

GSICCS

**Graduate School of
International Culture and Communication Studies
Waseda University**

**April Entry 2019
September Entry 2019**

**Master's Program
Application Guidelines**

**AO Admission
Intramural Selection by Recommendation**

Contact Information
4th Floor Building 11, 1-6-1, Nishi-Waseda, Shinjuku-ku, Tokyo 169-8050 TEL: +81-3-5286-1716 FAX: +81-3-3208-8401 E-mail: gsiccs-ent@list.waseda.jp

1. About Applications

(1) Application Requirements

AO Admission

Applicants should meet one of the following requirements;

1. Those who have graduated or are scheduled to graduate from a university by the entrance period when applicants wish to matriculate.
 2. Those who have received a Bachelor's Degree from the National Institution for Academic Degrees and University Evaluation or are scheduled to receive such degree by the entrance period when applicants wish to matriculate.
 3. Those who have completed 16 years of standard school education outside Japan or are scheduled to complete such education by the entrance period when applicants wish to matriculate.
 4. Those designated by the Minister of Education, Culture, Sports, Science, and Technology by the entrance period when applicants wish to matriculate.
 5. Those who have been enrolled at a university for more than three years (or have completed 15 years of school education overseas or are scheduled to complete such education by the entrance period when applicants wish to matriculate.) and have been recognized by the Graduate School Program as having earned a specified number of credits with an excellent academic record.
 6. Those who have been recognized by the Graduate School Program as possessing academic credentials superior to those of university graduates through an individual entrance requirements screening process and are scheduled to reach 22 years of age by the entrance period that applicants wish to matriculate.
- ※ Prospective applicants who are unsure if they can fulfill the requirements mentioned in items No.5 and No.6 above, must confirm their eligibility with the GSICCS admissions office three months prior to the application.
- ※ Regardless of having completed 16 years of school education overseas, if the education curriculum undertaken by the applicant is not regarded as equivalent to an undergraduate level course in a Japanese university, the application cannot be accepted.

Intramural Selection by Recommendation

For April 2019 / September 2019 Admissions, GSICCS will conduct the "Intramural Selection by Recommendation" for prospective students from various undergraduate schools at Waseda University.

Applicants must fulfill all of the following criteria in order to apply to the "Intramural Selection by Recommendation".

1. Applicants must be currently enrolled in Waseda University as a regular student at the time of application.
 2. Applicants for admission in April 2019 must be certified to graduate in March, 2019 from their respective undergraduate schools.
Applicants for admission in September 2019 must be certified to graduate in September, 2019 from their respective undergraduate schools.
- ※ Applicants whose home universities are overseas partner universities of Waseda University and who are currently enrolled in an undergraduate school at Waseda University through a Double Degree Program are eligible to apply through the "Intramural Selection by Recommendation" if they are to be certified to graduate from their respective

undergraduate schools at Waseda University and are scheduled to earn a bachelor's degree.

- GPA obtained by the method prescribed below must be 3.0 or higher for the subjects that are counted toward graduation on the Official Transcript issued by Waseda University.

$$\frac{[(\text{No. of A+ credits} \times 4) + (\text{No. of A credits} \times 3) + (\text{No. of B credits} \times 2) + (\text{No. of C credits} \times 1) + (\text{No. of Failing Grades} \times 0)]}{\text{Total number of registered credits}}$$

Total number of registered credits

* The GPA will be rounded to the second decimal place.

- Applicants must obtain a recommendation letter from his/ her supervisor or other appropriate faculty member of Waseda University, to certify his/her abilities and knowledge.

The official date of enrollment at Waseda University is as follows:

- April Entry 2019 : April 1, 2019
- September Entry 2019 : September 21, 2019

If you submitted a certificate to demonstrate that you are expected to meet the qualification to enter university in order to meet the applicant eligibility stated in the application guidelines at the time of application, you will be required to submit a certificate to certify that you have indeed met the requirement before enrollment. You will not be allowed to enter Waseda University even if you pass the entrance examination unless you submit such certificate.

(2) Application Category

Application Category	Domestic Application	Overseas Application	Intramural Selection by Recommendation
Qualification	Applicants residing in Japan from the time of application to the time of the result announcement and admission procedures *In case of Non- Japanese Applicants, only those who have valid Visa status (Except for Temporary Visitor) are eligible.	Applicants residing outside of Japan from the time of application to the time of the result announcement and admission procedures	

(3) Number of Students Admitted

AO Admission	Intramural Selection by Recommendation
Approximately 50 students (total admissions in April and September Entry)	A limited number of students

(4)Application Schedules

The period for the application and related procedures are designated below according to the time of enrollment.

Period of Admission	April Entry 2019	September Entry 2019
Application Period/ Screening Fee Payment Period	October 15 (Mon.) – October 25 (Thu.) 2018	April 1 (Mon.) – April 9 (Tue.) 2019
Receiving E-mail with Application Number	10 days before the date of result announcement	
Announcement of Result	December 11 (Tue.) 2018	June 18 (Tue.) 2019
Period for Transferring School Fees*	December 12 (Wed.) – December 25 (Tue.) 2018	June 19 (Wed.) – July 2 (Tue.) 2019

* Only for successful applicants.

(5) Study Plan / Directed Research

When applying, please write your choice of Study Plan in the “Desired Study Plan” section on the “Application form”. If you already have a preference regarding your Directed Research (see the list below), please also write the name of the directed research in the designated space. When the results of the screening are announced, successful candidates will be informed of their allocated Directed Research based on the contents of the research plan they have submitted. You cannot change your Study Plan/ Directed Research after application period.

Study Plan	Language & Communication	
	The aim is to deepen general understanding of communication conducted through the medium of language, by engaging in studies in the fields of both theoretical and applied inquiry. Among specific study themes are how the individual and society are bound together by language, and the role of language in education policy-making in global society.	
Name of Directed Research	Language and Society	Writing Studies and Education
	Speech Communication and Language Acquisition	Teaching English As a Second Language
	Interpretation Studies	Second Language Education

Study Plan	Culture & Communication	
	The aim is to study the emergence of cross-cultural differences through the recognition of diverse cultural representations in global society, thus coming to a new understanding of the dynamics of culture. At the same time, the course promotes analysis of and research on the concepts and theoretical frameworks underlying global culture.	
Name of Directed Research	Film Studies	Culture and Media
	Cultural Studies	Culture and Translation
	The Literature and Intellectual History of Japan	Visual Culture

Study Plan	Society & Communication	
	A major theme is how, in globalized society, various forms of information circulate without regard to national boundaries, and what kinds of benefits and problems such information flows can create, with the aim of promoting research that actively seeks to understand and resolve the tensions involved.	
Name of Directed Research	International Relations	Public Diplomacy
	Economy and Society *Recruitment of April students ONLY	International Political Economy
	International Legal Studies	Peace and Conflict Studies

[NOTE] The faculty in charge of the Directed Research may change each academic year. Please be sure to check the latest information when you submit your application documents.

- GSICCS Website: <http://www.waseda.jp/fire/gsiccs/en/>
<http://www.waseda.jp/fire/gsiccs/en/about/faculty/>
- Waseda University Researcher Database: <http://researchers.waseda.jp/en/>
- Waseda University Syllabus Search: <https://www.wsl.waseda.jp/syllabus/JAA101.php?pLng=en>

2. Application Procedures

Applicants are required to complete the payment of the screening fee and submit the application documents during the application period. **Application submitted after the deadline will NOT be accepted under any circumstances.**

(1) Method of Application

Complete and send all the required documents instructed on page 9 “3. Application Documents” to the address below by Simplified Registered Mail (or Simplified Registered Express Mail if the application deadline is approaching). Use EMS (Express Mail Services), DHL, FedEx or other courier service for applications from overseas. **Applications must ARRIVE by the deadline.**

(2) Mailing Address

Admissions Office,
Graduate School of International Culture and Communication Studies, Waseda University
4th Floor Building 11, 1-6-1 Nishi-Waseda, Shinjuku-ku, Tokyo 169-8050 Japan

- Application documents must be sent by post mail. They will not be accepted if brought in person, faxed or e-mailed to the GSICCS admissions office.
- Inquiries regarding arrival of your application documents will not be accepted. Contact the post office or the courier with the tracking number given by them.
- In case your documents do not arrive by the deadline, your application will be rejected. In such a case, we will contact you individually.

(3) Screening Fee

Payment of the screening fee must be completed from either within or outside of Japan before submitting the application. Applications from candidates who have not paid this fee will not be accepted.

Moreover, except for the cases explained on page 8, paid fees cannot be refunded under any circumstances.

① The Amount of Screening Fee

- The amount of the screening fee will differ depending on the application category (AO Admission or Intramural Selection Recommendation).
- For the AO Admission, the amount of the screening fee will differ depending on the country of residence at the time of application. (regardless of nationality)
- In some cases, applicants residing outside of Japan may be asked to provide documentary proof of residence.
- Applicants who apply from specified countries may be eligible to apply for screening fee waiver program. Please refer to the “Screening fee Waiver Program for Applicant from Specified Countries” on page 23.

(in Japanese yen)

Category	AO Admission		Intramural Selection by Recommendation
	Residents of Japan	Residents of countries other than Japan	
Qualification	Applicants residing in Japan from the time of application (No nationality restriction, including international applicants residing in Japan)	Applicants residing outside of Japan from the time of application (No nationality restriction, including Japanese residing overseas)	
Screening Fee	¥30,000	¥5,000	¥25,000

② Method of payment of Screening Fee

Please pay the screening fee by using one of the following methods. Handling fees shall be paid by applicants.

<Payment at a convenience store> **Payment in Japan**

- Please pay the screening fee at a convenience store near you.
- To make a payment at a convenience store, you must complete the designated application procedure in advance by accessing the “screening fee convenience store payment site” (<http://e-shiharai.net/>) [Japanese only] on the Internet from a personal computer or a mobile phone and complete the prescribed online procedures. After accessing the website, please make the payment at a convenience store.
- After making the payment, detach the “Certificate of Payment of the Screening Fee” on the Screening Fee Handling Description, paste it to the designated space (“Screening Fee Payment Certificate” [入学検定料・選考料取扱明細書]) on the “Application Form”, and submit it. Check the details on the screening fee payment method on page 21.
- The payment can be made 24 hours a day, seven days a week, including Saturdays, Sundays, and holidays. However, please note that application via the website will end at 11:00PM on the last day of the payment period. Similarly, you will not be able to make a

payment at a convenience store after 11:30PM on the last day of the payment period.

- If a family member or acquaintance of an applicant conducts the procedure for the applicant, the family member or acquaintance must enter the applicant's information.

<Payment by Credit Card, Union Pay or Alipay (Online Payment)>

Payment in Japan and Payment from outside Japan

- To make a payment by credit card or online payment system (Union Pay or Alipay), please access the online screening fee payment website (<https://e-shiharai.net/ecard/>) and complete the required procedure.
- After completing the transaction, print out the “Result” page and enclose it in the application envelope with other necessary application documents. Also, please check (✓) in the space for “Credit Card / Online Payment System” of “Application Form”.
- For details, please refer to “Waseda University Examination Fee Payment by Credit Card, Union Pay, and Alipay” in the appendix on page 22.
- The payment can be made 24 hours a day, seven days a week, including Saturdays, Sundays, holidays. However, please complete to make the payment by a credit card by 11:00PM Japan time on the last day of the payment period.
- The payment can be made with a credit card held in the name of a person other than the applicant. However, the applicant's information must be entered in the “Basic Information” page of the screening fee payment website.

<Overseas remittance>

Payment from outside Japan: ONLY for AO Admission

- Please remit payment from a bank or other financial institution following the instructions below, and enclose a photocopy of the completed overseas remittance request form with your application materials. Also, please check (✓) in the space for “Overseas Bank Transfer” of “Application Form”.
- If the local financial institution requires a separate handling fee/lifting fee, pay the fee to the bank in addition to the following remittance.

Overseas remittance instructions

Type	Telegraphic Transfer
Payment method	Advise and Pay
Bank Transfer Fee	Payer's Responsibility
Lifting Charge	Payee's Account
Amount	¥7,000 (¥5,000 screening fee + ¥2,000 lifting charge) *Any additional fees charged by your bank are payable by the applicant at the counter.
Purpose	Screening Fee
Bank name	MUFG Bank, Ltd.
Branch	Edogawabashi Branch
Account number	0035967FLM
Beneficiary	Waseda University
Bank address	1-48-13, Sekiguchi Bunkyo-ku Tokyo 1120014, Japan
Swift code	BOTKJPJT
Message to Payee	Write “56 GSICCS Screening Fee” and your full name.

(4) Notes on Preparing Your Application

○As a general rule, application documents and screening fees are not returned. A full screening fee will be refunded if you fall into one of the categories below. If you fall into one of the categories, please contact the GSICCS admissions office.

- 1) You paid a screening fee but failed to submit the required application documents.
- 2) You paid a screening fee but submitted the application documents after the deadline.
- 3) 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 a payment by credit card, handling fees which may be incurred for refund must be paid by the applicant. Also, if you have made a 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.

○You may be deemed to have committed a dishonest act if you falsified, fabricated, or plagiarized a document, material or information submitted in your application. In such case, any decision taken on your application may later be invalidated, and the application documents submitted and screening fee will not be returned.

○Application documents must be completed for you to qualify to be screened. If we contact you concerning your application, please follow our instructions immediately.

○Inquiries regarding the status of your application or the number of applicants will not be accepted.

If you expect to require special care during the entrance examination or after entering the university due to physical impairment etc., please contact the GSICCS admissions office at Waseda University immediately. In addition, contact us if a serious injury or illness is expected to affect your ability to take the entrance examination. Please contact us immediately even if you find yourself in such situation after submitting your application.

《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 enrollment 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. Please note that the personal information may be used as materials for studies and researches to improve our entrance examinations. The information will be statistically processed to prevent any individuals from being identified.

3. Application Documents

(1) Important Points for Preparing the Application Documents

- Please download all the necessary forms from the GSICCS website.
<http://www.waseda.jp/fire/gsiccs/en/applicants/master/>
- Sections marked with ※ in prescribed forms are for office use only.
- Documents should be printed single-sided in A4 size. **Do not staple your documents.**
- Use a black or blue ball-point pen, or type to fill out forms. Erasable pen may not be used.

(2) List of Application Documents

- (a) Submit all the necessary documents from the following list by the deadline (○ = required, △ = required if applicable). Incomplete applications cannot be accepted.
- (b) For documents marked with *, please use the prescribed forms.
- (c) For details, please refer to “(3) Notes for Each Application Material”, pages 10-15.

			Documents	Language to be used (English: E Japanese: J)	Remarks
<Required Documents for Admission>					
①	*	○	Application Form	E	Attach 2 photos
②	*	○	Research Plan	E	
③	*	○	Reason for Application	E	
④	*	○	Career Plan	E	
⑤	*	△	Other Evidence of Research	E	
⑥	*	○	Recommendation (Evaluation) Forms	E or J	[AO Admission] Submit 2 letters [Intramural Selection Recommendation] Submit 1-2 letter(s)
⑦		○	Certificate of Graduation(Diploma) / Certificate of Expected Graduation (Diploma) / Degree Certificate	E or J	Original document
⑧		○	Certificate of GPA (Academic Transcripts)	E or J	Original document
⑨		○	English Examination Official Score Card from the one of the followings: TOEFL(iBT)/TOEIC/ IELTS(Academic) Or Original Score Report of Common Entrance Examination for Graduate School (GRE/MAT/GMAT/LSAT)	E or J	Original document
<Required Documents for Those who wish GSICCS to Apply for the COE on Their Behalf>					
⑩		△	Certificate of the Deposit Balance of a Bank Account	E or J	
⑪	*	△	Agreement for Defraying Expenses	E	
⑫	*	△	Application Form for the Certificate of Eligibility (COE) ● Attach a Color Photograph on page 1	E	
⑬		△	Copy of Your Passport (if you have one)	—	
<Required Documents for Those who have Japanese Residence Status>					
⑭		△	Copies of both sides of Residence Card / Special Permanent Residence Certificate / Alien Registration Card	—	Only for non-Japanese applicants

(3) Notes for Each Application Material

Required Documents for Admission

①Application Form [Prescribed form]

- You may complete the form in your own handwriting or by using a computer.
- Two color photographs of yourself measuring 4cm in height by 3cm in width, taken no more than three months prior to the application, must be attached to the designated space on the Application Form. The photograph should show a frontal view of the applicant's face and shoulders, with no hat, background, or border. The photo must clearly identify the applicant. Write your name in ballpoint pen on the back of the photos.
- For those who pay the screening fee at a convenience store within Japan, please affix the certificate of receipt (入学検定料・選考料取扱明細書の「収納証明書」) that you will receive to the appropriate section of the "Application Form" and submit it together with the other application documents. For those who pay the screening fee from outside of Japan, please attach a photocopy of the "the remittance form" or "Result page" to the application form. And please check (✓) in the appropriate space on "Application Form".

②Research Plan [Prescribed form]

- Please describe in detail your research plan which you wish to pursue at GSICCS, including the theme, approach, and methods, etc. which you intend to use. Refer to the prescribed form for details.
- Please write your Research Plan in **English in around 800 words** and attach to the prescribed form.

③Reason for Application [Prescribed form]

Touching on the nature of your previous studies, please write in detail why you wish to enroll in GSICCS.

Please write your Reason for Application in **English in around 200 words**.

④Career Plan [Prescribed form]

Please describe your career goals in detail, touching both on how you plan to achieve them, and on the significance your experience at GSICCS will have.

Please write your Career Plan in **English in around 200 words**.

⑤Other Evidence of Research [Prescribed form]

If you wish, please provide a detailed description of your graduation thesis (or other research outputs relating to your intended research theme). Submission is optional.

Please write your description in **English in around 200 words**.

⑥Recommendation (Evaluation) Forms [Prescribed form]

- Be sure to use the designated form.
- Letters written on other formats will not be accepted.

AO Admission	Intramural Selection Recommendation
<ul style="list-style-type: none"> ●Applicants must submit two Recommendation (Evaluation) Forms written by separate evaluators. One of the two letters (forms) must be written by a faculty member who has supervised the work of the applicant, or other appropriate person. ●Letters must be sealed with a tally impression or signature and submitted <u>without being opened</u>. 	<ul style="list-style-type: none"> ●In principle, applicants must submit one Recommendation (Evaluation) Form written by your supervisor in charge of seminars of the undergraduate school. ●If the Recommendation Form from the supervisor is not possible, please submit two Recommendation (Evaluation) Forms written by two different faculty of Waseda University. ●Letters must be sealed with a tally impression or signature and submitted <u>without being opened</u>.

早稲田大学大学院国際文化コミュニケーション研究科
 Graduate School of International Culture and Communication Studies
 Waseda University

Recommendation (Evaluation) Form

推薦状【お願書評価書】

This form can be completed in either Japanese or English.
 After completing this form, please place it in an envelope, seal it, and sign your name across the seal. Then return it directly to the applicant who will draw and in to Waseda University along with all his/her other application documents.
 表封または日封で記入してください。お推薦状は封筒のうえお願書にお添えください。

Applicant's Name: 志願者氏名 _____

Recommender's Name: 推薦者氏名 _____

Recommender's Institution: 推薦者所属機関 _____

Recommender's Position: 推薦者職名 _____

Signature: 署名 _____ Seal印

Date: 日付 (yyyy/mm/dd) _____

1. How long and in what capacity have you known the applicant?
 推薦者と志願者の関係及びその関係の発生した時期 _____

2. How does the applicant compare in the following areas with other students in general? Tick (✓) one for each ability.
 他の一一般的な学生との比較において、志願者をどのように評価されますか？ (各能力につき✓を入れてください)

	Totally Exceptional 完全に優秀	Excellent 優秀	Very Good とても良い	Good 良い	Slightly Below Average やや平均以下	Unable to Judge 評価が不可能
Academic ability 学点						
Analytical Ability 分析力						
Originality 独創性						
Flexibility 柔軟性						
Leadership 指導力						
Potential 潜在力						

Please continue to the next page 2 ページ目に続く。

早稲田大学大学院国際文化コミュニケーション研究科
 Graduate School of International Culture and Communication Studies
 Waseda University

Page 2

3. Please check the appropriate group to rank this applicant among your students in recent years.
 志願者を他の学生と比較し、下記の該当する箇所に✓をしてください。

_____ Top2% _____ Top5% _____ Top10% _____ 1st Quarter _____ 2nd Quarter _____ Lower Half

4. Please check the appropriate phrase to indicate your overall evaluation of this applicant.
 志願者に対する、総合評価について、該当する箇所に✓をしてください。

_____ Strongly Recommended, _____ Recommended,
 _____ Recommended with Reservations, _____ Not Recommended

5. Taking into account both the level of commitment and the academic ability of the candidate, how do you evaluate his or her progress in applying to Waseda University's Graduate School of International Culture and Communication Studies? Please provide any other information or comments that, in your estimation, are relevant to evaluating the applicant's potential for graduate study.
 志願者の志望動機、及びその期待の度合い、専攻、実業・学業などについて詳細なコメントがあれば、具体的に記述してください。

⑦Certificate of Graduation/ Certificate of Expected Graduation/ Degree Certificate

- Applicants must submit original certificates. (Photocopied or faxed copies are not acceptable.)
- Please submit documents in either Japanese or English. If the issuing institution does not issue the documents in either language, be sure to prepare a certified translation by either a translation agency or other officially approved offices.
- Those who submit a certificate of expected graduation and become a successful applicant must submit an official graduation certificate at the time of entrance procedures.
- If there are graduation date and year on your Certificate of GPA or on the Academic Transcript, you do not need to submit the Certificate of Graduation.
- If applicants have completed a graduate program after graduation from a university, they must submit certificates of graduation from both undergraduate and graduate schools.

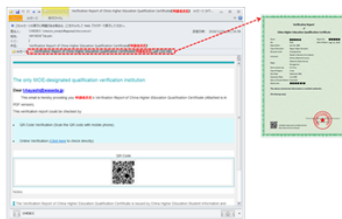
For applicants who graduated from universities in China

Applicants from Chinese institutions are required to complete **all three (3) steps below**;

STEP1 Submit one of the following documents;

A) Original copy (or a certified true copy) of certificate of graduation (diploma) with the certificate number (证书编号)	
B) Original document of the " Verification Report of China Higher Education Qualification Certificate (学历认证报告(英文版)) " issued by "中国教育部授权学历认证机构(CHSI)(或中国教育部授权学历认证机构指定的日本代理机构)"	
C) A copy of the online Verification Report downloaded from the CHSI website	

STEP2 Arrange for an official English version of " Verification Report of China Higher Education Qualification Certificate (学历认证报告(英文版)) " to be sent directly to our office (gsiccs-chsi@list.waseda.jp) from CHSI via email.

<ul style="list-style-type: none"> • Visit CHESICC website (https://www.chsi.com.cn/en/pvr/) for more information. • Verification report must reach our office before the deadline of the application period. • Only report sent directly from CHSI will be considered valid. 	
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STEP3 Submit the original degree certificate (or a certified true copy) with certificate number (证书编号)

⑧Certificate of GPA (Academic Transcripts)

AO Admission

- Applicants must submit an original certificate. (Photocopied or faxed copies are not acceptable.)
- Make sure to submit a certificate which includes the information of the grading scale/system of the program/university.
- Please submit documents in either Japanese or English. If the issuing institution does not issue the documents in either language, be sure to prepare a certified translation by either a translation agency or other officially approved offices.
- All courses taken at the undergraduate level must be included in the academic transcript. Applicants who have completed a graduate program after graduating from university must include academic transcripts for both their undergraduate and graduate programs.
- If the applicant has studied abroad while in their undergraduate and graduate programs, please also submit the original academic transcript issued by the host institution.
- For transfer students, please submit previous undergraduate academic transcripts.
- If the applicant took a leave of absence or leave for military service from his/her university, please have the home university or another public institution issue a certificate that shows that the school had granted the leave.
- In the case of graduating in less than four years, if the reasons are not detailed in your academic transcripts, please send a separate document issued by your university detailing the reasons for early graduation.

For applicants who graduated from universities in China

You may submit "成绩认证报告(英文版)" issued by "中国教育部授权学历认证机构(CHSI)(或中国教育部授权学历认证机构指定的日本代理机构)" as substitutes for the academic transcript issued by the university.

Intramural Selection Recommendation

- Applicants must submit the "Transcript of Academic Record/GPA" (GPA証明書), not the "Transcript of Academic Record" (成績証明書).
- Applicants must submit an original certificate. (Photocopied or faxed copies are not acceptable.)
- For transfer students, please submit previous undergraduate academic transcripts.
- If the applicant has studied abroad while in their undergraduate program, please also submit the original academic transcript issued by the host institution.

⑨English Proficiency Test(s)/ GRE or other Graduate School Admission Test(s)

< If you have NOT completed an undergraduate or graduate program conducted in English >

Please submit one (or more) of the **Original** English Examination Score Card of **TOEFL (iBT) , TOEIC, or IELTS(Academic)**

< If you have completed an undergraduate or graduate program conducted in English >

Please submit one (or more) of the **Original** English Examination Score Card of **TOEFL (iBT) , TOEIC, or IELTS(Academic)** Or Score Report of Common Entrance Examination for Graduate School (**GRE / MAT / GMAT / LSAT**)

*TOEFL: Official Score Report / TOEIC: Official Score Certificate / IELTS: Test Report Form

*Examination taken **within two years** of the last day of the application period will be deemed valid.

*TOEFL-ITP (Institutional Testing Program) and TOEIC-IP (Institutional Program) are not accepted as application documents.

*Please use the institution codes in the case of sending your certificate directly from the

examination organizations. TOEFL: 4232 GRE: 0569

*Even if you are a native speaker of English, you must submit one test score which our school has designated.

*There are no minimum scores/requirements for the designated tests.

<Required Documents for Those who wish GSICCS to Apply for the COE on Their Behalf>

⑩Certificate of Deposit Balance of a Bank Account

- Submit a certificate of the deposit balance of a bank account held by the person responsible for covering your expenses.
- Copies of passbook pages or monthly account statements issued by banks are not acceptable as certificates.
- If you plan to depend on allowances from a family member or relative, submit a certificate of the deposit balance of a bank account established in the provider's name. If you plan to pay your tuition and living expenses on your own, submit a certificate of the deposit balance of a bank account owned by your name.

- Be sure to submit the original documents.
- Certificates must be prepared in Japanese or English. If the bank does not issue a certificate of deposit balance in English, attach an English translation.
- Only certificates issued within three months prior to the date of application are valid.
- The Certificate of Deposit Balance must be that of an ordinary deposit account or a time deposit account that can be confirmed to have a balance of one million Japanese yen or more (or an amount of currency equivalent to one million Japanese yen or more if the account is denominated in currencies other than Japanese yen).
- * If the deposit balance is less than the above amount or the type of bank account is other than those specified above, your application for the COE may not be accepted.
- * If the certificate does not explicitly state that it is an ordinary deposit account or a time deposit account, attach a memo to provide the information on the type of account.
- * Certificates of balances of securities accounts of securities companies (stocks, etc.) are not acceptable as certificates of deposit balances.

⑪Agreement for defraying expenses

- Download the designated form from GSICCS website and enter the required information.
- Holder of the bank account stated in the "Certificate of Deposit Balance of a Bank Account" must sign the "Agreement for defraying expenses".

- If your financial supporter is "Government/sponsoring agency", submit a document certifying the provision of funds along with the amount of funds provided, and the provision period.
- The certificate must be prepared in Japanese or English. If the provider of funds prepared an "Agreement for defraying expenses" in a language other than Japanese or English, attach a Japanese or English translation (No need to notarize).

⑫Application Form for the Certificate of Eligibility (COE)

- Download the designated form from GSICCS website and enter the required information in English.
- Fill out the form in your own handwriting (black ink) or type using a PC or word processor.
- Fill in all necessary information referring to the example provided. (Be sure to check the example on GSICCS website.)
- The form must be printed single-sided on A4 size white paper. (The Immigration Bureau of Japan will not accept forms printed on letter-size paper.)
- Affix the same photograph affixed to the Application Form (it should be taken within last three

months and have your name written on the back) to the Application for a Certificate of Eligibility.

- If you are a legal resident in Japan with status other than Permanent Resident, Spouse or Child of Japanese National, Spouse or Child of Permanent Resident, or Long-term Resident, and you need to change your status to Student, the visa has to be changed by yourself after entering GSICCS.

⑬ Copy of your passport

Submit copies of the following pages of your passport (if you have one):

Pages bearing your photograph, name, and passport number

For those non-passport holders, we recommend you to apply for a passport soon to get the visa stamped on it.

<Required Documents for Those Who Have Japanese Residence Status>

⑭ Copies of both sides of Residence Card / Special Permanent Residence Certificate / Alien Registration Card

If you are a domestic applicant with non-Japanese nationality, please submit **copies of both sides** of the Alien Registration Card / Residence Card / Special Permanent Residence Certificate. In the event that you do not have the above Card, please submit a photocopy of the passport page with your photo and all pages with personal information including your visa status.

(4) Return of Submitted Documents

Documents will not be returned once submitted, regardless of any special circumstances on the part of the applicant. For non re-issuable documents, please submit certified true copies, which must be authenticated with the original, by either your university, notary public, GSICCS admissions office or other officially approved offices.

4. Screening

(1) Notification of the application number by email

After the application period, all applicants whose application documents were accepted will **be notified of their application number by email which will be sent to the email address they have provided on their application form**. If you do not receive this email with the application number by **10 days before the date of the result announcement**, please contact the GSICCS admissions office immediately. The email will be exchanged for your student card after university entrance.

(2) Screening Method

The document screening will be based on the holistic evaluation of all the required documents that are submitted. No interviews or written examinations will be required.

(3) Test-taking Guidelines for Waseda University Admissions Exam

Waseda University has provided the following guidelines so that all examinations can be properly administered and all examinees have an opportunity to perform in a fair and equitable environment. Please read the guidelines carefully and approach the examination in a serious manner.

1. You may be deemed to have committed a dishonest act if Waseda University determines that you have falsified, fabricated, or plagiarized the document(s), statement(s), or information submitted for your application.
2. In addition, the following responses may be taken if a dishonest act is identified.
 - The applicant may not be allowed to continue taking the examination or allowed to take any other entrance examination given by Waseda University during the year. (Screening fees will not be returned.)
 - The results of all entrance examinations taken by the applicant at Waseda University during the year may become invalid.

5. Announcement of the Result

Period of Admission	April Entry 2019	September Entry 2019
Result Announced	December 11 (Tue.) 2018	June 18 (Tue.) 2019

Announcement Methods

Website	Examination results will be announced online. A list of successful applicants (Application Number) will be uploaded on the following website on the day of the announcement: http://www.waseda.jp/fire/gsiccs/en/
Notification by post mail	Only Successful applicants will receive a “Certificate of Success in the Entrance Examination” and information package for entrance procedures to the mailing address specified on the application form on the day of the announcement. If these documents do not arrive within 10 days after the day of the result announcement, contact the GSICCS admissions office with your application number.

*No email, fax or telephone inquiries regarding acceptance or rejection will be accepted.

6. Entrance Procedures

(1) Entrance Procedures

- ① The transfer of “admission fees, school fees” as well as “the submission of documents” for entrance is required for the completion of the entrance procedures.
- ② All of submission of documents must be by post mail.
*Please note that “Period of Admission” cannot be changed once applied under any circumstances.

(2) Obtaining a Student Visa

International students without resident status in Japan are basically required to apply for the Certificate of Eligibility (COE) in order to apply for a Student visa to enter and reside in Japan.

Application for the COE must be filed by one of the following person:

1. The student himself/herself
2. Administrative staff of the accepting institution (Waseda University) 【As a proxy】

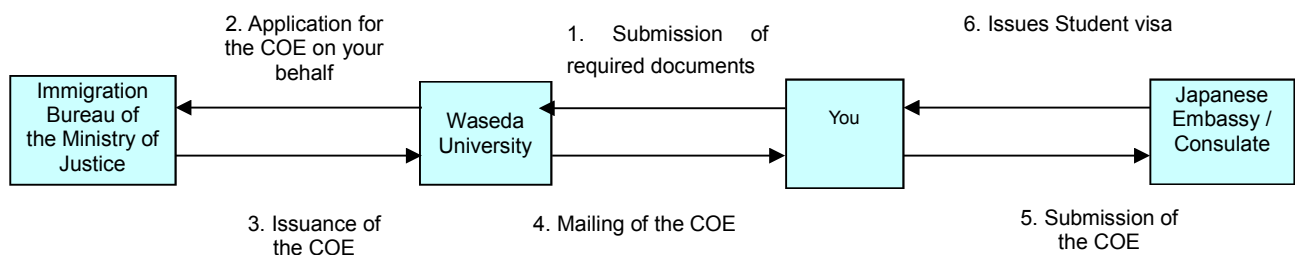
Waseda will act as a proxy (on behalf of the student) and apply for your COE if all the following requirements are met:

1. The student does not have a Japanese residence status and requires a COE to obtain a “Student” visa
2. The student submits all the required documents for the COE and completes the necessary enrollment procedure

The following steps must be taken in order to obtain a COE and student visa.

1. Apply for the COE by submitting the COE application documents at the Tokyo immigration bureau.
2. After the COE is issued, the student should take it together with other documents (e.g. Passport) to the local Japanese embassy or consulate and apply for a Student visa.

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



NOTE:

- The entire process takes approximately two-three months thus please submit the COE documents at the time of admissions.
- If you hold a dual citizenship of Japan and another country, you cannot apply for the COE/student visa.
- Non-Japanese nationals with a Short-term visa are not eligible to enroll in a university.
- If you already have a “Student” visa, apply for the extension of the period of stay as needed. An application for the extension of the period of stay can be filed from three months before your visa expires. For further information, contact the Immigration Bureau.

- If you currently have a visa other than "Short-term" visa (such as "Long-term Resident" or "Dependent"), you do not need to undertake any immigration procedure. If you wish to change your visa status to "Student", you should apply for a change of resident status at your own responsibility.
- "Student" visa holders are eligible to apply for tuition waiver programs and scholarships for international students. A non-Japanese resident who holds a visa other than "Student" allows him/her to enroll in a university but may not be able to apply for the financial support programs for international students.
- Waseda applies on behalf of applicants for a COE only for a "Student" visa. Those who intend to apply for other types of visas are required to file their applications themselves.
- If you do not submit the necessary documents or the submitted documents are incomplete, Waseda will not be able to apply for a COE on your behalf.
- If you are admitted to another institution as well as Waseda and apply for a COE or a visa for both institutions (double application), the COE will not be issued.
- The Immigration Bureau may require you to submit additional documents.
- Depending on the content of documents prepared by the applicant, a COE may not be issued.
- An applicant who wishes to withdraw from enrolling in Waseda after receiving the COE must follow the procedure for the withdrawal of enrollment and immediately return the COE to Waseda University.

7. Others

●Tuition and other fees

(in Japanese Yen)

Academic year	Time of payment		Admission Fee*	Academic fees		Membership fees Waseda University student health promotion mutual aid association fee	Total
	April Entry	September Entry		Tuition fee	Seminar fee		
First year	(On Entry) 2019 Spring	(On Entry) 2019 Fall	200,000	372,500	2,500	1,500	576,500
	2019 Fall	2020 Spring	----	372,500	2,500	1,500	376,500
	Total	Total	200,000	745,000	5,000	3,000	953,000
Second year	2020 Spring	2020 Fall	----	472,500	2,500	1,500	476,500
	2020 Fall	2021 Spring	----	472,500	2,500	1,500	476,500
	Total	Total	----	945,000	5,000	3,000	953,000

***If you are currently enrolled in, graduated from, completed, or withdrew from an undergraduate, graduate, or specialized program of Waseda University, you are not required to pay the admission fee.** For more information, please refer to “Guidelines for Entrance Procedures” sent to successful applicants.

NOTE:

1. As a rule, we do not return submitted documents or refund school expenses and fees (the admission fee and school expenses for the first semester). However, if you do not enter Waseda University due to unavoidable circumstances or fail to meet the entrance qualifications prior to enrollment, we may refund only the school expenses for the first semester (but not the admission fee).

And if you have been accepted by one Waseda graduate school and completed the payment of admission fee, school expenses and other fees to that school and are later accepted by another Waseda graduate school which you prefer to enter, you can enter the preferred graduate school and request to have the amount you have already paid transferred to that school. However, this procedure can be done only when the enrollment procedure periods of the two graduate schools do not overlap. For more information, please refer to “Guidelines for Entrance Procedures” sent to successful applicants

2. Seminar and membership fees are subject to change.

3. The school expenses and other fees required for the second year include tuition and Waseda University Student Health Promotion Mutual Aid Association Fees (student health insurance fee). In addition, 40,000 yen for the alumni association membership fee is required in the second year.

1 Advance Web Application



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, 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.



[1]-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

A multifunction copier can not be used to make payment.



[1]-digit Customer Number] お客様番号
[4]-digit Verification Code] 確認番号

Use the Lawson or Ministop information terminal


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

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

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



[1]-digit Customer Number] お客様番号
[4]-digit Verification Code] 確認番号

Use the FamilyMart information terminal

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

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

"番号入力画面に進む" Advance to the "Entering number" page

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

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

Loppi, FamiPort, 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.

3 Application

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

●Seven-Eleven


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

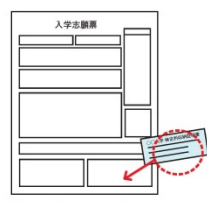


The appearance of the ticket you receive may differ from the illustration above.

●Lawson ●Family Mart ●Ministop

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





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

Attach Your Receipt (Certificate of Payment) to the Application

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

- 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 the same at all participating stores.

convenience stores:

Entrance exam fee ¥49,999 or less	432 yen (tax incl.)
Entrance exam fee ¥50,000 or more	648 yen (tax incl.)

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/

Waseda University

Examination Fee Payment by Credit Card, Union Pay, and Alipay

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, Union Pay, and Alipay.



Web Application - Online Transaction

Access the site below with your PC

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



You can access from our website too!

- | | |
|--|---|
| 1. Top Page | Click "Examination Fee". |
| 2. Terms of Use and Personal Information Management | Please read the Terms of use on Personal Information Management.
Click "Agree" button located in the lower part of this page if you agree with these terms.
Click "Not agree" button located in lower part of this page if you do not agree with these terms. |
| 3. School Selection | Click "Waseda University". |
| 4. School Information | Read the information carefully and click "Next". |
| 5. Category Selection | Choose First to Fourth Selection and click "Add to Basket". |
| 6. Basket Contents | Check the contents and if it is OK, click "Next". |
| 7. Basic Information | Input the applicant's basic information.
Choose your credit card and click "Next". |

Paying with Credit Card

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

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

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

Paying with Union Pay, Alipay

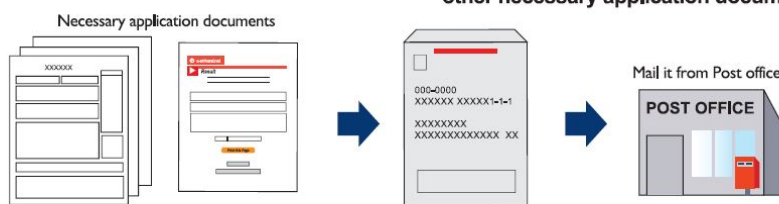
Follow the onscreen instructions to complete the card payment.

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

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

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

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



[NOTICE/FAQ]

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

■ Payment Commission

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

Entrance exam fee	Payment Commission
~ 29,999 yen	555 yen
30,000 yen ~ 49,999 yen	987 yen
50,000 yen ~ 69,999 yen	1,420 yen
70,000 yen ~ 99,999 yen	1,800 yen
100,000 yen ~ 199,999 yen	2,037 yen
200,000 yen ~ 299,999 yen	2,571 yen
300,000 yen ~	4,320 yen

For questions or problems not mentioned here, please contact :

E-Service Support Center Tel : +81-3-3267-6663 (24 hours everyday)

Screening Fee Waiver Program for Applicants from Specified Countries

Waseda University provides a screening fee waiver program for applicants from specified countries. Eligible applicants are required to read the following instructions and submit requests along with their application documents.

(1) Eligible Countries	Afghanistan, Angola, Bangladesh, Benin, Bhutan, Burkina Faso, Burundi, Cambodia, Central African Rep., Chad, Comoros, D.P.R. Korea, Democratic Republic of the Congo, Djibouti, Eritrea, Ethiopia, Gambia, Guinea, Guinea-Bissau, Haiti, Kiribati, Laos, Lesotho, Liberia, Madagascar, Malawi, Mali, Mauritania, Mozambique, Myanmar, Nepal, Niger, Rwanda, Sao Tome and Principe, Senegal, Sierra Leone, Solomon Islands, Somalia, South Sudan, Sudan, Tanzania, Timor-Leste, Togo, Tuvalu, Uganda, Vanuatu, Yemen, Zambia, Zimbabwe
(2) Outline	You are eligible to apply for a screening fee waiver if you reside in one of the countries designated by Waseda University AND hold the nationality of one of the countries above.
(3) Eligibility	<p>The following conditions must be fulfilled:</p> <ol style="list-style-type: none"> 1) The applicant must reside in one of the countries classified as "Least Developed Countries" or "Other Low Income Countries" in the list of ODA recipients as published by OECD/DAC when they apply AND hold nationality of one of those countries (the applicant's country of residence and nationality do not necessarily have to be identical). <ul style="list-style-type: none"> *For the list of eligible countries, refer to "Eligible Countries" above *You are not eligible if you reside in Japan. 2) If you have dual nationality, you are only eligible if both nationalities are included on the list of eligible countries described in (1) above.
(4) Procedures	<p>When applying to an undergraduate school or graduate school of Waseda University, please enclose the following documents in the application documents instead of the certificate of payment for the screening fee (copy of the remittance form, etc.).</p> <ol style="list-style-type: none"> 1) Application Form for Screening Fee Waiver 2) Copy of passport (including all details) <ul style="list-style-type: none"> *The application for the screening fee waiver program must be made along with the application for admission. Applications made afterwards will not be accepted under any circumstances. *You are not required to pay the screening fee. However, if payment was made before the application for the screening fee waiver program, the screening fee will not be reimbursed. Please note that the University will not refund the screening fee if you mistakenly paid it. *In the event that you are found to be ineligible for the screening fee waiver program, or have made a false claim, you will be asked to settle the screening fee by the deadline of the application period.