

**Graduate School of Political Science
Waseda University**

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

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

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

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[Handling of Personal Information]

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

[Handling of Gender Information]

For the sake of administering entrance exams in an efficient manner and carrying out enrollment procedures, Waseda University collects information regarding your sex on legal documents 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 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 (English Based): 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.

The Political Science Program 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	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. Candidate Openings

Strictly limited

4. Date of Admission

September 21, 2025

5. Admission Schedule

	Procedure	Dates	Notes
1	Application period	April 24 – May 9, 2025	
2	Period for payment of application fee	April 24 – May 9, 2025	
3	Announcement of first screening results (Document screening)	June 19, 2025 (3:00 p.m.)	The results will be posted on the GSPS website.
4	Announcement of schedule for second screening (Oral examination)	June 20, 2025 (3:00 p.m.)	
5	Second screening (Oral examination)	One of the following dates in 2025 designated by GSPS: July 1 – July 6	*Date and time will be designated by GSPS. *Requests by applicants for specific dates cannot be accommodated.
6	Announcement of second screening results	July 17, 2025 (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 2025.
- 2) Students with GPA of 3.0 or higher

[How to Calculate GPA]

For calculating GPA, all programs 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	

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

Notes:

- 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. 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, 2025

2) Application period

April 24 – May 9, 2025

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

B. Payment by credit card

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

- 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.

SEVEN-ELEVEN
Paying at SEVEN-ELEVEN
[15-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.

LAWSON
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 "インターネット決済" button on the touch screen
Internet Payment

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

- Information terminal issues a funds transfer receipt. You will need to take this to the cash register within 30 minutes and make the actual payment.
- Receive an Application Fee Statement. Detach the Certificate of Payment (receipt) portion.

* Design and layout of the touch screen buttons is subject to change without notice.

FamilyMart
Paying at FamilyMart
[11-digit Customer Number] お客様番号
[4-digit Verification Code] 確認番号

Use the FamilyMart information terminal or multifunction copier

Select the "代金支払い" button on the touch screen
Payment

Enter your [お客様番号] [確認番号]
Customer Number Verification Code

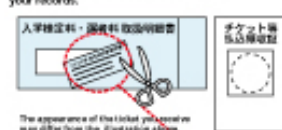
- Make the payment at the register.
- Receive an Application Fee Statement. Detach the Certificate of Payment (receipt) portion.

3 Application

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

●Seven-Eleven ●Family Mart

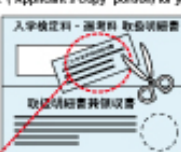
Detach the receipt portion of the Exam Fee Statement and affix it to the application packet in the designated location. Hold onto the proof of bank transfer for your records.



The appearance of the ticket you receive may differ from the illustration above.

●Lawson ●Ministop

Detach the receipt portion (Certificate of Payment) of the Application Fee Statement and affix it to the application packet in the designated location. Hold onto the remainder of the Fee Statement ("Applicant's Copy" portion) for your records.



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.



※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

(transfer fee charged by all participating stores)

convenience stores:	Entrance exam fee 140,000 or less	500 yen
	Entrance exam fee 150,000 or more	720 yen

Questions about paying your entrance exam fees at convenience stores? Please visit:

Note: Convenience store staff cannot answer questions about the service.

<https://e-shiharai.net/>

Waseda University Examination Fee Payment by Credit Card and Union Pay

24 hours a day, 365 days a year, you can pay anytime! Easy, Convenient and Simple!

You can pay the Examination Fee by using
Credit Card and Union Pay.



Web Application - Online Transaction



Access the site below

<https://e-shiharai.net/>

1. Top Page

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

2. School Selection

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

3. School Information

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

4. Category Selection

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

5. Basic Information

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

Paying with Credit Card

Input Credit Card Number (15 or 16-digits),
expiration date and security code.

All of your application information is displayed.
Click "Confirm" to verify.

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

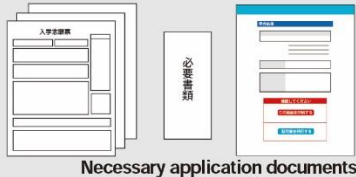
Paying with Union Pay

Follow the onscreen instructions to complete the card payment.

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

Application

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



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.

Your essay, personal statement, research plan, 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.

1) How to send application materials

- Other than recommendation letter: following materials (1) – (5)
Applicants should send the materials to gspss-rec@list.waseda.jp via the waseda domain email address (@fuji.waseda.jp etc.)
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) AY2025 April Internal Admission of Political Science
- Recommendation letter:
Recommendation letter should be submitted directly by the recommender to our email address: gspss-rec@list.waseda.jp
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

2) Notes on Submitting Applications

- Application documents e-mailed by the deadline will be accepted – any documents sent by later than the deadline will not be accepted.
Please make sure to arrange to have your recommendation letter e-mailed by the application deadline.
- Applications will not be accepted if even a single incomplete or missing document is found in the application. Please ensure that you have all the required documents before submitting your application.
- You may be deemed to have committed a dishonest act if you falsified, fabricated, plagiarized, or modified a document, material, or information submitted in your application. In such a case, any decision taken regarding your application may later be invalidated, without the application documents and screening fee being returned.
- 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.
<https://www.waseda.jp/fpse/gspss/en/applicants/schedule/>

(1) Application form [prescribed form]

- You may select potential 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. Preferences 1 to 3 of the faculty advisors are required.
https://www.waseda.jp/fpse/gspss/assets/uploads/2024/11/Research-Advisors-list_Sep2025_Eng.pdf
- 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.

- Please fill in the application form and paste a data of your ID photo in the photo section on the application form. The requirements of the identical color photographs are as follows.
 1. Please prepare 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.

(2) Certificate of Payment of Application Fee

After payment of the application fee, please submit the “Result” screen for credit card/online payment or “Certificate of Payment” (入学検定料取扱明細兼受領証) for convenience stores payment as image file or PDF.

(3) Academic Transcript

Please submit the most updated transcript at that time.

(4) Transcript of academic record/ GPA

Please submit the most updated GPA at that time.

If it is not available, please submit PDF version of your grade report and credit acquisition status screens on MyWaseda.

<PDF conversion procedure>

Please log in from the “Grade Report and Course Registration” at the bottom left of the MyWaseda login page (<https://my.waseda.jp/login/login>).

You can convert the page to PDF by clicking the “Print” button in the top right corner of the “Grade Report” and “Credit Acquisition Status” screen, respectively.

(5) Statement of Purpose

[Statement of Purpose]

Please write a Statement of Purpose (free format, but pdf) in English of no more than 1000 words (including references),

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.

(6) Recommendation Letter (prescribed form)

Please obtain recommendation by one of the followings and ask the recommender to send a recommendation letter directly to our email address: gsps-admission@list.waseda.jp

- Your main advisor
- Full-time (associate) professor of Waseda University
- Instructor who has programs at Waseda University
- Anyone who evaluates the applicant's qualities excluding anyone within the three degrees of kinship

The recommender's email address must have the official domain of the institution (ex. [@waseda.jp](mailto: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

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: gsps-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 (Tue) – July 6 (Sun), 2025

- 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 20, 2025 (Fri) at 15:00.
<https://www.waseda.jp/fpse/gsps/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 23 – June 27, 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 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) 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. Applicants will be considered absent when arriving 10 minutes after the scheduled interview time. The interview time will not be extended for any reasons.

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>

4. Announcement of Results

(1) Date of Announcement

The First Screening Results: June 19, 2025 (Thu) at 15:00

The Second Screening Results: July 17, 2025 (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/gsp/en/>

5. 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 July – Early August, 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.

3. Fees on the above table are subject to change.
4. 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.
5. 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

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