



Graduate School of Asia-Pacific Studies, Waseda University

Guide to Entrance Procedures #1

< MA Program of April 2026/September 2026 Entrance >

For Successful Applicants of

Special Admissions for Graduating Waseda University Students

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

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

【Table of Contents】

1. Entrance Procedures Overview	2
2. How to Make Payment of Tuition and Fees [DL: December 11, 2025]	3
3. Submission of Entrance Procedure Documents (Originals) [DL: December 18, 2025]	8
4. Procedure of Withdrawal / Tuition and Fees Paid to Other School	11
5. Other Information	14
Compliance Rules	15
Policy on security of Personal Information	16

1. Entrance Procedures Overview

Complete the following procedures within the specified period.

* Please note that your enrollment cannot be deferred.

1) Payment of Tuition and Fees for the First Semester of the First Year/Submission of Payment Proof

Please make payment of the designated amount and submit the scanned data of the payment proof (e.g., transfer receipt, screenshot of payment results, etc.) via the URL link below by the deadline. For details of payment methods, please refer to the 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 tuition and fees is not completed by the deadline, you will not be permitted to enroll in GSAPS.

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

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. (For September 2026 entrants: early August 2026)

【 Upcoming Schedule 】

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

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

For April 2026 entrants: Around early February 2026

For September 2026 entrants: Around early August 2026

- ① To request you to register your information for the entrance procedures online as mentioned above.
- ② To provide you with information that is necessary before enrollment on the GSAPS website. (e.g., 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 (For September 2026 entrants: in mid-September 2026). However, as these schedules are subject to change, please confirm the finalized schedule announced at the times above.

2. How to Make Payment of Tuition and Fees

[Payment deadline: December 11 (Thu.), 2025]

Please complete the followings by the above-mentioned deadline:

- * Please note that the prospective graduates of Waseda University (degree-course) are exempt from paying the Registration Fee (¥300,000), which is not stated in the amount below.

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

STEP 2 Submit 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=UYt63FTRkKktpTORFOE9Mw>

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:

Prospective graduates of Waseda University
¥ 704,500 (Entrance procedure fee) + bank transfer fee

《Details of the entrance procedure fee》

- Tuition (the 1st semester of the 1st year): ¥703,000
- Student Health Promotion
Mutual Aid Association Fees: ¥1,500
(The 1st semester of the 1st year)

*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 ガク) ワセダダイガク

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

Reference number	April 2026 entrants	40630 + Application number
	September 2026 entrants	40631 + Application number

e.g., If you are a successful applicant for April 2026 entrance whose application number is 99999: **[4063099999 your name]** should be put in the Payer Name section.

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

[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:

Prospective graduates of Waseda University
¥707,000 (Entrance procedure fee: ¥704,500 + handling fee at MUFG Bank, Ltd.: ¥2,500)

《Details of the entrance procedure fee》

- Tuition (The 1st semester of the 1st year): ¥703,000
- Student Health Promotion
Mutual Aid Association Fees:
(The 1st semester of the 1st year) ¥1,500

*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	: Applicant's name/Application number
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:

Prospective graduates of Waseda University
¥704,500 (Entrance procedure fee) + payment commission

《Details of the entrance procedure fee》

- Tuition (The 1st semester of the 1st year): ¥703,000
- Student Health Promotion
Mutual Aid Association Fees:
(The 1st semester of the 1st year) ¥1,500

*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 when making the payment.
- **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)

[Submission deadline: December 18 (Thu.), 2025]

Prepare following documents ①-⑥ and submit them **by trackable postal service or in person to/at the GSAPS office**. (Submission of ①②③ 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

【List of Documents to be Submitted】

* Submitted certification documents will not be returned.

①・②・③ Originals of the official documents you uploaded to TAO	
* Please follow the instructions on P. 10 on how to submit official documents.	
① Certificate of Graduation/Completion (Original)	Please submit the official certificate of expected graduation that you uploaded to TAO at the time of application and an official certificate of graduation of Waseda University issued after your graduation (re-issuable). Since the certificate of graduation by Waseda University will be available on/after March 15 (Sun.), 2026, (for September 2026 entrants: September 15 (Tue.), 2026), please submit ⑤ "Notification for Delay of the Entrance Procedures Documents" by December 18 (Thu.), 2026, together with the original copy of the certificate of expected graduation. And please be sure to submit an original copy of your certificate of graduation by March 31, 2026 (Tue.) (For September 2026 entrants: by September 18, 2026 (Fri.). (Submission of Certificate of expected graduation is not required for September 2026 entrants.) Those who graduated from/completed universities other than Waseda University as well need to submit the official certificate of graduation (re-issuable) that was uploaded to TAO at the time of application as well (except the graduates from universities in mainland China).
② Academic Transcript (Original)	Please submit the official transcript that you uploaded to TAO at the time of application. The submission of the final transcript issued after your graduation will not be required. Those who graduated from/completed universities other than Waseda University need to submit the official transcript (re-issuable) that was uploaded to TAO at the time of application as well. *Those who already graduated from/completed a university in Mainland China at the time of application and had submitted Verification Report of China Higher Education Student's Academic Transcript via CSSD <u>do NOT have to submit it this time again.</u>

③ Proof of Language Proficiency (Original) *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. To arrange a certificate, please request the test institution as follows. 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 7 F 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 電話番号：03-5286-3877
	・ TOEFL (iBT/ITP) ・ TOEIC (L&R/IP) ・ IELTS(Academic) ・ EJU ・ Certificate stating English as the medium of instruction	No submission required
④・⑤ Documents to be submitted using 【University Designated Forms】 (Click the link below to download the forms) https://www.waseda.jp/fire/gsaps/en/admissions/successfulapplicants		
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	Please indicate that a certificate of graduation will not be available by the submission deadline of December 18, 2025 (Thu.), because you have not yet graduated. Please submit your certificate of graduation as soon as it becomes available. Final submission deadline for documents listed on this form: March 31 (Tue.) 2026. (For September 2026 entrants: September 18 (Fri.), 2026)	
⑥ Identity verification document		
⑥ For Japanese nationals: Residence Certificate (住民票：Jumin hyo)	Submit a 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 have a plan to move before entering GSAPS, the current address as of now is acceptable. * <u>Exclude the information of “My Number (personal ID number)”.</u> * <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.	Notice in advance: About Submission of Residence Card Copy No one including those who currently live in Japan needs to submit any copy of his/her residence card at the time of the Entrance Procedures #1. All the non-Japanese new students will be requested to submit their residence card at the designated time just before their enrollment. Details of how to submit it will be provided in <i>the Guide to entrance Procedures #2</i> in early February 2026. (For September 2026 entrants: early August 2026)	

**How to submit official “Certificate of Graduation/Completion” and “Academic Transcript”*

Submission Method	Who may submit	Notes
By trackable postal service (Registered mail, EMS, etc.) Or in-person	Applicants/ institutions	♦ We accept an “original” document: one with stamp, seal, watermark, or signature of the issuer in ALL pages. ♦ 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). ♦ A simple photocopy is NOT acceptable.
By email	School officials (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 · CHSI (CSSD) · National Student Clearinghouse · Parchment Exchange · My eEquals · The online delivery option of digital certificates of Waseda University, etc. [*Recipient e-mail to be specified: gsaps-admission@list.waseda.jp]	

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】 for April 2026 Entrants

Once remitted tuition and fees (the 1st semester of the 1st year) are not refundable, and once submitted documents are not returned to you. However, in case you must withdraw prior to entrance due to unforeseen circumstances, the 1st semester tuition and 1st 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	15:00 on March 31 (Tue.) , 2026
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> <u>*Application closes at 15:00 on March 31 (Tue.) , 2026</u> <u>*Please make sure to contact the GSAPS Admissions Office by email before visiting us.</u>
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 respectively required) *This form will be sent to the applicant by email upon request. 2) Photocopy of ID Card with face photo 3) Payment proof of entrance procedure fee 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 apply for the withdrawal procedure at the GSPAS office in order to confirm his/her will.
- ◆ It is not accepted to cancel the procedure of withdrawal once it is completed.
- ◆ The procedure of withdrawal after the deadline above is not accepted.
- ◆ 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]

【Withdrawal after Entrance Procedures】 for September 2026 Entrants

Once remitted tuition and fees (the 1st semester of the 1st year) are not refundable, and once submitted documents are not returned to you. However, in case you must withdraw prior to entrance due to unforeseen circumstances, the 1st semester tuition and 1st 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	15:00 on September 18 (Fri.), 2026
Place	GSAPS Office (Tel: 03-5286-3877)
Office open hours	10:00-16:00 on Monday-Friday (Closed on Saturday, Sunday and national holidays) *Application closes at 15:00 on September 18 (Fri.), 2026 *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 respectively required) *This form will be sent to the applicant by email upon request. 2) Photocopy of ID Card with face photo 3) Payment proof of entrance procedure fee 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 apply for the withdrawal procedure at the GSPAS office to confirm his/her will.
- ◆ It is not accepted to cancel the procedure of withdrawal once it is completed.
- ◆ The procedure of withdrawal after the deadline above is not accepted.
- ◆ 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)
September 15 (Tue.), 2026 [postmark valid]
 Deadline for the withdrawal procedure by postal mail (from outside of Japan)
September 15 (Tue.), 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 1st semester of the 1st year) paid to another 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 transfer for 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).

Deadline of application and office open hours	<u>During the payment period of Entrance Procedure Fee for GSAPS (by 15:00 on December 11 (Thu.), 2025)</u> <u>Office Open Hours: 10:00-16:00 on Monday-Friday (Closed on Saturday, Sunday, and national holidays)</u> <u>*Application closes at 15:00 on December 11 (Thu.), 2025.</u> <u>*Please make sure to contact the GSAPS Admissions Office by email before visiting us.</u>
Place to apply	GSAPS Office (Tel: 03-5286-3877)
Materials necessary for transfer procedure	1) “Notification to Change the Graduate School of Enrollment (Refund for the excess entrance fee, tuition and other fees)” [University Designated Form] (with personal seal) *This form will be sent to the applicant by email upon request. 2) Photocopy of Application Card or Letter of Admission by another graduate school 3) Photocopy of payment proof of tuition and fees for another graduate school 4) Photocopy of payment receipt of balance amount *Only if the already paid amount is smaller than that due to GSAPS

Notes:

- ◆Applicant himself/herself must apply for the procedure in order to confirm his/her will. Once the procedure of transfer is completed, it is not accepted to transfer again.
- ◆Photocopy of “payment proof of tuition and fees for another graduate school” has to be submitted to GSAPS, as it is necessary for transferring the paid fee 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 accepted.
- ◆In case the transfer procedure by postal mail is preferable, please make sure to contact the GSAPS Admissions Office **beforehand**. Please note that the deadline for the transfer procedure by postal mail is **December 9 (Tue.), 2025 [date of arrival]**.

5. 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 procedures #1.
- From the second semester of the first year onwards, payment of tuition and fees will be made by direct debit (automatic withdrawal) each semester from the bank account registered by you in the Web registration site for direct debit after your enrollment. For April 2026 entrants, the Web registration site is scheduled to open in early April 2026. (For September 2026 entrants, the registration site is scheduled to open in early October 2026).

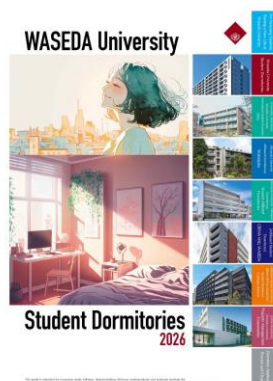
■ Regarding Dormitory and Housing

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

'Student Dormitories 2026' Digital brochure



Student Housing Center Digital 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**



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 graduate 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.

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 identify 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