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

Application Guide

Special Admissions for Graduating Waseda University Students

<April 2026 Entrance>
(Winter Application)

Master's Program in International Relations

【English-based program】

Admissions Office Graduate School of Asia-Pacific Studies (GSAPS)	
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E-mail	gsaps-admission@list.waseda.jp
TEL	+81-(0)3-5286-3877
URL	https://www.waseda.jp/fire/gsaps/en/

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

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 recommender to submit the recommendation letter.) 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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I. Overview

1. Eligibility

Applicants must fulfill all of the following criteria to be eligible to apply for "Special Admissions for Graduating Waseda University Students".

(1) Following conditions must be fulfilled:

- Applicants for April 2026 entrance are to be certified "to be expected to graduate" in March 2026 by their respective undergraduate schools.
  * Including students of overseas partner universities who are currently enrolled in Waseda University through the double degree program and expected to graduate their home university by earning Bachelor's Degree conferred by Waseda University.

(2) GPA indicated on the Transcript of Academic Record/GPA issued by Waseda University must be 3.0 or higher. (The Transcript of Academic Record/GPA must be submitted.)

(3) Applicants must ask for a recommendation letter from their supervisor to certify their qualifications and knowledge.
  * The recommendation letter should be from a member of Waseda University faculty who has taught the applicant in seminars/classes and is able to evaluate the applicant.

【NOTE 1】 If you submit a certificate indicating that you are expected to meet the eligibility criteria stated in this application guide at the time of application, you will be requested at the time of entrance procedures to submit an official certificate indicating that you have indeed met the requirement. You will not be permitted to enter Waseda University, even if you pass the screening, unless you submit relevant certificates.

【NOTE 2】 Faculty of Waseda University including Waseda University Junior/Senior High School, Waseda University Honjo Senior High School and Art and Architecture School are not able to become a student of the University, although there are a few exceptions according to the university regulations. If you have any question, please ask the office of your affiliation.

2. Number of Students to Be Admitted

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

3. Application Schedule

Application Period	January 7 (Wed.) 9:00 – January 14 (Wed.) 16:59, 2026 *Please complete the online application and pay the screening fee within this period.
Available Date of the Application Number	January 16 (Fri.) 10:00, 2026
Interview	January 26 (Mon.), 2026
Screening Result Announcement	February 12 (Thu.) 10:00, 2026
Period of Entrance Procedures (Payment of entrance procedure fee) *Only for Successful Applicants	February 12 (Thu.) – February 26 (Thu.), 2026
Matriculation Date	April 1 (Wed.), 2026

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

4. Screening Method

The decision whether to accept or reject will be based on the results of comprehensive evaluation of all the required documents submitted and an interview.

- GSAPS Admissions Office does not accept submission of application documents in person.
- The contents of application documents once submitted cannot be changed.
- Documents will NOT be returned once submitted, regardless of any special circumstances on the part of the applicant.
- The interview will be held on the Waseda campus.
  * If it would be difficult to attend the interview at Waseda Campus due to the reason such as studying abroad during the interview period, we will consider conducting an online interview, so please contact us.
- Even if the applicants choose Japanese as a medium of screening/thesis, interviewers may ask questions in English.

5. Project Research

Students at GSAPS take small-sized **project research seminars held under the guidance of their academic advisors**, where they will learn and master skills to prepare and complete their thesis, to compile, analyze and review relevant information fully and to understand the research methodology. In principle, students belong to and work under one project research seminar respectively through all the school years since the first quarter.
Therefore, please deliberately choose the project research seminar/faculty fit to your own research field/interest from the list in the next page available in this academic year, by checking the information provided on the websites at the bottom of the next page. Generally, all the applicants need to input their own choice(s) (the first/second preference) for project research on 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.

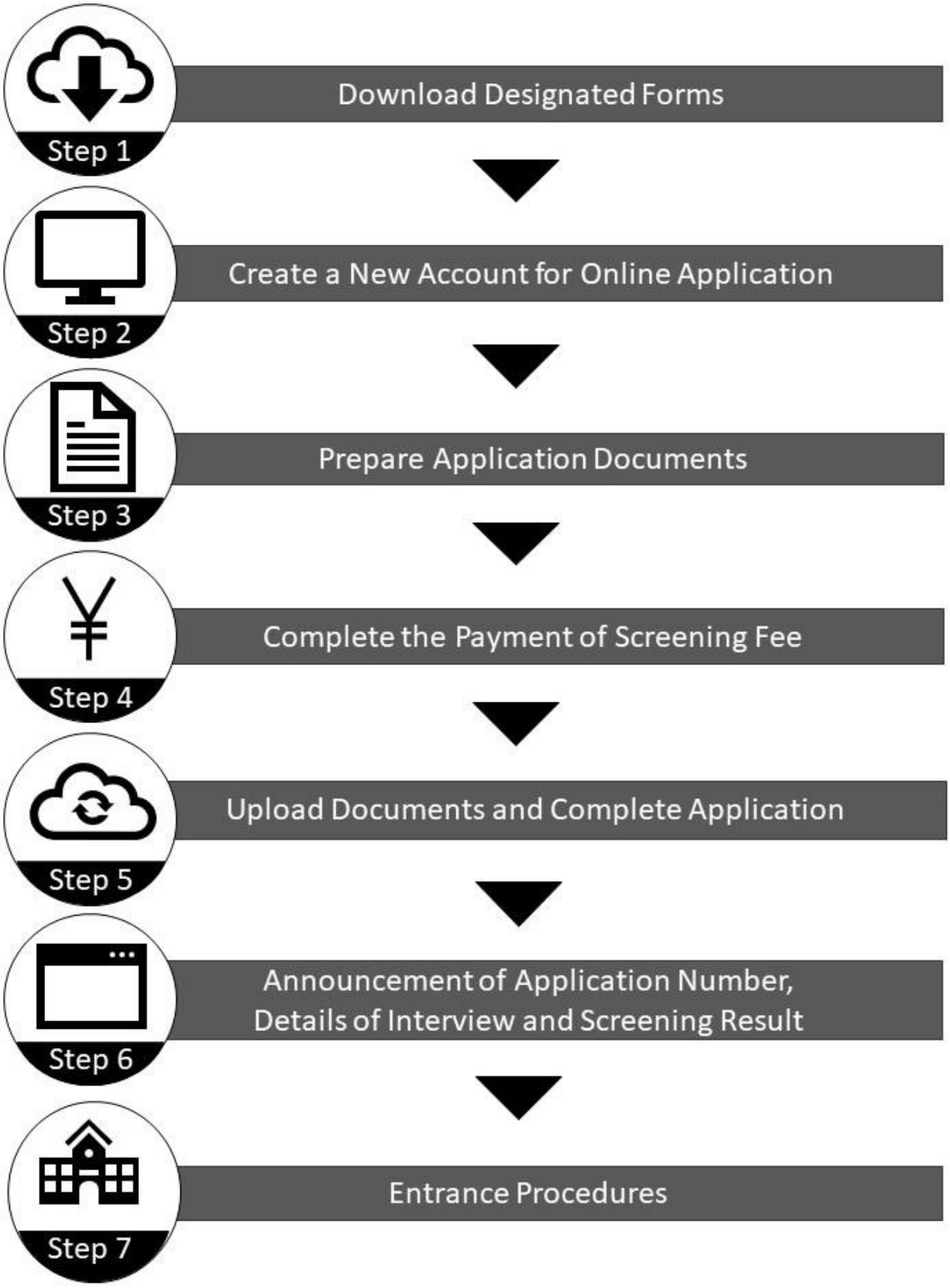
Project Research Seminars Available for April 2026

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

Field/Area of Research	Name of Faculty	Project Research
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
	KIKUCHI, Tomoo	International Economics

GSAPS Website (Project Research Seminar)	https://www.waseda.jp/fire/gsaps/en/admissions/project/
GSAPS Website (Faculty)	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

II. Roadmap to Enrollment



III. Application Procedures

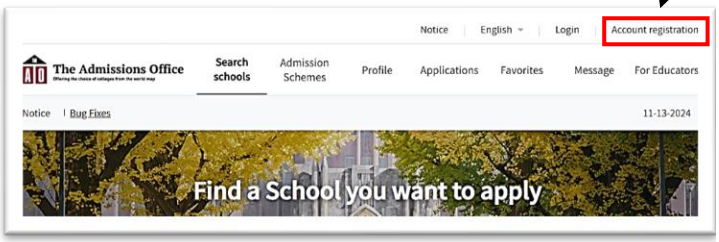
Applicants are required to complete the payment of the screening fee and submit the application documents as directed below during the application period. The deadline will NOT be extended under any circumstances. (Application is accepted when payment of screening fee and submission of application documents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

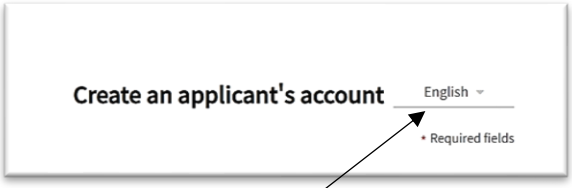
Step 1 Download Designated Forms

Access our website and download the necessary documents.
https://www.waseda.jp/fire/gsaps/en/admissions/for-waseda

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 April 2026 Entrance【**English-based program**】MA Course : Special Admissions for Graduating Waseda University Students" on the "Admission Schemes" menu. (If you choose to write the thesis in Japanese at GSAPS, please choose the form of【日本語履修】for the appropriate admissions category.) Follow the detailed instructions shown on the system and this Application Guide, when filling out or uploading the materials.

Application Period (Open Period of Application System)	**January 7 (Wed.) 9:00 – January 14 (Wed.) 16:59, 2026 (JST)**

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

Step 3 Prepare Application Documents

- Application documents must be fully completed to be qualified for screening. If there are any imperfections in the submitted documents, you will be placed at a disadvantage.
- Online Application Form is different by language/program/admissions category you choose. If you choose English for your degree thesis, please select and input/upload your information to "Waseda University / Graduate School of Asia-Pacific Studies (GSAPS) / International Studies Program / April 2026 Entrance **【English-based program】MA Course：Special Admissions for Graduating Waseda University Students** "on Admission Schemes. If you choose Japanese for your degree thesis, please make sure to select "Waseda University / Graduate School of Asia-Pacific Studies (GSAPS) / International Studies Program / 2026 年 4 月入学【日本語履修】修士課程：学内推薦入試" for the appropriate admissions category. Be sure to enter information and write your essays in the language of the program you have chosen.
- **Be sure to enter information on TAO and write ⑤ in 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 translation in either Japanese or English** along with the documents issued in the original language. Documents must be translated either by the issuing institution, translation agency or other appropriate office officially approved by the government.
- Follow the instructions on the online system regarding the types of files (extensions) which can be uploaded.
- Please be reminded that we may request additional documents if necessary.

No.	Documents	○: Required * if applicable	Reference
①	TAO Online Application Form	○	P.11
②	Copy of Passport (required only for non-Japanese)	*	P.11
③	ID Photo	○	P.11
④	Proof of Language Proficiency	○	P.12
⑤	Essay A: Research Plan	○	P.14
⑥	Certificate of (Expected) Graduation/Completion	○	P.15
⑦	Certificate of Academic Transcripts and Grading Scale	○	P.16
⑧	Copy of Payment Receipt	○	P.17
⑨	Recommendation Letter (1 letter)	○	P.18
⑩	Copies of Both Sides of Residence Card or Special Permanent Resident Certificate (required only for non-Japanese who already possess the status of residence in Japan)	*	P.21

IMPORTANT

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

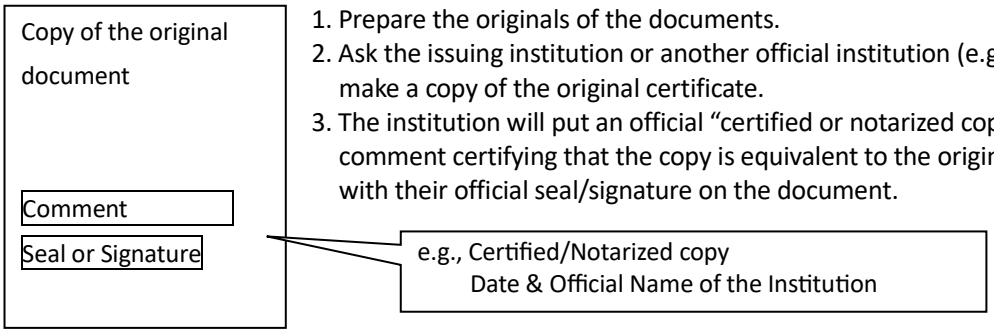
If the contents in the original or certified/notarized documents submitted after acceptance differ from the digital copies uploaded on the online application system, or if you are unable to submit the original or certified/notarized documents, **your acceptance to GSAPS will be revoked.** Therefore,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

*As applicants are expected to graduate at the time of application, if they pass the screening, they will be requested to submit the originals of the graduation certificate issued after graduation.

<Certified/Notarized Copy>

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

<How to prepare a certified/notarized copy>



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

① TAO Online Application Form

- Input the information of the applicant such as your profile, language proficiency, intended project research, etc., and also upload/input ②-⑩ 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 (required only for non-Japanese)

- Prepare a digital file (png, jpeg, jpg or pdf) of the pages bearing your photograph, name, and passport number. If you do not have a passport at the time of application, upload the certificate of family register or citizenship.
- If you hold multiple passports, upload the data of 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 ID Photo

- Upload a color photograph taken within 3 months of the application (4:3 ratio, front view face, no hat, no background, no frame).
- Please make sure to upload 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.

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 and 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.

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: · **TOEFL： iBT (except TOEFL Home Edition)** · **IELTS： Academic (except IELTS Online)** · **TOEIC： Listening & Reading Test**
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
Any of the Japanese language ability test score report(s) as follows: - **JLPT Level 1/N1 (Japanese-Language Proficiency Test)** - **EJU (Japanese University Admission for International Students) 'Japanese as a Foreign Language' section**

Notes:

- There are no specified valid period/minimum scores qualified for application though scores will be subject to review.
- TOEFL-ITP and TOEIC-IP taken at an examination site of an institution, or a school (**NOT online testing**) will also be acceptable.
- TOEFL ‘MyBest Scores’ and IELTS ‘One Skill Retake’ will NOT be acceptable.
- N1 result certificate without score will NOT be acceptable.

*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.

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

TOEFL (iBT)	Please request ETS to send your test score report to the GSAPS Admissions Office so that it arrives by the application deadline. 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. *However, for score reports of the tests taken **on and before March 1, 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 arrives by the application deadline. (On TAO, you will be asked to enter the tracking number for the shipment.)
TOEFL (ITP)	*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 arrives by the application deadline. (On TAO, you will be asked to enter the tracking number for the shipment.)
TOEIC (L&R)	If you took the test in Japan, please request the TOEIC testing organization to send the test score report directly to the Admissions Office so that it arrives by the application deadline. 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** *However, for score reports of the test taken **on and before March 1, 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 arrives by the application deadline. (On TAO, you will be asked to enter the tracking number for the shipment.)
TOEIC（IP）	* 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 arrives by the application deadline. (On TAO, you will be asked to enter the tracking number for the shipment.)
IELTS (Academic)	Please request the testing organization to send your test score report to the GSAPS Admissions Office via online (E-Delivery Service) so that it arrives by the application deadline. 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. *However, for score reports for tests taken **on and before March 1, 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 arrives by the application deadline. (On TAO, you will be asked to enter the tracking number for the shipment.)
JLPT Level 1/N1	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, you must submit the original score report through the testing organization.
EJU	There is no need to request to the testing organization that the test score reports of the tests taken within the last two years be sent directly to us, as GSAPS Admissions Office can check the results with your Exam Registration Number. *However, for test score reports for tests taken **on and before March 1, 2024**, it is not possible to check the results with your exam number, so please send the original paper-based score report by a trackable postal service to the address of the GSAPS Admissions Office stated on the first page of the Application Guide so that it arrives by the application deadline. (On TAO, you will be asked to enter the tracking number for the shipment.)

*The submitted certificate will not be returned.

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) and upload the file (PDF). Also, please write a list of references. The list of references is not included into the total number of words/letters stated above.
- No designated font or size.
- For the essays below, input directly in the TAO application form.

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

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.

⑥ Certificate of (Expected) Graduation/Completion

- Submit the certificate of expected graduation officially issued by Waseda University. Successful applicants will be required to submit an official graduation certificate at the time of entrance procedures.
- **Issue a paper-based copy of your certificate of expected graduation and upload a scanned copy of it to TAO. Digital certificates will not be accepted.**
- The certificate of (expected) graduation must clearly specify **the date of (expected) graduation**.
- For those who apply for "Special Admissions for Graduating Waseda University Students a year prior to the matriculation", the certificate of expected graduation is not necessary to submit. Please upload an academic transcript instead to this section on TAO.
- If it is not possible to obtain a certificate of expected graduation due to the certificate issuance regulations of the university, submit a letter issued by your school office mentioning this matter.

[For Applicants who graduated from several universities]

- Submit official certificates for all the undergraduate/graduate degree programs you completed.
- In case the transcripts include the "name of degree" and the "date of (expected) graduation/completion", this document is not required.
- If you have graduated from a university in mainland China, please refer to the following instructions.

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

Applicants who graduated from/completed a degree program at universities in mainland China (excluding Hong Kong, Taiwan 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)

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)"

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

- Your GPA indicated on the Transcript of Academic Record/GPA issued by Waseda University must be 3.0 or higher. Submit the most updated Transcript of Academic Record/GPA issued by the University.
- **Issue a paper-based copy of your Transcript of Academic Record/GPA and upload a scanned copy of it to TAO. Digital certificates will not be accepted.**
- For applicants who are currently enrolled in Waseda University and an overseas partner university through the Double Degree Program, submit both the Transcript of Academic Record/GPA issued by Waseda University and the transcript issued by the partner university.

[For Applicants who graduated from several universities]

* Submit academic transcripts (with GPA preferred) issued by universities/certificate issuing institutions/notary public for all undergraduate/graduate programs you enrolled.
* If the transcript(s) does not bear the information of grading scale, submit an official document issued by your university or a photocopy of website showing **the information of the grading scale/system and the maximum point of GPA of the program additionally.**
* All courses taken must be included in the academic transcript.

- 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 a graduate program after an undergraduate program.	Submit academic transcripts for both undergraduate and graduate programs.
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, do not have to upload its transcript, but just fill out the section of "Study abroad record" with name of school/department/major and time period you are enrolled.
You 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 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, Taiwan, and Macau)
Applicants who graduated from/completed a degree program at universities (including prospective graduates) in mainland China (excluding Hong Kong, Taiwan, and Macau) are required to **arrange the following 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** instead of uploading the transcript issued by the university. (No need to upload to TAO) • As an academic transcript: "Verification Report of China Higher Education Student's Academic Transcript (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. ＊ 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. ＊ 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.
  Refer to "Step 4 Complete the Payment of Screening Fee" for more details.

⑨ Recommendation Letter (1 letter)

- Send a request to your recommender for your evaluation/recommendation letter in "Recommendation Letters" section on TAO. The e-mail address of the recommender to whom your request is made should be official e-mail address with the Waseda domain.
- **Your recommender must be your seminar supervisor (1 person). If you are not enrolled in a seminar, a member of the faculty at your undergraduate school who is able to evaluate you can be your recommender.**
- The recommendation letter submission period is the same as the application period: January 7 (Wed.) 9:00 – January 14 (Wed.), 2026, 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 recommender **(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 recommender for him/her to follow so that he/she can submit the letters smoothly.

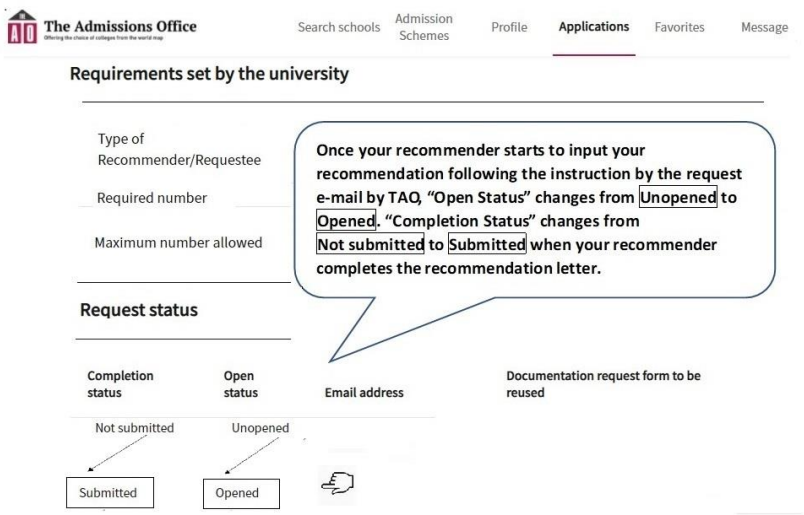
'Instructions for Recommenders'
English: **https://www.waseda.jp/fire/gsaps/assets/uploads/2025/11/EN_To-Recommenders_Winter2026r.pdf**
Japanese: **https://www.waseda.jp/fire/gsaps/assets/uploads/2025/10/JP_To-Recommenders_Winter2026-.pdf**

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 letter submitted by any system or method other than TAO will be considered invalid. Contact the GSAPS Admissions Office if there is any problem.
- The GSAPS Admissions Office might contact the recommender to verify the information on the form.
- Any falsification of documents/information will lead to the rejection of the application and other serious measures.

IMPORTANT

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



Instructions for the Recommenders [Submission period: January 7 – January 14, 4:59pm, 2026 (JST)]

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

① Request E-mail from TAO

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

[The Admissions Office] 推薦状 Recommendation Letter 依頼のご連絡 / Request for 推薦状 Recommendation Letter

xxxx@xxx.xx 様
○○○さんから 早稲田大学 / 大学院アジア太平洋研究科 (GSAPS) / 国際関係学専攻 / 【英語履修/English-based program】xxx Couse:xxxx Admission への出願にあたって 推薦状 Recommendation Letter の作成依頼が届いております。
推薦状 Recommendation Letter の提出締め切り日時は、202x/xx/xx 23:59:00 です。
下記のリンクからご確認ください。
You have received a request for 推薦状 Recommendation Letter for 早稲田大学 / 大学院アジア太平洋研究科 (GSAPS) / 国際関係学専攻 / 【英語履修/English-based program】xxx Couse:xxxx Admission from ○○○.
推薦状 Recommendation Letter is due 202x/xx/xx 23:59:00.
Please access the following link and check the request.

作成依頼を確認する(Check the request)

http://admissions-office.net/recommenders/sign.in

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

② Create an account

Choose "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 PDF file of the recommendation letter. If you successfully upload it, PDF icon comes on the screen. Then, click Save button. Your recommendation letter will NOT be disclosed to the applicant.

④ Submit "Recommendation Letter"

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

推薦者の方へ 提出期間：2026 年 1 月 7 日～ 1 月 14 日 16:59 （JST）

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

① 依頼メールの受信

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

② アカウント作成

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

③ 推薦状の入力

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

④ 推薦状提出

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

<FAQ>

If you have any questions regarding request/submission of recommendation letters, please read this FAQs thoroughly before making inquiries to the Admissions 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.	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. If the recommender has more than one e-mail account, please be sure to communicate well with the recommender regarding the e-mail address at which he/she intends to receive the request. 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). If it does not work, please ask the recommender to add **no-reply@admissions-office.net** or the **admissions-office.net** 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
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.	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.
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 Save 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 Save button.
My recommender has submitted the recommendation letter, but the completion status on TAO has not changed to Completed.	After entering the required information and upload PDF file of the recommendation letter, the recommender should click Save button. Then, complete to submit a recommendation letter by clicking +Submit button. Please confirm that the completion status is changed from Please submit to Completed after finalizing the letter submission.
Can I change my recommender?	If you have not completed your application on TAO, changes can be made in the “Recommendation Letter” section on TAO. Please communicate with your recommenders well in advance to avoid having to make changes after the application has been completed.

⑩ Copies of Both Sides of Residence Card/Special Permanent Resident Certificate (required only for non-Japanese who already possess the status of residence in Japan)

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

Step 4 Complete the Payment of Screening Fee

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

1. Amount of the Screening Fee

- The screening fee is as follows.

Screening Fee (Japanese Yen)	**¥25,000**

* As a rule, application documents and screening fees will not be 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 in Japan>
Payment at a Convenience Store

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

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

Tell the counter staff that you want to make an "Internet shiharai." Then provide your Payment【払込票番号】 Payment Slip Number

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

A multifunction copier can not be used to make payment.

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

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

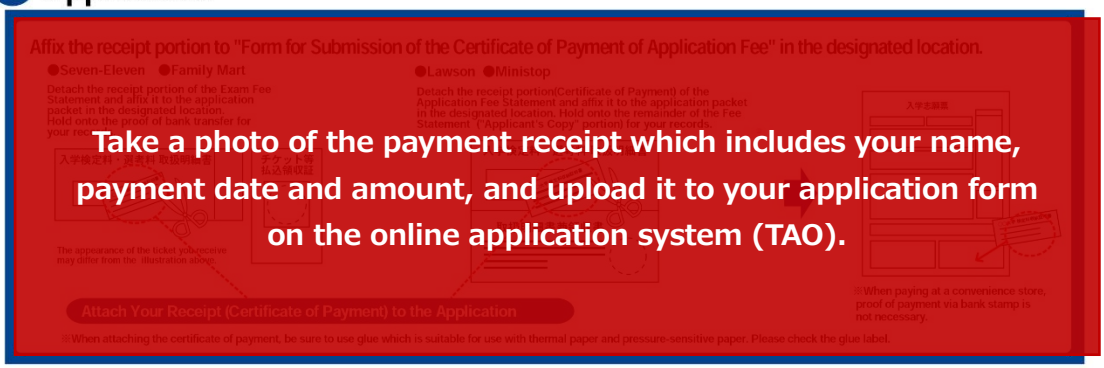
Use the Lawson information terminal Loppi
Touch the "各種サービスメニュー" option Various Service Menus
Select the "各種代金・インターネット受付" button All Payments on the touch screen
Touch the "各種代金お支払い" option All Payments
Touch "マルチペイメントサービス" Multi-Payment Service
Enter your【お客様番号】【確認番号】 Customer Number Verification Code

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 All Payments on the touch screen
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.

3 Application



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).

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

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

convenience stores:

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

Questions about paying your entrance exam fees at convenience stores? Please visit:
Note: Convenience store staff cannot answer questions about the service.

https://e-shiharai.net/

<Payment from Overseas/in Japan >
Payment by Credit Card or Online Payment (Union Pay)

- To make the payment by credit card or online payment system (Union Pay), please access the online application payment website (https://e-shiharai.net/ecard/) and complete the required procedure. Please refer to the next page for the details.
- Make sure to select the payment to GSAPS and NOT to make wrong payments to other schools.
- After completing the transaction, make a screenshot of the "Result" page and upload it to the designated space on TAO. For more details of payment procedures, please refer to the chart in the next page.
- Payment can be made 24 hours a day, seven days a week, including Saturdays, Sundays, and holidays.
- 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 mastercard JCB AMERICAN EXPRESS UnionPay 银联

Web Application - Online Transaction

Access the site below

https://e-shiharai.net/

1. Top Page	Please choose a category "大学・短大" (Undergraduate School) or "大学院" (Graduate School).
2. School Selection	Click "早稲田大学（クレジットカード・中国オンライン決済専用）" (Waseda University) or "早稲田大学大学院（クレジットカード・中国オンライン決済専用）" (Waseda University(Graduate Schools)).
3. School Information	Read the information carefully and click "同意する" (Agree).
4. Category Selection	Choose First to Fourth Selection and click "次へ" (Next).
5. Basic Information	Input the applicant's basic information. Choose your credit card and click "次へ" (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.

↓

Application Results

Please click the "申込内容照会" 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.

↓ Payment Inquiry - Inquiry result

Please print out the "申込内容照会結果" page.

Paying with Union Pay

Follow the onscreen instructions to complete the card payment.

↓

Application Results

Please click the "申込内容照会" 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.

↓ Payment Inquiry - Inquiry result

Please print out the "申込内容照会結果" page.

Application

Enclose the printed "申込内容照会結果" (Payment Inquiry - Inquiry 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 payment periods and application periods mentioned in the application documents, you can make a payment anytime. Please confirm from application documents and complete payment in time for the application period.
- On the last date of the payment period, please finish card settlement procedure by 11:00pm Japan time.
- Please directly contact the credit card company if your card is not accepted.
- It is possible to use a card which carries a name different from that of the applicant. However,please make sure that the information on the basic information page is the applicant's information.

■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)

Step 5 Upload Documents and Complete Application

Section on TAO	Documents to be uploaded (* If applicable)	Checklist (* If applicable)
Applicant's Information	② Copy of Passport* ③ ID Photo ⑩ Copies of Both Sides of Residence Card/Special Permanent Resident Certificate*	☐ 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) ☐ I confirmed my e-mail address was correct. ☐ I uploaded a photo that meets the requirements.
Intended Project Research & Essays	–	☐ I selected my preferred Project Research/Faculty properly.
	⑤ Essay A: Research Plan	☐ I wrote the essays in English within the designated length. ☐ I uploaded/input the most updated essays (not in the middle of making)
Educational Background	⑥ Certificate of (Expected) Graduation/Completion ⑦ Certificate of Academic Transcripts/Grading Scale	☐ I listed up all the schools I attended since from primary school. ☐ I confirmed the information written on the certificate was correct (e.g., spelling of my name, date of birth, date of graduation, etc.). ☐ I uploaded the Transcript of Academic Record/GPA issued by Waseda University. <If you graduated from a university/universities other than Waseda University>* ☐ I submitted grading scale/grading system. (In case of GPA transcript, I submitted the grading system indicating full mark of GPA.) * ☐ Since I am from universities in mainland China (excluding Hong Kong, Taiwan and Macau), I completed the required steps for submitting the certificates. *
Language Proficiency	④ Certificate of Language Proficiency	☐ I uploaded the score report of language ability test and arranged for it to be sent as instructed. ☐ I uploaded the certificate of English as a medium of instruction issued by my home university instead of English proficiency test scores. *
Proof of the Payment of Screening fee	⑧ Copy of Payment Receipt, etc.	☐ I completed the payment of screening fee to GSAPS during the application period.
Recommendation Letter	⑨ Sending request to recommender for recommendation letter	☐ My recommender meets the requirements described in this application guide. ☐ I communicated well with my recommender in advance and duly requested him/her to submit the recommendation letter on TAO by the application deadline.

☐ I have originals or certified copies of my application documents which are ready to be submitted once I am accepted into GSAPS.

☐ I attached official translations to the documents written in languages other than English or Japanese (see P.10).

☐ **I completed my application by pressing "Complete my application" button by the deadline.**

☐ **I checked my application status changed from "Application in progress" to "Application completed" on TAO.**

Attention!

The server will be very busy just before the deadline and it may take some time to submit your application. Please be careful and allow plenty of time to complete the application process. Please note that **applications submitted outside the application period will not be accepted for any reason.**

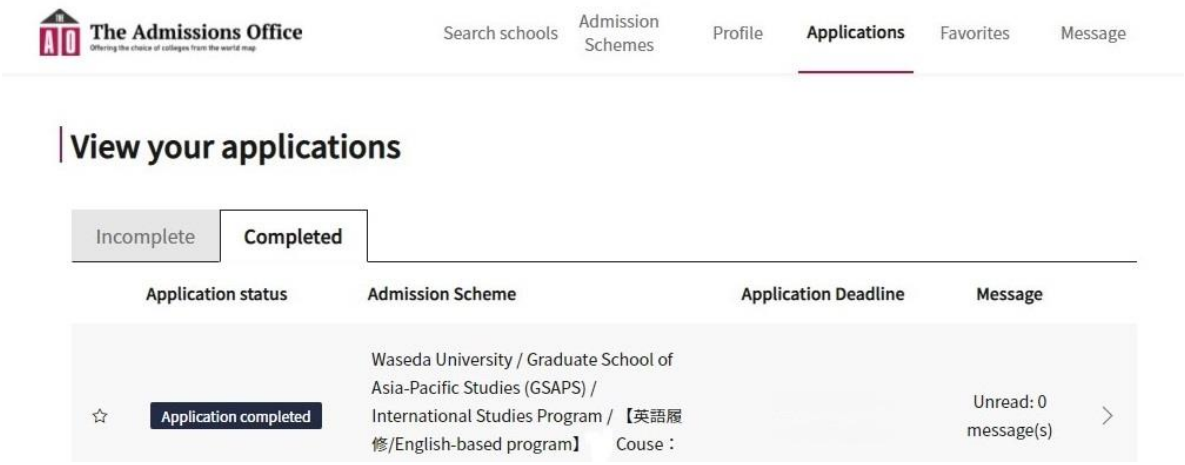
Step 6 Announcement of Application Number, Details of Interview and Screening Result

1. Application Number

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

Available Date of Application Number	January 16 (Fri.) 10:00, 2026 (JST) –

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



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

Examinee number: XXXXX

2. Announcement of Details of Interview

Details of the interview to be held on January 26 (Mon.), 2026 will be announced via e-mail by one week prior to the interview.

3. Screening Result Announcement Schedule and Methods

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

Screening Results
https://www.waseda.jp/fire/gsaps/en/admissions/results

Besides, "Letter of Admission" will be sent out to the successful applicants.
"Guide to Entrance procedures" will be also announced on the GSAPS website.

Result Announcement	February 12 (Thu.) 10:00, 2026 (JST)

IMPORTANT

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

Step 7 Entrance Procedures

For entrance procedures, successful applicants are required to make payment of the entrance procedures fee, register information for entrance procedures and submit entrance procedures documents during the designated periods.
Details of those procedures will be given in the "Guide to Entrance Procedures" announced to the successful applicants. This section provides an outline of the procedures. Please keep these points in mind and be sure to follow the correct procedures for entrance.

Only successful applicants who have paid the entrance procedures fee and completed the online registration of information for entrance procedures and submission of entrance procedures documents by the deadlines will be admitted. Under no circumstances can entrance procedures be conducted after the deadline.

*Please note that the matriculation date cannot be changed (deferred/postponed to a different month/year) once accepted for the relevant admissions.

1. Payment of the Entrance Procedure Fee

Entrance procedures fee (the tuition and fees for the first semester of the first year) below must be paid within the following period.

Payment Period of Entrance Procedures Fee	**February 12 (Thu.)– February 26 (Thu.), 2026**

The tuition and fees for the academic year 2026 is as follows.

(Units: JPY)

MA Program	1st Year Amount		2nd Year Amount	
	For Entrance Procedures (The 1st Semester)	The 2nd Semester	The 1st Semester	The 2nd Semester
Registration fee	Exempted	-	-	-
Tuition	703,000	703,000	853,000	853,000
Waseda University Student Health Promotion Mutual Aid Association Fee	1,500	1,500	1,500	1,500
Sub-Total	704,500	704,500	854,500	854,500
	1,409,000		1,709,000	
Total	3,118,000			

* If you are currently enrolled in, or have graduated from, completed, or withdrawn from an undergraduate, graduate, or specialized program of Waseda University, you are not required to pay the registration fee. For details, please refer to the "Guide to Entrance Procedures", which will be announced to the successful applicants.
* The registration fee will be credited toward the enrollment fee for students who enroll.
* Tuition and fees stated above may change in the second year or later.
* Additional fees may be necessary if registering particular courses after entrance.

Notes:
- As a rule, we do not return submitted documents nor refund the registration fee, tuition and fees once remitted. However, in case you must withdraw prior to entrance due to unforeseen circumstances, only tuition and Student Health Promotion Mutual Aid Association Fee for the 1st semester of the 1st year will be considered for refunds. For details regarding the procedure, please refer to the "Guide to Entrance Procedures", which will be announced to the successful applicants.

2. Online registration of information for entrance procedures/Submission of Entrance Procedures Documents

Those who have completed the payment of entrance procedures fee are required to register information for entrance procedures online and submit the entrance procedure documents by the deadlines. Please be reminded that **as a part of entrance procedures, successful applicants will be required to submit the originals of the materials they have uploaded to TAO at the time of application.**

3. Scholarships

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

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

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

GSAPS information for Scholarship	https://www.waseda.jp/fire/gsaps/en/admissions/tuition#anc_12
Life Support for International Students by Center for International Education, Waseda University (Scholarships)	https://www.waseda.jp/inst/cie/en/life
Scholarship and Financial Assistance Section, Waseda University	https://www.waseda.jp/inst/scholarship/en

4. Dormitories and Housing

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

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. Special Notes

1. 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.

2. Handling of Personal Information

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

3. Notes for taking examinations (Interview)

- Please take infection prevention measures such as hand washing, cough etiquette, etc. The University leaves the wearing of masks to the discretion of the individual.
- If you have an infectious disease that requires an excused absence under the School Health and Safety Act (e.g., COVID-19, influenza, measles or rubella) and have not yet recovered, please refrain from taking the examinations as there is a risk that you may infect other applicants or examination supervisors.
- Even if you do not have any of the illnesses mentioned above, if you have symptoms such as fever on the day of the examination, consult your family doctor and follow their instructions such as refraining from taking the examination and contact us.
- If you are absent due to illness including the infectious diseases, there will be no makeup examinations or refunding of screening fee unless the University has announced special measures.

4. 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. The following acts 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 site.

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 regarded as an admission of wrongdoing.
   - An interviewer may warn or question the applicant.
   - The applicant may be requested to take the examination in another room.
   - 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.*

5. Exemption clauses

Waseda University may take following actions during the entrance examination.

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

6. Policy Statement on Gender and Sexual Diversity

For the purpose of administering entrance exams in an efficient manner and carrying out admission procedures, Waseda University collects information regarding your gender on legal documents such as family register or passport. The information is collected only when the reason is deemed reasonable, and these cases are limited to a minimum. If your sex is marked as neither male nor female on the legal documents, please contact the GSAPS Admissions Office prior to application. The information does not affect the screening result.
https://www.waseda.jp/inst/diversity/news/2020/04/21/8631/

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

and work in a way that will open the door to new possibilities; and this will result in the further development of the university.
For more information, please visit the website of Gender and Sexuality Center at Waseda University.
https://www.waseda.jp/inst/gscenter/en/

7. Frequently Asked Questions (FAQ)

Please visit the following website, for further information regarding admissions and details of the school.
https://www.waseda.jp/fire/gsaps/en/admissions/faq

◆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

*** Examination for Japanese University Admission for International Students (EJU)**
By Japan Students Services Organization
Tel. 0570-55-0585 URL. https://www.jasso.go.jp/en/ryugaku/eju/index.html

English Language Proficiency Test

*** TOEFL: Test of English as a Foreign Language**
By ETS: Educational Testing Service
【Taking exam in Japan】
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