

GSICCS

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

Master's Program

**April Entry 2020
September Entry 2020**

**AO Admission
Intramural Selection by Recommendation**

Application Guidelines

(Updated on January 21, 2020)

Admissions Office Graduate School of International Culture and Communication Studies	
Address	4F, Building 11, 1-6-1 Nishi-Waseda, Shinjuku-ku, Tokyo, Japan 169-8050
Tel (DMS/INT)	03-5286-1716 / +81-3-5286-1716
E-Mail	gsiccs-ent@list.waseda.jp
URL	https://www.waseda.jp/fire/gsiccs/en/
Business Hours	9:00 to 17:00 (Japan Standard Time), Monday through Friday

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 of Japan 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 GSICCS as having earned a specified number of credits with an excellent academic record.
 6. Those who have been recognized by the GSICCS 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 at least two months prior to the application.
- ※ “University” in “1” and “5” refers to a university which is approved by the Ministry of Education, Culture, Sports, Science and Technology of Japan.
- ※ 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 may not be accepted.
- ※ Graduates from three-year specialized college (zhuanke) programs in China do not meet the requirements mentioned in item No.5. (However, those who have graduated from a four-year (benke) program after graduating from a three-year program and completed 16 years of school education fulfill the requirements mentioned in item No. 3.)

Intramural Selection by Recommendation

The “Intramural Selection by Recommendation” admission scheme is designed for prospective students from various undergraduate schools at Waseda University.

Applicants must fulfill all of the following requirements in order to apply to the “Intramural Selection by Recommendation”.

1. Applicants must currently be enrolled at Waseda University as a regular student at the time of application.
 2. Applicants for admission in April 2020 must be expected to graduate in March, 2020 from their respective undergraduate schools.
Applicants for admission in September 2020 must be expected to graduate in September, 2020 from their respective undergraduate schools.
- ※ Applicants who are currently enrolled in an undergraduate school at Waseda University through a Double Degree Program, whose home universities are overseas partner universities of Waseda

University, are eligible to apply through the "Intramural Selection by Recommendation" if they are to be expected to graduate from their respective undergraduate schools at Waseda University and are scheduled to earn a bachelor's degree.

3. 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.

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

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

4. 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 2020 : April 1, 2020
- September Entry 2020 : September 21, 2020

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) Number of Students Admitted

AO Admission	Intramural Selection by Recommendation
Approximately 50 students (total number for admissions for April and September Entry)	Limited number of students

(3) Application Schedule

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

Period of Admission	April Entry 2020	September Entry 2020
Application Period/ Screening Fee Payment Period	October 11, (Fri.) – October 24 (Thu.) 2019	April 1 (Wed.) – April 9 (Thu.) 2020
Notification of the Application number	10 days before the date of the result announcement	
Announcement of the Result	December 16 (Mon.) 2019	June 16 (Tue.) 2020
Period for Transferring School Fees (Only for successful applicants)	December 17 (Tue.) - January 6 (Mon.) 2020	June 17 (Wed.) – June 30 (Tue.) 2020

(4) Study Plan / Directed Research

When applying, please select your choice of the 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 will not be able to change your selection of the Study Plan/ Directed Research after the 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	Second Language Education	Writing Studies and Education
	Language and Society	Interpretation Studies
	Speech Communication and Language Acquisition	Teaching English As a Second Language

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	Culture and Translation	Film Studies
	Cultural Studies	The Literature and Intellectual History of Japan
	Culture and Media	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	Marketing Communication and Consumer Psychology
	International Legal Studies	International Political Economy
	Public Diplomacy	Peace and Conflict Studies

IMPORTANT NOTICE

The faculty in charge of the Directed Research may change each academic year. Be sure to check the latest information before you submit your application.

- 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 Procedure

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

(1) Method of Application

Prepare and send all the required documents listed on page 11 “3. Details of Application Documents” to the address below. Use 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

Please clearly write the following information on the envelope and/or on the shipping slip.

Admissions Office,
Graduate School of International Culture and Communication Studies, Waseda University
4th Floor Building 11, 1-6-1 Nishi-Waseda, Shinjuku-ku, Tokyo Japan 169-8050
Tel: 03-5286-1716 / +81-3-5286-1716

IMPORTANT NOTICE

- **Application documents must be sent by post or international courier service.** Documents will not be accepted if brought in person, faxed or e-mailed to the GSICCS admissions office.
- **We do not inform applicants regarding the delivery status of the application documents.** Be sure to send your documents using a courier service which provides a tracking service, so that you may check the status using the tracking number provided by the company.
- **In case your documents do not arrive by the deadline, your application will be rejected.**
In such 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 be rejected.**

① The Amount of Screening Fee

- The amount of the screening fee will differ depending on the application category and/or on the country of residence at the time of application (regardless of nationality).
- You may be asked to provide documentary proof of residence if you reside outside of Japan. In this case, the admissions office will contact applicants individually.
- Applicants who reside and apply from specified countries may be eligible to apply for a screening fee waiver program. Please refer to “③ Screening fee Waiver Program for Applicant from Specified Countries” on page 7.

(in Japanese yen)

Category	AO Admission		Intramural Selection by Recommendation
	Domestic Application (Residents of Japan)	Overseas Application (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

IMPORTANT NOTICE

- **Applications cannot be accepted unless the full screening fee has been paid.**
- **The screening fee once paid, will not be refunded under any circumstances.** However, a full refund of the screening fee will be made if you fall under one of the cases below.

- 1) You paid the screening fee but failed to submit the required application documents.
- 2) You paid the screening fee but submitted the application documents after the deadline.
- 3) You paid the 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 held by the applicant.

② Method of payment for the Screening Fee

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

<Payment in Japan>

Payment at a Convenience Store

- Please pay the screening fee at a convenience store near you.
- To make the 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 computer or a smart phone and complete the prescribed online procedures. After completing the procedure online, 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, and 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”. Check the details on the screening fee payment method on page 8.
- 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 be closed at 11:00PM (JST) 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(JST) 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 in Japan/from outside Japan>

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

- 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” on page 9.
- 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(JST) 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.**

③ Screening Fee Waiver Program for Applicants from Specified Countries

Waseda University provides a screening fee waiver program for applicants from specified countries. Eligible applicants are required to read the following instructions and 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 <u>if you reside</u> in one of the countries designated by Waseda University AND <u>hold the nationality</u> 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 <u>AND</u> hold nationality of one of those countries (the applicant's country of residence and nationality do not necessarily have to be identical). *For the list of eligible countries, refer to "Eligible Countries" 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 result page etc.).</p> <ol style="list-style-type: none">1) Application Form for Screening Fee Waiver2) Copy of passport (including all details) <p>*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.</p> <p>*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.</p> <p>*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.</p>

Waseda University

Convenience Store Easy-Pay Systems for Entrance Exam Fees

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

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



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



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

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

2 Convenience Store Payment

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

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

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

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

A multifunction copier can not be used to make payment.

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

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

Use the Lawson information terminal Loppi

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

Select the "各種代金お支払い" button on the touch screen
All Payments

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

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

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

●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.

* Design and layout of the touch screen buttons is subject to change without notice.

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

Use the FamilyMart information terminal FamiPort

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

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

●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.

* Design and layout of the touch screen buttons is subject to change without notice.

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.

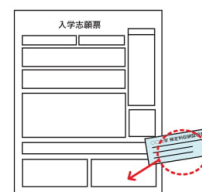
●Lawson ●Family Mart ●Ministop

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.



Attach Your Receipt (Certificate of Payment) to the Application

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



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

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

Payment Commission

(transfer fee charged by all participating stores)

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

convenience stores:	Entrance exam fee ¥49,999 or less	500 yen
	Entrance exam fee ¥50,000 or more	720 yen

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

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

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 an 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.

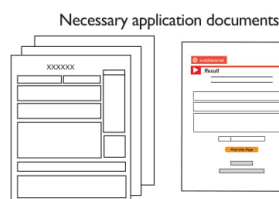
Please click the "Application Results" button in the upper
part of this site (e-shiharai.net).

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.

Application

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

■ Payment Commission

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

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

For questions or problems not mentioned here, please contact :

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

(4) Notes on Preparing Your Application

Application documents must be complete for you to qualify to be screened. In the event that there are still some imperfections in the documents after the application period, you will be placed at a disadvantage. If we contact you concerning your application, please follow our instructions immediately.

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 of 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.

(5) Dishonest Act

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. In addition, the following responses may be taken if a dishonest act is identified.

- 1) The applicant may not be allowed to take any other entrance examination given by Waseda University during the year. (Screening fees will not be returned.)
- 2) The results of all entrance examinations taken by the applicant at Waseda University during the year may become invalid.

3. Details of application documents

(1) List of Application Documents

- Submit all of the necessary documents from the following list by the deadline (○ = required, △ = required if applicable). Incomplete applications will not be accepted.
- For documents marked with *, please use the prescribed forms.
- For details, please refer to “(2) Instructions for each application documents” on pages 12-17.

			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	Online submission by the recommender(s) [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
⑩		○	Personal Identification		Photocopy
<Required for those who wish to have GSICCS to apply for the COE on their behalf>					
⑪	*	△	Application Form for the Certificate of Eligibility (COE)	E	Attach a Color Photograph on page 1
⑫		△	Certificate of the Deposit Balance of a Bank Account	E or J	Original document
⑬	*	△	Agreement for Defraying Expenses	E	
<Required for those who hold a residence status in Japan>					
⑭		△	Copies of both sides of Residence Card / Special Permanent Residence Certificate	—	Only for non-Japanese applicants

(2) Instructions for Each Application Material

Important Notice for Preparing Application Documents

All applicants will be required to prepare documents according to the following instructions

- Download the necessary documents from the GSICCS website.
<http://www.waseda.jp/fire/gsiccs/en/applicants/master/>
- Sections on the designated forms marked with ※ are for office use only.
- **Type all the information using a computer** when preparing the application documents.
- Documents should be **printed single-sided and on A4 size** paper.
- **All of the documents which are once submitted will NOT be returned under any circumstances.**
- Be sure to submit **original documents**. Documents which cannot be verified as originals are invalid.
- If you only hold one copy of a document and cannot submit the original documents, you may submit a certified true document which **must be authenticated with the original** by either the issuing institution, notary public, GSICCS Admissions Office or other appropriate office officially approved by the government. **Photocopies without authentication are invalid**
- **Documents must be prepared in Japanese or English.** For documents in other languages, attach an official translation in either Japanese or English which must be translated by either the issuing institution, translation agency or other appropriate office officially approved by the government.
- Documents which extends over two or more pages (or both-sided), all pages (or both sides) of the document must have the official seal of the issuing institution or the signature of the person issuing the document.
- **DO NOT staple documents.** Group each set of documents with a paper clip.
- Do not put the documents in a file or a folder. Use simple packaging.

Required Documents for Admission

① Application Form [Prescribed form]

- Complete the form by using a computer. DO NOT hand write the application form or change the format of application form.
- Two color photographs of yourself must be attached to the designated space on the application form. The photo must be **4cm in height by 3cm in width, taken no more than three months prior to the application**. 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 and unclear digital photos will not be accepted. 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」) which 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 "Result page" to the application form. And please check (✓) in the appropriate space on "Application Form".

② Research 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 the prescribed form to your research plan.

③ Reason 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 using the prescribed form in **English in around 200 words**.

④ Career 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 using the prescribed form in **English in around 200 words**.

⑤ Other 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 using the prescribed form in **English in around 200 words**.

⑥ Recommendation (Evaluation) Forms [Prescribed form]

- The designated form must be used and submitted following the instructions below.
- DO NOT use a different format or attach additional materials to the designated form.
- The email address of the recommender(s) must be one that is officially used for his/her occupation. (As a basic rule, refrain from using free email address(es) provided by internet service providers.)
- Inform your recommender(s) to follow the instructions below in order to submit the form.

STEP 1: Download the form from the GSICCS website, and complete the form using a computer.

<https://www.waseda.jp/fire/gsiccs/en/applicants/master/>

STEP 2: Make sure to completely fill out all of the sections and lastly sign the form.

STEP 3: Access the following website and follow the directions to upload (submit) the form.

<https://my.waseda.jp/application/noauth/application-detail-noauth?param=jIH-xJzpbGSTFGvAlw1psg>

STEP 4: When the form is successfully submitted to GSICCS, a confirmation email will be sent to the recommender. Contact the admissions office of GSICCS if the e-mail is not received or have inquiries.

※The admissions office of GSICCS may contact the recommender to confirm the information on the form.

※If the recommender(s) would like to re-upload the file, please access the same link and upload the new file. The admissions office of GSICCS will refer to the latest uploaded file.

※Any falsification of documents/information will lead to the rejection of the application and other measures.

AO Admission

- Applicants must submit **two Recommendation (Evaluation) Forms** written by separate evaluators.
- As a basic rule, one of the two letters (forms) should be written by a faculty member who has supervised the work of the applicant and who should be well acquainted with the academic profile of the applicant.

Intramural Selection Recommendation

- Applicants must submit **one Recommendation (Evaluation) Form** written by your supervisor in charge of seminars of the undergraduate school.
- **If you cannot receive a Recommendation Form from your supervisor, please submit two Recommendation (Evaluation) Forms written by two different faculty members of Waseda University.**

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

- Applicants must submit the original certificates or certified true documents. (Please refer to page 12 for details on certified true copies.)
- Please submit documents in either Japanese or English. (Please refer to page 12 for details on preparing translations.)
- 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 the graduation date is specified on the Academic Transcript, you do not need to submit the Certificate of Graduation.
- If applicants have completed a graduate program after completing a undergraduate program, they must submit certificates of graduation from both undergraduate and graduate schools.
- For applicants who are students of Waseda University and who are not able to prepare the certificate of expected graduation due to the document issuing system, please submit a letter issued by the school which you belong, mentioning this matter.

For applicants who have 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)

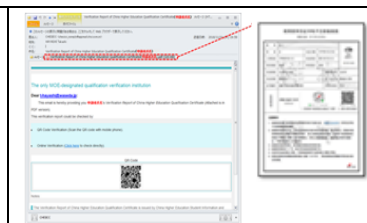


B) A copy of the online Verification Report downloaded from the CHSI website



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

- 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.



STEP3 Submit the original degree certificate (or a certified true copy) with certificate number (证书编号)

⑧ Certificate of GPA (Academic Transcripts)

AO Admission

- Applicants must submit the original certificates or certified true documents. (Please refer to page 12 for details on certified true copies)
- Submit a document which includes the information of the grading scale/system of the program/university.
- Please submit documents in either Japanese or English. (Please refer to page 12 for details on preparing translations)
- All courses taken at the undergraduate level must be included in the academic transcript. Applicants who have completed a graduate program after completing a undergraduate program must include academic transcripts for both their undergraduate and graduate programs.
- If the applicant has studied abroad while in their undergraduate and/or graduate programs, please also submit the original academic transcript issued by the host institution.
- For transfer students, please submit previous undergraduate academic transcripts as well.
- 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 confirms that the school had granted the leave.
- In the case of graduating from the undergraduate school in less than four years, if the reasons are not stated in your academic transcripts, please send a separate document issued by your university detailing the reasons for early graduation.
- There is no minimum GPA requirement.

For applicants who have 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 you were enrolled at.

Intramural Selection Recommendation

- Applicants must submit the "Transcript of Academic Record/GPA" (GPA証明書), which confirms your GPA as 3.0 or higher. Do not submit 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

⑨ English 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 MyBest Scores, TOEFL-ITP (Institutional Testing Program) and TOEIC-IP (Institutional Program) will not be accepted.
- Use the following institution codes if you wish to have your certificate directly sent from the examination organizations. TOEFL: 4232 / GRE: 0569 / GMAT: 3TX-C3 / For others, use the postal address on page 4.
- **Even if you are a native speaker of English, you must submit one test score listed above.**
- **There are no minimum scores/requirements for the above test.**

⑩ Personal Identification

- Submit a photocopy of your passport or if you do not have a passport at the time of application, submit a copy of any identification document which shows your date of birth and name in alphabet.
- If you hold multiple passports, submit the copies of all of the passports.

<Documents for those who wish to have GSICCS apply for the COE on their behalf>

If your nationality is not Japanese and you are not a legal resident of Japan, and wish to have GSICCS apply for your Certificate of Eligibility (COE) on your behalf, please submit the following documents along with the other application documents. Also please refer to page 20 for the details on applying for the COE by proxy and student visa.

⑪ Application 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 using a computer.
- 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.

⑫ Certificate of Deposit Balance of a Bank Account

- Be sure to submit the original certificate of the deposit balance of a bank account held by the person responsible for covering your expenses.
- **The following documents are NOT acceptable as certificates:**
 - Photocopies of the certificate of the deposit balance
 - Photocopies of passbook pages or monthly account statements issued by banks
 - Certificates of balances of securities accounts of securities companies (stocks, etc.)
- 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.
- Certificates must be prepared in Japanese or English. If the bank does not issue a certificate of deposit balance in English, attach an English or Japanese translation (No need to notarize).
- 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.

⑬ Agreement for defraying expenses

- Download the designated form from the 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”(digital signature are not accepted).
- 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).

<Required Documents for Those Who Have Japanese Residence Status>

⑭ Copies of both sides of the Residence Card / Special Permanent Residence Certificate

If you are a domestic applicant with non-Japanese nationality, please submit **copies of both sides** of the Residence Card / Special Permanent Residence Certificate. If 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. Screening Procedures

(1) Notification of the application number by email

After the application period, **all applicants whose application documents are 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 **10 days prior to 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) Return of Submitted Documents

Documents will not be returned once submitted, regardless of any special circumstances on the part of the applicant. For documents that cannot be reissued, please submit certified true copies as instructed on page 12.

5. Announcement of the Result

(1) Result Announcement Schedule

Period of Admission	April Entry 2020	September Entry 2020
Result Announced	December 16 (Mon.) 2019	June 16 (Tue.) 2020

(2) Announcement Methods

Website	<p>Examination results will be announced <u>only on the GSICCS website.</u></p> <p><u>Only the list of successful applicants</u> (Application Number) will be uploaded on the following website on the day of the announcement: http://www.waseda.jp/fire/gsiccs/en/</p>
Notification by post mail	<p><u>Only Successful applicants</u> 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.</p>

- The results will not be informed by email, telephone or in person.
- Inquiries regarding the admission decision and requests for reconsideration of the decision will not be accepted under any circumstances.

6. Enrollment Procedures (For successful applicants only)

(1) Payment of the Admission Fee, School Expenses and Other Fees

The admission fee, tuition fees and other fees for the first semester must be paid within the following period.

	April Entry 2020	September Entry 2020
Payment period	December 17 th (Tue)- January 6 th (Mon), 2020	June 17 th (Wed)- July 30 th (Tue), 2020

- 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). For more information about the procedure to get a refund, refer to “the Guidelines for Entrance Procedures” sent to successful applicants.
- If you have been accepted by a Waseda graduate school and completed the payment of the entrance 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 undergraduate 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 schools do not overlap. For more information about the procedure, please refer to the “Guide for Entrance Procedures” which will be sent to successful applicants.
- Please be aware that the period of enrollment cannot be changed (defer/postpone to a different month/year) once accepted for the relevant admissions.

(2) School Expenses and Other Fees

(in Japanese Yen)

Academic year	Time of payment		Admission Fee*	Academic fees		Membership fees	Total
	April Entry	September Entry		Tuition fee	Seminar fee	Waseda University Student health Promotion mutual aid association fee	
First year	(On Entry) 2020 Spring	(On Entry) 2020 Fall	200,000	372,500	2,500	1,500	576,500
	2020 Fall	2021 Spring	----	372,500	2,500	1,500	376,500
	Total	Total	200,000	745,000	5,000	3,000	953,000
Second year	2021 Spring	2021 Fall	----	472,500	2,500	1,500	476,500
	2021 Fall	2022 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 as a degree-seeking student, you are not required to pay the admission fee.** For more information, please refer to “Guidelines for Entrance Procedures” which will be sent to successful applicants.
- Seminar, membership fees and other fees are subject to change.
- 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.

(3) Submission of enrollment documents

Those who have completed the payment of the designated fees will receive documents for the second enrollment procedure. The documents will be sent to the postal address specified on the application form by international courier service or by domestic post service **in February 2020 (for April 2020 Entry)/July 2020 (for September 2020 Entry).**

(4) Obtaining a Student Visa

International students who are admitted to Waseda University are able to apply for a status of residence “Student”. Those with the status of residence “Student” are eligible to apply for tuition reduction/exemptions and scholarships for international students. Those with a status of residence other than “Student” are eligible to enter Waseda University but please be aware that you cannot use various services and systems intended for international students as stated above.

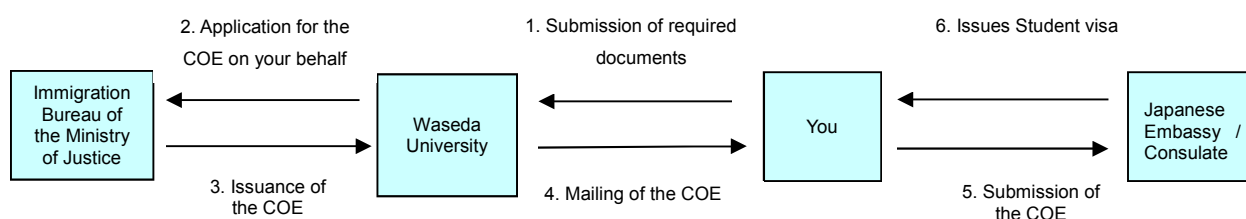
Please take note that students are not eligible to enroll in the university with a “Temporary Visitor” visa status. Carefully read below and take the necessary measures.

Visa Application Procedures

In order to apply for a status of residence, you will first need to obtain a certificate of eligibility (COE) from the Immigration Bureau of the Ministry of Justice of Japan, located in Japan. Limited to students with foreign citizenship and living outside of Japan who have completed enrollment procedures, Waseda University will apply for a COE to the Immigration Bureau on the student's behalf.

After the COE is issued, Waseda University will send it to the student by mail. Upon receiving the COE, you will need to take the COE and other documents (e.g. your passport) to the Japanese embassy or consulate in your country of citizenship/residence to apply for a “Student” visa. The COE expires in 3 months of issuance, so be sure to acquire your visa within 3 months and enter Japan.

“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.**
- **If you currently have a status of residence “Student”,** please process the “application for extension of period of stay” as necessary. You are able to apply for an extension of period of stay up to three months before your status of residence expires. Please contact the Immigration Bureau for further details.
- **If you have a status of residence “Temporary Visitor”,** as a general rule, you will need to temporarily leave Japan and apply for status of residence “Student.” For details on how to apply for a status of resident “Student,” please refer to the above.
- **If you currently have a status of residence such as “Long Term Resident,” “Dependent,” etc.,** there is no need for you to undertake any procedures. However, if you wish to change your status of residence to “Student,” you will need to apply for a change of status of residence. For more details, please contact the GSICCS office.
- Waseda University acts on your behalf to apply for a “Student” status of residence only. If you wish to apply for other types of status of residence, you need to make an application by yourself at the Immigration Bureau.
- If you do not submit the necessary documents or the submitted documents are incomplete, Waseda will not be able to apply for a COE on your behalf.
- The Immigration Bureau may require you to submit additional documents.
- An applicant who wishes to withdraw from enrolling in Waseda after receiving the COE must follow the procedure for the withdrawal of enrollment and immediately return the COE to Waseda University. If you are accepted by another university in Japan, please make sure that you do not apply for a COE at more than one university. If there are multiple applications, the COE cannot be issued.
- The Immigration Bureau is solely responsible for decisions regarding status of residence. If issuance is delayed or application is not approved, Waseda University cannot be held responsible for the cancellation fee of your air ticket and other inconveniences. Please be careful when you book your flight.

7. Others

(1) Scholarship programs

Over 250 scholarship programs are available at Waseda University, including about 100 financed by Waseda itself. Waseda ranks at the top of Japanese universities in terms of both the number of scholarship recipients and the total funds disbursed. All Waseda-funded scholarships are outright grants rather than loans.

<After Enrollment Scholarships>

Students who wish to apply for after enrollment scholarships need to fill in the appropriate scholarship registration form and submit it by the designated date.

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

Life Support for International Students (Scholarships)	https://www.waseda.jp/inst/cie/en/life
Scholarship and Financial Assistance Section	https://www.waseda.jp/inst/scholarship/ (in Japanese)

(2) Dormitories

Detailed information on dormitories will be sent to successful applicants. You may also refer to the following website and please contact the Residence Life Center for any inquiries regarding housing.

Waseda University Residence Life Center	https://www.waseda.jp/inst/rlc/en/
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(3) Arrival in Japan, orientations and entrance ceremony

Orientation programs for freshmen, course registration and other school events are scheduled **from mid-March (For April Entry)/ mid-September(For September Entry)**. Students should plan to arrive in Tokyo before these events take place. Waseda University Entrance Ceremony and GSICCS Opening Ceremony will be held in the beginning of April (for April Entry)/ in late-September (for September Entry). Further details of the schedule will be informed to those who have completed the enrollment procedures.