



# Application Guidelines

English-based Degree Program

**Admission by Change of Affiliation** (2020 September Entry)

School of Political Science and Economics  
Waseda University

## Degree Programs

You must choose one of the three degree programs below. The degree program cannot be changed once your application has been submitted.

- Political Science
- Economics
- Global Political Economy

### Our Degree Programs

- **Bachelor of Arts in Political Science**

A pervasive feature of human existence, politics entails both cooperation and conflict—in our local communities, in domestic and international environments, and on a global scale. The bachelor's degree in political science at Waseda University promotes the scientific understanding of politics. We educate students to think independently and critically about the determinants and implications of important political phenomena, such as elections in democracies or patterns of international disputes. The political science major fosters students' awareness in public issues, develops students' analytical skills, and encourages students to take responsibility and pursue leadership roles. Ultimately, the major prepares students to contribute to solving the imminent and long-term problems that humanity faces.

As one of the best political science faculty in Japan, our professors pursue broad-ranging and cutting-edge research. As such, our course offerings reflect new theoretical and methodological developments in the field. The degree outlines a systematic curriculum for this dynamic discipline, which includes the study of political philosophy, institutions, public opinion, mass behavior, international relations, public policy, history, and area studies. In addition, we require political science majors to take analytical and quantitative methods courses. Political science majors often specialize in a particular subfield of political science after acquiring a broad foundation during the first two years of course work.

- **Bachelor of Arts in Economics**

Economics has become a universal language to describe and analyze a vast range of human interactions, from individual and household decisions such as consumption, marriage and education, to development and growth of countries. The bachelor's degree in economics at Waseda University combines solid theoretical foundations with practical experience in the collection and analysis of diverse empirical data. The economics major equips students with quantitative skills through microeconomics, macroeconomics, game theory and econometrics. We also offer a wide selection of specialized courses that train students to apply quantitative methods to specific policy issues in reality. The degree program aims to turn out leaders in various arenas such as firms, financial institutions, government agencies, central banks, media, NGOs, academia, and politics.

Professors of economics at Waseda University possess wide-ranging international experience in research and policy consultation. While many of the members of our faculty engage in theoretical research, others conduct extensive fieldwork in Asian and African countries for research on economic development and economic history. The School also operates one of the largest laboratories for experimental economics in Asia. Some faculty members have been leading

members of councils of the Japanese government. Thus, our curriculum combines theoretical and empirical training of the highest standard, and fully reflects the wealth of expertise in the faculty.

- **Bachelor of Arts in Global Political Economy**

The goal of our distinctive bachelor's degree in global political economy is to educate future leaders, well-grounded in theory and evidence from both political science and economics, who will adopt a perspective unfettered by the boundaries of time and place. The complex, dynamic world of today—and of the future—needs talented graduates who can use fundamental knowledge of public philosophy, politics and economics to offer solutions to contemporary issues of salience through analytical reasoning, data analysis, and effective communication. The global political economy major equips students with these essential skills and extraordinary expertise based on a curriculum that reflects the established and cutting-edge research profiles of our faculty.

The structured curriculum balances political science and economics in terms of credit requirements and also includes several courses in analytical and quantitative methodology. Thus, the degree is similar to a double major in that students first learn the core principles of political science and economics as separate disciplines and later integrate them as they pursue more specialized and advanced coursework. In seminar discussions, presentations and written assignments, we encourage students to incorporate both subjects. Upon completing the degree, students will be prepared for a wide range of careers and ready to address the various challenges of our global, interdependent society.

# 1. Applicant Eligibility

To apply for admission, your situation must conform to the following three conditions:

**(1) Entry to Waseda University was in April or September 2019 (i.e., you are currently a 1<sup>st</sup>- or 2<sup>nd</sup>- year student at the University).**

Your year will be determined by your student number; any delays caused by study abroad, leave of absence from the University, etc., will not be taken into account.

**(2) Number of credits obtained**

You must be scheduled to obtain a total of 30 credits or more towards graduation by September 20, 2020 in the School to which you currently belong.

**(3) English ability**

You must submit an original score card issued for one of the following English tests. Scores taken before June 1, 2018, will not be considered valid.

<i>English Test</i>	<i>Score</i>
TOEFL (iBT)	100 points or above
IELTS (Academic)	7.0 points or above

**[N.B.]**

- Those who entered the University by recommendation should gain the agreement of their current School before applying. This includes every kind of admission by recommendation, i.e., recommendation by affiliated high schools, the e-School (International Degree Program) of the School of Human Science, the Faculty of Science and Engineering International Program (IPSE), the School of Social Science, and the School of International Liberal Studies (SILS), etc.
- If applicants fail to obtain a total of 30 credits or more towards graduation in the school to which they currently belong by September 20, 2020, they will not be permitted to enter the School of Political Science and Economics (SPSE).

## 2. Academic Year & Number of Students to be Admitted

Admission category	English-based Degree Program Admission by Change of Affiliation (September Entry)
School	The School of Political Science and Economics
Degree Programs	Bachelor of Arts in Political Science Bachelor of Arts in Economics Bachelor of Arts in Global Political Economy
Grade	Second year
Number of students to be accepted	Unspecified, but only a small number

### **[N.B.]**

- Applications are accepted by degree program. Each applicant is allowed to apply for only one of the three degree programs.
- Upon graduation, students will receive a degree from the degree program to which they have been admitted.
- Please note that changing degree programs after transferring to the SPSE will not be possible.

# 3. Application Procedure

## (1) Application Period

June 1 (Mon.), 2020 – June 6 (Sat.), 2020

Applications must arrive at the SPSE Administrative Office by the deadline.

## (2) Application Method

- ① Download all the application documents specified below, and fill out all the documents after print them.
- ② After paying the screening fee, enclose all application documents in an envelope and send them to the following address by Simplified Registered Express Mail (kan'i kakitome) from a post office.

**【Send application documents to】**

School of Political Science and Economics, WASEDA University  
English-based Degree Program  
Admission by Change of Affiliation (September Entry)  
1-6-1, Nishi-Waseda, Shinjuku-ku, Tokyo, 169-8050  
Tel: 03-3202-8353

- On the envelope, write English-based Degree Program Admission by Change of Affiliation in red ink.
- No certificate of receipt of application documents is issued by the SPSE. To check whether or not your application documents have been received by the School, please inquire at the post office or with the courier service using the tracking number they provided.
- Application documents must be sent by postal mail. They will not be accepted if brought in person, faxed or e-mailed to the SPSE Administrative Office.

## (3) Application Documents

### a) Application Form

- Please download the “Application Form” from the following website and complete it in neat handwriting (black ink) or type it in English using a PC: <http://www.waseda.jp/fpse/pse/en/applicants/download/>
- Even if you have nothing to enter in a field, do not change the format. Give concise descriptions so that they fit in the given pages (3 pages).
- Affix a color photograph to the designated space on the application form. It should be 4cm long and 3cm wide (a color photograph of yourself taken within three months of the time of your application), borderless, and taken against a plain background. In the picture, you should be looking straight ahead. Write your name on the back of the photograph.

### b) Certificate of Enrollment

### c) 2020 Spring Final Course Registration Results

- Either a copy or a printout of an email showing your 2020 Spring Final Course Registration Results will be acceptable.

#### **d) English Proficiency Test Score**

- Submit the original score card of TOEFL (iBT) or IELTS (Academic).
- Scores taken before June 1, 2018, will not be considered valid. Scores submitted after the deadline of the application period will be invalid. Even if score cards are directly sent from the organization that has administered the examination, only those that arrive during the application period are valid.
- The Waseda University code for requesting a TOEFL score is 9342 when sent directly from ETS.

#### **e) English Essay**

- Compose and write an English essay by yourself in accordance with the following instructions.

*Write an essay of around 1000 words that explains why you want to study at the School of Political Science and Economics at Waseda University. In particular, describe the reasons for your selected degree (political science, economics, or global political economy) and your plans for using what you learn in the future. Your essay should reflect your own personal perspectives and experiences.*

- Use white A4 paper and black ink.
- Prepare your essay on a PC, using font size 12 and double spacing.
- Put your NAME and a TITLE at the top of the essay. (Do not include any photographs in the text.)
- If it extends over two or more pages, number the pages.

#### **f) Academic Transcript for Fall Semester, AY 2019**

- If you were enrolled in April 2019, submit an academic transcript for the spring semester of AY2019 as well.

### **(4) Screening Fee Payment**

Please pay the screening fee (**JPY 30, 000**) at a local convenience store.

Period for payment of the screening fee: **June 1 (Mon.), 2020 – June 6 (Sat.), 2020**

You must complete the designated payment registration in advance by accessing the “screening fee convenience store payment site” (<https://e-shiharai.net/>) [in Japanese only] on the Internet. Check the details of the screening fee payment method on Page 9.

- After making the payment, detach the “Certificate of Payment of the Screening Fee” portion of the screening fee handling description, paste it in the designated space (“Screening Fee Payment Certificate”) on the Application Form, and submit it.
- The payment can be made 24 hours a day, 7 days a week. However, please note that payment applications will be accepted via the website only till 23:00 on the last day of the payment period. Similarly, you will not be able to make a payment at a convenience store after 23:30 on the last day of the payment period.
- If a family member or an acquaintance conducts the procedure for you, the family member or acquaintance must enter your information.
- For more details, please see the instructions on page 9.

<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.
  - ① The submitted application materials are not complete enough to meet the application requirements.
  - ② You do not meet all the eligibility criteria.

If you fall into one of the categories above, please contact the SPSE Administrative 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.



# 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.

- 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 ID 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 ID Number

※If a payment slip is not printed out, you will need to provide it 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

Select the "各種代金お支払い" button on the touch screen

Touch the "各種代金お支払い" option

Touch "マルチペイメントサービス" Multipayment 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

Touch the "各種代金お支払い" option

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.

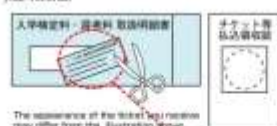
\* Design and layout of the touch screen buttons is subject to change without notice.

- Application

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

#### ●Seven-Eleven

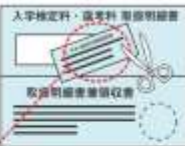
Detach the receipt portion of the Exam Fee Statement and affix it to the application packet in the designated location. Hold onto the proof of bank transfer for your records.



The sequence of the listed applications may differ from the illustration above.

#### ●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.



Attach Your Receipt (Certificate of Payment) to the Application

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

(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/>

## (5) Notes on Application

### < 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.

### < 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.

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 Administrative Office of the School of Political Science and Economics 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.

## 4. Screening Method and Schedule

### (1) Screening Method

Document review and interview screening

### (2) Screening Schedule

Interview screening	June 15 (Mon.) – June 20 (Sat.), 2020
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### (3) Information on Interview Screening

The details of the interview screening, including the time and place, will be sent to you by email, and an Examination Card will be sent to all applicants at the “Current Address” specified on the Application Form.

Please be sure to contact the Administrative Office of School of Political Science and Economics immediately if there is any change in your mailing address.

\*Please contact the SPSE Administrative Office if you will not receive a notice by June 12 (Fri.), 2020.

### (4) Interview

Interview Method: The interview will be conducted in English.

Interview Location: The interview will be given on the Waseda campus of Waseda University.

## 5. Announcement of Successful Applicants

### 12:00 p.m. June 26 (Fri.), 2020

The examinee numbers of successful applicants will be posted on School of Political Science and Economics, Bulletin Board (10F, Bldg. No.3)

<Note>

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.

Successful applicants will receive an acceptance letter and a “Handbook on Enrollment Procedures.”

## 6. Enrollment Procedures

Details about the enrollment procedures will be provided in the “Handbook on Enrollment Procedures,” which will be sent to successful applicants. This section provides an outline of the procedures. Please keep these points in mind and complete the enrollment procedures properly.

The enrollment procedure consists of the following two steps.

### (1) Payment of tuition and fees

Make the payment of School Expenses and Other Fees from a bank in Japan (though not a Yucho-Bank) in the period designated above. Relevant information will be sent to successful applicants.

Payment period for Enrollment procedure period	June 26 (Fri.), 2020 - July 10 (Fri.), 2020
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### (2) Online enrollment procedures and submission of enrollment documents

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

#### NOTE:

- Please note that payment of school expenses and other fees and submission of enrollment documents after the deadline will not be accepted under any circumstances.
- As a rule, we do not refund school expenses or other expenses once they are paid. However, if you do not enter the School owing to unavoidable circumstances, we may refund school expenses and other fees (for the fall semester of 2020). For more detail information about the procedures, please contact the SPSE Administrative Office.
- When transferring to the School of Political Science and Economics, it is necessary to submit a certificate that you have completed the procedure for withdrawal from your present school. For this reason, you will be required to apply for withdrawal and receive a certificate of withdrawal.

## 7. School Expenses and Other Fees

(September 2020 entry as second-year transfer students by Change of Affiliation)

(In Japanese yen)

Payment period		Upon entry (Expenses for the fall semester of 2019)	Expenses for the spring semester of 2020	Total
School expenses	Tuition	599,500	599,500	1,199,000
	Library fee	250	250	500
Association fees	Faculty Entrance fee	2,000	-	2,000
	Faculty Annual fee	750	750	1,500
	Student Health Promotion Mutual Aid Association Membership fee	1,500	1,500	3,000
	<b>Total</b>	604,000	602,000	1,206,000

1. Waseda University uses an automatic account transfer system for payment of school expenses and other fees. School expenses and other fees for the spring semester are scheduled to be transferred on May 1. School expenses and other fees for the fall semester are scheduled to be transferred on October 1 in the next and subsequent years. If financial institutions are closed on May 1 or October 1, the account transfer will be processed on the following business day.
2. The library fee and association fees are subject to change.
3. The school expenses and other fees required for the next and subsequent years include tuition, library fee, faculty annual fee, and the Waseda University Student Health Promotion Mutual Aid Association fee (student health insurance fee).

### N.B.

- The admission fee (registration fee) is not required of those who graduate or withdraw from an undergraduate school or graduate school of Waseda University and then enter the university again.
- Students in the final semester of their last year are required to pay 40,000 yen as an "Alumni association membership fee," which covers 10 years of annual membership paid in advance.

## 8. Transfer of Credits and Requirements for Graduation

Bachelor of Arts in Political Science, Bachelor of Arts in Economics or Bachelor of Arts in Global Political Economy will be awarded to students who study at the SPSE for three years or more (but not exceeding six years) and obtain the required credits for graduation. Credit requirements for transfer students are the same as those of four-year students. We recognize credits of your previous school in order to supply the missed years' worth.

1. An interview with professors for transferring credits obtained at the school which you originally belonged will be held in mid-September 2020. Among the credits that you have obtained in the school you previously belonged to, for courses that are recognized as being equivalent to those in any of the course categories of the School of Political Science and Economics, it is possible to transfer up to 40 credits to be counted towards graduation. An official academic transcript issued by your former school is required at the interview.
2. With regard to the requirements for graduation and the number of credits that a student is permitted to register for each year, these will be subject to the same rules as decided for regular students in the same year (2nd year) as when they first entered the university.

## 9. Cautions

Even in the case of passing the examination and completing the enrollment procedures, Change of Affiliation will be canceled if it is found that the student did not earn 30 credits or more towards graduation by September 20, 2020.

<Inquiries>

English-based Degree Program

Admission by Change of Affiliation (September Entry) Section,  
School of Political Science and Economics, WASEDA University

ADDRESS: 10F, Building 3, 1-6-1 Nishi-Waseda, Shinjuku-ku, Tokyo 169-8050, Japan

TEL: +81-3-3202-8353 / Email: [spse-edp@list.waseda.jp](mailto:spse-edp@list.waseda.jp)

Business Hours: 9:00 to 17:00 (Monday through Friday)