



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

# **Application Guidelines**

Version **1.1**

## **Doctoral Program <September Entry 2024>**

**AO Admission  
&  
Intramural Selection by Recommendation**

Admissions Office Graduate School of International Culture and Communication Studies (GSICCS)	
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E-mail	gsiccs-ent@list.waseda.jp
URL	<a href="https://www.waseda.jp/fire/gsiccs/en/">https://www.waseda.jp/fire/gsiccs/en/</a>

\* The GSICCS office is closed from December 29, 2023 to January 8, 2024. Inquiries will not be answered during this period.

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## I. Overview

### 1. Eligibility

AO Admission
<p>Applicants should meet one of the following requirements;</p> <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 that applicants wish to matriculate.</li> <li>3. Those designated by the Minister of Education, Culture, Sports, Science, and Technology of 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 GSICCS 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> <p>*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 <b>by February 12, 2024</b>. (Send the following form via E-mail: <a href="https://bit.ly/3QsSADN">https://bit.ly/3QsSADN</a>) No further consideration will be made after the deadline.</p>

Intramural Selection by Recommendation
<p><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”.</p> <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 September 2024 must be expected to graduate in September, 2024 from the Master’s Program of GSICCS.</li> </ol>

#### NOTE:

Faculty of Waseda University including Waseda University Junior / Senior High School, Waseda University Honjo Senior High School and Art and Architecture School are not able to become a student of the University, although there are few exceptions according to the university regulations. If you have any questions, please contact your affiliated office .

### 2. Number of Students Admitted

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

### 3. Application Schedule

Online Application System Opening Period	10:00 AM, March 1 – 5:00 PM, April 8, 2024
Application Period (Screening Fee Payment Period)	April 1 – 5:00 PM, April 8, 2024
Notification of the Examinee Number Interview Invitation	10:00 AM, May 28 , 2024
Interview (Only if applicable)	May 31 – June 1, 2024
Result Announcement	10:00 AM, June 17, 2024
Period for Transferring School Fees (Only for Successful Applicants)	June 18 – June 28, 2024
Matriculation Date	September 21, 2024

\*The timeline indicates Japan Standard Time (JST)

#### NOTE:

- Online application can be submitted only after completing the screening fee payment.
- Application to our admissions does not prevent you from applying to other universities or other graduate schools at Waseda University.
- **Submission of physical documents is NOT required at the time of application** unless otherwise instructed.
- Successful applicants are required to complete the payment of school fees and submit official documents during the designated period.

### 4. Screening Method

The document screening is based on the holistic evaluation of all the required documents that are submitted.

**Applicants may be invited to an interview via zoom or in-person** only if needed.

## 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. **Note that pre-approval from the director of your preference is NOT required.**

**You CANNOT change your selection of the Directed Research after the application period.**

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 the selected research director, another research director may be assigned to the applicant.

List of Research Directors
DETEY, Sylvain (Second Language Education)
IINO, Masakazu (Language and Society)
KONDO, Mariko (Speech Communication and Language Acquisition)
SATO, Azusa (Interpretation Studies)
STOCKWELL, Glenn (Teaching English As a Second Language)
ASO, Takashi (Culture and Translation)
*1 DVORAK, Greg (Cultural Studies)
*2 HARTZHEIM, Bryan Hikari (Game and New Media)
YOSHIMOTO, Mitsuhiro (Visual Culture)
BACON, Paul (International Relations)
IKESHIMA, Taisaku (International Legal Studies)
KATAOKA, Sadaharu (Public Diplomacy)
MORIMOTO, Mariko (Marketing Communication and Persuasion)
SHU, Min (International Political Economy)
UESUGI, Yuji (Peace and Conflict Studies)

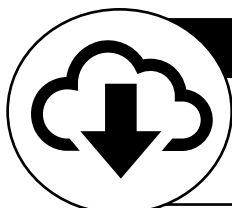
**\*1 Application for this Research Director is closed.**

**\*2 Application is not open to Doctoral applicants.**

The faculty in charge of the Directed Research may change each academic year.  
The latest information can be confirmed on the GSICCS website.

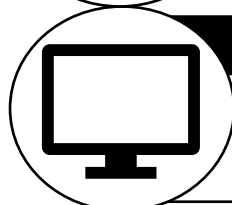
GSICCS Faculty Information	<a href="http://www.waseda.jp/fire/gsiccs/en/about/faculty/">http://www.waseda.jp/fire/gsiccs/en/about/faculty/</a>
GSICCS Viewbook	<a href="https://indd.adobe.com/view/f5c8d8dc-f0f7-4b30-a8f2-a3dee1cfbcb1">https://indd.adobe.com/view/f5c8d8dc-f0f7-4b30-a8f2-a3dee1cfbcb1</a>
Researcher Database	<a href="https://w-rdb.waseda.jp/search?m=home&amp;l=en">https://w-rdb.waseda.jp/search?m=home&amp;l=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 Forms

- ✓ Access the URL below and download the prescribed forms for "Outline of Master's Thesis", "Research Plan", "Statement of Purpose", and "Other Evidence of Research"
- <https://www.waseda.jp/fire/gsiccs/en/applicants/doctoral/>



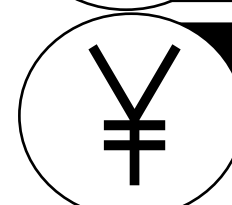
### STEP 2: Create an Account for Online Application

- ✓ 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)



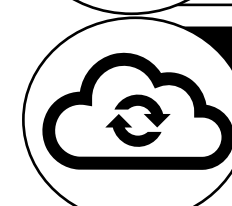
### STEP 3: Prepare Application Documents

- ✓ Prepare prescribed forms and digital copies of official certificates/transcripts.
- ✓ Arrange English score(s) to be sent directly from the institution(s) to the GSICCS office.
- ✓ Ask your evaluator(s) to submit Recommendation Letter(s) on TAO.



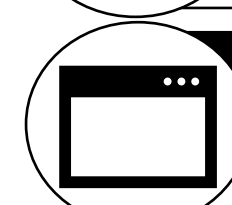
### STEP 4: Complete the Payment of Screening Fee

- ✓ 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

- ✓ 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.



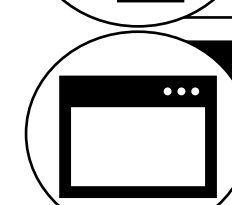
### STEP 6: Notification of Examinee Number

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



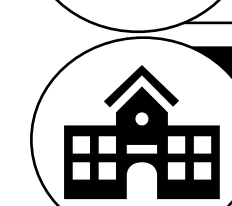
### STEP 7: Interview (only if applicable)

- ✓ Interview may be conducted either by online or in-person.
- ✓ Detailed instructions will be given with the interview invitation.



### STEP 8: Result Announcement

- ✓ Check your screening result on TAO as instructed.



### STEP 9: Enrollment Procedures

- ✓ If you are 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 Forms

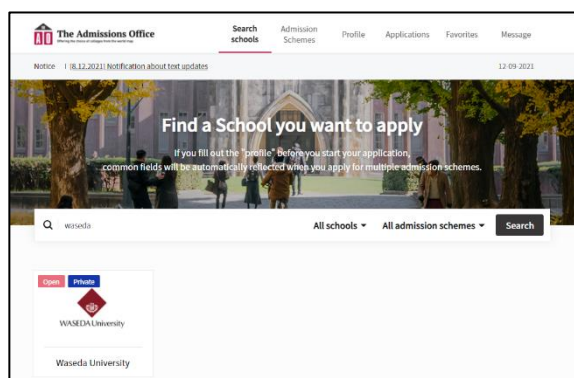
Access our website and download the necessary documents.

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

#### Step 2 Create an 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/Doctoral Program September Entry 2024**” from the top menu.

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

#### Application System Opening Period

10:00 AM, March 1– 5:00 PM, April 8, 2024

#### NOTE

- By creating your account on TAO, you agree to the “Terms of Use” and “Handling of Personal Information” designated by TAO Inc., the service provider of TAO.
- 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 go to next” button until you complete the sections marked “\*”.
- It is very important that you **check your registered e-mail 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 receive, read, and/or reply to the messages sent from our office.
- We do NOT notify applicants about the delivery status of application documents. To check whether your documents have been received or not, contact the test board, the post office/courier, or another appropriate office.

### Step 3 Prepare Application Documents

Your application should be completed on the designated online application system (TAO). While the application process will be mostly conducted through TAO, there are a number of documents that you must prepare in advance. Read the application guidelines carefully and prepare all the necessary documents before the application period starts.

#### IMPORTANT

On TAO, you will first **upload digital (scanned) copies of original/certified documents and certificates** to follow our online application process. However, later as part of our enrollment procedures, **successful applicants will be required to prove its originality either by submitting their physical copies by post, having their official versions sent by e-mail from the issuing organization, or using digital credential services.** If you are unable to do so by the designated deadline, you will be considered to have failed to meet our enrollment qualifications. Discrepancies may be considered as falsification/fabrication of application documents, and your admission may be revoked. For more details, refer to "STEP 9 Enrollment Procedures".

- **All documents should be issued in English** unless the original documents can only be issued in Japanese.
- **All documents must be issued under your legal name written in English alphabet on your passport.** If the name used on the application documents differs from the name on your passport, provide a document to prove that all names belong to the same person.
- **If any documents are to be sent directly from your university, use the contact information on the cover page. The e-mail must be sent through an official school/institutional domain or through digital credential services.**
- **For documents in other languages, upload an official translation in English together 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 TAO regarding the types of files (extensions) which can be uploaded.
- Please be reminded that we may request additional documents if necessary.

NO	Documents	○: Required *: if applicable	Prescribed Form	Ref
①	Application Form	○	TAO	
①	Copy of Passport	○		P.9
②	Copies of both sides of Residence Card	*		P.9
③	Photo	○		P.9
④	English Proficiency Test Scores	*		P.9-10
⑤	Master's Thesis or Research Paper	*		P.10
⑥	Outline of Master's Thesis (Research Paper)	○	○	P.10
⑦	Research Plan	○	○	P.10
⑧	Statement of Purpose	○	○	P.10-11
⑨	Other Evidence of Research	*	○	P.11
⑩	Certificate of (Expected) Graduation / Degree Certificate for both Undergraduate/Master's programs	○	(○)	P.11
⑪	Certificate of GPA (Academic Transcripts) and Grading Scale for both Undergraduate/Master's Programs	○		P.12
⑫	Copy of Payment Receipt	○		P.12
⑬	Recommendation Letter(s)	○	TAO	P.13-14

### 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.
- Non-passport holders are recommended to apply for a passport in order to apply for a student visa.
- If you hold multiple passports, upload the copies of all of the passports.

### ② 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 upload a photocopy of the passport page with your photo and all pages with personal information including your visa status.

### ③ Photo

- Upload a color photograph (aspect ratio of 4:3) of yourself taken within last three months, borderless, and taken against a plain background.
- You should be looking straight ahead with your head uncovered except for religious or medical reasons. Photographs taken with hats or sunglasses are not accepted.
- Photographs that do not clearly identify applicants due to their hairstyles or for other reasons are not accepted.

#### NOTE:

- Upload an original photograph. Do not use any filter or edit your photograph.
- During the enrollment procedure, you will be required to upload a photo for your student ID card. Use the same photo you submitted with your application. Note that the photo uploaded during the enrollment procedure will be used as personal information in various on-campus web services etc., as well as for identity verification in various on-campus procedures.

### ④ English Proficiency Test Scores

- Test scores received before the online application system opening period will be accepted, but any scores received after the application period will NOT be accepted. Make your arrangement well in advance of the application deadline.
- Submission is waived for those who have graduated/are expected to graduate from GSICCS.
- Applicants are required to submit **at least one of the test scores listed below regardless of their native language.** Note that **the submission is NOT waived even if you are a native English speaker.**
- The submission is **exempted only if applicants have completed/are expected to complete 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.
- There are no minimum scores/requirements for the tests below.

<b>TOEFL iBT, TOEIC (L&amp;R), IELTS (Academic) or GRE</b>
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- Examinations taken on or after **May 1, 2022** are deemed valid.
- Submission method differs depending on the test you submit. Please refer to the chart below for details;

TOEFL iBT	Scores must be sent directly from the ETS. Use the following institution code: <b>4232</b> For the department, select "Others" or one related to your research plan.
TOEIC (L&R)	Contact the test board and arrange your scores to be sent directly from the test board via postal mail. Use the postal address on the top page. If such service is not available, arrange an original score card to be sent to you and forward it to our office by postal mail without opening the envelope.
IELTS (Academic)	Scores must be sent directly from the test board electronically using the following

	information. Institution: Waseda University Department: Admissions Center Address: 1-6-1, Nishi-waseda, Shinjuku-ku, Tokyo, 169-8050 Japan, Admissions Center, Waseda University Delivery Method: Electronic Score Delivery
GRE	Scores must be sent directly from the ETS. Use the following institution code: <b>0569</b>

- TOEFL MyBest Scores, TOEFL ITP (Institutional Testing Program) , and TOEIC IP (Institutional Program) are NOT accepted.
- Applicants are required to submit the scores of the designated tests taken at a test center. GSICCS does not accept the tests taken online at home such as; TOEFL iBT Home Edition, TOEFL Paper Edition, IELTS Indicator, IELTS Online, and GRE General Test at Home.
- IELTS One Skill Retake is not acceptable.

**\*If you are unable to take any of the designated tests due to unavoidable circumstances, contact the GSICCS office BEFORE the start of application period (Screening Fee Payment Period).**

## ⑤ 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.

## ⑥ Outline of Master's Thesis or Research Paper

AO Admission	Intramural Selection by 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 (2000 words if your Master's thesis is NOT written in English) and attach the prescribed form to your outline.</li> </ul>

## ⑦ 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 1000-1500 words. Refer to the prescribed form for details and attach the form as a cover page.

## ⑧ 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 and attach the form as a cover page.

## ⑨ 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 and attach the form as a cover page.

## ⑩ Certificate of Graduation /Certificate of Expected Graduation / Degree Certificate for both Undergraduate/Master's programs

- Applicants must submit certificates for all of the undergraduate and graduate schools attended. The certificate of (expected) graduation must clearly specify **the year, month, and day of graduation**.
- Those who submit a certificate of expected graduation and become a successful applicant must submit an official graduation certificate at the time of entrance procedures.
- If the graduation date is specified on the Academic Transcript, you may upload the Academic Transcript as a Certificate of Graduation.
- As for "Certificate of Expected Graduation", if there is no prescribed format available in your university, you may use the "[TEMPLATE: Certificate of Expected Graduation](#)" provided on the GSICCS website. The document must include the official seal (stamp) of your university.

### <If you are expected to graduate from Waseda University>

Submit a certificate of expected graduation. If you are not able to prepare the certificate by the deadline due to the document issuing system, upload a note prepared by applicants, mentioning this matter.

### <If you are expected to graduate/have graduated from a university in MAINLAND China>

Refer to the following instructions. Note that only the reports sent directly from CHSI will be considered valid. Certificates issued by your school are not accepted. All verification reports must reach our office before the deadline of the application period. Visit CSSD (CHESICC) website (<https://www.chsi.com.cn/en/pvr/>) for more information.

### Certificates required for applicants who are expected to graduate from Chinese Institutions

Arrange an official English version of the "**Online Verification Report of Student Record**" to be sent directly to our office (gsiccs-chsi@list.waseda.jp) from CHSI via e-mail, and upload a copy on TAO as well.

### Certificates required for applicants who graduated 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 Higher Education Qualification Certificate**" to be sent directly to our office (gsiccs-chsi@list.waseda.jp) from CHSI via e-mail, and upload a copy on TAO as well.

#### **STEP 2** Verification of Degree Certificate

Arrange an official English version of the "**Online Verification Report of Higher Education Degree Certificate**" to be sent directly to our office (gsiccs-chsi@list.waseda.jp) from CHSI via e-mail, and upload a copy on TAO as well.

## ⑪ Certificate of GPA (Academic Transcript) and Grading Scale for both Undergraduate and Master's Programs

- Prepare an academic transcript issued by your university.
- 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.
- **Make sure that the document shows the highest and lowest achievable GPA (e.g. 4.0 scale, 100 scale, etc.).**
- All courses taken at the undergraduate and graduate level up to the most recent semester 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 granted the leave.

- **There is no minimum GPA requirement.**
- 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, describe the reason in the designated space of the application form (2\_Educational Background).
- 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
<ul style="list-style-type: none"> <li>• Applicants must submit the <b><u>"Transcript of Academic Record/GPA" (GPA 證明書) in English.</u></b></li> <li>• <b>DO NOT</b> submit the "Transcript of Academic Record" (成績證明書).</li> </ul>

## ⑫ 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.

### 13 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) well 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 e-mail address of the recommender(s) is officially used for their occupation**. As a basic rule, refrain from using free e-mail 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/2021/06/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"> <li>• Applicants must submit <b>two Recommendation Letters</b> written by separate evaluators.</li> <li>• As a basic rule, one of the two letters 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 Letter written by their <b>research director</b>. (It is indicated on TAO that two letters are required, but you may submit your application with one letter.)</li> </ul>

- **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.**

#### requirements from university

Recommender/Requestee classification	Supervisor / Other
Required number	2
Maximum number of submissions	2

#### Request status

Completion status	status	Email address	Test for implementation form to be reused
Not submitted	Submitted	Unopened	
		tao.demo.recommender1@gmail.com	Cancel my request

Once your evaluator opens your e-mail, “Open Status” changes from **Unopened** to **Opened**. After your evaluator completes the letter, “Completion Status” changes from **Not submitted** to **Submitted**.

**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](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.



\*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

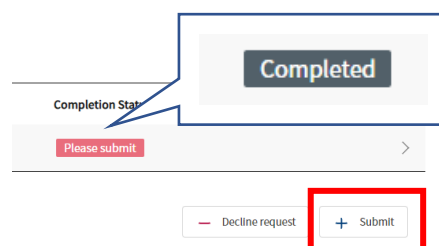
Choose "Recommender/Requestees" tab and click "Create a new account". Please **use the same e-mail address which you received the above request message**. A confirmation e-mail will be sent to you once you create a new account.

### 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 **Please submit** to **Completed** 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](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/依頼受領者」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**に変更されていることをご確認ください。

## 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.

### 1. The Amount of Screening Fee

- The amount of the screening fee differs 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 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 only be returned under the following circumstances:
  - (1) You paid the screening fee but did not complete the online application.
  - (2) You paid the screening fee and completed the online application, but your application was rejected before screening because you did not meet the eligibility criteria or failed to submit the required documents.
- Contact the GSICCS office if any of the above cases applies to you. Note that any handling fees which may be incurred for refund must be held by the applicant.

## 2. Method of payment for the Screening Fee

Screening Fee Payment Period	April 1– 5:00 PM, April 8, 2024
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\*The timeline indicates Japan Standard Time (JST)

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

Payment at a Convenience Store (Available only in Japan)	
<ul style="list-style-type: none"> <li>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” (<a href="http://e-shiharai.net/">http://e-shiharai.net/</a>) [Japanese only]. After completing the online procedure, please make the payment at a convenience store nearby.</li> <li>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 18.</li> <li>The payment can be made 24 hours a day, seven days a week, including Saturdays, Sundays, and holidays. Note that <b><u>you must complete the payment BEFORE the application deadline.</u></b></li> <li>If a family member or acquaintance of an applicant conducts the procedure for the applicant, the family member or acquaintance <b><u>must enter the applicant’s information.</u></b></li> </ul>	
On the “Category Selection” page, make the following selections;	
Top Page	受験料・選考料のお支払い
第一選択	国際コミュニケーション研究科
第二選択	2024年9月入学
第三選択	博士後期課程
第四選択	Choose applicable amount

Payment by Credit Card, Union Pay (Online Payment)	
<ul style="list-style-type: none"> <li>To make a payment by credit card or online payment system (Union Pay), please access the online screening fee payment website (<a href="https://e-shiharai.net/ecard/">https://e-shiharai.net/ecard/</a>) and complete the required procedure.</li> <li>Make sure to select the payment to GSICCS and NOT TO make wrong payments to other schools.</li> <li>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 19.</li> <li>The payment can be made 24 hours a day, seven days a week, including Saturdays, Sundays, and holidays. Note that <b><u>you must complete the payment BEFORE the application deadline.</u></b></li> <li>The payment can be made with a credit card held in the name of a person other than the applicant. However, <b><u>the applicant’s information must be entered in the “Basic Information” page of the screening fee payment website.</u></b></li> </ul>	
On the “Category Selection” page, make the following selections;	
Top Page	Examination Fee
First selection	Graduate School of International Culture and Communication Studies
Second selection	September 2024 Admission
Third selection	Doctoral Program
Fourth Selection	Choose applicable amount

### **3. Screening Fee Waiver Program for Applicants from Specified Countries**

Waseda University provides a screening fee waiver for those who meet the conditions in the following link. Note that this waiver privilege is applicable only when applicants themselves submit a waiver request, and it does not automatically apply even if the applicant's conditions are met.

[https://www.waseda.jp/fire/gsiccs/assets/uploads/2023/05/Application\\_For\\_Screening\\_Fee\\_Waiver.pdf](https://www.waseda.jp/fire/gsiccs/assets/uploads/2023/05/Application_For_Screening_Fee_Waiver.pdf)

# 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**  
[13-digit Payment Slip Number] 払込票番号

Tell the counter staff that you want to make an "Internet shiharai." Then provide your Payment Slip Number [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.

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

Use the Lawson information terminal Loppi

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

Select the "各種代金インターネット受付" 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

- Information terminal 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**  
[11-digit Customer Number] お客様番号  
[4-digit Verification Code] 確認番号

Use the FamilyMart information terminal or multifunction copier

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

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

- Information terminal issues a funds transfer receipt. You will need to take this to the cash register within 30 minutes and make the actual payment.
- Receive an Application Fee Statement. Detach the Certificate of Payment (receipt) portion.

## 3 Application

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

●Seven-Eleven ●FamilyMart  
Detach the receipt portion of the Exam Fee Statement and affix it to the application packet in the designated location. Hold onto the proof of bank transfer for

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

**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 the ticket stubs may differ from the illustration above.

Attach Your Receipt (Certificate of Payment) to the Application

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

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

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

### Payment Commission

(transfer fee charged by all participating stores)

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

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 and Union Pay

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 and Union Pay.



Web Application - Online Transaction



Access the site below

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

## 1. Top Page

Please choose a category "大学・短大" or "大学院".  
Undergraduate School Graduate School

## 2. School Selection

Click "早稲田大学 (クレジットカード・中国オンライン決済専用)"  
or "早稲田大学大学院 (クレジットカード・中国オンライン決済専用)".  
Waseda University Waseda University(Graduate Schools)

## 3. School Information

Read the information carefully and click "同意する".  
Agree

## 4. Category Selection

Choose First to Fourth Selection and click "次へ".  
Next

## 5. Basic Information

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

Please click the "申込内容照会" 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 "申込内容照会結果" page.

### Paying with Union Pay

Follow the onscreen instructions to complete the card payment.

Please click the "申込内容照会" 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 "申込内容照会結果" page.

Application

Enclose the printed "申込内容照会結果" 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 payment periods and application periods mentioned in the application documents, you can make a payment anytime. Please confirm from application documents and complete payment in time for the application period.
- On the last date of the payment period, please finish card settlement procedure by 11:00pm Japan time.
- Please directly contact the credit card company if your card is not accepted.
- It is possible to use a card which carries a name different from that of the applicant. However, please make sure that the information on the basic information page is the applicant's information.

### ■ 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

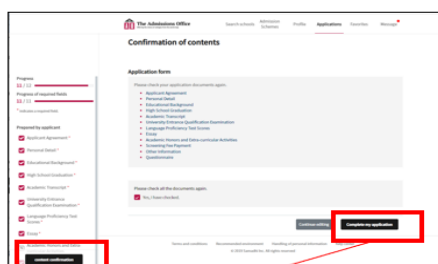
For questions or problems not mentioned here, please contact :

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

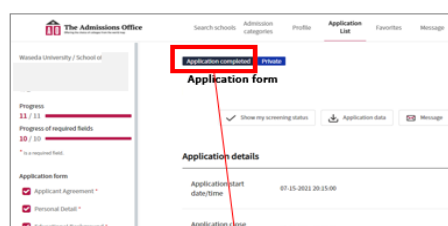
## Step 5 Upload Documents and Complete Application

Section on TAO	Required Documents (* If applicable)	Checklist (* If applicable)
1_Personal Details	① Copy of Passport ② Copies of both sides of Residence Card* ③ Photo	<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"/> 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 why I completed my undergraduate/ Master's program in less/more than the standard length of curriculum.
3_English Proficiency Test Scores	④ English Proficiency Test Scores*	<input type="checkbox"/> *I have arranged an English proficiency test score taken on or after May 1, 2022, to be sent directly to the GSICCS office.
4_Other Information		—
5_Manuscripts	⑤ Master's Thesis* ⑥ Outline of Master's Thesis ⑦ Research Plan ⑧ Statement of Purpose ⑨ 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_Certificate of Graduation	⑩ Certificate of (Expected) Graduation	<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 am expected to graduate/have graduated from a university in China and completed the required steps (see P.11).
7_Transcripts	⑪ 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 scale is included in the transcript.
8_Screening Fee Payment	⑫ 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.

- ☐ I can submit official documents of my application materials once I am accepted into GSICCS (see P.8, P.23)
- ☐ 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 "Complete my application" button by the deadline
- ☐ I have checked my application status changed from **Application in progress** to **Application Completed** on TAO



Make sure to click "content confirmation" button and check all the sections have been completed. Click "Complete my application" to submit your application.



Make sure to confirm your application status has been changed from "Application in progress" to "Application completed".

## Step 6 Notification of Examinee Number

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

Login > Applications > Completed > Choose your application > Show examinee slip

Notification of Examinee Number	10:00 AM, May 28, 2024
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\*The timeline indicates Japan Standard Time (JST)

## Step 7 Interview (Only if applicable)

Applicants may be invited to an interview during the following period if applicable.

If applicable, applicants will be notified along with their examinee number on TAO and receive an email about details from the office. Make sure to check this e-mail immediately to arrange the interview date.

**Applicants are strongly advised to keep their schedule open during the interview period.**

**If the applicants miss the notification and in turn miss their interview date, the GSICCS office cannot be held responsible.**

Notification Date	10:00 AM, May 28, 2024	Interview Screening Period	May 31–June 1, 2024
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\*The timeline indicates Japan Standard Time (JST)

- Interview will be conducted online via zoom or in-person. If the interview is conducted online, the session will be recorded and the recording will only be used for the admission purposes.
- **An interview request (or lack of it) is not indicative of your final screening result.** We will not accept any inquiries regarding the criteria used to determine who is interviewed or not.
- If your interview is conducted online, you will be responsible for the arrangement of a proper interview environment, internet connectivity, and any fees that may incur. If during the interview, we find that the interview location is inappropriate (e.g. too much background noise, the presence of other people), the interview may be cancelled and the applicant may be regarded as being absent from the interview.
- To confirm that there are no third parties around, please note that you may be asked to move the camera before, during and after the interview to view the entire room.

## Step 8 Result Announcement

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

Login > Applications > Completed > Choose your application > View my screening results

Result Announcement	10:00 AM, June 17, 2024
---------------------	-------------------------

\*The timeline indicates Japan Standard Time (JST)

### IMPORTANT

- The results will NOT be informed by e-mail, 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 advice, guidance, or comments on your application, and appeals for reconsideration of the decision will not be handled under any circumstances.

## Step 9 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 18 – June 28, 2024
----------------	-------------------------

- 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 “Guide to 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 to Entrance Procedures” which will be sent to successful applicants.
- Please be aware that the period of enrollment cannot be changed (deferred/postponed to a different month/year) once accepted.

### 2. School Expenses and Other Fees

(in Japanese Yen)

Academic Year	Time of payment	Admission Fee*	Academic fees		Membership Fees	Total
			Tuition Fee	Seminar Fee	Waseda University Student Health Promotion Mutual Aid Association Fee	
First Year	(On Entry) 2024 Fall	200,000	274,000	2,000	1,500	477,500
	2025 Spring	----	274,000	2,000	1,500	277,500
	<b>Total</b>	<b>200,000</b>	<b>548,000</b>	<b>4,000</b>	<b>3,000</b>	<b>755,000</b>
Second Year	2025 Fall	----	374,000	2,000	1,500	377,500
	2026 Spring	----	374,000	2,000	1,500	377,500
	<b>Total</b>	<b>----</b>	<b>748,000</b>	<b>4,000</b>	<b>3,000</b>	<b>755,000</b>
Third Year	2026 Fall	----	374,000	2,000	1,500	377,500
	2027 Spring	----	374,000	2,000	1,500	377,500
	<b>Total</b>	<b>----</b>	<b>748,000</b>	<b>4,000</b>	<b>3,000</b>	<b>755,000</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 and onwards include tuition and Waseda University Student Health Promotion Mutual Aid Association Fees (student health insurance fee).
- In addition to the above fees, 40,000 yen for the alumni association membership fee is required in the third 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

Successful applicants are required to submit official documents in order to prove originality of documents listed below whose digital copies were uploaded on TAO.

#### <Required Documents>

Document	Notes	Deadline
Academic Transcript	· Must include the same contents as what you submitted during application.	Mid July 2024
Certificate of Graduation	<ul style="list-style-type: none"> <li>· Must show that you have actually graduated from the university.</li> <li>· Certificate of Expected Graduation is NOT required (nor accepted) for those who uploaded it during application.</li> <li>· 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" as directed on P.11.</li> </ul>	TBA

#### <What makes a document "Official"?>

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

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

Submission Method	Who may submit	Notes
Post	Applicants/ institutions	<p>We accept:</p> <ul style="list-style-type: none"> <li>- An "original" document: one with stamp, seal, watermark or signature of the issuer in ALL pages.</li> <li>- A "certified" document: copy of the original document that has been deemed equivalent to the original with an official seal from the issuing institutions (e.g., a university) or another institution (e.g., a notary public).</li> </ul> <p>A simple photocopy is NOT acceptable.</p> <p>If your documents are sealed in an envelope by institution, do NOT open it as it may lose its validity once opened.</p>
E-mail	School officials (administrators etc.)	The e-mail must be sent through a school domain e-mail address. If the institution you are currently enrolled in does not have an official domain, the official documents must be sent by post.
Digital Credential Service		<ul style="list-style-type: none"> <li>· Arrange to send via digital credential services such as National Student Clearinghouse, Parchment Exchange, My eQuals, OpenCerts (Singapore) etc.</li> <li>· 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" as directed on P.11.</li> </ul>

[Send to] Postal Mail: See the cover page of this guide.

E-mail / Digital Credential Service: [gsiccs-ent@list.waseda.jp](mailto:gsiccs-ent@list.waseda.jp)

If you are unable to provide an official certificate by the designated deadline, you will be considered to have failed to meet the entrance qualifications. Discrepancies may be considered as falsification/fabrication of application documents, thus your admission may be revoked.

The details of second enrollment procedures will be announced in late July for the successful applicants who have completed the first 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.

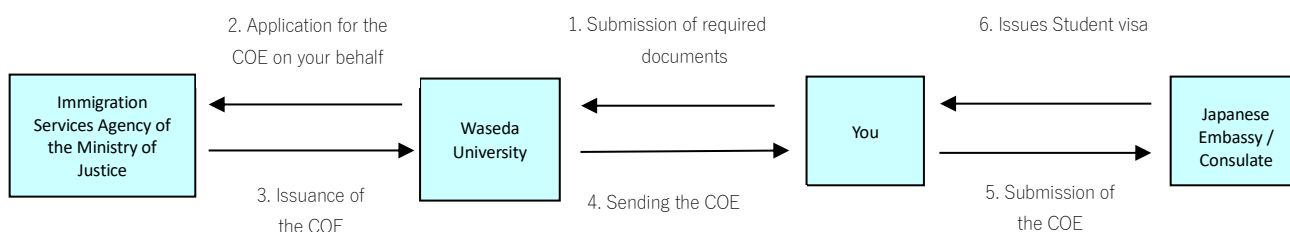
Please take note that students are not eligible to enroll in the university with a “Temporary Visitor” visa status. Carefully read below and take the necessary measures.

### **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. 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 enrollment procedures.
- **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 need to complete the online scholarship registration form by the designated date.

Note that the application procedures and types of scholarships differ for Japanese\* students and international students.

(\*Including students with visa status such as “permanent resident”, “long-term resident”, “spouse or child of Japanese national” or “spouse or child of permanent resident”)

Detailed information on scholarship programs will be sent to successful applicants.

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

- Life Support for International Students (Scholarships) <https://www.waseda.jp/inst/cie/en/life/aid>
- Waseda University Scholarship and Financial Assistance Section <https://www.waseda.jp/inst/scholarship/>

## 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 first-year students, 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 September. Further details of the schedule will be informed to those who have completed the enrollment procedures.

## IV. Appendix

### Notes on Application

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#### (1) Communication Method

The School will contact to applicants via TAO message and/or e-mail address that you registered on TAO when we notify incomplete documents, examinee number, interview invitation and enrollment procedures, etc. Be sure to add our sending domains ("list.waseda.jp") to your list of accepted email senders to ensure that you receive our emails. The School will not be responsible for any consequences caused by the applicants' failure to receive, read, and/or reply to the messages sent from the School.

#### (2) Change in Contact Information

If there is any change of e-mail address, postal address, or telephone number, send an e-mail from your registered e-mail address to the School.

#### (3) Special Needs

If due to disability or a serious medical condition, etc., you require special care during screening or after enrollment, contact the School.

#### (4) Requirements for Expected Students

If you submitted a certificate to demonstrate that you are expected to meet the qualifications to enter Waseda University in order to meet the eligibility stated in the application guide at the time of application, you must submit a certificate to certify that you have indeed met the requirement before enrollment. You will not be allowed to enter Waseda University if you fail to do so.

### University Regulations

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#### (1) Waseda University Code of Misconduct

Waseda University seeks to ensure that all admission procedures are properly administered, and all applicants have the opportunity for a fair and equitable process. Please read the following points carefully.

- A) You may be deemed to have committed a dishonest act if you falsified, fabricated, plagiarized, or modified a document or any other information submitted to the University.
- B) Your actions may be considered dishonest if you take the interview for another applicant, if another person takes the interview in your place, or if you conduct other acts impairing the fairness of the interview.
- C) If a dishonest act is identified, any decision taken regarding your application may later be invalidated, without the return of your application documents and screening fee.
- D) In case misconduct is suspected, the University may inquire about the authenticity, etc., of documents, materials, theses, and information, etc., submitted to the University (hereinunder, "Submitted Documents") by providing said Submitted Documents to the issuers, providers, theses review entities, etc. By submitting or providing the Submitted Documents to the University, the applicant agrees to the University's right to make such inquiries.
- E) In addition, the following responses may be taken if a dishonest act is identified:
  - 1) The applicant may not be allowed to continue taking the interview or to participate in any other admissions at Waseda University during the year. Screening fees will not be returned.
  - 2) The results of all admissions taken by the applicant at Waseda University during the year may become invalid.

If, after enrollment, a student is found to have committed misconduct, he/she may be subject to a range of disciplinary action up to and including expulsion from the University, in accordance with the University's rules and regulations.

## **(2) Unforeseen Circumstances that are beyond Human Control (Force Majeure Events):**

In cases of unforeseen circumstances that are beyond human control, such as a natural disaster (e.g., typhoons, earthquakes, flooding, tsunamis) and/or accident, such as fire, power failure, an unstable internet connection and so on, measures including delaying the start of the exam or postponing of the exam, etc., may be taken. However, in such an event, we will bear no responsibility for any resulting inconvenience, expenses, or other personal loss that you may incur.

## **Basic Policy Statements**

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### **(1) Handling of Personal Information**

Waseda University utilizes your 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 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 cases, the agency will be contractually required to maintain necessary and proper management. The University may inquire about the authenticity, etc., of documents, materials, theses, and information, etc., submitted to the University (hereinafter, "Submitted Documents") by providing said Submitted Documents to the issuers, providers, theses review entities, etc. By submitting or providing the Submitted Documents to the University, the applicant agrees to the University's right to make such inquiries. In addition to the above, personal information may be used as materials for studies and research to improve our entrance examinations. The information will be statistically processed to prevent any individuals from being identified.

### **(2) Collecting information on Gender and Sexual Diversity**

Waseda University collects gender information only when there are justifiable reasons, and keeps such cases to a minimum. The information does not affect the screening result. For details, please refer to the following website:  
<https://www.waseda.jp/inst/diversity/en/support/sexual-minority>

## **Frequently Asked Questions (FAQ)**

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

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

## **Revision History**

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Date of revision	Version	Page	What was revised
November 2023	1.0	n/a	(Original version)
December 11, 2023	1.1	10	Added that "IELTS One Skill Retake is not acceptable."