



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

# **Application Guidelines**

**Version 1.1**

## **Doctoral Program <April Entry 2021>**

**AO Admission  
Intramural Selection by Recommendation**

<b>Admissions Office Graduate School of International Culture and Communication Studies (GSICCS)</b>	
<b>Address</b>	4F, Building 11, 1-6-1 Nishi-Waseda, Shinjuku-ku, Tokyo, Japan 169-8050
<b>E-Mail</b>	gsiccs-ent@list.waseda.jp
<b>URL</b>	<a href="https://www.waseda.jp/fire/gsiccs/en/">https://www.waseda.jp/fire/gsiccs/en/</a>
<b>Business Hours</b>	9:00 to 17:00 (Japan Standard Time), Monday through Friday

\* The GSICCS office may take additional measures and this guidelines may be updated due to the COVID-19 pandemic.

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## I. Overview

### 1. Eligibility

AO Admission
Applicants should meet one of the following requirements;
<ol style="list-style-type: none"><li>1. Holders of a Master's Degree, Professional Master's Degree, or Professional Doctoral Degree in Law or those who are scheduled to receive such a degree by the entrance period that applicants wish to matriculate.</li><li>2. Holders of a Master's Degree, Professional Master's Degree, or an equivalent from an institution overseas or those who are scheduled to receive such a degree by the entrance period in which applicants wish to matriculate.</li><li>3. Those designated by the Minister of Education, Culture, Sports, Science, and Technology-Japan by the entrance period when applicants wish to matriculate.</li><li>4. Those who have completed postgraduate programs and received a degree equivalent to a Master's Degree from the United Nations University or those who are scheduled to receive such a degree by the entrance period that applicants wish to matriculate.</li><li>5. Those who have been recognized by GSSICS as possessing academic credentials equivalent or superior to those of holders of a Master's Degree, Professional Master's Degree, or Professional Doctoral Degree in Law through an individual entrance requirements screening process and are scheduled to reach 24 years of age by the entrance period that applicants wish to matriculate.</li></ol>
* Prospective applicants, who are unsure if they can fulfill the requirements mentioned in items No.5 above, must confirm their eligibility with the GSICCS admissions office at least one month prior to the application.

Intramural Selection by Recommendation
<b>The “Intramural Selection by Recommendation” admission scheme is designed for prospective students who are enrolled at GSICCS, Waseda University.</b> Applicants must fulfill all of the following requirements in order to apply to the “Intramural Selection by Recommendation”.
<ol style="list-style-type: none"><li>1. Applicants must currently be enrolled at GSICCS Waseda University as a regular student at the time of application.</li><li>2. Applicants for admission in April 2021 must be expected to graduate in March, 2021 from the Master's Program of GSICCS.</li></ol>

### 2. Number of Students Admitted

AO Admission	Intramural Selection by Recommendation
Approximately 10 students in total (total number for admissions for April and September Entry)	

### 3. Application Schedule for April Entry 2021

Online Application System Opening Period	July 13 (Mon) 9:00 - September 1 (Tue) 23:59, 2020
Application Period (Screening Fee Payment Period)	August 21 (Fri) – September 1 (Tue) , 2020
Notification of the Application Number	November 9 (Mon), 2020
Result Announcement	November 16 (Mon), 2020
Period for Transferring School Fees (Only for Successful Applicants)	November 17 (Tue) – December 7 (Mon) , 2020
Matriculation Date	April 1 (Thu), 2021

\*The timeline indicates Japan Standard Time (JST)

### 4. 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.**

Documents will NOT be returned once submitted, regardless of any special circumstances on the part of the applicant.

## 5. Research Director (Directed Research)

**When applying, please state your preference of Research Director.**

At GSICCS, students take small-sized **Directed Research seminars held under the guidance of one main Research Director**. Carefully read the information provided on the websites at the bottom of this page to gain information on each professor's research fields, and choose the professor you wish to be supervised while learning at GSICCS. You must choose one Research Director of your preference when applying to our program.

At the time of result announcement, 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 Directed Research after the application period.**

List of Research Directors	
DETEY, Sylvain (Second Language Education)	
IINO, Masakazu (Language and Society)	
KONDO, Mariko (Speech Communication and Language Acquisition)	
SADOSHIMA, Saori (Writing Studies and Education)	
SATO, Azusa (Interpretation Studies)	
STOCKWELL, Glenn (Teaching English As a Second Language)	
ASO, Takashi (Culture and Translation)	
DVORAK, Greg (Cultural Studies)	
LAW, Graham (Culture and Media)	
MORITA, Norimasa (Film Studies)	
PINNINGTON, Adrian (The Literature and Intellectual History of Japan)	
YOSHIMOTO, Mitsuhiro (Visual Culture)	
BACON, Paul (International Relations)	
IKESHIMA, Taisaku (International Legal Studies)	
KATAOKA, Sadaharu (Public Diplomacy)	
MORIMOTO, Mariko (Marketing Communication and Consumer Psychology)	
SHU, Min (International Political Economy)	
UESUGI, Yuji (Peace and Conflict Studies)	

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	<a href="http://www.waseda.jp/fire/gsiccs/en/about/faculty/">http://www.waseda.jp/fire/gsiccs/en/about/faculty/</a>
GSICCS Viewbook	<a href="http://www.waseda.jp/nyusi/ebro/gs/gsiccs_en_2020/html5.html#page=1">http://www.waseda.jp/nyusi/ebro/gs/gsiccs_en_2020/html5.html#page=1</a>
Researcher Database	<a href="http://researchers.waseda.jp/en/">http://researchers.waseda.jp/en/</a>
Syllabus Search	<a href="https://www.wsl.waseda.jp/syllabus/JAA101.php?pLng=en">https://www.wsl.waseda.jp/syllabus/JAA101.php?pLng=en</a>

## II. Roadmap to Enrollment



Step 1

### Download Prescribed Formats

\*See P.7

- ✓ Access the URL below and download the prescribed formats for “Outline of Master’s Thesis”, “Research Plan”, “Statement of Purpose”, “Other Evidence of Research” and COE application documents (if applicable).  
<https://www.waseda.jp/fire/gsiccs/en/applicants/doctoral/>



Step 2

### Create Account for Online Application

\*See P.7

- ✓ Access the URL below and create a new account for the online application system, “The Admissions Office (TAO)”.  
[https://admissions-office.net/en/applicant/sign\\_up](https://admissions-office.net/en/applicant/sign_up)

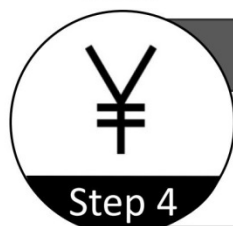


Step 3

### Prepare Application Documents

\*See P.8

- ✓ Prepare prescribed formats and digital copies of certificates/transcripts.
- ✓ Send English score(s) and/or other certificate(s) if they are instructed to be sent directly from the institution(s) to the GSICCS office.
- ✓ Ask your evaluator(s) to submit Recommendation Letter(s) on TAO.



Step 4

### Complete the Payment of Screening Fee

\*See P.16

- ✓ Complete the payment of screening fee during the designated period.  
Payment at convenience store: <http://e-shiharai.net/>  
Payment by credit card: <https://e-shiharai.net/ecard/>

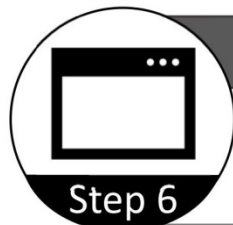


Step 5

### Upload Documents and Complete Application

\*See P.21

- ✓ Use the checklist to confirm that you have prepared all necessary files.
- ✓ Upload all the required files on your TAO account and complete your application during the designated period.



Step 6

### Application Number and Result Announcement

\*See P.22

- ✓ After you file your application, make sure to check your e-mail/TAO account as the GSICCS office may contact you regarding your application.
- ✓ Check your admission number and the screening result on TAO as instructed.



Step 7

### Enrollment Procedures

\*See P.24

- ✓ If you are successfully admitted to our program, complete the payment of school fees during the designated period.
- ✓ Complete visa application procedures (if applicable).
- ✓ Further instructions will be sent to successful applicants.

### III. Application Procedures

Applicants are required to complete the payment of the screening fee and submit the application documents as directed below during the application period. The deadline will NOT be extended under any circumstances.

#### Step 1 Download Prescribed Formats

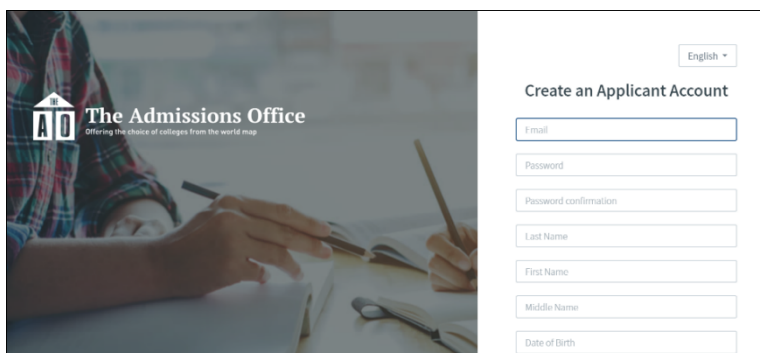
Access our website and download the necessary documents.

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

#### Step 2 Create a New Account for Online Application

Application documents must be submitted through the designated online application system, “The Admissions Office (hereinafter TAO)”. Access the following link and create a new account to start preparing your application.

[https://admissions-office.net/en/applicant/sign\\_up](https://admissions-office.net/en/applicant/sign_up)



After creating your TAO account, please find Waseda University, Graduate School of International Culture and Communication Studies/Doctoral Program April Entry 2021” from the “Decision Plan” menu.

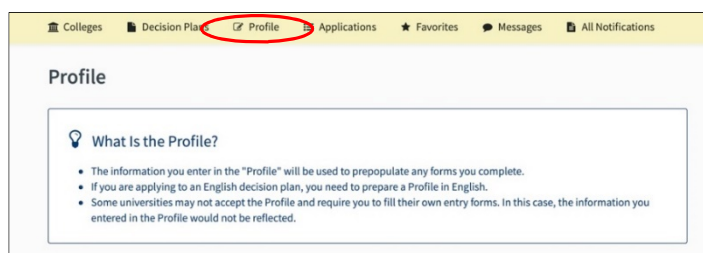
Follow the detailed instructions shown on the system and this Application Guidelines, when filling out or uploading the materials

#### Application System Opening Period

July 13 (Mon) 9:00 - September 1 (Tue) 23:59, 2020

#### NOTE

- By creating your account on TAO, you agree to the “Terms of Use” and “Handling of Personal Information” designated by Samadhi Co.,Ltd., the service provider of TAO. Please note Waseda University makes extra agreement with Samadhi, thus by starting your application to Waseda University via TAO, you agree to the “Terms of Use” specified in the following link; <https://waseda.box.com/v/TAO-Terms-of-Use-WasedaU>
- You do not need to create the “Profile” in order to apply for this admission. The GSICCS office does not use the information filled in this section.
- There are a number of forms you must fill in to complete your application. You may start your application from any section, however, you cannot press “Save and Proceed” until you complete the sections marked \*.



### Step 3 Prepare Application Documents

Application documents must be fully complete in order to be qualified to be screened. If there are any imperfections in the documents after the application period, you will be placed at a disadvantage. It is very important that you check your email account regularly, since the GSICCS office may contact you concerning your application.

#### IMPORTANT

Successful applicants will be requested to **submit the original documents or certified true copies of the uploaded application documents to the GSICCS office as a part of enrollment procedures.** If the original or certified documents submitted after acceptance differ from the uploaded digital copies, or if you are unable to submit original or certified documents, **your acceptance to GSICCS will be revoked.** Therefore please be sure to **keep the original versions of the documents** you upload on the online application system, "The Admissions Office (TAO)."

- **All documents should be issued in English or in Japanese** unless otherwise instructed.
- **For documents in other languages, upload a copy of an official translation in either Japanese or English** along with the documents issued in the original language. Documents must be translated either by the issuing institution, translation agency or other appropriate office officially approved by the government.
- Follow the instructions on the online system regarding the types of files(extensions) which can be uploaded.
- Please be reminded that we may request additional documents if necessary.
- If any documents are to be sent directly from your university etc., use the contact information on the cover page.

NO	Documents	O: Required * if applicable	Prescribed Form	Ref
①	Application Form	○	TAO	
①	Personal Identification	○		P.9
②	ID Photo	○		P.9
③	English Proficiency Test Scores TOEFL(iBT)/TOEIC/ IELTS(Academic) OR GRE	*		P.9
④	Master's Thesis or Research Paper	*		P.10
⑤	Outline of Master's Thesis (Research Paper)	○	○	P.10
⑥	Research Plan	○	○	P.10
⑦	Statement of Purpose	○	○	P.10
⑧	Other Evidence of Research	*	○	P.10
⑨	Certificate of Graduation(Diploma) / Certificate of Expected Graduation (Diploma) / Degree Certificate for both Undergraduate/Master's programs	○	(○)	P.10-11
⑩	Certificate of GPA (Academic Transcripts) for both Undergraduate/Master's Programs	○		P.12
⑪	Copy of Payment Receipt	○		P.12
⑫	Recommendation Letter(s)	○	TAO	P.13
<Required for those who wish to have GSICCS to apply for the COE on their behalf>				
⑬	COE Application Forms	*	○	P.15
⑭	Certificate of the Deposit Balance of a Bank Account	*		P.15
⑮	Agreement for Defraying Expenses	*	○	P.15
<Required for those who hold a residence status in Japan>				
⑯	Copies of both sides of Residence Card	*		P.15



## ① Personal Identification

- Prepare a digital copy of your passport. If you do not have a passport at the time of application, submit a copy of an identification document issued in English which shows your date of birth and name in alphabet.
- If you hold multiple passports, submit the copies of all of the passports.

## ② ID Photo

- One color photograph of yourself must be uploaded to the designated section on the online system. The photo must be **4cm in height by 3cm in width, taken no more than three months prior to the application**. The photograph must show the front face of the applicant, with no hats, taken against a plain background, and with no border decorations. The photo must clearly identify the applicant, and unclear digital photos will not be accepted.
- The submitted photo will be used within Waseda University as a personal identification, and will be registered as a part of your personal information on the university's online portal.

## ③ English Proficiency Test Scores

- NOT necessary for those who have graduated/are expected to graduate from GSICCS.
- The submission of the tests below will be exempted if applicants have completed an English based Master's program. Please be reminded that the applicants may be requested to submit an official document issued by the institution confirming this.
- Applicants are required to submit one (or more) of the following score(s) regardless of their native language;

**TOEFL(iBT), TOEIC, or IELTS(Academic)**

Or the results of Common Entrance Examination for Graduate School (GRE)

For 2021 April Admission, special measures have been taken as follows. You may submit the test scores indicated in the notice below;

[https://www.waseda.jp/fire/gsiccs/assets/uploads/2020/05/GSICCS2021\\_Measures\\_COVID-19.pdf](https://www.waseda.jp/fire/gsiccs/assets/uploads/2020/05/GSICCS2021_Measures_COVID-19.pdf)

- Examinations taken on or after September 1, 2018 (within two years of the last day of the application period) will be deemed valid.
- Submission method differs depending on the test you submit. Please refer to the chart below for details;

TOEFL	Scores must be sent directly from the ETS. Use the following institution code: 4232
TOEIC	Use the postal address on the top page to arrange a certificate to be sent directly to our office.
IELTS	*If you are unable to arrange the certificate(s) to be directly sent to our office, you may upload a scanned copy/photo of the certificate at the time of application. However, please be reminded that you will be requested to submit the original document as a part of enrollment procedures.
IELTS Indicator	Scores must be sent directly from the testing institution. Choose "Graduate School of International Culture and Communication Studies, Waseda University".
GRE	Scores must be sent directly from the ETS. Use the following institution code: 0569
Duolingo English Test	Scores must be sent directly from Duolingo. Choose "Waseda University – Graduate School of International Culture and Communication Studies"

- TOEFL MyBest Scores, TOEFL-ITP (Institutional Testing Program) and TOEIC-IP (Institutional Program) will NOT be accepted.
- 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.

#### ④ Master's Thesis or Research Paper

- Only required for the AO admission applicants.
- Submit one copy of your master's thesis or research paper according to the following instructions:

If your master's thesis is in English in fulfillment of the requirements for your master's degree

⇒ Submit one copy of your master's thesis

If any of the following three conditions apply;

- ① If your master's thesis is not written in English
- ② If your master's thesis is not yet completed
- ③ If a master's thesis was not necessary for the fulfillment of the requirements for your master's degree

⇒ Submit one copy of a research paper in English in around 5000 words written by yourself and relating to your proposed research theme.

#### ⑤ Outline of Master's Thesis (Research Paper)

AO Admission	Intramural Selection Recommendation
<ul style="list-style-type: none"><li>• Write an outline in English in around 1000 words of your master's thesis (or research paper) and attach the prescribed form to your outline.</li></ul>	<ul style="list-style-type: none"><li>• Write an outline in English in around 1000 words (around 2000 words if your master's thesis was written in a language other than English) and attach the prescribed form to your outline.</li></ul>

#### ⑥ Research Plan

- 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.
- Your Research Plan should be written in English in around 800 words. Refer to the prescribed form for details.

#### ⑦ Statement of Purpose

- Your statement should describe
  - why you are interested in pursuing a graduate degree
  - how you have been preparing for graduate study
  - why GSICCS would be a good place for you to study
  - what plans and goals you have for your career after completing the GSICCS program
  - any other points that may assist in evaluating your aptitude and motivation to study at GSICCS
- Your Statement of Purpose should be written in English in around 800 words. Refer to the prescribed form for details.

#### ⑧ Other Evidence of Research

- **Submission is optional.** You may provide a detailed description of your graduation thesis (or other research outputs relating to your intended research theme).
- Description should be written in English in around 1000 words. Refer to the prescribed form for details.

## ⑨ Certificate of Graduation(Diploma) /Certificate of Expected Graduation (Diploma) / Degree Certificate for both Undergraduate/Master's programs

- 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.
- The certificate of (expected) graduation must clearly specify the year, month, and day of graduation.
- If the graduation date is specified on the Academic Transcript, you do not need to submit the Certificate of Graduation.
- Applicants must submit certificates for all of the undergraduate and graduate schools attended.
- For applicants who are students of Waseda University and who are not able to prepare a certificate of expected graduation due to the document issuing system, upload a letter issued by the school which you belong, mentioning this matter.
- If there is no prescribed format available in your university, you may use the "TEMPLATE: Certificate of Graduation/ Expected Graduation" provided on the GSICCS website. The document must include the official seal (stamp) of your university.
- If you have graduated from a university/universities in mainland China, please refer to the following instructions;

### Certificates required for Applicants from Chinese Institutions

Applicants who graduated from universities in mainland China are required to **submit both "Certificate of Graduation(Diploma)" and a "Degree Certificate"**. Make sure to complete all three steps below;

1. As for "Certificate of Graduation (Diploma)", upload A) or B)

- |  |
|--|
| A) A copy of certificate of graduation (diploma) with the certificate number (证书编号) issued in English from your university                   |
| B) A copy of the "Online Verification Report of China Higher Education Qualification Certificate (English)" downloaded from the CHSI website |

2. Arrange an official English version of the "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.

3. As for "Degree Certificate", upload A) or arrange B) or C)

- |   |
|---|
| A) Upload a copy of the degree certificate (or a certified true copy) with certificate number (证书编号) issued in English from your university   |
| B) Arrange an official English version of "Credentials Report" to be sent directly to our office (gsiccs-chsi@list.waseda.jp) from CDGDC via e-mail.  |
| C) Arrange an official English version of the "Verification Report of Higher Education Degree Certificate" to be sent directly to our office (gsiccs-chsi@list.waseda.jp) from CHSI via e-mail. |

## ⑩ Certificate of GPA (Academic Transcripts) for both Undergraduate/Master's Programs

- Upload a document which **includes the information of the grading scale/system of the program/university.**
- All courses taken at the undergraduate and graduate level must be included in the academic transcript. If you are applicable to any of the conditions stated below, follow the instructions.

Condition	Instructions
I have studied abroad in my undergraduate and/or graduate programs	Submit the academic transcript issued by the host institution.
I am a transfer student	Submit both previous and current undergraduate academic transcripts
I took a leave of absence/leave for military service	Include a certificate issued by your home university/another public institution which confirms that the school had granted the leave

- In the case of graduating from the undergraduate/graduate school in less than/more than the standard length of curriculum and the reasons are not stated in your academic transcripts, please describe the reason in the designated space of the application form (2\_Educational Background).
- There is no minimum GPA requirement.
- If you have graduated from universities in China, you may submit an English version of "Verification Report of China Higher Education Student's Academic Transcript" issued by CHSI as substitutes for the academic transcript issued by the university you were enrolled in.

Intramural Selection Recommendation
<ul style="list-style-type: none"><li>• Applicants must submit the "Transcript of Academic Record/GPA" (GPA 證明書), not the "Transcript of Academic Record" (成績證明書).</li></ul>

## ⑪ Copy of Payment Receipt

- Prepare a photo or screenshot of the screening fee payment receipt.
- Refer to "Step 4 Complete the Payment of Screening Fee" for more details.

## 12 Recommendation Letter(s)

- Recommendation letters **must be submitted through TAO, using the designated online form**. Make sure to work closely with your evaluator(s) in advance. **You can send requests to evaluator(s) before you complete other sections of your application forms.**
- Any letters submitted in a different format or method will NOT be considered valid. Contact the GSICCS office if there is any problem.
- Click “Recommendation Letter” section in your application on TAO, and send a request to your evaluator(s). When you send a request, make sure that **the email address of the recommender(s) is officially used for his/her occupation**. As a basic rule, refrain from using free email address(es) provided by internet service providers.
- Ask your recommender(s) to complete the designated online form by the deadline. Share the instructions on the following page or the following URL with your evaluator(s) ; <https://www.waseda.jp/fire/gsiccs/assets/uploads/2020/06/Intructions-for-Evaluators.pdf>
- In some cases, the GSICCS office will contact the recommenders to verify the information on the form.
- Any falsification of documents/information will lead to the rejection of the application and other serious measures.
- The required number of letters differs depending on your application category;

AO Admission	Intramural Selection Recommendation
<ul style="list-style-type: none"> <li>• Applicants must submit <b>two Recommendation Letters</b> written by separate evaluators.</li> <li>• As a basic rule, one of the two letters (forms) should be written by the research director who supervised the applicant’s most recent academic program, who should be well acquainted with the academic profile of the applicant.</li> </ul>	<ul style="list-style-type: none"> <li>• Applicants must submit one Recommendation (Evaluation) Form written by their <b>research director</b>.</li> </ul>

- DO NOT submit your application until you confirm that your recommender completed the submission of Recommendation Letter. **Recommendation letter(s) cannot be submitted after you finalize your application.**

## Recommendation Letter for Graduate School of International Culture and Communication Studies

Requirements

Position of Recommenders

Number of Recommenders

Status

Request Status

Opening Status

Email

Complete

Opened

Incompleted

Unopened

@gmail.com

Once your evaluator opens your e-mail,  
“Opening Status” changes from **Unopened** to **Opened**.  
Request Status changes from **Incompleted** to **Complete**  
when your evaluator completes the letter.

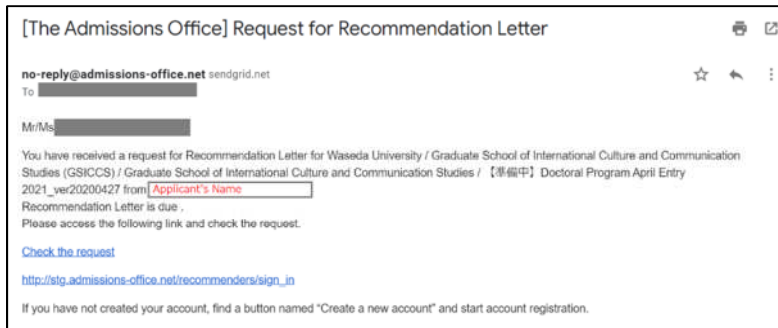
**DO NOT finalize your application until you confirm your letter(s) have been completed.**

## Instructions for the Evaluators

Graduate School of International Culture and Communication Studies, Waseda University, uses an online application system, "The Admissions Office (TAO)". In order for our applicant to complete their application, we would appreciate your cooperation with submitting "Recommendation Letter" online as instructed below.

### ① Request E-mail from TAO

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



### ② Create an account

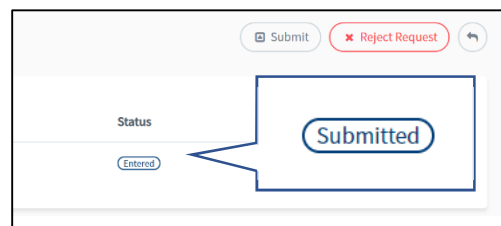
Choose "Recommender" tab and click "Create a new account". Please **use the same e-mail address which you received the above request message**. A confirmation e-mail will be sent to you once you create a new account.

### ③ Complete "Recommendation Letter"

Click the applicant's request and enter required information either in English or Japanese. Your recommendation letter will NOT be disclosed to the applicant.

### ④ Submit "Recommendation Letter"

Click "Submit" to submit the completed "Recommendation Letter". Please confirm that the status is changed from **Entered** to **Submitted** after you finalize your letter.



## 推薦者の方へ

The Admissions Office (TAO)は、早稲田大学国際コミュニケーション研究科が使用しているオンライン出願システムです。当研究科志願者が出願を完了できるよう、以下の手順をご確認の上、「推薦状」の作成にご協力願います。

### ① 依頼メールの受信

志願者がシステム上で推薦者に作成依頼を送信すると、TAO ([no-reply@admissions-office.net](mailto:no-reply@admissions-office.net))より推薦状作成の依頼が届きます。メール内のリンクから TAO のウェブサイトへアクセスしてください。

### ② アカウント作成

「推薦者」タブの「アカウントを作成する」をクリックし、TAO のウェブサイトからアカウントを作成してください。**メールアドレスは、推薦状作成依頼を受け取ったメールアドレスを使用してください。**アカウント作成後、登録確認のメールが送信されます。

### ③ 推薦状の入力

TAO にログイン後、対象の志願者欄をクリックし、日本語もしくは英語で必要項目をご入力ください。なお、入力した内容は志願者本人には公開されません。

### ④ 推薦状提出

作成後、「推薦状を提出する」ボタンをクリックし、TAO へ推薦状を提出してください。提出状況が**入力済**から**提出済み**に変更されていることをご確認ください。

### <Required for those who wish to have GSICCS to 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, upload the following documents on TAO. Also please refer to “Step 7 Enrollment Procedures” for the details on applying for the COE by proxy and student visa.

### ⑬ COE Application Forms

- Download the designated form from GSICCS website and enter the required information in English.
- Fill in all necessary information referring to the example provided on the website.
- You are required to submit the original documents via courier service once you are accepted into GSICCS. The form must be printed single-sided on A4 size white paper when submitted. You do not need to attach a photograph at the time of application, however, please make sure to attach a photograph on the application forms when you submit documents by post.

### ⑭ Certificate of the Deposit Balance of a Bank Account

- Be sure to prepare 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.

### ⑮ 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 signatures 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 for those who hold a residence status in Japan>

### ⑯ Copies of both sides of Residence Card

If you are a domestic applicant with non-Japanese nationality, prepare copies of both sides of your Residence Card. 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.

## Step 4 Complete the Payment of Screening Fee

Payment of the screening fee must be completed from either within or outside of Japan before submitting the application. Please be reminded that you are required to upload a digital copy of the receipt of your screening fee payment. **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 GSICCS 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”.
- The screening fee is waived in the following cases.
  - A. Current Master’s Program students at either GSICCS, the Graduate School of Asia-Pacific Studies (GSAPS) or the Graduate School of Japanese Applied Linguistics (GSJAL), who wish to continue their study in the GSICCS Doctoral Program immediately after their graduation from the Master’s Program.
  - B. In the case of applicants who continuously enroll as a non-degree student (not sponsored) at either GSICCS, GSAPS or GSJAL, immediately after their graduation from the Master’s Program at GSICCS, GSAPS, or GSJAL who wish to continue their study in the GSICCS Doctoral Program within four years after their entrance into the Master’s Program at GSICCS, GSAPS, or GSJAL.

(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	Exempted

- **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 nearby.
- 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]. After completing the procedure online, please make the payment at a convenience store.
- After making the payment, detach the “収納証明書 Certificate of Payment of the Screening Fee” on the Screening Fee Handling Description, and upload the scanned data or a photo to the designated space on TAO. Check the details on the screening fee payment method on page 19.
- 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.
- Make sure to select the payment to GSICCS and not to make wrong payments to other schools.
- After completing the transaction, make a screenshot of the “Result” page and upload it on the designated space on TAO. Check the details on the screening fee payment method on page 20.
- 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 <b><u>if you reside</u></b> in one of the countries designated by Waseda University AND <b><u>hold the nationality</u></b> of one of the countries above.
(3) Eligibility	<p>The following conditions must be fulfilled:</p> <ol style="list-style-type: none"> <li>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 <b><u>AND</u></b> 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.</li> <li>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.</li> </ol>
(4) Procedures	<p>When applying to an undergraduate school or graduate school of Waseda University, please upload the following documents on TAO instead of the certificate of payment for the screening fee (copy of the result page etc.).</p> <ol style="list-style-type: none"> <li>1) Application Form for Screening Fee Waiver</li> <li>2) Copy of passport (including all details)</li> </ol> <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.

**7-Eleven**  
Paying at SEVEN-ELEVEN  
[1 3-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  
[1 1-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  
[1 1-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.  
Then take the proof of bank transfer fee

●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. Then take the transfer of the Exam Fee Statement (Application Fee) and the other exam fee receipt.

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

Attach Your Receipt (Certificate of Payment) to the Application

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

- 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.



Access the site below with your PC

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



You can access  
from our  
website too !

Web Application - Online Transaction

## 1. Top Page

Click "Examination Fee".

## 2. Terms of Use and Personal Information Management

Please read the Terms of use and Personal Information Management.  
Click "Agree" button located in the lower part of this page if you agree with these terms.  
Click "Not agree" button located in lower part of this page if you do not agree with these terms.

## 3. School Selection

Click "Waseda University".

## 4. School Information

Read the information carefully and click "Next".

## 5. Category Selection

Choose First to Fourth Selection and click "Add to Basket".

## 6. Basket Contents

Check the contents and if it is OK, click "Next".

## 7. Basic Information

Input the applicant's basic information.  
Choose your credit card and click "Next".

### Paying with Credit Card

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

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

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

### Paying with Union Pay, 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.

Necessary application documents

Save the screenshot of "Result" page and upload it with your application on  
the online application system (TAO).

### [NOTICE/FAQ]

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

### ■ Payment Commission

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

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

For questions or problems not mentioned here, please contact :

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

## Step 5 Upload Documents and Complete Application

Refer to the checklist below and confirm that you have all the required materials.

Section on TAO	Documents to be uploaded (* If applicable)	Checklist (* If applicable)
1_Personal Details	① Personal Identification ② ID Photo ⑬ Copies of both sides of Residence Card*	<input type="checkbox"/> My registered name is as the same as shown in my passport. <input type="checkbox"/> I have confirmed my e-mail address is correct. <input type="checkbox"/> I have checked my preference of the Research Director has been entered correctly.
2_Educational Background		<input type="checkbox"/> I have listed up all the schools I attended since from primary school. <input type="checkbox"/> *I have described the reasons if I completed my undergraduate/Master's program in less than/more than the standard length of curriculum.
3_English Proficiency Test	③ English Proficiency Test Scores*	<input type="checkbox"/> I have arranged the scores to be directly sent to the GSICCS office. <input type="checkbox"/> I took the English proficiency test score on or after September 1, 2018. <input type="checkbox"/> *I have uploaded a digital copy of my score card.
4_Other Information		—
5_Application Documents	④ Master's Thesis ⑤ Outline of Master's Thesis ⑥ Research Plan ⑦ Statement of Purpose ⑧ Other Evidence of Research*	<input type="checkbox"/> I have written the documents on the provided formats within the designated length.
6_Certificates/ Transcripts	⑨ Certificate of (Expected) Graduation ⑩ Certificate of GPA (Academic Transcripts)	<input type="checkbox"/> Transcript(s) includes grading scale/grading system. <input type="checkbox"/> I have confirmed the information written on the certificate is correct (e.g. spelling of your name, date of birth, date of graduation etc). <input type="checkbox"/> *I have graduated from a university in China and completed the required three steps (see P.11).
7_Screening Fee Receipt	⑪ Copy of Payment Receipt	<input type="checkbox"/> I have completed the payment of screening fee during the designated period.
Recommendation Letters		<input type="checkbox"/> My evaluator(s) meets the requirements (see P.13). <input type="checkbox"/> My evaluator(s) have completed the recommendation letters on TAO.
COE Application Documents	⑬ COE Application Forms* ⑭ Certificate of the Deposit Balance of a Bank Account* ⑮ Agreement for Defraying Expenses*	<input type="checkbox"/> I have read the instructions carefully and completed the forms as directed.

- ☐ I have original documents/certified true copies of my application documents which are ready to be submitted once I am accepted into GSICCS
- ☐ I have attached official translation to the documents written in languages other than English or Japanese (see P.8)
- ☐ I have completed my application by pressing **Submit** button by the deadline

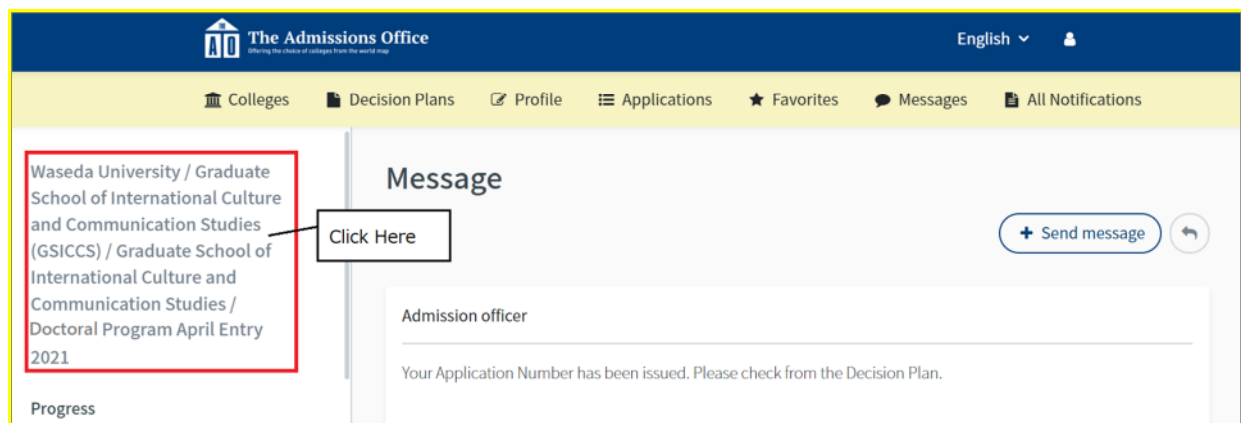
## Step 6 Application Number and Result Announcement

### 1. Notification of Application Number

After the application period, all applicants whose application documents are accepted will be notified of their application number on TAO. Please be reminded that this Admission Ticket will be exchanged for your student card after university entrance.

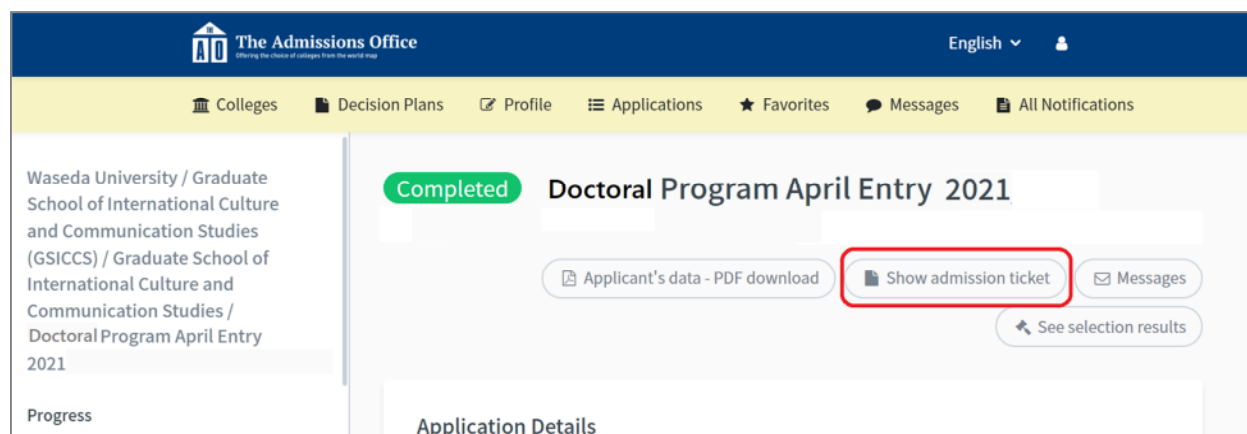
Notification of Application Number	November 9 (Mon), 2020
------------------------------------	------------------------

- ① You will receive an e-mail regarding the announcement of application number. If you click the provided URL, you will see the following message box. Click the section indicated below;



OR, simply log into TAO ([https://admissions-office.net/en/applicant/sign\\_up](https://admissions-office.net/en/applicant/sign_up)) and click Applications > click your application to GSICCS

- ② Click **Show admission ticket** button to check your application number

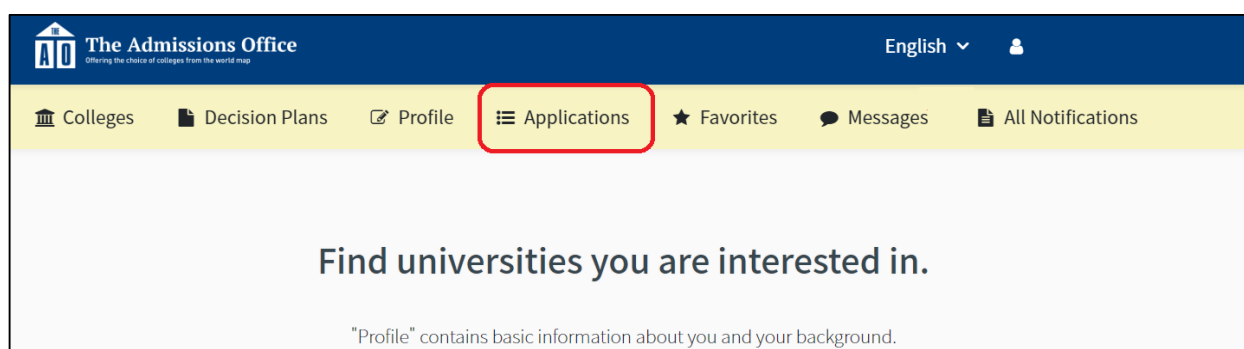


## 2. Result Announcement Schedule and Methods

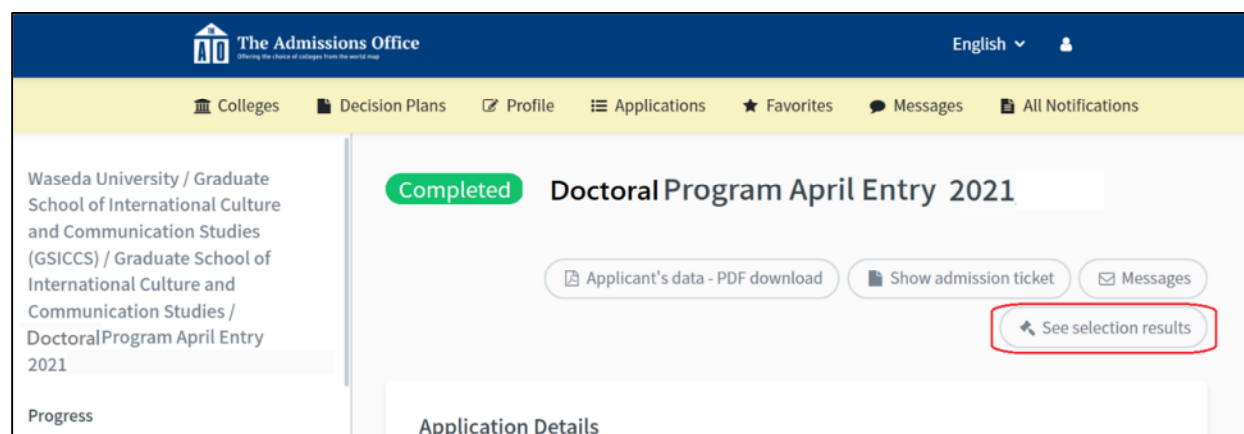
All applicants whose application documents are accepted will be notified of their application results on TAO. Enrollment procedure information will be sent by email or TAO to successful applicants.

<b>Result Announcement</b>	<b>November 16 (Mon), 2020</b>
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① After you log in, click Applications and then click the application for GSICCS.



② Click **See selection results** button to check the result.



### **IMPORTANT**

- The results will NOT be informed by email, telephone or in person.
- The announced results are the final decisions which are made by the admissions board. Inquiries regarding the admission decision, requests for reconsideration of the decision will not be handled under any circumstances.



## Step 7 Enrollment Procedures

### 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.

Payment Period	November 17 (Tue) – December 7 (Mon) , 2020
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- 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 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 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		Tuition fee	Seminar fee	Waseda University Student health Promotion mutual aid association fee	
First year	(On Entry) 2021 Spring	200,000	274,000	2,500	1,500	478,000
	2021 Fall	----	274,000	2,500	1,500	278,000
	<b>Total</b>	<b>200,000</b>	<b>548,000</b>	<b>5,000</b>	<b>3,000</b>	<b>756,000</b>
Second year	2022 Spring	----	374,000	2,500	1,500	378,000
	2022 Fall	----	374,000	2,500	1,500	378,000
	<b>Total</b>	<b>----</b>	<b>748,000</b>	<b>5,000</b>	<b>3,000</b>	<b>756,000</b>
Third year	2023 Spring	----	374,000	2,500	1,500	378,000
	2023 Fall	----	374,000	2,500	1,500	378,000
	<b>Total</b>	<b>----</b>	<b>748,000</b>	<b>5,000</b>	<b>3,000</b>	<b>756,000</b>

- 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 details, 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 **in February 2021**. Please be reminded that **successful applicants are required to submit the original documents of their application materials as a part of Enrollment Procedures.**



## 4. 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.

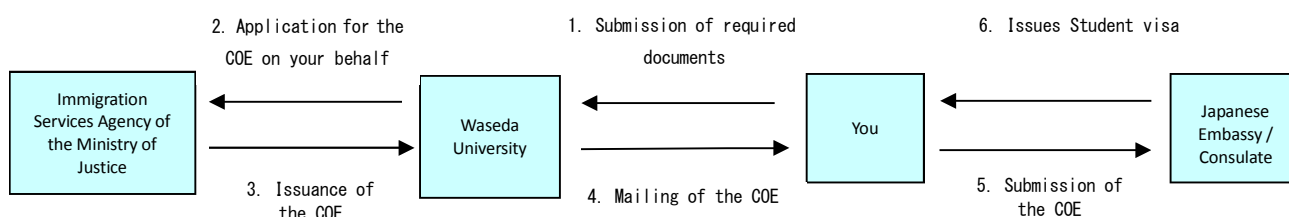
Please take note that students are not eligible to enroll in the university with a “Temporary Visitor” visa status. Carefully read below and take the necessary measures.

### 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 Services Agency 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 Services Agency 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 process takes **more than 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 Services Agency 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 Services Agency.
- 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 Services Agency 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 Services Agency 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.

## 5. Scholarships

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.

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. Details will be explained at the GSICCS orientation.

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

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

## 6. 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	<a href="https://www.waseda.jp/inst/rlc/en/">https://www.waseda.jp/inst/rlc/en/</a>
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## 7. Arrival in Japan, Orientations and Entrance Ceremony

Orientation programs for freshmen, course registration and other school events are scheduled from mid-March. 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. Further details of the schedule will be informed to those who have completed the enrollment procedures.

## III. Appendix

### 1. Special Accommodation

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.

### 2. Handling of Personal Information

Waseda University utilizes applicant information (addresses, names, dates of birth etc.) collected at the time of application in order to carry out operations such as the entrance examination, announcement of the screening results, and 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. 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 will not be permitted to continue taking the examination or allowed to take any other entrance examination administered by Waseda University on the academic year of application. (Screening fees will not be refunded.)
- 2) The results of all entrance examinations taken by the applicant at Waseda University on the academic year of application will be invalid.

### 4. Policy Statement on Gender and Sexual Diversity

For the purpose of administering entrance exams in an efficient manner and carrying out admission procedures, Waseda University collects information regarding your gender on legal documents. The information is collected only when the reason is deemed reasonable, and these cases are limited to a minimum.

At Waseda University, people of diverse individualities, whether because of their nationality, gender (limited not only to men and women, but ranging across a wide spectrum of gender identities), disabilities, or any other aspect of their being, coexist. The university aims to create an academic community that will respect the point of view of each individual. In this academic community, everyone will be able to engage in their studies and in education, research, and work in a way that will open the door to new possibilities; and this will result in the further development of the university. Waseda University collects the information of applicants' legal sex in order to ensure smooth admissions and entrance procedures.

For more information, please visit the website of Gender and Sexuality Center at Waseda University.

(<https://www.waseda.jp/inst/gscenter/en/>)

### 5. Frequently Asked Questions (FAQ)

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

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