

Waseda University

Guide to Entrance Procedures

For April 2021 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
PAYMENT OF TUITION AND FEES
and
SUBMIT ALL NECESSARY DOCUMENTS
by the respective deadlines. Your entrance will be withdrawn if you will not complete all of the procedures by the deadline.
We will not accept any delays.

First step

Register your information by Online Entrance Registration Form (it will be available from 12:00pm on Monday, 1st February, 2021)

The User ID, pw and enrollment key to access the system will be posted to you.

Second step

After you complete your online entrance registration, check your initial Waseda ID/Password on the Online Entrance Registration System available from March(date TBA) to 2nd April, 2021 (due to COVID-19, the starting date has not been fixed so please confirm on our website by the end of February. Waseda ID will be necessary for using Waseda information service.

http://www.waseda.jp/fsci/admissions_gs/

Students who are enrolled in Waseda University moving up to the next grade can continue using their Waseda ID/Waseda mail address (xx@xx.waseda.jp), but will need to complete the "Waseda ID reinstatement". <https://www.waseda.jp/navi/e/mywaseda/id-continuation.html>

BUT by doing this procedure in March or September, you may not be able get access to the service system such as obtaining your current grade academic information through the online system or use the Certificate issuing machine etc. Therefore, please finish off what you should complete in your current grade before starting "Waseda ID reinstatement".



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A. Summary of Entrance Procedures

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

a) **Payment of tuition and fees**

Overseas student: After your payment, send a photocopy of the overseas remittance form by email to: graduate@sci.waseda.ac.jp

Students residing in Japan: Prescribed remittance form will be posted to the students' address in Japan so please pay the amount stated (nothing to send to us).

Deadline
Thursday, 14 January, 2021

b) **POST your entrance documents (refer to page 8) to the Graduate Admissions Office for Science and Engineering OR submit them in person.**

Office hours: Mon. to Fri. from 11pm to 3pm (1pm to 2pm closed).

The hours may change without notice so please contact our office if you will be visiting.

Deadline
Friday, 5 March, 2021 (must arrive by this date)

c) **Receive your Student ID Card**

The schedule for receiving your Student ID card is **scheduled on Thursday, 1 April, 2021 at Nishi-Waseda Campus**, but due to COVID-19, the situation may change, so please visit our website at the end of March to confirm how you will receive it. https://www.waseda.jp/fsci/admissions_gs/

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

Deadline
Friday, 5 March, 2021
Deadline for those who reside overseas during admission procedures and cannot submit by the above date: Friday, 9 April, 2021

B. Payment Procedures for Tuition and Fees

Deadline
Thursday, 14 January, 2021

Successful applicants must make payment of tuition and fees by the date above (**except for the exchange students, those who will receive scholarships from Monbukagakusho (MEXT), CSC students and the Special Scholarship program students.**)

【 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**

Prescribed remittance form will be posted to the students' address in Japan.

Complete the procedures by filling out your prescribed remittance form and bring it with you to the bank branch. **DO NOT make remittance by ATM or by internet banking.**

When you will be transferring funds over 100,000 yen through a financial institution, you will need to present documents to confirm your identity. Bring such as your driver's license or passport, which officially identifies you.

* **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. **As for the research students, the tuition varies, so please confirm how much you will need to pay by the document which we will send you later.**

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.

After your payment, send an email to: graduate@sci.waseda.ac.jp, titled "examinee's number, your name, payment completed" (e.g. "C022, Michael Johnson, payment completed") and attach a photocopy of the overseas remittance form

- 1) Remittance method: Telegraphic transfer
- 2) Payment method: Advice and pay
- 3) Other bank charges and transfer fees: Students must pay them
- 4) Tuition fee: 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	791,750	2,500	794,250
	Electrical Engineering and Bioscience	781,750	2,500	784,250
	Integrative Bioscience and Biomedical Engineering *1	757,000	2,500	759,500
	Integrative Bioscience and Biomedical Engineering *1	781,750	2,500	784,250
	Nanoscience and Nanoengineering *2	776,750	2,500	779,250
	Nanoscience and Nanoengineering *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: Nanoelectronics and Solid-state nanoscience 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's tuition and fees

As for the research students, the tuition varies, so please confirm how much you will need to pay by the document which we will send you later.

5) Remittance destination

Bank name MUFG Bank, Ltd.
Branch name Edogawabashi Branch
Bank address 3-7, Kagurazaka, Shinjuku-ku, Tokyo, 162-0825, Japan
Bank contact 03-3260-8111
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: Applicant's name (we will need the name to confirm the payment)

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.

After your payment, send an email to: graduate@sci.waseda.ac.jp
titled "examinee's number, your name, payment completed"
(e.g. "C022, Michael Johnson, payment completed")
and **attach a photocopy of the overseas remittance form**

C. Documents for Entrance Procedures

Our website: https://www.waseda.jp/fsci/en/admissions_gs/

Enrollment Documents for English degree program

= required x = not required

NO.	Method	Documents	Regular Student	Research Student	Exchange Student	Deadline	
1	Download from our website	CHECK LIST				<p>Friday, 5 March, 2021</p> <p>use a reliable shipment company such as EMS, Fedex, DHL etc., or submit in person</p>	
2	Print out from the "Online Entrance Registration System"	Entrance Registration Form User ID info. will be POSTED					
3		Written Oath and Guarantee And Consent for the Treatment of Personal Data					
4	Prepare yourself	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		x		
5		Academic Transcript (Original Version or copy which was certified as original) *Only if you have not submitted			x		
6		Certificate of Degree		ONLY for the applicants who have graduated from a university in China and who had not graduated university at the time he/she applied for our admission.			x
7		Online Verification Report of China Higher Education Qualification Certificate		ONLY for the applicants who have graduated from a university in China and who had not graduated university at the time he/she applied for our admission.			x
8	Download from our website	Notification for Delay of Admission Procedure Documents	It is compulsory to submit this notification if you CANNOT submit the relevant documents by Friday, 5 March, 2021.				
9	Prepare yourself-	1 photo for Student ID Card (Color photo sized 3cm x 4cm) Cardboard will be posted, so please paste your photo and enclose it.					
10	Download from our website	Oath of Academic Integrity(only for Doctoral Students)		x	x		
11	Go to ward office after you arrive in Japan-	Certificate of Residence (住民票, Juminhyo)			x		
12	The form will be POSTED to you later.	The Bank Transfer and Automatic Debit Transfer Application Form Receipt Submit the RECEIPT "For the university" page.		x	x		

This deadline is for those who are residing overseas during the admission procedures and cannot submit by **Friday, 5 March, 2021.**

D. How to Prepare Documents for Your Enrollment

Please submit the following No. 1 to No. 12 documents (refer to the chart on page 7).

- ◆ Fill out the forms neatly and correctly 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, DHL 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 your entrance documents.**
- 2: When you need to write your name in English/ Katakana on any official documents in Japan, spell your name exactly the same as you have filled out in your entrance documents.
- 3: Write your name exactly **the way it appears on your passport.**

No. 1 Checklist

Please **download** from our website and enclose it with other entrance documents.

No. 2 Entrance Registration Form (to be completed online, printed out)

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 12:00pm on Monday, 1 February, 2021
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.

No. 3 "Written Oath and Guarantee" and "Consent for the Treatment of Personal Data" (to be completed online and printed out)

* 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 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.

No. 4 & No. 5 Certificate of Graduation and Academic Transcript

For students who have not graduated from their universities at the time of application, we expect them to submit their 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 " 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.

No. 6 Certificate of Degree

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.

No. 7 Online Verification Report of China Higher Education Qualification Certificate

Students who have not graduated university at the time of application, 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 with 18digit numbers (in English) which is sent directly to our office from CHESICC by email is only acceptable.**

No. 8 Notification for Delay of Admission Procedure Documents (Download** from our website)**

If you cannot submit Certificate of Residence (住民票'Juminhyo') or the Bank Transfer and Automatic Debit Transfer Application Form receipt by Friday, 5 March, 2021, send this form instead. It is compulsory to submit this document if you cannot submit them by the deadline.

No. 9 1 color photo for Student ID Card (sized 3cm x 4cm)

Please paste your photo on the cardboard and submit it with other entrance documents.

Cardboard will be posted to you so please paste your photo and enclose it.

No. 10 Oath of Academic Integrity (Download** the form from our website/ **Only for Doctoral Students**)**

Fill out and submit it if you are a Doctoral Student.

No. 11 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 the information above when issuing it.**

*We will not accept Certificates if the “period of stay” is expired. If it is expired, please submit your Certificate after you apply for your visa extension with enough period of stay. .

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

*** Write your examinee's number and your name on the upper right in blank space of the Certificate**

*Certificate of Residence(住民票, Juminhyo in Japanese) can be obtained(200-300yen/per copy) only after entering Japan and completing foreign resident registration at the city office of your residence(the city office where you live). 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. Please note that Certificate of Residence is different from the Alien Registration Card.

No. 12 The Bank Transfer and Automatic Debit Transfer Application Form Receipt

ONLY FOR REGULAR STUDENTS

This form will be POSTED to you.

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, except for the exchange students, those who will be receiving scholarships from Monbukagakusho (MEXT), CSC students and Special Scholarship program students.

*After you arrive in Japan, please open your bank account (please take with you the Bank Transfer and Automatic Debit Transfer Application Form) and later, submit the receipt form “For the university” of your Automatic Debit Transfer Application Form. **Please note that if you open an account at JAPAN POST BANK, you DO NOT need to submit the form receipt since we will receive your form receipt from the JAPAN POST BANK directly.**

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

*The below “place code” will be necessary for the Bank Transfer and Automatic Debit Transfer Application Form. Please fill in your relevant 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

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

E. Treatment of Personal Data by Waseda University <To 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, please 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 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.

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. 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 your Entrance Documents / Contact

POST ALL OF YOUR ENTRANCE DOCUMENTS TO:

**Graduate Admissions Office
Center for Science and Engineering, Waseda University
3-4-1 Okubo, Shinjuku-ku, Tokyo 169-8555 JAPAN**

Deadline: Friday, 5 March, 2021
(must arrive by this date)

by registered mail (such as EMS, Fedex and DHL etc.) or
submit to Graduate Admissions Office, Center for Science and Engineering in person.
The office hours: Mon to Fri. 9:00am to 3pm (1pm to 2pm closed)
Due to COVID-19, the office hours may change without prior notice)

For inquires: email: graduate@sci.waseda.ac.jp
tel: +81-3-5286-3808

telephone inquiries are available from Mon. to Fri. from
9am to 5pm Japanese standard time. Due to COVID-19,
the hours may change without prior notice)

IMPORTANT:

Send your entrance documents by registered mail (such as EMS, Fedex and DHL etc) or submit them to Admissions Office, 1st floor of building 51, Center for Science and Engineering directly.

Send all of your documents by **Friday, 5 March, 2021**. Certificate of Residence and Bank Transfer and Automatic Debit Transfer Application Form receipt can be sent by **Friday, 9 April, 2021**, but for those who have difficulty in entering Japan and cannot submit them by this date, please email and consult with us: graduate@sci.waseda.ac.jp

Include a document checklist that contains the necessary information (the checklist should be placed on top of all the documents). **DO NOT staple the documents.**

**Please DO NOT contact us to confirm if
we have received your entrance documents**

We do not send notification of receipt to students. We will contact you only if your documents are incomplete. We deal with many documents at the time of enrollment, so we appreciate your kind understanding.

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 for the registration fee (amount equivalent to the entrance fee) through a bank transfer.

Refund procedure

Bring the below necessary documents to Graduate Admissions Office

Refund procedure deadline	Wednesday, 24 March, 2021 from 9:00am-3:00pm (1:00pm to 2:00pm closed) Please observe the deadline
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 to 3:00pm(1pm to 2pm is closed) Closed on Weekends and Holidays
Necessary documents	Certificate of Success in the Entrance Examination A receipt of payment of school expenses. A letter of consent by your guarantor (Specify his or her address, telephone number, signature or personal seal. There is NO designated form) Personal seal or signature Bank account information which specifies the <u>bank account number</u> and the <u>branch code</u> for refund procedure (this is restricted to the applicant or guarantor of 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 consult with the Graduate Admissions Office, Center for Science and Engineering by email: graduate@sci.waseda.ac.jp

* **The same 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 refund will be made after the refund procedure deadline.
There are no exceptions.

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.