Graduate School of Asia-Pacific Studies, Waseda University

Guide to Entrance Procedures #1

＜ MA Program of April 2027/September 2027 Entrance ＞
For Successful Applicants of
Special Admissions for Graduating Waseda University Students

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

- **Payment of Entrance Procedure Fee/Submission of Payment Proof**
  Deadline: December 10 (Thu.), 2026 (JST)
- **Submission of Entrance Procedure Documents**
  Deadline: December 17 (Thu.), 2026

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< GSAPS Admissions Office >

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Tokyo 169-0051 JAPAN
Tel. +81 (0)3 5286-3877
Email: gsaps-admission@list.waseda.jp



1. Entrance Procedures Overview

Complete the following procedures within the designated period.
* Please note that your enrollment cannot be deferred.

Procedure	Deadline [JST]	Overview	Detail page
Payment of Entrance Procedure Fee /Submission of the Proof of payment	**December 10 (Thu.), 2026**	Please make payment of the designated amount and submit proof of payment by the deadline. *In case the procedure of making payment of Entrance Procedure Fee is not completed by the deadline, you will not be permitted to enroll in GSAPS.	3
Submission of Entrance Procedure Documents	**December 17 (Thu.), 2026**	Please submit all required documents, including the originals of the official documents you uploaded to TAO at the time of application to GSAPS.	8

【 Upcoming Schedule 】

If you complete the above procedures within the specified period, the GSAPS Admissions Office will reach out to you regarding matters such as those listed below. We may also contact you as necessary, so please notify us if your contact information (email address or phone number) changes. As we do not plan to send documents by post, there is no need to inform us of address changes. Please continue to check emails from the GSAPS Admissions Office and announcements on the GSAPS website regularly until enrollment.

For April 2027 entrants: Around early February 2027
For September 2027 entrants: Around early August 2027

① We request that you complete the online registration of your personal information as part of the entrance procedures.

② We will provide information necessary prior to enrollment through the GSAPS website (e.g., the detailed schedule for the GSAPS Academic Orientation, course registration, scholarship registration, etc.).

- For April 2027 entrants, the GSAPS Academic Orientation is scheduled to be held online in late March 2027 (For September 2027 entrants: in mid-September 2027). However, as these schedules are subject to change, please confirm the finalized specific schedule announced at the time above.

2. How to Make Payment of Entrance Procedure Fee【DL: December 10 (Thu.), 2026 】

Please complete the followings by the above-mentioned deadline:

STEP 1 Please pay **the Entrance Procedure Fee (tuition and other fees for the first semester)** using either method 1) or method 2).

STEP 2 Please submit the proof of payment via the URL link below.

GSAPS proof of payment submission form:
https://my.waseda.jp/application/noauth/application-detail-noauth?param=mYOu3bhmplvRhlvKzIvHrg

Depending on the method you use to pay the entrance procedure fee, please submit the following as proof of payment.

1) Payment by Domestic Bank Transfer (in Japan)
Proof of payment: e.g., a receipt issued at a bank counter or ATM, transfer statement, or a copy of internet banking screen showing the transaction result.

2) Payment by International Transfer via Flywire
Proof of payment: the 12-digit **"Payment ID"** that begins with three letters

1) Payment by Domestic Bank Transfer (in Japan)
(For successful applicants or payers residing in Japan)

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

- **Amount to Be Transferred:**

Prospective graduates of Waseda University
￥704,500 (tuition and other fees) + bank transfer fee

《Details of Entrance Procedure Fee》

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

* The current students of Waseda University (degree-course) are exempt from paying the Registration Fee (¥300,000), which is not stated in the amount above.

* Above amount might be changed later.

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

- **Transfer Deadline: December 10 (Thu.) 23:59, 2026 (JST)**

- **Bank Transfer Information (Domestic):**

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

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

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

Reference number	**April 2027 entrants**	**40730＋Application number**
	September 2027 entrants	**40731＋Application number**

e.g., If you are a successful applicant for April 2027 entrance whose application number is 99999: **[4073099999 your name]** should be put in the Payer Name section.

[Notes on making a domestic bank transfer]

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

2) Payment by International Transfer via Flywire
(For successful applicants or payers residing outside of Japan)

Please make payment through the Flywire site dedicated to GSAPS.
* Be sure to access Flywire via the exclusive website URL for successful applicants provided below. Please note that the designated site cannot be accessed by searching for Flywire directly.

- **Amount to Be Transferred:**

Prospective graduates of Waseda University
￥704,500 (tuition and other fees) ＋Flywire handling fees

《**Details of Entrance Procedure Fee**》

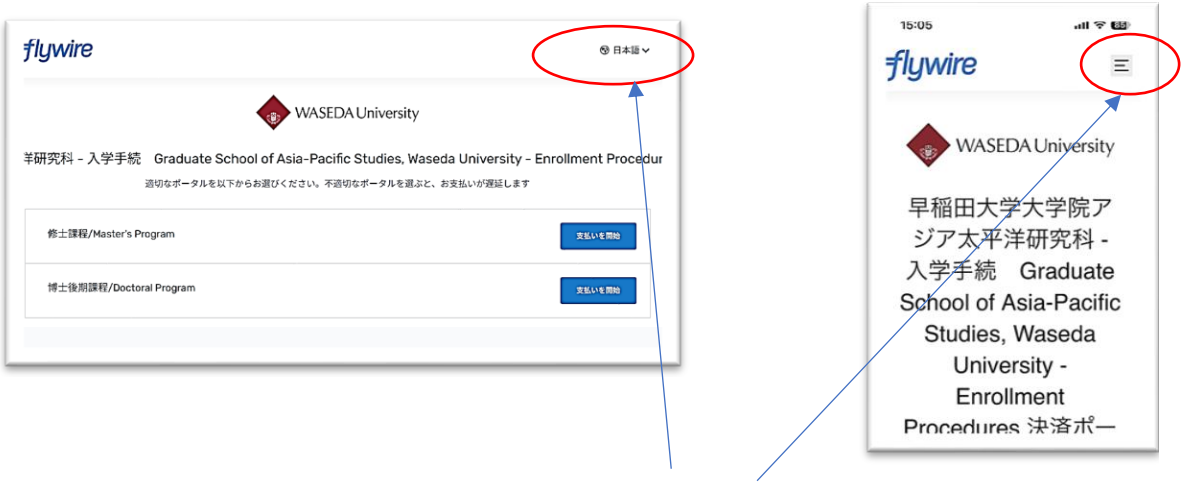
- Tuition (The 1st semester of the 1st year): ¥703,000
- Student Health Promotion Mutual Aid Association Fees (The 1st semester of the 1st year): ¥1,500

* The current students of Waseda University (degree-course) are exempt from paying the Registration Fee (¥300,000), which is not stated in the amount above.
* Above amount might be changed later.
* Additional fees might be necessary if specific courses are registered after entrance.

- **Payment Deadline: December 10 (Thu.) 23:59, 2026 (JST)**

- **Flywire's Payer Guide for GSAPS** *Please read carefully.
  https://waseda.box.com/s/zfd6tq2gd0fgt02vwqlmfoxvx47t0rx0

- **Flywire's Payment site for GSAPS**
  https://landing-pages.flywire.com/landing/e-gsaps40-lp1



*'Language Settings' button on the start screen PC / Mobile

[Notes on making a payment via Flywire]

Notes on Payment Deadlines

- **The payment deadline for the entrance procedure fee shall be the date separately notified by the admitted School/ Graduate School at Waseda University (hereinafter referred to as "the University").**
- **You are required to complete both the online payment booking on the Flywire website and the payment at a financial institution or via credit card by the deadline designated by the admitted School/ Graduate School.** Note that merely inputting your details and completing a payment booking on the Flywire website does not constitute completion of payment.
- The payment due date (period which the exchange rate is locked in) displayed on the Flywire website is not related to the payment deadline designated by the admitted School/ Graduate School. Please ensure that you complete both the online payment booking on the Flywire website and the payment at a financial institution or via credit card by the deadline designated by the admitted School/ Graduate School.
- Please keep records of your payment -such as documents or screenshots from your bank, or proof of a completed credit card transaction- securely saved. These records must show the payment or settlement date. You may be required to present them to the University upon request.

Other Notes

1. The Flywire payment link shown in this document is to be used solely for paying your university registration fee, tuition, and other fees for the first semester. Do not use it for any other purpose. Furthermore, the Flywire payment link for tuition payment for the second semester and onwards will be different from the one shown here. For more details on tuition payment for the second semester and onwards, see guidelines to be provided later.
2. All handling fees must be borne by the payer. If the final amount received by the University is insufficient due to these fees, the deficit must be covered with an additional payment. Failure to pay the full required amount, even if due to fees, will not be waived. The admitted School/ Graduate School will notify you of any deficit. If the payment exceeds the required amount, the excess will be refunded or credited toward the next semester's tuition. You will be contacted by the admitted School/ Graduate School.
3. For bank transfers in local currency, Flywire offers a "Best Price Guarantee" program. If you find a better rate at your bank, you may be eligible for this program. This guarantee does not apply to payment methods other than bank transfers. For more information, please visit the Flywire website or contact Flywire directly (contact details are listed at the end of this document).
4. The University is unable to process cancellations or refunds after payment has been completed (or after a credit card transaction has been finalized), with the exception of refunds for excess payments or the designated amount for those who withdraw their enrollment.
5. Flywire will send payment status notifications to the payer's email address entered on the Flywire website. (If you have registered for SMS notifications, updates will also be sent to that number.) Please make sure to save the "Payment ID" included in the notification and keep it safe along with the notification itself in case of an inquiry from the University.
6. After Flywire receives and completes processing your payment, a Flywire Payment Confirmation (payment receipt) will be issued by Flywire. This document serves as proof that Flywire has received your payment and has transferred the funds to the University. It is not a certificate issued by the University. You will receive a notification email from Flywire once the process is complete, from which you can download the payment receipt.
7. If you have any questions or concerns, please contact the admitted School/Graduate School. However, for any questions or issues regarding the use of Flywire, please contact Flywire directly (contact details are listed at the end of this document).

3. Submission of Entrance Procedure Documents (Originals)【DL: December 17 (Thu.), 2026】

Prepare following documents ①-⑥ and submit them **by trackable postal service or in person to/at the GSAPS office**. (On submission of ①②③, you should follow the instruction *How to submit original (official) "Certificate of Graduation/Completion" and "Academic Transcript"* on page 10.)

■ **Mailing address of GSAPS Admissions Office:** Postal code: 169-0051 Nishi-Waseda Bldg. 7F, 1-21-1 Nishi-Waseda, Shinjuku-ku, Tokyo, JAPAN
■ **Office Open Hours:** 10:00-16:00 Monday-Friday

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

【List of Documents to Be Submitted】

①・②・③ **Originals of the official documents you uploaded to TAO** * Please follow the instructions on P. 10 on how to submit official documents.	
① **Certificate of Graduation/Completion (Original)**	Please submit the official **certificate of expected graduation** that you uploaded to TAO at the time of application and an official **certificate of graduation** of Waseda University issued after your graduation (re-issuable). Since the certificate of graduation by Waseda University will be available on/after March 15 (Mon.), 2027, (for September 2027 entrants: September 15 (Wed.), 2027), please submit ⑤ "Notification for Delay of the Entrance Procedures Documents" by December 17 (Thu.), 2026, together with the original copy of the certificate of expected graduation. And please be sure to submit an original copy of your certificate of graduation by March 31 (Wed.) 2027 (For September 2027 entrants: by September 17 (Fri.), 2027. (Submission of certificate of expected graduation is not required for September 2027 entrants.) Those who graduated from/completed universities other than Waseda University as well need to submit the official **certificate of graduation** (re-issuable) that was uploaded to TAO at the time of application as well (except the graduates from universities in mainland China).
② **Academic Transcript (Original)**	Please submit the **official transcript** that you uploaded to TAO at the time of application. The submission of the final transcript issued after your graduation will not be required. Those who graduated from/completed universities other than Waseda University need to submit the official transcript (re-issuable) that was uploaded to TAO at the time of application as well. *Those who already graduated from/completed a university in Mainland China at the time of application and had submitted Verification Report of China Higher Education Student's Academic Transcript via CSSD do NOT have to submit it this time again.

<table>
<tr><td rowspan="2">③ Proof of Language Proficiency (Original) *if applicable</td><td>JLPT N1</td><td>If you used the JLPT N1 test score report as proof of language proficiency at the time of application, certificate must be sent directly from the test organization to the GSAPS Admissions Office via postal mail.
To arrange a certificate, please request the test institution as follows.
送り先住所：〒169-0051　東京都新宿区西早稲田1-21-1 早大西早稲田ビル７F
氏名：早稲田大学大学院アジア太平洋研究科　アドミッションズ・オフィス
電話番号：０３－５２８６－３８７７</td></tr>
<tr><td>· TOEFL (iBT)
· TOEIC (L&R)
· IELTS(Academic)
· EJU
· Certificate stating English as the medium of instruction</td><td>No submission required</td></tr>
<tr><td colspan="3">④・⑤　Documents to be submitted using【University Designated Forms】
(Click the link below to download the forms)
https://www.waseda.jp/fire/gsaps/en/admissions/successfulapplicants</td></tr>
<tr><td colspan="2">④ Oath of Academic Integrity (Original)</td><td>Please fill out the form with a black or blue pen. (Erasable gel pen may not be used.)</td></tr>
<tr><td colspan="2">⑤ Notification for Delay of Entrance Procedure Documents</td><td>Please indicate that a certificate of graduation will not be available by the submission deadline of December 17, 2026 (Thu.), because you have not yet graduated. Please submit your certificate of graduation as soon as it becomes available. Final submission deadline for documents listed on this form: March 31 (Wed.) 2027. (For September 2027 entrants: September 17 (Fri.), 2027)</td></tr>
<tr><td colspan="3">⑥　Identity verification document</td></tr>
<tr><td colspan="2">⑥ For Japanese nationals: Residence Certificate (住民票：Jumin hyo)</td><td>Submit a residence certificate which includes all your basic information of “Current address”, “Name”, “Date of birth”, and “Gender” issued within 3 months before submission. Even if you have a plan to move before entering GSAPS, the current address as of now is acceptable.
* Exclude the information of “My Number (personal ID number)”.
* “Explanation for Notice of Resident Record Code”（住民コード通知書）is not acceptable.</td></tr>
<tr><td colspan="2">For Non-Japanese: See the right column.</td><td>Notice in advance: About Submission of Residence Card Copy
No one including those who currently live in Japan needs to submit any copy of his/her residence card at the time of the Entrance Procedures #1.
All the non-Japanese new students will be requested to submit their residence card at the designated time just before their enrollment. Details of how to submit it will be provided in the Guide to Entrance Procedures #2 in early February 2027. (For September 2027 entrants: early August 2027)</td></tr>
</table>

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

Submission Method	Who may submit	Notes
By trackable postal service (Registered mail, EMS, etc.) Or in-person	Successful applicants/ institutions	♦ We accept an "original" document: one with stamp, seal, watermark, or signature of the issuer in ALL pages. ♦ We also accept a "certified" document: copy of the original document that has been deemed equivalent to the original with an official seal from the issuing institutions (e.g., a university) or another institution (e.g., a notary public). ♦ A simple photocopy is NOT acceptable.
By email	University officials (administrators etc.)	The certificate must be sent through a university domain email address by university officials to GSAPS Admissions Office gsaps-admission@list.waseda.jp *The certificate sent from successful applicants themselves as attachments cannot be accepted.
Digital credential service*	Arrange to send via digital credential services such as · CHSI (CSSD) · National Student Clearinghouse · Parchment Exchange · My eQuals · The online delivery option of digital certificates of Waseda University, etc. [*Recipient e-mail to be specified: gsaps-admission@list.waseda.jp]	

Important <What makes a document "Original (Official)"?>

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

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

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

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

【Withdrawal after Entrance Procedures】for April 2027 Entrants

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

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

Deadline	**3:00 p.m. on March 31 (Wed.), 2027**
Place	GSAPS Office (Tel: 03-5286-3877)
Office open hours	10:00 a.m.-4:00 p.m. on Monday-Friday (Closed on Saturday, Sunday and national holidays) *Application closes at 3:00 p.m. on March 31 (Wed.), 2027 *Please make sure to contact the GSAPS Admissions Office by email before visiting us.
Materials necessary for withdrawal procedure	1) "Application Form for the Refund of Tuition Fees Due to Withdrawal from Waseda University" [University Designated Form] (original with seals or signatures by both applicant and guardian required) *This form will be sent to the applicant by email upon request. 2) Photocopy of ID Card with face photo 3) Proof of payment of entrance procedure fee 4) **Those who made the payment through a domestic financial institution:** A copy of your bankbook or other document showing the account number and the bank holder's name designated for the refund. **Those who made the payment through Flywire:** A copy of the payment confirmation email sent by Flywire upon completion of the payment and a copy of the payment receipt showing your Payment ID.

Notes:

- Applicant himself/herself must contact the GSAPS office to apply for the withdrawal procedure for us to confirm his/her will.
- This procedure of withdrawal, once completed, is irreversible.
- The procedure of withdrawal after the deadline above is not acceptable.

- In case the withdrawal procedure by postal mail is preferable, please make sure to contact the GSAPS Admissions Office **beforehand**.

  Deadline for the withdrawal procedure by postal mail (from inside of Japan)

  March 26 (Fri.), 2027 [postmark valid]

  Deadline for the withdrawal procedure by postal mail (from outside of Japan)

  March 26 (Fri.), 2027 [date of arrival]

【Withdrawal after Entrance Procedures】for September 2027 Entrants

Once remitted tuition and fees (the 1st semester of the 1st year) are not refundable, and once submitted documents are not returned to you. However, in case you must withdraw prior to entrance due to unforeseen circumstances, the 1st semester tuition and 1st semester Student Health Promotion Mutual Aid Association Fees will be considered for refunds.

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

Deadline	**3:00 p.m. on September 17 (Fri.), 2027**
Place	GSAPS Office (Tel: 03-5286-3877)
Office open hours	10:00 a.m.-4:00 p.m. on Monday-Friday (Closed on Saturday, Sunday and national holidays) *Application closes at 3:00 p.m. on September 17 (Fri.), 2027 *Please make sure to contact the GSAPS Admissions Office by email before visiting us.
Materials necessary for withdrawal procedure	1) "Application Form for the Refund of Tuition Fees Due to Withdrawal from Waseda University" [University Designated Form] (original with seals or signatures by both applicant and guardian respectively required) *This form will be sent to the applicant by email upon request. 2) Photocopy of ID Card with face photo 3) Proof of payment entrance procedure fee **4) Those who made the payment through a domestic financial institution:** A copy of your bankbook or other document showing the account number and the bank holder's name designated for the refund. **Those who made the payment through Flywire:** A copy of the payment confirmation email sent by Flywire upon completion of the payment and a copy of the payment receipt showing your Payment ID.

Notes:

- Applicant himself/herself must apply for the withdrawal procedure at the GSAPS office to confirm his/her will.
- It is not accepted to cancel the procedure of withdrawal once it is completed.
- The procedure of withdrawal after the deadline above is not accepted.

- In case the withdrawal procedure by postal mail is preferable, please make sure to contact the GSAPS Admissions Office **beforehand**.

  Deadline for the withdrawal procedure by postal mail (from inside of Japan)

  September 14 (Tue.), 2027 [postmark valid]

  Deadline for the withdrawal procedure by postal mail (from outside of Japan)

  September 14 (Tue), 2027 [date of arrival]

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

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

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

Period	During the payment period of Entrance procedure fee for GSAPS **(By 4:00 p.m. on December 10 (Thu.), 2026)**
Place	GSAPS Office (Tel: 03-5286-3877)
Office open hours	10:00-4:00 p.m. on Monday-Friday (Closed on Saturday, Sunday and national holidays) *Application closes **at 4:00 p.m.** on December 10 (Thu.), **2026**. *Please make sure to contact the GSAPS Admissions Office by email before visiting us.
Materials necessary for transfer procedure	1. **"Notification to Change the Graduate School of Enrollment (Refund for the excess Registration Fee, tuition and other fees)**" [University Designated Form] (original with personal seal) *This form will be sent to the applicant by email upon request. 2. Photocopy of Application Card or Letter of Admission by another graduate school 3. Photocopy of payment receipt of entrance procedure fee (Registration Fee, tuition, and fees for 1st semester)" for another graduate school 4. Photocopy of payment receipt of balance amount *Only if the already paid amount is smaller than that due to GSAPS. Please confirm the method for paying any difference in fees with the GSAPS Admissions Office in advance.

Notes:

◆Applicant himself/herself must apply for the procedure to confirm his/her will. Once the transfer procedure is completed, it is irrevocable.

◆Receipt for payment of entrance procedure fee (photocopy) for another graduate school has to be submitted to GSAPS, as it is necessary to transfer to GSAPS.

◆The GSAPS Admissions Office adjusts the amount of difference if any. The excess in payment will be refunded to the applicant's bank account. If the amount paid already to another graduate school is short, an additional payment must be made by bank transfer to the designated bank account. In this case, please contact the GSAPS Admissions Office regarding the detailed procedures.

◆The procedure of transfer after the deadline above is not acceptable.

◆In case the transfer procedure by postal mail is preferable, please make sure to contact the GSAPS Admissions Office **beforehand**.

Deadline for the transfer procedure by postal mail (from inside of Japan)

December 10 (Thu.), 2026 [postmark valid]

Deadline for the transfer procedure by postal mail (from outside of Japan)

December 10 (Thu), 2026 [date of arrival]

5. Tuition Payment After Enrollment/ Student Housing and Accommodation

■ Tuition Payment After Enrollment

Tuition is paid twice a year, for the first and second semesters respectively, according to the designated amounts for each term.
The payment for the first semester of the first academic year is considered complete through the “Tuition and Fees (First Semester)” payment made during the enrollment procedure.
From the second semester of the first year onward, payments will be made via automatic bank transfer each semester from the account you designate during the “Tuition Payment Account Web Registration” process, which is scheduled to begin in early April 2027 after enrollment.

■ Student Housing and Accommodation

For finding accommodation after enrollment, **we strongly recommend using the Waseda University Student Housing Center, a group company of the university.**
If this is your first time signing a housing contract in Japan or if you are planning to come to Japan from overseas, you may encounter unexpected issues during the housing search process. Student Housing Center, Waseda University is an officially recognized service, so you can consult with them and use their services with confidence.
For inquiries regarding student dormitories or housing, please contact each office directly.

【Student Housing Center, Waseda University】

Website (English site only)**: https://waseda-housing.com/international/**

Operated by a Waseda University group company, the Student Housing Center specializes in supporting Waseda students in finding accommodation. Every year, many new and international students use this service. They offer a wide range of properties, including student-exclusive housing, general apartments /condominiums, shared houses, and monthly apartment, so you are encouraged to make active use of this service. Details can be checked on the website above.

〈Main benefits of using the Student Housing Center〉

- ***Some properties allow applications from overseas, enabling procedures before enrollment or arrival in Japan.***
- ***A discounted brokerage fee system is available for Waseda students, making it financially reassuring.***
- ***Access to a student-only property listing site for Waseda students.***



Student Housing Fair 2027:
https://www.waseda.jp/fire/gsaps/assets/uploads/2026/10/WPM_Student-Housing-Fair-Flyer.pdf

【Dormitory Desk. Student Affairs Section, Waseda University】

Website: https://www.waseda.jp/inst/rlc/

You can find information about university-operated dormitories and affiliated housing options on the digital brochure titled **“Student Dormitory Guide 2027”.**

Compliance Rules

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

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

Policy on security of Personal Information
<for Students and Guardians>

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

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1. Collection and Use of Personal Information

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

Reasons for Collecting Personal Information

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

2. Secure Management of Personal Information

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

3. Providing Information to Third Parties

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

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

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

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

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

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

Office of the Personal Information Protection Committee (Department of Educational Affairs, Educational Affairs Section)
1-104 Totsuka-cho, Shinjuku-ku, Tokyo 169-8050
Telephone: 03-3204-2253
E-mail: kojinjoho@list.waseda.jp