

# Application Guide for September 2025 Entry

## Admission by Change of Major

### School of Political Science and Economics

#### WASEDA UNIVERSITY

#### Version 1.0

- Please note this Application Guide provides information on the **Admission by Change of Major** within the School of Political Science and Economics (SPSE) English-based Degree Program at Waseda University.
- Please read this Application Guide thoroughly before making inquiries to our office.
- Please make all inquiries by e-mail to [spse-edp@list.waseda.jp](mailto:spse-edp@list.waseda.jp) in order for us to keep records of communication 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 regardless of nationality.

### ADMISSION POLICY

[https://www.waseda.jp/fpse/pse/assets/uploads/2019/10/2019\\_EDP\\_StudyGuide.pdf](https://www.waseda.jp/fpse/pse/assets/uploads/2019/10/2019_EDP_StudyGuide.pdf)

### DEGREE PROGRAMS

- B.A. in Political Science
  - B.A. in Economics
  - B.A. in Global Political Economy
- \* Each applicant is allowed to apply for only one of the degree programs above. You cannot change the degree program you are applying to once your application has been submitted.
- \* Be sure to read the descriptions of the degree programs on the School website before making your choice.

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

### LANGUAGE OF INSTRUCTION

English

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

### TIME OF MATRICULATION

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

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

### NUMBER OF STUDENTS TO BE ADMITTED

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

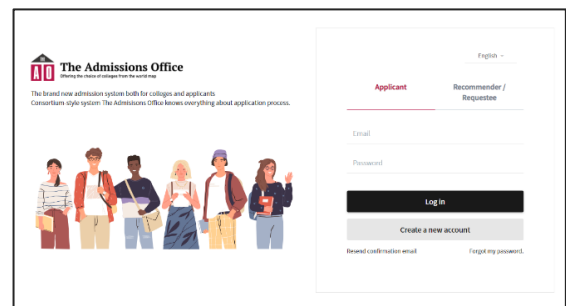
- \* There is no quota or target for international students of particular nationalities.
- \* There is no specific quota across the different degree programs listed above.

### APPLICATION METHODS

The application process is to be completed via the online application system, “The Admissions Office.”  
(Hereinafter referred to as “TAO”)

TAO (The Admissions Office)

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



### SCREENING METHODS

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

## ELIGIBILITY

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

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

- (1) Students who entered the School of Political Science and Economics through Admission by Transfer (from another university) or Change of School cannot apply for Change of Major.
- (2) Admission will be revoked if applicants fail to obtain a total of 30 credits or more towards graduation by September 20, 2025 from the major they currently belong to.

## TIMELINE

Application	Schedule
Application Period	June 2 (10:00 AM) to June 9 (5:00 PM), 2025
Notification of Examinee Number	June 12, 2025
Interview (if required)	June 17 to June 20, 2025
Results Announcement	June 26, 2025



Enrollment Procedures	Schedule
First Enrollment Procedures	(See below)
Action 1: Fee Payment	By July 10, 2025
Second Enrollment Procedures	(See below)
Action 2: Online Registration	TBA
Enrollment Date	September 21, 2025

## STEP 2 Prepare the Application Documents

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

### Application Documents

Document	Who should submit	Reference
1. Essay	Applicant	P. 6
2. Screenshot of Grade Report and Credit Report		
3. Current Course Registration		
4. Applicant's Photo		
5. Proof of Payment		P. 7

#### 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 or having their official versions sent by e-mail from the issuing organization. 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. 13, "STEP 6: Complete the Enrollment Procedures".

##### 2) Applicant's name on certificates

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

##### 3) Language specification

Certificates issued in English are accepted.

##### 4) Meeting the deadline

All application materials, including ones directly sent from other institutions, must 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 electronic scores). To check whether your documents have been received or not, contact the examination board, or other appropriate offices.

## 1. Essay

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

*Write an essay of around 1,000 words that explains why you want to change majors within the School of Political Science and Economics of Waseda University. In particular, describe the reasons for your selected degree (political science, economics, or global political economy) and your plans for using what you learn in the future. Your essay should reflect your own personal perspectives and experiences.*

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) Typed 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.

### NOTE:

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

## 2. Screenshot of Grade Report and Credit Report

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

## 3. Current Course Registration

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

## 4. Applicant's Photo

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.

## 5. Proof of Payment

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

### STEP 3 Pay the Screening Fee

Pay the screening fee during the following designated period.

#### Timeline

Screening Fee Payment Period
June 2 (10:00 AM) to June 9 (5:00 PM), 2025

#### 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

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 via e-mail by the end of July 2025. 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 procedures. After completing the transaction, save the “Result” page, and upload it with your application on 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	Admission by Change of Major JPY 30,000

### 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 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.



## 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 12, 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 along with the schedule by the following date via e-mail. Note that the interview schedule cannot be changed once decided by the School.

Notification Date	Interview Schedule
June 12, 2025	June 17 to 20, 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. Results Announcement

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There are two possible outcomes of your application results:

Accepted	Your application was successful, and you received an <b><u>unconditional offer*</u></b> from the School.
Failed	Your application was unsuccessful. You will not be able reapply to our program during the same admission year.

**\*If you do not obtain more than 30 credits in your current major by September 20, 2025, your admission will be revoked.**

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

Announcement Date	Possible Outcomes
June 26, 2025	<ul style="list-style-type: none"><li>• Accepted</li><li>• Failed</li></ul>

**NOTE:**

- 1) We will not accept any inquiries regarding application results.
- 2) Enrollment documents will be sent to successful applicants via e-mail after the above announcement dates.

## 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: Complete online registration

### TIMELINE

First Enrollment Procedures	Second Enrollment Procedures
Action 1	Action 2
Complete by July 10, 2025	TBA

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

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

### Admissions by Change of Major: School Expenses and Other Fees

	2025 Fall semester	2026 Spring semester	2026 Fall semester	2027 Spring semester	2027 Fall semester	2028 Spring semester
Admission Fee						
Tuition	640,500	640,500	640,500	640,500	640,500	640,500
Library Fee	250	250	250	250	250	250
Faculty Annual Fee	750	750	750	750	750	750
Student Health Promotion Mutual Aid Association Membership Fee	1,500	1,500	1,500	1,500	1,500	1,500
Alumni Association Membership Fee						40,000
<b>Total</b>	<b>643,000</b>	<b>643,000</b>	<b>643,000</b>	<b>643,000</b>	<b>643,000</b>	<b>683,000</b>

#### 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.
- (2) If you have been accepted by one of the undergraduate schools at Waseda University and completed payment of Admission Fees,

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

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

### Second Enrollment Procedures - Action 2: Complete online registration

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

## STEP 7 Credit Transfer

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

## COMMON NOTES

### Notes on Application

#### (1) Communication Method

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

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

#### (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 Prospective 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 revocation of admission, 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 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
March 6, 2025	1.0	n/a	(Original version)

## Contact

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Waseda University

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

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Please read this Application 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.