

2025
Apr.



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 If you fail to do so, your entrance will be withdrawn.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 the payment of tuition and other fees, and other procedures after the deadline.

Step	Action	Deadline
1. Payment	<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 If you do not complete your payment by the deadline, your admission will be withdrawn.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". https://www.waseda.jp/fsci/assets/uploads/2024/12/20241212_Guide-to-Payment-Procedures-for-Tuition-and-Fees.pdf *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, 2025</p> <p><For Residents outside Japan> 9th January, 2025</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>20th February, 2025</p> <p>(From 1st February 2025)</p>
3. Submit Entrance Documents (p.5~)	<p>You basically must submit the documents below by the deadline.</p> <ul style="list-style-type: none"> - Certificate of Graduation - Academic Transcript - Certificate of Residence (Juminhyo)* <p>*Those who live outside Japan and cannot submit Certificate of Residence (Juminhyo) by the deadline need to register the online form "Notification of Delayed Submission of Entrance Procedure Documents".</p> <p>For details, please refer to the page 5 and after.</p>	<p>28th February, 2025</p> <p>(From 1st February 2025)</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	Check important information online	Receive Student ID Card	Entrance Ceremony, Guidance
After 25 th March, 2025 →See Page 11	After 25 th March, 2025 →See Page 11	The beginning of March, 2025 →See Page 11	On 1 st April, 2025 →See Page 12	After 1 st April, 2025 →See Page 11

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)

*Due to University's winter holidays, our office will close between Dec. 26 and Jan. 5.

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A. Registration of Information for Entrance Procedures <UCARO>

- You can register your information for the entrance procedures **from 1st February, 2025.**
- **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 20th February, 2025.** You can change the information which you inputted into UCARO until 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 skipped if you do not have Kanji name

Enter the same kanji characters as the ones 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."

Name in Katakana: *This field can be skipped 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 unfamiliar with Katakana (in this case, the University will register your katakana name that represents the pronunciation of your name into the University's system).

Name in English:

Enter 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 a Preferred Name:

If you want to use a Preferred Name appeared 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"

"Guardians" must maintain contact with the school and oversee the students in order for them to conduct their studies and research successfully. In most cases, you can set your parent as your Guardian. The guardian does not necessarily have to be employed or have a regular income. If you cannot find your Guardian who live in Japan, you can set someone who resides overseas as your Guardian.
(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 first semester must 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" which is supposed to be sent by post to the Tuition Payer approximately 10 days before the date of transfer cannot be sent to addresses outside of Japan).
- **If your tuition payer is an overseas resident, please select "Student" for this registration. If you select "Other," please enter the information of your acquaintance in Japan and that person will receive your "Transfer Notification Letter".**
- The Tuition Payer can be the different person from the Account Holder of the Bank Account for Tuition Payment (to be registered after enrollment) or the Guardian.

For MEXT, CSC and Exchange students
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Select " Student " as Tuition payer. You will not be required to pay Tuition and fees anyway.
--

For Non-degree students (Research students)
--

Select " Student " as Tuition payer. You will be required to pay Tuition and fees for the second term by bank transfer, not direct debit.
--

4) "Student's Bank Account Information"

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

If there is no account (banks in Japan) of the student, please select " No bank account in Japan yet."

Please register your account through Waseda University's dedicated portal site "My Waseda" as soon as you open your bank account in Japan.

* 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 tuition payment (registration of "bank account for debit of tuition and other fees") will be conducted after enrollment. It is possible to register the same account for the "Student's Bank Account" and the "Bank Account for Tuition Payment," but even in this case, you have to carry out the tuition payment procedures for the direct debit 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 for students who had 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				×
3		CSSD: Online Verification Report of Higher Education Degree Certificate				×
4		CSSD: 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 3 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
- ② Online Verification Report of Higher Education Degree Certificate
- ③ Verification Report of China Higher Education Student's Academic Transcript

*Instead of ③, academic transcript (not photocopies, in English) will also be accepted.

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) Change of Surname.

In case you cannot submit any documents required for entrance procedures by the deadline.

Please access the following link and notify us the delayed documents using the form “Notification of Delayed Submission of Entrance Procedure Documents”.

<https://my.waseda.jp/application/noauth/application-detail-noauth?param=i-9SSFk6vozkev5VzHNhJA>

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

**For the students who live outside Japan, please obtain this certificate at the ward or city office after you arrive in Japan and please bring it to the Graduate Admissions Office.
(Our office is located on the 1st floor of building 51, Nishiwaseda Campus)**

This is NOT the Resident Register Code Notification (住民票コード通知書) !

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)
- Residence 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 (My 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).

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 submit any documents required for entrance procedures by the deadline.

Please access the following link and notify us the delayed documents using the form “Notification of Delayed Submission of Entrance Procedure Documents”.

<https://my.waseda.jp/application/noauth/application-detail-noauth?param=i-9SSFk6vozkev5VzHNhjA>

< 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: 28th February, 2025 (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 via e-mail.**



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 instructions below 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](#)”.

[URL] https://www.waseda.jp/fsci/assets/uploads/2024/12/20241212_Guide-to-Payment-Procedures-for-Tuition-and-Fees.pdf

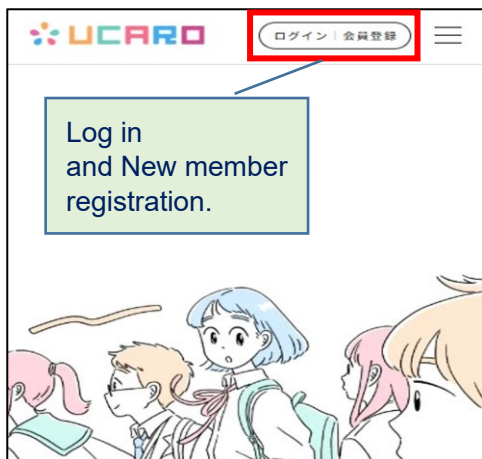
How to download the prescribed remittance form

① Visit the website “UCARO”.



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

②



Please click the “ログイン | 会員登録 (Log in and New member registration)”

③

Please enter your email address and password and click the “ログイン (Login)” button.

*Your login ID (e-mail address) and password for UCARO are written on the email we sent.

CAUTION: If you fail to log in 10 times in a row, your account will be locked.

④



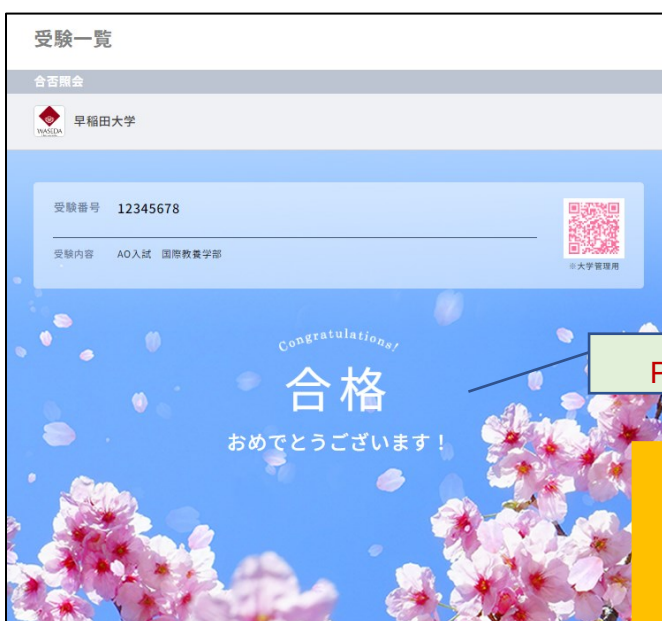
Please press the “受験一覧
(Application List)” button.

⑤



Please click on the information you have applied for and click the “合格照会
(Confirmation of Successful Applicants' Information)” button.

⑥



The following screen will appear and you can check the result.

Pass

Scroll down please!

⑦

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。

Please click the “振込用紙を印刷する (Print the bank transfer form)” button.

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 remittance 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.

The image displays three sample remittance forms for the year 2024. The top two forms are for amounts of ¥709,225 and ¥509,225, respectively. These forms have red boxes highlighting the bank name (三井UFJ), branch (江戸川橋), and account number (1142203). A pair of scissors icon indicates where to cut along a dashed line. The bottom form, for ¥200,000, is crossed out with a large blue 'X'. A yellow box with the text "You don't need this part." points to this crossed-out form. Each form includes fields for the sender's name (早稲田大学), department (政治経済学部), and faculty (政治学科). The forms also specify the payment method (振込) and the bank (三井UFJ).

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 after 25th, March 2025 . Waseda ID is necessary to use Waseda information service, MyWASEDA.
2. Access to MyWASEDA And Obtain your Waseda email address	Using your Waseda ID / Initial Password, Log in to MyWASEDA after 25th, March 2025 and obtain your Waseda email address . [URL] https://my.waseda.jp/login/login
3. Check Important Information	<p>Information about the various guidance materials for new students will be updated around the beginning of March on the site below, so please check 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 around the beginning of March on the site below, so please check 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 and send required documents within the prescribed period (Last year it was 3/1-3/25). And you need to obtain the Scholarship Application login information (PDF) from UCARO, as the same procedures as for obtaining your Waseda ID information. Please refer to the web page below for details. https://www.waseda.jp/inst/scholarship/en/application/</p> <p>*International students do not use this Scholarship Application login information from UCARO (applications for scholarships will open “after enrollment”).</p>

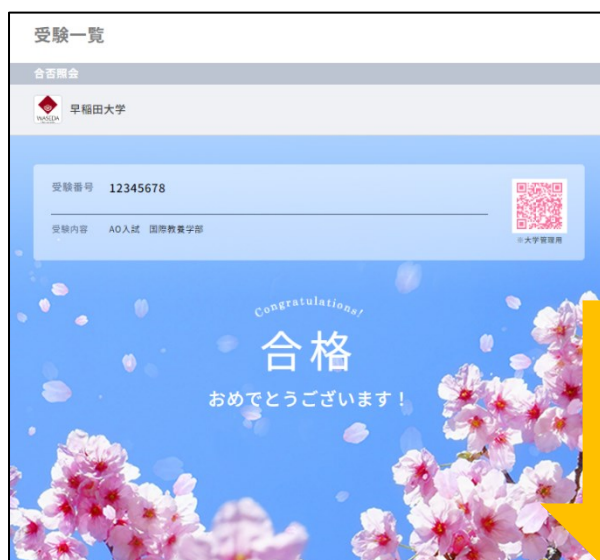
How to check your Waseda ID and Initial Password

- ① Visit the website “UCARO” and follow the same instructions on page 8 until “合否照会 (Confirmation of Successful Applicants' Information)” is displayed.



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

②



Scroll down please!

③

Waseda ID 利用者控 / Waseda ID User Copy 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

※印刷用のPDFファイルが出力されます。

You can see these buttons by scrolling the screen.

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

④

早稲田大学 / Waseda University

Waseda ID 利用者控 / Waseda ID User Copy

※印刷用のPDFファイルが出力されます。

Waseda ID は、メール、MyWaseda などの大学生活における必要サービスを利用する際に必要となります。

【参考】早稲田大学が提供する各種サービスについて <http://www.waseda.jp/naei/services/index.html>

Waseda ID は、Waseda Mail などの大学生活における必要サービスを利用する際に必要となります。

政治経済学部 / School of Political Science and Economics

受験番号 / Examinees# : 99999

ワセダ タロウ 様

◆あなたの Waseda ID およびパスワード / Your Waseda ID and initial password

Waseda ID	S222471008
初期パスワード / Initial Password	6z4jBCqm
ログイン開始日時 / ID registration Start Date	2024/3/27 10:00

Waseda ID、パスワードは、すべて大文字です。大文字、小文字、数字、記号を組み合わせて入力してください。

例) 見やすい文字: 数字の 1 (イチ)、小文字の l (エル)、大文字の I (アイ)、数字の 0 (ゼロ)、小文字の o (オー)、大文字の O (オー)

※All Waseda IDs are case-sensitive characters. You are not able to use double-byte characters.

The number "1" (one), upper case "I" (eye), and lower case "l" (el). The number "0" (zero), upper case "O" (oh), lower case "o" (oh)

入学手続きが完了した方は、「ログイン開始日時」以降に以下の初期設定手順にしたがって、必ず「Waseda メールアドレス (～@waseda.jp)」を取得し、パスワードを変更してください。English version follows Japanese

※科目登録 (申請) までに行ってください

※科目登録後、1 月間、入学、入学後から配布する科目登録関係書類や入学時の説明会 (11月～12月) で確認してください。

※既に Waseda ID や MyWaseda.net ID をお持ちの方も、この利用者の Waseda ID、パスワードを利用して、次の手順に従って ID 継続手続きを行ってください。

◆初回設定手順

1. MyWaseda ログインページ (<https://my.waseda.jp>) を開く
2. 「初期 Waseda メールアドレス (上記の Waseda ID + @initial.waseda.jp)」と「初期パスワード」でログイン
3. 「Waseda メールアドレス」取得
4. パスワードを変更

◆注意事項

- ◆利用者の Waseda ID は、入学後 1 年以内に必ず変更してください。
- ◆利用者の Waseda ID は、入学後 1 年以内に必ず変更してください。

◆「入学後の変更手続き (オンラインで済ませる)」について

入学後、入学後 1 年以内に必ず変更してください。入学後 1 年以内に必ず変更してください。入学後 1 年以内に必ず変更してください。

◆入学後の変更手続き (オンラインで済ませる) について

入学後、入学後 1 年以内に必ず変更してください。入学後 1 年以内に必ず変更してください。入学後 1 年以内に必ず変更してください。

◆入学後の変更手続き (オンラインで済ませる) について

入学後、入学後 1 年以内に必ず変更してください。入学後 1 年以内に必ず変更してください。入学後 1 年以内に必ず変更してください。

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

You can start using your Waseda ID from 25th March.

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://support.waseda.jp/it/s/mywaseda/entrance-type2?language=en_US#01

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, 2025** and will be passed to you at Nishiwaseda Campus. Please check our website (<https://www.waseda.jp/fsci/en/students/guidance/>) 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. To International Students with a foreign citizenship (Acquisition of Status of Residence “Student”)

International students who are admitted to Waseda University can apply for a status of residence “Student”. Those with the status of residence “Student” are eligible to apply for scholarships for international students. Those with a status of residence other than “Student” are eligible to enter Waseda University but please be aware that you cannot use various services and systems intended for international students as stated above. Please take note that students are not eligible to enroll in the university with a “Temporary Visitor” visa status.

1) If you have a status of residence (If you need to apply for the extension or status change of residence)

If you currently have a valid status of residence in Japan, you need to apply for the extension or status change of residence. please process the required application as needed basis. You can apply for an extension of period of stay three months before your status of residence expires. For details on procedures, please refer to the following website.

<https://www.cie-waseda.jp/visastatus/en/prospective/>

※Please note that you need “Certificate of Admission” issued by Waseda University and another documents which must include Waseda official stamp to apply for the extension or status change of residence. Certificate of Admission” is available only after you complete the enrollment procedures. Please apply for “Certificate of Admission” with the online form below.

<https://my.waseda.jp/application/noauth/application-detail-noauth?param=j1yi9FyNBetSrD6SlxG10A>

2) If you do not have a status of residence (In case you need COE application)

You will first need to obtain a Certificate of Eligibility (COE) from the Immigration Bureau of the Ministry of Justice of Japan, located in Japan. Limited to students with foreign citizenship and living outside Japan who have completed enrollment procedures, Waseda University will apply for your COE and submit necessary documents to the Immigration Bureau on behalf of the applicants. After COE is issued, Waseda University will send it to the student by e-mail along with the Certificate of Admission (COA). Upon receiving COE, you will need to take COE, COA, and your passport to the Embassy of Japan or the Consulate in your country to apply for a “Student” visa. COE expires in 3 months after the date of issue, so please apply for your visa immediately within the effective period.

* Waseda University will only process your application by proxy after you completed your entrance procedures. You can receive COE only after you complete your enrollment procedures.

3) Other important points

- The Graduate Admissions Office, Center for Science and Engineering acts on your behalf to apply for a “Student” status of residence only. If you wish to apply for other types of status of residence, you will need to make an application by yourself at the Immigration Bureau.
- It usually takes about three months until COE is issued. In some cases, additional documents may be requested by the Immigration Bureau. Please note that more time will be required in that case.
- If you decide not to enter Waseda University, please contact the Graduate Admissions Office, Center for Science and Engineering immediately to cancel your COE application. If you decide to go to another university in Japan, your COE application must be done by the other university.
- If you have multiple citizenships that include a Japanese citizenship, you are not eligible to apply for COE.
- The Immigration Bureau is solely responsible for decisions regarding status of residence. If issuance is delayed or application is not approved, Waseda University cannot be held responsible for the cancellation fee of your air ticket and other inconveniences. Please be careful when you book your flight.

For application procedures for COE application and “Student” status of residence, contact the Graduate Admissions Office, Center for Science and Engineering at Waseda University.

Email to fsegraduate@list.waseda.jp

F. 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 were 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.

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 below by the deadline. Please use **international courier delivery service such as FedEx and DHL**. We will not accept any delays.

Refund procedure deadline	March 18th, Tuesday, 2025, at 3:00pm Please observe the deadline.
Location	Graduate Admissions Office Center for Science and Engineering, Waseda University 1st floor of Building #51, Nishiwaseda Campus 3-4-1 Okubo, Shinjuku-ku, Tokyo (TEL: +81-3-5286-3808)
Office Hours	Monday to Friday : 10:00am to 4:00pm(1pm to 2pm is closed) Closed on weekends and holidays
Necessary documents	1. Certificate of Success in the Entrance Examination 2. A receipt of payment of school expenses 3. 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 for refund procedure</u> (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 15) 5. Application Form for the Refund of Tuition Fees Due to Withdrawal from Waseda University (fill out page 15 and 16. <u>Print on two sides and submit in one piece of paper.</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

<p><i>As the guardian of the above successful applicant, I consent to his/her decision to withdraw from Waseda University.</i></p> <p style="text-align: right;">DATE (DAY/MONTH/YEAR): _____</p> <p style="text-align: right;">SIGNATURE: _____</p> <p style="text-align: right;">NAME: _____</p>

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.

G. Policy on Security of Personal Information

At Waseda University (hereafter to be referred to as “this university”), the protection of personal information is recognized as a fundamental right that has its origins in the integrity of the human personality. The Personal Information Security Rules were established in May 1995, and these provided for the strict handling of personal information. Since April 1, 2005, the Law Regarding the Protection of Private Information (Private Information Protection Law) has been fully enforced. This university has continuously complied with this law and works to properly manage and protect personal information.

1. Collection and Use of Personal Information

Personal information refers to information that identifies specific individuals, such as students, guardians, faculty and staff, or that has the possibility of doing so. At this university, its collection is restricted to only that recognized as necessary for educational research, student support, and university management, as defined below. In addition, when it is necessary, the university contacts students and guardians based on the personal information collected.

Reasons for Collecting Personal Information

- 1) Management of school registration, changes in school registration, health management, scholarship management;
- 2) Course registration, grade management and course management;
- 3) Information management related to postgraduate activities, advancing within a school and changing schools at the undergraduate and graduate school levels within the university;
- 4) Issuing student identification cards and various other certificates;
- 5) Managing scholarship information and account information;
- 6) Supporting for extracurricular activities and student life;
- 7) Managing and creating employment information;
- 8) Managing the use of equipment and facilities within the university, managing visual information acquired through the security cameras;
- 9) Managing the use of the library;
- 10) Sending grade reports and academic records to the guardians;
- 11) Consulting with guardians about course registration and academic records;
- 12) Producing public relations magazines for the university and the school, guides for events and fundraising activities;
- 13) Sending out various guides and information following graduation;
- 14) Providing information to universities based on a Science and Technology Exchange Agreement;
- 15) Providing necessary information to the Waseda University Student Health Insurance Union (chief administrator: office manager of student division);
- 16) Providing necessary information to the Waseda University Alumni Association (chief administrator: president of this university);
- 17) Providing necessary information to academic organizations (chief administrator: dean of each school) which are comprised of students and instructors in graduate and undergraduate courses at this university;
- 18) Providing necessary information to the teachers' union in order to promote public funding for schools;
- 19) Management of employment and payment of wages or salaries in relation to part-time jobs or other types of jobs that may be offered within this university;
- 20) Improvement of educational research and entrance examinations and recruiting of students; and
- 21) Use of photos and their data for the purpose of verification of identity for internal procedures and various web-based services within this university.

2. Secure Management of Personal Information

Along with strict management of personal information so that it is not used improperly, lost, damaged, falsified or leaked, this university engages in the training of employees (faculty and staff) who handle personal information and those are in charge of this university's other affairs.

3. Providing Information to Third Parties

This university does not provide personal information to third parties without the consent of the principal party in question. However, information may be provided without the consent of the principal party under the exception established by law (Private Information Protection Law, Article 27, Clause 1)

4. Outsourcing

This university may outsource the whole or a part of its businesses related to certain affairs such as sending out of various letters and objects from this university or data input work. When doing so, this university contractually or otherwise obligate the outsourcing contractors to take necessary and appropriate measures in managing the personal information so that it will not be leaked, disclosed or improperly used.

5. Corrections, Disclosure, Deletion, Suspension of Use (including Erasure and Suspension of Provision to Third Parties) of Personal Information

Students and guardians can request the disclosure of their own personal information and records of its provision to third parties as well as correction, deletion and suspension of use (including erasure and suspension of provision to third parties) of such information through the individual institution managing that information, such as the school or institute with which s/he is affiliated.

Please direct any questions regarding the protection of personal information at Waseda University to the following organization:

Office of the Personal Information Protection Committee (Department of Educational Affairs, Educational Affairs Section)

1-104 Totsuka-cho, Shinjuku-ku, Tokyo 169-8050

Telephone: 03-3204-2253

E-mail: kojinjoho@list.waseda.jp

H. 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.

I. Waseda University Alumni Association

◇ What is the Waseda University Alumni Association?

The Waseda University Alumni Association was established in 1885, a year after the first students of Waseda University had graduated. It consists of alumni and faculty members of Waseda University. Currently, about 670,000 alumni are active throughout Japan and worldwide. The alumni association provides financial support such as scholarships, club activities, volunteer activities, and career support for job search.

● Examples of Support for the Alma Mater and Current Students

Total support for the alma mater and students in 2021: About 266 million yen

[No-repayment type Scholarships Provided with Alumni Support]

Mezase! Miyako No Seihoku Scholarship, Waseda Alumni Association Scholarship, Waseda Alumni Association Study Abroad Scholarship, etc.

[Other Support to Alma Mater]

Donations designated for The Waseda Fund, The Haruki Murakami Library Fund, Waseda Open Innovation Valley Project (10 million yen each) etc.

* Career support event "Let's Discuss with Our Seniors!" (10 million yen each), etc.

- Examples of Projects and Services by Alumni Association

Support for the Waseda Card business, holding events such as the Inamon Festival, and publication of the communication magazine "Waseda Bulletin." Please refer to the following website for details of the Alumni Association's programs and services.

<http://www.wasedaalumni.jp/about/project.html>

Waseda Card Students, an essential credit card for studying and traveling abroad

- Credit cards are an essential item for studying and traveling abroad. No annual fee.
- Can also be used as a membership card for the Co-op. Discounts are available for members (e.g., 10% off on books, 15% off on CDs).
- 100,000 yen credit limit (can be temporarily increased when studying abroad, etc.) with no cash advance or revolving services, so it is safe and secure.
- Complete insurance services (various types of insurance provided, including overseas and domestic travel accident insurance, shopping guard insurance, and damage compensation due to fraudulent use)
- Standard period to issue a credit card is about a month (early issuance is recommended).

If you are thinking of traveling abroad or studying abroad while at the University, even for a short time, apply when enrolling!

Click here for information request and application → http://wasedacard.jp/card_lineup_students (or→)



Waseda Card Students

http://wasedacard.jp/card_students

◇ **Alumni Membership Fees**

The Alumni Association activities are supported by the annual Alumni Association membership fee of 5,000 yen, which is paid by all alumni. Undergraduate and graduate students who are associate members also pay a 10-year membership fee (40,000 yen with discount). The fee is deducted from your tuition for the final semester of the final year of your standard academic year. Please check the notice sent to you by the University before the tuition fee is debited. Various services are available for members upon paying the fees, such as access to the University Library after graduation. Hence, we highly encourage you to take advantage of this service. We appreciate your understanding and support for the Alumni Association.

※ Undergraduate students include undergraduate students, transfer students, students who have transferred from departments, programs, or specializations, etc. (some students, such as readmission and non-degree students, are not eligible).

* Graduate students are eligible for enrollment in master's and professional degree programs from other universities (not applicable for some, including undergraduate, transfer, integrated doctoral, doctoral, and non-degree students).

*In the case of early graduation, the timing of payment is the last semester of the academic year in which the student plans to graduate.

If you are unable to pay this fee for financial reasons, please contact the Alumni Association Office after reading the "Alumni Association Rules and Regulations Regarding Payment of Fees to Associate Members" below.

Alumni Association Bylaws Rules Concerning Regarding Payment of Fees for Associate Members

<http://www.wasedaalumni.jp/about/bylaws.html>

(Basis of Rules)

Article 1 These Rules are established in accordance with Article 6 of the Membership Fee Regulations, and the membership fee payable by Associate Members shall be governed by these Rules.

(Timing of Payment of Membership Fees)

Article 2 The Membership Fees shall be paid by the Associate Member or their parent/guardian, etc., as the Membership Fees together with the tuition fee for the final semester of the final year of the standard period of education.

However, in the case of early graduation from the undergraduate or graduate school to which the member belongs, the Membership Fees will be paid together with the tuition for the final semester of the academic year in which the member plans to graduate or complete their studies.

(Refund of Membership Fees)

Article 3 The Alumni Association shall refund the full amount of the Membership Fees paid in the following cases:

(i) When an Associate Member who has already paid the Membership Fees is unable to become a Regular Member due to reasons such as withdrawal from the University or termination of membership.

(ii) In the event that the guardian or other person who has paid the Membership Fees requests the Alumni Association to refund the fees before an Associate Member becomes a Regular Member, due to the Associate Member's undecided career path, a sudden change in the family finances of the guardian or other person, or other special circumstances.

2 In the event that an Associate Member or another legitimate right holder (hereafter, "the Individual") who has already paid the Membership Fees becomes a Regular Member and then makes a request to the Alumni Association for a refund of the Membership Fees, the Alumni Association shall refund the amount calculated in accordance with the following formula. In this case, the number of years for which the refund has been requested (hereafter the "years for refund") shall be counted from the year in which the Associate Member became a Regular Member until the year in which the Individual completes the prescribed procedures for requesting a refund of the Membership Fees.

Formula

Total Amount of Membership Fees Paid - Years for Refund × 5,000 yen

3 In the case of Paragraphs 1(ii) and Paragraph 2, the Alumni Association shall interview the Member to ascertain the reasons for requesting refund, etc.

(Accountability)

Article 4 This system shall be explained to Associate Members and their parents/guardians from the time of admission through the following methods.

(i) The item and amount of fees shall be clearly stated in the admission guide, entrance procedure documents, etc.

(ii) After admission, the Association shall make efforts to inform students and their parents/guardians of the activities of the Alumni Association, the purpose and overview of this system, and the services provided.

(iii) Other efforts will be made to disseminate information through appropriate methods as necessary.

[Contact Information] Waseda University Alumni Association Office
(TEL : 03-3202-8040, email: alumni@list.waseda.jp)