

**Guidelines for the September 2018  
“Special Entrance Examination”**

**for the Master’s Program of Waseda University’s  
Graduate School of Political Science**

## 1. About Admissions

### (1) Introduction

Along with aiming to produce graduates who play leadership roles in international society, Waseda University has made it a priority to open its doors to the world and welcome large numbers of students from overseas. Likewise, the Graduate School of Political Science has hitherto accepted foreign students proficient in Japanese into its courses. In addition, starting in September 2010, the Graduate School has aimed to make further contributions to global social progress by launching English-based Degree Programs, in which students can earn credits by taking classes conducted in English.

### (2) Master's Program (English Based): Political Science Course

The Graduate School of Political Science admits students for the Master's Program in line with its courses: the Political Science Course and the Journalism Course. The English-based Degree Program is available for the Political Science Course ONLY.

The Political Science Course has a joint guidance system by all faculty members in each research area instead of individual research guidance by your own supervisor, in order to provide students with multi-layered, comprehensive, and more flexible guidance.

Applicants are required to fill in their preferred research area on their application and a research plan when applying. After enrolling, this preference will be reviewed as a reference when it is time to decide their research area.

Please note that your research supervisor will be decided based on consultations with faculty members in that research area.

Major	Courses	Research Area	Degrees
Political Science Major	Political Science Course	Contemporary Politics	Master of Arts in Political Science
		Political Thought and Political History	
		Comparative Politics	
		International Relations	
		Public Administration	

### 2. Candidate Openings: Few

### 3. Eligibility Requirements

Candidates must meet all of 1), 2) listed below.

- 1) Current students in any departments of Waseda University who are seniors in AY 2018 or students of SPSE who applies for 3 year graduation program in AY 2018.
- 2) Students with GPA of 2.5 or higher

Please note that the students enrolled at other than SPSE need to check the following formula whether the school they enroll at use the same formula which SPSE uses before applying

#### [How to Calculate GPA]

For calculating GPA, all courses counted toward graduation are included in the calculations. GPAs are shown to the second decimal place (rounded off to two decimal places).

#### [Comparative Table for GPA of Uniform Standards of Universities]

Evaluation (unadjusted score)	Grade used for GPA	GPA
100 ~ 90	A+	4.0
89 ~ 80	A	3.0
79 ~ 70	B	2.0
69 ~ 60	C	1.0
59 ~ 0	F/G	0
*	H	

$$\text{GPA} = \frac{[(\text{all } 4.0 \times \text{A+ credits}) + (\text{all } 3.0 \times \text{A credits}) + (\text{all } 2.0 \times \text{B credits}) + (\text{all } 1.0 \times \text{C credits})]}{\text{Total number of credits registered (including courses that you did not pass)}}$$

#### 4. Admission Schedule

Procedure	Dates	Notes
Application period	May 9 – May 18, 2018	
Period for payment of application fee	May 2 – May 18, 2018	
Announcement of results of first screening (Document review)	June 29, 2018 (3:00 p.m.)	The results will be posted on the GSPS website and the information board of GSPS office in Building 3.
Announcement of schedule for second screening (Oral examination)	July 4, 2018 (3:00 p.m.)	The schedule will be posted on the GSPS website.
Second screening (Oral examination)	One of the following dates designated by GSPS: July 14, 15, 2018 *Requests by applicants for specific dates cannot be accommodated.	
Announcement of results of examination	July 20, 2018 (10:00 a.m.)	The results will be posted on the GSPS website and the information board of GSPS office in Building 3.
Entrance procedure period	July 28 - August 9, 2018	Entrance procedure documents can be submitted in person or by post.

- The examination card will be sent one week before the announcement of the results of the first screening. If applicants will not receive it a week before the announcement day, please contact to the Graduate School of Political Science Office.
- The results of the first screening will be posted on the Graduate School of Political Science website and the information board of GSPS office in Building 3 on campus. Inquiries regarding the results by phone will not be accepted.
- The information of the second screening will be announced on the Graduate School of Political Science website.
- The examination card will be required to have a student ID card after enrollment. Please make sure to keep it in a safe place.

[How to access to the page of the announcement of the results]

Graduate School of Political Science website: <https://www.waseda.jp/fpse/gsp/en/>

#### 5. Application Documents

- ① Application form [prescribed form]
  - a) After payment, affix the certificate of receipt (入学検定料取扱明細兼受領証) that you will receive to the appropriate section of the application form, and submit it together with the other application materials.
  - b) Two identical color photographs are required. Please affix one of the photographs to the designated space on the application form. For the other photo, write your name in ballpoint pen on the back of the photo and attach it to the application form with a paperclip.  
The photograph must be 4 cm in height and 3 cm in width and taken no more than three months before application. It should show a frontal view of the applicant's face and shoulders with no head covering, background, or border. (Please note that you will require one more identical photographs at the time of enrollment.)
- ② Research plan [prescribed form]  
Please fill in the research plan in accordance with the instruction stated in the prescribed form and submit it in the following methods:
  - 1) Paper format (one copy)  
Please send us the research plan you fill in and send it to us at the address printed on the last page of this guidelines by postal mail.
  - 2) Electric format

- File Format: Either Word or PDF format
- File Name: Your family name\_given name(in roman\_letter)\_researchplan  
e.g. waseda\_taro\_researchplan.pdf
- Subject field of the e-mail: Research Plan\_AY2018 September Admission
- Content of the e-mail: Please be sure to include your name and research theme
- E-mail address: [gspas-admission@list.waseda.jp](mailto:gspas-admission@list.waseda.jp)

- ③ Academic Transcript (original)
- ④ Certificate of Expected Graduation (original)  
※If it's not available, please submit a certificate of enrollment (original)
- ⑤ Transcript of academic record/ GPA  
※If it's not available, please print out a copy of grade report and the report which shows information of credits that you earned displayed on MY WASEDA and submit both of the documents
- ⑥ Recommendation Letter (prescribed form)  
Please submit a recommendation letter with sealed written by one of the followings:
  - a. Your main advisor
  - b. Full-time (associate) professor of Waseda University
  - c. Instructor who has courses at Waseda University
  - d. Anyone who evaluates the applicant's qualities excluding anyone within the three degrees of kinship
 Please note that the letter not with sealed will not be accepted.

## 6. Application Procedures

Place all the application materials in an ordinary 240mm x 332mm (*kakugata 2-gou*) envelope, affix the address label prescribed for submission of application materials to the front, and post by delivery-certified mail (*kan-i kakitome yuubin*) or submit to our office by hand.

<Office Hours> 9:00~17:00 on weekdays and Saturdays

※Office is closed on Sundays.

### Notes on Submitting Applications

- Application documents postmarked by the deadline will be accepted – any documents postmarked by later than the deadline will not be accepted.
- Inquiries whether application documents have been received will not be accepted. Please contact the post office or the courier with the tracking number you received upon sending your application.
- Incomplete submissions will result in applicants being ineligible to take the entrance examinations. Please ensure that you have all the required documents before submitting your application. Also promptly follow any instructions given by the university.
- You might be deemed to have committed a dishonest act if you falsify, fabricate, or plagiarize any of the document(s), statement(s), or information submitted in your application. In such case, the results of entrance examination will be invalidated, and your application documents and screening fee will not be returned.
- Please note that once documents and other materials have been submitted, they will not be returned under any circumstances. However, original copies of documents that cannot be reissued can be returned to applicants. If you would like to have such documents returned, please fill in a “Request Form for Return of Submitted Materials” and send it with your application documents. Please note that applicants who do not submit this request form with their application documents will not have their materials returned to them for any reason.
- If the address, phone number, or email address on your application documents changes after submission, be sure to notify the Graduate School of Political Science Office immediately. The university cannot be held responsible if any notification from the university is lost due to a change of information from your application documents.
- Any applications documents have to be either in English or Japanese. Any certificates written in other than English or Japanese is required translation certified by notary public office authorized by embassy or government.

There are some countries and districts such as China where Japanese embassy doesn't notarize. In that case, applicants have to get notarized in their home countries so, please prepare the documents well ahead of time.

## 7. Application Fees

- ① Period for Payment of Application Fee: May 2 – May 18, 2018
- ② Application fee: 25,000 yen
- ③ Payment of Fee: Payment of the application fee must be completed BEFORE submitting the application materials. Applications will not be accepted from applicants who have not paid this fee.

### A. Payment at convenience stores

- ☐ To pay the application fee, go to a participating convenience store and follow the designated procedure.  
(Please note that pre-registration on the website is required.)

First Selection (第一選択)	政治学研究科 (Graduate School of Political Science)
Second Selection (第二選択)	2018年9月入学 (September 2018 Admission)
Third Selection (第三選択)	次の第四選択へ (Skip to the Fourth Selection)
Fourth Selection (第四選択)	修士課程 推薦入試 25000円 (Special Entrance Examination for the Master's Program)

- ☐ After payment, affix the certificate of receipt (入学検定料取扱明細兼受領証) that you will receive to the appropriate section of the application form, and submit it together with the other application materials.
- ☐ The payment period at a convenience store is the same as it is mentioned above.
- ☐ Payments may be made 24 hours a day, seven days a week (including weekends and holidays), except on the first and last days of the periods shown above. On these days, receipt of payments starts at 10:00 a.m. on the first day, finishes at 11:00 p.m.. All payment procedure using machines in convenience store should be completed by 11:30 p.m. on the last day.
- ☐ If a friend or family member is paying at a convenience store on your behalf, please ensure that the applicant details are correctly entered using the terminal.

### B. Payment by credit

- ☐ To make a payment by credit card, please access the online screening fee payment website (<https://e-shiharai.net/english/>) and complete the required procedure.
- ☐ The payment can be made 24 hours a day, seven days a week, including Saturdays, Sundays, holidays. On the last date of the payment period, please complete the transaction by 11p.m.
- ☐ 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.
- ☐ After completing the transaction, print out the "Result" page and attach it to the appropriate section of the application form.

First Selection (第一選択)	政治学研究科 (Graduate School of Political Science)
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[Returning documents and refund of screening fee]

As a general rule, application documents and screening fees are not returned. However, a full screening fee will be refunded if you fall into the second, third, or fourth category below. The amount paid in excess will be refunded if you fall in to the first category.

- 1) You paid in excess of the amount of screening fee required
- 2) You paid a screening fee but failed to submit the required application documents.
- 3) You paid a screening fee but submitted the application documents after the deadline.
- 4) 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 Political Science Office at Waseda University. If you have made a payment by credit card, any handling fees which may be incurred for refund must be paid by the applicant.

Special Measures

If you expect to require special care during the entrance examination or after entering the university due to physical impairment etc., please contact the Graduate School of Political Science Office at Waseda University 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.



# 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, Circle K or Sunkus store.

- 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 Slip Number [払込票番号].

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

A multifunction copier can not be used to make payment.

**Circle K / Sunkus**

Paying at CIRCLE K or SUNKUS  
[11-digit Online Transaction Number] オンライン決済番号

Use the CIRCLE K Kstation or SUNKUS information terminal

Select the "各種支払い" button on the touch screen

Touch the "11ケタの番号をお持ちの方" option

Touch the "チケット受け取りはこちら" option

Touch the "オンライン決済番号を入力して支払い" option

Enter your [オンライン決済番号] Online Transaction Number

**LAWSON / MINISTOP**

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

Use the Lawson information terminal Loppi

Touch the "各種サービスメニュー" option

Select the "各種代金お支払い" 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" Multi-Payment Service

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

**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 FamiPort

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

Touch the "各種代金お支払い" option

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

●Make the payment at the register.

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

●Loppi, FamiPort, or K-Station 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.

## 3 Application

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

### ●Seven-Eleven

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



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

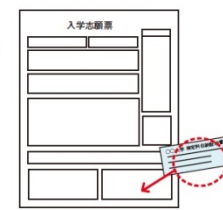
### ●Circle K ●Sunkus

Detach the receipt portion of the Application Fee Statement and affix it to the application packet in the designated location. Hold onto the Online Transaction Receipt for your records.



### ●Lawson ●Family Mart ●Ministop

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



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

**Attach Your Receipt (Certificate of Payment) to the Application**

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

- Be sure to complete your convenience store payment before the time limit expires. All the payment information you entered will be deleted automatically if the payment is not completed before the deadline.
- Please note: After application fee payment has been made at any of the above shops, refund is not possible.
- Please double-check the application deadline in your application guide. Post your payment early enough to be sure it is received in time.

### ■Payment Commission

(transfer fee charged by all participating stores)

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

convenience stores:	Entrance exam fee ¥49,999 or less	432 yen
	Entrance exam fee ¥50,000 or more	648 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/>

# Waseda University Examination Fee Payment by Credit Card, Union Pay, and Alipay

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, Union Pay, and Alipay.



Access the site below with your PC

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



You can access  
from our  
website too !

Web Application - Online Transaction

## 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, Alipay

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).

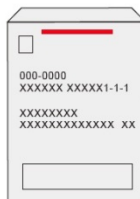
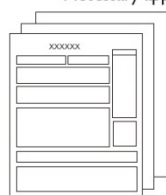
Please write down the "Receipt Number" given when you  
complete your application, and enter your  
"Payment Method", "Receipt Number" and "Birth Date".  
Please make sure your printer is ready.

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

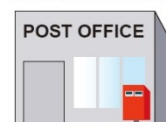
Application

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

Necessary application documents



Mail it from Post office



### [NOTICE/FAQ]

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

### ■ Payment Commission

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

Entrance exam fee	Payment Commission
~ 29,999 yen	555 yen
30,000 yen ~ 49,999 yen	987 yen
50,000 yen ~ 69,999 yen	1,420 yen
70,000 yen ~ 99,999 yen	1,800 yen
100,000 yen ~ 199,999 yen	2,037 yen
200,000 yen ~ 299,999 yen	2,571 yen
300,000 yen ~	4,320 yen

For questions or problems not mentioned here, please contact :

**E-Service Support Center Tel : +81-3-3267-6663 (24 hours everyday)**



## 8. Examinations

	Screening Method	Notes
First screening	Document screening	-Research Plan Review will be based on your research plan.
Second screening (For applicants who passed the first screening)	Oral examination	-The oral examination will be taken by each applicant. Each applicant will be individually informed of the date and time during the designated period. ▶ The examination time will be about 20 minutes.

## 9. Entrance Procedures

### (1) Schedule of Entrance Procedures

	Dates
Admission Procedures	July 26 - August 9, 2018

### (2) Academic and Other Expenses

*Academic Fees and Membership Fees for the 2018 Academic Year*

(amounts in yen)

Academic year	Time of payment	Academic fees		Other fees			Total
		Tuition fee	Seminar fee	Waseda University Student Health Promotion Mutual Aid Association	Society enrolment fee	Society Membership fee	
First year	At time of enrollment (Fall 2018)	312,000	3,000	1,500	2,000	750	319,250
	Spring 2019	312,000	3,000	1,500	—	750	317,250
	Total	624,000	6,000	3,000	2,000	1,500	636,500
Second year	Fall 2019	412,000	3,000	1,500	—	750	417,250
	Spring 2020	412,000	3,000	1,500	—	750	417,250
	Total	824,000	6,000	3,000	—	1,500	834,500

- (Note)
1. Graduates or those who left school before graduation are exempt from paying the admission fee. (students applying through the Special Entrance Examination are exempt from paying the admissions fee.)
  2. Students coming from the School of Political Science and Economics of the University are exempt from paying the society enrollment fee.
  3. As a rule, submitted documents will not be returned nor academic fees refunded following admission. However, in the event that unavoidable circumstances force a student to withdraw, only academic fees and membership fees paid at admission can be refunded. Also, in the event that a student is admitted to multiple graduate schools, the student may request that admission fees and membership fees already paid be applied to the graduate school of their choice (limited to graduate schools with which there is no overlap in admission period).
  4. Please be aware there may be changes to seminar fee or membership fees.

## 10. Handling of Personal Information

Waseda University utilizes applicant information (addresses, names, dates of birth etc.) collected at the time of application in order to carry out 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 researches to improve our entrance examinations. The information will be statistically

processed to prevent any individuals from being identified.

## 11. Other Important Notes

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:
  - 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)
  - Providing benefits to other examinees (providing them with answers etc.) during the examination
  - Keeping your mobile communication device with you or using it during the examination
  - Letting your mobile communication device or watch emit noise (incoming call alert, alarm, vibration, etc.) during the examination
  - Conducting acts that could be considered a nuisance to other examinees at the examination venue
  - Not following instructions from the examination supervisors at the examination venue
  - Pretending to be an applicant and taking the examination for the applicant
  - 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 returned.)
  - The results of all entrance examinations taken by the applicant at Waseda University during the year may become invalid.

### < 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.

### <Requests for Applicants>

- ① Protect yourself against illnesses by taking measures such as hand washing and gargling in order to be able to take the entrance examination in top physical condition.
- ② Please wear a mask at the examination venue as needed to protect yourself from contagious diseases such as influenza.
- ③ If you are coughing or sneezing, please try to prevent the transmission of illness by wearing a mask or covering your mouth.

**Contact :**

Graduate School of Political Science, Waseda University

TEL: +81-3-3203-6150

FAX: +81-3-3204-8957

1-6-1 Nishiwaseda Shinjuku-ku, Tokyo

169-8050 Japan

E-mail: [gsps-admission@list.waseda.jp](mailto:gsps-admission@list.waseda.jp)