



For September 2018 Entrance

# Waseda University

School of Fundamental Science and Engineering  
School of Creative Science and Engineering  
School of Advanced Science and Engineering

## International Program School/Department Transfer Application Guidelines for 2<sup>nd</sup>/3<sup>rd</sup>-year

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# I . Outline of Examination

## 1. Schools and Departments Accepting Applications, Screening Method and Application Requirements

(1) School/Department Transfer for 2<sup>nd</sup>-year : Schools of Fundamental/Creative/Advanced Science and Engineering (13 Departments in total)

School	Department	Screening Method
School of Fundamental Science and Engineering	Department of Mathematics Department of Applied Mathematics Department of Computer Science and Engineering Department of Communications and Computer Engineering Department of Electronic and Physical Systems	Interview
School of Creative Science and Engineering	Department of Modern Mechanical Engineering Department of Civil and Environmental Engineering	
School of Advanced Science and Engineering	Department of Physics Department of Applied Physics Department of Chemistry and Biochemistry Department of Applied Chemistry Department of Life Science and Medical Bioscience Department of Electrical Engineering and Bioscience	

### 【Application Requirements】

- ① Applicants must be enrolled in the first year of one of the international programs at the undergraduate schools of Fundamental/Creative/Advanced Science and Engineering.
- ② Applicants must have earned 27 credits from the required courses in Group A and B allocated in the 1<sup>st</sup> year.

\*“School/department Transfer for 2<sup>nd</sup>-year examination” refers to an examination for 1<sup>st</sup>-year students who wish to transfer to a different school or department when they advance to the 2<sup>nd</sup> year. Students who are not in the 1<sup>st</sup> year are not allowed to apply for the exam. 2<sup>nd</sup>-year students who are recognized as 1<sup>st</sup>-year students due to leaves of absence or study abroad are eligible to apply. In that case, his/her enrollment period at the university must be one year or more but no more than two years as of September 21, 2018.

\*Please note that only students in the School of Creative or Advanced Science and Engineering are allowed to apply for examination for transfer to the 2<sup>nd</sup> year in the School of Fundamental Science and Engineering.

\*Students are not allowed to transfer to any school/department in the “Japanese-based program”.

(2) Department Transfer for 3<sup>rd</sup>-Year : 5 Departments at the School of Fundamental Science and Engineering

School	Department	Screening Method
School of Fundamental Science and Engineering	Department of Mathematics Department of Applied Mathematics Department of Computer Science and Engineering Department of Communications and Computer Engineering Department of Electronic and Physical Systems	Interview

\* Students are NOT allowed to transfer to the School of Creative / Advanced science and Engineering in the 3rd year.

### 【Application Requirements】

- ① Applicants must be enrolled in the international programs in the School of Fundamental Science and Engineering.
- ② Applicants must be in the 1<sup>st</sup> year AFTER advancing to the department. Those who are recognized as 1<sup>st</sup>-year student at the department due to leave of absence or study abroad are eligible to apply for the examination. In that case, the students' enrollment period at the department must be one year or more but no more than two years as of September 21, 2018.
- ③ Applicants must have earned all credits from the required courses allocated in the 1st year.

\*"Department Transfer for 3<sup>rd</sup>-year examination" refers to an examination for the students in the 1<sup>st</sup> year at the department who wish to transfer to a different department.

\*Students are allowed to transfer to other departments only within the School of Fundamental Science and Engineering.

(Students in the School of Creative/Advanced Science and Engineering are not allowed to transfer to the School of Fundamental Science and Engineering.)

\*Students are not allowed to transfer to any school/department in the "Japanese - based program".

**\*Individual application qualifications will be announced as follows:**

**Place: A notice board at the Center for Science and Engineering, 1st floor of Bldg.51, Nishi-Waseda Campus.**

**Email: We will inform you of the details by e-mail.**

**Date and Time: 10 a.m. Thursday, August 30, 2018**

\*Screening fee will be refunded if you are NOT qualified.

## 2. Number of Students to be admitted

A few for each Department

If a physical disability requires special consideration when taking the examination or studying at Waseda University, please be sure to notify the office of International Program School/Department Transfer Examination at [undergraduate@sci.waseda.ac.jp](mailto:undergraduate@sci.waseda.ac.jp).  
If a serious illness or injury makes it difficult for you to take the examination, or if you find yourself in such a situation after submitting your application, promptly notify us.

## II. Application

### 1. Application Period

**Monday, July 16, 2018 through Friday, July 20, 2018**

※Office hours are 9:00-17:00 except on Sundays and Holidays. Please submit the document during this time if you want to bring it in person.

※Application documents must be delivered to our office via postal mail by the last day of the application period.

### 2. Application Procedures

(1) Payment of screening fee

① Screening Fee : **30,000 yen**

A screening fee of 30,000 yen is required to apply for the admission. Please be sure to pay the screening fee during the designated period (Monday, July 16, through Friday, July 20). Applications cannot be accepted unless the screening fee is paid.

② Payment of screening fee:

**A. Payment by credit card, China Union Pay, or Alipay (online payment) (Payment from both inside and outside of Japan accepted)**

- Please access the online screening fee payment website (<https://e-shiharai.net/ecard>) and complete the required procedure before you apply for the admission. In the “Category Selection” page of the website, make your selections as follows:

First Selection	English-based Degree Program
Second Selection*	* <u>Select the school to which you are applying</u> School of Fundamental Science and Engineering School of Creative Science and Engineering School of Advanced Science and Engineering
Third Selection	September 2018 Admission
Fourth Selection	IPSE Admissions for Transfer

- After completing the transaction, print out the “Result” page, and clip it to the Application Form, and enclose it with your other application documents. For more details, see the instructions on the separate sheet.
- The payment can be made anytime, 24 hours.
- You can make a payment with a credit card held in the name of a person other than yourself. However, please **make sure to enter your personal information in the “Basic Information” page of the website.**

## B. Payment at a convenience store (Payment in Japan only)

To make a payment at a convenience store (Lawson, Seven-Eleven, Family Mart, Circle K Sunkus, MINISTOP) first you must complete the designated application procedure in advance by accessing the “screening fee convenience store payment site” (<http://e-shiharai.net/>) on the Internet using a PC or cell phone. After completing the application, pay at a convenience store, detach the “Certificate of Payment of the Screening Fee” on the Screening Fee Handling Description, paste it on the designated space (for “Screening Fee Payment Certificate”) on the Application Form, and submit it. Check the details on screening fee payment method on the separate sheet.

- The payment can be made anytime, 24 hours. However, please note that the application procedure via the website will end at 11:00 pm and payment at a convenience store will end at 11:30 pm on the last day of the payment period July 20, 2018
- **If a family member or acquaintance of an applicant conducts the procedure on your behalf, please make sure that the information entered is that of the applicant.**

\* When paying for the screening fee in Japan, it can only be paid at convenience stores above in principle. If you cannot make the payment from a convenience store for any other reason, please consult us (e-mail: [undergraduate@sci.waseda.ac.jp](mailto:undergraduate@sci.waseda.ac.jp)).

\*As a general rule, application documents and screening fee are not returned. However, a full screening fee will be returned if you fall into one of the second, third, or fourth category below. The amount paid in excess will be refunded if you fall in to the first category.

- You paid in excess of the amount of screening fee required.
- You paid the screening fee but failed to submit the required application documents.
- You paid a screening fee but submitted the application documents after the deadline.
- You paid a screening fee and submitted the application documents, but your application was rejected before screening due to the following reasons.
- The submitted application materials are not complete enough to meet the application requirements.
- You do not meet all the eligibility criteria.

\* If you have made a payment by credit card, any handling fees which may be incurred for refund must be paid by the applicant.

### (2) Application Documents

Please submit application documents ①-③ listed below.

Submission of false or inaccurate statements or documents will result in cancellation of your application, success, or transfer school/department.

#### ① Application Form (Designated form for Faculty of Science and Engineering)

You are required to obtain a seal from the department head in the international program to which you are enrolled at the time of application.

#### ② Statement of Reason (Designated form for Faculty of Science and Engineering)

#### ③ Two copies of color photos (taken within the last 3 months)

\*Use the 4cm long x 3cm wide ID Photos (color photos taken within three months before the application, showing your upper body, no hat, facing the front, and with no background or frame). Write your name on the back of the photos and attach them to the designated

part of the application form.

\*The attached photo will be used for ID on examination day and your student ID card after transfer, so it should show your eyes clearly and be easy to identify. It will be used for administrative purposes and stored as an electronic file to be used as ID for internet web services.

\*Photos taken when wearing a scarf or sunglasses are not acceptable.

\*Unclear photos such as snapshots or taken with a digital camera or unidentifiable photos due to a hairstyle, etc. are also not acceptable.

### (3) Submission of Application Documents

Please enclose the documents ①-③ in an envelop (角型2号 : A4サイズ/Square type 2:size A4) and submit them by one of the following ways.

1) Deliver it in person to the office at the Center for Science and Engineering, 1<sup>st</sup> floor of Bldg.51, Nishi-Waseda Campus.

Please put the designated address label on the envelope.

Deadline: 5:00pm, July 20, 2018

2) Send it by registered mail (in Japan) or by international courier or similar service (outside Japan) to the office. Application documents must arrive at the office by July 20, 2018.

Please use the designated address label for registered mail.

International Program School/ Department Transfer Examination, Faculty of Science and Engineering, Waseda University 〒169-8555 3-4-1 Okubo, Shinjuku-ku, Tokyo
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### III. Screening

#### 1. Interview Examination

Friday, August 31, 2018 (at Nishi-Waseda Campus)

\*We will notify you of the time and location after your application by e-mail.

#### 2. Test-taking Guidelines

Waseda University has provided the following guidelines so that examinations can be properly administered and all applicants have an opportunity to perform in a fair and equitable environment. Please read the guidelines carefully and approach the examination in a serious manner.

- (1) You are not allowed to enter the interview venue if you are late more than 20 minutes.
- (2) You may be deemed to have committed a dishonest act if Waseda University determines that you have falsified, fabricated, or plagiarized the document(s), statement(s), or information submitted for your application.
- (3) Your actions may be considered dishonest if you do any of the following acts:
  - ① Cheating (concealing or glancing at a cheat sheet or reference book during the examination, glancing at another examinee's answer sheet, or gaining answers from others)
  - ② Providing benefits to other examinees (providing them with answers etc.) during the examination
  - ③ Keeping your mobile communication device with you or using it during the examination
  - ④ Letting your mobile communication device or watch emit noise (incoming call alert, alarm, vibration, etc.) during the examination
  - ⑤ Conducting acts that could be considered a nuisance to other examinees at the examination venue
  - ⑥ Not following instructions from examination supervisors, at the examination venue
  - ⑦ Pretending to be an applicant and taking the examination for the applicant
  - ⑧ Conducting other acts impairing the fairness of the examination
- (4) The following responses may be taken if an applicant is suspected of committing a dishonest act:
  - A supervisor may warn or question the applicant.
  - The applicant may be requested to take the examination in another room.
- (5) In addition, the following responses may be taken if a dishonest act is identified:
  - The applicant may not be allowed to continue taking the examination or allowed to take any other examination given by Waseda University during the year (screening fees will not be returned).
  - The results of all entrance examinations taken by the applicant at Waseda University during the year may become invalid.

### 3. Other notices regarding the examination

◆ Unforeseen problems that are beyond human control:

In cases of unforeseen circumstances that are beyond human control, such as natural disaster (e.g., typhoons, earthquakes, flooding, tsunamis) and/or accident, such as fire, power failure, and so on, measures including delay of the start of the exam or postponing of the exam, etc. may be taken. However, in such an event, we will bear no responsibility for any resulting inconvenience, expense or other personal loss that the examinee may incur.

#### Note

- Please make a habit of washing your hands and gargling, and take good care of yourself so that you can take the examination in good health.
- Please wear a mask, if necessary, in order to protect yourself from influenza and other infections at the examination site.
- Please take care to prevent the spread of influenza and other infections by wearing a mask if you are coughing or sneezing and by observing good manners with regard to coughing.

#### Handling of Personal Information

Waseda University uses personal information collected through applications for the implementation of examinations, announcement of examination results, admission procedures, and associated administrative work. Necessary and appropriate management will be provided so that there will be no leakage, outflow, illegal use, etc. of the applicant's personal information.

All or part of the above-mentioned administrative work may be outsourced, but in that case, subcontractors are obliged to conduct necessary and appropriate management.

## IV. Announcement of Results

Screening results will be announced on Monday, September 3, 2018 as follows:

We will send out all applicants the list of examinee numbers of successful applicants by express mail on this date.

Website: The examinee number of successful applicants will be posted on the website of Faculty of Science and Engineering for one week from the results announcement day.

(URL: [http://www.waseda.jp/fsci/en/admissions\\_us/](http://www.waseda.jp/fsci/en/admissions_us/))

\*We also send a package of enrollment documents to successful applicants.

\*Please note that the screening results can only be sent to addresses in Japan.



## V. Enrollment Procedure

### 1. Enrollment procedure period

Monday, September 3, 2018 through Thursday, September 6, 2017

### 2. Enrollment procedure method

Enrollment procedures will be completed when both of the following procedures are taken within the above period. Please note that there is quite a short period between the announcement of results and the deadline for enrollment procedures but we do not accept any enrollment procedures taken after the deadline under any circumstances.

Also, we do not accept any withdrawal after the enrollment procedures completed.

We will notify successful applicants of the details instructed in the enrollment documents.

#### (1) Payment of tuition and fees (for the fall semester)

Please make the payment at a counter of your nearest bank (excluding Japan Post Bank) after filling out the payment slip designated by Faculty of Science and Engineering during the above period. Payment cannot be made via automatic teller machines (ATM), mobile phones, internet banking, etc.

#### (2) Submission of enrollment procedures documents

Please submit us all the required documents for enrollment procedures by one of the following ways:

- 1) Send all of the documents to our office by registered express mail “簡易書留速達便” during the designated period. 【Must be postmarked on or before the deadline】
- 2) Bring all of the documents in person to the office at the Center for Science and Engineering, 1<sup>st</sup> floor, Bldg. 51, Nishi-Waseda Campus by 5:00 p.m. of the last day of the period.

## VI. School Expenses and Other Fees

Breakdown of School Expenses and Other Fee Applied to Transfer Students for 2<sup>nd</sup>-year (plan) for September 2018 Entrance

Unit (Yen)

School	Department	Payment period	School expenses		Other fees	Total
			Tuition fee	Seminar fee	Student health promotion mutual aid association fee	
School of Fundamental Science and Engineering	Mathematics	2018 Fall semester	823,000	27,000	1,500	851,500
		2019 Spring semester	823,000	27,000	1,500	851,500
	Applied Mathematics	2018 Fall semester	823,000	30,000	1,500	854,500
		2019 Spring semester	823,000	30,000	1,500	854,500
	Computer Science and Engineering / Communications and Computer Engineering	2018 Fall semester	823,000	40,000	1,500	864,500
		2019 Spring semester	823,000	40,000	1,500	864,500
	Electronic and Physical Systems	2018 Fall semester	823,000	48,000	1,500	872,500
		2019 Spring semester	823,000	48,000	1,500	872,500
School of Creative Science and Engineering	Modern Mechanical Engineering	2018 Fall semester	823,000	48,000	1,500	872,500
		2019 Spring semester	823,000	48,000	1,500	872,500
	Civil and Environmental Engineering	2018 Fall semester	823,000	48,000	1,500	872,500
		2019 Spring semester	823,000	48,000	1,500	872,500
School of Advanced Science and Engineering	Physics	2018 Fall semester	823,000	46,350	1,500	870,850
		2019 Spring semester	823,000	46,350	1,500	870,850
	Applied Physics	2018 Fall semester	823,000	46,350	1,500	870,850
		2019 Spring semester	823,000	46,350	1,500	870,850
	Chemistry and Biochemistry	2018 Fall semester	823,000	57,000	1,500	881,500
		2019 Spring semester	823,000	57,000	1,500	881,500
	Applied Chemistry	2018 Fall semester	823,000	57,000	1,500	881,500
		2019 Spring semester	823,000	57,000	1,500	881,500
	Life Science and Medical Bioscience	2018 Fall semester	823,000	75,750	1,500	900,250
		2019 Spring semester	823,000	75,750	1,500	900,250
	Electrical Engineering and Bioscience	2018 Fall semester	823,000	54,500	1,500	879,000
		2019 Spring semester	823,000	54,500	1,500	879,000

\*Seminar fee and other expenses are subject to change.

\* Further Seminar fees may be required when students select specific subjects after their enrollment.

Breakdown of School Expenses and Other Fees Applied to Transfer Students for 3<sup>rd</sup>-year (plan)  
for September 2018 Entrance

Unit (Yen)

School	Department	Payment period	School expenses				Other fees	Total
			Tuition fee	Facilities fee	Global Education fee	Seminar fee	Student health promotion mutual aid association fee	
School of Fundamental Science and Engineering	Mathematics	2018 Fall semester	579,000	135,000	35,000	27,000	1,500	777,500
		2019 Spring semester	583,500	135,000	35,000	27,000	1,500	782,000
	Applied Mathematics	2018 Fall semester	579,000	135,000	35,000	30,000	1,500	780,500
		2019 Spring semester	583,500	135,000	35,000	30,000	1,500	785,000
	Computer Science and Engineering / Communications and Computer Engineering	2018 Fall semester	579,000	135,000	35,000	40,000	1,500	790,500
		2019 Spring semester	583,500	135,000	35,000	40,000	1,500	795,000
	Electronic and Physical Systems	2018 Fall semester	579,000	135,000	35,000	48,000	1,500	798,500
		2019 Spring semester	583,500	135,000	35,000	48,000	1,500	803,000

\*Seminar fee and other expenses are subject to change.

\* Further Seminar fees may be required when students select specific subjects after their enrollment.



International Program  
School/Department Transfer Examination  
Faculty of Science and Engineering  
Waseda University

〒169-8555 3-4-1 Okubo, Shinjuku-ku, Tokyo  
TEL:03-5286-3808 E-mail: [undergraduate@sci.waseda.ac.jp](mailto:undergraduate@sci.waseda.ac.jp)

Business Hours: Monday through Friday: 9:00-17:00 \*

\*Administrative work will not be conducted from August 11 to August 19  
due to holidays throughout Waseda University.