

Application Guide for AO April Entry (Overseas) 2026

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）2026 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](#) 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).

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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)” and “Study Plan 2 (SP2)”, depending on the student’s language proficiency. You may select and apply for the curriculum suitable for you by referring to the table below and the descriptions on the following URL;

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

	SP1	SP2
Definition	Students whose first language is Japanese and who have no difficulty in taking classes in Japanese (with reading, speaking, listening and writing skills in native-level Japanese in academic context)	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 in Japanese, or if they have resided in a foreign country for an extended period of time.
One-Year Study Abroad	Mandatory	Optional
Major Differences in Curriculum	-First Year Seminar A (conducted in Japanese) -Cannot take Japanese Language courses	-Cannot take First Year Seminar A (conducted in Japanese) -Mandatory Japanese Language courses (exempted depending on level)

- As a rule, classes are held in English. Whichever Study Plan you choose, the same courses are offered to both Study Plans except for the differences mentioned in the above table.
- Your choice of Study Plan does not influence the admission decision.
- 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.
- 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

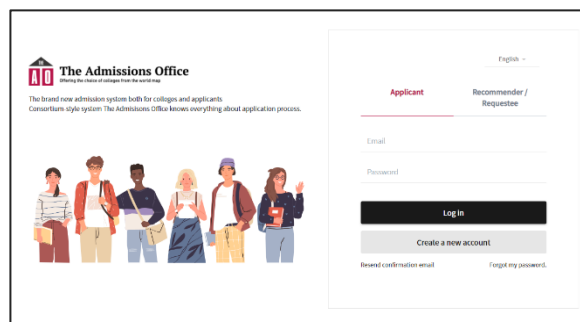
- * There is no quota or target for international students of particular nationalities.

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 from educational systems other than Japan 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, International General Certificate of Education Advanced Level, or European Baccalaureate Diploma.
 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.

(a) There is no minimum age requirement if you meet one of the qualifications listed.

(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), Cognia (including NCA CASI, NWAC and SACS CASI), and COBIS (Council of British International Schools).
- (d) "MEXT" in this section refers to the Ministry of Education, Culture, Sports, Science and Technology.
- (e) Foreign schools in Japan designated by MEXT :
https://www.mext.go.jp/a_menu/koutou/shikaku/07111314/003.htm(in Japanese)
- (f) Designated 11-year school education equivalent to a "High School" in Japan; Belarus, Kazakhstan, Myanmar, Peru, Russia, Sudan, Ukraine, and Uzbekistan :
https://www.mext.go.jp/a_menu/koutou/shikaku/1380756.htm(in Japanese)

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）2026 年 4 月入学・国内選考", you can apply for both admissions.
- 6) AO April Entry (Overseas) 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
Application System Opening Period	10:00 AM, August 20 – 5:00 PM, September 9, 2025
Release of Essay Questions and Instructions	10:00 AM, August 27, 2025
Application Period/ Screening Fee Payment Period	September 1 – 5:00 PM, September 9, 2025
Notification of Examinee Number/ Interview Notification (if applicable)	10:00 AM, October 29, 2025
Interview (if required)	November 8, 2025
Result Announcement	10:00 AM, November 25, 2025
First Enrollment Procedures	(see below)
Action 1: Fee Payment	November 25 – December 8, 2025
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, 2026

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. 7-8
3. Grading Scale		Applicant	P. 8
4. Standardized Test Score ^(a)	SAT	College Board	P. 8-9
	ACT	ACT Inc.	
	IBDP Final Grades	IBO	
	Others	Applicant / School ^(b)	
5. English Language Proficiency Test Score ^(a)	TOEFL-iBT	ETS	P. 9-10
	IELTS (Academic)	Examination Board	
6. Language Proficiency Test Score for a Language other than the First Language and English (Optional)		Applicant	P. 10
7. Essay		Applicant	P. 10-11
8. Academic Honors & Extra-curricular Activities (Optional)		Applicant	P. 11
9. Personal Identification (Passport)		Applicant	P. 11
10. Applicant's Photo		Applicant	P. 11
11. Residence Card in Japan ^(c)		Applicant	P. 11
12. Proof of Payment		Applicant	P. 12

(a) For more details, see the "List of Application Documents by Education System," which can be found on the School website and the front page of this Guide.

(b) We are aware that some high schools/institutions have a policy of keeping predicted grades (e.g., IBDP, GCE/IGCE 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. 16 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 another appropriate office officially approved by the government. Notarization of the translation is not required.

【日本の高等学校の場合】調査書は日本語で作成されたものを提出してください。

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 (including electronic scores). 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 actual graduation date.

NOTE:

- 1) Provide the contact person's information (name, affiliation, title, school domain e-mail address) in the space provided on TAO. The contact person should be a principal, counselor, registrar, or instructor of the issuing institution (e.g., your high school). We may reach out to your contact person to verify the information submitted on TAO.
- 2) If the academic transcript shows your (expected) graduation date, you do not need to prepare a separate document.
- 3) 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.
- 4) 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.
- 5) 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.
- 6) If you are studying or have studied at a high school in China, please let us know if you will sit/have 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. Note that documents issued by CSSD (学信网) may take up to one month to be issued after application.
If you will sit/have sat for the test, you will be asked to send English version of "Verification Report of China Secondary Education Qualification Certificate(中国中等教育学历验证报告 issued in English)" (not the Huikao results) directly from CSSD (学信网) as a part of our enrollment procedures. In addition, you may also be required to send English version of "Verification Report of China High School Academic Proficiency Test (Huikao) Results" directly from CSSD (学信网).
- 7) 【日本の高等学校を卒業見込みの場合】IB プログラムに在籍する日本の高校卒業見込者は、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。日本語で作成されたものでもかまいません。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 and the front page of this Guide. 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 have graduated from your school, submit the academic transcript issued on or after the graduation date.
- 5) 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]
- 6) 【日本の高等学校の場合】調査書は日本語で作成されたものを提出してください。

3. Grading Scale

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 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/IGCE 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 your education system is not listed or if you are not sure which category applies to your case, please contact the School before the application period.

Submission Method

Test	How to submit
<ul style="list-style-type: none"> ・ SAT ・ ACT ・ IBDP Final Grades 	<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 ・ 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) confidential from students, ask your high school to upload the required certificates directly on the designated form (https://wasedaunivcampus.au1.qualtrics.com/jfe/form/SV_3RfoKkU7TDJTAt0).

· GCE/IGCE A-level	<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. · For the final grades, the certificate must be issued by the Examination Board. · For the predicted grades, the certificate must be issued by educational institutions which follow GCE/IGCE A-level curriculum. The prescribed format should be used. In case your high school is unable to use the prescribed format, please make sure that your document includes the Predicted Grade, Examination Board, Examination Series, Test Centre Code and Subject Code. · If your high school has a policy of keeping predicted grades confidential from students, ask your high school to upload the required certificates directly on the designated form (https://wasedaunivcampus.au1.qualtrics.com/jfe/form/SV_3RfoKkU7TDJTAt0)
· 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 application 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) Only standardized test scores entered on TAO will be accepted as part of your application. Any undeclared test scores will not be accepted even if they are directly sent to the School or submitted as other documents.

► **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.

* If your country is listed in the "List of Application Documents by Education System" and the School requires the submission of specified test score(s), the above Cases 1 and 2 do not apply.

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, 2023.

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 and TOEFL-Paper Edition are not acceptable. · “MyBest Scores” is 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. · IELTS One Skill Retake is 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/IGCE A-level, IBDP 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 Score for a Language other than the First Language and English (Optional)

If you have a language proficiency test score of a foreign language other than your first 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, 2023.

7. Essay

Write an essay in the given space on TAO. The essay question and other instructions will be posted on the School website as follows.

Release of Essay Questions and Instructions

Date and Time	10:00 AM, August 27, 2025
URL	https://www.waseda.jp/fire/sils/en/applicants/admission/

* Your essay is a chance to explain yourself to the School and should be completed by yourself. Using

generative AI to create this document and presenting it as your own work may be considered as cheating and could affect the evaluation of your application.

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

Choose up to three honors/activities as you think the 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 on TAO (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](#).
- 2) Undocumented claims are considered invalid.
- 3) We do not answer questions about which activities are applicable or which certificates are valid.

9. Personal Identification (Passport)

Prepare a scanned copy of the personal details page of your passport, which bears your photograph, name, passport number, and MRZ (Machine Readable Zone). 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.

10. Applicant's Photo

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

NOTE:

- 1) Photos taken wearing scarves and sunglasses will not be accepted. A head piece will not be permitted except for medical or religious reasons.
- 2) The photo will be used for identity verification on the day of the interview. We do not accept unclear photos such as snapshots or photos that make it difficult to identify the pictured individual or verify their identity owing to differences in hairstyle, etc.
- 3) Please do not post-process or retouch the face portrait photo.
- 4) Photographs taken and printed by individuals themselves using smartphones, etc., will not be accepted. Be sure to take an ID-quality photo (photo taken at an instant photo booth is acceptable).
- 5) During the enrollment procedure, you will be required to upload a photo for your student ID card separately. Please use the same photo you submitted with your application. Please note that the photo uploaded during the enrollment procedure will be used as personal information in various student web portal services, and for identity verification in various on-campus procedures.

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 period.

Timeline

Screening Fee Payment Period
September 1 – 5:00 PM, September 9, 2025

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 10,000
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

As a general rule, the screening fee, once paid, will not be returned. However, in the following cases, the screening fee will be refunded.

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

If any of these are applicable to you, please contact the School by the end of December 2025. If the screening fee was paid by credit card, or if the refund is to be deposited into a bank account outside of Japan, you will be responsible for any fees incurred in connection with the refund.

Payment methods

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

1. Payment via Credit Card/ Online Payment System

To make a payment by credit card or online payment system (China Union Pay), please access the online screening fee payment website (<https://e-shiharai.net/ecard/>) and complete the procedure. After completing the transaction, save the “Result” page, and upload it onto 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 2026 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, including Saturdays, Sundays, and holidays.
- 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 applicable only to applicants residing in Japan. To make a payment at a convenience store, access the “screening fee convenience store payment site” (<http://e-shiharai.net/>) [Japanese only] first, and complete the designated payment registration, and then make the payment at a convenience store. After making the payment, take a photo of the “Certificate of Payment of the Screening Fee,” save it and upload it onto TAO.

Check the details on the screening fee payment method from the link below.

https://www.waseda.jp/fire/sils/assets/uploads/2025/05/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 acquaintance of an applicant conducts the procedure on behalf of an applicant, the family member or acquaintance must enter the applicant’s information.

Screening Fee Waiver Program for 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/fire/sils/assets/uploads/2025/06/Form-for-Screening-Fee-Waiver.pdf>

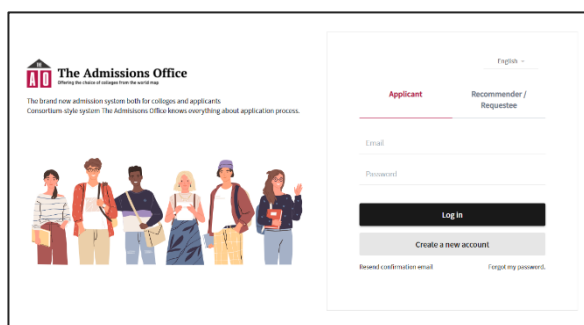
STEP 4 Complete the Online Application

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

Timeline

Application System Opening Period
10:00 AM, August 20 – 5:00 PM, September 9, 2025

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

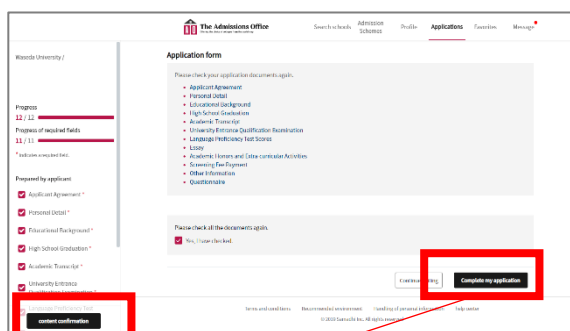


- 1) You must first create an account on TAO.
- 2) After creating your TAO account, find “Waseda University, School of International Liberal Studies SILS April (Overseas) Entry 2026” from the “Admission Schemes” menu and start your application.
- 3) Follow the detailed instructions shown on the system 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.

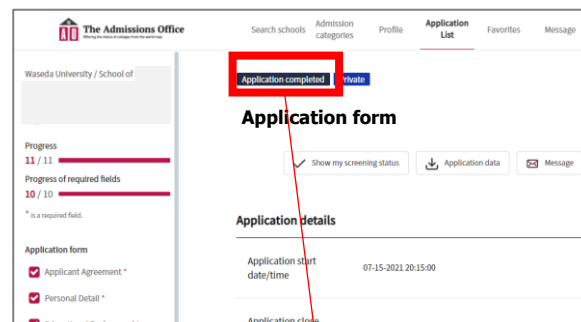
IMPORTANT:

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. After completing your submission, you can’t modify or update any information you have entered.

*The server might be very busy just before the deadline and it may take some time to submit your application. Please be careful and allow plenty of time to complete the application process.



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., 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
10:00 AM, October 29, 2025

* Contact us if you have not received an update by 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 29, 2025	November 8, 2025

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) Notification will be sent only to those who are required to attend an interview.
- 3) If the applicants miss the notification and in turn miss their interview date, the School cannot be held responsible.
- 4) 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 25, 2025

There are two possible outcomes of your application results:

Pass	<ul style="list-style-type: none"> · You are successfully admitted to the School. Your offer is non-binding and unconditional. No further screening is required. · Confirm your Study Plan. · 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 25 – December 8, 2025		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)

	2026		2027		2028		2029	
	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) 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. Be aware that those with a status of residence other than "Student" cannot use various services or systems intended for international students as stated above.

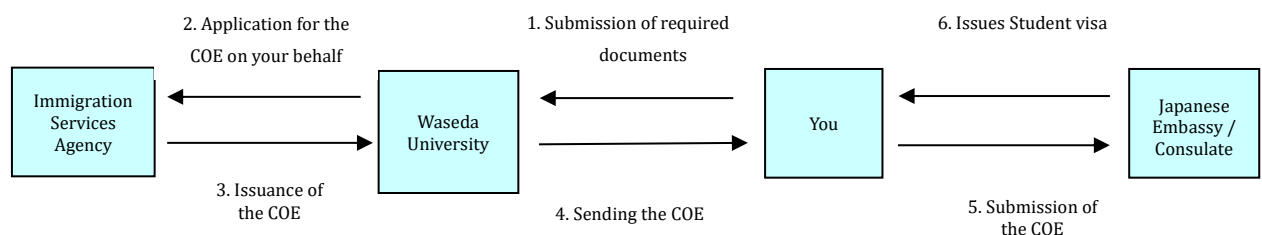
Take note that students are not eligible to enroll in the University with a "Temporary Visitor" visa status. Carefully read below and take the necessary measures.

<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 finish the activity that falls under your current status of residence, you will need to change your status of residence to "Student. If you currently have a status of residence such as "Long Term Resident", "Dependent" etc., there is no need for you to undertake any procedures. However, if you wish to change your status of residence to "Student," you will need to apply for a change of status of residence. For more details, contact the 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.

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.

- 10) Students from the designated countries are required to take the Japan Pre-Entry Tuberculosis Screening (JPETS). For the details, please refer to the following webpage.

<https://www.waseda.jp/fire/sils/assets/uploads/2025/05/Notice-on-Japan-Pre-Entry-Tuberculosis-ScreeningJPETS.pdf>

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	<ul style="list-style-type: none"> 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/IGCE A-level, HKDSE etc.) must submit both certificates for the predicted scores and the final scores. For GCE/IGCE A-level final grades: <ul style="list-style-type: none"> Cambridge Assessment International Education: Submit score certificates issued by the Examination Board by yourself. Photocopies are acceptable. The School will verify their authenticity with Cambridge, so there is no need for you to have them sent directly to us. Other Examination Boards (e.g., Pearson Edexcel, AQA, etc.): Arrange to have your score certificates directly sent from the examination boards. 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(中国中等教育学历验证报告 issued in English)" (not the Huikao results) directly from CSSD (学信网). 	TBA

* Applicants who submitted Language Proficiency Test Scores for a Language other than the First Language and English at the time of application must submit official certificates.

* Those who have submitted the English Language Proficiency Test Scores directly sent via electronic delivery from the testing organization are not required to resubmit the result for the enrollment procedures.

<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)) - OpenCerts (Singapore) - International Baccalaureate Organization - Examination Boards of GCE/IGCE A-level (e.g., Pearson Edexcel, AQA, etc.) - StudentTranscripts Service (British Columbia, Canada)

[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(永住者)”, “long-term resident(定住者)”, “spouse or child of Japanese national(日本人の配偶者等)” or “spouse or child of permanent resident(永住者の配偶者等)”)

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
(in Japanese) <https://www.waseda.jp/inst/scholarship/>
(in English) <https://www.waseda.jp/inst/scholarship/en/>

Dormitories and Housing

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

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

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 in late March. Therefore, first-year students should plan to arrive in Tokyo by late 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 you expect to require special care during the screening or after entering the University owing to a disability or serious medical condition, etc., please contact the School before submitting your application. If you find yourself in such a situation after submitting your application, please contact the School immediately.

(4) Requirements for Expected Students

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

University Regulations

(1) Waseda University Code of Misconduct

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

- A. You may be deemed to have committed a dishonest act if you falsified, fabricated, plagiarized, or modified a document, material, or information submitted in your application.
- B. Your actions may be considered dishonest if you take the interview for another applicant, if another person takes the interview in your place, or if you conduct other acts impairing the fairness of the interview.
- C. If a dishonest act is identified, any decision taken regarding your application may later be invalidated, and your application documents and screening fee will not be returned.
- 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, they may be subject to a range of disciplinary action up to and including revocation of admission, in accordance with the University's rules and regulations.

In cases of misconduct that Waseda University find especially reprehensible, Waseda University may report to the police or contact the applicant's guardians, high school etc.

(2) Accidents/incidents owing to force majeure:

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

Basic Policy Statements

(1) Handling of Personal Information

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

(2) Collecting information on Gender and Sexual Diversity

Waseda University collects information regarding your sex on legal documents such as family register or passport in order to conduct the admissions in an efficient manner and to carry out enrollment procedures. The information is collected only for reasonably justifiable purposes, and these cases are limited to a minimum. If your sex is marked as neither male nor female on the legal documents, please contact silsent@list.waseda.jp prior to application. The information does not affect the screening result.

<https://www.waseda.jp/inst/diversity/en/support/sexual-minority/>

Revision History

Date of revision	Version	Page	What was revised
June 26, 2025	1.0	n/a	(original version)

Contact

Admissions Office, School of International Liberal Studies,
Waseda University

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

Business hours: 9:00 am to 5:00 pm (Japan Standard Time), Mon. through Fri.

***** 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 7 to 17, 2025. Inquiries will not be answered during this period.