



September 2021 English-based Degree Program Admission by Transfer APPLICATION DOCUMENTS CHECKLIST

Check the documents before sending and enclose this form with your application documents.

		Check	If directly sent from the institution, fill in the date of order
All Applicants Must Submit			
1. Application Form	Printed copy Have you affixed a photo?		
2. Reason for Application (Essay)	Printed copy		
3. Document to Prove the Completion of a Secondary Education Curriculum	Original in a sealed envelope		
4. Academic Transcript/School Report	Original in a sealed envelope		
5. Recommendation Letter	Original in a sealed envelope		
6. Standardized Test Scores	SAT/ACT/ IBDP	Official score, must be sent directly from the test board	
		Proof of order	
	Others	Original in a sealed envelope	
7. Screening Fee Payment Receipt	Copy		
8. Personal Identification	Copy		
9. Application Documents Checklist	Printed copy		
Dependent on Applicant's Circumstances			
10. Score of an English Language Proficiency Test	Official score, must be sent directly from the test board		
	Proof of order		
11. School Profile	Original or copy		
12. Certificate of residence in Japan	Printed copy		
Statement on Examinations and/or Tests	Printed copy		
Form for Alternative English Language Proficiency Tests	Printed copy		

***Documents for those who wish to have the Waseda University apply for the COE on your behalf**

If you send the documents enclosed with your application documents for the screening, check the below.

	Document	Note	Check
A	Application for Certificate of Eligibility (CoE)	Have you affixed a photo?	
B	Certificate of the deposit balance of a bank account		
C	Agreement for Defraying Expenses		

Degree Program: POL / ECON / GPE

Name (in alphabet): _____