



School of International Liberal Studies (SILS) WASEDA UNIVERSITY

AO Admission <for entrance in September 2018> Application Guidelines

Timeline* for 2018 September Admission				
Application Periods	Announcement of Document Review Results	Announcement of a Conditional Offer	Interview	Announcement of Interview Results
[Early Bird Admission] January 15 - 28, 2018 [Regular Admission] January 29 - March 5, 2018	April 24, 2018	May 14, 2018	May 26, June 2, June 9 (one of the dates above)	June 22, 2018
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*The timeline indicates Japan Standard Time (JST)

Admissions Office, School of International Liberal Studies	
Address	4F, Building 11, 1-6-1 Nishi-Waseda, Shinjuku-ku, Tokyo 169-8050, Japan
Tel / Fax	+81-3-5286-1716 / +81-3-5286-9736
E-Mail	sils-ent@list.waseda.jp
URL	http://www.waseda.jp/fire/sils/
Business Hours	9:00 to 17:00 (Japan Standard Time), Monday through Saturday

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STEP 1 Preparation for Application

1-1 : About AO September Entry

“AO September Entry” does not restrict applicants depending on the country where their high school is located, the educational system they have taken or their nationality.

1-2 : Admissions Policy

SILS welcomes domestic and international students with strong basic academic skills and intellectual curiosity.

The school is committed to recruiting students-

1. who are strongly motivated to study in English.
2. with the linguistic ability or potential to communicate effectively in at least English/Japanese.
3. with the all-round academic ability or potential to approach problems from more than one disciplinary perspective.
4. with the critical ability or potential to analyze issues from an independent perspective.
5. with the rhetorical ability or potential to express themselves with clarity and precision when presenting or discussing ideas and information.
6. who bring a wide range of cultural and educational experience both at the local and the global level to the SILS community.
7. who have the adaptability and flexibility to respond to the social and psychological challenges of living and studying in an unfamiliar environment.
8. who have the readiness and willingness to consider intellectual and moral questions from an international and comparative perspective.

Each single admission route into SILS is intended to embody several of these principles, while the overall admissions system endeavors to reflect them all.

1-3 : Academic Year and Number of Students to be Admitted

Academic Year	Number of students to be admitted	Degree	Time of enrollment
First Year	125	B.A. in International Liberal Studies	September, 2018

*There are no restrictions regarding the applicant's nationality or country of residence.

*The School **does not admit second - or third -year transfer students.**

1-4 : Applicant Eligibility**Academic background**

Applicants should meet one of the qualifications 1 to 3 below.

1. Have graduated from a high school or a secondary school designated by Japan's School Education Law or are scheduled to graduate from such a school by September 20, 2018.
2. Have completed a standard 12-year education curriculum designated by Japan's School Education Law or are scheduled to complete such an education curriculum by September 20, 2018.
3. Be recognized as having or exceeding the scholastic abilities required in Section 150 of Japan's Regulations of School Education Law and should meet or be scheduled to meet one of qualifications a. to f. below by September 20, 2018.
 - a. You have completed or are scheduled to complete a 12-year education curriculum outside Japan by September 20, 2018. Or, you have completed or are scheduled to complete that level of education curriculum or equivalent as designated by the Minister of Education, Culture, Sports, Science and Technology.

NOTE:

Having completed or being scheduled to complete "the equivalent as designated by the Minister of Education, Culture, Sports, Science and Technology" means that you meet one of qualifications ① to ③ below, and are 18 years old or older as of September 20, 2018.

- ① Have passed a qualification exam that proves you are equivalent to or higher in scholastic ability than those who have completed a 12-year school curriculum outside Japan.
- ② Have completed a Japanese preparatory education curriculum designated by the Minister of Education, Culture, Sports, Science and Technology after being educated in a country that has a less than 12-year standard elementary and secondary school education curriculum.
- ③ Have completed a school for foreign students in Japan that is recognized in the foreign country's school education system as being equivalent to or higher than a high school curriculum.

- b. Have completed an education curriculum provided by an overseas educational institution designated by the Minister of Education, Culture, Sports, Science and Technology as having an education curriculum equivalent to those provided by high schools in Japan, or are scheduled to complete such an education curriculum by September 20, 2018
- c. Have completed the upper secondary course at a specialized training college designated by the Minister of Education, Culture, Sports, Science and Technology after the date designated by the Minister or are scheduled to complete the course by September 20, 2018.
The specialized training college must have a course term of 3 or more years as well as meet the other requirements designated by the Minister of Education, Culture, Sports, Science and Technology.
- d. Have been designated as having skills appropriate to this university by the Minister of Education, Culture, Sports, Science and Technology.
- e. Have passed the high school equivalency examination (including the university entrance qualification examination) given by the Minister of Education, Culture, Sports, Science, and Technology or are scheduled to pass the examination by September 20, 2018, and are 18 years or older as of September 20, 2018.
- f. Are 18 years old or older as of September 20, 2018, and recognized through an individual review by SILS as being equivalent to or higher than a high school graduate in scholastic ability.
[See "1-5: Individual Review of Eligibility"]

NOTE:

- Those who have completed "a 12-year education curriculum outside Japan" refers to those who have completed elementary and secondary school education through a standard process, whether in Japan or outside, and who in the end graduated from a foreign secondary educational institution.
- If you have completed a standard 12-year elementary and secondary school education curriculum in less than 12 years as the result of grade-skipping or early graduation and thus are younger than 18 years of age as of entry into university, please contact the Admissions Office of SILS for information on your eligibility for application.
- If you have studied at schools both in and outside Japan, there is no requirement set on the periods during which you were registered at the schools. However, certificates of your academic results for the entire period during which you studied at secondary high school or its equivalent must be submitted.
- Applicant qualification is not decided by your nationality.

1-5 : Individual Review of Eligibility

If your academic background falls under “Academic Background 3-f.” in “1-4 : Applicant Eligibility”, you are required to apply for an individual review of eligibility by the respective deadline below. Only those who are acknowledged to be qualified based on these reviews will be allowed to apply for admission.

If you require verification of your eligibility or if you are not sure you meet the applicant qualifications, inquire at the SILS Admissions Office in advance of submitting your application. Note that your application will not be accepted if you fail to make a request for eligibility verification before the deadline.

Deadline	December 20, 2017
Those who are reviewed for qualification	<p>Those who are reviewed for qualification <u>are required to be legal residents of Japan at the time of their application</u> and have graduated (or are expected to graduate) from a high school course at an education institution <u>established in Japan</u> with the aim of providing education for non-Japanese students.</p> <ul style="list-style-type: none"> If you have graduated or are scheduled to graduate <u>by September 20, 2018</u>, from a school for foreign students in Japan or another similar institution, such as an ethnic school or an international school, that is not covered by Section 1-1 of the School Education Law and is <u>not accredited by the Minister of Education, Culture, Sports, Science and Technology</u>, your qualifications for application will be determined by SILS according to this provision.
How to apply	<p>Send the following materials by postal mail. Submitted materials will not be returned under any circumstances.</p> <ol style="list-style-type: none"> Individual Review Form (prescribed form; download from SILS website) A document that certifies the relevant schools attended are part of a 12-year school curriculum Transcripts from the relevant schools attended (originals) A certificate confirming graduation from or expected graduation from high school (original) Documents that clearly demonstrate the education content of the relevant school attended (e.g. school rules, curriculum, years required for graduation, number of class hours, offered subjects, necessary units for graduation, number of students, common future paths of graduates, etc.) <div style="border: 1px solid black; padding: 5px; margin-top: 10px;"> <p>Send Application Documents to: Desk for Individual Review, SILS Admissions Office, Waseda University 4F, Building 11, 1-6-1, Nishi-Waseda, Shinjuku-ku, Tokyo, 169-8050, Japan</p> </div>
Notification of Review Results	<ul style="list-style-type: none"> Applicants who are approved will be issued a Certificate of Eligibility for Admissions. Applicants will be notified of review results by postal mail.

1-6 : SILS Curriculums

SILS provides two education curriculums: Study Plan 1 for students whose first language is Japanese and Study Plan 2 for students whose first language is not Japanese. In general, which curriculum you are categorized into is automatically decided by your first language. However, please select and apply for the curriculum which seems to be most suitable for you with reference to the following table of differences between these two curriculums.

- The Study Plan you indicate might be changed as a result of the screening.
- The Study Plan will be indicated on the pass certificate.
- If you have any questions about the Study Plan, inquire at the Admissions Office of SILS.

	Study Plan 1	Study Plan 2
Definition	母語が日本語の学生で、日本語による科目履修(読解力、会話力、聴解力、文章作成能力共に)に支障のない学生。	<ul style="list-style-type: none"> • Students whose first language is not Japanese. • Those students whose first language is Japanese, however, may choose to take Study Plan 2 if they expect to experience difficulty in taking classes given in Japanese, or if they have resided in a foreign country for an extended period of time.
Curriculum Content	<ul style="list-style-type: none"> • 英語科目が必修、様々な英語力補強のプログラムを用意しています。 • 英語能力が一定基準を超えている場合、英語科目の一部が免除されます。 • 大学在学中の一年間の海外学習期間(留学)が必須 • 1年次に行われる基礎演習A等、一部の授業が日本語で行われます。 	<ul style="list-style-type: none"> • These students are required to take Japanese courses according to their level. • Students whose Japanese proficiency satisfies certain criteria are exempted from taking certain Japanese courses. • Students whose English proficiency satisfies certain criteria are exempted from taking certain English courses. • Study abroad is optional.

Study Plan 1

Type	Foreign Languages	Statistics	Seminars	Lectures	Electives
Courses	-English -Other Foreign Languages	-Introductory Statistics	-1st Year Seminar (in Japanese) -Intermediate Seminar -Advanced Seminar -Directed Studies for Senior Thesis	-Introductory Courses -Intermediate Courses -Advanced Courses	-Foreign Languages -Lectures -Overseas Study Preparatory Course - University-wide Open Courses -Courses Taken during Overseas Study Program, etc.
Credits	15	2	20	40	47
Credit Requirement for Graduation 124 credits					

Study Plan 2

Type	Foreign Languages	Statistics	Seminars	Lectures	Electives
Courses	-Japanese -English -Other Foreign Languages	-Introductory Statistics	-1st Year Seminar (in English) -Intermediate Seminar -Advanced Seminar -Directed Studies for Senior Thesis	-Introductory Courses -Intermediate Courses -Advanced Courses	-Foreign Languages -Lectures - University-wide Open Courses -Courses Taken during Overseas Study Program, etc.
Credits	31	2	16	40	35
Credit Requirement for Graduation 124 credits					

STEP 2 Application Procedures

2-1 : Application Periods

Applicants who have applied during the Early Bird Admission and received an Unconditional Offer will have priority in “Prior to Enrollment Scholarships”. For further information, please refer to p.25.

Early Bird Admission	Regular Admission
January 15 - 28, 2018	January 29 - March 5, 2018

NOTE:

- The Early Bird Admission is a nonbinding process. You may apply to any other universities, as long as the decision is nonbinding.
- The decision regarding award of scholarships will be made based on the excellence in screening results.
- If your documents do not arrive at the SILS Admissions Office by the deadline of the Early Bird Admission period, your application will be considered as a regular admission.
- Applicants may only apply once for either Early Bird Admission or Regular Admission.
- For the applicants taking “學科能力測驗 (GSAT)” in Taiwan and who wish to apply for the Early Bird Admission, we ask you to submit the necessary documents APART FROM the result of GSAT during the Early Bird Admission period, and to submit the GSAT score afterward (by no later than March 5).

2-2 : Screening Fee

Please be sure to pay the screening fee before you apply for this admission. The amount you must pay depends on **where you live at the time of application (regardless of nationality)**. You may be asked to provide documentary proof of residence if you reside outside Japan.

Place of residence at the time of application	Nationality	Screening fee (in Japanese yen)
Outside Japan	No nationality restriction (including Japanese applicants)	5,000 yen
Japan	No nationality restriction (including international applicants residing in Japan)	35,000 yen

NOTE:

Applications cannot be accepted unless the screening fee has been paid.

The screening fee, once paid, will not be returned under any circumstances. However, a full screening fee will be refunded if you fall into one of the cases below.

- 1) You paid the screening fee, but failed to apply.
- 2) You paid the screening fee, but submitted application documents after the deadline.
- 3) You paid the screening fee and submitted application documents, but your application was rejected before screening, since you do not meet any of the eligibility criteria.

If you fall into one of the cases above, please contact the SILS Admissions Office. Any handling fees which may be incurred for refund must be paid by the applicant.

2-3 : Payment of Screening Fee

① Payment by Credit Card/Online Payment System (“China UnionPay” or “Alipay”)

<Only for applicants who reside outside Japan>

- Access the online screening fee payment website (<https://e-shiharai.net/ecard/>) and complete the required procedure. In the “Category Selection” page of the website, make your selections as follows:

First Selection	September Admissions
Second Selection	School of International Liberal Studies
Third Selection	September 2018 Admission
Fourth Selection	September Admissions applicant from outside Japan

- After completing the transaction, print out the “Result” page and attach it to the Check Sheet.
- Check details for the “Payment method of screening fee (Credit Card /Online Payment System [“China UnionPay” or “Alipay”])” from the following URL:
<http://www.waseda.jp/fire/sils/en/applicants/admission/>
- The payment can be made anytime, 24 hours a day.
- The payment can be made with a credit card held in the name of a person other than the applicant.
However, make sure to enter the applicant’s personal information in the Basic Information page of the website.

② Overseas Remittance <Only for applicants who reside outside Japan and who cannot make the payment by “① Payment of Credit Card/Online Payment System”>

Follow the procedure below to remit the screening fee plus a lifting (exchange) charge (a charge of 2,000 yen) from a financial institution. Clip a copy of the remittance form to the Check Sheet and enclose it with other application documents.

Remittance method	Telegraphic transfer
Payment method	Advice and Pay
Handling fee for money transfers at the local bank	Payer’s Responsibility
Lifting charge	Paid by payee
Remittance	7,000 yen (Screening fee of 5,000 yen plus a lifting charge of 2,000 yen)
Purpose of remittance	Screening Fee
Message to payee	Applicant’s Name
Remittance destination	Bank name: The Bank of Tokyo-Mitsubishi UFJ, Ltd. Branch name: Edogawabashi Branch Account number: 0035967AFE Account holder: Waseda University Bank address: 1-48-13, Sekiguchi Bunkyo-ku Tokyo 1120014, Japan Swift code: BOTKJPJT

* If the local bank requires a separate handling fee, pay the fee to the bank in addition to the above remittance.

③ Payment at a convenience store <Only for applicants who reside in Japan>

To pay from within Japan, you may pay the screening fee at a convenience store.

- To make a payment at a convenience store, you must complete the designated application procedure in advance by accessing the “screening fee convenience store payment site” (<http://e-shiharai.net/>) (Japanese only) on the Internet via personal computer or mobile phone.
- After making the payment, detach the “Certificate of Payment of the Screening Fee” on the Screening Fee Handling Description, paste it to the designated space (for the Certificate of Payment of the Screening Fee) on the “Check Sheet”, and submit it.
- Check details for the “Payment method of screening fee (Convenience Store Easy-Pay System)” from the following URL:
<http://www.waseda.jp/fire/sils/en/applicants/admission/>
 - The payment can be made anytime, 24 hours a day, even on Saturdays, Sundays, and holidays. However, note that application via the website will end at 23:00 and procedure by the information terminal at a convenience store will be available until 23:30 on the last day of the payment period.
 - If a family member or acquaintance conducts the procedure for the applicant, the family member or acquaintance must enter the applicant's information.

2-4 : Screening Fee Waiver Program (limited to applicants from specific countries)

Waseda University provides a screening fee waiver program for applicants from specified countries. Eligible applicants are required to read the following instructions and submit requests along with their application documents.

(1) Eligible Countries	Afghanistan, Angola, Bangladesh, Benin, Bhutan, Burkina Faso, Burundi, Cambodia, Central African Rep., Chad, Comoros, D.P.R.Korea, Democratic Republic of the Congo, Djibouti, Equatorial Guinea, Eritrea, Ethiopia, Gambia, Guinea, Guinea-Bissau, Haiti, Kenya, Kiribati, Laos, Lesotho, Liberia, Madagascar, Malawi, Mali, Mauritania, Mozambique, Myanmar, Nepal, Niger, Rwanda, Sao Tome and Principe, Senegal, Sierra Leone, Solomon Islands, Somalia, South Sudan, Sudan, Tajikistan, Tanzania, Timor-Leste, Togo, Tuvalu, Uganda, Vanuatu, Yemen, Zambia, Zimbabwe
(2) Outline	You are eligible to apply for a screening fee waiver if you reside in one of the countries designated by Waseda University AND hold the nationality of one of the countries above.
(3) Eligibility	<p>The following conditions must be fulfilled:</p> <ol style="list-style-type: none"> 1) The applicant must reside in one of the countries classified as "Least Developed Countries" or "Other Low Income Countries" in the list of ODA recipients as published by OECD/DAC when they apply <u>AND</u> hold nationality of one of those countries (the applicant's country of residence and nationality do not necessarily have to be identical). <ul style="list-style-type: none"> *For the list of eligible countries, refer to "Eligible Countries" above *You are not eligible if you reside in Japan. 2) If you have dual nationality, you are only eligible if both nationalities are included on the list of eligible countries described in (1) above.
(4) Procedures	<p>When applying to an undergraduate school or graduate school of Waseda University, please enclose the following documents in the application documents instead of the certificate of payment for the screening fee (copy of the remittance form, etc.).</p> <ol style="list-style-type: none"> 1) Application Form for Screening Fee Waiver 2) Copy of passport (including all details) <ul style="list-style-type: none"> *The application for the screening fee waiver program must be made along with the application for admission. Applications made afterwards will not be accepted under any circumstances. *You are not required to pay the screening fee. However, if payment was made before the application for the screening fee waiver program, the screening fee will not be reimbursed. *In the event that you are found to be ineligible for the screening fee waiver program, or have made a false claim, you will be asked to settle the screening fee by the deadline of the application period.

2-5 : Application method

To apply for admission, you must complete all the following steps (1 to 5) by the deadline. If you fail to complete the steps, your application will be considered invalid.

Step 1: Payment of the Screening Fee

For detailed information, see pages 7 - 8 of the guidelines.

Step 2: Register an Online Application System Account

Access the URL below. Then follow the onscreen instructions and enter the required information to register for an account to use the Online Application System.

<https://www.apply.waseda.jp/>

Step 3: Create an Application Form

Sign in to your online application account and prepare the Application Form for SILS AO Admission by following the onscreen instructions. You can prepare and print the Application Form via the Online Application System only during the period below.

Online Application System opens from December 1st, 2017 to 12:00PM (JST) March 5th, 2018

NOTE:

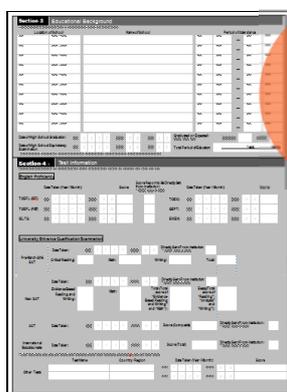
- For those opened / created an account within a year, there is no need to open a new account (the account is valid for one year).
- The Online Application must be created and printed during the Online Application period.
- Your application must be created, printed and sent to the SILS Admissions Office by the deadline. If you fail to complete this procedure, your application will be rejected.

Step 4: Finalize the Online Application System

Make sure to **click the FINALIZE button** to complete the application form. Double check the data entered in the online form once before finalizing.

NOTE:

- Applicants who **skipped the step FINALIZE** will not be accepted.
- A message 'PREVIEW' will remain appearing on the application form if not yet finalized.



Step 5: Submit the Application Documents

- Print out your Online Application form. **Do not use double-side printing when you print the form.**
- Enclose all application documents (including the hard copy of the Online Application form) in an envelope and send them to the address below by Simplified Registered Mail (or Simplified Registered Express Mail if the application deadline is approaching). Use EMS (Express Mail Services) or other courier service for applications from overseas.

Send the application documents to:

School of International Liberal Studies, Waseda University

Admissions Office: AO September Entry

SILS AO Admission Application

4th Floor, Building 11, 1-6-1, Nishi-Waseda, Shinjuku-ku, Tokyo 169-8050, Japan

Tel: +81-3-5286-1716 FAX: +81-3-5286-9736

NOTE:

- Application documents must be received by the respective deadlines. We do not accept application documents that arrive after the deadline. Even sent via Express Mail Service (EMS) or international courier service, your application documents may take more than one week to reach us. Therefore, please send your application documents as early as possible so that they have enough time to reach us.
- **We do not inform applicants about the delivery status of application documents. To check whether your documents have been received or not, contact the post office or the courier with the tracking number given by them.** You can also find out whether your application has been received by the SILS Admissions Office, by accessing the "Review / Update / Print Your Application" menu of the Online Application System (please note that it may take a couple of days after the arrival of your application packet for the status of your application documents to be reflected on the page).
- **Application documents must be sent by postal package. They will not be accepted if brought in person, faxed or emailed to the SILS Admissions Office.**

2-6 : Notes on Application

- If you submitted a certificate to demonstrate that you are expected to meet the qualification to enter Waseda University in order to meet the eligibility stated in the application guidelines 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.
- Application documents must be complete for you to qualify to be screened. In the event that there are still some imperfections in the documents after the application period, you will be placed at a disadvantage. If we contact you concerning your application, please follow our instructions immediately.
- You may be deemed to have committed a dishonest act if you falsified, fabricated or plagiarized a document, material or information submitted in your application. In such a case, any decision taken on your application may later be invalidated, without the application documents and screening fee being returned.

If there is any change in your postal address, update your information on the Online Application System.

Only the postal address could be updated after finalizing.

If you expect to require special care during the entrance examination or after entering the university due to physical impairment, etc., please contact the SILS Admissions Office immediately. In addition, contact us if a serious injury or illness is expected to affect your ability to take the entrance examination. Please contact us immediately even if you find yourself in such situation after submitting your application.

Handling of personal information:

Waseda University utilizes your information (addresses, names, and 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. Please note that the 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.

STEP 3 Details of Application Documents

3-1 : Application Documents Overview

Required documents vary depending on the nationality and resident status of applicants in Japan. Be sure to submit all documents marked with a circle (○) in the table shown below.

For the items with "Download" indicated in the "Online/Download" column, prepare and submit the formats downloaded from SILS website. Prepare the Application Form via the Online Application System.

No.	Category Documents	Online/ Download	Japanese Nationals	Non-Japanese Nationals who are not legal residents in Japan	Non-Japanese Nationals who are legal residents in Japan
<Required Documents for Admission>					
①	Application Form • Attach a Color Photograph on page 1	Online Application System	○	○	○
②	Document to Prove Your Applicant Qualification	*1	○	○	○
③	Academic Transcript		○	○	○
④	Certificate of University Entrance Qualification Examinations/ Standardized Tests		○	○	○
⑤	English Proficiency Test Score		○	○	○
⑥	Language Proficiency Test Score for a Third Language (other than English) (If applicable)		*2	*2	*2
⑦	Letter to Explain the Reason Why You Are Unable to Submit the Documents	Download	*3	*3	*3
⑧	Check Sheet	Download	○	○	○
⑨	Certificate of Residence in Japan		×	×	○
—	Recommendation Letter		Recommendation letter is not a required document		
<Documents for Those Who Wish SILS to Apply for the COE on Their Behalf>					
⑩	Statement of Financial Resources	Download	×	○	×
⑪	Certificate of a Deposit Balance of a Bank Account		×	○	×
⑫	Agreement for Defraying Expenses	Download	×	○	×
⑬	Application Form for the Certificate of Eligibility (COE) • Attach a Color Photograph on page 1	Download	×	○	×
⑭	Personal History	Download	×	○	×
⑮	Copy of Your Passport (if you have one)		×	○	×

*1: If no fixed format is used for a certificate of (expected) graduation at your high school, download the "TEMPLATE: Certificate of Graduation/ Expected Graduation" provided on SILS website, and fill it out (by typewriting or handwriting) and submit it with the official stamp of approval of your high school.

*2: If you have the score of the language proficiency test (a language must be other than English or your native language), you are encouraged to submit the test score.

*3: If you cannot submit the documents ③・④・⑤ above due to an unavoidable reason, make sure to download the document entitled "Letter to Explain the Reason Why You Are Unable to Submit the Documents" from SILS website, describe the reason in English and submit it to SILS.

3-2 : Details of Application Documents

Important Notice for Preparing Application Documents

*Applicable for all the documents listed below ②-⑮

- Be sure to present **original documents**.
- If you cannot submit the original documents, ask the SILS Admissions Office, your high school, or another appropriate office officially approved by the government to **authenticate a copy of the document** with the original before presenting the copy (**certified true copy**).
- Photocopy of documents **without authentication are considered invalid**.
- Certificates must be prepared in Japanese or English. **For documents in other languages, attach a Japanese or English translation** notarized by an embassy, your high school or another appropriate office officially approved by the government. **If the certificate extends over two or more pages (or both-sided), all pages (or both sides) of the certificate will need the school stamp or the signature of the person issuing the document.**
- Do not staple documents. Group each set of documents with a paper clip.
- Do not put the documents in a file or a folder. Use simple packaging.
- **Documents which are once submitted will NOT be returned under any circumstances.**

① Application Form (Online Application System)										
【STEP 1】 Personal Details	<ul style="list-style-type: none"> • The information registered at the time of account creation will be automatically entered. Review the information to check if they are correct. <u>Once you have completed registration, you cannot change the name (should be same as the name written on the passport), date of birth, and gender.</u> Please contact the SILS admissions office if you need to change them. • If your registered name differs from the name on the other documents you have submitted, be sure to submit a document which certifies that all names belong to the same person. • Your first name in the online account is automatically changed to lower cases (except the first letter). 									
【STEP 2】 Educational Background	<ul style="list-style-type: none"> • Enter all of your educational background in chronological order from elementary school as shown below. Schools currently attending or will attend in the future may also be listed up with the dates. e.g. <table border="0"> <tr> <td><u>Tokyo/Japan</u></td> <td><u>Waseda Primary School</u></td> <td><u>2006/09 – 2012/06</u></td> </tr> <tr> <td><u>Seoul/Korea</u></td> <td><u>Waseda Junior High School</u></td> <td><u>2012/09 – 2015/06</u></td> </tr> <tr> <td><u>Beijing/China</u></td> <td><u>Waseda High School</u></td> <td><u>2015/09 – 2018/06</u></td> </tr> </table> 	<u>Tokyo/Japan</u>	<u>Waseda Primary School</u>	<u>2006/09 – 2012/06</u>	<u>Seoul/Korea</u>	<u>Waseda Junior High School</u>	<u>2012/09 – 2015/06</u>	<u>Beijing/China</u>	<u>Waseda High School</u>	<u>2015/09 – 2018/06</u>
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<u>Beijing/China</u>	<u>Waseda High School</u>	<u>2015/09 – 2018/06</u>								
【STEP 3】 Test Information	<ul style="list-style-type: none"> • For information on English Proficiency Test score and University Entrance Qualification Examinations & Other Standardized Tests, refer to pages 15 - 16. • How to fill out the “University Entrance Qualification Examination” section: -Fill in your test results other than New SAT Test in “Other Tests” column. <Holders of pre March 2016 SAT, IB or ACT test score> • Fill in your total score (SAT: Total score of Reasoning test/ IB: Total score of six subjects (excludes Extended Essay, Theory of Knowledge and Bonus Points) /ACT: Composite score) in “Score” column. Fill in “Old SAT”, “IB” or “ACT” in “Test Name” column. • If you send your score report along with the application, put “Attached ” in score column. 									
【STEP 4】 Experience of Studying Abroad	<ul style="list-style-type: none"> • Enclose the copies of enrollment certificate and the academic transcript issued by the educational institution where you studied abroad with the application. <ul style="list-style-type: none"> • Information to be entered in these fields are limited to experience acquired after graduating from junior high school or completing the first half of secondary schooling. • Enclose a copy of the certificate that bears both the name of the applicant and the period of attendance. • Photographs cannot be used as certifications. • Enter the [Ref. No.] that corresponds to the Application Form in the top right corner of the certificates so that they will be sure to correspond to each study abroad experience. • No undocumented claims are considered. 									

【STEP 5】 Plans	<ul style="list-style-type: none"> ● Enter your descriptions about both "TOPIC No. 1" and "TOPIC No. 2" indicated on the screen. ● <u>If your response does not follow the designated instructions or format such as the following cases, it will not be considered:</u> <ul style="list-style-type: none"> -You change the format. -You attach additional sheets. etc.
【STEP 6】 Academic Honors & Extra-curricular Activities	<ul style="list-style-type: none"> ● Information to be entered in these fields are limited to experience acquired after graduating from junior high school or completing the first half of secondary schooling. ● <u>Up to three activities</u> can be entered in this section. Choose the best according to your experiences. ● <u>If your response does not follow the designated instructions or format such as the following cases, it will not be considered:</u> <ul style="list-style-type: none"> -You change the format. -You list more than three honors/activities. -You attach additional sheets. etc. ● Along with the form, enclose a copy of the certificate, brochures, articles, certificates or other documents to prove your activities. (Enclose certificate that bears the name of the applicant and period of activities / honors.) Photographs cannot be used as certifications. <ul style="list-style-type: none"> ● Put the [Ref. No.] that corresponds to each honor/ activity on the Application Form on the top right corner of the certificates. ● No undocumented claims are considered.
【STEP 7】 English Essay	<ul style="list-style-type: none"> ● Please write an essay in English on your own in accordance with the following instructions. Follow the instructions on the screen when composing the essay. <div style="border: 1px solid black; padding: 5px; margin-top: 10px;"> <p>Identify a significant international event which took place in the last year and explain why you think it was important. Explain your choice within 600 words and 62 lines.</p> </div>
Color Photograph (affix on page 1)	<ul style="list-style-type: none"> ● After printing your Application Form, prepare a photograph in accordance with the following instructions and firmly affix it to the specified space "Section 2 Photograph". <ul style="list-style-type: none"> ● The picture should be 4cm (1.6 inch) long and 3cm (1.2 inch) wide (A color photograph (must be printed on matte or glossy photo quality paper) of yourself taken within last three months), borderless, and taken against a plain background. You should be looking straight ahead with your head uncovered. ● The photograph will be used to identify you on the day of the examination and also for your student identification card after admission. ● Photographs taken with scarves or sunglasses are not accepted. ● Unclear photographs, such as snapshots and digital photographs, and photographs that do not clearly identify applicants due to their hairstyles or for other reasons are not accepted. ● Put your name on the back side of the picture.

②	Document to Prove Your Applicant Qualification	<ul style="list-style-type: none"> ● Submit a certificate to prove you have completed or are scheduled to complete 12-year education curriculum. e.g. A graduation certificate of the senior high school or a certificate of expected graduation of the senior high school. A document certifying the fact that you have passed or are scheduled to pass a high school equivalency examination. etc. ● If no fixed format is used for a certificate of graduation/expected graduation at your high school, download the “TEMPLATE: Certificate of Graduation/ Expected Graduation” provided on SILS website, and fill it out (by typewriting or handwriting) and submit it with the official stamp of approval of your high school. 						
③	Academic Transcript	<div style="border: 1px solid black; padding: 5px; margin-bottom: 10px;"> <p>Different types of documents may be required based on countries and regions where you have taken the secondary education. For detailed information, refer to the "List of Application Documents by Education System" from the URL below. http://www.waseda.jp/fire/sils/en/applicants/ao_list/</p> </div> <ul style="list-style-type: none"> ● Submit an academic transcript issued by your high school (or equivalent education institution) for the last three years attended (equivalent to three years of high school education in Japan). <ul style="list-style-type: none"> ● Students who have not yet graduated should submit an academic transcript with school grades for the period until the first term (semester) of the last year. ● If you have been enrolled in more than one school, submit the academic transcripts for all the schools that you have been enrolled in. If the school cannot issue the academic transcript because you have not been at the school long enough, submit a document issued by the school that certifies so. ● If you have passed the high school graduation equivalency examination, present documents certifying the results. <ul style="list-style-type: none"> ● If you are scheduled to pass the examination, present documents certifying that fact. ● No certification is required for exempted subjects or subjects that are expected to be exempted. ● If you have entered a tertiary education institution (university, college, etc.) after graduating from high school, submit the following certifications in addition to the above academic transcript. <table border="1" data-bbox="427 1171 1497 1420" style="width: 100%; border-collapse: collapse;"> <tr> <td style="padding: 5px;">Already graduated from a tertiary institution</td> <td style="padding: 5px;">An academic transcript with grades for the entire period until graduation</td> </tr> <tr> <td style="padding: 5px;">Still enrolled in the tertiary institution</td> <td style="padding: 5px;">An academic transcript with grades for the period until the school term before filing the application</td> </tr> <tr> <td style="padding: 5px;">Already left the tertiary institution before graduation, or on a leave of absence</td> <td style="padding: 5px;">An academic transcript with grades for the period attended (or took leave of absence from) the institution</td> </tr> </table> <ul style="list-style-type: none"> ● If grade certificates are unavailable for reasons such as that you haven't been enrolled in the tertiary institution for a long enough period of time, submit an enrollment certificate of the school instead of the academic transcript. 	Already graduated from a tertiary institution	An academic transcript with grades for the entire period until graduation	Still enrolled in the tertiary institution	An academic transcript with grades for the period until the school term before filing the application	Already left the tertiary institution before graduation, or on a leave of absence	An academic transcript with grades for the period attended (or took leave of absence from) the institution
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④	Certificate of University Entrance Qualification Examinations / Standardized Tests	<div style="border: 1px solid black; padding: 5px; margin-bottom: 10px;"> <p>Different types of documents may be required based on countries and regions where you have taken the secondary education. For detailed information, refer to the "List of Application Documents by Education System" from the URL below. http://www.waseda.jp/fire/sils/en/applicants/ao_list/</p> </div> <ul style="list-style-type: none"> ● Submit a certificate of university entrance qualification examinations or standardized tests. <ul style="list-style-type: none"> ● Even if you have not taken a university entrance qualification examination or a standardized test in your country, you can take such a test provided by a foreign country, and submit the score results. For example, you can take SAT or ACT, tests given under the section of "Education system of the United States of America" outside the U.S.A. ● If you ask the College Board to send your score report directly to the School of International Liberal Studies, use the Waseda University code: SAT: 0837, ACT: 5473. Even if you do so, we strongly recommend you to enclose your printed online score authenticated by your high school as there is a possibility that your directly-sent score does not reach the SILS Admissions Office by the application deadline. ● A new SAT, which has started from March 2016, and Pre-March-2016 SAT, which has ended on February 2016, will both be accepted. For the new SAT, Essay is required and all scores of Evidence-Based Reading and Writing, Math and Essay must be reported. If any one of these scores is missing, 						

		<p><u>your SAT will not be considered valid.</u></p> <ul style="list-style-type: none"> • Certificates of the results of university entrance qualification examinations and other standardized tests provide important material for admission screening and for the selection of candidates for scholarships, so you are advised to submit these documents. • If you fall into one of the following groups, please select (1) or (2) at "STEP 3 Test Information" on the "University Entrance Qualification Examination" section on the online application system and enter the required information. <table border="1" data-bbox="427 383 1497 685"> <thead> <tr> <th>No.</th> <th>Case</th> <th>Essential Descriptions</th> </tr> </thead> <tbody> <tr> <td>(1)</td> <td>If you are a high school (secondary school) student at the time of application, and, due to the timing of graduation, you cannot submit the results of your country's or region's university entrance qualification examination or another standardized test during the application period since they come out after the deadline.</td> <td>Test Name, Location, Date to be taken</td> </tr> <tr> <td>(2)</td> <td>You are receiving or have received your education in a country where there is no national standardized test for assessing your qualification to enter university.</td> <td>Country/ Region of the high school from which you have graduated or are scheduled to graduate</td> </tr> </tbody> </table> <ul style="list-style-type: none"> • If you cannot submit test results for any reason other than above, make sure to submit the "Letter to Explain the Reason Why You Are Unable to Submit the Documents" that describes the reason. 	No.	Case	Essential Descriptions	(1)	If you are a high school (secondary school) student at the time of application, and, due to the timing of graduation, you cannot submit the results of your country's or region's university entrance qualification examination or another standardized test during the application period since they come out after the deadline.	Test Name, Location, Date to be taken	(2)	You are receiving or have received your education in a country where there is no national standardized test for assessing your qualification to enter university.	Country/ Region of the high school from which you have graduated or are scheduled to graduate			
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⑤	English Proficiency Test Score	<p>If you submit a certificate of university entrance qualification examination/standardized test administered for an education system in which the first language is English (such as SAT, ACT, GCE, IBDP entirely taught in English (Dual language DP is not applicable) etc.), you are NOT required to submit a certificate to prove your English proficiency.</p> <ul style="list-style-type: none"> • Submit an original / authenticated copy of the following tests. <table border="1" data-bbox="427 1088 1497 1653"> <thead> <tr> <th colspan="2">Only the tests taken on or after the following date are deemed as being valid: January 1, 2016</th> </tr> </thead> <tbody> <tr> <td>TOEFL iBT</td> <td> <ul style="list-style-type: none"> • Waseda University code is 9342 when sent directly from ETS. • We strongly recommend you to enclose your printed online score authenticated by your high school as there is a possibility that your directly-sent score does not reach the SILS Admissions Office by the deadline. </td> </tr> <tr> <td>TOEIC L&R</td> <td> <ul style="list-style-type: none"> • TOEIC-IP is not accepted • TOEIC S&W is not required </td> </tr> <tr> <td>IELTS(Academic)</td> <td> <ul style="list-style-type: none"> • IELTS(General Training) is not accepted </td> </tr> <tr> <td>GEPT(General English Proficiency Test)</td> <td> <ul style="list-style-type: none"> • First Stage(初試) is not accepted </td> </tr> <tr> <td>EIKEN (Test in Practical English Proficiency)</td> <td> <ul style="list-style-type: none"> • Only the Certification Card (passing both writing and speaking tests) is accepted. </td> </tr> </tbody> </table> <ul style="list-style-type: none"> • If you cannot submit the documents above within the application period, make sure to submit the "Letter to Explain the Reason Why You Are Unable to Submit the Documents" that describes the reason. 	Only the tests taken on or after the following date are deemed as being valid: January 1, 2016		TOEFL iBT	<ul style="list-style-type: none"> • Waseda University code is 9342 when sent directly from ETS. • We strongly recommend you to enclose your printed online score authenticated by your high school as there is a possibility that your directly-sent score does not reach the SILS Admissions Office by the deadline. 	TOEIC L&R	<ul style="list-style-type: none"> • TOEIC-IP is not accepted • TOEIC S&W is not required 	IELTS(Academic)	<ul style="list-style-type: none"> • IELTS(General Training) is not accepted 	GEPT(General English Proficiency Test)	<ul style="list-style-type: none"> • First Stage(初試) is not accepted 	EIKEN (Test in Practical English Proficiency)	<ul style="list-style-type: none"> • Only the Certification Card (passing both writing and speaking tests) is accepted.
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EIKEN (Test in Practical English Proficiency)	<ul style="list-style-type: none"> • Only the Certification Card (passing both writing and speaking tests) is accepted. 													
⑥	Language Proficiency Test Score for Your Third Language (Other than English) (If Applicable)	<ul style="list-style-type: none"> • Submit a language proficiency test of your third language (the "third language" must be a language other than English or your native language). <table border="1" data-bbox="427 1865 1497 1944"> <thead> <tr> <th>Only the tests taken on or after the following date are deemed as being valid: January 1, 2016</th> </tr> </thead> <tbody> <tr> <td></td> </tr> </tbody> </table>	Only the tests taken on or after the following date are deemed as being valid: January 1, 2016											
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⑦	Letter to Explain the Reason Why You Are Unable to Submit the Documents	<ul style="list-style-type: none"> • If you cannot submit the documents ③・④・⑤ above within the application period, make sure to submit the "Letter to Explain the Reason Why You Are Unable to Submit the Documents" (designated form) that describes the reason. • Download the designated form from SILS website and enter information. 												

⑧	Check Sheet	<ul style="list-style-type: none"> ● Make two choices for the interview dates and places. In case you receive a Conditional Offer, your request will be taken into consideration when the interview location is decided. ● If you wish to have SILS apply for the COE on your behalf, check “yes” in Section 3 in the Check Sheet. ● Make sure to attach the “Certificate of Payment of the Screening Fee”. ● Carefully read the “Terms and Conditions” and check the box. 		
⑨	Certificate of residence in Japan	<ul style="list-style-type: none"> ● If you have a valid Japanese visa at the time of application, submit copies of either one of the following: <table border="1" data-bbox="427 405 1497 510" style="width: 100%; border-collapse: collapse;"> <tr> <td data-bbox="434 405 1490 465">Certificate of Residence (“Juminhyo”) which shows your nationality, residence status, period of stay, expiration date of your period of stay and your Residence card number</td> </tr> <tr> <td data-bbox="434 474 1490 510">Copies of both sides of your Residence Card</td> </tr> </table> 	Certificate of Residence (“Juminhyo”) which shows your nationality, residence status, period of stay, expiration date of your period of stay and your Residence card number	Copies of both sides of your Residence Card
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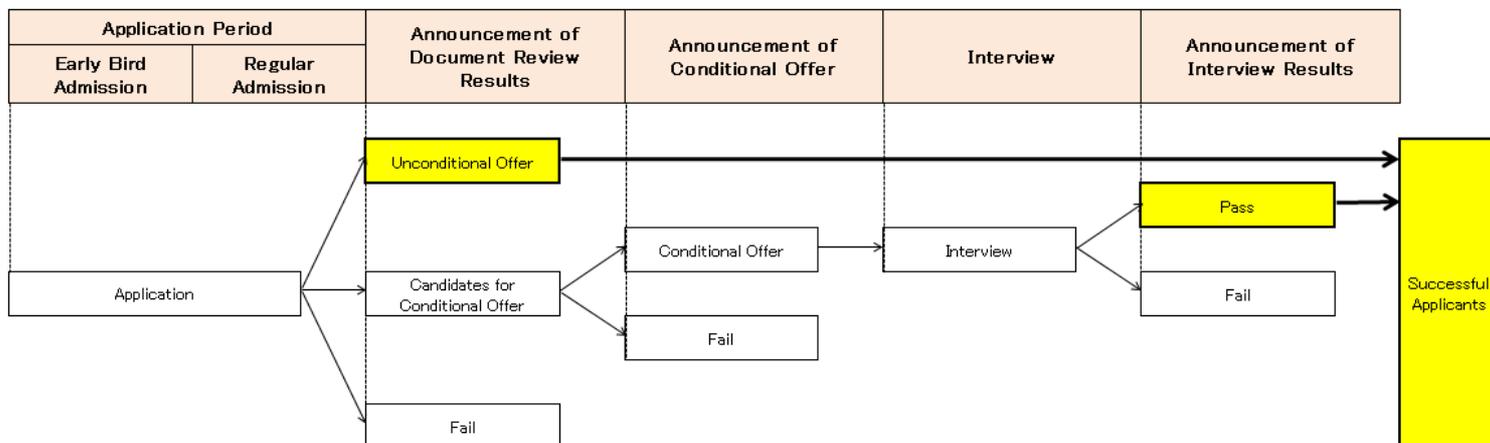
3-3 : Documents for those who wish to have SILS apply for the COE on their behalf

If your nationality is not Japanese and you are not a legal resident in Japan, and wish to have SILS apply for the COE on your behalf, submit the following documents along with documents ① to ⑨. Also, please refer to “4-4: Obtaining a Student Visa” for details.

⑩	Statement of financial resources	<ul style="list-style-type: none"> In the Statement of financial resources, indicate how expenses required during your stay at SILS (tuition and fees and living expenses for one year) will be paid. <ul style="list-style-type: none"> Download the designated form from SILS website; write in Japanese or English. Make sure that the statement is signed by the applicant.
⑪	Certificate of a Deposit Balance of a Bank Account	<ul style="list-style-type: none"> Submit a certificate of the deposit balance of a bank account held by the person responsible for covering your expenses. <ul style="list-style-type: none"> Copies of passbook pages or monthly account statements issued by banks are not acceptable as certificates. If you plan to depend on allowances from a family member or relative, submit a certificate of the deposit balance of a bank account established in the provider's name. If you plan to pay your tuition and living expenses on your own, submit a certificate of the deposit balance of a bank account owned by your name. <div style="border: 1px solid black; padding: 5px;"> <ul style="list-style-type: none"> <u>Be sure to submit the original documents.</u> Certificates must be prepared in Japanese or English. If the bank does not issue a certificate of deposit balance in English, attach an English translation. Only certificates issued within three months prior to the date of application are valid. The Certificate of Deposit Balance must be that of an <u>ordinary deposit account</u> or a <u>time deposit account</u> that can be confirmed to have a balance of two million Japanese yen or more (or an amount of currency equivalent to <u>two million Japanese yen or more</u> if the account is denominated in currencies other than Japanese yen). * If the deposit balance is less than the above amount or the type of bank account is other than those specified above, your application for the COE may not be accepted. * If the certificate does not explicitly state that it is an ordinary deposit account or a time deposit account, attach a memo to provide the information on the type of account. Certificates of balances of securities accounts of securities companies (stocks, etc.) are not acceptable as certificates of deposit balances. </div>
⑫	Agreement for defraying expenses	<ul style="list-style-type: none"> Download the designated form from SILS website and enter the required information. Holder of the bank account stated in the “Certificate of Deposit Balance of a Bank Account” must sign the “Agreement for defraying expenses”. <div style="border: 1px solid black; padding: 5px;"> <ul style="list-style-type: none"> If in the “Statement of financial resources” you have checked the box for “Government/sponsoring agency”, submit a document certifying the provision of funds along with the amount of funds provided, and the provision period. The certificate must be prepared in Japanese or English. If the provider of funds prepared an “Agreement for defraying expenses” in a language other than Japanese or English, attach a Japanese or English translation (No need to notarize). </div>
⑬	Application Form for the Certificate of Eligibility (COE)	<ul style="list-style-type: none"> Download the designated form from SILS website and enter the required information in English. Fill out the form in your own handwriting (black ink) or type using a PC or word processor. Fill in all necessary information referring to the example provided. (Be sure to check the example on SILS website.) The form must be printed on A4 size white paper. (The Immigration Bureau of Japan will not accept forms printed on letter-size paper.) Affix the same photograph affixed to the Application Form (it should be taken within last three months and have your name written on the back) to the Application for a Certificate of Eligibility. If you are a legal resident in Japan with status other than Permanent Resident, Spouse or Child of Japanese National, Spouse or Child of Permanent Resident, or Long-term Resident, and you need to change your status to Student, the visa has to be changed by yourself after entering SILS.
⑭	Personal history	<ul style="list-style-type: none"> Download the designated form from SILS website and enter the required information in English.
⑮	Copy of your passport	<ul style="list-style-type: none"> Submit copies of the following pages of your passport (if you have one): <ul style="list-style-type: none"> Pages bearing your photograph, name, and passport number Pages bearing all the records of previous stays in Japan (if you have been in Japan before). For those non-passport holders, we recommend you to apply for a passport soon to get the visa stamped on it.

STEP 4 Screening Procedures and Schedules

4-1 : Screening Procedure



4-2 : Announcement of Document Review Results (for all Applicants)

Early Bird Admission	Regular Admission
April 24, 2018	

Applications are evaluated based on an overall screening of the application documents. There are three possible outcomes for your admission decision. We will either offer;

Unconditional Offer	<ul style="list-style-type: none"> You are successfully admitted to SILS. It is not necessary to take any extra tests. “Certificate of Success in the Entrance Examination” and information packages for entrance procedures will be sent from the SILS Admissions Office. [For the Early Bird Admission] Eligible recipients of the Prior to Enrollment Scholarships will be notified. For detail, please refer to p. 25.
Candidates for a Conditional Offer	<ul style="list-style-type: none"> The decision as to whether you will receive a Conditional Offer or a Fail will be deferred till the result day in May. (see ‘4-3. Announcement of a Conditional Offer’) An “Admission card” will be sent from the SILS admissions office.
Fail	

NOTE:

- The results of the document review will be sent to all applicants at the <Mailing Address> specified on the Application Form by international courier services such as EMS, etc. or domestic mail services such as "Letter-Pack," etc.
- Notification will be sent from Japan, and it may take several days to reach you depending on the mailing address you specified.
- Screening results will not be posted on the website and inquiries regarding the results of document review will not be accepted via telephone, fax or e-mail.
- If there is any change in your mailing address, please be sure to update your account information on the online application system.

4-3 : Announcement of a Conditional Offer (for Candidates for a Conditional Offer)

Early Bird Admission	Regular Admission
May 14, 2018	

There are two possible outcomes for your admission decision. We will either offer;

Conditional Offer	<p>1) Website</p> <ul style="list-style-type: none"> Admission numbers of recipients of a Conditional Offer will be posted on the SILS website. https://www.waseda.jp/fire/sils/en/ <p>2) Notification by mail</p> <ul style="list-style-type: none"> Those who have received a Conditional Offer will be invited to an interview. Recipients of a Conditional Offer will be sent an "Interview notification" at the mailing address specified on the application form on the day of the announcement. Notification will be sent from Japan, and it may take several days to reach you, depending on the mailing address you specified.
Fail	

NOTE:

- Inquiries regarding the results will not be accepted via telephone, fax or e-mail.
- If there is any change in your mailing address, please be sure to update your account information on the online application system.

4-4 : Interview (for Recipients of a Conditional Offer)

Early Bird Admission	Regular Admission
May 26, June 2, June 9, 2018 (one of the dates above)	

The interview will be conducted as follows:

Interview	Conducted in English as a rule, either face to face or using a video conference system.
Location	<p>The interview will be given in Tokyo (Waseda University) or in some major cities outside Japan. Refer to the Section 1 "Interview Questionnaire" of the Check Sheet for scheduled interview options.</p> <div style="border: 1px solid black; padding: 5px; margin-top: 10px;"> <p>Interview Locations: Tokyo, Bangkok, Beijing, Frankfurt, Guangzhou, Jakarta, San Francisco, Seoul, Shanghai, Singapore, Taipei</p> </div>

4-5 : Announcement of Interview Results (for a Conditional Offer)

Early Bird Admission	Regular Admission
June 22, 2018	

There are two possible outcomes for your admission decision. We will either offer;

Successful Applicants	<p>1) Website</p> <ul style="list-style-type: none"> ● Admission numbers of successful applicants will be posted on the SILS website. https://www.waseda.jp/fire/sils/en/ <p>2) Notification by mail</p> <ul style="list-style-type: none"> ● A “Certificate of Success in the Entrance Examination” and information packages for entrance procedures will be sent to the successful applicants at the mailing address specified on the application form on the day of the announcement. ● Notification will be sent from Japan, and it may take several days to reach you, depending on the mailing address you specified.
Fail	

NOTE:

- Inquiries regarding the results of the Interview will not be accepted via telephone, fax or e-mail.
- If there is any change in your mailing address, please be sure to update your account information on the online application system.

4-6 : Other Notes

<Dishonest Acts>

Waseda University has provided the following guidelines so that all entrance examinations can be properly administered and all examinees have an opportunity to perform in a fair and equitable environment. Please read the guidelines carefully and approach the examination in a serious manner.

<ol style="list-style-type: none"> 1. You may be deemed to have committed a dishonest act if Waseda University determines that you have falsified, fabricated, or plagiarized the document(s), statement(s), or information submitted for your application. 2. Your actions may be considered dishonest if you commit any of the following acts: <ol style="list-style-type: none"> ① Cheating (concealing or glancing at a cheat sheet or reference book during the examination, glancing at another examinee's answer sheet, or gaining answers from others) ② Answering questions using an instrument not allowed to be used during the written examination ③ Touching the exam booklet and answer sheet before the instruction to start the examination is given (including opening up the exam booklet, beginning to answer questions, and writing on the back cover or the margins of pages of the exam booklet) during the written examination ④ Continuing to hold your writing instrument or answer questions without following the instruction to cease taking the examination during the written examination ⑤ Providing benefits to other examinees (providing them with answers etc.) during the examination ⑥ Keeping your mobile communication device with you or using it during the examination ⑦ Letting your mobile communication device or watch emit noise (incoming call alert, alarm, vibration, etc.) during the examination ⑧ Conducting acts that could be considered a nuisance to other examinees at the examination venue ⑨ Not following instructions from the examination supervisors at the examination venue ⑩ Pretending to be an applicant and taking the examination for the applicant 	<ol style="list-style-type: none"> ⑪ Conducting other acts impairing the fairness of the examination 3. The following responses may be taken if an applicant is suspected of committing a dishonest act. <ol style="list-style-type: none"> ① A supervisor may warn or question the applicant. ② The applicant may be requested to take the examination in another room. 4. In addition, the following responses may be taken if a dishonest act is identified. <ol style="list-style-type: none"> ① The applicant may not be allowed to continue taking the examination or allowed to take any other entrance examination given by Waseda University during the year. (Screening fees will not be returned.) ② The results of all entrance examinations taken by the applicant at Waseda University during the year may become invalid.
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<Exam Environment>

We will do our best to provide you with a quiet and equitable exam environment. However, be aware of the following unavoidable conditions that may occur.

- ① Everyday noise (airplanes; motor vehicles; wind and rain; the sound of the air conditioner; coughs, sneezes and sniffles from the other examinees; the distant noise of cell phones, etc.) is sometimes unavoidable. As a general rule, no special treatment will be given to any examinee (or group of examinees) due to any occurrence of "everyday noise."
- ② In the event that a cell phone or wristwatch rings, vibrates, or otherwise causes a disturbance during the exam, and an exam supervisor can identify the particular device as the source of the disturbance, he/she will remove the device from the exam site, with or without the consent of its owner. The item will be kept at exam headquarters.
- ③ While desks, chairs, air conditioning, acoustic equipment, etc., may vary between classrooms used as test sites, this will not be taken as a handicap to any examinee.
- ④ If, by the actions of a certain examinee, other examinees are disturbed, the examinee causing the problem may be asked to take the exam in a different room.

<Unforeseen Problems that are beyond Human Control>

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, and so on, measures including delaying the start of the exam or postponing the exam, etc. may be taken. However, in such an event, we will bear no responsibility for any resulting inconvenience, expense, or other personal loss that the examinee may be incurred.

STEP 5 Enrollment Procedures

5-1 : Payment of Admission Fee, School Expenses and Other Fees

The admission fee, school expenses and other fees for the fall semester of the academic year 2018 must be paid within the following period.

	Successful applicant with an Unconditional Offer	Successful applicant with a Conditional Offer
Payment period	April 25 – May 11, 2018	June 23 – July 6, 2018

- 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 handbook on entrance procedures mailed to successful applicants.
- If you have been accepted by one Waseda undergraduate school and completed the payment of entrance fee, school expenses and other fees to that school and are later accepted by another Waseda undergraduate school which you prefer to enter, you can enter the preferred undergraduate school and request to have the amount you have already paid transferred to that school. However, this procedure can be done only when the enrollment procedure periods of the two schools do not overlap and the applicant has not been admitted as "a recommended student of a designated school". For more information about the procedure, please refer to the handbook on entrance procedures mailed to successful applicants.

5-2 : School Expenses and other Fees

(In Japanese yen)

Payment period	Admission Fee (Registration fee)	School Expenses	Other Fees	Total
		Tuition	Waseda University Student Health Promotion Mutual Aid Association Fees	
On entry (For the 2018 Fall Semester)	200,000	695,000	1,500	896,500
2019 Spring Semester	—	695,000	1,500	696,500
Total	200,000	1,390,000	3,000	1,593,000

- The amount of "Other Fees" indicated above is subject to change.
- When students, mainly those whose first language is Japanese, study abroad as part of our school curriculum, do not need to pay tuition both to Waseda University and to the hosting university. However, the tuition required depends on the overseas study program. In addition to tuition, travel expenses and living expenses such as housing and food must be taken into consideration.
- Waseda University uses an automatic account transfer system for payment of school expenses. School expenses for the fall semester are transferred on October 1. School expenses for the spring semester are transferred on May 1 in the second and subsequent years. If financial institutions are closed on May 1 or October 1, the account transfer will be processed on the following business day.
- Some specific courses may require additional fees for field work. Examples are as follows:
 - Sport, Field Practice Fee 1,500–40,000 yen ... For Health and Physical Education courses
 - Teacher Training Course Auditing Fee 10,000 yen ... For teaching licenses
 - Librarian Training Course Auditing Fee 7,000 yen ... For librarian certification (including certification for school librarians)
- The school expenses and other fees required for the second and subsequent years include tuition and Waseda University Student Health Promotion Mutual Aid Association Fees (student health insurance fee). In addition, 40,000 yen for the alumni association membership fee is required in the fourth year.
- If you are currently enrolled in, graduated from, completed, or withdrew from an undergraduate, graduate, or specialized program of Waseda University, you are not required to pay the admission fee (registration fee). For more information, please refer to the handbook on enrollment procedures sent to successful applicants.

5-3 : Submission of Enrollment Documents

Those who have completed the transfer of admission fee (registration fee), school expenses and other fees will receive additional documents for the second enrollment procedure.

The documents will be sent to the <Mailing Address> specified on the Application Form by international mail services such as EMS, etc. or domestic mail services such as "Letter-Pack," etc. by the middle of July 2018. Follow the guide enclosed to complete and submit these documents.

5-4 : Obtaining a Student Visa

An international student without resident status in Japan in principle should obtain a Certificate of Eligibility (COE) before applying for a Student visa to enter Japan.

The application for a COE must be filed by one of the following: 1. the student himself or herself, 2. the student's relative who is a legal resident of Japan, 3. a person who covers expenses for the student, or 4. a staff member of the accepting institution (Waseda University).

- 1) The above person should apply for the COE at the regional immigration bureau for the area in which the accepting institution is located (Tokyo Regional Immigration Bureau in the case of SILS).
- 2) Upon receiving the COE, the student should take it together with his/her passport to the local Japanese embassy or consulate and apply for a Student visa.
- 3) Upon receiving the visa, the student will be allowed to enter and reside in Japan as a student.

NOTE:

- Start the application procedure as soon as possible, since it usually takes approximately two months for a COE to be issued.
- **Non-Japanese nationals with a Short-term visa are not eligible to enroll in a university.**
- If you already have a "Student" visa, apply for the extension of the period of stay as needed. An application for the extension of the period of stay can be filed from three months before your visa expires.
 - * "Pre-College Student" visa status was combined with "Student" status in July 2010. For further information, contact the Ministry of Justice Immigration Bureau.
- If you currently have a visa other than "Short-term" visa (such as "Long-term Resident" or "Dependent"), you do not need to undertake any immigration procedure. If you wish to change your visa status to "Student", you should apply for a change of resident status on your own.
- "Student" visa holders are eligible for tuition waiver programs and scholarships for international students. A non-Japanese resident who holds a visa other than "Student" that allows him/her to enroll in a university is eligible for admission but not to apply for these financial support programs for international students.

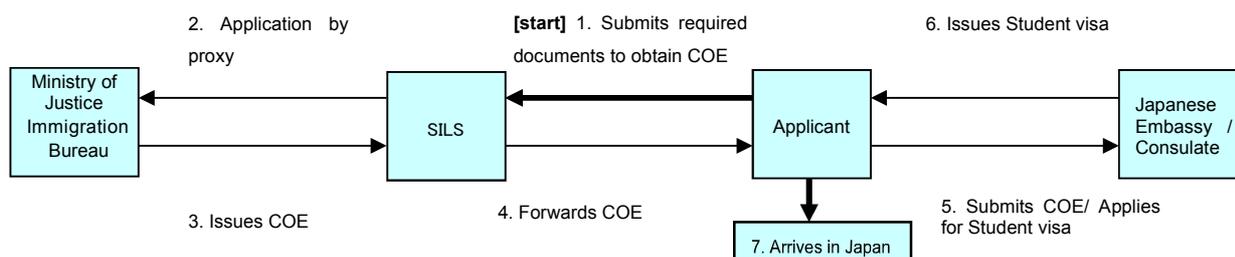
5-5 : Application for COE by Proxy

It is possible for SILS to apply for a COE on behalf of the applicant if all the following requirements are met:

- 1) The applicant does not have a Japanese residence status and requires a COE to obtain a "Student" visa
- 2) The applicant submits all the required documents for a COE when he/she applies for admission, and completes the necessary enrollment procedure
- 3) The applicant fills in all necessary information in Section 3 Check List (COE Documents) in the Check Sheet, and completes and signs Section 6 Terms of Consent.

"College Student" Visa Acquisition Process

* COE: Certificate of Eligibility



NOTE:

- **If you hold a dual citizenship of Japan and other country, you cannot apply for a COE.**
- SILS applies on behalf of applicants for a COE only for a "Student" visa. Those who intend to apply for other types of visas are required to file their applications themselves.
- If you do not submit the necessary documents or the submitted documents are incomplete, SILS will not be able to apply for a COE on behalf.
- If you are admitted to another institution as well as SILS and apply for a COE or a visa for both institutions (double application), a COE will not be issued.
- The Immigration Bureau may require you to submit additional documents.
- Depending on the content of documents prepared by the applicant, a COE may not be issued.
- An applicant who declines to enroll in SILS after having received a COE should follow the procedure for declining enrollment and return the COE to the Admissions Office of SILS immediately.

STEP 6 Scholarships / Preparation for Enrollment

6-1: Prior to Enrollment Scholarships

Submit your application documents during the Early Bird Admission period. **Applicants who have applied during the Early Bird Admission and received an Unconditional Offer** will have priority in "Prior to Enrollment Scholarships". The decision for awarding scholarships is made based on the excellence in screening results. Eligible recipients will be notified by the SILS Admissions Office during the enrollment procedure period (April 2018).

Early Bird Admission

Regular Admission

Received an Unconditional Offer

Prior to Enrollment Scholarship	Number of Recipients	Scholarship Stipend	Eligibility
Reserved Scholarship for Successful International Examinees	8	500,000 yen for two years	Privately-funded international students who applied from overseas * A permanent resident in Japan, a long-term resident of Japan, a spouse or child of a Japanese national, or a spouse or child of a permanent resident of Japan are not qualified for this scholarship
Partial Tuition-Waiver Scholarship for Privately Financed International Students	6	695,000 yen for one year (50% tuition waiver)	Privately-funded international students who hold or expect to hold a "student visa" status

6-2 : Other Scholarship Programs

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

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

Detailed information on scholarship programs will be sent to successful applicants. An overview of different scholarship programs can also be found on following websites:

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

6-3: Dormitories

Detailed information on dormitories will be sent to successful applicants. You may also refer to the following website.

Waseda University Residence Life Center	https://www.waseda.jp/inst/rlc/en/
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6-4 : Arrival in Japan and Entrance Ceremony

The school year begins on September 21, 2018, however orientation programs for first-year students, placement tests, course registration and other school events are scheduled from the mid-September. First-year students should plan to arrive in Tokyo by mid-September. Waseda University Entrance Ceremony and SILS Opening Ceremony will be held in late September.