



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

**Change of School Entry
(For Enrollment in September 2023)
Application Guidelines**

***This admission is limited to students of Waseda University**

Timeline for the 2023 September Admission *

Timeline for the 2023 September Admission *				
Application Period / Screening Fee Payment Period	Notification of the Application Number and Interview Information	Interview	Announcement of Results	Enrollment Procedures
April 24 – May 8, 2023 *Applications must be postmarked by the above deadline	On or After May 15, 2023	May 22 - June 5, 2023 *Individually arranged during the above period	June 20, 2023	June 21-September 8, 2023
Pages 4-8	Page 9		Page 11	

*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, Japan 169-8050
Inquiry	https://bit.ly/3ggRmZb
URL	http://www.waseda.jp/fire/sils/en/

The Admissions Office will be closed on April 29, and May 3 - 5, 2023 due to national holidays.

1. Applicant Eligibility

Applicants who meet **all** of the following requirements are eligible to apply.

1. You must be a 1st year (freshman) student who entered Waseda University in September 2022.
 - **This admission is NOT for students who are enrolled in other universities.**
 - Your enrollment period will be confirmed by your student ID number, and any delays caused by study abroad, leave of absence from the university, etc., will not be taken into consideration.
2. By the time you transfer to the School of International Liberal Studies, **you must obtain a total of 30 credits or more at your current school.**
 - **If you are unable to obtain 30 credits or more at your current school by the time you transfer to the School of International Liberal Studies, you will not be able to transfer to our school** even if you receive a successful offer.
 - Only the credits which are counted towards the graduation requirements will be considered valid.
For more details, please refer to Pages 13-14.
3. You must obtain one of the following English proficiency test scores
 - **For those whose native language is English, submission is optional.**
 - The test must be taken on or after May 1, 2021.

English Proficiency Test	Score Requirement
TOEFL iBT Home Edition/Paper Edition are accepted MyBest Score is NOT accepted	79 or higher
IELTS (Academic)	6.5 or higher

<NOTE>

- If you have entered Waseda University through the following admissions or belong to the following schools, be sure to gain approval from the current school before applying.
Confirmation documents are not required.
- Admission by High School Recommendation
- Recommendation by Affiliated High Schools of Waseda University
- E-school (Online Degree Program) of the School of Human Sciences
- English-based Undergraduate Schools and Programs

- If you expect to require special care during the interview or after the transfer due to a disability or serious medical condition, etc., contact the SILS Admissions Office **by April 14, 2023.**

In addition, contact us if a severe injury or illness is expected to affect your ability to take the interview. Contact us immediately even if you find yourself in such a situation after submitting your application.

2. Academic Year and Number of Students to be Admitted

Year of Entry	Number of Students to be Admitted	Degree
Second Year	A Few	B.A. in International Liberal Studies

3. Curriculum Structure at SILS

SILS provides two educational curriculums: Study Plan 1 is for students whose first language is Japanese and Study Plan 2 is 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 to select and apply for the curriculum which seems to be the most suitable for you with reference to the following table of differences between these two curriculums.

Note:

- The Study Plan you indicate might be changed as a result of the screening.
- The Study Plan will be indicated on the certificate of success.
- If you have any questions about the Study Plan, contact the SILS Admissions Office before the deadline for the second enrollment procedure.
- You cannot change the Study Plan after the second enrollment procedure.

	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"> • 英語語学科目が必修、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 (Model Plan)

Type	Foreign Languages	Statistics	Seminars	Lectures	Electives
Courses	-English -Other Foreign Languages	-Introductory Statistics	-First Year Seminar (in Japanese) -First Year Seminar (in English) -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 (Model Plan)

Type	Foreign Languages	Statistics	Seminars	Lectures	Electives
Courses	-Japanese -English -Other Foreign Languages	-Introductory Statistics	-First 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					

4. Screening Fee

Be sure to pay the screening fee before you submit your application documents.

Application / Screening Fee Payment Period
April 24 - May 8, 2023
Screening Fee (in Japanese yen)
30,000

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, 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 Admissions Office.

Any handling fees which may be incurred for refund must be paid by the applicant.

Payment 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/>). (Only in Japanese)
- 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 Application Form, and submit it. Check the details on the screening fee payment method on Page 5.
- The payment can be made 24 hours a day, seven days a week including Saturdays, Sundays, and holidays. However, note that the application via the website will end at **23:00** on the last day of the payment period. Similarly, you will not be able to make a payment at a convenience store after 23:30 on the last day of the payment period.
- If a family member or acquaintance of the applicant conducts the procedure for the applicant, the family member or acquaintance must enter the applicant’s information.
- If you are unable to make the payment at a convenience store for some reason, contact the SILS Admissions Office in advance.

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.

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

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

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

Use the Lawson information terminal **Loppi**
Touch the "各種サービスメニュー" option
Various Service Menus
Select the "各種代金・インターネット受付" button on the touch screen
All Payments
Touch the "各種代金お支払い" option
All Payments
Touch "マルチペイメントサービス"
Multi-Payment Service
Enter your【お客様番号】【確認番号】
Customer Number Verification Code

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

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

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

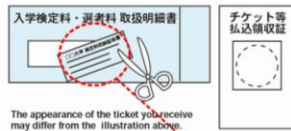
Use the FamilyMart information terminal or multifunction copier
Select the "代金支払い" button on the touch screen
All Payments
Enter your【お客様番号】【確認番号】
Customer Number Verification Code

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

3 Application

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

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

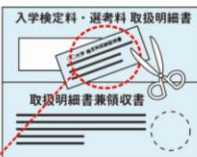


The appearance of the ticket you receive may differ from the illustration above.

Attach Your Receipt (Certificate of Payment) to the Application

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

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



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

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

Payment Commission

(transfer fee charged by all participating stores)

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

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

Questions about paying your entrance exam fees at convenience stores? Please visit:

Note: Convenience store staff cannot answer questions about the service.

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

5. Application Method

To apply for this admission, you must complete All of the following steps (1 to 3) by the deadline. If you fail to complete these steps, your application will not be accepted.

Step 1: Make the Payment of the Screening Fee (Refer to Pages 4-5)

Step 2: Complete the Application Form and Collect the Necessary Documents (Refer to Pages 7-8)

Download the designated Application Form for the Change of School Entry from the SILS website.

<https://www.waseda.jp/fire/sils/en/applicants/admission/>

***Do not use double-sided printing when you print the form.**

Step 3: Submit the Application Documents

Enclose all application documents (including the Application Form and other documents) in an envelope and send them to the address below by Simplified Registered Mail.

Send the Application Documents to:

School of International Liberal Studies, Waseda University

Admissions Office: **Change of School Entry (September 2023)**

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

Tel: 03-5286-1716

NOTE:

- 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.
- Application documents must be postmarked by the designated deadline.
We do not accept application documents that are postmarked after the deadline.
- 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/courier with the tracking number given by them.
- Application documents must be complete for you to qualify to be screened. If 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.

Handling of Personal Information:

Waseda University will use the personal information (address, name, date of birth, etc.) collected at the time of application to discharge duties relating to entrance examinations, announcement of successful applicants, admission procedures, and other related work. In doing so, the University will take necessary and appropriate measures to prevent the leakage, outflow, or unauthorized use of such personal information. Note that the University may outsource all or part of the above-stated items. In such cases, the University will oblige, by contract or other means, the subcontracted entity or entities to perform necessary and appropriate management of the information. The University may inquire about the authenticity, etc., of documents, materials, theses, and information, etc. submitted to the University (hereinunder, "Submitted Related Documents") by providing said Submitted Related Documents to the issuers, providers, theses review entities, etc. By submitting or providing the Submitted Related Documents to the University, the applicant agrees to the University's right to make such inquiries. In addition to the above, personal information that has been statistically processed, keeping individual identities confidential, will be used as material for surveys and research for the University's admission selection processes. Please understand this in advance.

6. Application Documents

Submit the following application documents. For the item which is specified as “Download” in the column below, download the document from the SILS website.

<Required Documents for Admission>		
①	Application Form · Attach a Color Photograph on Page 1	Download
②	Certificate of Enrollment	Issued by your current school
③	Academic Transcript	Issued by your current school
④	2023 Spring Final Course Registration Results	Prepared by yourself
⑤	English Proficiency Test Score	Prepared by yourself
⑥	English Essay	Prepared by yourself

Important Notice for Preparing Application Documents

*Applicable for all of the documents listed above

- Be sure to submit **original documents** (except Document④).
- Photocopy of documents will not be accepted.
- Documents must be prepared in **Japanese or English**.
- **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 package.
- **Documents that are once submitted will NOT be returned under any circumstances.**

①	Application Form	<ul style="list-style-type: none"> • Download the Application Form from the following website (Do not print double-sided) https://www.waseda.jp/fire/sils/en/applicants/admission/ • Complete the form in English using a computer (Do not handwrite). • Use a font size/style that does not change the format. • Even if you have nothing to fill out in a section, do not change the format.
	【Section 1】 Personal Details	<ul style="list-style-type: none"> ● Fill out your full legal name in the provided sections. ● Carefully fill out your current address including building names and room numbers if any. (Important documents will be sent to this address) ● Be sure to fill out your <u>waseda email address</u>, since we may need to contact you.
	【Section 2】 Color Photograph (Affix on Page 1)	<ul style="list-style-type: none"> ● After printing your Application Form, prepare a photograph by the following instructions and firmly affix it to the specified space “Section 2 Photograph”. <ul style="list-style-type: none"> • The photograph should be 4cm (1.6 inches) long and 3cm (1.2 inches) wide. A color photograph must be printed on matte or glossy photo quality paper of yourself <u>taken within the last three months</u>, borderless, and taken against a plain background. You should be looking straight ahead with your head uncovered except for religious reasons. • The photograph will be used to identify you on the day of the interview and also for your student identification card after enrollment. • Photographs taken with hats 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.

	<p>[Section 3] Educational Background</p>	<ul style="list-style-type: none"> ● Fill out all of your educational background in chronological order from elementary school up until the last school in which you were enrolled before entering Waseda University. ● Fill out the information about your current school in the designated section. <p>e.g. <u>Tokyo/Japan</u> <u>Waseda Primary School</u> <u>2010/09 – 2016/06</u> <u>Seoul/Korea</u> <u>Waseda Junior High School</u> <u>2016/09 – 2019/06</u> <u>Beijing/China</u> <u>Waseda High School</u> <u>2019/09 – 2022/06</u></p>						
	<p>[Section 4] Test Information</p>	<ul style="list-style-type: none"> ● Fill out the English Proficiency Test Score that you submit. 						
	<p>[Section 5] Plans</p>	<ul style="list-style-type: none"> ● Write your descriptions about both "TOPIC No. 1" and "TOPIC No. 2" on the form. ● <u>If your response does not follow our instructions or change the format, it will be considered invalid:</u> <ul style="list-style-type: none"> -Do not change the format -Do not attach additional sheets 						
②	<p>Certificate of Enrollment</p>	<ul style="list-style-type: none"> ● Obtain this certificate from the office of your current school. 						
③	<p>Academic Transcript</p>	<ul style="list-style-type: none"> ● Obtain the academic transcript for the 2022 Fall semester, from the office of your current school. 						
④	<p>2023 Spring Final Course Registration Results</p>	<ul style="list-style-type: none"> ● Prepare either a copy or a printout of an email showing your 2023 Spring final course registration results. 						
⑤	<p>English Proficiency Test Score</p>	<ul style="list-style-type: none"> ● Submit one of the following original score reports. ● Only the tests taken on or after May 1, 2021, will be accepted. ● You must have the same or higher score than that mentioned on Page 2. <table border="1" data-bbox="461 1140 1453 1727"> <thead> <tr> <th data-bbox="461 1140 678 1196">Test</th> <th data-bbox="678 1140 1453 1196">How to submit</th> </tr> </thead> <tbody> <tr> <td data-bbox="461 1196 678 1386">TOEFL iBT</td> <td data-bbox="678 1196 1453 1386"> <ul style="list-style-type: none"> ● Arrange the score to be sent directly from ETS. Waseda University Code: [9342] ● TOEFL Home Edition is accepted. ● TOEFL Paper Edition is accepted. ● TOEFL Essentials is NOT accepted. ● MyBest Score is NOT accepted. </td> </tr> <tr> <td data-bbox="461 1386 678 1727">IELTS (Academic)</td> <td data-bbox="678 1386 1453 1727"> <ul style="list-style-type: none"> ● Arrange to have your score sent electronically directly from the testing organization using the following information. Institution: Waseda University Department: Admissions Center Address: 1-6-1, Nishi-waseda, Shinjuku-ku, Tokyo, 169-8050 Japan, Admissions Center, Waseda University Delivery Method: Electronic Score Delivery ● IELTS(General Training) is NOT accepted. ● IELTS Indicator is NOT accepted. ● IELTS Online is NOT accepted. </td> </tr> </tbody> </table> <p>NOTE:</p> <ol style="list-style-type: none"> 1) Test scores must arrive by the deadline. Arrival prior to the application period is accepted. 2) We do NOT superscore. If you have taken the test multiple times, choose your best score (the sitting with the highest total score) and write that information. 3) To check whether your scores have been received, contact the test board directly. 	Test	How to submit	TOEFL iBT	<ul style="list-style-type: none"> ● Arrange the score to be sent directly from ETS. Waseda University Code: [9342] ● TOEFL Home Edition is accepted. ● TOEFL Paper Edition is accepted. ● TOEFL Essentials is NOT accepted. ● MyBest Score is NOT accepted. 	IELTS (Academic)	<ul style="list-style-type: none"> ● Arrange to have your score sent electronically directly from the testing organization using the following information. Institution: Waseda University Department: Admissions Center Address: 1-6-1, Nishi-waseda, Shinjuku-ku, Tokyo, 169-8050 Japan, Admissions Center, Waseda University Delivery Method: Electronic Score Delivery ● IELTS(General Training) is NOT accepted. ● IELTS Indicator is NOT accepted. ● IELTS Online is NOT accepted.
Test	How to submit							
TOEFL iBT	<ul style="list-style-type: none"> ● Arrange the score to be sent directly from ETS. Waseda University Code: [9342] ● TOEFL Home Edition is accepted. ● TOEFL Paper Edition is accepted. ● TOEFL Essentials is NOT accepted. ● MyBest Score is NOT accepted. 							
IELTS (Academic)	<ul style="list-style-type: none"> ● Arrange to have your score sent electronically directly from the testing organization using the following information. Institution: Waseda University Department: Admissions Center Address: 1-6-1, Nishi-waseda, Shinjuku-ku, Tokyo, 169-8050 Japan, Admissions Center, Waseda University Delivery Method: Electronic Score Delivery ● IELTS(General Training) is NOT accepted. ● IELTS Indicator is NOT accepted. ● IELTS Online is NOT accepted. 							

⑥	English Essay	<ul style="list-style-type: none"> ● Write an essay in English and on your own, according to the following instructions. ● Use white A4 or letter-size paper in black ink. ● Prepare your essay using a computer and using font size 12 and double space. ● Put your name and a title at the top of the essay (Do not include any photo). ● Put “The End” at the end of the essay. If it extends over 2 or more pages, be sure to number the pages. <div style="border: 1px solid black; padding: 5px; margin-top: 10px;"> <p>TOPIC: Identify a significant international event that took place in the last year and explain why you think it was important. Explain your choice within 600 words.</p> </div>
---	----------------------	--

7. Screening Procedures and Schedules

1. Screening Method

Our screening is based on a holistic document review and an interview in English.

2. Schedule

Notification of Application Number and Interview Information
On or After May 15, 2023

Note:

The application number and interview information will be emailed to the current waseda email address. The application number and interview information may be sent separately on a different date.

Interview	
May 22 - June 5, 2023 * Individually arranged during the above period	
Language and Method	Conducted in person in English
Venue	Building Number 11, Waseda Campus, Waseda University (the venue is subject to change)
<p>【IMPORTANT NOTICE】 The method of the interview may change due to the situation of the COVID-19 pandemic. Please confirm the latest details when the interview information is sent to the applicants.</p>	
Announcement of Results	
June 20, 2023	

Note:

- The results will be announced to all applicants via email to the current waseda email address regardless of the final decision.
- Successful applicants will receive a certificate of success and documents for the enrollment procedure via postal mail.
- We will not accept any inquiries about the decision of the admission results.

8. Other Notes

<Dishonest Acts>

Waseda University has established the following precautions to ensure that the entrance examination is conducted in a strict manner, and that all applicants may take the examination fairly and impartially.

Please read these precautions carefully before taking the entrance examination and approach the examination with the appropriate attitude of seriousness.

<ol style="list-style-type: none">1. Any falsification, misrepresentation, plagiarism, etc., of documents, materials, or information submitted to the University at the time of application may be considered as misconduct.2. Doing any of the following may constitute misconduct.<ol style="list-style-type: none">① Cheating (e.g., concealing or using cheat sheets, reference books, etc. during the examination, looking at other examinees' answer sheets, etc., seeking answers from other examinees, referring to notes on one's body, objects, desk, etc.)② Use of any item that is not permitted to be used during the written examination. (This includes placing said item or items on the desk or wearing them on one's person.)③ In the written test, touching the question booklet/answer sheet (e.g., opening the booklet, starting to answer the questions, writing on the reverse (back) side or in the margin, etc.) before the instruction "Start the test" is announced.④ In the written test, holding any writing instrument or continuing to answer in disobedience to the instruction stating, "Please put down your writing instrument and turn your answer sheet upside down."⑤ Any action that benefits another examinee or other examinees, such as communicating the answers to a question, etc., during the examination.⑥ Holding or using mobile phones, etc., during the examination.⑦ Enabling any sounds (incoming calls, alarms, vibrating sounds, etc.) on cell phones, watches, etc., during the examination.	<ol style="list-style-type: none">⑧ Behavior that disturbs other examinees in the examination room. <p>3. In case misconduct is suspected, the University may respond as follows. Failure to comply with these actions may be regarded as an admission of wrongdoing.</p> <ol style="list-style-type: none">① A supervisor (proctor), etc. may give examinees a warning or inquire about the circumstances.② The applicant may be requested to take the examination in a different seat or room.③ The University may inquire about the authenticity, etc., of documents, materials, theses, and information, etc. submitted to the University (hereinunder, "Submitted Related Documents") by providing said Submitted Related Documents to the issuers, providers, theses review entities, etc. By submitting or providing the Submitted Related Documents to the University, the applicant agrees to the University's right to make such inquiries. <p>4. The following actions may be taken in the case of confirmed misconduct.</p> <ol style="list-style-type: none">① The applicant will not be permitted to take any entrance examination of the University in the relevant year (screening fees will not be refunded).② The results of all entrance examinations of the University for the relevant academic year shall be null and void. <p>If, after enrollment, a student is found to have committed misconduct, he/she may be subject to a range of disciplinary action up to and including expulsion from the University, in accordance with the University's rules and regulations.</p>
---	--

<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 incur.

<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. The information does not affect the screening result.

<https://www.waseda.jp/inst/diversity/news/2020/04/21/8631/>

<Requests for Applicants>

- ① Protect yourself against illness by taking measures such as hand washing and gargling in order to be able to take the entrance examination in top physical condition.
- ② Wear a mask at the examination venue as needed to protect yourself from contagious diseases such as COVID-19.
- ③ If you are coughing or sneezing, try to prevent the transmission of illness by wearing a mask or covering your mouth.
- ④ Further instructions of safety precautions and the use of masks during the interview will be individually informed.

9. Enrollment Procedures

School expenses and other fees for the fall semester of the academic year 2023 must be paid within the following period.

Payment Period
June 21 - September 8, 2023

Note:

- As a rule, we do not return submitted documents or refund school expenses and fees (school expenses for the first semester). However, if you do not transfer due to unavoidable circumstances or fail to meet the transfer qualifications prior to enrollment, we may refund the school expenses for the first semester. For more information about the refund procedure, refer to the documents on entrance procedures which will be sent to successful applicants.
- **You must submit a certificate showing that you have withdrawn from the school you currently belong to.** Details will be announced for those who pass the admission.

10. School Expenses and Other Fees

(In Japanese yen)

Payment Period	School Expenses	Other Fees	Total
	Tuition	Waseda University Student Health Promotion Mutual Aid Association Fees	
2023 Fall Semester	795,000	1,500	796,500
2024 Spring Semester	795,000	1,500	796,500
Total	1,590,000	3,000	1,593,000

Note:

- 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 ask for the additional exercise fee.
- 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).

- Students in the final term/semester of their last year are required to pay 40,000 yen as the “Alumni association membership fee”, which covers 10 years of the annual membership fee that students pay in advance. From the academic year 2019 and onward, students who have changed their school/course/program/major within Waseda University or have transferred from another school also will be required to pay this membership fee. *Re-admitted students, double degree program students, research students, and non-degree students are exempted from paying this fee.

11. Submission of Enrollment Documents

Those who have completed the payment of the school expenses and other fees will receive additional documents for the second enrollment procedure.

Documents will be sent to the postal address specified on the Application Form by postal mail in **late-July 2023**.

12. Transfer of Credits and Requirements for Graduation

1. A degree in Bachelor of Arts (International Liberal Studies) will be awarded to students who study at SILS for three years or more (but not exceeding six years) and who obtain the required credits for graduation.
2. Credits obtained at your current school (referred to below as the 'previous school') will be recognized for transfer as described below. However, credits exceeding the number required for graduation will not be considered as credits for the transfer.

【Study Plan 1】 (Model Plan)

The shaded subjects will be considered for transfer.

Classification		No. of Credits Necessary for Graduation	1st Year		2nd Year	
			1st Semester	2nd Semester	3rd Semester	
English I	Reading	2	1	1		2 credits will automatically be conferred upon the transfer
	Listening	2	1	1		2 credits will automatically be conferred upon the transfer
English II		4	2	2		4 credits will automatically be conferred upon the transfer
English III Level 1-3		3	2 (Level 1)	1 (Level 2)		The level of the English III class will be considered according to the result of the placement test
		2	1 (Level 2)	1 (Level 3)		
		1	1 (Level 3)			
Other Foreign Languages		4	4			Up to 4 credits taken in languages other than English in your previous school will be recognized
First Year Seminar A		4	2	2		4 credits will automatically be conferred upon transfer
First Year Seminar B		4	2	2		4 credits will automatically be conferred upon transfer
Introductory Statistics		2	2			
Introductory Courses		8	8			Up to 8 credits for general studies will be considered for the transfer
Elective Courses		47				Credits received in your previous school (*)
A maximum of 34 credits will be recognized for the transfer						

*Health and physical education courses or courses that are not counted towards graduation are not included.

【Study Plan 2】 (Model Plan)

The shaded subjects will be considered for transfer.

Classification	No. of Credits Necessary for Graduation	1st Year		2nd Year		
		1st Semester	2nd Semester	3rd Semester	4th Semester	
Japanese	24	24				Up to 24 credits obtained in your previous school will be considered (Exemption or reduction in the required number of credits is possible through a placement test)
English III Level 1-3	3	2 (Level 1)	1 (Level 2)			The level of the English III class will be considered according to the result of the placement test
	2	1 (Level 2)	1 (Level 3)			
	1	1 (Level 3)				
Other Foreign Languages	4	4				Up to 4 credits taken in languages other than English in your previous school will be recognized
First Year Seminar B	4	2	2			4 credits will automatically be conferred upon transfer
Introductory Statistics	2	2				
Introductory Courses	8	8				Up to 8 credits for general studies will be recognized for transfer
Elective Courses	35					Credits received in your previous school (*)
A maximum of 34 credits will be recognized for the transfer						

*Health and physical education courses or courses that are not counted towards graduation are not included.

- Requirements for graduation and the number of credits that the student is permitted to register each year will be the same as other students who will be in their second (sophomore) year at the School of International Liberal Studies.
- Students who transfer through the “Change of School Entry” are not allowed to apply for the early graduation system (3.5 years).
- As one-year study abroad experience is compulsory for Study Plan 1 students, we recommend that you apply for a "study abroad program" before you change your school. However, in this case, note that you will be required to participate in the study abroad program regardless of the result of your "Change of School Entry". If you decide to wait and apply for the “study abroad program” after you transfer to the School of International Liberal Studies, there is a possibility that your graduation will be delayed, depending on the number of credits. If you plan to study abroad starting in the fall or spring semester of your third year, it is necessary for you to apply for a “study abroad program” as soon as you change your school. We strongly encourage you to gather information about “study abroad program” beforehand in order to apply immediately upon transfer.

END