

Updated on August 26, 2020

\*Page: P.9, P.24

\*Updated section is written in red.



## School of International Liberal Studies (SILS) WASEDA UNIVERSITY

# Application Guidelines

## Version 1.2

### For AO April Entry (Overseas) <Entrance in April 2021>

- Please carefully read this guidelines before making inquiries to our office.
- **The SILS office may take additional measures and this guidelines may be updated due to the COVID-19 pandemic.**

School of International Liberal Studies	
Address	4F, Building 11, 1-6-1 Nishi-Waseda, Shinjuku-ku, Tokyo 169-8050, Japan
E-Mail	sil-ent@list.waseda.jp *Please make all inquiries to us via e-mail or on the designated online application system.
URL	<a href="http://www.waseda.jp/fire/sils/">http://www.waseda.jp/fire/sils/</a>

## TABLE OF CONTENTS

<b>OVERVIEW.....</b>	<b>3</b>
<b>ROADMAP TO ENROLLMENT.....</b>	<b>5</b>
<b>STEP 1 CHECK YOUR ELIGIBILITY.....</b>	<b>6</b>
<b>STEP 2 COLLECT NECESSARY DOCUMENTS.....</b>	<b>8</b>
<b>STEP 3 CREATE AN ONLINE APPLICATION FORM VIA THE ONLINE APPLICATION SYSTEM.....</b>	<b>16</b>
<b>STEP 4 PAY SCREENING FEE.....</b>	<b>17</b>
<b>STEP 5 SUBMIT YOUR APPLICATION.....</b>	<b>22</b>
<b>STEP 6 CHECK YOUR APPLICATION STATUS.....</b>	<b>25</b>
<b>STEP 7 INTERVIEW (ONLY IF REQUIRED).....</b>	<b>25</b>
<b>STEP 8 CHECK YOUR SCREENING RESULTS.....</b>	<b>25</b>
<b>STEP 9 COMPLETE ENROLLMENT PROCEDURES.....</b>	<b>26</b>
<b>STEP 10 APPLY FOR VISA.....</b>	<b>28</b>
<b>STEP 11 SCHOLARSHIPS, DORMITORIES AND OTHER INFORMATION.....</b>	<b>29</b>
<b>APPENDIX.....</b>	<b>30</b>
<b>(1) Change of Contact Information.....</b>	<b>30</b>
<b>(2) Notes on Application.....</b>	<b>30</b>
<b>(3) Special Accommodation.....</b>	<b>30</b>
<b>(4) Handling of Personal Information.....</b>	<b>30</b>
<b>(5) Dishonest Acts.....</b>	<b>30</b>
<b>(6) Exam Environment.....</b>	<b>31</b>
<b>(7) Unforeseen Problems that are Beyond Human Control.....</b>	<b>32</b>
<b>(8) Policy Statement on Sexual and Gender Diversity.....</b>	<b>32</b>
<b>CHECK SHEET.....</b>	<b>33</b>

## OVERVIEW

### About AO April Entry (Overseas)

This guide is intended for applicants who have graduated or are scheduled to graduate from a school outside Japan (including an ethnic school or an international school in Japan), or who have passed or are scheduled to pass a university entrance qualification examination given by a non-Japanese country.

\*If you do not fall into this category, refer to the “AO 入学試験要項（総合型選抜） 2021 年 4 月入学・国内選考”.

### 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.

### Academic Year and Number of Students to be Admitted

Time of Enrollment	Year of Entry	Degree	Number of Students to be Admitted
April 2021	First Year	B.A. in International Liberal Studies	100

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

**\* Second- or third-year transfer students are not admitted at SILS.**

### Screening Methods

Admission decisions are based on a screening of the application documents. We invite applicants to an online interview only if needed.

## Timeline for 2021 April Admission

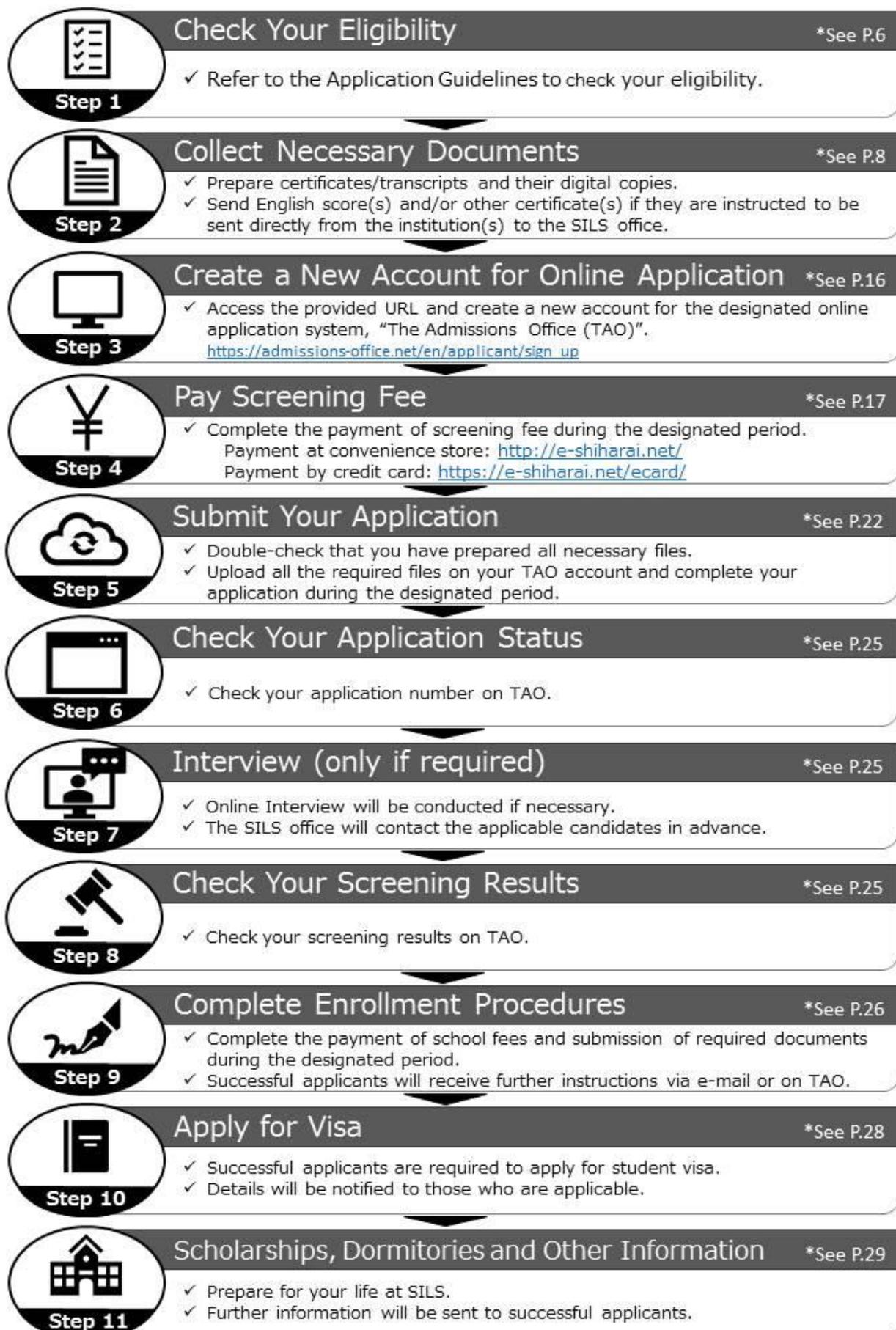
	<b>Period / Date</b>
<b>Application System Opening Period</b>	9:00, August 25 – 23:59, September 18, 2020
<b>Screening Fee Payment Period</b>	September 15 – September 18, 2020
<b>Notification of Application Number</b>	November 5, 2020
<b>Interview</b>	November 14, 2020
<b>Announcement of Results</b>	November 23, 2020
<b>Enrollment Procedures (Payment of School Fees)</b>	November 24 – December 7, 2020

\*The timeline indicates Japan Standard Time (JST)

Note:

- Online application can be completed only after completing the screening fee payment.
- Application to this admission does not prevent you from applying to other universities or other undergraduate schools at Waseda University.

## ROADMAP TO ENROLLMENT



## STEP 1 CHECK YOUR ELIGIBILITY

### 1-1: Eligibility

You must meet one of the following requirements.

<b>Academic Background</b>	<p>A. At the time of application, you must meet one of the following qualifications;</p> <ol style="list-style-type: none"> <li>(1) You have completed or are expected to complete secondary education and formal school education for 12 years or more outside Japan.</li> <li>(2) You have completed or are expected to complete secondary education and formal school education for 12 years at an international school that has been accredited by an international accreditation institution <sup>(a)</sup> .</li> <li>(3) You have completed or are expected to complete formal school education at a foreign school in Japan, designated by MEXT <sup>(b)</sup> as is equivalent to a high school in Japan <sup>(c)</sup> .</li> <li>(4) You have obtained or are expected to obtain one of the following qualifications: International Baccalaureate Diploma, Baccalauréat, Abitur, or General Certificate of Education Advanced Level.</li> <li>(5) You have completed or are expected to complete secondary education and formal school education for 11 years in the specific countries designated by MEXT <sup>(d)</sup> .</li> <li>(6) You have completed or are expected to complete a college preparatory course designated by MEXT after completing a formal education of less than 12 years, other than the cases specified in No. 5 above.</li> </ol> <p>B. You are 18 years old or older as of the expected enrollment date, AND you meet the following qualification; You have passed, at the time of application, a qualification exam that proves you are equivalent to or higher in scholastic ability than those who have completed a 12-year education curriculum outside Japan.</p> <p>C. You are 18 years old or older as of the expected enrollment date, AND you are recognized individually by the School of International Liberal Studies as having met the requirements equivalent to A or B above.</p> <p><b>IMPORTANT NOTES</b></p> <p>(a) WASC (Western Association of Schools and Colleges), ACSI (Association of Christian Schools International), CIS (Council of International Schools)</p> <p>(b) "MEXT" in this section refers to the Minister of Education, Culture, Sports, Science and Technology.</p> <p>(c) Foreign schools in Japan designated by MEXT (in Japanese) <a href="http://www.mext.go.jp/a_menu/koutou/shikaku/07111314/003.htm">http://www.mext.go.jp/a_menu/koutou/shikaku/07111314/003.htm</a></p> <p>(d) Designated 11-year-school education equivalent to a "High School" in Japan: Belarus, Myanmar, Peru, Russia, Sudan, Uzbekistan</p>
----------------------------	--

- |  |  |
|--|--|
|  | <ul style="list-style-type: none"> <li>- If you are expected or scheduled to meet one or more eligibility qualification mentioned above at the time of application, you must meet those before the first day of enrollment.</li> <li>- Eligibility is not decided by nationality or length of period living abroad.</li> </ul> |
|--|--|

**NOTE:**

- Those who "have completed or are expected to complete secondary education and formal school education for 12 years or more outside Japan" refers to those who have completed elementary and secondary school education, whether in Japan or outside, and **who in the end graduated/expected to graduate from a formal secondary education institution in a foreign country.**
- 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 at the time of enrollment to our school, contact the SILS office 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.
- Applicants' qualification is not decided by your nationality.
- If you also meet the qualifications for application in the category " AO 入学試験要項 (総合型選抜) 2021 年 4 月入学・国内選考", you can apply for both admissions.

## 1-2: Individual Review of Eligibility

If you are not sure whether you meet the requirements for applicant eligibility or if you wish to verify your eligibility, contact the SILS office for the confirmation.

<b>Deadline</b>	<b>July 31, 2020</b>
<b>How to Apply</b>	<p>Fill in "Individual Review Form" which you can download from our website and send it to the SILS office via E-mail (sils-ent@list.waseda.jp).</p> <p>Note that we may request you to submit additional documents (e.g. transcripts, graduation certificates, certificate of university entrance qualification examinations) upon receiving your form.</p>
<b>Notification of Review Results</b>	The results will be notified by E-mail.

## STEP 2 COLLECT NECESSARY DOCUMENTS

### 2-1 : Application Documents Overview

**Your application should be completed on the designated online application system.** While the application process will be mostly conducted through the online system, there are a number of documents that you must prepare in advance. Read this application guidelines carefully and prepare all the necessary documents before the application period starts. Note that required documents vary depending on applicants' background such as their educational system, nationality, or residence status in Japan etc. If there is no fixed format at your high school, you may download and use our format from the SILS website for the documents marked " \* ".

Document (Items marked* : Prescribed Form Available)		Who May Submit	Original Documents Required <Only for Successful Applicants>	Ref (Page No.)
<b>Application Documents</b>				
1	Application Form (Online Application System)	Applicant		22
2	Residence Card	Applicant		9
3	Personal Identification (e.g. Passport)	Applicant		9
4	ID Photo	Applicant		9
5	Document to Prove Your Applicant Qualification * (e.g. Certificate of Expected Graduation)	Applicant / School	○	10
6	Academic Transcript	Applicant / School	○	10-11
7	Grading Scale	Applicant / School		11
8	Standardized Test / University Entrance Qualification Examination	Applicant / School / Test Board	(○)	11-12
9	English Language Proficiency Test	Applicant / Test Board	(○)	12-13
10	Language Proficiency Test for a Third Language	Applicant	○	13
11	Academic Honors & Extra-curricular Activities *	Applicant		13
12	Proof of Payment	Applicant		17-21
<b>COE Application Documents</b>				
13	COE Application Form *	Applicant	○	14
14	Written Oath for Defraying Expenses *	Applicant	○	14
15	Certificate of a Deposit Balance of a Bank Account	Applicant	○	15

Notes:

**Successful applicants must submit original documents or certified documents for the uploaded application documents to the SILS office by post as a part of enrollment procedures.** If the original or certified documents submitted after acceptance differ from the digital copies uploaded with the online application, or if they are not able to submit original or certified documents, acceptance to SILS will be revoked. Therefore be sure to keep the original versions of the documents you have uploaded with your online application.

## 2-2 : Details of Application Documents

- Although you are not required to post the documents at the time of application, be sure to **prepare original documents.** “The original documents” means the documents which include either stamp, seal, or signature of the issuer for all the pages.
- **For those documents which are required to be original, photocopy of documents without authentication are considered invalid.** If you cannot submit the original documents, ask the SILS office, your high school, or another appropriate office officially approved by the government to authenticate a copy of the document with the original (certified true copy).
- **Certificates must be prepared in English or Japanese.** 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 along with the documents issued in the original language.
- **We do not notify applicants about the delivery status of application documents (e.g. Standardized Test Score and English Proficiency Test Score). To check whether your documents have been received or not, contact the test board, the post office/courier, or another appropriate office.**

1	<b>Application Form</b>	<ul style="list-style-type: none"> <li>● To be completed on the designated online application system.</li> </ul>
2	<b>Residence Card</b>	<ul style="list-style-type: none"> <li>● If your nationality is non-Japanese and you have residence status in Japan at the time of application, submit photocopies of both sides of your residence card (在留カード).</li> </ul>
3	<b>Personal Identification (e.g. Passport)</b>	<ul style="list-style-type: none"> <li>● Prepare photocopies of the pages bearing your photograph, name, and passport number. If not available, prepare a copy of any ID documents that display your name and date of birth in alphabet or Japanese.</li> <li>● For those non-passport holders, we recommend you to apply for a passport soon to get the visa stamped on it.</li> </ul>
4	<b>ID Photo</b>	<ul style="list-style-type: none"> <li>● The picture should be 4cm long and 3cm wide (or its equivalent) and a color photograph of yourself taken within last three months, borderless, and taken against a plain background. You should be looking straight ahead with your head uncovered. Photographs taken with hats or sunglasses are not accepted.</li> <li>● Photographs that do not clearly identify applicants due to their hairstyles or for other reasons are not accepted.</li> <li>● Upload the original photograph. Do not use any filter nor edit your photograph.</li> <li>● The submitted photo will be used within Waseda University as a personal</li> </ul>

identification, and will be registered as a part of your personal information on the university's online portal.

5	<b>Document to Prove Your Applicant Qualification (e.g. Certificate of Expected Graduation)</b>	<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.  <a href="https://bit.ly/3eJnCUN">https://bit.ly/3eJnCUN</a></p> <ul style="list-style-type: none"> <li>● Prepare 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.)</li> <li>● 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.</li> </ul>
6	<b>Academic Transcript</b>	<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.  <a href="https://bit.ly/3eJnCUN">https://bit.ly/3eJnCUN</a></p> <ul style="list-style-type: none"> <li>● Prepare 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).</li> <li>● 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.</li> <li>● If you are unable to submit grades for the designated period due to COVID-19 (e.g. Letter grades being suspended, courses taken during the most recent semester not shown due to school closure etc.), you may submit the most up-to-date transcripts which you can receive from your high school(s) at the time of application.</li> <li>● You will not be placed at a disadvantage even if you are unable to submit the grades for the designated period due to COVID-19.</li> <li>● Most educational institutions are posting COVID-19 updates on their website. Contact your high school(s) for details and seek advice on how to receive your transcript(s).</li> <li>● If you have been enrolled in more than one school, prepare the academic transcripts for all the schools that you have been enrolled in. If the school</li> </ul>

		<p>cannot issue the academic transcript because you have not been at the school long enough, upload a document issued by the school that certifies so.</p> <p><u>For those who submit the high school graduation equivalency examination</u></p> <ul style="list-style-type: none"> <li>● If you have passed the high school graduation equivalency examination, present documents certifying the results.</li> <li>● If you are scheduled to pass the examination, present documents certifying that fact.</li> <li>● No certification is required for exempted subjects or subjects that are expected to be exempted.</li> </ul> <p><u>For those who have entered a tertiary education institution</u></p> <ul style="list-style-type: none"> <li>● If you have entered a tertiary education institution (university, college, etc.) after graduating from high school, prepare the academic transcript with grades for the period attended.</li> </ul>						
7	<b>Grading Scale</b>	<ul style="list-style-type: none"> <li>● Prepare a document which includes the information of the grading scale/system of your high school (or equivalent education institution).</li> <li>● If the transcript(s) bears the information of grading scale, you do not need to prepare additional documents. If not, prepare a photocopy of website, school profile, or any other official document issued by your high school which certifies the grading scale/system. You may submit photocopies without authentication.</li> </ul>						
8	<b>Standardized Test / University Entrance Qualification Examination</b>	<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.</p> <p><a href="https://bit.ly/3eJnCUN">https://bit.ly/3eJnCUN</a></p> <ul style="list-style-type: none"> <li>● Refer to the following measures in response to COVID-19. <a href="https://www.waseda.jp/fire/sils/assets/uploads/2020/05/AO_April_overseas_2020_measures_COVID_19.pdf">https://www.waseda.jp/fire/sils/assets/uploads/2020/05/AO_April_overseas_2020_measures_COVID_19.pdf</a></li> <li>● Prepare a PDF version of a certificate of university entrance qualification examinations or standardized tests.</li> <li>● <b>If you are submitting SAT, ACT, or IBDP, these scores are accepted only if it is directly sent from the test board.</b></li> <li>● If you cannot submit any University Entrance Qualification Examination results, choose one from the following reasons at "5. University Entrance Qualification Examination" section on the online application system.</li> </ul> <table border="1" data-bbox="427 1697 1497 2145"> <thead> <tr> <th data-bbox="427 1697 523 1749">No.</th> <th data-bbox="523 1697 1497 1749">Case</th> </tr> </thead> <tbody> <tr> <td data-bbox="427 1749 523 1966">(1)</td> <td data-bbox="523 1749 1497 1966">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> </tr> <tr> <td data-bbox="427 1966 523 2145">(2)</td> <td data-bbox="523 1966 1497 2145">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> </tr> </tbody> </table>	No.	Case	(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.	(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.
No.	Case							
(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.							
(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.							

		(3) If your standardized test is canceled or postponed due to the COVID-19 pandemic.																
		<ul style="list-style-type: none"> <li>If you cannot submit test results for any reason other than above, contact the SILS office in advance.</li> </ul>																
9	<b>English Language Proficiency Test</b>	<p>Only the tests taken on or after the following date are deemed as being valid: <b>September 1, 2018</b></p> <table border="1"> <tr> <td>TOEFL iBT</td> <td> <ul style="list-style-type: none"> <li><b>Only scores sent directly from the organization will be considered valid.</b></li> <li>Waseda University code is <u>9342</u> when sent directly from ETS.</li> <li>"MyBest Scores" is not accepted.</li> </ul> </td> </tr> <tr> <td>TOEFL Special Home Edition</td> <td> <ul style="list-style-type: none"> <li><b>Only scores sent directly from the organization will be considered valid.</b></li> <li>Waseda University code is <u>9342</u> when sent directly from ETS.</li> </ul> </td> </tr> <tr> <td>TOEIC L&amp;R</td> <td> <ul style="list-style-type: none"> <li>TOEIC-IP is not accepted.</li> <li>TOEIC S&amp;W is not required.</li> <li>Use the following postal address to arrange your score directly sent to the SILS office:</li> </ul> <div style="border: 1px solid black; padding: 5px;"> <p>School of International Liberal Studies, Waseda University 4th Floor, Building 11, 1-6-1, Nishi-Waseda, Shinjuku-ku, Tokyo 169-8050, Japan</p> </div> </td> </tr> <tr> <td>IELTS (Academic)</td> <td> <ul style="list-style-type: none"> <li><b>Only scores sent directly from the organization will be considered valid.</b></li> <li>IELTS (General Training) is not accepted.</li> <li>IELTS CDI is accepted.</li> <li>Use the following postal address to arrange your score directly sent to the SILS office:</li> </ul> <div style="border: 1px solid black; padding: 5px;"> <p>School of International Liberal Studies, Waseda University 4th Floor, Building 11, 1-6-1, Nishi-Waseda, Shinjuku-ku, Tokyo 169-8050, Japan</p> </div> </td> </tr> <tr> <td>IELTS Indicator</td> <td> <ul style="list-style-type: none"> <li><b>Only scores sent directly from the organization will be considered valid.</b></li> <li>Choose "School of International Liberal Studies, Waseda University" when sent directly from IELTS.</li> </ul> </td> </tr> <tr> <td>GEPT</td> <td> <ul style="list-style-type: none"> <li>First Stage(初試) is not accepted.</li> </ul> </td> </tr> <tr> <td>EIKEN</td> <td> <ul style="list-style-type: none"> <li>CBT, 1-Day, S-Interview are accepted.</li> <li>Prepare a PDF version of 合格証明書 and input your 個人番号 on the online system.</li> </ul> </td> </tr> <tr> <td>Duolingo English Test</td> <td> <ul style="list-style-type: none"> <li><b>Only scores sent directly from the organization will be considered valid.</b></li> <li>Choose "Waseda University - School of International Liberal</li> </ul> </td> </tr> </table>	TOEFL iBT	<ul style="list-style-type: none"> <li><b>Only scores sent directly from the organization will be considered valid.</b></li> <li>Waseda University code is <u>9342</u> when sent directly from ETS.</li> <li>"MyBest Scores" is not accepted.</li> </ul>	TOEFL Special Home Edition	<ul style="list-style-type: none"> <li><b>Only scores sent directly from the organization will be considered valid.</b></li> <li>Waseda University code is <u>9342</u> when sent directly from ETS.</li> </ul>	TOEIC L&R	<ul style="list-style-type: none"> <li>TOEIC-IP is not accepted.</li> <li>TOEIC S&amp;W is not required.</li> <li>Use the following postal address to arrange your score directly sent to the SILS office:</li> </ul> <div style="border: 1px solid black; padding: 5px;"> <p>School of International Liberal Studies, Waseda University 4th Floor, Building 11, 1-6-1, Nishi-Waseda, Shinjuku-ku, Tokyo 169-8050, Japan</p> </div>	IELTS (Academic)	<ul style="list-style-type: none"> <li><b>Only scores sent directly from the organization will be considered valid.</b></li> <li>IELTS (General Training) is not accepted.</li> <li>IELTS CDI is accepted.</li> <li>Use the following postal address to arrange your score directly sent to the SILS office:</li> </ul> <div style="border: 1px solid black; padding: 5px;"> <p>School of International Liberal Studies, Waseda University 4th Floor, Building 11, 1-6-1, Nishi-Waseda, Shinjuku-ku, Tokyo 169-8050, Japan</p> </div>	IELTS Indicator	<ul style="list-style-type: none"> <li><b>Only scores sent directly from the organization will be considered valid.</b></li> <li>Choose "School of International Liberal Studies, Waseda University" when sent directly from IELTS.</li> </ul>	GEPT	<ul style="list-style-type: none"> <li>First Stage(初試) is not accepted.</li> </ul>	EIKEN	<ul style="list-style-type: none"> <li>CBT, 1-Day, S-Interview are accepted.</li> <li>Prepare a PDF version of 合格証明書 and input your 個人番号 on the online system.</li> </ul>	Duolingo English Test	<ul style="list-style-type: none"> <li><b>Only scores sent directly from the organization will be considered valid.</b></li> <li>Choose "Waseda University - School of International Liberal</li> </ul>
TOEFL iBT	<ul style="list-style-type: none"> <li><b>Only scores sent directly from the organization will be considered valid.</b></li> <li>Waseda University code is <u>9342</u> when sent directly from ETS.</li> <li>"MyBest Scores" is not accepted.</li> </ul>																	
TOEFL Special Home Edition	<ul style="list-style-type: none"> <li><b>Only scores sent directly from the organization will be considered valid.</b></li> <li>Waseda University code is <u>9342</u> when sent directly from ETS.</li> </ul>																	
TOEIC L&R	<ul style="list-style-type: none"> <li>TOEIC-IP is not accepted.</li> <li>TOEIC S&amp;W is not required.</li> <li>Use the following postal address to arrange your score directly sent to the SILS office:</li> </ul> <div style="border: 1px solid black; padding: 5px;"> <p>School of International Liberal Studies, Waseda University 4th Floor, Building 11, 1-6-1, Nishi-Waseda, Shinjuku-ku, Tokyo 169-8050, Japan</p> </div>																	
IELTS (Academic)	<ul style="list-style-type: none"> <li><b>Only scores sent directly from the organization will be considered valid.</b></li> <li>IELTS (General Training) is not accepted.</li> <li>IELTS CDI is accepted.</li> <li>Use the following postal address to arrange your score directly sent to the SILS office:</li> </ul> <div style="border: 1px solid black; padding: 5px;"> <p>School of International Liberal Studies, Waseda University 4th Floor, Building 11, 1-6-1, Nishi-Waseda, Shinjuku-ku, Tokyo 169-8050, Japan</p> </div>																	
IELTS Indicator	<ul style="list-style-type: none"> <li><b>Only scores sent directly from the organization will be considered valid.</b></li> <li>Choose "School of International Liberal Studies, Waseda University" when sent directly from IELTS.</li> </ul>																	
GEPT	<ul style="list-style-type: none"> <li>First Stage(初試) is not accepted.</li> </ul>																	
EIKEN	<ul style="list-style-type: none"> <li>CBT, 1-Day, S-Interview are accepted.</li> <li>Prepare a PDF version of 合格証明書 and input your 個人番号 on the online system.</li> </ul>																	
Duolingo English Test	<ul style="list-style-type: none"> <li><b>Only scores sent directly from the organization will be considered valid.</b></li> <li>Choose "Waseda University - School of International Liberal</li> </ul>																	

		<div style="border: 1px solid black; padding: 2px; margin-bottom: 5px;">Studies" when sent directly from Duolingo.</div> <ul style="list-style-type: none"> <li>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.</li> </ul>
10	<b>Language Proficiency Test for a Third Language (If Applicable)</b>	<ul style="list-style-type: none"> <li>If you have a language proficiency test score in a foreign language other than your native language and English, prepare an original certificate.</li> </ul> <div style="border: 1px solid black; padding: 2px; margin-top: 5px;">Only the tests taken on or after the following date are deemed as being valid: <b>September 1, 2018</b></div>
11	<b>Academic Honors &amp; Extracurricular Activities</b>	<ul style="list-style-type: none"> <li>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.</li> <li>Up to three activities can be entered in this section. Choose the best according to your experiences.</li> <li>Upload a PDF version of a certificate, brochure, article or other document to prove your activities. (It can be photocopies but make sure to prepare a certificate that bears the name of the applicant and period of activities/honors.) You also may use the prescribed form which can be downloaded on SILS website. <b>Photographs cannot be used as certificates.</b></li> <li>Undocumented claims are considered invalid.</li> </ul>
12	<b>Proof of Payment</b>	<ul style="list-style-type: none"> <li>Prepare a photo or a screenshot of the payment receipt which includes your name, payment date and amount. For more details of the payment methods, refer to STEP 4.</li> </ul>

## 2-3 : COE Application Documents

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. Also, refer to “STEP 10 APPLY FOR VISA” for details. Note that these documents must be submitted by post once you are accepted.

13	<b>COE Application Form</b>	<ul style="list-style-type: none"> <li>● Download the designated form from SILS website and enter the required information in English.</li> <li>● Fill out the form in your own handwriting (black ink) or type using a PC.</li> <li>● Fill in all necessary information referring to the example provided. (Be sure to check the example on SILS website.)</li> <li>● 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.</li> <li>● The form must be printed on <b>A4 size</b> white paper and submitted to the SILS office once you are accepted. (The Immigration Services Agency will not accept forms printed on letter-size paper.) Make sure to affix the photograph to the COE Application Form (it should be taken within last three months and have your name written on the back).</li> </ul> <div style="border: 1px solid black; padding: 5px; margin-top: 10px;"> <p>Be sure that the “Method of support and an amount of support per month” (26-(1)) includes the monthly amount of tuition (at least 132,750 Japanese yen) and the monthly living expenses (at least 80,000 Japanese yen).</p> </div>
14	<b>Written Oath for Defraying Expenses</b>	<ul style="list-style-type: none"> <li>● Download the designated form from SILS website and enter the required information.</li> <li>● Holder of the bank account stated in the “Certificate of Deposit Balance of a Bank Account” must sign the “Written Oath for Defraying Expenses”.</li> </ul> <div style="border: 1px solid black; padding: 5px; margin-top: 10px;"> <ul style="list-style-type: none"> <li>• 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.</li> <li>• 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).</li> </ul> </div>

15	<b>Certificate of a Deposit Balance of a Bank Account</b>	<ul style="list-style-type: none"> <li>● Prepare a certificate of the deposit balance of a bank account held by the person responsible for covering your expenses.</li> <li>● Copies of passbook pages or monthly account statements issued by banks are not acceptable as certificates.</li> <li>● 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.</li> </ul> <div style="border: 1px solid black; padding: 5px; margin-top: 10px;"> <ul style="list-style-type: none"> <li>• Be sure to prepare the original documents.</li> <li>• 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.</li> <li>• Only certificates issued within three months prior to the date of application are valid.</li> <li>• The Certificate of Deposit Balance must be that of an ordinary deposit account or a time deposit account that can be confirmed to have a balance of 1,500,000 Japanese yen or more (or an amount of currency equivalent to 1,500,000 Japanese yen or more if the account is denominated in currencies other than Japanese yen).</li> </ul> <p>*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.</p> <p>*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.</p> <ul style="list-style-type: none"> <li>• Certificates of balances of securities accounts of securities companies (stocks, etc.) are not acceptable as certificates of deposit balances.</li> </ul> </div>
----	---	--

## STEP 3 CREATE AN ONLINE APPLICATION FORM VIA THE ONLINE APPLICATION SYSTEM

Submit your application through "The Admissions Office (TAO)", the online application system.

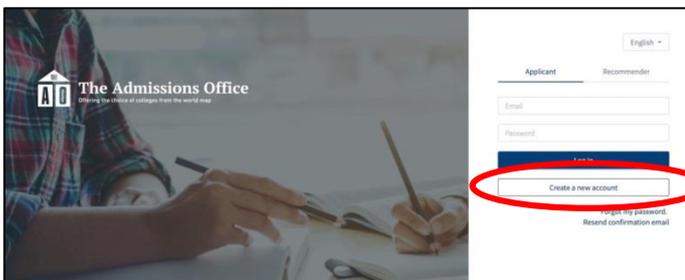
[https://admissions-office.net/en/applicant/sign\\_up](https://admissions-office.net/en/applicant/sign_up)

### Application System Opening Period

9:00, August 25, 2020 – 23:59, September 18, 2020

\*The timeline indicates Japan Standard Time (JST)

In order to apply, you must first create an account within the system. Follow the instruction on the system while some additional information and important notes are provided in this guidelines.

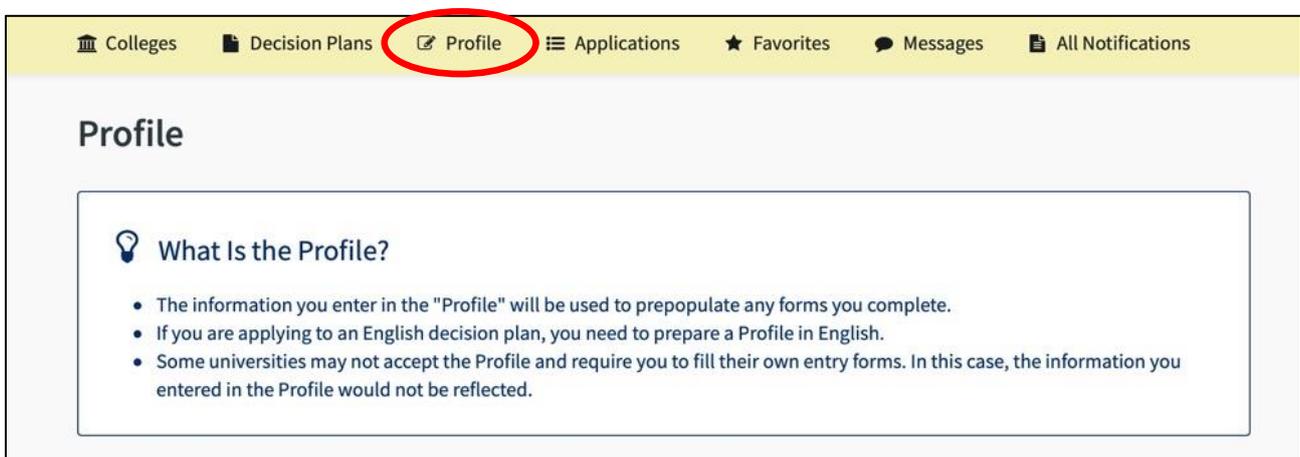


After creating your TAO account, find "Waseda University, School of International Liberal Studies SILS AO April Entry (Overseas) 2021" from the "Decision Plan" menu.

\*By creating your account on TAO, you agree to the "Terms of Use" and "Handling of Personal Information" designated by Samadhi Co.,Ltd., the service provider of TAO. Please note that Waseda University makes an extra agreement with Samadhi, thus by starting your application to Waseda University via TAO, you agree to the "Terms of Use" specified in the following link; <https://waseda.box.com/v/TAO-Terms-of-Use-WasedaU>

Note:

- You do not need to create "Profile" in order to apply for this admission. The SILS office does not use the information in this section.



## STEP 4 PAY SCREENING FEE

### 4-1 : Screening Fee Payment Period

Screening Fee Payment Period
September 15 – September 18, 2020

\*The timeline indicates Japan Standard Time (JST)

### 4-2 : Screening Fee

Pay the screening fee during the Screening Fee Payment Period. Your payment amount 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)	<b>5,000</b>
Japan	No nationality restriction (including non-Japanese applicants residing in Japan)	<b>35,000</b>

#### 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 qualifications.

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

## 4-3 : Payment of Screening Fee

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

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

<b>Top Page</b>	Examination Fee
<b>First Selection</b>	April Admissions
<b>Second Selection</b>	School of International Liberal Studies
<b>Third Selection</b>	Spring 2021 Admission
<b>Fourth Selection</b>	[Applicant Residing Outside Japan] SILS April
<b>*Choose one</b>	[Applicant Residing in Japan] SILS April

- After completing the transaction, take a screenshot of “Result” page and upload it on the online application system.
- 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 Payment at a Convenience Store <Only for Applicants Who Reside in Japan>

- 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/>) (in Japanese only).
- After making the payment, take a photograph of “収納証明書” and upload it on the online application system.
- The payment can be made anytime, 24 hours a day. 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.**

# Waseda University Examination Fee Payment by Credit Card, Union Pay, and Alipay

24 hours a day, 365 days a year, you can pay anytime! Easy, Convenient and Simple!

You can pay the Examination Fee by using Credit Card, Union Pay, and Alipay.



Access the site below with your PC

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



You can access from our website too!

Web Application - Online Transaction

- |  |   |
|--|---|
| <b>1. Top Page</b>   | Click "Examination Fee".  |
| <b>2. Terms of Use and Personal Information Management</b> | Please read the Terms of use an Personal Information Management.<br>Click "Agree" button located in the lower part of this page if you agree with these terms.<br>Click "Not agree" button located in lower part of this page if you do not agree with these terms. |
| <b>3. School Selection</b>                                 | Click "Waseda University".  |
| <b>4. School Information</b>                               | Read the information carefully and click "Next".  |
| <b>5. Category Selection</b>                               | Choose First to Fourth Selection and click "Add to Basket".   |
| <b>6. Basket Contents</b>                                  | Check the contents and if it is OK, click "Next".   |
| <b>7. Basic Information</b>                                | Input the applicant's basic information.<br>Choose your credit card and click "Next".   |

### Paying with Credit Card

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

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

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

### Paying with Union Pay, Alipay

Follow the onscreen instructions to complete the card payment.

Please click the "Application Results" button in the upper part of this site (e-shiharai.net).

Please write down the "Receipt Number" given when you complete your application, and enter your "Payment Method", "Receipt Number" and "Birth Date". Please make sure your printer is ready.

Please print out the "Payment Inquiry - Inquiry result" page.

Application

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

### [NOTICE/FAQ]

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

### ■ Payment Commission

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

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

For questions or problems not mentioned here, please contact :

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

# Waseda University Convenience Store Easy-Pay Systems for Entrance Exam Fees

Now you can transfer funds to pay for your entrance examination - 24 hours a day - from your nearest Lawson, Ministop, FamilyMart, Seven-Eleven.

- 1** Before going to the convenience store, you will need to obtain an application number which you can get from going online on either your cellphone or computer. This number will be required when you make your payment.



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



To obtain your application number, please follow the instructions on the screen and input all necessary information. This number will be required when you make your payment.

If you input the wrong information when trying to obtain your application number, please start again from the beginning and make your payment.  
If you are not able to make the required payment before the due date you will receive this deadline upon completing the online application, all the information you had input will be canceled automatically.

- 2** Convenience Store Payment ●The application fee cannot be paid through an ATM. Be sure to make your payment at the cash register.

  
Paying at SEVEN-ELEVEN  
[13-digit Payment Slip Number] 払込票番号

Tell the counter staff that you want to make an "Internet shiharai."  
Then provide your Payment **【払込票番号】**  
Payment Slip Number

※If a payment slip is not printed out, just tell your number to the counter staff.

A multifunction copier can not be used to make payment.

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

  
Paying at LAWSON or MINISTOP  
[1 1-digit Customer Number] お客様番号  
[4-digit Verification Code] 確認番号

Use the Lawson information terminal 

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

Select the "各種代金お支払い" button  
All Payments  
on the touch screen

Touch the "各種代金お支払い" option  
All Payments

Touch "マルチペイメントサービス"  
Multi-Payment Service

Enter your **【お客様番号】【確認番号】**  
Customer Number Verification Code

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

\* Design and layout of the touch screen buttons is subject to change without notice.

  
Paying at FamilyMart  
[1 1-digit Customer Number] お客様番号  
[4-digit Verification Code] 確認番号

Use the FamilyMart information terminal 

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

Touch the "各種代金お支払い" option  
All Payments

Enter your **【お客様番号】【確認番号】**  
Customer Number Verification Code

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

\* Design and layout of the touch screen buttons is subject to change without notice.

- 3** Application

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

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

**Payment Commission** (transfer fee charged by all participating stores)  
There is a fee for this payment transfer service, which applicants must pay in addition to the entrance exam fee. The payment commission is as the same at all participating stores.

convenience stores:	Entrance exam fee ¥49,999 or less	500 yen
	Entrance exam fee ¥50,000 or more	720 yen

Questions about paying your entrance exam fees at convenience stores? Please visit:  
Note: Convenience store staff cannot answer questions about the service.

https://e-shiharai.net/

#### 4-4 : 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.

<b>(1) Eligible Countries</b>	Afghanistan, Angola, Bangladesh, Benin, Bhutan, Burkina Faso, Burundi, Cambodia, Central African Rep., Chad, Comoros, D.P.R.Korea, Democratic Republic of the Congo, Djibouti, Eritrea, Ethiopia, Gambia, Guinea, Guinea-Bissau, Haiti, Kiribati, Laos, Lesotho, Liberia, Madagascar, Malawi, Mali, Mauritania, Mozambique, Myanmar, Nepal, Niger, Rwanda, Sao Tome and Principe, Senegal, Sierra Leone, Solomon Islands, Somalia, South Sudan, Sudan, Tanzania, Timor-Leste, Togo, Tuvalu, Uganda, Vanuatu, Yemen, Zambia , Zimbabwe
<b>(2) Outline</b>	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.
<b>(3) Eligibility</b>	<p>The following conditions must be fulfilled:</p> <ol style="list-style-type: none"> <li>1) The applicant must reside in one of the countries classified as "Least Developed Countries" or "Other Low Income Countries" in the list of ODA recipients as published by OECD/DAC when they apply <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"> <li>*For the list of eligible countries, refer to "Eligible Countries" above</li> <li>*You are not eligible if you reside in Japan.</li> </ul> </li> <li>2) If you have dual nationality, you are only eligible if both nationalities are included on the list of eligible countries described in (1) above.</li> </ol>
<b>(4) Procedures</b>	<p>When applying to an undergraduate school or graduate school of Waseda University, plod the following documents on the online application system instead of the certificate of payment for the screening fee (copy of the remittance form, etc.).</p> <ol style="list-style-type: none"> <li>1) Application Form for Screening Fee Waiver</li> <li>2) Copy of passport (including all details) <ul style="list-style-type: none"> <li>*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.</li> <li>*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. Note that the University will not refund the screening fee if you mistakenly paid it.</li> <li>*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.</li> </ul> </li> </ol>

## STEP 5 SUBMIT YOUR APPLICATION

Online Application System	Application System Opening Period
<a href="https://admissions-office.net/en/applicant/sign_up">https://admissions-office.net/en/applicant/sign_up</a>	9:00, August 25, 2020 – 23:59, September 18, 2020

\*The timeline indicates Japan Standard Time (JST)

You may start your application from any section, however, you cannot press “Save and Proceed” until you complete the column marked \*.

### 1. Personal Detail

<Your Name>

- Once you complete the registration, you cannot change the name (**should be the same as the name written on the passport**), date of birth, and sex.

<Study Plan>

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, you are asked 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.

	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"> <li>Students whose first language is not Japanese.</li> <li>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.</li> </ul>
Curriculum Content	<ul style="list-style-type: none"> <li>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。</li> <li>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。</li> <li>大学在学中の一年間の海外学習期間(留学)が必須</li> <li>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。</li> </ul>	<ul style="list-style-type: none"> <li>These students are required to take Japanese courses according to their level.</li> <li>Students whose Japanese proficiency satisfies certain criteria are exempted from taking certain Japanese courses.</li> <li>Students whose English proficiency satisfies certain criteria are exempted from taking certain English courses.</li> <li>Study abroad is optional.</li> </ul>

## Study Plan 1

Type	Foreign Languages	Statistics	Seminars	Lectures	Electives
<b>Courses</b>	-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.
<b>Credits</b>	15	2	20	40	47
Credit Requirement for Graduation: 124 credits					

## Study Plan 2

Type	Foreign Languages	Statistics	Seminars	Lectures	Electives
<b>Courses</b>	-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.
<b>Credits</b>	31	2	16	40	35
Credit Requirement for Graduation: 124 credits					

## 2. Educational Background

- Enter all of your educational background in chronological order from primary school **including an experience of studying abroad** (if you have any).

## 3. High School Graduation

- If you have asked your high school to send the certificate on behalf of you, make sure that your school will send your certificate to **sils-ent@list.waseda.jp** before the application period ends.

## 4. Academic Transcript

- Upload the Grading Scale as well as the Academic Transcript in this section.
- If you have asked your high school to send the transcript on behalf of you, make sure that your school will send your transcript to **sils-ent@list.waseda.jp** before the application period ends.

## 5. University Entrance Qualification Examination

- If you have asked your high school to send the certificate on behalf of you, make sure that your school will send your certificate to **sils-ent@list.waseda.jp** before the application period ends.

## 6. English Language Proficiency Test

- Follow the instruction on the online application system.

## 7. Plans

- Enter your description about the following topics.

TOPIC 1: Describe what you plan to study for 4 years at SILS, explaining the areas of study you intend to focus on and giving specific reasons (around 150-200 words).

TOPIC 2: Describe how you see your future path after graduation from SILS (around 150-200 words)

## 8. Academic Honors and Extra-curricular Activities

- 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.
- Up to three activities can be entered in this section. Choose the best according to your experiences.
- Upload a PDF version of a certificate, brochures, articles or other documents to prove your activities. (It can be photocopies but make sure to prepare certificate that bears the name of the applicant and period of activities/honors.) You also may use the prescribed form which can be downloaded on SILS website.  
**We do not accept photographs of the scene, a trophy, or such materials as valid proof documents.**
- Undocumented claims are considered invalid.
- "Upload" section will appear under "Description" section once you type fill in "Name of Honor/Activity" section.

## 9. English Essay

- Write an essay in English on your own by reading the instructions below. Follow the instructions on the screen when composing the essay.

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.

## 10. Other Information

<Screening Fee Payment>

- Upload a PDF version of the proof of your payment. Refer to STEP 4 for further instruction on how to complete the screening fee payment.

## 11. COE Application Documents

- Upload a PDF version of documents for COE application. You will be requested to submit the original documents by courier service once you are admitted.



Once you fill out all the information, be sure to click on "Submit" button.

The screenshot shows the application form interface with a list of sections on the left and application details on the right. The 'Submit' button is highlighted with a red circle and a red arrow pointing to it from the instruction box.

## Note:

Application materials that arrive after the deadline will not be accepted under any circumstances, even if they are sent from your high school or other institution directly to the SILS office.

## STEP 6 CHECK YOUR APPLICATION STATUS

Your application number will be notified via the online application system by the following date.

Notification of Application Number
November 5, 2020 (JST)

## STEP 7 INTERVIEW (ONLY IF REQUIRED)

- The interview will be conducted through a web interview system that allows applicants to undertake the interview online through their own PC, without having to travel all the way to Japan and other locations. Further instructions will be provided to the applicants who are applicable.
- Applicants requiring an interview will be notified by the following date via the online application system.
- An interview request (or the lack of it) is not indicative of your final results (pass or fail). We will not accept any inquiries regarding the criteria used to determine who is interviewed or not.
- Interview date and time will be chosen by the SILS office and cannot be changed under any circumstances. Therefore, be sure to keep your schedule open for the date specified below.
- If the applicants miss the notification and in turn miss their interview date, the SILS office 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 present of other people), the interview will be cancelled and the applicant will be regarded as being absent from the interview.

Notification Date	Interview
November 6, 2020 (JST)	November 14, 2020 (JST)

## STEP 8 CHECK YOUR SCREENING RESULTS

Screening result will be notified through the online system. (Login> Application> See selection results)

Announcement of Screening Results
November 23, 2020 (JST)

### NOTE:

- Inquiries regarding the results will not be accepted via telephone, e-mail or office visit.
- Enrollment procedure information will be sent by email or on TAO to successful applicants.

## STEP 9 COMPLETE ENROLLMENT PROCEDURES

### 9-1: Payment of Admission Fee, School Expenses and Other Fees

The admission fee, school expenses and other fees for the spring semester must be paid within the following payment period.

Payment Period
November 24 – December 7, 2020 (JST)

- 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, refer to the handbook on entrance procedures mailed to successful applicants.

### 9-2: 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	
2021 Spring Semester	200,000	695,000	1,500	896,500
2021 Fall 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 1,000 yen/credit ... 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, refer to the handbook on enrollment procedures sent to successful applicants.

### 9-3: Submission of Enrollment Documents

Successful applicants who have completed the payment of tuition and other fees will receive the “Guide to Enrollment Procedures” and other second enrollment procedure documents via e-mail or on the online application system by the middle of February 2021.

## STEP 10 APPLY FOR VISA

International students who are admitted to Waseda University are able to apply for a status of residence "Student". Those with the status of residence "Student" are eligible to apply for tuition reduction/exemptions and scholarships for international students. Those with a status of residence other than "Student" are eligible to enter Waseda University but be aware that you cannot use various services and systems intended for international students as stated above.

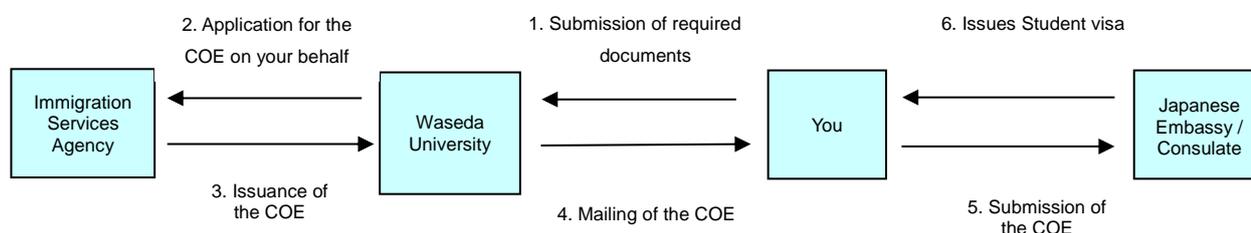
Take note that students are not eligible to enroll in the university with a "Temporary Visitor" visa status. Carefully read below and take the necessary measures.

### <Visa Application Procedures>

In order to apply for a status of residence, you will first need to obtain a certificate of eligibility (COE) from the Immigration Services Agency, located in Japan. Limited to students with foreign citizenship and living outside of Japan who have completed enrollment procedures, Waseda University will apply for a COE to the Immigration Services Agency on the student's behalf.

After the COE is issued, Waseda University will send it to the student by mail. Upon receiving the COE, **you will need to take the COE and other documents (e.g. your passport) to the Japanese embassy or consulate in your country of citizenship/residence to apply for a "Student" visa.** The COE expires in 3 months of issuance, so be sure to acquire your visa within 3 months and enter Japan.

### <"Student" Visa Acquisition Process (1 → 2 → 3 → 4 → 5 → 6)>



### NOTE:

- The entire process takes **approximately two to three months** thus submit the COE documents at the time of admissions.
- **If you hold a dual citizenship of Japan and another country, you cannot apply for the COE/Student visa.**
- If you currently have a status of residence "Student", process the "application for extension of period of stay" as necessary. You are able to apply for an extension of period of stay up to three months before your status of residence expires. Please contact the Immigration Services Agency for further details.
- If you have a status of residence "Temporary Visitor", as a general rule, you will need to temporarily leave Japan and apply for status of residence "Student." For details on how to apply for a status of resident "Student," please refer to the above.
- If you currently have a status of residence such as "Long Term Resident", "Dependent" etc., there is no need for you to undertake any procedures. However, if you wish to change your status of residence to "Student," you will need to apply for a change of status of residence. For more details, contact the SILS office.
- Waseda University acts on your behalf to apply for a "Student" status of residence only. If you wish to apply

for other types of status of residence, you need to make an application by yourself at the Immigration Services Agency.

- If you do not submit the necessary documents or the submitted documents are incomplete, Waseda will not be able to apply for a COE on your behalf.
- The Immigration Services Agency may require you to submit additional documents.
- An applicant who wishes to withdraw from enrolling in Waseda after receiving the COE must follow the procedure for the withdrawal of enrollment and immediately return the COE to Waseda University. If you are accepted by another university in Japan, please make sure that you do not apply for a COE at more than one university. If there are multiple applications, the COE cannot be issued.
- The Immigration Services Agency is solely responsible for decisions regarding status of residence. If issuance is delayed or application is not approved, Waseda University cannot be held responsible for the cancellation fee of your air ticket and other inconveniences. Please be careful when you book your flight.

## STEP 11

## SCHOLARSHIPS, DORMITORIES AND OTHER INFORMATION

### 11-1 : 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. 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.

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

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

### 11-2: Dormitories

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

<b>Waseda University Residence Life Center</b>	<a href="https://www.waseda.jp/inst/rlc/en/">https://www.waseda.jp/inst/rlc/en/</a>
--	---

### 11-3 : Arrival in Japan and Entrance Ceremony

The school year begins on April 1, 2021, however orientation programs for first-year students, placement tests, course registration and other school events are scheduled from the mid-March. First-year students should plan to arrive in Tokyo by mid-March. Waseda University Entrance Ceremony and SILS Opening Ceremony will be held in April.

## APPENDIX

### (1) Change of Contact Information

- If there is any change of address or telephone number, contact the SILS office.

### (2) 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, 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.

### (3) Special Accommodation

If you expect to require special care during the entrance examination or after entering the university due to physical impairment, etc., please contact the SILS 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.

### (4) 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.

### (5) 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.

<p>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.</p> <p>2. Your actions may be considered dishonest if you commit any of the following acts:</p> <ul style="list-style-type: none"> <li>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)</li> <li>② Answering questions using an instrument not allowed to be used during the written examination</li> <li>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</li> <li>④ Continuing to hold your writing instrument or answer questions without following the instruction to cease taking the examination during the written examination</li> <li>⑤ Providing benefits to other examinees (providing them with answers etc.) during the examination</li> <li>⑥ Keeping your mobile communication device with you or using it during the examination</li> <li>⑦ Letting your mobile communication device or watch emit noise (incoming call alert, alarm, vibration, etc.) during the examination</li> <li>⑧ Conducting acts that could be considered a nuisance to other examinees at the examination venue</li> <li>⑨ Not following instructions from the examination supervisors at the examination venue</li> <li>⑩ Pretending to be an applicant and taking the examination for the applicant</li> </ul>	<ul style="list-style-type: none"> <li>⑩ Conducting other acts impairing the fairness of the examination</li> </ul> <p>3. The following responses may be taken if an applicant is suspected of committing a dishonest act.</p> <ul style="list-style-type: none"> <li>① A supervisor may warn or question the applicant.</li> <li>② The applicant may be requested to take the examination in another room.</li> </ul> <p>4. In addition, the following responses may be taken if a dishonest act is identified.</p> <ul style="list-style-type: none"> <li>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.)</li> <li>② The results of all entrance examinations taken by the applicant at Waseda University during the year may become invalid.</li> </ul>
---	---

## (6) 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.

## **(7) 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.

## **(8) Policy Statement on Gender and Sexual Diversity**

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

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

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

**Waseda University Gender and Sexuality Center**

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

## CHECK SHEET

You may use this check sheet when collecting/submitting necessary documents. There is no need to submit this sheet when you apply.

1. Application Form (via the online application system).....
2. Japanese Residence Card (if you have one) .....
3. Personal Identification (e.g. passport) .....
4. ID Photo.....
5. Document to Prove Your Applicant Qualification.....
6. Academic Transcript.....
7. Grading Scale.....
8. University Entrance Qualification Examination.....
9. English Language Proficiency Test.....
10. Language Proficiency Test for a Third Language.....
11. Academic Honors & Extra-curricular Activities.....
12. Proof of Payment.....
13. COE Application Form.....
14. Written Oath for Defraying Expenses.....
15. Certificate of a Deposit Balance of a Bank Account.....

Memo: