

Application Guide for September 2024 Entry
Global Studies in Japanese Cultures Program (JCulP)
Overseas Students Admission
School of Culture, Media and Society
WASEDA UNIVERSITY
version 1.1



- Please read this Guide, the “[List of Application Documents by Education System](#),” and the [FAQs](#) on our website thoroughly before making inquiries to our office.
- Please make all inquiries via e-mail (toyama-adm@list.waseda.jp) in order for us to keep records of all communications with our applicants.
- All dates and times stated in this guide are in Japan Standard Time (JST).

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STEP 1 Understand the Basic Admission Scheme

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

ADMISSION POLICY

<https://www.waseda.jp/flas/cms/en/about/policy/>

DEGREE PROGRAM

Bachelor of Arts in Literature

LANGUAGE OF INSTRUCTION

English

- * Japanese language ability is not required at the time of application.

TIME OF MATRICULATION

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

- * The School does not admit second- or third-year transfer students.

NUMBER OF STUDENTS TO BE ADMITTED

15 students

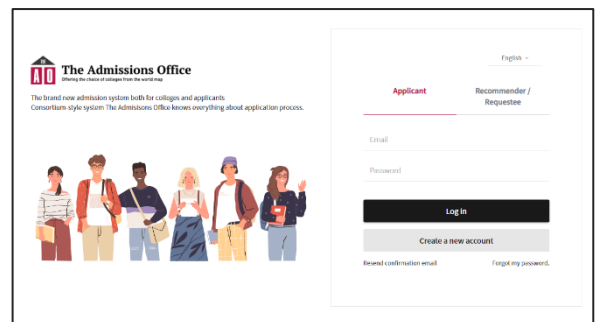
- * There is no quota or target for international students of particular nationalities.

APPLICATION METHODS

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

TAO (The Admissions Office)

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



SCREENING METHODS

- Admissions decisions are based on a holistic screening of the application documents. This includes consideration of examination/test scores and English language proficiency.
- Applicants may be invited to an interview if required.

ELIGIBILITY

Applicants from educational systems other than Japan must meet one of the following requirements: A, B, or C. Those from the Japanese educational system are not eligible.

- A. At the time of application, you must meet one of the following qualifications:^(a)
1. You have completed or are expected to complete secondary education and formal school education for 12 or more years outside Japan.^(b)
 2. You have completed or are expected to complete secondary education and formal school education for 12 years at an international school that has been accredited by an international accreditation institution.^(c)
 3. You have completed or are expected to complete formal school education at a foreign school in Japan designated by MEXT^(d) as equivalent to a high school in Japan.^(e)
 4. You have obtained or are expected to obtain one of the following qualifications: International Baccalaureate Diploma, Baccalauréat, Abitur, or General Certificate of Education Advanced Level.
 5. You have completed or are expected to complete secondary education and formal school education for 11 years in the specific countries designated by MEXT.^(f)
 6. You have completed or are expected to complete a college preparatory course designated by MEXT after completing a formal education of less than 12 years, other than in the cases specified in No. 5 above.
- B. You are 18 years old or older as of the expected enrollment date, AND you have passed, at the time of application, a qualification exam that proves you have scholastic ability equivalent to or higher than those who have completed a 12-year education curriculum outside Japan.
- C. You are 18 years old or older as of the expected enrollment date, AND you are recognized individually by the School of as having met the requirements equivalent to A or B above.

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

NOTE:

- 1) Eligibility is not decided by nationality or length of period living abroad.
- 2) There is no minimum requirement for GPA or standardized test scores that applicants must meet.
- 3) If you are expected or scheduled to meet any of the qualifications above, you must meet them before the first date of enrollment.
- 4) If you are not sure whether you meet the requirements for applicant eligibility or if you wish to verify your eligibility, contact the School at least 3 weeks before the application deadline.
- 5) **For those who need to submit an English Language Proficiency Test Score, there is a required minimum score you need to clear.** If your score doesn't meet the requirements, your application will not be acceptable. For details, refer to P. 9-10.

TIMELINE

Event	Schedule
Online Application Period	January 10 (10:00 AM)–February 15 (5:00 PM), 2024
Notification of Examinee Number	Early April, 2024
Interview (if required)	April 10–16, 2024
Results Announcement	April 18, 2024
First Enrollment Procedures	(see below)
Action 1: Fee Payment	By May 10, 2024
Action 2: Submission of Visa-related Documents	By May 31, 2024
Second Enrollment Procedures	(see below)
Action 3: Verification of Application Documents	TBA
Action 4: Online Registration	TBA
Enrollment Date	September 21, 2024

STEP 2 Prepare the Necessary Documents

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

Application Documents

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

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

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

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

NOTE:

1) Requirements on original documents

On TAO, you will first upload PDF versions of the original/certified documents and certificates to follow our online application process. However, later as part of our enrollment procedures, successful applicants will be required to prove their originality either by submitting their physical copies by post, having their official versions sent by e-mail from the issuing organization, or using digital credential services. If you are unable to do so by the designated deadline, you will be considered to have failed to meet our enrollment qualifications. Any discrepancies may be considered as falsification/fabrication of application documents, and your admission may be revoked. For more details, refer to P. 18 Step 6: Complete the Enrollment Procedures.

2) Applicant's name on certificates

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

3) Language specification

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

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

4) Meeting the deadline

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

1. Proof of Applicant Eligibility

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

NOTE:

- 1) If the transcript shows your (expected) graduation date, you do not need to prepare a separate document.
- 2) If your high school does not issue a certificate of graduation (or expected graduation), use the "[Template for Certificate of Graduation/Expected Graduation](#)," which you can download from the School website.
- 3) If you did not graduate from high school but passed the university entrance qualification test (high school equivalency examination), submit the documents certifying this fact, instead of the certificate of high school graduation.
- 4) The documents should be in English or with an English translation, but certificates of (expected) graduation in Japanese can be accepted when the original documents can only be issued in Japanese.
- 5) If you are studying or have studied at a high school in China, please let us know if you will sit/have sat for China High School Academic Proficiency Test (Huikao/会考) on TAO. If you have the results, upload a PDF version of "Verification Report of China High School Academic Proficiency Test (Huikao) Results" issued in English by CSSD (学信网). Verification Report must include your legal name in alphabet and verification QR code. Only report issued by CSSD will be considered valid. Huikao results are used only for the purpose of reviewing applicants' eligibility.
If you will sit/have sat for the test, you will be asked to send English version of "Verification Report of China Secondary Education Qualification Certificate" directly from CSSD (学信网) as a part of our enrollment procedures.

2. Academic Transcript

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

NOTE:

- 1) If you have been enrolled in more than one school, submit the academic transcripts from all the schools that you have been enrolled in.
- 2) If you have passed the university entrance qualification test (high school equivalency examination), submit the documents certifying this fact and the score. If you have been enrolled in high school in the past, submit an academic transcript for the entire period during which you were enrolled in high school.
- 3) If you are studying or have studied at a tertiary education institution (university, junior college, etc.), submit an academic transcript with grades for the period until the most recent academic term at the time of application.
- 4) If you are unable to submit grades for the designated period due to COVID-19 (e.g., letter grades being suspended, courses taken during the most recent semester not shown due to school closure, etc.), you may submit the most up-to-date transcripts which you can receive from your high school at the time of application.
- 5) If you have graduated from your school, submit the academic transcript issued on or after the graduation date.
- 6) If you wish to submit AP exam scores, arrange to have your score reports directly sent from College Board. (If sent by other means, they will be considered invalid). The Waseda University Code: [AP: 0837]

3. Grading Scale

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

NOTE:

- 1) If the transcript(s) shows the grading scale, additional documents are not necessary.
- 2) A photocopy of the school website, school profile, or any other official document issued by your high school which certifies the grading scale/system is acceptable.

4. Standardized Test Score

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

Submission Method

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

	<ul style="list-style-type: none"> After admitted, you will be asked to send English version of "Verification Report of China College Admission Examination Scores" directly from CSSD (学信网) as a part of our enrollment procedures. Only report issued by CSSD will be considered valid.
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NOTE:

- Test scores, including those directly sent by the testing organization, must arrive by the application deadline. Arrival prior to the application period is acceptable.
- We do NOT superscore. If you have taken the test multiple times, choose your best score (the sitting with the highest total score) and enter that information.

► **For those who cannot submit specified test scores:**

If you fall into the one of the following cases, you must take one of the tests in the "[List of Application Documents by Education System](#)," such as SAT or ACT.

Case 1	You are a high school (secondary school) student at the time of application, and your country's or region's university entrance qualification examination or another standardized test will be conducted/released after our application deadline.
Case 2	You are receiving or have received your education in a country where there is no national standardized test for assessing your qualification to enter university.
Case 3	You have not taken any standardized tests before.

5. English Language Proficiency Test Score

You may submit the results of the following tests. **Only the tests taken on or after the following date are deemed as being valid: March 1, 2022.**

Required minimum score

There is a minimum Score of an English Language Proficiency Test required for application shown below. If your score doesn't meet the requirements, your application will not be acceptable. The English Language Proficiency Tests and the each's required score for the 2024 admission are as follows.

Test	TOEFL iBT *1	IELTS *2	TEAP *3	TEAP CBT	Eiken *4	Cambridge English Qualification	GTEC CBT
Required Score	95 or higher	7.0 or higher	375 or higher	800 or higher	2600 or higher	180 or higher	1350 or higher

NOTE:

- *1 "MyBest Scores" is not acceptable (Please be sure to fulfill the required score with the test at once). TOEFL ITP, TOEFL iBT Home Edition and TOEFL iBT Paper Edition are not acceptable.
- *2 Only the Academic Module is acceptable. IELTS indicator and IELTS Online and IELTS One Skill Retake are not acceptable.
- *3 The score of TEAP OVERVIEW SCORE will be reviewed (instead of CSE). Please submit the OFFICIAL SCORE REPORT.
- *4 Only to pass the score of CSE is required for Eiken. The level or the result (success or failure) does not matter. Please submit PROOF OF EIKEN CERTIFICATION or EIKEN CSE Score Certificate.
- * There are no bonus points even if you submit a considerably higher score than the standards shown above. Also, there is no advantage or disadvantage based on which test you submit.

Submission Method

Test	How to submit
TOEFL iBT	Arrange to have your score directly sent from ETS. Waseda University Code: [9342]
IELTS (Academic)	<p>Arrange to have your score sent electronically directly from the testing organization using the following information.</p> <p>Institution: Waseda University Department: Admissions Center Address: 1-6-1, Nishi-waseda, Shinjuku-ku, Tokyo, 169-8050 Japan, Admissions Center, Waseda University Delivery Method: Electronic Score Delivery</p>
TEAP TEAP CBT Eiken Cambridge English Qualification GTEC CBT	<ul style="list-style-type: none"> · Upload a PDF version of the certificate by yourself on TAO. · The scores are NOT needed to be sent directly from the organization.

NOTE:

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

Exemption:

Applicants submitting standardized test administered for an educational system where the first language is English (such as **SAT, ACT, GCE A-level, IB taught in English**, etc.) are **exempt from submitting English Language Proficiency Test Score**.

6. Essay

Submit a Statement of Purpose following the instructions below. The essay must be written **by yourself**. **This statement is of particular importance in the document screening process.**

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).

Please address the following questions:

1. What are you particularly interested in studying at JCulP?
2. What makes you a suitable and unique candidate for the program?

Format Requirements:

- 1) Must be written in English.
- 2) Use the cover form [Appendix 1](#), which you can download from the School website for your essay.

- 3) A4 sized PDF document.
- 4) Prepare your essay on a computer, using font size 12 and double spacing.
- 5) **Do NOT write your name or attach a photo of yourself on the cover form and in the text.**
- 6) Write "The End" at the end of your essay.
- 7) You may use any combination of words, graphs, pictures, conceptual diagrams, or any other materials as long as they are printable (video is not acceptable). The number of words does not have to be reduced when using graphs, pictures, etc.

NOTE:

These are the only instructions about the Statement of Purpose. The School does not provide any further information or advice, nor accept any questions on this matter.

7. Academic Honors & Personal and Volunteer Activities

"Academic Honors" refers to any awards, certificates, or other special honors received as a result of exceptional academic performance. However, what you can write here is not limited to the case you were awarded a prize, so please list and describe your academic activities you want to highlight.

"Personal and Volunteer Activities" refers to extracurricular activities, including cultural activities, clubs, sports, community groups, and so on.

Please list and describe your "Academic Honors" and "Personal and Volunteer Activities" in the appropriate fields (up to 150 words per field). You can enter up to three items each for "Academic Honors" and "Personal and Volunteer Activities." **It is strongly recommended that you enter at least one item for both "Academic Honors" and "Personal and Volunteer Activities."** Entries will be considered invalid if they do not meet requirements described below.

1. 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.
2. For each item you have listed in the "Academic Honors" and "Personal and Volunteer Activities" fields, be sure to submit "Proof of Honors and Activities" (see [Appendix 2](#), which you can download from the School website) signed by the representative of the organization or school that conferred the honor or organized the activity in question (e.g., principal, counselor, faculty member), in order to certify that the information on the form is correct.
 - * In case you cannot prepare "Proof of Honors and Activities", submit a document that verifies your honors or activities (proof document), either in English or in Japanese. For documents in other languages, attach a translation into English.
3. Each piece of evidence must show the name of the relevant honors or activities, the name of the applicant, as well as the conferral date for the given honor or the date of the activities.

NOTE:

- 1) We do NOT accept photographs of the scene, a trophy, or similar materials as valid proof documents.
- 2) Attach an English translation of documents issued in languages other than English. You may provide your own translation only for the proof of achievements.

8. Personal Identification (Passport)

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

If you are a citizen of more than one country, prepare copies of all your passports.

9. Applicant's Photo

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

NOTE:

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

10. Residence Card in Japan

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

11. Proof of Payment

Prepare a photo or a screenshot of the payment receipt which includes your name, payment date, and amount. For more details of the payment methods, refer to STEP 3.

STEP 3 Pay the Screening Fee

Pay the screening fee during the following designated periods.

Timeline

Screening Fee Payment Period
January 10 – February 15 (5:00 PM), 2024

Screening fee

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

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

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

Reimbursement policy

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

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

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

Payment methods

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

1. Payment via Credit Card/ Online Payment System

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

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

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

Top Page	Examination Fee
First selection	English-based Degree program
Second selection	School of Culture, Media and Society
Third selection	September 2024 Admission
Fourth selection	JCulP [Applicants Residing Outside of Japan] JPY 5,000
	JCulP [Applicants Residing in Japan] JPY 35,000

NOTE:

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

2. Payment via Convenience Store

This payment method is only applicable to applicants residing in Japan. To make the payment at a convenience store, access the "screening fee convenience store payment site" (<https://e-shiharai.net/>) [Japanese language only] first, and complete the designated payment registration, and then go to a convenience store. After making the payment, save the "Result" page as a PDF/JPEG/PNG, and upload it with your application on TAO.

https://www.waseda.jp/inst/admission/assets/uploads/2023/06/TAO_Convenience_Store_Payment.pdf

NOTE:

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

Screening Fee Waiver Program for Specified Countries

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

https://www.waseda.jp/flas/cms/assets/uploads/2022/09/4_Application-Form-for-Screening-Fee-Waiver.pdf

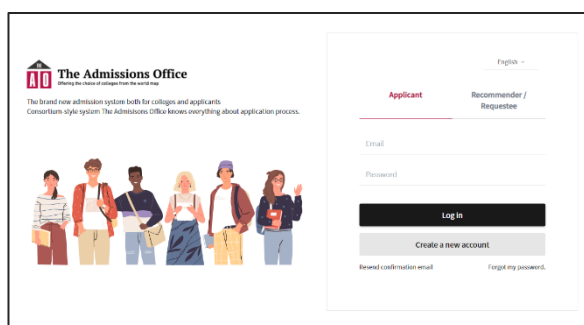
STEP 4 Complete the Online Application

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

Timeline

Online Application Period
January 10 (10:00 AM)–February 15 (5:00 PM), 2024

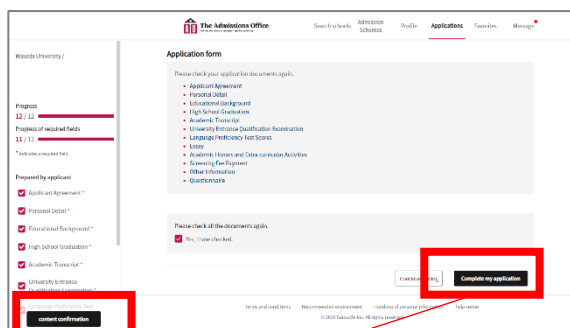
TAO (The Admissions Office) <https://admissions-office.net/en/portal>



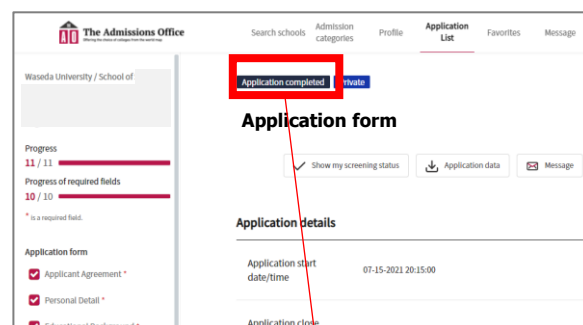
- 1) You must first create an account on TAO.
- 2) After creating your TAO account, find “Overseas Students Admission for September 2024 Entry” from the “Admission schemes” menu and start your application.
- 3) Follow the detailed instructions shown on the system screen as you fill out and upload the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

IMPORTANT:

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



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



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

NOTE:

- 1) Application materials that arrive after the deadline will not be accepted under any circumstances, even if they are sent from your high school or other institution directly to the School.
- 2) You do NOT need to create a “Profile” on TAO in this admission. The School does not use the information provided in this section.
- 3) By creating your account on TAO, you agree to the “Terms of Use” and “Handling of Personal Information” designed by TAO Inc., the service provider of TAO.

STEP 5 Screening Procedures and Schedules

1. Check Your Examinee Number

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

Notification Date
Early April, 2024

NOTE:

- 1) If your application is incomplete within the designated submission period, your documents may be rejected before screening.
- 2) It is solely our discretion to decide whether or not to accept your application. We do not accept any inquiries on these matters.

2. Interview

An interview will be required only when we judge that we need further information in addition to the application documents. Whether you are required to take an interview or not is not at all indicative of your final results (pass or fail).

We will notify all applicants whether an interview is required by the following date via TAO. Interview candidates will receive their interview schedule at the same time.

Notification Date	Interview Schedule
By April 9, 2024	April 10–16, 2024

The interview will be conducted through an online interview system (Zoom).

Important Points Concerning Use of Zoom

Applicants are responsible for preparing a suitable environment including but not limited to the conditions stated in the following for the use of Zoom. Any fees that applicants may incur in taking the interview via Zoom will be borne by themselves.

- 1) Internet Connection
Stable Internet connection must be prepared. To ensure a stable connection, connecting to a wired LAN is strongly encouraged.
- 2) Audio/ Visual Equipment
Equipment such as a webcam, microphone, headset, and speaker must be prepared. Computer-built equipment may be used as well. The use of a computer is strongly encouraged, but applicants may use a smartphone or a tablet if preferred. Before the interview, applicants are expected to conduct a Test Meeting on Zoom (<https://zoom.us/test>) and confirm if the audio and visual equipment on the device works without any problems.
- 3) Location
As well as preparing the above environment, a room with quiet environment with no other parties present during the interview is expected. The interview date and time will be decided by Waseda University and no individual request can be made.
Duration of the interview will be approximately 15 minutes. Applicants who are late in showing up at their interview more than 20 minutes will be considered being absent.

4) Troubleshooting on the Day of the Interview/ Important Notes

If, on the scheduled day, Waseda University determines that the interview cannot be held due to unforeseen circumstances such as unstable Internet connection, applicants will be contacted via phone or e-mail provided on the application form. In such cases, they must follow the instruction given by the staff/professor. If the applicants cannot be reached nor does not follow the instructions, the interview may be considered abandoned. Thus, the screening fee will not be refunded.

Leaving during the interview may be considered abandoned.

Failing to act in accordance with the following guidelines may result in misconduct.

- The authorized materials that applicants can bring to the interview are examine slip, writing utensils, note pad, plain handkerchief, and tissues without a box or cover.
- Making audio/ video recording and taking photographs by applicants are strictly prohibited.

5) Interview Procedures and Regulations on Zoom

- The video and audio on Zoom must be turned on at all times and the whole face of the applicants must remain visible throughout the interview.
- The use of electronic devices other than the one used for the interview is strictly prohibited. During the interview, applicants are not allowed to search information nor access applications /tools except Zoom on the authorized device.
- Virtual Background on Zoom must be disabled.
- To ensure there is no other parties present in the room, applicants may be asked to move the camera on the device to show a 360-degree view of the room before, during, or after the interview. In this case, please follow the instructions.
- Masks must be removed prior to the interview.
- Zoom operating procedures can be found in the following website.
Zoom Support: <https://support.zoom.us/hc/en-us>

3. Results Announcement

There are two possible outcomes of your application results:

Successful	Your application was successful and you are offered admission to the School. No additional steps are required.
Unsuccessful	Your application was unsuccessful.

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

Announcement Date
April 18, 2024

* We will not accept any inquiries regarding application results.

Enrollment documents will be sent to successful applicants via TAO, following the above announcement dates.

STEP 6 Complete the Enrollment Procedures

Successful applicants are required to complete the following actions:

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

TIMELINE

First Enrollment Procedures		Second Enrollment Procedures	
Action 1	Action 2	Action 3	Action 4
May 10, 2024	May 31, 2024	TBA	TBA

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

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

[First year] (In Japanese Yen)

Payment period	Upon entry (Expenses for the fall semester of 2024)	Expenses for the spring semester of 2025 *expected amount	Total
Admission Fee	200,000	-	200,000
Tuition Fee	545,500	545,500	1,091,000
Library Fee	500	500	1,000
Waseda University Student Health Promotion Mutual Aid Association Fee	1,500	1,500	3,000
Total	747,500	547,500	1,295,000

Notes on fees and payment:

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

Notes on refund, transfer, and exemption:

- (1) As a rule, we do not refund Tuition Fee or other fees once they are paid. However, if you do not enter Waseda University due to unavoidable circumstances, or fail to meet entrance qualifications prior to enrollment, we may refund only the

Tuition Fee for the first semester (not the Admission Fee) to you.

- (2) If you have been accepted by one of the undergraduate schools at Waseda University and completed payment of Admission Fees, Tuition Fee, and other fees to the school, but were later accepted by your preferred undergraduate school, you can choose to enter your preferred undergraduate school and have the amount you already paid be transferred to that school. However, this procedure can be done only when the enrollment procedure periods (payment periods) of the two schools do not overlap AND if the date of enrollment for both schools is same.
- (3) If you are currently enrolled in, graduated from, completed, or withdrawn from an undergraduate, graduate, or specialized program of Waseda University, you are not required to pay the Admission Fee (Registration Fee).
- (4) For more information about these procedures, refer to the "Guide to Enrollment Procedures" sent to successful applicants or contact our office (toyama-adm@list.waseda.jp).

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

International students without resident status in Japan are required to apply for a Certificate of Eligibility (COE) in order to apply for a Student visa to enter and reside in Japan. Waseda University will apply for the COE on their behalf. If this applies to you, you must submit all visa-related documents **by May 31, 2024**. For further details, refer to the "[Visa Application Guide](#)", which can be found on the School website.

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

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

<Required Documents>

Document	Notes	Deadline
Academic Transcript	<ul style="list-style-type: none"> Must include the same contents as in the materials you submitted during application. 	TBA
Standardized Test Score	<ul style="list-style-type: none"> Must be the same contents as in the materials you submitted during application. Applicants who submitted SAT, ACT, or IBDP final grades during application are NOT required to send certificates again. Applicants who submitted predicted scores (e.g., IBDP, GCE A-level, HKDSE etc.) must submit both certificates for the predicted scores and the final scores. For GCE A-level final grades: <ul style="list-style-type: none"> Cambridge Assessment International Education: Submit score certificates issued by the Examination Board by yourself. Photocopies are acceptable. The School will verify their authenticity with Cambridge, so there is no need for you to have them sent directly to us. Other Examination Boards (e.g., Pearson Edexcel, AQA, etc.): Arrange to have your score certificates directly sent from the examination boards. Applicants who submitted Gaokao must submit English version of "Verification Report of China College Admission Examination Scores" directly from CSSD (学信网). 	
English Language Proficiency Test Score	Applicants who submitted TEAP, TEAP CBT, Eiken, Cambridge English Qualification, or GTEC CBT must submit certificates.	

Certificate of Graduation	<ul style="list-style-type: none"> · Must show that you have actually graduated from the school. · Certificate of Expected Graduation is NOT required (nor accepted) for those who uploaded it during application. · Applicants who sat for China High School Academic Proficiency Test (Huikao/会考) must submit English version of "Verification Report of China Secondary Education Qualification Certificate" directly from CSSD (学信网). 	TBA
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<What makes a document “Official”?>

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

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

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

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

Second Enrollment Procedures - Action 4: Complete online registration

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

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

Scholarships

There are separate scholarships for Japanese* and international students.

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

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

Pre-enrollment scholarships

Pre-enrollment scholarships are awarded to a certain number of applicants who show great academic caliber. Eligible recipients will be notified when they are offered admission or during the enrollment procedures. There is no need to submit a separate application for this scholarship.

Post-enrollment scholarships

International students can also apply for scholarships after enrollment to the university. Further information on scholarships will be included in the enrollment guide or orientations.

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

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

Dormitories

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

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

Arrival in Japan and Entrance Ceremony

The school year begins on September 21; however, orientations for the first-year students are scheduled in early September. Therefore, first-year students should plan to arrive in Tokyo in early September. The entrance ceremony will be held in late September. Further details on these ceremonies will be notified in due course.

COMMON NOTES

Notes on Application

(1) Communication Method

The School will contact to applicants via TAO message and/or e-mail address that you registered on TAO when we notify incomplete documents, examinee number, interview invitation and enrollment procedures, etc.

(2) Change in Contact Information

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

(3) Special Needs

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

(4) Requirements for Expected Students

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

University Regulations

(1) Waseda University Code of Misconduct

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

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

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

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

In cases of unforeseen circumstances that are beyond human control, such as a natural disaster (e.g., typhoons, earthquakes, flooding, tsunamis) and/or accident, such as fire, power failure, an unstable internet connection and so on, measures including delaying the start of the exam or postponing of the exam, etc., may be taken.

However, in such an event, we will bear no responsibility for any resulting inconvenience, expenses, or other personal loss that you may incur.

Basic Policy Statements

(1) Handling of Personal Information

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

(2) Collecting information on Gender and Sexual Diversity

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

Revision History

Date of revision	Version	Page	What was revised
September 25, 2023	1.0	n/a	(original version)
December 11, 2023	1.1	9	NOTE: *2 Only the Academic Module is acceptable. IELTS indicator and IELTS Online are not acceptable. ↓ *2 Only the Academic Module is acceptable. IELTS indicator and IELTS Online and IELTS One Skill Retake are not acceptable.

Contact

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

E-mail: toyama-adm@list.waseda.jp

- * Please read this Guide and the [FAQs](#) on our website thoroughly before making e-mail inquiries.
- * Please make all inquiries via e-mail in order for us to keep records of all communications with our applicants.
- * During the winter holiday period from December 29, 2023 to January 8, 2024, we will not be able to answer any inquiries.