

[Concerning Students Admitted in September 2026] Recognition of Credits Acquired Before Admission (JCulP OS Students)

September 1, 2026

Administrative Office, Faculty of Letters, Arts and Sciences

Credits acquired by **JCulP students before they were admitted as regular first-year students** to the School of Culture, Media and Society, at other schools of Waseda University and other universities (including technical colleges and junior colleges), may be recognized and counted toward the graduation requirements of the school if an application is filed by the students during the designated period and the credits are deemed appropriate by the Faculty Committee.

Students who wish to request recognition of credits must perform the necessary procedures within the designated period after carefully reading the following guidelines.

1. Overview

Eligible students

Regular students admitted as first-year students or readmitted as first-year students in September 2026

Number of recognized credits

Credits are recognized within the maximum number of credits that may be counted toward graduation for courses taken at other schools while enrolled in the school.

Students who plan to take courses offered by other schools and have those credits counted toward graduation should take this limit into consideration when applying for credit recognition.

Credits recognized under this system do not count toward the credit registration limit for the academic year or semester in which the recognition is granted.

	Maximum number of credits that can be acquired from subjects studied in other Schools * excluding optional subjects
SCMS	36

Example: If 10 credits earned before admission are recognized, only 26 credits from courses taken at other schools may be counted toward graduation requirements.

Classification of recognized subjects and grades

All recognized credits are counted as subjects studied in other Schools and are assigned **grade N**. The grade N is not included in GPA calculations. In addition, recognized credits do not appear on official transcripts.

Eligible Institutions and Required Documents

Credits earned at the following institutions are eligible for recognition.

Note that different documents are required from different institutes for the credits to be recognized. No applications lacking the requisite documents will be accepted. All documents must be originals (no copies are acceptable). No documents will be returned once submitted.

Accrediting institutes		Submitted documents
(1)	Other undergraduate school at Waseda University	• Transcript of Academic Record • Certificate of withdrawal
(2)	Special auditing program for high-school students offered by Waseda University	• Transcript for special auditing student(issued by the Global Education Center of Waseda University)
(3)	University or junior college in Japan other than Waseda University	• Transcript of Academic Record • Certificate of withdrawal
(4)	Overseas university or junior college	• Transcript of Academic Record (English) • Certificate of withdrawal (English) • Documents providing general information on the university or junior college (in English) → The documents should preferably indicate that a bachelor's degree or associate degree can be awarded under the educational system of the relevant country. • If these documents are not in English, submit a Japanese or English translation of them. (Translations must be certified as accurate by a public organization.) • A report describing your field of study, major, and academic work at the institution (approximately one A4 page; any format).

(5)	College of technology	• Transcript of Academic Record • Certificate of withdrawal
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- **Credits obtained through non-degree-related programs** (e.g., summer programs) **are not eligible for recognition.**
- **Credits that have already been counted to obtain a degree** at another university or college in Japan or elsewhere **cannot be recognized.**
- If withdrawing from study at a college of technology after completion of the third year or later, only the credits obtained after the completion of the third year (i.e., fourth and fifth years) or credits from major subjects can be recognized.

Announcement of recognized credits

Recognized credits are announced on the Web Grade Report after approval by the faculty committee. Results from the first round of accepted applications are announced along with grades from the Fall semester in early March. Results from the second round are announced along with grades from the Spring semester in early September.

Additional notes

- Credits from physical education (including sports theory) are not recognized since they do not count toward the requirements for graduation at the School of Culture, Media and Society.
- Credits acquired before admission and recognized by our schools under this framework **do not count as credits required for promotion to the second year.**
- If a regular student has already attended classes offered by the School of Culture, Media and Society or the School of Humanities and Social Sciences in the special auditing program for high-school students and the credits have been recognized, the student can attend the same classes again if they are still offered.
- Second-year students and above, as well as students who have not advanced to the second year (i.e., *mishinkyusei*) are not eligible for this type of credit recognition.
- Students who are on a leave of absence or studying abroad during the application period are not eligible to apply.

2. Application period and necessary items

[1st round of application]

September 17 (Thu), 2026- October 21 (Wed), 2026 during office hours

[2nd round of application]

April 19 (Mon), 2027 - May 21(Fri), 2027 during office hours

* No application is accepted after the deadline under any circumstances.

[Necessary items]

- Student ID
- Application for Recognition of Credits Acquired Before Admission (designated form)
⇒ Download and fill it out in advance.
- Documents required for the relevant institution type as specified in "Eligible Institutions and Required Documents" of [1. Overview](#).

If you have any questions regarding the required documents, please contact the Administrative Office of the Faculty of Letters, Arts and Sciences in advance. Applications that do not include all required documents will not be accepted unless the deficiency is corrected by the end of the application period. Please note that applications that are not accepted due to incomplete documentation cannot be resubmitted in subsequent academic years.