

Application Guidelines

English-based Degree Program
Departmental Transfer Examination (2019 September Entry)



School of Political Science and Economics
Waseda University

I. Applicant Eligibility

First-year students who entered the School of Political Science and Economics (SPSE) in September 2018 and have tentatively earned 30 credits or more towards graduation in the first year in their current department are eligible to apply. Student year is determined by student identification number. Note that students who are recognized as first-year students owing to a leave of absence or study abroad, but whose student identification number is not that of a first-year student, are not eligible to apply.

II. Departments Available for Transfer

The following departments will accept transfers:

- 1) Department of Political Science (limited places available)
- 2) Department of Economics (limited places available)
- 3) Department of Global Political Economy (limited places available)

III. Application Procedures

- (1) The application period is as follows:

June 1 (Sat.), 2019 - June 14 (Fri.), 2019

(Applications must be received by the deadline.)

- (2) Application method

- Download the documents “Departmental Transfer Application Form,” “Student Record for Departmental Transfer,” “Convenience Store Certificate of Payment of Screening Fee, and Photo Card”, fill out all the documents after print them.
- Enclose all application documents in an envelope and send them to the address given below. Please send them by simple registered mail (or simple express registered mail if the application deadline is near) from a post office.
- On the envelope, write SPSE English-based Degree Program Departmental Transfer Examination Application in red ink.
- No certificate of receipt for application documents can be issued. To check whether or not your application documents have been received, contact the post office or the courier with the tracking number given by them.
- Application documents must be sent by mail. They cannot be accepted if brought in person, faxed, or e-mailed to the SPSE Office.

<p>[Send application documents to:] English-based Degree Program Departmental Transfer Examination School of Political Science and Economics Waseda University 1-6-1 Nishi-waseda, Shinjuku-ku, Tokyo, 169-8050, Japan</p>
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- (3) Application Documents

- 1) Departmental Transfer Application Form
- 2) Student Record for Departmental Transfer (Please attach a color photo of yourself to this document.)
- 3) Convenience Store Certificate of Payment of Screening Fee, and Photo Card (Please attach an identical color photo to the one used on the “Student Record for Departmental Transfer.”)

(4) Screening Fee

- 1) Amount: 30,000 yen
- 2) Period for paying screening fee: June 1 (Sat), 2019 - June 14 (Fri), 2019
- 3) Payment instructions:

Please make a payment at a local convenience store. Applicable convenience stores are Lawson, Seven Eleven, Family Mart, Circle K, and Sankus. Details on how to complete payment are available on the "Convenience Store Easy-Pay Systems for Entrance Exam Fees" included in the guidelines.

- The payment can be made anytime, 24 hours a day, even on Saturdays, Sundays, and holidays. However, please note that the online application will end at 23:00 on June 14 (Fri), 2019.
- The screening fee payment can only be made through paying at a convenience store. If you live in an area where none of the above convenience stores is located or if you foresee other difficulties in paying by this means, please inquire at the SPSE Office (contact information can be found on the last page of these guidelines).
- If a family member or acquaintance of yours conducts the procedure on your behalf, be sure that he/she accurately enters your information (name, birthday, and address).
- After completing the payment at a convenience store, detach the receipt and paste it in the designated space (on the Certificate of Payment of the Screening Fee).

<Note on Screening Fee Refund>

As a general rule, application documents and screening fees are not returned. However, a full screening fee will be refunded if you fall into the second, third, or fourth category below. The amount paid in excess will be refunded if you fall in to the first category.

- 1) You paid in excess of the amount of screening fee required
- 2) You paid a screening fee but failed to submit the required application documents.
- 3) You paid a screening fee but submitted the application documents after the deadline.
- 4) 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 SPSE Office at Waseda University (Tel: 81-3-3202-8353). If you have made a payment by credit card, any handling fees which may be incurred for refund must be paid by the applicant.

(5) Distribution of Examination Admittance Cards

Examination Admittance Cards will be sent after the application deadline. Please contact the School of Political Science and Economics Office if you have not received it by June 24 (Mon.), 2019. If there is any changes in your address or mail address during the admission period, be sure to contact the SPSE Office immediately.

Waseda University

Convenience Store Easy-Pay Systems for Entrance Exam Fees

Payment
accepted
24hours a day

1 Advance Web Application



<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 Site Number]
払込票番号

Tell the counter staff that you want to make an "Internet shiharai." Then provide your Payment Site Number.

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 CIRCLE K or SUNKUS
[11-digit Online Transaction Number]
オンライン決済番号

Use the CIRCLE K or SUNKUS information terminal or SUNKUS information terminal.

Select the "インターネット決済" button on the touch screen.

11ケタの番号をお持ちの方
[Online Transaction Number]

Touch the "オンライン決済番号を入力して支払" option.
[Enter your Online Transaction Number to make payment]

Enter your [オンライン決済番号]
[Online Transaction Number]

Loggi, FamilyPort, or Karuwa Station 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.

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

Use the Lawson or Ministop information terminal.

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

Select the "各種決済・インターネット決済" button on the touch screen.
[Various Payment/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]

Loggi, FamilyPort, or Karuwa Station 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.

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

Use the FamilyMart information terminal.

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

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

"番号入力画面に進む"
[Advance to the "Enter number" screen]

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

Loggi, FamilyPort, or Karuwa Station issues a funds transfer receipt. You will need to take this to the cash register within 30 minutes and make the actual payment.

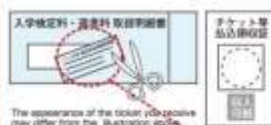
Receive an Application Fee Statement. Detach the Certificate of Payment (receipt) portion.

3 Application

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

●Seven-Eleven

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 (receipt) may differ from the illustration above.

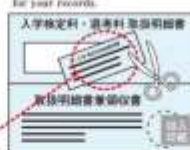
●Circle K ●Sunkus

Detach the receipt portion of the Application Fee Statement and affix it to the application packet in the designated location. Hold onto the Online Transaction Receipt for your records.



●Lawson ●Family Mart ●Ministop

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



When paying at a convenience store, proof of payment via bank stamp is not necessary.

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.

- 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 140,000 or less	450 yen (tax incl.)
Entrance exam fee 150,000 or more	640 yen (tax incl.)

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/>

IV. Screening Schedule and Method

(1) Oral Examination

June 27 (Thu.) – June 29 (Sat.), 2019, at Waseda University, Waseda Campus

Interviews will be conducted in English, only if deemed necessary after document screening.

[Note] Details of time and place will be informed at the time of sending an examination admittance card. The oral examination will be conducted in English.

The date and time for the interview will be specified by the School of Political Science and Economics. The schedule will not be changed unless under the following circumstances:

In the case of unforeseen circumstances that are beyond human control, such as a natural disaster (e.g., typhoons, earthquakes, flooding, tsunamis) and/or accidents, such as fire, power failure, and so on, measures including delaying the start of the exam or postponing the exam, etc., may be taken. However, in such an event, the University will bear no responsibility for any resulting inconvenience, expenses, or other personal losses that may be incurred.

(2) Notes for Admission

< Dishonest Acts >

You may be deemed to have committed a dishonest act if you falsified, fabricated, or plagiarized a document, material or information submitted in your application. In such case, any decision taken on your application may later be invalidated, and the application documents submitted and screening fee will not be returned.

Waseda University has provided the following guidelines so that all examinations can be properly administered and all examinees have an opportunity to perform in a fair and equitable environment. Please read the guidelines carefully and approach the examination in a serious manner.

1. You may be deemed to have committed a dishonest act if Waseda University determines that you have falsified, fabricated, or plagiarized the document(s), statement(s), or information submitted for your application.
2. Your actions may be considered dishonest if you commit any of the following acts:
 - ① Cheating (concealing or glancing at a cheat sheet or reference book during the examination, glancing at another examinee's answer sheet, or gaining answers from others)
 - ② Providing benefits to other examinees (providing them with answers etc.) during the examination
 - ③ Keeping your mobile communication device with you or using it during the examination
 - ④ Letting your mobile communication device or watch emit noise (incoming call alert, alarm, vibration, etc.) during the examination
 - ⑤ Conducting acts that could be considered a nuisance to other examinees at the examination venue
 - ⑥ Not following instructions from the examination supervisors at the examination venue
 - ⑦ Pretending to be an applicant and taking the examination for the applicant
 - ⑧ Conducting other acts impairing the fairness of the examination
3. The following responses may be taken if an applicant is suspected of committing a dishonest act.
 - A supervisor may warn or question the applicant.
 - The applicant may be requested to take the examination in another room.
4. In addition, the following responses may be taken if a dishonest act is identified.
 - The applicant may not be allowed to continue taking the examination or allowed to take any other entrance examination given by Waseda University during the year. (Screening fees will not be returned.)
 - The results of all entrance examinations taken by the applicant at Waseda University during the year may become invalid.

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

< Unforeseen problems that are beyond human control.>

In cases of unforeseen circumstances that are beyond human control, such as a natural disaster (e.g., typhoons, earthquakes, flooding, tsunamis) and/or accident, such as fire, power failure, and so on, measures including delaying the start of the exam or postponing the exam, etc. may be taken. However, in such an event, we will bear no responsibility for any resulting inconvenience, expense, or other personal loss that the examinee may incur.

<Handling of Personal Information>

Waseda University utilizes applicant information (addresses, names, dates of birth etc.) collected at the time of application in order to carry out operations such as the entrance examination, announcement of the screening results, and enrollment procedures. We will take necessary and proper measures to protect such information from leakage, disclosure, or unauthorized use. All or part of the above operations may be outsourced to an agency. In such case, the agency will be contractually required to maintain necessary and proper management. Please note that the personal information may be used as materials for studies and researches to improve our entrance examinations. The information will be statistically processed to prevent any individuals from being identified.

V. Announcement of Results

12:00 p.m. on July 8 (Mon.), 2019

Posted on the SPSE Office, Information Board (Bldg. No.3 10F)

[Note]

- A Handbook on the Enrollment Procedures will be sent to successful applicants.
 - No inquiries regarding the results of the examination can be accepted.
 - The admission numbers of successful applicants will remain posted from the day of the announcement of successful applicants to the deadline for the first enrollment procedure.

VI. Enrollment Procedures

Detailed information will be announced in the guide. However, please refer to the outline of enrollment procedures given below. Please be aware that completing procedures after the deadline is not permitted for any reason. Once new enrollment procedures are completed, students cannot return to their previous department.

(1) Payment of tuition and fees

After filling out the prescribed form for remittance, please pay the specified amount at a local financial institution, except Yucho Bank, by July 26 (Fri). Remittances by ATM or internet bank account are not permitted.

- Please be aware that banks are generally open from 9:00 a.m. – 3:00 p.m. on weekdays and closed on Saturdays, Sundays, and national holidays.

(JPY)

School expenses		Other fees		Total
Tuition	Library fee	Faculty annual fee	Student health promotion mutual aid association membership fee	
599,500	250	750	1,500	602,000

(2) Online enrollment procedures and submission of enrollment documents

Detail will be announced in July to the successful applicants who completed the payment for enrollment procedures.

VII. Cautions

- Even in the case of passing the examination and completing the enrollment procedures, departmental transfers will be canceled if it is found that the student did not earn 30 credits or more towards graduation during the first year.
- Please inquire at the SPSE Office regarding the handling of earned credits during the first year, course registration after a departmental transfer.
- Once submitted, application materials, screening fees, and tuition and fees cannot be returned in any circumstances. However, in the following cases, the full or extra amount of the screening fees may be refunded. Applicable parties should inquire at the SPSE Office.
 - 1) The screening fee was remitted, but the application documents were never submitted.
 - 2) The applicant was not found eligible to apply or the applicant submitted materials after the deadline had passed.
 - 3) Overpayment has been made.
 - 4) If you have made a payment by credit card, all handling fees to be charged for refund to that bank must be paid by you.

English-based Degree Program
Departmental Transfer Examination
School of Political Science and Economics
Waseda University

〒169-8050 1-6-1 Nishi-waseda, Shinjuku-ku, Tokyo

Phone 03-3202-8353

Email spse-edp@list.waseda.jp

School of Political Science and Economics Website

<http://www.waseda.jp/fpse/pse/en/>