

Application Guide for AO April Entry (Overseas) 2024

School of International Liberal Studies

WASEDA UNIVERSITY

version 1.0



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 following application guide;

“AO 入学試験要項（総合型選抜） 2024 年 4 月入学・国内選考” .

- Please read this Guide, the [“List of Application Documents by Education System.”](#) and the [FAQs](#) on our website thoroughly before making inquiries to our office.
- Please make all inquiries via the designated online form (<https://bit.ly/3PDE3VF>) in order for us to keep records of all communications with our applicants.
- All dates and times stated in this guide are in Japan Standard Time (JST).
- Due to the ever-changing situation with the ongoing COVID-19 pandemic, the School of International Liberal Studies may take additional measures, and this guide may be updated accordingly.

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STEP 1 Understand the Basic Admission Scheme

The School of International Liberal Studies (hereinafter referred to as “the School”) at Waseda University welcomes applicants from all over the world and accepts various types of standardized tests.

ADMISSION POLICY

<https://www.waseda.jp/fire/sils/en/about/overview/>

DEGREE PROGRAM

B.A. in International Liberal Studies

- The School provides two education curriculums: “Study Plan 1 (SP1)” for students whose first language is Japanese and “Study Plan 2 (SP2)” for students whose first language is not Japanese. In general, which curriculum you are categorized into is automatically decided by your first language. You may select and apply for the curriculum suitable for you by referring to the descriptions on the following URL; <https://www.waseda.jp/fire/sils/en/about/curriculum/>
- As a rule, classes are held in English whichever Study Plan you choose and the same courses are offered to both Study Plans except for the differences mentioned on the above URL.
- The Study Plan you indicate might be changed as a result of the screening. Your Study Plan will be indicated on the online application system at the time of result announcement.
- Your choice of Study Plan does not influence the admission decision.
- You CANNOT change your Study Plan after enrollment.

LANGUAGE OF INSTRUCTION

English

- * Japanese language ability is not required at the time of application.
(First year seminar A for SP1 students will be conducted in Japanese)

TIME OF MATRICULATION

Admitted students start in April as first year students of a four-year program.

- * The School does not admit transfer students from other universities.

NUMBER OF STUDENTS TO BE ADMITTED

100 students

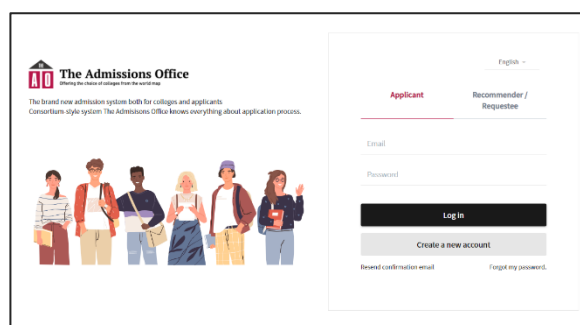
- * There is no quota or target for international students of particular nationalities.

APPLICATION METHODS

The application process is to be completed via the online application system, “The Admissions Office” (hereinafter referred to as “TAO”).

TAO (The Admissions Office)

<https://admissions-office.net/en/portal>



SCREENING METHODS

- Admissions decisions are based on a holistic screening of the application documents.
- Applicants may be invited to an interview if required.

ELIGIBILITY

Applicants must meet one of the following requirements: A, B, or C.

- A. At the time of application, you must meet one of the following qualifications:^(a)
1. You have completed or are expected to complete secondary education and formal school education for 12 or more years outside Japan.^(b)
 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.^(c)
 3. You have completed or are expected to complete formal school education at a foreign school in Japan designated by MEXT^(d) as equivalent to a high school in Japan.^(e)
 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.
 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.^(f)
 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 in the cases specified in No. 5 above.
- B. You are 18 years old or older as of the expected enrollment date, AND you have passed, at the time of application, a qualification exam that proves you have scholastic ability equivalent to or higher than those who have completed a 12-year education curriculum outside Japan.
- C. You are 18 years old or older as of the expected enrollment date, AND you are recognized individually by the School as having met the requirements equivalent to A or B above.

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- (a) There is no minimum age requirement if you meet the requirement.
- (b) Those who "have completed or are expected to complete secondary education and formal school education for 12 or more years outside Japan" refers to those who have completed elementary and secondary school education, whether in Japan or abroad, and who have graduated/are expected to graduate from a formal secondary education institution in a foreign country.
- (c) WASC (Western Association of Schools and Colleges), ACSI (Association of Christian Schools International), CIS (Council of International Schools), NEASC (New England Association of Schools and Colleges).
- (d) "MEXT" in this section refers to the Ministry of Education, Culture, Sports, Science and Technology.
- (e) Foreign schools in Japan designated by MEXT (in Japanese):
https://www.mext.go.jp/a_menu/koutou/shikaku/07111314/003.htm
- (f) Designated 11-year school education equivalent to a "High School" in Japan; Belarus, Myanmar, Peru, Russia, Sudan, Ukraine, and Uzbekistan (in Japanese):
https://www.mext.go.jp/a_menu/koutou/shikaku/1380756.htm

NOTE:

- 1) Eligibility is not decided by nationality or length of period living abroad.
- 2) There is no minimum requirement for GPA or standardized test scores that applicants must meet.
- 3) If you are expected or scheduled to meet any of the qualifications above, you must meet them before the first date of enrollment.
- 4) If you are not sure whether you meet the requirements for applicant eligibility or if you wish to verify your eligibility, contact the School at least 3 weeks before the application deadline.
- 5) If you also meet the qualifications for application in the category "AO 入学試験（総合型選抜）2024 年 4 月入学・国内選考", you can apply for both admissions.
- 6) AO April Entry is a non-binding admission. Application to this admission does not prevent you from applying to other universities or other schools at Waseda University.

TIMELINE

Event	Date
Online Application Period	10:00 AM, August 23 – 5:00 PM, September 14, 2023
Screening Fee Payment Period	September 8 – 5:00 PM, September 14, 2023
Notification of Examinee Number Interview Invitation (if applicable)	October 27, 2023
Interview (if required)	November 4, 2023
Result Announcement	10:00 AM, November 20, 2023
First Enrollment Procedures	(see below)
Action 1: Fee Payment	November 21 – December 5, 2023
Action 2: Submission of Visa-related Documents	
Second Enrollment Procedures	(see below)
Action 3: Verification of Application Documents	TBA
Action 4: Online Registration	TBA
Enrollment Date	April 1, 2024

STEP 2 Prepare the Necessary Documents

The application process will be mostly conducted through the online system (TAO), and there are a number of documents that you must prepare in advance. Carefully read this application guide and prepare all the required documents before the beginning of the application period.

Application Documents

Document		Who should submit	Ref
1.	Proof of Applicant Eligibility (e.g., Certificate of Expected Graduation)	Applicant	P. 7
2.	Academic Transcript ^(a)	Applicant	P. 7
3.	Grading Scale	Applicant	P. 8
4.	Standardized Test Score ^(a)	SAT	College Board P. 8
		ACT	
		IBDP Final Results	
		Others	
5.	English Language Proficiency Test Score ^(a)	TOEFL	ETS P. 9
		IELTS	
6.	Language Proficiency Test for a Third Language	Applicant	P. 10
7.	Essay	Applicant	P. 10
8.	Academic Honors & Extra-curricular Activities	Applicant	P. 10
9.	Personal Identification (Passport)	Applicant	P. 10
10.	Applicant's photo	Applicant	P. 10
11.	Residence Card in Japan ^(c)	Applicant	P. 11
12.	Proof of Payment	Applicant	P. 11

(a) For more details, see the "[List of Application Documents by Education System](#)," which can be found on the School website.

(b) We are aware that some high schools/institutions have a policy of keeping predicted grades (e.g., IBDP, GCE A-level) confidential from students. In this case, ask your high school to upload the required certificates directly on the designated form (https://wasedaunivcampus.au1.qualtrics.com/jfe/form/SV_3RfoKkU7TDJTAt0).

(c) Only for non-Japanese nationals residing in Japan.

NOTE:

1) Requirements on original documents

On TAO, you will first upload PDF versions of the original/certified documents and certificates to follow our online application process. However, later as part of our enrollment procedures, successful applicants will be required to prove their originality either by submitting their physical copies by post, having their official versions sent by e-mail from the issuing organization, or using digital credential services. If you are unable to do so by the designated deadline, you will be considered to have failed to meet our enrollment qualifications. Any discrepancies may be considered as falsification/fabrication of application documents, and your admission may be revoked. For more details, refer to P. 15 Step 6: Complete the Enrollment Procedures.

2) Applicant's name on certificates

Note that all the documents must be issued under your legal name written in English alphabet on your passport. If the name used on the application documents differs from the name on your passport, provide documentation to prove that all names belong to the same person.

3) Language specification

Certificates issued in English are accepted. If they are originally issued in any other language, attach an English translation to the original. The translation must be prepared either by the issuing institution (e.g., your high school), a

translation agency, or other appropriate office officially approved by the government. Notarization of the translation is not required.

【日本の高等学校を卒業・卒業見込みの場合】調査書は日本語で作成されたもので問題ありません。

4) Meeting the deadline

All application materials, including ones directly sent from your high school or other institution, must be received by the School no later than the designated deadline. Those that arrive after the deadline will not be accepted under any circumstances. We do not notify applicants about the delivery status of application documents. To check whether your documents have been received or not, contact the test board, or another appropriate office.

1. Proof of Applicant Eligibility

Prepare a PDF version of a certificate proving you have completed or are scheduled to complete a secondary education curriculum. The certificate must show your legal name in alphabet, date of birth, the official name of the school in English, (expected) graduation date, and the issuance date. The issuance date of Certificate of Graduation must be on or after the graduation date.

NOTE:

- 1) If the transcript shows your (expected) graduation date, you do not need to prepare a separate document.
- 2) If your high school does not issue a certificate of graduation (or expected graduation), use the "Template for Certificate of Graduation/Expected Graduation," which you can download from the School website.
- 3) If you did not graduate from high school but passed the university entrance qualification test (high school equivalency examination), submit the documents certifying this fact, instead of the certificate of high school graduation.
- 4) The documents should be in English or with an English translation, but certificates of (expected) graduation in Japanese can be accepted when the original documents can only be issued in Japanese.
- 5) If you are studying or have studied at a high school in China, please let us know if you will sit/sat for China High School Academic Proficiency Test (Huikao/会考) on TAO. If you have the results, upload a PDF version of "Verification Report of China High School Academic Proficiency Test (Huikao) Results" issued in English by CSSD (学信网). Verification Report must include your legal name in alphabet and verification QR code. Only report issued by CSSD will be considered valid. Huikao results are used only for the purpose of reviewing applicants' eligibility.
If you will sit/sat for the test, you will be asked to send English version of "Verification Report of China Secondary Education Qualification Certificate" directly from CSSD (学信网) as a part of our enrollment procedures.
- 6) 【日本の高等学校を卒業見込みの場合】日本語で作成されたものでもかまいません。IB プログラムに在籍する日本の高校出身（予定）者は、卒業見込証明書ではなく、志願者の氏名・生年月日・学校名・ディプロマ取得見込年月日の記載された、IB ディプロマ取得見込証明書をご用意ください。高校で所定の様式がない場合は、国際教養学部ウェブサイトに掲載の"Template for Certificate of Prediction of IB Diploma"を使用してください。

2. Academic Transcript

Prepare a PDF version of your academic transcripts/school reports issued by high school (or an equivalent institution) from Grade 10 onwards up to the most recent academic term as specified in the "List of Application Documents by Education System," which can be found on the School website. The certificate must show your legal name in alphabet, the official name of the school in English, and the issuance date.

NOTE:

- 1) If you have been enrolled in more than one school, submit the academic transcripts from all the schools that you have been enrolled in.
- 2) If you have passed the university entrance qualification test (high school equivalency examination), submit the documents certifying this fact and the score. If you have been enrolled in high school in the past, submit an academic transcript for the entire period during which you were enrolled in high school.
- 3) If you are studying or have studied at a tertiary education institution (university, junior college, etc.), submit an academic transcript with grades for the period until the most recent academic term at the time of application.
- 4) 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 at the time of application.
- 5) If you have graduated from your school, submit the academic transcript issued on or after the graduation date.

- 6) If you wish to submit AP exam scores, arrange to have your score reports directly sent from College Board. (If sent by other means, they will be considered invalid)
The Waseda University Code: [AP: 0837]

3. Grading Scale

If available, prepare a document which shows the grading scale/system of your high school (or equivalent education institution). Make sure that it shows the highest and the lowest attainable grade.

NOTE:

- 1) If the transcript(s) shows the grading scale, additional documents are not necessary.
- 2) A photocopy of the school website, school profile, or any other official document issued by your high school which certifies the grading scale/system is acceptable.
- 3) 【日本の高等学校を卒業・卒業見込みの場合】調査書を提出される場合には不要です。

4. Standardized Test Score

You may submit the scores of any of the standardized tests listed on the “List of Application Documents by Education System,” such as an official SAT or ACT score, IBDP (predicted) grades, GCE A-level (predicted) grades, or the official certificate/score report of your country’s university entrance qualification examination (e.g., China: Gaokao; Republic of Korea: CSAT, etc.). If you are not sure which category applies to your case, inquire of the School prior to the online application period.

Submission Method

Test	How to submit
<ul style="list-style-type: none"> · SAT · ACT · IBDP Results 	<ul style="list-style-type: none"> · Arrange to have your score reports directly sent from College Board, ACT Inc., or IBO. (If sent by other means, they will be considered invalid) · The Waseda University Code: [SAT: 0837] [ACT code: 5473] [IB code: 00549] · All Waseda University’s undergraduate programs have access to these scores sent with the above code, so if you are applying to multiple Waseda undergraduate programs at the same time, you do not need to order scores for each program. · To check whether your scores have been received, contact the test board directly.
<ul style="list-style-type: none"> · IBDP Predicted Grades · GCE A-level · Republic of Korea: CSAT · Others 	<ul style="list-style-type: none"> · Upload a PDF version of the certificate by yourself on TAO. · The certificate must show your legal name in alphabet, date of birth, official name of the issuing authority, and issuance date. · If your high school has a policy of keeping predicted grades (e.g., IBDP, GCE A-level) confidential from students, ask your high school to upload the required certificates directly on the designate form (https://wasedaunivcampus.au1.qualtrics.com/jfe/form/SV_3RfoKkU7TDJTAt0).
<ul style="list-style-type: none"> · China: Gaokao 	<ul style="list-style-type: none"> · Upload a PDF version of "Verification Report of China College Admission Examination Scores" issued in English by CSSD (学信网) on TAO. Verification Report must include your legal name in alphabet and Verification QR code. · After admitted, you will be asked to send English version of "Verification Report of China College Admission Examination Scores" directly from CSSD (学信网) as a part of our enrollment procedures. · Only report issued by CSSD will be considered valid.

NOTE:

- 1) Test scores, including those directly sent by the testing organization, must arrive by the deadline. Arrival prior to the application period is acceptable.
- 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 enter that information.

For those who cannot submit specified test scores

If you cannot submit any test results due to one of the following cases, select your case and fill out the necessary information on TAO.

Case 1	You are a high school (secondary school) student at the time of application, and your country's or region's university entrance qualification examination or another standardized test will be conducted/released after our application deadline.
Case 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.

5. English Language Proficiency Test Score

You may submit the results of the following tests. Only the tests taken on or after the following date are deemed as being valid: October 1, 2021.

If you have any issues completing the examinations due to unavoidable circumstances, please contact the School before the application period.

Submission Method

Test	How to submit
TOEFL-iBT	<ul style="list-style-type: none"> · Arrange to have your score directly sent from ETS. Waseda University Code: [9342] · TOEFL-iBT Home Edition, TOEFL-iBT Paper Edition and "MyBest Scores" are not acceptable.
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 Indicator and IELTS Online are not acceptable.

NOTE:

- 1) **Test scores must arrive by the deadline.** Arrival prior to the application period is acceptable.
- 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 enter that information.
- 3) To check whether your scores have been received, contact the test board directly.
- 4) For TOEFL-iBT and IELTS, all Waseda University's undergraduate programs have access to these scores sent with the above designated way, so if you are applying to multiple Waseda undergraduate programs at the same time, you do not need to order scores for each program.

Exemption:

If you submit a certificate of standardized test administered for an education system in which the first language is English, such as SAT, ACT, GCE A-level, IB DP entirely taught in English (Dual language DP is not applicable) etc., it is optional for you to submit a certificate to prove your English proficiency.

6. Language Proficiency Test for a Third Language (Optional)

If you have a language proficiency test score of a foreign language other than your native language and English, prepare a PDF version of an original certificate. Only the tests taken on or after the following date are deemed as being valid: October 1, 2021.

7. Essay

Prepare your description about the following topic. The essay must be written by the applicant without assistance of others.

Write an essay of around 800 words in English that explains why you wish to study at the School of International Liberal Studies (SILS). Your essay should 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, and how you see your future path after graduation from SILS.

8. Academic Honors & Extra-curricular Activities (Optional)

Choose up to three honors/activities as you think best in order. The experiences mentioned here must be acquired after graduating from junior high school or completing the first half of secondary schooling. Describe them in the given spaces (around 100-150 words) and upload a PDF version of a certificate, brochure, article or other document to prove your activities. Photocopies are accepted but make sure to prepare a certificate that bears the full name of the applicant and period of activities/honors.

NOTE:

- 1) To prove your honors and activities, you may also use the prescribed form which can be downloaded from our website.
- 2) Undocumented claims are considered invalid.

9. Personal Identification (Passport)

Prepare a scanned copy of your passport. If you do not have a passport at the time of application, upload a copy of any identification document that displays your photograph, date of birth, and full name in English alphabet or Japanese.

If you are a citizen of more than one country, prepare copies of all your passports. You need to merge them into one file when uploading.

10. Applicant's Photo

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

NOTE:

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

11. Residence Card in Japan

If you are a non-Japanese national and have a status of residence in Japan, upload a scanned copy of both sides of your residence (Zairyu) card.

12. Proof of Payment

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 3.

STEP 3 Pay the Screening Fee

Pay the screening fee during the following designated periods.

Timeline

Screening Fee Payment Period
September 8 – 5:00 PM, September 14, 2023

Screening fee

The screening fee depends on where you reside at the time of application regardless of your nationality. In some cases, overseas residents may be asked to provide documentary proof of where they live.

Place of residence at the time of application	Amount
Outside Japan	JPY 5,000
Japan	JPY 35,000

A proof of payment must be uploaded on TAO in order to complete your application. Without paying the screening fee, your application is not complete.

Reimbursement policy

The screening fee, once paid, will only be returned under the following circumstances:

- 1) You paid the screening fee but failed to apply, or your application documents arrived after the submission period.
- 2) You paid the screening fee and submitted the application documents, but your application was rejected before screening because you did not meet the eligibility criteria.

Contact the School if one of the cases above applies to you. Note that any handling fees for refund are to be borne by the applicant.

Payment methods

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

1. Payment via Credit Card/ Online Payment System

To make a payment by credit card or online payment system (China Union Pay), access the online screening fee payment website (<https://e-shiharai.net/ecard>) and complete the required procedures. After completing the transaction, save the “Result” page as a PDF/JPEG/PNG, and upload it with your application on TAO.

https://www.waseda.jp/inst/admission/assets/uploads/2022/07/TAO_Creditcard_Payment.pdf

On the “Category Selection” page, make the following selections:

Top Page	Examination Fee
First selection	April Admissions
Second selection	School of International Liberal Studies
Third selection	Spring 2024 Admission
Fourth selection	[Applicant Residing Outside Japan] SILS April
	[Applicant Residing in Japan] SILS April

NOTE:

- 1) This payment can be made 24 hours a day, seven days a week.
- 2) Payment can be made with a credit card held in the name of a third person. In this case, the applicant’s own information must be entered on the “Basic Information” page, not that of the card holder’s.

2. Payment via Convenience Store

This payment method is only applicable to applicants residing in Japan. To make the payment at a convenience store, access the “screening fee convenience store payment site” (<https://e-shiharai.net/>) [Japanese language only] first, and complete the designated payment registration, and then go to a convenience store. After making the payment, take a photo of the payment receipt which includes your name, payment date, and amount, and upload it with your application on TAO.

https://www.waseda.jp/inst/admission/assets/uploads/2022/07/TAO_Convenience_Store_Payment.pdf

NOTE:

- 1) This payment can be made 24 hours a day, seven days a week.
- 2) If a family member or an acquaintance conducts the procedure for the applicant, the family member or acquaintance must enter the applicant’s information.

Screening Fee Waiver Program for Specified Countries

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

https://www.waseda.jp/inst/admission/assets/uploads/2023/05/screeningfeewaiver2023_en.pdf

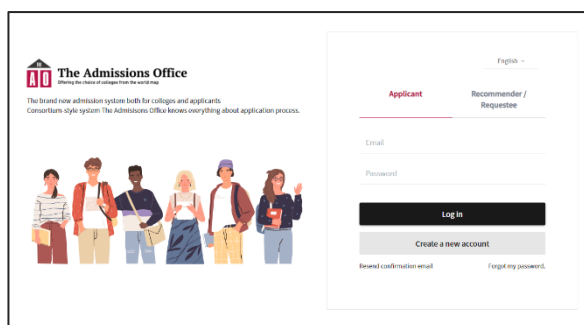
STEP 4 Complete the Online Application

Submit your application through “The Admissions Office (TAO),” the online application system, during the following designated periods.

Timeline

Online Application Period
10:00 AM, August 23 – 5:00 PM, September 14, 2023

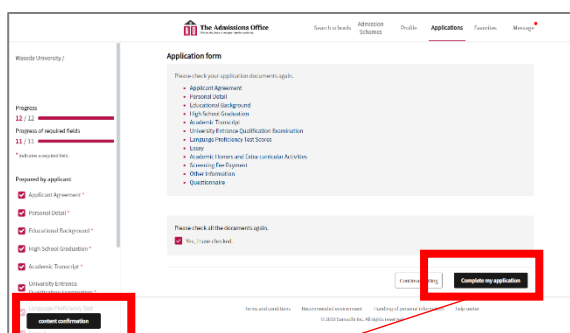
TAO (The Admissions Office) <https://admissions-office.net/en/portal>



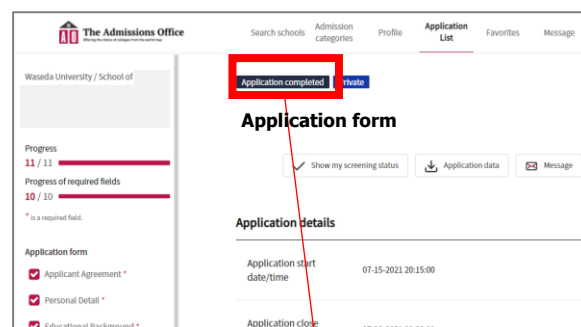
- 1) You must first create an account on TAO.
- 2) After creating your TAO account, find “Waseda University, School of International Liberal Studies SILS AO April (Overseas) Entry 2024” from the “Admission schemes” menu and start your application.
- 3) Follow the detailed instructions shown on the system screen as you fill out and upload the materials.
- 4) Note that Waseda University uses several other application systems for other admissions schemes. To prevent confusion, make sure that you access TAO at the above link.

IMPORTANT:

Be sure to **click “Complete my application” button** in order to submit your application. Failure to complete your submission will result in your documents not being screened.



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



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

NOTE:

- 1) 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 School.
- 2) You do NOT need to create a “Profile” on TAO in this admission. The School does not use the information provided in this section.
- 3) By creating your account on TAO, you agree to the “Terms of Use” and “Handling of Personal Information” designed by TAO Inc., Ltd., the service provider of TAO.

STEP 5 Screening Procedures and Schedules

1. Notification of Examinee Number

Your examinee number will be notified via TAO by the following date. (Login> Applications> Completed > Choose your application> Show examinee slip)

Notification Date
October 27, 2023

* Contact us if you have not received an update on the day following the above date.

2. Interview (Only if Required)

An interview will be required only when we judge that we need further information in addition to the application documents. The interview will be conducted through 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 on or before the following notification date. Interview date and time will be chosen by the School and cannot be changed under any circumstances. Therefore, be sure to keep your schedule open for the dates specified below.

Notification Date	Interview Schedule
10:00 AM, October 27, 2023	November 4, 2023

NOTE:

- 1) 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.
- 2) If the applicants miss the notification and in turn miss their interview date, the School cannot be held responsible.
- 3) You will be responsible for the arrangement of a proper interview environment, internet connectivity, and any fees that may incur. If during the interview, we find that the interview location is inappropriate (e.g. too much background noise, the presence of other people), the interview may be cancelled and the applicant may be regarded as being absent from the interview.

3. Announcement of Screening Result

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

Announcement of Screening Results Date
10:00 AM, November 20, 2023

There are two possible outcomes of your application results:

Pass	<ul style="list-style-type: none"> · You are successfully admitted to the School. No further screening is required. · Enrollment documents will be sent to successful applicants via TAO on the above announcement date. · You are required to complete the enrollment procedure by the designated deadline.
Fail	<ul style="list-style-type: none"> · Your application was unsuccessful. You may apply to the subsequent admission if you wish.

* We will not accept any inquiries regarding application results.

STEP 6 Complete the Enrollment Procedures

Successful applicants are required to complete the following actions:

- First Enrollment Procedures:
 - Action 1: Pay the required admission fee, tuition, and other fees
 - Action 2: Submit visa-related documents (if applicable)
- Second Enrollment Procedures: Details will be announced to those who completed the First Enrollment Procedures
 - Action 3: Send official documents for verification purposes
 - Action 4: Complete online registration

TIMELINE

First Enrollment Procedures		Second Enrollment Procedures	
Action 1	Action 2	Action 3	Action 4
November 21 – December 5, 2023		TBA	TBA

First Enrollment Procedures - Action 1: Pay the required admission fee, tuition, and other fees

The admission fee, school expenses, and other fees for the first semester must be paid within the period designated above. Failure to make the payments in time will result in the invalidation of your enrollment. Detailed instructions on payments will be sent to successful applicants.

(In Japanese yen)

	2024		2025		2026		2027	
	Spring	Fall	Spring	Fall	Spring	Fall	Spring	Fall
Admission Fee (Registration Fee)	200,000							
Tuition Fee	745,000	745,000	845,000	845,000	845,000	845,000	845,000	845,000
Student Health Promotion Mutual Aid Association Membership Fee	1,500	1,500	1,500	1,500	1,500	1,500	1,500	1,500
Alumni Association Membership Fee								40,000
Total	946,500	746,500	846,500	846,500	846,500	846,500	846,500	886,500

*The amount of fees indicated above is subject to change.

Notes on fees and payment:

- (1) From the second year on, the School Expenses and other fees include Tuition and Waseda University Student Health Promotion Mutual Aid Association Fees (Student Health Insurance Fee). In addition, JPY 40,000 for the Alumni Association Membership Fee (automatic enrollment in the Alumni Association for up to 10 years after graduation) is required for the fourth year.
- (2) Waseda University uses an automatic account transfer system for payment of School Expenses and other fees. School Expenses and other fees for the fall semester are scheduled to be deducted from your registered bank account on October 5. From the second year on, School Expenses and other fees for the spring semester will be deducted from your registered bank account on May 5. If financial institutions are closed on May 5 or October 5 due to public holiday or the like, the account transfer will be processed on the next following business day.

Notes on refund, transfer, and exemption:

- (1) As a rule, we do not refund School Expenses or other expenses once they are paid. However, if you do not enter Waseda University due to unavoidable circumstances, or fail to meet entrance qualifications prior to enrollment, we may refund only the School Expenses for the first semester (not the Admission Fee) to you.
- (2) If you have been accepted by one of the undergraduate schools at Waseda University and completed payment of Admission Fees,

School Expenses, and other Fees to the school, but were later accepted by your preferred undergraduate school, you can choose to enter your preferred undergraduate school and have the amount you already paid be transferred to that school. However, this procedure can be done only when the enrollment procedure periods (payment periods) of the two schools do not overlap AND if the date of enrollment for both schools is same.

- (3) If you are currently enrolled in, graduated from, completed, or withdrawn from an undergraduate, graduate, or specialized program of Waseda University, you are not required to pay the Admission Fee (Registration Fee).
- (4) For more information about these procedures, refer to the "Guide to Enrollment Procedures" sent to successful applicants or contact the School.

First Enrollment Procedures - Action 2: Submit visa-related documents

If your nationality is not Japanese and you are not a legal resident in Japan, the School will apply for the Certificate of Eligibility (COE) on your behalf. Detailed procedures will be notified to the successful applicants only.

<What is a Certificate of Eligibility (COE) ? >

A Certificate of Eligibility (COE) is a document which is issued by the Immigration Services Agency as evidence that the applicants meet the conditions for landing in Japan and applying for a 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.

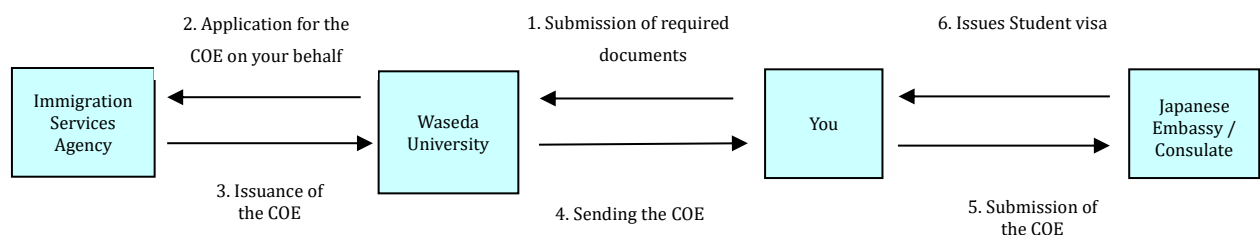
Take note that students are not eligible to enroll in the University with a "Temporary Visitor" visa status. Carefully read below and take the necessary measures.

<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. 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:

- 1) The entire process takes **approximately two to three months** thus submit the COE documents at the time of enrollment procedures.
- 2) **If you hold a dual citizenship of Japan and another country, you cannot apply for the COE/Student visa.**
- 3) 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.
- 4) If you have a status of residence "Temporary Visitor", as a general rule, you will need to temporarily leave Japan and apply for status of residence "Student." For details on how to apply for a status of residence "Student," please refer to the above.
- 5) 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 School.
- 6) 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.

- 7) 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.
- 8) The Immigration Services Agency may require you to submit additional documents.
- 9) 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.
- 10) 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.

Second Enrollment Procedures - Action 3: Send official documents for verification purposes

Official documents must be submitted in order to prove the originality of the documents listed below whose digital copies were submitted at the time of application. If you are unable to provide an official certificate by the designated deadline, you will be considered to have failed to meet the entrance qualifications. Discrepancies may be considered as falsification/fabrication of application documents, and thus your admission may be revoked.

<Required Documents>

Document	Notes	Deadline
Academic Transcript	· Must include the same contents as in the materials you submitted during application.	TBA
Standardized Test Score	<ul style="list-style-type: none"> · Must be the same contents as in the materials you submitted during application. · Applicants who submitted SAT, ACT, or IBDP final grades during application are NOT required to send certificates again. · Applicants who submitted predicted scores (e.g., IBDP, GCE A-level, HKDSE etc.) must submit both certificates for the predicted scores and the final scores. · Applicants who submitted Gaokao must submit English version of "Verification Report of China College Admission Examination Scores" directly from CSSD (学信网). 	
Certificate of Graduation	<ul style="list-style-type: none"> · Must show that you have actually graduated from the school. · Certificate of Expected Graduation is NOT required (nor accepted) for those who uploaded it during application. · Applicants who sat for China High School Academic Proficiency Test (Huikao/会考) must submit English version of "Verification Report of China Secondary Education Qualification Certificate" directly from CSSD (学信网). 	TBA

<What makes a document “Official”?>

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

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

Submission Method	Who should send	Notes
Post	Applicants/ institutions	<p>We accept:</p> <ul style="list-style-type: none"> - An “original” document: One with stamp, seal, watermark, or signature of the issuer on ALL pages. - A “certified” document: Copy of the original document that has been deemed equivalent to the original with an official seal from the issuing institutions (e.g., a high school) or another institution (e.g., a notary public). <p>A simple photocopy is NOT acceptable.</p> <p>If your documents are sealed in an envelope by the institution, do NOT open it, as it may lose its validity once opened.</p>
E-mail	School officials (administrators, counselors, etc.)	The e-mail must be sent through a school domain e-mail address. If your school does not have an official domain, the official documents must be sent by post.
Digital Credential Service	Arrange to send via: <ul style="list-style-type: none"> - National Student Clearinghouse - Parchment Exchange - CHSI (中国高等教育学生信息网(学信网)) 	

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

Second Enrollment Procedures - Action 4: Complete online registration

The details will be announced by early February for the successful applicants who have completed the first enrollment procedures above.

STEP 7 Preparations for Enrollment (Scholarships, Dormitories, etc.)

Scholarships

Waseda ranks at the top of Japanese universities in terms of both the number of scholarship recipients and the total funds disbursed. All Waseda-funded scholarships are outright grants rather than loans.

Students who wish to apply for scholarships need to complete the online scholarship registration form by the designated date.

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

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

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

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

Dormitories

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

- Waseda University Residence Life Center <https://www.waseda.jp/inst/rlc/en/>

Arrival in Japan and Entrance Ceremony

The school year begins on April 1; however, orientations for the first-year students, placement tests, and other mandatory school events are scheduled from the mid-March. Therefore, first-year students should plan to arrive in Tokyo by mid-March. The entrance ceremony will be held in early April. Further details on these ceremonies will be notified in due course.

COMMON NOTES

Notes on Application

(1) Communication Method

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

(2) Change in Contact Information

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

(3) Special Needs

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

(4) Requirements for Expected Students

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

University Regulations

(1) Waseda University Code of Misconduct

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

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

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

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

In cases of unforeseen circumstances that are beyond human control, such as a natural disaster (e.g., typhoons, earthquakes, flooding, tsunamis) and/or accident, such as fire, power failure, an unstable internet connection

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

Basic Policy Statements

(1) Handling of Personal Information

Waseda University utilizes your information (addresses, names, dates of birth, etc.) collected at the time of application in order to carry out operations such as the entrance examination, announcement of screening results, and enrollment procedures. We will take necessary and proper measures to protect such information from leakage, disclosure, or unauthorized use. All or part of the above operations may be outsourced to an agency. In such cases, the agency will be contractually required to maintain necessary and proper management. The University may inquire about the authenticity, etc., of documents, materials, theses, and information, etc., submitted to the University (hereinunder, "Submitted Documents") by providing said Submitted Documents to the issuers, providers, theses review entities, etc. By submitting or providing the Submitted Documents to the University, the applicant agrees to the University's right to make such inquiries. In addition to the above, personal information may be used as materials for studies and research to improve our entrance examinations. The information will be statistically processed to prevent any individuals from being identified.

(2) Collecting information on Gender and Sexual Diversity

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

Revision History

Date of revision	Version	Page	What was revised
June 23, 2023	1.0	n/a	(original version)

Contact

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***** For Inquiries *****

<https://bit.ly/3PDE3VF>



- * Please read this Guide, List of Application Documents by Educational System and the FAQs on our website thoroughly before making inquiries.
- * Please make all inquiries via the designated form in order for us to keep records of all communications with our applicants.
- * The SILS office is closed from August 10 to 20. Inquiries will not be answered during this period.