

Graduate School of Political Science Waseda University Doctoral Program  
Application Documents Check List

Check ☑	Documents	Notification
<input type="checkbox"/>	Application Form	Write your name in ballpoint pen on the back of the photo and paste one of them on the prescribed place on the application form. Another one should be attached to the application form with a paperclip.
<input type="checkbox"/>	receipt of admissions fee	Attach the receipt to the application form
<input type="checkbox"/>	Academic Thesis (copy of entire thesis)	<b>4 copies</b> Documents will not be returned, so please do not send originals.
<input type="checkbox"/>	Academic Thesis Outline	<b>4 copies</b>
<input type="checkbox"/>	Research Plan	<b>4 copies</b> Using the prescribed form, keep the research plan within 10 pages of length.
<input type="checkbox"/>	• Certification of Completion (Diploma) • Degree Certificate	<ul style="list-style-type: none"> <li>• Please submit the certificate of graduation from both undergraduate and graduate schools.</li> <li>• Applicants must submit original certificates (photocopied or faxed copies are not acceptable).</li> <li>• Please submit Japanese or English certificates.</li> <li>• Graduates from universities in China with a degree must submit both their degree certificate and certification of graduation (diploma).</li> <li>• Applicants from Chinese institutions must arrange for an official English version “Verification Report of China Higher Education Qualification Certificate” to be sent directly to our office (<a href="mailto:gspss-verification@list.waseda.jp">gspss-verification@list.waseda.jp</a>) from CHESICC via email.</li> </ul>
<input type="checkbox"/>	Original Copy of Academic Transcripts	<ul style="list-style-type: none"> <li>• Please submit the certificate of from both undergraduate and graduate schools.</li> <li>• Applicants must submit original certificates (photocopied or faxed copies are not acceptable).</li> <li>• Please submit Japanese or English certificates.</li> </ul>
<input type="checkbox"/>	English Examination Score Card	TOEIC or TOEFL or IELTS The examination must have been taken around recent 2years.
<input type="checkbox"/>	Questionnaire for International Students	Foreign-graduated students only
<input type="checkbox"/>	Statement of Source of Funds	Foreign-national students/Foreign-graduated students only
<input type="checkbox"/>	Copy of Passport	Foreign-national students/Foreign-graduated students only
<input type="checkbox"/>	A copy of a resident card or resident registration card	Domestic Applicants only.
<input type="checkbox"/>	Request Form for Return of Submitted Materials	Submitted documents will not be returned in principle. However, Waseda University will return materials that cannot be reissued.
<input type="checkbox"/>	Agreement regarding oral examination through Web conference system	