



APPLICATION GUIDELINES

School/Major Transfer for 2nd/3rd-year For September 2021 Entry

English-based Undergraduate Program
School of Fundamental Science and Engineering
School of Creative Science and Engineering
School of Advanced Science and Engineering
WASEDA UNIVERSITY

ADMISSIONS TIMELINE

Note that all dates refer to Japan Standard Time (JST).

	DATE
APPLICATION PERIOD	July 12 – 16, 2021
SCREENING FEE PAYMENT	July 12 – 16, 2021
NOTIFICATION OF INDIVIDUAL APPLICATION QUALIFICATIONS	August 27, 2021
NOTIFICATION OF EXAMINEE NUMBER	August 27, 2021
INTERVIEW	September 1, 2021
ANNOUNCEMENT OF RESULTS	September 3, 2021
ENROLLMENT PROCEDURE PERIOD	September 3 – 9, 2021
ENROLLMENT DATE	September 21, 2021

NOTICE

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 the announcement date of results etc.) due to the influence of COVID-19 in the future, we will inform you on the faculty's website. Please check out our website regularly for the latest information. If there are any changes after the application starts, we may contact the applicants by e-mail, so please check your e-mail inbox regularly, including your spam or junk folder after the application.

I . Outline of Examination

1. School/Major Transfer for 2nd-year

(1) Schools and Major Accepting Applications (6 Majors in total)

School	Major	Screening Method	Number of Students to be admitted
Fundamental Science and Engineering	• Mathematical Sciences	Interview	A small number will be admitted (the precise figure is not predetermined).
Creative Science and Engineering	• Mechanical Engineering • Civil and Environmental Engineering		
Advanced Science and Engineering	• Physics • Chemistry • Bioscience		

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

(2) Application Requirements

Candidates who fulfill the following conditions are eligible to apply:

- ① Those who entered the English-based Undergraduate Program Faculty of Science and Engineering in September.
- ② 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.
- ③ 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]

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

*“School/Major Transfer for 2nd-year examination” refers to an examination for 1st-year students who wish to transfer to a different school or Major when they advance to the 2nd year. Students who are not in the 1st year are not allowed to apply for the exam. 2nd-year students who are recognized as 1st-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, 2021.

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

2. School/Major Transfer for 3rd-year

(1) Schools and Major Accepting Applications (Only 1 Major)

School	Major	Screening Method	Number of Students to be admitted
Advanced Science and Engineering	Physics	Interview	A small number will be admitted (the precise figure is not predetermined).

(2) Application Requirements

Candidates who fulfill the following conditions are eligible to apply:

- ① Those who entered the English-based Undergraduate Program Faculty of Science and Engineering in September.
- ② Those who are currently enrolled in the second semester as a 2nd-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.
- ③ 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 2nd year.

*Your academic performance in the 1st and 2nd year will be reviewed during the screening process.

[NOTE]

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

*“School/Major Transfer for 3rd-year examination” refers to an examination for 2nd-year students who wish to transfer to a different school or Major when they advance to the 3rd year. Students who are not in the 2nd year are not allowed to apply for the exam. 3rd-year students who are recognized as 2nd-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 21th, 2021.

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

3. Notification of Individual Application Qualifications and examinee number

Notification of Individual Application Qualifications will be sent to your email address specified on the application form with an examinee number on Friday, August 27, 2021.

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

II . Application

1. Application Period

Monday, July 12, 2021 through Friday, July 16, 2021

- * Application documents must be sent by post services and they must arrive at the admissions office of center for science and engineering by the last day of the application period.
- *If a physical disability requires special consideration when taking the examination or studying at Waseda University, please be sure to notify the admissions office of center for science and engineering at 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) Screening fee payment

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 12, through Friday, July 16). Applications cannot be accepted unless the screening fee is paid.

② Payment method:

A. ONLINE PAYMENT (CREDIT CARD, CHINA UNION PAY, OR ALIPAY) (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 the following selections:

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 2021 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 “ Waseda University Examination Fee Payment by Credit Carad, Union Pay, and Alipay” .
- 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 (in Japan only)

- Please pay the screening fee at a convenience store near you.
- To make a payment at a convenience store, you must complete the designated application procedure in advance by accessing the “screening fee convenience store payment site” (<http://e-shiharai.net/>) [Japanese only] on the Internet.
- After making the payment, detach the “Certificate of Payment of the Screening Fee” on the Screening Fee Handling Description, paste it to the designated space (“Screening Fee Payment Certificate”) on the Application form, and submit it. Check the details on the screening fee payment method on the separate sheet “Waseda University Convenience Store Easy-Pay Systems for Entrance Exam Fees”.
- The payment can be made 24 hours a day, seven days a week, including Saturdays, Sundays, and holidays. However, please note that application via the website will end at 23:00 on the last day of the payment period. Similarly, you will not be able to make a payment at a convenience store after 23:30 on the last day of the payment period.
- If a family member or acquaintance of an applicant conducts the procedure for the applicant, the family member or acquaintance must enter the applicant’s information.

第一選択	転部・転科									
第二選択	次の第三選択へ									
第三選択	次の第四選択へ									
第四選択*	<p>*出願を希望する学部を選んでください。</p> <table><tr><td>基幹理工学部</td><td>英語学位プログラム転部・転 Major 試験</td><td>30000 円</td></tr><tr><td>創造理工学部</td><td>英語学位プログラム転部・転 Major 試験</td><td>30000 円</td></tr><tr><td>先進理工学部</td><td>英語学位プログラム転部・転 Major 試験</td><td>30000 円</td></tr></table>	基幹理工学部	英語学位プログラム転部・転 Major 試験	30000 円	創造理工学部	英語学位プログラム転部・転 Major 試験	30000 円	先進理工学部	英語学位プログラム転部・転 Major 試験	30000 円
基幹理工学部	英語学位プログラム転部・転 Major 試験	30000 円								
創造理工学部	英語学位プログラム転部・転 Major 試験	30000 円								
先進理工学部	英語学位プログラム転部・転 Major 試験	30000 円								

C. Notes

- 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 16, 2021.
 - **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.**
 - As a general rule, application documents and screening fee are not returned. However, a full screening fee will be returned if you fall into following one of ②, ③, or ④ category below. The amount paid in excess will be refunded if you fall in to ① category.
 - ① You paid in excess of the amount of screening fee required.
 - ② You paid the screening fee but failed to submit the required application documents.
 - ③ You paid a screening fee but submitted the application documents after the deadline.
 - ④ 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.

The table below lists the Major heads.

School	Major	Major head(Professor)
FSE	Mathematical Sciences	Yoshihiro SHIBATA
CSE	Mechanical Engineering	Jin KUSAKA
	Civil and Environmental Engineering	Mitsuyoshi AKIYAMA
ASE	Physics	Hiroyuki ABE / Takao AOKI
	Chemistry	Toshiyuki MOMMA
	Bioscience	Toshio OHSHIMA

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.

If you don't know the email address of the Major head, please search the Waseda University Researchers Database or the professor's homepage or ask the Department Office you enroll.

<The Waseda University Researchers Database>

<https://w-rdb.waseda.jp/search?m=home&l=en>

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 above 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 them by registered mail (in Japan) or by international courier or similar service (outside Japan) to the admissions office of center for science and engineering.

Application documents must arrive at the office by July 16, 2021.

* 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

Wednesday, September 1, 2021

- ① The interview will be conducted in English via online meeting system.
- ② Notification will be sent via email on the same day the Notification of individual Qualifications.
- ③ Please ensure that you are available on all day during the interview day as the test time varies depending on the Majors.

2. Misconduct

In this Application Guidelines, phrase "mobile phones etc." indicates all mobile communication devices, such as mobile phone, smart phone, tablet, PHS and smart watch etc.

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

We will do our best to provide you with a quiet and fair exam environment. However, please be aware of the following unavoidable conditions that may occur:

- ◆ Everyday noise (airplanes; motor vehicles; wind and rain; the sound of air conditioner; coughs, sneezes and snuffles from the other examinees; the distant noise of cell phones, etc.) is sometimes unavoidable. As a general rule, no special treatment will be given to any examinee (or group of examinees) due to any occurrence of “everyday noise.”

- ◆ 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:

If you have an infectious disease that requires an excused absence under the School Health and Safety Act (e.g. COVID-19, influenza, measles or rubella) and have not yet recovered, please refrain from taking the examinations as there is a risk that you may infect other students or examination supervisors. If you are absent, unless the University has announced special measures, there will be no makeup examinations or refunding of screening fee.

Handling of Personal Information

Waseda University utilizes applicant information (addresses, names, dates of birth etc.) collected at the time of application in order to carry out operations such as the entrance examination, announcement of the screening results, and enrollment procedures. We will take necessary and proper measures to protect such information from leakage, disclosure, or unauthorized use. All or part of the above operations may be outsourced to an agency. In such case, the agency will be contractually required to maintain necessary and proper management. Please note that the personal information may be used as materials for studies and researches to improve our entrance examinations. The information will be statistically processed to prevent any individuals from being identified.

IV. Announcement of Results

Screening results will be announced on the website of the Faculty of Science and Engineering at 10:00 am, Friday, September 3, 2021.

URL: 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 on the results announcement day.
- *We send a package of enrollment documents to successful applicants by e-mail.
- * If your postal address is in Japan as of September 2021, only the Remittance Form for Paying Registration Fee and School Expenses will be sent to the address.
- *No e-mails or documents will be sent to unsuccessful applicants.

V. Enrollment Procedure

1. Enrollment procedure period

Friday, September 3, 2021 through Thursday, September 9, 2021.

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)

A. In Japan

Please make the payment at a counter of your 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.

B. Outside Japan

To pay from outside Japan, please remit the tuition and fees plus a currency exchange fee at a financial institution during the above period.

(2) Submission of enrollment procedures documents

A. In Japan

Send all of the documents to the admissions office of center for science and engineering by registered express mail “簡易書留速達便” during the designated period. **Must be postmarked on or before the deadline.**

B. Outside Japan

Send all of the documents to the admissions office of center for science and engineering by Express Mail Service (EMS) or other courier service such as DHL or FedEx, etc. during the designated period. **Must be postmarked on or before the deadline.**

VI. School Expenses and Other Fees

Breakdown of School Expenses and Other Fee Applied to Transfer Students for 2nd-year for September 2021.

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	2021 Fall semester	823,000	30,000	1,500	854,500
		2022 Spring semester	823,000	30,000	1,500	854,500
School of Creative Science and Engineering	Mechanical Engineering	2021 Fall semester	823,000	52,000	1,500	876,500
		2022 Spring semester	823,000	52,000	1,500	876,500
	Civil and Environmental Engineering	2021 Fall semester	823,000	52,000	1,500	876,500
		2022 Spring semester	823,000	52,000	1,500	876,500
School of Advanced Science and Engineering	Physics	2021 Fall semester	823,000	55,620	1,500	880,120
		2022 Spring semester	823,000	55,620	1,500	880,120
	Chemistry	2021 Fall semester	823,000	68,400	1,500	892,900
		2022 Spring semester	823,000	68,400	1,500	892,900
	Bioscience	2021 Fall semester	823,000	90,900	1,500	915,400
		2022 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 3rd-year for September 2021

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	2021 Fall semester	823,000	55,620	1,500	880,120
		2022 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

E-mail: undergraduate@sci.waseda.ac.jp

URL: https://www.waseda.jp/fsci/en/admissions_us/

*Admissions Office will be closed from August 7 through 16 due to Summer Holidays.