
2024 Waseda University
Graduate School of Letters, Arts and Sciences
Global Japanese Literary and Cultural Studies
Application Guidelines
for Non-Degree Students



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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/>
- | | |
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| <ul style="list-style-type: none"> • Application Label (designated format for domestic applicants) • Application Form • Research Plan Label • Statement of Financial Resources | <ul style="list-style-type: none"> • Request for the Return of Application Documents • Curriculum Vitae for Application to Courses as a Non-degree Student • Application to Courses as a Non-degree Student |
|--|--|
- In these Application Guidelines, the phrase “mobile phones, etc.” indicates all mobile communication devices, such as mobile phones, smart phones, tablets, PHS and smart watches, etc.
- During the winter holiday period from December 29, 2023 (Fri), to January 8, 2024 (Mon), we will not be able to answer any inquiries.
- **All times are Japan Time (JST).**
- From AY2023, the class time per period was changed from 90 to 100 minutes.
- **This is the application guideline for the Global Japanese Literary and Cultural Studies. If you wish to apply for courses other than the Global Japanese Literary and Cultural Studies, please refer to the following URL.**
 URL : <https://www.waseda.jp/flas/glas/applicants/admission/> (Japanese only)

1. Admissions Overview

1) Course and Number of Students

| Course | Number of students |
|---|---|
| Global Japanese Literary and Cultural Studies | A small number of students will be admitted to the course |

- For details on courses that are accepting applications, please refer to the “List of Approved Courses” on the website for the relevant Graduate School.
- The “List of Approved Courses” will be available in late December in the same tab as this application guidelines.

2) Entrance Dates and Enrollment Periods

- The enrollment period is from April 1, 2024 until March 15, 2025 (hereinafter **April Entry**) or September 21, 2024 until March 15, 2025 (hereinafter **September Entry**).

However, the enrollment period is from April 1, 2024 until September 15, 2024 if you will only register for courses in the spring term. The enrollment period is from September 21, 2024 until March 15, 2025 if you will only register for courses in the fall term.

- You can apply to continue your studies from 2023. In this case, the screening fee will be waived. For more details, please refer to the “**(3) Waivers**” section (P.6).
- Even if you will be applying to continue your studies, please complete the following application procedure and sit the entrance examination.
- **You can acquire a Student Visa as a non-degree student for only one year, including enrollment at a different university. We cannot accept applications for a second consecutive year as a non-degree student.**
- If you will be registering for only a spring semester course or a fall semester course at the Graduate School of Letters, Arts and Sciences, you can be enrolled as a non-degree student only for the semester of the relevant course.

| Spring semester | Fall semester | Period of enrollment and residence |
|--|--|--|
| Register for course at the Graduate School of Letters, Arts and Sciences | Register for course at the Graduate School of Letters, Arts and Sciences | One year |
| Register for course at the Graduate School of Letters, Arts and Sciences | No courses taken | Spring semester only (you cannot enroll in the fall semester) |
| No courses taken | Register for course at the Graduate School of Letters, Arts and Sciences | Fall semester only (you cannot enroll in the spring semester) |

Note: You cannot register for courses at the Waseda University Center for Japanese Language during a semester in which you are not registering for any courses at the Graduate School of Letters, Arts and Sciences.

3) Application Eligibility

- To be eligible for admission, you must meet one of the requirements below:
 - Those who have graduated or are scheduled to graduate from a university in Japan by the entrance period that applicants wish to matriculate.
 - 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 a degree by the entrance period that applicants wish to matriculate.
 - 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.
 - 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.
 - 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 Applications

- Application eligibility 1 applies to those applicants who have graduated from, or are scheduled to graduate from, a university within Japan.
- The university will decide whether an applicant is eligible on an individual basis according to the requirements described in paragraphs 5.,6. and 7. of “**3) Application eligibility**” (P.2-3). Therefore, please contact the Administrative Office at the Faculty of Letters, Arts and Sciences by e-mail (toyama-adm@list.waseda.jp) no later than December 11(Mon), 2023 (**April Entry**) / May 2(Thu), 2024 (**September Entry**).
- 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.
- **Non-Japanese applicants without a residence status at the time of application may not apply. (Temporary resident status such as a tourist visa is not recognized.)**
- Non-Japanese applicants who will acquire a Student Visa are required to register for **ten or more class hours per week (six or more 100-minute classes a semester, including courses at the Center for Japanese Language)**. For information regarding the course fees and entrance procedure, please refer to “**3) Entrance procedures**” (P.18).
- Non-Japanese applicants who are currently enrolled at another university or graduate school as a non-degree student **cannot change their residence status or extend their period of stay** even if they wish to study as a non-degree student at Waseda University in the subsequent year. For more details, please contact the Immigration Services Agency of Japan.
- Even if their residence status at the time of application is valid until after enrollment, applicants may not be granted an extension of their period of stay or a change of their residence status after enrollment, depending on their individual circumstances. Consequently, Waseda University is unable to provide any guarantee with respect to an extension of an applicant’s period of stay or a change of their residence status after enrollment. Please make sure that you confirm the relevant details with the Immigration Services of Japan, as applicants bear full responsibility for their residence status when making an application to the university.
 - For basic information regarding residence status, please visit the website listed below.
 - ✧ <http://www.cie-waseda.jp/visastatus/en/index.html>
- Graduates from three-year specialized college (*zhuanke* 専科) programs in China are not eligible to apply. However, those who have graduated from *benke* (本科) programs after graduating from a three-year program and completed 16 years of school education may apply.
- Faculty of Waseda University including Waseda University Junior / Senior High School, Waseda University Honjo Senior High School and Art and Architecture School and Graduate School are not able to become a student of the University, although there are a few exceptions according to the university regulations. If you have any question, 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 Graduate School of Letters, Arts and Sciences Office at Waseda University before the application start date. 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

The screening process will include **a document screening** and **an interview examination**.

(The document screening will be conducted by screening the designated documents submitted with your application.)

7) Selection Timeline

The schedule is as follows:

| Event | Schedule | | Remarks |
|---------------------------------|--|----------------------------------|--|
| | April Entry | September Entry | |
| Registration period (website) | January 9 (Tue)–January 15 (Mon), 2024 * | June 3 (Mon)–June 12 (Wed), 2024 | Register via the designated web link |
| Screening fee payment period | | | Check P.6 3) Payment of screening fee |
| Document submission | | | Check P.6 4) Submission of application documents |
| Examination Admission Card | Mid-February 2024 | Late-June 2024 | Will be sent by three days prior to the interview examination |
| Interview examination | February 23, 2024 (Fri) | July 13, 2024 (Sat) | |
| Final announcement | February 26, 2024 (Mon) 10:00 | July 18, 2024 (Thu) 10:00 | To be announced on the website. We will promptly send the entrance procedure documents to the email address registered at the time of application to the successful applicants. |
| Deadline for entrance procedure | Early-March | Late-August | |

* Note: The application period will be from February 2 (Fri) to February 7 (Wed), 2024 only for the candidates of the following entrance examinations.

- 1) 2024 Graduate School of Letters, Arts and Sciences Doctoral Program
- 2) 2024 Graduate School of Letters, Arts and Sciences Master's Program
(Global Japanese Literary and Cultural Studies Course and Japanese History Course)
- 3) 2024 Graduate School of Letters, Arts and Sciences 論文特別選抜入試

2. Application

1) 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 screening fee**, and **submission of application documents**.
- The period of application is as follows:
 - **January 9 (Tue)–January 15 (Mon), 2024 (April Entry)**
 - ✧ The application period will be from February 2 (Fri) to February 7 (Wed), 2024 only for those applying to the following entrance examinations.
 - 1) 2024 Graduate School of Letters, Arts and Sciences Doctoral Program
 - 2) 2024 Graduate School of Letters, Arts and Sciences Master's Program (Global Japanese Literary and Cultural Studies Course and Japanese History Course)
 - 3) 2024 Graduate School of Letters, Arts and Sciences 論文特別選抜入試
 - **June 3 (Mon)– June 12 (Wed), 2024 (September Entry)**

2) Online Registration

(1) Entry

- All applicants must use the following online link to register. Applications must be made within the above specified application period.

Web link for application form : <https://onl.la/bSn1YKQ> (April Entry)
Web link for application form : <https://onl.la/GPQthy6> (September Entry)

(2) Notes on Entry

- It is possible for a third party to complete the online registration, but only the applicant's information should be entered.
- After you have filled in all of the fields, click **SAVE** at the bottom of the screen. The following message will be displayed: "Confirm application: Do you want to save your application?" Click **YES** to confirm and send your application. (The following message will be displayed: "SAVED.")
- If we have a question about your application, we will contact you via the e-mail address registered here.
- The entrance procedure documents for the successful applicants will be sent to the email 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://www.post.japanpost.jp/service/tenkyo/index_en.html

(3) Collection of Gender Information

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.
<https://www.waseda.jp/inst/diversity/news/2020/04/21/8631/>

3) Payment of Screening Fee

(1) Amount: ¥25,000

(2) Payment method: Pay at your nearest convenience store or by credit card.

- For details on the payment method and precautions, please refer to “Payment of Examination Fee” (“Payment method for payments at a convenience store” or “Payment method for credit card payments and online payments from China”) in the following URL.

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

- A separate screening fee will be payable if you wish to take courses at the Center for Japanese Language.

(3) Waivers

- In the following cases an examination fee is not required

(1) A regular student enrolled in a Waseda University Graduate School wishes to enroll as a non-degree student in the subsequent year without a gap in enrollment.

- Please attach a copy (A4; enlargement not required) of your student ID card to your application.

(2) A non-degree student enrolled in the Graduate School of Letters, Arts and Sciences wishes to continue their enrollment as a non-degree student in the year after their university enrollment year and the subsequent year. **(For the 2024 entrance examination, if a student applies for enrollment as a non-degree student continuously from 2022 or 2023.)**

- Please attach a copy (A4; enlargement not required) of your student ID card to your application
- The screening fee will be waived for the subsequent first year and/or second year (total two or three years), but this fee will be payable again for a subsequent third year (total four years). **(Students enrolled continuously as non-degree students through 2021-2023 are required to pay a screening fee.)**
- Students who pay the screening fee for a subsequent third year (total four years) will be exempt from paying the fee for a subsequent fourth year and/or fifth year (total five or six years). The same applies thereafter to students paying the screening fee for a subsequent sixth year.

(4) Notes

- Make sure that you pay the screening fee before submitting your application documents. Your application will not be accepted if you fail to pay the screening fee.
- As a general 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 in full or in part. If any of these apply to you, please contact the Administrative Office of the Faculty of Letters, Arts and Sciences.

- 1) You paid more than the prescribed screening fee amount.
- 2) You paid the screening fee but did not submit your application documents.
- 3) You paid the screening fee but submitted your application documents after the deadline.
- 4) 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, you will be responsible for any fees incurred during the refund.

4) Submission of Application Documents

(1) How to submit

- 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.
- Application documents may only be submitted by post. You may NOT deliver your application in person to the Administration Office of the Faculty of Letters, Arts and Sciences.**

(2) Notes on the completion of application documents

- If you are applying from within Japan, the documents must be postmarked on the deadline day at the latest (**Must be postmarked by the deadline**).
- If you are applying from without Japan, only documents arriving within the specified deadline can be accepted. (**Must arrive by mail by the deadline**) Delivery times can vary according to countries and regions so please allow enough time for delivery.
 - However, the application period will end on February 7(Wed), 2024, only for applicants for the entrance examinations listed in **P.4**.
- 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. 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.
- 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 notarize translations (e.g., China). In such case, please use a service of that country. Please allow sufficient time. You may also submit a legalized translation supplied by an Embassy of Japan.
 - 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

- Please submit the required application documents following the table below and “**(4) Notes on sections of the application form**” (P.7-8) list.
- Please download, print out, and fill out all forms. These forms may be downloaded from the following URL, under the heading “Application documents (designated format)”:

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

| | Submission document | Designated form | To be submitted by |
|---|--|-----------------|---|
| A | Application Form | ○ | All applicants |
| B | Certificate of graduation or completion from the school that you most recently graduated from or are scheduled to graduate from Note: Graduates from Chinese universities must submit the following documents. <ul style="list-style-type: none">• Degree Certificate• Online Verification Report (direct delivery) | | All applicants (not required in the cases on P.10-11) |
| C | Academic transcript from the school that you most recently graduated from | | All applicants (not required in the cases on P.10-11) |

| | | | |
|---|---|---|--|
| — | Translated versions of B and C along with translated notarizations of these documents | | When B・C are in languages other than Japanese or English |
| D | Application to courses as a Non-Degree Student | ○ | All applicants |
| E | Research plan | ○ | All applicants |
| F | Curriculum vitae of applicant | ○ | All applicants |
| G | Copy of the scorecard for either Japanese Language Proficiency test or EJU. | | Applicants who meet requirements 3,4. or 6. in “(3) Application eligibility” (P.2-3) (not required for applicants who have completed courses equivalent to those of a Japanese secondary school) |
| H | Statement of financial resources | ○ | Applicants who meet requirements 3,4. or 6. in “(3) Application eligibility” (P.2-3) |
| I | Copy of your passport | | Non-Japanese applicants only (not required for applicants who hold a special resident's permit etc.) |
| J | Copy of your Residence Card or Certificate of Residence | | Non-Japanese applicants only |
| K | Request for the return of application documents | ○ | Only for applicants requesting |
| L | Return envelope for your examination card | | All applicants who are applying from within Japan |
| M | Application checklist | ○ | All applicants |

(4) Notes on sections of the application form

A: Application form

- All applicants are required to submit the application form.
- Please make sure the details match those in **“(2) Online registration” (P.5)**
- The requested course cannot be changed after the application has been submitted.
- Please refer to the following table and fill in the form correctly.

| How to Fill in Each Section of the Application Form | |
|---|--|
| Kana | <ul style="list-style-type: none"> • Write your name in katakana. • Any middle names should be written in the “Given Name” space on the form. |
| Kanji | <ul style="list-style-type: none"> • Write your name in kanji. Applicants without a kanji name should write in hiragana. • Any middle names should be written in the “Given Name” space on the form. |
| Alphabet | <ul style="list-style-type: none"> • Please write your name using the alphabet. • Any middle names should be written in the “Given Name” space on the form. |
| Date of Birth | Write your date of birth as it appears on your passport or recognized ID card etc.. |
| Nationality | Write your nationality as it appears on your passport or some recognized ID card, etc. If you have dual nationality, include both. |
| Entrance Category | Circle the category (Non-Degree Student) for which you are applying. |
| Postal Code | Write the postal code for your current address. |
| 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. |
| Current Address | Write the prefecture (or country), the city/town/village, the block street, number and the building name. If your current address is overseas, write your address using the English alphabet. |
| Desired Supervisor | Not required. |
| Entrance date | Circle the category for which you are applying. |
| 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. |

| | |
|-------------------------------|---|
| Educational Background | <ul style="list-style-type: none"> Write all the educational institutions you have ever attended, from elementary school through graduate school, in chronological order. However, you do not need to include kindergartens, language schools (Japanese language schools, etc.) and cram schools. Include changes in department, school transfers, and overseas studies in the career history 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.) * Including qualifications scheduled to be completed List your education history as a non-degree student, as well Please use the separate form if you need more space. |
| Last Degree Obtained | Enter the date and the name of the institution of graduation or expected graduation. For those graduating from or completing a degree at Waseda University in March (September), please write “March (September) 15” in this space. |
| Residence Status | For non-Japanese applicants only. Enter both your residence qualification at the initial time of application and at the time of enrollment. |
| Current Employment | Circle Yes or No. For those current in employment, write the name of the employer. |
| Enrollment History for Waseda | <ul style="list-style-type: none"> 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. |
| Screening Fee Payment Method | <ul style="list-style-type: none"> Please circle the appropriate payment type. For convenience store payment: Paste the receipt from the “Entrance Fee/Screening Fee Payment Form” in the designated space on the Application Form. For credit card payment: Attach proof of payment to the Application Form. Applicants eligible for a waiver should attach supporting documentation. Please refer to the notes in “(3) Waivers” (P.6). |
| Photograph | <ul style="list-style-type: none"> Do not enter anything in the section for your Examinee’s Number. <u>Please enter the year of examination (2024), the classification (non-degree student entrance examination), and your name (kana).</u> Affix a photograph of yourself in the designated part of the form and be sure that your photograph meets the following conditions. <ul style="list-style-type: none"> ➤ Prepare 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; must be printed on photo paper. Please write your name on the back of the photo. Use glue or paste to affix the photo to the relevant field on the paper application. As will be detailed later, as part of the entrance 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. ➤ 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. ➤ 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. ➤ 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). ➤ During the entrance 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 entrance 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. ➤ Write your name and desired course on the back of the photo then attach it to the appropriate space. |

B: Certificate of graduation or completion from the school that you most recently graduated from or are scheduled to graduate from/ Degree Certificate (Graduates from Chinese universities only) / Online Verification Report (Graduates from Chinese universities only)

C: Academic transcript from the school that you most recently graduated from

- Submission is not required in the following cases.
 - 1) If you have completed (or are scheduled to complete) a course at the Graduate School of Letters, Arts and Sciences
 - 2) Applicants for 2024 Graduate School of Letters, Arts and Sciences Doctoral Program
 - 3) Applicants for 2024 Graduate School of Letters, Arts and Sciences Master's Program (Global Japanese Literary and Cultural Studies and Japanese History Course)
 - 4) Applicants for 2024 Graduate School of Letters, Arts and Sciences 論文特別選抜入試
- **You must submit the originals of all certificates. Copies will not be accepted.**
- Certificates do not expire. You may use certificates and transcripts obtained in the past if the details have not changed.
- **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 of your periods of study at the school that you most recently graduated from and listed on the application.**
 - Applicants currently enrolled in an undergraduate or master's program should submit their most recent academic transcripts up to the time of application.
- 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.
 - ✧ Embassy certified translations will also be accepted.
 - **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)**
 - ✧ The certificate from the last school that you graduated from 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 "M: Application Checklist". 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.
 - **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**
 - ✧ 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 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)

To send the report, applicants are required to register at CHSI, then arrange the document to be sent directly to the Administrative Office of Faculty of Letters, Arts and Sciences (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, please be sure to request that "diploma no." or "certificate no." be added to each document.
- **In cases where information on application documents may differ from that on certificates due to a change of name**
 - ✧ Please prepare a statement explaining the reason for the change and attach it to your documents. In addition, you should submit your family register certificate.
- **In the case of past enrollment at Waseda University (other than full-time enrollment in this graduate school).**
 - ✧ 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. (e.g. Non-degree student, Waseda University Art and Architecture School student, etc.)
 - ✧ 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.**

D: Application to course as a Non-Degree Student

- To be submitted by all applicants.
- Prepare your application using the **designated Excel file**. (Your application must be input in the Excel file, not handwritten.)
- **Enter the course names in order, starting with the course with the lowest course number.**
- You may apply for up to **28 credits per year** (up to **14 credits per semester**), including courses offered by the Center for Japanese Language
- The credits and class time per course are as follows.

- Graduate School of Letters, Arts and Sciences courses: two credits per course, with a class time of 100 minutes per period
(Please check remarks columns of the "List of Approved Courses" for a class time.)
- Center for Japanese Language courses: one credit per course, with a class time of 100 minutes per period

- Please check the following notes about courses.

(1) Graduate School of Letters, Arts and Sciences courses

- Fill in the approved courses after checking the "List of Approved Courses" on the Graduate School of Letters, Arts and Sciences website. ("No class: Full OD" is an abbreviation of "No prescribed day/class: Full on-demand course." In addition, "Summer term" and "Winter term" refer to intensive courses in those seasons.)
- Of the subjects, core subjects, and foreign language subjects covered in the course that you are applying for, you may only register for those included in the "List of Approved Courses" on the Graduate School of Letters, Arts and Sciences website.

However, you may register for seminars approved by the Graduate School of Letters, Arts and Sciences. For more details, please refer to the "List of Approved Courses" on the Graduate School of Letters, Arts and Sciences website.

- **You may only register for classes offered by the course for which you are applying.**

- The details provided in the “List of Approved Courses,” the supervising faculty, and the timetable may change. Before you submit your application, please check the latest list on the Graduate School of Letters, Arts and Sciences website (entrance examination information page).
- You may only apply to courses offered by the Graduate School of Letters, Arts and Sciences at the time of your application to the school. You cannot subsequently register additional courses. Make sure that you fill in any fall courses, summer intensive courses, or winter intensive courses at the same time.
- In some cases, changes may be made to the courses applied for following negotiations with the applicant during the interview examination.

(2) Center for Japanese Language courses

- You cannot register for courses offered by the Center for Japanese Language in your application to the Graduate School of Letters, Arts and Sciences. The registration timing and method are different.
- Please visit the following URL to check the method of registering for a course offered by the Center of Japanese Language.
✧ <https://www.waseda.jp/inst/cjl/en/students/registration/>

◆ Notes for those applying for a Student Visa

- The Graduate School of Letters, Arts and Sciences recommends that its regular students take 16 to 20 credits per year. You will need sufficient time to prepare for and review lessons, so do not try to take courses only from the Graduate School of Letters, Arts and Sciences just to acquire your residence status.
- **To acquire a Student Visa, you will need to register for at least 10 hours of class time per week (equivalent to six or more 100-minute courses per semester, including courses offered by the Center for Japanese Language).**
- **If you make a mistake in your registration, you will be unable to acquire your residence status or extend its length.**
- In addition to filling in the names and number of credits of the Graduate School of Letters, Arts and Sciences courses, please also fill in the number of courses and credits for courses that you plan to take at the Center of Japanese Language in order to check your study plan.
- Please be aware that FULL ON-DEMAND (“Full OD”) courses and summer and winter intensive courses will not be counted toward your 10 hours per week requirement. Also, if you take a quarter course, make sure that you satisfy the 10 hours per week requirement throughout the whole semester.
- **To take courses at the Center for Japanese Language, you will need to submit a separate application to the Center for Japanese Language after you have passed the entrance examination for the Graduate School of Letters, Arts and Sciences.**

E: Research plan

- To be submitted by all applicants.
- The length of your research plan should be between 4,000 and 8,000 characters. You may write your research plan using a PC or handwrite it.
- Use **the designated format** for the first page and make sure that you fill in the course that you are applying for and your name in katakana clearly.
- If you are using half-width characters (e.g., Roman characters), note that two half-width characters will be counted as one character.
- The text can be written in either "vertical" or "horizontal" format.
- The online storage system [BOX] will be used for acceptance. Please follow the instructions below to upload your files.

(File Format)

PDF (Please be sure to attach the designated format for the first page of the PDF)

(File name)

2024_Non-Degree_Course_Name_Research Plan.pdf

(Upload URL)

April Entry

For applicants whose application period is from January 9 (Tue) to January 15 (Mon) : <https://onl.la/yL8Ya2B>

For applicants whose application period is from February 2 (Fri) to February 7 (Wed) : <https://onl.la/nUxNEDv>

September Entry

For applicants whose application period is from June 3 (Mon) to June 12 (Wed) : <https://onl.la/tf3EUjb>

- Please enter your **full name** in the "Name" field of the file name.
- The file name will be displayed when you drop the file. When you click the "送信" button at the bottom of the screen, the message "ファイルをアップロードしました" will appear and the submission will be completed. If you do not see this message, please contact the Office of the Faculty of Letters, Arts and Sciences.
- If the submitted file is larger than 250MB, please contact the Faculty of Letters, Arts and Sciences.
- If more than one file is submitted, the last uploaded file will be treated as the latest version. When submitting multiple files, be sure to use the same file name.
- Submissions may not be accepted in any of the following cases. Please make sure to check the file before uploading it.
 - The file is corrupted.
 - The file name is not set correctly as instructed.

F: Curriculum vitae for applicants

- To be submitted by all applicants.
- Please use the **designated format**.
- Circle the type of your last degree and fill in the major/field of specialty in the space provided.
 - Example: Bachelor's degree / Master's degree / Doctorate (Letters)
- The number of characters that you can write in the "Reason for Application" section is not restricted.
- If you are scheduled to acquire a degree, fill in the scheduled date of acquisition (Please write "expected" outside the column).
- If you need more space to fill in your work history or research history, please use additional pages (free format) and attach them to the application.

G: Copy of the scorecard for either Japanese Language Proficiency Test or EJU

※International students who have graduated or are scheduled to graduate from a Japanese university DO NOT need to submit.

- You must submit this if you fall under category 3.,4. or 6. in **"(3) Application eligibility"** (P.2-3).
However, in cases of completion of a course equivalent to Japanese secondary education, this is not required. Please submit the appropriate completion certificate.
- For the Japanese Language Proficiency Test, please submit a copy of your Score Report or a copy of the Japanese Language Proficiency Test Certificate of Results and Scores. For the Examination for Japanese University Admission for International Students (EJU), please submit your official grade report. (Documents should be issued by the testing organization.) These certificates do not expire. **You are NOT required to submit your score level. Copies of your certificate or your score cards submitted after the deadline will not be accepted.**

H: Statement of financial resources ※International students who have graduated or are scheduled to graduate from a Japanese university DO NOT need to submit.

- You must submit this if you fall under category 3.,4. or 6. in **"(3) Application eligibility"** (P.2-3).
- Please use the **designated form**. You may prepare this document in Japanese or English. In the "Statement of Financial Resources" section, indicate how the expenses that you will incur during your studies at Waseda University (tuition, fees, and living expenses for one year (**April Entry**) / half a year (**September Entry**) as a non-degree student) 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.

I: Copy of your passport ※International students who have graduated or are scheduled to graduate from a Japanese university DO NOT need to submit.

- Non-Japanese applicants are required to submit a copy of their passports, which must be valid at the time of application.
 - 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.

J: Copy of your Residence Card or Certificate of Residence ※International students who have graduated or are scheduled to graduate from a Japanese university DO NOT need to submit.

- Non-Japanese applicants must submit this.

- Applicants must submit a copy of a valid Residence Card (front and back) or a Certificate of Residence issued by the relevant authority in their area of residence.
- Even if their residence status at the time of application is valid until after enrollment, applicants may not be granted an extension of their period of stay or a change of their residence status after enrollment, depending on their individual circumstances. (For example, if you fail to engage in the activities that form the basis for your current residence status for more than three consecutive months without good reason.) 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.

K: Request for the return of application document

- For those not requesting a return of documents no action is required.
- 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 **the 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.

L: Return envelope for your examination card

- To be submitted by all applicants who are 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 × 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.

How to address the envelope

| | |
|-----------------------------|------------------------------------|
| Stamp not required | Postal code |
| | ● 県 |
| | ● 市 |
| | ● 区 |
| | ● 町 |
| | ● 丁目 |
| | ● 番 |
| | ● 号 |
| | ● 郵便番号 |
| (Print your full name) 様 | (Print your mailing address) |

M: Application checklist

- To be submitted by all applicants.
- **If you were enrolled as a non-degree student in the Graduate School of Letters, Arts and Sciences in 2021, 2022, and/or 2023, you must fill in the Enrollment History Checklist.**
- **Please use the 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) Notes on application 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) Protection of personal information

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

3. Selection Process

1) Notification of Examination Admission Card and Selection Process Information

- We will send out the examination admission cards and examination guides in mid-February (**April Entry**) or Early July (**September Entry**) to applicants who are applying from **within** Japan and whose applications have been accepted by using the return envelopes sent to us by the applicants in accordance with “**L: Return envelope for your examination card**”.
- Please contact the Administrative Office at the Faculty of Letters, Arts and Sciences promptly if you have not received your examination admission card by three days prior to the examination date.
 - 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://www.post.japanpost.jp/service/tenkyo/index_en.html
- We will send out the examination admission cards and examination guides in mid-February (**April Entry**) or Early July (**September Entry**) to applicants who are applying from **without** Japan and whose applications have been accepted by email.
- **The Examination Admission Card will be needed for your Student ID card so please look after it carefully.**

2) Interview Examination Schedule and Precautions

- The examination date will be as follows:
 - **April Entry** **February 23, 2024 (Fri) 10:00 ~15:00**
 - **September Entry** **July 13, 2024 (Sat)**
- The examination will be held using the Zoom web conference system.
- Details such as the time of each examination will be included in the examination guide provided with the examination admission card.
- The examination (**September Entry**) will be held in the **morning**. For more information, we will inform applicants in the examination guide enclosed with their admission card.
- You must have your examination admission card with you and present it when instructed to do so.

3) Use of Web Conferencing System (Zoom) for Interview

- 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 online 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 exam 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 examination due to unforeseen circumstances such as a disconnection, the school 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 on the screen at all times.
 - 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 examination, 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>

4) Notes on Taking the Examination

(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, Taking notes on your body, items, desk, etc)
 - (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. Failure to comply with these actions may be regarded as an admission of wrongdoing.
 - A supervisor may warn or question the applicant.
 - The applicant may be requested to take the examination in another room or another seat.
 - The University may inquire about the authenticity, etc., of documents, materials, theses, and information, etc. submitted to the University (hereinunder, "Submitted Related Documents") by providing said Submitted Related Documents to the issuers, providers, theses review entities, etc. By submitting or providing the Submitted Related Documents to the University, the applicant agrees to the University's right to make such inquiries.
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.

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 problems that are beyond human control

Waseda University may take the following measures when conducting an entrance examination.

◆ 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 or end of the exam or postponing the exam, etc. may be taken. However, in such an event, we will bear no responsibility for any resulting inconvenience, expense, or other personal loss that the examinee may incur.

4. Announcement of Successful Applicants and Entrance Procedures

1) Announcement of Successful Applicants

(1) Date of announcement of successful applicants:

April Entry February 26, 2024 (Mon) 10:00

September Entry July 18, 2024 (Thu) 10:00

(2) Method: The website of the Graduate School of Letters, Arts and Sciences

- The announcement will be available on the following URL: <https://www.waseda.jp/flas/glas/en/>
- Inquiries relating to unsuccessful applications will not be accepted.
- A pass certificate will not be issued when successful applicants are announced.
 - For those requiring documents of proof for scholarship applications, please contact our office by email.

2) Sending of Entrance Documents

- Documents will be sent to the email address registered on the form, only applicants who have been accepted.
 - If you enroll in April 2024: Documents are delivered in Late February 2024
 - If you enroll in September 2024: Documents are delivered in Late July 2024
- If the documents have not been received by the end of February (for those intending to enroll in April 2024) or by early-August (for those intending to enroll in September 2024), please inform the Administrative Office at the Faculty of Letters, Arts and Sciences immediately.

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 your reference, below is a list of the documents required this year. Please beware that the documents required may change .

- | |
|---|
| <ul style="list-style-type: none">① Residence Certificate (住民票の写し)② Certificate of Graduation③ Copy of Receipt of payment of tuition and fees④ Career Survey (also required for those with no work experience) |
|---|

- For details, please check the relevant entrance documents sent by e-mail.

(2) Deadline for entrance procedure

If you enroll in April 2024: Early-March 2024 (successful applicants will be notified of the details)

If you enroll in September 2024: Late August 2024 (successful applicants will be notified of the details)

(3) Tuition and fees

- An entrance fee is not required.
- The course fee is **¥82,400 per two-credit course**. (¥41,200 per credit).
- In addition to the fee, a separate laboratory seminar fee (¥500) is payable **per semester** for seminars.

- At the time of the entrance procedure, only the spring semester will be paid. For the fall semester, we will send a payment slip to your home in late July, so please use it to pay. (April Entry)
- **A separate fee is required for courses offered by the Center for Japanese Language.** For more details, visit the website of the Center for Japanese Language.
➤ <https://www.waseda.jp/inst/cjl/en/students/fee/>

(5) Cautions regarding refund of entrance examination fees

- 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 entrance fee). For more information about the procedure for receiving such refund, refer to the handbook on entrance procedures mailed to successful applicants.

4) Visa for Non-Japanese Students

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

5. Other Information

- Non-degree students are not issued with a certificate for receiving student discounts and purchasing a student commuter pass.
- Subject to the approval of the Graduate School of Letters, Arts and Sciences Steering Committee, any credits that you earn for courses (not including seminars) that you take as a non-degree student may be included in the credits required for completion of a Master's Program if you subsequently enroll as a regular student in a Master's Program at the school. Please confirm the details and maximum number of credits that can be included in the credits required for completion of a Master's Program with the Administrative Office at the Faculty of Letters, Arts and Sciences.

2024 Non-Degree Student Entrance Examination and Application Checklist

*For office use

Please check off all the documents you have submitted for application

| | | | | | | | |
|--|---|--|--|----------------------------------|----|-------------|----|
| Name: | | Phone number: | | Course that you are applying for | | *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 online using the designated URL. | | | | | | |
| Application documents in prescribed order | Ensure that your application documents are in the order indicated in “(3) List of application documents” (P.7–8) of the Application Guidelines. | | | | | | |
| Payment of screening fee | Pay the screening fee at a convenience store or by credit card unless you have received a waiver. (If you have received a waiver, attach proof to your application form and fill in “Exempt” in the “Check” field.) | | | | | | |
| Application form | Prepare your application using the designated form. | | | | | | |
| | “Entrance date” (April or September) is marked. | | | | | | |
| | Paste or attach the screening fee payment receipt to your application form (In the case of exemption of payment, submit the relevant supporting documentation.) | | | | | | |
| | “Current Employment” is marked. If “Yes” is entered at the time of application, the name of the employer is also entered. | | | | | | |
| | 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. | | | | | | |
| From most recent school: • Certificate of graduation (or scheduled to graduation) • Academic Transcripts Note: 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: • Degree Certificate • Online Verification Report (direct delivery) | Applicable to those graduating (or scheduled to graduate from) the Faculty Graduate School of Letters, Arts and Sciences or an applicant for the entrance examination described in the requirements of application on page 5 1) (in such a case, please fill in “GLAS” in all of the “Check” fields (six fields) in the shaded area regarding certificates indicated below. Otherwise, fill in “–”) | | | | | | |
| | All certificates are originals . | | | | | | |
| | Include originals in Japanese or English . (Otherwise, fill in “–”). | | | | | | |
| | Submit your Academic Transcripts showing grades for all semesters at most recent school. | | | | | | |
| | If prepared in a language other than Japanese or English, Submit a certified translation. (If you attached a Japanese or English certificate, fill in “–”). | | | | | | |
| | Prepare the documents after checking the notes listed on P.10–11. | | | | | | |
| | Graduates of undergraduate or graduate programs from a Chinese university (or those scheduled to graduate) (Other applicants fill in “–”) | Submit your Proof of degree conferral . | | | | | |
| | | All certificates are originals. Submit certificates for all institutions and periods listed in the application form. The seals affixed to the certificates are not color copies. | | | | | |
| Make sure that Diploma No./Certificate No. are indicated on all certificates of graduation and Proof of degree conferral. | | | | | | | |
| | | Confirm that your “Online Verification Report” has already been mailed directly to the Graduate School of Letters Arts and Sciences via CHSI (CHESICC). | | | | | |
| Application to Courses as a Non-Degree Student | Prepare your application using the designated Excel file. | | | | | | |
| | Fill in the course names, starting from the courses with the lowest numbers. | | | | | | |
| | Do not fill in the names of subjects covered in courses other than the one that you are applying for (except for courses marked as “XXX course approved”). (If the course has a maximum number of courses that can be taken, it is not exceeded.) | | | | | | |
| Research plan | The first page of the prescribed form is used to fill out the required information. | | | | | | |
| | The text is based on the requirements listed on P.12-13. | | | | | | |
| | The data has been converted to PDF and submitted according to the method described on P.12-13. | | | | | | |
| Curriculum vitae of applicants | Use the designated format. | | | | | | |
| Request for the return of application documents | Applicable for requests to have submitted certificates returned if they cannot be reissued. (If you are not requesting their return, fill in “–”). | | | | | | |
| Envelope for mailing your examination admission card | The envelope should be 120 mm × 235 mm. | | | | | | |
| | Write your full name and mailing address (including postal code) on the front of the envelope. (You do not need to affix a stamp) | | | | | | |

For those applicants falling under category 3,4. or 6. on P.2 of the Application Guidelines, confirm that you have also submitted the following items.

| | | | | |
|---|--|--|--|--|
| Copy of the scorecard of either Japanese Language Proficiency test or EJU | Prepare the documents after checking the notes listed on P.13. | | | |
| Statement of financial resources | Prepare your statement using the designated format. | | | |
| Copy of your passport | Attach a copy if you are a non-Japanese student. (Not required for those with a special resident’s permit etc.) (If you have Japanese nationality, or a special resident’s permit etc. fill in “–”). | | | |
| Copy of your residence card or certificate of residence | Attach a copy if you are a non-Japanese student. (If you have Japanese nationality, fill in “–”). | | | |

Enrollment history checklist: If you were enrolled as a non-degree student in 2021, 2022 or 2023, Circle “Yes” or “No” as appropriate under enrollment history.

| Year | 2021 | | 2022 | | 2023 | |
|--------------------|--------|--------|--------|--------|--------|--------|
| Semester | Spring | Fall | Spring | Fall | Spring | Fall |
| Enrollment history | Yes/No | Yes/No | Yes/No | Yes/No | Yes/No | Yes/No |

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. Only legitimate reasons can be accepted.

NOTE: Documents submitted after the deadline will only be accepted if sent via post (registered or express) or by 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・メ | |
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The following is for office use only.

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