
2021 Waseda University
April & September
Graduate School of Letters, Arts and Sciences
Doctoral Program/Master's Program
Global Japanese Literary and Cultural Studies
Application Guidelines

The current COVID-19 pandemic may cause changes in the application process (period of application, examination calendar, examination contents, dates of publication of accepted applicants, etc.). Should any such eventuality occur, a notice will be posted on the Graduate School's website. Please monitor it regularly for updates.

If any changes occur after the application period has started, applicants will be contacted by email. Please make sure to check the email address you included with your application materials.

Please contact the Admissions Office (toyama-adm@list.waseda.jp) in advance if you suspect that, due to the COVID-19, any of your application documents may arrive after the stipulated deadline, either because of delays in obtaining the documents themselves or delays in (or temporary termination of) international postal delivery services



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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 for domestic applicants)
- Waseda University Graduate School of Letters, Arts and Sciences Application form
- CV(Additional Information)
- Statement of purpose
- Writing Sample
- Waseda University Graduate School of Letters, Arts and Sciences Research plan label
- Statement of Financial Resources
- Request for the Return of Application documents
- Waseda University Graduate School of Letters, Arts and Sciences Personal history form and research achievements
- Letter of recommendation
- 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 26, 2020, to January 5, 2021, we will not be able to answer any inquiries.

1. Admissions overview

1) Course and number of students

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	Program	Course name	Number of students
Humanities	Master’s	Global Japanese Literary and Cultural Studies	A small number
Humanities	Doctoral	Global Japanese Literary and Cultural Studies	A small number

Note: While the total number of students to be accepted into the Master’s program has been set at 315 and the doctoral program has been set at 155, the precise number of students to be allotted to each course is not set.

2) Entrance dates

- April 1, 2021 or September 21, 2021 (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:

Master’s Program	Doctoral Program
<ul style="list-style-type: none"> ① Those who have graduated or are scheduled to graduate from a university by the entrance period that applicants wish to matriculate. ② Those who have received a bachelor’s degree from the National Institution for Academic Degrees and Quality Enhancement of Higher Education or are scheduled to receive such degree by the entrance period that applicants wish to matriculate. ③ Those who have completed 16 years of formal school education outside Japan or are scheduled to complete such education by the entrance period that applicants wish to matriculate. ④ Those designated by the Minister of Education, Culture, Sports, Science, and Technology of Japan by the entrance period that applicants wish to matriculate. ⑤ Those who have been enrolled at a university for more than three years (or have completed 15 years of school education overseas or are scheduled to complete such education by the entrance period that applicants wish to matriculate.) AND have been recognized by the Graduate School of Letters, Arts and Sciences as having earned a specified number of credits with an excellent academic record. ⑥ Those who have been recognized by the Graduate School of Letters, Arts and Sciences as possessing academic credentials equivalent or superior to those of university graduates through an individual entrance requirement screening process AND are scheduled to reach 22 years of age by the entrance period that applicants wish to matriculate. 	<ul style="list-style-type: none"> 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 t individually evaluated by the Graduate School as being academically equivalent to at least a master’s level.

4) Notes on application

Master's Program	<ul style="list-style-type: none">Requirement ① applies to those applicants who have graduated from, or are scheduled to graduate from, a university within Japan.Those applicants who have graduated from, or are scheduled to graduate from, a university outside of Japan, will be considered as eligible under requirement ③, regardless of their current country of citizenship.Whether or not a prospective applicant may be considered eligible under requirement ④, ⑤, or ⑥ will be determined on an individual basis. Applicants considering to apply under requirement ④, ⑤, or ⑥ are asked to contact the administration office by e-mail (toyama-adm@list.waseda.jp) no later than July 1 (Wed.) 2020.Graduates from three-year specialized college (<i>zhuanke</i> 専科) programs in China do not meet requirement ⑤. (However, those who have graduated from <i>benke</i> (本科) program after graduating from a three-year program and completed 16 years of school education fulfill requirement ③.“Those who have completed 16 years of formal school education outside Japan” refers to those who have already completed their sixteenth year of study in a formal school of education outside of Japan. That is to say, the question is <i>not</i> whether an applicant has attended a total of sixteen years, but whether the applicant has completed his or her sixteenth year.Those applicants educated in countries where the total number of years spent in primary and secondary education is under sixteen years are required to submit a record of their educational background in advance for examination by the department. Download the “Confirmation of educational background” from site below and submit the completed form to the Waseda University International Admissions Office. (Students who are not citizens of Japan, but have graduated from a Japanese university, are not considered foreign students.)<ul style="list-style-type: none">* Link to download the “Confirmation of educational background” form: http://web.waseda.jp/admission/gjp/faq/* E-mail for the International Admissions Office: iao-gs@list.waseda.jp
Doctoral Program	<ul style="list-style-type: none">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 (toyama-adm@list.waseda.jp) of the Faculty of Letters, Arts and Sciences before November 2, 2020.

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)	Master's Program In the case of p. 1 <input type="checkbox"/> Application eligibility ③⑤	
Examination fee	Doctoral Program In the case of p. 1 <input type="checkbox"/> Application eligibility ②④	
Document submission (Postal submissions only)	November 12 (Thu) ~ November 26 (Thu) , 2020 Master's Program In the case of p. 1 <input type="checkbox"/> Application eligibility ①② Doctoral Program In the case of p. 1 <input type="checkbox"/> Application eligibility ① November 27 (Fri) ~ December 10 (Thu) , 2020	
Examination Admission Card	Late December, 2020 ~ Early January, 2021	See p. 15, subsection 1)
First stage selection announcement	January 21, 2021 (Thu) 10:00~	To be announced on the website.
Second-stage examination	January 31, 2021 (Sun)	
Final announcement	February 2, 2021 (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)

Master's Program	https://bit.ly/3i7CEFW
Doctoral Program	https://bit.ly/2YAEkzV

(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**

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

- For payments at a convenience store please see the designated format.
<https://bit.ly/2Bf5L9C>
For credit card payments and online payments from China, please refer to the designated format.
<https://bit.ly/2CKZ3sp>

(3) Waivers

In the following cases an Examination fee is not required

Doctoral Program	<ol style="list-style-type: none"> Individuals expecting to graduate from the master's course in March 2021. <ul style="list-style-type: none"> ➤ In such cases, please attach a copy of your student ID card to your application. Graduates of the GLAS master's program who, after registering as a non-degree
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	<p>student the following year, go on to apply to the doctoral program</p> <ul style="list-style-type: none"> ➤ 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, 2017 or later are currently eligible.) ➤ Please attach a copy of your student ID card to your application.
Master's Program Doctoral Program	<p>① 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.</p> <ul style="list-style-type: none"> ➤ See designated format Screening Fee Waiver Program for Applicants from Specified Countries for details before submitting. <p>② For those applicants who, after enrolling, become Monbukagakusho (MEXT) Scholars:</p> <ul style="list-style-type: none"> ➤ For more information please contact the Centre 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 Centre 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.

<p>① You paid a screening fee but failed to submit the required application documents.</p> <p>② You paid a screening fee but submitted the application documents after the deadline.</p> <p>③ You paid a screening fee and submitted the application documents, but your application was rejected before screening due to the following reasons.</p> <ul style="list-style-type: none"> • The submitted application materials are not complete enough to meet the application requirements. • You do not meet all the eligibility criteria. <p>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.</p>
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(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: 1stfloor Bldg.34 1-24-1, Toyama, Shinjuku-ku, Tokyo, JAPAN
 Postal Code: 162-8644
 Phone: +81-3-5286-3807
 * If possible, note that the package contains "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
- 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.

Applicants in p.2 3) Application eligibility categories Master’s Program④・⑥, Doctoral Program③・⑤ should consult the FLAS administrative office.

	Submission document	Designated form	p.2 3) Application eligibility			
			Master’s Program		Doctoral Program	
			①②	③⑤	①	③④
A	Application Form	○	All applicants		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	—	—	—		
D	University graduation (Expected) certificate / Degree certificate Note: Graduates from Chinese universities must submit proof of degree conferral	—	All applicants			
E	University academic transcript	—	All applicants			
-	Translated versions of B~E, along with translated notarizations of these documents	—	When D/E are in languages other than Japanese or English		When B~E are in languages other than Japanese or English	
-	"Online Verification Report of Higher Education Qualification Certificate"	—	Exclusively for applicants who graduated from undergraduate programs at Chinese universities (Have your certificate e-mailed to us directly from the CHESICC website)		Exclusively for applicants who graduated from undergraduate programs at Chinese universities (Have your certificate e-mailed to us directly from the CHESICC website)	
F	Checklist of required documentation for graduates of Chinese universities	○	Only for graduates of Chinese universities		Only for graduates of Chinese universities	
G	CV (Additional Information)	○	All applicants		—	
H	Statement of purpose	Title page only.○	All applicants		—	
I	Writing Sample	Title page only.○	All applicants		—	
J	Research papers	—	—		All applicants	
K	Research plan	Title page only.○	—		All applicants	
L	Personal History Research Achievements	○	—		All applicants	
M	Letter of recommendation	○	All applicants		All applicants	
N	Certificate of English proficiency	—	All applicants		All applicants	
O	A copy of the scorecard of either Japanese Language Proficiency test or EJU.	—	—	Please consult p. 13	—	Please consult p. 13

P	Statement of financial resources	○	—	All applicants	—	All applicants
Q	Copy of your passport	—	—	Please consult p. 13	—	Please consult p. 13
R	Certificate of Residence in Japan	—	—	Non-Japanese Domestic applicants only	—	Non-Japanese Domestic applicants only
S	Request for the return of application documents	○		Only for applicants requesting		Only for applicants requesting
T	Return envelope for your examination card	—		Only for domestic applicants		Only for domestic applicants
U	Application Checklist	○		All applicants		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. Any middle names should be written in 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. Any middle names should be written in the 「名」 space on the form.
Legal Name in Roman Alphabet	Please write your name using the Roman alphabet. Any middle names should be written in 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	Master's Program Not required. Doctoral Program 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	• Write all the educational institutions you have ever attended, from elementary school through to graduate school, in chronological order.

	<ul style="list-style-type: none"> • 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
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>For 2021 enrollment, please enter the year of examination, the classification (Master’s Program or Doctoral Program) , and name (kana).</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. <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>

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

- **Submit the original certificates of all universities and graduate schools for B-E. Copies will not be accepted.**
- Certificates do not expire. You may use certificates and transcripts obtained in the past.
- **In the case of multiple-page documents, each page must contain 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 **U: 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/pvt/>.
 - 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: CV (Additional Information) Master's Program

- Include such things as language proficiency (mother language and any other languages known), educational background, and related experiences, such as internships, attendance at symposia or research-related events, creative projects, study in foreign countries, work history).
- Please use the **specified format** when preparing this document for submission.

Native Level: English, Mandarin, etc. Other: Japanese, Korean, German, etc.
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H: Statement of purpose Master's Program

- In 1,000 words or less, state your reasons for wishing to be admitted into the Global-J program, including a summary of your background and fields of academic interest. This document must be written in **English**. Please submit **two** copies of this document.
- Please use the **specified format (cover only)** when preparing this document for submission.

I: Writing Sample Master's Program

- One or two academic papers, written in English, and totaling at least 4,000 words.
- If submitting **two** papers, one of the two may be written in Japanese (at least 4,000 characters). In this case, an English-language abstract of 250-300 words must be submitted along with the Japanese-language paper. The second paper, written in English, must be at least 2,000 words.
- Please use the **specified format (cover only)** when preparing this document for submission.

J: Research papers Doctoral Program

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.

K: Research plan Doctoral Program

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.

L: Personal history • Research achievements Doctoral Program

- 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.

M: Letter of recommendation

Master's Program	Doctoral Program
<ul style="list-style-type: none"> All letters of recommendation must have been written after April, 2020. Please submit 2 letters of recommendation <ul style="list-style-type: none"> Letters of recommendation will be evaluated individually. Please prepare one copy of each. <ul style="list-style-type: none"> These letters must, as a rule, be written in either English or Japanese. Letters written in any language aside from these must be translated into either English or Japanese. One of these two letters may be an evaluation of the applicant's language ability 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. 	<ul style="list-style-type: none"> All letters of recommendation must have been written after April, 2020. Please submit 3 letters of recommendation <ul style="list-style-type: none"> Letters of recommendation will be evaluated individually. Please prepare one copy of each. <ul style="list-style-type: none"> 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.

N: Proof of English Proficiency

- Please have the certificate or scorecard from the following examinations sent directly from the testing organization.

	Master's Program	Doctoral Program
TOEFL (iBT)	Your score level is not included among the application requirements	TOTAL scores of 100 and above are valid.
IELTS (Academic) Computer-delivered IELTS (Academic)	Your score level is not included among the application requirements	Band 7 or above is valid.

- Applicants falling under any of the following categories (①-③) are **not** required to submit proof of English ability.

① Those whose mother language is English.
② Those whose mother language is not English but who have already graduated from either an undergraduate program or from the graduate school of a university located in an English-speaking country.
③ Those who have already graduated from either an undergraduate program or from the graduate school of a university not located in an English-speaking country, but whose program was conducted primarily in English. (Those whose universities are capable of issuing English-language transcripts.)

- 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:

- TOEFL-ITP is not valid. On the other hand, TOEFL (iBT) Special Home Edition is 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.)

- IELTS (General Training) ・ Computer-delivered IELTS (General Training) cannot be used.
- Please make the necessary arrangements the testing organization to ensure it will arrive by the application deadline.

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

- Applicants in p. 2 **3) Application eligibility** category **Master's Program**③⑤, **Doctoral Program**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.

Master's Program	Doctoral Program						
<ul style="list-style-type: none"> • For the Japanese Language Proficiency Test, please submit a copy of your notification of pass or fail (<i>gōhi kekka tsūchisho</i>), OR, for the Examination for Japanese University, please submit a copy of your official grade report (<i>seiseki tsūchisho</i>). • → Your score level is not included among the application requirements. • → Copies of your notification of pass or fail, or of your score card, submitted after the deadline will not be accepted. 	<ul style="list-style-type: none"> • 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. <table border="1" style="width: 100%;"> <thead> <tr> <th style="background-color: #e0e0e0;">Test name</th> <th style="background-color: #e0e0e0;">Required score</th> </tr> </thead> <tbody> <tr> <td>Japanese Language Proficiency Test</td> <td>Passing Level 1 (or N1)</td> </tr> <tr> <td>Examination for Japanese University Admission for International Students (EJU)</td> <td>A score of 260 or above in the "Japanese" test. (without 記述 score)</td> </tr> </tbody> </table> <ul style="list-style-type: none"> • <u>In case as where the documents are not received within the specified application period, applications cannot be considered.</u> 	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)
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 the case of applicants who were unable to obtain certification/scorecards due to unforeseeable cancellations of the first round of testing for either the JLPT or the EJU, this being an event wholly beyond the applicant's control, you may still apply by submitting the appropriate substitutionary documentation indicated below.

	Classification	Special measures for those who will take the entrance exam in the 2021 fiscal year
1	Those who have already obtained their certification	Submit a copy of your certification, as usual.
2	<u>Those who applied for the EJU (1st round)</u>	<u>Please submit a "Proof of Application" (出願証明書) issued by the Japan Student Services Organization.</u>
3	<u>Those who applied for the JLPT (1st round)</u>	<u>Please submit a copy of both sides of your "MyJLPT Confirmation/Change of Applicant Information" (申込者情報確認・変更).</u>
4	Those who have not yet registered to take the EJU or JLPT	Your application will not be accepted.

P: Statement of financial resources

- Applicants in p. 2 **3) Application eligibility** category **Master's Program**③⑤, **Doctoral Program**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 two years(**Master's Program**)/three years(**Doctoral Program**)) 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.

Q: Passport copy (not expired)

- p. 2 **3) Application eligibility** Applicants in category **Master's Program**③⑤, **Doctoral Program**②④ 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.

R: A copy of your Residence or Alien Registration

- Regarding applicants in p. 2 **3) Application eligibility** category **Master's Program**③⑤, **Doctoral Program**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.

S: 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.

T: 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

U: 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, while previously submitted application documents 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, 2021.
- In case of no contact by January 12, 2021 (Tue), 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.
- While the interview for the master's program will, as a rule, be conducted primarily in English, there may be cases in which Japanese is also used. **Master's Program**

(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 31 January, 2021 (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 am.
 - ✧ 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 22, 2021 Fri 10:00 to January 30(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.
 - ◇ 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

Unavoidable circumstances

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.

Infectious diseases

Applicants who, in accordance with School Health and safety Act, have been forbidden from attending classes due to as of yet untreated cases of infectious diseases (such as COVID-19 virus, influenza, measles, rubella, etc.), and who may consequently prove a threat to other applicants and proctors of the examination, are asked not to attend the examination. Note that, for those unable to attend the examination for this (or any other) reason, there will be **no** make-up examination, and your entrance examination fee will **not** be returned to you.

(3) Requests for Applicants

- 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.
- Please wear a mask at the examination venue as needed to protect yourself from contagious diseases such as influenza.
- 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 21, 2021 (Thu) , beginning at 10:00 am ~

(2) Final : February 2, 2021 (Tue) , beginning at 10:00 am ~

(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 2021: Documents are delivered in early February, 2021
 - If you enroll in September 2021: Documents are delivered in early July, 2021
- 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, 2021. 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 2020, 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 **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、「教育職員一種免許状」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**。「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。なお、募集は単年度ごととなり、受け入れをしない可能性もあります。問い合わせ先は以下の通りです。

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、年度ごとに出願が必要となります。（教職・学芸員の科目等履修生は3年間まで（半年の在学も1年間として計算します。）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修得した学部設置科目の単位は、教育職員一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	お問い合わせ先
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	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。

7) For individuals wishing to acquire a teaching qualification or a museum curator certificate after entering the Graduate School of Letters, Arts and Sciences Master's Program **Master's 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.

(1) 教育職員専修免許状（中学校・高等学校）

文学研究科修士課程では「教育職員専修免許状（中学校・高等学校）」の取得が可能なコースもありますが、国際日本学コースでは「教育職員専修免許状（中学校・高等学校）」の取得はできません。「教育職員一種免許状（中学校・高等学校）」の取得を希望する場合は、以下の（２）をご確認ください。

（２）教育職員一種免許状（中学校・高等学校）・博物館学芸員

文学研究科修士課程入学後に、「教育職員一種免許状※」「博物館学芸員となる資格」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で「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。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、希望され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。なお、募集は単年度ごととなり、受け入れをしない可能性もあります。問い合わせ先は以下の通りです。

科目等履修生としての在学期間は１年間または半年間となり、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３年間まで（半年間の在学も１年間として計算します。）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、教育職員一種免許状取得のための単位としては証明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	教育学部教職課程

図書館司書・学校図書館司書教諭等の上記（教職・博物館学芸員）以外の資格取得については、科目等履修生の受け入れを行っておりません（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）。

⑧ Scholarships for doctoral and young researchers **Doctoral Program**

- 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/>

8) Campus Map

戸山キャンパス構内案内図
Toyama Campus Map

30 学生会館 Student Union Building
 学生生活課 Student Affairs Section
 奨学金課 Scholarships and Financial Assistance Section
 キャリアセンター Career Center
 レジデンスセンター Residence Life Center

33 保健センター 戸山分室 Health Support Center Toyama Branch
34 文学部学術事務課 Administrative Office, Faculty of Letters, Arts and Sciences
36 運動体育館 Gymnasium Nūdō
37 早稲田アリーナ Waseda Arena
 競技スポーツセンター Athletic Center

38 AV教室 Classroom
 戸山図書館 Toyama Library
 高岩池遊泳プール Takaiishi Memorial Swimming Pool
 戸山カフェテリア Toyama Cafeteria

30-3 学務部入口 Academic Office Entrance
30-2 学務部 Academic Office
37 学務部 Academic Office
31 学務部 Academic Office
32 学務部 Academic Office
33 学務部 Academic Office
34 学務部 Academic Office
35 学務部 Academic Office
36 学務部 Academic Office
39 学務部 Academic Office

	救急所 First Aid		トイレ Toilets		だれでもトイレ Garden Toilet		自衛隊方式対応機器 Admitted Client
	店舗 / 売店 Store		レストラン Restaurant		喫煙所 Smoking Area		自転車置き場 Bicycle Parking
	バスのりば Bus Stop						

2021 Global-J Program Application Checklist

※For office use

Please check off all the documents you have submitted for application.

Name:	Phone number:	Program (circle one) Master's • Doctoral	※Office use		
			対応	対応	
Documentation	Notes (See Application Guidelines for details)	Check	日付	日付	
Registration of applicant information	Register your information on-line using the designated URL.	<input type="checkbox"/>			
Application documents in prescribed order	Ensure that your application documents are in the order indicated on p. 7, “(3) list of application documents,” of the Application Guidelines.	<input type="checkbox"/>			
Entrance examination fee	You may pay at the convenience store or using credit card.	<input type="checkbox"/>			
Application form	Indicate both your desired program and academic advisor.	<input type="checkbox"/>			
	For applicants who wish to be interviewed on-line, make sure that you have entered you ID number (Those requesting an on-line interview should write an “S” in the check box, while those who do not wish to have an on-line interview should write a “-” in the check box.)	<input type="checkbox"/>			
	Paste or attach your confirmation of receipt of examination fee. (In the case of exemption of payment, submit the relevant supporting documentation. Write the word “ exempt ” in the check box.)	<input type="checkbox"/>			
	Paste a clear, color photo of your face in the appropriate space provided. Be sure to write your name on the back of the photo. Also, be sure to enter the year of your entrance into Waseda University, your entrance category, and your full name.	<input type="checkbox"/>			
Master’s degree • Proof of completion (or of scheduled completion) • Transcripts Bachelor’s degree • Proof of graduation (or of scheduled graduation) • Transcripts Note: Both of the above may be included in a single document Graduates of undergraduate and graduate programs from a Chinese university must also submit the following documentation: • Proof of conferral of degree • Online Verification Report of Higher Education Qualification Certificate	For applicants who have completed or are scheduled to complete a master’s degree from a school of literature, be sure to place a check in the check box.	<input type="checkbox"/>			
	Make sure you have submitted relevant documentation confirming your period of study at all educational institutions (after undergraduate studies) listed on your application form. (Note: Please do not list those institutions—such, for example, as Japanese language schools—from which you are unable to obtain confirmatory documentation.)	<input type="checkbox"/>			
	Submit transcripts from all educational institutions attended for credit overseas. (If you have not attended such institutions overseas, or if you have not obtained any credits from such institutions, write a “-” in the check box.)	<input type="checkbox"/>			
	For applicants who have transferred or changed programs, be sure to submit transcripts from all institutions or programs attended before transferring. (For those who have never transferred or changed programs, mark a “-” in the check box.)	<input type="checkbox"/>			
	Applicants who have graduated or are scheduled to graduate from a university outside of China (Graduates from a Chinese university should mark a “-” in the check box)	Submit originals or copies of all Japanese- and English-language documents.	<input type="checkbox"/>		
	Applicants who have graduated or are scheduled to graduate from a university in China (Graduates from universities outside of China should mark a “-” in the check box)	When submitting documents in languages other than English or Japanese, be sure to submit both an English or Japanese translation, along with a notarization of translation. (If your documents are written in either Japanese or English, please write a “-” in the check box.)	<input type="checkbox"/>		
		Fill out and include the additional “Checklist of documents for graduates from a Chinese university”.	<input type="checkbox"/>		
Confirm that your “Online Verification Report of Higher Education Qualification Certificate” has already been mailed directly to the Graduate School of Letters via CHSI (CHESICC).		<input type="checkbox"/>			
	Make sure that Diploma No./Certificate No. are indicated on all certificates of graduation and degree conferral.	<input type="checkbox"/>			
Master’s program • CV (Additional Information) • Statement of purpose • Writing Sample	Submit a completed CV (Additional Information) in the prescribed format.	<input type="checkbox"/>			
	Submit two copies of your statement of purpose (the covers of which should follow the prescribed format).	<input type="checkbox"/>			
	Submit one copy of your writing sample (the cover of which should follow the prescribed format).	<input type="checkbox"/>			

Doctoral program • Research article • Research plan	Submit one pdf file containing a cover (see prescribed format), the text, and abstracts of all your research articles.	<input type="checkbox"/>		
	Send this file to toyama-adm@list.waseda.jp prior to the deadline.	<input type="checkbox"/>		
	Files over 15 MB in size must be submitted, with your other documents, in the form of a CD-R (Applicants who are not submitting a CD-R should write a “-” in the check box.)	<input type="checkbox"/>		
	This file must be compiled in accordance with the conditions listed on p. 11 of the Application Guidelines.	<input type="checkbox"/>		
Letters of recommendation	Two letters for the master’s program, three for the doctoral program; all letters must be individually sealed by the original recommender.	<input type="checkbox"/>		
	For applicants to the doctoral program, be sure that one of your three letters of recommendations has been written by an advisor from your most recent university. (Applicants for the master’s program should write a “-” in the check box.)	<input type="checkbox"/>		
	These letters must have been composed after April, 2020.	<input type="checkbox"/>		
Proof of English language proficiency	Be sure you have had your notification of pass or fail, or of your score card sent directly to our office, in accordance with the instructions found on p. 12 of the Application Guideline.	<input type="checkbox"/>		
Doctoral program Curriculum vitae and research history	Must be compiled in accordance with the prescribed format	<input type="checkbox"/>		
Request to have submitted documents returned	Please follow the prescribed format when requesting the return of submitted documents (such as documents that cannot be reissued). (For those who are not requesting the return of document, mark a “-” in the check box.)	<input type="checkbox"/>		
Envelope for mailing your examination admission card	The envelope should be 120 mm x 235 mm. (Applicants living outside Japan do not need to submit an envelope and should write a “-” in the check box.)	<input type="checkbox"/>		
	Write your full name and mailing address (including postal code) on the front of the envelope. (Applicants living outside Japan do not need to submit an envelope and should write a “-” in the check box.)	<input type="checkbox"/>		

For those applicants falling under category ② on p. 2 of the Application Guidelines, confirm that you have also submitted the following items.

A copy of the scorecard of either Japanese Language Proficiency test or EJU	Be sure that this scorecard meets the criteria laid out on p. 12 of the Application Guidelines.	<input type="checkbox"/>		
Statement of financial resources	Compose this document in accordance with the prescribed format.	<input type="checkbox"/>		
Copy of your passport	Submit a copy of your passport.	<input type="checkbox"/>		
Copy of your residence card or certificate of residence	Domestic applicants with non-Japanese citizenship who graduated from, or are scheduled to graduate from, graduate schools outside of Japan need to submit a copy of both sides (or a duplicate) of their residence card. (Applicants outside of Japan do not need to submit this item, and therefore should write a “-” in the check box.)	<input type="checkbox"/>		

In the event that you are unable to submit any required documents, please indicate which documents (in the table below), along with the reason for your inability to submit the given document, and the intended date of submission.

NOTE: Documents submitted after the deadline will only be accepted if sent via post (registered or express) or by EMS/international courier. Documents brought to the office in person will **not** be accepted.

Missing documentation	Reason for missing document	Scheduled date of submission	※Office use		
			対応	確認	解消
				電・×	
				電・×	
				電・×	