



APPLICATION GUIDELINES

DEPARTMENTAL TRANSFER EXAMINATION (CHANGE OF DEGREE)

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

APPLICATION FOR DEPARTMENTAL TRANSFER (CHANGE OF DEGREE)

Use the following link to submit your application for *departmental transfer* through MyWaseda:

<https://my.waseda.jp/application/detail/application-detail?communityContentLinkId=369746436>

NOTICE

These guidelines provide information on the application process for current Waseda University students who seek acceptance to a degree program at the School of Political Science and Economics at Waseda University by transferring from another degree program at the School of Political Science and Economics.

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.

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OVERVIEW

DEGREE PROGRAMS

Students are accepted to the School of Political Science by degree program. You must indicate one of the three degree programs below, and it cannot be changed once your application has been submitted.

- 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.

With regard to the requirements for graduation, students admitted by departmental transfer (change of degree) 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.

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 departmental transfer (change of degree), 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

Departmental transfer is not possible for students who were admitted to the School of Political Science and Economics by transfer from another University or by change of affiliation at Waseda University.

The *departmental transfer* will be canceled if it is found that the student did not earn 30 credits or more towards graduation prior to the ENROLLMENT DATE in the new degree program.

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 Degree Application Form

Essay

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

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).

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 7

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 8

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	Departmental Transfer 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 to the cashier 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

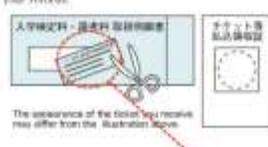
Enter your [お客様番号] [確認番号]
Customer Number Verification Code

- 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.

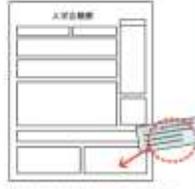


※When attaching the certificate of payment, be sure to use glue which is suitable for use with thermal paper and photocopiable paper. Please check the glue label.

●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.

- 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

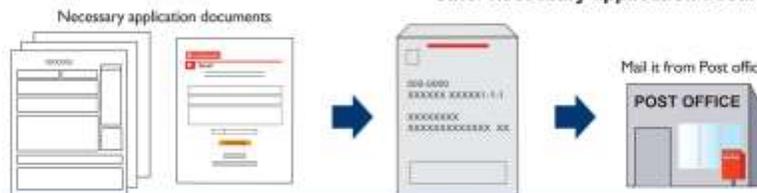
Follow the onscreen instructions to complete the card payment.

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.



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.

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.

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/>