

## Graduate School of Political Science Waseda University Master's Degree Program Application Documents Check List

Check <input checked="" type="checkbox"/>	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"/>	Research Plan	<b>Both Paper-based and File-formatted are required.</b>  【Paper-based】 one copy Please print out the document which you fill in and send it to the office of GSPS by post mail. 【File-formatted】 Please upload the WORD file or PDF file in the Online application form
<input type="checkbox"/>	• Certification of Completion (Diploma) • Degree Certificate	<ul style="list-style-type: none"> <li>• Applicants must submit original certificates (photocopied or faxed copies are not acceptable).</li> <li>• The certification of graduation or degree certificate or academic transcripts must be written in Japanese or English.</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 "Online Verification Report of Higher Education Qualification Certificate " to be sent directly to our office (<a href="mailto:gspgs-verification@list.waseda.jp">gspgs-verification@list.waseda.jp</a>) from CHESICC via email.</li> </ul>
<input type="checkbox"/>	Original Copy of Academic Transcripts	
<input type="checkbox"/>	English Examination Score Card	TOEIC or TOEFL or IELTS The examination must have been taken around recent 2years.
<input type="checkbox"/>	Written permit issued by institutes which applicants belong to	Applicants for “mature student entrance exam”
<input type="checkbox"/>	Request form for one-year Master's degree completion program	Applicants for “mature student entrance exam”, who would like to apply for one-year Master's degree completion program
<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	