entrance procedure documents, etc.
- (ii) After admission, the Association shall make efforts to inform students and their parents/guardians of the activities of the Alumni Association, the purpose and overview of this system, and the services provided.
- (iii) Other efforts will be made to disseminate information through appropriate methods as necessary.

[Contact Information] Waseda University Alumni Association Office

(TEL : 03-3202-8040, email: [alumni@list.waseda.jp](mailto:alumni@list.waseda.jp))

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