

**Graduate School of Political Science  
Waseda University**

**Master's Program  
<for September 2025 Entry>**

**Admission Application Guidelines**

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

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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 will use the personal information (address, name, date of birth, etc.) collected at the time of application to discharge duties relating to entrance examinations, announcement of successful applicants, enrollment procedures, and other related work. In doing so, the University will take necessary and appropriate measures to prevent the leakage, outflow, or unauthorized use of such information. The University may outsource all or part of the above-stated items. In such cases, the University will oblige, by contract or other means, the subcontracted entity or entities to perform necessary and appropriate management of the information. The University may inquire about the authenticity, etc., of documents, materials, theses, and information, etc., submitted to the University (hereafter "Submitted Documents") by providing them to the issuers, providers, theses review entities, etc. By submitting or providing the Submitted Documents to the University, the applicant agrees to the University's right to make such inquiries. Personal information that has been statistically processed, keeping individual identities confidential, will be used as material for surveys and research for the University's admission selection processes.

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

For the sake of administering entrance exams in an efficient manner and carrying out enrollment procedures, Waseda University collects information regarding your sex on legal documents such as family register or passport. The information is collected only for reasonably justifiable purposes, and these cases are limited to a minimum. If your sex is marked as neither male nor female on the legal documents, please contact at [gsp-admission@list.waseda.jp](mailto:gsp-admission@list.waseda.jp) prior to admission. The information does not affect the screening result.

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

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

# I. About Admissions

## 1. Introduction

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 programs. 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. Program

### Master's Program: Political Science Program

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

In order to provide multilayered, comprehensive and flexible guidance, the Political Science program 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	Programs	Research Area	Degrees
Political Science Major	Political Science Program	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, 2025

#### 4. Admission Schedule

	Procedure	Dates	Notes
1	Application period	January 29 – February 14, 2025*	*The deadline for entering TAO is <b>Friday, February 14, 2025, Noon (12:00p.m. Japan time)</b> .
2	Period for payment of application fee	January 29 – February 14, 2025	
3	Announcement of first screening results (Document screening)	April 10, 2025 (3:00 p.m.)	The results will be shown on the TAO.
4	Announcement of schedule for second screening (Oral examination)	April 11, 2025 (3:00 p.m.)	
5	Second screening (Oral examination)	One of the following dates in 2025 designated by GSPS: April 19 – April 27 *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 15, 2025 (10:00 a.m.)	The results will be shown on the TAO.

#### 5. Application Requirements

Applicants must fulfill one of the following requirements:

1. Graduated or are scheduled to graduate from a university in Japan by the time the applicants wish to enroll.
2. Received or are scheduled to receive a bachelor's degree from the National Institution for Academic Degrees and Quality Enhancement of Higher Education by the time applicants wish to enroll.
3. Completed or are scheduled to complete 16 years of formal education outside Japan by the time applicants wish to enroll.
4. Received or are expected to receive a degree equivalent to a bachelor's degree from a university or other school outside of Japan by completing a program of study lasting three years or more by the time the applicants wish to enroll.
5. Designated by the Minister of Education, Culture, Sports, Science, and Technology by the time applicants wish to enroll.
6. Enrolled at a university for three years or more (or have completed or are scheduled to complete 15 years of formal education overseas by the time applicants wish to enroll) and have been recognized by the Graduate School of \*\*\*\* as having earned a specified number of credits with an excellent academic record.
7. Recognized individually by the Graduate School of Political Science as having academic credentials equivalent or superior to those of university graduates and will reach 22 years of age by the time applicants wish to enroll.
  - \* "University" mentioned in Requirements 1 and 6 refers to a university that is approved by the Ministry of Education, Culture, Sports, Science and Technology of Japan.
  - \* Graduates from three-year specialized college (zhuanke) programs in China do not meet Requirement 6. However, those who have graduated from a 4-year (benke) program after graduating from a 3-year program and completed 16 years of formal education will be considered as fulfilling Requirement 3.
  - \* Prospective applicants who are unsure if they can fulfill Requirements 6 and 7 must confirm their eligibility with the admission office before application.

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.
- “Those who have completed 16 years of formal school education in a foreign country” implies “those who have completed the ‘16th year’ of formal school education outside of Japan.” It is not based on whether or not you have received 16 years of education, but on whether or not you have completed the “16th year” of education.

\*If you have completed your education in a country where the formal education (from elementary to higher education) is less than 16 years, we will examine your educational background in advance to confirm your eligibility. Please download and fill out the “Form for Review of Individual Eligibility” from the website below and send it to the International Admissions Office of Waseda University.

Download the designated form:

<https://www.waseda.jp/inst/admission/en/graduate/english/>

Inquiries: [admission@list.waseda.jp](mailto:admission@list.waseda.jp)

- 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】 Friday, January 10, 2025

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

- If you submitted a certificate indicating that you are expected to meet the application requirements to enter Waseda University, you must submit an additional certificate indicating that you have indeed met the requirements prior to enrollment. You will not be permitted to enter Waseda University, even if you pass the screening, unless you submit the certificate confirming you have met the requirements.
- 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 members of Waseda University, including Waseda University Junior/Senior High School, Waseda University Honjo Senior High School, and Art and Architecture School, are not allowed to enroll as students at the University. However, there are a few exceptions according to the University regulations. If you have any questions, please contact the relevant administration office.
- If you expect to require special care during the entrance examination or after entering the University owing to a disability or serious medical condition, etc., or if a serious injury or illness is expected to affect your ability to take the entrance examination, please contact the Graduate School of Political Science Office at Waseda University before submitting your application. If you find yourself in such a situation after submitting your application please contact us immediately.

## II. Application Procedures

### 1. Domestic and Overseas Applicants

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

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

### 2. Application Fee Payment Period/ Application Period

#### 1) Period for payment of application fee

January 29 – February 14, 2025

#### 2) Application period

January 29 – February 14, 2025

### 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 on the online application system (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 / Online Payment System**

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

- After completing the transaction, please upload "Result" page on the online application system (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, access the "screening fee convenience store payment site" (<http://e-shiharai.net/>) [Japanese only] first, and complete the designated payment registration, and then go to a convenience store.
- After making the payment, take a photo of the "Certificate of Payment of the Screening Fee," save it as a PDF, and upload it on the online application system (TAO).
- The payment can be made 24 hours a day, 7 days a week, including on Saturdays, Sundays, and holidays. However, the option to apply via the website will end at 11:00 pm on the last day of the payment period. You will not be able to make a payment at a convenience store after 11:30 pm on the last day of the payment period.
- If a family member or acquaintance of an applicant conducts the procedure on behalf of an applicant, such family member or acquaintance must enter the applicant's information.
- If you are unable to make the payment at a convenience store for some reasons, please contact the Graduate School of Political Science Office in advance.

##### **B. Payment by credit card**

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

- After completing the transaction, please upload the "Result" page on the online application system (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, the screening fee alone will be refunded if you fall into one of the categories below.

- 1) You paid a screening fee but failed to submit the required application 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**  
[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 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**  
[11-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

- 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.

## 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.

Application Results  
Please click the "申込内容照会" button in the upper part of this site (e-shiharai.net).  
Please write down the "Receipt Number" given when you complete your application, and enter your "Payment Method", "Receipt Number" and "Birth Date". Please make sure your printer is ready.  
Payment Inquiry - Inquiry result  
Please print out the "申込内容照会結果" page.

### Paying with Union Pay

Follow the onscreen instructions to complete the card payment.

Application Results  
Please click the "申込内容照会" button in the upper part of this site (e-shiharai.net).  
Please write down the "Receipt Number" given when you complete your application, and enter your "Payment Method", "Receipt Number" and "Birth Date". Please make sure your printer is ready.  
Payment Inquiry - Inquiry result  
Please print out the "申込内容照会結果" page.

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)”.

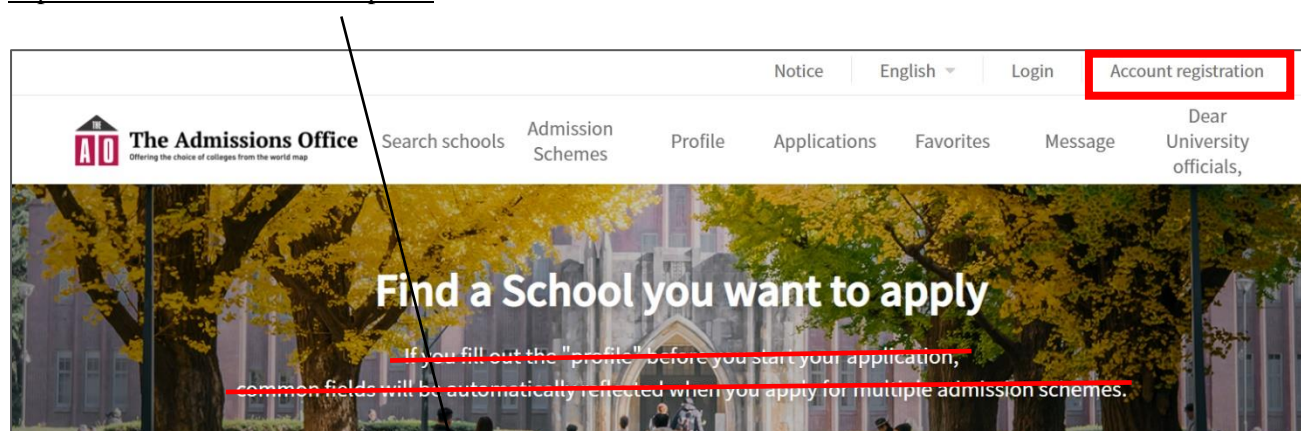
**After accessing the following website and creating an account, please check the operation of this system before applying online.**

The deadline for entering TAO is **February 14, 2025, 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>

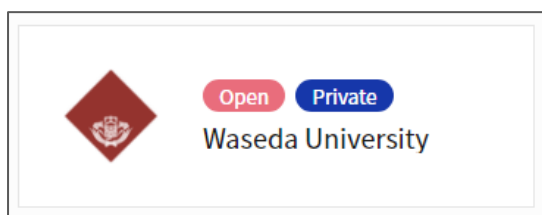


#### 2. Create an applicant's account

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" - "Master's Program of Political Science Program for September 2025 Entry 【General Admission】" and click "Start my application".

This section is titled "Prepared by applicant". It contains a list of documents, each with a red checkmark icon and an asterisk: "Applicant's Information \*", "Research Plan \*", "Educational background \*", "Work Experience \*", "Academic Transcript \*", "Certificate of Graduation (Diploma) / Degree Certificate \*", and "English Proficiency \*". At the bottom of this list is a black button with the text "content confirmation" in white. A red arrow points from the text block to this button.

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.

This section has a light gray background and contains the text "Please check all the documents again." followed by a red checkmark icon and the text "Yes, I have checked.". At the bottom of the section are two buttons: a white one labeled "Continue editing" and a black one labeled "Complete my application" in white text. A red arrow points from the text block to the "Complete my application" 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 program 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 falsified, fabricated, plagiarized, or modified a document, material, or information submitted in your application. In such a case, any decision taken regarding your application may later be invalidated, without the application documents and screening fee being returned.
- 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/>

Your Statement of Purpose etc. are a chance to explain yourself to the school and should be completed by yourself. Using generative AI to create these documents and presenting them as your own work may be considered as cheating and could affect the evaluation of your application.

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. Statement of Purpose	Main Advisor of First-Third Choice	All	
	Statement of Purpose	All	Free format
	Work experience documents	Applicants for "working experienced student entrance exam"	A written permit which states that applicants are allowed to take more than one-year leave from work (free format)
	Request form for completing Master's degree program 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	<ul style="list-style-type: none"> <li>• TOEFL-iBT Home Edition, TOEFL-PBT, TOEIC(IP), and IELTS Online are not acceptable.</li> <li>• 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.</li> </ul>
H. Recommendation Letters	<u>2</u> letters of recommendation	All	<ul style="list-style-type: none"> <li>• Free format</li> <li>• <u>Directly sent by your home university supervisors or alternatives by email, not on TAO</u></li> </ul>

#### **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. Please upload a color photo taken within 3 months before the time of application. The requirements for the photo are as follows: A vertical to horizontal ratio of 4:3; borderless, must capture the upper body; must provide a front view with no hats, and must be taken against a plain background. As will be detailed later, as part of the enrollment procedure, you will be required to upload the same photo you submitted with your application. Therefore, please keep the file of the submitted photo until you complete the enrollment procedure.
  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 owing to differences in hairstyle, etc.
4. Please do not post-process or retouch the face portrait photo.
5. Photographs taken and printed by individuals themselves using smartphones, etc., will not be accepted. Be sure to take an ID-quality photo (photo taken at an instant photo booth is acceptable).
6. 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 student web portal services, and for identity verification in various on-campus procedures.

## **B: Statement of Purpose**

### **[Main Advisor of First- Third Choice]**

- You may select main advisors on TAO 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/2024/11/Research-Advisors-list\\_Sep2025\\_Eng.pdf](https://www.waseda.jp/fpse/gspes/assets/uploads/2024/11/Research-Advisors-list_Sep2025_Eng.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.

### **[Statement of Purpose]**

Please upload a Statement of Purpose (free format, but pdf) in English of no more than 1000 words (including references) to TAO, in which you

- expound upon the specific **research theme or question** that you intend to pursue in your graduate studies;
- describe your **preparation**, including your academic background and any relevant skills or experiences that have prepared you for this research; and
- explain your **motivation**, including your personal and/or professional reasons for pursuing this research specifically and a graduate degree in political science more generally.
- There is no prescribed form. Please prepare at your own discretion.

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

- Please submit the following in a sealed envelope to the Graduate School of Political Science by post:
  - A written permit which states that applicants are allowed to take more than one-year leave from work (free format)
- 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 document was sent to the Graduate School. The mailing address is the one shown on the last page of this Admissions Application Guidelines.

### **[Request form for completing Master's degree program 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 program 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 program in one year and pursue the doctoral program after completing the master's degree program 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 program after completing the master's program.

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

1. Request form for completing the Master's degree program 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 program in one year and do not wish to enter the doctoral program afterwards>

1. Request form for completing the Master's degree program in one year (free format)
2. Main research achievement within the past 3 years from September, 2024 (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 (gps-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 (gsps-verification@list.waseda.jp) from CSSD (CHESICC) via email.
  - Graduates: "Online Verification Report of Higher Education Qualification Certificate" and "Online Verification Report of Higher Education Degree Certificate"
  - Expected Graduates: "Online Verification Report of Student Record"
    - ✧ Visit CSSD (CHESICC) website (<https://www.chsi.com.cn/en/pvr/>) for more information.
    - ✧ Online Verification Report must reach our office before the deadline of the application period.
    - ✧ Only the certificates sent directly from CSSD (CHESICC) will be considered valid.
- Those who are expected graduates must submit the "Online Verification Report of Higher Education Qualification Certificate" and the "Online Verification Report of Higher Education Degree Certificate" upon proceeding entrance procedure.

#### 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: only TOEFL-iBT is acceptable. TOEFL-PBT and TOEFL-iBT Home Edition are not acceptable. "MyBest Scores" is not acceptable.
  - TOEIC: only TOEIC L&R is acceptable. TOEIC(IP) is not acceptable.
  - IELTS: only IELTS Academic Module is acceptable. IELTS Online is not acceptable.  
IELTS One Skill Retake 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.

#### H: Recommendation Letters (Free format)

- Please obtain two letters of recommendation by your home university supervisors or alternatives.
- The recommendation letters should be sent directly by your recommenders to our email address: [gsps-rec@list.waseda.jp](mailto:gsps-rec@list.waseda.jp), within the application period.
- The recommender's email address must have the official domain of the institution (ex. @waseda.jp). We do not accept any free e-mail addresses with the domain such as yahoo/gmail/qq, etc.
- Subject field of the email: (Applicant name) recommendation letter
- Each file should be named as follows:

“last name\_first name\_recommendation letter” (e.g. waseda\_taro\_recommendation letter)

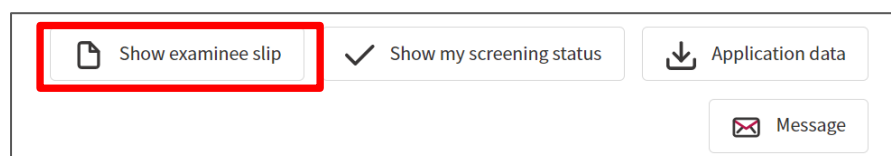
## III. Examinations

### 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 Program for September 2025 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: gsps-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 19– April 27, 2025
- Information regarding the specific time of the oral examination will be announced on the TAO. The day of announcement is April 11, 2025 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 14– April 18, 2025

- **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.

## (4) Precautions (e.g., equipment and environment required of applicants)

### a. Internet connection

Please ensure a stable internet connection. A wired LAN system with cables is recommended to ensure a stable connection.

### b. Audio and video equipment

Please prepare a web camera, microphone, earphones, speakers, etc. You may use the equipment built into your personal computer or other equipment. We recommend the use of a computer, but smartphones and tablets are also acceptable. Please participate in the Zoom test meeting (<http://zoom.us/test>) in advance to confirm the audio and video functioning/quality.

### c. Location and interview time

Please secure a room with the above-mentioned equipment where you can maintain a quiet environment with no third parties around you. The start time of the interview will be designated by the University. Please note that we cannot accommodate individual requests. The interview will last approximately 20 minutes. We will allow up to 10 minutes of late arrival, but we will not extend the interview time for the delay. Applicants will be considered absent when arriving 10 minutes after the scheduled interview time.

### d. Troubleshooting and precautions on the day

If it is deemed difficult to conduct the interview owing to unforeseen circumstances such as Internet disconnection, the University will contact you by phone or e-mail at the contact address indicated on the application form. Please follow our instructions under these circumstances. If the applicant does not respond to our contact or does not follow our instructions, they may be deemed to have abandoned the examination. If the applicant leaves their seat during the interview, they may be deemed to have abandoned the examination. In these cases, the application fee will not be refunded.

Failure to observe the following precautions may be considered cheating:

The only items that can be placed around you are the examination slip, writing apparatus, notepad, plain handkerchief, and tissue paper out of a box or a bag.

### e. Cautions regarding Zoom

- Please make sure that the Zoom video and audio are always "on" and that your entire face is always visible on screen.

- Please do not use any communication devices other than those used for the interview. Do not search for information or use any applications or tools other than Zoom on the device being used for the interview.
- Do not use the virtual background function of Zoom.
- To ensure that there are no third parties around you, you may be asked to move the camera to view the entire room before, during, and after the interview. In such cases, please follow the instructions.
- Please remove your mask during the interview.
- Please refer to the following website for instructions on how to operate Zoom.

Zoom Support:

<https://support.zoom.com/hc/en>

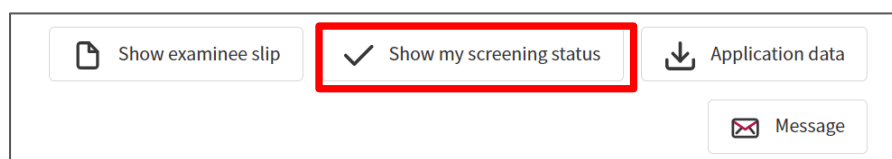
## 5. Announcement of Results

- 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 Program for September 2025 Entry 【General Admission】".



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



## 6. Examination Regulations

Waseda University has established the following precautions to ensure that the entrance examination is conducted in a strict manner, and that all applicants may take the examination fairly and impartially. Please read these precautions carefully before taking the entrance examination, and approach the examination with the appropriate attitude of seriousness.

1. Any falsification, fabrication, plagiarism, modification, etc., of documents, materials, or information submitted to the University at the time of application may be considered misconduct.
2. The following acts constitute misconduct:
  - (1) Cheating (e.g., concealing or using cheat sheets, reference books, etc., during the examination, looking at other examinees' answer sheets, etc., seeking answers from other examinees, taking notes on one's body, objects, desk, etc. and referring to them.)
  - (2) Any action that benefits another examinee or other examinees, such as communicating the answers to a question, etc., during the examination.
  - (3) Holding or using mobile phones, etc., during the examination.
  - (4) Enabling any sounds (incoming calls, alarms, vibrating sounds, etc.) on mobile phones, etc., and watches during the examination.
  - (5) Behavior that disturbs other examinees in the examination room.
  - (6) Failure to follow the instructions of an examination supervisor, etc., at the examination site.
  - (7) Having any person other than the applicant herself/himself impersonate the applicant and take the examination.
  - (8) Any and all other acts that may impair the fairness of the examination.
3. If misconduct is suspected, the University may respond as follows. Failure to comply with these actions may be considered an admission of wrongdoing.

- An examination supervisor, etc., may give examinees a warning or inquire about the circumstances.
  - The applicant may be requested to take the examination in a different seat or room.
  - The University may inquire about the authenticity, etc., of documents, materials, theses, and information, etc. submitted to the University (hereafter "Submitted Documents") by providing them to the issuers, providers, theses review entities, etc. By submitting or providing the Submitted Documents to the University, the applicant agrees to the University's right to make such inquiries.
4. The following actions may be taken in the case of confirmed misconduct.
- The applicant will not be permitted to take any entrance examination of the University in the relevant academic year (screening fees will not be refunded).
  - The results of all entrance examinations of the University for the relevant academic year shall be null and void.
- If, after enrollment, a student is found to have committed misconduct, he/she may be subject to a range of disciplinary actions up to and including expulsion from the University, in accordance with the University's rules and regulations.
- In case of misconduct that Waseda University find it vicious and serious, the University may report to the police or contact the dishonest individual's guardians etc.
5. Accidents/incidents owing to force majeure.
- In the event of a natural disaster— such as typhoons, floods, earthquakes, tsunamis, etc.—fires, power outages, or other force majeure accidents or transportation disruptions, measures including delaying the start and end of the exam or postponing the exam, etc. may be taken. However, in such an event, the University will not be liable for any inconvenience, expense, or other personal damage incurred by examinees as a result of such measures.
6. Infection's diseases
- Applicants who, in accordance with School Health and Safety Act, have been forbidden from attending classes due to as of yet untreated cases of infectious diseases (such as COVID-19, influenza, measles, rubella, etc.), and who may consequently prove a threat to other applicants and proctors of the examination, are asked not to attend the examination. Note that, for those unable to attend the examination for this (or any other) reason, there will be no make-up examination, and your screening fee will not be returned to you unless we announce special treatment.

## IV. Entrance Procedures

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

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

### 1. Schedule of Entrance Procedures

- The entrance procedure period is scheduled as follows:

Late May – Early June, 2025

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

Master's Program: Political Science Program

<Registration fee and academic/other expenses for students admitted September 2025>

(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 2025)	300,000	311,000	1,500	1,500	2,000	750	616,750
	Spring 2026	—	311,000	1,500	1,500	—	750	314,750
	Total	300,000	622,000	3,000	3,000	2,000	1,500	931,500
Second year	Fall 2026	—	461,000	1,500	1,500	—	750	464,750
	Spring 2027	—	461,000	1,500	1,500	—	750	464,750
	Total	—	922,000	3,000	3,000	—	1,500	929,500

[Notes]

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