



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

# **Application Guide**

## **General Admissions** **<September 2026 Entrance>**

**【English-based program】**

### **Ph.D. in International Studies**

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

## << **Important Notes** -Please Read carefully. >>

- ① **This application guide is for the applicants of 【English-based program】 , who choose English for screening / thesis writing at GSAPS.**

Be sure to use English when preparing the application documents by following the applicable application guide.

- ② **Read the application guide thoroughly.**

The GSAPS Admissions Office will not answer any inquiries regarding the topics which are already explained in the application guide.

- ③ **Communicate well enough with your recommenders in advance to ask for your recommendation letters. You need to send the “request” to your recommenders on the online application system (TAO) to ask them to submit the evaluations/recommendation letters for you.**

We are not responsible for the trouble due to the lack of your communication with your recommenders.

- ④ **Confirm whether you are duly in the right application form on the online application system before inputting/uploading your data.**

Online Application Form is different by Language/Program/Admission Category.

- ⑤ **Check carefully if there are any mistakes before finally submitting the online application.**

The online application system can tentatively be saved by each section.

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

- ⑥ **Be sure to complete your application by the application deadline.**

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

- ⑦ **Check your e-mail account registered at the time of application regularly.**

The GSAPS Admissions Office may contact you via e-mail, when necessary after you have completed your application. The GSAPS Admissions Office will not be responsible for any consequences caused by the applicants' failure to receive, read and/or reply to the messages sent from our office. Make sure to configure your settings so that e-mails from the domain “@list.waseda.jp” can be received.

- ⑧ **The GSAPS Admissions Office strictly checks whether you have neither falsified, fabricated, nor plagiarized the document(s), statement(s), or information submitted for your application.**

Any falsification, misrepresentation, plagiarism, etc., of documents, materials, or information submitted to the University will be considered as misconduct.

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

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

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

For our Ph.D. Program, GSAPS seeks candidates who have high-level of understanding and specialized knowledge in their field of research, and aim to become specialists and researchers who can contribute effectively to global society, including the Asia-Pacific region.

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

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

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## I. Overview

### 1. Eligibility

Applicants must fulfill one of the following requirements.

1. Holders of a Master's Degree, Professional Master's Degree, or Professional Doctoral Degree in Law or those who are scheduled to receive such a degree by September 2026.
2. Holders of a Master's Degree, Professional Master's Degree, or an equivalent from an institution overseas or those who are scheduled to receive such a degree by September 2026.
3. Those designated by the Minister of Education, Culture, Sports, Science, and Technology. (Please contact the GSAPS Admissions Office for details.)
4. Those who have completed postgraduate programs and received a degree equivalent to a Master's Degree from United Nations University or those who are scheduled to receive such a degree by September 2026.
5. Those who have been recognized individually by Graduate School of Asia-Pacific Studies as having academic credentials equivalent or superior to those of holders of a Master's Degree, Professional Master's Degree, or Professional Doctoral Degree in Law and will reach 24 years of age by September 2026.

#### <<Review of Individual Eligibility>>

For requirements 5 above, eligibility must be confirmed individually with the GSAPS Admission Office before application. In those cases, for September 2026 admission, please submit required documents to the GSAPS Admissions Office by the deadline of February 19 (Thu.), 2026. For more details, please contact the GSAPS Admissions Office in advance.

#### 【NOTE 1】

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

#### 【NOTE 2】

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

## 2. Number of Students to Be Admitted

30 students per academic year for the Ph.D. Program.

## 3. Application Schedule

Application Period	March 3 (Tue.) 10:00 – March 17 (Tue.) 16:59, 2026 *Please complete the online application and payment of the screening fee within this period.
Available Date of the Application Number	April 30 (Thu.) 10:00, 2026 –
1 <sup>st</sup> Screening Result Announcement	May 13 (Wed.) 10:00, 2026 *To be posted on the GSAPS website
2 <sup>nd</sup> Screening (Interview)	Date specified by GSAPS between May 14 (Thu.) – May 21 (Thu.), 2026
Final Screening Result Announcement	May 28 (Thu.) 10:00, 2026 *To be posted on the GSAPS website
Payment Period of Entrance Procedure Fee (Only for Successful Applicants)	May 28 (Thu.) – June 11 (Thu.), 2026
Matriculation Date	September 21 (Mon.), 2026

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

## 4. Screening Method

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

## 5. Project Research

Doctoral degree candidates are required to complete and submit their thesis to earn the Ph.D. degree. Besides the guidance from their advisors, candidates may also choose to take additional master's level courses for credit. Most students focus exclusively on their thesis, attending the project research seminars. Therefore, all the Ph.D. applicants are required to **choose only ONE project research seminar/professor** fit to your own research field/interest from the list in the next page available in this academic year and input it in the online application system by checking the information provided on the websites at the bottom of the next page.

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

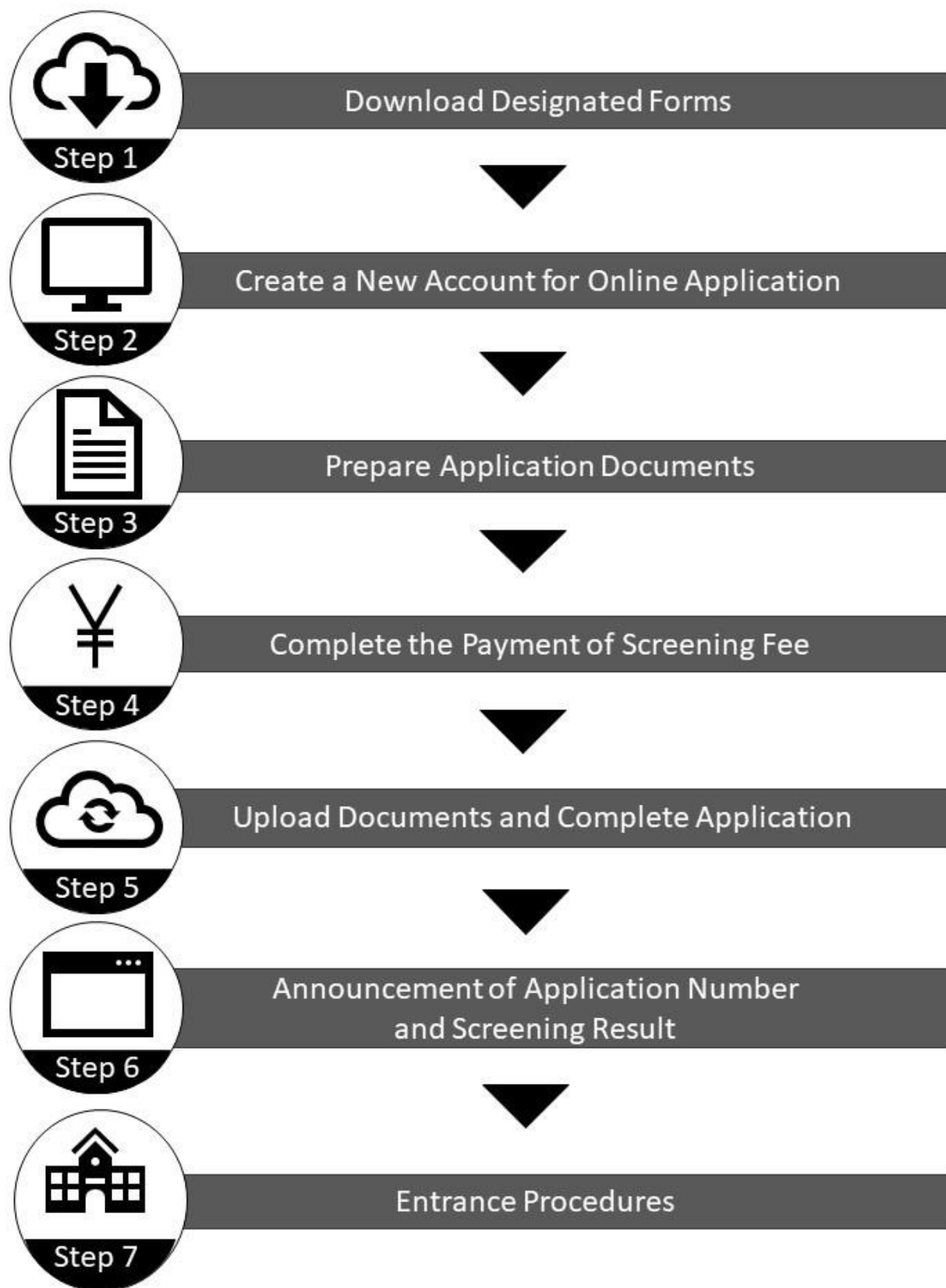
### Project Research Seminars Available for September 2026 Entrance

\*Available project research seminars are subject to change. Should any changes occur, we will notify on our website before the application period.

Field/Area of Research	Name of Faculty	Project Research
Area Studies	AOYAMA, Rumi	Politics and International Relations of Contemporary China
	BUKH, Alexander	Politics and International Relations in Northeast Asia
	ENDO, Tamaki	Economy and Society in Asian Cities
	GAGNE, Nana Okura	Contemporary Japanese Society
	HOFMANN, Reto Thomas	Asia-Japan Relations in Modern History
	LIU-FARRER, Gracia	Self, Culture, Society under Globalization
	MIICHI, Ken	Contemporary Politics in Southeast Asia
	NAKAJIMA, Seio	Development and Prospects of Creative Industries in Contemporary Asia
International Relations	BACON, Paul Martyn	Comparative Regionalism (Europe and Asia) ※Available in English only
	LEHENY, David	Culture, Identity, and Politics in the Asia-Pacific
	NABESHIMA, Kaoru	Industrial Upgrading in East Asia
	SETA, Makoto	Law & Organizations in International Relations
International Development / Policy Studies	KATO, Atsushi	Economic Development and Governance
	KATSUMA, Yasushi	Social Development and International Human Rights
	KIKUCHI, Tomoo	International Macroeconomics
	KURODA, Kazuo	Policy Analysis of Comparative and International Education

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

## II. Roadmap to Enrollment





### III. Application Procedures

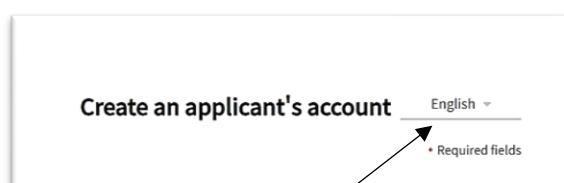
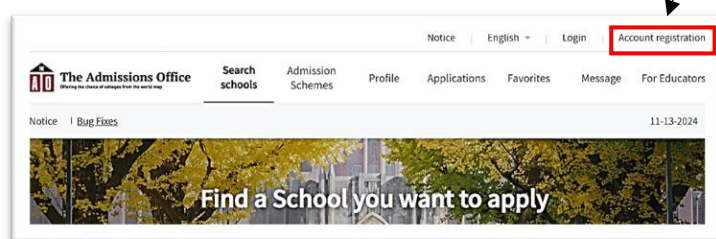
Applicants are required to complete the payment of the screening fee and submit the application documents as directed below during the application period. The deadline will NOT be extended under any circumstances. (Application is accepted when payment of screening fee and submission of application documents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

#### Step 1 Download Designated Forms

Access our website and download the necessary documents.  
<https://www.waseda.jp/fire/gsaps/en/admissions/phdadmissions>

#### Step 2 Create a New Account for Online Application

Application documents must be submitted through the designated online application system, “The Admissions Office (hereinafter TAO)”. Access the link below and click “**Account registration**” to create an account first.  
<https://admissions-office.net/en/portal>



Please select **English** as the language on the “Account registration” page.

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

After creating your TAO account, please find “Waseda University, Graduate School of Asia-Pacific Studies (GSAPS) / International Studies Program **September 2026 Entrance** **【English-based program】 Ph.D. Course : General Admissions**” on the “Admission Schemes” menu. (If you choose to write the thesis in Japanese at GSAPS, please choose the form of **【日本語履修】** for the appropriate admissions category.) Follow the detailed instructions shown on the system and this Application Guide, when filling out or uploading the materials.

Application Period (Open Period of Application System)	March 3 (Tue.) 10:00 –March 17 (Tue.) 16:59, 2026 (JST)
-----------------------------------------------------------	---------------------------------------------------------

- By creating your account on TAO, you are deemed to agree to the “Terms of Use” and “Handling of Personal Information” designated by Samadhi Co., Ltd., the service provider of TAO.
- You do not need to create the “Profile” in order to apply for this admission. The GSAPS Admissions Office does not use the information filled in this section. (You are required to input your personal information in “Applicant’s Information” section of online application form.)
- There are a number of forms you must fill in to complete your application. You may start your application from any section, but you CANNOT press “Save and go to next” until you complete the sections marked “\*”.
- It is very important that you **check your registered e-mail account regularly**, since the GSAPS Admissions Office may contact you concerning your application. Be sure to add our sending domain (@list.waseda.jp) to your list of acceptable e-mail senders to ensure that you receive our e-mails. The GSAPS Admissions Office will not be responsible for any consequences caused by the applicants’ failure to receive, read, and/or reply to the messages sent from our office.
- The terms on TAO are subject to change from that indicated in this application guide when you see in actual TAO form during the application period due to TAO management system.

### Step 3 Prepare Application Documents

- Application documents must be fully completed to be qualified for screening. If there are any imperfections in the submitted documents, you will be placed at a disadvantage.
- Online Application Form is different by language/program/admissions category you choose. If you choose English for your degree thesis, please select and input/upload your information to “Waseda University / Graduate School of Asia-Pacific Studies (GSAPS) / International Studies Program / **September 2026 Entrance** **[English-based program]** **Ph.D. Course : General Admissions**” on Admission Schemes. (If you choose Japanese, please make sure to select 早稲田大学/大学院アジア太平洋研究科 (GSAPS)/国際関係学専攻/ 2026 年 9 月入学【日本語履修】 博士後期課程：一般入試 for the appropriate admission category.)
- Be sure to enter information on TAO and write ⑤ ‘Research Plan’, ⑦ ‘Summary of Master's Thesis’, ⑨ ‘List of Previous Publications’ **in English** (the language of the program you have chosen).
- All documents (excluding ⑥ ‘Master's Thesis’, ⑧ ‘Publications’) should be issued in English or in Japanese. For documents in other languages, upload copies of the official translation in either English or Japanese along with the documents issued in the original language. Documents must be translated either by the issuing institution, translation agency or other appropriate office officially approved by the government.
- Follow the instructions on the online system regarding the types of files (extensions) which can be uploaded.
- Please be reminded that we may request additional documents if necessary.

No.	Documents	○: Required * if applicable	Reference
①	TAO Online Application Form	○	P.11
②	Copy of Passport	○	P.11
③	Photo	○	P.11
④	Proof of Language Proficiency Required) English Proficiency Test Scores: TOEFL/TOEIC/IELTS (Not required in cases of exemption) Optional) Japanese Proficiency Test Score: JLPT N1/EJU	○	P.12
⑤	Research Plan	○	P.14
⑥	Master's Thesis	○	P.14
⑦	Summary of Master's Thesis	○	P.15
⑧	Publications	*	P.15
⑨	List of Previous Publications	*	P.15
⑩	Certificate of Graduation/(expected) Completion/Degree	○	P.16
⑪	Certificate of Academic Transcripts and Grading Scale	○	P.17
⑫	Copy of Payment Receipt	○	P.18
⑬	Recommendation Letters (2 letters)	○	P.18
⑭	Copies of Both Sides of Residence Card or Special Permanent Resident Certificate (required only for non-Japanese who already possess the status of residence in Japan)	*	P.22

## IMPORTANT

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

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

\*In case those who are expected to complete the graduate program at the time of application and pass the screening, they will be requested to submit the originals of the certificate of completion issued after completion.

## <Certified/Notarized Copy>

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

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

Copy of original  
document

1. Prepare the originals of the documents.
2. Ask the issuing institution or another official institution (e.g., notary public) to make a copy of the original certificate.
3. The institution will put an official “certified or notarized copy” stamp and/or add a comment certifying that the copy is equivalent to the original document along with their official seal/signature on the document.

Comment

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

Seal or Signature

## ① TAO Online Application Form

- Input the information of the applicant such as your profile, language proficiency, intended project research, etc., and upload/input ②-⑭ described below.

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

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

## ② Copy of Passport

- Prepare digital file (png, jpeg, jpg or pdf) of the pages bearing your photograph, name, and passport number. If you do not have a passport at the time of application, upload the certificate of family register or citizenship.
- If you hold multiple passports, upload the data of each passport.
- Non-passport holders are recommended to apply for a passport soon to get a visa.

Click here: [Tips for Submitting your passport](#)

## ③ Photo

- Upload a color photograph taken within 3 months of the application (4:3 ratio, front view face, no hat, no background, no frame).
- Please make sure to upload an Photo (Speed photos are acceptable). Snapshots or photos taken and printed by individuals using smartphones, etc. will not be accepted.
- **Please do not post-process or retouch the photo. \***
- Photos taken wearing scarves, sunglasses, etc. will not be accepted. However, if you wish to submit a photo of yourself wearing a medical or religious headwear, please contact us before



your application.

- Please keep this photo data on hand since successful applicants will be asked to upload the same photo data also at the time of entrance procedures. Please note that the photo to be uploaded at the time of entrance procedures will be used not only for the student ID card, but also for identification in several other entrance procedures and registered as your personal information for some web services inside the university.

\* Any falsification or misrepresentation of submitted documents (including photo manipulation or alteration)

#### ④ Proof of Language Proficiency

The language proficiency certificate that English-based program applicants must submit varies depending on the applicant's native language, etc. Please submit the acceptable type of language proficiency certificate following "How to submit certified language proficiency test score reports" on the next page.

**Required proof of language proficiency to be submitted by Applicants of English-based program**

**For Native English Speaker**

Proof of language proficiency is not required.

**For Non-Native English Speaker: any of the followings**

<b>Acceptable Test Score Reports</b>	TOEFL iBT IELTS Academic TOEIC Listening & Reading Test (only be accepted if submitted via the "Score Confirmation Service in Secure Program" <u>[available only within Japan as of now]</u> )
<b>Valid Period:</b>	<b>Only test scores taken on and after September 22, 2024, are acceptable.</b>

<Exemption> Submission of an English test score report is exempted in the following cases:

- In case an applicant is expected to graduate or has graduated by completing a degree program in English, **an official certificate that indicates English as the medium of instruction** issued from one's home university is acceptable as a proof of language proficiency.
- In case an applicant is expected to graduate or has graduated by completing a degree program in English in the countries in which they use English as the official language such as USA, UK, Australia, etc., the official certificate of (expected) graduation/completion and transcript from one's home university will serve as a proof of English language proficiency.
- For GSAPS students and alumni: If you have taken more than half of the courses required for completion at GSAPS in English excluding seminars, you are exempted from submitting the English proficiency test and you can upload your certificate of (expected) completion or transcript as a language proof, instead.

For the cases of exemption, on the online application system TAO, be sure to select "Earned (Expecting to earn) degree through English-medium program" first in the Language Proficiency field. If you intend to submit a score report as well, click on the "Add" button to submit the score report of the English language proficiency test additionally.

**Additional proof of language proficiency that applicants for English-based programs may submit**

**For Non-Native Japanese Speaker**

<b>Acceptable Test Score Reports</b>	JLPT Level 1/N1 (Japanese-Language Proficiency Test) EJU (Japanese University Admission for International Students) 'Japanese as a Foreign Language' section
<b>Valid Period:</b>	JLPT Level 1/N1: There are no restrictions on test dates. We accept test scores of any test date. EJU: Only test scores taken <u>on or after September 22, 2024</u> , are acceptable.

### Important Notes

- There are no specified minimum scores qualified for application though scores will be subject to review.
- Regarding English language proficiency certificates, only those sent directly from the testing organization and received by the application deadline will be accepted. (Score reports received prior to the application period will also be accepted.)
- You cannot add or replace score reports after the application deadline.
- Language proficiency tests that can be taken at locations other than designated test centers (such as one's home) are Not accepted.

### <How to submit certified language proficiency test score reports >

#### English proficiency Test

TOEFL (iBT)	Please request ETS to send your test score report to the GSAPS Admissions Office so that it arrives <u>by the application deadline</u> . When doing so, please select <b>2713 (GRAD SCH ASIA-PACIFIC WASEDA U)</b> as the Institution code and <b>88 (International Relations)</b> or <b>99 (Any department not listed)</b> as the Department Code.
	The following test scores are Not acceptable: TOEFL ITP, TOEFL iBT Home Edition, TOEFL iBT Paper-edition, TOEFL MyBest Scores
TOEIC (L&R)	If you took the test in Japan, please request the TOEIC testing organization to send the test score report directly to the Admissions Office so that it arrives <u>by the application deadline</u> . <a href="https://www.iibc-global.org/toeic/test/lr/guide04/score2.html">https://www.iibc-global.org/toeic/test/lr/guide04/score2.html</a> 団体名称: 早稲田大学 大学院アジア太平洋研究科 申請コード: 00019703
	The following test scores are Not acceptable: TOEIC IP, L&R test scores that cannot be submitted via the <b>"Score Confirmation Service in Secure Program"</b> ( <u>available only within Japan</u> as of now)
IELTS (Academic)	Please request the testing organization to send your test score report to the GSAPS Admissions Office via online (E-Delivery Service) so that it arrives <u>by the application deadline</u> . When doing so, please specify <b>"Waseda University Graduate School of Asia-Pacific Studies"</b> as the submission organization. If you are unable to send your test score report online, you may choose to have it sent by postal mail from the testing organization. *If you have ever arranged for the same score report to be sent directly to GSAPS, you cannot request it again due to the IELTS system. In that case, request to the testing organization for delivery service again is not necessary.
	The following test scores are Not acceptable: IELTS Online, IELTS One Skill Retake

#### Japanese proficiency test

JLPT Level 1/N1	There is no need to request direct delivery to the testing organization at the time of application to GSAPS. Applicants are required to upload the scanned data (PDF file) of 「 <u>認定結果及び成績に関する証明書</u> 」 themselves. Certificate without score, 合格通知書 or a screenshot of the MyJLPT page on the website will NOT be acceptable. <u>If you get admitted to GSAPS, you must submit the original score report through the testing organization.</u>
	Please note that the following cannot be accepted as certificate.: 合格結果通知書, 日本語能力認定書 (without score), a screenshot of the MyJLPT page on the website

EJU	There is no need to request the testing organization to send the score report directly to us. The GSAPS Admissions Office can verify your results using your test registration number.
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- \* The submitted certificate will not be returned.
- \* Please refer to the Application Guide of 【日本語履修】for the proof of language proficiency to be submitted by students who choose Japanese-based program.

## ⑤ Research Plan

- Describe your research plan in the designated form (Word file) downloadable from the GSAPS website (URL is shown in the online application form) concretely including the topics below and upload it as a PDF file. (1,600 words or less in English)
- Write in English.
- No designated font or size.

1. The central issue/theme or hypothesis you wish to research
2. How you compare it to existing research (How is it different, how will it expand the current body of knowledge?)
3. How you propose to approach it/what methods you intend to use
4. Your future goals upon completion of the program

\* Please be sure to prepare your research plan and others by yourself, as this will give you an opportunity to explain yourself to the graduate school you wish to apply to. If you use a generated AI to prepare these documents and submit them as if they were written by yourself, it may be considered cheating and may affect your evaluation in the selection process.

\* For the research plan to be submitted by students who choose Japanese-based program, please refer to the Application Guide of 【日本語履修】.

## ⑥ Master's Thesis

- Upload it as a PDF file.

\*If the master's thesis is not completed: Please submit a draft of the thesis.

\*If a master's thesis is/was not required to obtain the master's degree:

Please submit an academic article such as a research / term paper, indicating that a master's thesis was not required. An outline of the research / term paper is also required to submit in this case. The outline should be written according to the instruction described below "Summary of Master's Thesis".

\* If you have written more than one master's thesis (including those in preparation), submit ⑥ and ⑦ for each.

\* English/Japanese translation is not necessary.

## ⑦ Summary of Master's Thesis

- Upload it as a PDF file.
- Write in English.
- No designated font or size.

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

- Summary : 2,500 words or less in English (double-spaced)

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

- Summary : 5,000 words or less in English (double-spaced)

\* Applicants whose Master's Thesis is not completed are also requested to submit a summary of Master's Thesis.

\* Applicants who submit academic article(s) instead are also requested to submit a summary of the academic

article.

- \* For the summary to be submitted by students who choose Japanese-based program, please refer to the Application Guide of 【日本語履修】.

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

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

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

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

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

- Submit the documents officially issued by your home university/certificate issuing institution/notary public.
- If you are expected to complete a degree program at the time of application, please submit a certificate of expected completion and be sure to submit the original completion certificate when taking the entrance procedures after you have been accepted.
- The certificate of graduation/ (expected) completion must clearly specify **the date of graduation/(expected) completion**.
- In case the transcripts include the “name of conferred degree” and the “date of (expected) graduation/completion”, no need to submit these documents.
- Submit official certificates for all the undergraduate/graduate degree programs you completed or expected to complete.
- If it is not possible to obtain a certificate of expected graduation due to the certificate issuance regulations of the university, submit a letter issued by your school office mentioning this matter.
- If you have graduated/completed (or are expected to complete) a degree program at a university in mainland China (excluding Hong Kong, Taiwan and Macau), please follow the instructions below.

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

Applicants who graduated from/completed a degree program at universities (including prospective graduates) in mainland China (excluding Hong Kong, Taiwan and Macau) are required to **arrange the following online verification report(s) (English version) from CSSD to be submitted to the GSAPS Admissions Office via email** instead of uploading the certificate of graduation/completion and the degree certificate issued by the university. (No need to upload to TAO)

#### Undergraduate School Certificate

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

- as a certificate of graduation:

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

#### Graduate School Certificate

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

##### **For Graduates** (2 reports)

- as a certificate of completion:

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

- as a certificate of degree:

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

##### **For Prospective Graduates** (1 report)

- as a certificate of expected completion:

**“Online Verification Report of Student Record (English)”**

- 
- \* Visit the CSSD website ( <https://www.chsi.com.cn/en> ) for more information.
  - \* Only reports (English version) sent directly from CSSD will be considered valid.
  - \* Verification reports must reach us by the application deadline. Be sure to prepare well in advance.
  - \* Even if those reports from CSSD arrive at the Admissions Office before the application period, they will be accepted.
  - \* Inquiries as to how long it takes for the verification report to be sent or whether the verification reports have arrived cannot be answered by the Admissions Office. Please contact CSSD directly regarding CHSI verification procedures and refrain from inquiring the Admissions Office on this matter.



## ⑪ Certificate of Academic Transcripts and Grading Scale

- Submit your **transcript(s) (with GPA preferred)** officially issued by your home university/certificate issuing institution/notary public and a document that shows its **grading scale/GPA scale**. If the transcript(s) bears the information of its grading scale, you do not need to prepare additional documents. If not, submit an official document issued by your home university or a screenshot of the university website showing the grading scale.
- If you are expected to complete a graduate program, submit the most updated transcript as of the time of application.
- All courses taken at the undergraduate and graduate programs must be included in each academic transcript.
- There is no minimum GPA requirement for application.
- Applicants must submit each academic transcript for all the undergraduate/graduate programs in which they enrolled.
- If you are applicable to any of the conditions stated below, follow the instructions on Table 1).
- If you have graduated from/completed (or are expected to complete) a university in mainland China, please refer to the instruction on Table 2) on the next page.

Table 1)

Condition	Instructions
You have completed/enrolled in a graduate program after an undergraduate program.	Submit academic transcripts for both undergraduate and graduate programs.
You are a transfer student.	Submit both previous and current undergraduate academic transcripts. First input/upload the information of the previous university, later the current school in the column newly created by clicking "+Add Educational Background (Higher Education): Undergraduate /Postgraduate".
You have studied abroad in your undergraduate and/or graduate programs.	Submit the academic transcript issued by the host institution, if the credits earned at the host institution are accredited as required credits for the graduation but those details (e.g., number of credits, name of subjects, and grades) are not indicated in the official transcript issued by applicants' home university. If you already input/upload the information in the section of "Educational Background (Higher Education) : Undergraduate /Postgraduate", do NOT have to fill the same information in the section of "Study abroad record". For the study abroad which is not counted for the graduation credits, you do not have to upload its transcript, but just fill out the section of "Study abroad record" with name of school/department/major and time period you are enrolled.
You took a leave of absence/leave for military service.	Prepare a certificate issued by your home university/another public institution which confirms that the school had granted the leave, merge it together with the transcript in one PDF file and upload it to the space of "Transcript".

- If you have graduated/completed (or are expected to complete) a university in mainland China, please refer to the instruction on Table 2) below.

Table 2)

Academic Transcript required for applicants from universities in China (excluding Hong Kong, Taiwan, and Macau)
<p>Applicants who graduated from/completed a degree program at universities (including prospective graduates) in mainland China (excluding Hong Kong, Taiwan, and Macau) are required to <b><u>arrange the following verification report issued by CHSI to be submitted to the GSAPS Admissions Office (gsaps-admission@list.waseda.jp) directly from CSSD via email</u></b> instead of uploading the transcript issued by the university. (No need to upload to TAO)</p> <ul style="list-style-type: none"> <li>• as an academic transcript:  <b>“Verification Report of China Higher Education Student’s Academic Transcript (English)”</b></li> </ul> <hr/> <ul style="list-style-type: none"> <li>* Visit the CSSD website ( <a href="https://www.chsi.com.cn/en">https://www.chsi.com.cn/en</a> ) for more information.</li> <li>* <u>Only reports (English version) sent directly from CSSD will be considered valid.</u></li> <li>* <b><u>It takes quite some time for CHSI to certify your transcript and send it to us. Please arrange it well in advance to ensure that the verification report to arrive by the application deadline.</u></b></li> <li>* <u>Even if those reports from CSSD arrive at the Admissions Office before the application period, they will be accepted.</u></li> <li>* Inquiries as to how long it takes for the verification report to be sent or whether the verification reports have arrived cannot be answered by the Admissions Office. Please contact CSSD directly regarding CHSI verification procedures and refrain from inquiring the Admissions Office on this matter.</li> </ul>

## ⑫ Copy of Payment Receipt

- Upload a digital photo or screenshot of the screening fee payment receipt, which shows the applicant’s name and the paid amount. Refer to “Step 4 Complete the Payment of Screening Fee” for more details.

## ⑬ Recommendation Letters (2 letters)

- Send the request to your recommenders for your evaluations/recommendation letters in “Recommendation Letters” section on TAO. The e-mail addresses of the recommenders to whom your requests are made should be official e-mail addresses with the domain of the recommenders’ affiliated university/institution.
- Request evaluations/recommendation letters to **2 recommenders respectively**. As a basic rule, one of the two recommenders should be one who has supervised you and should be well acquainted with your academic profile (e.g., a faculty member in your home university).
- The recommendation letter submission period is the same as the application period: March 3 (Tue.) 10:00 - March 17 (Tue.), 2026, 16:59 (JST). Submissions after the deadline will not be accepted for any reason. Make sure to communicate well with your recommenders in advance for them to complete putting the evaluation and submission of the recommendation letter within the application period.
- There is no designated form. Request your recommenders **(1) to use the letter form with the letterhead of the recommender's institution; (2) to sign the letter; (3) to write in English or Japanese.**
- Share **‘Instructions for Recommenders’** below with your recommenders for them to follow so that they can submit the letters smoothly.

### ‘Instructions for Recommenders’

English: [https://www.waseda.jp/fire/gsaps/assets/uploads/2025/12/EN\\_To-Recommenders\\_Gen\\_202609.pdf](https://www.waseda.jp/fire/gsaps/assets/uploads/2025/12/EN_To-Recommenders_Gen_202609.pdf)


Japanese: [https://www.waseda.jp/fire/gsaps/assets/uploads/2025/12/JP\\_To-Recommenders\\_Gen\\_202609.pdf](https://www.waseda.jp/fire/gsaps/assets/uploads/2025/12/JP_To-Recommenders_Gen_202609.pdf)

Notes:

- E-mail address of your recommender must be the address with the domain of your recommender's institution. GSAPS Admissions Office does NOT accept any free e-mail addresses with the domain such as yahoo/gmail/qq, etc. or a personal provider e-mail address as your recommender's e-mail address.
- ML (Mailing List) with multiple members will not be accepted as the recommender's e-mail address.
- Recommendation letters submitted by any system or method other than TAO will be considered invalid. If you encounter any problems, please contact the GSAPS Admissions Office as soon as possible during the application period.
- The GSAPS Admissions Office might contact the recommenders to verify the information on the form.
- Any falsification of documents/information will lead to the rejection of the application and other serious measures.

**IMPORTANT**

- You can send requests to recommenders before you complete other sections of the application forms. So, **it is recommended that you should send "Request" to your recommenders at the earlier time of application period, so that your evaluations/recommendation letters can be duly submitted by the application deadline.**
- You can complete/submit your online application before your recommenders submit the evaluation and recommendation letters on TAO system. **Please make sure to duly complete your online application within the application period.**


**The Admissions Office**  
Offering the choice of colleges from the world map

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[Message](#)

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### Requirements set by the university

Type of Recommender/Requestee  
Required number  
Maximum number allowed

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

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### Request status

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

## Instructions for Recommenders [Submission Period: March 3 –March 17, 4:59 pm, 2026 [JST]]

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

### ① Request E-mail from TAO

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

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

### ② Create an account

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

### ③ Complete “Recommendation Letter”

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

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



### ④ Submit “Recommendation Letter”

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

## 推薦者の方へ 提出期間：2026年3月3日～3月17日 16:59 (日本時間)

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

### ① 依頼メールの受信

志願者が TAO 上で推薦者に作成依頼を送信すると、TAO ([no-reply@admissions-office.net](mailto:no-reply@admissions-office.net))より推薦状作成の依頼が届きます。メール内のリンクから Web サイトにアクセスしてください。 ※所定ドメイン(admissions-office.net)からのメール受信ができるように設定願います。

### ② アカウント作成

「推薦者/依頼受領者」タブの「会員登録」をクリックし、TAO の Web サイトからアカウントを作成してください。**メールアドレスは、推薦状作成依頼を受け取ったメールアドレスと同一のものを必ず使用してください。(依頼を受け取ったメールアドレスと違うメールアドレスの場合、推薦状を作成することができませんのでご注意ください。)** アカウント作成後、登録確認のメールが送信されます。

### ③ 推薦状の入力

TAO にログイン後、対象の志願者欄をクリックし、日本語もしくは英語で必要項目をご入力ください。推薦状の PDF ファイルをアップロード後、右図のように画面に PDF マークが表示されたら適切にアップロードされていますので、**保存する**ボタンを押してください。なお、入力した内容は志願者本人には公開されません。

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



### ④ 推薦状提出

その後、**+依頼書類を提出**ボタンをクリックして、TAO への推薦状提出を完了してください。入力状況が**入力済**から**提出済**に変更されていることをご確認ください。

## <FAQ>

If you have any questions regarding request/submission of recommendation letters, please read this FAQs thoroughly before making inquiries to our office. \*If you still have the problem unsolved after trying the followings, please contact us as soon as possible during the application period.

Question	Answer
My recommender has not received a request e-mail from TAO.	<p>The recommender may be checking a different mailbox than the one specified by the applicant. The recommender should use the same e-mail address with which he/she has received the request message.</p> <p>If the recommender has more than one e-mail account, please be sure to communicate well with the recommender regarding the e-mail address at which he/she intends to receive the request.</p> <p>If the recommender has indeed checked the inbox folder of the e-mail address requested by the applicant, but the request e-mail has not been received, please ask the recommender to check all e-mail folders, including the spam and junk folders. (As the request email from TAO may go into a junk folder).</p> <p>If it does not work, please ask the recommender to add <b><u>no-reply@admissions-office.net</u></b> or the <b><u>admissions-office.net</u></b> domain to his/her safe senders list to receive messages from TAO. Also, the institution the recommender belongs to may have restrictions on receiving e-mails. In such cases, the institution will need to add the domain name to their safe senders list.</p> <p>After setting up the domain name, ask your recommender to register for a TAO account directly at the URL below.  <a href="https://admissions-office.net/ja/recommenders/sign_in">https://admissions-office.net/ja/recommenders/sign_in</a></p>
The recommender has registered for TAO account but has not received a confirmation e-mail from TAO. The recommender is unable to log in to TAO nor upload a recommendation letter.	<p>Please ask the recommender to check all e-mail folders, including the spam and trash folders.</p> <p>If he/she still has not received the confirmation email, ask him/her to add the sending domain (admissions-office.net) to the list of accepted e-mail senders as described above, then go to the TAO login screen and click "<a href="#">Resend confirmation email</a>" to resend the e-mail.</p>
When my recommender tries to register for TAO account, the registration screen displays "This email address cannot be registered."	The recommender has already registered an account with TAO using this e-mail address. (No need to register again). He/she can log in with this e-mail address. If he/she has forgotten a password for login, please access the login screen and click "I forgot my password" and set a new password.
When the recommender logs into TAO and checks the "List of requests you have received", there is no request from the applicant in the list.	The recommender has created an account for TAO with a different e-mail address than the one the applicant entered in TAO on the Recommendation Letter screen. Please ask the recommender to re-register the account with the e-mail address that the applicant requested in TAO.
The recommender has entered required information and uploaded the recommendation letter but got an error when he/she clicked the <a href="#">Save</a> button and could not complete the submission.	When entering "Recommender Information", there are some cases of unintentional spaces before or after letters or numbers, resulting in the entire page being unable to be saved and an error occurring. Please try erasing unnecessary spaces in each field and then click the <a href="#">Save</a> button.
My recommender has submitted the recommendation letter, but the completion status on TAO has not changed to <a href="#">Completed</a> .	After entering the required information and upload PDF file of the recommendation letter, the recommender should click <a href="#">Save</a> button. Then, complete to submit a recommendation letter by clicking <a href="#">+Submit</a> button. Please confirm that the completion status is changed from <a href="#">Please submit</a> to <a href="#">Completed</a> after finalizing the letter submission.
Can I change my recommender?	If you have not completed your application on TAO, changes can be made in the "Recommendation Letter" section on TAO. Please communicate with your recommenders well in advance to avoid having to make changes after the application has been completed.

**⑭ Copies of Both Sides of Residence Card/Special Permanent Resident Certificate**  
(required only for non-Japanese who already possess the status of residence in Japan)

- If you are a domestic applicant with non-Japanese nationality, upload digital copies of both sides of your Residence Card or Special Permanent Resident Certificate. If you are renewing your period of stay, please upload a document certifying that you are in the process of renewal.

**Step 4 Complete the Payment of Screening Fee**

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

**1. Amount of the Screening Fee**

**Important**

The amount of the screening fee varies depending on the application category. (Screening fee is determined by the applicant's country of residence at the time of application, regardless of nationality. If you reside outside Japan, you may be asked to submit proof of residence abroad, such as an ID card or residence certificate. )

(in Japanese yen)

Category	Domestic Application (Residents of Japan)	Overseas Application (Residents of countries other than Japan)
Qualification	Applicants residing in Japan at the time of application *No nationality restriction, including international applicants residing in Japan	Applicants residing outside of Japan at the time of application *No nationality restriction, including Japanese residing overseas
Screening Fee	¥35,000	¥15,000

**The screening fee will be waived in the following cases.** <No payment required>

- Applicants who currently reside in and have nationality of one of the specified countries may be eligible to apply for the screening fee waiver program. Please refer to the "Screening fee waiver program for applicants from specified countries" at the later page.
- In the case of current MA Program students at GSAPS, the Graduate School of Japanese Applied Linguistics (GSJAL) or the Graduate School of International Culture and Communication Studies (GSICCS) belonging to the Faculty of International Research and Education of Waseda University, who are expected to complete their program in September 2026 and apply to the GSAPS Ph.D. Program of September 2026 entrance.
- In the case of applicants who continuously enroll as a non-degree student (not sponsored) at GSAPS, GSJAL, or GSICCS immediately after their graduation from the MA Program at GSAPS, GSJAL, or GSICCS, and wish to continue their study in the GSAPS Ph.D. Program within four years after their entrance into the MA Program at GSAPS, GSJAL, or GSICCS.

**The screening fee will be refunded in the following cases.**

- Applicants who are Japanese Government (Monbukagakusho: MEXT) Scholarship recipients at the time of application and are eligible to enroll in GSAPS as Japanese Government (Monbukagakusho: MEXT) Scholarship recipient continuously will get the refund for the screening fee after enrollment.

- As a rule, application documents and screening fees will not be returned. However, a full screening fee will be refunded in one of the following cases. In such cases, please contact the GSAPS Admissions Office.
  - 1) You paid a screening fee but failed to submit the required application documents.
  - 2) You paid a screening fee and submitted the application documents, but your application was rejected before screening due to the following reasons.
    - The submitted application materials are not complete enough to meet the application requirements.
    - You do not meet all the eligibility criteria.

\*If you have made the payment by credit card, handling fees which may be incurred for refund must be paid by the applicant. Also, if you have made the payment by wire transfer from the bank outside of Japan, all handling fees to be charged for refund to that bank must be paid by the applicant.

## 2. Method of payment for the Screening Fee

- Please pay the screening fee by using one of the following methods. Any handling fees (payment commission or bank transfer fees, etc.) shall be paid by applicants.

### <Payment in Japan>

#### Payment at a Convenience Store

- To make the payment at a convenience store, you must complete the designated application procedure in advance by accessing the “screening (Entrance Exam) fee convenience store payment site” (<http://e-shiharai.net/>) [Japanese only]. After completing the online procedure, please make the payment at a convenience store. For more details of payment procedures, please refer to the chart in the next page.
- After making the payment, upload the scanned data or a photo of the “**収納証明書**/Certificate of Payment of the Screening Fee” to the designated space on TAO.
- The payment can be made 24 hours a day, seven days a week, including Saturdays, Sundays and holidays. (Please note that payment must be made by the application deadline on the last day of the application period.)
- If a family member or an acquaintance of an applicant conducts the procedure for the applicant, the family member or the acquaintance **must enter the applicant’s information.**



Please select 「大学院」 from 「受験料・選考料のお支払い」

## Waseda University Convenience Store Easy-Pay Systems for Entrance Exam Fees

Now you can transfer funds to pay for your entrance examination - 24 hours a day - from your nearest Lawson, Ministop, FamilyMart, Seven-Eleven.

- 1 Before going to the convenience store, you will need to obtain an application number which you can get from going online on either your cellphone or computer. This number will be required when you make your payment.**



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



To obtain your application number, please follow the instructions on the screen and input all necessary information. This number will be required when you make your payment.

If you input the wrong information when trying to obtain your application number, please start again from the beginning and make your payment.  
If you are not able to make the required payment before the due date you will receive this deadline upon completing the online application, all the information you had input will be canceled automatically.

## 2 Convenience Store Payment

●The application fee cannot be paid through an ATM. Be sure to make your payment at the cash register.

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

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

A multifunction copier can not be used to make payment.

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

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

Use the Lawson information terminal **Looppi**

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

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

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

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

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

●Information terminal issues a funds transfer receipt. You will need to take this to the cash register within 30 minutes and make the actual payment.  
●Receive an Application Fee Statement. Detach the Certificate of Payment (receipt) portion.  
\* Design and layout of the touch screen buttons is subject to change without notice.

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

multifunction copier

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

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

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

## 3 Application

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

●Seven-Eleven ●Family Mart

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

●Lawson ●Ministop

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

**Take a photo of the payment receipt which includes your name, payment date and amount, and upload it to your application form on the online application system (TAO).**

The appearance of the ticket photograph may differ from the illustration shown.

Attach Your Receipt (Certificate of Payment) to the Application

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

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

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

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

convenience stores:

Entrance exam fee	Payment Commission
~ 9,999 yen	500 yen
10,000 yen ~ 29,999 yen	570 yen
30,000 yen ~ 49,999 yen	600 yen
50,000 yen ~ 99,999 yen	820 yen
100,000 yen ~	890 yen

Questions about paying your entrance exam fees at convenience stores? Please visit:

Note: Convenience store staff cannot answer questions about the service.

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



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

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

- To make the payment by credit card or online payment system (Union Pay), please access the online application payment website (<https://e-shiharai.net/ecard/>) and complete the required procedure. Please refer to the next page for the details.
- Make sure to select the payment to GSAPS and NOT to make wrong payments to other schools.
- After completing the transaction, make a screenshot of the “Result” page and upload it to the designated space on TAO. For more details of payment procedures, please refer to the chart in the next page.
- Payment can be made 24 hours a day, seven days a week, including Saturdays, Sundays and holidays. (Please note that payment must be made by the application deadline on the last day of the application period.)
- Payment can be made with a credit card held in the name of a person other than the applicant. However, **the applicant’s information must be entered in the “Basic Information” page of the screening (examination) fee payment website.**

# Waseda University Examination Fee Payment by Credit Card and Union Pay

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

You can pay the Examination Fee by using  
Credit Card and Union Pay.



Access the site below

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



Web Application - Online Transaction

## 1. Top Page

Click "Examination Fee".

## 2. Terms of Use and Personal Information Management

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

## 3. School Selection

Click "Waseda University".

## 4. School Information

Read the information carefully and click "Next".

## 5. Category Selection

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

## 6. Basket Contents

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

## 7. Basic Information

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

### Paying with Credit Card

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

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

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

### Paying with Union Pay

Follow the onscreen instructions to complete the card payment.

Please click the "Application Results" button in the upper  
part of this site (e-shiharai.net).

Please write down the "Receipt Number" given when you  
complete your application, and enter your  
"Payment Method", "Receipt Number" and "Birth Date".  
Please make sure your printer is ready.

Please print out the "Payment Inquiry - Inquiry result" page.

Application

Enclose the printed "Result" page in an application envelope with  
other necessary application documents.

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

### [NOTICE/FAQ]

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

### ■ Payment Commission

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

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

For questions or problems not mentioned here, please contact :

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

### 3. Screening Fee Waiver Program for Applicants from Specified Countries

Waseda University provides a screening fee waiver program for applicants from specified countries. Eligible applicants are required to read the following instructions and upload the necessary documents to the online application system TAO.

(1) Outline	Applicants who wish to be admitted into an undergraduate or graduate school of Waseda University are eligible to apply for a screening fee waiver if they <b>currently reside in</b> and have nationality of one of the countries designated by Waseda University. <b>countries.</b>
(2) Eligibility	<p>The following conditions must be fulfilled:</p> <p>1) The applicant must reside in one of the countries classified as "Least Developed Countries" or "Low Income Countries which are not LDCs" in the list of ODA recipients as published by OECD/DAC AND hold nationality of one of those countries (the applicant's country of residence and nationality do not necessarily have to be identical).  *For the list of eligible countries, refer to "Eligible Countries" below.  * Applicants residing in Japan are not eligible.</p> <p>2) Applicants with dual nationality are only eligible if both nationalities are included in the list of eligible countries described in 1) above.</p>
(3) Eligible Countries	Afghanistan, Angola, Bangladesh, Benin, Burkina Faso, Burundi, Cambodia, Central African Republic, Chad, Comoros, Democratic People's Republic of Korea, Democratic Republic of the Congo, Djibouti, Eritrea, Ethiopia, Gambia, Guinea, Guinea-Bissau, Haiti, Kiribati, Lao People's Democratic Republic, Lesotho, Liberia, Madagascar, Malawi, Mali, Mauritania, Mozambique, Myanmar, Nepal, Niger, Rwanda, Senegal, Sierra Leone, Solomon Islands, Somalia, South Sudan, Sudan, Syrian Arab Republic, Tanzania, Timor-Leste, Togo, Tuvalu, Uganda, Yemen, Zambia
(4) Procedures	<p>When applying to GSAPS, please upload the following documents to TAO instead of the certificate of payment for the screening fee (copy of the result page etc.). You must submit these documents before the admissions application deadline. They will not be accepted after the deadline under any circumstances.</p> <p>1) Application Form for Screening Fee Waiver (Form is downloadable from GSAPS Website.)  → Upload to "Proof of the payment of screening fee" section on TAO</p> <p>2) Copy of passport (including all details of the applicant)  → Upload to "Applicant's information: Section" on TAO</p> <p>* Applicants who apply for the screening fee waiver program are not required to pay the screening fee. However, if payment was made before the application for the screening fee waiver program, the screening fee will not be reimbursed.</p> <p>* In the event that the applicant is found to be ineligible for the screening fee waiver program or have made a false claim, the application for admission to Waseda University itself might be revoked immediately.</p>

## Step 5 Upload Documents and Complete Application

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

**Attention!** The server will be very busy just before the deadline and it may take some time to submit your application.

Please be careful and allow plenty of time to complete the application process. Please note that **applications submitted outside the application period will not be accepted for any reason.**

Section on TAO	Documents to be uploaded (* If applicable)	Checklist (* If applicable)
Applicant's Information	② Copy of Passport ③ Photo ⑭ Copies of Both Sides of Residence Card/Special Permanent Resident Certificate*	<input type="checkbox"/> My name registered on TAO is the same as shown on my passport. When entering my name in alphabet, I made sure that my surname was all capitalized and only the first letter of my first name and middle name were capitalized. (e.g., WASEDA, Taro) <input type="checkbox"/> I confirmed my e-mail address was correct. <input type="checkbox"/> I uploaded a photo that meets the requirements.
Intended Project Research	—	<input type="checkbox"/> I selected my preferred Project Research/Faculty properly.
Educational Background	⑩ Certificate of Graduation/ (Expected) Completion/Degree ⑪ Certificate of Academic Transcripts/Grading Scale	<input type="checkbox"/> I listed up all the schools I attended since from primary school. <input type="checkbox"/> I confirmed the information written on the certificate was correct (e.g., spelling of my name, date of birth, date of graduation, etc.). <input type="checkbox"/> I uploaded the transcript with GPA (in case GPA was available). <input type="checkbox"/> I submitted grading scale/grading system. (In case of GPA transcript, submitted the grading system indicating full mark of GPA.) <input type="checkbox"/> Since I am from universities in mainland China (excluding Hong Kong, Taiwan and Macau), I completed the required steps for submitting the certificates (see P.16-18). *
Language Proficiency	④ Certificate of Language Proficiency	<input type="checkbox"/> I arranged the score report of language ability test to be sent as instructed. <input type="checkbox"/> I uploaded the certificate of English as a medium of instruction issued by my home university instead of English proficiency test scores. *
Research Plan/ Master's Thesis	⑤ Research Plan	<input type="checkbox"/> I wrote the research plan in English using the designated form within the designated length.
	⑥ Master's Thesis	<input type="checkbox"/> I uploaded the master's thesis. <input type="checkbox"/> I uploaded the most updated draft thesis, as I have not completed the master's thesis. * <input type="checkbox"/> I uploaded the research paper, as I was not required to submit the master's thesis. *
	⑦ Summary of Master's Thesis	<input type="checkbox"/> I wrote the papers in English within the designated length. <input type="checkbox"/> I uploaded the summary of draft thesis, as I have not completed the master's thesis. * <input type="checkbox"/> I uploaded the summary of research paper, as I was not required to submit the master's thesis. *
	⑧ Publications*	<input type="checkbox"/> I uploaded 1 or 2 publication(s) other than master's thesis. *
	⑨ List of Previous Publications*	<input type="checkbox"/> I made the list in English as I submitted publications. *
Proof of the Payment of Screening Fee	⑫ Copy of Payment Receipt, etc.	<input type="checkbox"/> I completed the payment of screening fee to GSAPS during the application period.

Recommendation Letters	⑬ Sending requests to recommenders for recommendation letters	<input type="checkbox"/> My recommenders meet the requirements. <input type="checkbox"/> I communicated well with my recommenders in advance and duly requested them to submit the recommendation letters on TAO by the application deadline.
------------------------	---------------------------------------------------------------	--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------

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

A screenshot of the TAO interface showing a confirmation box with the text 'Please check all the documents again.' and a checked checkbox 'Yes, I have checked.' Below this, there are two buttons: 'Continue editing' and 'Complete my application'. A red arrow points from the 'Complete my application' button to the text below.

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

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

A screenshot of the 'Complete my application' pop-up screen. It contains a note: '[Note] All data will become uneditable after the completion of application. Please check again if all entries are completed.' Below the note, there is a checked checkbox 'Apply after you review the above' and two buttons: 'Cancel' and 'Yes'. A red arrow points from the 'Yes' button to the text below.

## Step 6 Announcement of Application Number and Screening Result

### 1. Application Number

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

Available Date of Application Number	April 30 (Thu.) 10:00, 2026 (JST) –
--------------------------------------	-------------------------------------

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

A screenshot of the TAO 'View your applications' page. The 'Applications' menu is selected. The page shows a table of applications with columns: Application status, Admission Scheme, Application Deadline, and Message. The 'Completed' tab is active, showing one application for Waseda University / Graduate School of Asia-Pacific Studies (GSAPS) / International Studies Program / 【英語履修/English-based program】. The application status is 'Application completed'. The message column shows 'Unread: 0 message(s)'.

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

**Examinee number: XXXXX**

## 2. Screening Result Announcement Schedule and Methods

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

Screening Results

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

<b>First Screening Result Announcement</b>	May 13 (Wed.) 10:00, 2026 (JST) – The details of the 2 <sup>nd</sup> screening including dates, methods, and precautions will be announced to the successful applicants of the 1 <sup>st</sup> screening via e-mail.
<b>Final Screening Result Announcement</b>	May 28 (Thu.) 10:00, 2026 (JST) “Letter of Admission” will be sent out to the successful applicants later. “Guide to Entrance Procedures” will be also announced on the GSAPS website.

### IMPORTANT

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

## Step 7 Entrance Procedures

Entrance procedures need to be completed by 2 steps; 【Entrance Procedures #1 in June 2026: Payment of Entrance Procedures Fee/Submission of Documents for Entrance Procedures】 and 【Entrance Procedures #2 in August 2026: Registration of Information for the Entrance Procedures (Entrance Procedures #2 can be taken only by the successful applicants who have completed Entrance Procedures #1)】. Details about the payment method and documents required for entrance procedures will be instructed in the “Guide to Entrance Procedures” announced to the successful applicants on the GSAPS website. This section provides an outline of the procedures. Please keep these points in mind and be sure to follow the correct procedures for entrance.

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

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

### 1. Payment of the Entrance Procedures Fee

The Entrance Procedures Fee (the registration fee, tuition and fees for the first semester of the first year) must be paid within the following period.

Payment Period	May 28 (Thu.) – June 11 (Thu.), 2026
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The registration fee, tuition and fees for the academic year 2026 entrants are as follows. (Units: JPY)

Ph.D. Program	1st Year Amount		2nd Year Amount		3rd Year Amount	
	For Entrance Procedures (The 1 <sup>st</sup> Semester)	The 2 <sup>nd</sup> Semester	The 1 <sup>st</sup> Semester	The 2 <sup>nd</sup> Semester	The 1 <sup>st</sup> Semester	The 2 <sup>nd</sup> Semester
Registration Fee	200,000	-	-	-	-	-
Tuition	387,500	387,500	487,500	487,500	487,500	487,500
Waseda University Student Health Promotion Mutual Aid Association Fee	1,500	1,500	1,500	1,500	1,500	1,500
Sub-Total	589,000	389,000	489,000	489,000	489,000	489,000
	978,000		978,000		978,000	
Total	2,934,000					

\* The registration fee will be credited toward the enrollment fee for students who enroll.

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

\* Tuition and fees stated above may change later.

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

Note:

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

## 2. Submission of Entrance Procedures Documents

Those who complete the Entrance Procedures #1 are required to submit the entrance procedures documents by the designated deadline. Besides, please be reminded that **at the time of entrance procedures successful applicants will be required to submit the original copies for the materials uploaded at the time of application.**

## 3. Acquisition of Status of Residence of “Student” (for international students only)

International students who are admitted to Waseda University can apply for a status of residence “Student”. Those with the status of residence “Student” are eligible to apply for scholarships for international students. **Those with a status of residence other than “Student” are eligible to enter Waseda University but please be aware that they cannot use various services and systems such as scholarships intended to support international students.**

**\*To go through the procedures concerning a status of residence, you will need to have made a second deposit.**

### (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”

**Please bear in mind that students are not eligible to enroll in the university with a “Temporary Visitor” status.**

If you currently have a status of residence of “Temporary Visitor,” as a general 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.

**【Note】**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 submit the application form, a certificate of admission, and other necessary documents to the university.

### (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 Bureau of the Ministry of Justice of Japan, located in Japan. Limited to students with foreign citizenship and living outside of Japan who have completed entrance procedures #1, Waseda University will apply for a COE to the Immigration Bureau on the students’ behalf.

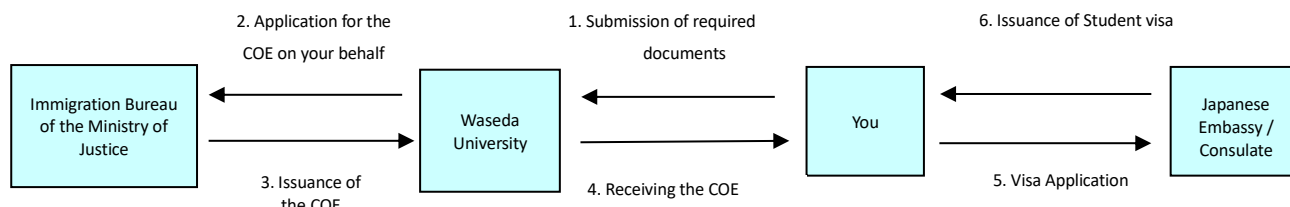
**After the COE is issued, Waseda University will send it to the student. Upon receiving the COE, you will need to take the COE and other necessary documents (e.g., your passport) to the Japanese embassy or consulate in your country**



of citizenship/residence to apply for a “Student” visa. Be sure to acquire your visa within the valid period of the COE and enter Japan. Since it takes 2 to 3 months for the whole process such as receiving documents for proxy application, application by proxy to the Immigration Bureau, assessment and issuance of COE, please be careful not to start late with little time before enrollment.

\*As for the actual schedule and necessary documents, detailed information will be provided by the GSAPS Admissions Office after the screening results are announced.

“Student” Visa Acquisition Process (1 → 2 → 3 → 4 → 5 → 6)



### Important

- **If you hold a dual citizenship of Japan and another country, you cannot apply for the COE/student visa.**
- 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 will not be able to apply for a COE on your behalf.
- The Immigration Bureau may require you to submit additional documents.
- An applicant who wishes to withdraw from enrolling in Waseda after receiving the COE must follow the procedure for the withdrawal of enrollment and contact us about returning of the COE. If you are accepted by another university in Japan, please make sure that you do not apply for a COE at more than one university. If there are multiple applications, the COE cannot be issued.
- The Immigration Bureau is solely responsible for decisions regarding status of residence. If issuance is delayed or application is not approved, Waseda University cannot be responsible for the cancellation fee of your air ticket and other inconveniences. Please be careful when you book your flight. (For Registration Fee, tuition, and fees (for the 1<sup>st</sup> semester of the 1<sup>st</sup> year), please refer to P.32.)

### Reference:

#### Materials Required for Those Who Wish to Have GSAPS Apply for the COE on Their Behalf

If your nationality is not Japanese and you are not a legal resident of Japan and wish to have GSAPS apply for your Certificate of Eligibility (COE) on your behalf, please submit the following documents after being admitted to GSAPS. For more details of “how to submit” and “documents to be submitted”, please check in “Guide to Entrance Procedures #1” announced to the successful applicants.

#### ① Copy of passport

- Please submit the scanned data of the pages of your photograph, name, and passport number.

#### ② Bank balance certificate

- Please prepare the certificate of the deposit balance of a bank account held by the person responsible for covering the applicant’s expenses.
- In principle, it should be the bank balance certificate for the account of ordinary savings, time deposit or checking/current deposit.
- If there are multiple supporters including the applicant him/herself, separate documents for each supporter are required.
- 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)
- Only certificates issued in/after April 1st, 2026, are valid.

- The 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).
- If you are a scholarship recipient, please submit a scholarship certificate below instead.

### ③ Scholarship certificate

- If a scholarship is included in the method of support to pay for expenses while in Japan, please submit a certificate of scholarship payment indicating the amount and period of scholarship payment.
- The certificate must be in English or Japanese. Or attach a translation in English or Japanese. (No need to notarize)

### ④ Written Oath for Defraying Expenses (Designated form)

- 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).
- Should applicants choose 'self' or 'scholarship' for defraying all the expenses, this document is not required.
- If there are multiple supporters, separate documents by each supporter are required.

### ⑤ Photo

- Submit the 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 April 1st, 2026.

### ⑥ Tuberculosis (TB) Clearance Certificate

- 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.  
<https://www.waseda.jp/inst/cie/news/40765>

## 4. Scholarships

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

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

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

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

## 5. Dormitories and Housing

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

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

## IV. Special Notes

### 1. Special Accommodation

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

### 2. Handling of Personal Information

Waseda University utilizes applicant information (addresses, names, dates of birth etc.) collected at the time of application to carry out operations such as the entrance examination, announcement of the screening results, and entrance procedures. We will take necessary and proper measures to protect such information from leakage, disclosure, or unauthorized use. All or part of the above operations may be outsourced to an agency. In such case, the agency will be contractually required to maintain necessary and proper management. The University may inquire about the authenticity, etc., of documents, materials, theses, and information, etc. submitted to the University (hereinafter, "Submitted Related Documents") by providing said Submitted Related Documents to the issuers, providers, theses review entities, etc. By submitting or providing the Submitted Related Documents to the University, the applicant agrees to the University's right to make such inquiries. In addition to the above, please note that the personal information may be used as materials for studies and researches to improve our entrance examinations. The information will be statistically processed to prevent any individuals from being identified.

### 3. Precautions for the Online Interview

The interview will be conducted using a web conference system [Zoom].

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

- (1) Internet connection environment  
Please prepare a stable Internet connection. A wired LAN system with a cable is recommended for the stability of the connection.
- (2) Audio and visual equipment  
Please prepare a web camera, microphone, earphones, speakers, etc. You may use the equipment built into your personal computer or other equipment. We recommend the use of a computer, but smartphones and tablet terminals are also acceptable. Please participate in a Zoom test meeting (<http://zoom.us/test>) in advance to confirm the audio and video quality.
- (3) Location  
Please secure a place where the environment described above is available and where you can maintain a quiet environment with no third parties around you.
- (4) Notes for using Zoom
  - Please make sure that the video and audio of Zoom are always "on" and that your entire face is always visible on the screen.
  - Do not use any communication devices other than those used in the test. Do not search for information or use applications or tools other than Zoom on the device being used for the test.
  - Do not use the virtual background function of Zoom.
  - The camera may be asked to move to show the entire room before, during, and after the test to make sure that there are no third parties around. In such cases, please follow the instructions.
  - Please remove your mask during the test.
  - For more information on how to operate Zoom, please refer to the following websites.  
Zoom Support: <https://support.zoom.us/hc/ja>

### 4. Dishonest Act

Waseda University is committed to conducting its entrance examinations with the utmost integrity and to

maintaining an appropriate testing environment that ensures all applicants can take the examination fairly and impartially. Please read the following precautions carefully before taking the entrance examination and approach the examination with sincerity and seriousness.

- (1) Any falsification, misrepresentation, plagiarism, etc., of documents, materials, or information submitted to the University at the time of application will be considered as misconduct.
- (2) Doing any of the following will constitute misconduct.
  - ① Cheating (e.g., concealing or using cheat sheets, reference books, etc., during the examination, seeking answers from others, taking notes on one's body, objects, desk, etc. and referring to them.)
  - ② Holding or using mobile phones, etc., during the examination.
  - ③ Enabling any sounds (incoming calls, alarms, vibrating sounds, etc.) on electronic devices, etc., and watches during the examination.
  - ④ Failure to follow the instructions of an interviewer, etc., at the examination.
  - ⑤ Having any person other than the examinee herself/himself impersonate the examinee and take the examination.
  - ⑥ Any and all other acts that may impair the fairness and impartiality of the examination.
- (3) If misconduct is suspected, the University may respond as follows. Failure to comply with these actions may be considered an admission of wrongdoing.
  - An interviewer, etc., may give examinees a warning or inquire about the circumstances.
  - To verify the authenticity and related matters of Submitted Documents, the University may provide such documents to the issuers, providers, or thesis/dissertation review bodies and make inquiries with them. By submitting or providing the Submitted Documents to the University, the applicant agrees to the University's right to make such inquiries.
- (4) The following actions will be taken in the case of confirmed misconduct.
  - The applicant will not be permitted to take any entrance examination of the University in the relevant year (screening fees will not be refunded).
  - The results of all entrance examinations of the University for the relevant academic year shall be null and void.
  - If, after enrollment, a student is found to have committed misconduct, he/she will be subject to revocation of admission in accordance with the University's rules and regulations.

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

**Note:**

In this Application Guide, the term "mobile phones, etc.," refers to all electronic devices equipped with communication functions\*, including but not limited to mobile phones, smartphones, smartwatches, smart glasses, and wireless earphones, etc.

*\*Communication functions include the ability to send, receive, or transmit data via Bluetooth, Wi-Fi, or other data communication methods, excluding functions limited to displaying the date and time.*

## **5. Exemption clauses**

Waseda University may take following actions during the entrance examination.

◆Unforeseen problems that are beyond human control

In cases of unforeseen circumstances that are beyond human control, such as a natural disaster (e.g., typhoons, earthquakes, flooding, tsunamis) and/or accident, such as fire, power failure, and so on, measures including delaying the start or end of the exam or postponing the exam, etc. may be taken. However, in such an event, we will bear no responsibility for any resulting inconvenience, expense, or other personal loss that the examinee may incur.

## 6. Policy Statement on Gender and Sexual Diversity

For the purpose of administering entrance exams in an efficient manner and carrying out admission procedures, Waseda University collects information regarding your gender on legal documents. The information is collected only when the reason is deemed reasonable, and these cases are limited to a minimum. The information does not affect the screening result.

<https://www.waseda.jp/inst/diversity/news/2020/04/21/8631/>

At Waseda University, people of diverse individualities, whether because of their nationality, gender (limited not only to men and women, but ranging across a wide spectrum of gender identities), disabilities, or any other aspect of their being, coexist. The university aims to create an academic community that will respect the point of view of each individual. In this academic community, everyone will be able to engage in their studies and in education, research, and work in a way that will open the door to new possibilities; and this will result in the further development of the university.

For more information, please visit the website of Gender and Sexuality Center at Waseda University.

<https://www.waseda.jp/inst/gscen/en/>

## 7. Frequently Asked Questions (FAQ)

Please visit the following website, for further information regarding admissions and details of the school.

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