



Waseda University
School of Political Science and Economics

English-based Degree Program Admission by Transfer for September 2021 Enrollment

Application Guidelines

Notice

- The School of Political Science and Economics (SPSE) will continue to monitor the situation of the COVID-19 pandemic and may update the instructions in the Guidelines, depending on the circumstances. Please check the SPSE website regularly:

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

Some or all classes may be provided online in 2021 depending on the circumstances, including the influence of Covid-19. We will announce how we will provide classes through our website (or by other means) once it is determined.

- Important notifications will be sent to your email address specified on the application form. Please check your email inbox regularly.

The Administrative Office of School of Political Science and Economics (SPSE), Waseda University

English-based Degree Program Admission by Transfer

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TEL: +81-3-3202-8353

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OVERVIEW

SPSE Admissions

The School of Political Science and Economics welcomes students, from within and outside of Japan, who have achieved a high level of fundamental academic skills and possess strong intellectual curiosity and ambition to succeed in college and beyond. Specifically for the English-based degree programs, we expect students to demonstrate linguistic performance in English, the capacity to think logically, the historical and cultural knowledge required to recognize one's own place in a global setting, and the ability to tackle various kinds of challenges while interacting with people from all over the world.

Seeking diversity and excellence in our student body, the School of Political Science and Economics offers four types of admissions: (1) the general entrance examination administered by the School in Japanese, (2) the National Center for University Entrance Examination in Japan, (3) recommended admission from designated high schools, and (4) evaluation by the admissions office (AO). In particular, the School makes use of the third and fourth types to open its doors to those with educational experiences different from what is typically found in Japan.

Enrollment Date

September 21, 2021

Degree Programs

- B.A., Bachelor of Arts in Political Science
- B.A., Bachelor of Arts in Economics
- B.A., Bachelor of Arts in Global Political Economy

Year of Matriculation

Admitted students will enter as second year students of a four-year program

Number of Students to be Admitted

A small number will be admitted (the precise figure is not predetermined).

There is no specific quota for the degree programs listed above.

Screening Methods

Admissions decisions are based on a screening of application documents. We invite applicants to an interview only if needed.

Your application documents will be screened in a holistic manner, with emphasis given to the results of the standardized tests and English language proficiency.

Admissions Timeline and Important Dates

The application timeline in this table refers to Japan Standard Time (JST).

Application Period for Preliminary Review of Eligibility	Until 17:00, January 15, 2021
Announcement of Preliminary Review of Eligibility Results	Individual Notification
Application Period	March 8 - 31, 2021
Notification of Examinee Number (and Interview, if Needed)	April 19, 2021
Interview (if Needed)	April 23, 24, 2021
Screening Results Announcement	April 27, 2021
Enrollment Procedure Deadline (Registration Fee Payment)	May 19, 2021

ROADMAP TO ENROLLMENT

After carefully reading the guidelines, please prepare and submit the required documents accordingly.

Before the Application Period

Step 1 Check Your Eligibility

Please ensure your eligibility and qualifications before completing an application.

Step 2 Choose Your Program

You must choose one of the degree programs listed at the time of application.

During the Preliminary Review of Eligibility Period

Step 3 Submit Application Documents for Preliminary Review of Eligibility by E-mail

Step 4 Check the Results of the Preliminary Review of Eligibility

We will announce the results of the Preliminary Review of Eligibility by e-mail approximately two weeks to one month after accepting your application.

Step 5 Identify the Necessary Documents

- Application form
- Reason for application (essay)
- Document to prove the completion of a secondary education curriculum
- Academic transcript/school report
- Recommendation letter
- Standardized test scores
- Score of an English-language proficiency test, if required
- Other documents, if required

During the Application Period

Step 6 Pay the Screening Fee

Step 7 Submit All Application Documents by Mail

The screening process is paper-based.

After You Apply

Step 8 Interview (only if required)

Your examinee number will be sent to you by e-mail. We will notify you by e-mail if an interview is required.

Step 9 Check Your Screening Results (Unconditional Offer/Conditional Offer/Fail)

We will post examinee numbers for the successful applicants on our website.

After Acceptance

Step 10 Payment and Registration

Make the required payments by the designated deadline.

Step 11 Prepare for Entrance (Dormitory, Scholarships, etc.)

After completing the registration fee payment, the *Handbook on Enrollment Procedures* will be sent to you. Check the schedule for online enrollment registration and submit the required enrollment documents. You can also apply for residence in student dormitories.

Step 12 Complete the Credit Transfer Application

Details will be sent to successful applicants around August by e-mail.

Important Notes on the Application Procedure

- The application procedure cannot be considered complete unless all the following steps have been completed by the application deadline.
 - The preliminary review of eligibility has been conducted.
 - The screening fee has been paid.
 - All the application documents, including the documents sent directly by the test board, must have reached the SPSE Administrative Office at Waseda University via postal mail.

If you have completed only one or two of the steps above, your application will not be accepted. Late applications will not be accepted for any reason, including postal delays.

- Even if sent via Express Mail Service (EMS) or international courier service, your application may take more than a week to reach us. Therefore, it is important that you send your application documents as early as possible so that they have time to reach us by the deadline.
- Application documents must be complete for you to qualify for screening. If there are issues with your documents after the application period, you will be placed at a disadvantage. If we contact you concerning your application, please comply with our instructions immediately.
- If you submitted a certificate indicating that you are *expected* to meet the qualifications required to enter Waseda University in order to meet the eligibility requirements stated in the application guidelines at the time of application, you must submit a certificate indicating that you have indeed met the requirement prior to enrollment. You will not be permitted to enter Waseda University, even if you pass the screening, unless you submit the relevant certificate.
- 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 a case, any decision taken regarding your application may later be invalidated, without the application documents and screening fee being returned.

If you require special care during the screening process, or after entering the university, due to disability or serious medical condition, etc., please contact the SPSE as soon as possible.

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 screenings, announcement of 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 cases, 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 research to improve our admissions. The information will be statistically processed to prevent any individuals from being identified.

Collecting information on gender

Waseda University collects gender information only when there are justifiable reasons, and keeps such cases to a minimum. For details, please refer to the following website:

“Collecting Information related to Gender - Office for Promotion of Equality and Diversity - Waseda University,” available at <https://www.waseda.jp/inst/diversity/support/sexual-minority/>

STEP 1 CHECK YOUR ELIGIBILITY

Preliminary Review of Eligibility

All applicants are required to apply for a preliminary review of eligibility by the deadline. Only those who are acknowledged to be qualified based on a review by the School of Political Science and Economics will be allowed to apply for admission and will be eligible for document screening.

To apply for admission, you must meet requirements as outlined below.

Educational Background

- (a) You are enrolled ^(*) at a university (excluding junior and community colleges) inside or outside Japan. Furthermore,
- i. you have completed or are scheduled to complete a total of 13 years or more of education, including elementary and secondary education, by September 20, 2021; and
 - ii. you have completed or are scheduled to complete the first year of education at a university by September 20, 2021.

(*) If you are taking a leave of absence at the time of application, please submit your reason(s) for taking it.

- (b) You have obtained or are scheduled to obtain a total of 30 credits or more towards graduation ^(**) during or after your 13th year of education, including elementary and secondary education, by September 20, 2021.

(**) A total of 30 credits or more towards graduation is the standard number of credits obtained in the first year at Waseda University. Since the number of credits obtained in an academic year varies by university, it will be determined by the School of Political Science and Economics during the preliminary review of eligibility whether the number of credits you have obtained at your university meets this requirement. For more information, please inquire at the Administrative Office of the School of Political Science and Economics.

Notes

- Students already enrolled at Waseda University are not eligible to apply for English-based Degree Program Admission by Transfer. Such students should apply for English-based Degree Program Admission by Change of Affiliation (September Entry).
- Eligibility is not decided based on nationality or length of time spent abroad.
- The term “university” is taken to mean an institution of higher education that awards a bachelor’s degree upon graduation.
- Applicants who are scheduled to complete the first year of education at a university must submit an academic transcript (original) to the Administrative Office of the School of Political Science and Economics to demonstrate that a total of 30 credits or their equivalent has been or will have been obtained by September 20, 2021.
- If applicants fail to submit an academic transcript and cannot prove that they can fulfill the application requirements by the deadline, the process of their admission to the School of Political Science and Economics will be revoked. In such cases, the School cannot refund the registration fee (an amount equivalent to the entrance fee), though school expenses and association fees paid for the fall semester of 2021 will be returned. For more information about the procedures for obtaining a refund, please refer to the *Handbook on Enrollment Procedures* that is mailed to successful applicants.

STEP 2 CHOOSE YOUR PROGRAM

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

- **B.A. 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.

- **B.A. 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.

- **B.A. 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.

STEP 3 SUBMIT APPLICATION DOCUMENTS FOR PRELIMINARY REVIEW OF ELIGIBILITY BY E-MAIL

(1) Application Deadline

17:00, January 15 (Fri.), 2021 (JST)

- **All applicants are required to apply for and pass the preliminary review of eligibility.**
- All application documents must be received by the Administrative Office of the School of Political Science and Economics no later than the deadline. Applications that arrive after the application period has closed for any reason, including system errors, will not be accepted.
- Late submission and submissions by hand or facsimile are unacceptable. Please ensure that you prepare and send your application documents well in advance.

(2) Application Procedure

Please submit all application documents by e-mail.

- In principle, we accept application documents by e-mail for the Preliminary Review of Eligibility.
- Attach all application documents in electronic form (PDF) to an e-mail and send them to the following e-mail address.

Send application documents by e-mail to the following address:

E-mail: spse-edp@list.waseda.jp

Subject: Request for Individual Review of Eligibility

(3) Application Documents

Please carefully read the information given here to learn how to prepare the documents properly. Before sending them, check the documents using the “Application Documents Checklist for Preliminary Review of Eligibility” and attach the checklist with your application.

As a general rule, we will not return application documents; however, we will return the original copies of documents that can be issued only once (i.e., high school or college diplomas), upon request.

List of Application Documents

	Required Documents	Notes
(A)	Preliminary Review of Eligibility Request Form (designated form)	
(B)	Document to Prove the Completion of a Secondary Education Curriculum	*1
(C)	Academic Transcripts/ School Reports	*1, *2
(D)	Certificate of Latest Course Registration Results Issued by Your University	*1, *2
(E)	Screenshots/Scanned Copies of English Proficiency Test Results or Proof of Order	*1, *2
(F)	School Profile (if possible)	
	Statement on Examinations and/or Tests (only if required)	
	Form for Alternative English Language Proficiency Tests (only if required)	

- *1. If you wish to submit original paper-based certificates/academic transcripts at the time of application for the Preliminary Review of Eligibility, they can be used for screening after you

are approved to apply for admission and you will not need to submit them again.

- *2. For (C), (D) and (E), screenshots that prove your academic results/course registration results/English proficiency test results may be accepted for the Preliminary Review of Eligibility.

Download and complete the application documents (format designated) from the Waseda University School of Political Science and Economics website.
 URL: <https://www.waseda.jp/fpse/pse/en/applicants/download/>

Details of Application Documents

(A) Preliminary Review of Eligibility Request Form

Personal Information	<ul style="list-style-type: none"> As we will be using the e-mail address you provided in this section to contact you regarding your application, please be sure to check your e-mail regularly, including the junk folder. Please notify the Office of the School of Political Science and Economics immediately if you change your e-mail address. 												
Educational Background	<ul style="list-style-type: none"> Fill in your educational background to date, starting chronologically from elementary school, as shown in the example below: <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 33%;">Tokyo, Japan</td> <td style="width: 33%;">Waseda Elementary School</td> <td style="width: 33%;">September 2008-June 2014</td> </tr> <tr> <td>Seoul, Korea</td> <td>Waseda Junior High School</td> <td>September 2014-June 2017</td> </tr> <tr> <td>Beijing, China</td> <td>Waseda High School</td> <td>September 2017-June 2020</td> </tr> <tr> <td>New York, U.S.A.</td> <td>XXX University</td> <td>September 2020-Present</td> </tr> </table>	Tokyo, Japan	Waseda Elementary School	September 2008-June 2014	Seoul, Korea	Waseda Junior High School	September 2014-June 2017	Beijing, China	Waseda High School	September 2017-June 2020	New York, U.S.A.	XXX University	September 2020-Present
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Seoul, Korea	Waseda Junior High School	September 2014-June 2017											
Beijing, China	Waseda High School	September 2017-June 2020											
New York, U.S.A.	XXX University	September 2020-Present											
University Entrance Qualification Examinations and Other Standardized Tests	<ul style="list-style-type: none"> If you answered “YES,” please specify the name of the examination/test. (For details about the Certificate of University Entrance Qualification Examination/Standardized Test, please refer to the “List of Application Documents by Education System” at the URL below: https://www.waseda.jp/fpse/pse/en/applicants/download/) 												
Details of your Current Institution	<ul style="list-style-type: none"> Please fill in the required information. If applicable, please attach a school/university profile. 												
Credit Calculation	<ul style="list-style-type: none"> Please calculate the number of credits you have obtained/are scheduled to obtain at your current institution, as instructed. Please include supporting documents for verification. 												

(4) Period for Review of Eligibility

It takes two weeks to one month to conduct a review of eligibility. The Administrative Office of the School of Political Science and Economics may contact you by e-mail during the review period. Please make sure to check your e-mail regularly, including the junk folder, during this time.

Since e-mails from the Administrative Office of the School of Political Science and Economics may be accidentally classified as junk mail and sent to your junk folder, it is advisable to check that folder regularly in addition to your inbox.

STEP 4 CHECK THE RESULTS OF THE PRELIMINARY REVIEW OF ELIGIBILITY

The Administrative Office of the School of Political Science and Economics will announce the results of the preliminary review of eligibility approximately two weeks to one month after accepting your application.

The results will be sent to applicants by e-mail.

STEP 5 IDENTIFY THE NECESSARY DOCUMENTS

Please refer to the pages indicated on the list below for proper documentation. Before sending your documentation, check the documents using the *Application Documents Checklist* and enclose the checklist with your application.

List of Application Documents

		Who submits	See Page	
All Applicants				
1. Application form		Printed copy	Applicant	11
2. Reason for application (essay)		Printed copy	Applicant	12
3. Document to prove the completion of a secondary education curriculum		Original in a sealed envelope	Applicant/ School/ University	13
4. Academic transcript/school report		Original in a sealed envelope		13
5. Recommendation letter		Original in a sealed envelope		14
6. Standardized test scores	SAT/ACT/IBDP	Official score	Test Board	14
		Proof of order	Applicant	
	Others	Original in a sealed envelope	Applicant/ School/ Test Board	
7. Screening fee payment receipt		Copy	Applicant	15
8. Personal identification		Copy	Applicant	15
9. Application documents checklist		Printed copy	Applicant	16
Dependent on Applicant's Circumstances				
10. Score of an English-language proficiency test		Original	Test Board	16
		Proof of order	Applicant	
11. School profile		Original or copy	Applicant/ School/ University	18
12. Certificate of residence in Japan		Copy	Applicant	18
Statement on Examinations and/or Tests		Printed copy	Applicant	15
Form for Alternative English Language Proficiency Tests		Printed copy	Applicant	17

- **Results sent directly by your school or the test board**

It often takes several weeks for documents and test scores to reach us. Please ensure that you have adequate time to order them. **Even when results are sent directly by your school/ the test board, only those that reach the SPSE Administrative Office by the deadline are considered valid.**

⇒ Please also refer to [Step 6 Submit All Application Documents by Registered Postal Service](#).

- **Visa-related Documents**

International students without resident status in Japan are required to apply for a Certificate of Eligibility (COE) to apply for a student visa to enter and reside in Japan. You can send the visa-related documents along with your application documents for screening. It is not mandatory to submit the documents below for screening, but if you are not obtaining the “Student” visa yourself, ensure that you send the documents at the latest by the following deadlines: **May 19, 2021 (JST)**

⇒ If you wish for Waseda University to apply for a COE on your behalf, please refer to [Acquisition of “Student” Status of Residence listed in the Appendix](#)

Details for Application Documents

Important Notes on Preparing Application Documents

- **Certificates must be original.** Photocopies of documents without authentication are considered invalid. If the certificate extends over two or more pages (or both sides), all pages (or both sides) of the certificate require a stamp or signature from the school or person who issued the document.
- If you cannot submit the original documents, ask the issuer, the SPSE Administrative Office, or another appropriate office officially approved by the government to authenticate a copy of the document with the original before submitting the copy (certified true copy).
- **Documents must be prepared in English, including academic transcripts and a recommendation letter.** For documents in other languages, attach an English translation. Some documents must be notarized by the embassy or another office officially approved by the government, as specified in the guidelines that follow.
- If the name on the application form and the other documents that have been submitted differs from the name on your passport, please submit a document to prove that all names belong to the same person.
- As a general rule, we do not return application documents. However, we will return the originals of documents that can be issued only once (i.e., high school or college diplomas) upon request.
- Do not put the documents in a file or a folder.

Do not print on both sides when you print the application form and your essay.

1. Application Form

Personal Information	<ul style="list-style-type: none"> • As we will be using the e-mail address you provided in this section to contact you regarding your application, please ensure that you check your e-mail regularly and notify the Administrative Office of the School of Political Science and Economics immediately if you change your e-mail address. • Affix a Photograph The photograph should be no older than three months at the time of your application, 4 cm long and 3 cm wide, borderless, and taken against a plain background. You should look straight ahead in the photograph. Write your name on the back of the photograph. Do not submit a photograph that might cause difficulty in identifying you during the admission process including the interview examination. The photograph on the application form will be used for your student ID card after enrollment. Please keep an additional copy of the photograph, as you will be required to submit it at the time of enrollment. The submitted photo will be used within Waseda University as a personal identification, and will be registered as a part of your personal information on the University's online portal. Color-printed images that are not photographs are not acceptable. 												
Educational Background	<ul style="list-style-type: none"> • Fill in your educational background to date, starting chronologically from elementary school, as shown in the example below: <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="text-align: center;">Tokyo, Japan</td> <td style="text-align: center;">Waseda Elementary School</td> <td style="text-align: center;">September 2008-June 2014</td> </tr> <tr> <td style="text-align: center;">Seoul, Korea</td> <td style="text-align: center;">Waseda Junior High School</td> <td style="text-align: center;">September 2014-June 2017</td> </tr> <tr> <td style="text-align: center;">Beijing, China</td> <td style="text-align: center;">Waseda High School</td> <td style="text-align: center;">September 2017-June 2020</td> </tr> <tr> <td style="text-align: center;">New York, U.S.A.</td> <td style="text-align: center;">XXX University</td> <td style="text-align: center;">September 2020-Present</td> </tr> </table>	Tokyo, Japan	Waseda Elementary School	September 2008-June 2014	Seoul, Korea	Waseda Junior High School	September 2014-June 2017	Beijing, China	Waseda High School	September 2017-June 2020	New York, U.S.A.	XXX University	September 2020-Present
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New York, U.S.A.	XXX University	September 2020-Present											

<p>Results of University Entrance Qualification Examination or Other Standardized Test/English Proficiency</p>	<ul style="list-style-type: none"> • For detailed information, refer to the “List of Application Documents by Education System” at the URL below. https://www.waseda.jp/fpse/pse/en/applicants/download/ • If your education system is not listed, or if you are not sure of the category into which your case falls, please inquire at the Administrative Office of the School of Political Science and Economics, Waseda University, prior to submitting your application.
<p>Study Abroad Experience</p>	<ul style="list-style-type: none"> • Please fill in the required information if you have any study abroad experience (limited to experience acquired during high school/secondary school or university that you would like to highlight (up to three entries). • Enclose a school certificate indicating the name of the applicant and the period of attendance and a school transcript issued by the educational institution or copies of these documents. Write “Study Abroad Experience” in the documents.
<p>Academic Honors & Personal and Volunteer Activities</p>	<ul style="list-style-type: none"> • If applicable, please list and describe your ACADEMIC HONORS and PERSONAL AND VOLUNTEER ACTIVITIES in the appropriate fields (up to 150 words). Only one item can be entered in each field. Select the most suitable example for each category. • Please note that your entries will be considered invalid if you do not follow the specifications described here (including entering more than one item). <ul style="list-style-type: none"> • The information to be entered in each field is limited to experience acquired during high school/secondary school or university. • Attach a proof document in English or Japanese for each of the items (only one proof document per item) you have listed in the fields. For documents in other languages, attach a translation in English (translations do not have to be notarized). • A copy of the proof document is acceptable. <p>Please note that photographs of activities/events, trophies, and materials that are not considered “documents” cannot be used as proof documents.</p> • Write “ACADEMIC HONORS” or “VOLUNTEER ACTIVITIES” in the document. • Examples of proof documents: Copies of certificates, brochures, articles, and other documents are acceptable and may be attached with the form. The proof documents must bear the name of the applicant and the date of the ACADEMIC HONORS/PERSONAL AND VOLUNTEER ACTIVITIES.

2. Reason for Application (Essay)

Submit an essay that follows the instructions below. You must write the essay yourself.

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 or letter-sized paper and print out your essay in black ink.

- Prepare your essay on a computer using size 12 font and double spacing.
- Place your name and the title at the top of the essay. Do not include your name anywhere else in your essay and do not include a photo of yourself in the essay.
- Add “The End” at the end of the essay. Number the pages of your essay.

3. Document to Prove the Completion of a Secondary Education Curriculum

Submit a certificate proving that you have completed a secondary education curriculum (12 years or more of formal education or its equivalent).

For example: A certificate of graduation from a senior high school, IB Diploma, General Certificate of Education Advanced Level, Zeugnis der Allgemeinen Hochschulreife, Diplôme du Baccalauréat Général, or a document certifying that you have passed or are scheduled to pass a high school equivalency examination

Notes

- **The certificate must be ORIGINAL and must be in a sealed envelope.**
- If you submit a Japanese or English translation of the original, it must be notarized. The notarized translation does not need to be in a sealed envelope.
- If no fixed format is used for a certificate of graduation/expected graduation at your high school, download the “Template for Certificate of Graduation/Expected Graduation” provided on the SPSE website (<https://www.waseda.jp/fpse/pse/en/applicants/download/>), complete it (by typewriting or handwriting), and submit it with the official stamp of approval of your high school.

4. Academic Transcript/School Report

Different types of documents are required depending on where an applicant completed secondary education. For detailed information, refer to the “List of Application Documents by Education System” at the URL below.

<https://www.waseda.jp/fpse/pse/en/applicants/download/>

Please submit (a), (b), and (c), as follows.

- An academic transcript issued by your university with the grades of all semesters or terms up to the most recent semester or term at the time of application.
- A certificate of course registration results issued by your university with the results of the most recent semester or term at the time of application.
- An academic transcript issued by your high school (or an equivalent institution) for the last three years of school.

Notes:

- **The academic transcripts must be ORIGINAL and must be in a sealed envelope.**
- If you were enrolled in two or more high schools, you must submit academic transcripts/school reports from all the high schools where you were enrolled.
- If you skipped a grade or accelerated your studies to complete a standard education curriculum and if your academic transcript does not specify the grade you skipped or the reason, submit a document prepared by the school explaining the circumstances of your acceleration.
- If you have passed a high school equivalency examination, include documents certifying your passage and the results.
- If you have been enrolled in high school in the past, submit an academic transcript for the entire period during which you were enrolled.
- If you submit a Japanese or English translation of the original, it must be notarized. Translation by your school can be accepted.
- The notarized translation does not need to be in a sealed envelope.

5. Recommendation Letter

Please submit one letter written by either the principal or a faculty member of the university or high school you attended, using the form provided on our website:

<https://www.waseda.jp/fpse/pse/en/applicants/download/>

The recommendation letter must be written in English. If you submit more than one recommendation letter, one will be chosen at random and the others will be disregarded.

Notes

- **The recommendation letter must be an ORIGINAL and in a SEALED ENVELOPE.**
- The letter must be dated and signed in the recommender's own handwriting.
- The date of issue for the recommendation letter must be less than two years from the date of application to Waseda University.
- If the recommendation letter is two or more pages long, all the pages must contain the written signature of the recommender and the official school seal or stamp. Digital signatures and printed pictures of the school seal or stamp are not acceptable.
- If your recommender cannot use the designated form, please submit a letter written in a similar format.
- A letter written by a faculty member from your current university is recommended. If you cannot obtain a letter from your current university, you can request one from your high school.
- A recommendation letter from a language school or a vocational school is **not** acceptable.

6. Standardized Test Scores

For detailed information, please refer to the *List of Application Documents by Education System* provided on our website: <https://www.waseda.jp/fpse/pse/en/applicants/download/>

If your education system is not listed, or if you are not sure of the category into which your case falls, please inquire at the SPSE Administrative Office, prior to submitting your application.

Subject Requirements

Your examination subjects **must include MATHEMATICS.**

If you have not taken mathematics in the standardized tests/university entrance qualification examinations (hereafter known as "standardized tests") held in your own country or if mathematics is not offered as an examination subject in your country's standardized tests, take the mathematics in SAT Subject Test or the ACT Test and submit the scores.

Submission Method

1. SAT, ACT, and IBDP (final results)

We accept score reports sent directly to us by the test board. Please refer to the direct sending code for each test on the *List of Application Documents by Education System*.

Proof of Order: you are required to submit a printed copy or a screenshot or an e-mail that clearly shows that you have arranged to have your test scores sent directly by the testing agency to us.

2. Other Test Reports (including predicted scores)

We only accept a score report if it is **original and enclosed in a sealed envelope**. Only for GCE A-level, will we accept a certified true copy of the certificate stamped or signed by your high school.

Notes

- If you submit an English translation of the original, it must be notarized. The notarized translation does not need to be in a sealed envelope.
- If the education system in which you have studied does not have university entrance qualification examinations or standardized tests, please submit SAT or ACT Test scores.

If you cannot submit SAT, ACT Test or other standardized tests scores because these tests are not administered in the country of your residence, submit a *Statement on Examinations and/ or Tests*.

Please be advised, however, that a Statement does not substitute for standardized test scores; all else being equal, applications without standardized test scores are less competitive. The Statement form is available for download:

<https://www.waseda.jp/fpse/pse/en/applicants/download/>.

Special Provisions for Standardized Test Scores due to the Coronavirus / COVID-19 Pandemic

Consistent with the established admissions procedure of the School of Political Science and Economics, we strongly recommend that applicants submit standardized test scores, whenever and wherever possible. If these tests have been cancelled or postponed due to the coronavirus/COVID-19 pandemic in your country of residence, you must submit a Statement with your application documents.

Statement on Examinations and/ or Tests

The Statement form is available for download: <https://www.waseda.jp/fpse/pse/en/applicants/download/>

In your Statement, specify which of the following conditions applies to you:

- (a) The SAT and ACT are not administered in your country of residence and your country's standardized test has been cancelled. (Attach an official announcement by the test board.)
- (b) The SAT, ACT and your country's standardized test has been cancelled. (Attach an official announcement by the test board.)
- (c) The SAT, ACT or your country's standardized test board made changes to the examination dates or implementation methods, such as conducting examination online, which prevent you from meeting our standardized test requirements. (Attach an official announcement by the test board.)
- (d) You could not take the standardized test as planned due to health reasons, including quarantine. (Attach a copy of a medical certificate or a document proving that you had to be quarantined.)
- (e) Another situation caused by the COVID-19 pandemic prevented you from submitting standardized test scores. (Explain and attach a proof document, if possible.)

In order for your application to be competitive without standardized test scores, the School of Political Science and Economics strongly recommends that you include in your Statement a self-assessment of your mathematical abilities. We value the following information:

- The areas of mathematics that you have covered, such as linear algebra, calculus and/or statistics
- How many hours per week you spend studying mathematics in university or secondary/high school

To support your self-assessment, you may also attach one or more of the following to your Statement:

- A letter of evaluation from your university or secondary/high school mathematics teacher
- The syllabus from the most advanced mathematics course that you have taken
- An original, marked/graded assignment or test from your current or recent mathematics class
- An award or other certificate that demonstrates your mathematical ability

7. Screening Fee Payment Receipt

⇒ Please refer to [Step 6 Pay the Screening Fee](#).

8. Personal Identification

Submit a copy of your passport. If you do not have a passport at the time of application, submit a copy of another identification verification document with your name written in the alphabet, katakana, or Chinese characters.

9. Application Documents Check Sheet

Before-mailing your application, please check whether you have all the required documents by using the *Application Document Checklist* and then enclose the list with your application document.

10. Score of an English-language Proficiency Test

Submit your score on one of the following tests. **ONLY SCORE REPORTS FROM THE ORGANIZATION WILL BE CONSIDERED VALID.**

1. Test of English as a Foreign Language (TOEFL-iBT)

- TOEFL-ITP scores are not accepted.
- Please visit www.toefl.org for more information on this examination.
- The Waseda University code is 9342 for sending scores directly from ETS.
- We consider sitting scores only. MyBest™ score is not taken into consideration for screening.

2. International English Language Testing System (IELTS Academic)

- Please visit www.ielts.org for more information on this examination.
- Use the IELTS electronic score delivery service to send your scores directly to the School of Political Science and Economics, Waseda University.
- If this service is not available, arrange your score directly sent to the SPSE Administrative Office:

SPSE Administrative Office
10th floor, Bldg. 3, Waseda University
1-6-1 Nishi-Waseda
Shinjuku-ku Tokyo, 169-8050
Japan

Validity Period

Only scores from tests taken after February 26, 2019 (JST) will be considered valid.

Exemptions

If you submit a certificate of university entrance qualification examinations/standardized tests administered for an educational system whose first language is English (such as the SAT, ACT, GCE A-level, or IBDP taught entirely in English*), you are not required to submit a score of an English-language proficiency test.

* Please note that for an IBDP taught in French, Spanish, Japanese, or dual languages, a score on an English language proficiency test should be submitted.

Even if you are not required to submit a score of an English-language proficiency test, you may still choose to do so in order to make your application more competitive.

If you are not exempt from taking the English-language proficiency test and you cannot submit the English-language proficiency test score, please submit the Statement on Examinations and/ or Tests. Please be advised, however, that a Statement does not substitute for English proficiency test scores; all else being equal, applications without English proficiency test scores from applicants who do not meet the exemption conditions are less competitive. The Statement form is available at:

<https://www.waseda.jp/fpse/pse/en/applicants/download/>

Special Provisions for English Language Proficiency Tests due to the Coronavirus / COVID-19 Pandemic

We will accept other English proficiency tests for the 2021 Admission by Transfer in response to current circumstances related to the coronavirus/COVID-19 pandemic. When you submit other English proficiency tests scores, you must submit the *Form for Alternative English Language Proficiency Tests* along with other application documents. This Form is available at:

<https://www.waseda.jp/fpse/pse/en/applicants/download/>.

To be accepted, the scores from any of the following tests also must be reported directly to Waseda University by the testing service.

● TOEFL iBT Special Home Edition

- Please visit <https://www.ets.org/toefl/special-home-edition> for more information on this examination.
- The Waseda University code is 9342 for sending scores directly from ETS.
- We consider sitting scores only. MyBest™ score is not taken into consideration for screening.

● IELTS Indicator

- Please visit <https://www.ieltsindicator.com/> for more information on this examination.
- Use the IELTS electronic score delivery service to send your scores directly to the School of Political Science and Economics, Waseda University.

● Duolingo English Test (DET)

- Please visit <https://englishtest.duolingo.com> for more information on this examination.
- Select “Waseda University-School of Political Science and Economics” for sending scores directly from Duolingo.

If you are unable to submit TOEFL iBT, IELTS Academic or one of the three tests listed above, you may provide scores from another English language proficiency test as an additional alternative, only if necessary.

Applicants who are unable to submit scores from one of the various English language proficiency tests, standardized tests, or university qualification examinations mentioned under “Exemptions” (page 10), must submit a *Statement on Examinations and/or Tests*. The *Statement form* is available at:

<https://www.waseda.jp/fpse/pse/en/applicants/download/>

In order for your application to be competitive without an English proficiency test, the School of Political Science and Economics strongly recommends that you include in your Statement a self-assessment of your English language abilities. We value the following information:

- Your reading, writing, listening and speaking abilities
- How long you have been studying English
- How many hours per week you spend studying English in university or secondary/high school
- English-based activities that you participate in both inside and outside of school

To support your self-assessment, you may also attach one or more of the following to your Statement:

- Letter of evaluation from your university or secondary/high school English teacher, which is separate from your letter of recommendation
- An original, marked/graded assignment or test from your current or recent English class
- An award or other certificate that demonstrates your English ability

11. School Profile

Please submit the school profile of the last school you attended (if possible). It is preferable that you submit the school profile of a tertiary education institution (university, etc.) as well as that of a high school.

12. Copy of Certificate of Residence in Japan

If your nationality is non-Japanese you have residence status in Japan at the time of application, **submit copies of both sides of your residence card.**

If you have a status for which a residence card is not issued, such as “diplomat,” etc., please submit a certificate of residence (“Juminhyo”) indicating your nationality, residence status, and period of residence.

STEP 6 PAY THE SCREENING FEE

How much is the screening fee and when do I pay it?

Applicants who have passed the preliminary review of eligibility will be required to complete the application procedure by the deadline. Document screening will NOT be conducted for applicants who have failed to make the required payment by the deadline.

Payment Period for the Screening Fee	Screening Fee
March 8 (Mon.) - March 31 (Wed.), 2021	JPY 35,000

• Screening Fee Waiver Program

Applicants who wish to be admitted into an undergraduate or graduate school of Waseda University are eligible to apply for a screening fee waiver if they reside in one of the countries designated by Waseda University AND hold nationality of one of those countries.

⇒ Please check “Screening Fee Waiver Program” listed in the Appendix.

How to make a payment

Please complete a payment using one of the methods below.

Payment Method	Applicability
Credit card, China Union Pay, or Alipay	Both inside and outside of Japan
Convenience Store	Only in Japan

Payment by Credit Card, China Union Pay, or Alipay (online payment)

Please access the online screening fee payment website (<https://e-shiharai.net/ecard>) and complete the required procedure. Check the details of the screening fee payment method on Page 20. In the “Category Selection” page of the website, please make the following selections:

First Selection	English-based Degree program
Second Selection	School of Political Science and Economics
Third Selection	September 2021 Admission
Fourth Selection	Admission by Transfer

- After completing the transaction, print the “Result” page and attach it to the Application Form.
- The payment can be made 24 hours a day, 7 days a week.

- The payment can be made with a credit card in the name of a person other than yourself. However, your own information must be entered in the “Basic Information” page on the screening fee payment website.

Payment at a Convenience Store (Japan only)

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 21.

- 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 during the payment period.
- If a family member or an acquaintance conducts the procedure for you, the family member or acquaintance must enter your information.

Notes on Submitted Application Documents and Screening Fee Refund

As a general rule, application documents and screening fees are not returned. A full screening fee 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.
4. The submitted application materials are not complete enough to meet the application requirements.
5. You do not meet all the eligibility criteria.

If you fall into one of the categories above, please contact the SPSE Administrative Office. You must pay any handling fees incurred for a refund.

In the following figures, the screening fee is referred to as the “Examination Fee”.

Waseda University

Examination Fee Payment by Credit Card, Union Pay, and Alipay

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, Union Pay, and Alipay.

Web Application - Online Transaction

Access the site below with your PC

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

You can access from our website too!

1. Top Page	Click "Examination Fee".
2. Terms of Use and Personal Information Management	Please read the Terms of use an Personal Information Management. Click "Agree" button located in the lower part of this page if you agree with these terms. Click "Not agree" button located in lower part of this page if you do not agree with these terms.
3. School Selection	Click "Waseda University".
4. School Information	Read the information carefully and click "Next".
5. Category Selection	Choose First to Fourth Selection and click "Add to Basket".
6. Basket Contents	Check the contents and if it is OK, click "Next".
7. Basic Information	Input the applicant's basic information. Choose your credit card and click "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.

↓

Click "Print this page" button and print out "Result" page.

Paying with Union Pay, Alipay

Follow the onscreen instructions to complete the card payment.

↓

Please click the "Application Results" 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.

Please print out the "Payment Inquiry - Inquiry result" page.

Enclose the printed "Result" page in an application envelope with other necessary application documents.

Necessary application documents

➔

➔

Mail it from Post office

[NOTICE/FAQ]

- During the payment periods and application periods specified in the application guidelines, you can make payment anytime. Please consult the application guidelines and complete payment in time for the application period.
- On the last date of the payment period, please complete the transaction by 11:00pm Japan time.
- It is possible to use a card which carries a name different from that of the applicant. However, please make sure that the information entered in the Basic Information page is the applicant's information.
- If you did not print out the "Result" page, you can display it later on the Application Result page. Please enter "Receipt Number" and "Birth Date" to redisplay.
- Please contact the credit card company if your card is not accepted.

■ 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	1,445 yen
70,000 yen ~ 89,999 yen	1,830 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)

20

Limited to applicants residing in Japan

Waseda University

Convenience Store Easy-Pay Systems for Entrance Exam Fees

Now you can transfer funds to pay for your entrance examination - 24 hours a day - from your nearest Lawson, Ministop, FamilyMart, Seven-Eleven.

1 Before going to the convenience store, you will need to obtain an application number which you can get from going online on either your cellphone or computer. This number will be required when you make your payment.



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

To obtain your application number, please follow the instructions on the screen and input all necessary information. This number will be required when you make your payment.

If you input the wrong information when trying to obtain your application number, please start again from the beginning and make your payment. If you are not able to make the required payment before the due date you will receive this deadline upon completing the online application, all the information you had input will be canceled automatically.



2 Convenience Store Payment ● The application fee cannot be paid through an ATM. Be sure to make your payment at the cash register.

7-Eleven

Paying at SEVEN-ELEVEN
(13-digit Payment No 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 No Number

Fill a purchase slip in an printed out, you will post number in the receipt and. 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**
Lawson Service Plaza

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

Select the "インターネットお支払い" button on the touch screen
to Payments

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

Touch "マルチペイメントサービス?"
Multi Payment Service

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

- Loppi, FamilyPort 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 **FamilyPort**

Select the "代金支払い" button on the touch screen
to Payments

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

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

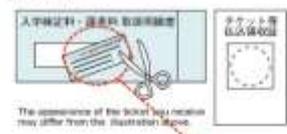
- Make the payment at the register.
- Receive an Application Fee Statement. Detach the Certificate of Payment (receipt) portion.

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 Japan Fee Statement and affix it to the application. (Red) use the proof of bank transfer for your records.

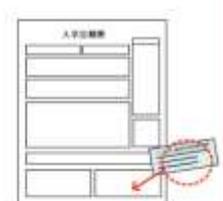


The appearance of the label may differ from the illustration above.

● 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 "Certificate 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 ¥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: <https://e-shiharai.net/>

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

STEP 7 SUBMIT APPLICATION DOCUMENTS

Enclose all application documents in an envelope and send them to the address below **by registered express mail or an equivalent international courier with a tracking system.**

- Mailing from within Japan

“*Kan-i Kakitome* (簡易書留)” or “Letter Pack.”

If the application deadline is close, you are strongly advised to use “*Kakitome Sokutatsu* (書留速達)”.

- Mailing from outside Japan

Express Mail Service (EMS) or other courier services such as DHL or FedEx, etc.



Send application documents to the following address:

SPSE English-based Degree Program Admission by Transfer Application
 The SPSE Administrative Office, Admissions Center, 10th floor, Bldg. 3, Waseda University
 1-6-1 Nishi-Waseda, Shinjuku-ku, Tokyo 169-8050, Japan
 Tel: +81-3-3202-8353

- Make sure to write **SPSE English-based Degree Program Admission by Transfer Application** on the envelope, otherwise the arrival of your documents may be delayed.
- Application documents must be sent by postal service. They will not be accepted if brought in person or e-mailed to the SPSE Administrative Office at Waseda University.
- Application documents must reach the SPSE Administrative Office at Waseda University by the deadline listed below.

March 31, 2021 (JST)

To check whether your application documents have been delivered:

Please contact the post office or the courier with the provided tracking number.

If your application is considered complete, we will inform you of your examinee number via e-mail. The e-mail will be sent to the e-mail address provided on the application form.

Date for notification: **April 19, 2021 (JST)**

E-mail Subject: Waseda SPSE - Notification of Examinee Number

Please contact us at spse-edp@list.waseda.jp if you have not received the e-mail by the date shown above.

STEP 8 INTERVIEW (ONLY IF REQUIRED)

We will notify individual applicants by e-mail of whether an interview will be required of them. Interviews will be required only if we judge that there is a need for further information in addition to that provided in the application documents. An interview request (or lack thereof) is not indicative of your results (pass or fail). We will not accept any inquiries regarding the criteria used to determine who is interviewed.

Interview Notification

Interview notifications will be sent to applicants via e-mail by the following dates. If you do not receive a notification e-mail by the date listed below, please contact us at spse-edp@list.waseda.jp as soon as possible.

E-mail Subject: Waseda SPSE - Interview Notification
--

Notification Date (JST)	Interview Dates (JST)
April 19, 2021	April 23, 24, 2021

- Your interview date and time will be specified by the School of Political Science and Economics.
- Your interview schedule cannot be changed under any circumstances. Please ensure that you are available on both the specified days.

Interview Method

The interview will be conducted in English via an online system.

Please follow the instructions in the "*Web Interview System Guideline*" that can be found on our website (<https://www.waseda.jp/fpse/pse/en/applicants/download/>).

- Before the day of the actual interview, the School of Political Science and Economics will schedule a date with the applicant to perform a test call.
- If an applicant is unable to receive the e-mail due to an e-mail system error on the applicant's part, and the applicant consequently misses his or her interview date, the School of Political Science and Economics cannot be held responsible.
- You will be responsible for creating an appropriate interview environment, ensuring internet connectivity, and paying any fees that may be incurred. If we find that the interview location is inappropriate during the interview (i.e., there is too much background noise, the presence of other people is an issue, etc.), the interview will be cancelled, and the applicant will be considered absent from the interview.

STEP 9 CHECK YOUR SCREENING RESULTS

When are screening results released?

The announcement of successful applicants will be made at the following time:

12:00, April 27, 2021 (JST)

There are three possible outcomes for your application results:

Successful Applicants	Unconditional Offer	You will be admitted to SPSE without any need for further interviews or other tests.
	Conditional Offer	You will be required to submit an original academic transcript indicating your successful completion of certain courses indicated on the academic transcript submitted with your application. If you have not proved your fulfillment of this condition by September 20, 2021, your admission will be revoked.
Fail		Your application was unsuccessful.

Method of Announcing Results

A list of the examinee numbers of successful applicants will be posted on the website of the School of Political Science and Economics. [URL] <https://www.waseda.jp/fpse/pse/news-en/>

- **For Successful Applicants**

We will mail important documents via EMS package or registered mail. The package will be sent to the mailing address specified on the application form. Please ensure that you contact the SPSE Administrative Office at Waseda University if there is a change in your mailing address.

Successful applicants will receive a handbook on enrollment procedures along with a letter of acceptance. If you have not received the package within two weeks of the announcement of results but your examinee number was listed, please contact us as at spse-edp@list.waseda.jp as soon as possible.

- **For Unsuccessful Applicants**

A notification of results will not be sent to you.

Notes

- No inquiries regarding the screening results will be answered.

STEP 10 PAYMENT AND REGISTRATION

The enrollment procedure consists of two parts:

(1) Payment

Remit the registration fee, school expenses, and other fees (for the fall semester of 2021) within the period designated below. Relevant details, including instructions on how to remit the fees from overseas, will be sent to successful applicants.

Application Period	April 27, 2021 - May 19, 2021 (JST)
--------------------	-------------------------------------

If you accept our offer, you are required to complete payment by the deadlines listed above; otherwise, your admission will be revoked.

- **For Reference Only**

The amount listed below is based on the figures for students matriculating as a second-year student in 2020. For 2021 figures, please refer to the *Enrollment Procedures Guidelines* which will be sent to successful applicants.

Registration Fee, School Expenses and Other Fees based on 2020 figures (in Japanese Yen)

		Upon entry (Expenses for the fall semester of 2021)	Expenses for the spring semester of 2022	Total
Registration Fee		200,000	-	200,000
School Expenses	Tuition	599,500	599,500	999,000
	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
Total		804,000	602,000	1,406,000

- The school expenses and other fees required for the second and subsequent years include tuition, library fee, faculty annual fee, and the Waseda University Student Health Promotion Mutual Aid Association Membership Fees (student health insurance fee).
- The library fee, laboratory work fee and association fees are subject to change.
- Waseda University uses an automatic account transfer system for the 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 second 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.
- Some specific courses, such as the following, may require separate fees for fieldwork:
 - Sport, Field Practice Fee: 1,500-40,000 yen (for Health and Physical Education courses)
 - Teacher Training Course Auditing Fee: 1,000 yen per credit
 - Librarian Training Course Auditing Fee: 7,000 yen (for librarian certification, including certification for school librarians)
- 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.
- If you are currently enrolled in, have graduated from, have completed, or have withdrawn from an undergraduate, graduate, or specialized program of Waseda University, you are not required to pay the admission fee (equivalent to the registration fee). For more information, please refer to the handbook on enrollment procedures sent to successful applicants or contact the SPSE Administrative Office, Waseda University.

(2) Complete Online Registration and Submit Enrollment Documents

The details for further enrollment procedures will be announced in July 2021 to all successful applicants who have completed payment of admission fee, tuition, and other fees.

- You will be required to submit a graduation certificate (original) when submitting the documents for the enrollment procedure. Please obtain proof of graduation from your school. This can be an official letter from your school certifying your date of graduation or a final transcript with the graduation date printed on it. Further details regarding enrollment will be announced in July 2021 along with instructions for the online registration system and user ID information.
- If you submitted predicted scores with your application, you will be required to submit the results when submitting the documents for the enrollment procedure. **If your actual score significantly differs from your predicted score, please submit a letter of explanation.**
- As a rule, we do not return submitted documents or refund school expenses or fees (the entrance fee and school expenses for the fall semester). However, if you do not enter Waseda University due to unavoidable circumstances or fail to meet the entrance qualifications prior to enrollment, we may refund only the school expenses for the fall semester (but not the registration fee). For more information about the procedure for receiving such a refund, please refer to the handbook on enrollment procedures that is sent to successful applicants.
- If you have been accepted by one of the undergraduate schools at Waseda University and completed payment of the registration fee, school expenses, and other fees to that school and are later accepted by another undergraduate school that you prefer to the first one, you can enter the preferred undergraduate school and request to have the amount you have already paid transferred to that school. However, this procedure can be done only when the enrollment procedure periods of the two schools do not overlap in the same academic year AND the date of enrollment of both schools is the same. For more information about the procedure, please refer to the handbook on enrollment procedures that is sent to successful applicants.

(3) Change Your Undergraduate School for Admission

If you have been accepted by an undergraduate school at Waseda University and completed payment of the registration fee, school expenses, and other fees to that school and are later accepted by another that you would prefer to enter, you can enter the preferred undergraduate school and request to have the amount you have already paid transferred to that school. If you wish to change your undergraduate school for admission, please contact the SPSE Administrative Office.

- This can be done **only when the enrollment periods of the two schools do not overlap in the same academic year AND the date of enrollment of both schools is exactly the same.**
- **You must initiate the procedure for changing your undergraduate school for admission during the first payment period of the undergraduate school in which you prefer to enroll.** If you wish to change your undergraduate school for admission, please contact the SPSE Administrative Office as soon as possible, as no such requests will be accepted after this period.
- **Once completed, you cannot cancel the procedure under any circumstances.**

CONTACT details:

The SPSE Administrative Office, Waseda University

E-mail: spse-edp@list.waseda.jp

STEP 11 PREPARATION FOR ENTRANCE (DORMITORY, SCHOLARSHIPS, ETC.)

Dormitories

After completing the required application procedure and passing the screening, if they choose, students admitted through this admission process may apply for residence in one of the student dormitories. For detailed information about the dormitories, please refer to the following page:

<https://www.waseda.jp/inst/rlc/en/>

Scholarships

There are separate scholarships for Japanese and international students.

Scholarship programs available for international students are listed on the page of the School of Political Science and Economics website. Programs vary every year, so please note that the programs listed on the website may not be available in the particular year of your study. These scholarships are awarded to privately financed international students. Government-sponsored international students and students whose tuition is being paid by a foreign government or scholarship organization will not be eligible to apply for these scholarship programs. For more information about scholarships, please view the following page:

<https://www.waseda.jp/fpse/pse/en/applicants/tuition/>

- **Prior to Enrollment**

Screening for the scholarships will be performed along with application screening. Eligible recipients will be notified when the document screening results are announced or during the enrollment procedure. There is no need to submit a separate application.

- **After Enrollment**

International students can also apply for scholarships after admission to the university.

STEP 12 CREDIT TRANSFER APPLICATION

The credit requirements for transfer students are the same as those for four-year students. We recognize credits of your previous school in order to compensate for the missed year.

Among the credits that you have obtained in the institution/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.

In order to transfer credits, you will be required to register the details of each course and submit necessary documents around August. Interviews will be conducted only if necessary. (Details will be sent to successful applicants when the registration begins via e-mail.)

<Necessary Documents>

- Syllabus for each course (in case you do not have the syllabus, "Course Explanation paper"(*) in one page along with textbooks, handouts etc.)
- Documents that describe the time or credits required for credit calculation for each course (class timetable, academic calendar, syllabus, academic transcript etc.)
- Official Academic Transcript in English issued by your previous university (If an English version is not offered, attach an English translation by yourself.)
- "Checklist"(*)

**"Course Explanation paper" and "Checklist" can be downloaded from the SPSE website.

The School will check the syllabus etc., of each course and determine which category the course is most appropriate for transfer. Depending on the content of the course, a course may be transferred and switched to one of the required courses.

Transferred credits will be graded as "P" (pass) and will not be included in the GPA calculation.

The number of credits will be calculated according to one of the following formulations:

- 1) 540 minutes of class hours = 1 Waseda credit (Rounding off decimal places)
1080 minutes of class hours = 1 Waseda credit (Rounding off decimal places) < practicum courses such as language, sports, music and arts, etc.>
- 2) 45 hours of study hours = 1 Waseda credit (Rounding down decimal places)
- 3) 1.67 ECTS = 1 Waseda credit (Rounding off decimal places)

NOTE

AP (Advanced Placement) and IBDP (The International Baccalaureate Diploma Programme) credits taken during high school cannot be transferred.

APPENDIX

(1) Screening Fee Waiver Program (limited to applicants from SPECIFIED Countries)

- **Outline**

Applicants who wish to be admitted into an undergraduate or graduate school of Waseda University are eligible to apply for a screening fee waiver if they reside in one of the countries designated by Waseda University AND hold nationality of one of those countries.

- **Eligibility**

The following conditions must be fulfilled:

1. The applicant must reside in one of the countries classified as "Least Developed Countries" or "Other Low Income Countries" in the list of ODA recipients as published by OECD/DAC AND hold nationality of one of those countries (the applicant's country of residence and nationality do not necessarily have to be identical).
 - For the list of eligible countries, refer to "Eligible Countries" below.
 - Applicants residing in Japan are not eligible.
3. Applicants with dual nationality are only eligible if both nationalities are included in the list of eligible countries described in (1) above.

- **Procedures**

When applying to an undergraduate or graduate school of Waseda University, please enclose the following documents in place of the certificate of payment for the screening fee (copy of the remittance form etc.) required as part of admissions application documents. You must submit these documents before the admissions application deadline. They will not be accepted after the deadline under any circumstances.

2. Application Form for Screening Fee Waiver

4. Copy of passport (including all details of the applicant)

- Applicants who apply for the screening fee waiver program are not required to pay the screening fee. However, if payment was made before the application for the screening fee waiver program, the screening fee will not be reimbursed. Please note that the University will not refund the screening fee if you mistakenly paid it.
- In the event that the applicant is found to be ineligible for the screening fee waiver program or have made a false claim, the application for admission to Waseda University itself might be revoked immediately.

- **Eligible Countries**

Afghanistan, Angola, Bangladesh, Benin, Bhutan, Burkina Faso, Burundi, Cambodia, Central African Rep., Chad, Comoros, D.P.R.Korea, Democratic Republic of the Congo, Djibouti, Eritrea, Ethiopia, Gambia, Guinea, Guinea-Bissau, Haiti, Kiribati, Laos, Lesotho, Liberia, Madagascar, Malawi, Mali, Mauritania, Mozambique, Myanmar, Nepal, Niger, Rwanda, Sao Tome and Principe, Senegal, Sierra Leone, Solomon Islands, Somalia, South Sudan, Sudan, Tanzania, Timor-Leste, Togo, Tuvalu, Uganda, Vanuatu, Yemen, Zambia, Zimbabwe

(2) Change of Address or Telephone Number

If there is a change in your address or telephone number, please promptly notify the SPSE Administrative Office at Waseda University.

- If you notify Waseda University of a change of address around the time when the university is scheduled to notify applicants (e.g., of screening results, etc.), the university may already have sent the documents to your old address. Therefore, **please ensure that you notify the SPSE Administrative Office of the change as early as possible.**

(3) Acquisition of “Student” Status of Residence

International students without resident status in Japan are required to apply for a Certificate of Eligibility (COE) to apply for a student visa to enter and reside in Japan.

An application for a COE must be filled out by one of the following persons:

1. The student himself/herself (You)
2. The administrative staff of the accepting institution (Waseda University) [As a proxy]

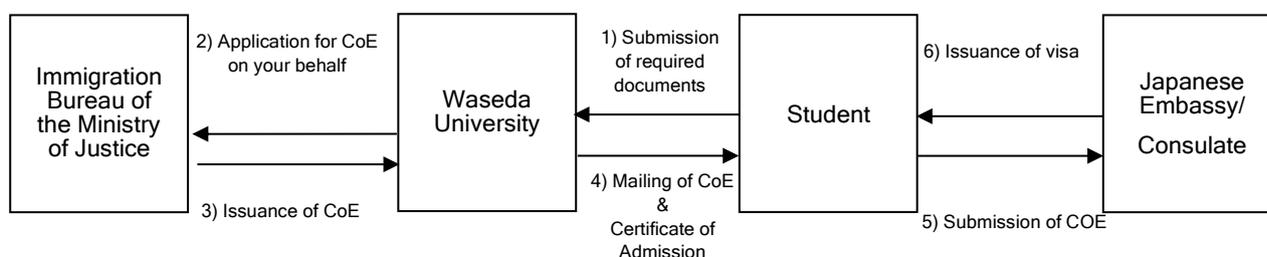
Waseda University will act as a proxy (on behalf of you) and apply for your COE if all the following requirements are met:

- You do not have a Japanese residence status and require a COE to obtain a student visa.
- You submit all the required documents for a COE and complete the necessary enrollment procedure.

The following steps must be taken to obtain a COE and student visa:

1. Apply for a COE by submitting the COE application documents at the Tokyo Immigration Bureau.
2. After the COE is issued, you should take it along with your other documents (e.g., passport) to the local Japanese embassy or consulate and apply for a student visa.

“Student” Visa Acquisition Process (1 → 2 → 3 → 4 → 5 → 6)



Notes

- The entire process takes **approximately two to three months**, so please submit the COE documents at the time of application.
- **If you hold dual citizenship in Japan and another country, you cannot apply for a COE/student visa.**
- **Non-Japanese nationals with short-term visas are not eligible to enroll in a university.**
- If you already have a student visa, apply for an extension of the period of residence as needed. An application for an extension of the period of residence can be filed up to three months before your visa expires. For further information, contact the Immigration Bureau.
- If you currently have a visa other than a short-term visa (such as a long-term resident or dependent visa), you do not need to undertake any immigration procedure. If you wish to change your visa status to “student,” you should apply for a change of residence status at your own discretion.
- Student visa holders are eligible to apply for tuition waiver programs and scholarships for international students. A non-Japanese resident who holds a visa other than “student” can enroll in a university but may not be eligible to apply for financial support programs for international students.
- Waseda University applies for a COE on behalf of students only for a student visa. Those who intend to apply for other types of visas are required to file their applications themselves.
- If you do not submit the necessary documents or the submitted documents are incomplete, Waseda University will not be able to apply for a COE on your behalf.
- If you are admitted to another institution as well as Waseda University and apply for a COE or a visa for both institutions (double application), the COE will not be issued.
- The Immigration Bureau may require you to submit additional documents.
- Depending on the content of the documents prepared by applicants, a COE may not be issued. Waseda University will not be responsible for any disadvantages incurred should the Ambassador/Consul of Japan decide to delay or deny the request for a student visa due to a problem with the student’s documents.

- An applicant who wishes to withdraw from enrolling in Waseda University after receiving a COE must follow the procedure for withdrawal of enrollment and immediately return the COE to Waseda University.
- The Immigration Bureau is solely responsible for decisions regarding residence status. If issuance is delayed or the application is not approved, Waseda University cannot be held responsible for the cancellation fee of your airline ticket or other inconveniences. Please be careful when you book your flight.
- For application procedures concerning “student” residence status, contact the Center for International Education at Waseda University (e-mail : cie-zairyu@list.waseda.jp).

Submit Visa-related Documents

If you are not a Japanese national and if you do not have a Japanese residence status, submit the following documents. You can send the documents along with your application documents for screening.

It is not mandatory to submit the documents below for screening, but if you will not be obtaining your student visa for yourself, please ensure that you send the documents by the following deadlines at the latest:

Deadline of Visa-related Documents (JST): May 19, 2021

List of Documents for those who wish for Waseda University to apply for COE on their behalf

	Name of Documents
(A)	Application for Certificate of Eligibility (COE) with one photograph attached
(B)	Documents Concerning Defraying Expenses
(C)	Agreement of Defraying Expenses

- The documents and certificates below must be prepared in Japanese or in English. If the bank cannot issue a certificate of deposit balance in English, attach an English translation. If the provider of funds prepared an Agreement for Defraying Expenses in a language other than Japanese or English, attach a Japanese or English translation. Notarization of translation is not required.
- Do not use double-sided printing when you print the form.

(A) Application for a Certificate of Eligibility (COE)

Use the required forms. Of the five pages of the application you are to submit, fill out only the part for the applicant (3 pages). Waseda University will fill out and seal the part relating to the institution (2 pages).

Affix one photograph to the application form for a COE (write your name on the back).

(B) Documents Concerning Defraying Expenses

Make sure to submit an original certificate.

1	You are financing yourself	Bank balance certificate *1 (account is in your name)
2	You are going to receive a scholarship	Certificate of Scholarship that specifies the scholarship amount and the scholarship period
3	Someone besides you is covering your expenses	Bank Balance Certificate *1 (account in the name of the person covering your expenses) and Written Oath for Defraying Expenses

*1 Notes concerning bank balance certificates

- Only certificates issued during the six months prior to the date of application are valid.
- It must show the name of the account holder, name of bank, date, and account balance.
- A balance of 960,000 yen or more per year for living expenses is required.

- If it is written in a language other than Japanese or English, please attach a Japanese or English translation (notarization of the translation is not needed).
- If the account balance is in a currency other than Japanese yen, we will convert it using the exchange rate at the time your documents are being confirmed.
- Copies of passbook pages or monthly account statements issued by banks are not acceptable as certificates.
- Certificates of balances of securities accounts of securities companies (stocks, etc.) are not acceptable as certificates of deposit balances.

(C) Agreement for Defraying Expenses

An Agreement for Defraying Expenses signed by the holder of the bank account used in the certificate of deposit balance is required. Please use the designated form.

(4) Misconduct

Waseda University seeks to ensure that that all admission procedures are properly administered and all applicants have an opportunity to perform in a fair and equitable process. Please read the following points carefully.

- You may be deemed to have committed a dishonest act if you falsified, fabricated, or plagiarized a document or any other information submitted in your application.
- Your actions may be considered dishonest if you take the interview for another applicant, if another person takes the interview in your place, or if you conduct other acts impairing the fairness of the interview.
- If a dishonest act is identified, any decision taken regarding your application may later be invalidated, without the return of your application documents and screening fee.
- In addition, the following responses may be taken if a dishonest act is identified.
 - The applicant may not be allowed to continue taking the interview or to participate in any other admissions at Waseda University during the year. Screening fees will not be returned.
 - The results of all admissions taken by the applicant at Waseda University during the year may become invalid.

(5) Unforeseen Problems that are beyond Human Control

In the case of accidents or unforeseen circumstances that are beyond human control, measures including changing the admissions procedures or postponing the admissions may be taken. In such an event, the University will bear no responsibility for any resulting inconvenience, expenses, or other personal losses that may be incurred.