

2024
April



Waseda University

Guide to Entrance Procedures

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

Please ensure that you complete the entrance procedures within the specified period. If you fail to do so, your entrance will be withdrawn. We will not accept bank transfers and other submissions after the deadline.

Step	Action	Deadline
1. Payment (p.3~)	<p>Complete your payment for your tuition and fees for the first semester by the deadline. If you do not complete your payment by the deadline, your admission will be withdrawn.</p> <p>For details, please refer to the "Guide to Payment Procedures for Tuition and Fees for April 2024 Admission". https://www.waseda.jp/fsci/assets/uploads/2023/12/20231215_Guide-to-Payment-Procedures-for-Tuition-and-Fees.pdf</p> <p>*If you reside in Japan, download the prescribed remittance form. For details, please refer to the page 8.</p>	<p><For Residents in Japan> 20th February, 2024</p> <p><For Residents outside Japan> 10th January, 2024</p>
2. Online Entrance Registration (p.3~)	<p>Register your information as your entrance procedures on the WEB system "UCARO".</p> <p>For details, please refer to the page 3. *The login info of UCARO will be emailed by the end of January.</p>	<p>29th February, 2024</p> <p>(from 1st February 2024)</p>
3. Submit Entrance Documents (p.5~)	<p>You basically must submit</p> <ul style="list-style-type: none"> - Certificate of Graduation - Academic Transcript - Certificate of Residence (Juminhyo)* by the deadline. <p>*Those who live outside Japan and cannot submit Certificate of Residence (Juminhyo) by then need to register the Notification of Delayed Submission of Entrance Procedure Documents.</p> <p>For details, please refer to the page 5 and after.</p>	<p>29th February, 2024</p>

*All dates and times stated in this guide are intended Japan Standard Time (JST).

Time schedule for each process you must do after you completed entrance procedures:

Check your Waseda ID	Obtain your Waseda email address	Receive necessary documents online	Receive Student ID Card	Entrance Ceremony, Guidance
After 1 st March, 2024 →See Page 10	After 25 th March, 2024 →See Page 10	The beginning of March, 2024 →See Page 10	On 1 st April, 2024 →See Page 11	After 1 st April, 2024 →See Page 10

CONTACT:

✉ Email: fsegraduate@list.waseda.jp

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

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A. Registration of Information for Entrance Procedures <UCARO>

- You can register your information for the entrance procedures **from 1st February, 2024.**
- **The Log-in information including your ID and password is scheduled to be emailed to you by the end of January.**
- You must complete Registration of Information for Entrance Procedures **by 29th February, 2024.** You can change the information you inputted into UCARO by the deadline.
- Refer to the "[UCARO Guide for Entrance Procedures](#)" for information on how to log in to UCARO and how to enter your information for entrance procedures.
[URL] https://www.waseda.jp/fsci/en/admissions_gs/#anc_16

【Notes on items to be entered】

1) "Student"

Name in Kanji: *This field can be omitted if you do not have Kanji name

Enter the same kanji characters as on your family register (certificate of residence) in the "Family Name" and "Given Name" fields. If you are unable to enter the kanji characters from your family register, please enter an alternate kanji (from the joyo kanji). If you cannot enter an alternative kanji either, you do not have to enter it. If you have a middle name, write it after your "Given Name."

The kanji characters entered here will appear on your certificates and degree records after admission; thus, if you encounter any issues, please consult with the School's Office after enrollment.

Name in Katakana: *This field can be omitted if you do not have Katakana name

Enter your name in katakana according to its pronunciation. If you have a middle name, write it after your "Given Name." Please do not enter it if you are unable (in this case, the University will register the katakana name that represents the pronunciation of your romaji name in the University's system).

Name in English:

Write your name according to your passport. If you have a middle name, write it after your "Given Name."
Please enter in uppercase letters.

On use of an Alias Name (Preferred Name):

If you want to use an Alias Name (Preferred Name) as it appears on your certificate of residence in Japan, please contact the admissions office as soon as possible. Please refer to the following URL for the format "Request for Use of Preferred Name" to be submitted.

https://wnpspt.waseda.jp/student_en/supportanywhere

Certificate & Application Procedures > Application and Procedures for Changing Information >
01_Application and Procedures for Changing Information

2) "Guardian"

The person who acts as a guardian must maintain contact with the school and oversee the student in order for them to conduct their studies and research successfully. In most cases, you can set your parent. The guardian does not necessarily have to be employed or have a regular income. If the student does not know someone in Japan who can act as a guardian, the guardian can be someone who resides overseas (it is not necessary for the guardian to be a resident of Japan).

3) "Tuition Payer"

At Waseda University, students are required to pay tuition and other fees for each semester determined for the spring and fall semesters. Payment for the semester immediately following enrollment is to be completed as part of the entrance procedures. For the subsequent semesters, the payment will be conducted through "direct debit," the procedure for which will be conducted after enrollment. Please note the following points when setting up the "Tuition Payer."

- The Tuition Payer must be a resident of Japan (The "Transfer Notification Letter" sent by post to the Tuition Payer approximately 10 days before the date of transfer cannot be sent to addresses outside of Japan).
- **If the person who is actually paying the tuition fees is an overseas resident, please select "Student" or "Other." If you select "Other," please enter the information of the Tuition Payer who resides in Japan.**
- The Tuition Payer need not be the same person as the Account Holder of the Bank Account for Tuition Payment (procedure after enrollment) or the Guardian, etc.

For MEXT, CSC, Non-degree students (Research students) and Exchange students
Select "Student" as Tuition payer. Tuition and fees will not be deducted even if you select "Student", so do not worry.

4) "Student's Bank Account Information"

The account (banks in Japan) registered in the student's name will be used as the bank account to which Waseda University will transfer any money that needs to be transferred to the student (e.g., scholarships and payments for part-time work at the University).

If there is no account (banks in Japan) in the student's name, please select "No bank account in Japan yet." Please register your account through Waseda University's dedicated portal site "My Waseda" as soon as possible after you come to Japan.

* All new Waseda University students are required to register two accounts: "Student's Bank Account" and "Bank Account for Tuition Payment." The registration of the bank account with the student's name here is different from the procedure for the payment of tuition fees (direct debit) after enrollment. The procedures for direct debit for payment of tuition fees (registration of "bank account for debit of tuition and other fees") will be conducted after enrollment. It is possible to register the same account as the "Student's Bank Account" and the "Bank Account for Tuition Payment," but even in this case, you have to carry out the procedures for the direct debit of payment of tuition fees (registration of the bank account for debit of tuition and other fees) after enrollment.

5) "Upload a Photo for Your Student ID Card "

Prepare a photo image for the student ID in advance.

B. Submission of Entrance Procedures Documents <By post>

<List of Required Documents for Entrance Procedures>

NO.	How to obtain	Documents to submit	Regular Student	Research Student	MEXT/CSC Student	Exchange Student
1	Prepare yourself	Certificate of Graduation *Only if you have not submitted before.	Only for students who have not graduated from their universities at the time of application. <u>*Students who will graduate from Waseda University DO NOT need to submit these documents.</u>			×
2		Academic Transcript *Only if you have not submitted before.				×
3		Certificate of Degree				×
4		Online Verification Report of Higher Education Qualification Certificate				×
5	Go to the city office after you arrive in Japan	Certificate of Residence (住民票, Juminhyo) *See Page 6 for the details.	○	○	○	○

○ = required × = not required

< How to Prepare Your Entrance Documents >

No.1 - 4 Certificate of Graduation, Academic Transcript and so on

- If you have graduated from your university at the time of application and already submitted these certificates, you DO NOT need to submit them again.
- Students who will graduate from Waseda University DO NOT need to submit these certificates.

For those who graduate from a university in Japan or overseas (excluding mainland China)

Submit "Certificate of Graduation" and "Academic Transcript" (not photocopies, in Japanese or English).

For those who graduate from a university in mainland China (excluding Hong Kong, Taiwan and Macau)

Ask CSSD to email the following 4 English certificates to our office(fsegraduate@list.waseda.jp) directly. We ONLY accept certificates which are emailed to us directly.

For more information, please visit CSSD website (<https://www.chsi.com.cn/en/>).

- ① Online Verification Report of Higher Education Qualification Certificate (卒業証明)
- ② Online Verification Report of Higher Education Degree Certificate (学位証明)
- ③ Verification Report of China Higher Education Student's Academic Transcript (成績証明)

Notes

- Submit a CERTIFIED TRUE COPY issued by your university with an original seal or a stamp. Photocopies are not accepted.
 - [Acceptable Certificates]
 - A paper certificate with university's official stamp or seal or signature (Must be ORIGINAL)
 - An electronic version of certificate that your university sends to us (fsegraduate@list.waseda.jp) directly via email
 - [Unacceptable Certificates]
 - A photocopy of an original paper certificate
 - A certificate of expected graduation

- A certificate of enrollment
- An Academic Transcript that is not the final version
- **Write your examinee's number on the upper right in blank space of the Certificate.**
- Do NOT submit your original diploma or the other certificate which your school cannot issue again.
- We will NOT give back your certificates which can be reissued by your university such as transcripts.
- If your academic transcript shows degree awarded (or degree conferred date), you do not need to submit your Certificate of Graduation.
- Submit the document written in Japanese or English. If the applicant cannot obtain the document written in Japanese or English, you must also provide officially certified translation. Get the translation from your institution or have it verified by the notary office to prove that the translation is accurate. Please submit the translation TOGETHER WITH the original verification documents by the notary office.
- If there are any changes in the Certificate of Graduation or Academic Transcripts, enclose a document to prove the facts. ex) Changing of Surname.

In case you cannot obtain some of the documents required for entrance procedures by the deadline.

Please access the following link and apply for the delayed documents using the form “Notification of Delayed Submission of Entrance Procedure Documents”

<https://my.waseda.jp/application/noauth/application-detail-noauth?param=cpc0YEKfepsaULFWKcwPdg>

No. 5 Certificate of Residence (Juminhyo, 住民票)

**For the students who live outside Japan, please prepare this certificate after you arrive in Japan and please bring it to the Graduate Admissions Office.
(The office is 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.**
- ☆ **Ask your local city office to include all the information above, except for Individual number, when you get Juminhyo.**

[Supplementary information for residents outside Japan]

Certificate of Residence (住民票, Juminhyo in Japanese), which costs 200 – 400 JPY per copy, can be obtained only after you come to Japan and complete foreign resident registration at the city office of your residence (the city office where you live). If you live overseas during the entrance procedures, the process to obtain this certificate will be explained to you at the orientation provided by our Center for International Education after your enrollment.

The format depends on your city or ward.

Notes

- We will NOT accept the Certificates if the “period of stay” is expired. Please submit your latest Certificate with enough period of stay after you applied for your visa extension.
- **The Resident Register Code Notification**（住民票コード通知書） **is unacceptable.**
- **Write your examinee's number on the upper right in blank space of the Certificate.**

In case you cannot obtain some of the documents required for entrance procedures by the deadline.

Please access the following link and apply for the delayed documents using the form “Notification of Delayed Submission of Entrance Procedure Documents”

<https://my.waseda.jp/application/noauth/application-detail-noauth?param=cpcOYEKfepSaULFwKcwPdg>

< How to Submit Your Entrance Documents >

Notes

- Documents once submitted and entrance fees once paid **are NOT returnable** under any circumstances.
- 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
Tel: +81-3-5286-3808**

Deadline: 29th February, 2024 (MUST arrive by this date)
**Use registered mail or international courier delivery service
such as FedEx, DHL or submit in person.**

CONTACT: ✉ Email: fsegraduate@list.waseda.jp

***To avoid misunderstanding and miscommunication each other,
please make your inquiries by sending e-mails.**



Please!

DO NOT contact us to confirm if we received your documents or not!

We do not send notification of receipt to each student. We will contact you only if your documents are incomplete. We deal with many documents at this period and very much appreciate your kind understanding.

C. Download Prescribed Remittance Form

Those who **reside in Japan** and pay your tuition and fees for the entrance procedures in Japan, please follow the below instructions to download the prescribed remittance form.

*For details to pay your tuition and fees for the entrance procedures, please refer to the "[Guide to Payment Procedures for Tuition and Fees for April 2024 Admission](#)".

[URL] https://www.waseda.jp/fsci/assets/uploads/2023/12/20231215_Guide-to-Payment-Procedures-for-Tuition-and-Fees.pdf

How to download the prescribed remittance form

① Visit the website "UCARO".



<https://www.ucaro.net/>

②



Log in to UCARO after confirming your email address and password on the email we sent.

After logging in to UCARO, from the menu at the top right (☰), press the "受験一覧 JUKENLIST (List of Applications)" button.

③



Click "合否照会 (Confirmation of Successful Applicants' Information)".

④

※印刷用のPDFファイルが出力されます。

合格通知書を印刷する

※印刷用のPDFファイルが出力されます。

振込用紙を印刷する

※印刷用のPDFファイルが出力されます。

奨学金申請ページログイン情報/Scholarship Application Login Information を印刷する

[戻る](#)

Click "振込用紙を印刷する" (Print out the Remittance Form)".

⑤

A remittance form will be downloaded. Please print the form on a blank A4-size white paper. Both black-and-white and color printing are acceptable. Please make the transfer at a financial institution counter using the transfer form. You cannot use ATM or online banking.

*The layout of the remittance form is as follows.

*Please use scissors to cut off the Kiritori-line of the form.

早稲田大学
第1次(第1次+第2次) 2024年度 一括(第1次+第2次) 電付振替 振替手数料 取扱銀行への依頼

学費・諸金
振込額印記

政治経済学部
政治学科

会費番号 1143099999

フリガナ ワセダ タロウ

会費者氏名

上記の金額に記入した

振込銀行名 年 月 日

振込額 振込日 振込時刻 振込手数料 振込金額

三井UFJ 銀行 江戸川橋 金庫 ￥709,225

振込種別 普通預金 口座番 1142203

ワセダセイケイタツヅキ

早稲田政経手続

会費番号 会費者氏名(カナ)

1143099999 ワセダ タロウ

会費者氏名(漢字)

取扱銀行 収納印

必ず記入すること

振込納入期限 2024年3月7日

※納入期限過ぎた振込は受け付けません。
※ATM、携帯電話、パソコン等による振込は受け付けません。
※ゆうちょ銀行を除く全国銀行振込に限定されます。

振込手数料が必要です

早稲田大学
第2次 2024年度 一括(第1次+第2次) 電付振替 振替手数料 取扱銀行への依頼

学費・諸金
振込額印記

政治経済学部
政治学科

会費番号 1143099999

フリガナ ワセダ タロウ

会費者氏名

上記の金額に記入した

振込銀行名 年 月 日

振込額 振込日 振込時刻 振込手数料 振込金額

三井UFJ 銀行 江戸川橋 金庫 ￥509,225

振込種別 普通預金 口座番 1142203

ワセダセイケイタツヅキ

早稲田政経手続

会費番号 会費者氏名(カナ)

1143099999 ワセダ タロウ

会費者氏名(漢字)

取扱銀行 収納印

必ず記入すること

振込納入期限 2024年3月7日

※納入期限過ぎた振込は受け付けません。
※ATM、携帯電話、パソコン等による振込は受け付けません。
※ゆうちょ銀行を除く全国銀行振込に限定されます。

振込手数料が必要です

早稲田大学
第3次 2024年度 一括(第1次+第2次) 電付振替 振替手数料 取扱銀行への依頼

学費・諸金
振込額印記

政治経済学部
政治学科

会費番号 1143099999

フリガナ ワセダ タロウ

会費者氏名

上記の金額に記入した

振込銀行名 年 月 日

振込額 振込日 振込時刻 振込手数料 振込金額

三井UFJ 銀行 江戸川橋 金庫 ￥200,000

振込種別 普通預金 口座番 1142203

ワセダセイケイタツヅキ

早稲田政経手続

会費番号 会費者氏名(カナ)

1143099999 ワセダ タロウ

会費者氏名(漢字)

取扱銀行 収納印

必ず記入すること

振込納入期限 2024年3月7日

※納入期限過ぎた振込は受け付けません。
※ATM、携帯電話、パソコン等による振込は受け付けません。
※ゆうちょ銀行を除く全国銀行振込に限定されます。

振込手数料が必要です

D. What to do after completing the entrance procedures

1. Check your Waseda ID	Check your Waseda ID / Initial Password on UCARO which is available from <u>1st. March 2024.</u> Waseda ID is necessary to use Waseda information service, MyWASEDA.
2. Access to MyWASEDA	Using your Waseda ID / Initial Password, Log in to MyWASEDA after <u>25th, March 2024.</u> [URL] https://my.waseda.jp/login/login
3. Check Important Information	<p>Information about the various guidance materials for new students will be updated on the below site, so please visit our website regularly. [URL] https://www.waseda.jp/fsci/en/admissions_gs/#anc_16</p> <p>Information about the entrance ceremony, course registration, student ID and other important notices for new students will be updated on the below site, so please visit our website regularly. [URL] https://www.waseda.jp/fsci/en/students/guidance/</p> <p>< For those who are “Japanese nationals”, “permanent residents”, “long-term residents”, “spouse or child of permanent resident” or “a spouse or child of Japanese nationals”> If you want to receive a scholarship, you are required to register for the scholarship within the prescribed period. And you need obtain the Scholarship Application login information (PDF) from UCARO, as the same procedures as for obtaining your Waseda ID information. *International students will not use this Scholarship Application login information (applications for scholarships are “after enrollment”).</p>

How to check your Waseda ID and Initial Password

① Visit the website “UCARO”.



<https://www.ucaro.net/>

②



Log in to UCARO after confirming your email address and password on the email we sent.

After logging in to UCARO, from the menu at the top right (), press the “受験一覧 JUKENLIST (List of Applications)” button.



③



Click "合格照会 (Confirmation of Successful Applicants' Information)".

④

Please click the “Waseda ID 利用者控 / Waseda ID User Copy を印刷する (Print the Waseda ID User Copy)” button.

⑤

Please save it on your PC, tablet, etc., and read it carefully.

You can start using your Waseda ID to perform the previously mentioned activities from Sep. 16.

To Waseda Students who already have Waseda ID and mail address

You need to perform the continuation procedure to use the same Waseda mail address (xx@xx.waseda.jp). Please refer to the following page and complete the "Mail address Reinstatement."
<https://www.waseda.jp/navi/e/mywaseda/id-continuation.html>

Notice 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 using the Certificate issuing machine. Therefore, first finish off what you should complete in your current grade before going on “Waseda ID reinstatement”.

How to receive your Student ID card

Student ID card will become ready on **April 1st, 2024, Monday** and will be passed to you at Nishiwaseda Campus. Please visit our website (<https://www.waseda.jp/fsci/en/students/guidance/>) before your enrollment to confirm the venue and time to receive your student ID card. 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 the admissions office), 1st floor of building 51 at your convenience. Please bring something to identify yourself such as your passport or Zairyu card.

Student ID card must be received by yourself. We cannot give it to another person such as your friend or family under any circumstances. Also, we cannot post it to the students, so you need to receive it at Nishiwaseda campus in person.

E. 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 entrance procedure documents once submitted. However, if you decide not to accept the admission to Waseda University due to unavoidable circumstances, we may refund your school expenses (paid for the first semester) except for Admission Fee (amount equivalent to the entrance fee) through a bank transfer. **At the time, if you have already received a scanned copy of your COE (Certificate of Eligibility) from us, please discard it.**

Refund procedure

Bring the below necessary documents to Graduate Admissions Office. The applicant who has decided to withdraw the admission need visit the Graduate Admissions Office for the procedure. For overseas applicants who cannot visit the campus, please POST documents 1 to 5 above by the deadline. Please use **international courier delivery service such as FedEx and DHL**. We will not accept any delays.

Refund procedure deadline	Match 19th, Tuesday, 2024, at 3:00pm Please observe the deadline.
Location	Graduate Admissions Office Center for Science and Engineering, Waseda University <u>1st floor of Building #51, Nishiwaseda Campus</u> 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. Certificate or Screenshot which specifies ① <u>bank account number</u> , ② <u>bank account name</u> . ③ <u>bank account information including branch code</u> for refund procedure (this is only for the tuition payer. <u>The document must be described in English or Japanese. We do not accept documents in other languages.</u>) 4. CONSENT FORM FOR THE GUARDIAN (Page 13) 5. Application Form for the Refund of Tuition Fees Due to Withdrawal from Waseda University (fill out page 14 and 15. <u>Print on two sides and submit in one sheet.</u>)

IMPORTANT!

Personal seal or signature is required on the "CONSENT FORM FOR THE GUARDIAN" and the guardian must be the **same** as the Guardian registered on UCARO.

Once the applicant withdraws his/her entrance, he/she is not 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 entrance procedures, 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 university you are going if you don't mind.				
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.

F. 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

G. 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.

H. 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"