

Waseda University

Guide to Entrance Procedures

For April 2022 Admission

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

**Your entrance will be withdrawn if you will not complete all the procedures by the deadline.
We will not accept any delays.**

1. First Step:

Please complete your payment for your tuition and fees for the first semester by the deadline (p. 3).

If you will not complete your payment by the deadline, your admission will be withdrawn.

The Bank Transfer and Automatic Debit Transfer Application Form (p.11), will be posted to your address later. This form will be necessary to register your bank account in Japan so that your tuition and fees will be automatically deducted from the second semester. If you are an overseas student, please register your bank account with this form after you enter Japan.

2. Second Step:

Register your information by **Online Entrance Registration Form**.

<http://admission.waseda.jp/>

It is scheduled to be available from **12:00pm, Tuesday, February 1, 2022.**

A "Online Entrance Registration System User ID information" document will be posted to you.

(It describes your user ID, PW and enrollment keys).

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 to 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".

3. Third Step:

You must submit all necessary documents by the deadline (p.7).

4. Fourth Step:

After you complete your Online Entrance Registration, check your initial Waseda ID/Password on the Online Entrance Registration System available from **March 1st, 2022 to April 1st, 2022.**

Waseda ID will be necessary for using Waseda information service.

Information about the entrance ceremony, course registration, student ID and other important notices for new students will be updated from the below link, so please visit our website regularly.

https://www.waseda.jp/fsci/en/admissions_gs/#anc_18

(please check all the information here)



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A. Payment Procedures for Tuition and Fees

Payment deadline
Friday, January 14, 2022

Successful applicants must make payment of tuition and fees by the above date.

Exchange students, those who will receive scholarships from Monbukagakusho (MEXT), CSC students and the Special Scholarship program students **DO NOT need to make any payments.**

[Important]

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

Students who reside 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 yourself.

Student who reside outside Japan

Please confirm your payment amount on page 6, "Tuition and Fee Chart".

There are 2 methods to complete your payment.

Please select either **Online payment (credit card payment) or the **Telegraphic Bank Transfer**.**

☛ Using online payment service (credit card payment)

*Successful applicants or tuition payers who live outside Japan can pay tuition and fees by credit card.

Please follow the steps on page 4 **Waseda University Tuition and Fee Payment by Credit Card** and access the online payment website (<https://e-shiharai.net/ecard/>) and complete the procedure.

*Applicants must pay the commission (confirm the amount in the chart on bottom of page 4) in addition to the tuition and fee to use this online payment service.

*Available credit cards are, VISA, MasterCard, JCB and American Express.

*You don't need to submit the copy of the "Result" page.

*Be sure to complete your payment during the payment period. The payment can be made 24 hours a day, seven days a week, including Saturdays, Sundays and holidays.

*The payment can be made with a credit card held in the name of a person other than the applicant, but the applicant's information must be entered in the "Basic Information" page of the website.

Waseda University Tuition and Fee Payment by Credit Card

24 hours a day, 365 days a year, you can pay anytime! Easy, Convenient and Simple!

You can pay the Tuition and Fee by using Credit Card.



Web Application - Online Transaction

Access

<https://e-shiharai.net/ecard/>



You can access
from our
website too !

1. Top Page

Click "Entrance Fee".

2. Terms of Use and Personal Information Management

Please read the Terms of use and Personal Information Management.
Click "Agree", located in the lower part of this page, if you agree with these terms.
Click "Not agree", located in the lower part of this page, if you do not agree with these terms.

3. School Selection

Click Waseda University Tuition and Fee (special case only)

4. School Information

Read the information carefully and click "Next".

5. Category Selection

Select your choices (4 of them), fill out your payment amount and fill out your examinee number (1 alphabet and 4-digit numbers) where you need to fill out your application No.
If they are ok, click "add to basket".

6. Basket Contents

Check the contents and if they are OK, click Next.

7. Basic Information

Input the applicant's basic information. Choose your credit card and click "Next".

8. Credit Card Information

Input Credit Card number (15 or 16-digits), expiration date and security code.

9. Payment Result

All of your application information is displayed. Click "Confirm" to verify.

10. Credit Card Payment Completed

Your payment has been completed.
To print a copy, go to the "Application Result page" on the e-shiharai site and input the "Receipt Number", which was given to you when your payment was completed, and your "Birth Date".

Once this process has been completed, please follow the guidelines as stated by your department/graduate school.
Any inquiries should be addressed to the administration office of your department/graduate school.

[NOTICE/FAQ]

- During the payment periods specified in the enrollment guidelines, you can make payment anytime.
Please consult the enrollment guidelines and complete payment in time for the application period.
- On the last date of the payment period, please complete the transaction by 11:00pm Japan time.
- It is possible to use a card which carries a name different from that of the applicant. However, please make sure that the information entered in the Basic Information page is the applicant's information.
- To check your application result, go to the "Application Result page" on the e-shiharai site and input the "Receipt Number" which was given when your application was completed and your "Birth Date". The result will be displayed.
- Please contact the credit card company if your card is not accepted.
- There is a fee for this payment transfer service, which applicants must pay in addition to the tuition and fee.

■Payment Commission

Tuition and Fee	Payment Commission
~ 10,000yen	631yen
10,001yen ~ 100,000 yen	2,413 yen
100,001yen ~ 200,000 yen	4,715 yen
200,001yen ~ 300,000 yen	7,129 yen
300,001yen ~ 400,000 yen	9,329 yen
400,001yen ~ 500,000 yen	11,631 yen
500,001yen ~ 600,000 yen	13,942 yen
600,001yen ~ 700,000 yen	16,142 yen
700,001yen ~ 800,000 yen	18,547 yen
800,001yen ~ 900,000 yen	20,747 yen
900,001yen ~ 1,000,000 yen	23,160 yen
1,000,001yen ~ 1,100,000 yen	25,462 yen
1,100,001yen ~ 1,200,000 yen	27,723 yen
1,200,001yen ~ 1,300,000 yen	29,944 yen
1,300,001yen ~ 1,400,000 yen	32,347 yen
1,400,001yen ~ 1,500,000 yen	34,650 yen

For questions or problems not mentioned here, please contact :

E-Service Support Center Tel : +81-3-5952-9052 (24 hours everyday)

☛Payment by Telegraphic Bank Transfer

Please confirm your payment amount on page 6, “Tuition and Fee Chart”.

- (A) Tuition and fees (pink colored part on the chart)
- (B) Handling fee of “2,500JPY”
- (C) Other bank charges and transfer fees

1. Pay your (A) tuition and fees plus the (B) handling fee of 2,500JPY and transfer the total amount at your local bank. Please make sure that you pay your tuition and fees correctly by checking the chart (p.6) as the amount may differ with departments.

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

Waseda University must receive (A) and (B) in FULL AMOUNT.

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

2. Student who reside outside Japan and have made the payment by telegraphic bank transfer are also required to register his/her information online after their payment.

Please click the below link to register your information (available on our website as well).



<https://my.waseda.jp/application/noauth/application-detail-noauth?param=xlezs8BTGOFqzh8R0yCeng> (Post Graduate) The submission form for a photocopy of the overseas remittance form(new students)

Please fill out your name, cell phone number, email address and attach your remittance form photocopy). This is to inform us that your payment has been completed.

- 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 chart on page 6
- 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	0035970RLE
Creative Science and Engineering	0035970RLF
Advanced Science and Engineering	0035970RLH

Account holder: Waseda University

Purpose of remittance: Tuition and fees

Please specify: Applicant’s examinee number and full name

(The information is necessary to confirm the applicant’s payment)

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

If the remitter is not the applicant when making the remittance, please make sure to write down the applicant’s examinee number and full name in the message section so that we will know who paid for it.

Payment by eshihari.net, online payment service (credit card payment)

Please pay the amount (green colored part) on the chart. When you fill out the payment amount, the commission will automatically appear on the screen.

Bank Payment Please pay the amount (pink colored part) on the chart plus the handling fee. You will need to pay other bank charges and transfer fees if you are asked at the bank.

B. Tuition and Fee Chart Master's Program

Unit (Yen)

Graduate School	Department	Tuition and Fee	Total Credit Card payment	Total of Telegraphic bank transfer payment (including the handling fee, 2,500JPY)
Fundamental Science and Engineering	Pure and Applied Mathematics	717,500	717,500	720,000
	Applied Mechanics	730,500	730,500	733,000
	Electronic and Physical Systems	730,500	730,500	733,000
	Intermedia Studies	730,500	730,500	733,000
	Computer Science and Communications Engineering	730,500	730,500	733,000
	Materials Science	717,500	717,500	720,000
Creative Science and Engineering	Architecture	730,500	730,500	733,000
	Modern Mechanical Engineering	729,500	729,500	732,000
	Industrial and Management Systems Engineering	729,500	729,500	732,000
	Civil and Environmental Engineering	727,500	727,500	730,000
	Earth Sciences, Resources and Environmental Engineering	730,500	730,500	733,000
	Business Design and Management	742,500	742,500	745,000
Advanced Science and Engineering	Pure and Applied Physics	776,750	776,750	779,250
	Chemistry and Biochemistry	791,750	791,750	794,250
	Applied Chemistry	781,750	781,750	784,250
	Life Science and Medical Bioscience	791,750	791,750	794,250
	Electrical Engineering and Bioscience	781,750	781,750	784,250
	Integrative Bioscience and Biomedical Engineering ① refer to *1 below	757,000	757,000	759,500
	Integrative Bioscience and Biomedical Engineering ② refer to *1 below	781,750	781,750	784,250
	Nanoscience and Nanoengineering ① refer to *2 below	776,750	776,750	779,250
	Nanoscience and Nanoengineering ② refer to *2 below	781,750	781,750	784,250
	Cooperative Major in Nuclear Energy	776,750	776,750	779,250

*1 Department of Integrative Bioscience and Biomedical Engineering: Tuitions are different depending on research guidance.

① Integrated Machine or Information ② Except for Integrated Machine and Information

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

① Nanoelectronics and Solid-state nanoscience ② Nanochemistry

Refer to the website for details: [Seminar Fee for One Semester in 2021 for Master's degree and Non-degree \(Research Student\) Program in Department of Integrative Bioscience and Biomedical Engineering and Department of Nanoscience and Nanoengineering](https://www.waseda.jp/fsci/en/admissions_gs/#anc_6)
https://www.waseda.jp/fsci/en/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	Total Credit Card payment	Total of Telegraphic bank transfer payment (including the handling fee, 2,500JPY)
Fundamental Science and Engineering	Pure and Applied Mathematics	590,000	590,000	592,500
	Applied Mechanics	603,000	603,000	605,500
	Electronic and Physical Systems	603,000	603,000	605,500
	Intermedia Studies	603,000	603,000	605,500
	Computer Science and Communications Engineering	603,000	603,000	605,500
	Materials Science	590,000	590,000	592,500
Creative Science and Engineering	Architecture	603,000	603,000	605,500
	Modern Mechanical Engineering	602,000	602,000	604,500
	Industrial and Management Systems Engineering	602,000	602,000	604,500
	Business Design and Management	615,000	615,000	617,500
	Civil and Environmental Engineering	600,000	600,000	602,500
	Earth Sciences, Resources and Environmental Engineering	603,000	603,000	605,500
Advanced Science and Engineering	Pure and Applied Physics	602,250	602,250	604,750
	Chemistry and Biochemistry	617,250	617,250	619,750
	Applied Chemistry	607,250	607,250	609,750
	Life Science and Medical Bioscience	607,250	607,250	609,750
	Electrical Engineering and Bioscience	607,250	607,250	609,750
	Integrative Bioscience and Biomedical Engineering	607,250	607,250	609,750
	Nanoscience and Nanoengineering	607,250	607,250	609,750
	Cooperative Major in Nuclear Energy	602,250	602,250	604,750

C. Documents for Entrance Procedures

Our website: https://www.waseda.jp/fsci/en/admissions_gs/#anc_18

⇒ Enrollment Documents for English degree program

Please submit them by **Friday, February 25, 2022**

DO NOT staple the documents!

○ = required ✕ = not required

NO.	Method	Documents to submit	Regular Student	Research Student	MEXT/CSC/other Scholarship Program Student	Exchange Student
1	Download from our website	Entrance Procedure Checklist	○	○	○	○
2	Print out from the online Entrance Registration System	Entrance Registration Form <u>User ID information will be POSTED</u>	○	○	○	○
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 it.	Only for students who have not graduated from their universities at the time of application. <u>Students who belong to Waseda University DO NOT need to submit these documents.</u>			×
5		Academic Transcript (Original version or copy which was certified as original) *Only if you have not submitted it.				×
6		Certificate of Degree	ONLY for students who have graduated from their universities in China and have not graduated university at the time of application.			×
7		Online Verification Report of 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.			×
8	Download from our website	Notification of Delay of Admission Procedure Documents	You must submit this notification if you cannot submit all of your documents by the deadline.			
9	Prepare yourself	1 photo for Student ID Card (Color photo sized 3cm x 4cm) <u>Cardboard will be posted, so please paste your photo and enclose it.</u>	○	○	○	○
10	Download from our website	Oath of Academic Integrity (only for Doctoral Students)	Only for Doctoral students			×
11	Go to the city office after you arrive in Japan	Certificate of Residence (住民票, Juminhyo)	○	○	○	○
12	Go to the bank after you arrive in Japan with this form.	The Bank Transfer and Automatic Debit Transfer Application Receipt Submit the “For the university” page. The Bank Transfer and Automatic Debit Transfer Application form will be posted.	○	×	×	×

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 with no errors.
- ◆ Fill out the forms, with a black or blue ink pen or ballpoint pen. Do not use pencils.
- ◆ Please post them by registered mail or by international courier delivery service (such as FedEx, DHL, UPS, etc) or submit them in person to the Graduate Admissions Office, Center for Science and Engineering.
Please confirm the delivery status yourself. We will not answer if we have received them or not.
- ◆ Documents once submitted and entrance fees once paid are not returnable under any circumstances.

If you need to make modifications to 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> How to spell your name

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

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 Entrance Procedure 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, Tuesday, February 1, 2022.
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.
3. 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.
4. Enter your "Enrollment Key", then press the "Next" button to start your online entrance registration.
5. For overseas students, please fill out your ADDRESS IN ENGLISH correctly.
Complete the form and print out the "Entrance Registration Form" on an A4 size paper.

<IMPORTANT>

Please keep your Online Entrance Registration System User ID Information document safe.

Your ID, password and enrollment key is described in this document. This document will be posted to you later.

For MEXT, CSC and Exchange students, please select "Student" for Tuition payer part in **Step 1** page (your tuition and fees will not be deducted even if you select "Student", so do not worry).

For overseas student, please select "No bank account in Japan yet" for **Step 2** if you have not entered Japan.
After you enter Japan, please make a bank account, and register your bank account information through My Waseda system yourself. **Please note that an overseas bank account CANNOT be registered.**

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

- * Refer to H. Treatment of Personal Data by Waseda University <To Students and Guardians> (P.17) and I. Rules of Compliance (P.18) before filling out this document.
- * Complete the form from the “Online Entrance Registration System 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 guardian with his/her handwriting on the right of “Seal/Signature”.**
The guardian 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 guardian can be someone living abroad, though someone living in Japan is preferable.
- * The seals of the student and the guardian must be different. If you do not have a seal, please sign.

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

Please do not submit your original hard copy document which cannot be re-issued.

If you have not graduated from your university at the time of application, we expect you to submit your Certificate of Graduation and the complete version of your Academic Transcript to confirm your final status before your enrollment. If the document is not written in either English or Japanese, a translation must be attached in either language. Write your examinee's number and name in the blank space on the upper-right corner of the translated document.

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. In principle, only an ORIGINAL copy is acceptable. A photocopy is acceptable only if it is stamped or signed officially by your university.

If you cannot send your Certificate or Academic transcript by the deadline, February 25, 2022, please enclose “Notification for Delay of Admission Procedure Documents” with other of your documents instead. However, please note that you must submit your Certificate and Academic transcript by March 17, 2022, final deadline.

Students who belong to Waseda University will not need to submit them.

Students who have graduated from a university in China:

If you have graduated from an undergraduate school and/or a graduate school in China, you are required to submit the original Certificate of Graduation and Certificate of Degree (as below) both.

No. 6 Certificate of Degree

Please do not submit your original hard copy document which cannot be re-issued.

If you have 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 at the time of application, you do not need to submit it. If you cannot send your Certificate of Degree by the deadline, February 25, 2022, please enclose “Notification for Delay of Admission Procedure Documents” with other of your documents instead. However, please note that you must submit your Certificate of Degree by March 17, 2022, final deadline.

No. 7 Online Verification Report of Higher Education Qualification Certificate

If you have not graduated university at the time of application, please arrange an official English version “Online Verification Report of 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/>)

Verification Report of Student Record is not acceptable.

Only “Online Verification Report of Higher Education Qualification Certificate” with 18-digit numbers (in English) directly sent by email is 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 **the deadline, Friday, February 25, 2022**, send this form instead.
It is compulsory to submit this document if you cannot submit them by the deadline. If you have any other documents which you cannot submit, please fill out this document as well.

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 it out and submit the form if you are a **doctoral** student.

No. 11 Certificate of Residence (Juminhyo, 住民票)

For the students who cannot enter Japan, please prepare the Certificate after you arrive in Japan. If you cannot prepare it by March 17, 2022, final deadline, please bring it to
During March 18 until 31, 2022 Graduate Admissions Office
After April 1, 2022~ Academic and Student Affairs Office
(both offices are located on the 1st floor of building 51, Nishiwaseda Campus)

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 included in terms of protection of privacy.

If you happen to obtain your Certificate of Residence with the above number included, please black out the number and make sure it will not appear on the Certificate and submit it.

***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 full name on the upper right in blank space of the Certificate.**

***Certificate of Residence(住民票, Juminhyo in Japanese) can be obtained(200~400JPY/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 at 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 Receipt

The Bank Transfer and Automatic Debit Transfer Application form (4 pages in one set) will be POSTED to the regular students only.

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.

Please take the Bank Transfer and Automatic Debit Transfer Application Form to the bank (fill out the necessary parts) with you and submit it. Then, please submit the receipt form "For the university" of your Bank Transfer and Automatic Debit Transfer Application Form to us. **If you will open an account at JAPAN POST BANK, you DO NOT need to submit the receipt since we will receive it from the JAPAN POST BANK directly.**

***For the students who cannot enter Japan, please open your bank account after you arrive in Japan.**

If you cannot prepare it by March 17, 2022, final deadline, please bring the receipt form to

During March 18 until 31, 2022 Graduate Admissions Office

After April 1, 2022~ Academic and Student Affairs Office

(both offices are located on the 1st floor of building 51, Nishiwaseda Campus)

*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.

Please visit our website for details: https://www.waseda.jp/fsci/en/admissions_gs/#anc_18

⇒Enrollment Documents for English program⇒ **【CIE】Orientation for Privately Funded International Students**

*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. How to send your Entrance Documents / Contact

Place the Entrance Procedure Checklist (download from our website) on top of all your entrance documents.

DO NOT staple the documents.

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
Office hours: Mon to Fri. 10:00am to 4:00pm (1pm to 2pm closed)
Office hours may change without prior notice.**

**Deadline: Friday, February 25, 2022 (must arrive by this date)
Use registered mail or international courier delivery service
(such as FedEx, DHL, UPS etc.) or submit in person.**

CONTACT:

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.**

The hours may change without prior notice.

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.

F. How to Receive Your Student ID Card

a) Receive your Student ID Card

It is scheduled on **Friday, April 1, 2022** at Nishiwaseda Campus. Please visit our website just before your enrollment to confirm the venue and time to receive your student ID card.

https://www.waseda.jp/fsci/en/admissions_gs/#anc_18

If you cannot receive your Student ID card on the above date, please pick it up at the Academic and Student Affairs Section (it is not our office), 1st floor of building 51 at your convenience. Please bring something to identify yourself such as your passport or driver's license.

Office hours: Mon. to Fri. 10:00am to 4:00pm (Office hours may change without prior notice).

Student ID card must be received by the student him/herself. We cannot give it to another person or a friend under any circumstances. Also, we cannot post it to the student, so the student will need to receive it at Nishiwaseda campus in person.

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. Also, 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.

If you have received your COE (Certificate of Eligibility) from us, please send it back to us. If you do not, it may affect negatively when you wish to enter Japan in the future.

Refund procedure

Bring the below necessary documents to Graduate Admissions Office. The applicant who has decided to withdraw the admission must visit the Graduate Admissions Office for the procedure.

Refund procedure deadline	Friday, March 11, 2022 Please observe the deadline
Location	Graduate Admissions Office Center for Science and Engineering, Waseda University 1st floor of Building #51, Nishiwaseda Campus 3-4-1 Okubo, Shinjuku-ku, Tokyo (TEL: +81-3-5286-3808)
Office Hours	Monday to Friday : 10:00am to 4:00pm(1pm to 2pm is closed) Closed on weekends and holidays
Necessary documents	1. Certificate of Success in the Entrance Examination 2. A receipt of payment of school expenses 3. Bank account information which specifies the <u>bank account number</u> and <u>the branch code</u> for refund procedure (this is restricted to the applicant or guardian of the account holder. <u>The document must be in English or Japanese. We do not accept documents in other languages.</u> 4. Consent Form For The Guardian (Please fill out the form on page 14) 5. Application Form for the Refund of Tuition Fees Due to Withdrawal from Waseda University (fill out page 15 and 16. <u>Print on two sides and submit in one sheet).</u> 6. Personal seal or signature

For overseas applicants who cannot visit the campus, please POST documents 1. to 5. (above mentioned) by the deadline. Please use **international courier delivery service (such as FedEx, DHL, UPS etc.)** We will not accept any delays.

IMPORTANT!

Same personal seal or signature of your guardian used for the "Written Oath and Guarantee and Consent for the Treatment of Personal Data" is required for the "Consent Form For The Guardian".

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

No refund will be made after the refund procedure deadline.
There are no exceptions.

CONSENT FORM FOR THE GUARDIAN

*Please fill in Section 1 and 2 and sign the designated part of Section 3 if you consent to the successful applicant's decision to withdraw from Waseda University.

1. Guardian Information

Name	
Address	
Phone Number	

2. Successful Applicant Information

Name	
Admission/Examination Number	
Undergraduate School Name	

3. Declaration of Consent

As the guardian of the above successful applicant, I consent to his/her decision to withdraw from Waseda University.

DATE (DAY/MONTH/YEAR): _____

SIGNATURE: _____

NAME: _____

Date:

Application Form for the Refund of Tuition Fees Due to Withdrawal from Waseda University

I have met Waseda University's entrance requirements and completed the enrollment procedure, but, due to personal reasons, I have decided to withdraw from the university. Please refund to the account provided on the reverse side of this page the tuition fees that I paid by bank transfer.

Name in katakana (if any)					
Name of successful applicant	Seal (affix seal or signature above)				
Address	Phone No.:				
Name of guardian					
School and Department	School:		Department:		
	Major / Course:				
Admission type <small>(Circle the relevant admission type)</small>	AO admission / Recommended by designated school / Other (please specify:)				
Reason for Withdrawal	Please let us know which universities to advance to, if you don't mind our asking.				
Examination/ admission number					振込日 (受付箇所記入) ※振込領収書にて確認
Refund amount	¥				年 月 日

箇所受付印	入学センター確認印

(早 稲 田 大 学)

PLEASE TURN OVER

<Beneficiary's Bank Details>

☐ Refund to be transferred to the account of a bank in Japan.

Name of Bank		Account No.					
(Please write in katakana)		Name of head office / branch:					
Name of Account Holder	Account Type (Circle One)	Address					
(Please write in katakana)	Savings / Checking	Phone No.:					

(Please fill in the name of the beneficiary's bank and the name of the account holder in katakana. Please note that the account holder must be either the applicant or his/her guardian.)

☐ Refund to be transferred to the account of an overseas bank.

APPLICANT'S INFO 志願者情報	受験番号 *該当者のみ記入 Application Number *If applicable	
	志願者名 Applicant's Name	*アルファベットで記入。 Please write in alphabet.
BENEFICIARY'S INFORMATION 受取人情報	受取人名 ★ BENEFICIARY'S NAME IN BLOOCK LETTERS	*アルファベットで記入。 Please write in alphabet.
	志願者との続柄 RELATIONSHIP WITH THE APPLICANT	いずれかを選択してください。 Please circle either one. 1. 志願者・Applicant themselves 2. 保証人 Guardian
	受取人住所 BENEFICIARY'S ADDRESS 都市名 (CITY) ・州名(STATE) ・国名(COUNTRY)	*アルファベットで記入。 Please write in alphabet.
	受取人口座番号 ★ A/C NO.	
BENEFICIARY'S ACCOUNT INFORMATION 受取人口座情報	IBAN ★ ※only for European countries	
	ABA (Routing) No ★ ※only for USA	
	銀行コード SWIFT(BIC)CODE	
	銀行名・支店名 ★ BANK NAME・BRANCH NAME	*アルファベットで記入。 Please write in alphabet. 銀行名 BANK NAME ----- 支店名 BRANCH NAME
	住所 ADDRESS 都市名 (CITY) ・州名(STATE) ・国名(COUNTRY)	*アルファベットで記入。 Please write in alphabet.

★ Append materials that prove A/C NO and Bank information.

Ex) Account details of online banking (Screen copy) or statement (copy)

Note that the refund will be made in US Dollar regardless of your country as a general rule.

H. Treatment of Personal Data by Waseda University

<To Students and Guardians>

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 guardian 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, guardian, 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 guardian 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 guardian;
- (xi) Consultation with the guardian 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 guardian 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

I. 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.

J. Notice of Information Security

The key principles are: "Protect your personal information by yourself" and "Do not infringe on personal information and copyright of others."

Please click the below link and read it carefully and make sure that you understand everything.

<https://www.waseda.jp/wits/data/info-sec/index.html>

⇒"To all students"