



Graduate School of Economics (GSE) Waseda University

Internal Admission by Recommendation For Master Program 2025 September Enrollment

Application Guidelines

早稲田大学大学院経済学研究科事務所 / GSE Administrative Office	
Tel/Fax	TEL. 03-3208-8560 FAX. 03-3204-8957
Email	gse-adm@list.waseda.jp
URL	https://www.waseda.jp/fpse/gse/
Office Hours	Open 10:00 to 16:00 (Japan Standard Time), Monday through Friday The opening hours may be subject to change due to unavoidable circumstances. Please refer to our website for the latest information.
Location	10F, Building No.3, WASEDA Campus. 1-6-1 Nishiwaseda, Shinjuku-ku, Tokyo 169-8050

In order to facilitate a more systematic study plan for those candidates with strong desire for learning, the Graduate School of Economics expedites the admission process by offering the Internal Admissions by Recommendation according to the guidelines below (opportunities to apply by the Internal Admissions by Recommendation are limited to one per candidate regardless of the period of enrollment).

1. Candidate Openings:

Few

2. Eligibility Requirements

Candidates must meet all of ①, ② and ③ listed below.

- ① Currently enrolling in one of the undergraduate schools of Waseda University at the time of application, and expect to complete the undergraduate program as follows:

When to enter the GSE Master's Program	When to expect to complete the undergraduate program
September 2025	September 2025 (Those who have completed the program prior to this date are not eligible to apply)

- ② Fulfilling the specific course credits requirements

School and department of Waseda university from which the applicant is expected to graduate	Course Credits Requirements
Department of Economics or Department of Global Political Economy in School of Political Science and Economics	There are no specific course credits requirements.
Department of Political Science in School of Political Science and Economics	Having received credits of the following 4 courses provided by School of Political Science and Economics (credit acquired as a voluntary course is acceptable): "Introduction to Microeconomics", "Introduction to Macroeconomics", "Microeconomics A" and "Macroeconomics A".
Other undergraduate schools of Waseda University	Having acquired 20 or more credits from economics related courses in their affiliated undergraduate school, including "Microeconomics", "Macroeconomics" or equivalent courses.

GPA (GPA of Uniform Standards of Universities) calculated by courses which applicants acquired credits (credits counted toward graduation) by **September 2024** must be **2.50 or higher**.

[Notification of the GPA System \(waseda.jp\)](https://www.waseda.jp)

3. Application Period

March 28(Fri) – April 3(Thu), 2025, 3:00 p.m. (strictly observed)

4. Materials for Submission

Your research plan, etc. are a chance to explain yourself to the school and should be completed by yourself. Using generative AI to create these documents and presenting them as your own work may be considered as cheating and could affect the evaluation of your application.

Please download the prescribed forms from the Graduate School of Economics website.

<https://www.waseda.jp/fpse/gse/en/applicants/process/>

1) Online Application Form

Access to the link at GSE website and finish the online application.

Please make sure to upload all the necessary application documents to the Online Application Form.

2) Research Plan (prescribed form)

Upload the pdf file of the Research Plan in a prescribed format to the Online Application Form.

3) Letter of Recommendation (prescribed form)

Please submit a letter of recommendation in a prescribed form via your recommender.

Your recommender should be:

- ① a full-time professor in charge of the seminar if you belong to a seminar.
- ② a full-time professor in the school you are enrolling in if you do not belong to a seminar.

How to submit: Please ask the professor to write a letter of recommendation in the prescribed format and to directly email a completed letter of recommendation in PDF file to gse-adm@list.waseda.jp.

4) Agreement Regarding Oral Examination through Web Conference System (prescribed form)

Upload the completed form to the Online Application Form.

5) Grade Report and Credit Report

Retrieve your "Grade Report" and "Credit Report" from Mywaseda and upload the PDF file to the Online Application Form.

6) Official Score Report of English Proficiency Test

① Submission is not required if you fall into either of the following categories:

- A) Applicant's native language is English.
- B) Applicant who has stayed for more than 4 years and have received (or expected to receive) an English-based degree from an institute of higher education (university or higher) in an English-speaking country(*).

(*)English-speaking countries in this context are those where English is the official language.

※ If you are unable to determine whether you are eligible for exemption, please contact the GSE office in advance.

② If none of the above applies, please follow the instructions as follows:

- Upload a PDF file of the score report of one of the TOEFL iBT/TOEIC/IELTS/GMAT/GRE to the online application form.
- External exams that can be taken from home, such as TOEFL iBT Home Edition, TOEFL iBT Paper Edition, and IELTS Online, will not be accepted in principle.

- External exams that combine results from different test administrations, such as TOEFL's "MyBest Score" and IELTS's "One Skill Retake," will not be accepted in principle.
- In addition to uploading of the pdf file, please arrange the submission of original score report to GSE office.
- Only scores taken within two years prior to the first day of the application period will be considered valid.
- Once submitted, the original copies of score reports will not be returned.
- **Please be sure to prepare your score report well in advance so that it arrives our graduate school by the application deadline. Score reports that arrive before the application period are acceptable, but those submitted after the application period will not be accepted.**
- Please refrain from asking the GSE office regarding the arrival status of original certificates.

[TOEFL]

Please request the organization administering the examination (ETS) to send the score report directly to the GSE office.

ETS Website: <https://www.ets.org/>

Official Score Report Institution Code: 1577; Department Code: 84.

[TOEIC]

If you took the test in Japan:

Please request your test score directly sent to GSE office from IIBC by referring to the method at:

[Score Confirmation Service in Secure Program | TOEIC Listening & Reading Test | IIBC Official English Site | IIBC \(iibc-global.org\)](#)

Application Code for GSE: 00019701

If you took the test outside of Japan:

Please send an original copy of the OFFICIAL SCORE CERTIFICATE by post to **[Mailing address of original documents]** indicated below.

[IELTS]

Please ask the organization to ensure that the Test Report Form arrives at the GSE office directly from the organization conducting the test.

IELTS Website: <http://www.ielts.org/>

Use the IELTS electronic score delivery service to send your scores directly to the Graduate School of Economics, Waseda University. If you are unable to use this service, please send the Test Report Form (IELTS) by post to **[Mailing address of original documents]** indicated below.

[GMAT]

Please ask the organization to ensure that the Test Report Form arrives at the GSE office directly from the organization conducting the test.

GMAT Website: <https://www.gmac.com/>

Official Score Report Institution Code: 3TX-L8-06

[GRE]

Please ask the organization to ensure that the Test Report Form arrives at the GSE office directly from the organization conducting the test.

[Mailing address of original documents]

Graduate School of Economics, Waseda University
1-6-1 Nishiwaseda Shinjuku-ku, Tokyo 169-8050 Japan

5. Announcement of Qualified Applicants and Applicants exempted from taking the oral examination, and Issuance of examination cards.

Announcement will be made at the [website of Graduate School of Economics](#) at **10:00 a.m. on April 11(Fri), 2025.**

※GSE office will send examination card to each qualified applicant via email and inform about the details of oral examination and examination fee. Please confirm the e-mail address you entered in the online application form.

※Please note that some of the applicants may be exempted from taking the oral examination, but all applicants need to confirm the final result to be announced at **10:00 a.m. on May 16(Fri), 2025.** (See 8. Announcement of Successful Applicants).

6. Examination Fee

25,000 yen (only qualified applicants need to pay)

The deadline for payment is **3:00 p.m. on April 18(Fri), 2025.(strictly observed)**

Qualified applicants are asked to make payment using the information terminals available in convenience stores. The method of payment will be notified to qualified applicants by email.

7. Oral Examination

Oral examination will be held on **April 19, 2025.**

※ Oral examination will take about 10 minutes per applicant.

※ The date and time of the oral examination will be specific to each candidate. No changes will be allowed.

※ Please note that applicants may be accepted in a different specialization from their choice in cases where their choice of specialization is judged not to fit their research plan.

※ At the time of oral examination, please prepare the printed examination card as well as your passport as a proof of identity.

1) Selection Method

Selection will be based on an interview using Zoom.

2) Precautions (Equipment environment, etc. for which applicants are required to prepare in advance)

① Overview

The examination will be conducted using Zoom. It is not necessary to come to the University on the day of the examination. Applicants are required to prepare for the use of Zoom by themselves. Please make sure that the following environment is available. All necessary expenses for the use of Zoom are to be borne by the applicant.

① Internet connection environment

Please prepare a stable Internet connection. A wired LAN system with a cable is recommended for the stability of the connection.

② 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 tablet devices are also acceptable. Please participate in the Zoom test meeting (<http://zoom.us/test>) in advance to confirm the audio/visual quality.

③ Location

Please secure a place where the above environment is available and where you can maintain a quiet environment with no third parties around you. The start time of the examination will be designated by the Graduate School. Please note that we cannot respond to individual requests. The interview time is 10 minutes. The maximum tardiness limit is 10 minutes after the examination start time. Any more than 10 minutes late will be considered as an absence.

④ Troubleshooting and precautions on the day of the examination

If it is deemed difficult to administer the examination due to unforeseen circumstances such as disconnection, the Graduate School will contact you by phone or e-mail at the registered contact address. Please confirm the contents of the contact and follow the instructions. If we are unable to contact the applicant or if the applicant does not follow the instructions, the applicant may be deemed to have abandoned the examination. In such cases, the application fee will not be refunded. If you leave your seat during the examination, you may be deemed to have abandoned the examination. Failure to observe the following precautions may also be regarded as dishonest act. Please note that the Graduate School will record, videotape, and film the data during the examination for use in the selection process. The data will be destroyed as soon as the selection process is completed. The only items that may be kept on hand are the examination voucher, writing utensils, notepad, plain handkerchief, and tissue paper out of the box or bag. The recording, videotaping, or photographing of the examination by examinees is prohibited.

⑤ Requests regarding Zoom

Please make sure that the Zoom video and audio are always "on" and that your entire face is visible on the screen at all times.

Do not use any communication devices other than those used in the exam. Do not use the virtual background feature of Zoom. You may be asked to move the camera to show the entire room before, during, and after the exam to ensure that there are no third parties around. If this is the case, please follow the instructions. Please remove your mask during the exam.

For instructions on how to operate Zoom, please refer to the following websites.

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

8. Announcement of Successful Applicants

The announcement of successful applicants will be made at the [website of Graduate School of Economics](#) at **10:00 a.m. on May 16(Fri), 2025**.

9. Entrance Procedure Period

From May 16 (Fri) to 3:00 p.m. on May 23(Fri), 2025 (strictly observed)

In around May 2025, detailed information on enrollment procedures will be sent to the e-mail address registered. Successful applicants are required to submit necessary documents and complete payment of tuition fees and other fees for the 2025 fall semester. **Be sure to complete payment by the deadline of Entrance Procedure Period.**

[Admission Fee, Academic Fees, and Membership Fees]

(Amounts in yen)

	Semester	Admission Fee	Academic Fees		Membership Fees			Total ※The figures in parentheses are the amount excluding the admission fee.
			Tuition fee	Seminar fee	Student Health Promotion Mutual Aid Association	Society enrollment fee	Society membership fee	
1 st Year	1 st Semester	300,000	346,000	1,500	1,500	2,000	750	651,750 (351,750)
	2 nd Semester	–	346,000	1,500	1,500	–	750	349,750
	Total	300,000	692,000	3,000	3,000	2,000	1,500	1,001,500 (701,500)
2 nd Year	3 rd Semester	–	496,000	1,500	1,500	–	750	499,750
	4 th Semester	–	496,000	1,500	1,500	–	750	499,750
	Total	–	992,000	3,000	3,000	–	1,500	999,500

(Note)

1. Enrolled students who have paid admission fees for admission to an undergraduate faculty or graduate school of Waseda University on a regular course are exempt from payment of the admission fee.
2. Graduates of Waseda University Faculty of Political Science and Economics are exempt from payment of the society enrollment fee.
3. Seminar fee or membership fees are subject to change.
4. Once submitted or paid, application documents, admissions fee, academic fees, and membership fees (paid at the time of admission) shall not, as a rule, be refunded. However, if a student has to decline admission owing to unavoidable circumstances, academic fees, and membership fees (paid at the time of admission) may be refunded. If an applicant receives offers of admission from more than one graduate school, the admissions fee, academic fees, and membership fee already paid by the student (at the time of admission) may, at the student's request, be applied to the fees for the graduate school that the student seeks to enter. (This applies only to transfers of fees between graduate schools whose enrolment periods do not overlap at all.) For details of the procedure for this, see the "Guide to Entrance Procedures" sent to successful applicants.

10. Regarding Completing the Master's Program in 1 year.

The Graduate School of Economics has established a system for successful applicants who are from School of Political Science and Economics and wish to complete the master program in 1 year. Please kindly refer to the URL below and submit the necessary documents during the prescribed period. Please note that any submissions outside of the prescribed application period will not be accepted.

<https://www.waseda.jp/fpse/gse/en/applicants/process/>

>Internal Admissions by Recommendation > Application Documents > [For SPSE Students]
"Guidelines for Registration for GSE Courses as Graduate School Courses Taken in Advance and Master's Program One-year Completion Program"

※ Instructions will be updated by the end of February 2025.

11. Precautions

< Application Documents and Application Fee >

- Applications with incomplete or missing documents may not be accepted. Please make sure that all required documents are in order before submitting your application. If you are contacted by the Graduate School, please follow the instructions immediately.
- If you change your address, telephone number, e-mail address, or other information on the application form after submitting your application, please notify the GSE office as soon as possible. The Graduate School will not be responsible for any failure to contact you due to changes in the information on the application form.
- In principle, the application documents and the application fee are non-refundable once submitted. However, in the following cases, the full amount or the excess amount of the application fee will be refunded.

Please contact the Graduate School office (Tel: 03-3208-8560) if you fall under any of the following categories by **May 16, 2025**:

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

Applicants must bear any commission fees which may be incurred during the refund process.

- Any forgery, misrepresentation, or plagiarism in the documents, materials, or information provided at the time of application will be considered as an act of dishonesty, and the result of the entrance examination may be invalidated. In such cases, the submitted documents, materials, etc. and the application fee are not returned or refunded.

<Exam Misconduct>

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. Your actions may be considered dishonest if you commit any of the following acts:
 - ① Cheating (concealing or glancing at a cheat sheet or reference book during the examination, glancing at another examinee's answer sheet, or gaining answers from others)
 - ② Providing benefits to other examinees (providing them with answers etc.) during the examination
 - ③ Keeping your mobile communication device with you or using it during the examination
 - ④ Letting your mobile communication device or watch emit noise (incoming call alert, alarm, vibration, etc.) during the examination.
 - ⑤ Conducting acts that could be considered a nuisance to other examinees at the examination venue.
 - ⑥ Not following instructions from the examination supervisors at the examination venue
 - ⑦ Pretending to be an applicant and taking the examination for the applicant
 - ⑧ Conducting other acts impairing the fairness of the examination

3. The following responses may be taken if an applicant is suspected of committing a dishonest act.
- A supervisor may warn or question the applicant.
 - The applicant may be requested to take the examination in another room.
4. 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 refunded.)
 - The results of all entrance examinations taken by the applicant at Waseda University during the year may become invalid.
 - 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 home university or guardians etc.

< 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 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.

< Infectious disease >

If you have an infectious disease that requires an excused absence under the School Health and Safety Act (e.g., influenza, measles, or rubella) and have not yet recovered, please refrain from taking the examinations as there is a risk that you may infect other students or examination supervisors.

If you are absent, unless the University has announced special measures, there will be no makeup examinations or refunding of application fee.

< Special consideration required for entrance examinations or school enrollment >

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 GSE 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.

< Personal Information Handling >

Waseda University utilizes applicant information (addresses, names, dates of birth etc.) collected at the time of application in order to conduct operations such as the entrance examination, announcement of the screening results, and enrollment procedures. We will take necessary and proper measures to protect such information from leakage, disclosure, or unauthorized use.

All or part of the above operations may be outsourced to an agency. In such case, the agency will be contractually required to maintain necessary and proper management.

Please note that the personal information may be used as materials for studies and research to improve our entrance examinations. The information will be statistically processed to prevent any individuals from being identified.

< [Important] Handling of Academic Records of Qualified Teachers >

Please note that 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 become a student of the University. However, there are few exceptions according to the university regulations, so if you have any question, please contact the head office through the office to which you belong