

APPLICATION GUIDELINES

School/Major Transfer for 2nd year For September 2025 Entry

English-based Undergraduate Program School of Fundamental Science and Engineering School of Creative Science and Engineering WASEDA UNIVERSITY

ADMISSIONS TIMELINE

Note that all dates refer to Japan Standard Time (JST).

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	DATE
APPLICATION PERIOD	July 14 – 18, 2025
SCREENING FEE PAYMENT	July 14 – 18, 2025
NOTIFICATION OF INDIVIDUAL APPLICATION QUALIFICATIONS	August 21, 2025
NOTIFICATION OF EXAMINEE NUMBER	August 21, 2025
INTERVIEW	August 29, 2025
ANNOUNCEMENT OF RESULTS	September 2, 2025
ENROLLMENT PROCEDURE PERIOD	September 2 – 5, 2025
ENROLLMENT DATE	September 21, 2025

NOTICE

If we are forced to change the details of the entrance examination(such as the period of application, the schedule, the contents of examination, and the announcement date of results etc.), we will inform you on the faculty's website. Please check out our website regularly for the latest information. If there are any changes after the application starts, we may contact the applicants by e-mail, so please check your e-mail inbox regularly, including your spam or junk folder after the application.

I. Outline of Examination

1. School/Major Transfer for 2nd-year

(1) Schools and Major Accepting Applications (4 Majors in total)

School	Major	Screening Method	Number of Students to be admitted	
Fundamental Science and Engineering	 Mathematical Sciences Computer Science and Communications Engineering 	Interview	A small number will be admitted (the precise figure is not	
Creative Science and Engineering	Mechanical EngineeringCivil and Environmental Engineering		predetermined).	

(2) Application Requirements

Candidates who fulfill the following conditions are eligible to apply:

- ① Those who are anticipated to obtain a total of 34 credits or more, and GPA 2.5 or higher by the end of the second semester in the 1st year. *Your academic performance in the 1st year will be reviewed during the screening process.
- ② Those who have enrolled the English-based Undergraduate Program Faculty of Science and Engineering in September.
- 3 Those who have enrolled at the Major you are currently registered as a 1st Year Student in September 2024 and have attended for one year as of the end of the current semester (the semester you apply for the admission). However, you are admitted to applying for the admission even if you have enrolled before Academic Year 2023 if the following two cases apply to you.
 - 1) Those who have attended for one year as of the end of the current semester (the semester you apply for the admission) due to a leave of absence or study abroad.
 - 2) Those who have enrolled in September.
 - * You are not studying abroad during the current semester (the semester you apply for the admission). Except for the case where your student status is "Leave of Absence" if you study abroad as a privately funded student.

[NOTE]

*There is a case that you cannot graduate in 4 years.

- *"School/Major Transfer for 2nd-year examination" refers to an examination for 1st year students who wish to transfer to a different school or Major when they advance to the 2nd year.
- *Students are not allowed to transfer to any school/department in the "Japanese-based program".
- 2. Notification of Individual Application Qualifications and examinee number

 Notification of Individual Application Qualifications will be sent to your email address specified on the application form with an examinee number on Thursday, August 21, 2025.
 - *Screening fee will be refunded if you are NOT qualified.

II . Application

1. Application Period

Monday, July 14, 2025 through Friday, July 18, 2025

- * Application documents must be sent by post services, and they must arrive at the admissions office of center for science and engineering by the last day of the application period.
- * You cannot submit application documents in person at our office.
- *If a physical disability requires special consideration when taking the examination or studying at Waseda University, please be sure to notify the admissions office of center for science and engineering at fse-undergraduate@list.waseda.jp by June 27. If a serious illness or injury makes it difficult for you to take the examination, or if you find yourself in such a situation after submitting your application, promptly notify us.

2. Application Procedures

(1) Screening fee payment

① Screening Fee: 30,000 yen

Payment period: Monday, July 14, 2025 through Friday, July 18, 2025

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

2 Payment method:

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

Please access the online screening fee payment website (https://e-shiharai.net/ecard) and complete the required procedure before you apply for the admission. In the "Category Selection" page of the website, make the following selections:

First Selection	English-based Degree Program
	*Select the school to which you are applying
Second Selection*	School of Fundamental Science and Engineering
	School of Creative Science and Engineering
Third Selection	September 2025 Admission
Fourth Selection	EBSE Admissions for Transfer

- After completing the transaction, print out the "Result" page, and clip it to the Application Form, and enclose it with your other application documents. For more details, see the instructions on page 4 "Waseda University Examination Fee Payment by Credit Card or Union Pay".
- The payment can be made anytime, 24 hours. Please note that on the last date of the payment period (July 18,2025), finish card settlement procedure by 11:00 pm Japan time.
- If applicants or a third party pays with a card in the name of someone other than the applicants, <u>please</u> <u>enter the applicant's information in the "Basic information" page of the website.</u>

B. Payment at a convenience store (in Japan only)

- Please pay the screening fee at a convenience store.
- To make a payment at a convenience store, you must complete the designated application procedure in advance by accessing the "screening fee convenience store payment site" (http://e-shiharai.net/) [Japanese only] on the Internet.
- After making the payment, detach the "Certificate of Payment of the Screening Fee" on the Screening Fee Handling Description, paste it to the designated space ("Screening Fee Payment Certificate") on the Application form, and submit it. Check the details on the screening fee payment method on page 5 "Waseda University Convenience Store Easy-Pay Systems for Entrance Exam Fees".
- The payment can be made 24 hours a day, seven days a week, including Saturdays, Sundays, and holidays. However, please note that application procedure via the website (http://e-shiharai.net/) will end at 23:00 (JST) on the last day of the payment period (July 18, 2025). Similarly, you will not be able to make a payment at a convenience store after 23:30 (JST) on the last day of the payment period (July 18, 2025).
- If someone other than the applicant conducts the procedure for the applicant, he/she must enter the applicant's information.

第一選択	転部・転科
第二選択	次の第三選択へ
第三選択	次の第四選択へ
	*出願を希望する学部を選んでください。
第四選択*	基幹理工学部 英語学位プログラム転部・転 Major 試験 30000円
	創造理工学部 英語学位プログラム転部・転 Major 試験 30000円

C. Notes

- If someone other than the applicant conducts the procedure on behalf of the applicant, please make sure that he/she enters the applicant's information.
- As a general rule, application documents and screening fee are not returned. However, a full screening fee will be returned if you fall into following one of ②, ③, or ④ category below. The amount paid in excess will be refunded if you fall in to ① category.
- ①You paid in excess of the amount of screening fee required.
- ②You paid the screening fee but failed to submit the required application documents.
- ③You paid a screening fee but submitted the application documents after the deadline.
- ④You paid a screening fee and submitted the application documents, but your application was rejected before screening due to the following reasons.
 - •The submitted application materials are not complete enough to meet the application requirements.
 - · You do not meet all the eligibility criteria.
- * If you have made a payment by credit card, any handling fees which may be incurred for refund must be paid by the applicant.

Waseda University Examination Fee Payment by Credit Card and Union Pay

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

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











Access the site below

https://e-shiharai.net/ecard/



1. Top Page Click "Examination Fee". Terms of Use and Personal Information Please read the Terms of use an Personal Information Management. Click "Agree" button located in the lower part of this page if you agree with these terms.

Click "Not agree" button located in lower part of this page if you do not agree with these terms. Management 3. School Selection Click "Waseda University". 4. School Information Read the information carefully and click "Next". Choose First to Fourth Selection and click "Add to Basket". 5. Category Selection Check the contents and if it is OK, click "Next". 6. Basket Contents Input the applicant's basic information. Basic Information Choose your credit card and click "Next". Paying with Credit Card Paying with Union Pay Follow the onscreen instructions to complete the card payment. Input Credit Card Number (15 or 16-digits). expiration date and security code. Please click the "Application Results" button in the upper part of this site (e-shiharai.net). All of your application information is displayed. Please write down the "Receipt Number" given when you complete your application, and enter your "Payment Method", "Receipt Number" and "Birth Date". Please make sure your printer is ready. Click "Confirm" to verify.

Enclose the printed "Result" page in an application envelope with other necessary application documents. **Necessary application documents** Mail it from Post office 000-0000 XXXXXX XXXXX1-1-1 POST OFFICE

[NOTICE/FAQ]

●During the payment periods and application periods specified in the application guidelines, you can make payment anytime. Please consult the application guidelines and complete payment in time for the application period.

Click "Print this page" button and print out

"Result" page.

- On the last date of the payment period, please complete the transaction by
- It is possible to use a card which carries a name different from that of the applicant. However, please make sure that the information entered in the Basic Information page is the applicant's information.
- If you did not print out the "Result" page, you can display it later on the Application Result page. Please enter "Receipt Number" and "Birth Date" to
- Please contact the credit card company if your card is not accepted.

■Payment Commission

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

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

Please print out the "Payment Inquiry - Inquiry result" page.

For questions or problems not mentioned here, please contact :

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

Waseda University

Convenience Store Easy-Pay Systems for Entrance Exam Fees

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

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



https://e-shiharai.net/



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

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

Convenience Store Payment

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



Receive an Application Fee Statement Detach the Certificate of Payment (receipt) portion.



FamilyMart Paving at FamilyMart [11-digit Customer Number] お客様番号 [4-digit Verification Code] 確認番号 multifunction copier Select the "代金支払い" button on the touch screen Enter your【お客様番号】【確認番号】

- Information terminal issues a funds transfer receipt.
 You will need to take this to the cash register within 30 minutes and make the actual payment. ●Receive an Application Fee Statement. Detach the Certificate of Payment (receipt) portion.
- Design and layout of the touch screen buttons is subject to change without notice.

3 Application



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

■ Payment Commission (transfer fee charged by all participating stores)
There is a fee for this payment transfer service, which applicants must pay in
addition to the entrance exam fee.
The payment commission is as the same at all participating stores.

Entrance exam fee ~ 9,999 yen 10,000 yen ~ 29,999 yen 30,000 yen ~ 49,999 yen 50,000 yen ~ 99,999 yen

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

: Convenience store staff cannot answer questions about the se

https://e-shiharai.net/

(2) Application Documents

Please submit application documents ①-③ listed below.

Submission of false or inaccurate statements or documents will result in cancellation of your application, success, or transfer school/Major.

①Application Form (Designated form for Faculty of Science and Engineering)

②Statement of Reason (Designated form for Faculty of Science and Engineering)

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

The table below lists the Major heads.

School	Major	Major head (Professor)		
FSE	Mathematical Sciences	Mark BOWEN		
	Computer Science and Communications Engineering	Liu JIANG		
CSE	Mechanical Engineering	Takao NAKAGAKI		
	Civil and Environmental Engineering	Yasuhiko SATO		

If you confirm a Major head's email address, please search the Waseda University Researchers Database or the professor's homepage or ask the Department Office you enroll.

<The Waseda University Researchers Database> https://w-rdb.waseda.jp/search?m=home&l=en

3Two copies of color photos (taken within the last 3 months)

- *Use the 4cm long x 3cm wide ID Photos (color photos taken within three months before the application, showing your upper body, no hat, facing the front, and with no background or frame). Write your name on the back of the photos and attach them to the designated part of the application form
- *The attached photo will be used for ID on examination day and your student ID card after transfer, so it should show your eyes clearly and be easy to identify. It will be used for administrative purposes and stored as an electronic file to be used as ID for internet web services.
- *Photos taken when wearing a scarf or sunglasses are not acceptable.
- *Unclear photos such as snapshots or taken with a digital camera or unidentifiable photos due to a hairstyle, etc. are also not acceptable.
- *Please do not post-process or retouch the face portrait photo.

(3) Submission of Application Documents

Please enclose the documents above ①-③ in an envelop(角型 2 号:A 4 サイズ/Square type 2:size A4)and submit them by one of the following ways;

Send them by registered mail (in Japan) or by international courier or similar service (outside Japan) to the admissions office of center for science and engineering.

Application documents must arrive at the office by July 18, 2025.

* Please use the designated address label for registered mail.

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

III. Screening

1. In-Person Interview

Friday, August 29, 2025 (on Nishi-Waseda Campus)

- ① In-Person Interview details will be sent via email on the same day of the Notification of individual Application Qualifications.
- 2 Please ensure that you are available on all day during the interview day as the test time varies depending on the Majors.

2. Misconduct

In these Application Guidelines, the term "mobile phones, etc.," indicates all electronic devices with communication functions, such as mobile and smart phones, tablets, wearable devices, etc.

Waseda University has established the following precautions to ensure that the entrance examination is conducted in a strict manner, and that all applicants may take the examination fairly and impartially. Please read these precautions carefully before taking the entrance examination, and approach the examination with the appropriate attitude of seriousness.

- (1) You are not allowed to attend the interview 20 minutes after the start of the interview.
- (2) Any falsification, fabrication, plagiarism, modification, etc., of documents, materials, or information submitted to the University at the time of application may be considered misconduct.
- (3) The following acts constitute misconduct:
 - 1) Cheating (e.g., concealing or using cheat sheets, reference books, etc., during the examination, looking at other examinees' answer sheets, etc., seeking answers from other examinees, taking notes on one's body, objects, desk, etc. and referring to them.)
 - 2) Any action that benefits another examinee or other examinees, such as communicating the answers to a question, etc., during the examination.
 - 3) Holding or using mobile phones, etc., during the examination.
 - 4) Enabling any sounds (incoming calls, alarms, vibrating sounds, etc.) on mobile phones, etc., and watches during the examination.
 - 5) Behavior that disturbs other examinees in the examination room.
 - 6) Failure to follow the instructions of an examination supervisor, etc., at the examination site.
 - 7) Having any person other than the applicant herself/himself impersonate the applicant and take the examination.
 - 8) Any and all other acts that may impair the fairness of the examination.
- (4) If misconduct is suspected, the University may respond as follows. Failure to comply with these actions may be considered an admission of wrongdoing.
 - -An examination supervisor, etc., may give examinees a warning or inquire about the circumstances.
 - -The applicant may be requested to take the examination in a different seat or room.
 - 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.

- (5) The following actions may be taken in the case of confirmed misconduct.
 - The applicant will not be permitted to take any entrance examination of the University in the relevant academic year (screening fees will not be refunded).
 - The results of all entrance examinations of the University for the relevant academic year shall be null and void.
 - If, after enrollment, a student is found to have committed misconduct, he/she may be subject to a range of disciplinary actions up to and including expulsion from the University, in accordance with the University's rules and regulations.
- (6) There are cases in which the University may report to the police or to parents or guardians, if misconduct is deemed to be extremely malicious and serious by the University.

3. Other notices regarding the examination

We will do our best to provide you with a quiet and fair exam environment. However, please be aware of the following unavoidable conditions that may occur:

- ◆ Everyday noise (airplanes; motor vehicles; wind and rain; the sound of air conditioner; coughs, sneezes and sniffles from the other examinees; the distant noise of cell phones, etc.) is sometimes unavoidable. As a general rule, no special treatment will be given to any examinee (or group of examinees) due to any occurrence of "everyday noise."
- Unforeseen problems that are beyond human control: In cases of unforeseen circumstances that are beyond human control, such as natural disaster (e.g., typhoons, earthquakes, flooding, tsunamis) and/or accident, such as fire, power failure, and so on, measures including delay of the start of the exam or postponing of the exam, etc. may be taken. However, in such an event, we will bear no responsibility for any resulting inconvenience, expense or other personal loss that the examinee may incur.

♦Infectious diseases:

If you have an infectious disease that requires an excused absence under the School Health and Safety Act (e.g. COVID-19, influenza, measles or rubella) and have not yet recovered, please refrain from taking the examinations as there is a risk that you may infect other students or examination supervisors. If you are absent, unless the University has announced special measures, there will be no makeup examinations or refunding of screening fee.

Handling of Personal Information

Waseda University utilizes applicant information (addresses, names, dates of birth etc.) collected at the time of application in order to carry out operations such as the entrance examination, announcement of the screening results, and enrollment procedures. We will take necessary and proper measures to protect such information from leakage, disclosure, or unauthorized use. All or part of the above operations may be outsourced to an agency. In such case, the agency will be contractually required to maintain necessary and proper management. Please note that the personal information may be used as materials for studies and research to improve our

entrance examinations. The information will be statistically processed to prevent any individuals from being identified.

IV. Announcement of Results

Screening results will be announced on the website of the Faculty of Science and Engineering on Tuesday, September 2, 2025 at 10:00 am.

URL: http://www.waseda.jp/fsci/en/admissions-us/

- *The examinee number of successful applicants will be posted on the website of Faculty of Science and Engineering on the results announcement day.
- *We send enrollment procedure documents to successful applicants by e-mail.
- * If your postal address written in the application form is in Japan, only the Remittance Form for Paying Registration Fee and School Expenses will be sent to the address.
- *No e-mails or documents will be sent to unsuccessful applicants.

V. Enrollment Procedure

1. Enrollment procedure period

Tuesday, September 2, 2025 through Friday, September 5, 2025

2. Enrollment procedure method

Enrollment procedures will be completed when both of the following (1) and (2) procedures are taken within the above period. Please note that there is quite a short period between the announcement of results and the deadline for enrollment procedures, but we do not accept any enrollment procedures taken after the deadline under any circumstances.

Also, we do not accept any withdrawal after the enrollment procedures completed.

We will notify successful applicants of the details instructed in the enrollment documents.

(1) Payment of tuition and fees (for the fall semester)

A. In Japan

Please make the payment at a counter of your bank (excluding Japan Post Bank) after filling out the remittance form designated by Faculty of Science and Engineering during the above period. Payment cannot be made via automatic teller machines (ATM), mobile phones, internet banking, etc.

B. Outside Japan

To pay from outside Japan, please remit the tuition and fees plus a currency exchange fee at a financial institution during the above period.

(2) Submission of enrollment procedures documents

A. In Japan

Send all of the documents to the admissions office of center for science and engineering by registered express mail "簡易書留速達便" during the designated period. <u>Must be reached at the office on or before the deadline.</u>

B. Outside Japan

Send all of the documents to the admissions office of center for science and engineering by Express Mail Service (EMS) or other courier service such as DHL or FedEx, etc. during the designated period. Must be reached at the office on or before the deadline.

VI. School Expenses and Other Fees

Breakdown of School Expenses and Other Fee Applied to Transfer Students for 2nd year for September 2025.

Unit (Yen)

School			School expenses		Other fees	
	Major	Payment period	Tuition fee	Seminar fee	Student health promotion mutual aid association fee	Total
School of Fundamental Science and Engineering	Mathematical	2025 Fall semester	892,000	30,000	1,500	923,500
	Sciences	2026 Spring semester	892,000	30,000	1,500	923,500
	Computer Science and	2025 Fall semester	892,000	48,000	1,500	941,500
	Communications Engineering	2026 Spring semester	892,000	48,000	1,500	941,500
School of Creative Science and Engineering	Mechanical	2025 Fall semester	892,000	52,000	1,500	945,500
	Engineering	2026 Spring semester	892,000	52,000	1,500	945,500
	Civil and	2025 Fall semester	892,000	52,000	1,500	945,500
	Environmental Engineering	2026 Spring semester	892,000	52,000	1,500	945,500

^{*}School expenses and other fees are subject to change.

^{*}Further Seminar fees may be required when students select specific subjects after their enrollment.



English-based Undergraduate Program School/Major Transfer Examination Faculty of Science and Engineering Waseda University

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

E-mail: fse-undergraduate@list.waseda.jp

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

*Admissions Office will be closed from August 7 through 17 due to Summer Holidays.