

Application Guide for September 2026 Entry

Admissions by Change of Major

School of Political Science and Economics

WASEDA UNIVERSITY

Version 1.0

- Please note this Guide provides information on the **Admissions by Change of Major** within the School of Political Science and Economics (SPSE) English-based Degree Program at Waseda University.
- Please read this Guide thoroughly before making inquiries to our office.
- Please make all inquiries via 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).

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STEP 1 Understand the Basic Admission Scheme

Hereinafter, the School of Political Science and Economics will be referred to as “the School”.

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 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 Admissions 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).

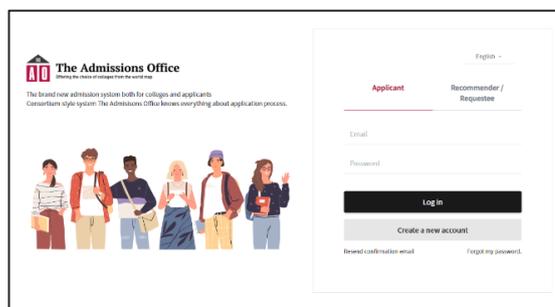
- * There is no specific quota across the different degree programs listed above.

APPLICATION METHODS

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

TAO

<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 Admissions 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, 2026 from the major they currently belong to.

TIMELINE

Application	Schedule
Application Period	June 1 (10:00 AM) to June 8 (5:00 PM), 2026
Notification of Examinee Number	June 11, 2026
Interview (if required)	June 16 to June 19, 2026
Results Announcement	June 25, 2026



Enrollment Procedures	Schedule
First Enrollment Procedures	(See below)
Action 1: Fee Payment	By July 9, 2026
Second Enrollment Procedures	(See below)
Action 2: Online Registration	TBA
Enrollment Date	September 21, 2026

STEP 2 Prepare the Application Documents

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

Application Documents

Document	Who should submit	Reference
1. 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) **Applicant's name on documents**

Note that all the documents must be issued under your legal name written in English alphabet on your passport.

2) **Language specification**

Documents issued in English are accepted.

3) **Meeting the deadline**

All application documents 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).

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 is a chance to explain yourself to the School and should be completed by yourself. Using generative AI to create this document 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

Submit 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 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.

You will be deemed to have committed misconduct if you falsify, fabricate, or modify any documents, including post-processing or retouching the face portrait photo submitted in your application.

5. Proof of Payment

Submit 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 1 (10:00 AM) to June 8 (5:00 PM), 2026

Screening fee

Amount
JPY 30,000

* 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 July 2026 via e-mail. 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/2025/08/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 2026 Admissions
Fourth selection	Admissions 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, 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/2025/07/202507TAO_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 4 Complete the Online Application

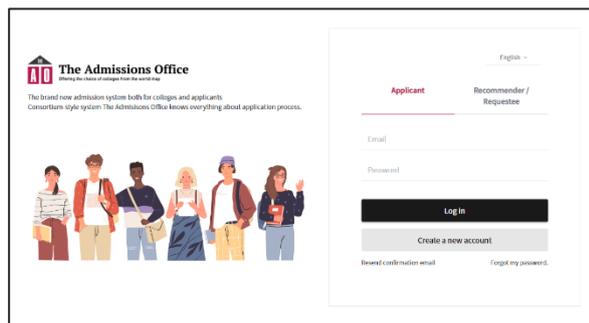
Submit your application through “The Admissions Office (TAO),” the online application system, during the following designated periods.

Timeline

Application Period
June 1 (10:00 AM) to June 8 (5:00 PM), 2026

TAO (The Admissions Office) Link for Application:

https://admissions-office.net/ja/applicant/university_recruitments/12285

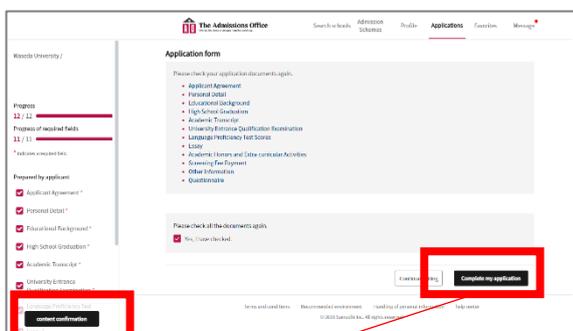


- 1) You must first create an account on TAO.
- 2) After creating your TAO account, begin your application through the link listed above. Note that your application must be submitted through the designated URL. DO NOT apply directly through the TAO home page as the application form for Admissions by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

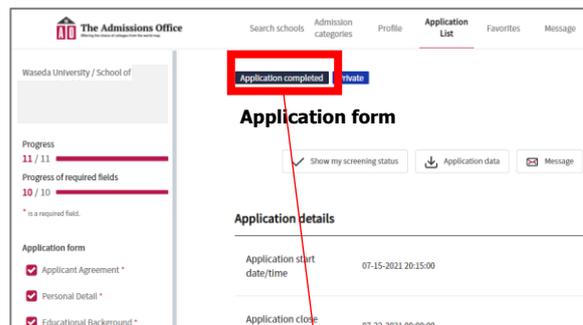
IMPORTANT:

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 documents that arrive after the deadline will not be accepted under any circumstances, even if they are sent to the 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 11, 2026

* 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 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
June 11, 2026	June 16 to 19, 2026

The interview will be conducted through an online interview system. Applicants are responsible for arranging a proper online interview environment, including a quiet and private setting, an appropriate device (PC recommended), and a solid internet connection. Note that recording by anyone other than Waseda University is strictly prohibited.

The interview may be cancelled if the applicant:

- Did not respond to our interview schedule notification
- Did not join the designated online interview system 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 two possible outcomes of your application results:

Accepted	Your application was successful, and you received an unconditional offer* 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 at least 30 credits in your current major by September 20, 2026, 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 25, 2026	<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 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 have completed the First Enrollment Procedures

- Action 2: Complete online registration

TIMELINE

First Enrollment Procedures	Second Enrollment Procedures
Action 1	Action 2
Complete by July 9, 2026	TBA

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

The Tuition 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.

Fees are subject to change.

Admissions by Change of Major: School Expenses and Other Fees

	2026 Fall semester	2027 Spring semester	2027 Fall semester	2028 Spring semester	2028 Fall semester	2029 Spring semester
Enrollment 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
Total	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 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 Tuition and other fees. Tuition 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, Tuition 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 a 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 Tuition and other fees 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 Tuition and other fees for the first semester to you.
- (2) 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 address registered on TAO. This will occur when notifying incomplete documents, examinee number, interview invitation and enrollment procedures, etc.

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

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

(2) Change in Contact Information

If there is any change of e-mail 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.

University Regulations

(1) Waseda University Code of Misconduct

Waseda University is committed to conducting its entrance examinations with the utmost integrity and to maintaining an appropriate testing environment that ensures all applicants can take the examination fairly and impartially. Please read the following precautions carefully before taking the entrance examination, and approach the examination with sincerity and seriousness.

- A. You will be deemed to have committed misconduct if you falsify, fabricate, plagiarize, or modify any documents, materials, or information submitted in your application.
- B. Your actions will be considered dishonest if you take the interview for another examinee, if another person takes the interview in your place, or if you conduct other acts impairing the fairness and impartiality 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. Any falsification, fabrication, plagiarism, modification, etc., of documents, materials, or information (hereafter "Submitted Documents") submitted to the University at the time of application will be considered misconduct. To verify the authenticity and related matters of Submitted Documents, the University may provide such documents to the issuers, providers, or thesis/dissertation review bodies and make inquiries with them. 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 will be taken if a dishonest act is identified:

- 1) The applicant will 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 revocation of admission, in accordance with the University's rules and regulations.

In cases of misconduct that Waseda University finds vicious and serious, the 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

(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, thesis/dissertation, 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

For the sake of administering entrance examinations in an efficient manner and carrying out enrollment procedures, Waseda University collects information regarding your sex on legal documents such as family register or passport. 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 e-mail, 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

Date of revision	Version	Page	What was revised
March 5, 2026	1.0	n/a	(Original version)

Contact

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

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