

**2025
Sep.**



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 below 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 If you fail to do so, your entrance will be withdrawn.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 the payment of 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 If you do not complete your payment by the deadline, your admission will be withdrawn.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" from the following link: https://www.waseda.jp/fsci/assets/uploads/2025/05/20250523_Guide-to-Payment-Procedures-for-Tuition-and-Fees.pdf</p> <p>*If you reside in Japan, download the prescribed remittance form. For details, please refer to page 8.</p>	<p><For Residents in Japan> 6th August, 2025</p> <p><For Residents outside Japan> 11th July, 2025</p>
2. Online Entrance Registration (p.3~)	<p>Register your information on the WEB system "UCARO". For details, please refer to page 3.</p> <p>*The login information of UCARO will be emailed by 28th July.</p>	<p>6th August, 2025</p> <p>(From 28th July 2025)</p>
3. Submit Entrance Documents (p.5~)	<p>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". Please refer to page 5 and after for details.</p>	<p>5th September, 2025</p> <p>(From 28th July 2025)</p>

***All dates and times stated in this guide are in 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 16 th September, 2025 →See Page 11	After 16 th September, 2025 →See Page 11	Late August, 2025 →See Page 11	On 21 st September, 2025 →See Page 12	After 21 st September, 2025 →See Page 11

CONTACT:

✉ Email: fsgraduate@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 summer vacation, our office will close between Aug. 7 and 17.

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A. Registration of Information for Entrance Procedures <UCARO>

- Your UCARO account info will be sent to you by email. Login will become valid from **28th July, 2025**
- Please complete the registration **by 6th August, 2025**. You can change the information which you inputted into UCARO until the deadline.
- Refer to the "[UCARO Guide for Entrance Procedures](https://www.waseda.jp/fsci/en/admissions_gs/#anc_16)" 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).

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 on behalf of you later).

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 further details (see section "Use of Student's Preferred Name")

https://wnpspt.waseda.jp/student_en/supportanywhere/2021/05/10/application/#7

2) "Guardian"

"Guardians" must maintain contact with the school and oversee the students 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, and 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, designated tuition and fees must be paid separately for each semester. Payment for the first semester must be completed as part of the entrance procedures. For the subsequent semesters, the payment will be made through "direct debit" and the setup process will take place after enrollment.

- Tuition Payer must be a resident 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 (a notification sent by domestic postal mail informing the tuition payer of your tuition fee payment)".

- The tuition payer does not necessarily need to be your guardian or the bank account holder for the direct debit mentioned above.

For MEXT, CSC and Exchange students
--

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 you do not have a bank account in Japan, please select " No bank account in Japan yet"** and register your account through Waseda University's 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 by yourself	Certificate of Graduation	ONLY for students who had not graduated from their universities at the time of application. *Students who will graduate from Waseda University DO NOT need to submit these documents.			×
2		Academic Transcript				×
3		CSSD: Online Verification Report of Higher Education Degree Certificate	ONLY for students who have graduated from their universities in mainland China (excluding Hong Kong, Taiwan and Macau) and had not submitted at the time of application. Visit CSSD website (https://www.chsi.com.cn/en/) to arrange. · Only ENGLISH version is accepted.			×
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 again.**
- **Write your examinee number on the upper right blank space of the Certificate.**

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.

- Submit a CERTIFIED TRUE COPY issued by your university with an original seal or a stamp.
Photocopies are not accepted.

[Acceptable Certificates]

- Paper certificates with university's official stamp or seal or signature (Must be ORIGINAL)
- Electronic certificates sent to us (fsegraduate@list.waseda.jp) directly from your university

[Unacceptable Certificates]

- Photocopy of an original paper certificate
- Certificate of expected graduation

- Certificate of enrollment
- Academic Transcript that is not the final version
- 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.

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

- This is **NOT** the **Resident Register Code Notification (住民票コード通知書)** which is provided **free of charge**. Please apply for the **Certificate of Residence (住民票)** at the city/ward office.
- For 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)
- When applying for the Juminhyo, ask the city/ward office to include all the information below **except for the individual number (My Number, マイナンバー)**
- **Write your examinee's number on the upper right blank space of the Certificate.**

- 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)

X The Individual number (My Number) MUST NOT be included in terms of protection of privacy.

[Supplementary information for residents outside Japan]
Certificate of Residence (Juminhyo, 住民票 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 in the area where you reside. The picture in the right is an example for your reference, though the format may vary depending on your city or ward.

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

Please notify us of the delayed documents using the “Notification of Delayed Submission of Entrance Procedure Documents” application form below.

<https://my.waseda.jp/application/detail/application-detail?communityContentLinkId=639784900&pseudoCommunityPagelId=0>

< How to Submit Your Entrance Documents >

- Documents once submitted **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: 5th September, 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!

Please note that we do not send individual notifications of receipt.
We will contact you only if any documents are missing or incomplete.
As we are handling a large number of documents during this period, we sincerely appreciate your kind understanding.

C. Download Prescribed Remittance Form

- For those who live outside of Japan and completed the payment already, **please ignore this section.**
- Those who **reside in Japan**, please follow the instructions below to download the prescribed remittance form and pay your tuition and fees

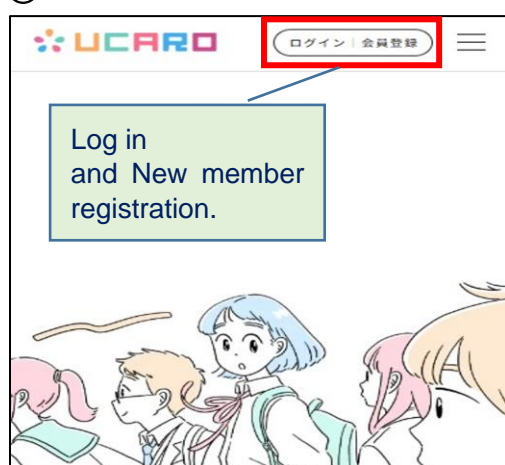
How to download the prescribed remittance form

① Visit the website “UCARO”.



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

②



Click “ログイン | 会員登録 (log in and new member registration)” button

③



Log in by entering the email address and password provided in the email sent from us, then click “ログイン (login)” button.

CAUTION:

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

④



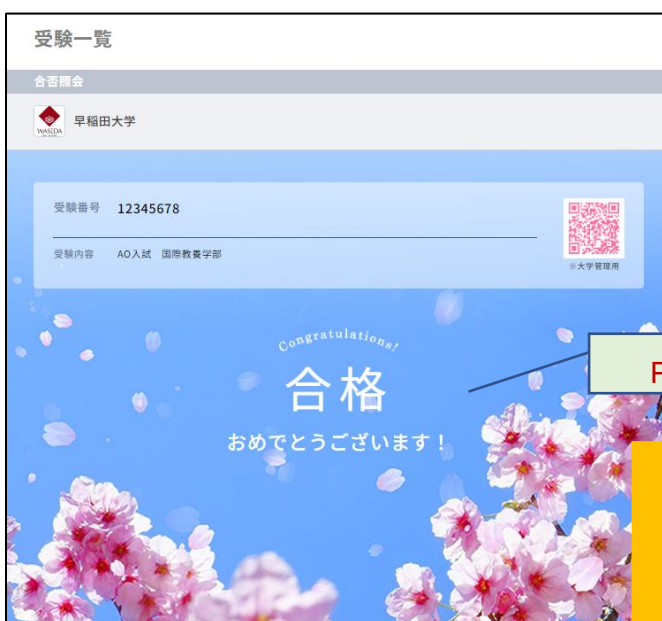
Click “受験一覧 (Application List)” button.

⑤



Click the “合格照会 (Confirmation of Successful Applicants' Information)” button.

⑥



The following screen will appear, and you can check the admission 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。

Click “振込用紙を印刷する (print the bank transfer form)” button.

After you click the button above, 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 bring the remittance form to a domestic bank in Japan and complete the payment by the deadline.

- Payment **CANNOT** be made through ATM or online banking.
- The layout of the remittance form is as follows. Please cut off the lower half of the form. Only the top part is needed.

[Sample of the remittance form]

The image shows a sample of a remittance form for Hama University. It is divided into three sections, each for a different payment installment. The first section, labeled '第1次+第2次' (First and Second Installments), is for a total of ¥709,225 and has a deadline of March 7, 2024. The second section, labeled '第2次' (Second Installment), is for ¥509,225 and has a deadline of March 24, 2024. The third section, labeled '第1次' (First Installment), is for ¥200,000 and has a deadline of March 7, 2024. The bottom two sections are crossed out with large blue 'X' marks, and a yellow box with the text 'You don't need this part.' points to them. A scissors icon indicates where to cut the form between the first and second sections.

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 16th, September 2025 .
2. Access to MyWASEDA and obtain your Waseda email address	Use your Waseda ID / initial password to log in to MyWASEDA (portal website for all students) after 16th, September 2025 and obtain your Waseda email address. [MyWaseda] https://my.waseda.jp/login/login
3. Check Important Information	<p>Information about various guidance materials for new students will be updated around the end of August on the website below. 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 September on the website below. https://www.waseda.jp/fsci/en/students/guidance/</p> <p><For those who are Japanese nationals or hold resident status of “permanent residents”, “long-term residents”, “spouse or child of permanent resident” or “spouse or child of Japanese nationals”></p> <p>If you wish to receive a scholarship, you are required to register for the scholarship and send required documents within the prescribed period, and you will also need to obtain the Scholarship Application login information (PDF) from UCARO. Please refer to the webpage below for further 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>

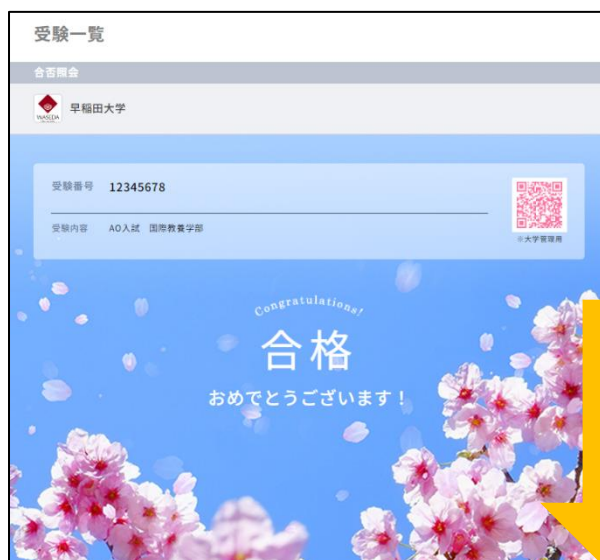
How to check your Waseda ID and Initial Password

- 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. Click “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 / User Copy

※印刷用のPDFファイルが出力されます。

Waseda IDとは、メール、MyWasedaなどの大学生活における必要なサービスを利用する際に必要となります。
Waseda ID is the most important ID with which you can access the services such as Waseda Mail, course registration system, and learning management system.

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

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

※Waseda ID、パスワードは、すべて半角英数字、大文字、小文字および記号(英数字)のみで入力してください。
※All words are one-type characters. You are not able to use double-byte characters.
The number "1" (one), upper-case "I" (oh), and lower-case "l" (oh). The number "0" (oh), upper-case "O" (oh), lower-case "o" (oh).

入学手続きが完了した方、「ログイン可能日時」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) については、早稲田大学から配布する科目登録関係書類や入学時の説明会 (FCIコナラ・メ (FCI)等) で確認してください。
※既にWaseda IDやWasedaメールアドレスをお持ちの方も、この利用者控の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。

◆初期設定手順

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 (上述のWaseda ID + #initial.waseda.jp)」と「初期パスワード」でログイン
※ログイン可能日時 以降にログイン可能
3. Wasedaメールアドレス (～@waseda.jp) 取得
※パスワードを変更
4. パスワードを変更
※入学 入学後のMyWaseda利用 <http://www.waseda.jp/navi/mywaseda/entrance.html>

◆注意事項

◆利用する端末が推奨環境を満たしているか必ず確認してください。
【参考】推奨システム環境情報 <http://www.waseda.jp/navi/services/systems/requirements.html>

◆「新入生受検必須セミナー」(オンラインセミナー) について

学部生・大学院生・入学後の皆さんは、レポートの作成方法や本学の提供するPC・インターネット・メール等の情報環境を正しくご利用いただくために、新入生受検必須セミナーの受講が必須となります。受講期間・受講方法については、入学後にご確認ください。

◆期間中に受講 しない 場合は、Waseda IDおよびWasedaメールアドレスの期限が切られ、MyWasedaなどの各種サービスが利用できなくなることがあります。
※高等学院および本学高等学院に入学する方は受講が義務付けられます。

After completing your course registration, please obtain your "Waseda Mail address" and "Waseda ID" according to the procedure below.

※Please finish obtaining the Waseda Mail address before your course registration.
※For detailed information about the course registration, please refer to the course registration documents by the faculty.
※Also, you will have guidance for the course registration at the first year orientation.
※Even if you already have your Waseda ID, please follow the steps below to complete the Waseda ID Continuation Procedure with the Waseda ID and Initial password written on this user copy.

◆How to Initial Setup

1. Access the MyWaseda login page: <https://my.waseda.jp>
2. Log in with your initial Waseda Mail address (Waseda ID + #initial.waseda.jp)
(Login becomes available on ID registration Start Date above)
3. Get your Waseda Mail address (~@waseda.jp)
4. Change your password.
Use of MyWaseda for New Students <http://www.waseda.jp/navi/e/mywaseda/entrance.html>

<<Note>>

Please make sure that your terminal meets the recommended environment for the systems. <http://www.waseda.jp/navi/e/services/system/requirements.html>

◆Required Seminar for All New Students

After completing the initial setup, please make sure to take an online seminar and test.
Information on how to access the seminar and test will be announced after enrollment.
All new students must take the seminar and pass the test before the deadline. Your Waseda ID and Waseda Mail address could be suspended if you don't complete the seminar and test in time. Without the Waseda Mail address you cannot use the informational environment in Waseda University such as MyWaseda and computer rooms. This seminar applies only to Waseda University students.

◆問い合わせ先: waseda-net@list.waseda.jp - 入学する学部、大学院 - 受験番号 (もしくは入学番号) - 氏名	◆Contact: waseda-net@list.waseda.jp - If you have any questions, please include the following items in: 1. your school 2. examination or (Student number) 3. name
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Please save this on your PC, tablet, etc., and read it carefully.

You can start using your Waseda ID from 16th September.

To Waseda Students who already have Waseda ID and mail address

You will need to go through a "Mail address Reinstatement" procedure so that you can continue using the same Waseda mail address. After completing this procedure, you may lose the access to information of your previous program such as course registration records, grades records, certificate application and so on. Therefore, please make sure that you finish all necessary tasks and save information you need before proceeding with the "Mail address Reinstatement". Please refer to the following page for further information.
https://support.waseda.jp/it/s/mywaseda/entrance-type2?language=en_US#01

How to receive your Student ID card

- The Student ID card will be ready for you to pick up on **September 21st, 2025** on Nishiwaseda Campus. Please check our website (<https://www.waseda.jp/fsci/en/students/guidance/>) around early September to confirm the exact venue and time to receive your student ID card.
- If you cannot come to the campus on September 21st, please pick it up at the Academic and Student Affairs Section (NOT the admissions office) on the 1st floor of building 51 **after September 21st** during our opening hours. Please remember to bring your identification such as your passport or resident card when picking up your student ID.
- Student ID card must be received by yourself. We cannot give it to another person such as your friend or family under any circumstances, and we cannot post it to you either.

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/detail/application-detail?communityContentLinkId=639784901&pseudoCommunityPageId=0>

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.
- When you arrive at the airport in Japan, immigration may ask you to return your original COE right away. Please explain that Waseda will send COEs back to the immigration office later on.

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. 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 to 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	September 12th, Friday, 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</u> for refund procedure (this is only for the tuition payer. <u>The document must be described in English or Japanese. We do not accept documents in other languages.</u>) 4. CONSENT FORM FOR THE GUARDIAN (Page 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.

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 enrollment procedure, 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)					
Applicant's name	Seal (affix seal or signature above)				
Applicant's address					
	Phone No.:				
Guardian's name	Seal (affix seal or signature above)				
Guardian's address					
	Phone No.:				
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 universities to advance to, if you don't mind our asking.				
Examination/ admission number					振込日 (受付箇所記入) * OFFICE USE ONLY *
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 guarantor.)

☐ 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 BLOCK 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. 保護者等 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	
	CLABE ★ ※only for Mexico	
	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
	銀行住所 BANK 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)