

Application Guide for September 2024 Entry

Admission by Change of School

School of Political Science and Economics

WASEDA UNIVERSITY

Version 1.0

- Please note this Guide provides information on the **Admission by Change of School** to the School of Political Science and Economics (SPSE) English-based Degree Program at Waseda University.
- Please read this Guide and the “[List of Application Documents by Education System](#)” 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).

TABLE OF CONTENTS

BEFORE THE APPLICATION PERIOD

Step 1	Understand the Basic Admission Scheme	P.3
Step 2	Prepare the Application Documents	P.5

DURING THE APPLICATION PERIOD

Step 3	Pay the Screening Fee	P.10
Step 4	Complete the Online Application	P.12

AFTER YOU APPLY

Step 5	Screening Procedures and Schedule	P.13
--------	---	----------------------

AFTER ACCEPTANCE

Step 6	Complete the Enrollment Procedures	P.15
Step 7	Credit Transfer	P.18

COMMON NOTES

Notes on Application	P.19
University Regulations	P.19
Basic Policy Statements	P.20
Revision History	P.21

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. 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 SPSE 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

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

- * Students admitted by Admission by Change of School 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.

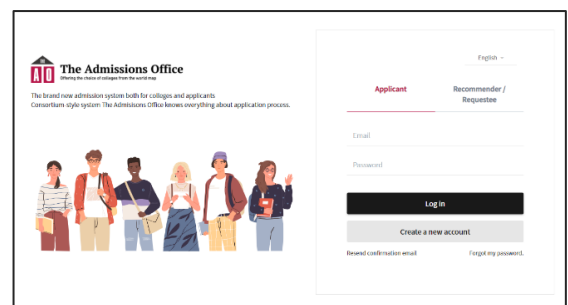
APPLICATION METHODS

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 either a first-year student who entered Waseda University in September, or a second-year student who entered Waseda University in April. Student year is determined by 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 University by recommendation must obtain the consent of their current school before applying to the School.
- (2) Admission will be revoked if applicants fail to obtain a total of 30 credits or more towards graduation by September 20, 2024 from their current school.

TIMELINE

Application	Schedule
Application Period	May 31 (10:00 AM) to June 6 (5:00 PM), 2024
Notification of Examinee Number	June 13, 2024
Interview (If required)	June 18 to June 21, 2024
Results Announcement	June 26, 2024



Enrollment Procedures	Schedule
First Enrollment Procedures	(See below)
Action 1: Fee Payment	By July 10, 2024
Second Enrollment Procedures	(See below)
Action 2: Verification of Application Documents	TBA
Action 3: Online Registration	TBA
Enrollment Date	September 21, 2024

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.	Proof of Enrollment (Current School)	Applicant	P. 6
2.	Academic Transcripts	Applicant	P. 6
3.	Current Course Registration	Applicant	P. 6
4.	English Language Proficiency Test Score*	TOEFL	ETS
		IELTS	Examination Board
5.	Standardized Test Score* (Optional)	SAT	College Board
		ACT	ACT Inc.
		IBDP Final Grades	IBO
		Others	Applicant
6.	Essay	Applicant	P. 8
7.	Applicant's Photo	Applicant	P. 8
8.	Proof of Payment	Applicant	P. 9
9.	Consent from Dean (If applicable)	Applicant	P. 9

* For more details on which examinations you can submit, see the "[List of Application Documents by Education System](#)," on our School website.

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, 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. 15, 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. 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 high school), a translation agency, or other appropriate offices officially approved by the government. Notarization of the translation is not required.

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 (including electric scores). To check whether your documents have been received or not, contact the test board, or other appropriate offices.

1. Proof of Enrollment (Current School)

Upload a PDF copy or a screenshot of your profile on MyWaseda that indicates your name, student ID, and school, to prove your enrollment at Waseda University. To show this specified page on MyWaseda, login and go to [View/Update Your Own Profile] and select [Update Student Profile] under the [Home] page.

2. Academic Transcripts

Submit academic transcripts for the semesters you have completed at Waseda University. If you cannot prepare the official academic transcript by the deadline, please submit a copy of your grade report and credit report on MyWaseda including your name, student ID, and the date the information was updated.

NOTE:

- 1) If you submit a copy of the screen, you must submit the official transcript in the enrollment procedures.
- 2) Digital transcripts (through [Waseda University service](#)) are also accepted. If you use the service, please send your transcript to the School (spse-edp@list.waseda.jp).

3. Current Course Registration

Submit a PDF copy or a screenshot of the e-mail showing the final course registration results for your current semester. Make sure the file submitted shows the entire e-mail.

4. English Language Proficiency Test Scores

You may submit the results of the following tests. Only the tests taken on or after the following date will be deemed valid: July 1, 2022.

Test	Minimum Score Requirement	How to submit
TOEFL-iBT	100	<ul style="list-style-type: none">· Arrange to have your score directly sent from ETS. Waseda University Code: [9342]· TOEFL-iBT Home Edition and TOEFL-Paper edition are not acceptable.· “MyBest Scores” is not acceptable.
IELTS (Academic)	7.0	<ul style="list-style-type: none">· 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· IELTS indicator and IELTS Online are not acceptable.· IELTS One Skill Retake is not acceptable.

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) Contact the test board directly to check whether your scores have been received.

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 TOFEL-iBT or IELTS Academic are less competitive, all else being equal.

5. Standardized Test Score (Optional)

If you have scores from any standardized test listed on the "[List of Application Documents by Education System](#)," you may submit them for assessment. This includes official SAT or ACT scores, 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

If you submit standardized test scores, MATHEMATICS must be included as a subject. You can still apply without submitting mathematics scores, but your application will be less competitive with all else being equal. See below, "For those who cannot submit specified test scores."

Submission Method

Test	How to submit
<ul style="list-style-type: none"> SAT ACT IBDP Final Grades 	<ul style="list-style-type: none"> 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) The Waseda University Code: [SAT: 0837] [ACT code: 5473] [IB code: 00549] To check whether your scores have been received, contact the test board directly.
<ul style="list-style-type: none"> Republic of Korea: CSAT Others 	<ul style="list-style-type: none"> Upload a PDF version of the certificate by yourself on TAO. The certificate must show your legal name in alphabet, date of birth, official name of the issuing authority, and issuance date.
<ul style="list-style-type: none"> GCE A-level 	<ul style="list-style-type: none"> Upload a PDF version of the certificate by yourself on TAO. The certificate must show your legal name in alphabet, date of birth, official name of the issuing authority, and issuance date. The certificate must be issued by the Examination Board.
<ul style="list-style-type: none"> China: Gaokao 	<ul style="list-style-type: none"> Upload a PDF version of "Verification Report of China College Admission Examination Scores" issued in English by CSSD (学信网) on TAO. The Verification Report must include your legal name in alphabet and Verification QR code. After admitted, you will be asked to send an English version of the "Verification Report of China College Admission Examination Scores" directly from CSSD (学信网) as part of the enrollment procedures. Only reports issued by CSSD will be considered valid.

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.
- 3) You may submit multiple scores from different tests or examinations.

For those who cannot submit specified test scores:

If you fall under either of the following three cases, we recommend you submit SAT or ACT scores.

Case 1	You are receiving or 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 "List of Application Documents by Education System" .

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

6. 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 schools to 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.

7. 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.

8. 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 3.

9. Consent from Dean (If applicable)

Students who entered Waseda University by recommendation must obtain the consent of their current school before applying. You must submit the form, "Consent from Dean," to prove this matter. Ask your current school to prepare this document using [the designated form](#). The form must be written in English or Japanese and have a seal or signature.

STEP 3 Pay the Screening Fee

Pay the screening fee during the following designated period.

Timeline

Screening Fee Payment Period
May 31 (10:00 AM) to June 6 (5:00 PM), 2024

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 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.

No.	Payment Method	Who can Pay
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 2024 Admission
Fourth selection	Admission by Change of School 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, 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

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.

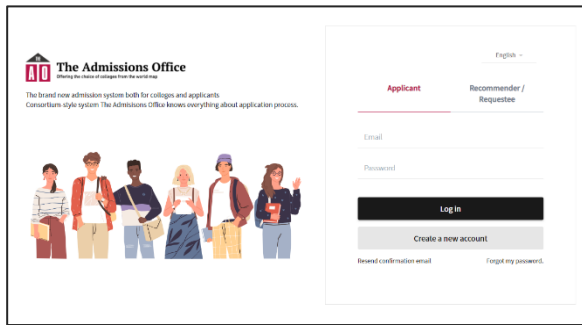
STEP 4 Complete the Online Application

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

Timeline

Application Period
May 31 (10:00 AM) to June 6 (5:00 PM), 2024

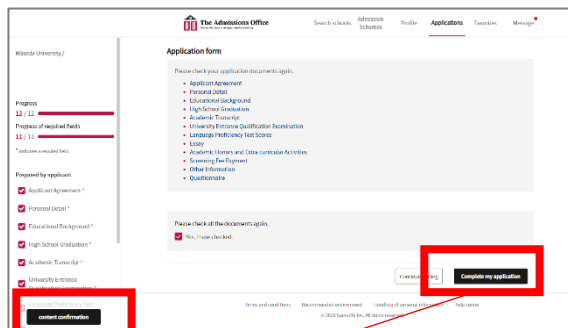
TAO (The Admissions Office) Link for Application:



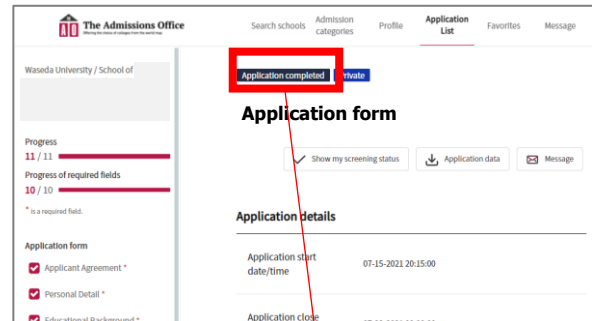
- 1) https://admissions-office.net/ja/applicant/university_recruitments/6731 You must first create an account on TAO.
- 2) After creating your TAO account, begin your application through the link listed above. Note that your application must be submitted through the designated URL. DO NOT apply directly through the TAO home page as the application form for the Admission by Change of School 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 > Choose your application> Show examinee slip)

Notification Date
June 13, 2024

* 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. 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 along with the schedule by the following date via e-mail. If your application requires an interview, we will confirm your available time slots by e-mail. Note that once the interview time and date are decided by the School, the schedule cannot be changed.

Notification Date	Interview Schedule
June 13, 2024	June 18 to 21, 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. 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 26, 2024	<ul style="list-style-type: none">• Accepted• Failed

NOTE:

- 1) We will not accept any inquiries regarding application results.
- 2) Enrollment documents will be sent to successful applicants via e-mail, following the above announcement dates. If you have not proved you fulfil the conditions by September 20, 2024, your admission will be revoked.

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 official documents for verification purposes
- Action 3: Complete the online registration

TIMELINE

First Enrollment Procedures	Second Enrollment Procedures	
Action 1	Action 2	Action 3
Complete by July 10, 2024	TBA	TBA

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

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:

	2024 Fall semester	2025 Spring semester	2025 Fall semester	2026 Spring semester	2026 Fall semester	2027 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 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	604,000	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 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).
- (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 "Enrollment Guidelines" sent to successful applicants or contact the School.

Second Enrollment Procedures - Action 2: 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	- Must be the latest academic transcript of your previous school that includes grades for the semester immediately prior to enrollment to SPSE.	TBA
Standardized Test Score (If applicable)	<ul style="list-style-type: none"> - Must be the same contents as in the materials you submitted during application. - Applicants who submitted SAT, ACT, or IBDP final grades during application are NOT required to send certificates again. - For GCE A-level final grades: <ul style="list-style-type: none"> - 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. - Other Examination Boards (e.g., Pearson Edexcel, AQA, etc.): Arrange to have your score certificates directly sent from the examination boards. - Applicants who submitted Gaokao must submit English version of "Verification Report of China College Admission Examination Scores" directly from CSSD (学信网). 	
Consent from Dean (If Applicable)	- Must be the same document as the one submitted during application.	

<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), 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"> - An “original” document: One with stamp, seal, watermark, or signature of the issuer on ALL pages. - 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). <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"> - National Student Clearinghouse - Parchment Exchange - CHSI (中国高等教育学生信息网(学信网)) - OpenCerts (Singapore) - International Baccalaureate Organization - Examination Boards of GCE A-level (e.g., Pearson Edexcel, AQA, etc.) 	

[Send to] Postal Mail: See the last page of this Guide.

E-mail / Digital Credential Service: spse-edp@list.waseda.jp

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 School are the same as those for four-year students. We recognize credits of your previous school 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 SPSE. 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 regarding credit transfer will be sent via e-mail to successful applicants when the registration begins.

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 the School 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 8, 2024	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.