
Waseda University
Graduate School of Letters, Arts and Sciences (GLAS)
Global Japanese Literary and Cultural Studies
Master's Program
Application Guidelines
for April & September 2024 Entry



**Admissions 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/en/applicants/admissions/>

- Screening Fee Waiver Program for Applicants from Specified Countries
 - Additional Information
 - Statement of purpose
 - Writing Sample
 - Research plan label
 - Statement of Financial Resources
 - Personal history form and research achievements
 - Letter of recommendation
 - Evaluation of Japanese Language Proficiency
- This is the entrance examination guideline for the Global Japanese Literary and Cultural Studies Course. If you wish to apply for a course other than the Global Japanese Literary and Cultural Studies Course, please check the application guidelines for other courses at the following URL.
 URL : <https://www.waseda.jp/flas/glas/en/applicants/admission/>
- In these 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 29, 2023, to January 8, 2024, we will not be able to answer any inquiries.
- **All dates and times stated in these guidelines are in Japan Standard Time (JST).**

1. Admissions Overview

1) Course and Number of Students

The number of students to be admitted to the master's program of the Graduate School of Letters, Arts and Sciences at Waseda University is as follows:

Research Field	Program	Course Name	Number of Students
Humanities	Master's	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 210, the precise number of students to be allotted to each course is not set.

2) Entrance Dates

- April 1, 2024 or September 21, 2024 (You can choose your preferred entrance time when applying)

3) Applicant Eligibility

Applicants must fulfill one of the following requirements.

1. Those who have graduated or are scheduled to graduate from a university in Japan 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 University Evaluation or are scheduled to receive such a degree by the entrance period that applicants wish to matriculate.
3. Those who have completed 16 years of standard school education outside Japan or are scheduled to complete such education by the entrance period that applicants wish to matriculate.
4. Those who have completed a more than 3 years program in a university outside Japan or are scheduled to complete such education and hold a bachelor degree by the entrance period that applicants wish to matriculate.
5. Those who are designated by the Minister of Education, Culture, Sports, Science, and Technology, Japan by the entrance period that applicants wish to matriculate.
6. 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.
7. Those who have been recognized by the Graduate School of Letters, Arts and Sciences as possessing academic credentials superior to those of university graduates through an individual entrance requirements screening process and are scheduled to reach 22 years of age by the entrance period that applicants wish to matriculate.

4) Notes on Application

- 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 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 6 or 7 will be determined on an individual basis. Applicants considering to apply under requirement 6 or 7 are asked to contact the Administrative Office of the Faculty of Letters, Arts and Sciences (toyama-adm@list.waseda.jp) **no later than** October 9 (Mon), 2023.
- If you submitted a certificate indicating that you are expected to meet the qualifications required to enter the Graduate School of Waseda University in order to meet the eligibility requirements stated in the application guidelines at the time of application, you must submit a certificate indicating that you have indeed met the requirement prior to enrollment. You will not be permitted to enter the Graduate School of Waseda University, even if you pass the screening, unless you submit the relevant certificate.
- Graduates from three-year specialized college (*zhuanke* 専科) programs in China do not meet requirement 6. However, those who have graduated from a four-year (*benke* 本科) program after graduating from a three-year program, and completed 16 years of school education will be considered to fulfill requirement 3.
- "Those who have completed 16 years of standard school education outside Japan" refers to those who have already completed their **16th year** of study in a formal school of education outside Japan. That is to say, the point is not whether an applicant has attended a total of sixteen years, but whether the applicant has completed his or her 16th year.

- Those applicants educated in countries where the total number of years spent in primary and secondary education is under 16 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** required.)
 - * Link to download the “Form for Individual Review of Eligibility”:
https://www.waseda.jp/inst/admission/en/graduate/english/#anc_6
 - * E-mail for the International Admissions Office: iao-gs@list.waseda.jp
- Faculty of Waseda University including Waseda University Junior / Senior High School, Waseda University Honjo Senior High School and Art and Architecture School are not able to become a student of the University, although there are few exceptions according to the university regulations. If you have any questions, please ask Waseda University administration offices.

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 Administrative Office of the Faculty of Letters, Arts and Sciences before the application period begins. 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	Only those applicants passing the first stage

7) Selection Timeline

Event	Schedule	Remarks
Screening Fee Payment	November 9 at 10:00 ~ November 22, 2023 at 17:00	See P.4 3) Payment of Screening Fee
Online Application		See P.5 4) Submission of Application Documents
Examination Number Notification	by January 12, 2024	See P.13 1) Notification of Examination Admission Card and Selection Processes Information
Announcement of Successful Applicants for the First Stage	January 18, 2024 at 10:00	To be announced on TAO
Second Stage Examination	January 29, 30 or February 1, 2024	Either one day designated by the GLAS
Announcement of Final Successful Applicants	February 2, 2024 at 10:00	To be announced on TAO

2. Application

1) Application Types

- There are two types of application: 「**Domestic Applicants**」 and 「**Overseas Applicants**」. The category is determined by the applicant's place of residence at the time of application.
- In some cases, you may be asked to provide documentary proof of residence.

Domestic Applicants	Overseas Applicants
Resident in Japan at the time of application	Not resident in Japan at the time of application

2) Conditions of Application

- All applicants must take the following steps within the designated application period to complete the application, **Online Application and Payment of Screening fee**. For information regarding deadlines for these various items, see P.3 **7) Selection Timeline**.

3) Payment of Screening Fee

(1) Amount :

The amount you must pay depends on where you live at the time of application, as follows (regardless of nationality).

Please refer to P.4 **1) Application Types**.

Domestic Applicants	Overseas Applicants
¥30,000	¥5,000

(2) Payment Method:

For payments at a convenience store and credit card payment, please refer to the "Payment of Examination Fee" on the website of GLAS. <https://www.waseda.jp/flas/glas/en/applicants/admissions/>

(3) Waivers:

In the following cases, Screening fee is not required.

- The applicant must reside in one of the countries classified as "Least Developed Countries" or "Low Income Countries which are not LDCs" in the list of ODA recipients as published by OECD/DAC AND hold nationality of one of those countries. See designated format "Screening Fee Waiver Program for Applicants from Specified Countries" for details before submitting.
- For those who, after enrolling, become Monbukagakusho (MEXT) Scholars:
For more information, please contact the Center for International Education (in-cie@list.waseda.jp).
At the time of application, if you are not yet a MEXT Scholar, you will have to pay the screening fee. Upon being accepted as a MEXT Scholar, you will receive a notice to that effect from Center for International Education. Once you have submitted a copy of this document to the Administrative Office of the Faculty of Letters, Arts and Sciences, you will receive a full reimbursement for the screening fee after enrollment.

(4) Return of Application Documents and Refund of Screening Fee

As a rule, submitted documents will not be returned and the screening fee will not be refunded. However, in the following cases, only the screening fee will be refunded.

- You paid the screening fee but did not submit the application documents.
 - You paid the screening fee but submitted the application documents after the deadline.
 - You paid the screening fee and submitted the application documents, but your application was not accepted because it was incomplete or did not meet the eligibility criteria.
- If the screening fee was paid by credit card, or if the refund is to be deposited into a bank account outside of Japan, you will be responsible for any fees incurred in connection with the refund.

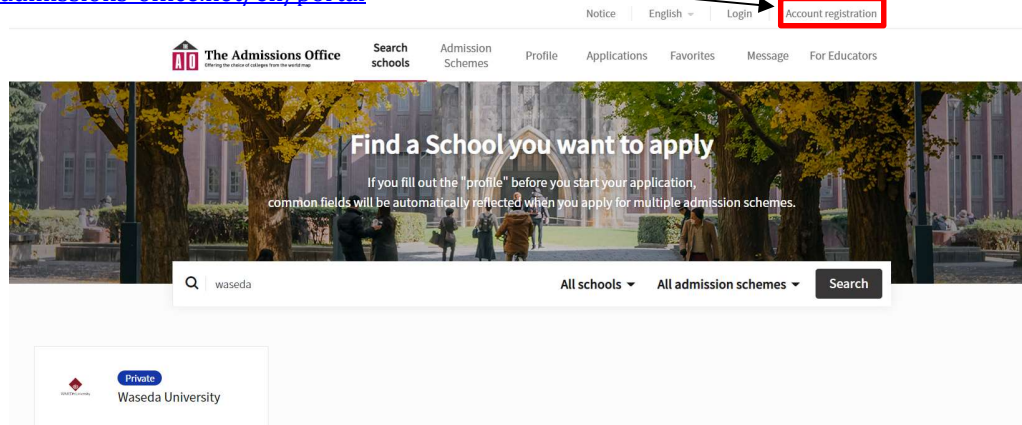
4) Submission of Application Documents

(1) How to Submit

Application documents must be submitted through the designated online application system, “The Admissions Office (hereinafter TAO)”.

1. Access the link below and click “Account registration” to start preparing your application.

<https://admissions-office.net/en/portal>



2. Create your account with the legal name in alphabet written on your passport (If you do not possess a passport at the time of application, use the name in the certificate of family register or citizenship).
* You do not need to create the “Profile” to apply for this admission. The Administrative Office of the Faculty of Letters, Arts and Sciences does not use the information filled in this section (You are required to input your personal information in “Applicant Information” section of online application form).
3. After creating your TAO account, find “Global Japanese Literary and Cultural Studies Master’s Program for April/September 2024 Entry” from the “Admission Scheme” menu and start your application.
4. Follow the detailed instructions shown on the system and these Application Guidelines, when filling out or uploading the materials.
* Note that Waseda University uses several other application systems for other admissions schemes. To prevent confusion, make sure that you access TAO at the above link.

Progress
4 / 4

Progress of required fields
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* Indicates a required field.

Prepared by applicant

- ☒ Application Form 1 *
- ☒ Application Form 2 *
- ☒ Application Documents *

Prepared by person other than applicant

- ☒ Letter of Recommendation *

content confirmation

Click on the name of the application document to enter the respective information. Make sure to click “content confirmation” and “Complete my application” button to submit your application.

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

Make sure to click “Complete the Application” button to submit your application. Failure to complete submission will result in your documents not being screened.

(2) Notes on the Completion of Application Documents

- By creating your account on TAO, you agree to the "Terms of Use" and "Handling of Personal Information" designed by Samadhi Co., Ltd., the service provider of TAO.
- It is very important that you check "Message" on TAO and your registered e-mail account regularly, since the Administrative Office of the Faculty of Letters, Arts and Sciences may contact you concerning your application.
- The Administrative Office of the Faculty of Letters, Arts and Sciences will not be responsible for any consequences caused by the applicants' failure to receive, read, and/or reply to the messages sent from our office and any malfunction of the network, PC, or other device that prevents the application from being submitted in time.
- Complete the application by the application deadline by clicking "Complete my application" button on TAO. No applications are received after the deadline. So, secure the sufficient time before application.
- Please check carefully your input and uploaded files (whether most updated/appropriate content) before you finally submit the application. Cannot replace them after submission. 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.
- Enrollment documents of successful applicants will be sent to the email address registered on the form.
- On TAO, you will upload digital(scanned) copies of original/certified documents and certificates to follow our online application process. However, later as part of our enrollment procedures, successful applicants will be required to prove its originality either by submitting their original/certified documents and certificates by post, having their official versions sent by e-mail from the issuing organization, or using digital credential services. If you are unable to do so by the designated deadline, you will be considered to have failed to meet our enrollment qualifications. Discrepancies may be considered as falsification/fabrication of application documents, and your admission may be revoked. For more details, refer to **P.15 3) Entrance Procedures**.
- **Only documents in Japanese or English are acceptable.** Documents in other languages must be translated at either an embassy or a recognized notary.
 - Some countries and regions do not provide notarized translations at embassies in Japan (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://chsi.jp/>

(3) List of Application Documents

- The following table **P.7 (4) Notes on Sections of the Application Form** lists the required application documents.
- Fill out all forms. The designated format may be downloaded from the following URL, under the heading "Application documents (designated format)":
<https://www.waseda.jp/flas/glas/en/applicants/admissions/>
- Applicants in **P.2 3) Applicant Eligibility** categories 5, 6 and 7 should consult the Administrative Office of the Faculty of Letters, Arts and Sciences.

	Submission Documents	Designated Format	Who will Submit
A	Application Form1	—	All applicants
B	Application Form 2	—	All applicants
C	University Graduation (Expected) Certificate	—	All applicants
D	University Academic Transcript	—	All applicants
E	Degree Certificate / Online Verification Report	—	Graduates from Chinese universities Only
F	Additional Information	○	All applicants
G	Statement of Purpose	○ Title page only	All applicants
H	Writing Sample	○ Title page only	All applicants
I	Certificate of English Proficiency	—	Please refer to P.10

J	Certificate of Japanese Proficiency	—	Please refer to P.10
K	Statement of Financial Resources	○	Please refer to P.11
L	Copy of Your Passport	—	Please refer to P.11
M	Copy of Your Residence Card or Certificate of Residence	—	Non-Japanese Domestic Applicants Only
N	Letter of Recommendation	—	All applicants

(4) Notes on Sections of the Application Form

A: Application Form 1

- Enter in TAO.
- Refer to the following table and fill in the form accordingly.

How to Fill in Each Section of the Application Form	
Legal Name in Katakana	Enter your name in katakana. Any middle names should be entered in the “Given Name” space on the form.
Legal Name in Alphabet	Enter your name using the alphabet. Any middle names should be entered in the “Given Name” space on the form.
Date of Birth	Select your date of birth as it appears on your passport or recognized ID card etc..
Entrance Date	Select the category for which you are applying.
Educational Background	<ul style="list-style-type: none"> • Enter all the educational institutions you have ever attended, from elementary school through graduate school, in the order of earliest to latest. • If necessary, add more input fields by selecting “Add Educational Background”. • Include periods of transfer or study abroad. • If you expect to graduate, enter the expected year and month.

B: Application Form 2

- Enter in TAO.
- Refer to the following table and fill in the form accordingly.

How to Fill in Each Section of the Application Form	
Gender (legal)	Select your gender (legal). For the purpose of administering entrance exams in an efficient manner and carrying out admission procedures, Waseda University collects information regarding your gender on legal documents. The information is collected only when the reason is deemed reasonable, and these cases are limited to a minimum. The information does not affect the screening result. For details, refer to the following website: https://www.waseda.jp/inst/diversity/en/support/sexual-minority/
Nationality	Select your nationality as it appears on your passport or recognized ID card etc. If you have dual nationality, contact our Administrative Office.
Current Occupation	If you are employed at the time of application, enter the name of your employer. If you are not employed, you do not need to fill in this field.
Postal Code / ZIP Code	Enter the postal code of the prefecture in which you currently reside. (ZIP code, etc. for overseas residents)
Prefectures	Select the prefecture of the address where you currently reside. If you are an overseas resident, select “Foreign Country”.
City	Enter the city/town/village of the address. If you are an overseas resident, enter your full address in this field.
Town and Street Number	Enter the street address.
Building Name and Number	Enter the name of the building etc. If none, you do not need to fill in this field.
Telephone Number	Make sure to enter a telephone number where you can be reached in person, as an emergency contact on the day of the examination. Country code is not required.
E-mail Address	Make sure to enter an e-mail address at which we can contact you in case we need to ask you about your application or to inform you regarding selection process.
Last Educational Background	Select the name of the institution of graduation or expected graduation. For overseas universities, select “institution outside Japan”. Select the date of graduation from last school attended. If you are currently enrolled at Waseda University or have been enrolled at Waseda University as a regular student in the past, please enter the year of enrollment and student

	ID number.
English Proficiency Test Score	Enter the English Proficiency Test Score of I: Certificate of English Proficiency . For details, refer to the instructions stated on the TAO.
Residence Status	For non-Japanese applicants only. Enter both your residence qualification at the initial time of application and at the time of enrollment.
Photograph	Be sure that your photograph meets the following conditions. 1. Please upload a color photo taken within 3 months of the time of application. The requirements for the photo are as follows: a vertical to horizontal ratio of 4:3; must capture the upper body; must provide a front view; no hats, background, or frame. As will be detailed later, as part of the enrollment procedure, you will be required to upload an electronic version of the photo you submitted with your application. Therefore, please keep the color photo file in a safe place. 2. Photos taken while wearing scarves or sunglasses will not be accepted. However, if you would like to submit a photo of yourself wearing a head piece for medical or religious reasons, please contact us prior to submitting your application. 3. The photo will be used for identity verification on the day of the test. Therefore, we do not accept unclear photos such as snapshots or photos that make it difficult to identify the pictured individual or verify their identity due to differences in hairstyle, etc. 4. Photographs taken and printed by individuals themselves using smartphones, etc., will not be accepted. Be sure to take an ID-quality photo (a speed photo is acceptable). 5. During the enrollment procedure, you will be required to upload a photo for your student ID card separately. Please use the same photo you submitted with your application. Please note that the photo uploaded during the enrollment procedure will be used as personal information in various on-campus web services, etc., as well as for identity verification in various on-campus procedures.
Screening Fee	<ul style="list-style-type: none"> For payment of the application fee, refer to P.4 3) Payment of Screening Fee. After paying the screening fee, please put ✓ in the "Paid" box. If you are eligible for exemption, check the "Exemption" box. Applicants eligible for a waiver should upload supporting documentation.

C: University Graduation (Expected) Certificate

D: University Academic Transcript

E: Degree Certificate / Online Verification Report

(Note: Graduates from Chinese universities must submit Degree Certificate)

- **Although you may submit scanned PDF data of the original certificates at the time of application, the original certificates must be submitted at the time of enrollment procedure after acceptance.**
- **However, it is acceptable to submit certificates issued in PDF data. In that case, you will be required to submit the certificate data directly from the issuing university to the Administrative Office of the Faculty of Letters, Arts and Sciences at the time of enrollment procedure.**
- Certificates do not expire. If certificates and transcripts describe the latest information, you may use those obtained in the past.
- Applicants who are expected to graduate must submit a certificate of expected graduation.
- 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. Upload a statement of reasons (free format) for the relevant period as one with the relevant transcript data.
- **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 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.
 - **In cases of graduation from multiple institutions (including leaving without completing the course)**
 - ✧ Submit the certificate of all universities and graduate schools.
 - **Transfers between institutions, schools, or departments**

- ✧ Also submit the academic transcripts of the previous institution, school or department.
- **In cases of credit transfers from a period of study abroad**
 - ✧ Submit the academic transcripts of 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**
 - ✧ Write and upload document explaining the reasons for these anomalies. (Indicate when it can be issued) Also, as soon as a certificate is available, send a certificate to the Administrative Office of the Faculty of Letters, Arts and Sciences by e-mail.
- **In cases of accelerated graduation or progress within an institution where the reason is not stated on the academic transcript**
 - ✧ Submit a separate supporting document from the relevant institution.
- **Graduation from a Chinese university**
 - ✧ Aside from the abovementioned documents, applicants who have graduated from a university or college in China must arrange ALL of the followings:

1. The official documents(original) of Certificate of (expected) Graduation, Academic Transcript, and the (Expected) Degree Certificate. 2. The designated Online Verification Report issued by CSSD (previously known as CHESICC). <For Graduates> “Online Verification Report of Higher Education Qualification Certificate” (English) <For EXPECTED Graduates> “Online Verification Report of Student Record” (English) <ul style="list-style-type: none"> • To send the report, applicants are required to register at CHSI, then arrange the document to be sent directly to the Administrative Office of the Faculty of Letters, Arts and Sciences. E-mail: toyama-adm@list.waseda.jp • For further information, visit CSSD (CHESICC) website: https://www.chsi.com.cn/en/ • Arranging Online Verification Report well in advance is crucial as it must reach the designated office before the application deadline. Only the English version of the Online Verification Report sent directly from the CSSD (CHESICC) via e-mail will be considered valid.

 - ✧ When requesting paper copies of University Graduation Certificate and Degree Certificate from Chinese universities, be sure to request that “diploma no.” or “certificate no.” be added to each document.
 - ✧ The directly sent data will be uploaded to “Documents sent directly from CSSD (CHESICC) (Only for Graduates from Chinese Universities)” on TAO after the application is completed. Please check the TAO to see if your directly sent data has been received. The “Documents sent directly from CSSD (CHESICC)” field will appear after you upload your Degree Certificate.
- **In cases where information on application documents may differ from that on certificates due to a change of name.**
 - ✧ 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**, submit the certificate from the graduating institution as well as the Waseda certificate of withdrawal.

F: Additional Information

- Include such things as language proficiency (first 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.
- Use the **specified format** when preparing this document for submission.

Native Level: English, Mandarin, etc. Other: Japanese, Korean, German, etc.
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G: Statement of Purpose

- 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, fields of academic interest and research plan. This document must be written **in English**.
- Use the **specified format (cover only)** when preparing this document for submission.

- Refer to P.5 **4) Submission of Application Documents (1) How to Submit** for the submission method.
(Paper-based submissions are not required.)

H: Writing Sample

- 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.
- Use the **specified format (cover only)** when preparing this document for submission.
- Refer to P.5 **4) Submission of Application Documents (1) How to submit** for the submission method.
(Paper-based submissions are not required.)

I: Certificate of English Proficiency

- Arrange one of the certificates or scorecards of the following examinations to be sent directly to our office from the testing organization. **We will not respond to inquiries regarding confirmation of arrival. Check with the issuing institution to confirm that it has arrived.**

TOEFL (iBT)	There is no minimum score required for application.
IELTS (Academic) Computer-delivered IELTS(Academic)	There is no minimum score required for application.

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

- Those whose first language is English.
- Those whose first language is not English but who have already graduated or are expected to graduate from either an undergraduate program or from the graduate school of a university located in an English-speaking country.
- Those who have already graduated or are expected to graduate 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 can issue an official certificate that indicates English as the medium of instruction). Follow the instructions stated on the TAO on how to submit the certificate.

- Only the tests taken on or after the following date are deemed as being valid: December 1, 2021.**
- If certificates are not submitted within the application period, the application cannot be considered. However, certificates arriving before the application period are valid.
- The directly sent data will be uploaded to the "For uploading data sent directly to the office (for office use)" on TAO in the order of those whose application status has been changed to "Application completed". Please check on the TAO to see if the directly sent data has been received. Please note that the "For uploading data sent directly to the office (for office use)" field will be displayed after you check the "Direct Delivery of Certificate" checkbox.

TOEFL (iBT)

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

- TOEFL-ITP, TOEFL (iBT) Home Edition and TOEFL (iBT) Paper Edition are not valid.
- 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".
- Contact the testing organization for direct submission (There is no code for direct submission).
- IELTS (General Training) / Computer-delivered IELTS (General Training) / IELTS Online are not valid.
- Make the necessary arrangements the testing organization to ensure it will arrive by the last day of the application period.
- When arranging for direct delivery of scores from the examining organization to the Graduate School, send the scores to "Admissions Affairs Section, Administrative Office for Faculty of Letters, Arts and Sciences" and the address to "1st floor Bldg. 34, 1-24-1, Toyama, Shinjuku-ku, Tokyo 162-8644, JAPAN".

J: Certificate of Japanese Proficiency

- Applicants in P.2 **3) Applicant Eligibility** category 3,4 or 6 are required to submit one of the following.
- A copy of the JLPT "Notification of Pass/Fail" or "Certificate of Eligibility and Results"

- A copy of the EJU score report
- A copy of the evaluation report in the prescribed format (EVALUATION OF JAPANESE LANGUAGE PROFICIENCY)
 - * However, in cases of completion of a course equivalent to Japanese secondary education, this is not required.
 - * The score levels of the JLPT and EJU are not included in the application requirements, and the validity period is not specified.
 - * When submitting an evaluation form, the recommender who wrote the letter of recommendation is allowed to write the evaluation form regarding Japanese language proficiency. However, it is not possible to combine the letter of recommendation and the evaluation report.

K: Statement of Financial Resources

- Applicants in **P.2 3) Applicant Eligibility** category 3,4 or 6 need to submit.
- Use the designated form.
- In the Statement of Financial Resources, indicate how expenses required during your studies at Waseda University (school expenses and fees and living expenses for two 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.

L: Copy of Your Passport

- **P.2 3) Applicant Eligibility** Applicants in category 3,4 or 6 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.

M: Copy of Your Residence Card or Certificate of Residence

- Regarding applicants in **P.2 3) Applicant Eligibility** category 3,4 or 6, **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. Provide copies of both sides of your residence card or certificate of residence.
- 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 by yourself.

N: Letter of Recommendation

- Applicants should request 2 letters of recommendation. Ask separate recommenders to prepare one letter of recommendation each.
- Enter the e-mail address of the recommender from the "Request" button to make a request, then the e-mail will be sent to the recommender from TAO. According to the e-mail, the recommenders should create an account of TAO and upload the letter of recommendation directly on TAO.
- The letter should be from a university academic or other person suitably qualified to evaluate the applicant academically.
- All letters of recommendation must have been written after April 1, 2023.
- These letters must be written in either English or Japanese. Letters written in any language aside from these must be translated into either English or Japanese.
- **The letter that evaluates only language ability will not be accepted.**
- The format is free. The designated format is also available on the website of GLAS.
- **The application cannot be completed until the "Completion status" changed to "submitted". Applicants are responsible for arranging for letters of recommendation from recommenders to be submitted by the application deadline.**

(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 such a case, any decision taken regarding your application may later be invalidated, without the application documents and screening fee being returned.

(6) Handling of Personal Information

Waseda University utilizes your 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 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 cases, the agency will be contractually required to maintain necessary and proper management. The University may inquire about the authenticity, etc., of documents, materials, theses, and information, etc., submitted to the University (hereinafter, "Submitted Documents") by providing said Submitted Documents to the issuers, providers, theses review entities, etc. By submitting or providing the Submitted Documents to the University, the applicant agrees to the University's right to make such inquiries. In addition to the above, personal information may be used as materials for studies and research to improve our entrance examinations. The information will be statistically processed to prevent any individuals from being identified.

3. Selection Process

1) Notification of Examination Admission Card and Selection Processes Information

- Applicants whose applications have been accepted will be able to view and print their Examination Admission Card on TAO by or around January 12, 2024. In addition, Selection Processes Information will be sent to you via the message function of TAO.
- Print your Examination Admission Card by yourself and be sure to carry it with you on the day of the examination. Please keep in mind that you will also need it when you receive your student ID card after enrollment.

2) Selection Process, Schedule, and Place

(1) First Stage (Document Screening)

- Those documents submitted at the time of your application will be screened.
- Refer to P.15 **1) Announcement of Successful Applicants** for information regarding the announcement of successful applicants.

(2) Second Stage (Interview Examination)

January 29, 30 or February 1, 2024 (Either one day designated by the GLAS)

- Only those applicants passing the document screening stage are eligible.
- The interviews will be conducted primarily in English, there may be cases in which Japanese is also used.
- The interview will take place over Zoom. You do not need to come to Waseda University on the day of the test.
- **Only successful applicants for the first stage will be sent the details of the interview to the e-mail address registered in TAO by the day before the second stage of the examination.**
- The applicants must prepare their own usage environment. Before the actual online interview, please test your internet connection by joining a test meeting (<https://zoom.us/test>). Expenses for using Zoom meeting are the responsibility of the individual applicant.
 - **Internet Connection**
You are responsible for preparing a stable Internet connection. To ensure a stable connection, we strongly recommend that you connect to a wired LAN via a cable rather than a wireless LAN (e.g., Wi-Fi). Please be aware that the university cannot be held responsible for any technical or network trouble occurring during the interview.
 - **Audio/ Visual Equipment**
You will need a webcam and a microphone to use the system. You can use a built-in webcam on your computer.
 - **Location**
As well as preparing the above environment, you must prepare a room where you can ensure that no third parties will enter.
Please make sure to prepare an environment where you can have an interview without any disturbances.
- The start time of the examination will be set by the university. Please note that we cannot accommodate individual requests.
- The limit of tardiness is 20 minutes after the test start time. If you are late for more than 20 minutes, you will be considered absent.
- If it is deemed difficult to conduct the test due to unforeseen circumstances such as a disconnection, the university will contact you by phone or email at the address provided on the application form. Please check the details of the contact and follow the instructions. If we are unable to contact you or if you do not follow our instructions, we may consider you to have abandoned the test. In such cases, the application fee will not be refunded.
- If you leave your seat during the examination, you may be considered to have abandoned the examination.
- Failure to observe the following precautions may be regarded as cheating.
 - The only items you are allowed to have on hand are your examination admission card, writing utensils, a notepad, a plain handkerchief, and tissue paper out of a box or bag.
 - Recording, videotaping, or photographing the exam is prohibited.
 - Please keep Zoom video and audio "on" at all times, and make sure that your entire face is always on the screen.
 - Do not use any communication devices other than those used in the exam. Do not search for information on the device you are using for the test, and do not use any applications or tools other than Zoom.
 - Do not use the virtual background and blur background function of Zoom.

- To ensure that there are no third parties around, you may be asked to move the camera to show the entire room during the test. If this happens, please follow the instructions.
- Please remove your mask during the test.
- For your information
Zoom Help Center <https://support.zoom.us/hc/en-us>

3) Notes

(1) Waseda University Code of Misconduct

Waseda University seeks to ensure that all admission procedures are properly administered, and all applicants have the opportunity for a fair and equitable process. Please read the following points carefully.

1. You may be deemed to have committed a dishonest act if you falsified, fabricated, plagiarized, or modified a document or any other information submitted to the University.
2. Your actions may be considered dishonest if you take the interview for another applicant, if another person takes the interview in your place, or if you conduct other acts impairing the fairness of the interview.
3. If a dishonest act is identified, any decision taken regarding your application may later be invalidated, without the return of your application documents and screening fee.
4. In case misconduct is suspected, the University may inquire about the authenticity, etc., of documents, materials, theses, and information, etc., submitted to the University (hereinunder, "Submitted Documents") by providing said Submitted Documents to the issuers, providers, theses review entities, etc. By submitting or providing the Submitted Documents to the University, the applicant agrees to the University's right to make such inquiries.
5. In addition, the following responses may be taken if a dishonest act is identified:
 - The applicant may not be allowed to continue taking the interview or to participate in any other admissions at Waseda University during the year. Screening fees will not be returned.
 - The results of all admissions taken by the applicant at Waseda University during the year may become invalid.

If, after enrollment, a student is found to have committed misconduct, he/she may be subject to a range of disciplinary action up to and including expulsion from the University, in accordance with the University's rules and regulations.

(2) Unforeseen Circumstances that are beyond Human Control (Force Majeure Events)

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

4. Announcement of Successful Applicants and Entrance Procedures

1) Announcement of Successful Applicants

(1) First Stage: January 18, 2024 at 10:00 AM

(2) Final: February 2, 2024 at 10:00 AM

(3) Method: TAO

- The result will be released via TAO (Login>Application>View my screening results)
- Inquiries relating to unsuccessful applications will not be accepted.
- No certificate of acceptance will be issued at the time of the announcement of successful applicants.
 - For those requiring documents of proof for scholarship applications, contact the Administrative Office at the Faculty of Letters, Arts and Sciences.

2) Sending of Entrance Documents

- Documents will be sent to the successful applicants.
 - If you enroll in April 2024: Documents are sent in mid-February, 2024
 - If you enroll in September 2024: Documents are sent in late July, 2024
- Entrance documents will be sent to the E-mail address you entered in TAO.

3) Entrance Procedures

(1) Overview

- Entrance procedure is complete when all the following steps have been taken within the designated period.
 - 1. Registration of Information for the Entrance Procedures <UCARO>**
 - 2. Payment of Admission Fee, School Expenses, and Other Fees for the First Semester<Bank Transfer>**
 - 3. Submission of the Entrance Procedures Documents**
- Please be aware that if you fail to follow the above procedures by the designated deadline, you will be **considered as a lack of intention to enroll therefore eligibility to enroll will be forfeited.**
- For details, please check the relevant entrance documents sent by e-mail.

(2) Payment of Admission Fee, School Expenses, and Other Fees

- The admission fee, school expenses and other fees must be paid within the designated period.
- Upon payment of the fees, a "Certificate of Admission" will be issued, which is necessary to apply for residence status. If you need a Certificate of Admission, contact the Administrative Office at the Faculty of Letters, Arts and Sciences.
- For information on applying for status of residence by proxy, refer to P.16 **5) Visa for Non-Japanese Students**.

5. Other Information

1) School Expenses and Fees

- For information regarding 2024 school expenses and other fees, please refer to the website below.
<https://www.waseda.jp/inst/admission/en/other-is-existing-in-category/tuition/>

2) Waiver of Admission Fee

- If you are currently enrolled in, graduated from, completed, or withdrawn from an undergraduate, graduate, or specialized program of Waseda University, you are not required to pay the Admission Fee (Registration Fee)
- For more information, refer to the guide on the entrance procedures sent to successful applicants.

3) Refund of Expenses

- As a rule, we do not return submitted documents or refund school expenses and fees (the entrance fee and school expenses for the first semester). However, if you do not enter 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 Admission Fee).
- For more information about the procedure for receiving such refund, refer to the guide on entrance procedures sent to successful applicants.

4) Consumer Credit Loans

- Refer to the URL below. (Japanese version only)
<https://www.waseda.jp/inst/scholarship/applying-loans/programs/>

5) Visa for Non-Japanese Students

- Refer to the URL below.
<http://www.cie-waseda.jp/visastatus/en/index.html>
<https://www.waseda.jp/flas/glas/assets/uploads/2023/03/Visa-Application-Guideline.pdf>

6) 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

- For details, please contact us.
<https://my.waseda.jp/application/noauth/application-apply-noauth?param=1AT8AiKm01rM27ZPiqPcZw>