
2026 Waseda University
Graduate School of Letters, Arts and Sciences
Global Japanese Literary and Cultural Studies
Application Guide
for Non-Degree Students



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

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| <ul style="list-style-type: none"> • Application Form • Statement of Purpose (title page only) | <ul style="list-style-type: none"> • Curriculum Vitae for Application to Approved Courses as a Non-degree Student • Application to Approved Courses as a Non-degree Student |
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- **This Application Guide is for applicants of the Global Japanese Literary and Cultural Studies for Non-Degree students. If you wish to apply for a course other than the Global Japanese Literary and Cultural Studies, please check the application guide from the following 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.

- **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. Also, please note that applications submitted outside the application period will not be accepted for any reason.
- Check your e-mail address registered at the time of online registration regularly. If necessary, the Administrative office of Faculty of Letters, Arts and Sciences may contact you via the e-mail address which you registered on online registration after you have completed your application. Be sure to add our sending domain (@list.waseda.jp) to your list of accepted e-mail senders to ensure that you receive our e-mail. 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.6 (4) Notes with information regarding the refund of the screening fee.
- In this Application Guide, the term “mobile phones, etc.,” refers to all electronic devices equipped with communication functions*, including but not limited to mobile phones, smartphones, smartwatches, smart glasses, and wireless earphones, etc.
 *Communication functions include the ability to send, receive, or transmit data via Bluetooth, Wi-Fi, or other data communication methods, excluding functions limited to displaying the date and time.
- **All dates and times stated in this Guide indicate Japan Standard Time (JST).**
- From December 26, 2025, to January 6, 2026, and from January 10, 2026 to January 12, 2026, our office will be closed and we will not be able to answer any inquiries.
- From Academic Year of 2023, the class time per period was changed from 90 to 100 minutes.
- Only if your questions remain unanswered after reading this guide, contact us by email including your name.

1. Admissions Overview

1) Course Name and Number of Students

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

- Please refer to “The List of Approved Courses” for courses you are able to register on the website of GLAS.
- “The List of Approved Courses” will be available in late December in the same page of the website as this application guide.
- Please note that it is not possible to apply for other courses at GLAS, if you are applying for Global Japanese Literary and Cultural Studies as a Non-Degree student in AY2026.

2) Enrollment Periods

- The enrollment period is from April 1, 2026 to March 15, 2027 (hereinafter **April Entry**) or from September 21, 2026 to March 15, 2027 (hereinafter **September Entry**).

However, the enrollment period is from April 1, 2026 to September 15, 2026 if you will only register for courses in the spring semester. The enrollment period is from September 21, 2026 to March 15, 2027 if you will only register for courses in the fall semester.

- You can apply to continue your studies from AY2025. In this case, the screening fee may be waived. For more details, please refer to the “**(3) Waivers**” section (P.6).
- Even if you will be applying to continue your studies, complete the following application procedures and take the entrance examination.
- **You can acquire a Student Visa as a non-degree student for only one year, including enrollment at a different university/ graduate school. We cannot accept applications for a second consecutive year as a non-degree student.**
- If you will register for only spring semester courses or fall semester courses at the Graduate School of Letters, Arts and Sciences, you can be enrolled as a non-degree student only for the semester of the relevant course.

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

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

3) Application Eligibility

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

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

4) Notes on Application

- **Non-Japanese applicants without a status of residence at the time of application are not eligible to apply. (Temporary resident status such as a tourist visa is not recognized.)**
- Owing to visa restrictions, international students are allowed to study at Waseda University as non-degree students only for a period of one year. If you are enrolled as a non-degree student at another university or graduate school, **it is very difficult to obtain permission from the Immigration Bureau to change or renew your status of residence** even if you wish to become a non-degree student at Waseda University in the following academic year. Please check with the Immigration Bureau for more details. **Please note that if the total class hours of your registered courses do not reach at least 10 hours per week (equivalent to six or more 100-minute courses per semester, including courses offered by the Center for Japanese Language), you will not be eligible to obtain the status of residence as a "Student."** For information regarding the course fees and entrance procedure, refer to "**3) Entrance procedures**" (P.19).
- If you submitted a certificate indicating that you are expected to meet the application requirements to enter the Graduate School of Waseda University, you must submit an additional certificate indicating that you have indeed met the requirements prior to enrollment. You will not be permitted to enter the Graduate School of Waseda University, even if you pass the screening, unless you submit the certificate confirming you have met the requirements.
- Application Eligibility 1 applies to those applicants who have graduated from, or are scheduled to graduate from, a university within Japan.
- Those applicants who have graduated from, or are scheduled to graduate from, a university outside Japan, will be considered as eligible under Application Eligibility 3, **regardless of their current country of citizenship.**
- If you have completed your education in a country where the formal education (from elementary to higher education) is less than 16 years, we will examine your educational background in advance to confirm your eligibility. Please download and fill out the "Form for Individual Review of Eligibility" from the website below and send it to the Administrative office of Faculty of Letters, Arts and Sciences. (Students who are not citizens of Japan, but have graduated from a Japanese university, are **not** required.)
 - * Download the designated form, "Form for Individual Review of Eligibility":
<https://www.waseda.jp/inst/admission/en/graduate/english/>
 - * Inquiries: toyama-adm@list.waseda.jp
- Whether or not a prospective applicant may be considered eligible under Application Eligibility 5, 6, and 7 will be determined on an individual basis. Applicants considering to apply under Application Eligibility 5, 6 and 7 should consult the Administrative Office of Faculty of Letters, Arts and Sciences (toyama-adm@list.waseda.jp) no later than December 4 (Thu), 2025 (**April Entry**) / April 30 (Thu), 2026 (**September Entry**).
- Graduates from three-year specialized college (*zhuanke* 専科) programs in China do not meet Application Eligibility 6. However, those who have graduated from a 4-year (*benke* 本科) program after graduating from a 3-year program and completed 16 years of formal education will be considered as fulfilling Application Eligibility 3.
- Faculty members of Waseda University, including Waseda University Junior/Senior High School, Waseda University Honjo Senior High School, and Art and Architecture School, are not allowed to enroll as students at the University. However, there are a few exceptions according to the University regulations. If you have any questions, please contact the relevant administration office.
- Even if their status of residence at the time of application is valid until after enrollment, applicants may not be granted an extension of their period of stay or a change of their status of residence after enrollment, depending on their individual circumstances. Consequently, Waseda University is unable to provide any guarantee with respect to an extension of an applicant's period of stay or a change of their status of residence after enrollment. Please make sure that you confirm the relevant details with the Immigration Bureau, as applicants bear full responsibility for their status of residence when making an application to the university.

- For basic information regarding status of residence, please visit the website listed below.

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

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

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

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

7) Selection Timeline

The schedule is as follows:

Event	Schedule		Remarks
	April Entry	September Entry	
Online Registration	January 7 (Wed)– January 13 (Tue), 2026 *	June 1 (Mon)–June 8 (Mon), 2026	Register via the designated web link
Screening fee Payment			Check P.6 3) Payment of Screening Fee
Submission of Application Documents			Check P.6 4) Submission of Application Documents
Notification of Examination Admission Card	Mid-February 2026	Late-June 2026	Will be sent by three days prior to the interview examination
Interview Examination	February 23 (Mon), 2026	July 10(Fri) or 11 (Sat), 2026**	**Those who have accepted application will be notified of the examination date. Note that we cannot accommodate individual requests.
Announcement of Successful Applicants	February 26 (Thu), 2026 10:00	July 16 (Thu), 2026 10:00	To be announced on the website of GLAS. The entrance procedure documents will be promptly sent to the email address registered at the time of application for successful applicants.
Deadline for entrance procedure	Early-March, 2026	Late-August, 2026	

* Note: The application period will be from February 2 (Mon) to February 5 (Thu), 2026 only for those taking the following entrance examinations.

- 1) 2026 Graduate School of Letters, Arts and Sciences Doctoral Program
- 2) 2026 Graduate School of Letters, Arts and Sciences Master's Program
(Global Japanese Literary and Cultural Studies or Japanese History Course)
- 3) 2026 Graduate School of Letters, Arts and Sciences 論文特別選抜入試

2. Application

1) Requirements for Application

- All applicants must take the following steps: **2) Online Registration**, **3) Payment of Screening Fee** and **4) Submission of Application Documents** within the designated application period in order to complete the application.

The deadline will NOT be extended under any circumstances.

- The application period is as follows:

➤ **January 7 (Wed)–January 13 (Tue), 2026 (April Entry)**

- ✧ However, the application period will be from **February 2 (Mon) to February 5 (Thu), 2026** only for those taking the following entrance examinations.

- 1) 2026 Graduate School of Letters, Arts and Sciences Doctoral Program
- 2) 2026 Graduate School of Letters, Arts and Sciences Master's Program
(Global Japanese Literary and Cultural Studies or Japanese History Course)
- 3) 2026 Graduate School of Letters, Arts and Sciences 論文特別選抜入試

➤ **June 1 (Mon)– June 8 (Mon), 2026 (September Entry)**

2) Online Registration

(1) Application Form

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

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

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

(2) Notes on Application Form

- It is possible for a family member or acquaintance of an applicant to complete the online registration, but only the applicant's information should be entered.
- After you have filled in all of the fields, click **SAVE** at the bottom of the screen. The following message will be displayed: "Confirm application: Do you want to save your application?" Click **YES** to confirm and send your application. (The following message will be displayed: "SAVED.")
- If necessary, the Administrative office of Faculty of Letters, Arts and Sciences will contact you through the email address registered on this form.
- The entrance procedure documents for the successful applicants will be sent to the email address registered on this form.
- Ensure that all errors on the form are corrected within the designated application period.
 - Changes of address *cannot* be registered online after the application process has been completed. Therefore, in the event of a change of address, be sure to complete the necessary mail forwarding procedures by yourself at the post office.
 - ✧ Please refer to the following for more information regarding mail forwarding.
URL: https://www.post.japanpost.jp/service/tenkyo/index_en.html

(3) Collection of Gender Information

For the sake of administering entrance examinations in an efficient manner and carrying out enrollment procedures, Waseda University collects information regarding your sex on legal documents such as family register or passport. The information is collected only for reasonably justifiable purposes, and these cases are limited to a minimum. If your sex is marked as neither male nor female on the legal documents, please contact at toyama-adm@list.waseda.jp prior to application. The information does not affect the screening result.

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

3) Payment of Screening Fee

(1) Amount: ¥25,000

(2) Payment method: **Payment at a convenience store (only in Japan) or via credit card**

For payments at a convenience store or via credit card, please refer to the P22-23 **1) For Payments at a Convenience Store** or

2) For Credit Card Payments or 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/>
- A separate screening fee will be required to pay if you want to take courses at the Center for Japanese Language, Waseda University.**

(3) Waivers

- In the following cases, Screening Fee is not required**
 - A regular student enrolled in the Graduate School, Waseda University wants to enroll as a non-degree student in the subsequent year without any break in enrollment.
 - Attach a copy (A4; enlargement not required) of your student ID card to your application documents.
 - A non-degree student enrolled in the Graduate School of Letters, Arts and Sciences wants to continue their enrollment as a non-degree student in the year after their university enrollment year and the subsequent year. **(For the 2026 entrance examination, if a student applies for enrollment as a non-degree student continuously from 2024 or 2025.)**
 - Attach a copy (A4; enlargement not required) of your student ID card to your application documents.
 - The screening fee will be waived for the subsequent first year and/or second year (total two or three years), but this fee will be required to pay again for a subsequent third year (total four years). **(Students enrolled continuously as non-degree students through 2023-2025 are required to pay a screening fee.)**
 - Students who pay the screening fee for a subsequent third year (total four years) will be exempt from paying the fee for a subsequent fourth year and/or fifth year (total five or six years). The same applies thereafter to students paying the screening fee for a subsequent sixth year.

(4) Notes

- Make sure that you pay the screening fee before submitting your application documents. Your application will not be accepted if you fail to pay the screening fee.
- As a general rule, documents once submitted will not be returned and the screening fee will not be refunded. However, in the following cases, the screening fee alone will be refunded in full or in part.

- 1) You paid more than the prescribed screening fee amount.
- 2) You paid the screening fee but did not submit your application documents.
- 3) You paid the screening fee but submitted your application documents after the deadline.
- 4) You paid the screening fee and submitted the application documents, but your application was not accepted because it was incomplete or did not meet the eligibility criteria.

If the screening fee was paid by credit card or online payment, you will be responsible for any fees incurred during the refund.

The Administrative Office of Faculty of Letters, Arts and Sciences will contact those who are eligible by the middle of February 2026 (**April Entry**) / the end of June 2026 (**September Entry**). **Note that if you do not apply by the date designated by the office, your screening fee will not be refunded.**

4) Submission of Application Documents

(1) How to submit

Statement of Purpose

- Upload your Statement of Purpose to the online storage service [Box]. Follow the instructions on page 13 of this Application Guide.

Other than Statement of Purpose

- Applicants should enclose the application documents in an envelope attaching the "Application Label" of Appendix **N** and send them to the following address by Simplified Registered Mail (or Simplified Registered Express Mail if the application deadline is approaching) at a counter of post office. When sending previously excluded documents, be sure to write the words "Previously omitted documents" in red on the outside of the envelope.

- Application documents must be submitted by postal service. You must NOT bring your application in person to the Administration Office of Faculty of Letters, Arts and Sciences.

(2) Notes on the Completion of Application Documents

- If you are applying from within Japan, the documents must be postmarked on the deadline day at the latest (**Must be postmarked by the deadline**).
- If you are applying from outside of Japan, only documents arriving within the specified deadline can be accepted. (**Must arrive by mail by the deadline**) Delivery times can vary according to countries and regions so please allow enough time for delivery.
 - However, the application period will end on February 5(Thu), 2026, only for examinees for the entrance examinations listed on P.5.
- Inquiries regarding the arrival of documents cannot be accepted. Confirm with the post office or relevant delivery service.
- **No applications will be received after the deadline and the deadline will NOT be extended under any circumstances.** The university cannot take any responsibility for failure to deliver on the part of a delivery service.
- When making copies or printing out the designated forms, use single-sided A4 paper.
- Use a black ballpoint pen (pencils and FriXion pens are not permitted) and writing clearly using standard letters and Arabic numerals. You can also prepare the documents by using PC, unless otherwise specified.
- Do not enter anything into spaces on the designated documents containing the following symbol: ※
- When making corrections on the forms, please mark two lines across the corrected part. Write your correction clearly in the blank.
- **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 to the e-mail address registered on the Online Registration Form. Follow the instructions as soon as possible, as we may not accept the application if you fail to respond by the designated date.
- Do not submit documents other than those listed. Do not attach or write notes on the documents.
- **Only documents in Japanese or English are acceptable.** Documents in other languages must be translated at either an embassy or a recognized notary.
 - Some countries and regions do not provide notarized translations at embassies of Japan (e.g., China). In such cases, please use a service of that country. Please allow sufficient time. You may also submit a legalized translation supplied by an Embassy of Japan.
 - For applicants graduating from a Chinese educational institution, notarized translations may be obtained from the China Credentials Verification service in either Beijing or Japan. Please refer to the following URLs:
 China Credentials Verification URL: <http://www.chsi.com.cn/>
 China Credentials Verification (Japan) URL: <http://www.chsi.jp/>

(3) List of application documents

- The following table P.8 “(4) Notes on Sections of the Application Form” lists the required application documents.
- Download the designated format for **A: Application Form**, **D: Application to Approved Courses as a Non-Degree Student**, **E: Statement of Purpose** (title page only), **F: Curriculum Vitae for Application to Approved Courses as a Non-Degree Student** from the below.
 - [A: Application Form](#)
 - [D: Application to Approved Courses as a Non-Degree Student](#)
 - [E: Statement of Purpose \(title page only\)](#)
 - [F: Curriculum Vitae for Application to Approved Courses as a Non-Degree Student](#)
- Please refer to the Appendix of this Application Guide to use the designated format for **H: Statement of Financial Resources**, **K: Request Form for Return of Submitted Materials**, **M: Application checklist**.

	Submission Documents	Notes
A	Application Form	Refer to P. 8-9. All applicants.
B	Graduation (Expected) Certificate from the school that you most recently graduated from or are scheduled to graduate from	Refer to P.10-11. All applicants. Follow the instructions correctly.
	Online Verification Report (Graduated or expect to graduate from a university in mainland China)	
C	Academic Transcript from the school that you most recently graduated from or are scheduled to graduate from	Refer to P.10-11. All applicants. Follow the instructions correctly.
—	Translated versions of B and C along with translated notarizations of these documents	When B・C are in languages other than Japanese or English

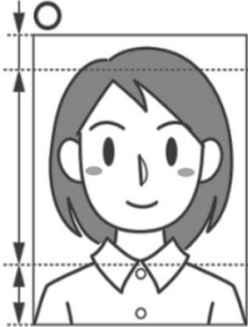





D	Application to Approved Courses as a Non-Degree Student	Refer to P. 12. All applicants.
E	Statement of Purpose	Refer to P. 13. All applicants. Upload to the online storage service [Box]. (Paper-based submissions are not required.)
F	Curriculum vitae for Application to Approved Courses as a Non-Degree Student	Refer to P. 13. All applicants.
G	Certificate of Japanese Proficiency	Refer to P.14.
H	Statement of Financial Resources	Refer to P.14.
I	Copy of Your passport	Refer to P.14.
J	Copy of your Residence Card or Certificate of Residence	Refer to P.14.
K	Request Form for Return of Submitted Materials	Only for applicants requesting
L	Envelope for sending your Examination Admission Card	All applicants who are applying from within Japan
M	Application Checklist	Refer to P. 15. All applicants.

(4) Notes on Sections of the Application Form

A: Application Form <By Post>

- All applicants are required to use the designated format and submit the application form. Download the designated format from the below.
[Application Form](#)
- Make sure the details are the same as those in **"(2) Online registration" (P.5)**
- Once the application documents have been submitted, applicants may not change their desired course to one other than Global-J.
- Refer to the following table and fill in the form correctly.

How to Fill in Each Section of the Application Form	
Kana	<ul style="list-style-type: none"> Write your name in katakana. Any middle names should be written in the "Given Name" space on the form.
Kanji	<ul style="list-style-type: none"> Write your name in kanji. Applicants without kanji name do not need to fill in this field. Any middle names should be written in the "Given Name" space on the form.
Alphabet	<ul style="list-style-type: none"> Write your name in alphabets. Any middle names should be written in the "Given Name" space on the form.
Date of Birth	Write your date of birth as it appears on your passport or recognized ID card etc..
Nationality	Write your nationality as it appears on your passport or some recognized ID card, etc. If you have dual nationality, include both.
Postal Code	Write the postal code for your current address.
Telephone Number	Make sure to enter a telephone number where you can be reached in person, as an emergency contact on the day of the examination. Country code is not required.
Current Address	Write the prefecture (or country), the city/town/village, the block street, number and the building name. If your current address is overseas, write your address using the English alphabet.
Entrance date	Circle the month from which you want to enroll.
E-mail Address	Make sure to enter an e-mail address at which we can contact you in case we need to ask you about your application or to inform you regarding selection process.
Educational Background	<ul style="list-style-type: none"> Write all the educational institutions you have ever attended, from elementary school through graduate school, in the order of earliest to latest. However, you do not need to include kindergartens, language schools (Japanese language schools, etc.) and cram schools. If you expect to graduate, include the name of the university, faculty, department, course (major), as well as the expected year and month. For university or higher qualifications, give details of the qualification (e.g. Qualification – School or Department.) * Including qualifications scheduled to be completed Include your education history as a non-degree student, as well Use the separate form if you need more space.

Last Degree Obtained	Write the date and the name of the institution of graduation or expected graduation. For those graduating from or completing a degree at Waseda University in March (September), please write "March (September) 15" in this space.
Residence Status	For non-Japanese applicants only. Enter both your residence qualification at the initial time of application and at the time of enrollment.
Current Employment	Circle Yes or No. If you are employed at the time of application, enter the name of your employer.
Enrollment History for Waseda	<ul style="list-style-type: none"> For regular students, enter your year and month of enrollment in addition to your student number. Non-degree students continuing at Waseda University should circle 'Continuing' and enter the total number of years.
Screening Fee Payment Method	<ul style="list-style-type: none"> Circle the appropriate payment method. Payment at convenience store: Detach the "Certificate of Payment of the Screening Fee" on the Screening Fee Handling Description, paste it into the designated space on the Application Form. Payment via Credit Card: After completing the transaction, print out the "Result" page, attach it to the Application Form, and submit it. Applicants eligible for a waiver are required to attach supporting documentation. Please refer to the notes in "(3) Waivers" (P.6).
Photograph	<ul style="list-style-type: none"> Do not write anything in the section for your Examinee's Number. <u>Please write the year of examination (2026) and your name (kana).</u> Paste a photograph of yourself in the designated part of the form and be sure that your photograph meets the following conditions. <ul style="list-style-type: none"> ➤ Prepare a color photo taken within 3 months before the time of application. The requirements for the photo are as follows: A vertical to horizontal ratio of 4:3; borderless, must capture the upper body; must provide a front view with no hats; must be taken against a plain background; and must be printed on photo paper. Please write your name on the back of the photo. Use glue or paste to affix the photo to the relevant field on the application form. As will be detailed later, as part of the enrollment procedure, you will be required to upload an electronic version of the photo you submitted with your application. Therefore, please keep the file of the submitted photo until you complete the enrollment procedure. ➤ Photos taken wearing scarves or sunglasses will not be accepted. However, if you would like to submit a photo of yourself wearing a head piece for medical or religious reasons, please contact us prior to submitting your application. ➤ The photo will be used for identity verification on the day of the test. Therefore, we do not accept unclear photos such as snapshots or photos that make it difficult to identify the pictured individual or verify their identity owing to differences in hairstyle, etc. ➤ Please do not post-process or retouch the face portrait photo. ➤ Photographs taken and printed by individuals themselves using smartphones, etc., will not be accepted. Be sure to take an ID-quality photo (photo taken at an instant photo booth is acceptable). ➤ During the enrollment procedure, you will be required to upload a photo for your student ID card separately. Please use the same photo you submitted with your application. Please note that the photo uploaded during the enrollment procedure will be used as personal information in various student web portal services, and for identity verification in various on-campus procedures. ➤ Write your name and desired course on the back of the photo then attach it to the appropriate space. ➤ You will be deemed to have committed misconduct if you falsify, fabricate, or modify any documents, including post-processing or retouching the face portrait photo submitted in your application. <div style="text-align: center;"> <div style="display: flex; justify-content: space-around; margin-bottom: 10px;"> <div style="text-align: center;"> <p>〈ID Photo Instruction〉</p>  </div> <div style="text-align: center;"> <p>〈Bad Examples〉</p> <div style="display: grid; grid-template-columns: repeat(3, 1fr); gap: 10px;"> <div style="text-align: center;">  <p>Full face not visible</p> </div> <div style="text-align: center;">  <p>Bangs interfere with your face</p> </div> <div style="text-align: center;">  <p>Objects in background</p> </div> <div style="text-align: center;">  <p>Not facing the front</p> </div> <div style="text-align: center;">  <p>Wear sunglasses or muffler</p> </div> </div> </div> </div> </div>

**B: Graduation (Expected) Certificate from the school that you most recently graduated from or are scheduled to graduate from/
Online Verification Report (Graduates from Chinese universities only)**

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

- Those who have completed or are scheduled to complete the Graduate School of Letters, Arts and Sciences, Waseda University, or those who are listed in the following cases are not required to submit B and C. However, if you fall under any of the following categories, submit the Examination Admission Card you took.

- Examinees for 2026 Graduate School of Letters, Arts and Sciences Doctoral Program
- Examinees for 2026 Graduate School of Letters, Arts and Sciences Master's Program (Global Japanese Literary and Cultural Studies or Japanese History Course)
- Examinees for 2026 Graduate School of Letters, Arts and Sciences 論文特別選抜入試

《Important notes for submitting the certificates》

- Please submit the original versions of all required certificates. Certificates do not meet / fulfil the requirement, or copies may reject your application. Screenshots of your university's portal site will not be accepted.** The "original" versions of certificates should meet one of the following conditions.
 - One with a stamp, seal, watermark, or signature of the issuer on ALL pages.
 - Copy of the original certificates or printed versions of certificates that has been deemed equivalent to the original with an official stamps or seals from the issuing institutions or a notary public (Electronic stamps or seals are not accepted)
 - Certificates issued through the Certificate Issuance Services at universities or graduate schools in Japan. However, PDF files directly obtained from the Certificate Issuance Services by applicants will not be accepted.

※If the original versions of certificates cannot be issued on paper only, they will be accepted by email directly from the issuing institution's official email address to the Administrative office of Faculty of Letters, Arts and Sciences. Please note that screenshots of certificates or certificates printed by your own printer will not be accepted under any circumstances.
- 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 graduate (or complete) are required to submit a graduation (or 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 the school that you most recently graduated from or are scheduled to graduate from.**
 - Applicants who are currently enrollment should submit the most recent academic transcripts at the time of application.

- 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 original of the certificates for the school that you most recently graduated from or are scheduled to graduate from.

	Graduated or expect to graduate from a university other than mainland China	Graduated or expect to graduate from a university in mainland China
B: Certificate of (Expected) Graduation	The original certificates issued by your home university	Apply to CHSI to arrange "Online Verification Report" to be sent directly to our office from CSSD.
C: University Academic Transcript	The original certificates issued by your home university	The original certificates issued by your home university or "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.10-11	2) on P.10-11 and 3) on P.11

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

Condition	Instructions
Documents in languages other than Japanese or English	<ul style="list-style-type: none"> Submit <u>the original document itself</u>, along with a <u>translated version of the original document</u>, as well as a <u>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 where the graduation certificate and academic transcript are the same document	➤ Submit the original of the single combined document. The same applies to the completion as well.
In cases of graduation from multiple institutions	➤ Only certificates from the last school that you graduated from is required.
Transfers to the last school that you graduated from	➤ Submit the academic transcripts of the previous institution, school or department along with the academic transcripts of the last school that you graduated from.
In cases of withdrawal from universities	➤ Submit academic transcripts and certificate of withdrawal from all universities (graduate schools). If you cannot submit academic transcripts, submit only certificate of withdrawal.
In cases of credit transfers from a period of study abroad	➤ If the transcripts issued by the last school you graduated from do not show the course titles and grades earned while studying abroad, submit the academic transcripts (original) from the institution at which you studied.
In case of certificate cannot be issued as the reason for leaving of absence or study abroad when applying	➤ Write and submit document explaining the reasons. (indicate when it can be issued) and write the explanation on "M: Application Checklist". Also, as soon as a certificate is available, send a certificate to the Administrative Office of Faculty of Letters, Arts and Sciences, Waseda University by Simplified Registered Mail (or Simplified Registered Express Mail if the application deadline is near) from a post office
In cases of accelerated graduation or progress within an institution where the reason is not stated on the academic transcript	➤ Submit a separate supporting document from your home university.
In cases where information on application documents may differ from that on certificates due to a change of name.	➤ Prepare a statement explaining the reason for the change and attach it to your documents. In addition, you should submit your family register certificate at the time of enrollment procedures.
In the case of past enrollment (other than full-time enrollment).	➤ 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 have obtained or are scheduled to obtain a degree from a university or graduate school in mainland China, follow the instructions under the below. It is also accepted the "Verification Report of China Higher Education Student's Academic Transcript" by following method from CSSD instead of the original academic transcript.

- ✧ Applicants who have graduated or are scheduled to graduate from a university or graduate school in mainland China (excluding Hong Kong, Taiwan and Macau) do not need to submit certificate of B 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.

The designated Online Verification Report issued by CSSD (previously known as CHESICC).		
	B: Certificate of (Expected) Graduation	C: Academic Transcript
For Graduates	"Online Verification Report of Higher Education Qualification Certificate" (English)	The original certificates issued by your home university or "Verification Report of China Higher Education Student's Academic Transcript"
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.**
- Those who have completed or expect to complete a graduate program and undergraduate program in mainland China, arrange for the certificates of both graduate and undergraduate programs to be sent from CSSD (CHESICC) via e-mail.
- We will not respond to inquiries regarding confirmation of arrival. Check with the issuing institution to confirm that it has arrived.

D: Application to Approved Course as a Non-Degree Student <By Post>

- To be submitted by all applicants.
- Download the **designated Excel file** from the below. (Your application must be input in the Excel file, not handwritten.)

Application to Approved Course as a Non-Degree Student

- **Enter the course names in order, starting with the course with the lowest course number.** Ensure that the days and periods of the courses you wish to take within the same semester **do not overlap**.
- You may apply for up to **28 credits per year** (up to **14 credits per semester**), including courses offered by the Center for Japanese Language, Waseda University.
- The credits and class time per course are as follows.

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

- Please check the following notes about courses.

(1) Courses offered by **Graduate School of Letters, Arts and Sciences**

- Fill in the approved courses after checking the “List of Approved Courses” on the website of GLAS.
<https://www.waseda.jp/flas/glas/en/applicants/admissions/>
- Of the subjects, core subjects, foreign language subjects, and seminars covered in the course that you are applying for, you may only register for those included in the “List of Approved Courses” on the website of GLAS.
- **You may only register for courses for Global-J.**
- **The details provided in the “List of Approved Courses,” the supervising faculty, and the timetable may change. Before submitting your application, please refer to the latest list on the website of GLAS.**
- **You may only register for courses offered by the Graduate School of Letters, Arts and Sciences at the time of application. For Applicants of **April Entry** who wish to register for courses in the Fall semester, please be sure to enter those courses in the designated Excel file.**
- **You cannot subsequently register additional courses after the application deadline.**
- **In some cases, changes may be made to the courses registered for following negotiations with the applicant during the interview examination.**

(2) Courses offered by **Center for Japanese Language**

- At the time of application to the Graduate School of Letters, Arts and Sciences, you cannot register for courses offered by the Center for Japanese Language. The application period, the registration period and method are different.
- Visit the following URL to check the method of registering for courses offered by the Center of Japanese Language in advance.
 - ✧ <https://www.waseda.jp/inst/cjl/en/students/registration/>

◆Notes for those who obtain or extend a Student Visa

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

- **To take courses at the Center for Japanese Language, you will need to submit a separate application to the Center for Japanese Language after you have passed the entrance examination for the Graduate School of Letters, Arts and Sciences.**
<https://www.waseda.jp/inst/cjl/en/applicants/launch/admission/>

E: Statement of Purpose <Upload to the online storage service [Box] >

- To be submitted by all applicants.
- In 1,000 words or less, state your reasons for wishing to be admitted into the Global-J program, including a summary of your background, fields of academic interest, and research plan.
- If you choose to write in Japanese, the length should be between 4,000 and 8,000 characters. Note that two half-width characters (such as the alphabet) will be counted as one Japanese character.
- Attach the **designated format for the cover page** when preparing this document for submission.

Download the designated format from the below.

[Statement of Purpose \(title page only\)](#)

- If you are writing in Japanese, the text can be written in either vertical or horizontal format.
- Your essay, personal statement, 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.
- Follow the instructions below to upload PDF version of your files. (Paper-based submissions are not required.)

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

[File name] 2026_Non-Degree_Global-J_Statement of Purpose.pdf

[Upload URL]

April Entry

For applicants whose application period is from January 7 (Wed) to January 13 (Tue) :

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

For applicants whose application period is from February 2 (Mon) to February 5 (Thu) :

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

September Entry

For applicants whose application period is from June 1 (Mon) to June 8 (Mon) :

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

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

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

F: Curriculum vitae for Application to Approved Courses as a Non-degree Student <By post>

- To be submitted by all applicants.
- Use the **designated format**. The designated format can be downloaded from the below.
[Curriculum Vitae for Application to Approved Courses as a Non-Degree Student](#)
- Circle the type of your last degree and fill in the major/field of specialty in the space provided.
 - Example: Bachelor's degree / Master's degree / Doctorate (Letters)
- There is no limit to the number of words that you can write in the "Reason for Application" section.
- If you are scheduled to acquire a degree, fill in the scheduled date of acquisition (Write "expected" outside the column).
- If you need more space to fill in your work history or research history, prepare additional pages (free format) and attach them to the Curriculum vitae for applicants.

G: Certificate of Japanese Proficiency <By post>

- Applicants in P.2-3 **3) Application eligibility** category 3,4, or 6 are required to submit one of the following. Applications will be rejected if the applicant fails to submit one of the two options, or if the certificate is not submitted within the application period.

*However, in cases of completion of a course equivalent to Japanese secondary education, this is not required.

- Applicants who have graduated or are scheduled to graduate from a university or graduate school in Japan are not required to submit.

<Requirement for G: Certificate of Japanese Proficiency>

Type	Instructions for submission
JLPT	<ul style="list-style-type: none">Submit the following official certificates (the original is paper version).<ul style="list-style-type: none">➢ Original of <u>CERTIFICATE OF RESULT AND SCORES</u> (認定結果及び成績に関する証明書)➢ Copy of <u>Certificate of Japanese-Language Proficiency</u> (日本語能力認定書) * Screenshot of your examination portal site will not be accepted.There is no cut off for the score level of the JLPT and the validity period is not specified.
EJU	<ul style="list-style-type: none">Submit the following official certificates.<ul style="list-style-type: none">➢ <u>Score Confirmation Report</u> (成績確認書)➢ <u>Copy of EJU Examination Voucher</u> (日本留学試験 (EJU) 受験票) * Screenshot version will not be accepted.There is no cut off for the score level of the EJU and the validity period is not specified.

H: Statement of Financial Resources <By post>

- Applicants in P.2-3 **3) Applicant Eligibility** category 3,4, or 6 need to submit.
 - However, applicants holding Japanese nationality or a special resident's permit do not need to submit.
- Applicants who have graduated or are scheduled to graduate from a university in Japan are not required to submit.
- Download and use the designated format the below.

Statement of Financial Resources

- In the "Statement of Financial Resources" section, indicate how expenses required during your studies at Waseda University (school expenses and fees and living expenses for one year (**April Entry**) / half a year (**September Entry**) as a non-degree student) will be paid.
- Make sure that the statement is signed by the applicant.
- If in the "Statement of Financial Resources" you have checked the box for "Government/sponsoring agency," submit a document certifying the provision of funds along with the amount of funds provided, and the provision period.

I: Copy of Your Passport <By post>

- Applicants in P.2-3 **3) Applicant Eligibility** category 3,4, or 6 need to submit.
 - However, applicants holding Japanese nationality or a special resident's permit do not need to submit.
- Applicants who have graduated or are scheduled to graduate from a university 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

J: Copy of Your Residence Card or Certificate of Residence <By post>

- Applicants holding non-Japanese nationality should obtain a copy of the appropriate document indicating status of residence 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.
- Applicants who hold Japanese nationality are not required to submit.
- 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.
- Even if their status of residence at the time of application is valid until after enrollment, there are cases where the status of residence 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.

K: Request Form for Return of Submitted Materials <By post>

- Applicants who do not require the return of submitted materials do not need to take any further action.
- Submitted documents will not be returned unless they cannot be reissued.
- Specify the documents that cannot be reissued and the reasons why they cannot be reissued using **the designated format** on Appendix **K** and submit it with your other application documents.

- We will only return documents that we are convinced cannot be reissued.
- We will not return any certifications (Graduation certificates, notarized documents, transcripts, or language proficiency certificates.)
- Please note that it will take one to two months from the time after we receive your documents to return them to you.

L: Envelope for sending your Examination Admission Card

- To be submitted by all applicants who are applying from within Japan.
- This envelope will be used for sending out your Examination Admission card.
- On a standard long-type no. 3 (120 cm ´ 235 cm) envelope, write your mailing address (including the postal code) and your full name.
- There is no need to attach a stamp to this return envelope.

How to address the envelope

Stamp not required	Postal code
	● 県
●	● 市
●	● XX-YY
●	● 区
●	●
(Print your full name) 様	(Print your mailing address)

M: Application Checklist

- To be submitted by all applicants.
- **If you were enrolled as a non-degree student in the Graduate School of Letters, Arts and Sciences in 2023, 2024, and/or 2025, you must fill in the Enrollment History Checklist.**
- **Use the designated format** (Appendix **M**). Please make sure all documents are inserted into the envelope.
- If you are unable to submit certain documents at the time of application, please explain the reasons. Only valid reasons can be accepted.

(5) Falsification of Documents

You will be deemed to have committed misconduct if you falsify, fabricate, plagiarize, or modify any documents, materials, 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) Sending of Examination Admission Card and Selection Process Information

- Applicants who are applying from **within** Japan and whose applications have been accepted will be sent out the Examination Admission Card and examination guides in mid-February (**April Entry**) or Late June (**September Entry**) to applicants by using "**L: Envelope for sending your Examination Admission Card**".
- Please contact the Administrative Office of Faculty of Letters, Arts and Sciences immediately if you have not received your Examination Admission Card by three days prior to the examination date.
 - In case of a change of address, be sure to complete the necessary mail forwarding procedures by yourself at the post office.
 - ✧ Refer to the following for more information regarding mail forwarding.
URL: https://www.post.japanpost.jp/service/tenkyo/index_en.html
- Applicants who are applying from **outside** of Japan and whose applications have been accepted will be sent out the Examination Admission Cards and examination guides in mid-February (**April Entry**) or Late June (**September Entry**) by e-mail. Be sure to add our sending domain (@list.waseda.jp) to your list of accepted e-mail senders to ensure that you receive our e-mail.
- Note that you will also need the Examination Admission Card when you receive your student ID card after enrollment.

2) Interview Examination Schedule and Precautions

- The date of Interview Examination will be as follows:
 - **April Entry** **February 23, 2026 (Mon)**
 - **September Entry** **July 10 (Fri) or July 11 (Sat), 2026**
- The interview time and other information will be notified to applicants in the examination guide enclosed with their Examination Admission Card. **The Interview Examination is usually held between 10:00 and 13:00 JST. However, please note that it may be scheduled outside of these hours under certain circumstances.**
- **Applicants will be considered absent when arriving 20 minutes after the scheduled interview time.**
- You must have your Examination Admission Card with you and present it when instructed to do so.

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

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

➤ **Troubleshooting and precautions on the day**

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

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

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

➤ **Cautions regarding Zoom**

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

4) Notes

(1) Waseda University Code of Misconduct

Waseda University is committed to conducting its entrance examinations with the utmost integrity and to maintaining an appropriate testing environment that ensures all applicants can take the examination fairly and impartially. Please read the following precautions carefully before taking the entrance examination, and approach the examination with sincerity and seriousness.

1. Any falsification, fabrication, plagiarism, modification, etc., of documents, materials, or information (hereafter “Submitted Documents”) submitted to the University at the time of application will be considered misconduct.
2. The following acts will 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) Enabling any sounds (incoming calls, alarms, vibrating sounds, etc.) on electronic devices, etc., during the examination..
 - (4) Behavior that disturbs other examinees in the examination room.
 - (5) Failure to follow the instructions of an examination supervisor, etc., at the examination site.
 - (6) Having any person other than the examinee herself/himself impersonate the examinee and take the examination.
 - (7) Any and all other acts that may impair the fairness and impartiality 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.
 - To verify the authenticity and related matters of Submitted Documents, the University may provide such

documents to the issuers, providers, or thesis/dissertation review bodies and make inquiries with them. 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 will 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 will be subject to a range of disciplinary actions up to and including expulsion from the University, in accordance with the University's rules and regulations.

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

(2) Unforeseen problems that are beyond human control

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

◆ Accidents/incidents owing to force majeure.

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

4. Announcement of Successful Applicants and Entrance Procedures

1) Announcement of Successful Applicants

(1) Date of announcement of successful applicants:

April Entry February 26, 2026 (Thu) 10:00

September Entry July 16, 2026 (Thu) 10:00

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

- The announcement will be available on the following URL: <https://www.waseda.jp/flas/glas/en/>
- Inquiries 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 Faculty of Letters, Arts and Sciences by email.

2) Sending of the "Guide for Entrance Procedures"

- Documents will be sent to successful applicants' email address registered on the online registration form, only applicants who have been accepted.
 - If you enroll in April 2026: Documents are delivered in Late February 2026
 - If you enroll in September 2026: Documents are delivered in Late July 2026
- If the documents have not been received by the end of February (for those intending to enroll in April 2026) or by early-August (for those intending to enroll in September 2026), inform the Administrative Office of Faculty of Letters, Arts and Sciences immediately.

3) Entrance Procedures

(1) Overview

- Entrance procedure is complete when all the following steps have been taken within the designated period.
 1. **Payment of Tuition and Seminar Fees for the First Semester<Bank Transfer>**
 2. **Registration of Information for the Entrance Procedures <UCARO> (Examination portal website)**
 3. **Submission of the Entrance Procedures Documents**
- Please be aware that if you fail to follow the above procedures by the designated deadline, you will be **considered to have withdrawn your intention therefore eligibility to enroll will be forfeited.**
- For your reference, below is a list of the documents required this year. Please beware that the documents required may change.

- | |
|---|
| <ul style="list-style-type: none">① Certificate of Residence (住民票の写し)② Graduation Certificate③ Copy of Receipt of payment of tuition and seminar fees |
|---|

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

(2) Deadline for entrance procedure

If you enroll in April 2026: Early-March 2026 (successful applicants will be notified of the details)

If you enroll in September 2026: Late August 2026 (successful applicants will be notified of the details)

(3) Tuition and Seminar fees

- A registration fee is not required.

- The tuition is **¥92,200 per two-credit course**. (¥46,100 per credit).
- In addition to the tuition, a seminar fee may be required **per semester** for seminars. However, it is not required for Global Japanese Literary and Cultural Studies in AY 2026.
- At the time of the entrance procedure, only the first semester will be paid. (Both **April Entry** and **September Entry**) For the fall semester, we will send a payment slip to your home in late July, so please use it to pay. (**April Entry** only)
- **A separate fee is required for courses offered by the Center for Japanese Language.** For more details, refer to the website of the Center for Japanese Language.
➤ <https://www.waseda.jp/inst/cjl/en/students/fee/>

(5) Cautions regarding refund of tuition fees

- As a general rule, we do not return submitted documents or refund tuition and seminar fees for the first semester. However, if you do not enter Waseda University due to unavoidable circumstances or fail to meet the entrance qualifications prior to enrollment, we may refund only the tuition and seminar fees for the first semester. For more information about the procedure for receiving such refund, refer to the handbook on entrance procedures mailed to successful applicants.

4) Visa for Non-Japanese Students

- Refer to the URL below.
<https://www.cie-waseda.jp/visastatus/en/index.html>
https://www.waseda.jp/flas/glas/assets/uploads/2024/11/97_Acquisition-of-Status-of-Residence-Student- E 20241105-.pdf

5. Other Information

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

6. Appendix

1) 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, please 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, detach the "Certificate of Payment of the Screening Fee" on the Screening Fee Handling Description, paste it into the designated space on the Application Form, and submit it.
- The payment can be made 24 hours a day, 7 days a week, including on Saturdays, Sundays, and holidays. (For the last day of the payment deadline, the system to pay via the website closes at 11:00 pm and that of convenience store closes at 11:30 pm (JST)) 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

●The application fee cannot be paid through an ATM. Be sure to make your payment at the cash register.

7-Eleven

Paying at SEVEN-ELEVEN
[11-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]

※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

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

Touch the "各種サービスメニュー" option

Select the "各種電子・インターネット受付" button on the touch screen

Touch the "各種代金お支払い" option

Touch "マルチペイメントサービス"

Enter your [お客様番号] [確認番号]

●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

Enter your [お客様番号] [確認番号]

●When paying at a convenience store, proof of payment via bank stamp is not necessary.

3 Application

Affix the receipt portion to "Form for Submission of the Certificate of Payment of Application Fee" in the designated location.

●Seven-Eleven ●Family Mart

Detach the receipt portion of the Exam Fee Statement and affix it to the application packet in the designated location. Hold onto the proof of bank transfer for your records.

The appearance of the ticket you receive may differ from the illustration above.

●Lawson ●Ministop

Detach the receipt portion (Certificate of Payment) of the Application Fee Statement and affix it to the application packet in the designated location. Hold onto the remainder of the Fee Statement, "Applicant's Copy" portion for your records.

●When paying at a convenience store, proof of payment via bank stamp is not necessary.

Attach Your Receipt (Certificate of Payment) to the Application

※When attaching the certificate of payment, be sure to use glue which is suitable for use with thermal paper and pressure-sensitive paper. Please check the glue label.

●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:

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

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

2) For Credit Card Payments or 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, print out the "Result" page, attach it to the Application Form, and submit it.
- The payment can be made 24 hours a day, 7 days a week, including on Saturdays, Sundays, and holidays. (For the last day of the payment period, credit card payment must be made by 11:00 pm(JST)) 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/>

Application

1. Top Page

2. Terms of Use and Personal Information Management

3. School Selection

4. School Information

5. Category Selection

6. Basket Contents

7. Basic Information

Click "Examination Fee".

Please read the Terms of use and 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.

Click "Waseda University".

Read the information carefully and click "Next".

Choose First to Fourth Selection and click "Add to Basket".

Check the contents and if it is OK, click "Next".

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.

Enclose the printed **"Result"** page in an application envelope with other necessary application documents.

Necessary application documents

→

→

Mail it from Post office

[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)

23

留学にかかる経費負担計画書

Statement of Financial Resources

氏名 Name in full	国籍 Nationality
出願研究科・学部名 Department	出願課程 Course
文学研究科	一般科目等履修生 Non-Degree

あなたが早稲田大学に留学する間の総費用(入学から卒業まで)の支出元を明記してください。
Please indicate below the source and amount of funding throughout the period of your study at Waseda University.

ご参考：学費（各課程の修了年数分）に、生活費（年間約 150 万円）を加えた金額が必要となります。
Note: In addition to the tuition, you will need to budget about 1.5million yen for living expenses.

支出元 Sources of Financial Support	金額 (単位：円) Amount (in Japanese yen)
個人貯蓄 Personal savings	¥ _____
両親または親戚 Parent or sponsor (関係： _____) (Specify your relationship: _____)	¥ _____
政府またはその他財団 Government/ sponsoring agency (名称： _____) (Sponsor's name: _____) *奨学金受給証明書のコピーを提出してください。 *Please attach a copy of the scholarship award certificate.	¥ _____
その他 Others (詳細： _____) (Specific details: _____)	¥ _____
TOTAL:	¥ _____

上記に示しました内容に相違ないことを誓約いたします。
I hereby certify that all information on this statement is true and accurate and that the stated funds are available for my educational expenses at Waseda University.

学生氏名
Student's signature

日付
Date

Waseda University

提出書類返還依頼書

Request Form for Return of Submitted Materials

依頼日：年 月 日

Date of Request: Year Month Date

返還には1～2ヶ月かかりますので、予めご了承ください。

Please note that it takes one or two months to return the submitted materials.

志願者氏名：

Applicant's Name

姓(Family)

名(Given & Middle)

早稲田大学は再発行が可能な書類の返還は一切、行いません。具体的には公証書、成績証明書、推薦状など再発行が可能なものは返還しません。以下に返還を希望する書類とその書類が再発行できない理由を記載いただき、こちらで確認のうえ、再発行が不可能なものだと早稲田大学が判断したもののみ書類の返還を行います。

Waseda University never returns the submitted materials which can be reissued, such as the notarized certifications (Degree/Graduation certificates), transcripts, and recommendation letters. If you would like us to return submitted materials, please address the name of materials you wish to be returned with reasons below.

返還希望書類と返還希望理由 (The name of materials you wish to be returned and reasons) :

提出書類の返還を希望する場合は、以下の文章をよく読み署名してください。

If you would like us to return any submitted materials, carefully read the statement below and provide your legal signature.

「提出書類の返還を希望します。また返還時の紛失・破損については早稲田大学に一切の責任はないことを承知します。」

I request the return of the submitted materials listed below. I understand and agree that Waseda University has no responsibility for lost or damage of the materials.

志望研究科 Desired Graduate School	大学院文学研究科
志望課程 Desired degree program	一般科目等履修生
携帯電話番号 Mobile Number	

志願者署名：印

Applicant's SignatureSeal (if available)

-----キリトリ線-----

郵便番号 Postal Code	〒
住所 Address	
志願者氏名 Name	(英字/Name in Alphabet)
	(フリガナ/Name in Katakana)
	(漢字/Name in Kanji, if any)様

2026 Global Japanese Literary and Cultural Studies for Non-Degree Student Entrance Examination and Application Checklist

M

Please check off all the documents you have submitted for application.

Name:		Phone number:		*Office use	
				対応	対応
Documentation	Notes (Check Application Guide for details)	Check	日付	日付	
Registration of applicant information	Register your information online using the designated URL.				
Application documents in prescribed order	Ensure that your application documents are in the order indicated in “(3) List of application documents” (P.7-8) of this Application Guide.				
Payment of Screening Fee	Pay the screening fee at a convenience store or by credit card unless you have received a waiver. (If you have received a waiver, attach proof to your application form and fill in “Exempt” in the “Check” field.)				
A: Application Form	Prepare your application using the designated form.				
	“Entrance date” (April or September) is marked.				
	Paste or attach the screening fee payment receipt to your application form (In the case of exemption of payment, submit the relevant supporting documentation.)				
	“Current Employment” is marked. If “Yes” is written at the time of application, the name of the employer is also written.				
	Paste a clear, color photo of your face in the appropriate space provided. Be sure to write your name on the back of the photo. Also, be sure to write the year of your entrance into Waseda University, your entrance category, and your full name.				
From most recent school: B: Graduation (Expected) Certificate C: Academic Transcript Note: The above may be included in a single document Those who have completed (or scheduled to graduate from) the Graduate School of Letters, Arts and Sciences, Waseda University are not required to submit. Fill in “—” to the checkboxes. Those who graduated from a Chinese university, be sure to also check the items listed on the right. (Other applicants fill in “—”)	1. Examinees for the entrance examination described in the requirements of application on page 5 1 submit the Examination Admission Card you took. Check the box on the right and fill in “—” for from 2. to 6. below.				
	2. All certificates are originals . (Copies will not be accepted.)				
	3. Include originals in Japanese or English . (Otherwise, fill in “—”).				
	4. If prepared in a language other than Japanese or English, submit the original document itself, along with a translated version of the original document, as well as a notarization (also translated) for the translation itself.(If you attached a Japanese or English certificate, fill in “—”)				
	5. Submit your Academic Transcripts showing grades for all semesters at most recent school.				
	6. Prepare the documents after checking the notes listed on P.10–11.				
	<div>Graduated from a university/ graduate school in China</div> <div>Expected to Graduate from a university/ graduate school in China</div>	<div>In addition to the academic transcript, arrange for “Online Verification Report of Higher Education Qualification Certificate” (English) to be sent directly from CHSI(CSSD) to the Administrative Office of Faculty of Letters, Arts and Sciences via email.</div> <div>In addition to the academic transcript, arrange for “Online Verification Report of Student Record” (English) to be sent directly from CHSI(CSSD) to the Administrative Office of Faculty of Letters, Arts and Sciences via email.</div>			
D: Application to Approved Courses as a Non-Degree Student	Prepare your application using the designated Excel file.				
	Fill in the course names, starting from the courses with the lowest numbers. Do not overlap the days and periods of the courses you wish to take within the same semester.				
	Do not fill in the names of courses for other than Global-J. (If the course has a maximum number of courses that can be taken, it is not exceeded.)				
E: Statement of Purpose	Use the specified format for the first page when preparing this document for submission.				
	The text is based on the requirements listed on P.13.				
	The data has been converted to PDF and submitted according to the method described on P.13.				
F: Curriculum vitae for Application	Use the designated format.				
J: Copy of Your Residence Card or Certificate of Residence	Attach a copy if you are a non-Japanese student. (If you have Japanese nationality, fill in “—”)				
K: Request Form for Return of Submitted Materials	Applicable for requests to have submitted certificates returned if they cannot be reissued. (If you are not requesting their return, fill in “—”)				
L: Envelope for sending your Examination Admission Card	The envelope should be 120 mm ´ 235 mm. (Those who are applying from outside of Japan, fill in “海外”)				
	Write your full name and mailing address (including postal code) on the front of the envelope. (You do not need to affix a stamp) (Those who are applying from outside of Japan, fill in “海外”)				

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

G: Certificate of Japanese Proficiency	Prepare the certificates after checking the notes listed on P.14.			
H: Statement of Financial Resources	Prepare your statement using the designated format.			
I: Copy of Your Passport	Attach a copy if you are a non-Japanese student. (Not required for those with a special resident’s permit etc.) (If you have Japanese nationality, or a special resident’s permit etc. fill in “—”)			

Enrollment history checklist: If you were enrolled as a non-degree student in 2023, 2024 or 2025, Circle “Yes” or “No” as appropriate under enrollment history.

Year	2023		2024		2025	
Semester	Spring	Fall	Spring	Fall	Spring	Fall
Enrollment history	Yes/No	Yes/No	Yes/No	Yes/No	Yes/No	Yes/No

In the case that you are unable to submit any required documents, please indicate which documents (in the table below), along with the reason for your inability to submit the given document, and the intended date of submission. Only legitimate reasons can be accepted.

NOTE: Documents submitted after the deadline will only be accepted if sent via post (registered or express) or by international courier: **Documents brought to the office in person will not be accepted.**

Missing documentation	Reason for missing document	Scheduled date of submission	*Office use		
			対応	確認	解消
				電・メ	
				電・メ	

The following is for office use only.

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

所定額の切
手を貼って
ください

1

6

2

8

6

4

4

東京都新宿区戸山 一 ― 二四 ― 一
戸山キャンパス34号館1階

早稲田大学 文学学術院事務所

大学院文学研究科 入試担当 行

簡易書留（出願書類在中）

	郵便局 記入欄	簡易書留 引受番号	
出願入試	一般科目等履修生 入学試験		
志望コース			
住 所	〒 TEL		
志願者カナ氏名			

【市販の角2封筒に本紙を糊付けし、出願書類一式を同封してください。】