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URL : <https://www.waseda.jp/flas/glas/applicants/admission/>

2019 Waseda University

Graduate School of Letters, Arts and Sciences

Doctoral Program: **Global Japanese Literary and Cultural Studies**

Application Guidelines

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*Application documents (designated format) can be downloaded from the website of GLAS.

<https://www.waseda.jp/flas/glas/applicants/admission/>

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For inquiries, contact :

**Admission Section, Administrative Office for Faculty
of Letters, Arts and Sciences, Waseda University**
〒162-8644 Toyama 1-24-1, Shinjuku Ku, Tokyo
E-mail toyama-adm@list.waseda.jp

During the winter holiday period from December 29, 2018, to January 6, 2019, we will not be able to answer any inquiries.

1. Admissions overview

1) Number of students and course

The number of students to be admitted to the course is as follows:

Research field	Course name	Number of students
Humanities	Global Japanese Literary and Cultural Studies	A small number

2) Enrollment date

- September 21, 2019

3) Applicant eligibility

To be eligible for admission, you must meet one of the requirements below:

- ① Hold either a master's degree or doctor of law qualification obtained in Japan, or expect to have such a qualification at the time of enrolment.
- ② Hold either a master's degree qualification obtained outside Japan, or expect to have such a qualification at the time of enrolment.
- ③ A Person designated by the Minister for Education, Culture, Sports, Science, and Technology
- ④ A person at least 24 years of age at the time of admission to be individually evaluated by the Graduate School as being academically equivalent to at least a master's level.

4) Notes on application

- For inquiries regarding eligibility for categories ③ and ④ above, please contact the Administrative Office of the Faculty of Letters, Arts and Sciences before November 1, 2018.
- If you submitted a certificate to demonstrate that you are expected to meet the qualification to enter university in order to meet the applicant eligibility stated in the application guidelines at the time of application, you will be required to submit a certificate to certify that you have indeed met the requirement before enrollment. You will not be allowed to enter Waseda University even if you pass the entrance examination unless you submit such certificate.

5) Assistance for interview and attendance

If you expect to require special care during the entrance examination or after entering the university due to a disability or serious medical condition, etc., please contact the Graduate School of Letters, Arts and Sciences Office at Waseda University immediately. In addition, contact us if a serious injury or illness is expected to affect your ability to take the entrance examination. Please contact us immediately even if you find yourself in such situation after submitting your application.

6) Selection process

Stage	Content	Remarks
First stage	Document screening	Screening of the submitted documents
Second stage	Interview examination	For only those applicants selected at the first stage

- For applications from outside of Japan only: an online interview is available for those requesting one
 - For information regarding the online interview please consult, **p. 15** **(2) Second-stage (Interview)**

7) Selection timeline

The schedule is as follows

Event	Schedule	Remarks
Registration period (website)	In the case of p. 1 (3) Application eligibility ② November 21 (Wed) ~December 6 (Thu) , 2018	
Examination fee	In the case of p. 1 (3) Application eligibility ①	
Document submission (Postal submissions only)	December 7 (Fri) ~ December 13 (Thu) , 2018	
Examination Admission Card	Late December, 2018 ~ Early January, 2019	To be informed by e-mail
First stage selection announcement	January 17, 2019 (Thu) 10:00~	To be announced on the website.
Second-stage examination	February 3, 2019 (Sun)	
Final announcement	February 4, 2019 (Mon) 10:00~	To be announced on the website.

2. Application

1) Application types

- There are two types of application: 「**Domestic applicant**」 and 「**Overseas applicant**」. The category is determined by the applicant's place of residence at the time of application.
- Please consult the following to check the appropriate category

	Domestic application	Overseas application
Applicant	Resident in Japan at the time of application	Not resident in Japan at the time of application
Decision criterion	The address given on your application form	

2) Conditions of application

- All applicants must take the following steps within the designated application period in order to complete the application 「**Online registration**」、 「**Payment of Examination fee**」、 「**Submission of application documents**」.
- The period of application depends on the p. 1 **3) Application eligibility** category.
 - Category② : **November 21, 2018 (Wed) to December 6 (Thu)**
 - Category① : **December 7, 2018 (Fri) to December 13 (Thu)**
 - Applicants in categories ③、④ should consult the administrative office individually.

3) Online registration

(1) Notes on completion

- All applicants must use the following web link to register

Application weblink : 2019 Graduate School of Letters, Arts and Sciences (GLAS) Doctoral Program Online
Registration (Japanese only) **2019 年度 大学院文学研究科 博士後期課程入学試験 志願者情報登録**
(URL: <https://goo.gl/iMTfuv>)

(2) Notes on completion

- It is possible for a third party to complete the online registration but only the applicant's information should be entered.
- Regarding **p. 15 (2) Second-stage selection (Interview)**、 **Overseas applicants** requesting an online interview are required to register using this form. For more details regarding the online interview please refer to section **p. 15 (2) Second-stage selection (Interview)** .
- If there is a question about your application, we will contact you via the email address registered here.
 - Addresses using the domains such as the following are not advised: hotmail、daum、hanmail、icloud、me. The university cannot be held responsible for the failure of email communications.
- Enrollment documents will be sent to the address registered on the form.
- Please ensure that all errors on the form are rectified within the specified application period.

- In the event of a change of address, be sure to complete the necessary mail forwarding procedures.
- ✧ Please refer to the following for more information regarding mail forwarding.
URL : <https://welcometown.post.japanpost.jp/etn/>

4) Payment of Examination Fee

(1) Amount : **30,000 ¥**

(2) Payment method: **To be paid either at a convenience store (Japan only) or by credit card**

- ① For payments at a convenience store please see the designated format.
 - Please pay the Examination Fee at a convenience store. To make a payment at a convenience store, you must complete the designated payment registration in advance by accessing the “Examination fee convenience store payment site” (<https://e-shiharai.net/>) [In Japanese only] on the Internet.
 - After making the payment, detach the “Certificate of Payment of the Examination Fee” on the Examination fee handling description, **paste it to the designated space (“Examination Fee Payment Certificate”) on the Application Form**, and submit it.
 - The payment can be made 24 hours a day, seven days a week. However, please note that the application via the website will end at 23:00 on the last day of the payment period.
- ② For credit card payments and online payments from China, please refer to the designated format.
 - To make a payment by credit card or online payment system (China Union Pay or Alipay), please access the online screening fee payment website (<https://e-shiharai.net/ecard/>) and complete the required procedure.
 - After completing the transaction, **print out the “Result” page and attach it to the Application Form**.
 - The payment can be made 24 hours a day, seven days a week , including Saturdays, Sundays, holidays.
 - The payment can be made with a credit card held in the name of a person other than the applicant. However, the applicant’s information must be entered in the “Basic Information” page of the screening fee payment website.

(3) Waivers

- In the following cases an Examination fee is not required
 - ① Individuals expecting to graduate from the master’s course in March 2019.
 - In such cases, please attach a copy of your student ID card to your application.
 - ② Graduates of the GLAS master's program who, after registering as a non-degree student the following year, go on to apply to the doctoral program
 - Please note that applications are limited to a period of 4 years from enrollment in the master’s program (Only non-degree students enrolled in the master’s program from April, 2014 or later are currently eligible.)
 - Please attach a copy of your student ID card to your application.
 - ③ The applicant resides in one of the countries classified as "Least Developed Countries" or "Other Low Income Countries" in the list of ODA recipients as published by OECD/DAC at the time of application , AND holds nationality of one of those countries.

- See format for details before submitting.
- ④ It is possible after enrolling at the Graduate School to obtain a Japanese Government (*Monbukagakusho MEXT*) Scholarship.
 - For more information please contact the Center for International Education (e-mail: in-cie@list.waseda.jp) .

(4) Note on Submitted Application Documents and Screening Fee Refunds

- As a general rule, application documents and screening fees are not returned. However, a full screening fee will be refunded if you fall into the second, third, or fourth category below. The amount paid in excess will be refunded if you fall in to the first category.

- 1) You paid in excess of the amount of screening fee required
 - 2) You paid a screening fee but failed to submit the required application documents.
 - 3) You paid a screening fee but submitted the application documents after the deadline.
 - 4) You paid a screening fee and submitted the application documents, but your application was rejected before screening due to the following reasons.
 - The submitted application materials are not complete enough to meet the application requirements.
 - You do not meet all the eligibility criteria.
- If you have made a payment by credit card, fees which may be incurred for refund must be paid by the applicant. Also, if you have made a wire-transfer payment by wire transfer from a bank outside of Japan, all fees to be charged for refund to that bank must be paid by the applicant.

5) Submission of application documents

(1) How to submit

- **Domestic applicants** should enclose the application documents in an envelope attaching the Application Documents Submission Label format and send them to the following address by Simplified Registered Mail (or Simplified Registered Express Mail if the application deadline is near) from a post office.
- **Overseas applicants** please send the documents to the following address using an international delivery service such as EMS or DHL.

To: Admission Section,
 Administrative Office for Faculty of Letters, Arts and Sciences,
 WASEDA UNIVERSITY
 City: Tokyo
 Country: Japan
 Address: 1st floor Bldg.34 1-24-1, Toyama, Shinjuku-ku, Tokyo, JAPAN
 Postal Code: 162-8644
 Phone: +81-3-5286-3807

- **Only postal applications can be accepted. Applications made in person directly to the administrative office cannot be accepted.**
- **(2) Notes on the completion of application documents**
- For **Domestic applicants**, the documents must be postmarked on the deadline day at the latest (Deadline day postmarks are acceptable).

- For **Overseas applicants**, only documents arriving within the specified deadline can be accepted. Delivery times can vary according to countries and regions so please allow enough time for delivery.
- Inquiries regarding the arrival of documents cannot be accepted. Please confirm with the post office or relevant delivery service.
- Application documents arriving after the deadline cannot be accepted under any circumstances. The university cannot take any responsibility for failure to deliver on the part of a delivery service.
- When making copies or printing out the designated forms, please use A4 paper.
- Please use a black ballpoint pen (pencils and non-friction pens are not permitted) and writing clearly using standard letters and Arabic numerals.
- Do not enter anything into spaces on the designated documents containing the following symbol: ※
- When making corrections on the forms, please mark two lines across the corrected part and sign. Please write your correction clearly in the margin.
- Insufficient or incomplete documents will lead to the forfeit of the right to be considered for selection. Please take the necessary precautions to ensure that all documents are submitted. In the event of further contact from the university please carefully follow any instructions.
- Please do not submit documents other than those listed. Please do not attach or write notes on the documents.
- As a rule, only documents in Japanese or English may be submitted. Documents in other languages must be translated at either an embassy or a recognized notary.
 - In some countries the Embassy of Japan does not supply notarized translations (e.g., China). In such cases please use a service of that country. Please allow sufficient time.
 - For applicants graduating from a Chinese educational institution, notarized translations may be obtained from the China Credentials Verification service in either Beijing or Japan. Please refer to the following URLs:

China Credentials Verification	URL: http://www.chsi.com.cn/
China Credentials Verification (Japan)	URL: http://www.chsi.jp/
 - Students graduated from universities in China may submit "学历认证报告(英文版)" and "成绩认证报告(英文版)" issued by "中国教育部授权学历认证机构(或中国教育部授权学历认证机构指定的日本代理机构)" instead of the certificates issued by a university.

(3) List of application documents

- The following table 「**p. 8 (4) Notes on sections of the application form**」 lists the required application documents.
- Requirements differ according to **p. 1 3) Application eligibility**. Please submit as in the table.
 - Applicants in **p.1 3) Application eligibility** categories ③・④ should consult the FLAS administrative office.

	Submission document	Designated form	Category ①	Category ②
A	Application Form	○	All applicants	
B	Graduate school (Expected) certificate of completion/Degree certificate		Graduates (Expected) External to GLAS	All applicants
C	Graduate school academic transcript		Graduates (Expected) External to GLAS	All applicants
D	University graduation (Expected) certificate / Degree certificate		Graduates (Expected) External to GLAS	All applicants
E	University academic transcript		Graduates (Expected) External to GLAS	All applicants
	Translated and notarized versions of B~E		When B~E are in languages other than Japanese or English	
F	Research papers		All applicants	
G	Research plan	○	All applicants	
H	Personal History Research Achievements	○	All applicants	
I	Letter of recommendation	○	All applicants	
J	Certificate of English proficiency		Please consult p. 8 (4) Notes on sections of the application form	
K	A copy of the scorecard of either Japanese Language Proficiency test or EJU.		—	Please consult p. 8 (4) Notes on sections of the application form
L	Request for the return of application documents	○	Only for applicants requesting	
M	Statement of financial resources	○	—	All applicants
N	Copy of your passport		—	Please consult p. 8 (4) Notes on sections of the application form
O	Certificate of Residence in Japan		—	Non-Japanese Domestic applicants only
P	Application Documents Checklist	○	All applicants	

(4) Notes on sections of the application form

A : Application form

- All applicants are required to submit the application form.
- Please use the designated format
- Please make sure the details match those in p. 3 **3) Online registration**
- The requested course cannot be changed after submitting the application.
- Please refer to the following table and fill in the form correctly.

How to Fill in Each Section of the Application Form	
Legal Name in Katakana	Write your name in katakana. Foreign nationals with a middle name should use the 「メイ」 space on the form.
Legal Name in Kanji	Write your name in kanji. Applicants without a kanji name should write in hiragana. Foreign nationals with a middle name should use the 「名」 space on the form.
Legal Name in Roman Alphabet	Please write your name using the Roman alphabet. Foreign nationals with a middle name should use the 「Given」 space on the form.
Date of Birth	Write your date of birth as it appears on your passport or recognized ID card etc..
Gender	Circle as appropriate.
Nationality	Write your nationality as it appears on your passport or some recognized ID card etc.. If you have dual nationality, include both.
GPA	Not required.
Entrance category	Circle the category for which you are applying.
Foreign language	Not required.
Course	Write the course you are applying for.
Supervisor	Please write the name of your requested supervisor.
Postal Code	Write the postal code for your current address.
Telephone number	Since we may need to ask you about your application, write a telephone number at which we can contact you.
E-mail	Since we may need to ask you about your application, write an e-mail address at which we can contact you.
Current address	Write the prefecture (or country), the city/town/village, the block street, number and the building name. If you are applying from overseas or your current address is overseas, write your address using the English alphabet.
Education history	<ul style="list-style-type: none">• Write all the educational institutions you have ever attended (after your enrollment from primary school) in chronological order.• Please use the reverse side if you need more space□• Write all the domestic and overseas universities and graduate schools you have ever

	<p>attended.</p> <ul style="list-style-type: none"> • Please include any transfers or periods of study abroad. • In the case of a graduation, please include the month and year. • In the case of an expected graduation, please include the expected month and year. • For university or higher qualifications, please give details of the qualification (e.g. Qualification – School or Department.
Most recent graduating institution	Enter the name of the institution of graduation or expected graduation.
Residence qualification	<p>For non-Japanese applicants only.</p> <p>For those with permission to reside in Japan please enter the applicable category.</p>
Military service	<p>Only required for non-Japanese applicants.</p> <p>If incomplete, please enter the scheduled date of completion.</p>
Current employment	For those current in employment, please enter the name of the employer.
Former Waseda students	<p>For regular students, please enter your year and month of admission in addition to your student number.</p> <p>Non-degree students should circle 'Continuing' and enter the total number of years.</p>
Method of payment	<ul style="list-style-type: none"> • Please circle the appropriate payment type. • For convenience store payment : Paste the Certificate in the designated space ("Entrance Fee Payment Certificate") on the Application Form. • For credit card payment: Attach proof of payment to the Application Form. • Applicants eligible for a waiver should attach supporting documentation. • Please refer to the notes in Appendices 1 & 2.
Photograph	<p>Do not enter anything in the section for your examinee's number</p> <p><u>For 2019 enrollment, please enter the year of examination, the classification, and name (kana).</u></p> <p>Affix a photograph of yourself in the designated part of the form and be sure that your photograph meets the following conditions. Affix a color photograph of yourself taken within three months of the time of your application in the area for affixing pictures on the Application Form.</p> <ul style="list-style-type: none"> ✧ The photo should be 4 cm long and 3 cm wide, borderless, and taken against a plain background. ✧ Photos in which the face is obscured by objects such as scarves or sunglasses cannot be accepted. ✧ Do not submit a picture that might cause difficulty in identifying you. ✧ Photographs taken in an automatic booth can be accepted, however, those taken individually in the home are not permitted. ✧ Write your name and requested course on the back of the photo then attach it to the appropriate space.

	<ul style="list-style-type: none"> ✧ The photo on the Application Form will be used for your student ID card after enrollment. ✧ Please be aware that your photograph may be used for various identification purposes and web services within the university.
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B : Graduate school (master's) certificate of completion (expected)/Degree certificate

C : Graduate school (master's) academic transcript

D : Undergraduate (Bachelor's degree) graduation certificate/Degree certificate

E : Undergraduate (Bachelor's degree) academic transcript

- **The original certificates of all universities and graduate schools for B~ E . Copies cannot be accepted.**
- Certificates do not expire. You may use certificates and transcripts obtained in the past.
- In the case of multiple-page documents, all pages must be submitted with each page containing either the school stamp or the signature of the responsible person.
- Please submit certificates **in either Japanese or English.**
- Academic transcripts are required for **all periods of study at the undergraduate level and above.**
 - Applicants currently studying in a master's program should submit academic transcripts for up to the time of application.
- All applicants are required to submit certificates and academic transcripts. Please check the following in order to confirm your own individual requirements.
 - **Documents in languages other than Japanese or English**
 - ✧ Have the document translated and submit the translation together with a notarized authentication of the translation.
 - **In cases where a graduation certificate and academic transcript form part of the same document**
 - ✧ You may submit one copy of the single combined document.
 - **GLAS graduates (Expected)**
 - ✧ It is not necessary to submit certificate of B ~ E.
 - **In cases of graduation from multiple institutions (including leaving without completing the course)**
 - ✧ Please submit the certificate of all universities and graduate schools.
 - ✧ **Transfers between institutions, schools, or departments**
 - ✧ In the case of transfers, please submit the certificate from the previous institution, school or department.
 - **In cases of credit transfers from a period of study abroad.**
 - ✧ Please submit the academic transcripts (original) from the institution at which you studied.
 - **Leave of absence, military service**
 - ✧ Please submit some form of supporting documentation
 - **In the case of a transfer between institutions**
 - ✧ Please submit the academic transcripts of the previous institution.

- **In cases of accelerated graduation or progress within an institution where the reason is not stated on the academic transcript**
 - ✧ Please submit a separate supporting document from the relevant institution.
- **Graduation from a Chinese university**
 - ✧ Please submit both your degree and graduation certificates.
- **In cases where information on application documents may differ from that on certificates due to a change of name**
 - ✧ Please prepare a statement explaining the reason for the change and attach it to your documents.
In addition, you should submit your family register certificate.
- **In the case of past enrollment at Waseda University.**
 - ✧ Whatever the nature of your enrollment, you are required to attach the relevant certification confirming your previous enrollment.)
 - ✧ **In cases of leaving without completion but subsequently graduating from another institution,** please submit the certificate from the graduating institution as well as the Waseda certificate of withdrawal.

F : Research papers

- Please follow these instructions and submit **ALL** items listed.
 - **Two copies of research papers and abstracts of research papers written in either English or Japanese.**
 - ✧ Papers written in English may be up to 12,000 words in length. Japanese papers may be up to 20,000 characters.
 - ✧ For papers in English, the abstract should be in Japanese and approximately 1500- characters long. For papers in Japanese, an abstract of approximately 900 words should be prepared in English.

G : Research plan

- Please follow these instructions and submit **ALL** items listed.
 - ① The body of your doctoral research plan should be in English and around 6,000 words in length. Please submit **2** copies.
 - ② An abstract of the above research plan should be prepared in Japanese. It should be around 1,000 characters in length and you are required to submit **2** copies. Use the designated format and be sure to include your name and requested course.
- When using Roman characters in a Japanese abstract, please use half-width characters. Two characters will be counted as one Japanese character.
- The research plan should be presented on A4 paper in a readable form, stapled in the top left corner.

H : Personal history · Research achievements

- To be submitted by all applicants
- Please use the designated format
- For those expecting to receive a master's degree, please enter the title of the thesis still in progress.

I : Letter of recommendation

- Please submit **3** letters of recommendation
 - Letters of recommendation will be evaluated individually. Please prepare one copy of each.
 - ✧ As a rule, one of the letters should be from your supervisor at your most recent institution.
 - ✧ The letter should be from a university academic or other person suitably qualified to evaluate the applicant academically.
- We recommend using the designated format, but other formats are permitted.
- The letter must be submitted in a sealed envelope. Unsealed documents cannot be accepted.

J : Proof of English Proficiency

- Please have the certificate or scorecard from the following examinations sent directly from the testing organization.
 - TOEFL (iBT)
 - IELTS (Academic)
- **Applicants graduating from a university or graduate school within an education system using English as a first language are not required to submit.**
- Certificates dated within two years of the first day of the month following the opening of the application period are valid.
- If certificates are not submitted within the application period the application cannot be considered.
 - However, certificates arriving before the application period are valid.

TOEFL (iBT)

If you are submitting your TOEFL score, follow the instruction below:

- TOTAL scores of 100 and above are valid.
- TOEFL-ITP is not valid.
- Please submit Official Score Reports. (Only directly sent from ETS.)
 - ✧ Examinee Score Reports, Test Taker Score Reports are not valid.
- The DI code for direct submissions from ETS is **B590** (Waseda University(FLAS)) .

IELTS (academic)

If you are submitting your IELTS score, follow the instruction below:

- Submit the "Test report form".
- Please contact the testing organization for direct submission. (There is no code for direct submission.)
- Please make the necessary arrangements the testing organization to ensure it will arrive by the application deadline.
- Band 7 or above is valid.
- Please submit the Test Report Form
- IELTS (General Training) cannot be used.

K : A copy of either the Japanese Language Proficiency Test or EJU certificate or scorecard.

- Applicants in **p. 1 3) Application eligibility** category ②, please submit.

- However, in cases of completion of a course equivalent to Japanese secondary education, this is not required. Please submit the appropriate completion certificate.
- For the Japanese Language Proficiency Test Level 1 or N1, please submit a copy of the notice of results. In the case of EJU, please submit a copy of the score certificate. These certificates do not expire.

Test name	Required score
Japanese Language Proficiency Test	Passing Level 1 (or N1)
Examination for Japanese University Admission for International Students (EJU)	A score of 260 or above in the "Japanese" test. (without 記述 score)

- In case as where the documents are not received within the specified application period, applications cannot be considered.

L : Request for the return of application documents

- For those not requesting a return of documents no action is required.
- As a general rule, we do not return any documents unless they cannot be reissued.
- Specify the documents that cannot be reissued and the reasons why they cannot be reissued using designated format and submit it with your other application documents.
- We will only return documents that we are convinced cannot be reissued.
- We will not return any certifications (Degree/Graduation certificates notarized documents, transcripts or language proficiency certificates.)
- Please note that it will take about one to two months for us to return your documents after final announcement.

M : Statement of financial resources

- Applicants in **p. 1 3) Application eligibility** category ②, should submit.
- Please use the designated form. The document may be prepared in Japanese or English.
- In the Statement of Financial Resources, indicate how expenses required during your studies at Waseda University (tuition and fees and living expenses for three years) will be paid.
- Make sure that the statement is signed by the applicant.
- If in the "Statement of Financial Resources" you have checked the box for "Government/sponsoring agency," submit a document certifying the provision of funds along with the amount of funds provided, and the provision period.

N : Passport copy (not expired)

- **p. 1 3) Application eligibility** Applicants in category② need to submit.
 - However, applicants holding Japanese nationality or a special resident's permit do not need to submit.
- Submit the pages bearing your photograph, name, passport number, and expiry date.

O : A copy of your Residence or Alien Registration

- Regarding applicants in p. 1 **3) Application eligibility** category ②, **Domestic applicants** holding non-Japanese nationality should obtain a copy of the appropriate document indicating residence status from the relevant authority in their area of residence. Short-stay visas are not acceptable. Please provide copies of both sides of your Alien Registration Card or Resident Card.
- For domestic applicants, there are cases where the residence status may change according to individual circumstances and the current resident permission cannot be extended or renewed. The university is not responsible for the renewal or extension of your resident's permission after admission. For further details on the residency management system, contact the Immigration Bureau or the nearest ward/city office and make the necessary arrangements yourself.

P : Application checklist

To be submitted by all applicants. Please use designated format. Please make sure all documents are inserted into the envelope. In cases where certain documents are unobtainable, please include a reason for the absence of the document with your application. Only legitimate reasons can be accepted.

(5) Falsification of documents

- You may be deemed to have committed a dishonest act if you falsified, fabricated, or plagiarized a document, material or information submitted in your application. In such case, any decision taken on your application may later be invalidated, and the application documents submitted and screening fee will not be returned.

(6) Protection of personal information

- Waseda University utilizes applicant 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 the 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 case, the agency will be contractually required to maintain necessary and proper management. Please note that the personal information may be used as materials for studies and researches to improve our entrance examinations. The information will be statistically processed to prevent any individuals from being identified.

3. Selection process

1) Delivery of Examination Admission Card and access information

- After accepting the application, we will contact the applicant for whom the application was accepted to the e-mail address you entered for p. 3 **3) online registration** by early January, 2019.
- In case of no contact by January 14, 2019 (Mon) , please contact the administrative office directly.
- The Examination Admission Card will be needed for your Student ID card so please print it out and look after it carefully.

2) Selection process, schedule, and place

(1) First stage (Document screening)

- Those documents submitted at the time of your application will be screened.
- Please consult the following section p. 18 **1) Announcement of successful applicants** for information regarding the announcement of successful applicants.

(2) Second stage (Interview)

- Only those candidates passing the document screening stage are eligible. The second stage will consist of an oral interview to be conducted according to the two methods outlined below.
- You must bring your Examination Admission Card and produce it whenever asked to do so.
- Please consult the following section p. 18 **1) Announcement of successful applicants** for information regarding the announcement of successful applicants.

① In-person interview

- **Overseas applicants** not requesting an online interview and **Domestic applicants** will be interviewed in person.
- In-person interviews will be conducted according to the following schedule.
Sunday 3 February, 2019 (JST)
- The interview will take place at **Waseda University Toyama Campus. (Toyama 1-24-1, Shinjuku Ku, Tokyo)**
 - ◇ Details of the meeting time and place will be given on the website at the time of the announcement of successful applicants.
 - ◇ Information will be posted at the entrance to Toyama Campus on the day.
- **Overseas applicants** taking this examination will be required to come to Japan so please make the necessary preparations in advance.
- Travel and accommodation expenses are the responsibility of the individual applicant

② Online interview

- For **Overseas applicants** so requesting, an online interview is available.
 - The online interview will take place according to the following schedule.
January 18, 2019 Fri 10:00 to February 3(Sun) 12:00 noon (JST)
 - Applicants requesting an online interview should make the necessary preparations. If you are unable to do so, the online interview cannot take place.

- ✧ Advance registration on the p. 3 **3) Online registration** system is required. Take note that it is not possible to request an online interview after submitting the application
- ✧ The interview requires either a computer or smartphone equipped with both a microphone and camera. It also requires a broadband internet connection and conditions without distracting noise. The applicant must ensure the technical requirements for the oral interview are met.
 - Please be aware that the university cannot be held responsible for any technical or network trouble occurring during the online interview.
- ✧ For the interview, we plan to use Skype (: <https://www.skype.com/>) . Please use the latest version and be sure to have a functioning account. You will need to register your account information on the p. 3 **3) Online registration** system.
- ✧ In certain cases, a test of the connection may be required prior to the interview. Please be prepared for such a test.
- There is no need to come to Japan for an online interview.

3) Notes

(1) Acts of dishonesty

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

1. You may be deemed to have committed a dishonest act if Waseda University determines that you have falsified, fabricated, or plagiarized the document(s), statement(s), or information submitted for your application.
2. Your actions may be considered dishonest if you commit any of the following acts:
 - ① Cheating (concealing or glancing at a cheat sheet or reference book during the examination, glancing at another examinee's answer sheet, or gaining answers from others)
 - ② Providing benefits to other examinees (providing them with answers etc.) during the examination
 - ③ Keeping your mobile communication device with you or using it during the examination
 - ④ Letting your mobile communication device or watch emit noise (incoming call alert, alarm, vibration, etc.) during the examination
 - ⑤ Conducting acts that could be considered a nuisance to other examinees at the examination venue
 - ⑥ Not following instructions from the examination supervisors at the examination venue
 - ⑦ Pretending to be an applicant and taking the examination for the applicant
 - ⑧ Conducting other acts impairing the fairness of the examination
3. The following responses may be taken if an applicant is suspected of committing a dishonest act.
 - A supervisor may warn or question the applicant.
 - The applicant may be requested to take the examination in another room.
4. In addition, the following responses may be taken if a dishonest act is identified.

- The applicant may not be allowed to continue taking the examination or allowed to take any other entrance examination given by Waseda University during the year. (Screening fees will not be returned.)
- The results of all entrance examinations taken by the applicant at Waseda University during the year may become invalid.

(2) Unforeseen problems that are beyond human control

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, and so on, measures including delaying the start of the exam or postponing the exam, etc. may be taken. However, in such an event, we will bear no responsibility for any resulting inconvenience, expense, or other personal loss that the examinee may incur.

4. Announcement of successful applicants, Enrollment procedure

1) Announcement of successful applicants

- (1) **First stage :** January 17, 2019 (Thu) , beginning at 10:00~
(2) **Final :** February 4, 2019 (Mon) , beginning at 10:00~
(3) **Method :** The website of the Graduate School of Letters, Arts and Sciences

- The announcement will be available on the following URL : <http://www.waseda.jp/flas/glas/>
- Inquiries relating to unsuccessful applications will not be accepted.

2) Delivery of enrollment documents

- Documents will be sent to those applicants who have been accepted in early July, 2019
- Enrollment documents will be delivered to the address provided in the **p. 3** **3) Online registration**.
 - Individual documents cannot be delivered to separate addresses.
- **In case of a change of address or extended period of absence from the registered address, please make necessary arrangements with the post office for the delivery of documents.**
 - In the case of a change of address please consult the URL below:
URL : <https://welcometown.post.japanpost.jp/etn/>
 - In the case of absence from the registered address please consult the URL below:
URL : <https://www.post.japanpost.jp/question/115.html>
- If the documents have not arrived by late July, inform the Administrative Office at the Faculty of Letters, Arts and Sciences immediately.
 - Please note that in cases where the documents arrive while you are not home and not picked up within the specified period, the university will not resend the documents. You must come in person to the administrative office to receive the documents.
- The university cannot accept responsibility for any failure to complete enrollment procedures within the specified deadline due to issues relating to the delivery of documents or contact information.
- For more details regarding enrollment procedures please refer to the relevant documents.

3) Enrollment procedure

(1) Overview

- Application is complete when the all of the following steps have been taken must take the following steps within the designated application period in order to complete the application **「Online registration」**、**「Payment of Entrance Fee」**、**「Submission of enrollment documents」** .
- For details please check the relevant application documents.

(2) Payment of the registration fee

- A bank transfer form will be sent together with the enrollment documents. The registration fee must be paid within the specified period.

- Please check the details in the Enrollment Handbook, which will be sent together with the enrollment documents.

(3) Web system online registration and enrollment procedures

- You are required to submit the enrolment documents. Please note that some stages of the enrolment process require you to use the web system to input information and print out documents.
- Please be aware that failure to register with the web system or to send the enrollment documents will be **regarded as a lack of intention to enroll therefore eligibility to enroll will be forfeited.**
- For your reference, below is a list of the documents required last year. From 2019, parts of the enrollment process will become web-based so please be aware that there may differences this year.

- ① Waseda University Enrollment Form (a PDF copy should be printed from the web system)
- ② Written Oath and Guarantee and Consent for the Handling of Personal Data
- ③ Resident's Card (including name, gender, date of birth, householder, relationship, address)
- ④ Certificate of Graduation (Only for those applicants expecting to graduate from universities other than Waseda)
- ⑤ Latest Academic Transcripts
- ⑥ Transfer receipt for tuition fees
- ⑦ The designated Deposit Account Transfer Request Form, Automatic Payment Acceptance Certificate
- ⑧ Other documents

- For details please refer to the Enrollment Procedure Handbook that is included with your enrollment documents.

5. Other information

1) Tuition and fees (for reference)

- For information regarding 2019 tuition and other fees, please refer to the website below.
<http://www.waseda.jp/inst/admission/graduate/fees/>

2) Waiver of entrance fees

- If you are currently enrolled in, have graduated from or completed, or have withdrawn from an undergraduate, graduate, or specialized program of Waseda University, you are not required to pay the entrance fee (registration fee) again.
- For more information, please refer to the handbook on the entrance procedures sent to successful applicants.

3) Refund of expenses

- As a general rule, we do not return any documents submitted or refund school expenses and fees (the entrance fee and school expenses for the first semester). However, if you do not enroll at Waseda University due to unavoidable circumstances or fail to meet the entrance qualifications prior to enrollment, we may refund only the school expenses for the first semester (but not the entrance fee).
- For more information about the procedure for receiving such a refund, refer to the handbook on entrance procedures sent to successful applicants.

4) Consumer credit loans

- Please consult the URL below.
https://www.waseda.jp/flas/glas/assets/uploads/2015/12/20170401_loan.pdf

5) Visa for non-Japanese students

- Please consult the URL below.
https://www.waseda.jp/flas/glas/assets/uploads/2015/12/20170401_visa_forforeignstudent.pdf

6) For individuals wishing to acquire a teaching qualification after entering the Graduate School of Letters, Arts and Sciences Doctoral Program

All information regarding the teaching qualification is in Japanese (there is no English version available). There is also no language support offered to take the teaching qualification.

* 教育職員免許法、同法施行規則改正のため教職課程再課程認定申請中。ただし、文部科学省における審査の結果、予定している教職課程の開設時期が変更となる可能性があります。

文学研究科博士後期課程入学後に、「教育職員 1 種免許状」の取得を希望する場合、文学研究科の入学試験とは別に卒業した学部の「科目等履修生」入試に出願し、学部の科目等履修生となる必要があります。なお、「科目等履修生」入試への出願期間は文学研究科入学前の 2 月～3 月初旬（学部によって異なる）となりますので、希望する場合は早めに出願期間・出願資格等を確認してください。問い合わせ先は以下の通りです。

なお、科目等履修生としての在学期間は 1 年間となりますので、複数年度にわたって履修が必要な場合は、年度ごとに
出願が必要となります（教職・学芸員の科目等履修生は通算 3 年まで在学が可能です）。また科目等履修生として取得可能な教員免許状は、卒業学部・学科等で取得可能であった学校種・教科に限ります。

学部の科目等履修生としての学籍を持たずに大学院生として履修した学部設置科目の単位は、教育職員 1 種免許状取得のための単位としては認定できませんので注意してください。

卒業大学・学部	問い合わせ先
早稲田大学文化構想学部・文学部・第一文学部・第二文学部	文学学術院事務所（教職担当）
早稲田大学の上記以外の学部	卒業学部の事務所
他大学 ※他大学卒業生の場合、出願にはいくつかの条件があります。	教育学部教職課程

博物館学芸員・図書館司書・学校図書館司書教諭等の教職以外の資格取得については、博士後期課程の学生を科目等履修生として受け入れておりません（学部卒業後に当学でそれらの資格を取得することはできません）。

7) Scholarships for doctoral and young researchers

- Except those who are exempted from the tuition (i.e. government-financed students, Research Associates, etc) students registered in the doctoral program (between one and three years) under 30 years old are eligible to apply for a scholarship.
- For more information about the scholarship, please visit the following website.
<https://www.waseda.jp/inst/scholarship/en/doctoral/>

END

出願状況について、以下を確認した上で、太線枠内を記入／チェック「✓」してください。※事務使用欄には何も記載しないでください。

カナ氏名		電話番号		志望コース 国際日本学コース		※以下、事務使用欄	
						対応	対応
チェック項目	確認項目（詳細については必ず入試要項を確認してください）			✓	日付	日付	
志願者情報の登録	インターネット上の指定 URL から登録を済ませている						
入学検定料の納入	コンビニエンスストアもしくはクレジットカードにて納入を済ませている						
入志願票	所定書式で作成している						
	入試年度を「2019」とし、志望コース名、希望指導教員を記入している						
	入試要項の記載を確認して、一般外国語を正しく選択して記入している			*	*	*	
	検定料収納証明書が貼付もしくは添付している（免除の場合は、免除に関する補足書類を添付している）						
	写真票貼付欄上部欄にカナ氏名・漢字氏名の記入している						
	鮮明なカラー写真が貼付けている						
大学院修士課程 ・修了（見込）証明書 ・成績証明書 学部（学士） ・卒業（修了）証明書 ・成績証明書 1 通になっていても可	文学研究科修了者である（この場合は、以下の欄の✓は不要）						
	日本語または英語で作成された原本の用意している（コピーは不可）						
	日本語または英語以外で作成された場合は、公証書を添付している						
	その他、入試要項 P.8 に記載された注意事項を確認して書類を用意している						
	卒業/修了証明書	中国の大学を卒業した場合、学位取得証明書を用意している					
	成績証明書	入志願票に記載したすべての機関・期間の証明書を用意している					
		留学し単位認定を行った場合、その間の留学先機関の成績証明書を用意している					
		編入・転部等をした場合、それ以前の成績証明書を用意している					
研究論文等	日本語または英語で作成された研究論文を 2 部用意している。						
	日本語または英語で作成された要旨を 2 部用意している。						
	その他、入試要項 P.9 に記載された条件で本文・要旨を作成している。						
研究計画書	所定書式表紙を利用して、志望コース／希望指導教員／氏名の記入をしている						
	本文を英語 6000 語程度で作成し、2 部用意している						
	要旨を日本語 1000 文字程度で作成し、2 部用意している						
	本文、要旨とも A4 版で刷り、左上 1 か所をステープラーで留めている						
履歴書・研究業績	所定書式を利用して作成している						
推薦状	3 通とも厳封で用意している						
	3 通のうち 1 通は最終出身大学等の指導教員に作成依頼をしている						
	2018 年 4 月以降に作成している						
英語能力に関する証明	入試要項 P.9～10 の記載に従いスコアカードまたは合格証明等の直送手配をしている						
提出書類返還依頼書	返還を希望する書類があるため、所定書式を利用して作成している（希望がない場合、✓不要）						
受験票送付用封筒	長形 3 型の封筒で作成している						
	封筒に宛名、郵便番号、住所が記入されている						

入試要項 P.1 の出願資格②に当たる場合は、以下も確認してください。

日本語能力試験または日本留学試験のスコアカードコピー	入試要項 P.10 に記載された注意事項を確認して書類を用意している			
留学にかかる経費負担計画書	所定書式を利用して作成している			
パスポートのコピー	コピーを提出している			
在留カードのコピー、または住民票の写し	海外大学を修了（見込）で外国籍の国内出願者のため、コピー（表・裏）を提出している			

やむを得ず提出できない書類がある場合は、以下に書類名、理由、提出予定日を明記してください。但し、その理由が認められるとは限りませんので注意してください。

不足書類名	理由	提出予定日	※事務使用欄		
			対応	確認	解消
				電・メ	
				電・メ	
				電・メ	

以下、事務使用欄

返還依頼書類名	理由	可否	対応	対応日