



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

Application Guide

<September 2026 Entrance>

***The Global Governance Building and
Human Resource Development Program
for Achieving the SDGs from Asia***

<For International Applicants for MEXT Scholarship>

【English-based program】

MA in International Relations

Admissions Office Graduate School of Asia-Pacific Studies (GSAPS)	
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<<Important Notes>>

- 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 evaluation/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 replace them after submission.
- 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 Waseda University at the time of application may 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 MA Program, GSAPS welcomes application not only from undergraduate students, but professionals who have relevant work experience, and seek to further enhance the well-being of global society, instead of just one's home country.

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

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

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Important A force majeure event may cause a change in the travel dates, cancellation of the scholarship, or changes in the information provided in this application guide at any time before or after the date of notification of acceptance. A force majeure event is an event beyond the reasonable control of MEXT, which may include, but is not limited to, natural disasters, acts of government (including local government hereinafter the same shall apply in this section) or governmental institutions (including border control measures such as immigration and travel restrictions by the Japanese government or governments of other countries concerning infectious diseases), compliance with laws, regulations or orders, fire, storm, flood or earthquake, war (declared or not), rebellion, revolution or riot, and strikes or lockouts.

I. Overview of Admissions

1. Outline of This Program

The International Relations Program of the Graduate School of Asia-Pacific Studies (GSAPS) at Waseda University has been selected for 2023 International Priority Graduate Program (PGP) of the Ministry of Education, Culture, Sports, Science and Technology (MEXT). The PGP program, which was created by MEXT to support programs which have international appeal to foreign students, provides priority allocation for government financed foreign students. The period of the scheme is from 2024 to 2026. Please find a detailed outline of the program offered by the GSAPS below.

(1) Purpose of the Program

The broader aim of the program is to promote cooperation with Asia and thereby realize greater cooperation among the international community as a whole. More specifically, the program aims to cultivate global leaders capable of addressing global issues, such as those outlined in the Sustainable Development Goals (SDGs).

The global pandemic caused by COVID-19 has demonstrated that there is an urgent need for international cooperation and collaboration in addressing global challenges that extend beyond the framework of individual nation-states. It is expected that key global governing bodies, including United Nations agencies and international organizations such as the World Health Organization, will take the lead in guiding the world toward solutions when such challenges emerge. However, the story of this global pandemic seems to show that the present global governance mechanisms are not functioning effectively. Against this background, there has been a noticeable rise in recent years of non-cooperative and unilateralist posturing by countries as well as structural conflict between the major powers, the United States and China. Furthermore, Russia's invasion of Ukraine has increased international instability, and tensions are intensifying between countries or regions with different systems (political, economic, and social). In such a situation, it is important to build cooperative mechanisms based on mutual trust among countries with a cooperative orientation.

Japan has a track record of leadership and cooperation in the development of multilateral governance frameworks, such as the Regional Comprehensive Economic Partnership Agreement (RCEP) centered on East Asia, the Comprehensive and Progressive Agreement for Trans-Pacific Partnership (CPTPP), the Free and Open Indo-Pacific Strategy (FOIP), the Indo-Pacific Economic Framework (IPEF) and the G7, the forum of the world's major industrialized countries. In this sense, one can argue that Japan is geopolitically and historically destined to play a key role in the development of global and regional cooperation frameworks to maintain a peaceful global order and address global challenges.

In 2023, as Japan and ASEAN celebrate the 50th anniversary of their friendship and cooperation, there is a need to further deepen the relationship with ASEAN, which is a very important partner both economically and geopolitically. In this way, Japan's role as an international leader is related not only contributing to the resolution of global challenges, but also the development of international frameworks to promote trade of goods and services, direct and indirect investment, and labor and technological transfer as well as to strengthening links between the Japanese economy and the world economy. Fostering such developments can be seen as a growth strategy and a means of achieving true internationalization of the Japanese economy, which has been suffering from long-term economic stagnation, allowing Japan to tap into global, and especially Asian, economic growth.

Based on the above, the program aims to develop human resources who can contribute to the construction of inter-regional and multi-layered governance that links regional cooperation, centered on cooperation with ASEAN, to the global level.

(2) Contents of the Program

The Graduate School of Asia-Pacific Studies (GSAPS) offers education and training in the following three specialized areas: "Area Studies", "International Relations", and "International Development / Policy Studies". The GSAPS curriculum allows students to firmly establish a foothold in one area of specialization while taking classes in other areas. It thereby systematically trains them to become specialists who can analyze the Asia-Pacific region from a wide range of perspectives. Under the guidance of faculty members with a wide range of expertise and backgrounds, students will study the multi-layered aspects of governance at global and regional levels as well as the specific fields and subjects (international relations, international economy, international politics, security, law, regional integration and cooperation, history, culture, information technology, environment, education, health, and human rights) it encompasses in a holistic and interdisciplinary fashion. The GSAPS curriculum provides students with the interdisciplinary and multi-layered intellectual training necessary to address the global challenges covered in the SDGs.

International students in the program will take specially designated compulsory courses, such as "Experiences in Development of Japan in International Society", "Experiences in Global Cooperation of Japan", "Sustainable Development and International Development Cooperation".

From the first year, students will join a project research seminar, assigned based on their research interest, to develop the knowledge, analytic skills, and methodological foundations necessary for completing an MA thesis and begin working on their thesis. In addition to the project research seminar, students will be required to do coursework under the guidance of their project supervisor by taking designated core courses, which are compulsory courses for program participants, and choosing from other GSAPS courses, which are grouped into core/basic courses and advance courses. The former aims to develop basic knowledge and skills necessary for academic research. The latter (including those offered by graduate schools other than GSAPS) aims to develop advanced knowledge and applied skills.

(3) Project Research

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

Therefore, please deliberately choose the project research seminar/faculty fit to your own research field/interest from the list of the available project research seminars on the next page.

Applicants must enter their own choice(s) (the first/second preference) for their project research in the online application.

The final selection of the project research takes into comprehensive consideration the applicant's research plan/desire and all the other documents submitted during the application. Please note that you may not necessarily be assigned to your desired project research seminar/professor.

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 China
	BUKH, Alexander	Politics and International Relations in Northeast Asia
	ENDO, Tamaki	Economy, Culture and Society of Asian Cities
	GAGNE, Nana Okura	Society & Culture in Asia-Pacific
	MIICHI, Ken	Politics of Religion, Culture, and Gender, Politics in Southeast Asia
	NAKAJIMA, Seio	Popular Culture in Asia
International Relations	BACON, Paul Martyn	Europe and Asia: Inter-regional Relations ※Available in English only
	KAWANO, Mariko	Pacific Settlement of International Disputes
	NABESHIMA, Kaoru	East Asian Economies and Industries
	SETA, Makoto	Law & Organizations in International Relations
	SHINOHARA, Hatsue	East Asia and America, Foreign Policy
	UEKI, Chikako	International Relations and Security in East Asia
International Development / Policy Studies	KATO, Atsushi	Economic Development and Policy in Asia
	KATSUMA, Yasushi	Peace, Human Rights and Social Development in Less Developed Countries
	KURODA, Kazuo	International Education Policy in the Globalizing World

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

(4) Language

Classes and thesis/dissertation writing will be in either English or Japanese. To contribute to build global governance to achieve SDGs with Asia at the core, it is essential that students acquire the ability to manage projects involving problem identification and solving, using both English and Asian languages. To meet these demands, students who participate in this program are expected to undertake the study of another language, such as Japanese, English or other languages used in Asia, whose instruction is well provided at Waseda University.

2. Major Field of Study and Number of Openings

- (1) Major field of study: International relations
- (2) Number of openings for MA program: Approx. 6

3. Required Qualification and Conditions

(1) Eligibility:

International students with outstanding academic achievements^[1] of graduate school level who enter Japan as new students or those already staying in Japan^[2].

^[1] "International students with outstanding academic achievements" must have earned a Grade Point Average (GPA) of 2.30 or above in their degreed (for those who are employed) or currently enrolled courses and be able to maintain that GPA while receiving the scholarship.

^[2] Definition of "**those already staying in Japan**" is as follows.

- ① Those who are staying in Japan with a medium- to long-term resident status at the time of application.
Those who have their base of residence in Japan, not including tourists and short-term visitors who are staying in Japan for the purpose of taking entrance examinations, etc. It is irrelevant whether the applicant is residing in Japan from the time of after application to the start of scholarship payments.
- ② Applicants residing outside Japan at the time of application but will come to Japan as a privately financed international students before the start of receiving scholarship payments.
- * Those who are or will be in Japan as a privately financed international student must complete their program at the school they are/will be enrolled in before receiving scholarship payments.
- * Travel expenses will not be paid for them, regardless of the reasons stated in ① and ②.
If applicants return to their country of nationality after applying under condition ①, however, there are no exceptions if students return to Japan before scholarship payments begin.

(2) Nationality:

Applicants must have the nationality of a country that has diplomatic relations with Japan.

Applicants who have Japanese nationality at the time of application are not eligible. However, persons with dual nationality who hold Japanese nationality and whose place of residence at the time of application is outside of Japan are eligible to apply if they choose the nationality of the other country and renounce their Japanese nationality by the date of their arrival in Japan (the acquisition of student status).

(3) Age:

Those who were born on and after April 2nd, 1991

- * Exceptions are limited to cases in which MEXT deems that the applicant could not apply within the eligible age limit due to the situation or circumstances of the applicant's country (military service obligation, loss of educational opportunities due to disturbances of war, etc.). Personal circumstances (financial situation, family circumstances, state of health, circumstances related to applicant's university or place of employment, etc.) will not be considered for exceptions.

(4) Academic credentials:

Applicants must fulfill one of the following requirements.

- 1. Those who have graduated or are scheduled to graduate from a university in Japan by September 2026.
- 2. Those who have received a bachelor's degree from the National Institution for Academic Degrees and Quality Enhancement of Higher Education or are scheduled to receive such a degree by September 2026.
- 3. Those who have completed 16 years of standard school education outside Japan or are scheduled to complete

such education by September 2026.

4. Those who have completed a more than 3 years program in a university outside Japan or are scheduled to complete such education and hold bachelor's degree by September 2026.
5. Those who are designated by the Minister of Education, Culture, Sports, Science, and Technology.
(Please contact the GSAPS Admissions Office for details.)
6. Those who have been enrolled at a university for more than three years (or have completed 15 years of school education overseas or are scheduled to complete such education by September 2026 and have been recognized by the Graduate School of Asia-Pacific Studies as having earned a specified number of credits with an excellent academic record.(Accelerated entry)
7. Those who have been recognized by GSAPS as possessing academic credentials superior to those of university graduates through an individual entrance requirements screening process and are scheduled to reach 22 years of age by September 2026.

*"University" mentioned in requirements 1 and 6 refers to a university which is approved by the Ministry of Education, Culture, Sports, Science and Technology of Japan.

*"Those who have completed 16 years of standard school education outside Japan" mentioned in requirements 3 refers to "those who have completed the 16th year of standard school education outside Japan". It is not whether you have been educated for 16 years.

*Graduates from three-year specialized college (zhuanke 専科) programs in China do not meet the requirement 6. However, those who have graduated from a four-year (benke 本科) program after graduating from a three-year program, and completed 16 years of school education will be considered to fulfill requirement 3.

*Prospective applicants who are unsure if they can fulfill the requirements 6 and 7 must confirm their eligibility with the GSAPS Admissions Office prior to the application.

<< About Individual Entrance Requirements Screening Process >>

For the prospective applicants who are unsure if they can fulfill the requirements 6 and 7 and wish to go through the individual entrance requirements screening process, it is required to submit specific application documents to the GSAPS Admissions Office by the prescribed day. For MEXT Scholarship admissions of September 2026 entrance, please submit the necessary documents for individual entrance requirement screening **by December 4 (Thu.) 16:59 (JST), 2025**. For more details, please contact the GSAPS Admissions Office in advance.

- Those who have a minimum GPA of 2.30 on the evaluation scale below and likely to keep the GPA of 2.30 during the period of the MEXT Scholarship will be recommended to MEXT.
- Applicants are required to calculate GPA only for the regular program (not including the program for non-degree and Japanese language education institution) based on the evaluation scale below by themselves. Already-graduated applicants calculate GPA for their last school, while the current students do for the school currently attending.
- GSAPS Admissions Office are responsible for the final confirmation of the calculation of GPA for each applicant based on the evaluation scale on the next page by checking all his/her transcripts submitted.

<GPA Formula>:

$$\frac{([No. \text{ of GP3 Credits}] \times 3) + ([No. \text{ of GP2 Credits}] \times 2) + ([No. \text{ of GP1 Credits}] \times 1) + ([No. \text{ of GP0 Credits}] \times 0)}{\text{Total Number of Registered Credits}}$$

* No. = Number

* GP = Grade Points

	Grade				
4-level rating (pattern 1)		Excellent	Good	Average	Fail
4-level rating (pattern 2)		A	B	C	F
4-level rating (pattern 3)		100 - 80	79 - 70	69 - 60	59 -
5-level rating (pattern 4)	S	A	B	C	F
5-level rating (pattern 5)	A	B	C	D	F
5-level rating (pattern 6)	100-90	89-80	79-70	69-60	59-
Grade Points	3	3	2	1	0

<Note>

- A) If applicants have taken courses that are not part of the credit system, replace the number of credits in the GPA formula with the number of courses taken.
- B) For applicants who have transferred, calculate GPA with the credits you obtained after transfer.
- C) Grades of "Pass" or "Accreditation" must not be included into GPA calculation.
- D) When calculating GPA, truncate a number to two decimal places. For example, 2.654 will be 2.65.

(5) Health:

Those whom GSAPS has determined to be mentally and physically fit to be studying overseas. Any scholarship recipients who have tested positive for infectious diseases including tuberculosis must be treated before arrival in Japan. If they are not fully recovered by the time of arrival, their arrival in Japan will not be approved.

(6) Time of arrival in Japan:

Applicants must be able to arrive in Japan in early mid-September 2026.

(7) Visa requirement:

Successful applicants must newly obtain a "Student (ryuugaku 留学)" visa at the embassy/consulate in the country of their nationality prior to their arrival in Japan and enter Japan with the newly obtained "Student" visa. Please also note that if a recipient arrives in Japan without newly obtaining a "Student" visa, scholarship payments will be cancelled. Moreover, as the Japanese government requires pre-arrival tuberculosis screening for some countries, applicants obtaining a visa shall follow guidance at the overseas establishment of Japan located in the applicant's country of nationality.

* Visa requirements and status of residence for those are/will be already staying in Japan before enrollment
For those whose current status of residence is not "Student," applicants must change their status of residence to "Student" at the local Immigration Services Agency in Japan by time of registration as students at the accepting university. Even in cases of having other statuses of residence ("Permanent Resident," "Long Term Resident", etc.), applicants must change their status to "Student" and begin their courses of study as Japanese

Government (MEXT) Scholarship students. It is important to note that applications for "Permanent Resident" or "Long Term Resident" status after status of Japanese Government (MEXT) Scholarship student ends, may not be granted as a matter of course. Also, if studies as Japanese Government (MEXT) Scholarship students begin without changing status of residence to "Student," scholarships will be canceled.

For those whose current status of residence is "Student," they must complete the renewal procedures before the expiration of their periods of stay. Additionally, in the event of changes in school enrollment, notification must be submitted pursuant to the provisions of Article 19-16 of the Immigration-Control and Refugee-Recognition Act.

(8) Others:

While studying in Japan, scholarship recipients are expected to actively be involved in their local and school communities. By doing so, they are expected to contribute to the internationalization of Japanese society and promote mutual understanding between Japan and their respective home country. After graduation, they are expected to maintain close contact with their alma mater and help improve the relations between Japan and their home country by cooperating with projects (e.g., surveys) conducted by the Japanese embassy/consulate in their home country etc.

NOTE: Those who meet any one of the following conditions are ineligible. If identified ineligible after being selected as a scholarship student, he/she must withdraw from the scholarship.

- a. Those who are military personnel or military civilian employees;
- b. Those who cannot arrive in Japan by the date specified by MEXT or the accepting university;
- c. Those who are previous recipients of Japanese Government (MEXT) Scholarship programs (including those who withdraw from the scholarship program after acquisition of student status). However, this does not apply to those who wish to apply for Research Students program and meet any one of the following conditions. In addition, since the Monbukagakusho Honors Scholarship for Privately Financed International Students does not apply to the Japanese Government (MEXT) Scholarship programs, the previous recipients can apply.
 - those who have at least three years of educational or work experience following the end of the payment of the previous scholarship and the start of this scholarship;
 - the past recipients of Japanese Studies Students program who have graduated or are going to graduate from universities in their home countries, Japan-Korea Joint Government Scholarship Program for the Students in Science and Engineering Departments and Young Leaders' Program;
 - those who have obtained or are expected to obtain a degree as undergraduate students of the Japanese Government (MEXT) Scholarship programs (university recommendation/special selection).
- d. Those who are currently also applying to another program under the Japanese Government (MEXT) Scholarship system. This includes the programs for which scholarship payments will begin in FY2026;
- e. Those who are planning to receive scholarship or fellowships from Japanese government, a Japanese government-related organization and others after the start of the scholarship payment period;
- f. Those who are expected to graduate at the time of application and cannot satisfy the condition of academic background by the deadline given;
- g. Holders of dual nationality at the time of application who cannot verify that they will give up Japanese nationality by the time of the arrival in Japan (the acquisition of student status);
- h. Those who plan to, from the time of application for the MEXT scholarship program, engage in long-term research (such as fieldwork or internship) outside Japan or plan to take a long-term leave of absence from the university;
- i. Those who have no intention to obtain a degree.

[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.

4. Screening Method

(1) First Screening [Document Screening]:

- Evaluation for all the required application documents

(2) Second Screening [Interviews]:

- Online interview with successful applicants of the first screening

Final screening result shall be determined by (1) and (2).

In the screening process, it is also examined whether they are prospective candidates who aim to build global governance to achieve SDGs with Asia at the core.

*The GSAPS Admissions Office will not answer any inquiries regarding the results and/or details of the screening.

Note:

Applicants who are not nominated for the MEXT scholarship but wish to enter GSAPS even as privately financed students are required to express their intention in the online application system TAO (Applicant's Information: Section B) at the time of application. In this case, the final screening result as a privately financed student will be notified to each applicant on May 28 (Thu.) 2026 via e-mail. (In that case, there is a possibility of conducting an interview around mid-May 2026.)

*Regarding the tuition and fees as a privately financed student, refer to the GSAPS webpage via the URL below.

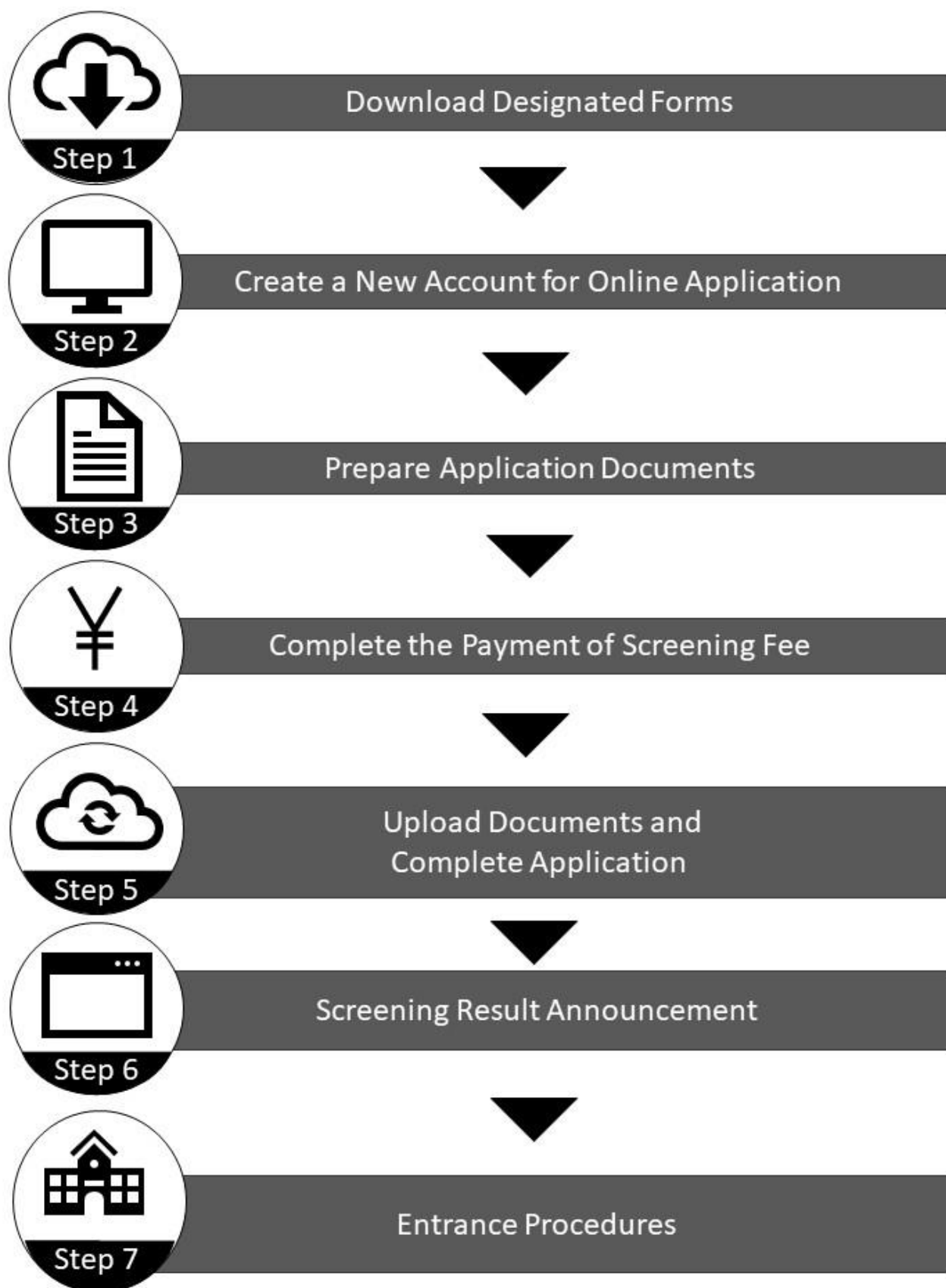
<https://www.waseda.jp/fire/gsaps/en/admissions/tuition>

5. Screening Schedule

Application Period	December 11 (Thu.) 13:00 – December 16 (Tue.) 16:59, 2025 * Online application and payment of screening Fee must be completed during this period.
Result of First Screening [Document Screening] *To be posted on the GSAPS website	February 2 (Mon.) 16:00, 2026 https://www.waseda.jp/fire/gsaps/en/admissions/results
Second Screening [Online Interview] *Only for successful applicants of first screening	On specified date/time by GSAPS between February 3 (Tue.) – February 6 (Fri.), 2026
Result of Second Screening *Notified via e-mail to applicants	Mid-February 2026
Nomination of Scholarship Candidates to MEXT from Waseda University	Late February 2026
Final Decisions on Scholarship Recipients *Notified via e-mail to successful applicants by GSAPS after notification to Waseda University by MEXT	Around Late June – Early July 2026
Matriculation Date	September 21 (Mon.), 2026

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

6. Roadmap to Enrollment



II. Scholarship

1. Scholarship payment period

MA Program: October 2026 – September 2028 (24 months) [scheduled]

2. Allowance, Travel expenses, Tuitions, Accommodation, etc.

(1) Allowance: JPY144,000 per month for MA Program

- * The amount above is subject to change depending on the annual budget each year.
- * 2,000 yen or 3,000 yen will be added for those who study/research in particular regions.
- * In the case the scholarship recipient is absent from the university for the long term, the scholarship during the period will not be issued.
- * Please note that even the scholarship recipients need to prepare 2,000 US dollars at least as the living expenses necessary for the time being after entering Japan, as the first stipend will not be issued until mid-late Oct. 2026.
- * The scholarship payments will be transferred to the bank account of Japan Post Bank (JP Bank) opened by each scholarship recipient after the arrival in Japan. MEXT will not transfer the scholarship payments to other account.

Payment of the scholarship will be cancelled for the reasons given below. Should any of the following reasons apply, the recipient may be ordered to return a part of, or all of the scholarship paid up to that time. Payment of the scholarship may also be stopped during the period up to the decision on the disposition of the matter.

- a. A recipient is determined to have made a false statement on his/her application;
- b. A recipient violates any article of his/her pledge to the Minister of Education, Culture, Sports, Science and Technology;
- c. A recipient violates any Japanese laws and is sentenced and imprisoned for an indefinite period or for a period exceeding 1 year;
- d. A recipient is suspended from his/her university or receives other punishment, or is removed from enrollment; as a disciplinary action in accordance with regulations of the Waseda University;
- e. It has been determined that it will be impossible for a recipient to complete the course within the standard period of study because of poor academic grades or suspension or absence from the university;
- f. A recipient came to Japan without newly acquiring the “Student” residence status, or changed his/her residence status to one other than “Student.” In case of domestic recommenders, they begin studies as Japanese Government (MEXT) Scholarship students with a status of residence other than “Student” or changed his/her residence status to one other than “Student.”
- g. A recipient has received another scholarship (a scholarship or fellowship from Japanese government, a Japanese government-related organization and others) that is not approved for acceptance in conjunction with the MEXT Scholarship;
- h. A recipient proceeds to a more advanced level of education without receiving approval for an extension of the period of the scholarship;
- i. A recipient withdraws from his/her university or transfers to another university;
- j. A recipient’s annual GPA based on the evaluation scale shown on the P.10 is below 2.30 or the grading standard set by Waseda university.

(2) Travel expenses:

- a) Transportation to Japan: MEXT will stipulate the travel schedule and route and provide an airline ticket. However, MEXT will not provide an airline ticket for cases of “those already staying in Japan (P.8)”. The airline ticket will be an economy-class ticket for the flight from the international airport closest to the scholarship recipient’s residence (in principle, the country of nationality) to an international airport in Japan used on the normal route to Waseda University. The scholarship recipient shall bear at his/her own expense all costs related to domestic travel from the scholarship recipient’s residence to the nearest international airport, airport taxes, airport usage fees, special taxes necessary for travel, travel expenses within Japan (including airline transit costs), travel insurance expenses, carry-on luggage or unaccompanied baggage expenses, etc. The scholarship recipient shall also bear at his/her own expense travel and lodging costs incurred in a third country if the scholarship recipient must travel to a third country before coming to Japan for visa purposes because of the following cases.

- There are no Japanese diplomatic missions in his/her country, and the Japanese diplomatic mission is closed in his/her country,
- There are no direct flights from the scholarship recipient's country of residence to Japan.

In either case, MEXT will provide an economy-class airline ticket from the scholarship recipient's country of residence to the said third country, and from the third country to an international airport in Japan used on the normal route to Waseda University. In principle, the address given in the space for "Your address before departure for Japan" on the application form shall be recognized as the "residence," and the airline ticket will be arranged for a flight from the international airport nearest to that address. Except for cases when the scholarship recipient must travel to a third country to obtain a visa, MEXT will not provide an airline ticket for cases of travel to Japan from a country other than the scholarship recipient's country of residence due to the scholarship recipient's personal circumstances.

- b) Transportation from Japan: The recipient who returns to his/her home country within the fixed period before the expiration of the scholarship after completing the program will be supplied, upon application, with an economy class air ticket from the international airport nearest to Waseda to the international airport (in the country of his/her nationality, in principle) nearest to his/her place of residence in principle.

Transportation from recipient's place of residence in Japan to the international airport nearest to Waseda, airport tax, airport usage charges, special taxes on overseas travel, travel expenses within their own country of residence (including expenses for connecting flights), insurance premiums for travel from Japan, and baggage handling charges, etc. shall be borne by the recipient. Those who return to their home country before the end of the scholarship period due to personal reasons or termination of scholarship for any of the causes outlined in (1) a-j above will not be provided with any air ticket.

The recipient planning to stay in Japan (ex. proceeding to further education as a privately financed student or being employed in Japan) after the expiration of the scholarship will not receive any air ticket from Japan and therefore must bear the costs of travel from Japan him/herself.

- (3) School fees: MEXT Scholarship students will be exempt from paying the entrance fees and tuitions.
- (4) Housing: Waseda University will provide information on accommodation in Japan to successful applicants. Arrangement for accommodation in Japan and payment of the rent must be made by applicants themselves.
- (5) MEXT Scholarship students must enroll in National Health Insurance (Kokumin Kenko Hoken) at their own expense upon arrival in Japan.
- (6) It is suggested that the scholarship recipients acquire an "Individual Number Card (My Number Card)" upon arrival in Japan.

III. Application Procedures

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

Step 1 Download Designated Forms

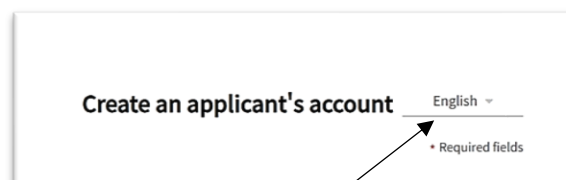
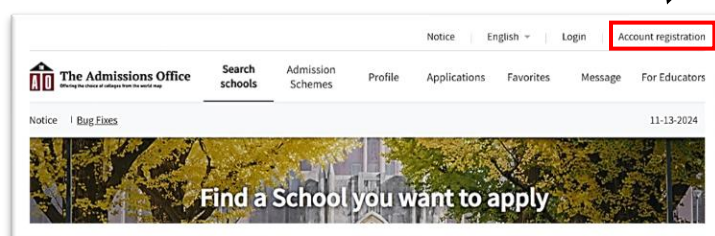
Access our website and download the necessary documents.

<https://www.waseda.jp/fire/gsaps/en/admissions/scholarship-admission>

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] MA Course : MEXT Scholarship 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 the Application System)	December 11 (Thu.) 13:00 – December 16 (Tue.) 16:59, 2025 (JST)
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- By creating your account on TAO, you are deemed to agree to the “Terms of Use” and “Handling of Personal Information” designated by Samadhi Co., Ltd., the service provider of TAO.
- You do not need to create the “Profile” 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 to “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 domains (@list.waseda.jp) to your list of accepted e-mail senders to ensure that you receive our e-mails. The GSAPS Admissions Office will not be responsible for any consequences caused by the applicants’ failure to receive, read, and/or reply to the messages sent from our office. The terms on TAO are subject to change from that indicated in this application guide when you see in actual TAO form during application period due to TAO management system.

Step 3 Prepare Application Documents

- Application documents must be fully completed to be qualified for screening. 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] MA Course: MEXT Scholarship 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】 修士課程: 国費奨学金入試 for the appropriate admission category.)
- Be sure to enter information on TAO and write ⑤ ‘Essay A: Research Plan’ **in English** (the language of the program you have chosen).
- All documents should be issued in English or in Japanese. For documents in other languages, upload copies of official translations 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) Application Documents Designated by GSAPS			
①	TAO Online Application Form	○	P.18
②	Copy of Passport	○	P.18
③	ID Photo	○	P.19
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	○	P.20
⑤	Essay A: Research Plan	○	P.22
⑥	Certificate of (Expected) Graduation/Completion	○	P.23
⑦	Certificate of Academic Transcripts and Grading Scale	○	P.24
⑧	Copy of Payment Receipt	○	P.25
⑨	Recommendation Letters A (2 letters)	○	P.26
⑩	Copies of Both Sides of Residence Card (required only for those who already possess a status of residence in Japan)	*	P.29
(2) Application Documents Designated by MEXT			
⑪	Recommendation Letter B (by the head of the undergraduate /graduate school (or above) of the applicant’s home university)	○	P.29
⑫	Application Form for Japanese Government (MEXT) Scholarship [MEXT designated form]	○	P.29
⑬	Field of Study and Research Plan [MEXT designated form]	○	P.29

IMPORTANT

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

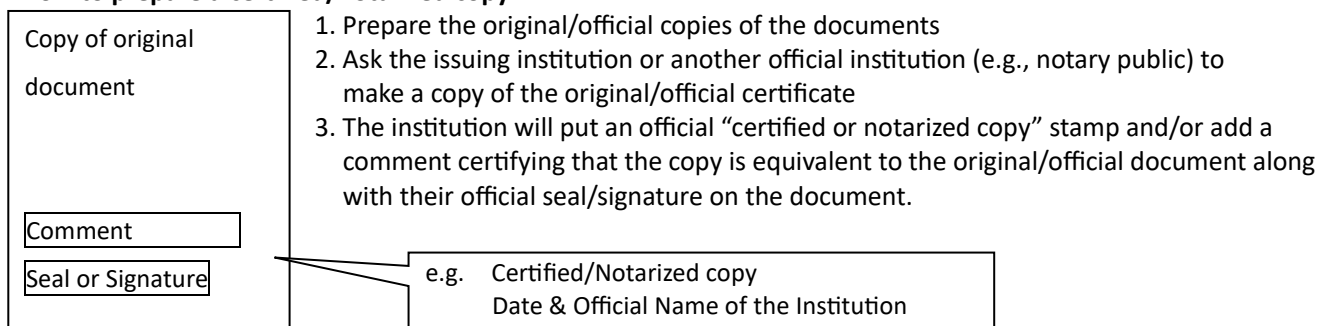
If the contents in the original/official or certified/notarized documents submitted after acceptance differ from the digital copies uploaded on the online application system, or if you are unable to submit original/official or certified/notarized documents, **your acceptance to GSAPS will be revoked.**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

*In case those who are expected to graduate/complete at the time of application pass the screening, they will be requested to submit the official/original of the graduation/completion certificate issued after graduation /completion.

<Certified/Notarized Copy>

If you are not able to submit the original/official copies of the certificates for some reasons, make sure to prepare certified/notarized copies. A Certified/notarized copy means a copy of the document that has been deemed equivalent to the original/official 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/official ones. A simple photocopy is NOT acceptable.

<How to prepare a certified/notarized copy>



(1) Application Documents Designated by GSAPS

① TAO Online Application Form

Input the information of the applicant such as your profile, language proficiency, intended project research, etc., and upload/input ②-⑬ described below.

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

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

② Copy of Passport

- 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 your 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) will be deemed an act of misconduct.

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 read the following instructions carefully to upload the required language proficiency certificate to TAO and submit the original of it accordingly. For information on how to submit the original certificate, please follow "How to submit certified originals of language proficiency test score reports" on the next page. **Please arrange well in advance to ensure it arrives at the Admissions Office by the application deadline.** (It will be accepted before the application period begins.)

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 test score report(s) as follows:

Valid: Only test scores taken on and after November 29, 2023, are acceptable.

- TOEFL : iBT (except TOEFL Home Edition)
- IELTS : Academic (except IELTS Online)
- TOEIC : Listening & Reading Test, and Speaking & Writing Test (all 4 skills required)

Exemption *For Non-Native English Speaker:

- 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. This certificate must officially state that the applicant is expected to graduate or has graduated by completing a degree program in English.
- 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, and no need to submit a score report of the English language proficiency test(s) and/or the certificate of the English medium of instruction.

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 even if you have an English test score report. 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.

Proof of language proficiency that can be submitted additionally by Applicants of English-based program

For Non-Native Japanese Speaker

Valid: Only test scores taken on and after November 29, 2023, are acceptable.

- JLPT N1 (Japanese-Language Proficiency Test)

Notes:

- There are no specified minimum scores qualified for application though scores will be subject to review.
- You cannot add or update score reports after the application deadline.
- TOEFL 'MyBest Scores' and IELTS 'One Skill Retake' will NOT be acceptable.
- N1 certificate without score or a screenshot of the MyJLPT page on the website will NOT be acceptable.

<How to submit certified originals of language proficiency test score reports >

TOEFL (iBT)	<p>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 2713 (GRAD SCH ASIA-PACIFIC WASEDA U) as the Institution code and 88 (International Relations) or 99 (Any department not listed) as the Department Code.</p> <p>*However, for score reports of the tests taken on and before January 10, 2024, please send the original paper-based score report by a trackable postal service to the address of the GSAPS Admissions Office indicated on the first page of this Application Guide so that it <u>arrives by the application deadline</u>. (On TAO, you will be asked to enter the tracking number for the shipment.)</p>
TOEIC (L&R/S&W)	<p>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>. https://www.iibc-global.org/toeic/test/lr/guide04/score2.html 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</p> <p>*However, for score reports of the test taken on and before January 10, 2024, or test scores taken outside of Japan, please send the original paper-based score report to the address of the GSAPS Admissions Office indicated on the first page of this Application Guide by a trackable postal service so that it <u>arrives by the application deadline</u>. (On TAO, you will be asked to enter the tracking number for the shipment.)</p>
IELTS (Academic)	<p>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 “Waseda University Graduate School of Asia-Pacific Studies” 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.</p> <p>*However, for score reports for tests taken on and before January 10, 2024, please send the original paper-based score report by a trackable postal service to the address of the GSAPS Admissions Office indicated on the first page of this Application Guide so that it <u>arrives by the application deadline</u>. (On TAO, you will be asked to enter the tracking number for the shipment.)</p>
JLPT N1	<p>There is no need to request direct delivery to the testing organization when at the time of application to GSAPS. *However, after passing the test, <u>you must submit the original score report through the testing organization</u>.</p>

*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 Essay A: Research Plan

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

- For the essays below, input directly in TAO application form.
 - B: Please explain the reasons why you have chosen to apply for the GSAPS MA Program at this particular time in your life. (200 words or less in English)
 - C: Please describe your career goal in detail. How do you plan to achieve them? What significance will your degree obtained at GSAPS have in helping to achieve your career goals? (200 words or less in English)
 - D: Please describe any special awards which you have received for academic, professional, or community achievements, if any. Or please describe some personal achievement which you would like to bring to the attention of the Admissions Office and state the reasons why the achievement you have described is of particular significance to you. (200 words or less in English) (Optional)

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

⑥ Certificate of (Expected) Graduation/Completion

- Submit the documents officially issued by your home university/certificate issuing institution/notary public.
- If you are expected to graduate at the time of application, please submit a certificate of expected graduation and be sure to submit the original graduation certificate when completing the entrance procedures after you have been accepted.
- The certificate of (expected) graduation/completion must clearly specify **the date of (expected) graduation/completion**.
- In case the transcripts include the “name of conferred degree” and the “date of (expected) graduation/completion”, this document is not required.
- 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/completion due to the certificate issuance regulations of your university, submit an official letter issued by your university mentioning this matter instead.
- If you have graduated (or are expected to graduate) from a university in mainland China, please follow the instructions below.

Certificates required for applicants from universities in China (excluding Hong Kong and Macau)

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

Graduates

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

- As a certificate of graduation/completion:
“Online Verification Report of Higher Education Qualification Certificate (English)”

Prospective graduates

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

- As certificate of expected graduation/completion:
“Online Verification Report of Student Record (English)”

-
- * Visit the CSSD website (<https://www.chsi.com.cn/en>) for more information.
 - * Only reports (English version) sent directly from CSSD will be considered valid.
 - * Verification reports must reach us by the application deadline. Be sure to prepare well in advance.
 - * Even if those reports from CSSD arrive at the Admissions Office before the application period, 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.

⑦ 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 graduate, submit the most updated transcript as of the time of application.
- All courses taken at the undergraduate and/or graduate levels must be included in the academic transcript. If you are applicable to any of the conditions stated below, follow the instructions on Table 1).
- Submit academic transcripts for all undergraduate/graduate programs you enrolled.
- If you are applicable to any of the conditions stated below, follow the instructions on Table 1).
- If you have graduated (or are expected to graduate) from 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 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 (or are expected to graduate) from 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 and Macau)
<p>Applicants who graduated from/completed a degree program at universities (including prospective graduates) in mainland China (excluding Hong Kong and Macau) are required to <u>arrange the following verification report (English version) issued by CHSI to be submitted to the GSAPS Admissions Office (gsaps-admission@list.waseda.jp) directly from CSSD via email</u> instead of uploading the transcript issued by the university. (No need to upload to TAO)</p> <ul style="list-style-type: none"> • As an academic transcript: “Verification Report of China Higher Education Student’s Academic Transcript (English)” <hr/> <ul style="list-style-type: none"> * 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. * <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> * 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.

⑧ Copy of Payment Receipt

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

⑨ Recommendation Letters A (2 letters)

- Send 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. (There are no other requirements such as recommender's title. Consider requirements mentioned above carefully and choose suitable recommenders for yourself.)
- The recommendation letter submission period is the same as the application period: **December 11 (Thu.) 13:00 - December 16 (Tue.), 2025, 16:59 (JST)**. Submission 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/2025/11/EN_MEXT_ForRecommenders_2026.pdf

Japanese: https://www.waseda.jp/fire/gsaps/assets/uploads/2025/11/JP_MEXT_ForRecommenders_2026.pdf

Notes:

- E-mail address of your recommender must be the address with the domain of your recommender’s institution. GSAPS Admissions Office does NOT accept any free e-mail addresses with the domain such as yahoo/gmail/qq, etc. or a personal provider e-mail address as your recommender’s e-mail address.
- Recommendation letters submitted by any system or method other than TAO will be considered invalid. 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
Sharing the spirit of challenge from the world stage

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Requirements set by the university

Type of Recommender/Requestee

Required number

Maximum number allowed

Request status

Completion status: Not submitted, Submitted

Open status: Unopened, Opened

Email address

Documentation request form to be reused

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

Instructions for Recommenders [Submission period: December 11 – December 16, 4:59PM 2025(JST)]

Graduate School of Asia-Pacific Studies, Waseda University, uses an online application system, “The Admissions Office (TAO)”. For our applicants to complete their applications, we would appreciate your cooperation with submitting “Recommendation Letter” online as instructed below. Please note that no submissions can be accepted after the deadline above.

① Request E-mail from TAO

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

*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：2025年12月11日～12月16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。上記の締切以降は提出ができません。ご注意ください。

① 依頼メールの受信

志願者が TAO 上で推薦者に作成依頼を送信すると、TAO (no-reply@admissions-office.net)より推薦状作成の依頼が届きます。メール内のリンクから Web サイトにアクセスすること。※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すること。**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すること。(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**ボタンを押すこと。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すること。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 following, 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>Has the recommender checked a folder with a different e-mail address than the one requested by the applicant? The recommender should use the same e-mail address at which he/she has received the request message.</p> <p>If the recommender has more than one email account, please be sure to communicate well with the recommender regarding the e-mail address at which he/she intends to receive the request.</p> <p>If the recommender has indeed checked the inbox folder of the e-mail address requested by the applicant, but the request e-mail has not been received, please ask the recommender to check all e-mail folders, including the spam and junk folders. (As the request email from TAO may go into a junk folder).</p> <p>If it does not work, please ask the recommender to add <u>no-reply@admissions-office.net</u> or the <u>admissions-office.net</u> domain to his/her safe senders list to receive messages from TAO. Also, the institution the recommender belongs to may have restrictions on receiving e-mails. In such cases, the institution will need to add the domain name to their safe senders list. After setting up the domain name, ask your recommender to register for a TAO account directly at the URL below. https://admissions-office.net/ja/recommenders/sign_in</p>
The recommender has registered for TAO account but has not received a confirmation e-mail from TAO. The recommender is unable to log in to TAO or upload a recommendation letter.	<p>Please ask the recommender to check all e-mail folders, including the spam and trash folders. 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 "Resend confirmation email" 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 <u>Save</u> 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 <u>Save</u> button.
My recommender has submitted the recommendation letter, but the completion status on TAO has not changed to <u>Completed</u> .	After entering the required information and upload PDF file of the recommendation letter, the recommender should click <u>Save</u> button. Then, complete to submit a recommendation letter by clicking <u>+Submit</u> button. Please confirm that the completion status is changed from <u>Please submit</u> to <u>Completed</u> after finalizing the letter submission.
Can I change my recommender?	If you have not completed your application on TAO, changes can be made on the "Recommendation Letter" section on TAO. Please communicate with your recommenders well in advance to avoid having to make changes after the application has been completed.

⑩ Copies of Both Sides of Residence Card
(Required only for those who possess the status of residence in Japan at the time of application)

- If you are a domestic applicant, upload digital copies of both sides of your Residence Card.

(3) Application Documents Designated by MEXT

⑪ Recommendation Letter B (by the head of the graduate/undergraduate school or someone in higher ranking at the applicant's home university)

- Applicants need to directly request the head of the undergraduate/graduate school (or above) of their most recent home university to write a recommendation letter under his/her name (*NOT through TAO; unlike how to request Recommendation letters A) and upload the PDF file of the received letter to TAO by applicants themselves providing the URL link to the recommender's university website (the page displaying the recommender's name and title).
- The address in the letter should be "Dear Prof. Aiji Tanaka, President of Waseda University."
- The letter should be written in the official format (letterhead) of the recommender's university and bear his/her signature or official stamp on it.

⑫ Application Form for Japanese Government (MEXT) Scholarship [MEXT designated form]

- Download the designated form (PDF file) from the GSAPS website (URL shown in TAO). Carefully read the instructions of the form. Fill it out and upload.
- Fill out the form in Japanese or English by typing.
- Paste a digital image of the photo of the applicant's headshot into the designated section of the form. (Front-facing photo without a hat taken within 6 months Size: 4.5cm×3.5cm) Can be omitted if pasting is not possible. (1) - ③ will be used, instead.

⑬ Field of Study and Research Plan [MEXT designated form]

- Download the designated form (Word file) from the GSAPS website (URL shown in TAO) and carefully read the instructions. Fill out the form and upload the PDF file of it.
- Fill out the form in Japanese or English by typing.
- The research plan must include the contents considering "The Global Governance Building and Human Resource Development Program for Achieving the SDGs from Asia".

Step 4 Complete the Payment of Screening Fee

Before completing your online application, the 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. The Amount of Screening Fee

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

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.

Screening fee will be refunded in the following cases.

- Successful applicants of this program will get a refund after matriculation.
- As a general rule, application documents and screening fees are not returned. However, a full screening fee will be refunded if you fall into one of the categories below. In this case, 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 from overseas/in Japan >

Payment by Credit Card or Online Payment (Union Pay)

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

Waseda University Examination Fee Payment by Credit Card and Union Pay

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

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

VISA



Web Application - Online Transaction

Access the site below

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



1. Top Page

Click "Examination Fee".

2. Terms of Use and Personal Information Management

Please read the Terms of use and 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)

<Payment in Japan>

Payment at a Convenience Store

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

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

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

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

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



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



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

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

2 Convenience Store Payment

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

7-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 Slip Number [払込票番号].

Payment Slip Number
※If a payment slip is not printed out, just tell your number to the counter staff.

A multifunction copier can not be used to make payment.

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

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

Use the Lawson information terminal

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

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

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

Enter your [お客様番号] [確認番号]
Customer Number Verification Code

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

3 Application

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

●Seven-Eleven ●Family Mart

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

●Lawson ●Ministop

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

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

Attach Your Receipt (Certificate of Payment) to the Application

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

※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.

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

※ convenience stores:

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/>

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 currently <u>reside in and have nationality of one of the countries designated by Waseda University.</u>
(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).</p> <p>* For the list of eligible countries, refer to "Eligible Countries" below.</p> <p>* 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.)</p> <p>→ Upload to "Proof of the payment of screening fee" section on TAO</p> <p>2) Copy of passport (including all details of the applicant)</p> <p>→ Upload to "Applicant's information: Section B" 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

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. **Applications submitted outside the application period will not be accepted for any reason.**

(1) Application Documents Designated by GSAPS

Section on TAO	Documents to be uploaded (* If applicable)	Checklist (* If applicable)
Applicant's Information	② Copy of Passport* ③ Photo ⑩ Copies of Both Sides of Residence Card /Special Permanent Resident Certificate*	<input type="checkbox"/> My name registered on TAO is the same as shown on my passport. When entering my name in alphabet, I made sure that my surname was all capitalized and only the first letter of my first name and middle name were capitalized. (e.g., WASEDA, Taro) <input type="checkbox"/> I confirmed my e-mail address was correct. <input type="checkbox"/> I didn't post-process nor retouch my photo.
Intended Project Research	—	<input type="checkbox"/> I selected my preferred Project Research/Faculty properly.
Educational Background	⑥ Certificate of (Expected) Graduation /Completion ⑦ Certificate of Academic Transcripts/Grading Scale	<input type="checkbox"/> I listed up all the schools I attended since from primary school. <input type="checkbox"/> I confirmed the information written on the certificate was correct (e.g., spelling of my name, date of birth, date of graduation, etc.). <input type="checkbox"/> I uploaded the transcript with GPA (in case GPA was available). <input type="checkbox"/> I submitted grading scale/grading system. (In case of GPA transcript, submitted the grading system indicating full mark of GPA.) <input type="checkbox"/> Since I am from universities in mainland China (excluding Hong Kong and Macau), I completed the required steps for submitting the certificates. *
Language Proficiency	④ Certificate of Language Proficiency	<input type="checkbox"/> I uploaded the score report of language ability test. <input type="checkbox"/> I arrange to send it following the instruction on the application guide * <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. *
Essays	⑤ Essay A: Research Plan	<input type="checkbox"/> I wrote the essays in English within the designated length. <input type="checkbox"/> I uploaded/input the most updated essays (not in the middle of making)
Proof of the Payment of Screening fee	⑧ Copy of Payment Receipt, etc.	<input type="checkbox"/> I completed the payment of screening fee to GSAPS during the application period.
Recommendation Letters	⑨ Sending requests to recommenders for recommendation letters A	<input type="checkbox"/> My recommenders meet the requirements described in this application guide. <input type="checkbox"/> I communicated well with my recommenders in advance and duly requested them to submit the recommendation letters on TAO by the deadline.

(2) Application Documents Designated by MEXT

Form	Documents to be uploaded	Checklist
Institution's official letterhead paper	⑪ Recommendation Letter B by the head of the undergraduate/graduate school (or above) of the applicant's home university	<input type="checkbox"/> The recommender I requested to write a letter is the head of the undergraduate/graduate school (or above) of my most recent home university. <input type="checkbox"/> I requested the recommender directly to write a letter, not via TAO. <input type="checkbox"/> The address in the letter is "Dear Prof. Aiji Tanaka, President of Waseda University." <input type="checkbox"/> Recommendation letter is written on the official letterhead paper of the recommender's university and bears his/her signature or official stamp on it.
MEXT designated form (Downloadable from GSAPS website)	⑫ Application Form for Japanese Government (MEXT) Scholarship	<input type="checkbox"/> I filled out the designated file (PDF) in Japanese or English by typing.
MEXT designated form (Downloadable from GSAPS website)	⑬ Field of Study and Research Plan	<input type="checkbox"/> I filled out the designated file (Word) in Japanese or English by typing. <input type="checkbox"/> I wrote the research plan considering "The Global Governance Building and Human Resource Development Program for Achieving the SDGs from Asia".

- ☐ I have the original/certified copies of my application documents, which are ready to be submitted if I get selected as a scholarship recipient by MEXT and enroll in GSAPS.
- ☐ I attached official translation to the documents written in languages other than English or Japanese.
- ☐ **For the online application documents, I completed my application by pressing "Complete my application" button by the deadline (See below).**
- ☐ **I checked my application status changed from "Application in progress" to "Application completed" on TAO.**

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

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

Step 6 Screening Result Announcement

Result Announcement of First Screening [Document Screening]	<p>February 2 (Mon.) 16:00, 2026 (JST)</p> <p>Application number of the success applicants (First screening) will be posted on the GSAPS Website.</p> <p><i>Screening Results:</i></p> <p>https://www.waseda.jp/fire/gsaps/en/admissions/results</p> <p>*The details of the second screening (period and method of interview) will be announced to the successful applicants of the first screening via e-mail.</p>
Result Announcement of Second Screening [Interview]	<p>Mid - February 2026</p> <p>* Result of scholarship nomination to MEXT (whether nominated or not) will be announced to each applicant via e-mail.</p>
Nomination to MEXT	<p>Late February 2026</p>
Final Decision on Successful Scholarship Recipients	<p>Around Late June – Early July 2026</p> <p>*Final decision on MEXT scholarship recipients (whether you receive scholarship or not) will be notified via e-mail.</p>

IMPORTANT

- *The GSAPS Admissions Office will not answer any inquiries regarding the reasons for the results and/or details of the screening.
- *The applicant who is not nominated for the MEXT scholarship and wish to enter GSAPS even as a **privately financed student**, the final decision as a privately financed student will be notified via e-mail **on May 28 (Thu.), 2026 (JST)**. (In that case, there is a possibility of conducting an interview around mid-May 2026.)

Step 7 Entrance Procedures

- The details of Entrance Procedures (method/documents to be submitted/etc.) will be announced to each successful applicant after the final decision is made by MEXT. The matriculation date cannot be changed/ deferred.
- *As for visa application/schedule to enter Japan (including air ticket arrangement), they will be also announced to each successful applicant after final decision of scholarship recipient by MEXT.
- *Regarding dormitories and housing, please refer to the following websites. Please note that the scholarship recipients need to arrange and pay themselves.
 - Dormitory Desk, Student Affairs Section, Waseda University
<https://www.waseda.jp/inst/rlc/en/>
 - Student Housing Center, Waseda University
<https://waseda-housing.com/international/>

IV. Requirements for the Program

Name of Program:

“The Global Governance Building and Human Resource Development Program for Achieving the SDGs from Asia”

<MA Program>

Requirement of the program for entrants in September 2026:

The students in the “The Global Governance Building and Human Resource Development Program for Achieving the SDGs from Asia” (September 2026 entrance) are required to complete the requirements below.

They need to become familiar with the requirements and make a feasible plan for fulfilling them within their standard term of study (2 years for MA students). Each student is responsible for monitoring his/her own progress toward completion of the program. Upon successful completion of the requirements, they will be awarded a certificate of completion of this program along with the MA degree.

The information shown in this chapter is a tentative plan at this moment, and it is subject to change. Therefore, make sure to also check the program requirement and the designated course lists which will be distributed at the time of enrollment.

Standard Term of Study: 2 years

Program Requirements : 30 credits and master’s thesis

Category	Courses	Required Credits
Compulsory Courses	Courses designated for this program (Including Japan-related courses)	8 credits
Elective Courses	· Courses offered by GSAPS · Courses offered by other graduate schools	14 credits
Project Research & Master’s Thesis		8 credits
Total		30 credits

Note:

For transfer of course credits obtained at other graduate schools, please make sure to consult the *Study Guide* of the Graduate School of Asia-Pacific Studies issued in the year you entered the School or the GSAPS website.

< Designated courses scheduled to be offered in AY 2026 > *subject to change

Category	Title	Instructor	Remarks
Core Course	Experiences in Development of Japan in International Society	HARA, Tamiki et al.	English only -Japan-related course
Core Course	Experiences in Global Cooperation of Japan	NGUYEN, Anh Hao et al.	English only -Japan-related course
Basic Course	Regional Integration in the Global Economy	KIKUCHI, Tomoo	English & Japanese
Basic Course	Human Development and the Sustainable Development Goals (SDGs)	KATSUMA, Yasushi	English & Japanese
Basic Course	International Human Rights and Human Security	KATSUMA, Yasushi	English & Japanese
Basic Course	Chinese Foreign Policy: International Relations and Strategy	AOYAMA, Rumi	English & Japanese
Basic Course	Digital Sustainability	MITOMO, Hitoshi	English & Japanese
Basic Course	Economic and Industrial Development in East Asia	NABESHIMA, Kaoru	English & Japanese
Basic Course	Europe and Asia	BACON, Paul Martyn	English only
Basic Course	Southeast Asian Societies	ENDO, Tamaki	English & Japanese
Basic Course	Nationalism and International Relations	BUKH, Alexander	English & Japanese
Advanced Course	Energy Issues in Asia-Pacific	TANIGUCHI, Shinichi	English & Japanese Course in each language is opened on a yearly rotating basis.
Advanced Course	Maritime Issues in the Asia Pacific	SETA, Makoto	English & Japanese
Advanced Course	Agricultural and Food Economies in the Asia-Pacific Region	GEMMA, Masahiko	English only
Advanced Course	Creative Industries in Asia	NAKAJIMA, Seio	English & Japanese
Advanced Course	Non-tariff Measures (NTMs) and International Trade	NABESHIMA, Kaoru	English & Japanese
Advanced Course	Pacific Settlement of International Disputes	KAWANO, Mariko	English only
Advanced Course	Sustainable Development and International Development Cooperation	MATSUOKA, Shunji	English & Japanese
Advanced Course	Environmental Issues and Sustainable Society	MATSUOKA, Shunji et al.	Japanese only
Advanced Course	East Asian-American Relations	SHINOHARA, Hatsue	English only
Advanced Course	Economy and Social Change in Asian Cities	ENDO, Tamaki	English & Japanese
Advanced Course	International Relations and Security in East Asia	UEKI, Chikako	English & Japanese

V. Special Notes

1. Notes on Entrance examination

- In the case of a change of address, telephone number, or e-mail address, please inform the GSAPS Admissions Office immediately.
- It should be noted that the personal information of scholarship recipients (name, gender, date of birth, nationality, university and academic program attended, area of specialization, period of attendance and job placement after graduation, contact information (address/phone number/e-mail address)) may be shared among relevant government agencies to be utilized for Japanese government projects related to international students (support and follow-up during studying in Japan, improvement of system for studying abroad). The personal information of scholarship recipients other than the date of birth and contact information may be disclosed for the purpose of publicity to promote accepting international students or of introducing the graduates succeeding over the world after completing the study in Japan in the materials made by Japanese government.

2. Special Accommodation

If you expect to require special care during the entrance examination or after entering the University owing to a disability or serious medical condition, etc., or if a serious injury or illness is expected to affect your ability to take the entrance examination, please contact the GSAPS Admissions Office at Waseda University before submitting your application. If you find yourself in such a situation after submitting your application, please contact us immediately.

3. Handling of Personal Information

Waseda University utilizes applicant information (addresses, names, dates of birth etc.) collected at the time of application in order to carry out operations such as the entrance examination, announcement of the screening results, and entrance procedures. We will take necessary and proper measures to protect such information from leakage, disclosure, or unauthorized use. All or part of the above operations may be outsourced to an agency. In such case, the agency will be contractually required to maintain necessary and proper management. The University may inquire about the authenticity, etc., of documents, materials, theses, and information, etc. submitted to the University (hereinafter, "Submitted 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 research to improve our entrance examinations. The information will be statistically processed to prevent any individuals from being identified.

4. Precautions for the Online Interview

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

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

- (1) Internet connection environment
Please prepare a stable Internet connection. A wired LAN system with a cable is recommended for the stability of the connection.
- (2) Audio and visual equipment
Please prepare a web camera, microphone, earphones, speakers, etc. You may use the equipment built into your personal computer or other equipment. We recommend the use of a computer, but smartphones and tablet terminals are also acceptable. Please participate in a Zoom test meeting (<http://zoom.us/test>) in advance to confirm the audio and video quality.
- (3) Location
Please secure a place where the environment described above is available and where you can maintain a quiet environment with no third parties around you.
- (4) Notes for using Zoom

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

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

5. Dishonest Act

Waseda University has established the following precautions to ensure that the entrance examination is conducted in a strict manner, and that all applicants may take the examination fairly and impartially.

Please read these precautions carefully before taking the entrance examination and approach the examination with the appropriate attitude of seriousness.

- (1) Any falsification, misrepresentation, plagiarism, etc., of documents, materials, or information submitted to the University at the time of application may be considered as misconduct.
- (2) Doing any of the following may constitute misconduct.
 - ① 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 mobile phones, 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 applicant herself/himself impersonate the applicant and take the examination.
 - ⑥ Any and all other acts that may impair the fairness 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.
 - The University may inquire about the authenticity, etc., of Submitted Documents by providing them to the issuers, providers, theses review entities, etc. By submitting or providing the Submitted Related Documents to the University, the applicant agrees to the University's right to make such inquiries.
- (4) The following actions may be taken in the case of confirmed misconduct.
 - The applicant will not be permitted to take any entrance examination of the University in the relevant year (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 may 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.*

6. 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.

7. 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/gscenter/en/>

8. Frequently Asked Questions (FAQ)

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

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

◆ For your information: List of Language Proficiency Tests

Japanese Language Proficiency Test

* Japanese Language Proficiency Test

By Japan Education Exchanges and Services/Japan Foundation

【Taking exam in Japan】

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

【Taking exam outside Japan】

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

English Language Proficiency Test

* TOEFL: Test of English as a Foreign Language

By ETS: Educational Testing Service

Institution code : 2713 (GRAD SCH ASIA-PACIFIC WASEDA U)

【Taking exam in Japan】

URL. [TOEFL テスト 国際基準の英語能力測定試験 | 受験者の方へ | TOEFL テスト日本事務局](#)

【Taking Exam outside Japan】

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

* TOEIC: Test of English for International Communication

【Taking exam in Japan】

By The Institute for International Business Communication

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

【Taking Exam outside Japan】

By ETS: Educational Testing Service

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

* IELTS: International English Language Testing System

By The British Council

【Taking exam in Japan】

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

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

【Taking Exam outside Japan】

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