

**Graduate School of Political Science
Waseda University**

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

**Application Guidelines for
“Internal Admissions by Recommendation”**

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

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[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 researchs 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 (English Based): 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.

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

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

Strictly limited

4. Date of Admission

September 21, 2024

5. Admission Schedule

	Procedure	Dates	Notes
1	Application period	April 24 – May 9, 2024	
2	Period for payment of application fee	April 24 – May 9, 2024	
3	Announcement of first screening results (Document screening)	June 20, 2024 (3:00 p.m.)	The results will be posted on the GSPS website.
4	Announcement of schedule for second screening (Oral examination)	June 21, 2024 (3:00 p.m.)	The Announcement will be posted on the GSPS website.
5	Second screening (Oral examination)	One of the following dates in 2024 designated by GSPS: July 1 – July 7	*Date and time will be designated by GSPS. *Requests by applicants for specific dates cannot be accommodated.
6	Announcement of second screening results	July 18, 2024 (10:00 a.m.)	The results will be posted on the GSPS website.

6. Eligibility Requirements

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

- 1) Currently enrolling in any department of Waseda University and on schedule to graduate in September 2024.
- 2) Students with GPA of 3.0 or higher

[How to Calculate GPA]

For calculating GPA, all courses counted toward graduation are included in the calculations.

GPA's are shown to the second decimal place (rounded off to two decimal places).

[Comparative Table for GPA of Uniform Standards of Universities]

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

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

Notes:

- 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. Conditions for Application

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

2. Application Fee Payment Period/ Application Period

1) Period for payment of application fee

April 24 – May 9, 2024

2) Application period

April 24 – May 9, 2024

3. Payment of Application Fee

1) Application Fee

25,000 yen

2) Payment procedure

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, detach the “Certificate of Payment of the Screening Fee” on the Screening Fee Handling Description and affix it to the back of the application form.
- 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, 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) 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.

- You paid a screening fee but failed to submit the required application documents.
- You paid a screening fee but submitted the application documents after the deadline.
- 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
[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.

※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
[11-digit Customer Number] お客様番号
[4-digit Verifactor Code] 確認番号

Use the Lawson information terminal 

Touch the "各種サービスメニュー" option
Various Service Menu

Select the "各種代金-インターネット決済" 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 / Verifactor 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.

* Detail 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 Verifactor 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
Payment

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

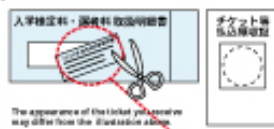
- When paying at the register, proof of payment via bank stamp is not necessary.

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.



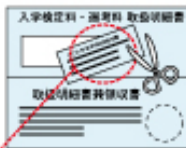
The appearance of the label placement may differ from the illustration above.

Attach Your Receipt (Certificate of Payment) to the Application

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

●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.

- 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

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.

Please click the "申込内容照会" button in the upper part of this site (e-shiharai.net).
Application Results
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.

Please click the "申込内容照会" button in the upper part of this site (e-shiharai.net).
Application Results
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.

Application

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



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)

4. 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

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

[Office Hours] <https://www.waseda.jp/fpse/gsp/en/contact/>

2) Notes on Submitting Applications

- Application documents postmarked by the deadline will be accepted – any documents postmarked by later than the deadline will not be accepted.
- Inquiries whether application documents have been received will not be accepted. Please contact the post office or the courier with the tracking number you received upon sending your application.
- 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, or plagiarized 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 not be returned under any circumstances. However, original copies of documents that cannot be reissued can be returned to applicants. If you would like to have such documents returned, please fill in a “Request Form for Return of Submitted Materials” and send it with your application documents. Please note that applicants who do not submit this request form with their application documents will not have their materials returned to them for any reason.
- If the address, phone number, or email address on your application documents changes after submission, be sure to notify the Graduate School of Political Science Office immediately. The university cannot be held responsible if any notification from the university is lost due to a change of information from your application documents.
- Any applications documents have to be either in English or Japanese. Any certificates written in other than English or Japanese is required translation certified by notary public office authorized by embassy or government.
- There are some countries and district, such as China, that the Japanese embassy does not notarize documents. In that case, applicants must get their documents notarized in their home countries so please prepare the documents well ahead of time.

3) 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/>

(1) Application form [prescribed form]

- a) After payment of the application fee, 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.

- b) 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.

(2) Certificate of Expected Graduation (original)

(3) Academic Transcript (original)

(4) Transcript of academic record/ GPA

- * If it is not available, please print out a copy of your grade report and the report which shows the credits that you earned from MY WASEDA and submit both of the documents.

(5) Research plan [prescribed form]

Please fill in the research plan in accordance with the instruction stated in the prescribed form and submit it in the following methods:

- 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/gsp/asssets/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.

a) Paper format (one copy)

Please send us the research plan you fill in and send it to us at the address printed on the last page of this guideline by postal mail.

b) Electronic format

- File Format: Either Word or PDF format
- File Name: Your family name_given name (in alphabet)_researchplan
e.g., waseda_taro_researchplan.pdf
- Subject field of the e-mail: Research Plan_AY2024 September Admission
- Contents of e-mail: Please be sure to include your name and research theme
- E-mail address: gsp-researchplan@list.waseda.jp

(6) Recommendation Letter (prescribed form)

Please submit a recommendation letter with sealed written by one of the followings:

- a. Your main advisor
- b. Full-time (associate) professor of Waseda Univerisy
- c. Instructor who has courses at Waseda University
- d. Anyone who evaluates the applicant's qualities excluding anyone within the three degrees of kinship

Please note that recommendation letters that not sealed in an envelope will not be accepted.

III. Examinations

1. Examinee Slip

- Examinee Slips which examinee numbers are printed will be sent to all applicants who have submitted application materials correctly.
- The examinee slip will be sent to the email address specified on the 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)
- The examinee slip will be required to get a student ID card after enrollment. Please make sure to print it out for keeping in a safe place.

2. About the First Screening

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

3. About the Second Screening

- We conduct an oral examination for those who pass the First Screening through a Web conference system.
- The second screening (oral examination) will be conducted on either of the dates designated by the Graduate School of Political Science.

July 1 (Mon) – July 7 (Sun), 2024

- Oral Examination is about for **20 minutes**.
- Information regarding the specific time of the oral examination will be announced on the Graduate School of Political Science website. The day of announcement is June 21, 2024 (Fri) at 15:00.
<https://www.waseda.jp/fpse/gspas/en/>

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

June 24 – June 28, 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 when selecting this method.**

(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 examinee slip (or a printed copy of your examination card) 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.

4. Announcement of Results

(1) Date of Announcement

The First Screening Results: June 20, 2024 (Thu) at 15:00

The Second Screening Results: July 18, 2024 (Thu) at 10:00

(2) How to Announce the 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/gsps/en/>

5. 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 July – Early August, 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.

Master's Program

Waseda University

Graduate School of Political Science Office

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

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