

**Guidelines for Re-Admission [For September 2025 enrollment]  
School/Graduate School of Fundamental/Creative/Advanced  
Science and Engineering**

**1. Number of Students to be Admitted**

A few students will be accepted in each of the Departments / Majors of School / Graduate School of Fundamental / Creative / Advanced Science and Engineering.

**2. Applicant Eligibility**

Those who meet all the following requirements:

- (1) Those who have withdrawn from the Department / Major mentioned in Clause 1 above without completing the term of enrollment.
  - \* Students can enroll for 8 years for Undergraduate, 4 years for Master (3 years for 1.5-year course in Department of Business Design and Management), and 6 years for Doctor or 8 years for 5-year doctoral course (*Ikkansei*).
  - \* Those who have withdrawn from the former International Program in Science & Engineering (IPSE) may be accepted in the Major of EBSE. Please contact us in advance to confirm eligibility for application.
  - \* Some of those who have been withdrawn from the English-based undergraduate program of School of Advanced Science and Engineering (EBSE) may be ineligible to apply. Please contact us in advance to confirm whether you are eligible for application.
  - \* Those who have withdrawn from the (former) School of Science and Engineering or Graduate School of Science and Engineering are not eligible to apply.
  - \* Those who have withdrawn from a doctoral course or 5-year doctoral course (*Ikkansei*) for the reason of completion of research guidance are not eligible to apply.
- (2) Those whose elapsed years after withdrawal from the university are as follows.
  - Undergraduate: within 7 academic years from the year following the academic year of withdrawal
  - Master: within 4 academic years from the year following the academic year of withdrawal
  - Doctoral / 5-year doctoral course (*Ikkansei*): within 5 academic years from the year following the academic year of withdrawal.
- (3) Those whose reasons for withdrawal were legitimate and unavoidable.

### **3. Application period**

- (1) Registration from the Application form for Re-Admission: April 1 (Tue.)–April 25 (Fri.), 23:59 [JST]
  - (2) Mailing of Application for Re-admission (original paper): April 1 (Tue.)–April 25 (Fri.) [JST]
- \* Your application will be valid and accepted as long as both (1) and (2) procedures get completed during the above-mentioned application period.
  - \* Please note that the original documents in (2) must be postmarked by the closing date if sent from within Japan and must arrive by the closing date if sent from outside Japan. Please also send by a trackable postal service.

### **4. How to apply**

Please download and fill in the "Application for Re-Admission" available on the following page. After printing and signing the form, please submit the application form below and send the original paper by mail within the application period as described in Clause 3. above. Submission after the deadline can not be accepted.

- \* Please refer to the following website of the Faculty of Science and Engineering. (For Current Students > Certificates, School Register)  
<https://www.waseda.jp/fsci/en/students/certificate/>
- \* Application form URL is below.  
<https://my.waseda.jp/application/noauth/application-detail-noauth?param=gaO8yELeCfW0cTf54rTiYQ>

#### **(1) Notes on the "Application for Re-Admission"**

Please select or enter all items highlighted in red. After completing the form, please print it out and sign your signature in the Signature box.

#### **(2) Notes on Application Forms**

Please follow the instructions on the form to enter the required information and upload a scanned copy of the completed "Application for Re-Admission".

#### **(3) Notes on mailing the "Application for Re-Admission"**

Please send to the following address within the application period described in Clause 3. above. Please send by a trackable postal service.

Address: 3-4-1, Okubo, Shinjuku-ku, Tokyo, 169-8555

Academic and Student Affairs Section, Center for Science and Engineering,  
Waseda University

- \* You may be deemed to have committed a dishonest act if you falsified, fabricated, or plagiarized a document, material, or information submitted in your application. In such a case, any decision taken regarding your application may later be invalidated, without the application documents being returned.
- \* Waseda University utilizes applicant information (addresses, names, dates of birth etc.) collected at the time of application in order to carry out operations such as the entrance examination, announcement of the screening results, and enrollment procedures. We will take necessary and proper measures to protect such information from leakage, disclosure, or unauthorized use. All or part of the above operations may be outsourced to an agency. In such case, the agency will be contractually required to maintain necessary and proper management. Please note that the personal information may be used as materials for studies and research to improve our entrance examinations. The information will be statistically processed to prevent any individuals from being identified.

## **5. Considerations for entrance examinations and school enrollment**

If you expect to require special care during the entrance examination or after entering the university due to a disability or serious medical condition, etc., please contact Academic & Student Affairs Section, Center for Science and Engineering at Waseda University immediately. In addition, contact us if a serious injury or illness is expected to affect your ability to take the entrance examination. Please contact us immediately even if you find yourself in such situation after submitting your application.

## **6. Screening**

First screening (based on submitted documents and grades at the time of enrollment) and second screening (interview) will be conducted.

- \* Applicants who pass the first screening will be contacted individually regarding the schedule and method of the second round (interview).

## **7. Announcement of results**

(1) First screening:

Notification will be sent by e-mail to the address entered in the application form by around the middle of June.

(2) Second screening:

Notification will be sent by e-mail to the address entered in the application form on

July 4 (Fri).

## **8. Entrance procedures**

The admission procedures must be completed within the prescribed time frame by both (1) payment of the tuition and fees and (2) mailing of entrance procedure documents. No procedures will be accepted after the deadlines.

### **(1) Payment of tuition and fees**

Please follow the instruction regarding payment on documents that will be sent at the time of acceptance announcement and transfer the tuition and fees via ATM or internet banking services. If you are currently living outside of Japan, we will inform you of other instructions of the means of the payment separately.

### **(2) Mailing of the documents for enrollment procedures**

At the time of acceptance announcement, we will send you the admission procedure documents by email, so please follow the instructions and submit the necessary documents by post.

## **9. Obtaining a status of residence (VISA)**

Please check the following websites and take the necessary procedures as soon as possible.

- \* Please note that entry restrictions or changes in procedures may occur due to the effects of COVID-19. Please contact the Center for International Education (CIE) if necessary.

[CIE Website]

<http://www.cie-waseda.jp/visastatus/en/index.html>

## **10. Tuition and Fees**

Tuition, Seminar fee and others will be required according to the prescribed amount according to the grade in which you are re-enrolling. Please confirm the total amount on the documents that will be sent at the time of acceptance announcement.

In case of withdrawal due to non-payment of tuition and fees, the student's enrollment status and grades for the semester in which payment is made can be restored by paying the amount of the unpaid tuition fee. If you wish to pay the

unpaid tuition, please make sure to submit the application form at the time of application. In principle, changes in requests for payment after application will not be accepted. After confirming the application documents, applicants will be notified individually of the bank transfer information, and the applicants must make payment by the designated date.

[Contact]

Academic & Student Affairs Section, Center for Science and Engineering,  
Waseda University

3-4-1, Okubo, Shinjuku-ku, Tokyo, 169-8555

(Nishi-Waseda Campus Building No.51, 1st floor)

TEL: 03-5286-3002 E-Mail: [fse-students@list.waseda.jp](mailto:fse-students@list.waseda.jp)