



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

Application Guidelines

Version **1.2**

Master's Program <September Entry 2021>

**AO Admission
&
Intramural Selection by Recommendation**

Admissions Office Graduate School of International Culture and Communication Studies (GSICCS)	
Address	4F, Building 11, 1-6-1 Nishi-Waseda, Shinjuku-ku, Tokyo, Japan 169-8050
E-Mail	gsiccs-ent@list.waseda.jp
URL	https://www.waseda.jp/fire/gsiccs/en/

* 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 must fulfill one of the following requirements.

1. Those who have graduated or are scheduled to graduate from a university in Japan by the entrance period that 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 a degree by the entrance period that 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 that applicants wish to matriculate.
4. Those who have completed a more than 3 years program in a university outside Japan or are scheduled to complete such education and hold a bachelor degree by the entrance period that applicants wish to matriculate.
5. Those who are designated by the Minister of Education, Culture, Sports, Science, and Technology by the entrance period that applicants wish to matriculate.
6. 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 that applicants wish to matriculate) and have been recognized by GSICCS as having earned a specified number of credits with an excellent academic record.
7. Those who have been recognized by 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.

* "University" mentioned in requirements 1 and 6 refers to a university which is approved by the Ministry of Education, Culture, Sports, Science and Technology of Japan.

* Graduates from three-year specialized college (zhuanke) programs in China do not meet the requirement 6. 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 will be considered to fulfill requirement 3.

* Prospective applicants who are unsure if they can fulfill the requirements 6 and 7, must confirm their eligibility with the GSICCS admissions office at least one month prior to the application period.

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 September 2021 must be expected to graduate in September, 2021 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 institutions of Waseda University, are eligible to apply through the "Intramural Selection by Recommendation" if they are 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.

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

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.

2. Number of Students Admitted

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

3. Application Schedule for Septembers Entry 2021

Online Application System Opening Period	March 1 (Mon) 9:00 – April 9 (Fri) 23:59, 2021
Application Period (Screening Fee Payment Period)	April 1 (Thu) – April 9 (Fri), 2021
Notification of the Application Number	June 4 (Fri), 2021
Result Announcement	June 15 (Tue), 2021
Period for Transferring School Fees (Only for Successful Applicants)	June 16 (Wed) – June30 (Wed), 2021
Matriculation Date	September 21 (Tue), 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 choice of the Study Plan and your preference of Research Director(s).

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(s) you wish to be supervised while learning at GSICCS. You may choose up to two Research Directors 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. If the admissions board finds that the applicant's research plan does not match the research interest of either of the selected advisers, another adviser may be assigned to the applicant. **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.		
Research Director (Directed Research)	DETEY, Sylvain (Second Language Education)	SADOSHIMA, Saori (Writing Studies and Education)
	IINO, Masakazu (Language and Society)	SATO, Azusa (Interpretation Studies)
	KONDO, Mariko (Speech Communication and Language Acquisition)	STOCKWELL, Glenn (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.		
Research Director (Directed Research)	ASO, Takashi (Culture and Translation)	MORITA, Norimasa (Film Studies)
	DVORAK, Greg (Cultural Studies)	PINNINGTON, Adrian (The Literature and Intellectual History of Japan)
		YOSHIMOTO, Mitsuhiro (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.		
Research Director (Directed Research)	BACON, Paul (International Relations)	MORIMOTO, Mariko (Marketing Communication and Consumer Psychology)
	IKESHIMA, Taisaku (International Legal Studies)	SHU, Min (International Political Economy)
	KATAOKA, Sadaharu (Public Diplomacy) <i>*Not currently in charge of directed research (as of January 2021)</i>	UESUGI, Yuji (Peace and Conflict Studies)

The faculty in charge of the Directed Research may change each academic year. Professors may be scheduled to take a sabbatical leave. The latest information can be confirmed on the GSICCS website.

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

II. Roadmap to Enrollment



Step 1

Download Prescribed Formats

*See P.7

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



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

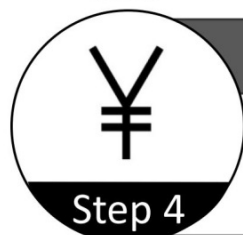


Step 3

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/>

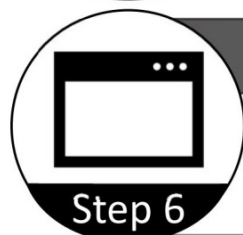


Step 5

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

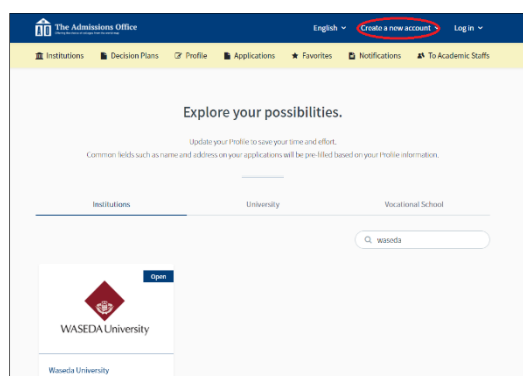
Access our website and download the necessary documents.

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

Step 2 Create a New Account for Online Application

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

<https://admissions-office.net/en/portal>



Create your account with the legal name written in alphabet on your passport.

After creating your TAO account, please find Waseda University, Graduate School of International Culture and Communication Studies/Master’s Program September 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

March 1 (Mon) 9:00 – April 9 (Fri) 23:59, 2021

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 “*”.
- It is very important that you **check your registered email account regularly**, since the GSICCS office may contact you concerning your application. Be sure to add our sending domains (list.waseda.jp and admissions-office.net) to your list of accepted e-mail senders to ensure that you receive our e-mails. The GSICCS office will not be responsible for any consequences caused by the applicants’ failure to received, read, and/or reply to the messages sent from our office.

Step 3 Prepare Application Documents

Application documents must be fully completed in order to be qualified for screening. If there are any imperfections in the submitted documents, you will be placed at a disadvantage.

IMPORTANT

Successful applicants will be requested to **submit the original documents or certified true copies (*See P.9) of the uploaded application documents to the GSICCS office as a part of enrollment procedures.**

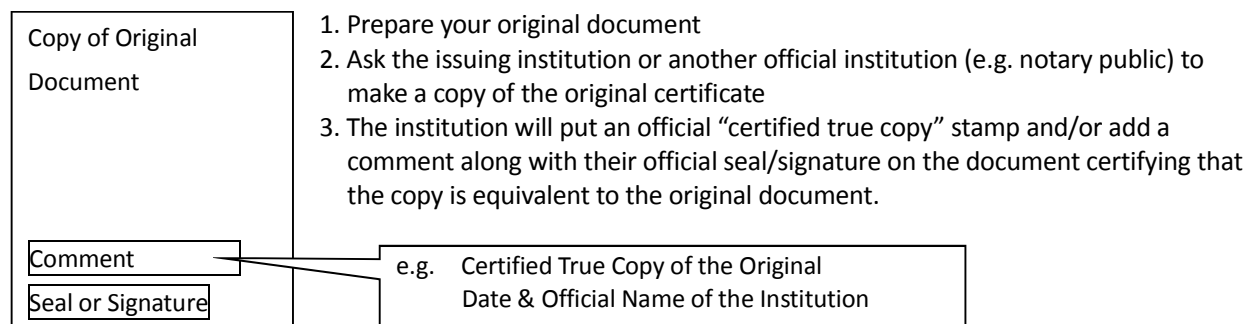
If the original or certified documents submitted after acceptance differ from the uploaded digital copies, or if you are unable to submit original or certified documents, **your acceptance to GSICCS will be revoked.** Therefore please be sure to **keep the original versions of the documents** you upload 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 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	Copy of Passport	○		P.9
②	ID Photo	○		P.9
③	English Proficiency Test Scores TOEFL(iBT)/TOEIC/ IELTS(Academic) OR GRE/MAT/GMAT/LSAT)	○		P.9
④	Research Plan	○	○	P.10
⑤	Statement of Purpose	○	○	P.10
⑥	Other Evidence of Research	*	○	P.10
⑦	Certificate of Graduation(Diploma) / Certificate of Expected Graduation (Diploma) / Degree Certificate	○	(○)	P.11
⑧	Certificate of GPA (Academic Transcripts) and Grading Scale	○		P.12
⑨	Copy of Payment Receipt	○		P.12
⑩	Recommendation Letter(s)	○	TAO	P.13-14
<Required for those who wish to have GSICCS to apply for the COE on their behalf>				
⑪	COE Application Forms	*	○	P.15
⑫	Copy of Passport	*		P.15
⑬	Certificate of the Deposit Balance of a Bank Account	*		P.15
⑭	Written Oath for Defraying Expenses	*	○	P.15
<Required for those who hold a residence status in Japan>				
⑮	Copies of both sides of Residence Card	*		P.15

If you only have one copy of the original document, make sure to prepare **a certified true copy**. A certified true copy is a copy of the original document that has been deemed equivalent to the original with an official seal from the issuing institution (e.g. university) or another institution (e.g. a notary public). The official seal or signature proves and certifies that the copy is true to the original. A simple photocopy is NOT acceptable.

<How to prepare a certified true copy>



① Copy of Passport

- Prepare photocopies of the pages bearing your photograph, name, and passport number. If you do not have a passport at the time of application, contact the GSICCS office.
- If you hold multiple passports, submit the copies of all of the passports.
- Non-passport holders are recommended to apply for a passport soon to get visa stamped on it.

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.
- Upload an original photograph. Do not use any filter or edit your photograph.
- 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

- Applicants are required to submit one (or more) of the following score(s) regardless of their native language;

< If you have NOT completed an undergraduate or graduate program conducted in English>
TOEFL(iBT), TOEIC, or IELTS(Academic)

< If you have completed an undergraduate or graduate program conducted in English>
TOEFL(iBT), TOEIC, or IELTS(Academic)
Or the results of Common Entrance Examination for Graduate School (GRE / MAT / GMAT / LSAT)

For 2021 September 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/2020/09/GSICCS202September_Measures_COVID-19.pdf

- Examinations taken on or after April 9, 2019 (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 / TOEFL Special Home Edition	Scores must be sent directly from the ETS. Use the following institution code: 4232
TOEIC	Scores must be sent directly from the test board via postal mail. Use the postal address on the top page to arrange a certificate to be sent directly to our office.
IELTS	
IELTS Indicator	Scores must be sent directly from the testing institution. Choose "Graduate School of International Culture and Communication Studies, Waseda University".
GRE / GRE General Test at Home	Scores must be sent directly from the ETS. Use the following institution code: 0569
MAT	Contact the GSICCS office for details.
GMAT / GMAT Online Exam	Scores must be sent directly from the GMAC. Use the following institution code: 3TX-C3
LSAT / LSAT Flex	Contact the GSICCS office for details.
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 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.

⑤ 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.

⑥ 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 200 words. Refer to the prescribed form for details.

⑦ Certificate of Graduation(Diploma) /Certificate of Expected Graduation (Diploma) / Degree Certificate

- 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.
- If applicants have completed a graduate program after completing an 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 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 arrange verification e-mails for both “Certificate of Graduation (Diploma)” and a “Degree Certificate” instead of physical copies of certificate of graduation and degree certificate. Make sure to complete both of the steps below;

STEP 1 Verification of Certificate of Graduation (Diploma)

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.

STEP 2 Verification of Degree Certificate

Arrange either A OR B to be sent directly to our office (gsiccs-chsi@list.waseda.jp)

A: an official English version of “Credentials Report” sent directly from CDGDC via e-mail

B: an official English version of the “Verification Report of Higher Education Degree Certificate” sent directly from CHSI via e-mail

⑧ Certificate of GPA (Academic Transcripts) and Grading Scale

- Upload a document which **includes the information of the grading scale/system of the program in your university**. If the transcript(s) bears the information of grading scale, you do not need to prepare additional documents. If not, prepare a photocopy of website, school profile, or any other official document issued by your university which certifies the grading scale/system.
- All courses taken at the undergraduate 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 completed/am enrolled in a graduate program after an undergraduate program	Submit academic transcripts for both undergraduate and graduate programs.
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 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 for AO admission.
- If you have graduated from universities in China, you may arrange an English version of “Verification Report of China Higher Education Student’s Academic Transcript” issued by CHSI to be sent directly to the GSICCS office as substitutes for the academic transcript issued by the university you were enrolled in.

Intramural Selection Recommendation
• Applicants must submit the “Transcript of Academic Record/GPA” (GPA 證明書), which confirms their GPA as 3.0 or higher. Do not submit the “Transcript of Academic Record” (成績證明書).

⑨ 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.

⑩ Recommendation Letter(s)

- Recommendation letters **must be submitted through TAO by 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 well in advance 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/2020/11/Instructions-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"> • Applicants must submit two Recommendation Letters 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. 	<ul style="list-style-type: none"> • Applicants must submit one Recommendation Letter written by their supervisor in charge of seminars of the undergraduate school. • If you cannot receive a Recommendation Form from your supervisor, submit two Recommendation Letters written by two different faculty members of Waseda University.

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

The Admissions Office
Offering the choice of colleges from the world map

English ▾

Institutions Decision Plans Profile Applications Favorites Messages Notifications

Recommendation Letter for Graduate School of International Culture and Communication Studies

Requirements

Position of Recommenders	Super
Required Number of Recommenders	2
Maximum Number of Recommenders	2

Status

Request Status	Opening Status	Email
In Progress	Unopened	@gmail.com
	Submitted	
	Opened	

Cancel request

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

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

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), 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.



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

② Create an account

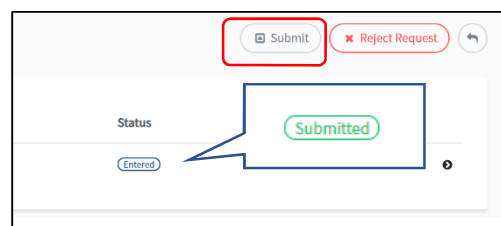
Choose "Recommender" tab and click "Create a new account". Please **use the same e-mail address which you received the above request message**. A confirmation e-mail will be sent to you once you create a new account.

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

② アカウント作成

「推薦者」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.

⑪ COE Application Forms (*Use the designated form)

- 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.

⑫ Copy of Passport

- Prepare photocopies of the pages bearing your photograph, name, and passport number. This copy must be included even if you uploaded a copy in “① Copy of Passport” section on TAO.

⑬ 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 **1.25 million (1,250,000) Japanese yen or more** (or an amount of currency equivalent to 1.25 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.

⑭ Written Oath for Defraying Expenses (*Use the designated form)

- Holder of the bank account stated in the “Certificate of Deposit Balance of a Bank Account” must prepare the “Written Oath for Defraying Expenses” in Japanese or English and sign directly on the printed form (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.

<Required for those who hold a residence status in Japan>

⑮ 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, 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 the country of residence at the time of application (regardless of nationality).
- You may be asked to provide a 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”.

(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

- **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.
- Any 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 by 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 online procedure, 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, **the payment must be completed 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	Applicants who wish to be admitted into an undergraduate or graduate school of Waseda University are eligible to apply for a screening fee waiver if they reside in one of the countries designated by Waseda University AND hold nationality of one of those countries.
(3) Eligibility	<p>The following conditions must be fulfilled:</p> <p>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 AND hold nationality of one of those countries (the applicant's country of residence and nationality do not necessarily have to be identical).</p> <ul style="list-style-type: none"> * For the list of eligible countries, refer to "Eligible Countries" above. * Applicants residing in Japan are not eligible. <p>2) Applicants with dual nationality are only eligible if both nationalities are included in the list of eligible countries described in (1) above.</p>
(4) Procedures	<p>When applying to an undergraduate 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.). You must submit these documents before the admissions application deadline. They will not be accepted after the deadline under any circumstances.</p> <ol style="list-style-type: none"> 1) Application Form for Screening Fee Waiver 2) Copy of passport (including all details of the applicant) <ul style="list-style-type: none"> * Applicants who apply for the screening fee waiver program are not required to pay the screening fee. However, if payment was made before the application for the screening fee waiver program, the screening fee will not be reimbursed. Please note that the University will not refund the screening fee if you mistakenly paid it. * In the event that the applicant is found to be ineligible for the screening fee waiver program or have made a false claim, the application for admission to Waseda University itself might be revoked immediately.

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.

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] Payment slip Number

※If a payment slip is not printed out, just tell your number to the counter staff.
A multifunction copier can not be used to make payment.

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

Paying at LAWSON or MINISTOP
[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.

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. Hold onto the print 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. Hold onto the print of bank transfer fee.

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).

The appearance of this ticket may differ from the illustration shown.

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 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.

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

Section on TAO	Documents to be uploaded (* If applicable)	Checklist (* If applicable)
1_Personal Details	① Copy of Passport ② ID Photo ⑬ Copies of both sides of Residence Card*	<input type="checkbox"/> My registered name is as the same as shown on my passport. <input type="checkbox"/> I have confirmed my e-mail address is correct. <input type="checkbox"/> My preferences of Study Plan and Research Director have 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 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 submitted one (or more) English proficiency test score taken on or after April 9, 2019.
4_Other Information		—
5_Manuscripts	④ Research Plan ⑤ Statement of Purpose ⑥ Other Evidence of Research*	<input type="checkbox"/> I have written the papers within the designated length. <input type="checkbox"/> I have attached the designated forms as a cover page to each document.
6_Certificates/ Transcripts	⑦ Certificate of (Expected) Graduation ⑧ Certificate of GPA (Academic Transcripts)	<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 submitted grading scale/grading system. <input type="checkbox"/> *I have graduated from a university in China and completed the required steps (see P.11).
7_Screening Fee Receipt	⑨ Copy of Payment Receipt	<input type="checkbox"/> I have completed the payment of screening fee to GSICCS 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	⑪ COE Application Forms* ⑫ Copy of Passport* ⑬ Certificate of the Deposit Balance of a Bank Account* ⑭ Written Oath for Defraying Expenses*	<input type="checkbox"/> *I have read the instructions carefully and completed the forms as directed. <input type="checkbox"/> *I have merged all the files (⑪-⑭) into one PDF and uploaded in the designated section.

- ☐ 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
- ☐ I have checked my application status changed from

Draft
 to
 Completed
 on TAO.

The screenshot shows the 'The Admissions Office' portal. On the left, a list of application sections is shown with green checkmarks indicating completion: 1. Personal Details, 2. Educational Background, 3. English Proficiency Test Scores, 4. Other Information, 5. Application Documents, 6. Certificates, 7. Screening Fee, and COE Application. On the right, there are sections for 'Recommendation Letter for Graduate School of International Culture and Communication Studies' and 'Requirements'. At the bottom, a 'Request Form' section is visible, and a red box highlights the 'Submit' button with the text 'Click "Submit" button to complete your application'.

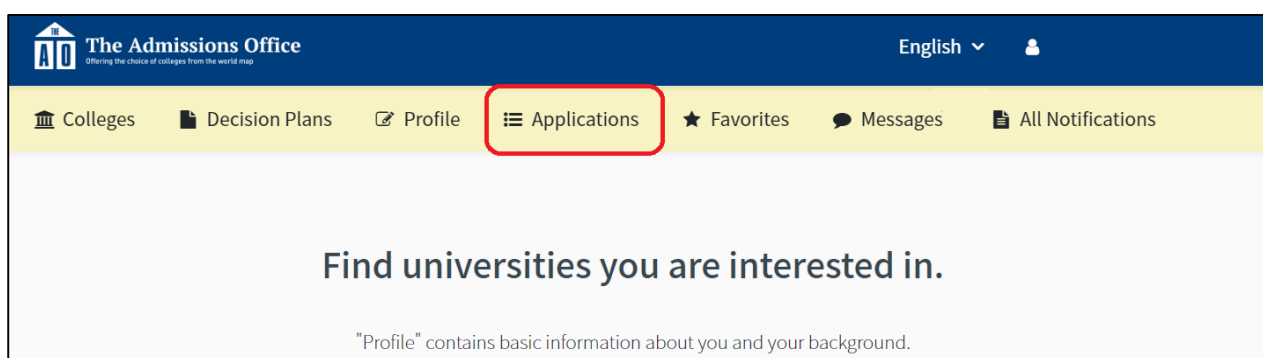
Step 6 Application Number and Result Announcement

1. Notification of Application Number

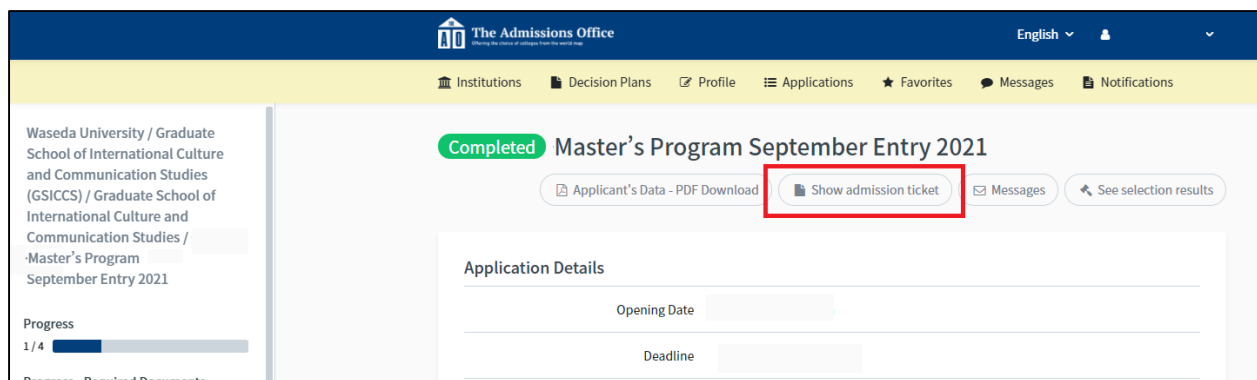
After the application period, all applicants whose application documents are accepted will be notified of their application number on TAO.

Notification of Application Number	June 4 (Fri), 2021
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① After you log in, click Applications and then click the application for GSICCS.



② Click **Show admission ticket** button to check the result.

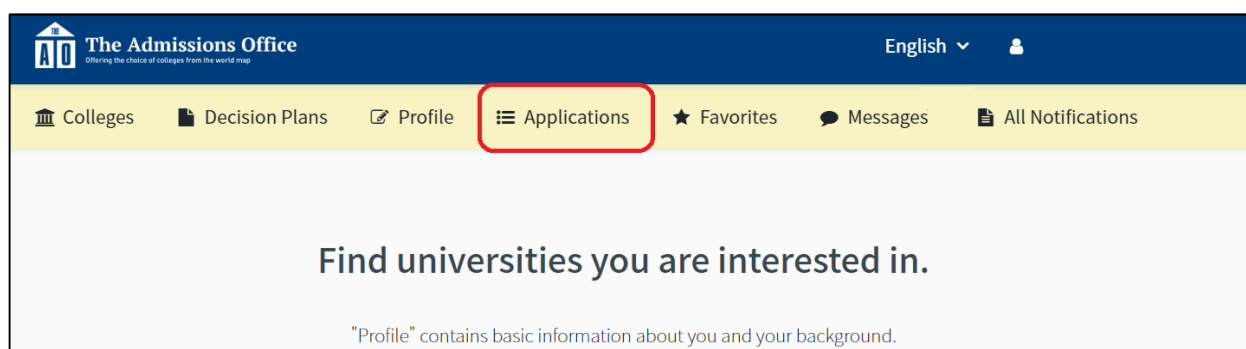


2. Result Announcement Schedule and Methods

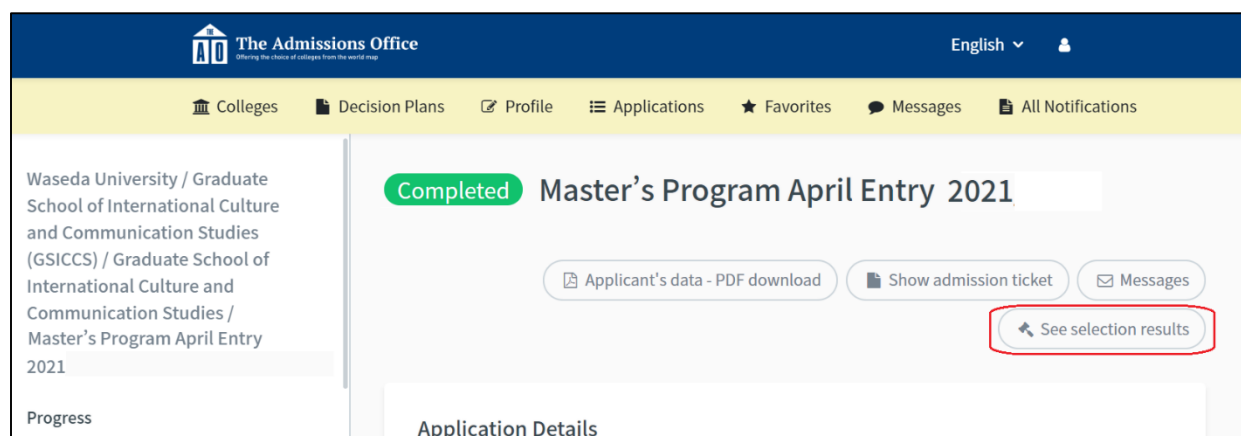
All applicants whose application documents are accepted will be notified of their application results on TAO. Enrollment procedure information will be sent by email or on TAO to successful applicants.

Result Announcement	June 15(Tue), 2021
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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	June 16 (Wed) – June 30 (Wed), 2021
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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 Fall	200,000	372,500	2,000	1,500	576,000
	2022 Spring	----	372,500	2,000	1,500	376,000
	Total	200,000	745,000	4,000	3,000	952,000
Second year	2022 Fall	----	472,500	2,000	1,500	476,000
	2023 Spring	----	472,500	2,000	1,500	476,000
	Total	----	945,000	4,000	3,000	952,000

- 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 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. The payment will be waived for those who are graduates of Waseda University and have already completed the payment at the time of graduation.

3. Submission of Enrollment Documents

Please be reminded that **successful applicants are required to submit the original documents of their application materials as a part of Enrollment Procedures.** Those who have completed the payment of the designated fees will receive documents for the second enrollment procedure **in July 2021.**

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.

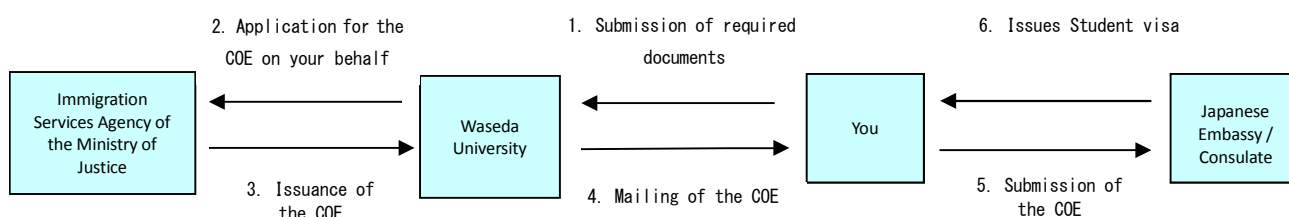
Please take note that students are not eligible to enroll in the university with a “Temporary Visitor” visa status. Carefully read below and take the necessary measures.

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

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

Students who wish to apply for scholarships after enrollment need to 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)	https://www.waseda.jp/inst/cie/en/life
Scholarship and Financial Assistance Section	https://www.waseda.jp/inst/scholarship/ (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	https://www.waseda.jp/inst/rlc/en/
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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-September. Students should plan to arrive in Tokyo before these events take place. Waseda University Entrance Ceremony and GSICCS Opening Ceremony will be held in late September. Further details of the schedule will be informed to those who have completed the enrollment procedures.

IV. 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/>