

※Time and Date, place of 'Pick up your Student ID card' on page3 are updated.(2020.08.20)

Waseda University

Guide to Entrance Procedures

< For September 2020 Admission >

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

You must complete all necessary entrance procedures, MAKE PAYMENT OF TUITION AND FEES and SUBMIT NECESSARY DOCUMENTS by the respective deadlines. No procedures can be accepted after each deadline under any circumstances.

**※Check the initial Waseda ID/Password
on the Online Entrance Registration System
from September 1 (Tue) to September 25 (Fri)**



Table of Contents

A. Summary of Entrance Procedures	3
B. Tuition and Fees Payment Procedures	4
C. Documents for Entrance Procedures	7
D. How to Prepare Documents for the Entrance Procedures	8
E. Treatment of Personal Data by Waseda University	11
F. How to Send the Documents / Inquiries	13
G. Refund of Fees due to Withdrawal.....	14
H. Rules of Compliance	15

A. Summary of Entrance Procedures

You need to complete the following a.) through d.) by the designated date.

a.) **Payment of tuition and fees**

Deadline
Friday, July 31, 2020 (Applicants who reside OUTSIDE Japan)
Friday, August 21, 2020 (Applicants who reside IN Japan)

b.) **POST the documents to the Graduate Admissions Office for Science and Engineering.**

Deadline
Friday, August 21, 2020 (must arrive by this date)

For applicants who reside outside Japan #International mail service (EMS, Fedex and DHL, etc.)	Before sending your documents, please SCAN all of your documents in PDF and keep it yourself. Applicants who reside outside Japan MUST POST entrance documents by the designated deadline. If your documents may not be delivered to our office by the designated deadline, we will admit the application documents by email with PDF file attached. The email submission deadline is August 21 and no change with the date. (In any case, you MUST POST the original entrance documents) Please note that we do not accept delay under any circumstances.
For applicants who reside in Japan #Registered Mail	Send via postal mail by the designated deadline.

c.) Receive Student ID card at Nishi-Waseda Campus on the following date and time:

Pick up your Student ID card:
Time and Date: After Monday, September 23, 2020 from 11:00am to 3:00pm (closed between 12:30pm-1:30pm and on Weekends and Holidays) Place: 1st floor of Building #51 on Nishi-Waseda Campus Administrative Office Academic and Student Affairs Section *Bring your passport or residence card. * Come and pick it up during the above hours after September 23 at your convenience.

d.) Submit Certificate of Residence ('Juminhyo' 「住民票」) and "The Bank Transfer and Automatic Debit Transfer Application Form" to the Graduate Admissions Office.

Deadline
Residents in Japan: Friday, August 21, 2020 Residents outside Japan: Friday, October 2, 2020

B. Tuition and Fees Payment Procedures

Deadline
Friday, July 31, 2020 (Applicants who reside OUTSIDE Japan)
Friday, August 21, 2020 (Applicants who reside IN Japan)

Successful applicants must make payment of tuition and fees by the date above (except Exchange Student and for those who have a scholarship from Monbukagakusho (MEXT), CSC, or the Special Scholarship programs exclusively for the Republic of the Union of MYANMAR)

【Important】

If you do not complete the payment of tuition and fees by the deadline, your enrollment will be withdrawn.

* Those who wish to make the payment in Japan

Complete the procedures by filling in the prescribed remittance form and bringing the completed form to a bank branch. Do not make remittance by ATM or Internet Banking.

In addition, when transferring funds over 100,000 yen through a financial institution, you will be required to present documents to confirm your identity. Bring a driver's license, passport, health insurance card etc., which can identify yourself officially.

* Those who wish to make the payment outside Japan

- (A) Tuition and fees
- (B) Handling fee of "2,500JPY"
- (C) Other bank charges and transfer fees etc.

Pay your (A) tuition and fees plus the (B) handling fee of 2,500JPY and transfer the total amount from a local bank. Please make sure you pay the tuition and fees correctly by checking the below chart as the amount may differ with departments.

If your local bank asks you to pay other bank charges and transfer fees etc.(C), you will need to pay it besides (A) and (B) to Waseda University.

Please make sure that Waseda University receives (A) and (B) in FULL AMOUNT.

If we cannot confirm (A) and (B) in Waseda University's account, you must pay the shortage again and you will need to pay (B) and (C) once again, so please make sure how much you will need to pay at your local branch in the first place. Each year there are students who pay the shortage after their payment so please avoid useless spending.

*Waseda University must receive (A) and (B) in full amount.

Students overseas are also required to send a scanned copy of the remittance form by email or send a photocopy by express mail.

- 1) Remittance method: Telegraphic transfer
- 2) Payment method: Advice and pay
- 3) Other bank charges and transfer fees: Students must pay them
- 4) Remittance: refer to the below chart

Master's Program

Unit (Yen)

Graduate School	Department	Tuition and Fee	Handling Fee	Total (Remittance)
Fundamental Science and Engineering	Pure and Applied Mathematics	717,500	2,500	720,000
	Applied Mechanics	730,500	2,500	733,000
	Electronic and Physical Systems	730,500	2,500	733,000
	Intermedia Studies	730,500	2,500	733,000
	Computer Science and Communications Engineering	730,500	2,500	733,000
	Materials Science	717,500	2,500	720,000
Creative Science and Engineering	Architecture	730,500	2,500	733,000
	Modern Mechanical Engineering	729,500	2,500	732,000
	Industrial and Management Systems Engineering	729,500	2,500	732,000
	Civil and Environmental Engineering	727,500	2,500	730,000
	Earth Sciences, Resources and Environmental Engineering	730,500	2,500	733,000
	Business Design and Management	742,500	2,500	745,000
Advanced Science and Engineering	Pure and Applied Physics	776,750	2,500	779,250
	Chemistry and Biochemistry	781,750	2,500	784,250
	Applied Chemistry	781,750	2,500	784,250
	Life Science and Medical Bioscience	781,750	2,500	784,250
	Electrical Engineering and Bioscience	781,750	2,500	784,250
	Integrative Bioscience and Biomedical Engineering①*1	757,000	2,500	759,500
	Integrative Bioscience and Biomedical Engineering②*1	781,750	2,500	784,250
	Nanoscience and Nanoengineering①*2	776,750	2,500	779,250
	Nanoscience and Nanoengineering②*2	781,750	2,500	784,250
	Cooperative Major in Nuclear Energy	776,750	2,500	779,250

*1 Department of Integrative Bioscience and Biomedical Engineering: Tuitions are different depending on research guidance. Refer to the website for details. https://www.waseda.jp/fsci/admissions_gs/#anc_6

*2 Department of Nanoscience and Nanoengineering: Tuitions are different depending on research guidance:

① Nanoelectronics and Solid-state nanoscience ② Nanochemistry.

Refer to the web for details: https://www.waseda.jp/fsci/admissions_gs/#anc_6

※The Entrance fee (200,000JPY) is waived for a successful candidate who has earned a degree on a **REGULAR PROGRAM** at Waseda University.

Doctoral Program

Unit (Yen)

Graduate School	Department	Tuition and Fee	Handling Fee	Total (Remittance)
Fundamental Science and Engineering	Pure and Applied Mathematics	590,000	2,500	592,500
	Applied Mechanics	603,000	2,500	605,500
	Electronic and Physical Systems	603,000	2,500	605,500
	Intermedia Studies	603,000	2,500	605,500
	Computer Science and Communications Engineering	603,000	2,500	605,500
	Materials Science	590,000	2,500	592,500
Creative Science and Engineering	Architecture	603,000	2,500	605,500
	Modern Mechanical Engineering	602,000	2,500	604,500
	Industrial and Management Systems Engineering	602,000	2,500	604,500
	Business Design and Management	615,000	2,500	617,500
	Civil and Environmental Engineering	600,000	2,500	602,500
	Earth Sciences, Resources and Environmental Engineering	603,000	2,500	605,500
Advanced Science and Engineering	Pure and Applied Physics	602,250	2,500	604,750
	Chemistry and Biochemistry	607,250	2,500	609,750
	Applied Chemistry	607,250	2,500	609,750
	Life Science and Medical Bioscience	607,250	2,500	609,750
	Electrical Engineering and Bioscience	607,250	2,500	609,750
	Integrative Bioscience and Biomedical Engineering	607,250	2,500	609,750
	Nanoscience and Nanoengineering	607,250	2,500	609,750
	Cooperative Major in Nuclear Energy	602,250	2,500	604,750

Research Student

The tuition varies for research students. Refer to the separate sheet enclosed to check your tuition fee.

5) Remittance destination

Bank name MUFG Bank, Ltd.
Branch name Edogawabashi Branch
Bank address 1-48-13 Sekiguchi, Bunkyo-ku, Tokyo, 112-0014, Japan
Account number Ordinary deposit

Graduate School	A/C No.
Fundamental Science and Engineering	0035970 RLE
Creative Science and Engineering	0035970 RLF
Advanced Science and Engineering	0035970 RLH

Account holder: Waseda University

Purpose of remittance: Tuition and fees

Please specify: Applicants Name

(In order to check the applicants' data later)

Swift code: BOTKJPJT(8-digit) or BOTKJPJTXXX(11-digit)

Request: If the remitter is not the applicant, write the name of the applicant in the message section when making the remittance.

* Send a photocopy of the overseas remittance form to:

Graduate Admissions Office
Center for Science and Engineering
Waseda University
3-4-1 Okubo, Shinjuku-ku,
Tokyo 169-8555 JAPAN (for Express mail)
graduate@sci.waseda.ac.jp (for Email)

C. Documents for Entrance Procedures

No.	Method	Documents	Regular Student	Non-degree Student	Exchange Student	Deadline
01	Print out from the "Online Entrance Registration System"	Entrance Registration Form	○	○	○	Friday, August 21, 2020 (must arrive by this date) *by postal (such as EMS, Fedex, etc) or by in person
02		Written Oath and Guarantee And Consent for the Treatment of Personal Data	○	○	○	
03	-	Certificate of Graduation (Original Version or copy which was certified as original) *Only if you have not submitted	△ (ONLY for the Students who had not graduated university at the time he/she applied for our admission)		×	
04	-	Academic Transcript (Original Version or copy which was certified as original) *Only if you have not submitted			×	
05	-	Certificate of Degree	△ (ONLY for the applicants who graduated from university in China and who had not graduated university at the time he/she applied for our admission)		×	
06	-	Online Verification Report of China Higher Education Qualification Certificate	※1		×	
07	-	Official English test score (TOEIC L&R/ TOEFL iBT/ IELTS academic/ TOEFL iBT Special Home Edition/ IELTS indicator)	It is mandatory to submit an official English test score report before your enrollment to confirm your English proficiency for those who could not submit their English test scores (TOEIC L&R, TOEFL iBT, IELTS Academic) by the application deadline due to the impact of the coronavirus		×	
08	Download from the admission website	Notification for Delay of Admission Procedure Documents	△(※2)			
09	-	Photo for Student ID Card (3cm x 4cm Color Photograph)	○	○	○	
10	Download from the admission website	Oath of Academic Integrity (Doctoral Students only)	○	×	×	
11	-	Certificate of Residence ('Juminhyo' 「住民票」)	○	○	×	Resident in Japan: Friday, August 21, 2020 Resident outside Japan: Friday, October 2, 2020
12	It will be sent later	The Bank Transfer and Automatic Debit Transfer Application Form or Request for Issuance of Remittance Form for Tuition and Fees Payment	○	×	×	

※1. For those students who have graduated from a university in China

Students who have not graduated from their universities at the time of application, please arrange an official English version **"Verification Report of China Higher Education Qualification Certificate (#Verification Report of Student Recode is not acceptable)"** to be sent directly to our office (graduate@sci.waseda.ac.jp) from CHESICC via email by Friday, **August 10, 2020**. Please visit CHESICC website (<https://www.chsi.com.cn/en/pvr/>) for more information.

※2. If "the Certificate of Graduation and/or Academic Transcript", "Certificate of Residence" or "The Bank Transfer and Automatic Debit Transfer Application Form" is not available by the deadline, send this form(No.08)instead. It is compulsory to submit this document if you cannot submit necessary documents by Friday, August 21, 2020

D. How to Prepare Documents for the Entrance Procedures

- ◆ Fill out the forms **in English.**
- ◆ Fill out the forms, with a black or blue ink pen or ballpoint pen. Do not use pencils.
- ◆ The documents contain no errors, and send them **by registered mail (such as EMS, Fedex, etc)** or submit them in person to the Graduate Admissions Office, Center for Science and Engineering.
- ◆ **Documents once submitted and entrance fees once paid are not returnable under any circumstances.**

Follow the instructions below if you need to make corrections on the documents:

Do not use whiteout or other similar items. Cross out any error by drawing two lines and stamp your personal seal over it. If you do not have a personal seal, sign your name on the lines. Use blank space for corrections.

<IMPORTANT>

*Read the following information on spelling your name.

We will issue Student ID card and register your data according to the spelled name in the entrance documents. Follow the procedures below to write your name in the entrance documents.

※Enter your name in Katakata (カタカナ)

<NOTE>

- 1: We do not accept any change of your spelled name after receiving the entrance documents in principle.
- 2: When you need to write your name in English/ Katakana on any official documents in Japan, spell your name exactly the same as on the entrance documents.
- 3: Write your name exactly the way it appears on your passport.

①“Written Oath and Guarantee” and “Consent for the Treatment of Personal Data”

(to be completed online, printed out and sent by post mail)

- * Refer to [E. Treatment of Personal Data by Waseda University] <for Students and Guarantors> (P11) and [I. Rules of Compliance] (P15) before filling out this document.
- * Complete the form from the “Online Entrance Registration System (see ② below)” and print out the “Written Oath and Guarantee” and “Consent for the Treatment of Personal Data” on an A4 size paper.

*** Must be signed by the student and a guarantor with his/her handwriting on the right of “Seal/Signature”.**

The guarantor must be either a parent or someone who is employed with income and can take responsibility on your behalf and the same person as you registered online.

The guarantor can be someone living abroad, though someone living in Japan is preferable.

* The seals of the student and the guarantor must be different.

② Entrance Registration Form (to be completed online, printed out and sent by post mail)

* To complete this form, follow the procedures below:

1. Go to <http://admission.waseda.jp/>
2. Click the link to the "Online Entrance Registration System". This is only available from 12:00 on Monday, August 3, 2020.
3. In the "Admitted Student Login" page, enter your "User ID", "Password" and "Security check" from the enclosed "Online Entrance Registration System User ID Information", then press the "Login" button.
4. For your initial login, read the "Terms of Service" and if you agree, tick the "I accept the terms and conditions" and press the "Next" button.
5. Enter your "Enrollment Key", then press the "Next" button to start your online entrance registration.

* Complete the form and print out the "Entrance Registration Form" on an A4 size paper.

③ Certificate of Graduation and Academic Transcript #Must be submitted by Friday, August 21, 2020

For students who have not graduated from their universities at the time of application, we expect them to submit the Certificate of Graduation and Academic Transcript in order to confirm their final status before their enrollment.

If the document is not written in either English or Japanese, the translation must be attached in one of either language. Write your examinee's number and name in the margin.

Submit an original copy of the Certificate of Graduation which certifies your degree, if you have not submitted them during the application period. The Certificate of Expected Graduation does not prove your graduation, and thus to submit the Certificate of Graduation is required.

Documents submitted will not be returned under any circumstances. However, we will return the documents considered being unable to be reissued.

In principle, only an ORIGINAL copy is acceptable. A photocopy is acceptable only if it is Stamped or Signed Officially by your University. If that is difficult, you can send a copy and "⑤ Notification for Delay of Admission Procedure Documents", and then come to our office with the original copy after entrance.

***For those students who have graduated from a university in China:**

If you graduated from an undergraduate school and/or graduate school in China, you are required to submit the original certificate of graduation and degree with official certificate number. Alternatively, submit a certified true photocopy of the degree certificate which is issued by your university.

④ Certificate of Degree #Must be submitted by Friday, August 21, 2020

If you graduated from an undergraduate school and/or graduate school in China, you are required to submit the original certificate of Degree. Those who have submitted it when you apply for our admission do not need to submit it.

⑤ Verification Report of China Higher Education Qualification Certificate

If students who did not graduate your university when you apply for our admission, Please arrange for an official English version "Verification Report of China Higher Education Qualification Certificate" to be sent directly to our office (graduate@sci.waseda.ac.jp) from CHESICC via email. For more information, please visit CHESICC website (<https://www.chsi.com.cn/en/pvr/>) for more information.

#Verification Report of Student Record is not acceptable.

#Verification Report of China Higher Education Qualification Certificate (in English) which is sent directly to our office from CHESICC by email is only acceptable.

⑥ Oath of Academic Integrity (Download the form from our website/ Only for Doctoral Students)

Fill out and submit the form if you are a Doctoral Student.

⑦ Notification for Delay of Admission Procedure Documents (Download from our website)

Send this form instead if the "Certificate of Graduation" and/or "Academic Transcript" (original copy or copy of the original which was certified by your university), Certificate of Residence ('Juminhyo' 「住民票」) or "The Bank Transfer and Automatic Debit Transfer Application Form" is not available by the deadline. "Certificate of Graduation" and "Academic Transcript" must be submitted by **Friday, August 21, 2020**.

⑧ Certificate of Residence ('Juminhyo' 「住民票」)

Submit Certificate of Residence ('Juminhyo' 「住民票」) which includes;

- Your nationality (国籍)
- Sex (性別)
- Date of birth (生年月日)
- The name of the householder (世帯主名)
- The relationship with him/her (世帯主との続柄)
- Your address (現住所)
- Residence/visa status (在留資格) with its expiration date (在留期間満了日)
- Resident card number (在留カード番号)
- Period of stay (在留期間)
- The Individual number (My number) must NOT be record for the protection of privacy.

***Ask your local city office to include all information when issuing it.**

*The certificate includes the period of stay which has been expired is not acceptable. After applying for your visa extension, submit us the certificate. .

***The Resident Register Code Number (住民票コード通知書) is unacceptable.**

* Write your examinee's number and name in the margin.

*Certificate of Residence ('Juminhyo' 「住民票」) can be obtained only after entering Japan and completing foreign resident registration at the city office of your residence (200-300 yen per copy). If you are residing overseas during the admission procedures, the process for obtaining this certificate will be explained to you in the orientation by the Center for International Education, Waseda University after arriving in Japan. You can get a certificate at the municipal office where you are registered as a resident. (Note that this is different from the Alien Registration Card.)

⑨ The Bank Transfer and Automatic Debit Transfer Application Form (It will be sent later)

All students must register their bank account information because their school expenses are paid to Waseda University through account transfer starting from the second semester, in principle **except** for exchange student and those who have a scholarship from Monbukagakusho (MEXT), CSC or the Special Scholarship programs exclusively for the Republic of the Union of MYANMAR.

*Submit the form after arrival in Japan and opening bank account.

*If you cannot open a bank account due to your visa status, confirm details at the orientation held by the Center for International Education

*Refer to the following list on the next page to fill out the Place Code in the form.

Name of Graduate School	Place Code
Graduate school of Fundamental Science and Engineering	51
Graduate school of Creative Science and Engineering	52
Graduate school of Advanced Science and Engineering	53

⑩ Photo for Student ID Card (3cm x 4cm Color Photograph)

Submit it with your entrance documents.

Note: Documents once submitted and entrance fees once paid are not returnable under any circumstances.

E. Treatment of Personal Data by Waseda University <for Students and Guarantors>

Waseda University ("Waseda"), being fully aware that the protection of personal data is a basic requirement derived from human dignity, established the "Regulations on Privacy and Data Protection" in May 1995 and has taken strict care in its handling of personal data. As the "Law concerning Protection of Private Information (Privacy Law)" came into force in its entirety on April 1, 2005, Waseda will continuously endeavor to comply with the law and control and manage personal data in a safe and adequate manner. Therefore, read the following information and submit the "Consent for the Treatment of Personal Data" signed by both the student and the guarantor together with other enrollment documents.

1. Collection of Personal Data and Purpose of Use of Personal Data

Personal data means any information relating to a student, guarantor, faculty or staff member or other individual in which that individual is identified or identifiable. Waseda will collect only such personal data as is deemed necessary for education and research, student assistance, or university administration, for the following purposes. In addition, Waseda may communicate with the student or the guarantor based on the collected personal data if necessary.

<Purpose of Use>

- (i) Management of student registration, management of changes in student registration, health management, scholarship management;
- (ii) Registration for courses, management of student results, class management;
- (iii) Management of information on internal admission to the undergraduate or graduate school or change of school, or careers after graduation;
- (iv) Issuance of student identification cards or various certificates;
- (v) Management of tuition and fees information, management of account information;
- (vi) Assistance in student life and extracurricular activities;
- (vii) Preparation and management of job related information;
- (viii) Management of use of facilities and equipment within the university, management of security camera footage;
- (ix) Management of library use information;
- (x) Dispatch of the academic transcript and information regarding the student's academic standing to the guarantor;
- (xi) Consultation with the guarantor on the student's results or course selection;
- (xii) Public relations magazines of the university and affiliated schools, information on events, announcements relating to fund-raising for the university;
- (xiii) Dispatch of various information to graduates;
- (xiv) Provision of information to partner universities based on academic exchange agreements or such other arrangements;
- (xv) Provision of necessary information to Student Health Insurance Union (*Gakusei Kenko Hoken Kumiai*) of Waseda University (Administrator: Administrative Director, Student Affairs Division);
- (xvi) Provision of necessary information to Waseda University Alumni Association (Administrator: President of Waseda);
- (xvii) Provision of necessary information to the academic organizations (Administrator: Dean of each school) composed of students and faculty within the undergraduate or graduate school to which the student belongs; and
- (xviii) Provision of necessary information to the Faculty and Staff Union for the purpose of promoting public grants.
- (xix) If applicable, management of on-campus employment, payment of wages and allowances
- (xx) Improvement of Waseda University's educational and research programs, entrance examinations and student recruitment activities.
- (xxi) Verification of identity, based on student submitted photos and their scanned data, required to

process internal administrative procedures as well as to enable a variety of web-based services offered within the university.

2. Safe Keeping of Personal Data

Waseda will strictly keep personal data secure from unauthorized use, loss, destruction, falsification and leakage, and will provide education and training for personal data management to the faculty, staff or other persons engaged in the affairs of Waseda who handle personal data.

3. Provision of Personal Data to a Third Party

Waseda will not provide personal data to a third party without the consent of the data subject unless any of the exceptions defined in the Law and Rule applies.

4. Outsourcing of University Operations to a Third Party

Waseda University may entrust all or parts of bulk-mailing or data entry operations to a third party. In such a case, Waseda University requires the third party (through a contract and other means) to handle personal data adequately and appropriately so that the personal data will not be leaked, lost, or misused.

5. Disclosure and Correction of Personal Data

The student and guarantor may request disclosure or correction of personal data at the affiliated school, any undergraduate or graduate school to which the student belongs, or such other place where personal data is kept.

Please direct any questions regarding the protection of personal data by Waseda to:
Administration Office of the Privacy and Data Protection Committee (Academic Affairs Section, Academic Affairs Division)
1-104 Totsuka-cho, Shinjuku-ku, Tokyo 169-8050
Telephone: 03-3204-2253
E-mail: kojinjoho@list.waseda.jp

F. How to Send the Documents / Inquiries



Send the above documents to:

**Graduate Admissions Office
Center for Science and Engineering, Waseda University**

3-4-1 Okubo, Shinjuku-ku, Tokyo 169-8555 JAPAN

E-mail: graduate@sci.waseda.ac.jp
Tel: +81-3-5286-3808 (Mon-Fri. 9:00-17:00)

Deadline: Friday, August 21, 2020
(must arrive by this date)

**by Registered mail (such as EMS, Fedex, etc.) or
submit to Graduate Admissions Office, Center for Science and Engineering in person.**

NOTE:

- ① Send it by registered mail (such as EMS, Fedex, etc) or submit it to Center for Science and Engineering directly.
- ② Send all documents available by this date. Certificate of Graduation and Degree, Academic Transcript, Certificate of Residence and The Bank Transfer and Automatic Debit Transfer Application Form can be sent later than this date.
- ③ Include a document checklist that contains the necessary information (the checklist/cover letter should be placed on top of all the documents). Do not staple the documents.

To make inquiries about entrance procedures

- We do not send acceptance notifications to students. We will contact them only if we find insufficient points in their documents.

Please do not make inquiries to find out whether we have received your documents or not.

G. Refund of School Expenses and other Fees (first payment) due to Withdrawal

As a rule, we do not refund school expenses or other expenses once they are paid. Similarly, we do not return enrollment procedure documents once they are submitted. However, if you will not enter Waseda University due to unavoidable circumstances, we may refund your school expenses (paid for the first semester) except the registration fee (amount equivalent to the entrance fee) through a bank transfer.

Refund procedure

Deadline	Wednesday, September 16, 2020 9:00am-5:00pm(observe the deadline)
Procedure location	Graduate Admissions Office, Center for Science and Engineering, 1st floor of Building #51 on Nishi-Waseda Campus (TEL: +81-3-5286-3808)
Hours	Monday to Friday : 9:00am~5:00pm (Closed on Weekends and Holidays)
Necessary documents	① Certificate of Success in the Entrance Examination ② A receipt of payment of school expenses. ③ A letter of consent by your guarantor (Specify his or her address, telephone number, signature or personal seal. No format is provided.) ④ Personal seal or signature ⑤ The certificate of Bank account information which probe the bank account number and branch for refund procedure (this is restricted to the applicant or guarantor as the account holder.

* The admitted applicant has to come to the Graduate Admissions Office in the Center for Science and Engineering to confirm withdrawal. The schedule above is for applicants who are able to complete the procedure at the Graduate Admissions Office in the Center for Science and Engineering, Waseda University. In case of difficulty visiting the campus, please inform the Graduate Admissions Office, Center for Science and Engineering **by phonecall (+81-3-5286-3808) or by email (graduate@sci.waseda.ac.jp).**

* Personal seal or signature of your guarantor used for the "Written Oath and Guarantee" and "Consent for the Treatment of Personal Data" is required for the "letter of consent by your guarantor".

* Once the applicant withdraws his/her entrance, he or she will not be able to register for enrollment again.

* **No withdrawals/refunds will be accepted after the deadline mentioned above.**

H. Rules of Compliance

Waseda University students must be fully aware of the Mission of Waseda University, maintain the public norms of a good citizen, act in accordance with their duties as students, and comply with the following rules:

1. Be diligent about learning, at all times approaching exams and other testing with a sincere attitude, and not engaging in acts of dishonesty or cheating.
2. Pay tuition or other costs and expenses required by Waseda University by each due date.
3. Respect the privacy of other people's personal information and take necessary precautions upon disclosing their own personal information.
4. Respect the personality of other person and do not violate the rights of others through acts of sexual or other forms of harassment.
5. Carry their student ID with them at all times and present it to faculty members upon request.
6. Maintain the quiet educational and academic research environment of Waseda University and not engage in acts of delinquency in class. Neither should they cause any acts of nuisance, such as excessive noise or obstruction of passage, when off campus.
7. No smoking or drinking on campus except in areas where such activity is specifically permitted.
8. The use of illegal drugs is strictly prohibited under any circumstances.
9. When engaging in an extracurricular activity or similar activity, they should act in accordance with the rules, regulations, precautions, etc. established by Waseda University, and act at all times with a proper sense of responsibility.
10. Do not deface or damage facilities, equipment, or other property of Waseda University.
11. Comply with all rules and regulations and act in accordance with the instructions of the School and other affiliated organizations to which the student belongs.