

Application Guide for September 2027 Entry
Global Studies in Japanese Cultures Program (JCulP)
Overseas Students Admission
School of Culture, Media and Society
WASEDA UNIVERSITY
version 1.0



- 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).

Revision History

Date of revision	Version	Page	What was revised
September 24, 2026	1.0	n/a	(original version)

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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 transfer students.

NUMBER OF STUDENTS TO BE ADMITTED

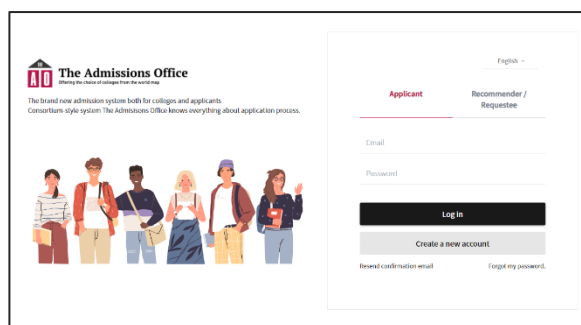
15 students

- * 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: <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, General Certificate of Education Advanced Level, International General Certificate of Education Advanced Level, or European Baccalaureate Diploma.
 5. You have completed or are expected to complete secondary education and formal school education for 11 years in the specific countries designated by MEXT.^(f)
 6. You have completed or are expected to complete a college preparatory course designated by MEXT after completing a formal education of less than 12 years, other than in the cases specified in No. 5 above.
- B. You are 18 years old or older as of the expected enrollment date, AND you have passed, at the time of application, a qualification exam that proves you have scholastic ability equivalent to or higher than those who have completed a 12-year education curriculum outside Japan.
- C. You are 18 years old or older as of the expected enrollment date, AND you are recognized individually by the School as having met the requirements equivalent to A or B above.

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

(b) Those who "have completed or are expected to complete secondary education and formal school education for 12 or more years outside Japan" refers to those who have received 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 country other than Japan.

(c) WASC (Western Association of Schools and Colleges), ACSI (Association of Christian Schools International), CIS (Council of International Schools), NEASC (New England Association of Schools and Colleges), Cognia (including NCA CASI, NWAC and SACS CASI), and COBIS (Council of British International Schools).

(d) "MEXT" in this section refers to the Ministry of Education, Culture, Sports, Science and Technology.

(e) Foreign schools in Japan designated by MEXT:

https://www.mext.go.jp/a_menu/koutou/shikaku/07111314/003.htm (in Japanese)

(f) Designated 11-year school education equivalent to a "High School" in Japan: Belarus, Kazakhstan, Myanmar, Peru, Russia, Sudan, Ukraine, and Uzbekistan:

https://www.mext.go.jp/a_menu/koutou/shikaku/1380756.htm (in Japanese)

NOTE:

- 1) Eligibility is not decided by nationality or length of period living abroad.
- 2) There is no minimum requirement for GPA or standardized test scores that applicants must meet.
- 3) If you are expected or scheduled to meet any of the qualifications above, you must meet them before the first date of enrollment.
- 4) If you are not sure whether you meet the requirements for applicant eligibility or if you would like to verify your eligibility, contact the School and submit designated documents at least 3 weeks before the application deadline.

Applicant's eligibility will be reviewed based on the submission of designated documents and inquiries regarding application eligibility will not be addressed over the phone or in person.

- 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 does not meet the requirements, your application will not be acceptable. For details, refer to P. 10-11.

TIMELINE

Event	Schedule
Online Application Period	January 7 (10:00 AM)–January 28 (5:00 PM), 2027
Notification of Examinee Number	Early April, 2027
Interview (if required)	April 7–9, 2027
Results Announcement	April 15, 2027
First Enrollment Procedures	(see below)
Action 1: Fee Payment	By May 7, 2027
Action 2: Submission of Visa-related Documents	By May 28, 2027
Second Enrollment Procedures	(see below)
Action 3: Verification of Application Documents	TBA
Action 4: Online Registration	TBA
Enrollment Date	September 21, 2027

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 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. 8
2.	Academic Transcript ^(a)	Applicant	P. 8-9
3.	Grading Scale	Applicant	P. 9
4.	Standardized Test Score ^(a)	SAT	P. 9-10
		ACT	
		IBDP Final Grades	
		Others	
5.	English Language Proficiency Test Score ^(a)	TOEFL iBT	P. 10-11
		IELTS (Academic/for UKVI Academic)	
		Others	
		Applicant	
6.	Essay	Applicant	P. 11-12
7.	Academic Honors / Personal and Volunteer Activities	Applicant	P. 12-13
8.	Personal Identification (Passport)	Applicant	P. 13
9.	Applicant's Photo	Applicant	P. 13
10.	Residence Card in Japan ^(c)	Applicant	P. 13-14
11.	Proof of Payment	Applicant	P. 14

(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 documents 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. 20 Step 6: Complete the Enrollment Procedures.

2) Applicant's name on documents

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, upload documentation with your passport in the Personal Detail section 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) or by a translation agency, or another appropriate office officially approved by the government.

4) **Meeting the deadline**

All application documents, including ones directly sent from your high school or other institutions, must be received by the School no later than the designated deadline. Those that arrive after the deadline will not be accepted under any circumstances. We do not notify applicants about the delivery status of application documents (including electronic scores). Verify on your own that the procedure for having the score report sent directly from the testing organization has been properly completed.

1. Proof of Applicant Eligibility

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

NOTE:

- 1) 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. As proof of Applicant Eligibility, the applicant must submit a certificate proving that the secondary education curriculum is/will be completed. If the certificate lacks any of the information stated under "1. Proof of Applicant Eligibility" on this page, submitting both the certificate issued by high school and the form designated by Waseda University is required.
- 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 CHSI (学信网). Verification Report must include your legal name in alphabet and verification QR code. Only report issued by CHSI (学信网) will be considered valid. Huikao results are used only for the purpose of reviewing applicants' eligibility. Note that documents issued by CHSI (学信网) may take up to one month to be issued after application.
If you will sit/have sat for the test, you will be asked to send English version of "Verification Report of China Secondary Education Qualification Certificate(中国中等教育学历验证报告 issued in English)" (not the Huikao results) " directly from CHSI (学信网) as a part of our enrollment procedures.

2. Academic Transcript

Prepare a PDF version of academic transcripts/school reports issued by your 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 of your high school enrollment.
- 3) If you are studying or have studied at a tertiary education institution (university, junior college, etc.), submit an academic transcript with grades for the period until the most recent academic term at the time of application.
- 4) If you have graduated from your school, submit the academic transcript issued on or after the graduation date.

- 5) If you wish to submit AP exam scores, arrange to have your score reports directly sent from College Board. (If sent by other means, they will be considered invalid). The Waseda University Code: [AP: 0837]
- 6) If you have been enrolled in a school for 6 months or more but are unable to submit grades for that period, submit a support letter of explanation issued by the school. (If you have been enrolled for less than 6 months, a support letter is not required.)

3. Grading Scale

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

NOTE:

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

4. Standardized Test Score

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

Submission Method

Test	How to submit
· SAT · ACT · IBDP Final Grades	· 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 English-based 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.
· IBDP Predicted Grades · Republic of Korea: CSAT · Others	· Upload a PDF version of the certificate by yourself on TAO. · The certificate must show your legal name in alphabet, date of birth, official name of the issuing authority, and issuance date. · If your high school has a policy of keeping predicted grades (e.g., IBDP) confidential from students, ask your high school to upload the required certificates directly on the designated form (https://wasedaunivcampus.au1.qualtrics.com/jfe/form/SV_3RfoKkU7TDJTAt0).
· GCE/IGCE A-level	· 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 an educational institution which follows GCE/IGCE A-level curriculum. The prescribed format should be used. In case your high school is unable to use the prescribed format, please make sure that your document includes the predicted grade, examination

	board, examination series, test centre code, and subject code. If your high school has a policy of keeping predicted grades confidential from students, ask your high school to upload the required certificates directly on the designated form (https://wasedaunivcampus.au1.qualtrics.com/jfe/form/SV_3RfoKkU7TDJTAt0).
· China: Gaokao	- Upload a PDF version of "Verification Report of China College Admission Examination Scores" issued in English by CHSI (学信网) on TAO. Verification Report must include your legal name in alphabet and Verification QR code. - After admitted, you will be asked to send English version of "Verification Report of China College Admission Examination Scores" directly from CHSI (学信网) as a part of our enrollment procedures. - Only report issued by CHSI (学信网) will be considered valid.

NOTE:

- 1) **Test scores, including those directly sent by the testing organization, must arrive by the application deadline.** Arrival prior to the application period is acceptable.
- 2) We do NOT superscore. If you have taken the test multiple times, **choose your best score (the sitting with the highest total score)** and enter that information.
- 3) Only standardized test scores entered on TAO will be accepted as part of your application. Any undeclared test scores will not be accepted even if they are directly sent to the School or submitted as other documents.

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

If you fall into 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

Submit the results of **only one** of the tests listed below. **Only the tests taken on or after the following date are deemed as being valid: February 1, 2025.**

Required minimum score

There is a minimum Score of an English Language Proficiency Test required for application shown below. If your score does not meet the requirements, your application will not be acceptable. The English Language Proficiency Tests and their required score for the 2027 admission are as follows.

Test	TOEFL iBT*1		IELTS (Academic/ for UKVI Academic) *2	TEAP *3	Eiken *4	Cambridge English Qualification	GTEC CBT
	Taken On or Before January 20, 2026	Taken On or After January 21, 2026					
Required Score	95 or higher	5 or higher	7.0 or higher	375 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 and TOEFL iBT Home Edition are not acceptable.
- *2 Only the Academic Module is acceptable. IELTS Indicator, 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/ for UKVI Academic)	Arrange to have your electronic score sent directly from the testing organization using the following information. Institution: Waseda University Department: Admissions Center Address: 1-6-1, Nishi-waseda, Shinjuku-ku, Tokyo, 169-8050 Japan, Admissions Center, Waseda University Delivery Method: Electronic Score Delivery
TEAP Eiken Cambridge English Qualification GTEC CBT	· 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) Verify on your own that the procedure for having the score report sent directly from the testing organization has been properly completed.
- 4) For TOEFL iBT and IELTS (Academic/for UKVI Academic), all Waseda University’s English-based 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/IGCE A-level, IBDP taught in English**, etc.) are **exempt from submitting English Language Proficiency Test Result**.

6. Essay

Submit a Statement of Purpose following the instructions below. **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?

*Your essay, personal statement, research plan, etc. are a chance to explain yourself to the School and should be completed by yourself. Having a third party prepare this document, or using generative AI to create this document and presenting it as your own work, may be considered as cheating and could affect the evaluation of your application.

Format Requirements:

- 1) Must be written in English.
- 2) Use the template [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) Number ALL pages.
- 7) Write "The End" at the end of your essay.
- 8) 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.

Example of Acceptable Scan

- The image covers the entire page with your photo and personal information.
- All the details are clear and readable.
- The image includes the Machine-Readable Zone (MRZ) at the bottom.



Machine-Readable Zone(MRZ) →

9. Applicant's Photo

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

NOTE:

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

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 or special permanent resident certificate. If you have a status of

residence in Japan but do not have a residence (Zairyu) card because of the visa status (Ex, Diplomatic/ Official Visa), upload a scanned copy of the page in passport with your Japan entry visa.

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 7 – January 28 (5:00 PM), 2027

Screening fee

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

Place of residence at the time of application	Amount
Outside Japan	JPY 10,000
Japan	JPY 35,000

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

Reimbursement policy

As a general rule, the screening fee will not be refunded. However, in the following cases, the screening fee alone will be refunded. If any of these apply to you, please contact the school by the end of March by e-mail.

- 1) You paid the screening fee but did not submit the application documents.
- 2) You paid the screening fee but submitted the application documents after the deadline.
- 3) You paid the screening fee and submitted the application documents, but your application was not accepted because it was incomplete or did not meet the eligibility criteria.

If the screening fee was paid by credit card, or if the refund is to be deposited into a bank account outside of Japan, you will be responsible for any fees incurred in connection with the refund.

Payment via Credit Card/ Flywire

To make a payment by credit card, access Flywire payment portal from “Payment/Proof of Payment” section of “The Admissions Office (TAO)”, the online application system, and complete the required procedures.

After completing the transaction, save the “Payment Tracking” Page in PDF/JPEG/PNG format and upload it with your application on TAO.

[How to make a payment](#)

- 1) Payment is normally approved within 1–3 minutes, but additional security verification may delay approval for up to several days. Please complete your payment well in advance of the application deadline. All required application procedures must be completed before the deadline. Applications that are not completed by the deadline will not be considered submitted.
- 2) If a family member or acquaintance of an applicant conducts the procedure on behalf of an applicant, the family member or acquaintance must enter the applicant's information.

Screening Fee Waiver Program for Specified Countries

Waseda University provides a screening fee waiver for those who meet the conditions in the following link. Note that this waiver privilege is applicable only when applicants themselves submit a waiver request, and

it does not automatically apply even if the applicant's conditions are met.

Check the details of the Screening Fee Waiver Program from the link below.

https://www.waseda.jp/flas/cms/assets/uploads/2025/09/4_Application-Form-for-Screening-Fee-Waiver.pdf

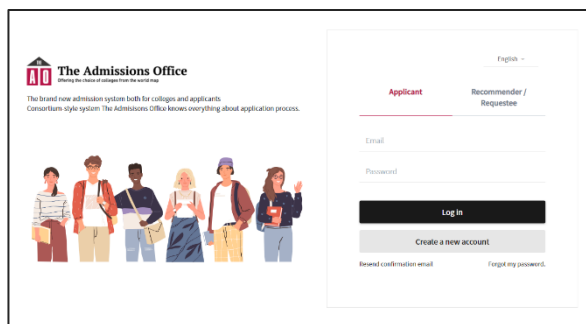
STEP 4 Complete the Online Application

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

Timeline

Online Application Period
January 7 (10:00 AM)–January 28 (5:00 PM), 2027

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

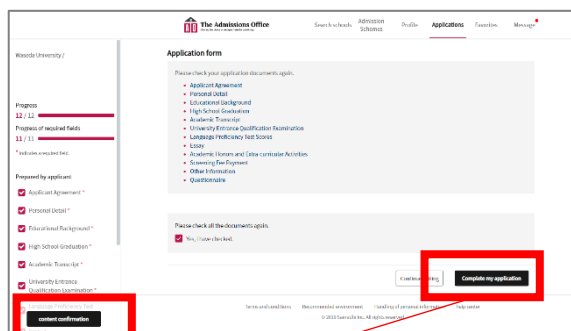


- 1) You must first create an account on TAO.
- 2) After creating your TAO account, find “Overseas Students Admission for September 2027 Entry” from the “Admission Schemes” menu and start your application.
- 3) Follow the detailed instructions shown on the system screen as you fill out and upload the documents.
- 4) Note that Waseda University uses several other application systems for other admissions schemes. To prevent confusion, make sure that you access TAO at the above link.

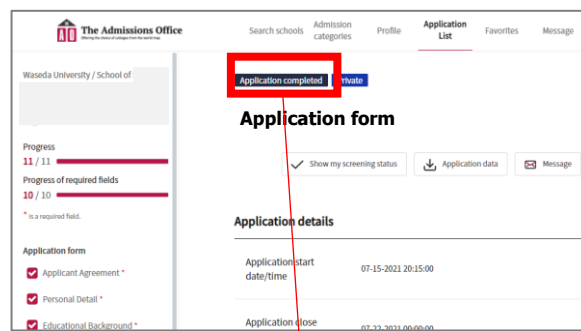
IMPORTANT:

Be sure to click **“Complete my application”** button in order to submit your application. Failure to complete your submission will result in your documents not being screened. After completing your submission, you cannot modify or update any information you have entered.

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



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



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

NOTE:

- 1) Application documents 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, 2027

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. Note that the interview schedule is set by the School and cannot be rescheduled for an applicant's convenience. Therefore, keep your schedule open for all the dates specified below.

Notification Date	Interview Schedule
By April 5, 2027	April 7–9, 2027

The interview will be conducted through an online interview system. Applicants are responsible for arranging a proper online interview environment, including a quiet and private setting, an appropriate device (PC recommended), and a solid Internet connection. Note that recording by anyone other than Waseda University is strictly prohibited.

- 1) Internet Connection
Please ensure a stable internet connection. A wired LAN system with cables is recommended to ensure a stable connection.
- 2) Audio/ Visual Equipment
Please prepare a web camera, microphone, earphones, speakers, etc. You may use the equipment built into your personal computer or other equipment. We recommend the use of a computer, but smartphones and tablets are also acceptable. Please participate in the Zoom test meeting (<http://zoom.us/test>) in advance to confirm the audio and video functioning/quality.
- 3) Location and interview time
Please secure a room with the above-mentioned equipment where you can maintain a quiet environment with no third parties around you. The start time of the interview will be designated by the School. Please note that we cannot accommodate individual requests. The interview will last approximately 15 minutes. Applicants will be considered absent when arriving 20 minutes after the scheduled interview time.
- 4) Troubleshooting on the Day of the Interview/ Important Notes
If it is deemed difficult to conduct the interview owing to unforeseen circumstances such as Internet

disconnection, the School will contact you by phone or e-mail at the contact address indicated on the application form. Please follow our instructions under these circumstances. If the applicant does not respond to our contact or does not follow our instructions, they may be deemed to have abandoned the examination. If the applicant leaves their seat during the interview, they may be deemed to have abandoned the examination. In these cases, the application fee will not be refunded.

Failure to observe the following precautions may be considered cheating:

- The only items that can be placed around you are the examination slip, writing apparatus, notepad, plain handkerchief, and tissue paper out of a box or a bag.
- Recording by anyone other than the University is strictly prohibited.

5) Cautions regarding Zoom

- Please make sure that the Zoom video and audio are always “on” and that your entire face is always visible on screen.
- Please do not use any communication devices other than those used for the interview. Do not search for information or use any applications or tools other than Zoom on the device being used for the interview.
- Do not use the virtual background function of Zoom.
- To ensure that there are no third parties around you, you may be asked to move the camera to view the entire room before, during, and after the interview. In such cases, please follow the instructions.
- Please remove your mask during the interview.
- The School may record audio, video, or take photographs during examinations in order to use the data for selection purposes.
- Please refer to the following website for instructions on how to operate Zoom.

Zoom Support: <https://support.zoom.com/hc/en>

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 15, 2027

* 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 Registration fee*, tuition, and other fees
 - Action 2: Submit visa-related documents
- *The registration fee will be credited toward the enrollment fee for students who enroll.
- Second Enrollment Procedures: Details will be announced to those who have 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 7, 2027	May 28, 2027	TBA	TBA

First Enrollment Procedures - Action 1: Pay the required Registration Fee, Tuition and other fees

The Registration Fee, Tuition and other fees for the first semester must be paid within the period designated above. If you do not complete the payment on time, your enrollment will be invalid. Detailed instructions on payments will be sent to successful applicants.

[First year]	(In Japanese Yen)		
	Fall Semester 2027	Spring Semester 2028	Total
Admission Fee	200,000	-	200,000
Tuition	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, Tuition and other fees include Tuition, Library Fee, and Waseda University Student Health Promotion Mutual Aid Association Fee (Student Health Insurance Fee). In addition, JPY 40,000 for the Alumni Association Membership Fee (automatic enrollment in the Alumni Association for up to 10 years after graduation) is required for the fourth year.
- (2) Waseda University uses an automatic account transfer system for payment of Tuition and other fees. Tuition 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 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 a 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 and 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 and other fees for the first semester (not the Registration Fee) to you.

- (2) If you have been accepted by one of the undergraduate schools at Waseda University and completed payment of Registration Fee, and Tuition 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, your Registration Fee will be refunded.
- (4) For more information about these procedures, refer to the “Enrollment Procedure Information” 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 28, 2027**. For further details, refer to the “[Visa Application Guide](#)”, which can be found on the School website.

Notice on Japan Pre-Entry Tuberculosis Screening (JPETS)

Applicants who hold nationality from the **Philippines / Vietnam / Indonesia / Nepal / Myanmar / China** are required to submit the “Tuberculosis (TB) Clearance Certificate” in addition to the normal Certificate of Eligibility (COE) application documents to prove that you are not infected with TB. The date this rule takes effect differs depending on your nationality, so please be sure to check the details from the following document if you are eligible.

<https://www.waseda.jp/inst/cie/news/40765>

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

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

<Required Documents>

Document	Notes	Deadline
Academic Transcript	Must include the same contents as in the documents you submitted during application.	TBA
Standardized Test Score	- Must be the same contents as in the documents you submitted during application. - Applicants who submitted SAT, ACT, or IBDP final grades during application are NOT required to send certificates again. - Applicants who submitted predicted scores (e.g., IBDP, GCE/IGCE A-level, HKDSE etc.) must submit both certificates for the predicted scores and the final scores. - For GCE/IGCE A-level final grades: - 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 CHSI (学信网).	
English Language Proficiency Test Score	Applicants who submitted TEAP, Eiken, Cambridge English Qualification, or GTEC CBT must submit certificates.	TBA
Certificate of Graduation	- Must show that you have actually graduated from the school. - Certificate of Expected Graduation is NOT required (nor accepted) for those who uploaded it during application. - Applicants who sat for China High School Academic Proficiency Test (Huikao/会考) must submit English version of "Verification Report of China Secondary Education Qualification Certificate(中国中等教育学历验证报告 issued in English)" (not the Huikao results) directly from CHSI (学信网).	TBA

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

<What makes a document "Official"?>

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

- (1) Issued by the educational institution (e.g., the high school), government, exam board, or test provider

(2) Issued for third-party use

(3) Submitted via one of the following methods:

Submission Method	Who should send	Notes
Post	Applicants/ institutions	We accept: - An “original” document: One with a 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). A simple photocopy is NOT acceptable. If your documents are sealed in an envelope by the institution, do NOT open it, as it may lose its validity once opened.
E-mail	School officials (administrators, counselors, etc.)	The e-mail must be sent through a school domain e-mail address. If your school does not have an official domain, the official documents must be sent by post.
Digital Credential Service	Arrange to send via: - National Student Clearinghouse - Parchment Exchange - CHSI (中国高等教育学生信息网(学信网)) - OpenCerts (Singapore) - International Baccalaureate Organization - Examination Boards of GCE/IGCE A-level (e.g., Pearson Edexcel, AQA, etc.) - StudentTranscripts Service (STS)	

[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 late 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

Students can also apply for scholarships after enrolling at 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 Dormitory Desk, Student Affairs Section <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 the middle of 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 applicants via TAO message and/or e-mail address registered on TAO when notifying incomplete documents, examinee number, interview invitation and enrollment procedures, etc.

(2) Change in Contact Information

If there is any change of e-mail address or telephone number, send an e-mail from your registered e-mail address to the School (toyama-adm@list.waseda.jp).

(3) Reasonable Accommodation

If you expect to require reasonable accommodation during the entrance examination or after entering the University owing to a disability or serious medical condition, etc., or if a serious injury or illness is expected to affect your ability to take the entrance examination, please contact the School before submitting your application. If you find yourself in such a situation after submitting your application, please contact the School immediately.

(4) Requirements for Expected Students

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

University Regulations

(1) Waseda University Code of Misconduct

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

- A. You will be deemed to have committed misconduct if you falsify, fabricate, plagiarize, or modify any documents, materials, or information submitted in your application. In such a case, any decision taken regarding your application may later be invalidated and your application documents will not be returned, and the screening fee will not be refunded.
- B. Your actions may be considered dishonest if you take the interview for another applicant, if another person takes the interview in your place, or if you conduct other acts impairing the fairness of the interview.
- C. If a dishonest act is identified, any decision taken regarding your application may later be invalidated, and your application documents will not be returned, and the screening fee will not be refunded.
- D. In case misconduct is suspected, the University may inquire about the authenticity, etc., of documents, materials, theses, and information, etc., submitted to the University (hereinafter, "Submitted Documents") by providing said Submitted Documents to the issuers, providers, theses review entities, etc. By submitting or providing the Submitted Documents to the University, the applicant agrees to the University's right to make such inquiries.
- E. In addition, the following responses will 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 refunded.
 - 2) The results of all admissions taken by the applicant at Waseda University during the year will become invalid.

If, after enrollment, students are found to have committed misconduct, they may be subject to a revocation of admission in accordance with the University's rules and regulations.

In cases of misconduct that Waseda University finds it vicious and serious, Waseda University may report

to the police or contact the dishonest individual's Guardians, high school etc.

(2) Accidents/incidents owing to force majeure:

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

Basic Policy Statements

(1) Handling of Personal Information

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

(2) Collecting information on Gender and Sexual Diversity

For the sake of administering entrance examinations in an efficient manner and carrying out enrollment procedures, Waseda University collects information regarding your sex on legal documents such as family register or passport. The information is collected only for reasonably justifiable purposes, and these cases are limited to a minimum. If your sex is marked as neither male nor female on the legal documents, please contact at toyama-adm@list.waseda.jp prior to application. The information does not affect the screening result. <https://www.waseda.jp/inst/diversity/en/support/sexual-minority/>

(3) Notice Regarding the Prevention of Sexual Violence against Children Act

Students participating in teaching practicums and other child-related educational or research activities may be required to complete a criminal background check in accordance with the Prevention of Sexual Violence against Children Act. Depending on the results of the criminal background check, students may not be eligible to participate in such activities.

Contact

Administrative Office for Faculty of Letters, Arts and Sciences, Waseda University

1-24-1, Toyama, Shinjuku-ku, Tokyo 162-8644, Japan

***** 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 25, 2026 to January 5, 2027, we will not be able to answer any inquiries.