
Waseda University
Graduate School of Letters, Arts and Sciences (GLAS)
Global Japanese Literary and Cultural Studies
Master's Program
Application Guide
for April & September 2027 Entry



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

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

➤ Language Proficiency and Other Information
➤ Statement of Purpose
➤ Writing Sample
➤ Evaluation of Japanese Language Proficiency
➤ Letter of Recommendation
➤ Screening Fee Waiver Program for Applicants from Specified Countries
➤ Acquisition of Status of Residence “Student”

- In this Application Guide, the term “mobile phones, etc.,” 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).**
- During the winter holiday period from December 25, 2026, to January 5, 2027, the Administrative Office of Faculty of Letters, Arts and Sciences will not be able to answer any inquiries.

<< Important Notes >>

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

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

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

* Programs other than the Global Japanese Literary and Cultural Studies are conducted in Japanese (Japanese-based program).

② Read the Application Guide thoroughly.

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

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

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

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

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

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

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

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

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

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

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

0. FAQs

◆ Contact Information

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

Q1. Do I need to make contacts with faculty members before submitting the application?
A1. Contacting faculty members before applying is not required.
Q2. How can I find information about courses offered?
A2. Please check the web syllabus of Waseda University from the following website. https://www.wsl.waseda.jp/syllabus/JAA101.php?pLng=en Select "G.S. Letters" from "School" and choose the major you want to apply for from "Management". After that, you will see a list of courses you may want to register for based on the graduate school.
Q3. How is the advising pair decided upon entering the program?
A3. You will be informed of your assigned advisors at the time of the entrance procedure. Your advisors are decided by taking into consideration your preferences, research plan, and the interview.
Q4. Can I apply even though my undergraduate major is not related to Japanese Studies?
A4. Yes. If you have any concerns regarding your background, feel free to consult the program faculty in advance.
Q5. Is there an age limit to apply?
A5. No.
Q6. Are there any scholarships for international students?
A6. Yes. If you want to apply for scholarships, please follow the guidance from the administrative office after enrollment. (Note that you cannot apply for scholarships before passing the entrance examination.) An overview of scholarship programs can also be found in the following; ➤ Support for International Students, Center for International Education https://www.waseda.jp/inst/cie/en/life/aid ➤ Overall Scholarship Information, Waseda University Scholarship and Financial Assistance Section https://www.waseda.jp/inst/scholarship/en ➤ MEXT Scholarship Programs https://www.waseda.jp/inst/cie/en/to-waseda/mext * The Graduate School of Letters, Arts and Sciences accepts MEXT scholarship students only under Embassy Recommendation. Application guidelines of our graduate schools that accept Embassy Recommendation MEXT students will be released on the above link. Note that the application guidelines are only available within the application period of the MEXT scholarship.
Q7. If I have a reference list in my "Statement of Purpose" or "Writing Sample", should it be included in the word count?
A7. The applicant may choose whether or not to include the reference list in the word count.
Q8. Are there any requirements for Japanese Language Proficiency?
A8. Applicants are required to submit one of the certificates of Japanese Proficiency listed on P.15-16 of this Application Guide at the time of application. The period of validity is flexible.

Upon entering the program, students are expected to work hands-on with a wide variety of texts belonging to different genres, in the original Japanese, from the premodern, early modern, and modern eras. While there is no cut off for score-levels, we expect students to have at least a JLPT N2 level or EJU 220 level upon admission.
Q9. Will scores from tests other than G: Certificate of English Proficiency (P.14-15) and H. Certificate of Japanese Proficiency (P.15-16) be accepted?
A9. No.
Q10. Can I change my entrance date after I have been accepted?
A10. All applicants select their preferred entrance date at the time of application. Therefore, the entrance date cannot be postponed or changed. However, for successful international students who will serve in the military before entering Graduate School of Letters, Arts and Sciences and wish to enter after completing their military service, postponement of the entrance date may be granted. For details, please contact the Administrative Office of Letters, Arts and Sciences after you have been accepted.
Q11. Can I apply to other graduate schools of Waseda University at the same time?
A11. Yes, you may apply to other graduate schools outside of the Graduate School of Letters, Arts and Sciences at the same time. However, it is not possible to apply for other programs at GLAS, if you are applying for Global Japanese Literary and Cultural Studies. Moreover, if you have been accepted by one Waseda graduate school and have paid the registration fee, tuition, and other fees to that school, and you are later accepted by another Waseda graduate school that you prefer to attend, you can request to have the amount you have already paid transferred to that school. However, this arrangement is possible only when the payment periods for enrollment procedure of the two schools do not overlap by even one day and if the date of enrollment for both schools is the same. For more details, please refer to the "Guide for Enrollment Procedures" which will be sent to successful applicants.

Appendix

Program Overview
Information Session Material
List of Supervisors for Global-J (Master's Program)
GLAS Appendix

1. Admissions Overview

1) Number of Students

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

Research Field	Program	Name	Number of Students
Humanities	Master's	Global Japanese Literary and Cultural Studies	A small number

Note: While the total number of students to be accepted into the Master's programs of Graduate School of Letters, Arts and Sciences has been set at 210, the precise number of students to be allotted to each course is not set. Please note that it is not possible to apply for other programs at GLAS, if you are applying for Global Japanese Literary and Cultural Studies for 2027 entry.

2) Entrance Dates

- April 1, 2027* or September 21, 2027 (You can choose your preferred entrance dates when applying on the designated online application system: "The Admissions Office")
- * For those who do not have residence status in Japan, please note that the certificate of eligibility, which is required to apply for residence status, may not be issued within the entrance date especially if you choose to enroll in April, as it takes approximately two to three months for the Immigration Services Bureau in Japan to issue the certificate. Please consider this carefully when deciding your entrance date.

3) Applicant Eligibility

Applicants must fulfill one of the following requirements (hereinafter Requirement).

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 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 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

- If you submitted a certificate indicating that you are expected to meet **3) Application Eligibility** to enter the Graduate School of Waseda University, you must submit an additional certificate indicating that you have indeed met the requirements prior to enrollment. You will not be permitted to enter the Graduate School of Waseda University, even if you pass the screening, unless you submit the certificate confirming you have met the requirements.
- Requirement 1 applies to those applicants who have graduated from, or are scheduled to graduate from, a university within Japan.
- Those applicants who have graduated from, or are scheduled to graduate from, a university outside Japan, will be considered as eligible under Requirement 3, **regardless of their current country of citizenship**.
- Prospective applicants who are unsure if they can fulfill Requirement 6 and 7 must confirm their eligibility with the Administrative Office of Faculty of Letters, Arts and Sciences (toyama-adm@list.waseda.jp) **no later than** October 5 (Mon), 2026.
- 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

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

5) Assistance for Interview and Attendance

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

6) Selection Process

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

7) Selection Timeline

Event	Schedule	Remarks
Screening Fee Payment	November 3 at 10:00 ~ November 17 at 17:00, 2026	See P.7 1) Payment of Screening Fee
Online Application Period		See P.8 2) Submission of Application Documents
Notification of Examination Number	by January 8, 2027	See P.18 1) Notification of Examination Number and Selection Processes Information
Announcement of Successful Applicants for the First Stage	January 21 at 10:00, 2027	To be announced on TAO
Second Stage Examination	January 27, 28, 29 or 30, 2027*	*Those who have passed the first stage will be notified of the examination date. Note that we cannot accommodate individual requests.
Announcement of Final Successful Applicants	February 1 at 17:00, 2027	To be announced on TAO

2. Application

All applicants must take the following steps: **1) Payment of Screening Fee** and **2) Submission of Application Documents** within the designated application period (**November 3 at 10:00 ~ November 17 at 17:00, 2026**) to complete the application. All applicants are also required to submit all application documents through Online Application.

The deadline will NOT be extended under any circumstances.

1) Payment of Screening Fee

(1) Screening Fee

The amount of the screening fee differs depending on where you live at the time of application. In some cases, overseas residents may be asked to provide documentary proof of where they live.

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

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

For payments at a convenience store and credit card payment, please refer to the P.25-26 **7) For Payments at a Convenience Store** and **8) For Credit Card Payments and Online Payments from China**.

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

(3) Submitting “the certificate of payment”

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

(4) Waivers

The Screening fee will be waived in the following case.

- The applicant must reside in one of the countries classified as “Least Developed Countries” or “Low Income Countries which are not LDCs” in the list of ODA recipients as published by OECD/DAC AND hold nationality of one of those countries. See designated format “[Screening Fee Waiver Program for Applicants from Specified Countries](#)” for details before submitting.

(5) Refund of Screening Fee

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

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

The Administrative Office of Faculty of Letters, Arts and Sciences will contact those who are eligible by the middle of January 2027. **Note that if you do not apply by the date designated by the office, your screening fee will not be refunded.**

Applicants who are receiving a Monbukagakusho (MEXT) Scholarship at the time of application, are admitted to GLAS, and will continue to receive the scholarship are eligible for a refund of the screening fee after enrollment. At the time of application, you will have to pay the screening fee.

For more information, please contact the Center for International Education (in-cie@list.waseda.jp).

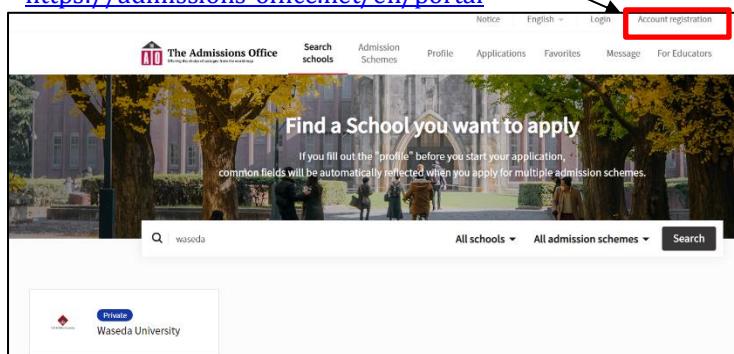
2) Submission of Application Documents

(1) How to Submit

- Application documents must be submitted through the designated online application system, “The Admissions Office (hereinafter TAO)”. Note that the terms on TAO may differ from those indicated in this Application Guide. The actual TAO form provided during the application period will reflect the most up-to-date information.
- The TAO will be available for entry on Tuesday, November 3 at 10:00, 2026. **Make sure to complete your application including submission of all documents (click “Complete my application” button) within the application period.**
- If you have any questions regarding the use of TAO, please refer to the following website.
<https://admissions-office-users.freshdesk.com/en/support/solutions/154000047199>

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

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



Create an applicant's account English * Required fields

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

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

2. Create your account **using the legal name in alphabetical letters written on your passport.** (If you do not possess a passport at the time of application, use the name in the certificate of family register or citizenship.) After entering required information on “Account registration”, a confirmation email will be sent to your registered email address from no-reply@admissions-office.net. Click on the “Complete your registration” button in the email.

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

3. After creating your TAO account and logging in, select “Waseda University” from “Search schools” on TAO, then select “Graduate School of Letters, Arts and Sciences (GLAS)”- “Humanities”. You can find “**【Master’s Program】 Global Japanese Literary and Cultural Studies Master’s Program for April/September 2027 Entry**” from the “Admission Scheme” menu and click “Start my application”.

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

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

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

Click on the name of the application form to enter its contents. The application is not complete until it is displayed as "Application in progress". Click on the "content confirmation" button to check all the documents. Finally, click on the "Complete my application" button to confirm that your application is complete.

There are several forms you must fill in to complete your application. You may start your application from any section, however, you CANNOT press "Save and go to next" button until you complete the sections marked "*". Make sure to click "Complete the Application" button to submit your application. Data can no longer be edited once you complete your application. Failure to complete submission will result in your documents not being screened.

Make sure to confirm your application status has been changed from "Application in progress" to "Application completed".

(2) Notes on the Completion of Application Documents

- By creating your account on TAO, you are deemed to agree to the "Terms and conditions" and "Handling of personal information" designed by TAO Inc., the service provider of TAO.
- Complete the application by the application deadline by clicking "Complete my application" button on TAO. Applicants are also required to complete all the application documents including submission of the Letter of Recommendation. **No applications will be received after the deadline and the deadline will NOT be extended under any circumstances.** Make sure you apply well in advance.
- "Application completed" on TAO indicates you only have completed application procedures. It does not mean that your application has been accepted.
- Please carefully check all the fields and uploaded files before you click the "Complete the Application" button. Once "Application completed" appears on the screen, you will not be able to make any further changes, for any reason. Applications will be rejected if any documents are incomplete or missing in the application.** Please take the necessary precautions to ensure that all required documents are submitted correctly. Also, regarding the application materials, the Administrative Office of Faculty of Letters, Arts and Sciences may contact you by "Message" on TAO or the e-mail address registered on the Application Form. Follow the instructions as soon as possible, as we may not accept the application if you fail to respond by the designated date.
- Your essay, personal statement, research plan, etc. are a chance to explain yourself to the school and should be completed by yourself. Using third parties or generative AI to create these documents and presenting them as your own work may be considered as cheating and could affect the evaluation of your application.

(3) List of Application Documents

- The following table lists the required application documents.
- Applicants in P.5 **3) Applicant Eligibility** Requirement 5, 6 or 7 should consult the Administrative Office of Faculty of Letters, Arts and Sciences by October 5, 2026.

	Submission Documents	Notes
A	Application Form1 • Application Form 2	Refer to P.10-11. All applicants.
B	Certificate of (Expected) Graduation	Refer to P.11-14. All applicants.
	Certificate of (Expected) Completion	
	Online Verification Report	
C	University Academic Transcript	Refer to P.11-14. All applicants.
	Graduate School Academic Transcript	

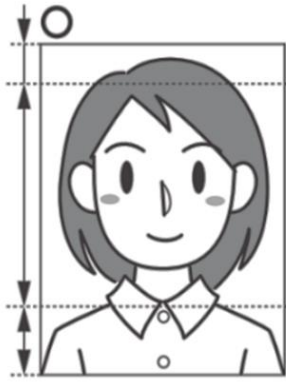
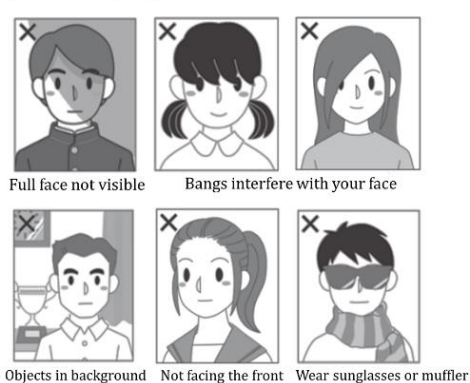
D	Language Proficiency and Other Information	Refer to P.14. All applicants.
E	Statement of Purpose	Refer to P.14. All applicants.
F	Writing Sample	Refer to P.14. All applicants.
G	Certificate of English Proficiency	Refer to P.14-15.
H	Certificate of Japanese Proficiency	Refer to P.15-16.
I	Scanned data of Your Passport	Refer to P.16.
J	Scanned data of Your Residence Card or Certificate of Residence	Refer to P.16-17.
K	Letter of Recommendation	Refer to P.17.

(4) Notes on Submitting Application Documents on TAO

A: Application Form 1 · Application Form 2

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

Application Form 1	
Entrance Date	• Select the category for which you are applying. • <u>For those who do not have residence status in Japan, please note that the certificate of eligibility, which is required to apply for residence status, may not be issued within the entrance date especially if you choose to enroll in April, as it takes approximately two to three months for the Immigration Services Bureau in Japan to issue the certificate.</u>
Educational Background	• Enter <u>all the educational institutions</u> you have attended, from elementary school through university/graduate school, in the order of earliest to latest. However, you do not need to include kindergartens, language schools. Also, do not enter the name of institutions above the undergraduate program if you cannot submit the certificates. • <u>If necessary, add more fields by selecting “+Add Educational Background”. Each field should be entered with only one educational institution.</u> • Include periods of transfer or study abroad.
English Proficiency Test Score	• Applicants who submit the official certificate of TOEFL (iBT) or IELTS (Academic / for UKVI Academic) as P.14-15 G: Certificate of English Proficiency, follow the instruction below. ➤ TOEFL (iBT): Enter each section of “TOEFL iBT Test Date Scores” and “Appointment Number” on your Score Report. ➤ IELTS (Academic / for UKVI Academic) or Computer-delivered IELTS (Academic): Enter “Test Report Form (TRF) Number” on your “Test Report Form”. • For details, refer to the instructions stated on the TAO.
ID Photo Data	Upload a photograph that identifies you, as it will be used to verify you on the day of the entrance examination. Be sure that your photograph meets the following conditions. 1. Please upload a color photo taken <u>within 3 months</u> before the time of application. The requirements for the photo are as follows: A vertical to horizontal ratio of 4:3; borderless, must capture the upper body; must provide a front view with no hats; and must be taken against a plain background. As will be detailed later, as part of the enrollment procedure, you will be required to upload the same photo you submitted with your application. Therefore, please keep the file of the submitted photo until you complete the enrollment procedure. 2. Photos taken wearing scarves and sunglasses will not be accepted. However, if you would like to submit a photo of yourself wearing a head piece for medical or religious reasons, please contact us prior to submitting your application. 3. The photo will be used for identity verification on the day of the test. Therefore, we do not accept unclear photos such as snapshots or photos that make it difficult to identify the pictured individual or verify their identity owing to differences in hairstyle, etc. 4. Please do not post-process or retouch the face portrait photo. 5. Photographs taken and printed by individuals themselves using smartphones, etc., will not be accepted. Be sure to take an ID-quality photo (photo taken at an

	instant photo booth is acceptable). The data of photograph created by photographing a printed photograph with a smartphone, etc., will not be accepted. 6. During the enrollment procedure, you will be required to upload a photo for your student ID card separately. Please use the same photo you submitted with your application. Please note that the photo uploaded during the enrollment procedure will be used as personal information in various student web portal services, and for identity verification in various on-campus procedures. 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.  
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Application Form 2	
Nationality	Select your nationality as it appears on your passport or recognized ID card etc. If you have dual nationality, contact our Administrative Office. In cases where you hold dual nationality with Japan, please select Japan. Please note that providing incorrect nationality information may prevent us from offering appropriate guidance regarding enrollment procedures.
Gender (legal)	Select your gender (legal). 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. For details, refer to the following website: https://www.waseda.jp/inst/diversity/en/support/sexual-minority/
E-mail Address	Make sure to enter an e-mail address correctly. The Administrative Office of Faculty of Letters, Arts and Sciences may contact you at the email address you enter here, so please enter the email address you use on a daily basis.

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

- Upload PDF versions of the original / certified certificates to TAO, according to the version of the certificates as follows.
 - Digital certificates: Upload the PDF version of the digital certificates by yourself.
 - If you cannot obtain digital certificates, please upload the scanned PDF versions of the original / certified certificates (paper version) to TAO.

*If the digital certificates cannot be sent from the issuing institutions directly to you, they will be accepted by email directly from the issuing university's official email address to the Administrative Office of Faculty of Letters, Arts and Sciences.

《Important notes for submitting the certificates》

Before asking your questions, please refer to FAQs on P.3-4 and P.12-14 of this application guide.

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

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

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

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

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

Condition	Instructions
Documents in languages other than Japanese or English	➤ 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.
Those who have completed or expect to complete a graduate program	➤ Submit all the required certificates of both universities and graduate schools. ➤ Those who have completed from Graduate School of Letters, Arts and Sciences, Waseda University are not required to submit certificate of B and C.
In cases of graduation from multiple institutions	➤ Submit the certificate and transcript of all universities and graduate schools.
Transfers between institutions, schools, or departments	➤ Submit the academic transcripts of the previous institution, school or department.
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	➤ Submit the academic transcripts from the institution at which you studied.
In case of certificate cannot be issued as the reason for leaving of absence or studying abroad when applying	➤ Write and upload documents explaining the reasons. (Indicate when it can be issued) Also, as soon as a certificate is available, send a certificate to the Administrative Office of Faculty of Letters, Arts and Sciences by e-mail. ➤ If you are unable to obtain the Certificate of Expected Graduation / Certificate of Expected Completion, please notify the Administrative Office of Faculty of Letters, Arts and Sciences.
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 obtained or are scheduled to obtain a degree from a university or graduate school in mainland China, follow the instructions under the below.

- ✧ 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 certificates of B and C 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 in 2) above, follow the instructions above.

applicable to any of the conditions stated in 2) above, 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) [Sample]	"Verification Report of China Higher Education Student's Academic Transcript" [Sample]
For EXPECTED Graduates	"Online Verification Report of Student Record" (English) [Sample]	

***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 takes quite some time for CHSI to certify your certificates and send them to us. **Please arrange them well in advance to ensure that the verification reports arrive by the application deadline.** Even if those

reports from CSSD arrive at the Administrative Office of Faculty of Letters, Arts and Sciences before the application period, they will be accepted. 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 an 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: Language Proficiency and Other Information

- Include your language proficiency (first language and any other languages known), as well as educational background, and related experiences, such as internships, attendance at symposia or research-related events, creative projects, study in foreign countries, work history.

Native Level: English, Mandarin, etc.

Other: Japanese, Korean, German, etc.

- Download **the designated format** from the below and use it when preparing this document for submission.
[Language Proficiency and Other Information Template](#)

E: Statement of Purpose

- In 1,000 words or less, state your reasons for wishing to be admitted to the Global-J program, including a summary of your background, fields of academic interest and research plan. This document must be written **in English**.
- Attach the **designated format for the cover page** when preparing this document for submission.
- Download the designated format from the below.
[Statement of Purpose Template](#)
- Upload a PDF version to the designated field on TAO.
- The Administrative Office of Faculty of Letters, Arts and Sciences will not answer to any inquiries regarding topics which are covered the above.

F: Writing Sample

- **One or two academic papers**, written in **English**, and totaling at least 4,000 words.
- If submitting two papers, one of the two may be written in Japanese (at least 4,000 characters). In this case, an English-language abstract of 250-300 words must be submitted along with the Japanese-language paper. The second paper, written in English, must be at least 2,000 words.

English only		Japanese and English
One paper	Two papers	
• Totaling at least 4,000 words		«Japanese» • At least 4,000 characters • Along with an English-language abstract of 250-300 words. «English» • At least 2,000 words.

- Download **the designated format** from the below and attach it **for the cover page** when preparing this document for submission.
[Writing Sample Template](#)
- Upload a PDF version to the designated field on TAO. If submitting two papers, click “+Add Writing Sample”, then upload each paper to each field.
- The Administrative Office of Faculty of Letters, Arts and Sciences will not answer to any inquiries regarding topics which are covered the above.

G: Certificate of English Proficiency

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

TOEFL (iBT)	There is no minimum score required for application.
IELTS (Academic / for UKVI Academic) Computer-delivered IELTS(Academic)	There is no minimum score required for application.

- Only the tests taken on or after the following date are deemed as being valid: **December 1, 2024.**

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

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

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

TOEFL (iBT)	• Submit Official Score Reports (Only directly sent from ETS). ➢ Examinee Score Reports and Test Taker Score Reports are not valid. • TOEFL-ITP, TOEFL (iBT) Home Edition and TOEFL (iBT) Paper Edition are not valid. • My Best Score is not acceptable. • The institution code for direct submissions from ETS is B590 (Waseda University (FLAS)). The Department Code is 99.
IELTS (Academic / for UKVI Academic) Computer-delivered IELTS (Academic)	• Submit the "Test report form". • Contact the testing organization for direct submission (There is no code for direct submission). • IELTS (General Training) / Computer-delivered IELTS (General Training) / IELTS Online are not valid. • IELTS One Skill Retake is not acceptable. • Make the necessary arrangements with the testing organization to ensure that it arrives. ➢ When arranging for direct delivery of scores from the examining organization to the Graduate School, send the scores to "Admissions Affairs Section, Administrative Office of Faculty of Letters, Arts and Sciences" and the address to "1st floor Bldg. 34, 1-24-1, Toyama, Shinjuku-ku, Tokyo 162-8644, JAPAN". ➢ When arranging for sending scores directly from the test board electronically, use the following information. ◇ Institution: Waseda University ◇ Department: Admissions Center ◇ Address: 1-6-1, Nishi-waseda, Shinjuku-ku, Tokyo, 169-8050 Japan, Admissions Center, Waseda University ◇ Delivery Method: Electronic Score Delivery

H: Certificate of Japanese Proficiency

- Applicants in **P.5 3) Applicant Eligibility** Requirement 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 three options, **or if the certificate is not submitted within the application period.**
 - * However, in cases of completion of a degree program equivalent to Japanese secondary education (Junior high and high school), this is not required. Click on the checkbox on TAO if you apply to the above.

<Requirement for H: Certificate of Japanese Proficiency>

Type	Instructions for submission
 	- Enter “Registration No.” and “Certification No.” on “JAPANESE-LANGUAGE PROFICIENCY TEST CERTIFICATE OF RESULT AND SCORES” to TAO. - Upload the following official certificates (the original is paper version) by scanned PDF. It should be in color and clearly. - CERTIFICATE OF RESULT AND SCORES (認定結果及び成績に関する証明書) - Certificate of Japanese-Language Proficiency (日本語能力認定書) - There is no cut off for the score level of the JLPT and the validity period is not specified. * Screenshot of the My JLPT page on the website will not be accepted.
 	- Upload the following official certificates by PDF data. - Score Confirmation Report (成績確認書) - EJU Examination Voucher (日本留学試験 (EJU) 受験票) - There is no cut off for the score level of the EJU and the validity period is not specified. * Screenshot version will not be accepted.
 	- If you are unable to submit either the JLPT or EJU test scores, please submit the “Evaluation of Japanese Language Proficiency” letter in the prescribed format by the designated method. - The letter should be from a university faculty member or a person suitably qualified to evaluate the applicant academically. <u>We will not accept an evaluation report that arrives after the deadline, is written in a different format, or is submitted by a different method for any reason.</u> - Applicants who submit this evaluation report should share the following link with your evaluator: https://x.gd/l2Dh0 (This link will be available from the first day of application period to the application deadline.) - We will not respond to inquiries regarding confirmation of arrival. Once the letter is submitted, a confirmation email will be sent to the applicant’s email address that the evaluator has provided. * The evaluation letter may be written by the same recommender who wrote the letter of recommendation. However, the letter of recommendation and the evaluation letter must be submitted as separate documents.

I: Scanned data of Your Passport (Overseas Application)

- Applicants holding Japanese nationality or a special resident’s permit do not need 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: Scanned data of Your Residence Card or Certificate of Residence (Domestic Application)

- Applicants holding Japanese nationality or a special resident’s permit do not need to submit.
- Regarding **Domestic Applicants** holding non-Japanese nationality should obtain a scanned data of the appropriate document indicating residence status from the relevant authority in their area of residence. Provide scanned data of both sides of your residence card or certificate of residence.
- Applicants holding Short-stay Visa are not required to submit this document; instead, submit scanned data of your passport.
- Those who are extending their period of stay of the residence card, submit your valid residence card at the time of application. In this case, you don’t have to submit the residence card after the period of stay is extended, but make sure that you apply for the appropriate procedures by yourself.

【Notes for Domestic Applicants holding non-Japanese nationality】

- Even if their residence status at the time of application is valid until after enrollment, there are cases where the residence status may change according to individual circumstances, and the current resident permission cannot be extended or renewed. The university is not responsible for the renewal or extension of your resident’s permission after enrollment. 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: Letter of Recommendation

- Applicants should request 2 letters of recommendation. Ask two different recommenders respectively to prepare one letter of recommendation each.
- Applicants can send requests to recommenders before applicants complete other sections of application forms. It is recommended that you should send "Request" to your recommenders at the earlier time of application period, so that your Letter of Recommendation can be duly submitted by the application deadline.
- **The application cannot be completed until the "Completion status" changed to "submitted". Applicants are responsible for arranging for letters of recommendation from recommenders to be submitted by the application deadline. Make sure to communicate well with your recommenders in advance.**
- The procedures for handling requested letters are as follows.
 1. Enter the e-mail address of the recommender from the "Request" button to make a request, then the e-mail will be sent to the recommender from TAO (no-reply@admissions-office.net). After receiving the e-mail from TAO, the recommenders follow the instructions of this e-mail, create an account of TAO, and upload the letter of recommendation directly to TAO.
 - * Confirm your recommender's e-mail address before making a request.
 2. Once the recommenders have completed the submission of the letters, applicant will receive an e-mail of notification from TAO. Confirm "Completion status" of "Request status" changed to "Submitted".
- Share "*Instructions for Recommenders*" below with your recommenders so that they can submit the letters smoothly. Following document includes FAQs about the submission of the Letter of Recommendation. Please make sure that applicants review it as well.
 - ["Instructions for Recommenders"](#)
- If you or your recommenders have any technical questions regarding the use of TAO, please refer to the following links below.
 - [For Applicants](#)
 - [For Recommenders](#)

《Notes》

- The letter should be from a university faculty member or a person suitably qualified to evaluate the applicant academically.
- **The e-mail address of the recommenders to whom your requests are made must be an official e-mail address with the domain of recommender's affiliated university/ institution.** Also, ask your recommenders to add the sending domain (@admissions-office.net) to their list of accepted e-mail senders to ensure that they receive the messages sent from TAO. It is NOT accepted any free e-mail address with the domain such as yahoo/ gmail/ qq, etc. or a personal provider e-mail address as your recommender's e-mail address. However, if your recommenders cannot receive the request for submission of the Letter of Recommendation, please notify the Administrative Office of Faculty of Letters, Arts and Sciences by e-mail as soon as possible.
- The Letter of Recommendation submitted by any system or method other than TAO will be considered invalid. Contact the Administrative Office of Faculty of Letters, Arts and Sciences if there are any problems.
- All letters of recommendation must be dated after April 1, 2026.
- The Administrative Office of Faculty of Letters, Arts and Sciences might contact the recommenders to verify the information on the letters.
- These letters must be written in either English or Japanese.
- **The letter that evaluates only language ability will not be accepted.**
- The format is free. The template for the letter is also available from the following link below.
 - [Letter of recommendation](#)

(5) Falsification of Documents

You 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 and your application documents will not be returned and the screening fee will not be refunded.

(6) Handling of Personal Information

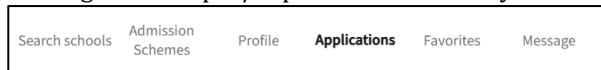
Waseda University will use the personal information (address, name, date of birth, etc.) collected at the time of application to discharge duties relating to entrance examinations, announcement of successful applicants, enrollment procedures, and other related work. In doing so, the University will take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

3. Selection Process

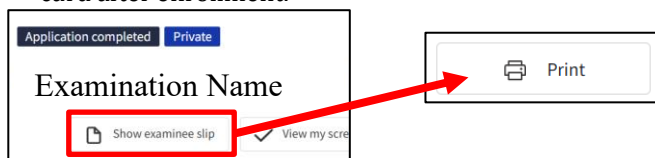
1) Notification of Examination Number and Selection Processes Information

- Applicants whose applications have been accepted will be notified of their examinee number on TAO by around January 8, 2027.

1) Choose your application: “【Master’s Program】 Global Japanese Literary and Cultural Studies Master’s Program for April/September 2027 Entry” from “Application” on TAO.



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



2) Selection Process, Schedule

(1) First Stage (Document Screening)

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

(2) Second Stage (Interview Examination)

Notification Date for the schedule of the Second Stage	By January 25, 2027	Interview Examination Period	January 27, 28, 29, or 30, 2027 (Either one day designated by the GLAS)
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- Only those applicants passing the document screening stage are eligible.
- Applicants are strongly advised to keep their schedules flexible during the Interview Examination Period.**
- If the applicants miss the notification and in turn miss their interview time, the Administrative Office of Faculty of Letters, Arts and Sciences cannot be held responsible.**
- If the country you are residing in during the Interview Examination Period is different from the one at the time of your application, please inform the Administrative Office of Faculty of Letters, Arts and Sciences of your current country of residence by noon on January 12, 2027.**
- While the interviews will be conducted primarily in English, there may be cases in which some degree of Japanese will also be used.
- The interview will be conducted using a web-based video conference system (“Zoom”). It is not necessary to come to the University on the day of the interview.
- Details such as the meeting time and interview start time will be sent only to those who have passed the first stage of the screening, via the message function of TAO.
- The University may record the interview for screening purposes.
- Recording by anyone other than the University is strictly prohibited.
- Make sure that the environment described below is available for you to sit for the interview. Any expenses incurred to prepare the necessary equipment and environment is the responsibility of the applicant.
 - **Internet connection**
Please ensure a stable internet connection. A wired LAN system with cables is recommended to ensure a stable connection.
 - **Audio and video equipment**
Please prepare a web camera, microphone, earphones, speakers, etc. You may use the equipment built into your personal computer or other equipment. We recommend the use of a computer, but smartphones and tablets are also acceptable. (The use of devices is allowed solely for the purpose of performing a Zoom interview.) Please participate in the Zoom test meeting (<http://zoom.us/test>) in advance to confirm the audio and video functioning/quality.
 - **Location and interview time**
Please secure a room with the above-mentioned equipment where you can maintain a quiet environment with no third parties around you. The start time of the interview will be designated by the

University. Please note that we cannot accommodate individual requests. Applicants will be considered absent when arriving 20 minutes after the scheduled interview time.

➤ **Troubleshooting and precautions on the day**

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

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

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

➤ **Cautions regarding Zoom**

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

Zoom Support: <https://support.zoom.com/hc/en>

3) Notes

(1) Waseda University Code of Misconduct

Waseda University 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, students are found to have committed misconduct, they will be subject to revocation of admission, in accordance with the University’s rules and regulations.

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

(2) 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 Result and Entrance Procedures

1) Announcement of Result

(1) First Stage: January 21 at 10:00, 2027

(2) Final: February 1 at 17:00, 2027

(3) Method: TAO

- The result will be released via TAO (Login>Applications>Completed >Choose your application >View my screening results)
- Inquiries regarding the admission decision, requests for advice, guidance, or comments on your application, and appeals for reconsideration of the decision will not be handled under any circumstances.
- No certificate of acceptance will be issued at the time of the announcement of successful applicants.
 - For those requiring documents of proof for scholarship applications, contact the Administrative Office of Faculty of Letters, Arts and Sciences.

2) Sending of the "Guide for Enrollment Procedures"

- Documents will be sent to the successful applicants.
 - April 2027 Entry: Documents will be sent in February, 2027
 - September 2027 Entry: Documents will be sent in late July, 2027
- Enrollment documents will be sent to **"Message" on TAO.**

3) Entrance Procedures

(1) Overview

- Entrance procedure is complete when all the following steps have been taken within the designated period.
 - 1. Payment of Registration Fee, School Expenses, and Other Fees for the First Semester<Bank Transfer>**
 - 2. Registration of Information for the Entrance Procedures <UCARO> (Examination portal site)**
 - 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 details, please check the relevant entrance documents sent by "Message" on TAO.

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

- The registration fee, school expenses and other fees must be paid within the designated period.
- Upon payment of the fees, a "Certificate of Enrollment" will be issued, which is necessary to apply for status of residence in Japan. If you need a "Certificate of Enrollment", contact the Administrative Office of Faculty of Letters, Arts and Sciences.
- The registration fee will be credited toward the enrollment fee for students who enroll.
- For information on applying for status of residence by proxy, refer to P.22 **1) Acquisition of Status of Residence of "Student"**.

(3) Submission of the Entrance Procedures Documents

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

Document	Notes	Deadline
Certificate of Graduation	• Must show that you have officially graduated from your previous university. • Certificate of Expected Graduation is NOT required (nor accepted) for those who uploaded it during application. • Applicants who graduated from universities in mainland China are required to arrange verification e-mails for "Certificate of Graduation" as directed on P.13-14.	TBA
Academic Transcript (Both Graduate School and University)	• Must include the same contents as what you submitted during application.	TBA
CERTIFICATE OF RESULT AND SCORES (認定結果及び成績に関する証明書)	• Only for those who submit JLPT as H: Certificate of Japanese Proficiency.	TBA
Certificate of Residence	—	TBA
Photocopy of Receipt of payment of tuition and fees	—	TBA

5. To International Students with a Foreign Nationality

1) Acquisition of Status of Residence of “Student”

If you have been admitted to Waseda University as an international student, you can apply for a status of residence of “Student”. Those with such status are eligible to apply for tuition reduction, exemptions and scholarships for international students. **If your status of residence is not “Student,” you cannot use these services or systems intended for international students.**

The University does not allow enrollment if you have a “Temporary Visitor” status. If any of the situations (1) to (6) below apply to you, you need to take the necessary measures, such as extending your period of stay, changing your status of residence, or requesting for a COE application by proxy. **To complete these procedures, you must pay the Registration Fee, tuition fees, and miscellaneous fees.** If you need a “certificate of admission” for your application, it will be provided upon request after your payment is confirmed. Please contact the Administrative Office of Faculty of Letters, Arts and Sciences to issue it after you have made your payment.

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

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

(1) If you have a status of residence of “Student”

If you currently have a status of residence of “Student,” please apply for “extension of period of stay” as necessary. You can do this starting three months before your current status expires. For details, refer to [“If your current status of residence is “Student””](#) in “For Prospective Students” on the website.

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

If you currently have a “Temporary Visitor” status, as a general rule, apply for a status of residence of “Student.” For details on how to apply, refer to **“(4) If you do not have a status of residence”** below.

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

If you finish the activity related to your current status of residence, you will need to change your status to “Student.” If your situation does not change, such as if you remain a “Dependent,” follow the procedure that matches your situation. For more information, refer to [“If your current status of residence is other than “Student””](#) in “For Prospective Students” on the website.

【Note】To apply for an extension of period of stay or to change of status of residence, you need a document from Waseda bearing the University's seal. Please submit the required documents, such as your application form or certificate of admission, to get this sealed document before you apply to the Immigration Services Bureau.

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

To apply for a status of residence, you first need to obtain a certificate of eligibility (COE) from the Immigration Services Bureau in Japan. Waseda University will apply for a COE on behalf of **international students residing outside Japan only after they have completed the enrollment procedures.** Once the University receives the COE, they will email it to you. You must then take it with your passport to the Japanese embassy or consulate in your country of nationality or residence to apply for a “Student” visa. The COE is valid for three months after issuance, so you must enter Japan before it expires. **Because the Immigration Services Bureau takes around two months for process the COE, please start the procedure as early as possible.**

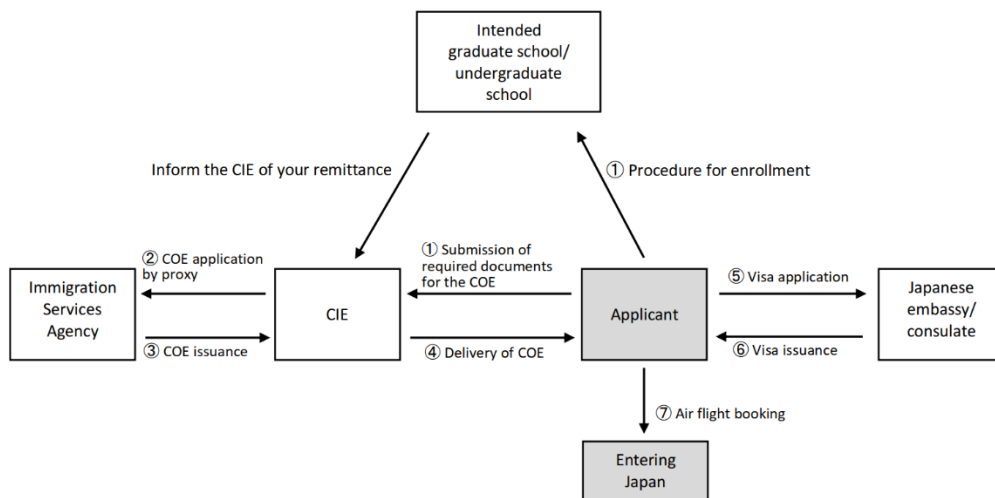
【Note】

- **Waseda University will carry out the application by proxy only after you have paid the Registration Fee, tuition fees, and miscellaneous fees.** Please pay as soon as possible and start your process of requesting an application by proxy.
- For information about required documents where to send them, see [“Request for COE Application by Proxy”](#).

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

*The time it takes for “⑥ Visa issuance” depends on the embassy or consulate you apply to. In some cases, it takes about three weeks.

*After submitting your application documents to the Center for International Education (CIE), contact the Japanese embassy or consulate where you intend to apply. Ask them how long it will take to issue your visa.



(5) Acquisition/Change of status of residence

[Visa waiver or Temporary Visitor status holders]

If you enter Japan as a visa waiver or on a Temporary Visitor status (90 days or less of stay in Japan for activities such as sightseeing, business communication, or visiting relatives, etc. that do not involve monetary compensation), in principle, you will need to leave Japan once and then submit your COE to the Japanese embassy or consulate in your country of nationality or residence to acquire a student visa.

【Note】 If you have a temporary visitor status of 30 days or less, you cannot change your status while in Japan. You must leave Japan, submit your COE to the Japanese embassy or consulate in your country of nationality or residence, and obtain a student visa before re-entering Japan.

(6) Other important points

- The CIE at Waseda University acts on your behalf to apply for a “Student” status of residence only. If you want a different type of status, you need to apply for it yourself at the Immigration Services Bureau.
- The Immigration Services Bureau might ask you to submit extra documents if necessary.
- If you decide not to enter Waseda University, please inform the CIE right away. If you are accepted by another university in Japan at the same time, make sure that you do not apply for a COE through more than one university. Multiple applications will lead to your COE being refused.
- If you have Japanese nationality, you cannot apply for a COE.
- The Immigration Services Bureau oversees all residence status matters. Waseda University cannot control this process, so the University is not responsible for any costs, such as air ticket cancellation fees or other inconveniences caused by issuance delays or denials. Please book your flight at your own risk.
- If you have questions or are unsure about the forms, the CIE cannot help you fill them out. Please use your best judgement to complete them on your own. If the CIE needs to confirm anything in your documents, we will contact you before submitting your application to the Bureau.

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

- Applicants who hold nationality from the Philippines / Vietnam / Indonesia / Nepal / Myanmar / China are required to submit the “Tuberculosis (TB) Clearance Certificate” in addition to the usual Certificate of Eligibility (COE) application documents to prove that you are not infected with TB. The date this rule takes effect differs depending on your nationality, so please be sure to check the details from the following document if applicable.

➤ <https://www.waseda.jp/inst/cie/news/40765>

6. Other Information

1) Tuition and Fees

- For information regarding 2027 school expenses and other fees, please refer to the website below.
<https://www.waseda.jp/inst/admission/en/other/tuition/>

2) Waiver of Enrollment Fees

- If you are currently enrolled in, or have graduated from, completed, or withdrawn from an undergraduate, graduate, or specialized program of Waseda University, your registration fee will be refunded.
- For more information, please refer to the “Guide for the Entrance Procedures” sent to successful applicants or contact the Administrative Office of Faculty of Letters, Arts and Sciences, Waseda University.

3) Refund of Expenses

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

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

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

5) Consumer Credit Loans

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

6) Notice Regarding the Prevention of Sexual Violence against Children Act

- Students participating in teaching practicums and other child-related educational or research activities may be required to complete a criminal background check in accordance with the Prevention of Sexual Violence against Children Act. Depending on the results of the criminal background check, students may not be eligible to participate in such activities.

7) For Payments at a Convenience Store

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

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

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

●If a payment slip is not printed out, just tell your number to the counter staff.
A multifunction copier can not be used to make payment.

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

LAWSON
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]
Customer Number Verification Code

●Information terminal issues a funds transfer receipt. You will need to take this to the cash register within 30 minutes and make the actual payment.
●Receive an Application Fee Statement. Detach the Certificate of Payment (receipt) portion.
*Design and layout of the touch screen buttons is subject to change without notice.

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

multifunction copier

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

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

3 Application

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

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

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

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

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

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

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

convenience stores:

Questions about paying your entrance exam fees at convenience stores? Please visit:
Note: Convenience store staff cannot answer questions about the service.

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

8) For Credit Card Payments and Online Payments From China

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

Waseda University

Examination Fee Payment by Credit Card and Union Pay

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

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

Web Application - Online Transaction

Access the site below

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

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

Paying with Credit Card

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

↓

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

↓

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

Paying with Union Pay

Follow the onscreen instructions to complete the card payment.

↓

Please click the "Application Results" button in the upper part of this site (e-shiharai.net).
↓
Please write down the "Receipt Number" given when you complete your application, and enter your "Payment Method", "Receipt Number" and "Birth Date". Please make sure your printer is ready.
↓
Please print out the "Payment Inquiry - Inquiry result" page.

Application

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

*Confirm the name of descriptions of Payment Inquiry is "Master's/Doctoral Global-J".

[NOTICE/FAQ]

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

■ Payment Commission

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

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

For questions or problems not mentioned here, please contact :

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