



The LL.M. in Asian Economic Integration and Law

Graduate School of Law
Waseda University

Application Guidelines for April 2024 Entry

Master of Laws in Studies of Legal Frontiers

■ 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, admission 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 personal information. Note that 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 (hereinafter, "Submitted Related Documents") by providing said Submitted Related Documents to the issuers, providers, theses review entities, etc. By submitting or providing the Submitted Related Documents to the University, the applicant agrees to the University's right to make such inquiries. In addition to the above, 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. Please understand this in advance.

1. Application Overview

I. Applicant Eligibility

Applicants must fulfill one of the following requirements.

1. Those who have graduated or are scheduled to graduate from a university in Japan by the entrance period that applicants wish to matriculate.
2. Those who have received a Bachelor's Degree from the National Institution for Academic Degrees and University Evaluation or are scheduled to receive such a degree by the entrance period that applicants wish to matriculate.
3. Those who have completed 16 years of standard school education outside Japan or are scheduled to complete such education by the entrance period that applicants wish to matriculate.
4. Those who have completed a more than 3 years program in a university outside Japan or are scheduled to complete such education and hold a bachelor degree by the entrance period that applicants wish to matriculate.
5. Those who are designated by the Minister of Education, Culture, Sports, Science, and Technology by the entrance period that applicants wish to matriculate.
6. Those who have been enrolled at a university for more than three years (or have completed 15 years of school education overseas or are scheduled to complete such education by the entrance period that applicants wish to matriculate) and have been recognized by the Graduate School of Law as having earned a specified number of credits with an excellent academic record.
7. Those who have been recognized by the Graduate School of Law as possessing academic credentials superior to those of university graduates through an individual entrance requirement screening process and are scheduled to reach 22 years of age by the entrance period that applicants wish to matriculate.

* "University" mentioned in requirements 1 and 6 refers to a university which is approved by the Ministry of Education, Culture, Sports, Science and Technology of Japan.

* Graduates from three-year specialized college (zhuanke) programs in China do not meet the requirement 6. However, those who have graduated from a four-year (benke) program after graduating from a three-year program, and completed 16 years of school education will be considered to fulfill requirement 3.

* Prospective applicants who are unsure if they can fulfill the requirements 6 and 7, must confirm their eligibility with the admission office prior to the application.

※A law degree (eg. BA in Law, LL.B, JD, etc.) or equivalent legal knowledge and experience is required for admission. If an applicant has no formal law degree, he/she should state his/her equivalent knowledge and experience on a separate sheet and submit it with other application documents.

II. Number of Students to be admitted

Major	Course	Number of Student Admitted
Master of Laws in Studies of Legal Frontiers	The LL.M. in Asian Economic Integration and Law	Approximately 10 Students

*Applying for both the LL.M in Asian Economic Integration and Law and the LL.M. in Intellectual Property Law is not permitted.

III. Application Schedule

Documents-Submission Period on Web*	August 4 to September 8, 2023 in Japan Time
Screening Fee Payment Period	September 4 to September 8, 2023 in Japan Time
Announcement of Document Screening Result	October 26, 2023 in Japan Time
Online Interview Date	October 28 or 29, 2023 in Japan Time
Final Announcement of Successful Applicants	10:00am on November 16, 2023 in Japan Time

NOTES: All application materials (including two recommendation letters) should be submitted on the web application system (TAO).

IV. Screening Fee

Applications from applicants who have not paid the screening fee will not be accepted.

Moreover, except for the cases explained later, paid fees cannot be refunded under any circumstances.

The amount of the screening fee will differ, depending on the country of residence at the time of application (regardless of nationality). In some cases, applicants residing outside of Japan may be asked to provide documentary proof of residence.

The Amount	Outside Japan: JPY 5,000 Within Japan: JPY 30,000 *place of residence at the time of application
Payment Period	September 4 to 8, 2023
Methods of Payment	Please choose either ① or ② below to make a payment.

*The screening fee must be paid during the designated period. Please note that payment before/after the prescribed period is not acceptable.

* Applicants who meet the conditions are eligible to have their screening fees waived. Please find the document “Screening Fee Waiver Program for Applications from Specified Countries” on page 5.

① Payment by Credit Card/ China Union Pay

<<This payment method is applicable to all applicants regardless of country of residence. >>

The payment can be made 24 hours a day, seven days a week, including Saturdays, Sundays, holidays. Detailed information on this payment method can be found on page 3.

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.

To make a payment by credit card or China Union Pay, please access the online screening fee payment website (<http://e-shiharai.net/ecard/>) and complete the required procedures. On the “Category Selection” page, please make the following selections:

	Outside Japan	Within Japan
First Selection	Graduate School of Law	Graduate School of Law
Second Selection	April 2024 Admission	April 2024 Admission
Third Selection	Master's Program	Master's Program
Fourth Selection	LL.M. Admission (Asian Economic Integration, Overseas) JPY 5,000	LL.M. Admission (Asian Economic Integration, Domestic) JPY 30,000

After completing the transaction, please save the “Result page” as PDF and upload it to the online application system.

② Payment at a Convenience Store

<<This payment method is applicable to applicants residing in Japan. >>

To make a payment at a convenience store in Japan, the designated payment registration must be completed through the “Screening fee convenience store payment site” (<https://e-shiharai.net/>) [Japanese Only] in advance. For more information on this payment method, please refer to page 4.

The payment can be made 24 hours a day, seven days a week, including Saturdays, Sundays, and holidays. However, please note that application via the website will end at 23:00 on the last day of the payment period. Similarly, you will not be able to make a payment at a convenience store after 23:30 on the last day of the payment period.

If a family member or acquaintance of an applicant conducts the procedure for the applicant, the 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 Graduate School of Law Office in advance.

On the “Category Selection” page, please make the following selections:

	Within Japan
First Selection	法学研究科
Second Selection	「次の第3選択へ」
Third Selection	「次の第4選択へ」
Fourth Selection	修士課程LL.M. (国内出願) 30,000円

After making the payment, please upload the picture (or PDF) of the “Certificate of Payment of the Screening Fee” from the Screening Fee Handling Description on the online application system.

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 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. |
| 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 or print the page as a PDF file
and upload it on the online application system (TAO).

[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)

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.

- 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
[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 Loppi
Touch the "各種サービスメニュー" option
Various Service Menu
Select the "各種代金インターネット受付" button on the touch screen
All Payments
Touch the "各種代金お支払い" option
All Payments
Touch "マルチペイメントサービス"
Multi-payment Service
Enter your【お客様番号】【確認番号】
Customer Number Verification Code

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

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

Use the FamilyMart information terminal or multifunction copier
Select the "代金支払い" button on the touch screen
All Payments
Enter your【お客様番号】【確認番号】
Customer Number Verification Code

3 Application

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

- 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

convenience stores:	Entrance exam fee ¥49,999 or less	500 yen
	Entrance exam fee ¥50,000 or more	720 yen

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/>

Screening Fee Waiver Program for Applicants from Specified Countries

Applicants who meet the conditions shown below (1. Eligibility) are eligible to have their screening fees waived.

1. Eligibility

The applicant must reside in one of the countries listed below AND hold nationality of one of those countries.

*The applicant's country of residence and nationality do not necessarily have to be the same.

*Applicants with dual nationality are only eligible if BOTH nationalities are included in the list of eligible countries.

2. Procedures

Along with the application documents, please submit the following documents in place of the proof of payment for the screening fee.

1) Form for Screening Fee Waiver (prescribed form)

2) Passport Copy (including all details of the applicant)

3. Notes

1) The screening fee waiver form will not be accepted if submitted after the application deadline under any circumstances.

2) Be careful not to pay the screening fee if you are claiming the waiver. The screening fee, once paid even by mistake or accident, will not be returned.

3) In the event that the applicant is found to be ineligible for the screening fee waiver program or has made a false claim, the application for admission to Waseda University itself might be revoked immediately.

List of Eligible Countries:

Afghanistan, Angola, Bangladesh, Benin, Bhutan, Burkina Faso, Burundi, Cambodia, Central African Republic, Chad, Comoros, Democratic People's Republic of Korea, Democratic Republic of the Congo, Djibouti, Eritrea, Ethiopia, Gambia, Guinea, Guinea-Bissau, Haiti, Kiribati, Lao People's Democratic Republic, Lesotho, Liberia, Madagascar, Malawi, Mali, Mauritania, Mozambique, Myanmar, Nepal, Niger, Rwanda, Sao Tome and Principe, Senegal, Sierra Leone, Solomon Islands, Somalia, South Sudan, Sudan, Syrian Arab Republic, Tanzania, Timor-Leste, Togo, Tuvalu, Uganda, Yemen, Zambia

The above countries are classified as "Least Developed Countries" or "Low Income Countries which are not LDCs" in the list of ODA recipients as published by OECD/DAC.

V. Application Procedure

The application process is to be completed via the online application system, “The Admissions Office (TAO)”.

Please complete application during the designated application period. Failure to complete submission will result in your documents not being screened.

(1) Application Steps

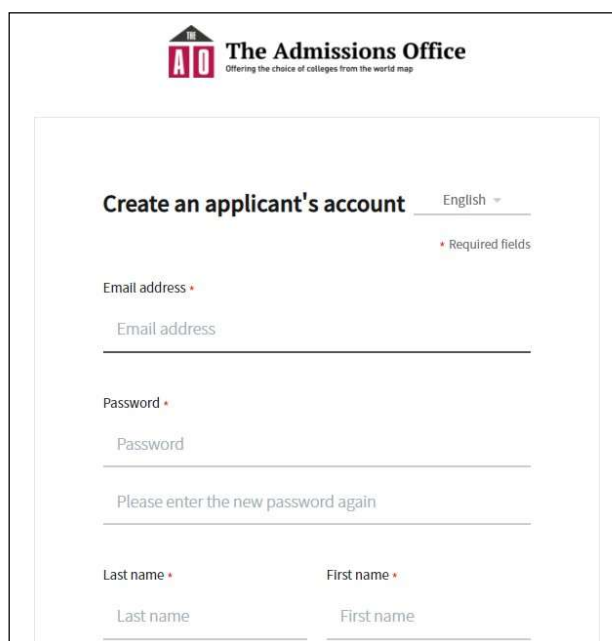
STEP 1	Create your Account for Online Application and Start Application Submission
STEP 2	Complete the Payment of Screening Fee
STEP 3	Complete Application

(2) Details of Application Steps

STEP 1: Create your Account for Online Application and Start Application Submission

Application documents must be submitted through the designated online application system, “The Admissions Office (hereinafter TAO)”. Access the following link and create an account to start preparing for your application.

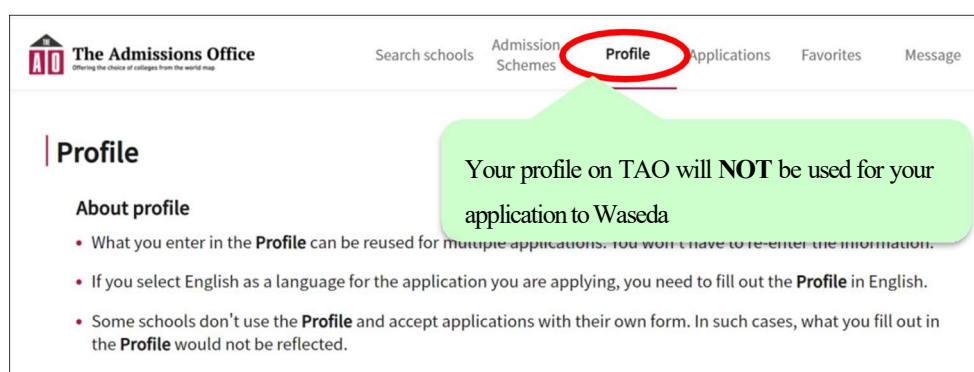
TAO: https://admissions-office.net/en/applicant/sign_up



- Access the above link to create an account on TAO.
- After creating your TAO account, please find “Waseda University, Graduate School of Law” from “Search Schools.”
- Please apply for “**The LL.M. in Asian Economic Integration and Law**” from “Admission Scheme” during the document submission period.
- Follow the detailed instructions shown on the system and this Application Guidelines when filling out or uploading the materials.
- NOTE: By creating your account on TAO, you agree to the “Terms of Use” and “Handling of Personal Information” designated by Samadhi Co.,Ltd., the service provider of TAO.

You do **NOT** need to create the “Profile” in order to apply for this admission.

The school does not use the information filled in this section.



Please click “Start my application”, input all necessary information, upload all the required documents on your TAO and complete your application during the designated period, referring to the list of application documents on pages 8-9.

STEP 2: Complete the Payment of Application Fee

Please pay the screening fee <<from **September 4 to September 8, Japan Time**>> *Edited on Aug 9, 2023, and upload the desital copy of the payment receipt on TAO.

STEP 3: Complete Application

Make sure to click “content confirmation” button and check all the sections have been completed. Click “Complete my application” to submit your application.

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

(3) Notes on Application

- Applications will not be completed until the screening fee has been paid and all required documents have been submitted.
- Please complete your application at TAO by the deadline of the application period. We will not accept applications that remain in the " Application in progress" status after the application deadline.
- We do not answer inquiries regarding whether or not application procedures have been completed.
- Applications may not be accepted if even a single incomplete or missing document is found in the application (including the recommendation letters from referers). Please make sure that you have all the necessary documents before submitting your application.
- You may be deemed to have committed a dishonest act if you falsified, fabricated, or plagiarized a document, material, or information submitted in your application. In such a case, any decision taken regarding your application may later be invalidated, without the application documents and screening fee being returned.
- Digital copies of the documents (diplomas, transcripts, etc.) to be submitted on TAO at the time of application are acceptable, but **the original documents must be submitted** at the time of the entrance procedure. Please note that if you are unable to submit the original certificates by the deadline of the entrance procedure, or if the contents of the digital copies are different from the ones submitted at the time of application, the entrance procedure will be considered incomplete, and you will not be admitted.
- If your address or other information has been changed from the one on TAO, please inform it to the office immediately.

VI. Application Documents

* Applications may not be accepted if even a single incomplete or missing document is found in the application.

* All **Designated Forms** can be downloaded from the Graduate of Law website.

List of Application Documents							
Application Form Designated Form	<ul style="list-style-type: none"> ✓ Must be filled out by the applicants ✓ Please fill in all items without omission or error. After submitting, we may contact you using the phone number, email address, etc. written on the application form, so please be sure to fill them in correctly. ✓ Regarding the educational background, do not need to fill in information about prep schools, language schools, etc. ✓ You will also be asked to enter the same information into the application system (TAO). 						
Screening Fee Payment Receipt	<ul style="list-style-type: none"> ✓ Please upload proof of completion of payment of the screening fee (PDF, photo, or web screen for inquiry) to the application system (TAO). 						
Color Photo (Horizontal ratio 4:3)	<ol style="list-style-type: none"> 1. Please upload a color photo taken within 3 months of the time of application. The requirements for the photo are as follows: a vertical to horizontal ratio of 4:3; must capture the upper body; must provide a front view; no hats, background, or frame. 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 color photo file in a safe place. 2. Photos taken while 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. 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 due to differences in hairstyle, etc. 4. Photographs taken and printed by individuals themselves using smartphones, etc., will not be accepted. Be sure to take an ID-quality photo (a speed photo is acceptable). 5. 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 on-campus web services, etc., as well as for identity verification in various on-campus procedures. 						
Reason for Application Designated Form	<ul style="list-style-type: none"> ✓ In the designated form, the applicant should write his/her reason for application in English. ✓ It should be typed and 1,000 words in length. 						
Two Letters of Recommendation Designated Form	<ul style="list-style-type: none"> ✓ Applicants must submit two letters written by separate referee in English or Japanese. ✓ The designated form is preferred, but other forms are also acceptable. ✓ The letters must be written by a university professor who has supervised academic works of the applicant or other appropriate person who knows the applicant well including the applicant's field of study or work style. ✓ Applicants need to request their recommenders to submit recommendation letters on the application system (TAO). <p>NOTES: We may contact the recommender to confirm about contents.</p>						
Certificate of Graduation • Academic Transcript • <For Applicants graduated from Chinese Institutions> Certificate of Degree AND CSSD Online Verifications	<p><<IMPORTANT>></p> <ul style="list-style-type: none"> ✓ Certificates and transcripts should be in English or Japanese. ✓ Applicants must submit official university-issued certificates for all undergraduate and graduate schools attended. <i>* Applicants who have completed an undergraduate or graduate degree program in which the medium of instruction was not English must submit an original official certificate issued in the original language with an official certified translation in English. (*edited on 2023/08/02)</i> ✓ If the applicant had study abroad while attending university or graduate school, please submit a certificate stating the study abroad period and the grades you obtained during your study abroad period. ✓ If the applicant took a leave of absence or leave for military service from his/her university, he or she must have the home university, or another public institution issue a certificate that shows that the school granted the leave. ✓ Those who have graduated or will graduate from colleges or universities in Mainland China (excluding Hong Kong, Taiwan, and Macau) with a degree must submit both their degree certificate and certification of graduation. <table> <tr> <td> Certificate of Graduation </td><td> <ul style="list-style-type: none"> ✓ Be sure that the date of entrance and graduation is printed. ✓ Those who submit a certificate of expected graduation must submit an official graduation certificate at the time of post-acceptance enrollment procedure. <p><For Applicants graduated from Chinese Institutions> Please submit a graduation certificate that includes your graduation number or add a copy of your diploma.</p> </td></tr> <tr> <td> Academic Transcript </td><td> <ul style="list-style-type: none"> ✓ In the case of graduating in less than four years in under graduate schools, if the reasons are not detailed in the academic transcripts, please send a separate document issued by the university detailing the reasons for an accelerated graduation. ✓ For transfer students, please submit previous undergraduate academic transcripts, too. </td></tr> <tr> <td> <For Applicants graduated from Chinese Institutions> Certificate of Degree </td><td> <ul style="list-style-type: none"> ✓ Those who have graduated or will graduate from institutions in Mainland China (excluding Hong Kong, Taiwan, and Macau) with a degree must submit their degree certificate. <i>*However, those who have completed 16 years of formal education are also eligible to apply, even if they have graduated from Chinese universities without a degree. Graduates from China's 3-year undergraduate programs, without a degree, resulting in 15 years of education in total, are not eligible to apply.</i> </td></tr> </table>	Certificate of Graduation	<ul style="list-style-type: none"> ✓ Be sure that the date of entrance and graduation is printed. ✓ Those who submit a certificate of expected graduation must submit an official graduation certificate at the time of post-acceptance enrollment procedure. <p><For Applicants graduated from Chinese Institutions> Please submit a graduation certificate that includes your graduation number or add a copy of your diploma.</p>	Academic Transcript	<ul style="list-style-type: none"> ✓ In the case of graduating in less than four years in under graduate schools, if the reasons are not detailed in the academic transcripts, please send a separate document issued by the university detailing the reasons for an accelerated graduation. ✓ For transfer students, please submit previous undergraduate academic transcripts, too. 	<For Applicants graduated from Chinese Institutions> Certificate of Degree	<ul style="list-style-type: none"> ✓ Those who have graduated or will graduate from institutions in Mainland China (excluding Hong Kong, Taiwan, and Macau) with a degree must submit their degree certificate. <i>*However, those who have completed 16 years of formal education are also eligible to apply, even if they have graduated from Chinese universities without a degree. Graduates from China's 3-year undergraduate programs, without a degree, resulting in 15 years of education in total, are not eligible to apply.</i>
Certificate of Graduation	<ul style="list-style-type: none"> ✓ Be sure that the date of entrance and graduation is printed. ✓ Those who submit a certificate of expected graduation must submit an official graduation certificate at the time of post-acceptance enrollment procedure. <p><For Applicants graduated from Chinese Institutions> Please submit a graduation certificate that includes your graduation number or add a copy of your diploma.</p>						
Academic Transcript	<ul style="list-style-type: none"> ✓ In the case of graduating in less than four years in under graduate schools, if the reasons are not detailed in the academic transcripts, please send a separate document issued by the university detailing the reasons for an accelerated graduation. ✓ For transfer students, please submit previous undergraduate academic transcripts, too. 						
<For Applicants graduated from Chinese Institutions> Certificate of Degree	<ul style="list-style-type: none"> ✓ Those who have graduated or will graduate from institutions in Mainland China (excluding Hong Kong, Taiwan, and Macau) with a degree must submit their degree certificate. <i>*However, those who have completed 16 years of formal education are also eligible to apply, even if they have graduated from Chinese universities without a degree. Graduates from China's 3-year undergraduate programs, without a degree, resulting in 15 years of education in total, are not eligible to apply.</i> 						

	<p><For Applicants graduated from Chinese Institutions></p> <p>✓ Applicants who graduated from Chinese institutions must upload three reports (listed below) of the official English version of "Online Verification Report" issued by CSSD (CHSI) on TAO.</p> <p>✓ Also, please arrange for these three official online reports to be sent directly to our school office (gradlaw@list.waseda.jp) from CSSD (CHSI) via email.</p> <p>* Please visit CHESICC website (https://www.chsi.com.cn/en/pwr/) for more information.</p> <p>1. "Online Verification Report of Higher Education Students Academic Transcript"</p> <p>2. "Online Verification Report of Higher Education Qualification Certificate" Or "Online Verification Report of Student Record"</p> <p>3. "Online Verification Report of Higher Education Degree Certificate"</p> <p>*Applicants who are expected to obtain a degree, please submit "3. Degree Certificate" after obtaining a degree.</p> <p>NOTE: If you cannot complete the procedures above in time due to the system of CSSD, or if your graduated institution is not covered by the support of CSSD, please indicate that on a separate sheet and upload the sheet to TAO by PDF.</p>
<p>Statement of Legal Background <<if applicable>></p>	<p>✓ Applicants who have no formal law degree must state their equivalent knowledge and experience on a separate sheet and upload on your TAO.</p>
<p>English Examination Score Card</p>	<p>✓ Please submit one (or more) of the Original English Examination Score Card of TOEFL iBT, IELTS or TOEIC.</p> <p>*Applicants who are native speakers of English or have received a degree from an institute of higher education (university or higher) in English-speaking countries are not required to submit test results.</p> <p>*If the institute is located in non-English-speaking countries but its language of instruction is in English, please submit a certificate to prove that the medium of instruction at the institute was English.</p>
<p>Academic Writing Sample <<Optional>></p>	<p>✓ Applicants may choose to submit up to two writing samples that best represent their academic English writing ability. The samples include senior theses, essays or term papers written for a class, official reports, and published papers. Law-related content is preferred but not required.</p>
<p>Photocopy of Passport <<non-Japanese applicants only>></p>	<p>✖Non-Japanese nationality applicants only</p> <p>✓ All non-Japanese nationality applicants must submit a photocopy of their passport page with a photo. Please ensure that the passport has not expired.</p>
<p>Statement of Financial Resources <<non-Japanese applicants only>></p> <p>Designated Form</p>	<p>✖Non-Japanese nationality applicants only</p> <p>✓ In the designated form, indicate in English how to cover expenses during the stay at the school (school and living expenses for one year for a master's program).</p> <p>✓ Please make sure that the statement is signed by the applicant.</p> <p>✓ Applicants receiving funds from a "Government/sponsoring agency," please submit a certificate indicating the amount to be received, the length of the sponsoring and the specific characteristics of the scholarship or funding.</p>
<p>Application for Certificate of Eligibility <<non-Japanese applicants Residing outside Japan only>></p> <p>Designated Form</p>	<p>✖Non-Japanese applicants Residing outside Japan only</p> <p>✓ This Certificate of Eligibility (COE) application will be used only when you pass the final screening and decide to enroll to our school.</p> <p>✓ Please submit 3 sheets of 1, 2, and 3 only.</p>
<p>Photocopy of Resident Card <<domestic applicants with non-Japanese nationality only>></p>	<p>✖Domestic Applicants with non-Japanese nationality applicants only</p> <p>✓ All domestic applicants with nationality other than Japan should submit copies of both sides of their Japanese Resident Card. In case applicants do not have the Japanese Resident Card, please submit a photocopy of their passport page with a photo and all pages with personal information including a visa status.</p>

- All materials must be submitted in English (or Japanese). If it is not possible to have English documents, applicants must translate them and have them notarized to certify that the translation is accurate.
- For an applicant whose name stated on the application form differs from that on the certificates, certified documents proving the legal name change (e.g. copy of family register) must be submitted.
- The required application documents differ, depending on the applicant. Please be sure to submit all the documents required.

If you submitted a certificate indicating that you are expected to meet the qualifications required to enter Waseda University in order to meet the eligibility requirements stated in the application guidelines at the time of application, you must submit a certificate indicating that you have indeed met the requirement prior to enrollment. You will not be permitted to enter Waseda University, even if you pass the screening, unless you submit the relevant certificate.

For the purpose of administering entrance exams in an efficient manner and carrying out admission procedures, Waseda University collects information regarding your gender on legal documents. The information is collected only when the reason is deemed reasonable, and these cases are limited to a minimum. The information does not affect the screening result.
<https://www.waseda.jp/inst/diversity/news/2020/04/21/8631/>

<<Note on Submitted Application Documents and Screening Fee Refund >>

As a general rule, application documents and screening fees are not returned. A full screening fee will be refunded if you fall into one of the categories below.

- 1) You paid a screening fee but failed to submit the required application documents.
- 2) You paid a screening fee but submitted the application documents after the deadline.
- 3) You paid a screening fee and submitted the application documents, but your application was rejected before screening due to the following reasons.
 - The submitted application materials are not complete enough to meet the application requirements.
 - You do not meet all the eligibility criteria.

If you fall into one of the categories above, please contact the Graduate School of Law office (gradlaw@list.waseda.jp).

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

VII. Examinee Number / Examinee Slip

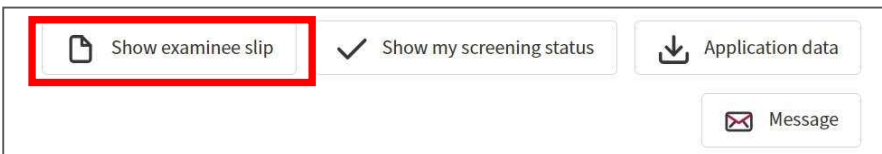
After the application documents are checked, all accepted applicants will be notified of their examinee number on TAO at the end of September. Please contact us if the examinee number will not be uploaded by the end of September.

How to Check

- 1) From the "Application List", select the application you have completed.



- 2) Click on the "Show examinee slip" button to check your examinee number.



Please **print out the "examinee slip"** before the online interview. We will ask you to show the slip before the interview.

VIII. Screening Method

1st Screening: Document Screening

All application documents will be screened in a holistic manner.

The results will be announced on October 26, 2023 (10am in Japan time) on our Website.

2nd Screening: Online Interview

Details of the online interview will notify on October 26, 2023 via e-mail to the applicants who pass the 1st screening.

The interview date will be **October 28 or 29, 2023**. Interviews will be conducted in English **via the internet**.

Please note that the interview date will be specified by the Graduate School of Law and cannot be changed under any circumstances. Therefore, please keep schedule open for the date.

<<Dishonest Act >>

Waseda University has provided the following guidelines so that all examinations can be properly administered and all examinees have an opportunity to perform in a fair and equitable environment. Please read the guidelines carefully and approach the examination in a serious manner.

1. You may be deemed to have committed a dishonest act if Waseda University determines that you have falsified, fabricated, or plagiarized the document(s), statement(s), or information submitted for your application.
2. In addition, the following responses may be taken if a dishonest act is identified.

The applicant may not be allowed to continue taking the examination or allowed to take any other entrance examination given by Waseda University during the year. (Screening fees will not be returned.)

The results of all entrance examinations taken by the applicant at Waseda University during the year may become invalid.

IX. Announcement of Successful Applicants

Final screening results are announced according to the following schedule and method:

Schedule	November 16, 2023 (Thur.)
Method	On the Graduate School of Law website

The list of admission numbers of successful applicants will be posted on the school website for a week.

※The website of the Graduate School of Law: www.waseda.jp/folaw/glaw/en/

<<Scholarships>>

Waseda University Graduate School of Law will consider the applicants' transcripts and other application materials as a whole and award scholarships to a select number of qualified students. Please note that the number of scholarships awarded will vary from year to year, and we do not guarantee a scholarship for every student.

Top applicants will receive a scholarship offer simultaneously with their notice of admission. Other students who enroll may qualify for other scholarships, which will be made available after enrollment. The number of scholarships available is limited and they are highly competitive. Please note that the school cannot answer any inquiries regarding scholarship selection results.

*Scholarships can be revoked at any time in the event of student misconduct as defined by the university, including poor academic performance and other violations of the university regulations pursuant to the Waseda University Graduate School Regulations Article 38 (Disciplinary Action).

If you expect to require special care during the entrance examination or after entering the university due to a disability or serious medical condition, etc., please contact the Graduate School of Law office immediately. In addition, contact us if a serious injury or illness is expected to affect your ability to take the entrance examination. Please contact us immediately even if you find yourself in such situation after submitting your application.

Faculty of Waseda University including Waseda University Junior / Senior High School, Waseda University Honjo Senior High School and Art and Architecture School are **not able to become a student of the University**, although there are few exceptions according to the university regulations. If you have any questions, please ask Waseda University administration offices.

X. NOTES

<Dishonest Act>

Waseda University has established the following precautions to ensure that the entrance examination is conducted in a strict manner, and that all applicants may take the examination fairly and impartially.

Please read these precautions carefully before taking the entrance examination and approach the examination with the appropriate attitude of seriousness.

1. Any falsification, misrepresentation, plagiarism, etc., of documents, materials, or information submitted to the University at the time of application may be considered as misconduct.
2. Doing any of the following may 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, referring to notes on one's body, objects, desk, etc.).
 - (2) Use of any item that is not permitted to be used during the written examination. (This includes placing said item or items on the desk or wearing them on one's person.)
 - (3) In the written test, touching the question booklet/answer sheet (e.g., opening the booklet, starting to answer the questions, writing on the reverse (back) side or in the margin, etc.) before the instruction "Start the test" is announced.
 - (4) In the written test, holding any writing instrument or continuing to answer in disobedience to the instruction stating, "Please put down your writing instrument and turn your answer sheet upside down."
 - (5) Any action that benefits another examinee or other examinees, such as communicating the answers to a question, etc., during the examination.
 - (6) Holding or using mobile phones, etc., during the examination.
 - (7) Enabling any sounds (incoming calls, alarms, vibrating sounds, etc.) on cell phones, watches, etc., during the examination.
 - (8) Behavior that disturbs other examinees in the examination room.
3. In case misconduct is suspected, the University may respond as follows. Failure to comply with these actions may be regarded as an admission of wrongdoing.
 - A supervisor (proctor), etc. may give examinees a warning or inquire about the circumstances.
 - The applicant may be requested to take the examination in a different seat or room.
 - The University may inquire about the authenticity, etc., of documents, materials, theses, and information, etc. submitted to the University (hereinafter, "Submitted Related Documents") by providing said Submitted Related Documents to the issuers, providers, theses review entities, etc. By submitting or providing the Submitted Related Documents to the University, the applicant agrees to the University's right to make such inquiries.

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

- The applicant will not be permitted to take any entrance examination of the University in the relevant year (screening fees will not be refunded).
- The results of all entrance examinations of the University for the relevant academic year shall be null and void.
If, after enrollment, a student is found to have committed misconduct, he/she may be subject to a range of disciplinary action up to and including expulsion from the University, in accordance with the University's rules and regulations.

< Unforeseen problems that are beyond human control.>

In cases of unforeseen circumstances that are beyond human control, such as a natural disaster (e.g., typhoons, earthquakes, flooding, tsunamis) and/or accident, such as fire, power failure, and so on, measures including delaying the start or end of the exam or postponing the exam, etc. may be taken. However, in such an event, we will bear no responsibility for any resulting inconvenience, expense, or other personal loss that the examinee may incur.

2. Entrance Procedures

“Enrollment Procedures” require successful applicants to complete two steps within the designated period: submitting all documents and paying the fees. In case the applicants failed to complete the enrollment procedures within the designated period, the admission will be canceled regardless of any reason.

Entrance Procedure Period	Mid~Late December, 2023 (TBA)
----------------------------------	-------------------------------

I. Submission of Enrollment Documents

Successful applicants will receive enrollment documents and the “Guide to Enrollment Procedure” in late November after the announcement of successful applicants. These documents and the guide will be sent to the mailing address specified on the application form. Please make sure to follow the incoming “Guide to Enrollment Procedure” carefully and submit these documents in a timely manner.

II. Payment of the Admission Fees and School Fees

Please remit the below listed Admission Fee, School Expenses and Membership Fees for the Spring 2024 during the periods designated above. Details and instructions on how to remit the required fees from overseas will be sent to successful applicants.

<<Admission, academic, and membership fees for students admitted in April 2024 (in Japanese Yen)>>

		Spring 2024	Fall 2024	Total
Admission Fee		300,000	-	300,000
Academic Fees	Tuition Fee	437,500	437,500	875,000
	Seminar Fee	1,500	1,500	3,000
Membership Fees	Waseda University Student Health Promotion Mutual Aid Association Fee	1,500	1,500	3,000
	Waseda University Academic Society Enrollment Fee	5,000	-	5,000
	Waseda University Academic Society Membership Fee	1,000	1,000	2,000
	Students' Association Fee	1,250	1,250	2,500
	Alumni Association Fee	-	40,000	40,000
Total		747,750	482,750	1,230,500

*Academic Fees and other fees for the Fall 2024 are scheduled to be deducted from your registered bank account on the beginning of October.

*If you are currently enrolled in, graduated from, completed, or withdrawn from an undergraduate, graduate, or specialized program of Waseda University, you are not required to pay the Admission Fee. For more information, please refer to the “Guide to Enrollment Procedures” sent to successful applicants.

*If you are graduated or will be graduating from the School of Law, Waseda University, you are not required to pay the Waseda University Academic Society Enrollment Fee.

*If you are graduated or will be graduating from any school of Waseda University, you are not required to pay the Alumni Association Fee.

*Seminar and membership fees are subject to change.

<<Refund Policy>>

As a rule, we do not refund Admission Fee, Academic Fees and other fees (for the Spring 2024). However, if you do not enter Waseda University due to unavoidable circumstances, or fail to meet entrance qualifications prior to enrollment, we may refund only the Academic Fee for the spring semester (not the Admission Fee) to you. For more information about the procedure, please refer to the “Guide to Enrollment Procedures” that will be sent to successful applicants.

III. Acquisition of Status of Residence “Student”

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

Please bear in mind that students are not eligible to enroll in the university with a “Temporary Visitor” status. Carefully read (1)-(6) below and take the necessary measures to extend your period of stay, change your status of residence, request for application for COE by proxy, etc. **In order to go through the procedures concerning a status of residence, you will need to have made a second deposit.** If you need a “certificate of admission” for your application, ask the office of the undergraduate/graduate school you are scheduled to join to issue it after you have made your second deposit.

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

If you currently have a status of residence of “Student”, please process the “application for extension of period of stay” as necessary. You are able to apply for extension of period of stay from three months before your status of residence expires. For details on procedures, please refer to “For Prospective Students” in the above website.

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

If you currently have a status of residence of “Temporary Visitor,” as a general rule, you will need to temporarily leave Japan and apply for a status of residence of “Student.” For details on how to apply for a status of residence of “Student,” please refer to “(4) If you do not have a status of residence.”

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

If your current status of residence is “Long Term Resident,” “Dependent,” etc., there is no need for you to undertake any procedures. However, if you wish to change your status of residence to “Student,” you will need to apply for change of status of residence. For details on procedures, please refer to “For Prospective Students” in the above website.

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

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

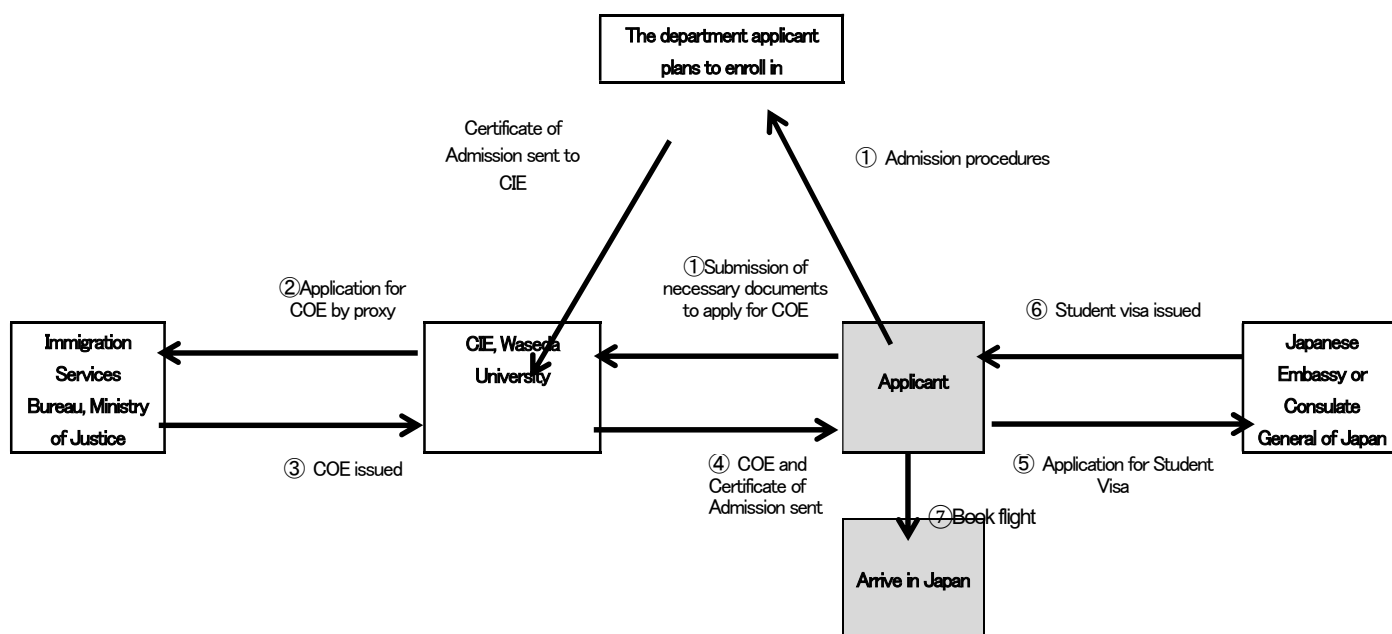
In order to apply for a status of residence, you will first need to obtain a certificate of eligibility (COE) from the Immigration Services Bureau in Japan. Waseda University will apply for a COE to the Immigration Services Bureau on your behalf. After a COE is issued and sent to Waseda University, it will be sent to you by post along with the certificate of admission (COA) from the university. Upon receiving the COE, you will need to take the COE, COA, and your passport to the Japanese embassy or consulate in your country of citizenship/residence to apply for a “Student” visa. The COE is valid for 3 months after the issuance, so be sure to acquire your visa and enter Japan before the COE expires. Since it takes two to three months for examination at the Immigration Services Bureau, please be careful not to start late with little time before enrollment.

[note]

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

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

*Depending on the embassy/consulate, the duration before a “Student” visa is issued varies, and in some cases, it takes about 3 weeks. After submitting your application documents to Center for International Education, please contact the Japanese embassy/consulate which you intend to apply to and ask how long it will take for your visa to be issued.



(5) Acquisition/Change of status of residence

[Visa waiver or Temporary Visitor visa holders]

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

(6) Other important points

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

Graduate School of Law
WASEDA UNIVERSITY
1-6-1 Nishiwaseda, Shinjuku-ku, Tokyo 169-8050
JAPAN
<https://www.waseda.jp/foLaw/gLaw/en/>
【Contact】 gradlaw@list.waseda.jp
July 2023