

**Graduate School of Political Science
Waseda University**

**Doctoral Program
<for September 2024 Entry>**

Admissions Application Guidelines

- **Political Science Course**

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[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, enrollment 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 information. 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 (hereafter “Submitted Documents”) by providing them to the issuers, providers, theses review entities, etc. By submitting or providing the Submitted Documents to the University, the applicant agrees to the University’s right to make such inquiries. 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.

[Handling of Gender Information]

For the sake of administering entrance exams in an efficient manner and carrying out enrollment procedures, Waseda University collects information regarding your sex on legal documents. The information is collected only for reasonably justifiable purposes, and these cases are limited to a minimum. The information does not affect the screening result.

<https://www.waseda.jp/inst/diversity/en/support/sexual-minority/>

In these Application Guidelines, the term “mobile phones, etc.,” indicates all electronic devices with communication functions, such as mobile and smart phones, tablets, wearable devices, etc.

I. About Admissions

1. Introduction

In order to provide multilayered, comprehensive and flexible guidance, the Political Science course offers individual guidance by your advisor as well as joint guidance by all professors in each research area.

Applicants of Political Science Course are required to fill in their preferred advisor and research area on their research plan when applying. This preference will be reviewed as a reference when it is time to decide their supervisor and research area.

Political Science Course

Research Area	Major research area	Overview
Empirical Political Methodology & Analysis	Quantitative Analysis, Formal modeling, Political behavior, Political communication, Political methodology	We explore various theories of contemporary political science and analyze contemporary Japanese politics, as well as conduct comparative analyses of developed countries. This includes the development and exploration of analytical methods, as well as the theory and analysis of politics, voting behavior, and political communication.
Political Thought and Political History	Political Thought, History of Political Thought, Constitutions, Japanese Political History, History of Japanese Political Thought, Western Political History	This research area explores the history of political thought of the West and of Japan, together with modern normative political theory. The distinguishing feature of this set of courses is that they study constitutions closely related to political history and political philosophy.
Comparative Politics	Comparative Politics, Regional Studies	This research area analyzes global politics from a comparative as well as a historical point of view. A wide variety of approaches, including the positive approach, is applied to analyzing contemporary world politics within a global context and from the perspective of Japan's place in the world.
International Relations	International Politics, International Relations	Students in this research area specialize in international politics, theories of international relations, history of international politics, or diplomatic history. They apply their knowledge to analyzing the current state of international relations. The research methodology is a distinguishing feature of courses in this area in that it approaches the discipline of international relations from a global perspective and explores the subject from historical, ideological, and theoretical points of view.

2. Admission Quota

Graduate school	Major	Course	Quota
Graduate School of Political Science	Political Science	Political Science Course	Strictly limited

3. Date of Admission

September 21, 2024

4. Admission Schedule

Procedure		Overseas Applicants	Domestic Applicants
1	Application period	January 29 – February 15, 2024	April 29 – May 16, 2024
2	Period for payment of application fee	January 29 – February 15, 2024	April 29 – May 16, 2024
3	Announcement of first screening results (Document screening)	April 11, 2024 (3:00 p.m.)	June 20, 2024 (3:00 p.m.)
4	Announcement of second screening schedule (Oral examination)	April 12, 2024 (3:00 p.m.)	June 21, 2024 (3:00 p.m.)
5	Second screening (Oral examination)	One of the following dates in 2024 designated by GSPS: April 20 – April 28 *Request by applicants for specific dates cannot be accommodated.	One of the following dates in 2024 designated by GSPS: July 1 – July 7 *Request by applicants for specific dates cannot be accommodated.
6	Announcement of second screening results	May 16, 2024 (10:00 a.m.)	July 18, 2024 (10:00 a.m.)

5. Application Requirements

Applications can only be accepted from among the following:

1. Those who have a Master's degree, professional Master's degree, or any equivalent degree, or those are scheduled to receive such a degree by the date before entering GSPS.
2. Those who have earned a Master's degree, professional Master's degree, or those who are scheduled to receive such a degree, or an equivalent from an overseas institution by the date before entering GSPS.
3. Those designated by the Minister of Education, Culture, Sports, Science and Technology.
4. Those who have a Master's degree, professional Master's degree or equivalent after finishing a course offered by the United Nations University, or are scheduled to receive such a degree by the date before entering GSPS.
5. Those who are deemed by the Graduate School of Political Science to have academic ability that is at least equivalent to that of the recipient of a Master's degree, professional Master's degree, or professional Doctoral degree in the field of Law and will reach 24 years of age by the date before entering GSPS.

Notes:

- The degrees mentioned in “Application Requirements” 1 above must be awarded by Japanese universities.
- If you submitted a certificate indicating that you are expected to meet the application requirements to enter Waseda University, you must submit an additional certificate indicating that you have indeed met the requirements prior to enrollment. You will not be permitted to enter Waseda University, even if you pass the screening, unless you submit the certificate confirming you have met the requirements.
- Those who are applicable to “Application Requirements” 5 above, must receive permit to apply through special admission qualification screening beforehand. Those who would like to get screening, please be sure to contact Graduate School of Political Science Office and submit the required documents for screening by the deadline below.

【Deadline】 Overseas Applicants : Tuesday, January 9, 2024

Domestic Applicants : Friday, March 29, 2024

Please note that we will not accept the documents submitted after the deadline.

- 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 enroll as students at the University. However, there are a few exceptions according to the University regulations. If you have any questions, please contact

the relevant administration office.

- If you expect to require special care during the entrance examination or after entering the University owing to a disability or serious medical condition, etc., or if a serious injury or illness is expected to affect your ability to take the entrance examination, please contact the Graduate School of Political Science Office at Waseda University before submitting your application. If you find yourself in such a situation after submitting your application please contact us immediately.

II. Application Procedures

1. Domestic and Overseas Applicants

- Applicants will be identified as either “Overseas Applicants” or “Domestic Applicants” based on their country or region of residence at the time of application.

	Overseas Applicants	Domestic Applicants
Qualification	Applicants residing outside of Japan at the time of application	Applicants residing in Japan at the time of application * Please note that those who holds short-term stay VISA is not eligible to apply.
Category Check	Based on the present address filled in applicants’ application form	

2. Application Fee Payment Period/Application Period

1) Period for payment of application fee

Overseas Applicants	Domestic Applicants
January 29 – February 15, 2024	April 29 – May 16, 2024

2) Application period

Overseas Applicants	Domestic Applicants
January 29 – February 15, 2024	April 29 – May 16, 2024

3. Conditions for Application

- The application will be completed only after the payment of application fee, the registration of applicant information, and the submission of application materials are completed within the designated period.

4. Payment of Application Fee

1) Application Fee

Overseas Applicants	Domestic Applicants
5,000 yen	30,000 yen

2) Payment procedure

<Payment from outside Japan>

A. Overseas remittance

Please follow the procedure below to remit 7,000 yen (the screening fee of 5,000 yen plus the lifting charge of 2,000 yen) from a local financial institution. If the local financial institution requires a separate handling/lifting fee, you must pay the fee in addition to the above remittance. Enclose a copy of the remittance form with your other application materials.

- Type: Telegraphic Transfer
- Payment Method: Advice and Pay
- Bank Transfer Fee: Payer's Responsibility
- Lifting Charge: Payee's Account
- Amount: 7,000 yen (5,000 yen for the screening fee, 2,000 yen for the lifting charge)
- Purpose: Screening fee
- Remittance Destination:
 - Bank name: MUFG Bank, Ltd.
 - Branch name: EDOGAWABASHI BRANCH
 - Account number: 0035967 FHE
 - Account holder: Waseda University
 - Bank address: 1-48-13, SEKIGUCHI, BUNKYO-KU, TOKYO 112-0014, JAPAN
- Swift code: BOTKJPJT
- Other details: In the "Message to Payee, if any" section, write "31GSPS" before your name.

B. Payment by credit card / Online Payment System

To make a payment by credit card or online payment system (China Union Pay), please access the online screening fee payment website (<https://e-shiharai.net/ecard/>) and complete the procedure.

- After completing the transaction, print out the "Result" page and attach it to the application form.
- The payment can be made 24 hours a day, seven days a week, including Saturdays, Sundays, holidays.
- 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.

<Payment in Japan> *For only Domestic Applicants

A. Payment at convenience stores

- Please pay the screening fee at a convenience store near you.
- To make a payment at a convenience store, access the "screening fee convenience store payment site" (<http://e-shiharai.net/>) [Japanese only] first, and complete the designated payment registration, and then go to a convenience store.
- After making the payment, detach the "Certificate of Payment of the Screening Fee" on the Screening Fee Handling Description, affix it to the back of the application form.
- The payment can be made 24 hours a day, 7 days a week, including on Saturdays, Sundays, and holidays. However, the option to apply via the website will end at 11:00 pm on the last day of the payment period. You will not be able to make a payment at a convenience store after 11:30 pm on the last day of the payment period.
- If a family member or acquaintance of an applicant conducts the procedure on behalf of an applicant, such 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 Political Science Office in advance.

B. Payment by credit card

To make a payment by credit card or online payment system (China Union Pay), please access the online screening fee payment website (<https://e-shiharai.net/ecard/>) and complete the procedure.

- After completing the transaction, print out the “Result” page and attach it to the application form.
- The payment can be made 24 hours a day, seven days a week, including Saturdays, Sundays, holidays.
- 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.

3) Waiver of Screening Fee

In the following cases a screening fee may be not required.

- Applicants who apply for admission at the same time they complete GSPS.
- Graduates of the GSPS master's program who, after registering as a non-degree student the following year, go on to apply to the doctoral program. Please note that applications are limited to a period of 4 years from enrollment in the master’s program.
- Applicants who wish to be admitted into an undergraduate or graduate school of Waseda University are eligible to apply for a screening fee waiver if they reside in one of the countries designated by Waseda University AND hold nationality of one of those countries. The applicant must reside in one of the countries classified as "Least Developed Countries" or "Low Income Countries which are not LDCs " in the list of ODA recipients as published by OECD/DAC AND hold nationality of one of those countries (the applicant's country of residence and nationality do not necessarily have to be identical). For more details, please refer to the ‘Screening Fee Waiver Program for Applicants from Specified Countries’ and download the prescribed form from GSPS website for the application.
- Applicants who, after enrolling, become Monbukagakusho (MEXT) Scholars. For more information please contact the Centre for International Education (e-mail:in-cie@list.waseda.jp) .

4) Note on Submitted Application materials and Screening Fee Refund

As a general rule, application materials and screening fees are not returned. However, the screening fee alone 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 materials.
- 2) You paid a screening fee but submitted the application materials after the deadline.
- 3) You paid a screening fee and submitted the application materials, 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.

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.

- 1 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.



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

Off 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.



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

Touch the "各種サービスメニュー" option

Select the "インターネット申し込み" 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

●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.



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

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.

3 Application

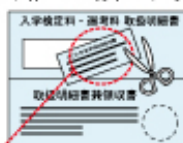
Affix the receipt portion to "Form for Submission of the Certificate of Payment of Application Fee" in the designated location.

- Seven-Eleven ●Family Mart
- 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 and stamp may differ from the illustration above.

- Lawson ●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.

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

convenience stores:	Entrance exam fee 140,000 or less	500 yen
	Entrance exam fee 150,000 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/>

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/>

1. Top Page

Please choose a category "大学・短大" or "大学院".
Undergraduate School Graduate School

2. School Selection

Click "早稲田大学 (クレジットカード・中国オンライン決済専用)"
Waseda University
or "早稲田大学大学院 (クレジットカード・中国オンライン決済専用)".
Waseda University(Graduate Schools)

3. School Information

Read the information carefully and click "同意する".
Agree

4. Category Selection

Choose First to Fourth Selection and click "次へ".
Next

5. Basic Information

Input the applicant's basic information.
Choose your credit card and click "次へ".
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.

Application Results
Please click the "申込内容照会" 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.

Payment Inquiry - Inquiry result
Please print out the "申込内容照会結果" page.

Paying with Union Pay

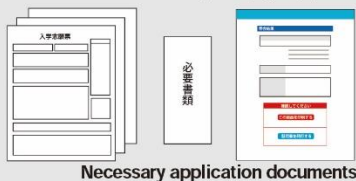
Follow the onscreen instructions to complete the card payment.

Application Results
Please click the "申込内容照会" 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.

Payment Inquiry - Inquiry result
Please print out the "申込内容照会結果" page.

Enclose the printed "申込内容照会結果" page in an application envelope with
Payment Inquiry - Inquiry result
other necessary application documents.



Mail it from Post office



【NOTICE/FAQ】

- During payment periods and application periods mentioned in the application documents, you can make a payment anytime. Please confirm from application documents and complete payment in time for the application period.
- On the last date of the payment period, please finish card settlement procedure by 11:00pm Japan time.
- Please directly contact the credit card company if your card is not accepted.
- It is possible to use a card which carries a name different from that of the applicant. However, please make sure that the information on the basic information page is the applicant's information.

■ 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)

5. Online Registration of Applicant Information

1) Entering Information

- Register applicant information by accessing the online application form below within the designated period.

Online application form [Overseas Applicants]

<https://my.waseda.jp/application/noauth/application-detail-noauth?param=qsH8yBLFPTDZWtZx-RATuA>

Online application form [Domestic Applicants]

https://my.waseda.jp/application/noauth/application-detail-noauth?param=XF9slEgp2i-Cfosefy7_w

2) Important Notes

- The online application form will be available to access only during the application period.
- Information of the applicant may be entered by proxy.
- The information submitted through the online application form must be the same information provided on the “Application Form” in 6. Submission of Application Materials.
- If there are any discrepancies between the information entered through the online application form and the “Application Form”, the Graduate School will recognize the information provided through the online application form as correct.
- Submit electronic copies of the “Academic Thesis”, “Outline of Academic Thesis”, “Assignments” and “Research Plan”, specified in 6.Submission of Application Materials, through the online application form. Each file should be named as follows:
 - **Academic Thesis** : “last name_first name_thesis” (e.g. waseda_taro_thesis)
 - **Outline of Academic Thesis** : “last name_first name_outline” (e.g. waseda_taro_outline)
 - **Assignments** : “last name_first name_assignments” (e.g. waseda_taro_assignments)
 - **Research Plan** : “last name_first name_researchplan” (e.g. waseda_taro_researchplan)
- After entering the required fields, click on the “save” button at the bottom of the page.
- If there is any incorrect information, you must complete the application form again.
- For those who have submitted information multiple times, the latest submission will be recognized as the final submission.
- The email address the applicant has specified in the online application form will be used by the Graduate School to send any relevant information.

6. Submission of Application Materials

- Applicants must submit the required application materials during the application period.
- Applications will not be accepted if even a single incomplete or missing document is found in the application.

1) How to send application materials

For overseas applicants, please send the application materials by International Express Mailing Service (EMS) or other international couriers.

For domestic applicants, enclose 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*) at the post office. If the application deadline is approaching, we recommend that you send the materials by delivery-certified express mail (*sokutatsu yuubin* or *kan'i kakitome/sokutatsu yuubin*).

2) Notes on Submitting Applications

- Waseda University will not be able to answer any questions about a student's visa status because that is under the jurisdiction of the Japanese Ministry of Justice. Please inquire at the Immigration Office if you have any questions regarding a visa.
- Even if applicants have a visa that remains valid until after admission when submitting their application materials, they may not be allowed to renew or change their visa after admission for technical reasons (for example, an applicant has ceased to engage in the activity for which their current visa was issued for more than three months without justifiable cause). Waseda University makes no guarantees regarding the change or renewal of visas after admission. Make sure that you contact the Immigration Bureau of Japan; application to the university is your own responsibility.
- Only applications received by the deadline will be accepted. In some countries or areas, it might take time for application materials to be delivered. Please make sure to send your application materials well in advance.
- Applications will not be accepted in person. Please submit all applications by post.
- Inquiries whether application materials 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.
- Applications will not be accepted if even a single incomplete or missing document is found in the application. Please ensure that you have all the required documents before submitting your application.
- You may be deemed to have committed a dishonest act if you falsified, fabricated, plagiarized, or modified 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.
- Please note that once documents and other materials have been submitted, they will in general 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 materials. Please note that applicants who do not submit this request form with their application materials will not have their materials returned to them later for any reason.
- If the address, phone number, or email address on your application materials changes after submission, be sure to notify the Graduate School of Political Science Office immediately (gspas-admission@list.waseda.jp). The university cannot be held responsible if any notification from the university is lost due to a change of information from your application materials.
- 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.

3) Application Materials

- Required application materials may differ depending on the applicants' various backgrounds. Please make sure to confirm which materials you must submit by referring to the "List of Application Materials".
- Please download the prescribed forms from GSPS website. Please complete the WORD/EXCEL documents using a computer and print them out on A4 paper. Complete the PDF documents in black ink using a ballpoint pen. Write in block characters and use Arabic numerals.

<https://www.waseda.jp/fpse/gsp/en/applicants/schedule/>

List of Application Materials

No.	Item	Details
A	Academic Thesis	1 copy, submit through the online application form as well
B	Outline of Academic thesis	1 copy, submit through the online application form as well
C	Application Form	[Prescribed form]
D	Documentation of Graduation or Completion	Documents vary depending on the country of the university.
E	Original copy of academic transcripts	Original
F	Assignments	1 copy, submit through the online application form as well
G	Research Plan	[Prescribed form] 1 copy, submit through the online application form as well
H	Copy of the result letter of Analytical Methods Certification Examination at the Graduate School of Political Science	Only for those who have passed the examination
I	Score card of TOEFL/TOEIC/IELTS	<p>▶ TOEFL iBT® Home Edition score, TOEIC(IP) score, and IELTS online score are not acceptable.</p> <p>▶ Applicants who are nationals of countries where English is an official language, or have received a degree from an English program at an institute of higher education (university or higher) are not required to submit test results.</p>
J	Questionnaire for International Students	[Prescribed form]
K	Copy of passport	(1) A copy of your photograph page (2) A copy of your visa (only for applicants with a visa)
L	Copy of a resident card or resident registration card	Only applicable for applicants who are not Japanese nationals but resident in Japan when applying.
M	Request Form for Return of Submitted Materials	[Prescribed form]
N	Address label	[Prescribed form]

A: Academic Thesis 1 copy (*Note 1)

- Submit one copy of an academic paper written in Japanese or English about one theme. (e.g., Master's Thesis, refereed paper, etc.)
- Length: In principle, a paper written in Japanese should be about 20,000 to 40,000 characters. A paper written in English should be about 10,000 to 20,000 words.
- Please do not send the original copy because they will not be returned.
- Submit an electronic copy of the academic paper through the online application form. For details, refer to [5. Online Registration of Applicant Information](#).

(*Note 1) Students who plan to complete their master's degree at the Graduate School in September 2024 are not required to submit a master's thesis. The thesis you submit as your master's degree application thesis will be arranged by the

Graduate School of Political Science office as an admission review document. However, if you wish to submit a different thesis than your master's thesis, please submit it as indicated above.

Regardless of the above, please note that all candidates are required to submit the **B: Outline of Academic Thesis** below.

B: Outline of Academic Thesis 1 copy

- The outline must describe the details of your academic thesis in about 5,000 words in Japanese, or 2,500 words in English.
- Submit an electronic copy of the outline through the online application form. For details, refer to [5. Online Registration of Applicant Information](#).

C: Application Forms [prescribed form]

- Applicant's information: Please refer to the "Notice for Filling in the Application Form (separate sheet)".
- After payment of the application fee, attach a copy of the remittance form for overseas remittance, attach "Result" screen for credit card/online payment, or affix "Certificate of Payment" (入学検定料取扱明細兼受領証) for convenience stores payment to the back of the form, and submit it together with the other application materials.
- Please prepare identical color photographs as follows.
 1. Prepare 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; must be printed on photo paper. Please write your name on the back of the photo. Use glue or paste to affix the photo to the relevant field on the paper application. 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. Only JPEG or JPG file formats are acceptable.
 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 oral examination. 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.
- Waseda University collects gender information only when there are reasonable reasons and these cases are limited to a minimum.
- The information on the [Application Form](#) must be the same as the information submitted through the online application form in [5. Online Registration of Applicant Information](#).

D: Documentation of Graduation or Completion

< Non-Chinese university/college graduates >

- Please submit the certificate of graduation from both undergraduate and graduate schools.
- Applicants must submit original certificates (photocopied or faxed copies are not acceptable).
- Please submit Japanese or English certificates. If it is impossible to have Japanese or English certificates issued, applicants must translate the documents by themselves, have them notarized to certify that the translation is accurate, and submit the documents that are notarized.
- Those who submit a certificate of expected graduation (diploma) must submit an official graduation (diploma) certificate upon proceeding entrance procedure.

< Chinese university/college graduates >

- Please arrange for a certificate to be issued as proof of graduation or completion. The following documents must be arranged for an official English version document to be sent directly to our office (gsps-verification@list.waseda.jp) from CSSD (CHESICC) via email.

- Graduates: "Online Verification Report of Higher Education Qualification Certificate" and "Online Verification Report of Higher Education Degree Certificate"
- Expected Graduates: "Online Verification Report of Student Record"
 - ◇ Visit CSSD (CHESICC) website (<https://www.chsi.com.cn/en/pvr/>) for more information.
 - ◇ Online Verification Report must reach our office before the deadline of the application period.
 - ◇ Only the certificates sent directly from CSSD (CHESICC) will be considered valid.
- Those who are expected graduates must submit the "Online Verification Report of Higher Education Qualification Certificate" and the "Online Verification Report of Higher Education Degree Certificate" upon proceeding entrance procedure.

E: Original copy of academic transcripts

- Applicants must submit original certificates (photocopied or faxed copies are not acceptable).
- Please submit Japanese or English certificates. If it is impossible to have Japanese or English certificates issued, applicants must translate the documents by themselves, have them notarized to certify that the translation is accurate, and submit the documents that are notarized.
- Those who submit a certificate of expected graduation (diploma) must submit an official transcript certificate including grades of all courses taken for graduation upon proceeding entrance procedure.
- If any credits are acquired from studying abroad, an original copy of the academic transcript obtained from the university the applicant has studied abroad is also required.

F: Assignments [Prescribed form] 1 copy *Internal applicants (*Note 1) are not required

- The assignment with the prescribed form must be in about 2,500 words in English for each section.
- In addition to sending your Assignment by post, you are required to submit an electronic copy of your Assignment through the designated online application form. Refer to [5. Online Registration of Applicant Information](#) for details.

(*Note 1) "Internal applicants" are those who have completed our master's course at Graduate School of Political Science in the two years preceding the date of admission. In other words, for the September 2024 entrance examination, applicants whose completion date of the master's course at the Graduate School is March 2023 or later will be considered "internal applicants," and if they fall under this category, they are not required to submit the assignments.

(*Note 2) We will not be able to answer questions about how to write assignments to be submitted or about the details of the contents of the methodology courses. Please prepare them based on your own ideas from the information provided in the syllabus.

G: Research Plan [Prescribed form] 1 copy

- The research plan with the prescribed form must be in about 2,500 words in English. The words originally on the form do not need to be considered as the number of words.
- Please select main advisors from those listed below with a "○" (= available) mark. If you select a faculty member other than "○" and/or sub-advisor, your application will be invalid.
https://www.waseda.jp/fpse/gspse/assets/uploads/2023/09/Research-Supervisors-list_sep2024.pdf
- Preferences 1 to 3 of the faculty advisors are required.
- After admission, the research guidance system will consist of one main advisor and one or no sub-advisor, depending on the applicant's preference. Although there is no guarantee that the applicant will be supervised by the applicant's preference, a main advisor will be assigned based on the stated preferences. GSPS will separately ask the applicants who have passed the entrance examination if they wish to be assigned a sub advisor, and will decide whether or not to assign a sub advisor after consultation with the main advisor and other faculty members.
- The above information does not guarantee that you will be accepted or mentored by the listed faculty member.
- In addition to sending your Research Plan by post, you are required to submit an electronic copy of your Research Plan through the designated online application form. Refer to [5. Online Registration of Applicant Information](#) for details.

H: Copy of the result letter of Analytical Methods Certification Examination at the Graduate School of Political Science

*** Only for those who have passed the examination**

- If you have taken the Analytical Methods Certification Examination while enrolled in the Master's course at the Graduate School of Political Science, please submit a photocopy of the notification of the result of the examination. However, only those that have passed the examination will be accepted.

I: Score card of TOEFL/TOEIC/IELTS

- Please submit an official score card from one of the following language examinations. (A copy of the score card is acceptable, and applicants are allowed to submit more than one score cards.)
 - TOEFL: iBT or PBT (Examinee Score Report). TOEFL iBT® Home Edition score is not acceptable.
 - TOEIC: only an TOEIC L&R score is acceptable. TOEIC(IP) score is not acceptable.
 - IELTS: only an Academic Module test score is acceptable. IELTS online score is not acceptable.
- Applicants who are nationals of countries where English is an official language, or have received a degree from an English-based degree program at an institute of higher education (university or college) are not required to submit a test score card. In addition, any applicants who complete English-based program outside English-speaking countries, have to submit a certificate which proves that they complete English-based program.
- TOEFL/TOEIC/IELTS must have been taken no more than 2 years before the application deadline.

J: Questionnaire for International Students [Prescribed form]

- Describe your educational background to date, starting chronologically from elementary school, including language schools if applicable in the educational background section.

K: Copy of Passport

- Submit a photocopy of the page with your photo and visa. (Please ensure that your passport has not passed its expiration date.) If applicants do not have a visa, please submit the photo page only.

L: Copy of a resident card or resident registration card (住民票)

- Domestic applicants whose nationality is not Japanese must submit a copy of either a residence card, (both sides) or a resident registration card (住民票) issued by the local municipal office where you are registered as a resident.

M: Request Form for Return of Submitted Materials [Prescribed form]

- Waseda University will return materials that cannot be reissued only. If there are any materials that you wish to have returned, please state the name of the document and the reason why you request it to be returned in the “Request Form for Return of Submitted Materials.” Only when Waseda University judges the materials cannot be issued again, they will be returned after examination. Please note that it may take 2 or 3 months to return the materials. Also, please note that Waseda University will not return any original copies of notarized certificates, academic transcripts, and score cards of TOEFL, TOEIC or IELTS.

N: Address Label [Prescribed form]

- For overseas applicants, please send the application materials by International Express Mailing Service (EMS).
- For domestic applicants, 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*) at the post office. If the application deadline is approaching, we recommend that you send the materials by delivery-certified express mail (*sokutatsu yuubin or kan'i kakitome/sokutatsu yuubin*).

III. Examinations

1. Examinee Slip

- Examinee Slips which examinee numbers are printed will be sent to all applicants who have submitted application materials correctly.
- An electronic copy of the examinee slip will be sent to the email address specified on the online application form.
- If the examinee slip does not arrive a week before the announcement day of the first examination result, please contact the Graduate School of Political Science Office immediately. (email: gspas-admission@list.waseda.jp)
- Successful candidates will exchange their examinee slip for their student ID after enrollment. Please make sure to print it out for keeping in a safe place.

2. Examination Schedule

- The second screening (oral examination) will be conducted on either of the dates designated by the Graduate School of Political Science.

Overseas Applicants	Domestic Applicants
One of the following dates in 2024 designated by GSPS: April 20 – April 28	One of the following dates in 2024 designated by GSPS: July 1 – July 7

- Information regarding the specific time of the oral examination will be announced on the Graduate School of Political Science website.

<https://www.waseda.jp/fpsc/gspas/en/>

Overseas Applicants	Domestic Applicants
April 12, 2024 (3:00 p.m.)	June 21, 2024 (3:00 p.m.)

3. About the First Screening

- Screening is conducted based on the comprehensive evaluation of all submitted documents.

4. About the Second Screening

- We will conduct an oral examination for those who pass the First Screening through a Web conference system.
- Oral Examination is about for **40 minutes**.
- Applicants will be allowed to refer to their research plan, academic thesis and its outline submitted during the screening.

1) Oral Examinations Conducted by Web Conference System

(1) Required Devices/Environment

- Oral examinations conducted by a Web conference system requires access to the internet and devices such a computer and a microphone. Please confirm that you have everything required by reading the “Guideline for Oral Examination through Web Conference System” before applying.

(2) Connection Test

- We will conduct a Web conference system connection test on one of the days scheduled below before the real exam. Please be aware that the connection test is mandatory and you are not allowed to take the real exam without the connection test.

Schedule for connection test	
Overseas Applicants	April 15 – April 19, 2024

Domestic Applicants	June 24 – June 28, 2024
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- If we conclude that we cannot have the oral exam due to issues caused by the connection and devices' settings or any other unexpected incidents either on the day for connection test or the oral exam, we might consider that applicants don't show up. Please understand this fully when selecting this method.

(3) Important Notes Regarding the Oral Examination

- The time of the oral examination will be announced on the Graduate School of Political Science website. <https://www.waseda.jp/fpse/gspss/tag/admissions/>
- During the screening, applicants are prohibited from referring to any materials other than the materials permitted. This includes not only printed materials, but also materials either online or stored on your device. Reference to materials other than the materials permitted will be considered as a dishonest act.
- **To prevent cheating during the examination, Waseda University will make audio/ video recording of the interview.** Making audio/ video recording and taking photographs by applicants are strictly prohibited.
- Please prepare your printed examinee slip and a document for identification, for identity verification purposes..
- Please access the oral examination from the same environment as the connection test. Also use the same device. The Graduate School of Political Science will not be held responsible for any issues on the day of the exam due to the use of a different device or access from a different environment.
- The environment you attend the examination must be quiet with no persons nearby. A noisy environment will be considered as inadequate to continue the examination, and you may be considered as "absent". If any other persons are nearby, it will be considered as a dishonest act.

5. Announcement of results

- The results of the examinations will be posted on the website of the Graduate School of Political Science. No individual inquiries concerning results can be accepted.

[Website address]

<https://www.waseda.jp/fpse/gspss/en/>

	Overseas Applicants	Domestic Applicants
First screening results (Document screening)	April 11, 2024 (3:00 p.m.)	June 20, 2024 (3:00 p.m.)
Second screening results	May 16, 2024 (10:00 a.m.)	July 18, 2024 (10:00 a.m.)

6. Examination Regulations

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, fabrication, plagiarism, modification, etc., of documents, materials, or information submitted to the University at the time of application may be considered misconduct.
2. The following acts 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, taking notes on one's body, objects, desk, etc. and referring to them.)
 - (2) Any action that benefits another examinee or other examinees, such as communicating the answers to a question, etc., during the examination.
 - (3) Holding or using mobile phones, etc., during the examination.
 - (4) Enabling any sounds (incoming calls, alarms, vibrating sounds, etc.) on mobile phones, etc., and watches during the examination.
 - (5) Behavior that disturbs other examinees in the examination room.

- (6) Failure to follow the instructions of an examination supervisor, etc., at the examination site.
 - (7) Having any person other than the applicant herself/himself impersonate the applicant and take the examination.
 - (8) Any and all other acts that may impair the fairness of the examination.
3. If misconduct is suspected, the University may respond as follows. Failure to comply with these actions may be considered an admission of wrongdoing.
- An examination supervisor, 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 (hereafter "Submitted Documents") by providing them to the issuers, providers, theses review entities, etc. By submitting or providing the Submitted 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 academic 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 actions up to and including expulsion from the University, in accordance with the University's rules and regulations.
5. Accidents/incidents owing to force majeure.
- In the event of a natural disaster— such as typhoons, floods, earthquakes, tsunamis, etc.—fires, power outages, or other force majeure accidents or transportation disruptions, measures including delaying the start and end of the exam or postponing the exam, etc. may be taken. However, in such an event, the University will not be liable for any inconvenience, expense, or other personal damage incurred by examinees as a result of such measures.
6. Infection's diseases
- Applicants who, in accordance with School Health and Safety Act, have been forbidden from attending classes due to as of yet untreated cases of infectious diseases (such as COVID-19, influenza, measles, rubella, etc.), and who may consequently prove a threat to other applicants and proctors of the examination, are asked not to attend the examination. Note that, for those unable to attend the examination for this (or any other) reason, there will be no make-up examination, and your screening fee will not be returned to you unless we announce special treatment.

IV. Entrance Procedures

Entrance Procedures require successful applicants to complete the following three steps within the designated period: (1) registering the the information for the entrance procedure <UCARO>, (2) paying the admission fees, academic fees and other fees, (3) and submitting the documents required for enrollment. In case the applicants failed to complete the entrance procedures within the designated period, the admission will be canceled regardless of any reason.

Details of the entrance procedure and the essential documents are described on the manual for “the entrance procedures” which is sent to successful applicants.

1. Schedule of Entrance Procedures

- The entrance procedure period is scheduled as follows:

Overseas Applicants	Domestic Applicants
Late May – Early June, 2024	Late July – Early August, 2024

2. Admission, Academic, and Other Fees

Doctoral Program: Political Science Course

<Admission, Academic, and Other Fees for students admitted September 2024 > (in Japanese yen)

Academic year	Time of payment	Entrance Fee (Admission Fee)	Academic fees		Other fees			Total
			Tuition fee	Seminar fee	Waseda University Student Health Promotion Mutual Aid Association	Society enrollment fee	Society membership fee	
First yearE	At time of enrollment (Fall 2024)	200,000	224,000	1,500	1,500	2,000	750	429,750
	Spring 2025	—	224,000	1,500	1,500	—	750	227,750
	Total	200,000	448,000	3,000	3,000	2,000	1,500	657,500
Second year	Fall 2025	—	324,000	1,500	1,500	—	750	327,750
	Spring 2026	—	324,000	1,500	1,500	—	750	327,750
	Total	—	648,000	3,000	3,000	—	1,500	655,500
Third year	Fall 2026	—	324,000	1,500	1,500	—	750	327,750
	Spring 2027	—	324,000	1,500	1,500	—	750	327,750
	Total	—	648,000	3,000	3,000	—	1,500	655,500

[Notes]

- If you are currently enrolled in, or have graduated from, completed, or withdrawn from an undergraduate, graduate, or specialized program of Waseda University, you are not required to pay the entrance fee (registration fee). For more information, please refer to the handbook on enrollment procedures sent to successful applicants.
- Graduates of the Graduate School of Political Science, Graduate School of Economics or School of Political Science and Economics will be exempt from paying the society enrollment fee.
- Fees on the above table are subject to change.
- As a general rule, we do not return submitted documents or refund registration (admission) fee, tuition and other fees (for the first semester). However, if you do not enter Waseda University owing to unavoidable circumstances or fail to meet

the eligibility criteria before enrollment, we may refund tuition and other fees (for the first semester) only. For more information on the procedure for receiving such a refund, refer to the handbook on enrollment procedures sent to successful applicants.

3. Certificate of Eligibility

- International students who are admitted to Waseda University are able to obtain “Student” visa status. In order to apply for visa status to enter Japan, you will first need to obtain a Certificate of Eligibility from the Immigration Bureau of the Ministry of Justice of Japan, located in Japan. Only if you are a foreign student applying from outside Japan and have completed the procedures for enrollment Waseda University will act on your behalf to apply by proxy to the Immigration Bureau for your Certificate of Eligibility (COE). After the application by proxy is granted, the Immigration Bureau will deliver your COE to Waseda University, which then will send it with an acceptance letter issued by GSPS to you (the applicant) by mail. Upon receiving the COE and the acceptance letter, you must take it together with your passport to the Japanese embassy or consulate to apply for a College Student visa. Because it takes two to three months before a COE is issued, upon completing the enrollment procedures, you must send the required documents to the Waseda University Graduate School of Political Science at the time of the Entrance Procedures. Please refer to the “the entrance procedures” sent to all accepted applicants for the necessary documents materials.

Doctoral Program

Waseda University
Graduate School of Political Science
1-6-1 Nishiwaseda, Shinjuku, Tokyo 169-8050

TEL: +81-3-3208-8534

E-mail: gsp-admission@list.waseda.jp

URL: <http://www.waseda.jp/fpse/gsp/en/>