
2020 Waseda University
April & September
Graduate School of Letters, Arts and Sciences
Doctoral Program: Global Japanese Literary and Cultural Studies
Application Guidelines

【Revised on October 18, 2019】

Page 15 「**Computer-delivered IELTS**」 of this Guidelines have been revised. Please check the **red letters**.



**Admission Section, Administrative Office of the
Faculty of Letters, Arts and Sciences, Waseda
University**

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

https://www.waseda.jp/flas/glas/applicants/admission/#anc_18

- ・ Screening Fee Waiver Program for Applicants from Specified Countries
 - ・ Application label (designated format)
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 - ・ Checklist of required documentation for graduates of Chinese universities
- 本要項は、国際日本学コースを対象にした入試要項です。国際日本学コース以外を志望する場合は、以下の URL から他コースの入試要項を確認してください。
- URL : <https://www.waseda.jp/flas/glas/applicants/admission/>
- In this Application Guidelines, phrase "mobile phones etc." indicates all mobile communication devices, such as mobile phone, smart phone, tablet, PHS and smart watch etc.
- During the winter holiday period from December 28, 2019, to January 5, 2020, 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 doctoral program of the Graduate School of Letters at Waseda University (hereafter referred to simply as the “doctorate program”) is as follows:

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

Note: While the total number of students to be accepted into the doctoral program has been set at 155, the precise number of students to be allotted to each course is not set.

2) Enrollment date

- April 1, 2020 or September 21, 2020 (You can choose your preferred enrollment time when applying)

3) Application 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 enrollment.
- ② Hold either a master’s degree qualification obtained outside Japan, or expect to have such a qualification at the time of enrollment.
- ③ A Person designated by the Minister for Education, Culture, Sports, Science, and Technology
- ④ These who have completed postgraduate programs and received a degree equivalent to a Master’s Degree from United Nations University or those who are scheduled to receive such a degree by the entrance period that applicants wish to matriculate.
- ⑤ 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

- Documents in category ① are required for students who have graduated from or who are intending to graduate from Japanese universities. On the other hand, for students who have graduated from or who are intending to graduate from a university outside of Japan, documents from category ② are instead required for application.
- For inquiries regarding eligibility for categories ③ and ⑤ above, please contact the Administrative Office of the Faculty of Letters, Arts and Sciences before November 1, 2019.

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 submitted documents (all applicants)
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. 18 **(2) Second-stage (Interview)**

7) Selection timeline

The schedule is as follows:

Note: For those who fall under the category of ③ or ⑤ on p. 2, subsection 3: Qualifications for application, information regarding registration period, period of payment of examination fee, period of submission of application documents, as well as the deadline for submission of research proposals will be sent *after* application qualifications have been confirmed.

Event	Schedule	Remarks
Registration period (website)	In the case of p. 1 3) Application eligibility ②④ November 21 (Thu) ~ December 5 (Thu) , 2019	See p. 4, subsection 3) See p. 5, subsection 5)
Examination fee	In the case of p. 1 3) Application eligibility ①	
Document submission (Postal submissions only)	December 6 (Fri) ~ December 12 (Thu) , 2019	
Examination Admission Card	Late December, 2019 ~ Early January, 2020	See p. 15, subsection 1)
First stage selection announcement	January 23, 2020 (Thu) 10:00~	To be announced on the website.
Second-stage examination	February 2, 2020 (Sun)	
Final announcement	February 4, 2020 (Tue) 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. For information regarding deadlines for these various items, see p. 3, subsection 7)**
- The period of application depends on the p. 2 **3) Application eligibility** category.

3) Online registration

(1) Notes on completion

- All applicants must use the following online link to register. Applications must be made during the period specified on p. 3, under subsection 7)

Application weblink : 2020 Graduate School of Letters, Arts and Sciences (GLAS) Doctoral Program Online Registration (Japanese only) :2020 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://bit.ly/2m2dXST>)

(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 (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 (Interview)** .
- After all entries have been filled in, be sure to click the "Save" icon located at the bottom of the screen. When prompted for a final confirmation, click the "Yes" icon. After this, you will see a dialogue box confirming that all information has been successfully saved.
- If there is a question about your application, we will contact you via the email address registered here.
- Enrollment documents of successful applicants 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.

- Changes of address *cannot* be registered online after the application process has been completed. Therefore, in the event of a change of address, be sure to complete the necessary mail forwarding procedures in person at your local post office.
- ✧ 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 円

(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.
<https://www.waseda.jp/flas/glas/assets/uploads/2019/08/66e51f7bdacbb1dc7575473855a1ce00.pdf>
- ② For credit card payments and online payments from China, please refer to the designated format.
<https://www.waseda.jp/flas/glas/assets/uploads/2019/08/1c7cfb3d3b8cc185f0621abeffa01a08.pdf>

(3) Waivers

- In the following cases an Examination fee is not required
 - ① Individuals expecting to graduate from the master's course in March 2020.
 - 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 designated format Screening Fee Waiver Program for Applicants from Specified Countries for details before submitting.
 - ④ For those applicants who, after enrolling, become Monbukagakusho (MEXT) Scholars:
 - For more information please contact the Center for International Education (e-mail: in-cie@list.waseda.jp) .
 - If, at the time of application, you are not yet a MEXT Scholar, you will have to pay the normal entrance examination fee. Upon being accepted as a MEXT Scholar, you will receive a notice to that effect from Waseda's Center for International Education. Once you have submitted a copy of this document to the faculty office, you will receive a full reimbursement for the entrance examination fee sometime between June and July.
 - (4) Note 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 a screening fee but failed to submit the required application documents.
- ② You paid a screening fee but submitted the application documents after the deadline.
- ③ 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. When sending previously excluded documents, please be sure to write the words "Previously omitted documents" in red on the outside of the envelope.
- **Overseas applicants** please send the documents via EMS or international mail to the following address.

To: Admission Section,
 Administrative Office of the 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
 Contents(if possible): Application Documents

- **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 Frixion 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/

(3) List of application documents

- The following table 「**p. 9 (4) Notes on sections of the application form**」 lists the required application documents.
- Please download, print out, and fill out all forms. These forms may be downloaded from the following URL, under the heading “Various forms and documents”:
https://www.waseda.jp/flas/glas/applicants/admission/#anc_18
- Requirements differ according to **p. 2 (3) Application eligibility** categories ①・②・④. Please submit as in the table.
- Applicants in **p. 2 (3) Application eligibility** categories ③・⑤ should consult the FLAS administrative office.
- For those who, at the initial time of application, were intending to graduate from graduate school, it will be necessary, when finally preparing to enter the program, to submit an official proof of intended graduation. Failure to submit such documentation will result in forfeiture of the applicant’s right to enter the program, even if the applicant has successfully passed the entrance examination.

	Submission document	Designated form	Category ① page 2, subsec. 3)	Category ②④ page 2, subsec. 3)
A	Application Form	○	All applicants	
B	Graduate school (Expected) certificate of completion/Degree certificate Note: Graduates from Chinese universities must submit proof of degree conferral		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 Note: Graduates from Chinese universities must submit proof of degree conferral		Graduates (Expected) External to GLAS	All applicants
E	University academic transcript		Graduates (Expected) External to GLAS	All applicants
	Translated versions of B~E, along with translated notarizations of these documents		When B~E are in languages other than Japanese or English	
F	Checklist of required documentation for graduates of Chinese universities	○	Only for graduates of Chinese universities	
G	Research papers		All applicants	
H	Research plan	○	All applicants	
I	Personal History Research Achievements	○	All applicants	
J	Letter of recommendation	○	All applicants	
K	Certificate of English proficiency		All applicants	
L	A copy of the scorecard of either Japanese Language Proficiency test or EJU.		—	Please consult p. 15 (4) Notes on <u>sections of the</u> <u>application form</u>
M	Statement of financial resources	○	—	All applicants
N	Copy of your passport		—	Please consult p. 16 (4) Notes on <u>sections of the</u> <u>application form</u>
O	Certificate of Residence in Japan		—	Non-Japanese Domestic applicants only
P	Request for the return of application documents	○	Only for applicants requesting	
Q	Return envelope for your examination card		Only for domestic applicants	
R	Application 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. 4 **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. In order to ensure that the entrance examination is carried out in an efficient manner, we ask that you provide us with your gender as it appears on your public register/birth certificate. For information on how the university uses this information, please consult our homepage.
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. (Names of supervisors for the various courses will be announced via MyWaseda around the end of March)
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, from elementary school through to graduate school, in chronological order. • Please use the separate form if you need more space. • Write all the domestic and overseas universities and graduate schools you have ever attended. • 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 name of the university, faculty, department, course (major), as well as 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. For those graduating from or completing a degree at Waseda University in March, please write “March 15” in this space.
Residence qualification	For non-Japanese applicants only. Please enter both your residence qualification at the initial time of applicable and at the time of actual enrollment
Military service	Only required for non-Japanese applicants. If incomplete, please enter the scheduled date of completion.
Current employment	For those current in employment, please enter the name of the employer.
Former Waseda students	For regular students, please enter your year and month of admission in addition to your student number. Non-degree students continuing at Waseda University should circle ‘Continuing’ and enter the total number of years.
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 p. 5, subsection (3).
Photograph	<p>Do not enter anything in the section for your examinee’s number</p> <p><u>For 2020 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> <p>◇ The photo should be 4 cm long and 3 cm wide, borderless, and taken against a plain</p>

	<p>background.</p> <ul style="list-style-type: none"> ✧ 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. <p>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.</p>
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B : Graduate school (master's) certificate of completion (expected)/Degree certificate (Note: Graduates from Chinese universities must submit proof of degree conferral)

C : Graduate school (master's) academic transcript

D : Undergraduate (Bachelor's degree) graduation certificate/Degree certificate (Note: Graduates from Chinese universities must submit proof of degree conferral)

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.**
- In the case of uncompleted courses or gaps between periods of study, you are required to submit a document explaining the reasons for these anomalies.
- 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 the most recent academic transcripts 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**
 - ✧ Submit the document itself, along with a translated version of the document, as well as a notarization (also translated) for the translation itself.
 - **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. (In the case of graduate schools, only **one** such letter is required)
- ✧ **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.
- **In case of certificate cannot be issued as the reason for leaving of absence or study abroad when applying**
 - ✧ Please write and enclose document explaining the reasons for these anomalies. (Please indicate when it can be issued) and write the explanation on **R:Application Checklist**(Please consult **p. 17**). Also, as soon as a certificate is available, please send a certificate to Administrative Office of the Faculty of Letters, Arts and Sciences, Waseda University by Simplified Registered Mail (or Simplified Registered Express Mail if the application deadline is near) from a post office.
- **Leave of absence, military service**
 - ✧ Please submit some form of supporting documentation.
 - ✧ Please note that proofs of intended graduation cannot be requested from the university for students on leave. In cases when such proof is required, please contact the university office directly.
- **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 form **F: “Checklist of required documents for graduates from Chinese universities”** along with your application documents.
 - ✧ Please submit **original paper** copies of all documents.
 - ✧ When requesting paper copies of proofs of graduation of degree conferral from Chinese universities, please be sure to request that “diploma no.” or “certificate no.” be added to each document.
 - ✧ Aside from the abovementioned documents, graduates of Chinese universities must also submit an “Online Verification Report of Higher Education Qualification Certificate” via e-mail.

Please keep the following in mind when sending your “Online Verification Report of Higher Education Qualification Certificate”:

- For graduates of Chinese educational institutions, please be sure to have the “Online Verification Report of Higher Education Qualification Certificate” provided by CHSI (中国高等教育学生信息网), and sent out by CHESICC, delivered to the Waseda University office via the following address: toyama-adm@list.waseda.jp.
- For more information, see the CHESICC website: <https://www.chsi.com.cn/en/pvr/>.
- Please be sure to have your “Online Verification Report of Higher Education Qualification Certificate” sent to us **several days** before the deadline in order to mitigate any unforeseen delays.
- In the event that your “Online Verification Report of Higher Education Qualification Certificate” reaches us after the application period, your application will be automatically cancelled.
- Only an “Online Verification Report of Higher Education Qualification Certificate” sent to us **directly** from CHESICC will be accepted as valid.

➤ **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 (other than full-time enrollment in this graduate school) at Waseda University.**

- ✧ Whatever the nature of your enrollment (whether or not you were enrolled full time), you are required to attach the relevant certification confirming your previous enrollment.
- ✧ **In cases of leaving Waseda University without completion but subsequently graduating from another institution**, please submit the certificate from the graduating institution as well as the Waseda certificate of withdrawal.

G : Research papers

Please follow these instructions and submit **ALL** items listed.

- **PDF 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 1,500 characters long. For papers in Japanese, an English abstract of approximately 900 words should be prepared.
- Please submit all documents in **a single** PDF file during the application period to the following address: toyama-adm@list.waseda.jp.
- The file name for this PDF document should read as follows: “Graduate School of Letters (doctoral program) GlobalJ (research documents)_[your surname here]”.
- Files larger than 15 MB must be submitted with your other application documents via post in the form of a CD-R.

H : Research plan

Please follow these instructions and submit **ALL** items listed.

- The **body** of your doctoral research plan should be in English and around 6,000 words in length. Please submit this in the form of a **PDF** file. The file name for this PDF document should read as follows: "Graduate School of Letters (doctoral program) GlobalJ (research plan_body)_[your surname here]".
- An **abstract** of the above research plan should be prepared in Japanese. It should be around 1,000 characters in length. Use the designated format and be sure to include your name and requested course. Please submit this in the form of a **PDF** file. The file name for this PDF document should read as follows: "Graduate School of Letters (doctoral program) GlobalJ (research plan_abstract)_[your surname here]".
- When using Roman characters in a Japanese abstract, please use half-width characters. Two characters will be counted as one Japanese character.
- Please submit the body of your research plan and your abstract as **two separate** PDF files during the application period to the following address: toyama-adm@list.waseda.jp.
- Files larger than 15 MB must be submitted with your other application documents via post in the form of a CD-R.

I : 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.

J : 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.

K : 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) · Computer-delivered 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
- Computer-delivered IELTS (academic) begun in March 2019 can be used.
- IELTS (General Training) · Computer-delivered IELTS (General Training) cannot be used.

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

- Applicants in p. 2 **3) Application eligibility** category ②④, 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 or proof of results and grades. 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.**

M : Statement of financial resources

- Applicants in p. 2 **3) Application eligibility** category ②④, 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. 2 3) Application eligibility** Applicants in category②④ 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. 2 3) Application eligibility** category ②④, **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 : 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 between one and two months after initial receipt of your documents for us to return these documents to you.

Q: Return envelope for your examination card

- Only for those applying from within Japan.
- This envelope will be used by the graduate school to send out your examination card
- On a standard long-type no. 3 (120 cm x 235 cm) envelope, print your mailing address (including the postal code) and your full name.
- There is no need to attach a stamp to this return envelope

R : Application checklist (Appended to the end of this booklet)

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 Selection process information

- After processing all **domestic applications**, we will send out examination admission cards and pertinent entrance examination information in the return envelopes initially sent to us by the applicants.
- After accepting the application, we will contact the applicant for whom the application was accepted to the e-mail address you entered for **p. 4 3) online registration** by early January, 2020.
- In case of no contact by January 13, 2020 (Mon), please contact the administrative office immediately.
 - In case of a change of address, be sure to complete the necessary mail forwarding procedures in person at your local post office.
 - ✧ Please refer to the following for more information regarding mail forwarding.
URL : <https://welcometown.post.japanpost.jp/etn/>
- Please note, however, that in the case of **overseas applications**, considering possible delays in delivery dates, your application may not be received before the deadline. In order to reduce the possibility of such delays, please inform our office ahead of time as to the scheduled arrival date of your documents (toyama-adm@list.waseda.jp).
- 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. 21 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. 21 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 2 February, 2020 (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.

- ✧ Interview is scheduled from 10:00.
- ✧ 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 24, 2019 Fri 10:00 to February 1(Sat) 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. 4 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. 4 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.

(3) Requests for Applicants

- ① Protect yourself against illnesses by taking measures such as hand washing and gargling in order to be able to take the entrance examination in top physical condition.
- ② Please wear a mask at the examination venue as needed to protect yourself from contagious diseases such as influenza.
- ③ If you are coughing or sneezing, please try to prevent the transmission of illness by wearing a mask or covering your mouth.

4. Announcement of successful applicants, Enrollment procedure

1) Announcement of successful applicants

- (1) First stage : January 23, 2020 (Thu) , beginning at 10:00~
- (2) Final : February 4, 2020 (Tue) , 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.
 - For those requiring documents of proof for scholarship applications, please contact our office directly.

2) Delivery of enrollment documents

- Documents will be sent to the applicants who have been accepted.
 - If you enroll in April 2020: Documents are delivered in early February, 2020
 - If you enroll in September 2020: Documents are delivered in early July, 2020
- Enrollment documents will be delivered to the address provided in the **p. 4** **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 February (for those intending to enroll in **April**) or by late July (for those intending to enroll in **September**), please 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. Please note, however, that the Toyama Campus is closed to the public from February 11-22, 2020. If you need to pick up documents during this period, please contact our office in advance to make the necessary arrangements.
- 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.

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.

(3) Web system online registration and enrollment procedures

- You are required to submit the enrollment documents. Please note that some stages of the enrollment 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.
 - Waseda University Enrollment Form (a PDF copy should be printed from the web system)
 - Written Oath and Guarantee and Consent for the Handling of Personal Data
 - Resident's Card (including name, gender, date of birth, householder, relationship, address)
 - Certificate of Graduation (Only for those applicants expecting to graduate from universities other than Waseda)
 - Latest Academic Transcripts
 - Transfer receipt for tuition fees
 - The designated Deposit Account Transfer Request Form, Automatic Payment Acceptance Certificate
 - Other documents

5. Other information

1) Tuition and fees (for reference)

- For information regarding 2020 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.

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「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半年または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、年度ごとに申請が必要となります。（教職・学芸員の科目等履修生は通算3年まで（3年度まで）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、申請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/>

WASEDA University
早稲田大学

戸山キャンパス構内案内図 Toyama Campus Map

河田町キャンパスへ
To Kawasaki Campus

大久保通りへ
To Chuo Street

戸山公園
多目的運動広場
Toyama Park
Multi-purpose
Athletic Square

明治通り
西早稲田
キャンパスへ
To Meiji Street
Nishi-Waseda
Campus

東武有楽町線
茗荷谷駅
To Railway Toei Line Mangan Station,
Kojicho Campus

地下鉄
丸の内線
茗荷谷駅
To Subway Toei Line Mangan Sta.,
Kojicho Campus

早稲田通り Waseda Street

新井通り
Soma Street

茗荷谷下町
Mangan-cho

交通
Jiyu-kou

都営バス 高層下町
Toei Bus Matsubashi-cho

各機転急材料技術研究所へ
To Kagami Memorial Laboratory
for Material Science and Technology

表門橋へ
To Tabata Bridge

30 学生会館
Student Union Building

31 学生生活課
Student Affairs Section

32 奨学金課
Scholarships and Financial
Assistance Section

33 キャリアセンター
Career Center

34 レジデンスセンター
Residence Life Center

35 健康センター 戸山分室
Health Support Center Toyama Branch

36 文学部事務系事務所
Administrative Office,
Faculty of Letters, Arts and Sciences

37 第2体育館
Gymnasium No.2

38 早稲田アリーナ
Waseda Arena

39 健康スポーツセンター
Athletic Center

40 早稲田スポーツミュージアム
Waseda Sports Museum

41 クラスルーム
Classroom

42 戸山図書館
Toyama Library

43 湯島プール
Takasaka Memorial Swimming Pool

44 戸山カフェテリア
Toyama Cafeteria

救護所 First Aid

お手洗い Toilets

売店 / 売店 Store

バスのりば Bus Stop

だれでもトイレ All-genders Toilet

喫煙所 Smoking Area

自動体外式除細動器 Automated External Defibrillator

自転車駐輪場 Bicycle Parking

レストラン Restaurant

北門 North Gate

南門 South Gate

東門 East Gate

西門 West Gate

中央門 Central Gate

南門 South Gate

北門 North Gate

東門 East Gate

西門 West Gate

中央門 Central Gate

N

25

出願状況について、以下を確認した上で、太線枠内に「○」を付けてください。

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）			○欄		日付	日付
志願者情報の登録	指定 URL のウェブサイトから登録を済ませている。						
出願書類の封入順序	封筒に封入する際、書類が入試要項 P.7 「(3) 出願書類一覧」の順に並んでいる。						
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。						
入志志願票	所定書式で作成している。						
	志望コース名、希望指導教員名を記入している。						
	Skype による面接を希望する場合、ID を記載している（希望する場合○欄に「S」、希望しない場合は「－」と記入してください）						
	入学検定料収納証明書を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、○欄には「免除」と記入してください）						
	写真票貼付欄に鮮明なカラー写真（裏面に氏名）を貼り、入試年度・入試区分・カナ氏名の記入している。						
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 中国の大学・大学院を卒業した場合は、 上記に加えて以下も提出してください ・学位取得証明書 ・「Online Verification Report of Higher Education Qualification Certificate」	文学研究科修了（見込み）者である。（この場合は、証明書に関する○欄に「○」と記入してください）						
	入学志願票に記載した大学学部以上の全ての機関・期間の証明書も用意している。 （注意：大学学部以外の学歴で証明書の提出が出来ない場合（日本語学校等）は、学歴欄に記入しないこと）						
	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全て用意している。 （留学をしていない場合、単位認定をしていない場合は○欄に「－」と記入ください）						
	編入・転部等をした場合、それ以前の成績証明書も用意している。 （編入・転部等をしていない場合は○欄に「－」と記入ください）						
	中国以外の大学・大学院	日本語または英語で作成された原本を用意している（コピーは不可）。					
	を卒業した場合（見込みも含む） (中国の大学の方は○欄に「－」を記入ください)	日本語または英語以外で作成された場合、日本語または英語による翻訳およびその翻訳公証書を添付している。 （日本語または英語の証明書を提出する場合は、○欄に「－」と記入ください）					
	中国の大学・大学院を卒業した場合 (見込みも含む) (それ以外の方は○欄に「－」を記入ください)	別紙「中国の大学出身者の証明書チェックリスト」を作成し、出願書類に含めている。					
		CHSI (CHESICC) を通じて「Online Verification Report of Higher Education Qualification Certificate」をメールにて文学研究科に送付済みである。					
		卒業証明書、学位取得証明書を Diploma No./Certificate No. を記載している。					
研究論文等	英語または日本語で作成され、1 つの PDF に変換されている。						
	出願期間内に (toyama-adm@list.waseda.jp) 宛てに送付している。						
	容量が 15MB 以上のため、CD-R 等で出願書類と共に提出(それ以外の方は○欄に「－」を記入ください)						
	入試要項 P.13 に記載された要件に基づき作成している。						
研究計画書	所定書式の表紙を利用し、本文、要旨それぞれ 1 つの PDF に変換されている。						
	出願期間内に (toyama-adm@list.waseda.jp) 宛てに送付している。						
	容量が 15MB 以上のため、CD-R 等で出願書類と共に提出(それ以外の方は○欄に「－」を記入ください)						
	入試要項 P.13 に記載された要件に基づき作成している。						
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						
	2019 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.14-15 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						
履歴書・研究業績	長形 3 型の封筒で作成している。（国外出願者は不要のため○欄に「国外」と記入ください）						
提出書類返還依頼書	返還を希望する書類（再発行ができない書類）があるため、所定書式を利用して作成している。 （返還を希望する書類がない場合は○欄に「－」と記入ください）						
受験票送付用封筒	長形 3 型の封筒で作成している。（国外出願者は不要のため○欄に「国外」と記入ください）						
	封筒に宛名、郵便番号、住所を記入している。（国外出願者は不要のため○欄に「国外」と記入ください）						

入試要項 P.2 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.15 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	所定の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	海外大学院を修了（見込み）で日本国籍以外の国内出願者である場合、コピー（在留カードの場合は両面）または写しを提出している。（国外出願者は不要のため○欄に「国外」と記入ください）			

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。
後日提出となる場合も**事務所への直接提出（持ち込み）は一切認めません**。必ず郵送（簡易書留・速達）もしくは EMS/国際宅配便にて送付してください。

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