



APPLICATION GUIDELINES

ADMISSIONS BY CHANGE OF AFFILIATION

English-based Degree Program
School of Political Science and Economics (SPSE)
WASEDA UNIVERISTY

SEPTEMBER 2021 ENTRY

ADMISSIONS TIMELINE

Note that all dates refer to Japan Standard Time (JST).

	DATE
APPLICATION PERIOD	June 1 – 7, 2021
NOTIFICATION OF EXAMINEE NUMBER (and interview invitation, if required)	June 14, 2021
INTERVIEW (if required)	June 17-23, 2021
SCREENING RESULTS ANNOUNCEMENT	June 28, 2021
ENROLLMENT PROCEDURE DEADLINE (registration fee payment)	July 12, 2021
ENROLLMENT DATE	September 21, 2021

SUBMIT APPLICATION FOR ADMISSION BY CHANGE OF AFFILIATION

Use the following link to submit your application for *change of affiliation* through MyWaseda:

<https://my.waseda.jp/application/detail/application-detail?communityContentLinkId=369746419>

NOTICE

These guidelines provide information on the application process for current Waseda University students who seek admissions to the School of Political Science and Economics at Waseda University by *change of affiliation* from another School at Waseda University.

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

During the application process, please contact the Administrative Office of School of Political Science and Economics immediately if there are any changes in your email, mailing address, or phone number.

The School of Political Science and Economics 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.

For Admissions by *change of affiliation*, please take note of the special provisions taken by the School of Political Science and Economics due to the Covid-19 pandemic with regards to English language proficiency tests and standardized tests.

SPECIAL PROVISIONS DUE TO THE COVID-19 PANDEMIC

ENGLISH LANGUAGE PROFICIENCY TESTS

In addition to **TOEFL-iBT** and **IELTS Academic**, we will accept other English proficiency tests for the *2021 Admissions by Change of Affiliation* in response to current circumstances related to the 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 accept 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” (see page 9 of these Guidelines), 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

SPECIAL PROVISIONS DUE TO THE COVID-19 PANDEMIC

STANDARDIZED TESTS / UNIVERSITY QUALIFICATION EXAMINATIONS

Consistent with the established admissions procedure of the School of Political Science and Economics, we 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 may submit a *Statement on Examinations and/ or Tests* with your application documents. 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

TABLE OF CONTENTS

OVERVIEW	6
APPLICANT ELIGIBILITY	6
DEGREE PROGRAMS	7
APPLICATION PROCEDURE	8
APPLICATION DOCUMENTS	9
SCREENING FEE PAYMENT	11
INTERVIEWS	14
ANNOUNCEMENT OF SUCCESSFUL APPLICANTS	14
ENROLLMENT PROCEDURES	15
TRANSFER OF CREDITS AND REQUIREMENTS FOR GRADUATION	15
UNIVERSITY REGULATIONS	16
CONTACT US	17

OVERVIEW

DEGREE PROGRAMS

- Bachelor of Arts in Political Science
- Bachelor of Arts in Economics
- Bachelor of Arts in Global Political Economy

YEAR OF MATRICULATION

Admitted students will enter as second year students in a four-year degree 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 any of the degree programs.

SCREENING METHODS

Admissions decisions are based on a screening of the application documents. Application documents will be screened in a holistic manner. We may invite applicants to an interview.

APPLICANT ELIGIBILITY

To apply for change of degree or change of affiliation, you must meet the following conditions:

- ① You are either a first-year student who entered Waseda University in September or a second-year student who entered Waseda University in April. Student year is determined by student identification number. Any delays owing to a leave of absence or study abroad will **not** be taken into account.
- ② You will earn 30 credits or more towards graduation in the first year of your current degree program.

NOTE

Students who entered the University by recommendation should gain the consent of their current School before applying to the School of Political Science and Economics.

Applicants who fail to obtain a total of 30 credits or more towards graduation in the School to which they currently belong prior to their **ENROLLMENT DATE** at the School of Political Science and Economics will not be admitted.

DEGREE PROGRAMS

Applicants are accepted by degree program. In your application, you must indicate one of the three degree programs below. The degree program cannot be changed once your application has been submitted.

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.

APPLICATION PROCEDURE

- ① Download and complete the appropriate application form from the following website:
<http://www.waseda.jp/fpse/pse/en/applicants/download/>
- ② Pay the screening fee, following the instructions below.
- ③ Submit all application documents as PDF files via MyWaseda.
 - Use the appropriate URL for the type of application you want to submit (**see page 1**).
 - Follow the on-screen instructions.
 - Once saved, you cannot edit your application.
 - If you make multiple applications, the most recent one will be considered.

NOTE

Application documents will not be accepted if delivered in person or emailed to the SPSE Administrative Office.

APPLICATION DOCUMENTS

❑ Change of Affiliation Application Form

Insert an image file to the designated space on the application form. 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. Do not use a photograph that might cause difficulty in identifying you during an interview.

❑ Essay

Compose an essay in accordance with the instructions on the application form.

❑ Proof of enrollment

As tentative proof of your enrollment at your current School, make a PDF copy of your profile on MyWaseda that indicates your name, student ID, and affiliation. To find the menu, log in to MyWaseda and go to [View/Update Your Own Profile] on the left menu of the [Home] global menu.

NOTE

Your official Certificate of Enrollment from your current School must be submitted at least three days prior to the **ENROLLMENT DATE** at the School of Political Science and Economics.

❑ Academic transcripts

Submit an academic transcript for the previous semester(s) that you have completed at Waseda University.

If you cannot submit the official academic transcript by the application deadline, please tentatively submit a copy of your grade report and credit report on MyWaseda indicating your name, student ID, and updated date. If you submit a copy, the official academic transcript must be submitted by the **ENROLLMENT DATE**.

❑ Current course registration

Make a PDF copy of an email showing your current semester final course registration results.

❑ Proof of payment of screening fee

See below for instructions for paying the screening fee. After payment, make a PDF copy of the “Certificate of Payment” (if you pay at a convenience store) or “Results” (if you pay online).

❑ English language proficiency test results

Scores on one of the following tests must be sent directly to us by the organization to be considered valid:

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.

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, submit the scanned copy of the IELTS certificate via MyWaseda.

Exemptions

You are not required to submit a score of an English-language proficiency test, if you submit scores from a standardized test or university entrance qualification examination that is administered for an educational system whose first language is English, such as the SAT, ACT, GCE A-level, or IBDP taught entirely in English. 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 a score, please submit a *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/>

□ Standardized test scores (optional)

We recommend submitting scores from a standardized test or university entrance qualification examination, such as SAT, ACT, IBDP or A-Levels, and for which one of the examination subjects is mathematics.

For details and the full list of tests and examinations we accept, please refer to the *List of Application Documents by Education System*, available from our website: <https://www.waseda.jp/fpse/pse/en/applicants/download/>

We only accept score reports that are sent directly to us by the test board. With your application documents, submit a PDF of a screenshot or an e-mail showing that you have arranged to have your test scores sent directly by the testing agency to us (**proof of order**). Use the following codes for Waseda University:

- SAT: 0837
- ACT: 5473
- IBDP: 00549

For other tests or examinations, submit a PDF **copy of your results certificate** with your application documents.

If you cannot submit standardized tests scores, 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/>.

SCREENING FEE PAYMENT

Please pay the screening fee (JPY 30,000) at a local convenience store or by online payment (credit card, China Union Pay, or Alipay). The payment can be made 24 hours a day, 7 days a week during the payment period.

PAYMENT AT A CONVENIENCE STORE (IN JAPAN ONLY)

SEE PAGE 12

You must complete the designated payment registration in advance by accessing the screening fee convenience store payment website:

<https://e-shiharai.net/> [in Japanese only]

- If a family member or an acquaintance conducts the procedure for you, the family member or acquaintance must enter your information.
- After making the payment, make a PDF copy of the “Certificate of Payment” to submit with your application documents.

ONLINE PAYMENT (CREDIT CARD, CHINA UNION PAY, OR ALIPAY)

SEE PAGE 13

Access the online screening fee payment website and complete the required procedure:

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

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 Admission
Fourth Selection	Change of Affiliation JPY 30,000

- 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.
- After completing the transaction, make a PDF copy of the “Result” page to submit with your application documents.

NOTES

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.

- You paid a screening fee but failed to submit the required application documents.
- You paid a screening fee but submitted the application documents after the deadline.
- You paid a screening fee and submitted the application documents, but your application was rejected before screening.

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

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.



Paying at SEVEN-ELEVEN
(13-digit Payment File 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 File Number

※A payment slip is not printed out, just tell your staff at 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
各種サービスメニュー

Select the "各種代金インターネット受付" button
各種代金インターネット受付

Touch the "各種代金お支払い" option
各種代金お支払い

Touch "マルチペイメントサービス"
マルチペイメントサービス

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

- Loppi, FamilyMart 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 YamaBot

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

Touch the "各種代金お支払い" option
各種代金お支払い

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

- Loppi, FamilyMart 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.

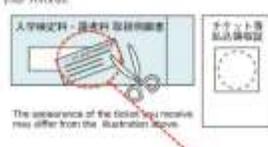
* Design and layout of the touch screen buttons is subject to change without notice.

- 3** Application

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

●Seven-Eleven ●Family Mart

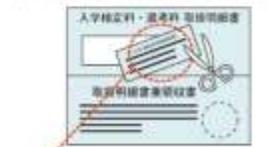
Detach the receipt portion of the Exam Fee Statement and affix it to the application packet in the designated location. Hold onto the proof of bank transfer for your records.

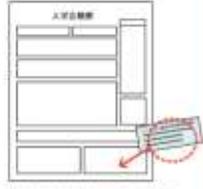


The appearance of the detail may receive may differ from the illustration above.

●Lawson ●Ministop

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





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

Attach Your Receipt (Certificate of Payment) to the Application

※When creating the certificate of payment, be sure to use glue which is suitable for use with thermal paper and photocopiable 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 149,999 or less	500 yen
	Entrance exam fee 150,000 or more	720 yen

Questions about paying your entrance exam fees at convenience stores? Please visit: <https://e-shiharai.net/>

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

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



Application

[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	566 yen
30,000 yen — 49,999 yen	1,005 yen
50,000 yen — 69,999 yen	1,444 yen
70,000 yen — 89,999 yen	1,883 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)

INTERVIEWS

Your examinee number and the details of the interview screening will be sent to your email address specified on the application form.

Please contact the SPSE Administrative Office if you do not receive an email notice on the date for the NOTIFICATION OF EXAMINEE NUMBER.

Your interview method and time and date will be specified by the School of Political Science and Economics.

Your interview schedule cannot be changed. Please ensure that you are available on all days during the interview period except for the periods in which you have classes. We will confirm your available time slots with you by email.

ANNOUNCEMENT OF SUCCESSFUL APPLICANTS

The examinee numbers of successful applicants will be posted on the website of the School of Political Science and Economics from the SCREENING RESULTS ANNOUNCEMENT date until the ENROLLMENT PROCEDURE DEADLINE: <https://www.waseda.jp/fpse/pse/news-en/>

In addition, SPSE will e-mail successful applicants the Enrollment Procedure Guidelines and other related documents. A Certificate of Acceptance will not be sent; please consider the email in lieu of a Certificate of Acceptance. (If you require a Certificate of Acceptance, please contact us and we can provide it at a later date).

For unsuccessful applicant, a notification of results will not be sent.

NOTES

If you see your examinee number on the website above, but do not receive the email from us, please contact us at spse-edp@list.waseda.jp as soon as possible.

We cannot accept inquiries regarding the results of the examination.

ENROLLMENT PROCEDURES

The enrollment procedure consists of two parts:

① Payment of tuition and fees

Further information will be sent to successful applicants. You must make the payment prior to the **ENROLLMENT PROCEDURE DEADLINE**.

The School expenses include tuition, library fee, faculty annual fee, and the Waseda University Student Health Promotion Mutual Aid Association Membership Fee. Fees are subject to change. Please note that students admitted by *change of affiliation* must also pay the one-time Faculty Entrance Fee.

Current tuition and fees for the School of Political Science and Economics can be viewed on our webpage: <https://www.waseda.jp/fpse/pse/en/applicants/tuition/>

② Online enrollment procedures and submission of enrollment documents

Details will be announced in July to the successful applicants who have paid tuition and fees.

NOTES

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). For more information about the procedures for a refund, please contact the SPSE Administrative Office.

For *change of affiliation*, it is necessary to submit a certificate that you have completed the procedure for withdrawal from your present school when transferring to the School of Political Science and Economics.

Even after completing the enrollment procedures, the *change of affiliation* will be canceled if it is found that the student did not earn 30 credits or more towards graduation prior to the **ENROLLMENT DATE**.

TRANSFER OF CREDITS AND REQUIREMENTS FOR GRADUATION

With regard to the requirements for graduation and the number of credits for which a student is permitted to register each year, students will be subject to the same rules that apply to other students in the second year of the same four-year degree program. These requirements and rules are established prior to enrollment in the first year of the degree program and do not change until graduation.

For students admitted by *change of affiliation*, we recognize credits of the previous school at Waseda University in order to compensate for the missed year. It is possible to transfer up to 40 credits towards the degree program. Transfer credits will be granted only for courses recognized as equivalent to one of the courses offered at the School of Political Science and Economics.

UNIVERSITY REGULATIONS

MISCONDUCT

Waseda University seeks to ensure 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.

1. 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.
2. 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.
3. 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.
4. In addition, the following responses may be taken if a dishonest act is identified:
 - a. 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.
 - b. The results of all admissions taken by the applicant at Waseda University during the year may become invalid.

UNFORESEEN PROBLEMS 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.

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/>

ADDRESS:

English-based Degree Program
School of Political Science and Economics
Waseda University
1-6-1 Nishiwaseda
Shinjuku-ku, Tokyo
169-8050 JAPAN

OFFICE:

Building 3, 10th Floor

TELEPHONE:

03-3202-8353

BUSINESS HOURS:

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

E-MAIL:

spse-edp@list.waseda.jp

WEBSITE:

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