

# Recognition of Credits Acquired Before Admission Graduate School of Letters, Arts and Sciences

April 1, 2025

Administrative Office, Faculty of Letters, Arts and Sciences

A regular student taking a master's degree at GLAS can apply for credits earned before admission to be counted toward their degree in the following circumstances, provided their application is submitted within the designated period and approved by the GLAS Faculty Committee: they earned the credits from earlier studies at other graduate schools of Waseda University or graduate schools of other universities (applicable only if the student did not complete their studies); they earned the credits from the early enrollment system at GLAS during their studies at the School of Culture, Media and Society, School of Humanities and Social Sciences, School of Letters, Arts and Sciences I, or School of Letters, Arts and Sciences II; or they earned the credits at GLAS as a non-degree student.

Students who wish to request recognition of credits must perform the necessary procedures within the designated period after carefully reading the following guidelines.

## Overview

Eligible students: Regular student taking a master's degree at GLAS

### Number of recognized credits and Classification of recognized subjects:

Up to 16 credits can be recognized, **excluding credits earned from seminars and research seminars.**

You can receive credits by requesting recognition of substitutes for GLAS's subjects. Make sure that you fill in the names of the substitute subjects accurately.

**\* Note that only up to 10 credits can be counted from earlier studies at other graduate schools of Waseda University or graduate schools of other universities. Furthermore, a maximum of 16 credits can be recognized from the total number of credits from earlier studies and credits earned later at GLAS.**

**\* Note that a maximum of 14 credits can be counted from credits of common subjects (lectures), subjects offered by other courses and other schools.**

### Recognized accrediting institutes and necessary documents:

Credits from the following institutes are recognized. Note that different documents are required from different institutes for the credits to be recognized. No applications lacking the requisite documents will be accepted. All documents must be originals (no copies are acceptable except syllabus of lectures). No documents will be returned once submitted.

Accrediting institutes		Submitted documents
①	Early enrollment system at GLAS	· Transcript of Academic Record
②	Non-degree program at GLAS	· Transcript of Academic Record
③	Other graduate schools at Waseda University (Master program)	· Transcript of Academic Record · Certificate of Withdrawal · Copies of syllabuses for the subjects taken <u>at other graduate schools of Waseda University</u> that you are requesting the recognition of credits for ( <u>note: not the syllabuses for the GLAS subjects to be substituted</u> )

④	Graduate schools of other universities in Japan (Master program)	<ul style="list-style-type: none"> <li>• Transcript of Academic Record</li> <li>• Certificate of Withdrawal</li> <li>• Copies of syllabuses for the subjects taken at graduate schools of other universities that you are requesting the recognition of credits for (<u>note: not the syllabuses for the GLAS subjects to be substituted</u>)</li> </ul>
⑤	Overseas graduate schools of other universities (Master program)	<ul style="list-style-type: none"> <li>• Transcript of Academic Record in English</li> <li>• Certificate of Withdrawal in English</li> <li>• Copies of syllabuses for the subjects taken at graduate schools of other universities that you are requesting the recognition of credits for (<u>note: not the syllabuses for the GLAS subjects to be substituted</u>)</li> <li>• A document that provides an overview of the graduate school (in English) <ul style="list-style-type: none"> <li>→ The document must clearly state that students can earn a master's degree there in accordance with the local education system.</li> </ul> </li> <li>• A Japanese or English translation of a document written in a language other than English that provides an overview of the graduate school (the accuracy of the translation must be validated by a public institution)</li> <li>• A report explaining what the student has studied and majored in at the university (Approx. one A4 page in any format)</li> </ul>

● Credits that have already been counted to obtain a degree at another university in Japan or elsewhere cannot be recognized.

#### Announcement of recognized credits:

Recognized credits are announced on the Web Grade Report after approval by the faculty committee. Results from the first round of accepted applications are announced along with grades from the Spring semester in the beginning of September. Results from the second round are announced along with grades from the Fall semester in the beginning of March.

#### Additional notes:

- Once credits from earlier studies have been recognized, you are deemed to have already acquired the corresponding credits for this academic year. Therefore, you cannot complete a course registration that includes the corresponding subjects in this academic year.
- The relevant certificates cannot be issued if program completion (or acquisition of an advanced teaching certificate) is not expected unless some credits are recognized for substitution.
- Credits earned from other graduate schools at Waseda University or from other universities as classified in items ③ through ⑤ in the table above cannot be recognized unless copies of their syllabuses have been submitted so that the lecture content can be examined.
- If you have more than one student status (e.g., a non-degree student studying at GLAS for two consecutive years), you must prepare an application for each status.
- Students who are taking a leave of absence from the school or studying abroad during application period cannot apply.

### Application period and necessary items

\* No application is accepted after the deadline under any circumstances.

1st round of application

**April 21 (Mon), 2025– May 23 (Fri), 2025** during office hours

2nd round of application

**September 18 (Thu), 2025 – October 22 (Wed), 2025** during office hours

#### [Necessary items]

- Student ID
- Application for Recognition of Credits Acquired Before Admission (designated form)  
⇒ Download from GLAS website and fill it out in advance.  
Application form: GLAS website > For Current Students > Grades > Recognition of Credits Acquired Before Admission
- Documents specified by type of accrediting institute in the “Recognized accrediting institutes and necessary documents” of 1. Overview above.

Make sure to contact the Administrative Office of the Faculty of Letters, Arts and Sciences if you have any questions regarding the documents that need to be submitted, etc. No application lacking the required documents will be accepted unless the deficiency is addressed by the end of the application period.