
2025 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/>

- Application Label
(designated format for domestic applicants)
- Application Form
- Statement of Purpose
- Statement of Financial Resources
- Request for the Return of Application Documents
- Curriculum Vitae for Application to Approved Courses as a Non-degree Student
- Application to Approved Courses as a Non-degree Student

- **This is the entrance examination guideline for the Global Japanese Literary and Cultural Studies for Non-Degree students. If you wish to apply for other courses at GLAS than the Global Japanese Literary and Cultural Studies, please check the application guidelines at the following URL.**
<https://www.waseda.jp/flas/glas/applicants/admission/> (Japanese only)
- In these Application Guidelines, the term “mobile phones, etc.,” indicates all electronic devices with communication functions, such as mobile and smart phones, tablets, wearable devices, etc.
- **All dates and times stated in these guidelines are in Japan Standard Time (JST).**
- During the winter holiday period from December 26, 2024, to January 5, 2025, we will not be able to answer any inquiries.
- From Academic Year of 2023, the class time per period was changed from 90 to 100 minutes.

1. Admissions Overview

1) Course Name and Number of Students

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

- Please refer to “The List of Approved Courses” for courses you are able to register on the website of GLAS.
- “The List of Approved Courses” will be available in late December in the same page of the website as this application guidelines.
- Please note that it is not possible to apply for other courses at GLAS, if you are applying for Global Japanese Literary and Cultural Studies as a Non-Degree student in AY2025.

2) Enrollment Periods

- The enrollment period is from April 1, 2025 until March 15, 2026 (hereinafter **April Entry**) or from September 21, 2025 until March 15, 2026 (hereinafter **September Entry**).

However, the enrollment period is from April 1, 2025 until September 15, 2025 if you will only register for courses in the spring semester. The enrollment period is from September 21, 2025 until March 15, 2026 if you will only register for courses in the fall semester.

- You can apply to continue your studies from 2024. In this case, the screening fee may be waived. For more details, please refer to the “**(3) Waivers**” section (P.6).
- Even if you will be applying to continue your studies, complete the following application procedures and take the entrance examination.
- **You can acquire a Student Visa as a non-degree student for only one year, including enrollment at a different university/ graduate school. We cannot accept applications for a second consecutive year as a non-degree student.**
- If you will register for only spring semester courses or fall semester courses 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

- Applicants must fulfill one of the following requirements:
 1. Graduated or are scheduled to graduate from a university in Japan by the time the applicants wish to enroll.
 2. Received or are scheduled to receive a bachelor’s degree from the National Institution for Academic Degrees and Quality Enhancement of Higher Education by the time applicants wish to enroll.
 3. Completed or are scheduled to complete 16 years of formal education outside Japan by the time applicants wish to enroll.
 4. Received or are expected to receive a degree equivalent to a bachelor’s degree from a university or other school outside of Japan by completing a course of study lasting three years or more by the time the applicants wish to enroll.
 5. Designated by the Minister of Education, Culture, Sports, Science, and Technology by the time applicants wish to enroll.

6. Enrolled at a university for three years or more (or have completed or are scheduled to complete 15 years of formal education overseas by the time applicants wish to enroll) or 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. (Accelerated entry)
7. Recognized individually by the Graduate School of Letters, Arts and Sciences as having academic credentials equivalent or superior to those of university graduates and will reach 22 years of age by the time applicants wish to enroll.

4) Notes on Application

- **Non-Japanese applicants without a residence status at the time of application are not eligible to apply. (Temporary resident status such as a tourist visa is not recognized.)**
- If you submitted a certificate indicating that you are expected to meet the application requirements to enter the Graduate School of Waseda University, you must submit an additional certificate indicating that you have indeed met the requirements 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 certificate confirming you have met the requirements.
- 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 5, 6, and 7 will be determined on an individual basis. Applicants considering to apply under requirement 5, 6 and 7 should consult the Administrative Office of the Faculty of Letters, Arts and Sciences (toyama-adm@list.waseda.jp) no later than December 5(Thu), 2024 (**April Entry**) / May 1(Thu), 2025 (**September Entry**).
- “Those who have completed 16 years of formal school education outside of Japan” implies “those who have completed the ‘16th year’ of formal school education outside of Japan.” It is not based on whether or not you have received 16 years of education, but on whether or not you have completed the “16th year” of education.
- Owing to visa restrictions, international students are allowed to study at Waseda University as non-degree students only for a period of one year. If you are enrolled as a non-degree student at another university, **it is very difficult to obtain permission from the Immigration Bureau to change or renew your status of residence** even if you wish to become a non-degree student at Waseda University in the following academic year. Please check with the Immigration Bureau for more details. **Please note that unless you 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), you will not be able to obtain the status of residence as a “Student.”** For information regarding the course fees and entrance procedure, refer to “**3) Entrance procedures**” (P.19).
- 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 Bureau, 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>
- If you have completed your education in a country where the formal education (from elementary to higher education) is less than 16 years, we will examine your educational background in advance to confirm your eligibility. Please download and fill out the “Form for Review of Individual Eligibility” from the website below and send it to the International Admissions Office of Waseda University. (Students who are not citizens of Japan, but have graduated from a Japanese university, are **not** required.)
 - * Download the designated form, “Form for Individual Review of Eligibility”:
<https://www.waseda.jp/inst/admission/en/graduate/english/>
 - * Inquiries: admission@list.waseda.jp

- Graduates from three-year specialized college (*zhuanke* 専科) programs in China do not meet Requirement 6. However, those who have graduated from a 4-year (*benke* 本科) program after graduating from a 3-year program and completed 16 years of formal education will be considered as fulfilling Requirement 3.
- Faculty members of Waseda University, including Waseda University Junior/Senior High School, Waseda University Honjo Senior High School, and Art and Architecture School, are not allowed to enroll as students at the University. However, there are a few exceptions according to the University regulations. If you have any questions, please contact the relevant administration office.

5) Special care during the entrance examination or after entering the university

If you expect to require special care during the entrance examination or after entering the university owing to a disability or serious medical condition, etc., or if a serious injury or illness is expected to affect your ability to take the entrance examination, please contact the Administrative office of the Faculty of Letters, Arts and Sciences **before the application period begins**. If you find yourself in such a situation after submitting your application, please contact us immediately.

6) Selection Process

The selection 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	
Online Registration	January 6 (Mon)– January 10 (Fri), 2025 *	June 2 (Mon)–June 9 (Mon), 2025	Register via the designated web link
Payment of Screening fee			Check P.6 3) Payment of Screening Fee
Submission of Application Documents			Check P.6 4) Submission of Application Documents
Notification of Examination Admission Card	Mid-February 2025	Late-June 2025	Will be sent by three days prior to the interview examination
Interview Examination	February 23 (Sun), 2025	July 12 (Sat), 2025	
Announcement of Successful Applicants	February 26 (Wed), 2025 10:00	July 17 (Thu), 2025 10:00	To be announced on the website of GLAS. 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 January 31 (Fri) to February 5 (Wed), 2025 only for those applying for the following entrance examinations.

- 1) 2025 Graduate School of Letters, Arts and Sciences Doctoral Program
- 2) 2025 Graduate School of Letters, Arts and Sciences Master's Program
(Global Japanese Literary and Cultural Studies Course and Japanese History Course)
- 3) 2025 Graduate School of Letters, Arts and Sciences 論文特別選抜入試

2. Application

1) Requirements for 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 application period is as follows:
 - **January 6 (Mon)–January 10 (Fri), 2025 (April Entry)**
 - ✧ However, the application period will be from **January 31 (Fri) to February 5 (Wed), 2025** only for those applying for the following entrance examinations.
 - 1) 2025 Graduate School of Letters, Arts and Sciences Doctoral Program
 - 2) 2025 Graduate School of Letters, Arts and Sciences Master's Program (Global Japanese Literary and Cultural Studies Course and Japanese History Course)
 - 3) 2025 Graduate School of Letters, Arts and Sciences 論文特別選抜入試
 - **June 2 (Mon)– June 9 (Mon), 2025 (September Entry)**

2) Online Registration

(1) Entry

- All applicants must register your information through the following web link. Applications must take the following steps within the designated application period to complete the application.

[Web link for application form \(April Entry\)](#)
[Web link for application form \(September Entry\)](#)

*These links will be available from the first day of each application period.

(2) Notes on Entry

- It is possible for a family member or acquaintance of an applicant 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 questions about your application, we will contact you through the email address registered on the form.
- The entrance procedure documents for the successful applicants will be sent to the email address registered on the form.
- Ensure that all errors on the form are corrected 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 by yourself at the 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 sake of administering entrance exams in an efficient manner and carrying out enrollment procedures, Waseda University collects information regarding your sex on legal documents such as family register or passport. The information is collected only for reasonably justifiable purposes, and these cases are limited to a minimum. If your sex is marked as neither male nor female on the legal documents, please contact at toyama-adm@list.waseda.jp prior to application. The information does not affect the screening result.

<https://www.waseda.jp/inst/diversity/en/support/sexual-minority/>

3) Payment of Screening Fee

(1) Amount: ¥25,000

(2) Payment method: Pay at convenience store or via credit card.

- For payments at a convenience store and credit card payment, refer to the “Payment of Examination Fee” on the website of GLAS. <https://www.waseda.jp/flas/glas/en/applicants/admissions/>
- A separate screening fee will be required to pay if you want to take courses at the Center for Japanese Language.

(3) Waivers

- In the following cases, Screening Fee is not required

- (1) A regular student enrolled in the Graduate School, Waseda University wants to enroll as a non-degree student in the subsequent year without a gap in enrollment.
 - Attach a copy (A4; enlargement not required) of your student ID card to your application documents.
- (2) A non-degree student enrolled in the Graduate School of Letters, Arts and Sciences wants to continue their enrollment as a non-degree student in the year after their university enrollment year and the subsequent year. **(For the 2025 entrance examination, if a student applies for enrollment as a non-degree student continuously from 2023 or 2024.)**
 - Attach a copy (A4; enlargement not required) of your student ID card to your application documents.
 - 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 required to pay again for a subsequent third year (total four years). **(Students enrolled continuously as non-degree students through 2022-2024 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, documents once submitted will not be returned and the screening fee will not be refunded. However, in the following cases, the screening fee alone will be refunded in full or in part.

- 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.

The Administrative Office of the Faculty of Letters, Arts and Sciences will contact those who are eligible by the middle of February 2025. Note that if you do not apply by the date specified by the office, your screening fee will not be refunded.

4) Submission of Application Documents

(1) How to submit

Statement of Purpose

- Upload your Statement of Purpose to the online storage service [Box]. Follow the instructions below to upload your files. (Paper-based submissions are not required.)

[File Format] PDF (Be sure to attach the specified format for the first page of the PDF)

[File name] 2025_Non-Degree_Global-J_Statement of Purpose.pdf

[Upload URL]

April Entry

For applicants whose application period is from January 6 (Mon) to January 10 (Fri) :

<https://waseda.box.com/v/GLAS-Non-Degree-submit-1>

For applicants whose application period is from January 31 (Fri) to February 5 (Wed) :

<https://waseda.box.com/v/GLAS-Non-Degree-submit-2>

September Entry

For applicants whose application period is from June 2 (Mon) to June 9 (Mon) :

<https://waseda.box.com/v/GLAS-Non-Degree-submit-3>

- Enter your **full name** in the "Name" field of the file name.
- The file name will be displayed when you upload 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, contact the Administrative Office of the Faculty of Letters, Arts and Sciences.
- If the submitted file is larger than 250MB, please contact the Office of Faculty of Letters, Arts and Sciences.
- If you submit the file more than once, the last uploaded file will be treated as the latest version. When submitting the file multiple times, be sure to use the same file name.
- Submissions may not be accepted in any of the following cases. Make sure to check the file before uploading it.
 - The file is corrupted.
 - The file name is not set correctly as instructed.

The submission of the Statement of Purpose will be accepted until 23:59 (JST) of the last day of the Application period. We will not accept any data after the deadline (including failed uploads).

Other than Statement of Purpose

- Applicants should enclose the application documents in an envelope attaching the "Application Label" downloaded from the website of GLAS and send them to the following address by Simplified Registered Mail (or Simplified Registered Express Mail if the application deadline is approaching) from a post office. When sending previously excluded documents, be sure to write the words "Previously omitted documents" in red on the outside of the envelope.
- **Application documents must be submitted by post. You must NOT bring 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 outside of 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 5(Wed), 2025, only for applicants for the entrance examinations listed in **P.4**.
- Inquiries regarding the arrival of documents cannot be accepted. 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, use single-sided A4 paper.
- Use a black ballpoint pen (pencils and Frixion pens are not permitted) and writing clearly using standard letters and Arabic numerals. You can also prepare the documents by using PC, unless otherwise specified.
- 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. Write your correction clearly in the margin.
- Insufficient or incomplete documents will lead to the forfeit of the right to be considered for selection. 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.
- Do not submit documents other than those listed. Do not attach or write notes on the documents.
- **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 of Japan (e.g., China). In such cases, 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

- The following table P.8 “(4) Notes on Sections of the Application Form” lists the required application documents.
- Please download, print out, and 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/>

	Submission Documents	Designated Format	Required from
A	Application Form	○	All applicants
B	Graduation (Expected) Certificate from the school that you most recently graduated from or are scheduled to graduate from	—	Please refer P.11
	Online Verification Report	—	Please refer P.11
C	Academic transcript from the school that you most recently graduated from or are scheduled to graduate from	—	Please refer P.12
—	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 Approved Courses as a Non-Degree Student	○	All applicants
E	Statement of Purpose	○ Title page only	All applicants Upload to the online storage service [Box]. (Paper-based submissions are not required.)
F	Curriculum Vitae for Application to Approved Courses as a Non-Degree Student	○	All applicants
G	Copy of the scorecard for either Japanese Language Proficiency test or EJU	—	Please refer P.14
H	Statement of Financial Resources	○	Please refer P.14
I	Copy of your passport	—	Please refer P.14
J	Copy of your Residence Card or Certificate of Residence	—	Please refer P.14
K	Request for the return of application documents	○	Only for applicants requesting
L	Return envelope for your Examination Admission 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 use the designated format and submit the application form.
- Make sure the details are the same as those in “(2) Online registration” (P.5)
- The requested course cannot be changed after the application documents have been submitted.
- 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 kanji name do not need to fill in this field. Any middle names should be written in the “Given Name” space on the form.

Alphabet	<ul style="list-style-type: none"> • Write your name in alphabets. • 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.
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	<p>Write the prefecture (or country), the city/town/village, the block street, number and the building name.</p> <p>If your current address is overseas, write your address using the English alphabet.</p>
Entrance date	Circle the month from which you want to enroll.
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 the order of earliest to latest. However, you do not need to include kindergartens, language schools (Japanese language schools, etc.) and cram schools. Also, do not write the name of the institution above the undergraduate program in the cases where you cannot submit the certificate. • If you expect to graduate, include the name of the university, faculty, department, course (major), as well as the expected year and month. • For university or higher qualifications, give details of the qualification (e.g. Qualification – School or Department.) * Including qualifications scheduled to be completed • Include your education history as a non-degree student, as well • 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. If you are employed at the time of application, enter the name of your employer.
Enrollment History for Waseda	<ul style="list-style-type: none"> • For regular students, enter your year and month of enrollment 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"> • Circle the appropriate payment method. • Payment at convenience store: Detach the “Certificate of Payment of the Screening Fee” on the Screening Fee Handling Description, paste it into the designated space on the Application Form. • Payment via Credit Card: After completing the transaction, print out the “Result” page, attach it to the Application Form, and submit it. • Applicants eligible for a waiver are required to 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 (2025) and your name (kana).</u> • Paste 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 before the time of application. The requirements for the photo are as follows: A vertical to horizontal ratio of 4:3; borderless, must capture the upper body; must provide a front view with no hats; must be taken against a plain background; and 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 application form. 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 file of the submitted photo until you complete the enrollment procedure. ➤ Photos taken 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 owing to differences in hairstyle, etc. ➤ Please do not post-process or retouch the face portrait photo. ➤ Photographs taken and printed by individuals themselves using smartphones, etc., will not be accepted. Be sure to take an ID-quality photo (photo taken at an instant photo booth is acceptable). ➤ 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 student web portal services, and 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.
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**B: Graduation (Expected) Certificate from the school that you most recently graduated from or are scheduled to graduate from/
Online Verification Report (Graduates from Chinese universities only)**

- Those who are listed in following cases are not required to submit.
 - 1) If you have completed or are scheduled to complete the Graduate School of Letters, Arts and Sciences
 - 2) Applicants for 2025 Graduate School of Letters, Arts and Sciences Doctoral Program
 - 3) Applicants for 2025 Graduate School of Letters, Arts and Sciences Master's Program (Global Japanese Literary and Cultural Studies and Japanese History Course)
 - 4) Applicants for 2025 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.**
- If the certificates are issued data only, please submit the data of the certificates by sending them directly from issuing institutions to our office (toyama-adm@list.waseda.jp) via e-mail.
- Certificates do not expire. If the certificates describe the latest information, you may use those obtained in the past.
- **Those who are scheduled to graduate (or complete) are required to submit University Graduation (Expected) or Graduate School Completion (Expected) Certificate.**
- **In the case of multiple-page documents, each page must contain either the school stamp or the signature of the responsible person.**
- Submit certificates in either **Japanese or English**.
- 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.
 - ✧ Embassy certified translations will also be accepted.
 - **In cases where the graduation certificate and academic transcript are the same document**
 - ✧ You may submit the original of the single combined document. The same applies to the completion as well.
 - **In cases of graduation from multiple institutions**
 - ✧ Only certificate from the last school that you graduated from is required.
 - **In case of certificate cannot be issued as the reason for leaving of absence or study abroad when applying**
 - ✧ Write and enclose document explaining the reasons. (indicate when it can be issued) and write the explanation on "M: Application Checklist". Also, as soon as a certificate is available, send a certificate to the 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 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 at the time of enrollment procedures.
 - **Those who obtained or are scheduled to obtain a degree from a Chinese university, follow the instructions under the below.**
 - ✧ Applicants who have graduated, or are scheduled to graduate from a university or college in China do not need to submit the Graduation (Expected) Certificate or Graduate School Completion (Expected) Certificate issued by your school. Instead, apply to CHSI to arrange for the following documents to be sent directly to our office (toyama-adm@list.waseda.jp) from CSSD (CHESICC) via email. Documents received by yourself and forwarded by email to the office will not be accepted.

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.

We will not respond to inquiries regarding confirmation of arrival. Check with the issuing institution to confirm that it has arrived.

C: Academic transcript from the school that you most recently graduated from or are scheduled to graduate from

- Those who are listed in following cases are not required to submit.
 - 1) If you have completed or are scheduled to complete the Graduate School of Letters, Arts and Sciences
 - 2) Applicants for 2025 Graduate School of Letters, Arts and Sciences Doctoral Program
 - 3) Applicants for 2025 Graduate School of Letters, Arts and Sciences Master's Program (Global Japanese Literary and Cultural Studies and Japanese History Course)
 - 4) Applicants for 2025 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.**
- If the certificates are issued data only, please submit the data of the certificates by sending them directly from issuing institutions to our office (toyama-adm@list.waseda.jp) via e-mail.
- Certificates do not expire. If the certificates describe the latest information, you may use those obtained in the past.
- **In the case of multiple-page documents, each page must contain either the school stamp or the signature of the responsible person.**
- In the case of uncompleted courses or gaps between periods of study, you are required to submit a document explaining for the reasons.
- 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 form.**
 - 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 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 the graduation certificate and academic transcript are the same document**
 - ✧ You may submit the original of the single combined document. The same applies to the completion as well.
 - **In cases of graduation from multiple institutions**
 - ✧ Only academic transcripts from the last school that you graduated from is required.
 - **Transfers to the last school that you graduated from.**
 - ✧ Submit the academic transcripts of the previous institution, school or department.
 - **In cases where you intended on transferring credits from a period of study abroad**
 - ✧ If the transcripts issued by the last school you graduated from do not show the course titles and grades earned while studying abroad, 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**
 - ✧ Write and enclose document explaining the reasons (indicate when it can be issued) and write the explanation on "M: Application Checklist". Also, as soon as a certificate is available, send a certificate to the 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 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.
 - **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 at the time of entrance procedures.
 - **In the case of past enrollment (other than full-time enrollment).**
 - ✧ Whatever your enrollment status (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, Research student, etc.)

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
(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 website of GLAS.
<https://www.waseda.jp/flas/glas/en/applicants/admissions/>
- 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 website of GLAS.
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 website of GLAS.
- **You may only register for courses for Global-J.**
- **The details provided in the “List of Approved Courses,” the supervising faculty, and the timetable may change. Before you submit your application, please refer to the latest list on the website of GLAS.**
- **You may only register for courses offered by the Graduate School of Letters, Arts and Sciences at the time of application. You cannot subsequently register additional courses.**
- **In some cases, changes may be made to the courses registered 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.
- 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 who obtain or extend 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, also fill in the number of courses and credits for courses that you plan to take at the Center of Japanese Language to check your study plan.
- 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: Statement of Purpose

- To be submitted by all applicants.
- 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.
- If you choose to write in Japanese, the length should be between 4,000 and 8,000 characters. Note that two half-width characters (such as the alphabet) will be counted as one Japanese character.
- Use the specified format (cover only) for the first page when preparing this document for submission.
- If you are writing in Japanese, the text can be written in either vertical or horizontal format.
- Upload a PDF version of the statement and refer to P.5 **4) Submission of Application Documents** **(1) How to Submit for the submission method.** (Paper-based submissions are not required.)

F: Curriculum vitae for Application to Approved Courses as a Non-degree Student

- To be submitted by all applicants.
- 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)
- There is no limit to the number of words that you can write in the "Reason for Application" section.
- If you are scheduled to acquire a degree, fill in the scheduled date of acquisition (Write "expected" outside the column).
- If you need more space to fill in your work history or research history, prepare additional pages (free format) and attach them to the Curriculum vitae for applicants.

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

- Applicants who have graduated or are scheduled to graduate from a university or graduate school in Japan are not required to submit.
- Applicants in **"3) Application eligibility" (P.2-3)** category 3,4. or 6. are required to submit one of the following.
 - *However, in cases of completion of a course equivalent to Japanese secondary education, this is not required.
- A copy of the JLPT "Notification of Pass/Fail" or "Certificate of Eligibility and Results"
- A copy of the EJU score report
 - * There is no cut off for the score levels of the JLPT and EJU, and the validity period is not specified.
- **If the scorecards are not submitted within the application period, the application cannot be accepted.**

H: Statement of Financial Resources

- Applicants who have graduated or are scheduled to graduate from a university or graduate school in Japan are not required to submit.
- Applicants in **"3) Application eligibility" (P.2-3)** category 3,4, or 6 need to submit.
- Use the **designated form**.
- In the "Statement of Financial Resources" section, indicate how expenses required during your studies at Waseda University (school expenses and 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

- Applicants who have graduated or are scheduled to graduate from a university or graduate school in Japan are not required to submit.
- Applicants in P.2 **3) Applicant Eligibility** 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.

J: Copy of your Residence Card or Certificate of Residence

- Applicants who have graduated or are scheduled to graduate from a university or graduate school in Japan are not required to submit.
- Regarding Applicants in P.2 **3) Applicant Eligibility** category 3,4, or 6 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.
- Even if their residence status at the time of application is valid until after enrollment, there are cases where the residence status may change according to individual circumstances and the current resident permission cannot be extended or renewed. (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 reasonable 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 documents

- 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 one to two months from the time after we receive your documents to return them to you.

L: Return envelope for your Examination Admission 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, write 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
●	●
●	●
(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 2022, 2023, and/or 2024, you must fill in the Enrollment History Checklist.**
- **Use the designated format.** Please make sure all documents are inserted into the envelope.
- In cases where certain documents are unobtainable, include a reason for the absence of the document with your application. Only reasonable reasons can be accepted.

(5) Falsification of Documents

You may be deemed to have committed a dishonest act if you falsified, fabricated, plagiarized or modified a document, material, or information submitted in your application. 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 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, enrollment 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 information. 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 (hereafter "Submitted Documents") by providing them 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. 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.

3. Selection Process

1) Notification of Examination Admission Card and Selection Process Information

- Applicants who are applying from **within** Japan and whose applications have been accepted will be sent out the Examination Admission Cards and examination guides in mid-February (**April Entry**) or Late June (**September Entry**) to applicants by using "**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 by yourself at the post office.
 - ✧ Refer to the following for more information regarding mail forwarding.
URL: https://www.post.japanpost.jp/service/tenkyo/index_en.html
- Applicants who are applying from **outside of** Japan and whose applications have been accepted will be sent out the Examination Admission Cards and examination guides in mid-February (**April Entry**) or Late June (**September Entry**) by e-mail. Be sure to add our sending domain (@list.waseda.jp) to your list of accepted e-mail senders to ensure that you receive our e-mail.
- **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 date of Interview Examination will be as follows:
 - **April Entry** **February 23, 2025 (Sun)**
 - **September Entry** **July 12, 2025 (Sat)**
- Details such as the meeting time and interview start time will be included in the examination guide provided with the Examination Admission Card.
- The interview time and other information will be conveyed to applicants in the examination guide enclosed with their Examination Admission Card. The Interview Examination is usually held between 10:00 and 13:00 JST.
- Applicants will be considered absent when arriving 20 minutes after the scheduled interview time.
- 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

- Screening will be conducted through an online interview using a web-based video conference system ("Zoom"). It is not necessary to come to the University on the day of the interview.
- The University may record the interview for screening purposes.
- Recording by anyone other than the University is strictly prohibited.
- Make sure that the environment described below is available for you to sit for the interview. Any expenses incurred to prepare necessary equipment and environment is the responsibility of the applicant.
 - **Internet connection**
Please ensure a stable internet connection. A wired LAN system with cables is recommended to ensure a stable connection.
 - **Audio and Visual Equipment**
Please prepare a web camera, microphone, earphones, speakers, etc. You may use the equipment built into your personal computer or other equipment. We recommend the use of a computer, but smartphones and tablets are also acceptable. (The use of devices is allowed solely for the purpose of performing a Zoom interview.) Please participate in the Zoom test meeting (<http://zoom.us/test>) in advance to confirm the audio and video functioning/quality.
 - **Location and interview time**
Please secure a room with the above-mentioned equipment where you can maintain a quiet environment with no third parties around you. The start time of the interview will be designated by the University. Please note that we cannot accommodate individual requests. Applicants will be considered absent when arriving 20 minutes after the

scheduled interview time.

➤ **Troubleshooting and precautions on the day**

If it is deemed difficult to conduct the interview owing to unforeseen circumstances such as Internet disconnection, the University will contact you by e-mail at the contact address indicated on the application form. Please follow our instructions under these circumstances. If the applicant does not respond to our contact or does not follow our instructions, they may be deemed to have abandoned the examination. If the applicant leaves their seat during the interview, they may be deemed to have abandoned the examination. In these cases, the application fee will not be refunded.

• Failure to observe the following precautions may be considered cheating:

The only items that can be placed around you are the Examination Admission Card, writing apparatus, notepad, plain handkerchief, and tissue paper out of a box or a bag.

➤ **Cautions regarding Zoom**

- Please make sure that the Zoom video and audio are always “on” and that your entire face is always visible on screen.
- Please do not use any communication devices other than those used for the interview. Do not search for information or use any applications or tools other than Zoom on the device being used for the interview.
- Do not use the virtual background and blue background function of Zoom.
- To ensure that there are no third parties around you, you may be asked to move the camera to view the entire room before, during, and after the interview. In such cases, please follow the instructions.
- Please remove your mask during the interview.
- Please refer to the following website for instructions on how to operate Zoom.
Zoom Support: <https://support.zoom.com/hc/en>

4) Notes

(1) Waseda University Code of Misconduct

Waseda University has established the following precautions to ensure that the entrance examination is conducted in a strict manner, and that all applicants may take the examination fairly and impartially. Please read these precautions carefully before taking the entrance examination, and approach the examination with the appropriate attitude of seriousness.

1. Any falsification, fabrication, plagiarism, modification, etc., of documents, materials, or information submitted to the University at the time of application may be considered misconduct.
2. The following acts constitute misconduct:
 - (1) Cheating (e.g., concealing or using cheat sheets, reference books, etc., during the examination, looking at other examinees' answer sheets, etc., seeking answers from other examinees, taking notes on one's body, objects, desk, etc. and referring to them.)
 - (2) Any action that benefits another examinee or other examinees, such as communicating the answers to a question, etc., during the examination.
 - (3) Holding or using your mobile phones, etc., during the examination.
 - (4) Enabling any sounds (incoming calls, alarms, vibrating sounds, etc.) on mobile phones, etc., and watches during the examination.
 - (5) Behavior that disturbs other examinees in the examination room.
 - (6) Failure to follow the instructions of an examination supervisor, etc., at the examination site.
 - (7) Having any person other than the applicant herself/himself impersonate the applicant and take the examination.
 - (8) Any and all other acts that may impair the fairness of the examination.
3. If misconduct is suspected, the University may respond as follows. Failure to comply with these actions may be considered an admission of wrongdoing.
 - An examination supervisor, etc., may give examinees a warning or inquire about the circumstances.
 - The applicant may be requested to take the examination in a different seat or room.
 - The University may inquire about the authenticity, etc., of documents, materials, theses, and information, etc. submitted to the University (hereafter "Submitted Documents") by providing them 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.

4. The following actions may be taken in the case of confirmed misconduct.

- The applicant will not be permitted to take any entrance examination of the University in the relevant academic year (screening fees will not be refunded).
- The results of all entrance examinations of the University for the relevant academic year shall be null and void.

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

In cases of misconduct that Waseda University find it vicious and serious, the University may report to the police or contact the dishonest individual's guardians etc. or/and university guardians etc.

(2) Unforeseen problems that are beyond human control

Waseda University may take the following actions during the entrance examination.

◆Accidents/incidents owing to force majeure.

In the event of a natural disaster— such as typhoons, floods, earthquakes, tsunamis, etc.—fires, power outages, or other force majeure accidents or transportation disruptions, measures including delaying the start and end of the exam or postponing the exam, etc. may be taken. However, in such an event, the University will not be liable for any inconvenience, expense, or other personal damage incurred by examinees as a result of such measures.

4. Announcement of Successful Applicants and Entrance Procedures

1) Announcement of Successful Applicants

(1) Date of announcement of successful applicants:

April Entry February 26, 2025 (Wed) 10:00

September Entry July 17, 2025 (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.
- 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 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 2025: Documents are delivered in Late February 2025
 - If you enroll in September 2025: Documents are delivered in Late July 2025
- If the documents have not been received by the end of February (for those intending to enroll in April 2025) or by early-August (for those intending to enroll in September 2025), 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> (Admissions portal website)**
 2. **Payment of Tuition and Seminar 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 Certificate of Residence (住民票の写し)② Graduation Certificate③ Copy of Receipt of payment of tuition and seminar fees |
|---|

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

(2) Deadline for entrance procedure

If you enroll in April 2025: Early-March 2025 (successful applicants will be notified of the details)

If you enroll in September 2025: Late August 2025 (successful applicants will be notified of the details)

(3) Tuition and Seminar fees

- An entrance fee is not required.
- The tuition is **¥92,200 per two-credit course**. (¥46,100 per credit).
- In addition to the tuition, a seminar fee may be required **per semester** for seminars. However, it is not required for Global Japanese Literary and Cultural Studies in AY 2025.

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

(5) Cautions regarding refund of tuition fees

- As a general rule, we do not return submitted documents or refund tuition and seminar fees 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 tuition and seminar fees for the first semester. 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.
<https://www.cie-waseda.jp/visastatus/en/index.html>
https://www.waseda.jp/flas/glas/assets/uploads/2024/11/97_Acquisition-of-Status-of-Residence-Student- E 20241105-.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 Faculty Committee of the Graduate School of Letters, Arts and Sciences, any credits that you earn for courses (not including seminars) as a non-degree student may be included in the number of credits counted toward degree required credits 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 the maximum number of credits that can be included in the number of credits counted toward degree required credits of a Master's Program with the Administrative Office of the Faculty of Letters, Arts and Sciences.

2025 Global Japanese Literary and Cultural Studies for 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:		*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.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: • Graduation (Expected) Certificate • Academic Transcripts Note: The above may be included in a single document Those who graduated from a Chinese university, be sure to also check the items listed on the right. (Other applicants fill in “-”)	1. 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 <u>1</u> (in such a case, please fill in “GLAS” in all of the “Check” fields (six fields) indicating 1.-6. regarding certificates indicated below. Otherwise, fill in “-” and confirm each part after 2. below.)				
	2. All certificates are originals . (Copies will not be accepted.)				
	3. Include originals in Japanese or English . (Otherwise, fill in “-”).				
	4. Submit your Academic Transcripts showing grades for all semesters at most recent school.				
	5. Prepare the documents after checking the notes listed on P.11-12.				
	6. If prepared in a language other than Japanese or English, Submit a certified translation. (If you attached a Japanese or English certificate, fill in “-”).				
	Graduated from a university/ graduate school in China	In addition to the academic transcript, arrange for “Online Verification Report of Higher Education Qualification Certificate” (English)” to be sent directly from CHSI(CSSD) to the Administrative Office of the Faculty of Letters, Arts and Sciences via email.			
	Expected to Graduate from a university/ graduate school in China	In addition to the academic transcript, arrange for “Online Verification Report of Student Record” (English) to be sent directly from CHSI(CSSD) to the Administrative Office of the Faculty of Letters, Arts and Sciences via email.			
Application to Approved 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 courses for other than Global-J. (If the course has a maximum number of courses that can be taken, it is not exceeded.)				
Statement of Purpose	Use the specified format for the first page when preparing this document for submission.				
	The text is based on the requirements listed on P.14.				
	The data has been converted to PDF and submitted according to the method described on P.6-7.				
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. (Those who are applying from outside of Japan, fill in “海外”)				
	Write your full name and mailing address (including postal code) on the front of the envelope. (You do not need to affix a stamp) (Those who are applying from outside of Japan, fill in “海外”)				

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.14.			
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 2022, 2023 or 2024, Circle “Yes” or “No” as appropriate under enrollment history.

Year	2022		2023		2024	
Semester	Spring	Fall	Spring	Fall	Spring	Fall
Enrollment history	Yes/No	Yes/No	Yes/No	Yes/No	Yes/No	Yes/No

In the case 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	
				電・メ	

The following is for office use only.

Name of the document that the applicant has requested be returned	Reason	Accept/reject	Measure taken	Date measure taken