

★Page 6, 8, 35-42 of the Guidelines have been revised. Please check the **marked portions**.



School of Culture, Media and Society WASEDA UNIVERSITY

Global Studies in Japanese Cultures Program Overseas Students Admission <for entrance in September 2018>

Application Guidelines

Timeline* for 2018 Admission:

	Application Period and Payment Period of the screening fee	Announcement of successful applicants	Enrollment Procedure
First Application Period	October 13, 2017 - October 26, 2017	December 21, 2017	December 22, 2017 - January 18, 2018
Second Application Period	January 26, 2018 - February 13, 2018	April 19, 2018	April 20, 2018 - May 28, 2018

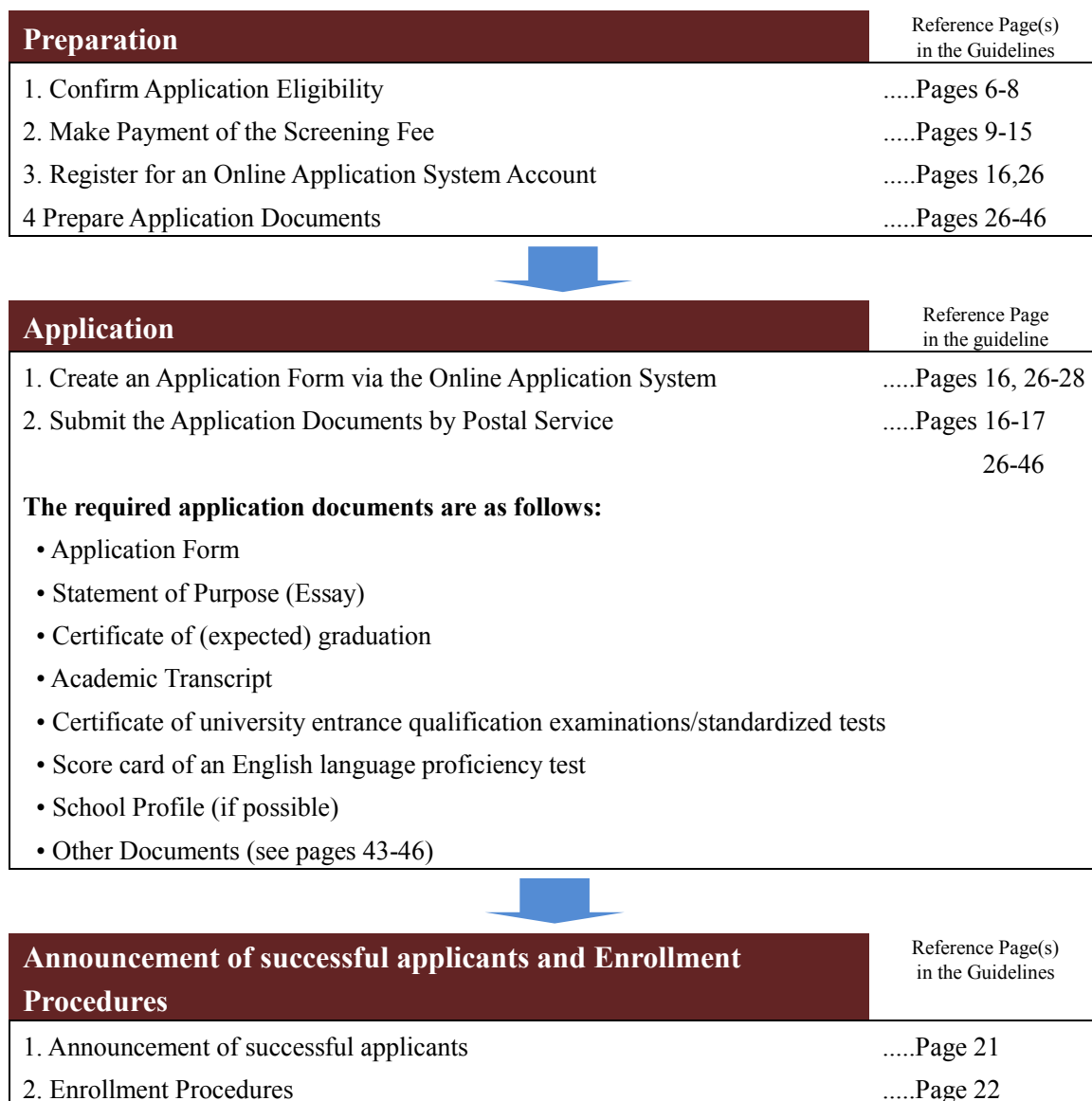
*The timeline is based on Japan Standard Time [JST]

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Roadmap to Enrollment

The following chart explains the general process of application. Please note that it may be different for each individual. Reading through carefully, you must prepare and submit the appropriate documents indicated on each page.



Admission Policy

School of Culture, Media and Society:

Under the educational policy of “The Independence of Learning,” Waseda University admits a large number of domestic and international students who have a superior level of basic academic ability, a healthy intellectual curiosity, an enterprising spirit (one of the educational philosophies of the university), and high motivation to study. Our school particularly requests prospective students to have following qualities and abilities.

Prospective students need to be eager to work hard for a degree with an understanding of our philosophies and goals: to “explore cultural manifestations and structures, analyze representations, create literature, and discuss the nature of human beings and society in order to conceive cultures suitable for new eras” and “apply the wisdom of cultural studies to the issues of the present day and daringly transcend the bounds of existing academic disciplines, favoring interdisciplinary approaches to learning.”

Prospective students need to have a certain level of basic academic ability to complete their studies after admission with an understanding of our curriculum ranging from foundation-level to specialty courses. They also need to have accumulated a broad range of academic knowledge and experience before their entry into our school.

I. Academic Year and Number of Students to be Admitted

Academic Year	Department	Number of Students to be Admitted	Degree	Time of enrollment
First Year	Transcultural Studies Global Studies in Japanese Cultures Program (JCulP)	Maximum 15	B.A. in Literature	September 2018

NOTE:

- This process **does not admit second- or third-year transfer students**.
- The application for a place in this School does not prevent you from applying to other undergraduate schools in Waseda University or other universities.

II. Applicant Eligibility

You must meet one of the three requirements below.

1. School of Culture, Media and Society, is your first school of choice.

2. You are recognized as having or exceeding the academic abilities required in Section 150 of Japan's Regulations of School Education Law by meeting or being scheduled to meet one of qualifications 1) to 3) below by September 20, 2018.

1) You have completed or are scheduled to complete a 12-year education curriculum outside Japan by September 20, 2018. Or, you have completed or are scheduled to complete an equivalent curriculum as designated by the Minister of Education, Culture, Sports, Science and Technology (hereafter, the Minister of MEXT). [See "NOTE" below.]

NOTE:

- In 1) above, having completed "a 12-year education curriculum outside Japan" refers to those who have completed elementary and secondary school education through a standard process, whether in Japan or outside it, and who in the end graduated from a foreign secondary educational institution.
- Having completed or being scheduled to complete "the equivalent curriculum as designated by the Minister of MEXT" in 1) above means that you meet one of qualifications a. to c. below, and are 18 years old or older as of September 20, 2018.
 - a. You have passed a qualification exam that proves you are equivalent to or higher in academic ability than those who have completed a 12-year education curriculum outside Japan.
 - b. You have completed a Japanese preparatory education curriculum designated by the Minister of MEXT after being educated in a country that has a less-than-12-year standard elementary and secondary school education curriculum.
 - c. You have completed an international school curriculum or a curriculum at a school for foreign students in Japan that is recognized in the foreign country's school education system as being equivalent to or higher than a high school curriculum.

2) You have been designated as having skills appropriate for this school by the Minister of MEXT, meet one of the qualifications a. to e. below or are scheduled to meet one by September 20, 2018, and are 18 years old or older as of September 20, 2018.

- a. You hold an International Baccalaureate diploma.
- b. You hold an Abitur diploma.
- c. You hold a Baccalaureate diploma.
- d. You have passed an examination in one or more subjects at General Certificate of Education Advanced Level.
- e. You have completed an international school course in Japan accredited by the Minister of MEXT.

3) You are 18 years old or older as of September 20, 2018, and are recognized through an individual review by Waseda University as being equivalent to or higher than a high school graduate in academic ability.

[See “III. Individual Review of Eligibility.]

NOTE:

- If you skipped a grade or accelerated to complete a standard educational curriculum in less than 12 years and are younger than 18 years old as of entry into university, please be sure to contact the International Admissions Office, Waseda University, to inquire about your qualifications to apply for admission at least 3 weeks before filing an application.
- If you have studied at schools both in and outside Japan, there is no requirement set for the periods during which you were registered at those schools. However, certificates of your academic results for the entire period during which you studied at secondary high school or its equivalent must be submitted.
- Eligibility is not decided by nationality or length of period living abroad.

III. Individual Review of Eligibility

If you are planning to apply with any of the requirements “2.-3)” in “II. Applicant Eligibility,” you are required to apply for an individual review of eligibility by the respective deadline below. Only those who are acknowledged to be qualified based on these reviews will be allowed to apply for admission.

If you require verification of your eligibility, **make a request for eligibility verification before the deadline below.** (If you are not sure whether you meet the requirements for applicant eligibility, inquire at the International Admissions Office, Waseda University, before the deadline as well.) **Please note that your application may not be received if you fail to make a request for eligibility verification before the deadline. Those who are reviewed for qualification are required to have graduated (or are expected to graduate) from a high school course at an educational institution established in Japan with the aim of providing education for non-Japanese students.**

Deadline for individual eligibility review	
Those planning to apply for the first application period	October 6 (Fri.), 2017 [JST]
Those planning to apply for the second application period	January 19 (Fri.), 2018 [JST]

- If you have graduated or are scheduled to graduate by September 20, 2018, from a school for foreign students in Japan or another similar institution, such as an ethnic school or an international school, that is not covered by Section 1-1 of the School Education Law and is not accredited by the Minister of MEXT, your qualifications for application will be determined by the International Admissions Office, Waseda University, according to this provision.
- For further details, please inquire at the International Admissions Office, Waseda University.

IV. Application Procedures

(1) Application periods

Application Periods	
First Application Period	October 13 (Fri.), 2017 - October 26 (Thu.), 2017 [JST]
Second Application Period	January 26 (Fri.), 2018 – February 13 (Tue.), 2018 [JST]

NOTE:

• **You MAY MAKE AN APPLICATION ONLY ONCE during either the first or second application period.**
You CANNOT APPLY TWICE.

• **You must complete the following procedures within the proper application period.**

1) Paying the screening fee

2) Completing the Application Form through the Waseda Online Admissions Application process – hereafter, the “Online Application System” – as well as FINALIZING it

3) Sending your application documents to the International Admissions Office, Waseda University

For both application periods, application documents must be sent by postal service and received by the International Admissions Office, Waseda University, no later than the respective deadlines. Note that we do not accept applications that arrive after the application period has closed for whatever reason, including postal delay. Late submission and submission by hand or email will be considered invalid submission. Please make sure to prepare and mail application documents well in advance.

(2) Screening Fee

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

(In Japanese yen)

Place of residence at the time of application	Screening fee
Outside Japan	5,000
Japan	35,000

NOTE:

• Applications cannot be accepted unless the screening fee has been paid.
 • The screening fee, once paid, will not be returned under any circumstances. However, a full screening fee will be refunded if you fall into one of the cases below.

1) You paid a screening fee, but failed to apply.

2) You paid a screening fee, but submitted application documents after the deadline.

3) You paid a screening fee and submitted application documents, but your application was returned before screening, since you do not meet any of the eligibility criteria.

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

(3) Payment of Screening Fee

Payment methods are as follows:

Payment Method	Applicability
1. Credit card, China Union Pay, or Alipay	Both inside and outside of Japan
2. Overseas remittance	Only from overseas to Japan
3. Payment at a convenience store	Only in Japan

1. Payment by credit card, China Union Pay, or Alipay (online payment)

Period for paying the screening fee by credit card, China Union Pay, or Alipay	
First Application Period	October 13 (Fri.), 2017 – October 26 (Thu.), 2017 [JST]
Second Application Period	January 26 (Fri.), 2018 – February 13 (Tue.), 2018 [JST]

To make a payment by credit card or online payment system (China Union Pay or Alipay), please access the online screening fee payment website (<https://e-shiharai.net/ecard>) and complete the required procedure. In the “Category Selection” page of the website, make your selections as follows:

First Selection	English-based Degree program
Second Selection	School of Culture, Media and Society
Third Selection	September 2018 Admission
Fourth Selection	(In the case of payment from outside of Japan: JPY 5,000) JCulP Applicant Resideing Outside of Japan.
	(In the case of payment from Japan: JPY 35,000) JCulP Applicant Residing in Japan

NOTE:

- After completing the transaction, print out the “Result” page and attach it to the Application Form.
- The payment can be made 24 hours a day, seven days a week.
- The payment can be made with a credit card held in the name of a person other than yourself. However, your own information must be entered in the “Basic Information” page of the screening fee payment website.

2. Overseas remittance (Payment from overseas to Japan only)

Period for paying the screening fee by overseas remittance	
First Application Period	October 13 (Fri.), 2017 - October 26 (Thu.), 2017 [JST]
Second Application Period	January 26 (Fri.), 2018 – February 13 (Tue.), 2018 [JST]

Please follow the procedure below.

Type	Telegraphic Transfer	
Payment Method	Advise and Pay	
Bank Transfer Fee	Payer's Responsibility	
Lifting Charge	Payee's Account	
Amount	Total of 7,000 yen (<i>a screening fee of 5,000 yen plus a lifting charge of 2,000 yen</i>)	
Purpose	Screening fee	
Remittance Destination	Bank name	The Bank of Tokyo-Mitsubishi UFJ, Ltd
	Branch name	EDOGAWABASHI BRANCH
	Account number	0035967AFH
	Account holder	Waseda University
	Bank address	1-48-13, SEKIGUCHI, BUNKYO-KU, TOKYO 112-0014, JAPAN
	Swift code	BOTKJPJT

[Important] Be sure to enter "Screening Fee" in the "Purpose of Remittance" field and the following two-digit school code and your name in the "Message to Payee" field.

School code of the School of Culture, Media and Society	23
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NOTE:

- If the local financial institution requires a separate handling/lifting fee, you must pay the fee in addition to the above remittance.
- Enclose a copy of the remittance form in your application documents.

3. Payment at a convenience store (Payment in Japan only)

Period for paying the screening fee from a convenience store	
First Application Period	October 13 (Fri.), 2017 - October 26 (Thu.), 2017 [JST]
Second Application Period	January 26 (Fri.), 2018 – February 13 (Tue.), 2018 [JST]

Please pay the screening fee at a convenience store. To make a payment at a convenience store, you must complete the designated payment registration in advance by accessing the “screening fee convenience store payment site”

(<https://e-shiharai.net/>) [Japanese only] on the Internet.

NOTE:

- After making the payment, detach the “Certificate of Payment of the Screening Fee” portion of the screening fee handling description, paste it to the designated space (“Screening Fee Payment Certificate”) on the Application Form, and then submit it. Check the details on the screening fee payment method on page 14.
- The payment can be made 24 hours a day, seven days a week. However, please note that the application via the website will end at 23:00 on the last day of the payment period. Similarly, you will not be able to make a payment at a convenience store after 23:30 on the last day of the payment period.
- If a family member or an acquaintance conducts the procedure for you, the family member or acquaintance must enter your information.

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

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

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



Web Application - Online Transaction

Access the site below with your PC

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



You can access
from our
website too !

1. Top Page

Click "Examination Fee".

2. Terms of Use and Personal Information Management

Please read the Terms of use and Personal Information Management.
Click "Agree" button located in the lower part of this page if you agree with these terms.
Click "Not agree" button located in lower part of this page if you do not agree with these terms.

3. School Selection

Click "Waseda University".

4. School Information

Read the information carefully and click "Next".

5. Category Selection

Choose First to Fourth Selection and click "Add to Basket".

6. Basket Contents

Check the contents and if it is OK, click "Next".

7. Basic Information

Input the applicant's basic information.
Choose your credit card and click "Next".

Paying with Credit Card

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

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

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

Paying with Union Pay, Alipay

Follow the onscreen instructions to complete the card payment.

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

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

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

Enclose the printed "Result" page in an application envelope with
other necessary application documents.



[NOTICE/FAQ]

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

■ Payment Commission

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

Entrance exam fee	Payment Commission
~ 29,999 yen	555 yen
30,000 yen ~ 49,999 yen	987 yen
50,000 yen ~ 69,999 yen	1,420 yen
70,000 yen ~ 99,999 yen	1,800 yen
100,000 yen ~ 199,999 yen	2,037 yen
200,000 yen ~ 299,999 yen	2,571 yen
300,000 yen ~	4,320 yen

For questions or problems not mentioned here, please contact :

E-Service Support Center Tel : +81-3-3267-6663 (24 hours everyday)

Waseda University

Convenience Store Easy-Pay Systems for Entrance Exam Fees

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

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



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



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

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

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

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

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

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

A multifunction copier can not be used to make payment.

サークル K
Paying at CIRCLE K or SUNKUS
[11-digit Online Transaction Number]
オンライン決済番号

Use the CIRCLE K or SUNKUS information terminal

Select the "各種支払い" button on the touch screen

Touch the "11ケタの番号をお持ちの方" option
(Have 11 digits of number)

Touch the "チケット受け取りはこちら" option
(Ticket receipt)

Touch the "オンライン決済番号を入力して支払い" option
(Enter your Online Transaction Number to make a payment)

Enter your [オンライン決済番号] Online Transaction Number

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

Use the Lawson information terminal Loppi

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

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

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

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

Enter your [お客様番号][確認番号]
Customer Number Verification Code

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

Use the FamilyMart information terminal Famiport

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

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

Enter your [お客様番号][確認番号]
Customer Number Verification Code

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

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

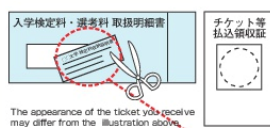
* Design and layout of the touch screen buttons is subject to change without notice.

- Application

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

●Seven-Eleven

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



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

Attach Your Receipt (Certificate of Payment) to the Application

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

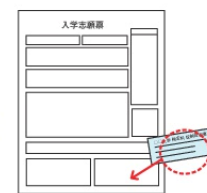
●Circle K ●Sunkus

Detach the receipt portion of the Application Fee Statement and affix it to the application packet in the designated location. Hold onto the Online Transaction Receipt for your records.



●Lawson ●Family Mart ●Ministop

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



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

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

Payment Commission

(transfer fee charged by all participating stores)

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

convenience stores:	Entrance exam fee ¥49,999 or less	432 yen
	Entrance exam fee ¥50,000 or more	648 yen

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

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

(4) Screening Fee Waiver Program **(limited to applicants from SPECIFIED Countries)**

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

1. Eligible Countries

Afghanistan, Angola, Bangladesh, Benin, Bhutan, Burkina Faso, Burundi, Cambodia, Central African Rep., Chad, Comoros, D. P. R. Korea, Democratic Republic of the Congo, Djibouti, Equatorial Guinea, Eritrea, Ethiopia, Gambia, Guinea, Guinea-Bissau, Haiti, Kenya, Kiribati, Laos, Lesotho, Liberia, Madagascar, Malawi, Mali, Mauritania, Mozambique, Myanmar, Nepal, Niger, Rwanda, Sao Tome and Principe, Senegal, Sierra Leone, Solomon Islands, Somalia, South Sudan, Sudan, Tajikistan, Tanzania, Timor-Leste, Togo, Tuvalu, Uganda, Vanuatu, Yemen, Zambia, Zimbabwe

2. Outline

You are eligible to apply for a screening fee waiver if you reside in one of the countries designated by Waseda University AND hold the nationality of one of the countries above.

3. Eligibility

The following conditions must be fulfilled:

- 1) You must reside in one of the countries classified as "Least Developed Countries" or "Other Low Income Countries" on the list of ODA recipients published by OECD/DAC *and* hold the nationality of one of those countries (your country of residence and nationality do not necessarily have to be identical).
 - For the list of eligible countries, refer to "Eligible Countries" above.
 - You are not eligible if you reside in Japan.
- 2) If you have dual nationality, you are only eligible if *both* nationalities are included on the list of eligible countries described in 1) above.

4. Procedures

When applying to an undergraduate school or graduate school of Waseda University, please enclose the following documents in the application documents instead of the certificate of payment for the screening fee (copy of the remittance form, etc.).

- 1) Application Form for Screening Fee Waiver[Appendix 1]
- 2) Copy of passport (including all details)

The application for the screening fee waiver program must be made along with the application for admission. Applications made afterwards will not be accepted under any circumstances.

- You are not required to pay the screening fee. However, if payment was made before the application for the screening fee waiver program, the screening fee will not be reimbursed.
- In the event that you are found to be ineligible for the screening fee waiver program, or have made a false claim, you will be asked to settle the screening fee by the deadline of the application period.

(5) Application method

To apply for admission, you must complete all the following steps by the deadline:

Step 1: Make payment of the screening fee

Step 2: Register for an Online Application System Account

Step 3: Create an Application Form via the Online Application System

Step 4: Submit the Application Documents by Postal Service

If you fail to complete all of these steps, your application will be considered invalid.

Step 1: Make payment of the screening fee

For detailed information, see pages 9-15 of the guidelines.

Step 2: Register for an Online Application System Account

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

★Regarding email address, if the domain is **hotmail, hanmail, daum, me, icloud, live, etc**, there is a possibility that email from Waseda University is rejected, so please register other address. It is recommended to register Gmail address if you have.

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

Step 3: Create an Application Form via the Online Application System

Sign in to your online application account and prepare and print the Application Form for SCMS JCulP OS Admission by following the onscreen instructions. You can prepare and print the Application Form via the Online Application System only during the “Online Application Period” (the period during which the Application Form can be prepared and printed online) below.

Online Application Period	
First Application Period	October 13 (Fri.), 2017 - October 26 (Thu.), 2017 The Online Application System will open at 10:00 AM [JST] on October 13 (Fri.), 2017 and close at 12:00 PM [JST] on October 26 (Thu.), 2017.
Second Application Period	January 26 (Fri.), 2018 – February 13 (Tue.), 2018 The Online Application System will open at 10:00AM [JST] on January 26 (Fri.), 2018 and close at 12:00 PM [JST] on February 13 (Tue.), 2018.

NOTE:

- You do not have to create a new account if you have already created an Online Application System account in order to apply to Waseda University for admission (your account is valid for one year from the date of creation).
- After the online application deadline, you will not be able to prepare and print the Application Form, so please make sure to do so during the online application period.
- Even if you prepare and print the Application Form during the online application period, your application will not be considered complete unless all of the application documents, including the Application Form, reach the International Admissions Office, Waseda University, by postal service before the deadline for application documents.

Step 4: Submit the Application Documents by Postal Service

Enclose all application documents (including the form prepared online) in an envelope and send them to the address below by, if mailing from within Japan, Simplified Registered Mail (or Simplified Registered Express Mail if the application deadline is near) from a post office. If mailing from outside Japan, make sure to use an Express Mail Service (EMS) or an international courier service.

NOTE:

- On the envelope, write **SCMS JCulP OS Admission Application**.
- For both application periods, application documents must be received by the respective deadlines. We do not accept application documents that arrive after the application period. Even sent via Express Mail Service (EMS) or international courier service, your application may take more than one week to reach us. Therefore, please send your application documents as early as possible so that they have time to reach us.
- **To check whether your application documents have been received or not, contact the post office or the courier with the tracking number given by them.** You can also find out whether your application has been received by the International Admissions Office, Waseda University, by checking the “Update Your Application” page of the Online Application System (please note that it may take a couple of days after the arrival of your application packet for the status of your application documents to be reflected on the page).
- **Application documents must be sent by postal service. They will not be accepted if brought in person or emailed to the International Admissions Office, Waseda University.**

Send application documents to:

SCMS JCulP OS Admission Application

International Admissions Office, Admissions Center, 1st floor, Bldg. 1, Waseda University

1-6-1, Nishi-Waseda, Shinjuku-ku, Tokyo 169-8050, Japan

Tel: +81-3-5286-3807

(6) Notes on application:

- **The application procedure cannot be considered complete unless all of the application documents (including the Application Form prepared online) are submitted by postal service and received by the International Admissions Office, Waseda University, before the end of the application period. (If you completed only one of the two steps—either the preparation of the Application Form via the Online Application System or submission of application documents by postal service—your application procedure is not considered complete.)**
- If you submitted a certificate to demonstrate that you are expected to meet the qualification to enter Waseda University in order to meet the eligibility stated in the application guidelines at the time of application, you must submit a certificate to certify that you have indeed met the requirement before enrollment. You will not be allowed to enter Waseda University if you fail to do so.
- Application documents must be complete for you to qualify to be screened. In the event that there are still some imperfections in the documents after the application period, you will be placed at a disadvantage. If we contact you concerning your application, please follow our instructions immediately.
- You may be deemed to have committed a dishonest act if you falsified, fabricated or plagiarized a document, material or information submitted in your application. In such a case, any decision taken on your application may later be invalidated, without the application documents and screening fee being returned.
- If there is a change of address, telephone number or email address after application, promptly notify the International Admissions Office, Waseda University (please note that you cannot change your information online once you finalize your application form). Also, if you notify Waseda University that you have changed your address, telephone number or email address just before Waseda University is scheduled to send you your examination documents (e.g., the examination admission card, etc.), the University may already have sent them to the old address. Please make sure to notify the University of the change as early as possible.

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

Handling of personal information:

Waseda University utilizes your information (addresses, names, and dates of birth, etc.) collected at the time of application in order to carry out operations such as the entrance examination, announcement of screening results, and enrollment procedures. We will take necessary and proper measures to protect such information from leakage, disclosure or unauthorized use. All or part of the above operations may be outsourced to an agency. In such cases, the agency will be contractually required to maintain necessary and proper management. Please note that the personal information may be used as materials for studies and research to improve our entrance examinations. The information will be statistically processed to prevent any individuals from being identified.

V. Screening Methods and Schedules

(1) Screening Methods: Document Screening

You will be screened in a holistic manner based on your application documents.

(2) Screening Schedule

Based on the application period, screening is scheduled as follows:

1. First Application Period:

Application Period (Applications must be received by the respective deadlines.)	Sending of Entrance Examination Card (by E-mail)	Announcement of Successful Applicants
October 13 (Fri.), 2017 – October 26 (Thu.), 2017	Early December, 2017	December 21 (Thu.), 2017 (Final screening results will be reported on the Web site of School of Culture, Media and Society (10:00 AM).

The schedule above is indicated by Japan Standard Time (JST)

2. Second Application Period:

Application Period (Applications must be received by the respective deadlines.)	Sending of Entrance Examination Card (by E-mail)	Announcement of Successful Applicants
January 26 (Fri.), 2018 – February 13 (Tue.), 2018	Early April, 2018	April 19 (Thu.), 2018 (Final screening results will be reported on the Web site of School of Culture, Media and Society (10:00 AM).

The timeline indicates Japan Standard Time (JST)

Note:

- We will send the Entrance Examination Card to the E-mail address registered in the Online Application System via E-mail. Please check E-mail frequently.

(6) Misconduct

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

1. You may be deemed to have committed a dishonest act if Waseda University determines that you have falsified, fabricated, or plagiarized the document(s), statement(s), or information submitted for your application.

2. Your actions may be considered dishonest if you commit any of the following acts:

- 1) Cheating (concealing or glancing at a cheat sheet or reference book during the examination, glancing at another examinee's answer sheet, or obtaining answers from others)
- 2) Providing benefits to other examinees (providing them with answers, etc.) during the examination
- 3) Keeping your mobile communication device with you or using it during the examination
- 4) Letting your cell phone or wristwatch emit noise (an incoming call alert, alarm, vibration, etc.) during the examination
- 5) Conducting acts that could be considered a nuisance to other examinees at the examination venue
- 6) Not following instructions from examination supervisors at the examination venue
- 7) Pretending to be an applicant and taking the examination for the applicant
- 8) Conducting other acts impairing the fairness of the examination

3. The following responses may be taken if you are suspected of committing a dishonest act:

- 1) A supervisor may warn or question the applicant.
- 2) You may be requested to take the examination in another room.

4. In addition, the following responses may be taken if a dishonest act is identified:

- 1) You may not be allowed to continue taking the examination or take any other entrance examination given by Waseda University during the year (screening fees will not be returned).
- 2) The results of all entrance examinations taken by you at Waseda University during the year may be invalidated.

(7) Other notices

Unforeseen problems that are beyond human control:

In the case of unforeseen circumstances that are beyond human control, such as a natural disaster (e.g., typhoons, earthquakes, flooding, tsunamis) and/or accidents, such as fire, power failure, and so on, measures including delaying the start of the exam or postponing the exam, etc., may be taken. However, in such an event, the University will bear no responsibility for any resulting inconvenience, expenses, or other personal losses that may be incurred.

VI. Announcement of Successful Applicants

(1) Announcement Successful Applicants

The final announcement concerning successful applicants will be made, based on the application period, according to the following schedule:

First Application Period	December 21 (Thu.), 2017 [JST]
Second Application Period	April 19 (Thu.), 2018 [JST]

(2) Method for Announcement

1. Notification by postal service:

The certificate of acceptance and documents for enrollment procedure will be sent out to the applicants' "Mailing Address" specified on the Application Form by Express Mail Service (EMS) or by simplified registered mail on the date of the final announcement above. As the letter will be sent from Japan, it may take over a week to arrive, depending on where you live.

2. Website:

The list of examinee numbers of successful applicants will be reported on the website of the School of Culture, Media and Society (<http://www.waseda.jp/flas/cms/en/>).

First Application Period: December 21 (Thu.), 2017, 10:00 [JST] - January 18 (Thu.), 2018 [JST]

Second Application Period: April 19 (Thu.), 2018, 10:00 [JST] - May 28 (Mon.), 2018 [JST]

NOTE:

- While applicants wait for notification to reach their "Mailing Address," they may be able to find their result (if successful) posted on the website to assist applicants to check their result in advance. However, please make sure to verify your final result via the notification sent by postal service.
- No inquiries regarding the results can be answered by telephone or email.
- Successful applicants will receive documents for enrollment procedure along with their certificate of acceptance.

VII. Enrollment Procedures

The enrollment procedure consists of the following two steps:

(1) Payment of Admission Fee, School Expenses, and Other Fees

Remit the Admission Fee (amount equivalent to the Registration Fee), School Expenses, and other fees (for the fall semester of 2018) in the period designated below. Relevant details, including instructions on how to remit the fees from overseas, will be sent to successful applicants.

Complete the enrollment procedure (Payment of Admission Fee, School Expenses, and Other Fees) according to the following schedule:

First Application Period	December 21 (Thu.), 2017, 10:00 [JST] - January 18 (Thu.), 2018 [JST]
Second Application Period	April 19 (Thu.), 2018, 10:00 [JST] - May 28 (Mon.), 2018 [JST]

(2) Submission of Enrollment Documents

Successful applicants will receive documents to submit for enrollment. These documents will be sent to the “Mailing Address” specified on the Application Form by Express Mail Service (EMS) or by Simplified Registered Mail, etc. Follow the “Handbook on Enrollment Procedures” enclosed and submit documents .

NOTE:

- As a rule, we do not return submitted documents or refund school expenses and fees (the entrance fee and school expenses for the fall semester). However, if you do not enter Waseda university due to unavoidable circumstances, or fail to meet the entrance qualification prior to enrollment, we may refund only the school expenses for the fall semester (but not the entrance fee). For more information about the procedure for receiving such a refund, refer to the handbook on enrollment procedures mailed to successful applicants.
- If you have been accepted by one of the undergraduate schools at Waseda University and completed the payment of the entrance fee, school expenses, and other fees to that school and are later accepted by another one which you prefer to enter, you can enter the preferred undergraduate school and request to have the amount you have already paid transferred to that school. However, this procedure can be done only when the enrollment procedure periods of the two schools do not overlap in the same academic year AND the date of enrollment of both schools is exactly the same. For more information about the procedure, please refer to the handbook on enrollment procedures sent to successful applicants.

VIII. School Expenses and Other Fees

[First year]

(In Japanese yen)

Payment period	Upon entry (Expenses for the fall semester of 2017)	Expenses for the spring semester of 2018	Total
Admission Fee (Registration fee)	200,000	-	200,000
Tuition	504,500	504,500	1,009,000
Library Fee	500	500	1,000
Membership Fee of Student Health Promotion Mutual Aid Association	1,500	1,500	3,000
Total	706,500	506,500	1,213,000

- Waseda University uses an automatic account transfer system for payment of school expenses and other fees. School expenses and other fees for the spring semester are scheduled to be transferred on May 1. School expenses and other fees for the fall semester are scheduled to be transferred on October 1 in the second and subsequent years. If financial institutions are closed on May 1 or October 1, the account transfer will be processed on the following business day.
- Library fee is subject to change.
- Some specific courses may require separate fees for fieldwork. Examples are as follows:
 - Sport, Field Practice Fee 1,500–40,000 yen (for Health and Physical Education courses)
 - Teacher Training Course Auditing Fee 10,000 yen (for teaching licenses)
 - Librarian Training Course Auditing Fee 7,000 yen (for librarian certification, including certification for school librarians)
- The school expenses and other fees required for the second and subsequent years include tuition, Seminar Fee, Library Fee, and Membership Fee of Student Health Promotion Mutual Aid Association (student health insurance fee). In addition, 40,000 yen for the alumni association membership fee (for 10 years after graduation) is required in the fourth year.
- If you are currently enrolled in, have graduated from, have completed, or have withdrawn from an undergraduate, graduate, or specialized program of Waseda University, you are not required to pay the admission fee (equivalent to the registration fee). For more information, please refer to the documents for the enrollment procedure sent to successful applicants or contact the International Admissions Office, Waseda University.

IX. Dormitories

By completing the required application procedure and passing the screening, students admitted through this entrance examination, if they choose to, may apply for residence in one of the student dormitories. For detailed information about the dormitories, refer to the following website:

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

X. Scholarships

There are separate scholarships for Japanese students (Japanese nationals, permanent residents, long-term residents, spouses of Japanese nationals or permanent residents) and international students.

1. For International Students

Scholarship programs available for international students are shown below. Programs vary every year, so bear in mind that the programs introduced below may not be available in the particular year of your study. These scholarships are given to privately financed international students. Government-sponsored international students and students whose tuition is being paid by a foreign government or scholarship organization will not be eligible to apply for these scholarship programs.

Listed below are examples of scholarships you can apply for after enrolling at Waseda University.

1) Scholarships offered by Waseda University:

(In Japanese yen)

Scholarship Program	Eligibility	Scholarship Amount	Duration
Azusa Ono Memorial Scholarship	Privately financed international students who need financial support	400,000	1 year
Waseda University Partial Tuition-Waiver Scholarship for Privately Financed International Students	Privately financed international students who need financial support	Amount equivalent to tuition for the semester	1 year

2) Scholarships offered by other institutions:

(In Japanese yen)

Scholarship Program	Eligibility	Scholarship Amount	Duration
Monbukagakusho Honors Scholarship for Privately Financed International Students	Privately financed international students of excellent character and academic record who need financial support	48,000/month	1 year or 6 months
The Korean Scholarship Foundation	Privately financed students from South or North Korea of excellent character and academic record who need financial support	25,000/month (Undergraduate students)	1 year (extension available)

NOTE:

- Scholarship details are subject to change.
- For more information about scholarships, please see the website below:

<http://www.waseda.jp/inst/cie/en/life/aid>

2. For students who has Japanese nationals, permanent residents, long-term residents, spouses of Japanese nationals or permanent residents

Please refer to the following website (available in Japanese only).

<http://www.waseda.jp/inst/scholarship/>

XI. Details of Application Documents

- Create an Application Form via the Online Application System.

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

★Regarding email address, if the domain is hotmail, hanmail, daum, me, icloud, live, etc, there is a possibility that email from Waseda University is rejected, so please register other address. It is recommended to register Gmail address if you have.

Also, you must enter at least one Telephone number.

Other application documents (format designated) can be downloaded from the Website of CMS.. Write the relevant information in the required fields.

(URL: <http://www.waseda.jp/flas/cms/en/applicants-2/admission/jculp/admissions/>).

- Before posting, check the documents using the Application Documents Checklist [Appendix 2] and enclose the list in your application documents.
- Do not use staples. Attach all documents with a clip according to the order specified in the check list.
- Do not put the documents in a file or a folder.
- Do not attach any sticky notes to your application documents.
- Do not use double-sided printing when you print the form.

(1) Application Form

1. Create an Application Form Online:

Following the onscreen instructions, enter the required information on each of the pages and print out the Application Form.

Personal Details	<p><u>Information entered here will appear in the “Personal Information” section of your Application Form (page 1).</u></p> <ul style="list-style-type: none"> • The information registered at the time of account creation will be automatically entered. Please review the information to check that it is correct. • You cannot by yourself change the name, date of birth, or gender that you have registered. If you need to change any of these details, please send an email to the following address: toyama-adm@list.waseda.jp • As we will be using the email address registered in this section for contacting you regarding your application, please be sure to check your email regularly and please notify the International Admissions Office, Waseda University if you change your email address.
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Educational Background	Information entered here will appear in the “Education Background” section of your Application Form (page 2).		
	• Enter your educational background to date, starting chronologically from elementary school, as shown in the example below:		
	Tokyo / Japan	Waseda Elementary School	September / 2006 – June / 2012
	Seoul / Korea	Waseda Junior High School	September / 2012 – June / 2015
	Beijing / China	Waseda High School	September / 2015 – June / 2018

Test Information	<p><u>Information entered here will appear in the “Test Information” section of your Application Form (pages 2-3).</u></p> <ul style="list-style-type: none"> • For details of the results of university entrance qualification examinations and other standardized tests and English proficiency test scores, refer to pages 36-45. • If you have taken the SAT multiple times, choose your best score (the sitting with the highest total score) and enter that information. • For university entrance qualification examinations and standardized tests other than the SAT, ACT(The American College Testing Program) and IB taught in English, enter the information in the “Other University Entrance Qualification Examinations/Standardized Tests” field.
Study Abroad Experience	<p>Information entered here will appear in the “Study Abroad Experience” section of your Application Form (page 3).</p> <ul style="list-style-type: none"> • Please enter the required information if you have any study abroad experience (limited to experience acquired after graduating from junior high school or completing the first half of secondary schooling) which you would like to highlight (up to three entries). • Enclose the school certificate and the school transcript issued by the educational institution or copies of such documents. Only documents issued in English or Japanese are acceptable. For documents in other languages, attach a translation in English (notarization for translation is unnecessary). Write “Study Abroad Experience” in the top right-hand corner of the documents.
Academic Honor & Personal and Volunteer Activities Interview Location Questionnaire	<p>Information entered here will appear in the “Academic Honor,” “Personal and Volunteer Activities,” and “Questionnaire” sections of your Application Form (pages 4-5).</p> <ul style="list-style-type: none"> • If applicable, please list and describe your ACADEMIC HONOR or PERSONAL AND VOLUNTEER ACTIVITIES in the appropriate fields (up to 150 words). Three item can be entered in the ACADEMIC HONOR and PERSONAL AND VOLUNTEER ACTIVITIES fields for each. • Please note that your entries will be considered invalid if you do not follow the specifications described here . • Information to be entered in the fields is limited to experience acquired after graduating from junior high school or completing the first half of secondary schooling. • Attach the proof in English or Japanese for each of the items (only one proof document per item) you have listed in the ACADEMIC HONOR and PERSONAL AND VOLUNTEER ACTIVITIES fields. For documents in other languages, attach a translation in English (notarization for translation is unnecessary). • If you fill in the ACADEMIC HONOR field, enclose a copy of a proof document to certify your honor. The document must bear the name of the applicant and the date of the ACADEMIC HONOR. Write “ACADEMIC HONOR” in the right top corner of the document. Only one proof document can be submitted for each. Please note that photographs of the scene, trophies, or materials that would not be considered as “documents” are not valid as proof documents. • If you fill in the PERSONAL AND VOLUNTEER ACTIVITIES field, enclose a copy of a proof document to certify your activities (a brochure, article, certificate, etc.). The document must bear the name of the applicant and the date of the PERSONAL AND VOLUNTEER ACTIVITIES. Write “PERSONAL AND VOLUNTEER ACTIVITIES” in the top right-hand corner of the document. Only one proof document can be submitted for each.

	<p>Please note that photographs of the scene, trophies, or materials that would not be considered as “documents” are not valid as proof documents.</p> <ul style="list-style-type: none"> • Only in the event you cannot prepare any documentary proof, use “Certificate of Personal Activities”[Appendix 3] and submit the form signed by the person responsible for the organization or school conducting the activity (such as the principal, counselor and faculty member in charge of the activity) to certify that the information on the form is correct.
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2. After Printing out the Application Form:

1) Affix Photograph

- Affix a **color photograph** of yourself taken no longer than three months before the time of your application in the area for affixing photographs on the Application Form. The photograph should be 4 cm long and 3 cm wide, borderless, and taken against a plain background. In the photograph, you should be looking straight ahead, with your head uncovered. Put your name on the back of the photograph. Do not submit a photograph that might cause difficulty in identifying you in the interview examination. The photograph should convey the way you will look in the examination, including your hairstyle, glasses, and the like. The photograph on the Application Form will be used for your student ID card after enrollment.
- **Please keep 3 additional copies of the photograph, as you will be required to submit them at the time of enrollment.**
- Color-printed images that do not look like photographs will not be acceptable.

2) Complete the Remaining Sections by Hand

- If you have a name in Chinese characters, please enter it in the “Name in Chinese Characters” section (page 1) by hand. If you know how to write your name in *katakana*, please enter it in the “Name in Katakana” section (page 1) by hand.

NOTE:

- For items (2), (3), (4), (5), (6), (7), and (8) below, be sure to present **original documents**. If you cannot submit an original document of items (3) or (4), ask your senior high school or another appropriate office officially approved by the government to authenticate a copy of the document with the original and send it directly to us. **If the certificate extends over two or more pages, all pages of the certificate will need the school stamp or the signature of the person issuing the document.**
- As a general rule, we will not return application documents. However, we will return the originals of documents that can be issued only once (i.e., high school or college diplomas) upon request.

(2) Statement of Purpose (Essay)

Submit an essay by following the instructions below. The essay must be written by yourself.

<p>Please compose an English essay by yourself in accordance with the following instructions.</p> <p>Using your own personal experience as a foundation, write an essay in English of around 800 words explaining why you wish to enter the Global Studies in Japanese Cultures Program (JCulP) .</p> <p>Please include:</p> <ol style="list-style-type: none"> 1) what you are particularly interested in studying at JCulP 2) your vision of your life and career after graduating from JCulP
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NOTE:

- Use white A4 or letter-size paper to print out your essay in black ink.
- Prepare your essay on a computer, using font size 12 and double spacing.
- Use the cover form [Appendix 4] for your essay. Put the title at the top of the essay.
- Do not write your name or include a photo of yourself on the cover form and in the text. Put your name on the back of each page.
- Add “The End” at the end of the essay.
- Write page numbers in the upper right corner of every page of the essay, and use a clip to hold the sheets together in the upper left corner. See the example below for how to number pages.

E.g. If the essay consists of three pages, write “1/3” on the first page, “2/3” on the second page and “3/3” on the third page.

(3) Certificate of graduation / Certificate of expected graduation

Submit a certificate proving you have completed or are scheduled to complete a secondary education curriculum. Examples include a graduation certificate from your senior high school, a certificate of expected graduation from your senior high school, and a document certifying you have passed a high school equivalency examination.

IMPORTANT:

The certificate of graduation / expected graduation MUST BE IN A SEALED ENVELOPE and SENT DIRECTLY BY THE HIGH SCHOOL TO THE ADDRESS BELOW DURING THE APPLICATION PERIOD.

- A certificate reaching the International Admissions Office prior to the first date of the Application Period will be accepted.
- The certificate of graduation / expected graduation may be sent in a sealed envelope along with the academic transcript / school report.

Send to:

SCMS JCulP OS Admission Application

International Admissions Office, Admissions Center, 1st floor, Bldg. 1, Waseda University

1-6-1, Nishi-Waseda, Shinjuku-ku, Tokyo 169-8050, Japan

Tel: +81-3-5286-3807

Following cases are not acceptable:

- Not be in a sealed envelope, or without school stamp.
- Sent directly from the school but reach the International Admissions Office after the deadline of the application period.*

*A certificate arriving after the application period will not be accepted under any circumstances. Even sent via Express Mail Service (EMS) or international courier service, a posted item may take more than one week to reach us. Therefore, please ask your high school to send the certificate as soon in advance as possible, allowing it enough time to reach us.

However, this does not apply to the following certificates or documents:

- A Japanese or English translation notarized by an embassy or other appropriate office officially authorized by the government. (**The original certificate should still be in a sealed envelope and sent directly to us by your high school.**)
- The result of a University Entrance Qualification Examinations / Standardized Tests
- A certificate issued by a university or other higher educational institution

NOTE:

- The documents to be submitted should be written in English or Japanese. For documents in other languages, attach the Japanese or English translation, notarized by an embassy or other appropriate office officially approved by the government.
- If your high school does not use a fixed format for its certificate of graduation (or expected graduation), please use “Certificate of Graduation / Expected Graduation”[Appendix 5]and submit the form written by the responsible person (with the official stamp or seal of your high school on it). **It must be sent in a sealed envelope..**
- If you did not graduate from high school, but passed a university entrance qualification test (a high school equivalency examination) outside Japan, please submit the documents certifying that you have passed the exam.
(In that case, you are not required to submit a certificate of graduation from a high school).
- Submit proof of your degree if you have graduated from a university and obtained a degree.
- If you have left a university or other higher educational institution before graduating, or are enrolled in a university (with a leave of absence, for example), submit a certificate proving your period of enrollment (including a certificate of withdrawal or certificate of leave of absence).

(4) Academic transcript / School Report

Submit the academic transcript / school report issued by your high school (or equivalent institution) for the last three years of School (corresponding to three years of high school education in Japan). **If you were enrolled in two or more high schools, you need to submit academic transcripts / school reports from all the high schools you were enrolled in.**

IMPORTANT:

The academic transcript / school report MUST BE IN A SEALED ENVELOPE and SENT DIRECTLY BY THE HIGH SCHOOL TO THE ADDRESS BELOW DURING THE APPLICATION PERIOD.

- An academic transcript / school report reaching the International Admissions Office prior to the first date of the Application Period will be accepted.
- The academic transcript / school report may be sent in one sealed envelope along with the certificate of graduation / expected graduation.

Send to:

SCMS JCulP OS Admission Application

International Admissions Office, Admissions Center, 1st floor, Bldg. 1, Waseda University

1-6-1, Nishi-Waseda, Shinjuku-ku, Tokyo 169-8050, Japan

Tel: +81-3-5286-3807

Following cases are not acceptable:

- Not be in a sealed envelope, or without school stamp.
- Sent directly from the school but reach the International Admissions Office after the deadline of the application period.*

* An academic transcript / school report arriving after the application period will not be accepted under any circumstances. Even sent via Express Mail Service (EMS) or international courier service, a posted item may take more than one week to reach us. Therefore, please ask your high school to send a certificate as soon in advance as possible in advance, allowing it enough time to reach us.

However, this does not apply to the following certificates or documents;

- A Japanese or English translation notarized by an embassy or other appropriate office officially authorized by the government (**The original certificate should still be in a sealed envelope and sent directly to us by your high school.**)
- The result of a University Entrance Qualification Examinations / Standardized Tests
- A certificate issued by a university or other higher educational institution

NOTE:

- If you are scheduled to graduate from (or complete) high school, please submit an academic transcript as specified below.

1) Those who apply during the first application period

A transcript including grades for the period until the most recent academic term at the time of application

2) Those who apply during the second application period

A transcript with grades for the period up to the first term (semester) of the last academic year of school

- If you skipped a grade or accelerated to complete a standard secondary education curriculum and your academic transcript does not specify the grade you skipped or the reason, submit a document prepared by your school explaining your acceleration.
- If you have passed a high school equivalency examination, present documents certifying the fact and the result. (If you have been enrolled in high school in the past, submit the academic transcript for the entire period during which you were enrolled.)
- If you have already studied at a tertiary education institution (university, junior college, etc.) after graduating from high school, please submit the following documents in addition to the high school transcript:
 - 1) If you have already graduated from a tertiary education institution: An academic transcript with grades for the entire period until graduation.
 - 2) If you are still enrolled in a tertiary institution: An academic transcript with grades for the period until the most recent academic term at the time of application.
 - 3) If you already have left a tertiary institution before graduation or are on a leave of absence:
An academic transcript with grades for the period up to the time you left (or took a leave of absence from) the institution.
If an academic transcript with grades cannot be issued because your period of enrollment at an institution was too short, please submit a certificate of enrollment instead.
- Documents to be submitted should be written in English or Japanese. For documents in other languages, attach the Japanese or English translation notarized by the embassy or another appropriate office officially authorized by the government.

(5) Certificate of University Entrance Qualification Examinations/Standardized Tests/Examination for Japanese University Admission for International Students (EJU)

- Documents to be submitted should be written in English or Japanese. For documents in other languages, attach a Japanese or English translation notarized by an embassy or other appropriate office officially approved by the government.
- If you have not taken any university entrance qualification examinations, standardized tests, or an Examination for Japanese University Admission for International Students (EJU), and if you are from an education system where no such examination is conducted, **you are strongly advised to take the Scholastic Assessment Test(SAT) or The American College Testing Program(ACT) Test. (Please refer to "USA" in the "List of Application Documents by Education System" for details about these tests).**
- **Certificates must reach us by the deadline.**
- **Scores taken during the following designated period will be considered valid.**

	Valid Period (From)	Valid Period (to)
1st Application Period	October 27, 2013	AUGUST 31, 2017
2nd Application Period	February 14, 2014	DECEMBER 31, 2017

If you took a university entrance qualification examination/standardized test before the designated period and cannot submit scores obtained during the designated period, you must take one of the exams/tests in the “List of Application Documents by Education System,” such as the SAT (also offered outside the U.S.) and then submit the scores.

- When you ask the College Board to send your SAT Score Card directly to Waseda University, **use the Waseda University code: 0837**. If you ask ACT, Inc. to send your test certificate directly to Waseda University, **use the Waseda University code: 5473**.
- **It often takes several weeks for test scores to reach us.** Please make sure to order your test score report well in advance. If you are ordering a SAT score report just before or during the application period, please do so by using “Rush Reporting.”

NOTE:

If you are a high school (secondary school) student at the time of application and cannot submit the results of your country's university entrance qualification examinations/standardized tests during the application period due to the timing of graduation or the lack of a certificate for the university entrance qualification examinations/standardized tests in the country or area where your high school is located, please submit SAT or ACT Test scores. If your country does not have university entrance qualification examinations or standardized tests, please submit SAT or ACT Test scores.

<List of Application Documents by Education System>

• Category:

A -->Those who have graduated from high school at the time of application

B -->Those who are enrolled in high school at the time of application

• Please note that documents to be submitted may vary by application period (first/second application period).

• Be sure to **submit original documents**. If you cannot submit an original document, ask the International Admissions Office of Waseda University, your senior high school, or another appropriate office officially approved by the government to authenticate a copy of the document with the original before presenting the copy. If the certificate extends over two or more pages, **all pages of the certificate must contain the official school seal or stamp and the written signature of the person issuing the document, such as the registrar. Documents bearing digital signatures or printed pictures of the stamps will be considered INVALID.**

• Documents to be submitted should be written in English or Japanese. For documents in other languages, attach a Japanese or English translation notarized by an embassy or other appropriate office officially approved by the government.

• If your education system is not listed, or if you are not sure which category your case falls into, please inquire at the International Admissions Office, Waseda University, prior to submitting your application.

Education System	Category	Certificate of (Expected) Graduation	Academic Transcript	Results of University Entrance Qualification Examinations/Standardized Tests
Japan	A	Certificate of graduation	Academic transcript (for a period of 3 years, including the last year of high school)	Either I, II, or III I. SAT Reasoning Test II. SAT (Redesigned): MUST include the SAT ESSAY III. ACT
	B	Certificate of expected graduation	Academic transcript (for a period of 2.5 years, including the first term/semester of the last year of high school)	
China	A	Certificate of graduation	Academic transcript (for a period of 3 years, including the last year of high school)	Either I, II, III, or IV I. Results of the Gaokao (National College Entrance Examination) II. SAT Reasoning Test III. SAT (Redesigned): MUST include the SAT ESSAY IV. ACT
	B	Certificate of expected graduation	<First Application Period> Academic transcript (for a period of 2 years, including the most recent academic term at the time of application) <Second Application Period> Academic transcript (for a period of 2.5 years, including the first term/semester of the last year of high school)	See NOTE (page 34)
Korea	A	Certificate of graduation	Academic transcript (for a period of 3 years, including the last year of high school)	Either I, II, III, or IV I. Results of the CSAT (College Scholastic Ability Test) II. SAT Reasoning Test III. SAT (Redesigned): MUST include the SAT ESSAY IV. ACT
	B	Certificate of expected Graduation	Academic transcript <First Application Period> Academic transcript (for a period of 2.5 years, including the first term/semester of the last year of high school) <Second Application Period> Academic transcript (for a period of 3 years, including the last year of high school)	<First Application Period> See NOTE (page 34). If you are applying in the First Application Period with either the SAT Reasoning Test or ACT, you are strongly recommended to submit the result of Pre-CSAT (大学修学能力試験模擬評価). <Second Application Period> Either I, II, III, or IV I. Results of the CSAT (College Scholastic Ability Test) II. SAT Reasoning Test III. SAT (Redesigned): MUST include the SAT ESSAY IV. ACT

Education System	Category	Certificate of (Expected) Graduation	Academic Transcript		Results of University Entrance Qualification Examinations/Standardized Tests
Taiwan	A	Certificate of graduation	Both I and II: I. Academic transcript (for a period of 3 years, including the last year of high school) II. 學生個人成績暨排名百分比對照表	【學生個人成績暨排名百分比對照表】 Prepare in accordance with the explanation of "在校成績" as described in "大學甄選入學招生簡章"	Either I, II, III, IV, or V I. Results of the GSAT (General Scholastic Ability Test) II. Results of the DRT (Department Required Test) or the AST (Advanced Subjects Test) III. SAT Reasoning Test IV. SAT (Redesigned): MUST include the SAT ESSAY V. ACT
	B	Certificate of expected graduation	<First Application Period> Academic transcript (for a period of 2 years, including the most recent academic term at the time of application) <Second Application Period> Both I and II: I. Academic transcript (for a period of 2.5 years, including the first term or semester of the last year of high school) II. 學生個人成績暨數百分比一覽表	【Items that must be listed】 -各學期之平均成績以及含德行之學業成績 -學業成績之總平均 -總平均以及各科目的百分比	<First Application Period> See NOTE (page 34). (Please apply for the second application period if you have not taken the SAT Reasoning test, the SAT (Redesigned) with the Essay, or ACT.) <Second Application Period> Either I, II, III, or IV I. Results of the GSAT (General Scholastic Ability Test) II. SAT Reasoning Test III. SAT (Redesigned): MUST include the SAT ESSAY IV. ACT
Hong Kong	Those who have completed Form 7	Results of the HKALE (Hong Kong Advanced Level Examination)	Results of the HKCEE (Hong Kong Certificate of Education Examination) and academic transcript of Forms 6 and 7		Either I, II, III, or IV I. Results of the HKALE (Hong Kong Advanced Level Examination) II. SAT Reasoning Test III. SAT (Redesigned): MUST include the SAT ESSAY IV. ACT
	Those who are scheduled to complete Form 7	Certificate of results of the HKALE predicted scores	<First Application Period> Results of the HKCEE (Hong Kong Certificate of Education Examination) and academic transcript of Form 6 <Second Application Period> Results of the HKCEE (Hong Kong Certificate of Education Examination) and academic transcript of Forms 6 and 7 (for a period of 1.5 years, including the first term/semester of the last year of high school)		See NOTE (page 34)
	Those who have completed the preparatory education curriculum in Japan after completion of Form 5	Certificate of completion of the preparation education curriculum in Japan	Academic transcript of Forms 4 and 5, results of the HKCEE, and academic transcripts covering the entire period of the preparatory education curriculum in Japan		See NOTE (page 34)
	Those who are scheduled to complete the preparatory education curriculum in Japan after completion of Form 5	Certificate of expected completion of the preparation education curriculum in Japan	Academic transcript of Forms 4 and 5, results of the HKCEE, and academic transcripts covering the half period of the preparatory education curriculum in Japan		See NOTE (page 34)
	Those who have completed the HKDSE	Certificate of graduation	Academic transcript (for a period of 3 years, including the last year of high school)		Either I, II, III, or IV I. Results of the HKDSE issued by High School, must include 4 Core Subject and at least 2 Elective Subjects (Category A, B, or C) II. SAT Reasoning Test III. SAT (Redesigned): MUST include the SAT ESSAY IV. ACT
	Those who are scheduled to complete the HKDSE	Certificate of expected graduation	<First Application Period> Academic transcript (for a period of 2 years, including the most recent academic term at the time of application) <Second Application Period> Academic transcript (for a period of 2.5 years, including the first term/semester of the last year of high school)		Either I, II, III, or IV I. Predicted result of the HKDSE issued by High School, must include 4 Core Subject and at least 2 Elective Subjects (Category A, B, or C) II. SAT Reasoning Test III. SAT (Redesigned): MUST include the SAT ESSAY IV. ACT

Education System	Category		Certificate of (Expected) Graduation	Academic Transcript	Results of University Entrance Qualification Examinations/Standardized Tests
Singapore	Junior College	A	Certificate of graduation from the Junior College	Both I and II: I. Academic transcript (for O-Level or Secondary 4) II. Academic transcript (for a period of 2 years, including the last year of Junior College)	Either I, II, III, or IV I. Certificate of the results of the Cambridge GCE (two or more A-Level H2 subjects) II. SAT Reasoning Test III. SAT (Redesigned): MUST include the SAT ESSAY IV. ACT
		B	Certificate of expected graduation from the Junior College	Both I and II: I. Academic transcript (for O-Level or Secondary 4) II. Academic transcript (for a period of 1.5years at Junior College)	Either I, II, III, or IV I. Certificate of the predicted scores of the Cambridge GCE (two or more A-Level H2 subjects) II. SAT Reasoning Test III. SAT (Redesigned): MUST include the SAT ESSAY IV. ACT
	Others	A	Certificate of graduation from the senior high school or Polytechnic	Both I and II: I. Academic transcript (for O-Level or Secondary 4) II. Academic transcript (for a period of 2 years of Secondary 5 and Secondary 6 or 3 years of Polytechnic)	See NOTE (page 34)
		B	Certificate of expected graduation from the senior high school or Polytechnic	Both I and II: I. Academic transcript (for O-Level or Secondary 4) II. Academic transcript <First Application Period> For a period of 1year of Secondary 5 or 2 years of Polytechnic <Second Application Period> For a period of 1.5 years of Secondary 5 and Secondary 6 or 2.5 years of Polytechnic	See NOTE (page 34)
Indonesia	A	Certificate of graduation	Academic transcript (for a period of 3 years, including the last year of high school)	Either I, II, III, or IV I. Results of the UN (Ujian Nasional) II. SAT Reasoning Test III. SAT (Redesigned): MUST include the SAT ESSAY IV. ACT	
	B	Certificate of expected graduation	<First Application Period> Academic transcript (for a period of 2 years, including the most recent academic term at the time of application) <Second Application Period> Academic transcript (for a period of 2.5 years, including the first term/semester of the last year of high school)	See NOTE (page 34)	
Thailand	A	Certificate of graduation	Academic transcript (for a period of 3 years, including the last year of high school)	Either I, II, III, IV, or V I. Results of the O-NET (Ordinary National Educational Testing) II. Results of the GAT and PAT III. SAT Reasoning Test IV. SAT (Redesigned): MUST include the SAT ESSAY V. ACT	
	B	Certificate of expected graduation	<First Application Period> Academic transcript (for a period of 2 years, including the most recent academic term at the time of application) <Second Application Period> Academic transcript (for a period of 2.5 years, including the first term/semester of the last year of high school)	See NOTE (page 34)	
Vietnam	A	Certificate of graduation	Academic transcript (for a period of 3 years, including the last year of high school)	Either I, II, III, IV, or V I. Results of the UEE (University Entrance Examination) II. National High School Examination III. SAT Reasoning Test IV. SAT (Redesigned):MUST include the SAT ESSAY V. ACT	
	B	Certificate of expected graduation	<First Application Period> Academic transcript (for a period of 2 years, including the most recent academic term at the time of application) <Second Application Period> Academic transcript (for a period of 2.5 years, including the first term/semester of the last year of high school)	See NOTE (page 34)	

Education System	Category	Certificate of (Expected) Graduation	Academic Transcript	Results of University Entrance Qualification Examinations/Standardized Tests
India	CBSE	A Either I, II, or III I. Graduation certificate of the senior high school II. Senior Secondary School Leaving Certificate III. Certificate of the results of AISSCE (Grade XII)	All I, II, and III I. Certificate of the results of AISSCE (Grade X) II. Academic Transcript for a period of one year of Grade XI III. Certificate of the result of AISSCE (Grade XII)	Either I, II, III, or IV I. Certificate of the results of AISSCE (Grade XII) II. SAT Reasoning Test III. SAT (Redesigned): MUST include the SAT ESSAY IV. ACT
		B Certificate of expected graduation of the senior high school	Both I and II I. Certificate of the result of AISSCE (Grade X) II. Academic transcript for a period of Grade XI & Academic transcript for the most recent academic term of Grade XII at the time of application.	Either I, II, III, or IV I. Predicted result of the AISSCE (Grade XII) *If your school does not provide a predicted score of AISSCE (Grade XII), please submit a "Statement on the Certificate of University Entrance Qualification Examinations / Standardized Tests." II. SAT Reasoning Test III. SAT (Redesigned): MUST include the SAT ESSAY IV. ACT
	CISCE	A Either I, II, or III I. Graduation certificate of the senior high school II. Senior Secondary School Leaving Certificate III. Pass Certificate of ISCE (Year-12)	All I, II, and III I. Certificate of the results of ICSE (Year 10) II. Academic Transcript for a period of one year of Year 11 III. Certificate of the result of ISC (Year XII)	Either I, II, III, or IV I. Certificate of the result of ISC (Year-12) Examination II. SAT Reasoning Test III. SAT (Redesigned): MUST include the SAT ESSAY IV. ACT
		B Certificate of expected graduation of the senior high school	Both I and II I. Certificate of the results of ICSE (Year-10) II. Academic Transcript for a period of one year of Year-11	Either I, II, III, or IV I. Predicted result of the ISC (Year-12) *If your school does not provide a predicted score of ISC examination (Grade XII), please submit a "Statement on the Certificate of University Entrance Qualification Examinations / Standardized Tests." II. SAT Reasoning Test III. SAT (Redesigned): MUST include the SAT ESSAY IV. ACT
	Others	A Either I, II, or III I. Graduation certificate of the senior high school II. Senior Secondary School Leaving Certificate III. Certificate of Higher Secondary Examination (HSC)Year-12 recognized by the State Board	Either I, or II I. Academic Transcript (for a period of 3 years including the last year of high school) II. Certificate of the results of the SSC Year 10& HSC Year 12 recognized by the States Board, and Academic Transcript of Year – 11.	Either I, II, III, or IV I. Certificate of the results of ISC (Year-12) Examination II. SAT Reasoning Test III. SAT (Redesigned): MUST include the SAT ESSAY IV. ACT
		B Either I, or II I. Certificate of expected graduation of the senior high school II. Certificate of the predicted scores of Higher Secondary Examination (HSC)Year-12 recognized by the State Board	Either I, or II I. Academic Transcript (for a period of 2 years including the most recent academic term of high school) II. Certificate of the results of the SSC Year 10 recognized by the State Board, and Academic Transcript for a period of 1 year of Year 11..	See NOTE (page 34)

Education System	Category	Certificate of (Expected) Graduation	Academic Transcript	Results of University Entrance Qualification Examinations/Standardized Tests
Malaysia	Those who have completed Form 6	Certificate of graduation	Academic transcript from Form 4 to Form 6	Either I, II, III, or IV I. Results of the STPM (Sijil Tinggi Persekolahan Malaysia) II. SAT Reasoning Test III. SAT (Redesigned): MUST include the SAT ESSAY IV. ACT
	Those who are scheduled to complete Form 6	Certificate of expected graduation	Academic transcript from Form 4 to the first term of Form 6	<First Application Period> See NOTE (page 34). (Please apply for the Second Application Period if you have not taken the SAT Reasoning Test, the SAT (Redesigned) with the Essay or ACT.) <Second Application Period> Either I, II, III, or IV I. Results of the STPM (Sijil Tinggi Persekolahan Malaysia) II. SAT Reasoning Test III. SAT (Redesigned): MUST include the SAT ESSAY IV. ACT
	Those who have completed the preparatory education curriculum in Japan after completion of Form 5	Certificate of completion of the preparation education curriculum in Japan	Academic transcripts (from Form 4 to Form 5, result of the SPM [Sijil Pelajaran Malaysia], and the whole period of the preparatory education curriculum in Japan)	See NOTE (page 34)
	Those who are scheduled to complete the preparatory education curriculum in Japan after completion of Form 5	Certificate of expected completion of the preparation education curriculum in Japan	Academic transcripts (from Form 4 to Form 5, results of the SPM [Sijil Pelajaran Malaysia], and the first term of the last year of the preparatory education curriculum in Japan)	See NOTE (page 34)
	Those who have completed the Pre-University curriculum in Malaysia after completion of Form 5	Certificate of the results of A-level	Academic transcript for Form 4 and Form 5 and a certificate of grades for the one-year period of the Pre-University course (school reports, etc.)	Either I, II, III, or IV I. Certificate of the results of the A-level (three or more A-level subjects) II. SAT Reasoning Test III. SAT (Redesigned): MUST include the SAT ESSAY IV. ACT
	Those who are scheduled to complete the Pre-University curriculum in Malaysia after completion of Form 5	Certificate of the predicted scores of A-level	Academic transcript for Form 4 and Form 5 and a certificate of grades for the half year period of the Pre-University course (school reports, etc.)	Either I, II, III, or IV I. Certificate of the results of the A-level (three or more A-level subjects) II. SAT Reasoning Test III. SAT (Redesigned): MUST include the SAT ESSAY IV. ACT
	Those who have graduated from a UCSCAM high school	Certificate of graduation	Academic transcript (for a period of 3 years, including the last year of high school)	Either I, II, III, or IV I. Results of the UEC (MICSS Unified Examination Certificate) II. SAT Reasoning Test III. SAT (Redesigned): MUST include the SAT ESSAY IV. ACT
	Those who are scheduled to graduate from a UCSCAM high school	Certificate of expected graduation	<First Application Period> Academic transcript (for a period of 2 years, including the most recent academic term at the time of application) <Second Application Period> Academic transcript (for a period of 2.5 years, including the first term/semester of the last year of high school)	See NOTE (page 34)

Education System	Category	Certificate of (Expected) Graduation	Academic Transcript	Results of University Entrance Qualification Examinations/Standardized Tests
Canada	A	Certificate of graduation	Academic transcript (for a period of 3 years, including the last year of high school)	<p>Either I, II, III, or IV</p> <p>I. Certificate of the 12th-grade examinations held by the state examination board [Alberta]</p> <p>Academic transcript of grades of the 30/31-Level courses taught in Grade 12 [British Columbia]</p> <p>Academic transcript indicating the results of the Provincial Exams [Manitoba]</p> <p>Academic transcript of grades of the 40S/40G-level courses taught in Grade 12 [Nova Scotia]</p> <p>Academic transcript of course grades (University Preparatory Academic or Advanced) taught in Grade 12 [Ontario]</p> <p>Academic transcript that indicates the successful completion of at least 6 units of University Preparation (U) Courses and University / College Preparation (M) Courses taught in Grade 12. [Quebec]</p> <p>Applicants must satisfy general admission requirements, including CEGEP's academic subjects, High School Diploma, etc., for undergraduate programs at universities in Quebec.</p> <p>II. SAT Reasoning Test</p> <p>III. SAT (Redesigned): MUST include the SAT ESSAY</p> <p>IV. ACT</p>
	B	Certificate of expected graduation	<p><First Application Period></p> <p>Academic transcript (for a period of 2 years, including the most recent academic term at the time of application)</p> <p><Second Application Period></p> <p>Academic transcript (for a period of 2.5 years, including the first term/semester of the last year of high school)</p>	See NOTE (page 34)
USA	A	Certificate of graduation	Academic transcript (for a period of 3 years, including the last year of high school)	<p>Either I, II, or III</p> <p>I. SAT-Reasoning Test</p> <p>II. SAT (Redesigned): MUST include the SAT ESSAY</p> <p>III. ACT</p> <p>[SAT]</p> <p>If you are requesting the College Board to send your score card directly to Waseda University, use the WASEDA University code: 0837</p> <p>[ACT]</p> <p>If you are requesting ACT Inc. to send your score card directly to Waseda University, use the WASEDA University code: 5473</p>
	B	Certificate of expected graduation	<p><First Application Period></p> <p>Academic transcript (for a period of 2 years, including the most recent academic term at the time of application)</p> <p><Second Application Period></p> <p>Academic transcript (for a period of 2.5 years, including the first term/semester of the last year of high school)</p>	
France	A	Certificate of graduation	Academic transcript (for a period of 3 years, including the last year of high school)	<p>Either I, II, III, or IV</p> <p>I. Certificate of the results of the Baccalauréat</p> <p>II. SAT Reasoning Test</p> <p>III. SAT (Redesigned): MUST include the SAT ESSAY</p> <p>IV. ACT</p>
	B	Certificate of expected graduation	<p><First Application Period></p> <p>Academic transcript (for a period of 2 years, including the most recent academic term at the time of application)</p> <p><Second Application Period></p> <p>Academic transcript (for a period of 2.5 years, including the first term/semester of the last year of high school)</p>	
Germany	A	Certificate of graduation	Academic transcript (for a period of 3 years, including the last year of high school)	<p>Either I, II, III, or IV</p> <p>I. Certificate of the results of the Abitur</p> <p>II. SAT Reasoning Test</p> <p>III. SAT (Redesigned): MUST include the SAT ESSAY</p> <p>IV. ACT</p>
	B	Certificate of expected graduation	<p><First Application Period></p> <p>Academic transcript (for a period of 2 years, including the most recent academic term at the time of application)</p> <p><Second Application Period></p> <p>Academic transcript (for a period of 2.5 years, including the first term/semester of the last year of high school)</p>	

Education System	Category	Certificate of (Expected) Graduation	Academic Transcript	University Examinations/Standardized Tests	Results of Entrance Qualification
Sweden	A	Certificate of graduation from the senior high school (Leaving Certificate)	Academic transcript (for a period of 3 years including the last year of high school) [Leaving Certificate]	Either I, II, III, IV I. Leaving Certificate or the results of the “Hogskoleprovet” (Swedish Scholastic Aptitude Test) II. SAT Reasoning Test III. SAT (Redesigned): MUST include the SAT ESSAY IV. ACT	
	B	Certificate of expected graduation	<First Application Period> Academic transcript (for a period of 2 years including the most recent academic term at the time of application) <Second Application Period> Academic transcript (for a period of 2.5 years including the first term/semester of the last year of high school)	See NOTE (page 34)	
Denmark	A	Graduation certificate of the senior high school (Leaving Certificate)	Academic Transcript (for a period of 3 years including the last year of high school) (Leaving Certificate)	Leaving Certificate including the marks of the “Studentereksamen”	
	B	Certificate of expected graduation of the senior high school	< First Application Period > Academic Transcript (for a period of 2 years including the most recent academic term of high school) < Second Application Period > Academic Transcript (for a period of 2.5 years including the first term (or semester) of the last year of high school)	See NOTE (page 34)	
Ireland	A	Graduation certificate of the senior high school	Academic Transcript (for a period of 3 years including the last year of high school)	A certificate of the results of the Leaving Certificate Examinations	
	B	Certificate of expected graduation of the senior high school	< First Application Period > Academic Transcript (for a period of 2 years including the most recent academic term of high school) < Second Application Period > Academic Transcript (for a period of 2.5 years including the first term (or semester) of the last year of high school)	See NOTE (page 34)	
UK	A	Certificate of the results of the A-level	Certificate of the results of GCSE (IGCSE) and certificate of grades for a period of 2 years for Form 6 [school reports, etc.]	Either I, II, III, IV I. Certificate of the results of the A-level (two or more A-level subjects) II. SAT Reasoning Test III. SAT (Redesigned): MUST include the SAT ESSAY IV. ACT	
	B	Certificate of expected graduation (a letter from the high school certifying that you will complete Form 6, if the high school cannot issue such a certificate)	<First Application Period> Certificate of the results of GCSE (IGCSE) and certificate of grades for a period of 1 year of the Lower Sixth [school reports, etc.] <Second Application Period> Certificate of the results of GCSE (IGCSE) and certificate of grades for a period of 1.5 years, including the first term/semester of the Upper Sixth [school reports, etc.]	Either I, II, III, or IV I. Certificate of the predicted scores of the A-level (two or more A-level subjects) • If you have already obtained the results of the A-level (two or more A-level subjects) before application, please submit a certificate of the results, and if you are expected to obtain them after application, please submit a certificate of graduation along with the predicted A-level score. II. SAT Reasoning Test III. SAT (Redesigned): MUST include the SAT ESSAY IV. ACT.	
Australia	A	Certificate of graduation	Academic transcript (for a period of 3 years, including the last year of high school) [school reports, etc.]	Either I (a and b), II, III, or IV I-a. Certificate of the 12th-grade examinations held by the state examination board, ACT* Year12 Certificate, NSW Higher School Certificate, NT Certificate of Education and Training, QLD Certificate of Education, SA Certificate of Education, TAS Certificate of Education, VIC Certificate of Education, WA Certificate of Education I-b. Australian Tertiary Admission Rank (ATAR) or Overall Position (OP) * ACT means Australian Capital Territory. II. SAT Reasoning Test III. SAT (Redesigned): MUST include the SAT ESSAY IV. ACT(The American College Testing Program)	
	B	Certificate of expected graduation	Academic transcript (for a period of 2.5 years, including the first term/semester of the last year of high school) [school reports, etc.]	See NOTE (page 34)	
Education	Category	Certificate of (Expected)	Academic Transcript	Results of	

System		Graduation		University Entrance Qualification Examinations/Standardized Tests
New Zealand	A	Certificate of graduation	Academic transcript (for a period of 3 years, including the last year of high school) [school reports, etc.]	Either I, II, III, or IV I. Certificate of the results of the NCEA (National Certificate of Educational Advancement) Level 3 II. SAT Reasoning Test III. SAT (Redesigned): MUST include the SAT ESSAY IV. ACT
	B	Certificate of expected graduation	Academic transcript (for a period of 2.5 years, including the first term/semester of the last year of high school) [school reports, etc.]	See NOTE (page 34)
IB (International Baccalaureate)	A	Certificate of Graduation or IB Diploma	Academic transcript (for a period of 3 years, including the last year of high school)	Certificate of the results of the IB Score (at least six subjects, three or more Higher-Level subjects) and IB Diploma • You must be in the Diploma Program (your results will not be accepted if you are in the Certificate Program). • When you are requesting the IBO to send your certificate directly to Waseda University, use the WASEDA University code: 00549
	B	Certificate of expected graduation	<First Application Period> Academic transcript (for a period of 2 years, including the most recent academic term at the time of application) <Second Application Period> Academic transcript (for a period of 2.5 years, including the first term/semester of the last year of high school)	Certificate of an IB Predicted Score (at least six subjects, three or more Higher-Level subjects) • You must be in the Diploma Program (your results will not be accepted if you are in the Certificate Program). ★ You are required to submit the certificate showing that you definitely earned the IB Diploma(= Final Score) at the time of enrollment procedure.
High school equivalency exam	Those who have passed the exam	Documents certifying that you have passed the exam	Results of a “high school equivalency examination” NOTE: If you have been enrolled in high school in the past, please submit an academic transcript for the entire period during which you were enrolled in high school	Either I, II, III, or IV I. Certificate of the results of an entrance qualification exam or other standardized tests in the country where you take an educational curriculum II. SAT Reasoning Test III. SAT (Redesigned): MUST include the SAT ESSAY IV. ACT
EJU (Examination for Japanese University Admission for International Students)	A	Certificate of graduation	Academic transcript (for a period of 3 years, including the last year of high school)	Certificate of the results of the EJU • You must take the EJU in <u>English</u> (the result of an exam taken in Japanese will not be accepted) and your test result must include the following subjects: “Japan and the World” and “Mathematics Course 1” or “Mathematics Course 2.”
	B	Certificate of expected graduation	<First Application Period> Academic transcript (for a period of 2 years, including the most recent academic term at the time of application) <Second Application Period> Academic transcript (for a period of 2.5 years, including the first term/semester of the last year of high school)	

(6) Score Card of an English Language Proficiency Test: 1 original score card

Submit the **original score card of one of the following tests.**

- 1) TOEFL-iBT (TOEFL-ITP is not accepted)
(You must submit the Official Score Report. The Waseda University code is 9342 when sent directly from ETS.)
- 2) IELTS (Academic)
- 3) TEAP (TEAP CBT is not accepted)
- 4) Eiken (実用英語技能検定)

NOTE:

- For TOEFL-iBT and IELTS, ONLY SCORES SENT DIRECTLY FROM THE ORGANIZATION WILL BE CONSIDERED VALID. Make sure to order the organization to send the scores to us.
- Scores taken during the following designated period will be considered valid.

	Valid Period (From)	Valid Period (to)
1st Application Period	October 27, 2015	AUGUST 31, 2017
2nd Application Period	February 14, 2016	DECEMBER 31, 2017

- Scores must be submitted by the deadline. (Even if the score cards are being sent directly from the organization that administer the examination, only those that arrive before or during the application period are considered valid.) It often takes several weeks for test scores to reach us, so allow yourself sufficient time to order your test scores.
 - If you submit your score for the Test in Practical English Proficiency (実用英語技能検定 Eiken), follow the instruction below:
 - Please submit “Official EIKEN CSE Score Confirmation”.
 - We accept your score only if it includes the scores for all four skills.
- We do not accept notices of test results for the first and second stages.

- If you submit your score for TEAP, write your score of TEAP OVERVIEW on the Application Form. (Not CSE score)
- If you submit a certificate of university entrance qualification examinations/standardized tests administered for an educational system in which the first language is English (such as SAT, ACT[The American College Testing Program], GCE, IB taught in English, etc.), you are not required to submit the score card of an English language proficiency test.

(7) School Profile

- Submit a school profile of the last school you attended (if possible). It is preferable that you submit the school profile of a tertiary education institution (university, junior college, etc.) as well as a high school, if you are enrolled in a tertiary education institution.

(8) Personal Identification

- Submit a copy of your passport, or if you do not have a passport at the time of application, submit a copy of another identification verification documents with your name written in the Roman alphabet, katakana or Chinese characters.

If your nationality is not Japanese and you do not have a status of residence in Japan, submit the following documents in addition to documents 1 to 8.

(9) Statement of Financial Resources and certificates to prove your ability to pay for school and living expenses for one year

The documents and certificates below must be prepared in Japanese or in English. If the bank cannot issue a certificate of deposit balance in English, attach an English translation. If the provider of funds prepared Written Oath for Defraying Expenses in a language other than Japanese or English, attach a Japanese or English translation.

1. Statement of Financial Resources:

In the Statement of Financial Resources, indicate how expenses required during your stay at the School (school and living expenses for one year) will be paid.

- **Use the designated form.**
- Please make sure that the statement is signed by the applicant.

2. Certificate of the deposit balance of a bank account (only certificates issued during the three months prior to the date of application are valid):

If you plan to depend on allowances from a family member or relative, submit a certificate of the deposit balance of a bank account established in the provider's name. If you plan to pay your school and living expenses on your own, submit a certificate of the deposit balance of a bank account established in your own name.

- **Make sure to submit the original copy.**
- Copies of passbook pages or monthly account statements issued by banks are not acceptable as certificates.
- Certificates of balances of securities accounts of securities companies (stocks, etc.) are not acceptable as certificates of deposit balances.

3. Written Oath for Defraying Expenses:

Written Oath for Defraying Expenses signed by the holder of the bank account used in the certificate of deposit balance is required.

- **Use the designated form.**
- If you name a scholarship as a source of funds in the Statement of Financial Resources, submit a scholarship certificate that specifies the scholarship amount and the scholarship period.

(10) Documents related to application for a Certificate of Eligibility (“1” through “4”)

1. Application for a Certificate of Eligibility (CoE):

Use the required forms. Of the whole five pages of the Application you are to submit, fill out only the part for the applicant (3 pages). Waseda University will fill out and seal the part relating to the institution (2 pages).

2. Photographs:

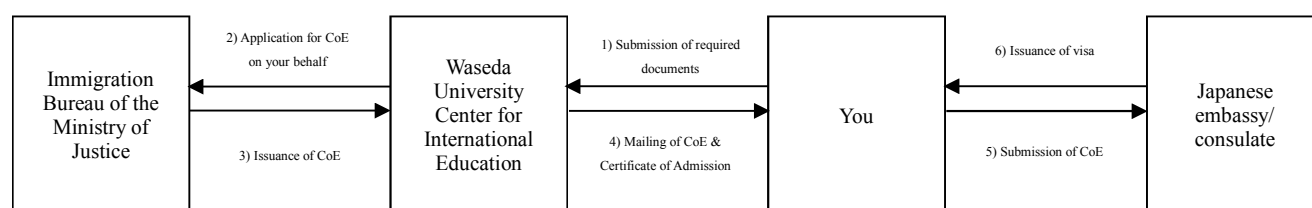
Affix one photograph to the application form for a CoE (put your name on the back).

Enclose two photographs besides the one affixed to the application form.

NOTE:

- Do not use double-sided printing when you print the form.
- As a rule, successful applicants of nationalities other than Japanese must acquire a “Student” visa after completing the enrollment procedures. To apply for a “Student” visa, you will need to obtain a CoE (Certificate of Eligibility) from the Tokyo Regional Immigration Bureau of the Ministry of Justice in Japan. Waseda University Center for International Education will apply for a CoE by proxy for students admitted to Waseda University through this admissions process if they are foreign nationals without resident status in Japan. If you do not submit the necessary documents or submitted documents are incomplete, we will not be able to apply for a CoE on your behalf. If you apply for a CoE or a visa separately (make double applications), we will not be able to support your application. In some cases, you may be required to submit additional documents by the Immigration Bureau of Japan.
- Waseda University will assist students only in obtaining “Student” visas. You must apply for other types of visas on your own.
- You will be requested to return the CoE to Waseda University along with a statement of the reason if you are unable to enroll owing to changes in circumstances.
- Be sure not to make multiple applications for a CoE. If you make multiple applications, a CoE will not be issued.

“College Student” visa acquisition process [1 --> 2 --> 3 --> 4 --> 5 --> 6]



If your nationality is not Japanese and you already have a status of residence in Japan, submit the following document in addition to documents 1 to 8.

(11) Certificate of residence in Japan

If you have a status of residence in Japan at the time of application, submit copies of either one of the following:

- Certificate of Residence (“Juminhyo”) which shows your nationality, residence status, period of residence, the expiration date of your period of residence, and your Residence Card number
- Copies of both sides of your Residence Card

NOTE:

- If you have a status of residence in Japan other than “Permanent Resident,” “Spouse or Child of Japanese National,” “Spouse or Child of Permanent Resident,” or “Long Term Resident,” change the status of residence to “Student” on your own after you are accepted by the School, if necessary.

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