

APPLICATION GUIDELINES

School/Major Transfer for 2nd year

For September 2023 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 10 – 14, 2023
SCREENING FEE PAYMENT	July 10 – 14, 2023
NOTIFICATION OF INDIVIDUAL APPLICATION QUALIFICATIONS	August 25, 2023
NOTIFICATION OF EXAMINEE NUMBER	August 25, 2023
INTERVIEW	August 30, 2023
ANNOUNCEMENT OF RESULTS	September 1, 2023
ENROLLMENT PROCEDURE PERIOD	September 1 – 8, 2023
ENROLLMENT DATE	September 21, 2023

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 (7 Majors in total)

School	Major	Screening Method	Number of Students to be admitted
Fundamental Science and Engineering	• Mathematical Sciences • Computer Science and Communications Engineering	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		

(2) Application Requirements

Candidates who fulfill the following conditions are eligible to apply:

- ① 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.
- ② Those who have enrolled the English-based Undergraduate Program Faculty of Science and Engineering in September.
- ③ Those who have enrolled at the Major you are currently registered as a 1st Year Student in September 2022 and have attended for one year as of the end of the current semester (the semester you apply for the admission). However, you are admitted to applying for the admission even if you have enrolled before Academic Year 2021 if the following two cases apply to you.
 - 1) Those who have attended for one year as of the end of the current semester (the semester you apply for the admission) due to a leave of absence or study abroad.
 - 2) Those who have enrolled in September.
 - * You are not studying abroad during the current semester (the semester you apply for the admission). Except for the case where your student status is “Leave of Absence” if you study abroad as a privately funded student.

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

*School/Major Transfer for 3rd year for September was discontinued in 2023.

2. 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 25, 2023.

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

II . Application

1. Application Period

Monday, July 10, 2023 through Friday, July 14, 2023

- * 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.
- * You can not submit application documents in person at our office.
- * 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 fse-undergraduate@list.waseda.jp by June 30. 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

Payment period : Monday, July 10, 2023 through Friday, July 14, 2023

A screening fee of 30,000 yen is required to apply for the admission. Please ensure that you pay the screening fee during the payment period. Applications cannot be accepted unless the screening fee is paid.

② Payment method:

A. ONLINE PAYMENT (CREDIT CARD OR CHINA UNION PAY)

(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*	*Select the school to which you are applying School of Fundamental Science and Engineering School of Creative Science and Engineering School of Advanced Science and Engineering
Third Selection	September 2023 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 page 5 “Waseda University Examination Fee Payment by Credit Card or Union Pay”.
- The payment can be made anytime, 24 hours. Please note that on the last date of the payment period (July 14, 2023), finish card settlement procedure by 11:00 pm Japan time.
- 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.
- 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 page 6 “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 procedure via the website (<http://e-shiharai.net/>) will end at 23:00 (JST) on the last day of the payment period (July 14, 2023). Similarly, you will not be able to make a payment at a convenience store after 23:30 (JST) on the last day of the payment period (July 14, 2023).
- 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*	<u>*出願を希望する学部を選んでください。</u>		
	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

- 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.

Waseda University Examination Fee Payment by Credit Card and Union Pay

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

You can pay the Examination Fee by using
Credit Card and Union Pay.



Web Application - Online Transaction



Access the site below

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

1. Top Page

Please choose a category "大学・短大" or "大学院".
Undergraduate School Graduate School

2. School Selection

Click "早稲田大学 (クレジットカード・中国オンライン決済専用)"
Waseda University
or "早稲田大学大学院 (クレジットカード・中国オンライン決済専用)".
Waseda University(Graduate Schools)

3. School Information

Read the information carefully and click "同意する".
Agree

4. Category Selection

Choose First to Fourth Selection and click "次へ".
Next

5. Basic Information

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

Paying with Credit Card

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

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

Application Results
Please click the "申込内容照会" button in the upper part of this site (e-shiharai.net).
Please write down the "Receipt Number" given when you complete your application, and enter your "Payment Method", "Receipt Number" and "Birth Date". Please make sure your printer is ready.
Payment Inquiry - Inquiry result
Please print out the "申込内容照会結果" page.

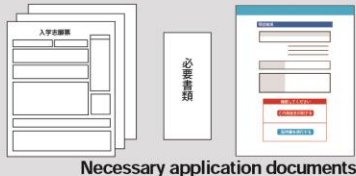
Paying with Union Pay

Follow the onscreen instructions to complete the card payment.

Application Results
Please click the "申込内容照会" button in the upper part of this site (e-shiharai.net).
Please write down the "Receipt Number" given when you complete your application, and enter your "Payment Method", "Receipt Number" and "Birth Date". Please make sure your printer is ready.
Payment Inquiry - Inquiry result
Please print out the "申込内容照会結果" page.

Application

Enclose the printed "申込内容照会結果" page in an application envelope with other necessary application documents.



Necessary application documents



Mail it from Post office



[NOTICE/FAQ]

- During payment periods and application periods mentioned in the application documents, you can make a payment anytime. Please confirm from application documents and complete payment in time for the application period.
- On the last date of the payment period, please finish card settlement procedure by 11:00pm Japan time.
- Please directly contact the credit card company if your card is not accepted.
- It is possible to use a card which carries a name different from that of the applicant. However, please make sure that the information on the basic information page is the applicant's information.

■ Payment Commission

There is a fee for this payment transfer service, which applicants must pay in addition to the entrance exam fee.

Entrance exam fee	Payment Commission
~ 29,999 yen	565 yen
30,000 yen ~ 49,999 yen	1,005 yen
50,000 yen ~ 69,999 yen	1,446 yen
70,000 yen ~ 99,999 yen	1,833 yen
100,000 yen ~ 199,999 yen	2,074 yen
200,000 yen ~ 299,999 yen	2,618 yen
300,000 yen ~	4,400 yen

For questions or problems not mentioned here, please contact :

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

Waseda University

Convenience Store Easy-Pay Systems for Entrance Exam Fees

Now you can transfer funds to pay for your entrance examination - 24 hours a day - from your nearest Lawson, Ministop, FamilyMart, Seven-Eleven.

- Before going to the convenience store, you will need to obtain an application number which you can get from going online on either your cellphone or computer. This number will be required when you make your payment.



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



To obtain your application number, please follow the instructions on the screen and input all necessary information. This number will be required when you make your payment.

If you input the wrong information when trying to obtain your application number, please start again from the beginning and make your payment. If you are not able to make the required payment before the due date you will receive this deadline, upon completing the online application, all the information you had input will be canceled automatically.

2 Convenience Store Payment

●The application fee cannot be paid through an ATM. Be sure to make your payment at the cash register.

Paying at SEVEN-ELEVEN
[13-digit Payment Slip Number] 払込票番号

Tell the counter staff that you want to make an "Internet shiharai." Then provide your Payment Slip Number 【払込票番号】

Payment Slip Number
※If a payment slip is not printed out, just tell your number to the counter staff.

A multifunction copier can not be used to make payment.

●Make the payment at the register.
●Receive an Application Fee Statement. Detach the Certificate of Payment (receipt) portion.

Paying at LAWSON or MINISTOP
[11-digit Customer Number] お客様番号
[4-digit Verification Code] 確認番号

Use the Lawson information terminal Loppi

Touch the "各種サービスメニュー" option
Various Service Menus

Select the "各種代金・インターネット受付" button on the touch screen
All Payments

Touch the "各種代金お支払い" option
All Payments

Touch "マルチペイメントサービス"
Multi-Payment Service

Enter your 【お客様番号】 【確認番号】
Customer Number Verification Code

●Information terminal issues a funds transfer receipt. You will need to take this to the cash register within 30 minutes and make the actual payment.
●Receive an Application Fee Statement. Detach the Certificate of Payment (receipt) portion.

* Design and layout of the touch screen buttons is subject to change without notice.

Paying at FamilyMart
[11-digit Customer Number] お客様番号
[4-digit Verification Code] 確認番号

Use the FamilyMart information terminal or multifunction copier

Select the "代金支払い" button on the touch screen
All Payments

Enter your 【お客様番号】 【確認番号】
Customer Number Verification Code

●Make the payment at the register.
●Receive an Application Fee Statement. Detach the Certificate of Payment (receipt) portion.

3 Application

Affix the receipt portion to "Form for Submission of the Certificate of Payment of Application Fee" in the designated location.

●Seven-Eleven ●Family Mart
Detach the receipt portion of the Exam Fee Statement and affix it to the application packet in the designated location. Hold onto the proof of bank transfer for your records.

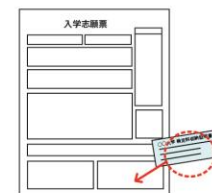
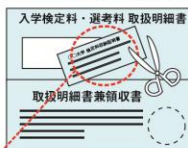


The appearance of the ticket you receive may differ from the illustration above.

Attach Your Receipt (Certificate of Payment) to the Application

※When attaching the certificate of payment, be sure to use glue which is suitable for use with thermal paper and pressure-sensitive paper. Please check the glue label.

●Lawson ●Ministop
Detach the receipt portion (Certificate of Payment) of the Application Fee Statement and affix it to the application packet in the designated location. Hold onto the remainder of the Fee Statement ("Applicant's Copy" portion) for your records.



※When paying at a convenience store, proof of payment via bank stamp is not necessary.

- Be sure to complete your convenience store payment before the time limit expires. All the payment information you entered will be deleted automatically if the payment is not completed before the deadline.
- Please note: After application fee payment has been made at any of the above shops, refund is not possible.
- Please double-check the application deadline in your application guide. Post your payment early enough to be sure it is received in time.

Payment Commission

(transfer fee charged by all participating stores)

There is a fee for this payment transfer service, which applicants must pay in addition to the entrance exam fee. The payment commission is as the same at all participating

convenience stores:	Entrance exam fee ¥49,999 or less	500 yen
	Entrance exam fee ¥50,000 or more	720 yen

Questions about paying your entrance exam fees at convenience stores? Please visit:

Note: Convenience store staff cannot answer questions about the service.

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

(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 hand-written signature and a seal directly from the Major head in the English-based program to which you are enrolled at the time of application. We will not accept the printed email of Major head's approval for your transferring to a different school/Major.

The table below lists the Major heads.

School	Major	Major head(Professor)
FSE	Mathematical Sciences	Mark BOWEN
	Computer Science and Communications Engineering	Liu JIANG
CSE	Mechanical Engineering	Tomoyuki MIYASHITA
	Civil and Environmental Engineering	Kiyoshi ONO
ASE	Physics	Kohei YORITA / Masahito MOCHIZUKI
	Chemistry	Junichiro YAMAGUCHI
	Bioscience	Hideo IWASAKI

If you confirm a Major head's email address, 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 14, 2023.

* Please use the designated address label for registered mail.

English-based Program School/Major Transfer 2nd year Examination
Faculty of Science and Engineering, Waseda University
3-4-1 Okubo, Shinjuku-ku, Tokyo 169-8555, Japan

III. Screening

1. In-Person Interview

Wednesday, August 30, 2023 (on Nishi-Waseda Campus)

- ① In-Person Interview details will be sent via email on the same day the Notification of individual Application Qualifications.
- ② 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 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 attend the interview 20 minutes after the start of the interview.
- (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 on Friday, September 1, 2023 at 10:00 am.

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 written in the application form is in Japan, 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 1, 2023 through Friday, September 8, 2023

2. Enrollment procedure method

Enrollment procedures will be completed when both of the following (1) and (2) 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 reached at the office 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 reached at the office 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 2023.

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	Mathematical Sciences	2023 Fall semester	823,000	30,000	1,500	854,500
		2024 Spring semester	823,000	30,000	1,500	854,500
	Computer Science and Communications Engineering	2023 Fall semester	823,000	48,000	1,500	872,500
		2024 Spring semester	823,000	48,000	1,500	872,500
School of Creative Science and Engineering	Mechanical Engineering	2023 Fall semester	823,000	52,000	1,500	876,500
		2024 Spring semester	823,000	52,000	1,500	876,500
	Civil and Environmental Engineering	2023 Fall semester	823,000	52,000	1,500	876,500
		2024 Spring semester	823,000	52,000	1,500	876,500
School of Advanced Science and Engineering	Physics	2023 Fall semester	823,000	55,620	1,500	880,120
		2024 Spring semester	823,000	55,620	1,500	880,120
	Chemistry	2023 Fall semester	823,000	68,400	1,500	892,900
		2024 Spring semester	823,000	68,400	1,500	892,900
	Bioscience	2023 Fall semester	823,000	90,900	1,500	915,400
		2024 Spring semester	823,000	90,900	1,500	915,400

*School expenses and other fees 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: fse-undergraduate@list.waseda.jp

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

*Admissions Office will be closed from August 10 through 20 due to Summer Holidays.