

Guidelines for Re-Admission [For April 2027 enrollment]
School/Graduate School of Fundamental/Creative/Advanced
Science and Engineering, Graduate School of Environment and Energy Engineering

1. Departments and Enrollment Capacity

A limited number of students will be accepted in each department or major of the Schools and the Graduate Schools of Fundamental, Creative, Advanced Science and Engineering and Graduate School of Environment and Energy Engineering.

2. Eligibility Requirements

Former students who meet all the following requirements:

(1) Former students who have withdrawn from the Department/ the Major mentioned in the Clause 1 above without completing the period of enrollment.

- * The maximum period of enrollment is 8 years for undergraduate programs, 4 years for master's programs (3 years for the 1.5-year course in the Department of Business Design and Management), 6 years for doctoral programs, and 8 years for the 5-year doctoral program (*Ikkansei*).
- * Former students who withdrew from the International Program in Science & Engineering (IPSE) may be eligible for admission to the Major of EBSE, depending on the availability. Please contact us in advance to confirm your eligibility before applying.
- * Some of former students who withdrew from the English-based undergraduate program of the School of Advanced Science and Engineering (EBSE) may be not eligible to apply. Please contact us in advance to confirm your eligibility before applying.
- * Former students who withdrew from the (former) School of Science and Engineering or the Graduate School of Science and Engineering and Graduate School of Global Information and Telecommunication Studies (GITS) are not eligible to apply.
- * Former students who withdrew from a doctoral program or the 5-year doctoral program (*Ikkansei*) for the reason of completion of research guidance are not eligible to apply.

(2) The number of years that have elapsed since withdrawal must fall within the following limits:

- Undergraduate: within 7 academic years from the year following the academic year of withdrawal
- Master's: within 4 academic years from the year following the academic year of withdrawal
- Doctoral / the 5-year doctoral (*Ikkansei*): within 5 academic years from the year following the academic year of withdrawal.

(3) The reason for withdrawal must have been unavoidable and justifiable.

3. Application Period

- (1) Submitting the application via the online form: September 7 (Mon.)–September 30 (Wed.), 23:59 [JST]
- (2) Mailing the application form (original paper): September 7 (Mon.)– September 30 (Wed.)

[JST]

- * Your application will be considered valid and accepted as long as both (1) and (2) procedures are completed during the above-mentioned application period.
- * Please note that the original documents in (2) must be sent by post. For shipments within Japan, the postmark date on or before the deadline will be accepted, while for shipments from outside Japan, the documents must arrive by the deadline. Please note this carefully. In addition, please use a mailing method with tracking, such as Letter Pack.

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 form via the application form below and send the original paper by post within the application period as described in Clause 3 above. Submission after the deadline cannot 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/>

- * The application form URL is below.

<https://my.waseda.jp/application/noauth/application-detail-noauth?param=T9mUEilqEoJ1MkncteqjRQ>

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

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

(2) Notes on submission via the application form

Please follow the instructions in 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 the original paper to the following address within the application period described in Clause 3 above. Please use a mailing method with tracking, such as Letter Pack.

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 a 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 require special consideration during the entrance examination or after entering the university due to a disability, illness, or other condition, please contact the Academic & Student Affairs Section, Center for the Science and Engineering at Waseda University in advance, prior to application. In addition, please contact us promptly if you have a serious injury or illness that may affect your ability to take the entrance examination, or if such a condition arises after submitting your application.

6. Screening

First screening (based on submitted documents and grades during the enrollment) and second screening (interview test) will be conducted.

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

7. Announcement of Results

(1) First screening:

Notification will be sent by e-mail to the address entered in the application form by around late November.

(2) Second screening:

Notification will be sent by e-mail to the address entered in the application form on December 18(Fri).

8. Entrance procedures

The admission procedures must be completed within the prescribed period by both (1) paying school expenses and (2) mailing of entrance procedure documents. No procedures will be accepted after the deadlines.

(1) Paying School Expenses

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

(2) Mailing of Entrance Procedure Document

At the time of the 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 (Regarding VISA)

Please check the following websites and take the necessary procedures at your earliest convenience.

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

[CIE Website]

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

For international students who will newly enter Japan for re-admission, it is necessary to apply for a new Certificate of Eligibility (COE) after the re-enrollment is approved. Please note that the approval or denial of the COE application is determined by the Immigration Services Agency of Japan. Therefore, even if your re-admission is approved by the university, it does not guarantee that your COE application will be approved by the Immigration Services Agency.

10. School Expenses

School expenses corresponding to the designated amount for the year of re-enrollment are required. The total amount will be indicated in the documents sent at the time of admission results announcement.

In case of withdrawal due to non-payment of school expenses, you may have your enrollment status and academic records for the unpaid semester reinstated by paying the outstanding school expenses for that semester. If you wish to make such a payment, you must apply via the designated application form at the time of application. In principle, changes to this request after submission of the application will not be accepted. After confirming your application documents, we will inform those who have applied of the payment details, including bank transfer information, and payment must be completed by the designated deadline.

[Contact]

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