

# Application Guide for September 2024 Entry

## Admission by Transfer

### School of Political Science and Economics

#### WASEDA UNIVERSITY

#### Version 1.1



- Please note this guide provides information on **Admission by Transfer** to the School of Political Science and Economics (SPSE) English-based Degree Program at Waseda University.
- Please read this Guide, the [“List of Application Documents by Education System.”](#) and the [FAQs](#) on our website thoroughly before making inquiries to our office.
- Please make all inquiries by e-mail to [spse-edp@list.waseda.jp](mailto:spse-edp@list.waseda.jp) in order for us to keep records of all communications with our applicants.
- All dates and times stated in this guide are in Japan Standard Time (JST).

## TABLE OF CONTENTS

### BEFORE THE APPLICATION PERIOD

Step 1	Understand the Basic Admission Scheme .....	P. 3
Step 2	Apply for the Preliminary Review of Eligibility (Optional) .....	P. 7
Step 3	Prepare the Necessary Documents .....	P. 9

### DURING THE APPLICATION PERIOD

Step 4	Pay the Screening Fee .....	P. 17
Step 5	Complete the Online Application .....	P. 19

### AFTER YOU APPLY

Step 6	Screening Procedures and Schedules .....	P. 20
--------	--	-------

### AFTER ACCEPTANCE

Step 7	Complete the Enrollment Procedures .....	P. 22
Step 8	Preparations for Enrollment (Scholarships, Dormitories, etc.) .....	P. 25

### COMMON NOTES

Notes on Application .....	P. 27
University Regulations .....	P. 27
Basic Policy Statements .....	P. 28
Revision History .....	P. 29

## 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 and accepts various types of standardized tests.

### ADMISSION POLICY

[https://www.waseda.jp/fpse/pse/assets/uploads/2019/10/2019\\_EDP\\_StudyGuide.pdf](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. You cannot change the degree program you are applying to once your application has been submitted.
- \* Be sure to read the descriptions of the degree programs on the School website before making your choice. <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

Admitted students start in September as **second-year** students of a four-year program.

### NUMBER OF STUDENTS TO BE ADMITTED

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

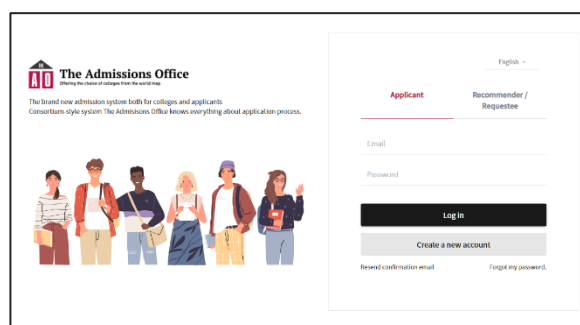
- \* There is no quota or target for international students of particular nationalities.
- \* There is no specific quota across the different degree programs listed above.

### 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.

## PRELIMINARY REVIEW OF ELIGIBILITY

Applicants are strongly suggested to apply for the preliminary review of eligibility during the designated period for the following reasons:

- 1) You can confirm whether you have obtained/ are scheduled to obtain required credits.
- 2) You can change the admissions scheme you apply for to the AO Admissions, if you find out in advance that you do not meet the eligibility requirements for the Admission by Transfer.

## ELIGIBILITY

**You must meet all of the following requirements to apply for admission.**

- I. You **are** enrolled <sup>(1)</sup> in a university (excluding junior and community colleges) inside or outside Japan.
- II. You meet the requirement(s)\* for admission to a university.  
\*See the section “Entrance Qualification for Universities” below
- III. You have completed or are scheduled to complete the first year of education at a university by September 20, 2024.
- IV. You have obtained or are scheduled to obtain a total of 30 credits or more towards graduation <sup>(2)</sup> at a university by September 20, 2024.

- (1) If you are taking a leave of absence at the time of application, please submit official documents that proves you are taking a leave of absence and enter your reason(s) on TAO.
- (2) At Waseda University, the standard number of credits obtained in the first year is a total of 30 credits or more towards graduation. As the number of credits obtained in each academic year varies by university, the School will determine whether the number of credits you have obtained at your university meets this requirement at the preliminary review and/or the screening process. See P.11 on how to calculate and convert your credits obtained to Waseda credits.

## **“Entrance Qualification for Universities”**

**Applicants from educational systems other than Japan must meet one of the following requirements: A, B, or C.**

- A. At the time of application, you must meet one of the following qualifications:<sup>(a)</sup>
  1. You have completed secondary education and formal school education for 12 or more years outside Japan. <sup>(b)</sup>
  2. You have completed secondary education and formal school education for 12 years at an international school that has been accredited by an international accreditation institution. <sup>(c)</sup>
  3. You have completed formal school education at a foreign school in Japan designated by MEXT<sup>(d)</sup> as equivalent to a high school in Japan. <sup>(e)</sup>
  4. You have obtained one of the following qualifications: International Baccalaureate Diploma, Baccalauréat, Abitur, or General Certificate of Education Advanced Level.
  5. You have completed secondary education and formal school education for 11 years in the specific countries designated by MEXT. <sup>(f)</sup>
  6. You have completed a college preparatory course designated by MEXT after completing a formal education of less than 12 years, other than in the cases specified in No. 5 above.
- B. You are 18 years old or older as of the expected enrollment date, AND you have passed, at the time of application, a qualification exam that proves you have scholastic ability equivalent to or higher than those who have completed a 12-year education curriculum outside Japan.
- C. You are 18 years old or older as of the expected enrollment date, AND you are recognized individually by the School as having met the requirements equivalent to A or B above.

**Applicants from Japanese educational system must meet one of the following requirements: D, E, or F.**

- D. You have graduated from a “High School” or a 6-year “Secondary School” in Japan, or you meet one of the qualifications in footnotes. <sup>(a)(g)</sup>
- E. You are 18 years old or older as of the expected enrollment date, AND you have passed, or are scheduled to pass by the expected enrollment date, the high school equivalency examination given by MEXT.
- F. You are 18 years old or older as of the expected enrollment date, AND you are recognized individually by the School as having met the requirements equivalent to D or E above.

- 
- (a) There is no minimum age requirement if you meet the requirement.
- (b) Those who “have completed secondary education and formal school education for 12 or more years outside Japan” refers to those who have completed elementary and secondary school education, whether in Japan or abroad, and who have graduated/are expected to graduate from a formal secondary education institution in a foreign country.
- (c) WASC (Western Association of Schools and Colleges), ACSI (Association of Christian Schools International), CIS (Council of International Schools), NEASC (New England Association of Schools and Colleges).
- (d) “MEXT” in this section refers to the Ministry of Education, Culture, Sports, Science and Technology.
- (e) Foreign schools in Japan designated by MEXT (in Japanese):  
[https://www.mext.go.jp/a\\_menu/koutou/shikaku/07111314/003.htm](https://www.mext.go.jp/a_menu/koutou/shikaku/07111314/003.htm)
- (f) Designated 11-year school education equivalent to a “High School” in Japan; Belarus, Kazakhstan, Myanmar, Peru, Russia, Sudan, Ukraine, and Uzbekistan (in Japanese):  
[https://www.mext.go.jp/a\\_menu/koutou/shikaku/1380756.htm](https://www.mext.go.jp/a_menu/koutou/shikaku/1380756.htm)
- (g) Other qualifications are as follows:
- You have graduated from a high school part of a “School for Special Needs Education” or completed the 3<sup>rd</sup> grade of a 5-year “College of Technology” in Japan.
  - You have graduated from a school for Japanese outside Japan which is designated by MEXT as is equivalent to high schools in Japan (in Japanese): [https://www.mext.go.jp/a\\_menu/koutou/shikaku/07111314/004.htm](https://www.mext.go.jp/a_menu/koutou/shikaku/07111314/004.htm)
  - You have completed an upper secondary course at a specialized training college designated by MEXT.

**NOTE:**

- 1) Eligibility is not decided by nationality or length of period living abroad.
- 2) The term “university” is used to mean an institution of higher education that awards a bachelor’s degree upon graduation.
- 3) There is no minimum requirement for GPA or standardized test scores that applicants must meet.
- 4) If you are expected or scheduled to meet any of the qualifications above, you must meet them before the first date of enrollment.
- 5) Students already enrolled at Waseda University cannot apply for the English-based Degree Program Admission by Transfer.

## TIMELINE

Preliminary Review of Eligibility (Optional)	Schedule
Application Period for Preliminary Review of Eligibility	December 11 (10:00 AM) to December 17 (11:59 PM), 2023
Results Announcement of Preliminary Review of Eligibility	Individual Notification



Application	Schedule
Online Application Period	March 11 (10:00 AM) to March 22 (5:00 PM), 2024
Notification of Examinee Number	April 15, 2024
Interview (If required)	April 19 or 20, 2024
Result Announcement	April 25, 2024



Enrollment Procedures	Schedule
First Enrollment Procedures	(see below)
Action 1: Fee Payment	By May 14, 2024
Action 2: Submission of Visa-related Documents	
Second Enrollment Procedures	(see below)
Action 3: Verification of Application Documents	TBA
Action 4: Online Registration	TBA
Enrollment Date	September 21, 2024

## STEP 2 Apply for the Preliminary Review of Eligibility (Optional)

### 1: Fill out the application form

Please submit all application documents for preliminary review of eligibility via the following MyWaseda form. (Please note the form link below will be available from 10:00AM December 11, 2023.)

Preliminary Review of Eligibility for Admission by Transfer 2024 (Waseda University School of Political Science and Economics)	
Link:	<a href="https://my.waseda.jp/application/noauth/application-detail-noauth?param=uUTTK0j-EQULzdnevKXp1g">https://my.waseda.jp/application/noauth/application-detail-noauth?param=uUTTK0j-EQULzdnevKXp1g</a>

\* Documents must be submitted through the MyWaseda form.

\* All documents for the preliminary review must be received by the School no later than the deadline (11:59 PM December 17, 2023). Applications that arrive after the application period will not be accepted for any reason. Please ensure you prepare and submit your application well in advance.

### Documents to Submit

The following is a list of documents to submit for the preliminary eligibility review. Documents with a check mark (✓) in the Required Documents column must be submitted to apply for the preliminary review or eligibility.

Document		Required Documents	Notes
1.	Certificate of Enrollment (Current University)	✓	See P.10 "Certificate of Enrollment (Current University)"
2.	Document(s) to Prove Leave of Absence (If applicable)		See P.10 "Documents to Prove Leave of Absence"
3.	Proof of Applicant Eligibility (e.g. High School Diploma etc.)	✓	See P.10 "Certificate of High School Graduation/ Diploma"
4.	Academic Transcripts <sup>3)</sup>	University Transcripts	See P. 11 A and B of "Academic Transcript"
		University Course Registration Results	
5.	Documents to Prove Your Credit Calculation		See P.11 "Documents to Prove Your Credit Calculation"
6.	Standardized Test Scores		See P.12-13 "Standardized Test Scores"
7.	English Language Proficiency Test Score <sup>3)</sup>		See P.13-14 "English Language Proficiency Test Score"

### NOTE:

- 1) Please note that some documents not required for the preliminary review of eligibility may be required for application. Please check each list carefully.
- 2) If you meet the eligibility requirements and decide to apply, you must submit your documents again on TAO for the application in March.
- 3) Screenshots may be submitted for 4. Academic Transcripts: University Transcript and University Course Registration Results for the preliminary review of eligibility.

**2: Check your results for the preliminary review of eligibility**

The School will send an e-mail regarding your results. Please remember to check your e-mail regularly (including spam). Also note that it takes around two weeks to one month to conduct a review, and the School may contact you by e-mail regarding your application. Please e-mail (spse-edp@list.waseda.jp) us immediately if you change your e-mail address.



### STEP 3 Prepare the Necessary Documents

The application process will be mostly conducted through the online system (TAO), and there are a number of documents that you must prepare in advance. Carefully read this guide and prepare all the required documents before the beginning of the application period.

#### Application Documents

Document		Who should submit	Reference
1. Proof of Applicant Eligibility	Certificate of Enrollment (Current University)	Applicant	P. 10
	Certificate of High School Graduation/ Diploma	Applicant	P. 10
3. Documents to Prove Leave of Absence		Applicant	P. 10
4. Academic Transcript <sup>(a)</sup>		Applicant	P. 11
5. Documents to Prove Credit Calculation		Applicant	P. 11
6. Grading Scale		Applicant	P. 12
7. Standardized Test Score <sup>(a)</sup>	SAT	College Board	P. 12-13
	ACT	ACT Inc.	
	IBDP Final Grades	IBO	
	Others	Applicant/ School	
8. English Language Proficiency Test Score <sup>(a)</sup>	TOEFL	ETS	P. 13-14
	IELTS	Examination Board	
9. Essay		Applicant	P. 14
10. Academic Honors and Personal and Volunteer Activities		Applicant	P. 14-15
11. Letter of Recommendation		School Official	P. 15
12. Personal Identification (Passport)		Applicant	P. 15
13. Applicant's photo		Applicant	P. 15
14. Residence Card in Japan <sup>(b)</sup>		Applicant	P. 16
15. Proof of Payment		Applicant	P. 16

(a) For more details, see the ["List of Application Documents by Education System,"](#) which can be found on the School website.

(b) Only for non-Japanese nationals residing in Japan.

#### NOTE:

##### 1) Requirements on original documents

On TAO, you will first upload PDF versions of the original/certified documents and certificates to follow our online application process. However, later as part of our enrollment procedures, successful applicants will be required to prove their originality either by submitting their physical copies by post, having their official versions sent by e-mail from the issuing organization, or using digital credential services. 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. 22 Step 7: 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. If they are originally issued in any other language, attach an English translation to the original. The translation must be prepared either by the issuing institution (e.g., your school), a translation agency, or other appropriate office officially approved by the government. Notarization of the translation is not required.

**4) Meeting the deadline**

All application materials, including ones directly sent from your school/institution, must be received by the School no later than the designated deadline. Those that arrive after the deadline will not be accepted under any circumstances. We do not notify applicants about the delivery status of application documents (including electric scores). To check whether your documents have been received or not, contact the test board, or another appropriate office.

## **1. Proof of Applicant Eligibility: Certificate of Enrollment (Current University)**

---

Prepare a PDF version of a certificate proving you are currently enrolled in a university. The certificate must show your legal name in alphabet, date of birth, the official name of the school in English, enrollment date, and the issuance date. The issuance date of the certificate must be on or after the enrollment date to the institution.

## **2. Proof of Applicant Eligibility: Certificate of High School Graduation/ Diploma**

---

Prepare a PDF version of a certificate proving you have completed secondary education curriculum. The certificate must show your legal name in alphabet, date of birth, the official name of the school in English, graduation date, and the issuance date. The issuance date of Certificate of Graduation must be on or after the graduation date.

**NOTE:**

- 1) If the transcript shows your graduation date, you do not need to prepare a separate document.
- 2) If your high school does not issue a certificate of graduation, use the "[Template for Certificate of Graduation/Expected Graduation](#)," which you can download from the School website.
- 3) If you did not graduate from high school but passed the university entrance qualification test (high school equivalency examination), submit the documents certifying this fact, instead of the certificate of high school graduation.
- 4) The documents should be in English or with an English translation, but certificates of graduation in Japanese can be accepted when the original documents can only be issued in Japanese.
- 5) If you have studied at a high school in China, please let us know if you sat for the China High School Academic Proficiency Test (Huikao/会考) on TAO. If you have the results, upload a PDF version of "Verification Report of China High School Academic Proficiency Test (Huikao) Results" issued in English by CSSD (学信网). The Verification Report must include your legal name in alphabet and verification QR code. Only report issued by CSSD will be considered valid. Huikao results are used only for the purpose of reviewing applicants' eligibility.  
If you sat for the test, you will be asked to send English version of "Verification Report of China Secondary Education Qualification Certificate" directly from CSSD (学信网) as a part of our enrollment procedures.

## **3. Documents to Prove Leave of Absence**

---

If you are taking leave of absence at the time of application, please submit official documents to prove you are taking a leave of absence. The certificate must show your legal name in alphabet, date of birth, and the official name of the school in English.

## 4. Academic Transcript

You must submit the following A, B and C. A and C must show your legal name in alphabet, the official name of the school in English, and the issuance date.

### Required Documents

A	University Transcripts	Academic transcripts issued by your university with the grades for all semesters/terms up to the most recent at the time of application.
B	University Course Registration Results	A certificate of course registration results issued by your university with the most recent semester or term at the time of application. If your "A University Transcripts" shows all grades up to the most recent semester, you do not need to submit B.
C	High School transcripts	Academic transcripts or school reports issued by your high school (or equivalent institution) for the last three years of school which corresponds to the three years of high school education in Japan.

### NOTE:

- 1) If you were enrolled in more than one university or high school, submit academic transcripts for all the schools you were enrolled in.
- 2) If you have passed the university entrance qualification test (high school equivalency examination), submit documents which certify this fact and the score. If you were enrolled in high school in the past, submit an academic transcript for the entire period during which you were enrolled in high school.
- 3) If you are unable to submit grades for the designated period due to COVID-19 (e.g., letter grades being suspended, courses taken during the most recent semester not shown due to school closure, etc.), you may submit the most up-to-date transcripts which you can receive from your high school at the time of application.
- 4) If you wish to submit AP exam scores, arrange to have your score reports directly sent from College Board. (If sent by other means, they will be considered invalid). The Waseda University Code: [AP: 0837] Note that no course credit will be given for AP courses. We accept AP exam scores for screening purposes only.
- 5) If you skipped a grade or accelerated to complete a standard secondary education curriculum and your academic transcript(s) does not specify the grade you skipped or the reason, please submit a document prepared by your school explaining your acceleration.

## 5. Documents to Prove Credit Calculation

Submit all documents for credit calculation (official class timetable, academic calendar, syllabus, course registration guide, calculation process, etc.)

The School calculates credits in one of the following methods, based on submitted documents:

### Credit Calculation Methods

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

## 6. Grading Scale

If available, prepare a document which shows the grading scale/system of your university and high school (or equivalent education institution). Make sure that it shows the highest and lowest attainable grade.

### NOTE:

- 1) If the transcript(s) shows the grading scale, additional documents are not necessary.
- 2) A photocopy of the school website, school profile, or any other official document issued by your university and high school which certifies the grading scale/system is acceptable.
- 3) You may submit multiple scores from different testing institutions.

## 7. Standardized Test Score

You may submit the scores of any of the standardized tests listed on the [“List of Application Documents by Education System,”](#) such as an official SAT or ACT score, IBDP grades, GCE A-level grades, or the official certificate/score report of your country’s university entrance qualification examination (e.g., China: Gaokao; Republic of Korea: CSAT, etc.).

### Subject Requirement

Your examination subjects **MUST** include MATHEMATICS. You can still apply without submitting mathematics scores, but your application will be less competitive with all else being equal. See “For those who cannot submit specified test scores” Case 3 on P. 13.

### Submission Method

Test	How to submit
<ul style="list-style-type: none"> <li>· SAT</li> <li>· ACT</li> <li>· IBDP Final Grades</li> </ul>	<ul style="list-style-type: none"> <li>· Arrange to have your score reports directly sent from College Board, ACT Inc., or IBO. (If sent by other means, they will be considered invalid)</li> <li>· The Waseda University Code: [SAT: 0837] [ACT code: 5473] [IB code: 00549]</li> <li>· All Waseda University’s undergraduate programs have access to these scores sent with the above code, so if you are applying to multiple Waseda undergraduate programs at the same time, you do not need to order scores for each program.</li> <li>· To check whether your scores have been received, contact the test board directly.</li> </ul>
<ul style="list-style-type: none"> <li>· Republic of Korea: CSAT</li> <li>· Others</li> </ul>	<ul style="list-style-type: none"> <li>· Upload a PDF version of the certificate by yourself on TAO.</li> <li>· The certificate must show your legal name in alphabet, date of birth, official name of the issuing authority, and issuance date.</li> </ul>
<ul style="list-style-type: none"> <li>· GCE A-level</li> </ul>	<ul style="list-style-type: none"> <li>· Upload a PDF version of the certificate by yourself on TAO.</li> <li>· The certificate must show your legal name in alphabet, date of birth, official name of the issuing authority, and issuance date.</li> <li>· The certificate must be issued by the Examination Board.</li> </ul>
<ul style="list-style-type: none"> <li>· China: Gaokao</li> </ul>	<ul style="list-style-type: none"> <li>· Upload a PDF version of "Verification Report of China College Admission Examination Scores" issued in English by CSSD (学信网) on TAO. Verification Report must include your legal name in alphabet and Verification QR code.</li> <li>· After admitted, you will be asked to send English version of "Verification Report of China College Admission Examination Scores" directly from CSSD (学信网) as a part of our enrollment procedures.</li> <li>· Only report issued by CSSD will be considered valid.</li> </ul>

**NOTE:**

- 1) Test scores, including those directly sent by the testing organization, must arrive by the application deadline. Arrival prior to the application period is acceptable.
- 2) We do NOT superscore. If you have taken the test multiple times, choose your best score (the sitting with the highest total score) and enter that information.

► **For those who cannot submit specified test scores:**

If you fall under either of the following four cases, you are required to submit SAT or ACT scores.

Case 1	You have received your education in a country where there is no national standardized test for assessing your qualification to enter university.
Case 2	You have not taken mathematics in the standardized tests held in your own country or mathematics is not offered as an examination subject in your country's standardized tests.
Case 3	Your education system is not listed in the <a href="#">"List of Application Documents by Education System"</a> .

\* If you have any issues completing the examinations due to unavoidable circumstances, please contact the School via e-mail ([spse-edp@list.waseda.jp](mailto:spse-edp@list.waseda.jp)) before the application period.

## 8. English Language Proficiency Test Score

You may submit the results of the following tests. Only the tests taken on or after the following date are deemed as being valid: April 1, 2022.

### Submission Method

Test	How to submit
TOEFL-iBT	<ul style="list-style-type: none"> <li>· Arrange to have your score directly sent from ETS. Waseda University Code: [9342]</li> <li>· TOEFL-iBT Home Edition and TOEFL-Paper edition are not acceptable.</li> <li>· "MyBest Scores" is not acceptable.</li> </ul>
IELTS (Academic)	<ul style="list-style-type: none"> <li>· Arrange to have your score sent electronically directly from the testing organization using the following information.  Institution: Waseda University  Department: Admissions Center  Address: 1-6-1, Nishi-waseda, Shinjuku-ku, Tokyo, 169-8050 Japan,  Admissions Center, Waseda University  Delivery Method: Electronic Score Delivery</li> <li>· IELTS indicator and IELTS Online are not acceptable.</li> <li>· IELTS One Skill Retake is not acceptable.</li> </ul>

**NOTE:**

- 1) **Test scores must arrive by the deadline.** Arrival prior to the application period is acceptable.
- 2) We do NOT superscore. If you have taken the test multiple times, **choose your best score (the sitting with the highest total score)** and enter that information.
- 3) To check whether your scores have been received, contact the test board directly.

- 4) For TOEFL-iBT and IELTS, all Waseda University's undergraduate programs have access to these scores sent with the above designated way, so if you are applying to multiple Waseda undergraduate programs at the same time, you do not need to order scores for each program.

### Exemption:

The submission of English proficiency test scores is exempted only for:

- (1) applicants whose native language is English and/ or
- (2) applicants who, in at least three of the four years prior to the time of their enrollment at Waseda University, will have studied full-time in a high school, college, or university where the sole language of instruction is English except for foreign language classes.

\* If you are not sure whether you meet criteria (1) or (2), we strongly recommend you submit scores from an English proficiency test. For applicants whose English-language proficiency cannot be ascertained, those without scores from TOEFL-iBT or IELTS Academic are less competitive, all else being equal.

## 9. Essay

Submit a Statement of Purpose following the instructions below. **This statement is of particular importance in the document screening process.**

*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.*

### 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.
- 6) Proof of achievements can be submitted SEPARATELY as specified in "10. Academic Honors and Personal and Volunteer Activities."

### 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.

## 10. Academic Honors and Personal and Volunteer Activities (Optional)

Select and submit up to a total of two honors/activities. You can submit one activity for Academic Honors and one for Personal and Volunteer Activities. Select one example that you feel is most suitable for each. Please enter your Academic Honors and Personal and Volunteer Activities in the appropriate fields (up to 150 words) on TAO. You must submit proof for each activity entered using [the designated form](#). The "Proof of Document and Honors" must be typed or handwritten in English or Japanese by a certifier of the institution affiliated with your activity or a school official from your school.

### NOTE:

- 1) Information to be entered in the fields is limited to experience acquired after graduating from junior high school or completing the first half of secondary schooling.
- 2) If you cannot prepare the designated form, "Proof of Document and Honors," you can also submit other proof documents. See below for examples.

**Examples of proof document:** A copy of the certificate, brochures, articles, or other documents. The proof document must bear the name of the applicant and the date that the honor was recognized, or the volunteer activity took place.

Please note that photographs of the scene, trophies, or materials that would not be considered as "documents" cannot be submitted as proof documents.

- 3) You can only submit one proof document per item you have listed in the fields.
- 4) For documents in languages other than English or Japanese, attach a translation in English. Notarization of the translation is not needed.

## 11. Letter of Recommendation

---

Make arrangements for one recommendation letter from a principal, counselor or instructor of the most recent university you are attending. You will need to send a request through TAO to your recommender by entering their e-mail address during the application period. The recommender's e-mail address must have the official domain of the institution. Please share the ["Instruction for Recommender"](#) on the School's website to your recommender for detailed directions and make sure to instruct your recommender to follow the format requirements below.

### Format Requirements

1. The recommendation letter must be written on [the designated form](#) in English with a seal or signature.
2. The letter must be submitted in PDF format on TAO.

### NOTE:

- 1) If you cannot obtain a recommendation from your tertiary education institution, you can request one from your high school.
- 2) A recommendation from a language school or a vocational school is not acceptable.
- 3) We may contact your recommender to confirm the information submitted on TAO.
- 4) Please make sure your recommender submits their letter within the application period. You can check the recommender's progress on TAO. If the recommender does not submit the letter, please check whether the recommender's e-mail you entered is correct.

## 12. Personal Identification (Passport)

---

Prepare a scanned copy of your passport. If you do not have a passport at the time of application, upload a copy of any identification document that displays your photograph, date of birth, and full name in English alphabet or Japanese.

If you are a citizen of more than one country, prepare copies of all your passports.

## 13. Applicant's Photo

---

Upload a color photograph (aspect ratio of 4:3) of yourself taken within last three months, borderless, and taken against a plain background. You should be looking straight ahead with your head uncovered except for religious or medical reasons. Photographs taken with hats or sunglasses are not accepted. Photographs that do not clearly identify applicants due to their hairstyles or for other reasons are not accepted.

### NOTE:

- 1) Upload an original photograph. Do not use any filter or edit your photograph.
- 2) During the enrollment procedure, you will be required to upload a photo for your student ID card. Use the same photo you submitted with your application. Note that the photo uploaded during the enrollment procedure will be used as

personal information in various on-campus web services etc., as well as for identity verification in various on-campus procedures.

#### 14. Residence Card in Japan

---

If you are a non-Japanese national and have a status of residence in Japan, upload a scanned copy of both sides of your residence (Zairyu) card.

#### 15. Proof of Payment

---

Prepare 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 4.



## STEP 4 Pay the Screening Fee

Pay the screening fee during the following designated period.

### Timeline

Screening Fee Payment Period
March 11 (10:00 AM) to March 22 (5:00 PM), 2024

### Screening fee

Amount
JPY 35,000

A proof of payment must be uploaded on TAO in order to complete your application. Without paying the screening fee, your application is not complete.

### 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 because you did not meet the eligibility criteria.

Contact the School if one of the cases above applies to you. Note that any handling fees for refund are to be borne by the applicant.

### Payment methods

There are two methods of payment for the screening fee. Credit card or Online payment can be made by all applicants regardless of country of residence, whereas convenience store payment is available only for residents of 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](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 2024 Admission
Fourth selection	Admission by Transfer

### 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 holder’s.

## 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, 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/2023/06/TAO\\_Convenience\\_Store\\_Payment.pdf](https://www.waseda.jp/inst/admission/assets/uploads/2023/06/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.

## Screening Fee Waiver Program for Specified Countries

Waseda University provides a screening fee waiver for those who meet the conditions in the following link. Note that this waiver privilege is applicable only when applicants themselves submit a waiver request, and it does not automatically apply even if the applicant’s conditions are met.

[https://www.waseda.jp/inst/admission/assets/uploads/2023/05/screeningfeewaiver2023\\_en.pdf](https://www.waseda.jp/inst/admission/assets/uploads/2023/05/screeningfeewaiver2023_en.pdf)

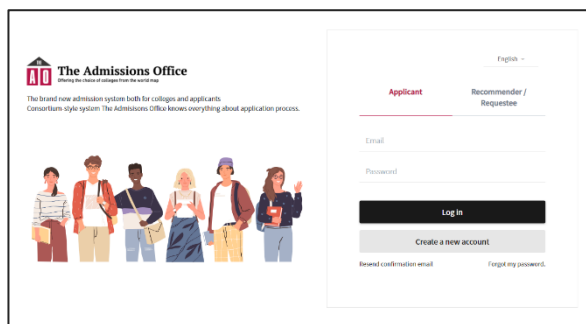
## STEP 5 Complete the Online Application

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

### Timeline

Online Application Period
March 11 (10:00 AM) to March 22 (5:00 PM), 2024

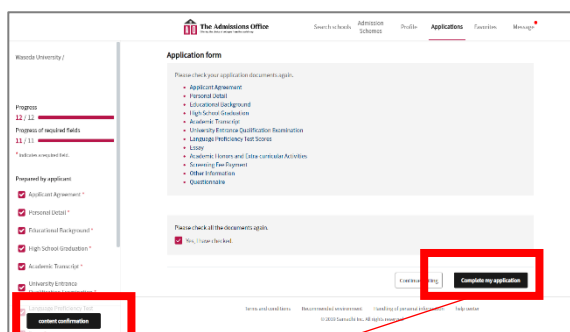
TAO (The Admissions Office) <https://admissions-office.net/en/portal>



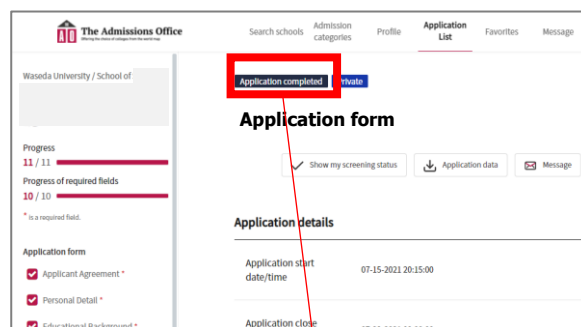
- 1) You must first create an account on TAO.
- 2) After creating your TAO account, find “English-based Degree Programs 2024 Admissions by Transfer (From another university)” from the “Admission schemes” menu and start your application.
- 3) Follow the detailed instructions shown on the system screen as you fill out and upload the materials.
- 4) Note that Waseda University uses several other application systems for other admissions schemes. To prevent confusion, make sure that you access TAO from the above link.

### 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 from your high school or other institutions directly to the School.
- 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 6 Screening Procedures and Schedules

### 1. Check Your Examinee Number

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

Notification Date
April 15, 2024

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

#### NOTE:

If your application is incomplete 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. Whether you are required to take an interview or not is not at all indicative of your final results (accepted or fail).

We will notify all applicants whether an interview is required by the following date via TAO or e-mail. Interview candidates will receive their interview schedule at the same time. Note that the interview schedule is set by the School and cannot be rescheduled for an applicant's convenience. Therefore, keep your schedule open for all the dates specified below.

Notification Date	Interview Schedule
April 15, 2024	April 19 or 20, 2024

The interview will be conducted through an online interview system. Applicants are responsible for arranging a proper online interview environment, including 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. Check your Results

There are three 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:

#### **TIMELINE**

Announcement Date	Possible Outcomes
April 25, 2024	<ul style="list-style-type: none"><li>● Accepted</li><li>● Failed</li></ul>

#### **NOTE:**

- 1) We will not accept any inquiries regarding application results.
- 2) Enrollment documents will be sent to successful applicants via e-mail, after the above announcement dates.
- 3) You will be required to submit original transcripts indicating your successful completion of certain courses indicated on the transcripts submitted for your application. If you have not proved your fulfillment of the conditions by September 20, 2024, your admission will be revoked.

## STEP 7 Complete the Enrollment Procedures

Successful applicants are required to complete the following actions:

- First Enrollment Procedures:
  - Action 1: Pay the required admission fee, tuition, and other fees
  - Action 2: Submit visa-related documents
- Second Enrollment Procedures: Details will be announced to those who completed the First Enrollment Procedures
  - Action 3: Send official documents for verification purposes
  - Action 4: Complete online registration

### TIMELINE

First Enrollment Procedures		Second Enrollment Procedures	
Action 1	Action 2	Action 3	Action 4
May 14, 2024		TBA	

### First Enrollment Procedures - Action 1: Pay the required admission fee, tuition, and other fees

The admission fee, 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.

### AO Admissions School Expenses and Other Fees:

	2024 Fall semester	2025 Spring semester	2025 Fall semester	2026 Spring semester	2026 Fall semester	2027 Spring semester
Admission Fee	200,000					
Tuition	599,500	599,500	599,500	599,500	599,500	599,500
Library Fee	250	250	250	250	250	250
Faculty Entrance Fee	2,000					
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	804,000	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 are subject to change.
- (3) From the second year on, the School Expenses and other fees include Tuition, Student Reading Room Fee, Academic Association Annual Fee, and Waseda University Student Health Promotion Mutual Aid Association Fees (Student Health Insurance Fee). In addition, 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 the fourth year.
- (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 5. From the second year

on, School Expenses and other fees for the fall semester will be deducted from your registered bank account on October 5. If financial institutions are closed on May 5 or October 5 due to public holiday or the like, the account transfer will be processed on the next following 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 (not the Admission Fee) to you.
- (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.

## First Enrollment Procedures - Action 2: Submit visa-related documents

Waseda University will apply for the Certificate of Eligibility (COE) on behalf of those that do not hold Japanese citizenship or residency status. The COE is needed to apply for a student visa. If you would like us to apply for the COE on your behalf, please complete your payment and submit your visa-related documents to the School as soon as possible. Detailed instructions on sending visa-related documents will be sent to successful applicants.

## Second Enrollment Procedures - Action 3: Send official documents for verification purposes

Official documents must be submitted in order to prove the originality of the documents listed below whose digital copies were submitted at the time of application. If you are unable to provide an official certificate by the designated deadline, 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
Academic Transcript	<ul style="list-style-type: none"> <li>Must include the same contents as in the materials you submitted during application.</li> </ul>	TBA
Standardized Test Score	<ul style="list-style-type: none"> <li>Must be the same contents as in the materials you submitted during application.</li> <li>Applicants who submitted SAT, ACT, or IBDP final grades during application are NOT required to send certificates again.</li> <li>For GCE A-level final grades: <ul style="list-style-type: none"> <li>Cambridge Assessment International Education: Submit score certificates issued by the Examination Board by yourself. Photocopies are acceptable. The School will verify their authenticity with Cambridge, so there is no need for you to have them sent directly to us.</li> <li>Other Examination Boards (e.g., Pearson Edexcel, AQA, etc.): Arrange to have your score certificates directly sent from the examination boards.</li> </ul> </li> <li>Applicants who submitted Gaokao must submit English version of "Verification Report of China College Admission Examination Scores" directly from CSSD (学信网).</li> </ul>	

Certificate of Graduation	<ul style="list-style-type: none"> <li>· Must show that you have actually graduated from the school.</li> <li>· Applicants who sat for China High School Academic Proficiency Test (Huikao/会考) must submit English version of "Verification Report of China Secondary Education Qualification Certificate" directly from CSSD (学信网).</li> </ul>	TBA
---------------------------	---	-----

## <What makes a document “Official”?>

An official document is one that meets all the following three conditions:

- (1) Issued by the educational institution (e.g., the high school, university), government, exam board, or test provider
- (2) Issued for third-party use
- (3) Submitted via one of the following methods:

Submission Method	Who should send	Notes
Post	Applicants/ institutions	<p>We accept:</p> <ul style="list-style-type: none"> <li>- An “original” document: One with stamp, seal, watermark, or signature of the issuer on ALL pages.</li> <li>- A “certified” document: Copy of the original document that has been deemed equivalent to the original with an official seal from the issuing institutions (e.g., a high school) or another institution (e.g., a notary public).</li> </ul> <p>A simple photocopy is NOT acceptable.</p> <p>If your documents are sealed in an envelope by the institution, do NOT open it, as it may lose its validity once opened.</p>
E-mail	School officials (administrators, counselors, etc.)	The e-mail must be sent through a school domain e-mail address. If your school does not have an official domain, the official documents must be sent by post.
Digital Credential Service	<p>Arrange to send via:</p> <ul style="list-style-type: none"> <li>- National Student Clearinghouse</li> <li>- Parchment Exchange</li> <li>- CHSI (中国高等教育学生信息网(学信网))</li> <li>- OpenCerts (Singapore)</li> <li>- International Baccalaureate Organization</li> <li>- Examination Boards of GCE A-level (e.g., Pearson Edexcel, AQA, etc.)</li> </ul>	

[Send to] Postal Mail: School of Political Science and Economics Administrative Office  
1-6-1, Nishi-Waseda, Shinjuku-ku, Tokyo 169-8050, Japan  
E-mail / Digital Credential Service: [spse-edp@list.waseda.jp](mailto:spse-edp@list.waseda.jp)

## Second Enrollment Procedures - Action 4: Complete online registration

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



## STEP 8 Preparations for Enrollment (Scholarships, Dormitories, etc.)

### Credit Transfer

At Waseda University, the credit requirements for transfer students are the same as those for four-year students. We recognize credits from your previous institution to compensate for the missed year. Up to 40 credits can be transferred as graduation credits among courses recognized as being equivalent to those offered at the School. To transfer credits, you will be required to register the details of each course and submit necessary documents to the School in around August. (Details will be sent via e-mail to successful applicants when the registration begins.)

#### <Necessary Documents>

No.	Document	Notes
1.	Syllabus of each course	If the syllabus is not available, submit the Course Explanation paper* along with textbooks and handouts etc.
2.	Documents that show the number of credits or time of each class	e.g. class timetable, academic calendar, syllabus, academic transcript etc.
3.	University academic transcript	Attach your own English translation if your university does not issue transcripts in English.
4.	Checklist*	

\* The Course Explanation paper and Checklist are available on the School website.

#### Process of Credit Transfer

The School will check the above documents and determine which category each course is most appropriate for transfer. Depending on the content of the course, a course may be transferred and switched to a required course. Transferred credits will be graded as “P” (pass) and will not be included in the GPA calculation.

#### Calculation for Credit Transfer

The number of credits will be transferred using one of the following formulas:

- 540 minutes of class hours = 1 Waseda credit (Rounding off decimal places)  
1080 minutes of class hours = 1 Waseda credit (Rounding off decimal places) for practicum courses such as language, sports, music, and arts, etc.
- 45 hours of study hours = 1 Waseda credit (Rounding down decimal places)
- 1.67 European Credit Transfer System (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 as credits.

## Scholarships

---

There are separate scholarships for Japanese\* and international students.

(\*Including students with visa statuses such as “permanent resident,” “long-term resident,” “spouse or child of Japanese national,” or “spouse or child of permanent resident”)

Scholarship programs available for international students are listed on the School website:

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

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 other scholarship organization will not be eligible to apply for these scholarship programs.

### Pre-enrollment scholarships

Pre-enrollment scholarships are awarded to a certain number of applicants who show great academic caliber. Eligible recipients will be notified when they are offered admission or during the enrollment procedures. There is no need to submit a separate application for this scholarship.

### Post-enrollment scholarships

International students can also apply for scholarships after enrollment to the university. Further information on scholarships will be included in the enrollment guide or orientations.

Detailed information on scholarship programs will be sent to successful applicants. An overview of different scholarship programs can also be found on the following websites:

- Support for International Students (Scholarships) <https://www.waseda.jp/inst/cie/en/life/aid>
- Support for Japanese Students (Scholarships) <https://www.waseda.jp/inst/scholarship/>
- Waseda University Scholarship and Financial Assistance Section <https://www.waseda.jp/inst/scholarship/en/>

## Dormitories

---

Detailed information on dormitories will be sent to successful applicants. You may also refer to the following website.

- Waseda University Residence Life Center <https://www.waseda.jp/inst/rlc/en/>

## Arrival in Japan and Entrance Ceremony

---

The school year begins on September 21; however, orientations for new students, placement tests, and other mandatory school events are scheduled in early September. Therefore, new students should plan to arrive in Tokyo in early September. The entrance ceremony will be held in late September. Further details on these ceremonies will be notified in due course.

## COMMON NOTES

### Notes on Application

#### (1) Communication Method

The School will contact applicants via TAO message\* and/or e-mail that you registered on TAO. This will occur 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 at [spse-edp@list.waseda.jp](mailto:spse-edp@list.waseda.jp).

#### (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 Expected 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, plagiarized, or modified a document or any other information submitted to the University.
- 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 (hereinunder, "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
November 10, 2023	1.0	n/a	(original version)
December 11, 2023	1.1	P. 13	"IELTS One Skill Retake is not acceptable." added under "How to submit" for IELTS (Academic).

## 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.  
(The office will be closed from December 29, 2023 to January 8, 2024)

**\*\*\* For Inquiries \*\*\***

E-mail: [spse-edp@list.waseda.jp](mailto:spse-edp@list.waseda.jp)

Please read this Guide and the [FAQs](#) on our website thoroughly before making inquiries.

Please make all inquiries via e-mail in order for us to keep records of all communications with our applicants.