

Application Guide for September 2027 Entry

AO Admissions

School of Political Science and Economics

WASEDA UNIVERSITY

version 1.0



- Please read this Guide, the [“List of Application Documents by Education System.”](#) and the [FAQs](#) on our website thoroughly before making inquiries to our office.
- Please make all inquiries [via the form](#) in order for us to keep records of all communications with our applicants.
- All dates and times stated in this Guide are in Japan Standard Time (JST).

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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/en/about/degrees/#anc_7

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 School does not admit transfer students.

NUMBER OF STUDENTS TO BE ADMITTED

Approximately 100 students

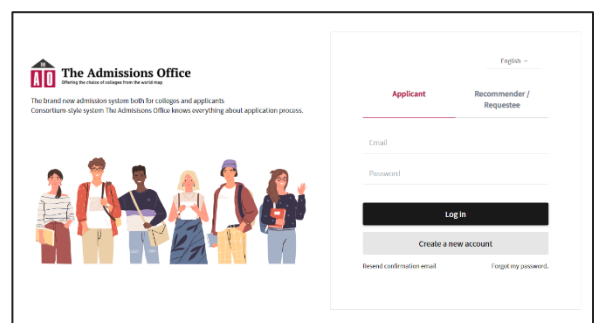
- * There is no quota or target for international students of particular nationalities.
- * There is no specific quota across the different degree programs listed above.

APPLICATION METHODS

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

TAO

<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:^(a)
1. You have completed or are expected to complete secondary education and formal school education for 12 or more years outside Japan.^(b)
 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.^(c)
 3. You have completed or are expected to complete formal school education at a foreign school in Japan designated by MEXT^(d) as equivalent to a high school in Japan.^(e)
 4. You have obtained or are expected to obtain one of the following qualifications: International Baccalaureate Diploma, Baccalauréat, Abitur, 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.^(f)
 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.^{(a)(g)}
- E. You are 18 years old or older as of the expected enrollment date, AND you have passed, or are scheduled to pass by the expected enrollment date, the high school equivalency examination given by MEXT.
- F. You are 18 years old or older as of the expected enrollment date, AND you are recognized individually by the School as having met the requirements equivalent to D or E above.

(a) There is no minimum age requirement if you meet 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 received 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 country other than Japan.

(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 (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 (in Japanese)
- (g) College preparatory courses designated by MEXT
https://www.mext.go.jp/a_menu/koutou/shikaku/07111314/001.htm (in Japanese)
- (h) 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 3rd 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 (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 would like to verify your eligibility, contact the School and submit designated documents at least 3 weeks before the application deadline. Applicant’s eligibility will be reviewed based on the submission of designated documents and inquiries regarding application eligibility will not be addressed over the phone or in person.

TIMELINE

Event	Schedule
Online Application Period	January 7 (10:00 AM) to January 28 (5:00 PM), 2027
Notification of Examinee Number	April 13, 2027
Interview (if required)	April 16 or 17, 2027



Announcement Period	First Announcement	Second Announcement (For Waitlisted Applicants)
Results Announcement	April 22, 2027	May 21, 2027*
First Enrollment Procedures	(see below)	
Action 1: Fee Payment	By May 10, 2027	By May 28, 2027
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, 2027	

*Waitlist Confirmation period (for waitlisted applicants only): May 6 to 10, 2027

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 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 ^(a)	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 ^(b)	
5.	English Language Proficiency Test Score ^(a)	TOEFL iBT	P. 10
		IELTS (Academic/for UKVI Academic)	
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 ^(c)	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 documents 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_3RfoKkU7TDJTAt0).

(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 documents

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, upload documentation with your passport in the Personal Details section on TAO 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), or by a translation agency/office officially approved by the government.

4) Meeting the deadline

All application documents, 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 electronic scores). Verify on your own that the procedure for having the score report sent directly from the testing organization has been properly completed.

1. Proof of Applicant Eligibility

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 CHSI (学信网). Verification Report must include your legal name in alphabet and verification QR code. Only report issued by CHSI will be considered valid. Huikao results are used only for the purpose of reviewing applicants' eligibility. Note that documents issued by CHSI (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 CHSI (学信网) as a part of our enrollment procedures.

2. Academic Transcript

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 of your high school enrollment.
- 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 have graduated from your school, submit the academic transcript issued on or after the graduation date.
- 5) 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]

- 6) If you have been enrolled in a school for 6 months or more but are unable to submit grades for that period, submit a support letter of explanation issued by the school. (If you have been enrolled for less than 6 months, a support letter is not required.)

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
· SAT · ACT · IBDP Final Grades	· Arrange to have your score reports directly sent from College Board, ACT Inc., or IBO (If sent by other means, they will be considered invalid). · The Waseda University Code: [SAT: 0837] [ACT code: 5473] [IB code: 00549] · All Waseda University’s English-based 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. · To check whether your scores have been received, contact the test board directly.
· IBDP Predicted Grades · Republic of Korea: CSAT · Others	· Upload a PDF version of the certificate by yourself on TAO. · The certificate must show your legal name in alphabet, date of birth, official name of the issuing authority, and issuance date. · 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. (https://wasedaunivcampus.au1.qualtrics.com/jfe/form/SV_3RfoKkU7TDJTAt0)
· GCE/IGCE A-level	· Upload a PDF version of the certificate by yourself on TAO. · The certificate must show your legal name in alphabet, date of birth, official name of the issuing authority, and issuance date. · For the final grades, the certificate must be issued by the Examination Board. · For the predicted grades, the certificate must be issued by educational institutions which follows GCE/IGCE A-level curriculum. The prescribed format should be used. In case your high school is unable to use the prescribed format, please make sure that your document includes the predicted grades, examination boards, examination series, test centre codes, and subject codes.

	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. (https://wasedaunivcampus.au1.qualtrics.com/jfe/form/SV_3RfoKkU7TDJTAt0)
· China: Gaokao	- Upload a PDF version of "Verification Report of China College Admission Examination Scores" issued in English by CHSI (学信网) on TAO. Verification Report must include your legal name in alphabet and Verification QR code. - After admitted, you will be asked to send English version of "Verification Report of China College Admission Examination Scores" directly from CHSI (学信网) as a part of our enrollment procedures. - Only report issued by CHSI will be considered valid.

NOTE:

- 1) **Test scores, including those directly sent by the testing organization, must arrive by the application deadline.** Arrival prior to the application period is acceptable.
- 2) We do NOT superscore. If you have taken the test multiple times, **choose your best score (the sitting with the highest total score)** and enter that information.
- 3) 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	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. (However, we offer a grace period for some standardized test scores. Please check the "List of Application Documents by Education System" to see if this applies to your country)
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 " List of Application Documents by Education System ."

* If you have any issues taking an examination due to unavoidable circumstances, please contact the School via e-mail (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: February 1, 2025.

Submission Method

Test	How to submit
TOEFL iBT	· Arrange to have your score directly sent from ETS. Waseda University Code: [9342] · TOEFL iBT Home Edition is not acceptable. · “MyBest Scores” is not acceptable.
IELTS (Academic/for UKVI Academic)	· 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 · IELTS Indicator and IELTS Online are not acceptable. · IELTS One Skill Retake is not acceptable.

* If you have any issues taking an examination due to unavoidable circumstances, please contact the School via e-mail (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) Verify on your own that the procedure for having the score report sent directly from the testing organization has been properly completed.
- 4) For TOEFL iBT and IELTS (Academic/for UKVI Academic), all Waseda University’s English-based 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 language proficiency test scores is exempted only for:

- (1) applicants whose first language^(a) 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.

(a) We use the term “first language” to refer to the language in which the applicant has the greatest proficiency and/or which they use most often.

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

6. Essay

Applicants are required to answer the following four questions within 100-200 words each. **These answers are of particular importance in the document screening process.**

- 1. Why do you want to study at the School of Political Science and Economics at Waseda University?*
- 2. Which course or specific topic do you look forward to the most, and why?*
- 3. Describe how politics or economics has impacted your life or your community.*
- 4. Please complete the following sentence: I stand out from my peers because ...*

Your essay is a chance to explain yourself to the School and should be completed by yourself. Using generative AI to create this document and presenting it 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 Honors and Activities" 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 Honors and Activities," 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

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)

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.

Example of Acceptable Scan

- The image covers the entire page with your photo and personal information.
- All the details are clear and readable.
- The image includes the Machine-Readable Zone (MRZ) at the bottom.



Machine-Readable Zone(MRZ)→

10. 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 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 or special permanent resident certificate. If you have a status of residence in Japan but do not have a residence (Zairyu) card because of the visa status (Ex, Diplomatic/ Official Visa), upload a scanned copy of the page in passport with your Japan entry visa.

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 January 28 (5:00 PM), 2027

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 10,000
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 will not be refunded. However, in the following cases, the screening fee alone will be refunded in full or in part. If any of these are applicable to you, please contact the School by the end of April 2027 via [the form](#).

- 1) You paid the screening fee but did not submit the application documents.
- 2) You paid the screening fee but submitted the application documents after the deadline.
- 3) 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 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 method

Payment by Credit Card via Flywire

To make a payment by credit card, access Flywire payment portal from “Payment/Proof of Payment” section of “The Admissions Office (TAO)”, the online application system, and complete the required procedures.

After completing the transaction, save the “Payment Tracking” Page in PDF/JPEG/PNG format and upload it with your application on TAO.

How to make a payment

- 1) Payment is normally approved within 1–3 minutes, but additional security verification may delay approval for up to several days. Please complete your payment well in advance of the application deadline. All required application procedures must be completed before the deadline. Applications that are not completed by the deadline will not be considered submitted.
- 2) If a family member or acquaintance of an applicant conducts the procedure on behalf of an 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.

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

https://www.waseda.jp/inst/admission/assets/uploads/2025/07/screeningfeewaiver2025_en.pdf

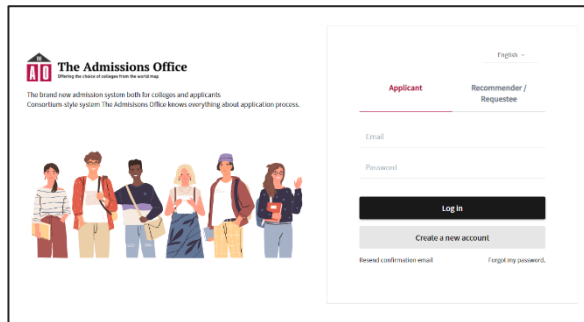
STEP 4 Complete the Online Application

Submit your application through TAO, the online application system, during the following designated periods.

Timeline

Online Application Period
January 7 (10:00 AM) to January 28 (5:00 PM), 2027

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

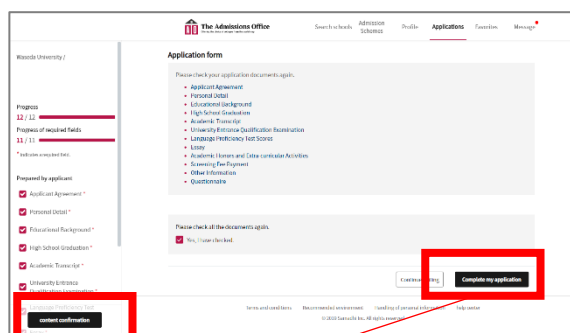


- 1) You must first create an account on TAO.
- 2) After creating your TAO account, find “English-based Degree Program 2027 September Admission” from the “Admission Schemes” menu and start your application.
- 3) Follow the detailed instructions shown on the system screen as you fill out and upload the documents.
- 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.

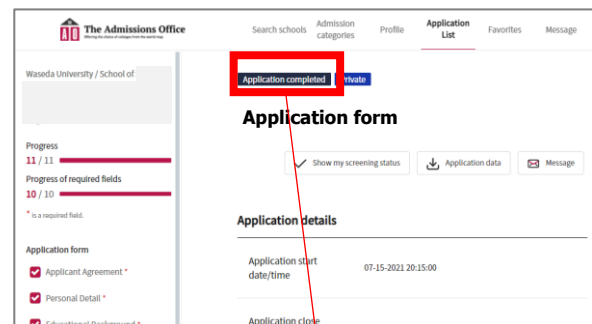
IMPORTANT:

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 documents 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 13, 2027

* 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 13, 2027	April 16 or 17, 2027

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 three possible outcomes of your application results:

Accepted	Your application was successful, and you received an unconditional offer 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.

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 22, 2027	- Accepted - Waitlisted - Failed

NOTE:

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

► For Waitlisted Applicants

The School will contact you by e-mail during the Waitlist Confirmation period (May 6 to 10, 2027). 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 6 to 10, 2027	—
Second Announcement (for Waitlisted Applicants)	May 21, 2027	- Accepted - Failed

NOTE:

- 1) We will not accept any inquiries about how waitlisted applicants are chosen, where you are on the list, or your chances of getting accepted from 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 Registration Fee, Tuition, and other fees
- Action 2: Submit visa-related documents

*The registration fee will be credited toward the enrollment fee for students who enroll.

- **Second Enrollment Procedures:** Details will be announced to those who have 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 Announcement	By May 10, 2027		TBA	
Second Announcement (for Waitlisted Applicants)	By May 28, 2027			

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

The Registration Fee, Tuition, and other fees for the first semester must be paid within the period designated above. If you do not complete the payment on time, your enrollment will be invalid. Detailed instructions on payments will be sent to successful applicants. Fees are subject to change.

AO Admissions School Expenses and Other Fees:

	2027 Fall semester	2028 Spring semester	2028 Fall semester	2029 Spring semester	2029 Fall semester	2030 Spring semester	2030 Fall semester	2031 Spring semester
Registration 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, Tuition and other fees include Tuition, Library Fee, Faculty Annual Fee, and Waseda University Student Health Promotion Mutual Aid Association Fee (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 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 (not the Registration Fee) to you.
- (2) If you have been accepted by one of the undergraduate schools at Waseda University and completed payment of Registration Fee, and Tuition 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, your Registration Fee will be refunded.
- (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.

Notice on Japan Pre-Entry Tuberculosis Screening (JPETS)

Applicants who hold nationality from the **Philippines / Vietnam / Indonesia / Nepal / Myanmar / China** are required to submit the "Tuberculosis (TB) Clearance Certificate" in addition to the normal Certificate of Eligibility (COE) application documents to prove that you are not infected with TB. The date this rule takes effect differs depending on your nationality, so please be sure to check the details from the following document if you are eligible.

<https://www.waseda.jp/inst/cie/news/40765>

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	· Must include the same contents as in the documents you submitted during application.	TBA
Standardized Test Score	· Must be the same contents as in the documents you submitted during application. · Applicants who submitted SAT, ACT, or IBDP final grades during	

	application are NOT required to send certificates again. · <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> · For GCE/IGCE A-level final grades: - Cambridge Assessment International Education: Submit score certificates issued by the Examination Board by yourself. Photocopies are acceptable. The School will verify their authenticity with Cambridge, so there is no need for you to have them sent directly to us. - Other Examination Boards (e.g., Pearson Edexcel, AQA, etc.): Arrange to have your score certificates directly sent from the examination boards. · Applicants who submitted Gaokao must submit English version of "Verification Report of China College Admission Examination Scores" directly from CHSI (学信网).	
Certificate of Graduation	· Must show that you have actually graduated from the school. · Certificate of Expected Graduation is NOT required (nor accepted) for those who uploaded it during application. · 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 CHSI (学信网).	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	We accept: - An "original" document: One with stamp, seal, watermark, or signature of the issuer on ALL pages. - A "certified" document: Copy of the original document that has been deemed equivalent to the original with an official seal from the issuing institutions (e.g., a high school) or another institution (e.g., a notary public). A simple photocopy is NOT acceptable. If your documents are sealed in an envelope by the institution, do NOT open it, as it may lose its validity once opened.
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	Arrange to send via: - National Student Clearinghouse - Parchment Exchange - CHSI (中国高等教育学生信息网(学信网)) - OpenCerts (Singapore) - International Baccalaureate Organization - Examination Boards of GCE/IGCE A-level (e.g. Pearson Edexcel, AQA, etc.) - StudentTranscripts Service (STS)
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[Send to] Postal Mail: Waseda University

School of Political Science and Economics Administrative Office

Admissions Team

10th floor, Bldg. No.3, 1-6-1, Nishi-Waseda, Shinjuku-ku, Tokyo 169-8050, Japan

E-mail / Digital Credential Service: 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

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

Students can also apply for scholarships after enrolling at the university. Further information on scholarships will be included in the enrollment guide or orientations.

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

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

Dormitories

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

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

Arrival in Japan and Entrance Ceremony

The school year begins on September 21; however, mandatory school events may be 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 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 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 or telephone number, send an e-mail from your registered e-mail address to the School.

(3) Reasonable Accommodation

If you expect to require reasonable accommodation during the entrance examination or after entering the University owing to a disability of serious medical condition, etc. or if a serious injury or illness is expected to affect your ability to take the entrance examination, 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 below precautions before applying.

- A. You will be deemed to have committed a misconduct if you falsify, fabricate, plagiarize, or modify any documents, materials, or information submitted in your application. In such a case, any decision taken regarding your application may later be invalidated and your application documents will not be returned and the screening fee will not be refunded.
- 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 will not be returned and the screening fee will not be refunded.
- 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 (hereinunder, "Submitted Documents") by providing said Submitted Documents to the issuers, providers, theses review entities, etc. By submitting or providing the Submitted Documents to the University, the applicant agrees to the University's right to make such inquiries.
- E. In addition, the following responses will 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 refunded.
 - 2) The results of all admissions taken by the applicant at Waseda University during the year will become invalid.

If, after enrollment, students are 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 it vicious and serious, Waseda University may report to the police or contact the dishonest individual'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 discharge 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

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 [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>

(3) Notice Regarding the Prevention of Sexual Violence against Children Act

Students participating in teaching practicums and other child-related educational or research activities may be required to complete a criminal background check in accordance with the Prevention of Sexual Violence against Children Act. Depending on the results of the criminal background check, students may not be eligible to participate in such activities.

Revision History

Date of revision	Version	Page	What was revised
September 28, 2026	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 25, 2026 to January 5, 2027)

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

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

Please read this 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.