Application Guide for English-based Undergraduate Program

AO Admission for September 2025 Entry

Faculty of Science and Engineering

- School of Fundamental Science and Engineering
- School of Creative Science and Engineering

WASEDA UNIVERSITY

version 1.0

- Please read this Guide, the "List of Application Documents by Education System" and the FAQs on our website thoroughly before making inquiries to our office.
- Please make all inquiries to the International Admissions Office via the designated online form (https://forms.office.com/r/vU64PnJkTZ) in order for us to keep records of all communications with our applicants.
- All dates and times stated in this Guide are in Japan Standard Time (JST).

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STEP 1 Understand the Basic Admission Scheme

The Faculty of Science and Engineering (hereinafter referred to as "the FSE") at Waseda University welcomes applicants from all over the world and accepts various types of standardized tests.

ADMISSION POLICY

Faculty of Science and Engineering

- School of Fundamental Science and Engineering
  https://www.waseda.jp/fsci/en/about/departments/fundamental/
- School of Creative Science and Engineering
  https://www.waseda.jp/fsci/en/about/departments/creative/

DEGREE PROGRAMS

School	Major	Abbreviation	Degree
Fundamental Science and Engineering	· Mathematical Sciences	MS	Bachelor of Science or Bachelor of Engineering
	· Computer Science and Communications Engineering	CSCE	Bachelor of Engineering
Creative Science and Engineering	· Mechanical Engineering	ME	Bachelor of Engineering
	· Civil and Environmental Engineering	CE	Bachelor of Engineering

* Each applicant is allowed to apply for only one of the majors above.
* You cannot change the major you are applying to once your application has been submitted.
* Be sure to read the descriptions of the degree programs on pages 29-30 before making your choice.

LANGUAGE OF INSTRUCTION

English

* Japanese language ability is not required at the time of application.

TIME OF MATRICULATION

Admitted students start in September as first-year students of a four-year program.

* The FSE does not admit second or third-year transfer students.

NUMBER OF STUDENTS TO BE ADMITTED

30 students for each school, approximately

School	Major	Number of Students to be Admitted
Fundamental Science and Engineering	· Mathematical Sciences	30
	· Computer Science and Communications Engineering	
Creative Science and Engineering	· Mechanical Engineering	30
	· Civil and Environmental Engineering	

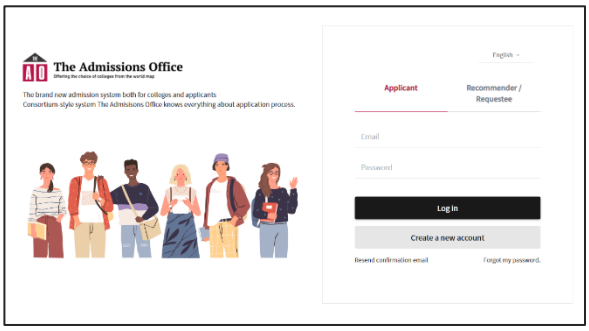
* There is no quota or target for international students of particular nationalities.
* There is no specific quota across the different majors listed above.

APPLICATION METHODS

The application process is to be completed via the online application system, "The Admissions Office" (Hereinafter referred to as "TAO").

TAO (The Admissions Office)

https://admissions-office.net/en/portal



SCREENING METHODS

- Admissions decisions are based on a holistic screening of the application documents. This includes consideration of examination/test scores and English language proficiency.
- Applicants may be invited to an interview if required.

ELIGIBILITY

Applicants from educational systems other than Japan must meet one of the following requirements: A, B, or C. Those from the Japanese educational system are not eligible.

A. At the time of application, you must meet one of the following qualifications:[a]
   1. You have completed or are expected to complete secondary education and formal school education for 12 or more years outside Japan. [b]
   2. You have completed or are expected to complete secondary education and formal school education for 12 years at an international school that has been accredited by an international accreditation institution. [c]
   3. You have completed or are expected to complete formal school education at a foreign school in Japan designated by MEXT[d] as equivalent to a high school in Japan. [e]
   4. You have obtained or are expected to obtain one of the following qualifications: International Baccalaureate Diploma, Baccalauréat, Abitur, General Certificate of Education Advanced Level, International General Certificate of Education Advanced Level, or European Baccalaureate Diploma.
   5. You have completed or are expected to complete secondary education and formal school education for 11 years in the specific countries designated by MEXT. [f]
   6. You have completed or are expected to complete a college preparatory course designated by MEXT after completing a formal education of less than 12 years, other than in the cases specified in No. 5 above.

B. You are 18 years old or older as of the expected enrollment date, AND you have passed, at the time of application, a qualification exam that proves you have scholastic ability equivalent to or higher than those who have completed a 12-year education curriculum outside Japan.

C. You are 18 years old or older as of the expected enrollment date, AND you are recognized individually by FSE as having met the requirements equivalent to A or B above.

(a) There is no minimum age requirement if you meet one of the qualifications listed.

(b) Those who "have completed or are expected to complete secondary education and formal school education for 12 or more years outside Japan" refers to those who have completed elementary and secondary school education, whether in Japan or abroad, and who have graduated/are expected to graduate from a formal secondary education institution in a foreign country.

(c) WASC (Western Association of Schools and Colleges), ACSI (Association of Christian Schools International), CIS (Council of International Schools), NEASC (New England Association of Schools and Colleges), Cognia (including NCA CASI, NWAC and SACS CASI), and COBIS (Council of British International Schools).

(d) " MEXT" in this section refers to the Ministry of Education, Culture, Sports, Science and Technology.

(e) Foreign schools in Japan designated by MEXT:
https://www.mext.go.jp/a_menu/koutou/shikaku/07111314/003.htm (in Japanese)

(f) Designated 11-year school education equivalent to a "High School" in Japan: Belarus, Kazakhstan, Myanmar, Peru, Russia, Sudan, Ukraine, and Uzbekistan:
https://www.mext.go.jp/a_menu/koutou/shikaku/1380756.htm (in Japanese)

NOTE:

1) Eligibility is not decided by nationality or length of period living abroad.
2) There is no minimum requirement for GPA or standardized test scores that applicants must meet.
3) If you are expected or scheduled to meet any of the qualifications above, you must meet them before the first date of enrollment.
4) If you are not sure whether you meet the requirements for applicant eligibility or if you wish to verify your eligibility, contact the International Admissions Office (https://forms.office.com/r/vU64PnJkTZ) at least 3 weeks before the application deadline.

TIMELINE * For more details, refer to Flowchart & Timeline on page 20.

Event	Schedule	
	Regular Successful Applicants	Successful Applicants from the Waitlist
Online Application Period	January 7 (10:00 AM) – February 10 (5:00 PM), 2025	
Notification of Examinee's Number	April 4, 2025	
Announcement of Document Screening Results and Interview Invitation	April 11, 2025	
Interview (For those with a conditional offer)	April 19 – 20, 2025	
Announcement of Interview Results /Waitlisted	April 25, 2025	
Announcement of Successful Applicants from the Waitlist	—	May 26, 2025
First Enrollment Procedures	(See below)	
Action 1: Fee Payment	By May 9, 2025	By June 3, 2025
Action 2: Submission of Visa-related Documents	By May 9, 2025	By June 3, 2025
Second Enrollment Procedure	(See below)	
Action 3: Verification of Application Documents	TBA	
Action 4: Online Registration	TBA	
Enrollment Date	September 21, 2025	

Note:
Regular Successful Applicants are those who have received an unconditional offer and those who have received a conditional offer and passed the interview.

STEP 2 Prepare the Necessary Documents

The application process will be mostly conducted through the online system (TAO), and there are a number of documents that you must prepare in advance. Carefully read this application guide and prepare all the required documents before the beginning of the application period.

Application Documents

Document		Who should submit	Ref
1. Proof of Applicant Eligibility (e.g., Certificate of Expected Graduation)		Applicant	Page 7
2. Academic Transcript		Applicant	Page 8
3. Grading Scale		Applicant	Page 8
4. Standardized Test Score [a]	ACT	ACT Inc.	Page 8-13
	SAT＋AP	College Board	
	IBDP Final Grades	IBO	
	Others	Applicant / School [b]	
5. English Language Proficiency Test Score [a]	TOEFL	ETS	Page 13-14
	IELTS	Examination Board	
	TOEIC	Applicant / Examination Board	
6. Essay		Applicant	Page 14-15
7. Personal Identification (Passport)		Applicant	Page 15
8. Applicant's photo		Applicant	Page 15
9. Residence Card in Japan [c]		Applicant	Page 15
10. Proof of Payment		Applicant	Page 15
11. Recommendation Letter		Principal or a faculty member of the last school attended.	Page 15-16

(a) For more details, see the "List of Application Documents by Education System," which can be found on the FSE website.

(b) We are aware that some high schools/institutions have a policy of keeping predicted grades (e.g., IBDP, GCE/IGCE A-level) confidential from students. In this case, ask your high school to upload the required certificates directly on the designated form (https://wasedaunivcampus.au1.qualtrics.com/jfe/form/SV_3RfoKkU7TDJTAto).

(c) Only for non-Japanese nationals residing in Japan.

NOTE:

1) **Requirements on original documents**
On TAO, you will first upload PDF versions of the original/certified documents and certificates to follow our online application process. However, later as part of our enrollment procedures, successful applicants will be required to prove their originality either by submitting their physical copies by post, having their official versions sent by e-mail from the issuing organization, or using digital credential services. If you are unable to do so by the designated deadline, you will be considered to have failed to meet our enrollment qualifications. Any discrepancies may be considered as falsification/fabrication of application documents, and your admission may be revoked. For more details, refer to page 23 Step 6: Complete the Enrollment Procedures.

2) **Applicant's name on certificates**
Note that all the documents must be issued under your legal name written in English alphabet on your passport. If the name used on the application documents differs from the name on your passport, provide documentation to prove that all names belong to the same person.

3) **Language specification**
Certificates issued in English are accepted. If they are originally issued in any other language, attach an English translation to the original. The translation must be prepared either by the issuing institution (e.g., your high school), a translation agency, or another appropriate office officially approved by the government. Notarization of the translation is not required.

4) **Meeting the deadline**
All application materials, including ones directly sent from your high school or other institutions, must be received by the International Admissions Office no later than the designated deadline. Those that arrive after the deadline will not be accepted under any circumstances. We do not notify applicants about the delivery status of application documents (including electric scores). To check whether your documents have been received or not, contact the test board, or another appropriate office.

5) **Educational background**
In addition to preparing all the above required documents, you need to enter your educational background chronologically starting from primary school (Grade 1) to the present, including experience(s) of studying abroad (if you have any) on TAO at the time of application. You can enter up to 8 schools. If you attended more than 8 schools, please enter most recent 8 schools.

1. Proof of Applicant Eligibility

Prepare a PDF version of a certificate proving you have completed or are scheduled to complete a secondary education curriculum. The certificate must show your legal name in alphabet, date of birth, the official name of the school in English, (expected) graduation date, and the issuance date. The issuance date of Certificate of Graduation must be on or after the actual graduation date.

NOTE:

1) If the transcript shows your (expected) graduation date, you do not need to prepare a separate document.
2) If your high school does not issue a certificate of graduation (or expected graduation), use the "Template for Certificate of Graduation/Expected Graduation," which you can download from the FSE website. As proof of Applicant Eligibility, the applicant must submit a certificate proving that the secondary education curriculum is/will be completed. If the certificate lacks any of the information stated under "1. Proof of Applicant Eligibility" on this page, submitting both the certificate issued by high school and the form designated by Waseda University is required.
3) If you did not graduate from high school but passed the university entrance qualification test (high school equivalency examination), submit the documents certifying this fact, instead of the certificate of high school graduation.
4) The documents should be in English or with an English translation, but certificates of (expected) graduation in Japanese can be accepted when the original documents can only be issued in Japanese.
5) If you are studying or have studied at a high school in China, please let us know if you will sit/have sat for China High School Academic Proficiency Test (Huikao/会考) on TAO. If you have the results, upload a PDF version of "Verification Report of China High School Academic Proficiency Test (Huikao) Results" issued in English by CSSD (学信网). Verification Report must include your legal name in alphabet and verification QR code. Only report issued by CSSD will be considered valid. Huikao results are used only for the purpose of reviewing applicants' eligibility. Note that documents issued by CSSD (学信网) may take up to one month to be issued after application.
If you will sit/have sat for the test, you will be asked to send English version of "Verification Report of China Secondary Education Qualification Certificate" (中国中等教育学历验证报告 issued in English)" (not the Huikao results) directly from CSSD (学信网) as a part of our enrollment procedures.

2. Academic Transcript

Prepare a PDF version of academic transcripts/school reports issued by your high school (or an equivalent institution) from Grade 10 onwards up to the most recent academic term as specified in the "List of Application Documents by Education System," which can be found on the website of the FSE. The certificate must show your legal name in alphabet, the official name of the school in English, and the issuance date.

NOTE:

1) If you have been enrolled in more than one school, submit the academic transcripts from all the schools that you have been enrolled in.
2) If you have passed the university entrance qualification test (high school equivalency examination), submit the documents certifying this fact and the score. If you have been enrolled in high school in the past, submit an academic transcript for the entire period during which you were enrolled in high school.
3) If you are studying or have studied at a tertiary education institution (university, junior college, etc.), submit an academic transcript with grades for the period until the most recent academic term at the time of application.
4) If you are unable to submit grades for the designated period due to COVID-19 (e.g., letter grades being suspended, courses taken during a semester not shown due to school closure, etc.), you may submit the transcripts which your high school is able to issue at the time of application.
5) If you have graduated from your school, submit the academic transcript issued on or after the graduation date.

3. Grading Scale

Prepare a document which shows the grading scale/system of your high school (or equivalent education institution). Make sure that it shows the highest and lowest attainable grade.

NOTE:

1) If the transcript(s) shows the grading scale, additional documents are not necessary.
2) A photocopy of the school website, school profile, or any other official document issued by your high school which certifies the grading scale/system is acceptable.

4. Standardized Test Score

You may submit the scores of any of the standardized tests listed on the "List of Application Documents by Education System" such as an official ACT score, "SAT+AP" score, IBDP (predicted) grades, GCE/IGCE A-level (predicted) grades, or the official certificate/score report of the university entrance qualification examination of the country where you live (e.g., China: Gaokao or Republic of Korea: CSAT, etc.).

Subject Requirement

Your standardized test score must include Mathematics, Physics and Chemistry. If any one of them is missing, it is strongly recommended to take an ACT (e.g., if you are submitting SAT only without AP). See this "List of Application Documents by Education System" for more details.

Submission Method

Test	How to submit
· SAT＋AP · ACT · IBDP Final Grades	· Arrange to have your score reports directly sent from College Board, ACT Inc., or IBO. (If sent by other means, they will be considered invalid) · The Waseda University Code: [SAT/AP: 0837] [ACT code: 5473] [IB code: 00549] · All Waseda University's undergraduate programs have access to these scores sent with the above code, so if you are applying to multiple Waseda undergraduate programs at the same time, you do not need to order scores for each program. · To check whether your scores have been received, contact the test board directly.

· IBDP Predicted Grades · Others	· Upload a PDF version of the certificate by yourself on TAO. · The certificate must show your legal name in alphabet, date of birth, official name of the issuing authority, and issuance date. · If your high school has a policy of keeping predicted grades (e.g., IBDP) confidential from students, ask your high school to upload the required certificates directly on the designated form. (https://wasedaunivcampus.au1.qualtrics.com/jfe/form/SV_3RfoKkU7TDJTAto)
· GCE/IGCE A-level	· Upload a PDF version of the certificate by yourself on TAO. · The certificate must show your legal name in alphabet, date of birth, official name of the issuing authority, and issuance date. · For the final grades, the certificate must be issued by the Examination Board. · For the predicted grades, the certificate must be issued by educational institutions which follow A-level curriculum. The prescribed format should be used. In case your high school is unable to use the prescribed format, please make sure that your document includes the Predicted Grade, Examination Board, Examination Series, Test Centre Code, and Subject Code. · If your high school has a policy of keeping predicted grades confidential from students, ask your high school to upload the required certificates directly on the designated form. (https://wasedaunivcampus.au1.qualtrics.com/jfe/form/SV_3RfoKkU7TDJTAto)
· China: Gaokao	· Upload a PDF version of "Verification Report of China College Admission Examination Scores" issued in English by CSSD (学信网) on TAO. Verification Report must include your legal name in alphabet and Verification QR code. · After admitted, you will be asked to send English version of "Verification Report of China College Admission Examination Scores" directly from CSSD (学信网) as a part of our enrollment procedures. · Only report issued by CSSD will be considered valid.

NOTE:

1) Test scores, including those directly sent by the testing organization, must arrive by the application deadline. Arrival prior to the application period is acceptable.
2) We do NOT superscore. If you have taken the test multiple times, choose your best score (the sitting with the highest total score) and enter that information.
3) Only standardized test scores entered on TAO will be accepted as part of your application. Any undeclared test scores will not be accepted even if they are directly sent to Waseda or submitted as other documents.

▶ Grace Period:

For those who take Taiwan GSAT or Singapore-Cambridge GCE A-level in 2025, the FSE accepts the scores until March 6, 2025. For the further details, see the notice for Grace Period through the below link.

https://www.waseda.jp/fsci/assets/uploads/2024/09/e0a3fc6a9eeda7e3447ce8dfe5765e1d.pdf

▶ For those who cannot submit specified test scores:

If you cannot submit any or some of the required three subjects scores by the application deadline due to one of the below cases, follow "Instructions for alternative options" shown below the table.

Case 1	You cannot submit a standardized test result as described in the List of Application Documents by Education System.
Case 2	You can submit only one or two subjects out of required three subjects in each standardized test listed in the List of Application Documents by Education System.

▶**Instructions for alternative options:**

The FSE strongly recommends that applicants submit the standardized test score when applying to this admission scheme. If either above Case 1 or 2 applies to you, take one of the Option 1-3 below. Option 2 is only available when Option 1 cannot be implemented, and Option 3 is only available when Option 2 cannot be implemented.

Option 1	Submit the test results of ACT or "SAT+AP" regardless of the country where you live.
Option 2	Submit the "Evaluation Sheet" in lieu of the standardized test score. Note that **this Option 2 is applicable only when you cannot take ACT** due to one of the following (A) to (I) conditions. If one of the following mentioned conditions from (A) to (I) applies to you, you may submit the "Evaluation Sheet" and subject(s) you have already taken. (A) The ACT is not administered in the country where you live and the Standardized Test in the country where you live was canceled. (B) The ACT in the country where you live was canceled and the Standardized Test in the country where you live was canceled. (C) There is (are) lack of required subject(s) in the result of the Standardized Test in the country where you live, and the ACT is not administered in the country where you live or the ACT in the country where you live was canceled. (D) The ACT and the Standardized Test in the country where you live have been postponed or implementation methods of these test have been changed, which prevent you from meeting our Standardized Test requirements. (E) You are not allowed to take the Standardized Test due to the rules set by the country where you live or an organization administering the test. e.g.,) Case when the test is not permitted due to measures to prevent the spread of infectious diseases. 【In case your education system is not listed in the List of Application Documents by Education System】 (F)The ACT is not administered in the country where you live. (G)The ACT in the country where you live was canceled. (H)The ACT have been postponed or implementation methods of these test have been changed, which prevent you from meeting our Standardized Test requirements. (I)You are not allowed to take ACT due to the rules set by the country where you live or an organization administering the test. e.g.,) Case when the test is not permitted due to measures to prevent the spread of infectious diseases.
Option 3	If neither Option 1 nor Option 2 applies to you, enter subject(s) you have already taken on TAO. You are still eligible to apply with missing subject(s), but there is a possibility that you will be at a disadvantage in the first document screening. In this case, we do not accept "Evaluation Sheet."

The flowchart for Standardized Test Score （Reference）

Can you submit **all** of the required subjects listed in each Standardized Test Score in the List of Application Documents by Education System **by the deadline**?

Yes → ○ You fulfill the requirement for Standardized Test Score.

↓No

Are you planning to submit the GSAT or "Singapore-Cambridge GCE" ?

Yes → Note: Please refer to page 9 of the Application Guide for a Grace Period.

Can you submit all of the required subjects of the GSAT or "Singapore-Cambridge GCE" ?

↓No（【Case1】 or 【Case2】）

No ↙

↓Yes

【Option 1】

Can you Submit the ACT or "SAT+AP" **by the deadline?**

Yes → ○ You fulfill the requirement for Standardized Test Score.

↓No

【Option 2】

Do any of the conditions (A) to (I) apply to you?

Yes → ○ You can submit "**Evaluation Sheet**". You fulfill the requirement for Standardized Test Score.

↓No

【Option 3】

You cannot submit "Evaluation Sheet".
You are still eligible to apply with missing subject(s), but there is a possibility that you will be at a disadvantage in the first document screening.

How to prepare "Evaluation Sheet"

You may submit Evaluation Sheet as follows, only when any of the Option2 (A) to (I) stated on page 10 applies to you.

<Required documents>

1. Evaluation Sheet
2. A proof which shows you cannot take the designated tests.
   * If the standardized tests are canceled/postponed or not administered in the country where you live , submit an official notice issued by a third-party or organization (such as emails and webpages).
   * If you are not allowed to take the standardized tests due to the rules set by the country where you live or an organization administering the test, submit either one of the following.
     ・A screenshot of the notice published on the web by the country where you live or the organization administering the test.
     ・A medical certificate
   * Note that we do not answer any inquiries regarding the validity of the submitted proof.

<Who should write>

The Evaluation Sheet must be written by your secondary/high school teachers for each subject.

<Contents to be included>

Your teachers must include the following information in your Evaluation Sheet:

① The areas of each subject that you have covered.
- The areas of Mathematics that you have covered, such as linear algebra, calculus and/or statistics etc.
- The areas of Physics that you have covered, such as Mechanics, Electricity and Magnetism, Waves and/or Optics etc.
- The areas of Chemistry that you have covered, such as Structure of Matter, States of Matter, and/or Reaction Types etc.

② Your study hours of each subject per week in secondary/high school

③ Your class rank in the latest exam in each subject at school (Mathematics, Physics, and Chemistry) or percentile rank of your grades on the examinations

* Use the format designated by Waseda University to prepare your sheet.
The format of Evaluation Sheet is available from the following link.
https://www.waseda.jp/fsci/en/admissions_us/

<Attachments to the Evaluation Sheet>

To support your Evaluation Sheet, we highly recommend that you submit at least one of the following documents. It is preferable to submit several documents (any format available). Your files to be uploaded must not exceed five. If the files exceed five, please combine them into five files or less.

- The curriculum guidelines of the country where you live （Something that shows learning area or subject in a high school /secondary school in the country where you live .）
- The syllabus for each subject
- Letters of evaluation from your secondary/high school teachers of both Mathematics and Science
- Details of your research (e.g., a graduation thesis topic)
- An award or other certificates which demonstrate your ability of mathematical sciences.
- Copies of a sample of the last school year's examinations in each subject (Mathematics, Physics, and Chemistry)
- Your school's average SAT or ACT score for the 12th-grade students

<FAQ for Standardized Test>

#	Q	A
1	Is there minimum requirement for the standardized test, English proficiency test and GPA? What is the passing score of each test?	No. There is no minimum requirement for standardized test, English proficiency test, or GPA that applicants must meet. Document screening decisions are based on a holistic screening of application documents. 【Reference : Average standardized test scores of those who passed the document screening】 Average-standardized-test-scores-of-passing-the-document-screening.pdf (waseda.jp)
2	I took the same standardized test twice. Can I submit a higher score?	You can submit your application documents on TAO only once. You cannot resubmit your scores after completing your application on TAO. However, you can change your uploaded scores before completing your application on TAO.
3	I have scores in Mathematics and Physics (Chemistry) but do not have the one in Chemistry (Physics) on the standardized test. Can I apply?	You can apply but it is recommended to take ACT. Otherwise, you will be at a disadvantage in the application process due to a lack of one required subject. If you do not have two or more subjects that we require, your chances of acceptance are slim to none.
4	I have not studied Physics (Chemistry) in my high school. Can I apply?	Yes. If you can submit standardized test score for all three required subjects, you do not necessarily have to take these subjects in your high school curriculum. It does not affect your application negatively.
5	In the case of direct sending, does it matter if standardized test score arrives over the deadline as long as the arrangements to send with the testing organization are made within the deadline?	Test scores, including those directly sent by the testing organization, must reach us by the deadline. Scores received after the application deadline will be considered invalid.

5. English Language Proficiency Test Score

You may submit the results of the following tests. Only the tests taken on or after the following date are deemed as being valid: March 1, 2023.

Submission Method

Test	How to submit
TOEFL-iBT	· Arrange to have your score directly sent from ETS. Waseda University Code: [9342] · TOEFL-iBT Home Edition and TOEFL Paper Edition are not acceptable. · "MyBest Scores" is not acceptable.
IELTS (Academic) IELTS for UKVI Academic	· Arrange to have your electronic score sent directly from the testing organization using the following information. Institution: Waseda University

	Department: Admissions Center Address: 1-6-1, Nishi-waseda, Shinjuku-ku, Tokyo, 169-8050 Japan, Admissions Center, Waseda University Delivery Method: Electronic Score Delivery · IELTS indicator and IELTS Online are not acceptable. · IELTS One Skill Retake is not acceptable.
TOEIC L&R	· If you took the exam in Japan, arrange to have your score sent directly from IIBC. Waseda University Code: 00019704 For details, please refer to the following URL. https://www.iibc-global.org/english/toeic/test/lr/guide05/score2.html · If you took the exam outside of Japan, upload a PDF version of the certificate by yourself on TAO. · TOEIC-IP is not acceptable.

NOTE:

1) **Test scores must arrive by the deadline**. Arrival prior to the application period is acceptable.
2) We do NOT superscore. If you have taken the test multiple times, **choose your best score (the sitting with the highest total score)** and enter that information.
3) To check whether your scores have been received, contact the test board directly.
4) For TOEFL-iBT and IELTS, all Waseda University's undergraduate programs have access to these scores sent with the above designated way, so if you are applying to multiple Waseda undergraduate programs at the same time, you do not need to order scores for each program.

Exemption:

Applicants submitting standardized test administered for an educational system where the first language is English (such as SAT, ACT, GCE/IGCE A-level, IB taught in English, etc.) are exempt from submitting English Language Proficiency Test Result.

6. Essay

Submit an Essay following the instructions below.

· **Mechanical Engineering** *Submit an essay in which you describe how your study of mechanical engineering, and its interdisciplinary fields can be applied to your desired future career.*

· **Mathematical Sciences** · **Computer Science and Communications Engineering** · **Civil and Environmental Engineering** *Submit an essay in which you describe the reasons for wishing to attend FSE and study at the Major of School to which you are applying, as well as your vision for the future.*

Format Requirements:

1) Within 1,000 words in English.
2) Prepare as an A4 or letter-sized PDF document.

3) Type in size 12 font, double spaced, with the pages numbered.
4) Put your name and the title at the top and add "The End" at the end.
5) Do not include your name anywhere else in the essay, nor include a photo of yourself.

【Note】
Your essay, personal statement, etc. are a chance to explain yourself to the school and should be completed by yourself. Using generative AI to create these documents as your own work may be considered as cheating and could affect the evaluation of your application.

7. Personal Identification (Passport)

Prepare a scanned copy of your passport. If you do not have a passport at the time of application, upload a copy of any identification document that displays your photograph, date of birth, and full name in English alphabet or Japanese. If you are a citizen of more than one country, prepare copies of all your passports.

8. Applicant's Photo

Please upload a color photo taken within 3 months before the time of application. The requirements for the photo are as follows: A vertical to horizontal ratio of 4:3; borderless, must capture the upper body; must provide a front view with no hats; and must be taken against a plain background. As will be detailed later, as part of the enrollment procedure, you will be required to upload the same photo you submitted with your application. Therefore, please keep the file of the submitted photo until you complete the enrollment procedure.

NOTE:

1) Photos taken wearing scarves and sunglasses will not be accepted. A head piece will not be permitted except for medical or religious reasons.
2) The photo will be used for identity verification on the day of the interview. We do not accept unclear photos such as snapshots or photos that make it difficult to identify the pictured individual or verify their identity owing to differences in hairstyle, etc.
3) Please do not post-process or retouch the face portrait photo.
4) Photographs taken and printed by individuals themselves using smartphones, etc., will not be accepted. Be sure to take an ID-quality photo (photo taken at an instant photo booth is acceptable).
5) During the enrollment procedure, you will be required to upload a photo for your student ID card separately. Please use the same photo you submitted with your application. Please note that the photo uploaded during the enrollment procedure will be used as personal information in various student web portal services, and for identity verification in various on-campus procedures.

9. Residence Card in Japan

If you are a non-Japanese national and have a status of residence in Japan, upload a scanned copy of both sides of your residence (Zairyu) card.

10. Proof of Payment

Prepare a photo or a screenshot of the payment receipt which includes your name, payment date, and amount. For more details of the payment methods, refer to STEP 3.

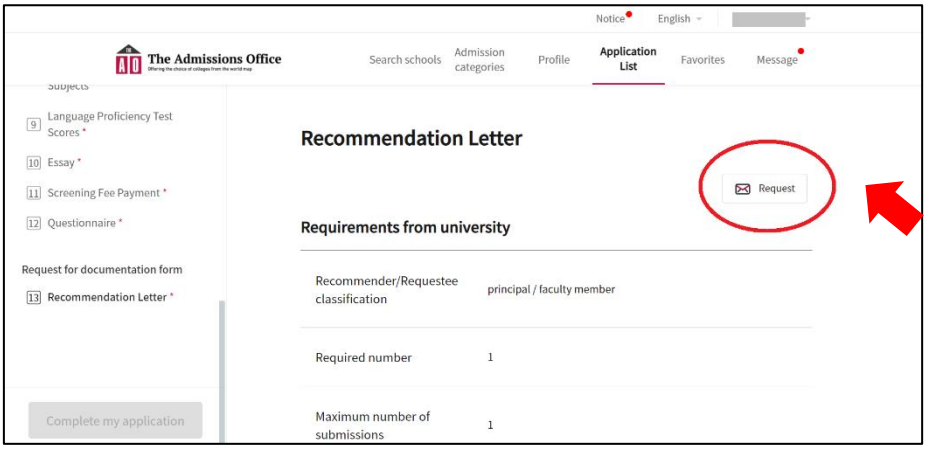
11. Recommendation Letter

Arrange to have one recommendation letter submitted by the principal, or a faculty member of the most recent school (high school, college or university) you attended. Applicants are advised to choose a recommender well in advance.

Steps to submit Recommendation Letter

<For Applicants>

1) Find a recommender and confirm the recommender's email address before applying.
2) Click "Request" button at the Recommendation Letter page on TAO.
3) Enter the e-mail address of your recommender and send the request.
4) Please share the "Instruction for Recommender" on the FSE's website to your recommender for detailed directions on how to prepare and submit the letter.



Click here.

<For a recommender>

1) For the Instruction for the Recommender, please refer to the link below.
   Instruction for Recommender
2) After receiving a request email from TAO, upload the letter in PDF format to TAO. Before uploading a recommendation letter, the recommender also needs to register with TAO. Please refer to the link below for registration.
   admissions-office.net
3) Submit the letter within the application period; January 7 (10:00 AM) – February 10 (5:00 PM), 2025

NOTE:

1) If you are enrolled in a tertiary level educational institution (university, junior college, etc.) after graduating from high school, the letter written by the principal or a faculty member of the last school you graduated is also acceptable.
2) A recommendation letter from a language school or a vocational school is not acceptable.
3) We may contact your recommender to confirm the information submitted on TAO.
4) Please make sure your recommender submits their letter within the application period. You can check the recommender's progress on TAO. If the recommender does not submit the letter, please check whether the recommender's e-mail address you entered is correct.
5) Use the form designated by Waseda University.
6) Even if your recommender did not submit the recommendation letter, as long as you send a request to your recommender and enter necessary information you will be able to submit your online application. Note that once your application is submitted, the recommender cannot be changed. Please make sure to confirm that the request has been sent and received by the recommender.
7) The letter must be written in English with a date and a seal or a handwriting signature of recommender. (If written in other languages, attach an English translation; notarization is not required.)
8) The date of issue for the recommendation letter must be less than two years from the date of application to Waseda University.

   Even if you did not graduate from high school, but passed the high school equivalency examination, you are required to submit a recommendation letter. Please ask teachers to write the letter.

STEP 3 Pay the Screening Fee

Pay the screening fee during the following designated periods.

Timeline

Screening Fee Payment Period
10:00 AM January 7 – 5:00 PM February 10, 2025

Screening fee

The screening fee depends on where you reside at the time of application regardless of your nationality. In some cases, overseas residents may be asked to provide documentary proof of where they live.

Place of residence at the time of application	Amount
Outside Japan	JPY 5,000
Japan	JPY 35,000

A proof of payment must be uploaded on TAO in order to complete your application. Without paying the screening fee, your application is not complete.

Reimbursement policy

As a general rule, the Screening Fee, once paid, will not be returned. However, in the following cases, the screening fee will be refunded.

1) You paid the screening fee but failed to apply, or your application documents arrived after the application period.
2) You paid the screening fee and submitted the application documents, but your application was not accepted because it was incomplete or did not meet the eligibility criteria.

If any of these are applicable to you, please contact the International Admissions Office (https://forms.office.com/r/vU64PnJkTZ) by the end of March. If the screening fee was paid by credit card, or if the refund is to be deposited into a bank account outside of Japan, you will be responsible for any fees incurred in connection with the refund.

Payment methods

There are two methods of payment for the screening fee. Credit card or Online payment can be made by all applicants regardless of country of residence, whereas convenience store payment is available only for residents of Japan. See below for more details on each method of payment.

1. Payment via Credit Card/ Flywire

To make a payment by credit card, access Flywire website (https://landing-pages.flywire.com/landing/waseda-application) and complete the required procedures. After completing the transaction, save the Payment Tracking Page in PDF/JPEG/PNG format and upload it with your application on TAO.

Check the details on the screening fee payment method from the link below.
https://www.waseda.jp/inst/admission/assets/uploads/2024/09/TAO_Flywire_Payment_2025_SE.pdf

2. Payment via Convenience Store

This payment method is applicable only to applicants residing in Japan. To make a payment at a convenience store, access the "screening fee convenience store payment site" (http://e-shiharai.net/) [Japanese only] first, and complete the designated payment registration, and then make the payment at a convenience store. After making the payment, take a photo of the "Certificate of Payment of the Screening Fee," save it and upload it onto TAO.

Check the details on the screening fee payment method from the link below.
https://www.waseda.jp/inst/admission/assets/uploads/2024/06/TAO_Convenience_Store_Payment.pdf

第一選択	英語学位プログラム
第二選択	＊出願を希望する学部を選んでください。 基幹理工学部 創造理工学部
第三選択	次の第４の選択へ
第四選択	英語学位プログラム AO 入試 35000 円

NOTE:

1) This payment can be made 24 hours a day, seven days a week, including Saturdays, Sundays, and holidays.
2) If a family member or acquaintance of an applicant conducts the procedure on behalf of an applicant, the family member or acquaintance must enter the applicant's information.

Screening Fee Waiver Program for Specified Countries

Waseda University provides a screening fee waiver for those who meet the conditions in the following link. Note that this waiver privilege is applicable only when applicants themselves submit a waiver request, and it does not automatically apply even if the applicant's conditions are met.
https://www.waseda.jp/inst/admission/assets/uploads/2024/05/screeningfeewaiver2024_en.pdf

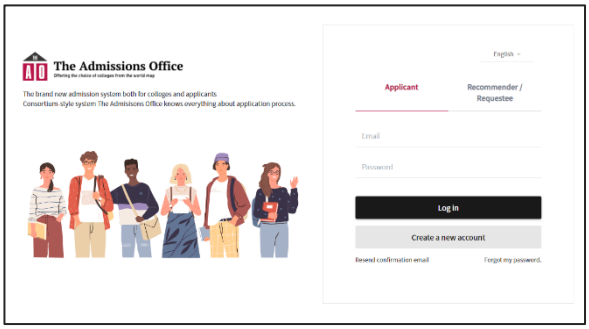
STEP 4 Complete the Online Application

Submit your application through "The Admissions Office (TAO)," the online application system, during the following designated periods.

Timeline

Online Application Period
January 7 (10:00 AM) – February 10 (5:00 PM), 2025

TAO (The Admissions Office) https://admissions-office.net/en/portal

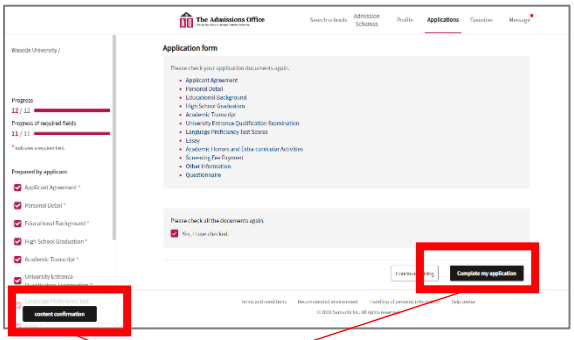


1) You must first create an account on TAO. If you already have your TAO account, you do not have to create a new account again (your account is valid for one year from the date of creation).
2) After creating your TAO account, find "Faculty of Science and Engineering English-based undergraduate program AO Admission_2025" from the "Admission schemes" menu and start your application.
3) Follow the detailed instructions shown on the system screen as you fill out and upload the materials.
4) Note that Waseda University uses several other application systems for other admissions schemes. To prevent confusion, make sure that you access TAO at the above link.

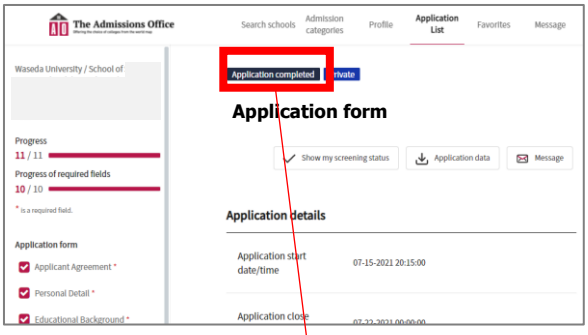
IMPORTANT:

Be sure to **click "Complete my application" button** in order to submit your application. Failure to complete your submission will result in your documents not being screened. After completing your submission, you can't modify or update any information you have entered.

*The server might be very busy just before the deadline and it may take some time to submit your application. Please be careful and allow plenty of time to complete the application process.



Make sure to click "content confirmation" button and check all the sections have been completed. Click "Complete my application" to submit your application.



Make sure to confirm your application status has been changed from "Application in progress" to "Application completed".

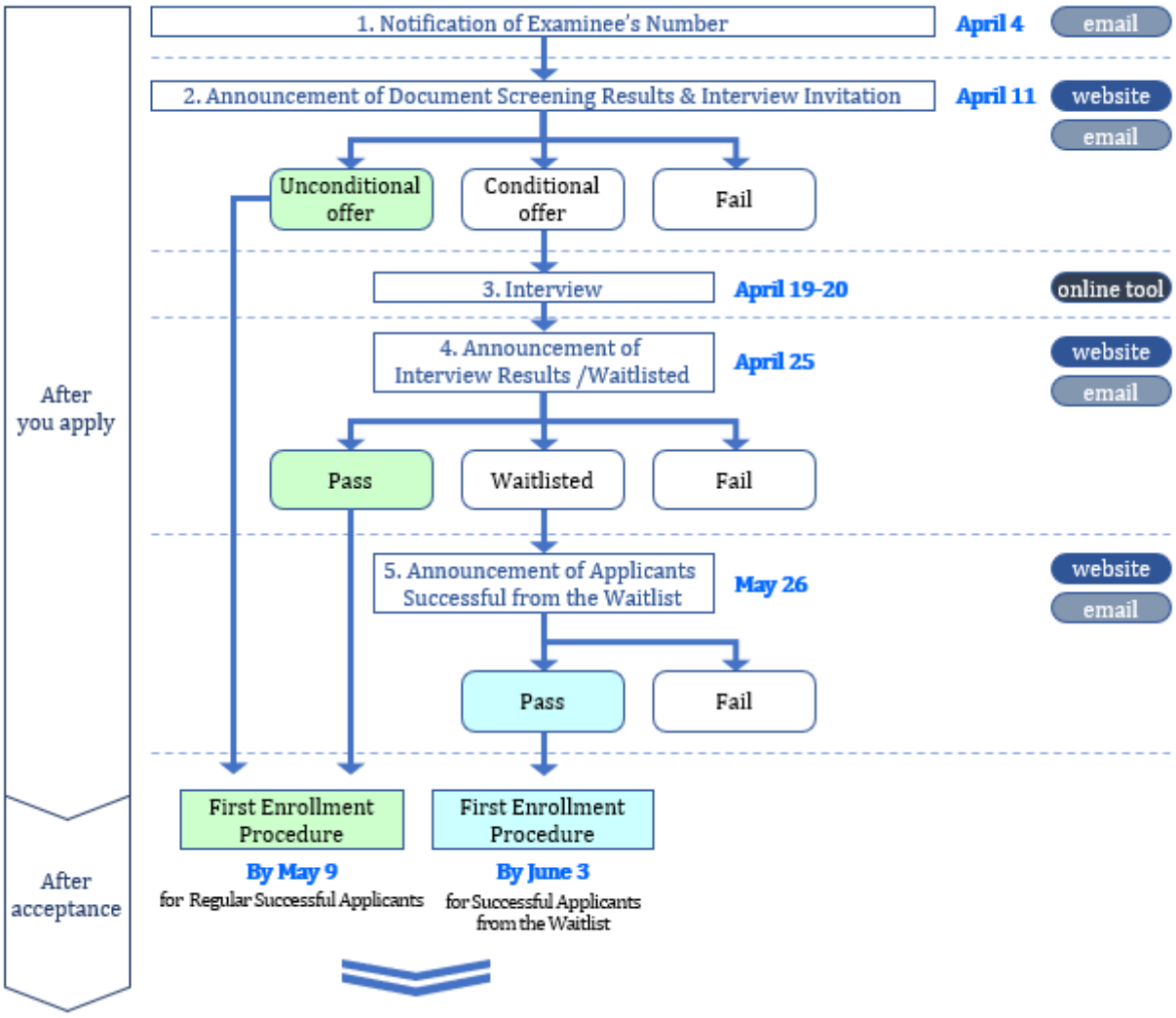
NOTE:

1) Application materials that arrive after the deadline will not be accepted under any circumstances, even if they are sent from your high school or other institution directly to the FSE .
2) You do NOT need to create a “Profile” on TAO in this admission. We do not use the information provided in this section.
3) By creating your account on TAO, you agree to the "Terms of Use" and "Handling of Personal Information" designed by TAO Inc. the service provider of TAO.

STEP 5 Screening Procedures and Schedules

After completing the online application, you will be notified with each screening procedure, following the schedule below.

Flowchart & Timeline (All dates below are in 2025)



Note: We will not accept any inquiries regarding application results.

1. Notification of Examinee's Number

Your examinee's number will be notified via e-mail **by April 4, 2025** as listed in the flowchart on page 20. If you do not receive the e-mail, please let us know via e-mail from **April 5 to April 10**.

2. Announcement of Document Screening Results and Interview Invitation

Admissions Decisions are based on a holistic screening of the application documents.

Announcement Method

The list of examinee numbers of applicants who pass the document screening will be posted on the website (https://www.waseda.jp/fsci/en/admissions_us/) on **April 11, 2025, at 10:00 am.**

There are three possible outcomes for the document screening:

Unconditional offer	You are admitted to the FSE without any further interview or other test. You will receive enrollment procedure documents via e-mail registered on TAO application form. We will also mail them to those residing in Japan.
Conditional offer	You are invited for an interview, and will be judged as (1) Pass, (2) Waitlisted, or (3) Fail, according to the result of the interview. **Applicants with conditional offer will receive interview invitation via e-mail registered on TAO application form.** For more details, please refer to "3. Interview (for those with a Conditional Offer)."
Fail	Your application was unsuccessful. You will not receive any documents from the FSE.

***** We will not accept any inquiries regarding application results.

3. Interview (for those with a Conditional Offer)

The interview will be conducted in English via online meeting system on the date below. Interview invitation including specific date and time will be sent via e-mail on the same day as the announcement of document screening.

Interview date	April 19 or 20,2025

NOTE:

- Your interview schedule will be specified by the FSE and will not be changed under any circumstances. Please ensure that you are available on both of two specified days.
  - * Interview may be held on a Friday night in the country where you live due to time difference as we will set up from 8:30 am in Japan Standard Time on the two specified days.
- **Interviewers may ask you some questions to evaluate your knowledge related to Mathematics, Physics and Chemistry during the interview. You may be asked to provide written answers to the questions.**
- Applicants will receive the interview invitation with the instructions about the interview. Please read the instructions carefully. **If you do not receive the interview invitation by email from us, be sure to email us by April 12,2025.**
- Applicants are responsible for arranging a proper online interview environment, including quiet and private setting, appropriate device (PC recommended), and solid Internet connection.

4. Announcement of Interview Results /Waitlisted

Applicants with conditional offer will be judged according to the result of the interview.

Announcement Method

The list of examinee numbers of applicants who pass the interview screening will be posted on the website (https://www.waseda.jp/fsci/en/admissions_us/) on **April 25, 2025, at 10:00 am**.

There are three possible outcomes for the interview screening:

Pass	You are admitted to the FSE. No further screening steps are required. Successful applicants will receive enrollment procedure documents via e-mail registered on TAO application form. We will also mail them to those residing in Japan.
Waitlisted	Your application has been waitlisted. The FSE will offer admission to a certain number of applicants on the waitlist if some of our successful applicants choose not to accept our offer. Waitlisted applicants will not receive an email from us at this time (see below 5)
Fail	Your application was unsuccessful. You will not receive any documents from the FSE.

*** We will not accept any inquiries regarding application results.**

5. Announcement of Successful Applicants from the Waitlist

Those who were waitlisted after the interview screening may later be reconsidered for admission after the regular registration period if some applicants who have been admitted choose not to enroll.

(A) What Waitlisted Applicants Must Do

We will send a request for confirmation to all the waitlisted applicants via e-mail. You must respond during the period below to inform us whether or not you wish to remain on the waitlist. We take only those who have responded to our waitlist offer into consideration.

Confirmation period	May 8-12, 2025

* If you do not receive a request for confirmation (to be sent on May 8), contact us at fse-undergraduate@list.waseda.jp by May 9, 2025.

(B) Announcement of Offer (Pass or Fail)

The list of examinee numbers of applicants who have been admitted from the waitlist will be posted on the website (https://www.waseda.jp/fsci/en/admissions_us/) on May 26, 2025 at 10:00 am.

There are two possible outcomes.

Successful Applicants from the Waitlist	You are admitted to the FSE. No further screening steps are required. You will receive enrollment procedure documents via e-mail registered on TAO application form. We will also mail them to those residing in Japan.
Fail	Your application was unsuccessful. You will not receive any documents from the FSE via e-mail (or post).

*** We will not accept any inquiries regarding application results.**

Notes

- We will not accept any new or additional documents such as new recommendation letters, essays, certificates, updated standardized test scores, etc.

- We will not accept any inquiries into how waitlisted applicants are chosen, where you are on the list, or your chances of getting accepted from the waitlist.

STEP 6 Complete the Enrollment Procedures

Successful applicants are required to complete the following actions:

- First Enrollment Procedures:
  - Action 1: Pay the required admission fee, tuition, and other fees
  - Action 2: Submit visa-related documents

- Second Enrollment Procedures: Details will be announced to those who completed the First Enrollment Procedures
  - Action 3: Send official documents for verification purposes
  - Action 4: Complete online registration

TIMELINE

<table>
<tr><th rowspan="2"></th><th colspan="2">First Enrollment Procedure</th><th colspan="2">Second Enrollment Procedure</th></tr>
<tr><th>Action 1</th><th>Action 2</th><th>Action 3</th><th>Action 4</th></tr>
<tr><td>Regular Successful Applicants</td><td colspan="2">By May 9, 2025</td><td rowspan="2">TBA</td><td rowspan="2">TBA</td></tr>
<tr><td>Successful Applicants from the Waitlist</td><td colspan="2">By June 3, 2025</td></tr>
</table>

First Enrollment Procedures - Action 1: Pay the required admission fee, tuition, and other fees

The admission fee, school expenses, and other fees for the first semester must be paid within the period designated above. Failure to make the payments in time will result in the invalidation of your enrollment. Detailed instructions on payments will be sent to successful applicants.

<School Expenses and Other Fees>

[First Year] * All figures listed are in Japanese Yen. Fees are subject to change.

School of Fundamental Science and Engineering – MS・CSCE Major

Category		Fall semester 2025 (Upon entry)	Spring semester 2026	Total
Admission fee		200,000	-	200,000
School expenses	Tuition	792,000	792,000	1,584,000
	Seminar fee	36,000	36,000	72,000
Association fees	Waseda University Student Health Promotion Mutual Aid Association fee	1,500	1,500	3,000
Total		1,029,500	829,500	1,859,000

School of Creative Science and Engineering

ME Major

Category		Fall semester 2025 (Upon entry)	Spring semester 2026	Total
Admission fee		200,000	-	200,000
School expenses	Tuition	792,000	792,000	1,584,000
	Seminar fee	51,000	51,000	102,000
Association fees	Waseda University Student Health Promotion Mutual Aid Association fee	1,500	1,500	3,000
Total		1,044,500	844,500	1,889,000

CE Major

Category		Fall semester 2025 (Upon entry)	Spring semester 2026	Total
Admission fee		200,000	-	200,000
School expenses	Tuition	792,000	792,000	1,584,000
	Seminar fee	52,000	52,000	104,000
Association fees	Waseda University Student Health Promotion Mutual Aid Association fee	1,500	1,500	3,000
Total		1,045,500	845,500	1,891,000

Notes on fees and payment:

(1) In addition to the School expenses and Association fees, JPY 40,000 for the Alumni Association Membership Fee (automatic enrollment in the Alumni Association for up to 10 years after graduation) is required for the fourth year.

(2) Waseda University uses an automatic account transfer system for payment of School Expenses and other fees. School Expenses and other fees for the spring semester are scheduled to be deducted from your registered bank account on May 5. From the second year on, School Expenses and other fees for the fall semester will be deducted from your registered bank account on October 5. If financial institutions are closed on May 5 or October 5 due to public holiday or the like, the account transfer will be processed on the next following business day.

Notes on refund, transfer, and exemption:

(1) As a rule, we do not refund School Expenses or other expenses once they are paid. However, if you do not enter Waseda University due to unavoidable circumstances, or fail to meet entrance qualifications prior to enrollment, we may refund only the School Expenses for the first semester (not the Admission Fee) to you.

(2) If you have been accepted by one of the undergraduate schools at Waseda University and completed payment of Admission Fees, School Expenses, and other Fees to the School to enroll in, but were later accepted by your preferred undergraduate school, you can choose to enter your preferred undergraduate school and have the amount you already paid be transferred to that school. However, this procedure can be done only when the enrollment procedure periods (payment periods) of the two schools do not overlap AND if the date of enrollment for both schools is same.

(3) If you are currently enrolled in, graduated from, completed, or withdrawn from an undergraduate, graduate, or specialized program of Waseda University, you are not required to pay the Admission Fee (Registration Fee).

(4) For more information about these procedures, refer to the "Guide to Enrollment Procedures" sent to successful applicants or contact FSE.

First Enrollment Procedure - Action 2: Submit visa-related documents

Non-Japanese citizens without resident status in Japan are required to apply for a Certificate of Eligibility (COE) to apply for a student visa to enter and reside in Japan. Those who wish for Waseda University to apply for COE on their behalf will be required to send the following documents by post services during above mentioned period for the first enrollment procedures. For more details, please refer to the document enclosed in the first enrollment procedures.

Required documents for COE application

1	Application For Certificate of Eligibility (3 pages & 1 ID photo taken within the past 3 months)
2	Copy of Passport (Page with your photo)
3	Written Oath for Defraying Expenses (if someone besides yourself is covering your expenses)
4	Documents Concerning Defraying Expenses
5	Request for COE Application by Proxy Form
6	If it has been more than 5 years since you graduated from your last school at the time of admission to Waseda University, the following documents are required: 1. Resume (no designated format, but use an A4 size paper, including your background and reasons for your studies) 2. Document explaining your future plans (no designated format, but use an A4 size paper, including your plans after graduation)

Deadline

Regular Successful Applicants：May 9, 2025
Successful Applicants from the Waitlist：June 3, 2025

- The entire process to be issued your COE takes approximately two to three months after submitting the documents.
- If you hold dual citizenship in Japan and another country, you cannot apply for a COE/student visa.
- If you already have a student visa and want to apply for an extension of the period of residence or if you want to change your visa status, please contact the Center for International Education at Contact – Center for International Education,Waseda University.

Second Enrollment Procedure - Action 3: Send official documents for verification purposes

Official documents must be submitted in order to prove the originality of the documents listed below whose digital copies were submitted at the time of application. If you are unable to provide an official certificate by the designated deadline, you will be considered to have failed to meet the entrance qualifications. Discrepancies may be considered as falsification/fabrication of application documents, and thus your admission may be revoked.

<Required Documents>

Document	Notes	Deadline
Academic Transcript	· Must include the same contents as in the materials you submitted during application (from Grade 10 onwards up to the most recent academic term).	TBA
Standardized Test Score	· Must be the same contents as in the materials you submitted during application. · Applicants who submitted SAT, AP, ACT or IBDP final grades during application are NOT required to send certificates again.	

	· Applicants who submitted predicted scores (e.g., IBDP, GCE/IGCE A-level,etc.) must submit both certificates for the predicted scores and the final scores. · For GCE/IGCE A-level final grades: - Cambridge Assessment International Education: Submit score certificates issued by the Examination Board by yourself. Photocopies are acceptable. The school will verify their authenticity with Cambridge, so there is no need for you to have them sent directly to us. - Other Examination Boards (e.g., Pearson Edexcel, AQA, etc.): Arrange to have your score certificates directly sent from the examination boards. · Applicants who submitted Gaokao must submit English version of "Verification Report of China College Admission Examination Scores" directly from CSSD (学信网).	
Certificate of Graduation	· Must show that you have actually graduated from the school. · Certificate of Expected Graduation is NOT required (nor accepted) for those who uploaded it during application. · Applicants who sat for China High School Academic Proficiency Test (Huikao/会考) must submit English version of "Verification Report of China Secondary Education Qualification Certificate" (中国中等教育学历验证报告 issued in English)" (not the Huikao results) directly from CSSD (学信网) .	TBA
English Proficiency Test Score (TOEIC)	· If you took the exam in Japan, there is no need for you to have them resent directly to us. · If you took the exam in outside of Japan, the original must be submitted. · Must be the same contents as what you submitted during application.	TBA

***** As for Applicants who submitted any English Proficiency Test score other than TOEIC, there is no need for you to have them resent directly to us.

<What makes a document "Official"?>

An official document is one that meets all the following three conditions:

(1) Issued by the educational institution (e.g., the high school), government, exam board, or test provider.
(2) Issued for third-party use.
(3) Submitted via one of the following methods:

Submission Method	Who should send	Notes
Post	Applicants/ institutions	We accept: - An "original" document: One with a stamp, seal, watermark, or signature of the issuer on ALL pages. - A "certified" document: Copy of the original document that has been deemed equivalent to the original with an official seal from the issuing institution (e.g., a high school) or another institution (e.g., a notary public). A simple photocopy is NOT acceptable.

		If your documents are sealed in an envelope by the institution, do NOT open it, as it may lose its validity once opened.
E-mail	School officials (administrators, counselors, etc.)	The e-mail must be sent through a school domain e-mail address. If your school does not have an official domain, the official documents must be sent by post.
Digital Credential Service	Arrange to send via: - National Student Clearinghouse - Parchment Exchange - CHSI (中国高等教育学生信息网(学信网)) - OpenCerts (Singapore) - International Baccalaureate Organization - Examination Boards of GCE /IGCE A-level (e.g. Pearson Edexcel AQA, etc.) - -StudentTranscripts Service (STS)	

[Send to]

- Postal Mail:
  1-6-1, Nishi-waseda, Shinjuku-ku, Tokyo, 169-8050 Japan, Admissions Center, Waseda University
- E-mail / Digital Credential Service:
  Faculty of Science and Engineering: fse-undergraduate@list.waseda.jp

Second Enrollment Procedures - Action 4: Complete online registration

The details will be announced in late July for the successful applicants who have completed the first enrollment procedures above.

STEP 7 Preparations for Enrollment (Scholarships, Dormitories, etc.)

Scholarships

There are separate scholarships for Japanese* and international students.
(*Including students with visa statuses such as “permanent resident,” “long-term resident,” “spouse or child of Japanese national,” or “spouse or child of permanent resident”)
Scholarships can be grouped roughly into two types: “pre-enrollment scholarships” and “post-enrollment Scholarships.” They also differ in terms of criteria for eligibility (including nationality and resident status), application periods, and application process.

Pre-enrollment scholarships

Pre-enrollment scholarships are awarded to a certain number of applicants who show great academic caliber. Eligible recipients will be notified when they are offered admission or during the enrollment procedures. There is no need to submit a separate application for this scholarship.

Post-enrollment scholarships

Students can also apply for scholarships after enrollment to the university. Further information on scholarships will be included in the enrollment guide or orientations.

Detailed information on scholarship programs will be sent to successful applicants. An overview of different scholarship programs can also be found on the following websites:

- Support for International Students (Scholarships) https://www.waseda.jp/inst/cie/en/life/aid
- Waseda University Scholarship and Financial Assistance Section https://www.waseda.jp/inst/scholarship/en/

Dormitories

Detailed information on dormitories will be sent to successful applicants. You may also refer to the following website.

- Dormitory Desk, Student Affairs Section (Former Residence Life Center)
  https://www.waseda.jp/inst/rlc/en/

Arrival in Japan and Entrance Ceremony

- The school year begins on September 21; however, orientations for the first-year students, placement tests, and other mandatory school events are scheduled in early September. Therefore, first-year students should plan to arrive in Tokyo in early September. The entrance ceremony will be held in late September. Further details on these ceremonies will be notified in due course.

COMMON NOTES

Notes on Application

(1) Communication Method

We will contact to applicants via e-mail address that you registered on TAO when we notify incomplete documents, examinee number, interview invitation and enrollment procedures, etc.

(2) Change in Contact Information

If there is any change of e-mail address, postal address, or telephone number, please let both the International Admissions Office and the Faculty of Science and Engineering by following method.

To International Admissions Office : https://forms.office.com/r/vU64PnJkTZ
To Faculty of Science and Engineering : Send an e-mail from your registered e-mail address at fse-undergraduate@list.waseda.jp

(3) Special Needs

If you expect to require special care during the screening or after entering the University owing to a disability or serious medical condition, etc., please contact FSE before submitting your application. If you find yourself in such a situation after submitting your application, please contact FSE immediately.

(4) Requirements for Expected Students

If you submitted a certificate indicating that you are expected to meet the application requirements to enter Waseda University, you must submit an additional certificate indicating that you have indeed met the requirements prior to enrollment. You will not be permitted to enter Waseda University, even if you pass the screening, unless you submit the certificate confirming you have met the requirements.

University Regulations

(1) Waseda University Code of Misconduct

Waseda University has established the following precautions to ensure that the admissions are administered in a strict manner, and that all applicants are screened fairly and impartially. Please carefully read the below precautions before applying.

A. You may be deemed to have committed a dishonest act if you falsified, fabricated, plagiarized, or modified a document, material, or information submitted in your application.
B. Your actions may be considered dishonest if you take the interview for another applicant, if another person takes the interview in your place, or if you conduct other acts impairing the fairness of the interview.
C. If a dishonest act is identified, any decision taken regarding your application may later be invalidated, and your application documents and screening fee will not be returned.

D. In case misconduct is suspected, the University may inquire about the authenticity, etc., of documents, materials, theses, and information, etc., submitted to the University (hereinunder, "Submitted Documents") by providing said Submitted Documents to the issuers, providers, theses review entities, etc. By submitting or providing the Submitted Documents to the University, the applicant agrees to the University's right to make such inquiries.

E. In addition, the following responses may be taken if a dishonest act is identified:

1) The applicant may not be allowed to continue taking the interview or to participate in any other admissions at Waseda University during the year. Screening fees will not be returned.

2) The results of all admissions taken by the applicant at Waseda University during the year may become invalid.

If, after enrollment, a student is found to have committed misconduct, they may be subject to a range of disciplinary action up to and including expulsion from the University, in accordance with the University's rules and regulations.

In cases of misconduct that Waseda University find it vicious and serious, Waseda University may report to the police or contact the dishonest individual's Guardians, high school etc.

(2) Accidents/incidents owing to force majeure:

In the event of a natural disaster—such as typhoons, floods, earthquakes, tsunamis, etc.—fires, power outages, or other force majeure accidents or transportation disruptions, measures including delaying the start and end of the admissions, etc. may be taken. However, in such an event, the University will not be liable for any inconvenience, expense, or other personal damage incurred by examinees as a result of such measures.

Basic Policy Statements

(1) Handling of Personal Information

Waseda University will use the personal information (address, name, date of birth, etc.) collected at the time of application to conduct duties relating to admissions, announcement of successful applicants, enrollment procedures, and other related work. In doing so, the University will take necessary and appropriate measures to prevent the leakage, outflow, or unauthorized use of such information. The University may outsource all or part of the above items. In such cases, the University will oblige, by contract or other means, the subcontracted entity or entities to perform necessary and appropriate management of the information. The University may inquire about the authenticity, etc., of documents, materials, theses, and information, etc., submitted to the University (hereafter "Submitted Documents") by providing them to the issuers, providers, theses review entities, etc. By submitting or providing the Submitted Documents to the University, the applicant agrees to the University's right to make such inquiries. Personal information that has been statistically processed, keeping individual identities confidential, will be used as material for surveys and research for the University's admission selection processes.

(2) Collecting information on Gender and Sexual Diversity

Waseda University collects information regarding your sex on legal documents such as family register or passport in order to conduct the admissions in an efficient manner and to carryout enrollment procedures. The information is collected only for reasonably justifiable purposes, and these cases are limited to a minimum. If your sex is marked as neither male nor female on the legal documents, please contact at (fse-undergraduate@list.waseda.jp) prior to application. The information does not affect the screening result.
https://www.waseda.jp/inst/diversity/en/support/sexual-minority/

Departmental Affiliation and Type of Degree

When students enroll in the English-based Undergraduate Program in Science and Engineering, Waseda University, each student is automatically affiliated with each School responsible for administering the students' chosen major program. At the end of their third year, each student's departmental affiliation is determined by each School taking into account the student's academic performance and preference. The table below shows the departments which students may be affiliated with according to their chosen major (e.g., students who choose to major in Mathematical Sciences will be affiliated with either the

Department of Mathematics or the Department of Applied Mathematics at the beginning of their fourth year).

As shown in the table below, the type of degree (i.e., a Bachelor of Science degree or a Bachelor of Engineering degree) a student will be conferred upon graduation will depend on the student's departmental affiliation.

Departmental Affiliation and Type of Degree

Major	Degree	Department	School
Mathematical Sciences	Bachelor of Science	· Mathematics	Fundamental Science and Engineering
	Bachelor of Engineering	· Applied Mathematics	
Computer Science and Communications Engineering	Bachelor of Engineering	· Computer Science and Engineering · Communications and Computer Engineering	
Mechanical Engineering	Bachelor of Engineering	· Modern Mechanical Engineering	Creative Science and Engineering
Civil and Environmental Engineering	Bachelor of Engineering	· Civil and Environmental Engineering · Resources and Environmental Engineering	

Revision History

Date of revision	Version	Page	What was revised
September 30, 2024	1.0	n/a	(Original version)

Contact

International Admissions Office, Waseda University

1-6-1, Nishi-Waseda, Shinjuku-ku, Tokyo 169-8050, Japan
TEL: +81-3-3204-9073

Business hours: 9:00 am to 5:00 pm (Japan Standard Time), Mon. through Fri.

***** For Inquiries *****

https://forms.office.com/r/vU64PnJkTZ

Please read this Guide and other related materials on the website of Faculty of Science and Engineering thoroughly before making inquiries.

Please make all inquiries via e-mail in order for us to keep records of all communications with our applicants.