
Waseda University
Graduate School of Letters, Arts and Sciences (GLAS)
Global Japanese Literary and Cultural Studies
Doctoral Program
Application Guide
for April & September 2026 Entry



Admission Section, Administrative Office
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*Please read this Application Guide thoroughly. Only if your questions remain unanswered after reading the guide, contact us by email.

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*Application documents (designated format) can be downloaded from the following table.

➤ Research Plan Label
➤ Personal History / Research Achievements
➤ Evaluation of Japanese Language Proficiency
➤ Statement of Financial Resources
➤ Letter of Recommendation
➤ Screening Fee Waiver Program for Applicants from Specified Countries
➤ Acquisition of Status of Residence “Student”

- In this Application Guide, 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 this Guide indicate Japan Standard Time (JST).**
- During the winter holiday period from December 26, 2025, to January 6, 2026, the Administrative Office of Faculty of Letters, Arts and Sciences will not be able to answer any inquiries.

<< Important Notes >>

① This Application Guide is for applicants of the Global Japanese Literary and Cultural Studies Doctoral program (English-based program).

If you wish to apply for a course other than the Global Japanese Literary and Cultural Studies (Global-J), please check the application guide in the following URL.

URL : <https://www.waseda.jp/flas/glas/applicants/admission/> (Japanese only)

* Courses other than the Global Japanese Literary and Cultural Studies are conducted in Japanese.

② Read the Application Guide thoroughly.

The Administrative Office of Faculty of Letters, Arts and Sciences will not answer any inquiries regarding topics which are covered in this Application Guide. In addition, if the submission documents do not fulfill the listed requirements or are not submitted in the manner indicated in this Application Guide, your application will be rejected.

③ Communicate with your recommenders well in advance to ask for your letters.

You must send a request to prospective recommenders via the online application system (hereinafter TAO) in order to ask them to submit a letter of recommendation for you within the designated application period.

We are not responsible for any trouble due to lack of your communication with recommenders.

④ Check carefully if there are any mistakes before finally submitting the online application.

TAO can tentatively be saved by clicking "Save and go to next" button at the end of each section. Please carefully check all the fields and upload the appropriate files before you finally submit your application. You cannot replace any of your uploaded application documents or revise any of your information once you have completed your application.

⑤ Be sure to complete your application by the designated application deadline.

TAO will be very busy just before the deadline and it may take some time to submit your application. Please be careful and allow plenty of time to complete your application. You can complete the procedure by clicking the "Complete the Application" button on TAO. The letters from your recommenders / evaluators and the certificates from the issuing institutions should likewise be submitted before the deadline in the designated manner.

Please note that applications submitted outside the application period will not be accepted for any reason.

The Administrative Office of Faculty of Letters, Arts and Sciences will NOT be responsible for any malfunction of the network, PC, or other device that prevents your application from being submitted in time.

⑥ Check "Message" on TAO and your e-mail address registered at the time of application regularly.

If necessary, the Administrative Office of Faculty of Letters, Arts and Sciences may contact you via "Message" on TAO or via the e-mail address which you registered on your Application Form after you have completed your application. Be sure to add our sending domains (@list.waseda.jp and @admissions-office.net) to your list of accepted e-mail senders to ensure that you receive our e-mail. Our office will not be responsible for any consequences caused by the applicants' failure to receive, read, and reply to messages sent from us. We will also contact those who fulfill any one of the conditions listed of P.7 (5) Refund of Screening Fee with information regarding the refund of the screening fee.

0. FAQs

◆Contact Information

- Regarding the Global-J program (curriculum, courses offered, etc.): global-j@list.waseda.jp
- Regarding admission: toyama-adm@list.waseda.jp*
* Contact us only if your questions remain unanswered after reading this Application Guide and the FAQs.
- To contact a specific faculty member: [Inquiry Form](#) **
**Please submit your inquiry to be passed on to a specific faculty member. Your inquiry will be forwarded as is. Please note that we are unable to provide contact information for faculty members.
- Regarding VISA status or scholarships: <https://www.waseda.jp/inst/cie/en/contact> (Center for International Education, Waseda University)

Q1. Do I need to make contacts with faculty members before submitting the application?
A1. Contacting faculty members before applying is not required.
Q2. How can I find information about courses offered?
A2. Please check the web syllabus of Waseda University from the following website. https://www.wsl.waseda.jp/syllabus/JAA101.php?pLng=en Select "G.S. Letters" from "School" and choose the major you want to apply for from "Management". After that, you will see a list of courses you may want to register for based on the graduate school..
Q3. How is the advising pair decided upon entering the program?
A3. You will be informed of your assigned advisors at the time of the entrance procedure. Your advisors are decided by taking into consideration your preferences, research plan, and the interview.
Q4. Can I apply even though my undergraduate major is not related to Japanese Studies?
A4. Yes. If you have any concerns regarding your background, feel free to consult the program faculty in advance.
Q5. Is there an age limit to apply?
A5. No.
Q6. Are there any scholarships for international students?
A6. Yes. If you want to apply for scholarships, please follow the guidance from the administrative office after enrollment. (Note that you cannot apply for scholarships before passing the entrance examination.) An overview of scholarship programs can also be found in the following; <ul style="list-style-type: none"> ➤ Support for International Students, Center for International Education https://www.waseda.jp/inst/cie/en/life/aid ➤ Overall Scholarship Information, Waseda University Scholarship and Financial Assistance Section https://www.waseda.jp/inst/scholarship/en ➤ MEXT Scholarship Programs https://www.waseda.jp/inst/cie/en/to-waseda/mext <p>* In Graduate School of Letters, Arts, and Sciences, we only accept MEXT scholarship (Embassy Recommendation). Application guidelines of our graduate schools that accepts Embassy Recommendation MEXT students will be released on the above link. Note that the application guidelines are only available within the application period of the MEXT scholarship.</p>
Q7. If I have a reference list in my "Writing Sample: Research Papers + Abstract" or "Research Plan", should it be included in the word count?
A7. The applicant may choose whether or not to include the reference list in the word count.
Q8. Are there any requirements for Japanese Language Proficiency?
A8. Applicants are required to submit one of the certificates of Japanese Proficiency listed on P.15-16 of this Application Guide and fulfil the requirements at the time of application. The period of validity is flexible. Upon entering the program, students are expected to work hands-on with a wide variety of texts

belonging to different genres, in the original Japanese, from the premodern, early modern, and modern eras.
Q9. Will scores from tests other than H: Certificate of English Proficiency (P.14-15) and I. Certificate of Japanese Proficiency (P.15-16) be accepted?
A9. No.
Q10. Can I change my entrance date after I have been accepted?
A10. All applicants select their preferred entrance date at the time of application. Therefore, the entrance date cannot be postponed or changed. However, for successful international students who will serve in the military before entering Graduate School of Letters, Arts and Sciences and wish to enter after completing their military service, postponement of the entrance date may be granted. For details, please contact the Admissions Office of Letters, Arts and Sciences after you have been accepted.
Q11. Can I apply to other graduate schools of Waseda University at the same time?
A11. Yes, you may apply to other graduate schools outside of the Graduate School of Letters, Arts and Sciences at the same time. However, it is not possible to apply for other programs at GLAS, if you are applying for Global Japanese Literary and Cultural Studies. Moreover, if you have been accepted by one Waseda graduate school and have paid the registration (admission) fee, tuition, and other fees to that school, and you are later accepted by another Waseda graduate school that you prefer to attend, you can request to have the amount you have already paid transferred to that school. However, this arrangement is possible only when the payment periods for enrollment procedure of the two schools do not overlap by even one day and if the date of enrollment for both schools is the same. For more details, please refer to the “Guide for Entrance Procedures” which will be sent to successful applicants.

Appendix

Program Overview
List of Supervisors for Global-J (Doctoral Program)
Guidance for Students Seeking Promotion to the GLAS
GLAS Appendix

1. Admissions Overview

1) Course Name and Number of Students

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

Research Field	Program	Course Name	Number of Students
Humanities	Doctoral	Global Japanese Literary and Cultural Studies	A small number

Note: While the total number of students to be accepted into the Doctoral programs of Graduate School of Letters, Arts and Sciences has been set at 155, the precise number of students to be allotted to each course is not set.

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 for 2026 entry.

2) Entrance Dates

- November Application (April / September Entry):** April 1, 2026 or September 21, 2026 (You can choose your preferred entrance dates when applying on the designated online application system: "The Admissions Office")
- June Application (September Entry):** September 21, 2026
For those who do not have residence status in Japan, please note that the certificate of eligibility, which is required to apply for residence status, may not be issued within the entrance date, as it takes approximately two to three months for the Immigration Services Bureau in Japan to issue the certificate.

3) Applicant Eligibility

Applicants must fulfill one of the following requirements.

- Hold either a master's degree, a professional master's degree, or a doctor of jurisprudence degree qualification obtained in Japan, or expect to have such a qualification by the entrance period that applicants wish to matriculate.
- Hold either a master's degree qualification obtained outside Japan or expect to have such a qualification 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.
- Those who have completed postgraduate programs and received a degree equivalent to a master's degree from United Nations University or those who are scheduled to receive such a degree by the entrance period that applicants wish to matriculate.
- Those who have been recognized by Graduate School of Letters, Arts and Sciences as possessing academic credentials equivalent or superior to those of holders of a Master's Degree, Professional Master's Degree, or Professional Doctoral Degree in Law through an individual entrance requirements screening process and are scheduled to reach 24 years of age by the entrance period that applicants wish to matriculate.

4) Notes on Application

- If you submitted a certificate indicating that you are expected to meet **3) Application Eligibility** 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 graduate school within Japan.
- Those applicants who have graduated from, or are scheduled to graduate from, a graduate school outside Japan, will be considered as eligible under requirement 2, **regardless of their current country of citizenship.**
- Whether or not a prospective applicant may be considered eligible under requirement 5 will be determined on an individual basis. Applicants considering to apply under requirement 5 are asked to contact the Administrative Office of Faculty of Letters, Arts and Sciences (toyama-adm@list.waseda.jp) **no later than October 6 (Mon), 2025.**
- 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) Assistance for Interview and Attendance

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 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

Stage	Content	Remarks
First Stage	Document Screening	All applicants
Second Stage	Interview Examination	Only those applicants who have passed the first stage

7) Selection Timeline

Event	Schedule		Remarks
	November Application (April / September Entry)	June Application (September Entry)	
Screening Fee Payment	November 6 at 10:00 ~ November 19 at 17:00, 2025	June 1 at 10:00 ~ June 8 at 17:00, 2026	See P.7 1) Payment of Screening Fee
Online Application Period			See P.8 2) Submission of Application Documents
Notification of Examination Number	by January 9, 2026	by July 3, 2026	See P.19 1) Notification of Examination Number and Selection Processes Information
Announcement of Successful Applicants for the First Stage	January 22 at 10:00, 2026	July 9 at 10:00, 2026	To be announced on TAO
Second Stage Examination	January 28, 29, 30 or 31, 2026*	July 10 or 11, 2026*	*Those who have passed the first stage will be notified of the examination date. Note that we cannot accommodate individual requests.
Announcement of Final Successful Applicants	February 2 at 17:00, 2026	July 16 at 10:00, 2026	To be announced on TAO

2. Application

All applicants must take the following steps: **1) Payment of Screening Fee** and **2) Submission of Application Documents** within the designated application period to complete the application. All applicants are also required to submit all application documents on Online Application.

The deadline will NOT be extended under any circumstances.

1) Payment of Screening Fee

(1) Screening Fee

The Screening Fee depends on where you live at the time of application. In some cases, overseas residents may be asked to provide documentary proof of where they live.

Category	Domestic Application (For residents of Japan)	Overseas Application (For Non-residents of Japan)
Qualification	Applicant who is a registered resident of Japan at the time of application * No nationality restriction, including international applicants residing in Japan	Applicant who is NOT a registered resident of Japan at the time of application * No nationality restriction, including Japanese residing overseas
Screening Fee	JPY 30,000	JPY 15,000

(2) Payment Method: Payment at a convenience store (only in Japan) or credit card payment

For payments at a convenience store and credit card payment, please refer to the P.26-27 **6) For Payments at a**

Convenience Store and **7) For Credit Card Payments and Online Payments from China.**

- It is required to complete the designated payment registration from the following website before making the payment.
 - For payment at a convenience store : <https://e-shiharai.net/> (Available only in Japan)
 - For credit card or online payment (China Union Pay): <https://e-shiharai.net/ecard/>

(3) Submitting “the certificate of payment”

After paying the screening fee, put ✓ in the “Paid” box in the “Application Form 2” on TAO and upload a photo or screenshot of “**収納証明書** / Certificate of Payment of Screening fee” (for payment at a convenience store) or “Result” page to the designated space on TAO.

(4) Waivers:

In the following cases, Screening fee is not required.

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

(5) Refund of Screening Fee

As a general rule, the screening fee will not be refunded. However, in the following cases, the screening fee alone will be refunded in full or in part.

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

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

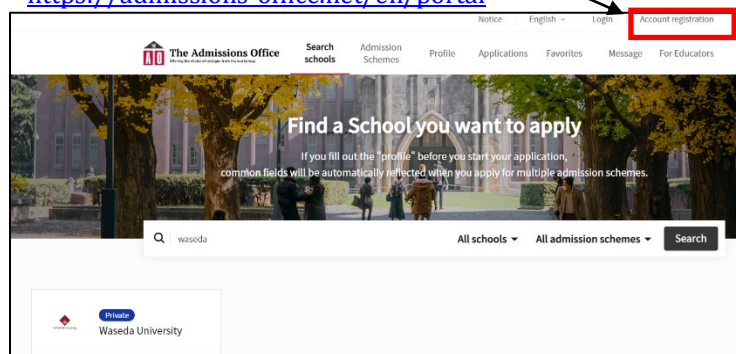
2) Submission of Application Documents

(1) How to Submit

- Application documents must be submitted through the designated online application system, “The Admissions Office (hereinafter TAO)”. Note that the terms on TAO may differ from those indicated in this Application Guide. The actual TAO form provided during the application period will reflect the most up-to-date information.
- The TAO will be available for entry at 10:00 of the first day of each application period. **Make sure to complete your application including submission of all documents (click “Complete my application” button) within the application period.**
- If you have any questions regarding the use of TAO, please refer to the following website.
<https://admissions-office-users.freshdesk.com/en/support/solutions/154000047199>

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

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



Please select **English** as the language on the “Account registration” page.

* Note that Waseda University uses several other application systems for other admissions schemes. To prevent confusion, make sure that you access TAO from the above link.

2. Create your account **using the legal name in alphabetical letters written on your passport.** (If you do not possess a passport at the time of application, use the name in the certificate of family register or citizenship.)

After entering required information on “Account registration”, a confirmation email will be sent to your registered email address from no-reply@admissions-office.net. Click on the “Complete your registration” button in the email.

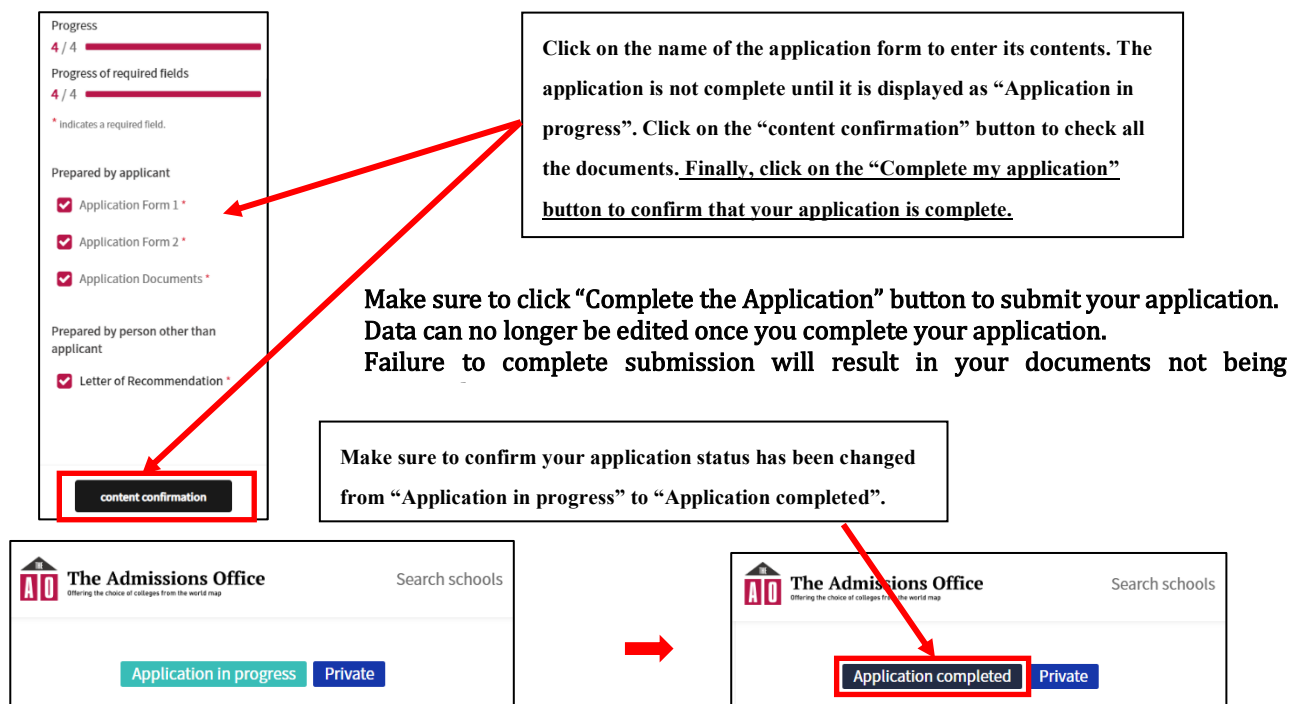
* You do not need to create the “Profile” to apply for this admission. The Administrative Office of Faculty of Letters, Arts and Sciences does not use the information filled in this section (You are required to input your personal information in Application Form 1 and 2).

3. After creating your TAO account and logging in, select “Waseda University” from “Search schools” on TAO, then select “Graduate School of Letters, Arts and Sciences (GLAS)” - “Humanities”. You can find “ **【Doctoral Program】 Global Japanese Literary and Cultural Studies Doctoral Program for November Application of 2026 Entry**” or “ **【Doctoral Program】 Global Japanese Literary and Cultural Studies Doctoral Program for June Application of 2026 Entry**” from the “Admission Scheme” menu and click “Start my application”.

***Confirm the name of Admission Scheme and program.**

4. Follow the detailed instructions shown on the system and this Application Guide, when filling out or uploading the materials.

After you have started your application, you can resume your application from “Applications” menu of TAO.



(2) Notes on the Completion of Application Documents

- By creating your account on TAO, you agree to the "Terms and conditions" and "Handling of personal information" designed by TAO Ink., the service provider of TAO.
- Complete the application by the application deadline by clicking “Complete my application” button on TAO. Applicants are also required to complete all the application documents including submission of the Letter of Recommendation. **No applications will be received after the deadline and the deadline will NOT be extended under any circumstances.** Secure sufficient time before application.
- “Application completed” on TAO indicates you only have completed application procedures. It does not mean that your application has been accepted.
- Please carefully check all the fields and uploaded files before you click the “Complete the Application” button. Once “Application completed” appears on the screen, you will not be able to make any further changes, for any reason. Applications will be rejected if any documents are incomplete or missing in the application.** Please take the necessary precautions to ensure that all required documents are submitted. Also, regarding the application materials, the Administrative Office of Faculty of Letters, Arts and Sciences may contact you by “Message” on TAO or the e-mail address registered on the Application Form. Follow the instructions as soon as possible, as we may not accept the application if you fail to respond by the designated date.
- Only documents in Japanese or English are acceptable.** Documents in other languages must be translated at either an embassy or a recognized notary.
 - Some countries and regions do not provide notarized translations at embassies in Japan (e.g., China). In such cases, please use a service of that country. Please allow sufficient time.
 - For applicants graduating from a Chinese educational institution, notarized translations may be obtained from the China Credentials Verification service in either Beijing or Japan. Please refer to the following URLs:

China Credentials Verification	URL: http://www.chsi.com.cn/
China Credentials Verification (Japan)	URL: http://chsi.jp/
- Your essay, personal statement, research plan, etc. are a chance to explain yourself to the school and should be completed by yourself. Using generative AI to create these documents and presenting them as your own work may be considered as cheating and could affect the evaluation of your application.

(3) List of Application Documents

- The following table P.10 (4) Notes on Sections of the Application Form lists the required application documents.
- Applicants in P.5 3) Applicant Eligibility categories 3 or 5 should consult the Administrative Office of Faculty of Letters, Arts and Sciences by October 6, 2025.

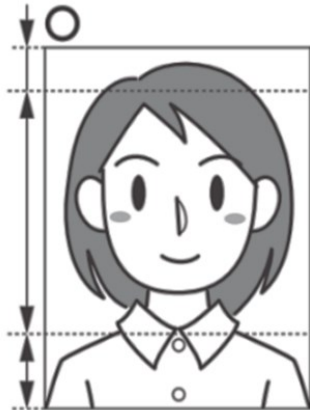
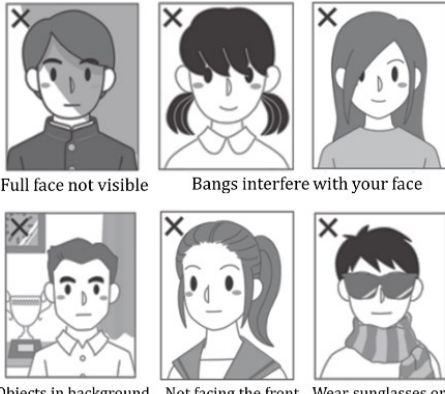
	Submission Documents	Notes
A	Application Form1 • Application Form 2	Refer to P.10-11. All applicants.
B	Graduate School Completion (Expected) Certificate Online Verification Report	Refer to P.12-14. Follow the instructions correctly.
C	Graduate School Academic Transcript	Refer to P.12-14. Follow the instructions correctly.
D	University Academic Transcript	Refer to P.12-14. Follow the instructions correctly.
E	Writing Sample: Research Papers + Abstract	Refer to P.14. All applicants.
F	Research Plan	Refer to P.14. All applicants.
G	Personal History / Research Achievements	Refer to P.14. All applicants.
H	Certificate of English Proficiency	Refer to P.14-15.
I	Certificate of Japanese Proficiency	Refer to P.15-16.
J	Statement of Financial Resources	Refer to P.16.
K	Copy of Your Passport	Refer to P.16.
L	Copy of Your Residence Card or Certificate of Residence	Refer to P.16-17.
M	Letter of Recommendation	Refer to P.17.

(4) Notes on Sections of the Application Form

A: Application Form 1 • Application Form 2

- Please follow the instructions on the TAO screen and enter the necessary information correctly.
- Refer to the following table. Each content is especially important to enter.

Application Form 1	
Entrance Date November Application (April / September Entry) Only	<ul style="list-style-type: none"> Select the category for which you are applying. <u>For those who do not have residence status in Japan, please note that the certificate of eligibility, which is required to apply for residence status, may not be issued within the entrance date especially if you choose to enroll in April, as it takes approximately two to three months for the Immigration Services Bureau in Japan to issue the certificate. Please consider this carefully when deciding your entrance date.</u>
Desired Supervisor	<ul style="list-style-type: none"> Select the names of your desired supervisor. Please check "The list of desired supervisors" from following website. https://www.waseda.jp/flas/glas/en/applicants/admissions/ The decided supervisor will be notified at the time of the entrance procedure. Be aware that you may not be assigned to the supervisor of your request.
Educational Background	<ul style="list-style-type: none"> Enter all the educational institutions you have ever attended, from elementary school through graduate school, in the order of earliest to latest. However, you do not need to include kindergartens, language schools. Also, do not enter the name of institution above the undergraduate program if you cannot submit the certificate. <u>If necessary, add more fields by selecting "+Add Educational Background". Each field should be entered only one educational institution.</u> Include periods of transfer or study abroad.
English Proficiency Test Score	<ul style="list-style-type: none"> Applicants who submit the official certificate of TOEFL (iBT) or IELTS (academic) as P.14-15 G: Certificate of English Proficiency, follow the instruction below. <ul style="list-style-type: none"> ➤ TOEFL (iBT): Enter each section of "TOEFL iBT Scaled Scores" and "<u>Appointment Number</u>" on your Score Report. ➤ IELTS (Academic) or Computer-delivered IELTS (Academic): Enter "<u>Test Report Form (TRF) Number</u>" on your "Test Report Form". For details, refer to the instructions stated on the TAO.

Photograph	<p>Upload a photograph that identifies you, as it will be used to verify you on the day of the entrance examination. Be sure that your photograph meets the following conditions.</p> <ol style="list-style-type: none"> 1. Please upload 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; and must be taken against a plain background. As will be detailed later, as part of the enrollment procedure, you will be required to upload the same photo you submitted with your application. Therefore, please keep the file of the submitted photo until you complete the enrollment procedure. 2. Photos taken wearing scarves and sunglasses will not be accepted. However, if you would like to submit a photo of yourself wearing a head piece for medical or religious reasons, please contact us prior to submitting your application. 3. The photo will be used for identity verification on the day of the test. Therefore, we do not accept unclear photos such as snapshots or photos that make it difficult to identify the pictured individual or verify their identity owing to differences in hairstyle, etc. 4. Please do not post-process or retouch the face portrait photo. 5. 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). 6. 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. <p>   </p>
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Application Form 2	
Gender (legal)	<p>Select your gender (legal).</p> <p>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. For details, refer to the following website: https://www.waseda.jp/inst/diversity/en/support/sexual-minority/</p>
E-mail Address	<p>Make sure to enter an e-mail address correctly. The Administrative Office of Faculty of Letters, Arts and Sciences may contact you at the email address you enter here, so please enter the email address you use on a daily basis.</p>

B: Graduate School Completion (Expected) Certificate / Online Verification Report**C: Graduate School Academic Transcript****D: University Academic Transcript**

- Upload PDF versions of the original / certified certificates to TAO, according to the version of the certificates as follows.
 - Digital certificates: Upload the PDF version of the digital certificates by yourself.
 - If you cannot obtain digital certificates, please upload the scanned PDF versions of the original / certified certificates (paper version) to TAO.
 *If the digital certificates cannot be sent from the issuing institutions directly to you, they will be accepted by email directly from the issuing university's official email address to the Administrative Office of Faculty of Letters, Arts and Sciences.

《Important notes for submitting the certificates》

Before asking your questions, please refer to FAQs on P.2-3 and P.12-14 of this application guide.

- Follow the instructions on TAO and upload (scanned) PDF versions of the original / certified certificates.** Certificates must show your legal name in alphabet, date of birth, the official name of the university or issuing institution in English or Japanese, (expected) graduation date, and the issuance date.
- Certificates do not meet / fulfil the requirement may reject your application. The screenshot of your university's portal site will not be accepted.**
- Certificates do not expire. If certificates and transcripts describe the latest information, you may use those obtained in the past.
- Those who are scheduled to complete are required to submit a completion expected certificate.
- In the case of uncompleted courses or gaps between periods of study, you are required to submit a document explaining the reasons. Upload a statement of reasons (free format) for the relevant period as one with the relevant transcript data.
- Academic transcripts are required for all periods of study at the undergraduate level and above entered on the Application Form 1 on TAO.**
 - Applicants who are currently enrollment should submit the most recent academic transcripts at the time of application.
 - Those who have graduated or completed from multiple institutions or obtained degrees by double degree program, submit all universities/ graduate schools of Certificates of (Expected) Graduation/ Completion and Academic Transcripts.
- Later, as part of the enrollment procedures, successful applicants will be required to prove its originality either by submitting their original/certified documents and certificates by post, having their official versions sent by e-mail from the issuing organization to the Administrative Office of Faculty of Letters, Arts and Sciences, or using digital credential services.**

- All applicants are required to submit certificates and academic transcripts. Check the following 1) through 3) to confirm your own individual requirements and prepare the required certificates.

1) Please check the nationality of your home university and prepare PDF version of the certificates for each university listed below and upload them to TAO.

	Completed or expect to complete a graduate school other than mainland China	Completed or expect to complete from a university in mainland China
B: Graduate School Completion (Expected) Certificate	Upload Digital certificate or the scanned PDF version of the original certificate to TAO. (The original should be issued by your home graduate school)	Apply to CHSI to arrange "Online Verification Report" to be sent directly to our office from CSSD.
C and D: Graduate School and University Academic Transcript	Upload Digital certificate or the scanned PDF version of the original certificate to TAO. (The original should be issued by the university officially)	Apply to CHSI to arrange "Verification Report of China Higher Education Student's Academic Transcript" to be sent directly to our office from CSSD.
Requiring confirmation other than 1)	2) on P.12-13	2) on P.12-13 and 3) on P.13-14

2) If any of the conditions stated below apply to you, follow the instructions.

Condition	Instructions
Those who have completed or expected to complete from Graduate School of Letters, Arts and Sciences, Waseda University	<ul style="list-style-type: none"> ➤ It is not necessary to submit certificates of B, C and D. ➤ Click on the checkbox on this submission field of TAO.
Documents in languages other than Japanese or English	<ul style="list-style-type: none"> ➤ Submit <u>the original document itself</u>, along with <u>a translated version of the original document</u>, as well as <u>a notarization (also translated) for the translation itself</u>. ➤ Embassy certified translation by adding the original document itself also be accepted. ➤ In both cases, applications will not be accepted if any of the required documents are missing.
In cases of graduation from multiple institutions	<ul style="list-style-type: none"> ➤ Submit the certificate and transcript of all universities and graduate schools.
Transfers between institutions, schools, or departments	<ul style="list-style-type: none"> ➤ Submit the academic transcripts of the previous institution, school or department.
In cases of withdrawal from universities and graduate schools	<ul style="list-style-type: none"> ➤ Submit academic transcripts and certificate of withdrawal from all universities and graduate schools. If you cannot submit academic transcripts, submit only certificate of withdrawal.
In cases of credit transfers from a period of study abroad	<ul style="list-style-type: none"> ➤ Submit the academic transcripts 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	<ul style="list-style-type: none"> ➤ Write and upload document explaining the reasons. (Indicate when it can be issued) Also, as soon as a certificate is available, send a certificate to the Administrative Office of Faculty of Letters, Arts and Sciences by e-mail.
In cases of accelerated graduation or progress within an institution where the reason is not stated on the academic transcript	<ul style="list-style-type: none"> ➤ Submit a separate supporting document from your home graduate school.
In cases where information on application documents may differ from that on certificates due to a change of name.	<ul style="list-style-type: none"> ➤ 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.
In the case of past enrollment (other than full-time enrollment).	<ul style="list-style-type: none"> ➤ Whatever your enrollment status (whether you were enrolled full time or not), you are required to attach the relevant certification confirming your previous enrollment. (e.g., Non-degree Student, Research Student, etc.)

3) Those who obtained or are scheduled to obtain a degree from a graduate school in mainland China, follow the instructions under the below.

- ✧ Applicants who have graduated or are scheduled to graduate from a graduate school in mainland China (excluding Hong Kong, Taiwan and Macau) do not need to submit certificate of B, C and D issued by your home university. Instead, apply to CHSI to arrange for the following certificates to be sent directly to our office (toyama-adm@list.waseda.jp) from CSSD (CHESICC) via e-mail. In addition, if you are applicable to any of the conditions stated the above 2), follow the instructions above.

any of the conditions stated in the above 2); follow the instructions above.

The designated Online Verification Report issued by CSSD (previously known as CHESICC).		
	B: Graduate School Completion (Expected) Certificate	C: Graduate School Academic Transcript D: University Academic Transcript
For Graduates	“Online Verification Report of Higher Education Qualification Certificate” (English)	“Verification Report of China Higher Education Student’s Academic Transcript” *Both C and D are required.
For EXPECTED Graduates	“Online Verification Report of Student Record” (English)	

*Confirm the name of the report before applying to CHSI. We will not accept the certificates other than specified the above and written in other than 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/>.
- **It is crucial to secure sufficient time to arrange the Online Verification Report well in advance, as it must reach our 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.

E: Writing Sample: Research Paper + Abstract

- **PDF copy of the writing sample (research paper + abstract), written in either English or Japanese.**
- A research paper written in English may be up to 12,000 words in length. A research paper written in Japanese may be up to 20,000 characters. For research papers in English, the abstract should be in Japanese and approximately 1,500 characters long.
For research papers in Japanese, an English abstract of approximately 900 words should be prepared.
- The writing sample can be a chapter from your MA thesis or a stand-alone paper, published or unpublished.
- **Only papers in Japanese or English are acceptable.** If you have translated your paper from another language, please indicate the original language.

Research Paper	English	Japanese
	Up to 12,000 words	Up to 20,000 characters
Abstract	Japanese	English
	Approximately 1,500 characters long	Approximately 900 words

F: Research Plan

- The **body** of your doctoral research plan should be **in English and around 6,000 words** in length.
- An **abstract** of the above research plan should be prepared **in Japanese and around 1,000 characters** in length.
- Use the designated format. When using alphabets in a Japanese abstract, use half-width characters. Two characters will be counted as one Japanese character.

	Body	Abstract
Language	English	Japanese
Length	Around 6,000 words	Around 1,000 characters

- Download **the designated format** from the below and attach it **for the cover page** when preparing this document for submission.
[Research Plan label](#)
- Upload a PDF version to the designated field on TAO.
- The Administrative Office of Faculty of Letters, Arts and Sciences will not answer to any inquiries regarding topics which are covered the above.

G: Personal History / Research Achievements

- To be submitted by all applicants.
- Use the **designated format** from the below.
[Personal History / Research Achievements](#)
- For those expecting to receive a master's degree, enter the title of the thesis still in progress.

H: Certificate of English Proficiency

- Arrange one of the test score reports or certificates of the following examinations to be sent directly to our office from the testing organization. Click on the checkbox on TAO and enter the date of arrangement on this field of TAO if you have arranged for the certificate sent directly from testing organization. **We will not respond to inquiries regarding confirmation of arrival. Check with the issuing institution to confirm that it has arrived. Other tests / certificates are not accepted.**

TOEFL (iBT)	TOTAL scores of 100 and above are valid.
IELTS (Academic) Computer-delivered IELTS(Academic)	Band 7 or above is valid.

- Only the tests taken on or after the following date are deemed as being valid:
November Application (April / September Entry): December 1, 2023.
June Application (September Entry): July 1, 2024

- If certificates are not submitted within the application period, the application will not be accepted. However, certificates arriving before the application period are valid.
- **Applicants falling under any of the following categories (1-4) are not required to submit proof of English ability. Click on the checkbox on TAO if you are applicable to any of the categories below.**

1. Those whose first language is English.
2. Those whose first language is not English but who have graduated or are expected to graduate from either an undergraduate program or from the graduate school of a university located in an English-speaking country.
3. Those who have graduated or are expected to graduate from the Global Studies in Japanese Cultures Program (JCulP) in the School of Culture, Media and Society or Global Japanese Literary and Cultural Studies (Global-J) in Graduate School of Letters, Arts and Sciences, Waseda University.
4. Those who have graduated or are expected to graduate from either an undergraduate program or from the graduate school of a university not located in an English-speaking country, but whose entire program was conducted primarily in English (i.e. **Those whose universities can issue an official certificate that indicates English as the medium of instruction**). Follow the instructions stated on the TAO on how to submit the certificate. The certifications must clearly specify student's legal name in alphabet, student number, date of birth, enrollment period, department, program, the official name of the school in English, and the issuance date.

<Submission methods for **H: Certificate of English Proficiency** (test score reports)>

TOEFL (iBT)	<ul style="list-style-type: none"> • Submit Official Score Reports (Only directly sent from ETS). <ul style="list-style-type: none"> ➢ Examinee Score Reports, Test Taker Score Reports are not valid. • TOEFL-ITP, TOEFL (iBT) Home Edition and TOEFL (iBT) Paper Edition are not valid. • My Best Score is not acceptable. • The DI code for direct submissions from ETS is B590 (Waseda University (FLAS)). The Department Code is 99.
IELTS (Academic) Computer-delivered IELTS (Academic)	<ul style="list-style-type: none"> • Submit the "Test report form". • Contact the testing organization for direct submission (There is no code for direct submission). • IELTS (General Training) / Computer-delivered IELTS (General Training) / IELTS Online are not valid. • IELTS One Skill Retake is not acceptable. • Make the necessary arrangements with the testing organization to ensure that it arrives. <ul style="list-style-type: none"> ➢ When arranging for direct delivery of scores from the examining organization to the Graduate School, send the scores to "Admissions Affairs Section, Administrative Office for Faculty of Letters, Arts and Sciences" and the address to "1st floor Bldg. 34, 1-24-1, Toyama, Shinjuku-ku, Tokyo 162-8644, JAPAN". ➢ When arranging for sending scores directly from the test board electronically, use the following information. <ul style="list-style-type: none"> ✧ Institution: Waseda University ✧ Department: Admissions Center ✧ Address: 1-6-1, Nishi-waseda, Shinjuku-ku, Tokyo, 169-8050 Japan, Admissions Center, Waseda University ✧ Delivery Method: Electronic Score Delivery

I: Certificate of Japanese Proficiency

- Applicants in **P.5 3) Applicant Eligibility** category 2 or 4 are required to submit one of the following. Applications will be rejected if the applicant fails to submit one of the three options, **or if the certificate is not submitted within the application period.**
- * However, in cases of completion of a degree program equivalent to Japanese secondary education (Junior high and high school) or those who hold Japanese nationality, this is not required. Click on the checkbox on TAO if you apply to the above.

<Requirement for **I: Certificate of Japanese Proficiency**>

Type	Instructions for submission
JLPT N1 or Level 1	<ul style="list-style-type: none"> • Enter "<u>Registration No.</u>" and "<u>Certification No.</u>" on "JAPANESE-LANGUAGE PROFICIENCY TEST CERTIFICATE OF RESULT AND SCORES" to TAO.

	<ul style="list-style-type: none"> Upload the following official certificates (the original is paper version) by scanned PDF. It should be in color and clearly. <ul style="list-style-type: none"> CERTIFICATE OF RESULT AND SCORES (認定結果及び成績に関する証明書) Certificate of Japanese-Language Proficiency (日本語能力認定書) The validity period is not specified. <p>* Screenshot of your examination portal site will not be accepted.</p>
EJU Total score of 260 or higher in Japanese language courses (excluding writing)	<ul style="list-style-type: none"> Upload the following official certificates by PDF data. <ul style="list-style-type: none"> Score Confirmation Report (成績確認書) EJU Examination Voucher (日本留学試験 (EJU) 受験票) The validity period is not specified. <p>* Screenshot version will not be accepted.</p>
EVALUATION OF JAPANESE LANGUAGE PROFICIENCY (The evaluation report must be submitted in the prescribed format)	<ul style="list-style-type: none"> If you are unable to submit either the JLPT or EJU test scores, please submit the "Evaluation of Japanese Language Proficiency" letter in the prescribed format by the designated method. The letter should be from a university faculty member or a person suitably qualified to evaluate the applicant academically. <u>We will not accept an evaluation report that arrives after the deadline, is written in a different format, or is submitted by a different method for any reason.</u> Applicants who will submit this evaluation report should share the following link with your evaluator : https://x.gd/FbaZK (This link will be available from the first day of application period to the application deadline.) We will not respond to inquiries regarding confirmation of arrival. Once the letter is submitted, a confirmation email will be sent to the applicant's email address that the evaluator has provided. <p>* The evaluation letter may be written by the same recommender who wrote the letter of recommendation. However, the letter of recommendation and the evaluation letter must be submitted as separate documents.</p>

J: Statement of Financial Resources

- Applicants in P.5 **③ Applicant Eligibility** category 2 or 4 need to submit.
 - However, applicants holding Japanese nationality or a special resident's permit do not need to submit.
- Download and use the designated format the below.
[Statement of Financial Resources](#)
- In the "Statement of Financial Resources", indicate how expenses required during your studies at Waseda University (school expenses and fees and living expenses for three years at the Doctoral Program) will be paid.
- Make sure that the statement is signed by the applicant.
- If in the "Statement of Financial Resources" you have checked the box for "Government/sponsoring agency," submit a document certifying the provision of funds along with the amount of funds provided, and the provision period.

K: Copy of Your Passport

- Applicants in P.5 **③ Applicant Eligibility** category 2 or 4 need to submit.
 - However, applicants holding Japanese nationality or a special resident's permit do not need to submit.
- Applicants who have graduated or are scheduled to graduate from a graduate school in Japan are not required to submit.
- Submit the pages bearing your photograph, name, passport number, expiry date and Machine-Readable Zone. It should be in color and clearly.
- Refer to the following link before submitting Copy of Your Passport.
https://www.waseda.jp/inst/admission/assets/uploads/2025/04/Passport_en_20250417.pdf

L: Copy of Your Residence Card or Certificate of Residence (Domestic Application Only)

- Applicants who have graduated or are scheduled to graduate from a graduate school in Japan are not required to submit.
- Regarding Applicants in P.5 **③ Applicant Eligibility category** 2 or 4 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.

- Those who are extending their period of stay of the residence card, submit your valid residence card at the time of application. In this case, you don't have to submit the residence card after the period of stay is extended, but make sure that you apply for the appropriate procedures by yourself.

【Notes for Domestic Applicants】

- 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. 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.

M: Letter of Recommendation

- Applicants should request 3 letters of recommendation. Ask three different recommenders respectively to prepare one letter of recommendation each.**
- Applicants can send requests to recommenders before applicants complete other sections of application forms.** It is recommended that you should send "Request" to your recommenders at the earlier time of application period, so that your Letter of Recommendation can be duly submitted by the application deadline.
- The application cannot be completed until the "Completion status" changed to "submitted". Applicants are responsible for arranging for letters of recommendation from recommenders to be submitted by the application deadline. Make sure to communicate well with your recommenders in advance.**
- The procedures for handling requested letters are as follows.
 - Enter the e-mail address of the recommender from the "Request" button to make a request, then the e-mail will be sent to the recommender from TAO (no-reply@admissions-office.net). After receiving the e-mail from TAO, the recommenders follow the instructions of this e-mail, create an account of TAO, and upload the letter of recommendation directly to TAO.
* Confirm your recommender's e-mail address before making a request.
 - Once the recommenders have completed the submission of the letters, applicant will receive an e-mail of notification from TAO. Confirm "Completion status" of "Request status" changed to "Submitted".
- If you or your recommenders have any technical questions regarding the use of TAO, please refer to the following links below.
 - [For Applicants](#)
 - [For Recommenders](#)

《Notes》

- The letter should be from a university faculty member or a person suitably qualified to evaluate the applicant academically.
- The e-mail address of the recommenders to whom your requests are made must be an official e-mail address with the domain of recommenders' affiliated university/ institution.** Also, ask your recommenders to add the sending domain (@admissions-office.net) to their list of accepted e-mail senders to ensure that they receive the messages sent from TAO. It is NOT accepted any free e-mail address with the domain such as yahoo/ gmail/ qq, etc. or a personal provider e-mail address as your recommender's e-mail address.
- The Letter of Recommendation submitted by any system or method other than TAO will be considered invalid. Contact the administrative office of Faculty of Letters, Arts and Sciences if there are any problems.
- For **November Application (April / September Entry)** applicants, all letters of recommendation must be dated after April 1, 2025. For **June Application (September Entry)** applicants, all letters of recommendation must be dated after September 21, 2025.
- The Administrative Office of Faculty of Letters, Arts and Sciences might contact the recommenders to verify the information on the letters.
- These letters must be written in either English or Japanese.
- The letter that evaluates only language ability will not be accepted.**
- The format is free. The template for the letter is also available from the following link below.
 - [Letter of recommendation](#)

(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

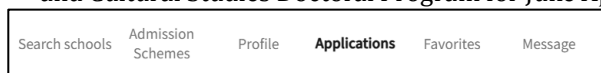
1) Notification of Examination Number and Selection Processes Information

- Applicants whose applications have been accepted will be notified of their examinee number on TAO by the following dates.

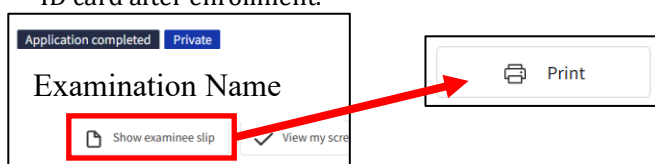
November Application (April / September Entry) : By January 9, 2026

June Application (September Entry) : By July 3, 2026

- Choose your application: “【Doctoral Program】 Global Japanese Literary and Cultural Studies Doctoral Program for November Application of 2026 Entry” or “【Doctoral Program】 Global Japanese Literary and Cultural Studies Doctoral Program for June Application of 2026 Entry” from “Application” on TAO.



- You will find your Examination Admission Card from “Show examinee slip” after the date of the notification of Examinee Number. Click “Show examinee slip” and print it by yourself and be sure to carry it with you on the day of the examination. Note that you will also need it when you receive your student ID card after enrollment.



2) Selection Process, Schedule

(1) First Stage (Document Screening)

- Those documents submitted at the time of your application will be screened.
- Refer to **P.21 1) Announcement of Result** for information regarding the announcement of successful applicants.

(2) Second Stage (Interview Examination)

Notification Date for the schedule of the Second Stage	November Application (April / September Entry) By January 26, 2026	Interview Examination Period (Either one day designated by the GLAS)	November Application (April / September Entry) January 28, 29, 30, or 31, 2026
	June Application (September Entry) On July 9, 2026		June Application (September Entry) July 10 or 11, 2026

- Only those applicants passing the document screening stage are eligible.
- Applicants are strongly advised to keep their schedules flexible during the Interview Examination Period.**
- If the applicants miss the notification and in turn miss their interview time, the Administrative Office of Faculty of Letters, Arts and Sciences cannot be held responsible.**
- If the country you are staying at during the Interview Examination Period is different from the one at the time of your application, please inform the Administrative Office of Faculty of Letters, Arts and Sciences of your current country of residence as soon as possible.**
- While the interviews will be conducted primarily in English, there may be cases in which some degree of Japanese will also be used.
- The interview will be conducted using a web-based video conference system (“Zoom”). It is not necessary to come to the University on the day of the interview.
- Details such as the meeting time and interview start time will be sent only to those who have passed the first stage of the screening, via the message function of TAO.
- 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 the 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 video 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 registered in TAO. 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 slip, 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 blur 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>

3) 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 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 revocation of admission, 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 Circumstances that are beyond Human Control (Force Majeure Events)

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 Result and Entrance Procedures

1) Announcement of Result

(1) First Stage: **November Application (April / September Entry)** : January 22 at 10:00, 2026
June Application (September Entry) : July 9 at 10:00, 2026

(2) Final: **November Application (April / September Entry)** : February 2 at 17:00, 2026
June Application (September Entry) : July 16 at 10:00, 2026

(3) Method: TAO

- The result will be released via TAO (Login>Applications>Completed >Choose your application >View my screening results)
- Inquiries regarding the admission decision, requests for advice, guidance, or comments on your application, and appeals for reconsideration of the decision will not be handled under any circumstances.
- 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 of the Faculty of Letters, Arts and Sciences.

2) Sending of the "Guide for Entrance Procedures"

- Documents will be sent to the successful applicants.
 - April 2026 Entry: Documents will be sent in February, 2026
 - September 2026 Entry: Documents will be sent in late July, 2026
- Entrance documents will be sent to "Message" on TAO.

3) Entrance Procedures

(1) Overview

- Entrance procedure is complete when all the following steps have been taken within the designated period.
 - Payment of Admission Fee, School Expenses, and Other Fees for the First Semester<Bank Transfer>**
 - Registration of Information for the Entrance Procedures <UCARO> (Examination portal site)**
 - 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 to have withdrawn your intention therefore eligibility to enroll will be forfeited.**
- For details, please check the relevant entrance documents sent by "Message" on TAO.

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

- The admission fee, school expenses and other fees must be paid within the designated period.
- Upon payment of the fees, a "Certificate of Admission" will be issued, which is necessary to apply for status of residence in Japan. If you need a "Certificate of Admission", contact the Administrative Office at the Faculty of Letters, Arts and Sciences.
- For information on applying for status of residence by proxy, refer to P.23 **1) Acquisition of Status of Residence of "Student"**.

(3) Submission of the Entrance Procedures Documents

- Successful applicants are required to submit the documents listed below to prove originality of the certificates uploaded on TAO and meet enrollment qualifications.

Document	Notes	Deadline
Graduate School Completion Certificate	<ul style="list-style-type: none"> Must show that you have officially graduated from your previous graduate school. Graduate School Completion Expected Certificate is NOT required (nor accepted) for those who uploaded it during application. Applicants who graduated from universities in mainland China are required to arrange verification e-mails for "Graduate School Completion Certificate" as directed on P.13-14. 	TBA
Academic Transcript (Both Graduate School and University)	<ul style="list-style-type: none"> Must include the same contents as what you submitted during application. 	TBA
CERTIFICATE OF RESULT AND SCORES (認定結果及び成績に関する証明書)	<ul style="list-style-type: none"> Only for those who submit JLPT as I: Certificate of Japanese Proficiency. 	TBA
Certificate of Residence	—	TBA
Photocopy of Receipt of payment of tuition and fees	—	TBA

5. To International Students with a Foreign Nationality

1) Acquisition of Status of Residence of "Student"

International students who are admitted to Waseda University are able to apply for a status of residence of "Student". Those with the status of residence of "Student" are eligible to apply for tuition reduction/exemptions and scholarships for international students. **Be aware that those with a status of residence other than "Student" cannot use various services or systems intended for international students as stated above.**

Please bear in mind that students are not eligible to enroll in the university with a "Temporary Visitor" status. Carefully read (1)-(6) below and take the necessary measures to extend your period of stay, change your status of residence, request for application for COE by proxy, etc. **In order to go through the procedures concerning a status of residence, you will need to make payment of Admission Fee and School Expenses, and other Fees for the first semester.** If you need a "certificate of admission" for your application, ask the Administrative Office of Faculty of Letters, Arts and Sciences to issue it after you have made your payment.

For more details, please refer to CIE Website for Status of Residence.

➤ <http://www.cie-waseda.jp/visastatus/en/index.html>

(1) If you have a status of residence of "Student"

If you currently have a status of residence of "Student," please apply for "extension of period of stay" as necessary. You are able to apply for an extension of period of stay from as early as three months before your status of residence expires. For details on procedures, please refer to ["If your current status of residence is 'Student'"](#) in "For Prospective Students" on the above website.

(2) If you have a status of residence of "Temporary Visitor"

As a general rule, if your current status of residence is "Temporary Visitor," you will need to leave Japan once and re-apply for the "Student" status of residence. For details on how to apply for a status of residence of "Student," please refer to **"(4) If you do not have a status of residence."**

(3) If your status of residence is other than "Student" or "Temporary Visitor"

If you complete those activities or duties that fall under your current status of residence, you will need to change your status of residence to "Student." If your status remains the same, such as "Dependent," change the status of residence as necessary. For details on procedures, please refer to ["If your current status of residence is other than 'Student'"](#) in "For Prospective Students" on the above website.

[Note] In order to apply for extension of period of stay or change of status of residence, you need a completed application form issued by Waseda University. Prior to making the application to the Immigration Services Bureau, please submit the application form, a certificate of admission, and other necessary documents to the university.

(4) If you do not have a status of residence

In order to apply for a status of residence, you will first need to obtain a certificate of eligibility (COE) from the Immigration Services Bureau in Japan. Waseda University will apply for a COE on behalf of the applicant to the Immigration Services Bureau **only for international students residing outside Japan who have completed the enrollment procedures.** After a COE is issued and sent to Waseda University, it will be sent to you. Upon receiving the COE, you will need to take it with your passport to the Japanese embassy or consulate in your country of nationality/residence to apply for a "Student" visa. The COE is valid for 3 months after the issuance, so be sure to acquire your visa and enter Japan before the COE expires. **Since it takes around two to three months for the Immigration Services Bureau to conduct their investigation, please be sure to initiate this process well before your prospective date of enrollment.**

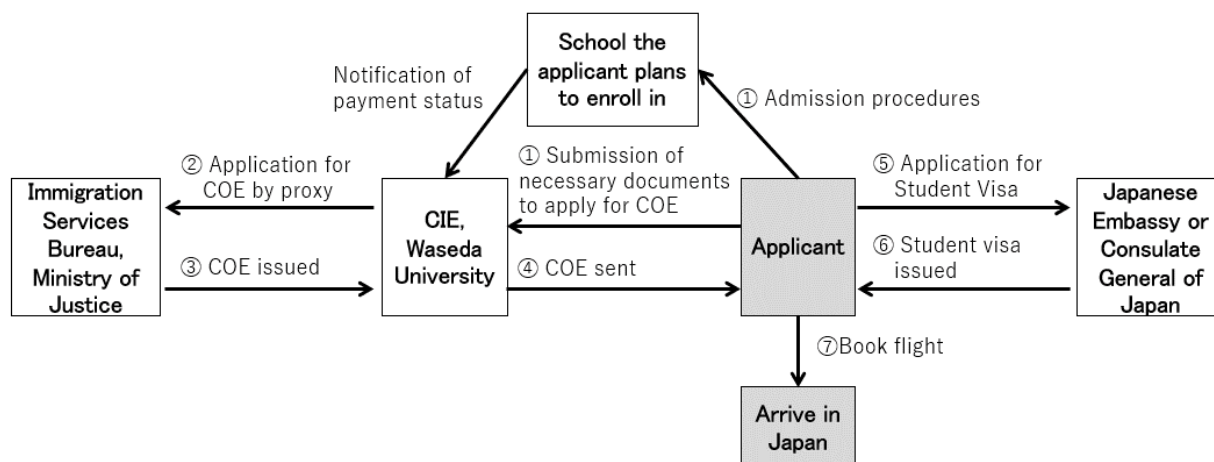
[Note]

- **Waseda University will carry out the application by proxy only after you have made your payment.** Please complete your payment as soon as possible and start your procedures of requesting an application by proxy.
- For information on what documents are needed to request for application by proxy and where to send them, please see ["Request for COE Application by Proxy"](#).
-

【Sequence of Steps Involved in Obtaining a “Student” Visa (①→⑦)】

*Depending on the embassy/consulate, the duration before a “Student” visa is issued varies, and in some cases, it takes about 3 weeks.

*After submitting your application documents to Center for International Education, please contact the Japanese embassy/consulate which you intend to apply to and ask how long it will take for your visa to be issued.



(5) Acquisition/Change of status of residence

[Visa waiver or Temporary Visitor status holders]

If you enter Japan as a visa waiver or on a Temporary Visitor status (within 90 days of stay in Japan, for activities such as sightseeing, business, or visiting relatives, etc., that do not involve the receipt of money), in principle, you will need to leave Japan once to apply for a student visa by submitting your COE to the Japanese embassy or consulate in your country of nationality/residence. However, if it is difficult for you to return to your home country before the start of the new semester because of the late issuance of the COE due to the entrance exam held at the end of the academic year (end of February/March), you can apply for change of status of residence at the Immigration Services Bureau upon issuance of a COE. However, please bear in mind that this application is unusual, and that you may not be allowed to change the status of residence. As the Immigration Services Bureau is solely responsible for decisions regarding the status of residence, Waseda University cannot be held responsible for the duration of screening or outcome.

【Note】 For holders of a temporary visitor status of 30 days or less, change of status in Japan is not allowed. Please leave Japan once, submit the COE at the Japanese embassy or consulate in your country of nationality or residence, and obtain a student visa before re-entering Japan.

(6) Other important points

- The Center for International Education, Waseda University acts on your behalf to apply for a “Student” status of residence only. If you wish to apply for other types of status of residence, you need to make an application by yourself at the Immigration Services Bureau.
- The Immigration Services Bureau may require you to submit additional documents if needed.
- If you decide not to enter Waseda University, please immediately inform the Center for International Education. Also, if you are accepted by another university in Japan, please make sure that you do not apply for a COE through more than one university. If there are multiple applications, a COE cannot be issued.
- If you have Japanese nationality, you are not eligible to apply for a COE.
- The Immigration Services Bureau is solely responsible for decisions regarding the status of residence. If issuance is delayed or application is not approved, Waseda University cannot be held responsible for the cancellation fee of your air ticket or other inconveniences. Please be careful when you book your flight.
- For application procedures concerning “Student” status of residence, please contact the Center for International Education, Waseda University (e-mail: cie-zairyu@list.waseda.jp).

2) To Applicants Who Hold Nationality From the Philippines / Nepal / Vietnam / Indonesia / Myanmar / China

- Applicants who hold nationality from the Philippines / Nepal / Vietnam / Indonesia / Myanmar / China are required to take “Japan Pre-Entry Tuberculosis Screening (JPETS) ”.
- When applying for the Certificate of Eligibility (COE), those who have an obligation to take JPETS will be required to submit a “TB Clearance Certificate” in addition to the usual application documents in order to prove that you are not infected with tuberculosis (TB).
- For details, please refer to the following link.
 - [Regarding the “Japan Pre-Entry Tuberculosis Screening \(JPETS\) ”](#)

6. Other Information

1) Tuition and Fees

- For information regarding 2026 school expenses and other fees, please refer to the website below.
<https://www.waseda.jp/inst/admission/en/other-is-existing-in-category/tuition/>

2) Waiver of Admission Fees

- If you are currently enrolled in, or have graduated from, completed, or withdrawn from an undergraduate, graduate, or specialized program of Waseda University, you are not required to pay the entrance fee (registration fee).
- For more information, please refer to the handbook on enrollment procedures sent to successful applicants or contact the Administrative Office at the Faculty of Letters, Arts and Sciences, Waseda University.

3) Refund of Expenses

- As a general rule, we do not return submitted documents or refund registration (admission) fee, tuition and other fees (for the first semester). However, if you do not enter Waseda University owing to unavoidable circumstances or fail to meet the eligibility criteria before enrollment, we may refund tuition and other fees (for the first semester) only.
- For more information on the procedure for receiving such a refund, refer to the handbook on enrollment procedures sent to successful applicants.

4) For Those Who Accepted to More Than One Waseda Graduate School

- If you have been accepted by one Waseda graduate school and have paid the registration (admission) fee, tuition, and other fees to that school, and you are later accepted by another Waseda graduate school that you prefer to attend, you can request to have the amount you have already paid transferred to that school. However, this arrangement is possible only when the payment periods for enrollment procedure of the two schools do not overlap by even one day and if the date of enrollment for both schools is same.
- For more information about the procedure, please refer to the “Guide for the Entrance Procedures” which will be sent to successful applicants.

5) Consumer Credit Loans

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

6) For Payments at a Convenience Store

- This payment method is applicable only to applicants residing in Japan.
- To make a payment at a convenience store, access the “screening fee convenience store payment site” (<http://e-shiharai.net/>) [Japanese only] first, and complete the designated payment registration, and then go to a convenience store. After making the payment, take a photo of the “Certificate of Payment of the Screening Fee,” save it as a PDF/JPEG/PNG, and upload it on TAO.
- The payment can be made 24 hours a day, 7 days a week, including on Saturdays, Sundays, and holidays. Be noted that all of the procedures including making a payment must be completed by the designated deadline.
- If a family member or acquaintance of an applicant conducts the procedure on behalf of an applicant, such family member or acquaintance must enter the applicant’s information.
- If you are unable to make the payment at a convenience store for some reasons, please contact Graduate School of Letters, Arts and Sciences Office in advance.

Waseda University

Convenience Store Easy-Pay Systems for Entrance Exam Fees

Now you can transfer funds to pay for your entrance examination - 24 hours a day - from your nearest Lawson, Ministop, FamilyMart, Seven-Eleven.

1 Before going to the convenience store, you will need to obtain an application number which you can get from going online on either your cellphone or computer. This number will be required when you make your payment.

<https://e-shiharai.net/>

To obtain your application number, please follow the instructions on the screen and input all necessary information. This number will be required when you make your payment.

If you input the wrong information when trying to obtain your application number, please start again from the beginning and make your payment.
If you are not able to make the required payment before the due date you will receive this deadline upon completing the online application, all the information you had input will be canceled automatically.

2 Convenience Store Payment

SEVEN-ELEVEN
Paying at SEVEN-ELEVEN
[13-digit Payment Slip Number] 払込票番号

Tell the counter staff that you want to make an "Internet shiharai." Then provide your Payment 【払込票番号】
Payment Slip Number

※If a payment slip is not printed out, just tell your number to the counter staff.

A multifunction copier can not be used to make payment.

●Make the payment at the register.

●Receive an Application Fee Statement. Detach the Certificate of Payment (receipt) portion.

LAWSON **MINISTOP**
Paying at LAWSON or MINISTOP
[11-digit Customer Number] お客様番号
[4-digit Verification Code] 確認番号

Use the Lawson information terminal **Loppi**

Touch the "各種サービスメニュー" option
Various Service Menu

Select the "各種代金・インターネット受付" button on the touch screen
All Payments

Touch the "各種代金お支払い" option
All Payments

Touch "マルチペイメントサービス"
Multi-Payment Service

Enter your 【お客様番号】 【確認番号】
Customer Number Verification Code

●Information terminal issues a funds transfer receipt. You will need to take this to the cash register within 30 minutes and make the actual payment.

●Receive an Application Fee Statement. Detach the Certificate of Payment (receipt) portion.

* Design and layout of the touch screen buttons is subject to change without notice.

FamilyMart
Paying at FamilyMart
[11-digit Customer Number] お客様番号
[4-digit Verification Code] 確認番号

multifunction copier

Select the "代金支払い" button on the touch screen
All Payments

Enter your 【お客様番号】 【確認番号】
Customer Number Verification Code

3 Application

Take a photo of the payment receipt which includes your name, payment date and amount, and upload it with your application on the online application system (TAO).

*Confirm the name of payment on the receipt is “文研 博士後期国際日本学”.

●Be sure to complete your convenience store payment before the time limit expires. All the payment information you entered will be deleted automatically if the payment is not completed before the deadline.

●Please note: After application fee payment has been made at any of the above shops, refund is not possible.

●Please double-check the application deadline in your application guide. Post your payment early enough to be sure it is received in time.

■Payment Commission (transfer fee charged by all participating stores)
There is a fee for this payment transfer service, which applicants must pay in addition to the entrance exam fee.
The payment commission is as the same at all participating stores.

Entrance exam fee	Payment Commission
~ 9,999 yen	500 yen
10,000 yen ~ 29,999 yen	570 yen
30,000 yen ~ 49,999 yen	600 yen
50,000 yen ~ 99,999 yen	820 yen
100,000 yen ~	890 yen

convenience stores:

Questions about paying your entrance exam fees at convenience stores? Please visit:

Note: Convenience store staff cannot answer questions about the service.

<https://e-shiharai.net/>

7) For Credit Card Payments and Online Payments From China

- To make a payment by credit card or online payment system (China Union Pay), please access the online screening fee payment website (<https://e-shiharai.net/ecard/>) and complete the required procedure.
- After completing the transaction, save the "Result" page as a PDF/JPEG/PNG, and upload it onto the online application system (TAO).
- The payment can be made 24 hours a day, 7 days a week, including on Saturdays, Sundays, and holidays. Be noted that all of the procedures including making a payment must be completed by the designated deadline.
- The payment can be made with a credit card held in the name of a person other than the applicant. However, the applicant's information must be entered in the "Basic Information" page of the screening fee payment website.

Waseda University

Examination Fee Payment by Credit Card and Union Pay

24 hours a day, 365 days a year, you can pay anytime! Easy, Convenient and Simple!

You can pay the Examination Fee by using Credit Card and Union Pay.

Web Application - Online Transaction

Access the site below

<https://e-shiharai.net/ecard/>

1. Top Page
Click "Examination Fee".
2. Terms of Use and Personal Information Management
Please read the Terms of use an Personal Information Management.
Click "Agree" button located in the lower part of this page if you agree with these terms.
Click "Not agree" button located in lower part of this page if you do not agree with these terms.
3. School Selection
Click "Waseda University".
4. School Information
Read the information carefully and click "Next".
5. Category Selection
Choose First to Fourth Selection and click "Add to Basket".
6. Basket Contents
Check the contents and if it is OK, click "Next".
7. Basic Information
Input the applicant's basic information.
Choose your credit card and click "Next".

Paying with Credit Card

Input Credit Card Number (15 or 16-digits), expiration date and security code.

↓

All of your application information is displayed. Click "Confirm" to verify.

↓

Click "Print this page" button and print out "Result" page.

Paying with Union Pay

Follow the onscreen instructions to complete the card payment.

↓

Please click the "Application Results" button in the upper part of this site (e-shiharai.net).

Please write down the "Receipt Number" given when you complete your application, and enter your "Payment Method", "Receipt Number" and "Birth Date". Please make sure your printer is ready.

↓

Please print out the "Payment Inquiry - Inquiry result" page.

Application

Save the screenshot of "Result" page and upload it with your application on the online application system (TAO).

*Confirm the name of descriptions of Payment Inquiry is "Doctoral Global-J".

[NOTICE/FAQ]

- During the payment periods and application periods specified in the application guidelines, you can make payment anytime. Please consult the application guidelines and complete payment in time for the application period.
- On the last date of the payment period, please complete the transaction by 11:00pm Japan time.
- It is possible to use a card which carries a name different from that of the applicant. However, please make sure that the information entered in the Basic Information page is the applicant's information.
- If you did not print out the "Result" page, you can display it later on the Application Result page. Please enter "Receipt Number" and "Birth Date" to redisplay.
- Please contact the credit card company if your card is not accepted.

■ Payment Commission

There is a fee for this payment transfer service, which applicants must pay in addition to the entrance exam fee.

Entrance exam fee	Payment Commission
~ 29,999 yen	565 yen
30,000 yen ~ 49,999 yen	1,005 yen
50,000 yen ~ 69,999 yen	1,446 yen
70,000 yen ~ 99,999 yen	1,833 yen
100,000 yen ~ 199,999 yen	2,074 yen
200,000 yen ~ 299,999 yen	2,618 yen
300,000 yen ~	4,400 yen

For questions or problems not mentioned here, please contact :

E-Service Support Center Tel : +81-3-5952-9052 (24 hours everyday)

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