



For September 2020 Entrance

# Waseda University

School of Fundamental Science and Engineering

School of Creative Science and Engineering

School of Advanced Science and Engineering

## English-based Program

## School/Major Transfer

## for 2nd/3rd-year

## Application Guidelines

If we are forced to change the details of the entrance examination( such as the period of application , the schedule, the contents of examination, and Announcement date of acceptance etc.) due to the influence of COVID-19 (coronavirus disease) in the future, we will inform you on the Faculty's website. Please check the upgrade information on our web site periodically. If there are any changes after the application starts, we may contact the applicant s by e-mail, so please check it regularly after application.

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\*All of dates are shown based on Japan Central Standard time.

## I. Outline of Examination

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

(1) School/Major Transfer for 2nd-year : Schools of Fundamental/Creative/Advanced Science and Engineering (6 Majors in total)

School	Major	Screening Method
School of Fundamental Science and Engineering	Major in Mathematical Sciences	Interview
School of Creative Science and Engineering	Major in Mechanical Engineering Major in Civil and Environmental Engineering	
School of Advanced Science and Engineering	Major in Physics Major in Chemistry Major in Bioscience	

\*The Major in Computer Science and Communications Engineering does not accept transfer students.

**\*There is a case that you cannot graduate in 4 years.**

#### 【Application Requirements】

Candidates who fulfill the following conditions are eligible to apply:

- 1) Those who are currently enrolled in the second semester as a 1st-year student in one of the English-based Undergraduate programs in the schools of Fundamental/Creative/Advanced Science and Engineering. Applications to a lower year than your actual year will not be admitted.
- 2) Those who are anticipated to obtain a total of 34 credits or more, and GPA 2.5 or higher by the end of the second semester in the 1st year.

\*Your academic performance in the 1st year will be reviewed during the screening process.

#### [NOTE]

\*“School/Major 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 Major 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, 2020.

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

(2) School/Major Transfer for 3<sup>rd</sup>-year : Schools of Advanced Science and Engineering  
(1 Majors in total)

School	Major	Screening Method
School of Advanced Science and Engineering	Major in Physics	Interview

**\*There is a case that you cannot graduate in 4 years.**

【Application Requirements】

Candidates who fulfill the following conditions are eligible to apply:

- 1) Those who are currently enrolled in the second semester as a 2<sup>nd</sup>-year student in one of the English-based Undergraduate programs in the schools of Fundamental/Creative/Advanced Science and Engineering. Applications to a lower year than your actual year will not be admitted.
- 2) Those who are anticipated to obtain a total of 64 credits or more, and GPA 2.5 or higher by the end of the second semester in the 2<sup>nd</sup> year.  
\*Your academic performance in the 1<sup>st</sup> year will be reviewed during the screening process.

[NOTE]

\*"School/Major Transfer for 3<sup>rd</sup>-year examination" refers to an examination for 2<sup>nd</sup>-year students who wish to transfer to a different school or Major when they advance to the 3<sup>rd</sup> year. Students who are not in the 2<sup>nd</sup> year are not allowed to apply for the exam. 3<sup>rd</sup>-year students who are recognized as 2<sup>nd</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<sup>st</sup>, 2020.

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

【Individual Application Qualifications】

**\*Individual application qualifications will be announced by e-mail on Friday, August 28<sup>th</sup>, 2020.**

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

## II. Application

### 1. Application Period

**Monday, July 13th, 2020 through Friday, July 17th, 2020**

\*Application documents must arrive at the office by the last day of the application period if you use a postal mail.

\*If a physical disability requires special consideration when taking the examination or studying at Waseda University, please be sure to notify the office of English-based Program School/Major 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.

### 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 ensure that you pay the screening fee during the designated period (Monday, July 13th, through Friday, July 17th). 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*	*Select the school to which you are applying School of Fundamental Science and Engineering School of Creative Science and Engineering School of Advanced Science and Engineering
Third Selection	September 2020 Admission
Fourth Selection	EBSE 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 **ensure that you 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 17th, 2020.
- **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/Major.

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

You are required to obtain a seal from the Major head in the English-based program to which you are enrolled at the time of application.

School	Major	Major head(Professor)
FSE	Mathematical Sciences	MARUNO, Kenichi
	Computer Science and Communications Engineering	WATANABE, Hiroshi
CSE	Mechanical Engineering	YOSHIDA, Makoto
	Civil and Environmental Engineering	MORIMOTO, Akinori
ASE	Physics	UEDA, Taro
		NIIKURA, Hiromichi
	Chemistry	MOMMA, Toshiyuki
	Bioscience	SHIBATA, Shigenobu

If it is difficult to arrange an appointment to obtain a seal of the Major head by the deadline for application due to the influence of COVID-19, please contact the Major head by e-mail and obtain a seal for transferring to a different school/ Major.

When applying, please print out an email with the Major head and enclose it in the application documents.

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 : A 4 サイズ / Square type 2: size A4) and submit them by one of the following ways.

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 17th, 2020.

Please use the designated address label for registered mail.

English-based Undergraduate Program School/ Major Transfer Examination  
Faculty of Science and Engineering, Waseda University  
〒169-8555 3-4-1 Okubo, Shinjuku-ku, Tokyo

### III. Screening

#### 1. Interview

Tuesday, September 1st, 2020 (on Nishi-Waseda Campus)

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

\*There is a possibility to change from a face-to-face interview to an online interview due to the influence of COVID-19.

#### 2. Misconduct

Waseda University has provided the following guidelines so that all examinations can be properly administered and all examinees 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 commit 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 the 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 entrance 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.

◆ Infectious diseases:

Applicants who, in accordance with School Health and Safety Act, have been forbidden from attending classes due to as of yet untreated cases of infectious diseases (such as COVID-19, influenza, measles, rubella, etc.), and who may consequently prove a threat to other applicants and proctors of the examination, are asked not to attend the examination. Note that, for those unable to attend the examination for this (or any other) reason, there will be no make-up examination, and your screening fee will not be returned to you.

#### 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 the website of the Faculty of Science and Engineering at 10:00 am, Thursday, September 3rd, 2020.

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

\*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.

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

\*Please note that documents can only be sent to addresses in Japan.

\*No documents will be sent to unsuccessful applicants.

If your postal address is outside Japan as of September, a package of enrollment documents may be sent by e-mail instead of postal mail.

## V. Enrollment Procedure

### 1. Enrollment procedure period

Thursday, September 3rd, 2020 through Wednesday, September 9th, 2020

### 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 for September 2020.

Unit (Yen)

School	Major	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	2020 Fall semester	823,000	30,000	1,500	854,500
		2021 Spring semester	823,000	30,000	1,500	854,500
School of Creative Science and Engineering	Mechanical Engineering	2020 Fall semester	823,000	52,000	1,500	876,500
		2021 Spring semester	823,000	52,000	1,500	876,500
	Civil and Environmental Engineering	2020 Fall semester	823,000	52,000	1,500	876,500
		2021 Spring semester	823,000	52,000	1,500	876,500
School of Advanced Science and Engineering	Physics	2020 Fall semester	823,000	55,620	1,500	880,120
		2021 Spring semester	823,000	55,620	1,500	880,120
	Chemistry	2020 Fall semester	823,000	68,400	1,500	892,900
		2021 Spring semester	823,000	68,400	1,500	892,900
	Bioscience	2020 Fall semester	823,000	90,900	1,500	915,400
		2021 Spring semester	823,000	90,900	1,500	915,400

\*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 Fee Applied to Transfer Students for 3<sup>rd</sup>-year for September 2020

Unit (Yen)

School	Major	Payment period	School expenses		Other fees	Total
			Tuition fee	Seminar fee	Student health promotion mutual aid association fee	
School of Advanced Science and Engineering	Physics	2020 Fall semester	823,000	55,620	1,500	880,120
		2021 Spring semester	823,000	55,620	1,500	880,120

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

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



English-based Undergraduate Program  
School/Major 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 \*

\*Admissions Office will be closed from August 6 through 14 due to Summer Holidays.