

Application Guide for September 2023 Entry

Admission by Change of Major

School of Political Science and Economics

WASEDA UNIVERSITY

Version 1.0

- Please note this guide provides information on **Admission by Change of Major** within the School of Political Science and Economics (SPSE) English-based Degree Program at Waseda University.
- Please read this Application Guide thoroughly before making inquiries to our office.
- Please make all inquiries by e-mail to spse-edp@list.waseda.jp in order for us to keep records of communication with our applicants.
- All dates and times stated in this guide are in Japan Standard Time (JST).
- Due to the ever-changing situation with the ongoing COVID-19 pandemic, the School of Political Science and Economics may take additional measures, and this guide may be updated accordingly.

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STEP 1 Understand the Basic Admission Scheme

The School of Political Science and Economics (hereinafter referred to as “the School”) at Waseda University welcomes applicants from all over the world regardless of nationality.

ADMISSION POLICY

https://www.waseda.jp/fpse/pse/assets/uploads/2019/10/2019_EDP_StudyGuide.pdf

DEGREE PROGRAMS

- B.A. in Political Science
 - B.A. in Economics
 - B.A. in Global Political Economy
- * Each applicant is allowed to apply for only one of the degree programs above.
- * Be sure to read the descriptions of the degree programs on the SPSE website before making your choice, as changes are not accepted once your application has been submitted.

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

LANGUAGE OF INSTRUCTION

English

- * **Japanese language ability is not required** at the time of application.

TIME OF MATRICULATION

Students admitted will start in September as **second-year** students of a four-year program.

- * Students admitted by Admission by Change of Major must fulfill the same graduation requirements as other second-year students in the same four-year degree program. These requirements are decided before students' enrollment to the degree program and will not change until graduation.

NUMBER OF STUDENTS TO BE ADMITTED

Small number of students (precise figure is not predetermined).

- * There is no quota or target for international students of particular nationalities.
- * There is no specific quota across the different degree programs listed above.

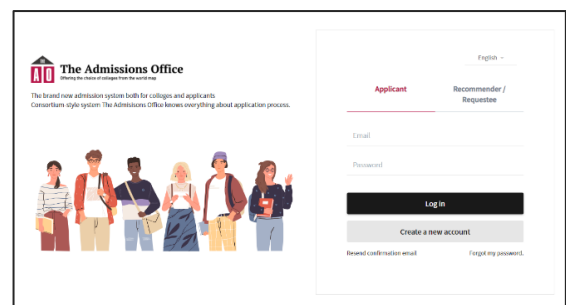
APPLICATION METHODS

The application process is to be completed via the online application system, “The Admissions Office.”

(Hereinafter referred to as “TAO”)

TAO (The Admissions Office)

<https://admissions-office.net/en/portal>



SCREENING METHODS

- Admissions decisions are based on a holistic screening of the application documents. This includes consideration of examination/test scores and English language proficiency.
- Applicants may be invited to an interview if required.

ELIGIBILITY

You must meet the following requirements to apply for admission.

- I. You are a first-year student who entered the School of Political Science and Economics at Waseda University in September. Student year is determined by the student identification number. Any delays owing to a leave of absence or study abroad will not be considered.
- II. You will obtain 30 credits or more towards graduation in the first year of your current degree program.

- (1) Students who entered the School of Political Science and Economics through Admission by Transfer (from another university) or Change of School cannot apply for Change of Major.
- (2) Admission will be revoked if applicants fail to obtain a total of 30 credits or more towards graduation by September 20, 2023 from the Major they currently belong to.

TIMELINE

Application	Schedule
Application Period	June 1 (10:00 AM) to June 7 (5:00 PM), 2023
Notification of Examinee Number	June 13, 2023
Interview (if required)	June 16 to June 22, 2023
Results Announcement	June 27, 2023



Enrollment Procedures	Schedule
First Enrollment Procedures	(See below)
Action 1: Fee Payment	By July 12, 2023
Second Enrollment Procedures	(See below)
Action 2: Verification of Application Documents	TBA
Action 3: Online Registration	TBA
Enrollment Date	September 21, 2023

STEP 2 Prepare the Application Documents

The application process will be mostly conducted through TAO, and there are a number of documents that you must prepare in advance. Carefully read this Application Guide and prepare all the required documents before the application period begins.

Application Documents

Document	Who should submit	Reference
1. Essay	Applicant	P. 6
2. Screenshot of Grade Report and Credit Report		
3. Current Course Registration		
4. Applicant's Photo		
5. Proof of Payment		
6. Proof of Permission from a Guardian		

NOTE:

1) Requirements on original documents

On TAO, you will first upload PDF versions of the original/certified documents and certificates in accordance with our online application process. However, later as part of our enrollment procedures, successful applicants will be required to prove their originality by submitting their physical copies by post. If you are unable to do so by the designated deadline, you will be considered to have failed to meet our enrollment qualifications. Any discrepancies may be considered as falsification/fabrication of application documents, and your admission may be revoked. For more details, refer to P. 12, STEP 6: Complete the Enrollment Procedures.

2) Applicant's name on certificates

Note that all the documents must be issued under your legal name written in English alphabet on your passport. If the name used on the application documents differs from the name on your passport, provide documentation to prove that all names belong to the same person.

3) Language specification

Certificates issued in English are accepted.

4) Meeting the deadline

All application materials, including ones directly sent from other institutions, must arrive at the School no later than the designated deadline. Application materials that arrive after the deadline will not be accepted under any circumstances. We do not notify applicants about the delivery status of application documents. To check whether your documents have been received or not, contact the test board, or other appropriate offices.

1. Essay

Submit an essay following the instructions below. **This essay is of particular importance in the document screening process.**

Write an essay of around 1000 words that explains why you want to change majors within the School of Political Science and Economics of 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.

Format Requirements:

- 1) Must be written in English.
- 2) A4 or letter-sized PDF document.
- 3) Typed in size 12 font and double spaced with pages numbered.
- 4) Put your name and the title at the top and add "The End" at the end.
- 5) Do not include your name anywhere else in the essay, nor include a photo of yourself.

NOTE:

These are the only instructions about the essay. The School does not provide any further information or advice, nor accept any questions on this matter.

2. Screenshot of Grade Report and Credit Report

Submit a screenshot of your MyWaseda grade report and credit report in PDF format. The screenshot must include your name, student ID, and the date the information was updated.

3. Current Course Registration

Submit a PDF copy of the e-mail showing the final course registration results for your current semester.

4. Applicant's Photo

Upload a color photograph (aspect ratio of 4:3) of yourself taken within three months, showing a front view above chest level with a plain background. Your head should be uncovered except for religious reasons.

5. Proof of Payment

Prepare and upload a photo or a screenshot of the payment receipt which includes your name, payment date, and amount. For more details of the payment methods, refer to STEP 3.

6. Proof of Permission from a Guardian

Submit the form, Proof of Permission from a Guardian, to indicate you have received consent to change majors from your guardian. Download [the designated form](#) from the School website, fill out by hand, and upload a scanned PDF version of the document to TAO. Note that the document requires the signature of your guardian as well.

STEP 3 Pay the Screening Fee

Pay the screening fee during the following designated period.

Timeline

Screening Fee Payment Period
June 1 (10:00 AM) to June 7 (5:00 PM), 2023

Screening fee

Amount
JPY 30,000

* A proof of payment must be uploaded on TAO in order to complete your application. Your application will not be complete without paying the screening fee.

Reimbursement policy

The screening fee, once paid, will only be returned under the following circumstances:

- 1) You paid the screening fee but failed to apply, or your application documents arrived after the application period.
- 2) You paid the screening fee and submitted the application documents, but your application was rejected before screening.

NOTE:

- 1) Contact the School if you apply to one of the cases above.
- 2) Any handling fees for refunds are to be borne by the applicant.

Payment methods

There are two methods of payment for the screening fee.

1	Credit card or Online payment	All applicants regardless of country of residence
2	Convenience store payment	Only for those residing in Japan

See below for more details on each method of payment.

1. Payment via Credit Card/ Online Payment System

To make a payment by credit card or online payment system (China Union Pay), access the online screening fee payment website (<https://e-shiharai.net/ecard>) and complete the required procedures. After completing the transaction, save the “Result” page as a PDF/JPEG/PNG, and upload it with your application on TAO.

https://www.waseda.jp/inst/admission/assets/uploads/2022/07/TAO_Creditcard_Payment.pdf

On the “Category Selection” page, make the following selections:

Top Page	Examination Fee
First selection	English-based Degree program
Second selection	School of Political Science and Economics
Third selection	September 2023 Admission
Fourth selection	Admission by Change of Major JPY 30,000

NOTE:

- 1) This payment can be made 24 hours a day, seven days a week.
- 2) Payment can be made with a credit card held in the name of a third person. In this case, the applicant’s own information must be entered on the “Basic Information” page, not that of the card holders.

2. Payment via Convenience Store

This payment method is only applicable to applicants residing in Japan. To make the payment at a convenience store, access the “screening fee convenience store payment site” (<https://e-shiharai.net/>) [Japanese language only] first, and complete the designated payment registration, and then go to a convenience store. After making the payment, take a photo of the payment receipt which includes your name, payment date, and amount, and upload it with your application on TAO.

https://www.waseda.jp/inst/admission/assets/uploads/2022/07/TAO_Convenience_Store_Payment.pdf

NOTE:

- 1) This payment can be made 24 hours a day, seven days a week.
- 2) If a family member or an acquaintance conducts the procedure for the applicant, the family member or acquaintance must enter the applicant’s information.

STEP 4 Complete the Online Application

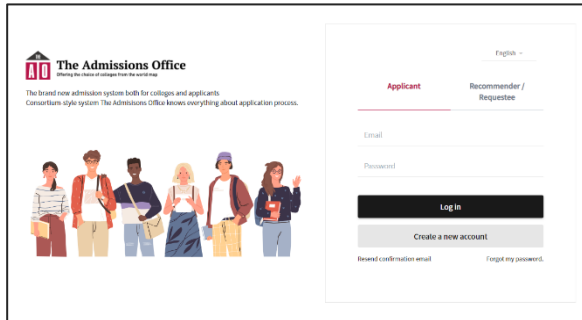
Submit your application through “The Admissions Office (TAO),” the online application system, during the following designated periods.

Timeline

Application Period
June 1 (10:00 AM) to June 7 (5:00 PM), 2023

TAO (The Admissions Office) Link for Application:

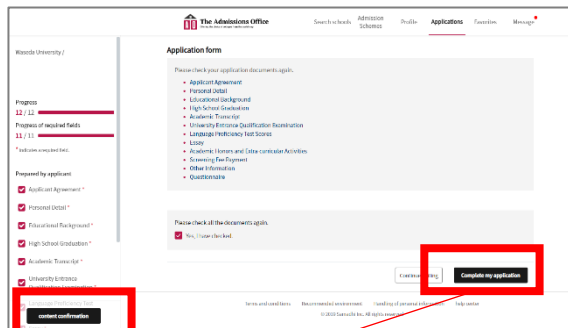
https://admissions-office.net/ja/applicant/university_recruitments/4156



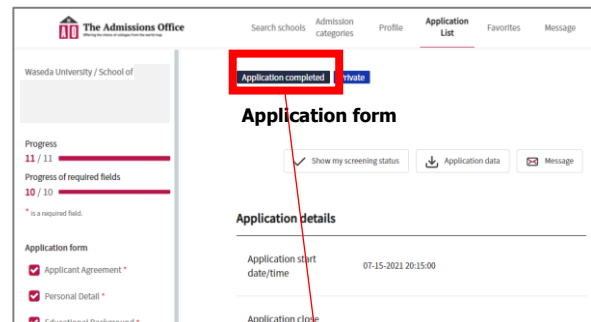
- 1) You must first create an account on TAO.
- 2) After creating your TAO account, begin your application through the link listed above. Note that your application must be submitted through the designated URL. DO NOT apply directly through the TAO home page as the application form for Admissions by Change of Major will not appear.
- 3) Follow the detailed instructions shown on the system screen as you fill out and upload the materials.

IMPORTANT:

Be sure to **click “Complete my Application” button** in order to submit your application. Failure to complete your submission will result in your documents not being screened.



Make sure to click “content confirmation” button and check all the sections have been completed. Click “Complete my application” to submit your application.



Make sure to confirm your application status has been changed from “Application in progress” to “Application completed”.

NOTE:

- 1) Application materials that arrive after the deadline will not be accepted under any circumstances, even if they are sent to our school from other institutions.
- 2) You do NOT need to create a “Profile” on TAO in this admission. The School does not use the information provided in this section.
- 3) By creating your account on TAO, you agree to the “Terms of Use” and “Handling of Personal Information” designed by TAO Inc., the service provider of TAO.

STEP 5 Screening Procedures and Schedule

1. Check Your Examinee Number

Your examinee number will be notified via TAO by the following date. (Login> Applications> Completed > Show examinee slip)

Notification Date
June 13, 2023

* Contact us if you have not received an update by the above date.

NOTE:

If your application is not completed within the designated submission period, your documents may be rejected before screening.

2. Interview

An interview will be required only when we judge that we need further information in addition to the application documents. Please note that an invitation to an interview is not indicative of your final application results (pass or fail).

We will notify all applicants whether an interview is required along with the schedule by the following date via e-mail.

Notification Date
June 13, 2023

If your application requires an interview, we will confirm your available slots by e-mail. Note that the interview schedule cannot be changed once decided by our School.

Interview Schedule
June 16 to 22, 2023

The interview will be conducted through an online interview system. Applicants are responsible for arranging a proper interview environment, that includes a quiet and private setting, appropriate device (PC recommended), and solid internet connection.

The interview may be cancelled if the applicant:

- did not respond to our interview schedule notification
- did not access the designated on-line interview site on time
- took an interview in an inappropriate setting (e.g., too much background noise, presence of other people)

3. Results Announcement

There are two possible outcomes of your application results:

Accepted	Your application was successful, and you are offered admission to the School. No additional steps are required.
Failed	Your application was unsuccessful. Re-application to our program is not possible during the same admission year.

The results will be released via TAO (Login > Applications > View my screening results), following the schedule below:

Announcement Date	Possible Outcomes
June 27, 2023	<ul style="list-style-type: none">• Accepted• Failed

* We will not accept any inquiries regarding application results.

* 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 the conditions by September 20, 2023, your admission will be revoked.

Enrollment documents will be sent to successful applicants via e-mail, following the above announcement dates.

STEP 6 Complete the Enrollment Procedures

Successful applicants are required to complete the following actions:

<First Enrollment Procedures>

- Action 1: Pay the required tuition and other fees

<Second Enrollment Procedures>

Details will be announced to those who completed the First Enrollment Procedures

- Action 2: Send documents for verification purposes
- Action 3: Complete online registration

TIMELINE

First Enrollment Procedures	Second Enrollment Procedures	
Action 1	Action 2	Action 3
Complete by July 12, 2023	TBA	TBA

First Enrollment Procedures - Action 1: Pay the required tuition and other fees

The school expenses and other fees for the first semester must be paid within the period designated above. Failure to make the payments in time will result in the invalidation of your enrollment. Detailed instructions on payments will be sent to successful applicants.

Admissions by Transfer School Expenses and Other Fees:

	2023 Fall semester	2024 Spring semester	2024 Fall semester	2025 Spring semester	2025 Fall semester	2026 Spring semester
Admission Fee						
Tuition	599,500	599,500	599,500	599,500	599,500	599,500
Library Fee	250	250	250	250	250	250
Faculty Annual Fee	750	750	750	750	750	750
Student Health Promotion Mutual Aid Association Membership Fee	1,500	1,500	1,500	1,500	1,500	1,500
Alumni Association Membership Fee						40,000
Total	602,000	602,000	602,000	602,000	602,000	642,000

Notes on fees and payment:

- (1) The fees you need to pay during the enrollment procedures are marked in bold.
- (2) Please note that tuition and other fees may be subject to change.
- (3) JPY 40,000 for the Alumni Association Membership Fee (automatic enrollment in the Alumni Association for up to 10 years after graduation) is required for fourth-year students.
- (4) Waseda University uses an automatic account transfer system for payment of School Expenses and other fees. School Expenses and other fees for the spring semester are scheduled to be deducted from your registered bank account on May 1. From the second year on, School Expenses and other fees for the fall semester will be deducted from your registered bank account on October 1. If financial institutions are closed on May 1 or October 1 due to public holiday or the like, the account transfer will be processed on the next business day.

Notes on refund, transfer, and exemption:

- (1) As a rule, we do not refund School Expenses or other expenses once they are paid. However, if you do not enter Waseda University due to unavoidable circumstances, or fail to meet entrance qualifications prior to enrollment, we may refund only the School Expenses for the first semester.
- (2) If you have been accepted by one of the undergraduate schools at Waseda University and completed payment of

Admission Fees, School Expenses, and other Fees to the school, but were later accepted by your preferred undergraduate school, you can choose to enter your preferred undergraduate school and have the amount you already paid be transferred to that school. However, this procedure can be done only when the enrollment procedure periods (payment periods) of the two schools do not overlap AND if the date of enrollment for both schools is same.

- (3) If you are currently enrolled in, graduated from, completed, or withdrawn from an undergraduate, graduate, or specialized program of Waseda University, you are not required to pay the Admission Fee (Registration Fee).
- (4) For more information about these procedures, refer to the "Guide to Enrollment Procedures" sent to successful applicants or contact the School.

Second Enrollment Procedures - Action 2: Submit enrollment documents

You will be asked to submit the documents listed below to confirm you meet the enrollment requirements/ to prove the originality of the documents uploaded on TAO. If you are unable to submit the documents below, you will be considered to have failed to meet the entrance qualifications. Discrepancies may be considered as falsification/fabrication of application documents, and thus your admission may be revoked.

<Required Documents>

Document	Notes	Deadline
Proof of Permission from a Guardian	• Must be the original of the PDF submitted on TAO.	TBA

Second Enrollment Procedures - Action 3: Complete online registration

The details will be announced in late July for the successful applicants who have completed the first enrollment procedures above.

STEP 7 Credit Transfer

The credit requirements for students admitted through Change of Major are the same as those for four-year students. We will transfer the credits you have earned in the first year to the appropriate course category. You do not need to follow any procedures.

COMMON NOTES

Notes on Application

(1) Communication Method

The School will contact applicants via TAO message* and/or e-mail address that you registered on TAO when we notify incomplete documents, examinee number, interview invitation and enrollment procedures, etc.

It is very important that you check your registered e-mail account regularly including spam, as the School may contact you concerning your application. The School will not be responsible for any consequences caused by the applicants' failure to receive, read, and/or reply to the messages sent from our office.

*Applicants will not be able to contact the School through TAO message. Please contact us by e-mail.

(2) Change in Contact Information

If there is any change of e-mail address, postal address, or telephone number, send an e-mail from your registered e-mail address to the School.

(3) Special Needs

If due to disability or a serious medical condition, etc., you require special care during screening or after enrollment, contact the School.

(4) Requirements for Prospective Students

If you submitted a certificate to demonstrate that you are expected to meet the qualifications to enter Waseda University in order to meet the eligibility stated in the Application Guide at the time of application, you must submit a certificate to certify that you have indeed met the requirement before enrollment. You will not be allowed to enter Waseda University if you fail to do so.

University Regulations

(1) Waseda University Code of Misconduct

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

- A. 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.
- B. 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.
- C. 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.
- D. In case misconduct is suspected, the University may inquire about the authenticity, etc., of documents, materials, theses, and information, etc., submitted to the University (hereinafter, "Submitted Documents") by providing said Submitted Documents to the issuers, providers, theses review entities, etc. By submitting or providing the Submitted Documents to the University, the applicant agrees to the University's right to make such inquiries.
- E. In addition, the following responses may be taken if a dishonest act is identified:
 - 1) 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.
 - 2) The results of all admissions taken by the applicant at Waseda University during the year may become invalid.

If, after enrollment, a student is found to have committed misconduct, he/she may be subject to a range of disciplinary action up to and including expulsion from the University, in accordance with the

University's rules and regulations.

(2) Unforeseen Circumstances that are beyond Human Control (Force Majeure Events):

In cases of unforeseen circumstances that are beyond human control, such as a natural disaster (e.g., typhoons, earthquakes, flooding, tsunamis) and/or accident, such as fire, power failure, an unstable internet connection and so on, measures including delaying the start of the exam or postponing of the exam, etc., may be taken. However, in such an event, we will bear no responsibility for any resulting inconvenience, expenses, or other personal loss that you may incur.

Basic Policy Statements

(1) Handling of Personal Information

Waseda University utilizes your information (addresses, names, dates of birth, etc.) collected at the time of application in order to carry out operations such as the entrance examination, announcement of 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. The University may inquire about the authenticity, etc., of documents, materials, theses, and information, etc., submitted to the University (hereinafter, "Submitted Documents") by providing said Submitted Documents to the issuers, providers, theses review entities, etc. By submitting or providing the Submitted Documents to the University, the applicant agrees to the University's right to make such inquiries. In addition to the above, personal information may be used as materials for studies and research to improve our entrance examinations. The information will be statistically processed to prevent any individuals from being identified.

(2) Collecting information on Gender and Sexual Diversity

Waseda University collects gender information only when there are justifiable reasons, and keeps such cases to a minimum. The information does not affect the screening result. For details, please refer to the following website: <https://www.waseda.jp/inst/diversity/en/support/sexual-minority>

Revision History

Date of revision	Version	Page	What was revised
March 10, 2023	1.0	n/a	(Original version)

Contact

Administrative Office of the School of Political Science and Economics
Waseda University

1-6-1, Nishi-Waseda, Shinjuku-ku, Tokyo 169-8050, Japan
TEL: +81-3-3202-8353

Business hours: 9:00 am to 5:00 pm (Japan Standard Time), Mon. through Fri.

***** For Inquiries *****

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

Please read this Guide and the FAQs on our website thoroughly before making any inquiries.
Please make all inquiries by e-mail in order for us to keep records of communication with our applicants.