Graduate School of International Culture and Communication Studies (GSICCS)
Waseda University

Application Guide

Version 1.0

Doctoral Program
<September Entry 2027>

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 is closed from December 25, 2026 to January 5, 2027. Inquiries will not be answered during this period.

*All dates and times stated in this Guide are in Japan Standard Time (JST).

Contents

I. Overview 3

1. Eligibility 3

2. Number of Students Admitted 3

3. Application Schedule 4

4. Screening Method 4

5. Research Director (Directed Research) 5

II. Roadmap to Enrollment 6

III. Application Procedures 7

Step 1 Download Prescribed Forms 7

Step 2 Create an Account for Online Application 7

Step 3 Prepare Application Documents 8

Step 4 Complete the Payment of Screening Fee 14

Step 5 Upload Documents and Complete Application 17

Step 6 Notification of Examinee Number 18

Step 7 Interview (Only if Required) 18

Step 8 Result Announcement 18

Step 9 Enrollment Procedures 19

Step 10 Preparations for Enrollment (Scholarships, Dormitories, etc.) 23

IV. Appendix 24

I. Overview

1. Eligibility

AO Admission
Applicants should meet one of the following requirements; 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. 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. 3. Those designated by the Minister of Education, Culture, Sports, Science, and Technology of Japan by the entrance period when applicants wish to matriculate. 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. 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.* *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 **by February 10, 2027. (Send the following form to gsiccs-ent@list.waseda.jp:** Educational_Qualification_en.pdf**).** No further consideration will be made after the deadline.

Intramural Selection by Recommendation
The "Intramural Selection by Recommendation" admission scheme is designed for prospective students who are enrolled at GSICCS, Waseda University. Applicants must fulfill all the following requirements in order to apply to the "Intramural Selection by Recommendation". 1. Applicants must currently be enrolled at GSICCS Waseda University as a regular student at the time of application. 2. Applicants for admission in **September 2027** must be expected to graduate in **September 2027** from the Master's Program of GSICCS.

NOTE

Faculty members of Waseda University, including Waseda University Junior/Senior High School, Waseda University Honjo Senior High School, and Art and Architecture School, are not allowed to enroll as students at the University. However, there are a few exceptions according to the University regulations. If you have any questions, please contact the relevant administration office.

2. Number of Students Admitted

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

3. Application Schedule

Online Application System Opening Period / Submission of Recommendation Letters from recommenders	10:00 am, March 1 – 5:00 pm, April 6, 2027
Screening Fee Payment Period /Application Period	00:00 am, March 16 – 5:00 pm, April 6, 2027
Notification of the Examinee Number and Interview Invitation	10:00 am, May 25, 2027
Interview (Only if required)	May 27 – 29, 2027
Result Announcement	10:00 am, June 15, 2027
Fee Payment (Only for Successful Applicants)	June 15 – 25, 2027
Matriculation Date	September 21, 2027

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.
- Please be aware that the period of enrollment cannot be changed (deferred/postponed to a different month/year) once accepted.

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 only if required**.

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 by 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.

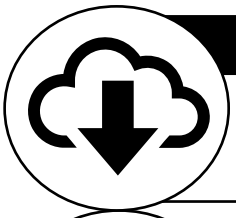
List of Research Directors
*1 ~~ASO, Takashi (Culture and Translation)~~
BACON, Paul (International Relations)
DETEY, Sylvain (Second Language Education)
DVORAK, Greg (Cultural Studies)
HARTZHEIM, Bryan Hikari (Game and New Media)
IINO, Masakazu (Language and Society)
IKESHIMA, Taisaku (International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

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

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

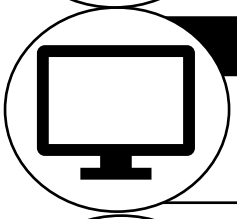
GSICCS Faculty Details	http://www.waseda.jp/fire/gsiccs/en/about/faculty/
Researcher Database	https://w-rdb.waseda.jp/search?m=home&l=en
Syllabus Search	https://www.wsl.waseda.jp/syllabus/JAA101.php?pLng=en

II. Roadmap to Enrollment



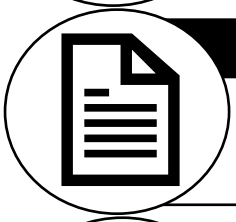
STEP 1: Download Prescribed Forms

- ✓ 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/



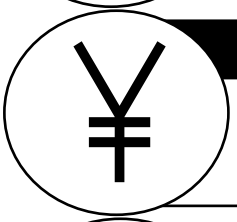
STEP 2: Create an Account for Online Application

- ✓ 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



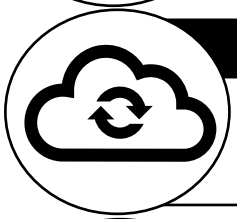
STEP 3: Prepare Application Documents

- ✓ 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 recommender(s) to submit Recommendation Letter(s).



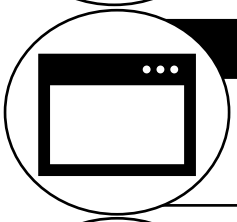
STEP 4: Complete the Payment of Screening Fee

- ✓ 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/



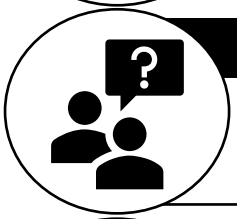
STEP 5: Upload Documents and Complete Application

- ✓ 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.



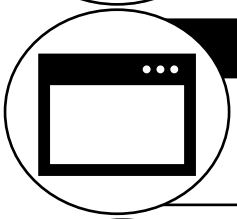
STEP 6: Notification of Examinee Number

- ✓ 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.



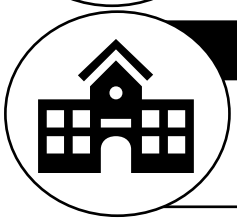
STEP 7: Interview (Only if Required)

- ✓ Interview may be conducted online (if required).
- ✓ 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

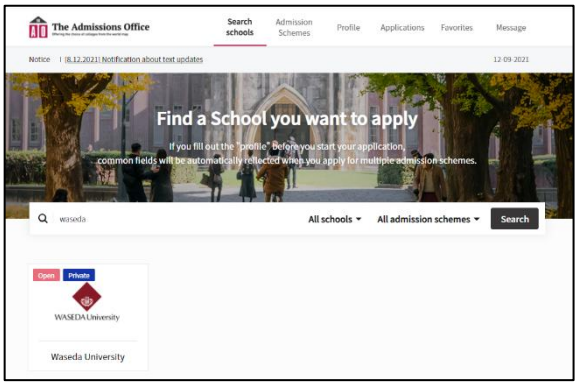
Applicants are required to complete the payment of the screening fee and submit the application documents as directed below during the application period. The deadline will NOT be extended under any circumstances.

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 "Account Registration" to start preparing your application.
https://admissions-office.net/en/portal



Create your account with **the legal name written in English alphabet as it appears in the Machine-Readable Zone (MRZ) of your passport**.
What is the Machine-Readable Zone?

After creating your TAO account, please find **"Waseda University, Graduate School of International Culture and Communication Studies/Doctoral Program September Entry 2027"** from the top menu.

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

Application System Opening Period	10:00 am, March 1 – 5:00 pm, April 6, 2027

IMPORTANT

- 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 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 receive, read, and/or reply to the messages sent from our office.
- **We do NOT notify applicants about the delivery status of application documents and do NOT respond to inquiries regarding the delivery status. 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 this Application Guide 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.
- **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.
- **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, combine your passport and a document proving that all names belong to the same person into a single PDF file and upload it through TAO.
- **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.**
- Your Research Plan, Statement of Purpose, and Other Evidence of Research are a chance to explain yourself to the school and should be completed by yourself. Using generative AI to create these documents and presenting them as your own work may be considered as cheating and could affect the evaluation of your application.
- 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
⓪	Application Form	○	TAO	
①	Personal Identification (Passport)	○		P.9
②	Residence Card in Japan	*		P.9
③	Applicant's Photo	○		P.9
④	Certificate of (Expected) Graduation / Degree Certificate for both Undergraduate/Master's programs	○	(○)	P.10
⑤	Certificate of GPA (Academic Transcript) and Grading Scale for both Undergraduate/Master's Programs	○		P.10-11
⑥	Master's Thesis or Research Paper	*	○	P.11
⑦	Outline of Master's Thesis (Research Paper)	○	○	P.11
⑧	Research Plan	○	○	P.12
⑨	Statement of Purpose	○	○	P.12
⑩	Other Evidence of Research	*	○	P.12
⑪	English Proficiency Test Scores	*		P.12-13
⑫	Proof of Payment	○		P.13
⑬	Recommendation Letter(s)	○	TAO	P.13-14

① Personal Identification (Passport)

Prepare a scanned copy of your passport. If you do not have a passport at the time of application, upload a copy of any identification document that displays your photograph, date of birth, and full name in English alphabet or Japanese. If you are a citizen of more than one country, prepare copies of all your passports.



Example of Acceptable Scan

- The image covers the entire page with your photo and personal information.
- All the details are clear and readable.
- The image includes the Machine-Readable Zone (MRZ) at the bottom.

Machine-Readable Zone (MRZ)→

If the name used on the application documents differs from the name on your passport, combine your passport and a document proving that all names belong to the same person into a single PDF file and upload it through TAO.

② Residence Card in Japan

If you are a non-Japanese national and have a status of residence in Japan, upload a scanned copy of both sides of your residence (Zairyu) card or special permanent resident certificate. If you have a status of residence in Japan but do not have a residence (Zairyu) card because of the visa status (e.g., Diplomatic/ Official Visa), upload a scanned copy of the page in passport with your Japan entry visa.

③ Applicant's Photo

Please upload a color photo taken within 3 months before the time of application. The requirements for the photo are as follows: A vertical to horizontal ratio of 4:3; borderless, must capture the upper body; must provide a front view with no hats; and must be taken against a plain background. As part of the enrollment procedure, you will be required to upload the same photo you submitted with your application. Therefore, please keep the file of the submitted photo until you complete the enrollment procedure.

- Photos taken wearing scarves and sunglasses will not be accepted. A head piece will not be permitted except for medical or religious reasons.
- Please do not post-process or retouch the face portrait photo.
- Photographs taken and printed by individuals themselves using smartphones, etc., will not be accepted. Be sure to take an ID-quality photo (photo taken at an instant photo booth is acceptable).
- During the enrollment procedure, you will be required to upload a photo for your student ID card separately. Please use the same photo you submitted with your application. Please note that the photo uploaded during the enrollment procedure will be used as personal information in various student web portal services, and for identity verification in various on-campus procedures.

- You will be deemed to have committed misconduct if you falsify, fabricate, or modify any documents, including post-processing or retouching the face portrait photo submitted in your application.

④ Certificate of (Expected) Graduation / Degree Certificate for both Undergraduate and Master's programs

Prepare a PDF version of a certificate proving you have completed or are scheduled to complete undergraduate and graduate programs. The certificate must show your legal name in alphabet, date of birth, the official name of the school in English, (expected) graduation date, and the issuance date. The issuance date of Certificate of Graduation must be on or after the actual graduation date. Also, applicants must submit certificates for all the undergraduate and graduate schools attended.

- If the transcript shows your (expected) graduation date, you do not need to prepare a separate document.
- If your university does not issue a certificate of graduation (or expected graduation), use the "Template: Certificate of Expected Graduation," which you can download from the GSICCS website.
- The documents should be in English or with an English translation, but certificates of (expected) graduation in Japanese can be accepted when the original documents can only be issued in Japanese.

<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 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
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.

⑤ Certificate of GPA (Academic Transcript) and Grading Scale for both Undergraduate and Master's Programs

[Certificate of GPA]

Prepare a PDF version of GPA certificate (academic transcript) issued by your university. The certificate must show your legal name in alphabet, the official name of the school in English, and the issuance date. Please note that **there is no minimum GPA requirement for AO admission.**

- If you have been enrolled in more than one school, submit the academic transcripts from all the schools that you have been enrolled in.
- If you have graduated from your university, submit the academic transcript issued on or after graduation date.
- 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/ I withdrew from my previous university and am currently attending a different one.	Submit both previous and current 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.

- 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 (3_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 a substitute for the academic transcript issued by the university you were enrolled in.

Intramural Selection by Recommendation
Applicants must submit the **"GPA Certificate" (GPA 証明書) in English**. **DO NOT** submit the "Transcript of Academic Record" (成績証明書).

[Grading Scale]
Prepare a document which **shows the Grading Scale/System of the program in your university.** Here, the term "Grading Scale" refers to a list or table of possible grades, including information on the highest and lowest grades. If your university uses a letter-grade system, please submit the definition of the numerical values for the letter grades, if possible.

- If the transcript(s) shows the grading scale, additional documents are not necessary.
- A photocopy of the school website, school profile, or any other official document issued by your university which certifies the grading scale/system is acceptable.

⑥ 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 5,000 words written by yourself and relating to your proposed research theme.

⑦ Outline of Master's Thesis or Research Paper

AO Admission	Intramural Selection by Recommendation
• Write an outline in English in around 1,000 words of your master's thesis (or research paper) and attach the prescribed form to your outline.	• Write an outline in English in around 1,000 words (2,000 words if your Master's thesis is NOT written in English) and attach the prescribed form to your outline.

⑧ 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 1,000-1,500 words. Refer to the prescribed form for details and attach the form as a cover page.

⑨ Statement of Purpose

Describe the following things. 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.

- 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

⑩ 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 1,000 words. Refer to the prescribed form for details and attach the form as a cover page.

⑪ English Proficiency Test Scores

Submit the results of the following tests. Only the tests taken on or after the following date are deemed as being valid: **May 1, 2025**. For the exemption requirements, please see below.

Submission Method

Test	How to submit
TOEFL iBT	・ Arrange to have your score directly sent from ETS. Institution Code: [**4232**] For the department, select "Others" or one related to your research plan. ・ TOEFL iBT Home Edition is not acceptable. ・ “MyBest Scores” is not acceptable.
IELTS (Academic/ IELTS for UKVI Academic)	・ Arrange to have your score sent electronically directly from the testing organization 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 ・ IELTS Indicator and IELTS Online are not acceptable. ・ IELTS One Skill Retake is not acceptable.

- Applicants are required to submit **at least one of the test scores listed above regardless of their first language.** Note that **the submission is NOT waived even if you are a native English speaker**.
- Test scores must arrive by the deadline. Arrival prior to the application period is acceptable.
- We do NOT superscore. If you have taken the test multiple times, **choose your best score (the sitting with the highest total score)** and enter that information.
- Verify on your own that the procedure for having the score report sent directly from the testing organization has

been properly completed. We do not respond to inquiries regarding the delivery status.
- There are no minimum scores/requirements for the test. However, the reference scores are disclosed. English-Proficiency-Test-Scores.pdf (waseda.jp)

Exemption:
- The submission is **exempted only if applicants have completed/are expected to complete an English based Master's program**. If the school is located in Non-English-Speaking counties/regions, provide the URL of the school's website or official document proving this through TAO.
- The submission is waived for those who have graduated/are expected to graduate from GSICCS.

⑫ Proof of Payment

Prepare a photo or screenshot of the payment receipt which includes your name, payment date, and amount. For more details of the payment method, refer to Step 4.

⑬ Recommendation Letter(s)

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.

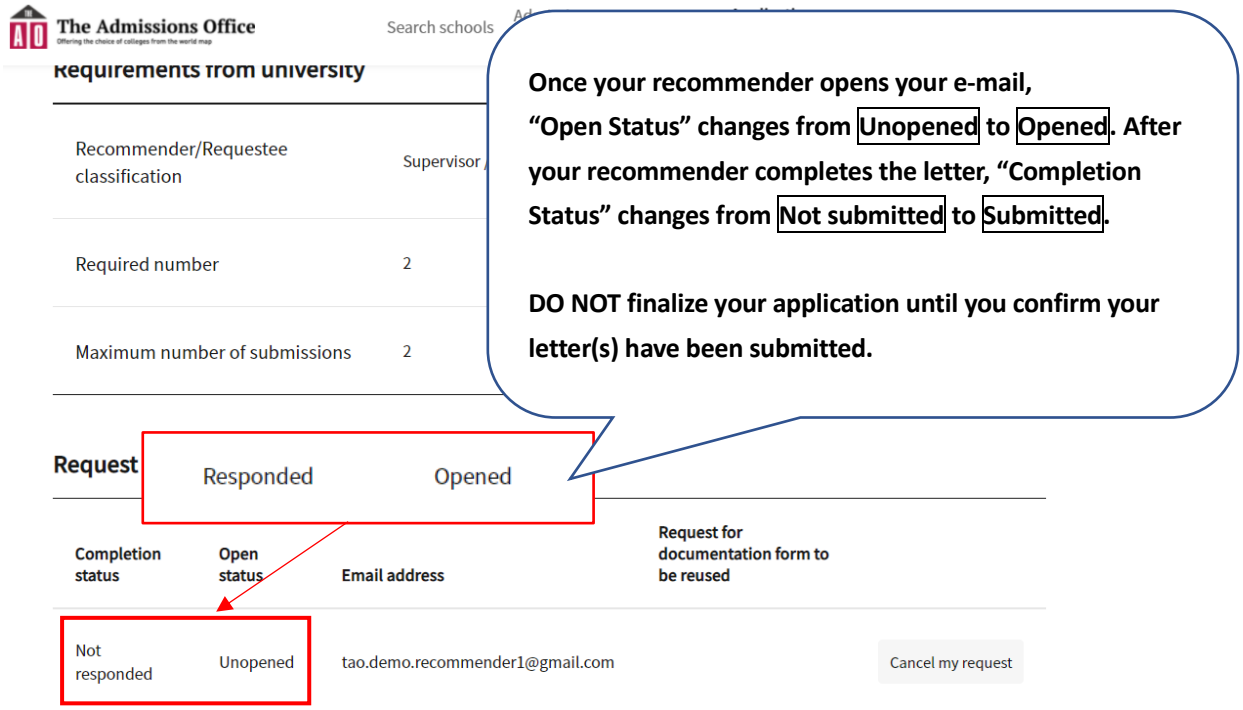
Recommendation letters must be submitted through TAO by using the designated online form. Make sure to work closely with your recommender(s) well in advance. You can send requests to recommender(s) before you complete other sections of your application forms. Any letters submitted in a different format 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 recommender(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). **Please check that the e-mail address is correct (e.g., for extra space or spelling mistakes).**

Ask your recommender(s) to complete the designated online form by the deadline. Share the instructions on the following URL with your recommender(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.
- The required number of letters differs depending on your application category;

AO Admission	Intramural Selection by Recommendation
• Applicants must submit **two Recommendation Letters** written by separate recommenders. • 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.	• Applicants must submit **one Recommendation Letter** written by their **research director**. *Although TAO states that "2 Letters are required", you may finalize your application with one letter.



Step 4 Complete the Payment of Screening Fee

Pay the screening fee during the following designated period.

Timeline

Screening Fee Payment Period
00:00 am, March 16 – 5:00 pm, April 6, 2027

Screening fee

The screening fee depends on the application category and/or the place you reside at the time of application regardless of your nationality. In some cases, overseas residents may be asked to provide documentary proof of where they live. Please pay the screening fee for applicants residing in Japan even if you are temporarily staying in your home country at the time of application.

Category	Place of residence at the time of application	Amount
AO Admission	Outside Japan	JPY 15,000
	Japan	JPY 30,000
Intramural Selection by Recommendation and those who fall in category A or B below	–	Exempted

- A proof of payment must be uploaded on TAO in order to complete your application. Without paying the screening fee, your application is not complete.
- Applicants who reside and apply from specified countries may be eligible to apply for a screening fee waiver program. Please refer to page 16.

- The screening fee is also waived in the following cases.
  A. In the case of current Master's Program students at GSICCS, the Graduate School of Japanese Applied Linguistics (GSJAL) or the Graduate School of Asia-Pacific Studies (GSAPS) belonging to the Faculty of International Research and Education of Waseda University, who are expected to complete their program in **September 2027** and apply to the GSICCS Doctoral Program of **September 2027** entrance.
  B. In the case of applicants who continuously enroll as a non-degree student (not sponsored) at GSICCS, GSJAL, or GSAPS immediately after their graduation from the Master's Program at GSICCS, GSJAL, or GSAPS, and wish to continue their study in the GSICCS Doctoral Program within four years after their entrance into the Master's Program at GSICCS, GSJAL, or GSAPS.
- If you are a MEXT scholarship student at the time of application and are accepted to GSICCS and will continue your enrollment as a MEXT scholarship student after admission, the screening fee will be refunded after enrollment.

Reimbursement policy

As a general rule, the screening fee will not be refunded. However, in the following cases, the screening fee alone will be refunded in full or in part. If any of these apply to you, please contact the GSICCS Office by e-mail.

1) You paid the screening fee but did not submit the 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 not accepted because it was incomplete or did not meet the eligibility criteria.

If the screening fee was paid by credit card, or if the refund is to be deposited into a bank account outside of Japan, you will be responsible for any fees incurred in connection with the refund.

Payment methods

There are two methods of payment for the screening fee. Credit card or Online payment can be made by all applicants regardless of country of residence, whereas convenience store payment is available only for residents of Japan. See below for more details on each method of payment.

1. Payment via Credit Card/ Online Payment System

To make a payment by credit card or online payment system (China Union Pay), please access the online screening fee payment website (https://e-shiharai.net/ecard/) and complete the procedure. After completing the transaction, save the "Result" page as a PNG/JPEG/JPG/PDF format, and upload it onto TAO.

Check the details on the screening fee payment method from the link below.
https://www.waseda.jp/inst/admission/assets/uploads/2025/08/TAO_Creditcard_Payment.pdf

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 2027 Admission
Third selection	Doctoral Program
Fourth Selection	Choose applicable amount

NOTE:

1) The payment can be made 24 hours a day, 7 days a week, including Saturdays, Sundays, and holidays. Please be advised that when a specific deadline is set on the final day of the application period, payment must be completed by that time.

2) 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.

2. Payment via Convenience Store

This payment method is applicable only to applicants residing in Japan. To make a payment at a convenience store, access the "screening fee convenience store payment site" (http://e-shiharai.net/) [in Japanese] first, complete the designated payment registration, and then go to a convenience store. After making the payment, save the "Certificate of Payment of the Screening Fee," page as a PNG/JPEG/JPG/PDF format, and upload it onto TAO.

Check the details on the screening fee payment method from the link below.
https://www.waseda.jp/inst/admission/assets/uploads/2025/07/202507TAO_Convenience_Store_Payment.pdf

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	２０２７年９月入学
第三選択	博士後期課程
第四選択	Choose applicable amount

NOTE:

1) This payment can be made 24 hours a day, seven days a week, including Saturdays, Sundays, and holidays. Please be advised that when a specific deadline is set on the final day of the application period, payment must be completed by that time.
2) If a family member or acquaintance of an applicant conducts the procedure on behalf of an applicant, the family member or acquaintance must enter the applicant's information.

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.

Check the details on the Screening Fee Waiver Program from the link below.
https://www.waseda.jp/fire/gsiccs/assets/uploads/2025/06/Application_For_Screening_Fee_Waiver.pdf

Step 5 Upload Documents and Complete Application

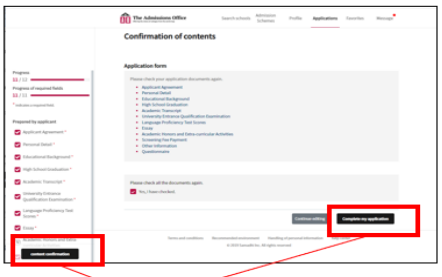
Section on TAO	Required Documents (* If applicable)	Checklist (* If applicable)
1_Personal Details	①Copy of Passport ②Copies of both sides of Residence Card* ③ID Photo Data	☐ My registered name is the same as shown in my passport. ☐ My preference of the Research Director has been entered correctly.
2_Certificate of Graduation	④Certificate of (Expected) Graduation of both undergraduate and graduate degrees	☐ I have confirmed the information written on the certificate is correct (e.g. spelling of your name, date of birth, date of graduation etc). ☐ *I am expected to graduate/have graduated from a university in China and completed the required steps.
3_Educational Background		☐ I have listed up all the schools I have attended since primary school. ☐ *I have described the reasons why I completed my undergraduate/ Master's program in less/more than the standard length of curriculum.
4_Transcripts	⑤Certificate of GPA (Academic Transcripts) of both undergraduate and graduate degrees	☐ I have confirmed the information written on the certificate is correct (e.g. spelling of your name, date of birth, date of graduation etc). ☐ I have submitted grading scale/grading scale is included in the transcript.
5_Manuscripts	⑥Master's Thesis* ⑦Outline of Master's Thesis ⑧Research Plan ⑨Statement of Purpose ⑩Other Evidence of Research*	☐ I have written the papers within the designated length. ☐ I have attached the designated forms as a cover page to each document.
6_English Proficiency Test Scores	⑪English Proficiency Test Scores*	☐ *I have arranged an English proficiency test score taken on or after May 1, 2025, to be sent directly to the GSICCS office.
7_Other Information		—
8_Screening Fee Payment	⑫Copy of Payment Receipt	☐ * I have completed the payment of screening fee to GSICCS during the designated period.
Recommendation Letters		☐ My recommender(s) meets the requirements. ☐ My recommender(s) have completed the recommendation letters on TAO.

☐ I can submit official documents of my application materials once I am accepted into GSICCS.

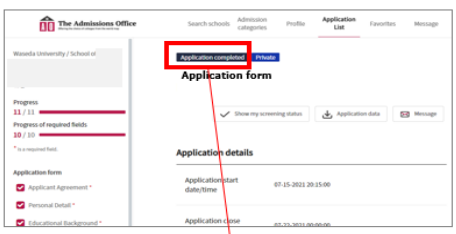
☐ I have attached official translation to the documents written in languages other than English or Japanese.

☐ 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 25, 2027

Step 7 Interview (Only if Required)

An interview will be required only when we judge that we need further information in addition to the application documents. The interview will be conducted through an online interview system. Further instructions will be provided to the applicants who are applicable on or after the following notification date. Interview date and time will be chosen by GSICCS and cannot be changed under any circumstances. Therefore, be sure to keep your schedule open for the dates specified below.

Notification Date	Interview Acceptance Deadline	Interview Screening Period
10:00 am, May 25, 2027	17:00 pm, May 26, 2027	May 27 – 29, 2027

- Interview will be conducted online via zoom. 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 (pass or fail). We will not accept any inquiries regarding the criteria used to determine who is interviewed or not.
- If you are invited to an interview and wish to attend, you must confirm your attendance by the designated deadline. If you miss the notification and fail to confirm your attendance, GSICCS cannot be held responsible.
- 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. Note that recording by anyone other than Waseda University is strictly prohibited.

Step 8 Result Announcement

The results will be released via TAO (Login>Applications>Completed> Choose your application>View my screening results), following the schedule below:

Result Announcement	10:00 am, June 15, 2027

- **We will not accept any inquiries regarding application results.**
- 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

Successful applicants are required to complete the following actions:

- First Enrollment Procedures:
    - Action 1: Pay the required Registration fee*, Tuition, and other fees
    - Action 2: Submit visa-related documents
    - Action 3: Send official documents for verification purposes

    *The registration fee will be credited toward the enrollment fee for students who enroll.

- Second Enrollment Procedures:

Details will be announced to those who have completed the First Enrollment Procedures.

- Action 4: Send official documents for verification purposes (if applicable)
- Action 5: Complete online registration

First Enrollment Procedures

1. Pay the Registration Fee, Tuition, and Other Fees

The Registration Fee, Tuition and other Fees for the first semester must be paid within the period designated below. If you do not complete the payment on time, your enrollment will be invalid. Detailed instructions on payments will be sent to successful applicants.

Payment Period	June 15 – 25, 2027

School Expenses and Other Fees

(in Japanese Yen)

Academic Year	Time of payment	Registration Fee*	Academic fees		Membership Fees	**Total**
			Tuition Fee	Seminar Fee	Waseda University Student Health Promotion Mutual Aid Association Fee	
First Year	(On Entry) 2027 Fall	200,000	274,000	2,000	1,500	477,500
	2028 Spring	----	274,000	2,000	1,500	277,500
	Total	**200,000**	**548,000**	**4,000**	**3,000**	**755,000**
Second Year	2028 Fall	----	374,000	2,000	1,500	377,500
	2029 Spring	----	374,000	2,000	1,500	377,500
	Total	**----**	**748,000**	**4,000**	**3,000**	**755,000**
Third Year	2029 Fall	----	374,000	2,000	1,500	377,500
	2030 Spring	----	374,000	2,000	1,500	377,500
	Total	**----**	**748,000**	**4,000**	**3,000**	**755,000**

Notes on fees and payment:

- 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 to the above fees, 40,000 yen for the alumni association membership fee is required in the final semester. The payment will be waived for those who are graduates of Waseda University and have already completed the payment at the time of graduation.

Notes on refund, transfer, and exemption:

- As a rule, we do not refund Tuition and other fees once they are paid. However, if you do not enter Waseda University due to unavoidable circumstances, or fail to meet entrance qualifications prior to enrollment, we may refund only the Tuition and other fees for the first semester (not the Registration Fee) to you.
- If you have been accepted by one of the graduate schools at Waseda University and completed payment of Registration Fee, and Tuition and other fees to the school, but were later accepted by your preferred graduate school, you can choose to enter your preferred graduate school and have the amount you already paid be transferred to that school. However, this procedure can be done only when the enrollment procedure periods (payment periods) of the two schools do not overlap AND if the date of enrollment for both schools is same.
- If you are currently enrolled in, or have graduated from, completed, or withdrawn from an undergraduate, graduate, or specialized program of Waseda University, your registration fee will be refunded.
- For more information about these procedures, please refer to the "Guide to Enrollment Procedures" which will be sent to successful applicants.

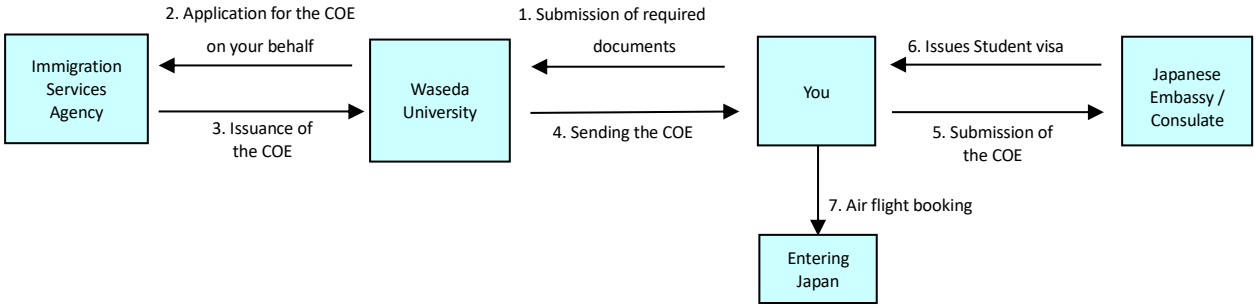
2. Submit visa-related documents

If you have been admitted to Waseda University as an international student, you can apply for a status of residence of "Student". Those with such status are eligible to apply for tuition reduction, exemptions and scholarships for international students. **If your status of residence is not "Student", you cannot use these services or systems intended for international students. The University does not allow enrollment if you have a "Temporary Visitor" status.** Please read the following carefully and take the necessary measures.

Visa Application Procedures

To apply for a status of residence, you first need to obtain a certificate of eligibility (COE) from the Immigration Services Bureau in Japan. GSICCS Office will apply for a COE on behalf of **international students residing outside Japan only after they have completed the enrollment procedures. Once the Office receives the COE, they will email it to you. You must then take it with your passport to the Japanese embassy or consulate in your country of nationality or residence to apply for a "Student" visa.** The COE is valid for three months after issuance, so you must enter Japan before it expires.

"Student" Visa Acquisition Process (1-7)



NOTE

- The entire process takes **approximately two to three months** thus 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 a COE/student visa.**
- If you currently have a status of residence of "Student", 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 residence "Student," please refer to the above.
- If you finish the activity that falls under your current status of residence, you will need to change your status of residence

to “Student”. 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, contact the GSICCS Office after your acceptance.

- 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.
- 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.
- Applicants who hold nationality from the Philippines / Vietnam / Indonesia / Nepal / Myanmar / China are required to submit the “Tuberculosis(TB) Clearance Certificate” in addition to the standard Certificate of Eligibility (COE) application documents to prove that you are not infected with TB. The date this rule takes effect varies by nationality, so please be sure to check the details in the following document if you are subject to it.
  https://www.waseda.jp/inst/cie/news/40765

3. Send official documents for verification purposes

Official documents must be submitted in order to prove the originality of the documents listed below whose digital copies were submitted at the time of application. 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, and thus your admission may be revoked. If you have already graduated your university and arranged your university to send your academic transcripts and Certificate of Graduation at the time of application, you do not need to send them again.

Submission Deadline	Mid July, 2027

<Required Documents>

Document	Notes
Academic Transcript	· Must include the same contents as what you submitted during application.
Certificate of Graduation	· Must show that you have actually graduated from the university. · Certificate of Expected Graduation is NOT required (nor accepted) for those who uploaded it during application. · If the academic transcript shows your graduation date and is issued after the graduation date, you do not need to submit a separate document. · Applicants who graduated from universities in mainland China are required to arrange an official English version of the “Online Verification Report of Higher Education Degree Certificate” as directed on P.10. · If you are expected to graduate from your current university after Mid July, 2027, submit this document at Action 4.

<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	We accept: - An "original" document: one with stamp, seal, watermark or signature of the issuer in ALL pages. - 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). A simple photocopy is NOT acceptable. If your documents are sealed in an envelope by institution, do NOT open it as it may lose its validity once opened.
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	· Arrange to send via digital credential services such as National Student Clearinghouse, Parchment Exchange, My eQuals, OpenCerts (Singapore) etc. · 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.10.	

[Send to] Postal Mail: See the cover page of this guide.
E-mail / Digital Credential Service: gsiccs-ent@list.waseda.jp

Second Enrollment Procedures

The details of second enrollment procedures will be announced in **around August** for the successful applicants who have completed the first enrollment procedures.

4. Send official documents for verification purposes (if applicable)

If you cannot send all the official documents at Action 3, additional documents must be submitted. The details will be announced around August for the successful applicants who have completed the first enrollment procedures above.

5. Complete online registration

The details will be announced around August for the successful applicants who have completed the first enrollment procedures above.

Step 10 Preparations for Enrollment (Scholarships, Dormitories, etc.)

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 (Tuition and Aid) https://www.waseda.jp/inst/cie/en/life/aid
- Waseda University Scholarship and Financial Assistance Section https://www.waseda.jp/inst/scholarship/en/

Inquiry

Waseda University Scholarship and Financial Assistance Section	https://www.waseda.jp/inst/scholarship/en/contact/

Dormitories

Detailed information on dormitories will be sent to successful applicants. You may also refer to the following website and please contact the Dormitory Desk, Student Affairs Section for any inquiries regarding housing.

- Waseda University Dormitory Desk, Student Affairs Section https://www.waseda.jp/inst/rlc/en/
- Waseda University Student Housing Center https://waseda-housing.com/international/

Inquiry

Waseda University Dormitory Desk, Student Affairs Section	https://forms.office.com/r/Ppd3i58d4w
Waseda University Student Housing Center	https://waseda-housing.com/contact/

Arrival in Japan, Orientations and Entrance Ceremony

The school year begins on September 21; however, orientation for the first-year students, and other mandatory school events are scheduled from mid-September. Therefore, first-year students should plan to arrive in Tokyo by mid-September. The entrance 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

(1) Communication Method

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

(2) Change in Contact Information

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

(3) Reasonable Accommodation

If you expect to require reasonable accommodation during the entrance examination or after entering the University owing to a disability or serious medical condition, etc., or if a serious injury or illness is expected to affect your ability to take the entrance examination, please contact GSICCS before submitting your application. If you find yourself in such a situation after submitting your application, please contact GSICCS immediately.

(4) Requirements for Expected Students

If you submitted a certificate indicating that you are expected to meet the application requirements to enter Waseda University, you must submit an additional certificate indicating that you have indeed met the requirements prior to enrollment. You will not be permitted to enter Waseda University, even if you pass the screening, unless you submit the certificate confirming you have met the requirements.

University Regulations

(1) Waseda University Code of Misconduct

Waseda University has established the following precautions to ensure that the admissions are administered in a strict manner, and that all applicants are screened fairly and impartially. Please carefully read the below precautions before applying.

A) You will be deemed to have committed misconduct if you falsify, fabricate, plagiarize, or modify any documents, materials, or information submitted in your application. In such a case, any decision taken regarding your application may later be invalidated, and your application documents will not be returned and the screening fee will not be refunded.

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, and your application documents will not be returned and the screening fee will not be refunded.

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 will 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, students are found to have committed misconduct, they will be subject to revocation of admission, in accordance with the University's rules and regulations.

In cases of misconduct that Waseda University find it vicious and serious, Waseda University may report to the police or contact the dishonest individual's guardians, university etc.

(2) Accidents/incidents owing to force majeure:

In the event of a natural disaster—such as typhoons, floods, earthquakes, tsunamis, etc.—fires, power outages, or other force majeure accidents or transportation disruptions, measures including delaying the start and end of the admissions, etc. may be taken. However, in such an event, GSICCS will not be liable for any inconvenience, expense, or other personal damage incurred by examinees as a result of such measures.

Basic Policy Statements

(1) Handling of Personal Information

Waseda University will use the personal information (address, name, date of birth, etc.) collected at the time of application to discharge duties relating to admissions, announcement of successful applicants, enrollment procedures, and other related work. In doing so, the University will take necessary and appropriate measures to prevent the leakage, outflow, or unauthorized use of such information. The University may outsource all or part of the above items. In such cases, the University will oblige, by contract or other means, the subcontracted entity or entities to perform necessary and appropriate management of the information. The University may inquire about the authenticity, etc., of documents, materials, theses, and information, etc., submitted to the University (hereafter "Submitted Documents") by providing them 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. Personal information that has been statistically processed, keeping individual identities confidential, will be used as material for surveys and research for the University's admission selection processes.

(2) Collecting information on Gender and Sexual Diversity

For the sake of administering entrance examinations in an efficient manner and carrying out enrollment procedures, Waseda University collects information regarding your sex on legal documents such as family register or passport. The information is collected only for reasonably justifiable purposes, and these cases are limited to a minimum. If your sex is marked as neither male nor female on the legal documents, please contact at gsiccs-ent@list.waseda.jp prior to application. The information does not affect the screening result.
https://www.waseda.jp/inst/diversity/en/support/sexual-minority/

Frequently Asked Questions (FAQ)

Please visit the following website for further information regarding admissions and details of GSICCS.
https://www.waseda.jp/fire/gsiccs/en/applicants/faq/

Revision History

Date of revision	Version	Page	What was revised
November 24, 2026	1.0	n/a	(Original version)