

**Graduate School of Political Science  
Waseda University**

**Master's Program  
<for September 2024 Entry>**

**Admission Application Guidelines**

**Master's Program  
▪ Political Science Course**

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### **[Application Procedure]**

The online application system "The Admissions Office" (hereinafter referred to as "TAO") is used. For details on how to apply using this system, please refer to "5. Online Registration of Applicant Information and Submission of Application Materials" in "II. Application Procedures".

### **[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. Waseda University may make inquiries (hereinafter referred to as "Inquiry") into the authenticity of the documents, materials, papers and information provided to us (hereinafter referred to as "Application Materials") to the publisher/supplier and the thesis reviewing body. By submitting or providing the Application Materials to us, the applicant agrees to the Waseda University's making the Inquiry. Please note that the personal information may be used as materials for studies and research to improve our entrance examinations. The information will be statistically processed to prevent any individuals from being identified.

### **[Handling of Gender Information]**

For the purpose of administering entrance exams in an efficient manner and carrying out admission procedures, Waseda University collects information regarding your gender on legal documents. The information is collected only when the reason is deemed reasonable, and these cases are limited to a minimum. The information does not affect the screening result.

<https://www.waseda.jp/inst/diversity/news/2020/04/21/8631/>

# I. 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. Course

### Master's Program: Political Science Course

Political Science major admits students for the Master's Program in line with its courses: the Political Science Course, the Global Public Policy Course and the Journalism Course. The English-based Degree Program is available for the Political Science Course ONLY.

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 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 advisor and research area.

Major	Courses	Research Area	Degrees
Political Science Major	Political Science Course	Empirical Political Methodology & Analysis	Master of Arts in Political Science
		Political Thought and Political History	
		Comparative Politics	
		International Relations	

## 3. Date of Admission

September 21, 2024

#### **4. Admission Schedule**

	<b>Procedure</b>	<b>Dates</b>	<b>Notes</b>
1	Application period	January 29 – February 15, 2024*	*The deadline for entering TAO is <b>Thursday, February 15, 2024, Noon (12:00p.m. Japan time)</b> .
2	Period for payment of application fee	January 29 – February 15, 2024	
3	Announcement of first screening results (Document screening)	April 11, 2024 (3:00 p.m.)	The results will be shown on the TAO.
4	Announcement of schedule for second screening (Oral examination)	April 12, 2024 (3:00 p.m.)	The Announcement will be shown on the TAO.
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.	*Date and time will be designated by GSPS. *Requests by applicants for specific dates cannot be accommodated.
6	Announcement of second screening results	May 16, 2024 (10:00 a.m.)	The results will be shown on the TAO.

#### **5. Application Requirements**

Application can only be accepted from applicants who meet the following application requirements:

1. Those who have graduated or are scheduled to graduate from a university in Japan by the entrance period that applicants wish to matriculate.
2. Those who have received a Bachelor's Degree from the National Institution for Academic Degrees and University Evaluation or are scheduled to receive such a degree by the entrance period that applicants wish to matriculate.
3. Those who have completed 16 years of standard school education outside Japan or are scheduled to complete such education by the entrance period that applicants wish to matriculate.
4. Those who have completed a more than 3 years program in a university outside Japan or are scheduled to complete such education and hold a bachelor's degree by the entrance period that applicants wish to matriculate.
5. Those who are designated by the Minister of Education, Culture, Sports, Science, and Technology by the entrance period that applicants wish to matriculate.
6. Those who have been enrolled at a university for more than three years (or have completed 15 years of school education overseas or are scheduled to complete such education by the entrance period that applicants wish to matriculate) and have been recognized by the Graduate School of Political Science as having earned a specified number of credits with an excellent academic record.
7. Those who have been recognized by the Graduate School of Political Science as possessing academic credentials superior to those of university graduates through an individual entrance requirement screening process and are scheduled to reach 22 years of age by the entrance period that applicants wish to matriculate.

Notes:

- “University” mentioned in requirements 1 and 6 refers to a university which is approved by the Ministry of Education, Culture, Sports, Science and Technology of Japan.
- Graduates from three-year specialized college (zhuanke) programs in China are not eligible to apply. However, those who have graduated from a four-year (benke) program after graduating from a three-year program and completed 16 years of school education are eligible to apply.
- Those who are applicable to “Application Requirements” 6 or 7 above, have to get 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 of and then, submit the required documents for screening by the deadline below.

【Deadline】 Tuesday, January 9, 2024

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

- If you submitted a certificate to demonstrate that you are expected to meet the qualification to enter university in order to meet the applicant eligibility stated in the application guidelines at the time of application, you will be required to submit a certificate to certify that you have indeed met the requirement before enrollment. You will not be allowed to enter Waseda University even if you pass the entrance examination unless you submit such certificate.
- Students who graduated from university more than two and a half years before the enrollment might be eligible to take an entrance exam for working experienced. Working experienced students must fulfill one of the “Application Requirements” stated above.
- Faculty of Waseda University including Waseda University Junior / Senior High School, Waseda University Honjo Senior High School and Art and Architecture School are not able to become a student of the University, although there are few exceptions according to the university regulations. If you have any question, please ask Waseda University administration offices.
- If you expect to require special care during the entrance examination or after entering the university due to a disability or serious medical condition, etc., please contact the 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.

## 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

January 29 – February 15, 2024

#### 2) Application period

January 29 – February 15, 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

- The application fee is required in order to apply for entrance to the Graduate School. Please complete your payment before sending in your application documents. Application documents received before payment will not be accepted.

#### 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. Please upload the remittance form to TAO.

-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, or China Union Pay (online payment)**

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 required procedure.

- After completing the transaction, please upload "Result" page to TAO.
- 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, you must complete the designated application procedure in advance by accessing the "screening fee convenience store payment site" (<https://e-shiharai.net/>) [Japanese only] on the Internet.
- After making the payment, please upload the "Certificate of Payment of the Screening Fee" to TAO.
- The payment can be made 24 hours a day, seven days a week, including Saturdays, Sundays, and holidays. However, please note that application via the website will end at 23:00 on the last day of the payment period. Similarly, you will not be able to make a payment at a convenience store after 23:30 on the last day of the payment period.
- If a family member or acquaintance of an applicant conducts the procedure for the applicant, the 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 required procedure.

- After completing the transaction, please upload the "Result" page to TAO.
- 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) Note on Submitted Application Documents and Screening Fee Refund**

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



# 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**  
[1-3-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

※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.

- Make the payment at the register.
- Receive an Application Fee Statement. Detach the Certificate of Payment (receipt) portion.

**Paying at LAWSON or MINISTOP**  
[1-1-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  
Various Service Menu

Select the "各種代金料金お支払い" button on the touch screen  
All Payments

Touch the "各種代金お支払い" option  
All Payments

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

- Loppi, Famiport 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**  
[1-1-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  
All Payments

Touch the "各種代金お支払い" option  
All Payments

Enter your 【お客様番号】 【確認番号】  
Customer Number Verification Code

## 3 Application

Please upload the "Certificate of Payment of Screening Fee" to TAO.

- 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	500 yen
	Entrance exam fee ¥50,000 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.

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.

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.

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.

Please print out the "申込内容照会結果" page.

Application

Please upload the "Result" page to TAO.

**[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 and 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) Application Procedure

The application process is to be completed via the online application system, “The Admissions Office (hereinafter TAO)”.

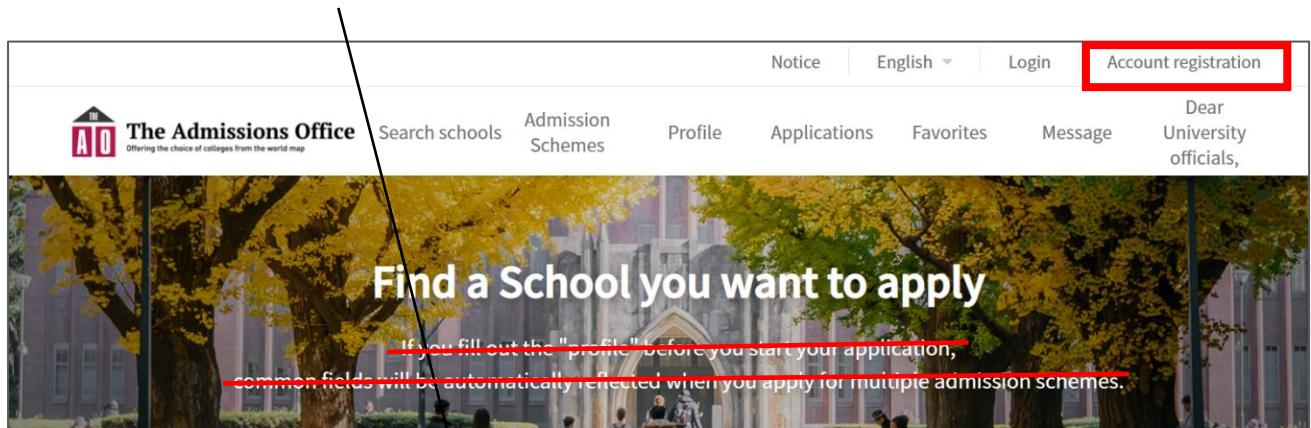
**After accessing the following website and creating an account, please check the operation of this system before applying online.**

The deadline for entering TAO is **February 15, 2024, Noon (12:00p.m. Japan time)**. Submission of your application should be completed (click on “Complete my application” button) by this deadline.

1. Obtain an account and Log in

Access the following link and select “Account registration”.

<https://admissions-office.net/en/portal>



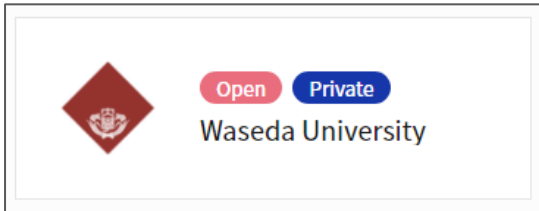
2. Create an applicant’s account

For this admission, please select English as the display language.

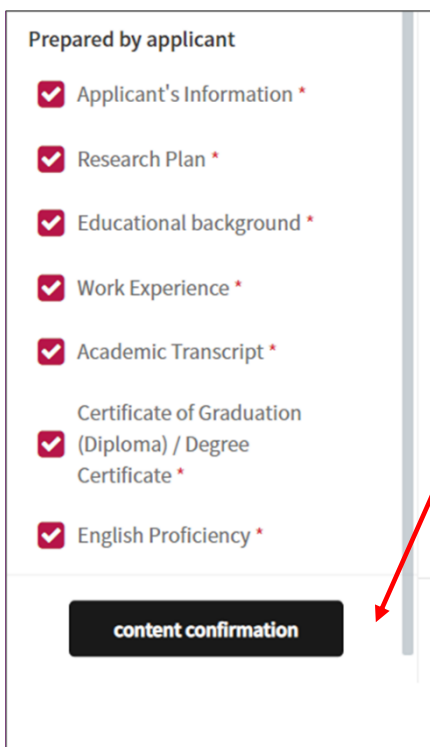
3. After entering the required information, a confirmation email will be sent to your registered email address. Click on the "Complete your registration" button in the email. After completing the above procedure, please login. After you log in, you will see the following message on the top page: "If you fill out the "profile" before you start your application, common fields will be automatically reflected when you apply for multiple admission schemes (See

the red line in the above figure.). However, TAO's "**Profile**" is not used in this admission application, so **you do not need to enter it.**

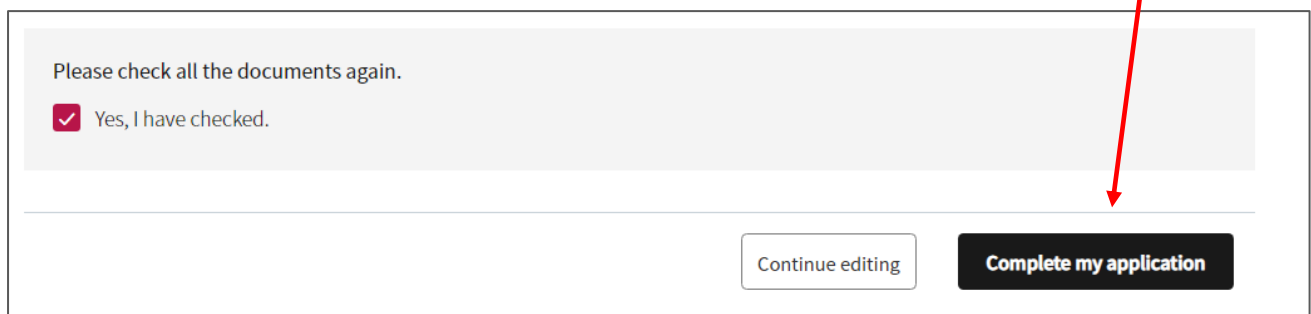
4. After logging in, please select "Waseda University" from the list of universities accepting applications.



5. Select "Graduate School of Political Science (GSPS)" – “Political Science Major – Political Science Course” - "Master's Program of Political Science Course for September 2024 Entry 【General Admission】 " and click "Start my application".



Click on the name of the application form to enter its contents. The application is not complete until it is displayed as "Application in progress". Click on the "**content confirmation**" button to check all the documents. **Finally, click on the "Complete my application" button to confirm that your application is complete.** Be careful not to forget to press the button.



## **2) Important Notes**

- Please complete your application at TAO by the deadline of the application period. We will not accept

applications that remain in the " Application in progress" status after the application deadline. In addition, depending on the course or category for which you are applying, some documents (such as recommendation letters) may need to be sent by post. Please make sure that these documents are received by the Graduate School by the deadline of the application period.

- The Graduate School will contact you through the message function on TAO or to your registered email address. Please check the message box on TAO or your registered email address periodically.
- Digital copies of the documents (diplomas, transcripts, etc.) to be submitted on TAO at the time of application are acceptable, but the original documents must be submitted at the time of admission. Please note that if you are unable to submit the original certificates by the deadline of the admission procedure, or if the contents of the digital copies are different from the ones submitted at the time of application, the admission procedure will be considered incomplete, and you will not be admitted.
- If you change your address, phone number, email address, etc., registered with TAO after your application, please contact the Graduate School office immediately.
- Applications will not be accepted if even a single incomplete or missing document is found in the application. Please make sure that you have all the necessary documents before submitting your application.
- You may be deemed to have committed a dishonest act if you falsify, fabricate, or plagiarize any of the document(s), statement(s), or items of information submitted in your application. In such cases, the results of entrance examinations will be invalidated, and application documents and screening fee kept without being returned.
- The documents that can be submitted must be written in Japanese or English. For certificates and other documents written in languages other than Japanese or English, please upload to TAO a translation (in Japanese or English) that has been notarized by an embassy or a notary public approved by the government.
- Some countries/regions do not have their translations notarized by embassies in Japan (e.g., China). In such cases, you will need to have the documents translated and notarized in your home country, so please make arrangements well in advance.
- 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 documents, 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.

### 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 check the file extensions (.png .jpeg .jpg .pdf, etc.) of the files that can be uploaded on the TAO screen. The maximum file size is 20MB per file.
- Please download the prescribed forms from GSPS website.  
<https://www.waseda.jp/fpse/gsp/en/applicants/schedule/>

List of Application Materials

	Items	Applicants	Details
A. Applicant's Information	Certificate of Payment of Application Fee	All	
	Passport	International students	Page of your photograph
	Resident card	If applicable	Only applicable for applicants who are not Japanese nationals but resident in Japan when applying.
	ID photo	All	
B. Research Plan	Research Plan	All	Prescribed form
	Work experience documents	Applicants for "working experienced student entrance exam"	Prescribed form / Free format *Depending on the type of the form
	Request form for completing Master's degree course in one year	Applicants for "working experienced student entrance exam"	Free format
C. Educational background	(Fill in Educational background. No application materials to be submitted.)		
D. Employment information	(Fill in Employment information. No application materials to be submitted.)		
E. Academic transcripts	Academic transcripts	All	
F. Documentation of Graduation or Completion	Documentation of Graduation or Completion	All	

G. English Proficiency	Score card of TOEFL / TOEIC / IELTS	All	<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>
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#### **A: Applicant's Information**

- Please follow the instructions on the TAO screen and enter the necessary information.
- The Graduate School may contact you at the email address you enter here, so please enter the email address you use on a daily basis.
- Waseda University collects gender information only when there are reasonable reasons and these cases are limited to a minimum.

#### **[Certificate of Payment of Application Fee]**

- Upload either (1)"Remittance form" for overseas remittance, (2)"Result" screen for credit card/online payment, or (3)"Certificate of Payment" (入学検定料取扱明細兼受領証) for convenience stores payment.

#### **[Passport]**

- Upload the page with your photo. (Please ensure that your passport has not passed its expiration date.)

#### **[Resident card]**

- If you are a domestic applicant (except for those whose status of residence is "Temporary Visitor"), please upload a valid resident card (front and back sides) issued by the ward or city office where you live.

#### **[ID photo]**

- 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. 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.
- The photograph is used to identify applicants on the examination day and used for issuing Student ID after enrollment. Please do not submit the photograph which is difficult to identify the applicants.

## **B: Research Plan**

- Please enter the type of admission you wish to apply for.

### **[Research Plan]**

- Upload the Research Plan with the **prescribed form**. 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/gspes/assets/uploads/2023/09/Research-Supervisors-list\\_sep2024.pdf](https://www.waseda.jp/fpse/gspes/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.

### **[Work experience documents] \*For applicants who would like to take a working experienced student entrance exam only**

- Please submit one of the following documents A) through C).
- If you choose the documents A) or B), the person who prepared the document may send the documents directly to the Graduate School of Political Science or send it by yourself. Either way is acceptable, however the documents must be in a sealed envelope and must arrive at the Graduate School within the application period. In TAO, please enter the date that the relevant document was sent to the Graduate School. The mailing address is the one shown on the last page of this Admissions Application Guidelines.
  - A) Documents issued by institutes which applicants belong to  
Please send either one of the followings in a sealed envelope to the Graduate School by post:
    - A written permit which states that applicants are allowed to take more than one-year leave from work (free format)
    - A recommendation letter (free format)
  - B) Evaluation report (**prescribed form**)  
Applicants, who cannot submit either of the documents above, are allowed to turn in an evaluation report which is written by anyone who can evaluate applicants' quality objectively (Please note that the evaluator cannot be the third or less remove from the applicant). Please send it in a sealed envelope to the Graduate School by mail.
  - C) Self-recommendation letter (free format)  
Applicants, who cannot submit any of the documents described in A and B, can turn in a self-recommendation letter, instead. Please upload to TAO. No need to mail.

### **[Request form for completing Master's degree course in one year] \*For applicants who would like to take a working experienced student entrance exam only**

Applicants, who submit a written permit certified by their institutes they belong to or are recognized superior research achievement while employed at research institute, are able to request to complete a master's degree course in one year.

Those who would like to take a working experienced student entrance exam with this request should submit the documents showing their achievements in business or academic world through TAO as well as the request form when applying for admission. We will only accept the one-year completion request application during the admission period.

Additionally, we will inform the result of the application by sending notices whether applicants are allowed to complete the master's degree course in one year and pursue the doctoral course after completing the master's degree course when we announce the second screening result.



### **【Required documents】**

The documents to be submitted differ depending on whether or not the applicant wishes to continue on to the doctoral course after completing the master's course.

<Applicants who wish to complete the course in one year and wish to enter the doctoral course afterwards>

1. Request form for completing the Master's degree course in one year (free format)
2. Request form for reviewing research achievement (prescribed form)
3. Achievements list - abstract for each achievement (free format)

<Applicants who wish to complete the course in one year and do not wish to enter the doctoral course afterwards>

1. Request form for completing the Master's degree course in one year (free format)
2. Main research achievement within the past 3 years from September, 2023 (free format)  
(print medium e.g., research paper and journal)
3. Certified permit issued by the institute applicants belong to (if there is any)

### **C: Educational background**

- Please fill in all educational institutions you have attended (including elementary schools, language schools, study abroad programs, etc.) in reverse chronological order.
- Up to 8 institutions will be listed, but if you need more space, please contact the Graduate School of Political Science office (gspas-admission@list.waseda.jp) in advance.

### **D: Employment information**

- Please select whether or not you have experience working as a full-time worker.
- If you have experience, please follow the instructions on the TAO screen and fill in the required information.

### **E: Original copy of academic transcripts**

- Please upload them to TAO.
- In addition, digital copies of certificates are acceptable at the time of application, but the original certificates must be submitted at the time of admission procedures after acceptance.
- 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.
- Applicants who are scheduled to graduate from a university or complete a program must submit an academic transcript which includes all grades from the first semester of the undergraduate program when applying; they must also have to submit a final transcript during the enrollment procedures.
- If applicants have completed a graduate program after graduating from university, please submit the academic transcripts from both undergraduate and graduate schools.
- 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: Documentation of Graduation or Completion**

< **Non-Chinese university/college graduates** >

- Please submit the certificate of graduation from both undergraduate and graduate schools.
- Please upload them to TAO.
- In addition, digital copies of certificates are acceptable at the time of application, but the original certificates must be submitted at the time of admission procedures after acceptance.
- 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.
- Applicants who are scheduled to graduate from a university or complete a program must submit a

certificate of expected graduation / completion or certificate of enrollment which includes all grades from the first semester of the undergraduate program when applying; they must also have to submit a certificate of graduation or certificate of completion during the enrollment procedures.

- If applicants have completed a graduate program after graduating from university, please submit the certificate from both undergraduate and graduate schools.
- 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.

< **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 (gspv-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.

**G: English proficiency**

- Please select your first language.
- Please follow the instructions on the TAO screen to enter the necessary information.

**[Score card of TOEFL / TOEIC / IELTS]**

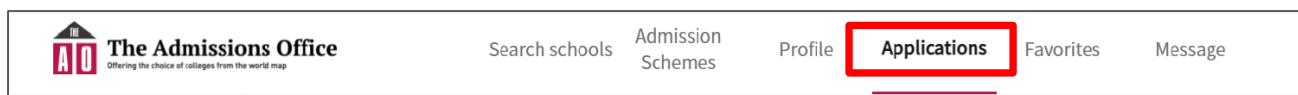
- Please upload an official score card from one of the following language examinations.
  - TOEFL: iBT or PBT (Examinee Score Report) TOEFL iBT® Home Edition score is not acceptable.
  - TOEIC: only an TOEIC L&R score is acceptable. TOEIC(IP) score is not acceptable.
  - IELTS: only an Academic Module 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 higher) are not required to submit a test score card. In addition, any applicants who complete English-based program outside English-speaking countries, must 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.

## III. Examinations

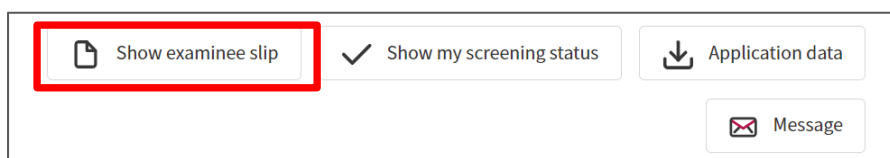
### 1. Examinee Slip

- After the application is received, examinee slips will be posted on TAO for those applicants whose applications have been accepted. Please check your examinee number by logging in TAO.

1) From the "Application List", select the application you have completed: " Master's Program of Political Science Course for September 2024 Entry 【General Admission】 ".



2) Click on the "Show examinee slip" button to check your examinee number.



- If the examinee slip does not shown on TAO 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](mailto:gspas-admission@list.waseda.jp))
- The examinee slip will be required to get a student ID card after enrollment. Please make sure to be converted to electronic data and print out for keeping it 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.

April 20– April 28, 2024

- Information regarding the specific time of the oral examination will be announced on the TAO. The day of announcement is April 12, 2024 at approx. 15:00.

### 3. About the First Screening

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

### 4. About the Second Screening

- We conduct an oral examination for those who pass the First Screening through a Web conference system.
- Oral Examination is about for **20 minutes**.

#### 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
April 15– April 19, 2024

- **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 before submitting your application.**

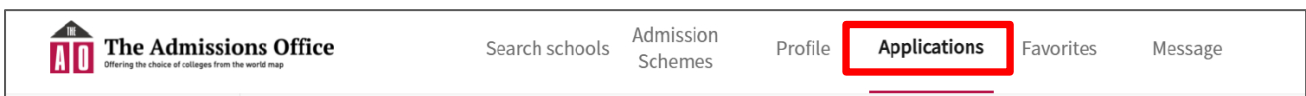
### (3) Important Notes Regarding the Oral Examination

- During the oral examination, reference to any materials including all application documents is prohibited. Applicants are also prohibited from referring to any materials stored on their devices or information which can be found online. Such acts 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 copy of your 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.

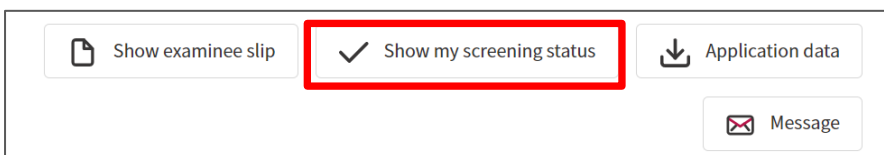
## 5. Announcement of Results

- The results of the examinations will be shown on the TAO.
- No individual inquiries concerning results can be accepted.
- For applicants who submit the request form for one-year Master's degree completion program, please confirm whether or not you will be accepted in the "Notification of Acceptance," which will be sent to successful applicants.

1) From the "Application List", select the application you have completed: "Master's Program of Political Science Course for September 2024 Entry 【General Admission】".



2) Click on the "Show my screening status" button to confirm your result.



## 6. Examination Regulations

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) Your actions will be considered dishonest if you commit any of the following acts:

- ① Having 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 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)
  - ③ Providing benefits to other examinees (providing them with answers etc.) during the examination
  - ④ Keeping your mobile communication device with you or using it during the examination
  - ⑤ Letting your mobile communication device or watch emit noise (incoming call alert, alarm, vibration, etc.) during the examination
  - ⑥ Conducting acts that could be considered a nuisance to other examinees at the examination venue
  - ⑦ Not following instructions from the examination supervisors at the examination venue
  - ⑧ Pretending to be an applicant and taking the examination for the applicant
  - ⑨ Conducting other acts impairing the fairness of the examination
- 2) 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.
  - Waseda University make inquiries (hereinafter referred to as "Inquiry") into the authenticity of the documents, materials, papers and information provided to us (hereinafter referred to as "Application Materials") to the publisher/supplier and the thesis reviewing body. By submitting or providing the Application Materials to us, the applicant agrees to the Waseda University's making the Inquiry.
- 3) 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.
- 4) The following actions will be taken once Waseda University recognizes a fraudulent act in accordance with 3. The University's admission date is 1 April for April enrolments (21 September for September enrolments).
- Withdrawal of acceptance and admission status if granted after acceptance but before enrolment. However, if the entrance fee, academic fees and other fees have already been paid, they shall be refunded.
  - If the admission is granted after enrolment, the admission qualification shall be cancelled and the student shall be expelled (the entrance fee, academic fees and other fees shall not be refunded).
- 5) Unforeseen problems that are beyond human control
- In cases of unforeseen circumstances that are beyond human control, such as natural disaster (e.g., typhoons, earthquakes, flooding, tsunami) and/or accident (e.g., fire, power failure), measures including delaying the start of the exam or postponing of the exam may be taken. However, in such an event, we will bear no responsibility for any resulting inconvenience, expenses or personal loss that the examinee may incur.
- 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:

Late May – Early June, 2024

### 2. Admission, Academic, and Other Fees

Master’s Program: Political Science Course

<Registration fee and academic/other expenses 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 enrolment fee	Society membership fee	
First year	At time of enrollment (Fall 2024)	300,000	312,000	1,500	1,500	2,000	750	617,750
	Spring 2025	—	312,000	1,500	1,500	—	750	315,750
	Total	300,000	624,000	3,000	3,000	2,000	1,500	933,500
Second year	Fall 2025	—	412,000	1,500	1,500	—	750	415,750
	Spring 2026	—	412,000	1,500	1,500	—	750	415,750
	Total	—	824,000	3,000	3,000	—	1,500	831,500

[Notes]

- The entrance fee (admission fee) is not required if those who enrolled, graduated, or withdrew from an undergraduate school or graduate school of Waseda University will enter the university again.
- 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 rule, we do not return submitted documents or refund school expenses and fees (the entrance fee, academic fees and other fees for the first semester). However, if you do not enter Waseda University due to unavoidable circumstances or fail to meet the entrance qualifications prior to enrollment, we may refund only the academic fees and other fees for the first semester (but not the entrance fee). For more information about the procedure for receiving such refund, refer to the handbook on entrance procedures mailed to successful applicants.
- Students who have newly enrolled master's program or professional graduate school will be required to pay

40,000 yen as the "Alumni association membership fee". This membership fee will be paid in the final term/semester of their last year, which covers 10 years of annual membership fee that students pay in advance.

\* Those who have graduated from undergraduate school at Waseda University, transferred students, doctoral program students, double degree program students, research students and non-degree students are exempted from paying this fee.

### **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 will Waseda University 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 to you (the applicant) by mail. Upon receiving the COE, 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 “International Students with a foreign citizenship” sent to all accepted applicants for the necessary materials.

## Master’s Program

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

TEL: +81-3-3208-8534

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

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