

# Application Guide for September 2025 Entry

## AO Admissions

### School of Political Science and Economics

#### WASEDA UNIVERSITY

version 1.0



- Please read this Application 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 [via the form](#) in order for us to keep records of all communications with our applicants.
- All dates and times stated in this Application Guide are in Japan Standard Time (JST).

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## STEP 1 Understand the Basic Admission Scheme

The School of Political Science and Economics (hereinafter referred to as “the School”) at Waseda University welcomes applicants from all over the world 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 **first-year** students of a four-year program.

- \* The AO admissions does not admit second or third-year transfer students.

### NUMBER OF STUDENTS TO BE ADMITTED

Approximately 100 students

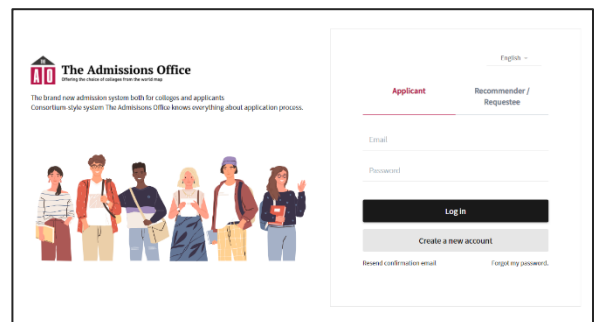
- \* There is no quota or target for international students of particular nationalities.
- \* There is no specific quota across the different degree programs listed above.

### 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 also be invited to an interview if required.

## ELIGIBILITY

**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 or are expected to complete secondary education and formal school education for 12 or more years outside Japan. <sup>(b)</sup>
  2. You have completed or are expected to complete 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 or are expected to complete 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 or are expected to obtain one of the following qualifications: International Baccalaureate Diploma, Baccalauréat, Abitur, or General Certificate of Education Advanced Level, International General Certificate of Education Advanced Level, or European Baccalaureate Diploma.
  5. You have completed or are expected to complete secondary education and formal school education for 11 years in the specific countries designated by MEXT. <sup>(f)</sup>
  6. You have completed or are expected to complete 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 or are expected to graduate from a “High School” or a 6-year “Secondary School” in Japan, or you meet one of the qualifications in the 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.

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(a) There is no minimum age requirement if you meet one of the qualifications listed.

(b) Those who “have completed or are expected to complete 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), Cognia (including NCA CASI, NWAC, and SACS CASI), and COBIS (Council of British International Schools).

(d) “MEXT” in this section refers to the Ministry of Education, Culture, Sports, Science and Technology.

(e) Foreign schools in Japan designated by MEXT:

[https://www.mext.go.jp/a\\_menu/koutou/shikaku/07111314/003.htm](https://www.mext.go.jp/a_menu/koutou/shikaku/07111314/003.htm) (in Japanese)

- (f) Designated 11-year school education equivalent to a “High School” in Japan; Belarus, Kazakhstan, Myanmar, Peru, Russia, Sudan, Ukraine, and Uzbekistan:  
[https://www.mext.go.jp/a\\_menu/koutou/shikaku/1380756.htm](https://www.mext.go.jp/a_menu/koutou/shikaku/1380756.htm) (in Japanese)
- (g) Other qualifications are as follows:
- You have graduated or are expected to graduate 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 or are expected to graduate from a school for Japanese outside Japan which is designated by MEXT as is equivalent to high schools in Japan:  
[https://www.mext.go.jp/a\\_menu/koutou/shikaku/07111314/004.htm](https://www.mext.go.jp/a_menu/koutou/shikaku/07111314/004.htm) (in Japanese)
  - You have completed or are expected to complete 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) There is no minimum requirement for GPA or standardized test scores that applicants must meet.
- 3) If you are expected or scheduled to meet any of the qualifications above, you must meet them before the first date of enrollment.
- 4) If you are not sure whether you meet the requirements for applicant eligibility or if you wish to verify your eligibility, contact the School at least 3 weeks before the application deadline.

**TIMELINE**

Event	Schedule
Online Application Period	January 7 (10:00 AM) to February 10 (5:00 PM), 2025
Notification of Examinee Number	April 14, 2025
Interview (if required)	April 18 or 19, 2025



Announcement Period	First Announcement	Second Announcement (For Waitlisted Applicants)
Results Announcement	April 24, 2025	May 22, 2025*
First Enrollment Procedures	(see below)	
Action 1: Fee Payment	By May 13, 2025	By May 30, 2025
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, 2025	

\*Waitlist Confirmation period (for waitlisted applicants only): May 7 to 12, 2025

## STEP 2 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 Application 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 (e.g., Certificate of Expected Graduation )	Applicant	P. 7
2.	Academic Transcript <sup>(a)</sup>	Applicant	P. 7
3.	Grading Scale	Applicant	P. 8
4.	SAT	College Board	P. 8
	ACT	ACT Inc.	
	IBDP Final Grades	IBO	
	Others	Applicant / School <sup>(b)</sup>	
5.	English Language Proficiency Test Score <sup>(a)</sup>	TOEFL	P. 10
		IELTS	
6.	Essay	Applicant	P. 11
7.	Academic Honors and Personal and Volunteer Activities	Applicant	P. 11
8.	Letter of Recommendation	School Official	P. 12
9.	Personal Identification (Passport)	Applicant	P. 12
10.	Applicant's photo	Applicant	P. 12
11.	Residence Card in Japan <sup>(c)</sup>	Applicant	P. 13
12.	Proof of Payment	Applicant	P. 13

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

(b) We are aware that some high schools/institutions have a policy of keeping predicted grades (e.g., IBDP, GCE/IGCE A-level) confidential from students. In this case, ask your high school to upload the required certificates directly on the designated form ([https://wasedaunivcampus.au1.qualtrics.com/jfe/form/SV\\_3RfoKkU7TDJTAto](https://wasedaunivcampus.au1.qualtrics.com/jfe/form/SV_3RfoKkU7TDJTAto)).

(c) 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. 18 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 another 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 high school or other institutions, 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 examination board, or another appropriate office.

## 1. Proof of Applicant Eligibility

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

#### NOTE:

- 1) If the transcript shows your (expected) graduation date, you do not need to prepare a separate document.
- 2) If your high school does not issue a certificate of graduation (or expected graduation), use the ["Template for Certificate of Graduation/Expected Graduation."](#) which you can download from the School website. As proof of Applicant Eligibility, the applicant must submit a certificate proving that the secondary education curriculum is/will be completed. If the certificate lacks any of the information stated under "1. Proof of Applicant Eligibility" on this page, submitting both the certificate issued by high school and the form designated by Waseda University is required.
- 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 (expected) graduation in Japanese can be accepted when the original documents can only be issued in Japanese.
- 5) If you are studying or have studied at a high school in China, please let us know if you will sit/have 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). 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. Note that documents issued by CSSD (学信网) may take up to one month to be issued after application.  
If you will sit/have sat for the test, you will be asked to send English version of "Verification Report of China Secondary Education Qualification Certificate (中国中等教育学历验证报告 issued in English)" (not the Huikao results)" directly from CSSD (学信网) as a part of our enrollment procedures.

## 2. Academic Transcript

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Prepare a PDF version of academic transcripts/school reports issued by your high school (or an equivalent institution) from Grade 10 onwards up to the most recent academic term as specified in the ["List of Application Documents by Education System."](#) which can be found on the School website. The certificate must show your legal name in alphabet, the official name of the school in English, and the issuance date.

#### NOTE:

- 1) If you have been enrolled in more than one school, submit the academic transcripts from all the schools that you have been enrolled in.
- 2) If you have passed the university entrance qualification test (high school equivalency examination), submit the documents certifying this fact and the score. If you have been 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 studying or have studied at a tertiary education institution (university, junior college, etc.), submit an academic transcript with grades for the period until the most recent academic term at the time of application.
- 4) If you are unable to submit grades for the designated period due to COVID-19 (e.g., letter grades being suspended, courses taken during a semester not shown due to school closure, etc.), you may submit the transcripts which your high school can issue at the time of application.
- 5) If you have graduated from your school, submit the academic transcript issued on or after the graduation date.
- 6) 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]

### 3. Grading Scale

Prepare a document which shows the grading scale/system of your 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 high school which certifies the grading scale/system is acceptable.

### 4. Standardized Test Score

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 (predicted) grades, GCE/IGCE A-level (predicted) grades etc. Note that standardized tests not listed in the [“List of Application Documents by Education System.”](#) are not accepted.

### 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” on P. 9.

### 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>· IBDP Predicted Grades</li> <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> <li>· If your high school has a policy of keeping predicted grades (e.g., IBDP) confidential from students, ask your high school to upload the required certificates directly on the designated form. (<a href="https://wasedaunivcampus.au1.qualtrics.com/jfe/form/SV_3RfoKkU7TDJTAt0">https://wasedaunivcampus.au1.qualtrics.com/jfe/form/SV_3RfoKkU7TDJTAt0</a>)</li> </ul>
<ul style="list-style-type: none"> <li>· GCE/IGCE 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>· For the final grades, the certificate must be issued by the Examination Board.</li> <li>· For the predicted grades, the certificate must be issued by educational institutions which follows A-level curriculum. <a href="#">The prescribed format</a> should be used. In case your high school is unable to use <a href="#">the prescribed format</a>, please make sure that your document includes the Predicted Grade, Examination Board, Examination Series, Test Centre Code, and Subject Code.</li> <li>· If your high school has a policy of keeping predicted grades confidential from students, ask your high school to upload the required certificates directly on the designated form. (<a href="https://wasedaunivcampus.au1.qualtrics.com/jfe/form/SV_3RfoKkU7TDJTAt0">https://wasedaunivcampus.au1.qualtrics.com/jfe/form/SV_3RfoKkU7TDJTAt0</a>)</li> </ul>



· China: Gaokao	<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>
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**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) Only standardized test scores entered on TAO will be accepted as part of your application. Any undeclared test scores will not be accepted even if they are directly sent to the School or submitted as other documents.

► **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	<p>You are a high school (secondary school) student at the time of application, and your country or region's university entrance qualification examination or another standardized test will be conducted/released after our application deadline.</p> <p>(However, we offer a grace period for some standardized test scores. Please check the <a href="#">"List of Application Documents by Education System"</a> to see if this applies to your country)</p>
Case 2	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 3	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 4	Your education system is not listed in the <a href="#">"List of Application Documents by Education System"</a> .

\* If you have any issues taking an examination 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.

## 5. English Language Proficiency Test Score

Submit the results of the following tests. Only the tests taken on or after the following date are deemed as being valid: March 1, 2023.

### 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 electronic score sent 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>

\* If you have any issues taking an examination 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.

### 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 examination 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.

## 6. 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.*

Your essay, personal statement, etc. are a chance to explain yourself to the school and should be completed by yourself. Using generative AI to create these documents as your own work may be considered as cheating and could affect the evaluation of your application.

### Format Requirements:

- 1) Must be written in English.
- 2) Prepare as an A4 or letter-sized PDF document.
- 3) Type in size 12 font, double spaced, with the 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 "7. 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.

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

Submit up to a total of two honors/activities. You can submit one activity under 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 experiences acquired after graduating from junior high school or after 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.

## 8. Letter of Recommendation

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Arrange to have one recommendation letter submitted by a principal, counselor or instructor of the most recent school (high school, college or university) you attended. You will send a request through TAO to your recommender by entering their e-mail address in your application. 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 on how to prepare and submit the letter. The instructions and letter requirements are as listed below.

### NOTE:

- 1) If you enrolled in a tertiary education institution (university, junior college, etc.) after graduating from high school, a recommendation by a faculty member from this institution is recommended. However, 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 address you entered is correct.
- 5) Even if your recommender did not submit the letter of recommendation, as long as you send a request to your recommender and enter necessary information you will be able to submit your online application. Note that once your application is submitted, the recommender cannot be changed. Please make sure to confirm that the request has been sent and received by the recommender.

## 9. Personal Identification (Passport)

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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.

## 10. Applicant's Photo

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Please upload a color photo taken within 3 months before the time of application. The requirements for the photo are as follows: A vertical to horizontal ratio of 4:3; borderless, must capture the upper body; must provide a front view with no hats; and must be taken against a plain background. As will be detailed later, as part of the enrollment procedure, you will be required to upload the same photo you submitted with your application. Therefore, please keep the file of the submitted photo until you complete the enrollment procedure.

### NOTE:

- 1) Photos taken wearing scarves and sunglasses will not be accepted. A head piece will not be permitted except for medical or religious reasons.
- 2) The photo will be used for identity verification on the day of the interview. We do not accept unclear photos such as snapshots or photos that make it difficult to identify the pictured individual or verify their identity owing to differences in hairstyle, etc.
- 3) Please do not post-process or retouch the face portrait photo.
- 4) Photographs taken and printed by individuals themselves using smartphones, etc., will not be accepted. Be sure to take an ID-quality photo (photo taken at an instant photo booth is acceptable).
- 5) During the enrollment procedure, you will be required to upload a photo for your student ID card separately. Please use the same photo you submitted with your application. Please note that the photo uploaded during the enrollment procedure will be used as personal information in various student web portal services, and for identity verification in various on-campus procedures.

## 11. 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.

## 12. 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.

### STEP 3 Pay the Screening Fee

Pay the screening fee during the following designated period.

#### Timeline

Screening Fee Payment Period
January 7 (10:00 AM) to February 10 (5:00 PM), 2025

#### Screening fee

The screening fee depends on where you reside at the time of application regardless of your nationality. In some cases, overseas residents may be asked to provide documentary proof of where they live.

Place of residence at the time of application	Amount
Outside Japan	JPY 5,000
Japan	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

As a general rule, the screening fee, once paid, will not be returned. However, in the following cases, the screening fee will be refunded:

- 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 not accepted because it was incomplete or did not meet the eligibility criteria.

If any of these are applicable to you, please contact the School by the end of March 2025 via [the form](#). If the screening fee was paid by credit card, or if the refund is to be deposited into a bank account outside Japan, you will be responsible for any fees incurred in connection with the refund.

#### 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), please access the online screening fee payment website (<https://e-shiharai.net/ecard>) and complete the procedure. After completing the transaction, save the “Result” page, and upload it with your application onto TAO.

<https://www.waseda.jp/inst/admission/assets/uploads/2024/09/7cf6621da8bc143d2bd7177990aa726c.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 2025 Admission
Fourth selection	English-based Degree PG <b>[Applicant Residing Outside Japan]</b>
	English-based Degree PG <b>[Applicant Residing in Japan]</b>

**NOTE:**

- 1) This payment can be made 24 hours a day, 7 days a week, including Saturdays, Sundays, and holidays.
- 2) The payment can be made with a credit card held in the name of a person other than the applicant. However, the applicant's information must be entered in the “Basic Information” page of the screening fee payment website.

## 2. Payment via Convenience Store

**This payment method is applicable only to applicants residing in Japan.** To make a 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 make the payment at a convenience store. After making the payment, take a photo of the “Certificate of Payment of the Screening Fee,” save it and upload it onto TAO.

Check the details on the screening fee payment method from the link below:

[https://www.waseda.jp/inst/admission/assets/uploads/2024/06/TAO\\_Convenience\\_Store\\_Payment.pdf](https://www.waseda.jp/inst/admission/assets/uploads/2024/06/TAO_Convenience_Store_Payment.pdf)

**NOTE:**

- 1) This payment can be made 24 hours a day, 7 days a week, including Saturdays, Sundays, and holidays.
- 2) If a family member or acquaintance of an applicant conducts the procedure on behalf of 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/2024/05/screeningfeewaiver2024\\_en.pdf](https://www.waseda.jp/inst/admission/assets/uploads/2024/05/screeningfeewaiver2024_en.pdf)

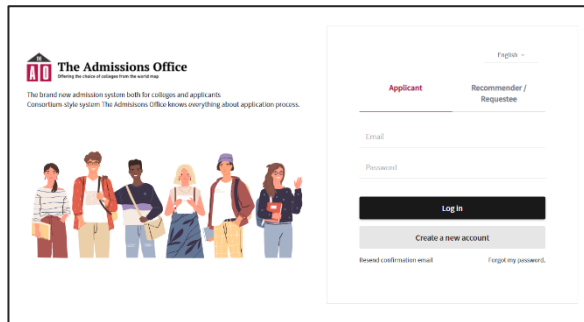
## STEP 4 Complete the Online Application

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

### Timeline

Online Application Period
January 7 (10:00 AM) to February 10 (5:00 PM), 2025

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

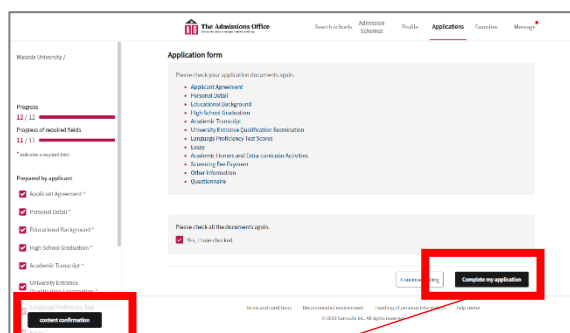


- 1) You must first create an account on TAO.
- 2) After creating your TAO account, find “English-based Degree Program 2025 September Admission” from the “Admission schemes” menu and start your application.
- 3) Follow the detailed instructions shown on the system screen as you fill out and upload the materials.
- 4) Note that Waseda University uses several other application systems for other admissions schemes. To prevent confusion, make sure that you access TAO at the above link.

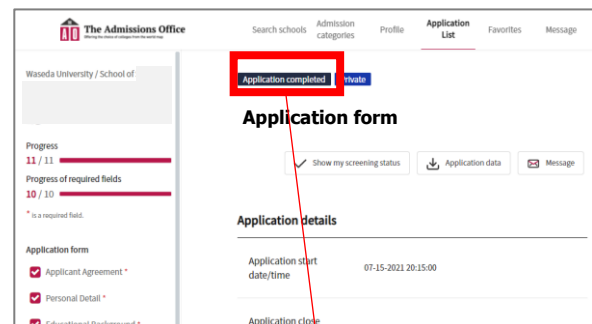
### IMPORTANT:

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. After completing your submission, you can’t modify or update any information you have entered.

\*The server might be very busy just before the deadline and it may take some time to submit your application. Please be careful and allow plenty of time to complete the application process.



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 institution 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 5 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 14, 2025

\* 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 your application documents. An invitation to an interview is not indicative of your final results (accepted or fail).

We will notify all applicants whether an interview is required by the following date via 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 14, 2025	April 18 or 19, 2025

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 join the designated online interview website 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 received an <b>unconditional offer</b> from the School.
Waitlisted	Your application has been waitlisted. The School may offer admission to a certain number of applicants during the second announcement period.
Failed	Your application was unsuccessful. You will not be able to reapply to our program during the same admission year.

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

#### TIMELINE

Event	Announcement Date	Possible Outcomes
First Announcement	April 24, 2025	<ul style="list-style-type: none"> <li>Accepted</li> <li>Waitlisted</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.

#### ► For Waitlisted Applicants

The School will contact you by e-mail during the Waitlist Confirmation period (May 7 to 12, 2025). Please follow the instructions given by the School and inform us whether or not you wish to remain on the waitlist. We will only take applicants who have responded to our waitlist offer into consideration. The final results of waitlisted applicants will be announced via TAO.

#### TIMELINE

Event	Announcement Date/Period	Possible Outcomes
Confirmation period	May 7 to 12, 2025	—
Second Announcement (for Waitlisted Applicants)	May 22, 2025	<ul style="list-style-type: none"> <li>Accepted</li> <li>Failed</li> </ul>

#### NOTE:

- 1) We will not accept any inquiries on how waitlisted applicants are chosen, where you are on the list, or your chances of getting accepted off of the waitlist.
- 2) We will not accept any additional documents or references.

## STEP 6 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

Results Announced Period	First Enrollment Procedures		Second Enrollment Procedures	
	Action 1	Action 2	Action 3	Action 4
First Round	May 13, 2025		TBA	
Waitlisted Applicants	May 30, 2025			

### 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:

	2025 Fall semester	2026 Spring semester	2026 Fall semester	2027 Spring semester	2027 Fall semester	2028 Spring semester	2028 Fall semester	2029 Spring semester
Admission Fee	200,000							
Tuition	540,500	540,500	640,500	640,500	640,500	640,500	640,500	640,500
Library Fee	250	250	250	250	250	250	250	250
Faculty Entrance Fee	2,000							
Faculty Annual Fee	750	750	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	1,500	1,500
Alumni Association Membership Fee								40,000
Total	745,000	543,000	643,000	643,000	643,000	643,000	643,000	683,000

#### 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, Library Fee, Faculty 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 Center for International Education (CIE) 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><b><u>Applicants who submitted predicted scores (e.g., IBDP, GCE/IGCE A-level, HKDSE etc.) must submit both certificates for the predicted scores and the final scores.</u></b></li> <li>For GCE/IGCE 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> </ul>	

	<ul style="list-style-type: none"> <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>Certificate of Expected Graduation is NOT required (nor accepted) for those who uploaded it during application.</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 (中国中等教育学历验证报告 issued in English)" (not the Huikao results) directly from CSSD (学信网).</li> </ul>	TBA

\*Those who have submitted the English Language Proficiency Test Scores directly sent via electronic delivery from the testing organization are not required to resubmit the result for the enrollment procedures.

### <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"> <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/IGCE A-level (e.g. Pearson Edexcel, <a href="#">AQA</a>, etc.)</li> <li>StudentTranscripts Service (STS)</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 7 Preparations for Enrollment (Scholarships, Dormitories, etc.)

### Scholarships

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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

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

- Waseda University Dormitory Desk, Student Affairs Section (Former Residence Life Center )  
<https://www.waseda.jp/inst/rlc/en/>

### Arrival in Japan and Entrance Ceremony

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The school year begins on September 21; however, orientations for the first-year students, placement tests, and other mandatory school events are scheduled in early September. Therefore, first-year 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 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 email 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 via [the inquiry form](#).

#### (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 you expect to require special care during the screening or after entering the University owing to a disability of serious medical condition, etc., please contact the School before submitting your application. If you find yourself in such a situation after submitting your application, please contact the School immediately.

#### (4) Requirements for Expected Students

If you submitted a certificate indicating that you are expected to meet the application requirements to enter Waseda University, you must submit an additional certificate indicating that you have indeed met the requirements prior to enrollment. You will not be permitted to enter Waseda University, even if you pass the screening, unless you submit the certificate confirming you have met the requirements.

### University Regulations

#### (1) Waseda University Code of Misconduct

Waseda University has established the following precautions to ensure that the admissions are administered in a strict manner, and that all applicants are screened fairly and impartially. Please carefully read the following precautions before applying.

- A. You may be deemed to have committed a dishonest act if you falsified, fabricated, plagiarized, or modified a document, material, or 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. Your application documents and screening fee will not be returned.
- 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, they 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.

In cases of misconduct that Waseda University find it vicious and serious, Waseda University may report to the police or contact the applicant's guardians, high school, etc.

**(2) Accidents/incidents owing to force majeure:**

In the event of a natural disaster—such as typhoons, floods, earthquakes, tsunamis, etc.—fires, power outages, or other force majeure accidents or transportation disruptions, measures including delaying the start and end of the admissions, etc. may be taken. However, in such an event, the University will not be liable for any inconvenience, expense, or other personal damage incurred by examinees as a result of such measures.

## Basic Policy Statements

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**(1) Handling of Personal Information**

Waseda University will use the personal information (address, name, date of birth, etc.) collected at the time of application to conduct duties relating to admissions, announcement of successful applicants, enrollment procedures, and other related work. In doing so, the University will take necessary and appropriate measures to prevent the leakage, outflow, or unauthorized use of such information. The University may outsource all or part of the above items. In such cases, the University will oblige, by contract or other means, the subcontracted entity or entities to perform necessary and appropriate management of the information. The University may inquire about the authenticity, etc., of documents, materials, theses, and information, etc., submitted to the University (hereafter "Submitted Documents") by providing them 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. Personal information that has been statistically processed, keeping individual identities confidential, will be used as material for surveys and research for the University's admission selection processes.

**(2) Collecting information on Gender and Sexual Diversity**

Waseda University collects information regarding your sex on legal documents such as family register or passport in order to conduct the admissions in an efficient matter and to carry out enrollment procedures. The information is collected only for reasonably justifiable purposes, and these cases are limited to a minimum. If your sex is marked as neither male nor female on legal documents, please contact the School via [the inquiry form](#), prior to application. 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

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Date of revision	Version	Page	What was revised
September 30, 2024	1.0	n/a	(original version)

## Contact

International Admissions Office  
Waseda University

1-6-1, Nishi-Waseda, Shinjuku-ku, Tokyo 169-8050, Japan  
TEL: +81-3-3204-9073

Business hours: 9:00 AM to 5:00 PM (Japan Standard Time), Mon. through Fri.  
(The office will be closed from December 26, 2024 to January 5, 2025)

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

Inquiry Form: <https://forms.office.com/r/vU64PnJkTZ>

Please read this Application Guide and the [FAQs](#) on our website thoroughly before making inquiries.  
Please make all inquiries via [the inquiry form](#) in order for us to keep records of all communications with our applicants.