Graduate School of Information, Production and Systems (IPS)
Waseda University

Admission Guide for F-Course applicants
〈for April & September Admission, 2021〉

1. General guidelines for F-Course applicants

■Programs for application：Master's program
■Fields of application：Information Architecture, Production Systems, Integrated Systems
■Number of F-Course students admitted 〈Total admissions in April and September〉: A few
■Entrance examination category：Recommended application

2. Qualifications for application

Applicants must satisfy the following all criteria from (1) to (8) to be eligible for F-Course application.

(1) Applicants must satisfy the following either criteria for academic background.

①Those who have completed 16 years of standard school education overseas or are expected to complete such education by March 31, 2021 (for April admission) or by September 20, 2021 (for September admission).

②Those who have been recognized by the Graduate School Program as possessing scholastic ability equivalent to those of university graduates through an individual entrance requirements screening process and are expected to reach 22 years of age by March 31, 2021 (for April admission) or by September 20, 2021 (for September admission).

＊Those who may meet above② should contact the admissions office before the Pre-matching period starts. They should then submit their application (Form 1) along with documentation of their scholastic ability or research achievement (graduation certificate, grade transcript, personal history, list of publications and research summary, patent, etc.).

(2)Those who is currently studying in the first year or the second year master's programme at one of IPS's overseas partner institutions.

(3)Those who is officially recommended as an F-Course applicant by the responsible person or persons of the overseas graduate school where he or she is currently studying.

(4)Those who obtains at least ten (10) credits in the master's programme at the overseas graduate school where he or she is currently studying by the time he or she enters IPS.

(5)Those who has very excellent academic records both at the undergraduate level and at the post-graduate level at the overseas institution or institutions.

(6)The research topic that the student intends to study at IPS must be the same as the one that he or she is currently studying at the overseas graduate school.
(In principal, it is preferable that the student starts his or her research at the overseas graduate school and continues researching on the same topic after entering IPS. However, the student is allowed to change his or her research topic if he or she has excellent academic records and if he or she strongly wishes to do so.)

(7)Those who sent a research plan for Pre-matching to IPS admissions office in a designated period, and got an acceptance from IPS faculty member to apply for F-Course.

(8)Those who has the good command of either Japanese or English that enables him or her to pursue his or her study at IPS with no problems.

3. Application procedure

・The F-Course Pre-matching deadline is **about one month prior** to the application deadline. (Please refer to "Pre-matching period" and "Application period" below.)
・IPS will announce the result of Pre-matching to applicants by email, so please remit a screening fee to Waseda University and submit application documents after getting an acceptance from IPS supervisor.
・ **Please use the research plan form for Pre-matching, and the application forms for the F-Course respectively.** An application using the application forms for the standard master course (two-year course) will **not** be considered as an F-Course application.

(1)Method of application

●Overseas application：Applicants residing outside Japan must send a written application from overseas regardless of their nationality.

*You can not choose April and September entrance applications at the same time.
*Applicants residing in Japan should apply as a domestic application and must send a written application from within Japan regardless of their nationality. As the schedule, application documents, and a screening fee for a domestic application are different from an overseas application, please contact IPS Admissions Office(koho-ips@list.waseda.jp).
*You can not choose domestic and overseas applications at the same time.

(2)Pre-application: matching prospective students to supervisors

Prior to applications, all applicants are required to contact IPS Admissions Office to match their desired research area with the appropriate supervisor by following instructions below.
*Submit your first priority of "Your research topic at IPS" and submit your second and third ones if you have. Matching with the desired supervisor will be confirmed in the order of your priority. If matching with the desired supervisor is not successful, you cannot apply for the f course.)

■Pre-matching period

Term of admission	Pre-matching period (Research plan must arrive by the final day by email)		Pre-matching result announced
April, 2021	July Exam	**Wed 15 April, 2020-Fri 8 May, 2020**	**~Fri 29 May, 2020**
	October Exam	**Mon 13 July, 2020-Fri 31 July, 2020**	**~Fri 28 August, 2020**
	December Exam	**Mon 05 October, 2020-Fri 23 October, 2020**	**~Fri 13 November, 2020**
September, 2021	December exam	**Mon 05 October, 2020-Fri 23 October, 2020**	**~Fri 13 November, 2020**
	February Exam	**Mon 16 November, 2020-Fri 4 December, 2020**	**~Thu 24 December, 2020**
	June Exam	**Mon 01 March, 2021-Fri 19 March, 2021**	**~Fri 09 April, 2021**

■Method

- Download and prepare a research plan for Pre-matching and application form 1 from IPS website (https://www.waseda.jp/fsci/gips/other-en/2018/04/04/10902/).
- Find your three desired supervisors from the list below. For detail information, refer IPS website (https://www.waseda.jp/fsci/gips/en/about/faculty/).

<Research laboratory>

Field	Research laboratory	Supervisor
Information Architecture	Smart Industry	FUJIMURA, Shigeru
	Neurocomputing Systems	FURUZUKI, Takayuki
	Data Engineering	IWAIHARA, Mizuho
	Image Media	KAMATA, Sei-ichiro
	Example-based machine translation/NLP	LEPAGE, Yves
	Bio-Robotics & Human-Mechatronics	MATSUMARU, Takafumi
	Fiber-optic systems	TSUBOKAWA, Makoto
	Community Computing	YOSHIE, Osamu
Production Systems	System Control	LEE, Hee-Hyol
	Manufacturing Information Systems	MURATA, Tomohiro
	Mechanical System Design	TANAKA, Eiichiro
	Advanced Materials	TATSUMI, Kohei
	Current Bioelectronics	MIYAKE, Takeo
	Production Process	TATENO, Shigeyuki
	Power Semiconductor Devices	INUISHI, Masahide
Integrated Systems	Image Information Systems	IKENAGA, Takeshi
	High-Level Verification Technologies	KIMURA, Shinji
	Dependable Information Systems	SHINOHARA, Hirofumi
	Wireless Communication Circuits Technologies	YOSHIMASU, Toshihiko
	Micro Electro-Mechanical Systems	IKEHASHI, Tamio
	Light Emitting Systems	KAKITSUKA, Takaaki
	Opto-electronic Integrated Systems	TAKAHATA, Kiyoto
	Emerging Memory Systems	OHSAWA, Takashi

- Contact IPS Admissions Office via an email with attached ①"Research Plan for Pre-matching", ②application form 1(①② are designated forms), and ③a transcript of undergraduate school issued by a university in Japanese or English, in a designated Pre-matching period.

Mail Address: koho-ips@list.waseda.jp
Title: Matching Request (F-Course)
Main Text: Include the following items;

1. Desired term of enrolment(April 2021or September 2021)
2. Desired entrance examination batch
   (July, October, or December examination for April admission
   December, February, or June examination for September admission)

Attached files: "Research Plan for Pre-matching", "Application form 1", and "A transcript of an undergraduate school".

<Notification for Pre-matching Result>
The applicant's eligibility and matching result will be notified by the designated announce deadline for each Pre-matching by email.

(3)Submission of application documents

Submit the required application documents during the following application period with the designated procedure after confirming eligibility and application approval from the prospective supervisor.

Only who got an acceptance from IPS supervisor in Pre-matching, can apply for F-Course in the application period below.

■Overseas Application period

Term of admission	Application period(Documents must arrive by the final day by post)	
April, 2021	July Examination	**Mon 1 June, 2020 – Fri 19 June, 2020**
	October Examination	**Mon 7 September, 2020 – Fri 25 September, 2020**
	December Examination	**Mon 16 November, 2020 – Fri 27 November, 2020**
September, 2021	December Examination	**Mon 16 November, 2020 – Fri 27 November, 2020**
	February Examination	**Wed 6 January, 2021 – Fri 15 January, 2021**
	June Examination	**Mon 12 April, 2021 – Fri 7 May, 2021**

■Overseas Application procedure

Refer to "Overseas Application documents to be submitted" below and download a set of application forms from the website; https://www.waseda.jp/fsci/gips/other-en/2018/04/04/10902/ and send them to the following address via DHL, EMS, or any other international parcel delivery services.

[Address]
Admissions Office
Graduate School of Information, Production and Systems, Waseda University
2-7 Hibikino, Wakamatsu-ku, Kitakyushu-shi, Fukuoka, 808-0135 Japan
TEL:+81-93-692-5017

■Overseas Application documents to be submitted

*specified form	Application document	
*	①	Application form for admission【Form 1 】
*for F-Course	②	Research plan【Form 2 (F-1)】
*for F-Course	②	Research plan【Form 2 (F-2)】
*for F-Course	③	Letter of recommendation【Form 3 (F)】
*	④	Overview of bachelor's thesis or master's thesis【Form 4 (A)】
	⑤	A copy of screening fee remittance form
*	⑥	Address tag
	⑦	Certificate of graduation(Undergraduate school), and Bachelor degree certificate
	⑧	Student registration certificate issued by a university
	⑨	All grade transcripts for over undergraduate studies including graduate school
	⑩	Two colour photographs (One to be affixed to application form for admission, and one to be submitted with the other application documents.)
	⑪	Certificate of language ability
	⑫	Official document to prove an academic ranking in his/her school
*	⑬	Statement of source of funds【Form 5 】
	⑭	Certificate of bank balance(original) of a financial supporter
	⑮	Passport copy

*Please ensure that application documents arrive during the specified application period for each entrance cycle.
*Please refer to "Instructions for application and documents to be submitted" below.
〈Note〉 The screening fees and documents submitted for the entrance examination are non-returnable basically. Making a copy is not acceptable. Please refer to P9 for more information.

■Instructions for application and documents to be submitted

・The application documents should be written in Japanese or English with black pen or blue pen by yourself.
The formats of specified forms can be downloaded from the website https://www.waseda.jp/fsci/gips/en/
・In preparing documents with word limits, please observe the limits strictly.
・Signature must be filled by hand and the original documents should be submitted.
Copied or printed one is not acceptable.
・In case of overseas application, send by the fastest and trailable way.
Mail to：Admissions Office,
Graduate School of Information, Production and Systems, Waseda University
2-7 Hibikino, Wakamatsu-ku, Kitakyushu-shi, Fukuoka, 808-0135 JAPAN
・Application documents are non-returnable. If a third party holds intellectual property rights for a document to be submitted, take appropriate action in advance to prevent problems arising. Moreover, once

a document has been submitted, it cannot be copied. However, a document which is not able to be reissued, will be returned.

・Applicants may be deemed to have committed a dishonest act if they have falsified, fabricated, or plagiarized the documents, materials, or information submitted for their application and the results of all entrance examinations taken by the applicants at Waseda University during the year may become invalid. In that case, application documents submitted and screening fees will not be returned.

・The letter of recommendation and each certificate may be verified by contacting the issuer or public institution.

・If you submitted a certificate to demonstrate that you are expected to meet the qualification to enter university in order to meet the applicant eligibility stated in the application guidelines at the time of application, you will be required to submit a certificate to certify that you have indeed met the requirement before enrollment. You will not be allowed to enter Waseda University even if you pass the entrance examination unless you submit such certificate.

〈Note〉 Immediately, inform the admissions office of any change of address made after application. If applicants outside Japan change their residence to Japan and fail to inform the admissions office of the change, they may be disqualified from taking the examination.

❶ Application form for admission【Form 1】

Fill in the blanks without any omissions. Affix a color photograph ❿ (H: 4cm, W: 3cm) in the designated space. This photograph should be the same as the one submitted with the other application documents.

If you are currently enrolled in an institution, please fill in your academic career through expected completion. The email address you enter should be one at which you can be reached without fail, other than a Hotmail, MSN, or cellphone address. Note that you may be contacted by email if there is any deficiency in your application documents.

❷ Research plan【Form 2(F-1), 2(F-2)】

Write an outline of your study theme and research plan in 500 words or less, in English on one page, not separated pages.

❸ Letter of recommendation【Form 3(F)】

A letter of recommendation should be written by a thesis advisor or an equivalent faculty member, and put in the envelope for the letter of recommendation and seal it firmly before submission.

❹ Overview of bachelor's thesis or master's thesis【Form 4(A)】

Submit either of the following documents.

a) Overview of bachelor's thesis or master's thesis【Form 4(A)】

Applicants to the master's program should describe their bachelor's thesis, etc. If you have not been assigned a bachelor's thesis, please describe either the studies and research which you have done so far or your research plan.

※If you have presented any papers orally, please attach them for reference.

❺ A copy of screening fee remittance form

Overseas applicants who pay from a bank should put a tick (✓) by "remit from overseas bank" on the application form for admission (Form 1) and submit a copy of the overseas-remittance request. Applicants who pay by Credit Card, Union Pay or Alipay should put a tick (✓) by "pay by Credit Card, Union Pay, or Alipay" on Form 1 after payment and submit the "Result" page with the other application documents.

❻ Address tag

Fill in the same address as on your application form for admission (Form 1) (the address where you can receive the documents from IPS such as the application card, the notice of the examination result, documents for the admission procedure, etc., without fail) and your name on two labels. For an address outside Japan, be sure to write in English.

❼ Certificate of graduation, Bachelor degree certificate

F-Course applicants should submit a certificate of graduation of undergraduate school. You will not be allowed to enter Waseda University even if you pass the entrance examination unless you submit a certificate to certify that you have indeed met the requirement before enrollment.

<Applicants from Chinese institutions>

Please arrange for an official English version "Verification Report of China Higher Education Qualification Certificate" to be sent directly
to our office (koho-ips@list.waseda.jp) from CHESICC via email as Certificate of graduation.

・Visit CHESICC website (https://www.chsi.com.cn/en/pvr/) for more information.
・Verification report must reach our office before the deadline of the application period.
・Only report sent directly from CHSI will be considered valid.

Or submit original Certificate of graduation in Japanese or English issued by university with original university seal including the copy of Chinese version certificate with photo and 18 digit certificate number.
For Degree certificate please submit the original one in Japanese or English issued by university with original university seal including the copy of Chinese version certificate with photo and certificate number. (you have qualification for application of master's program if you have completed 16 years of standard school education overseas even you have graduated a university of China without obtaining degree).

❽ Student registration certificate issued by a university
F-Course applicants should submit an original student registration certificate to prove you are a master student of one of IPS partner universities.

❾ Grade transcript
F-Course applicants should submit both **original** undergraduate and master's grade transcripts. All transcripts more than undergraduate school should be submitted. If the certificate consists of more than one page, the applicant name and university seal must be on all pages. The document should include the date of issue. Please submit the latest version of transcripts if you are expected to graduate. The transcript of the school which you have already graduated should be issued after your graduation.
All original transcripts more than undergraduate school should be submitted. Students graduated universities in China may submit " 成绩认证报告(英文版)" issued by " 中国教育部授权学历认证机构(或中国教育部授权学历认证机构指定的日本代理机构)" as a substitute for a transcript issued by university. Copies, including notarized copies, are not acceptable.

❿ Color photographs (2 copies)
Affix one copy of a color photograph (H: 4 cm: W: 3 cm) taken within 3 months, without frame, upper body, no hat, front face, no background to the first page of ❶ the application form for admission. After writing your name on the back of the other copy, submit it with the other application documents. Please be aware that the photo you submit will be used after admission on your student ID card and will be kept on file for purposes of identification in connection with internal processing and web services.

⓫ Certificate language ability
Please submit an original official certificate proving English language ability. And if you have official certificate proving Japanese language ability, please submit it.

⓬ Official document to prove an academic ranking in his/her school
F-course applicants should submit an official document issued by a university to prove an academic ranking at the university in Japanese or English.

⓭ Statement of source of funds【Form 5】
State who will bear your expenses and how much it would be in JPY. However, applicants who hold the right of permanent residence in Japan are not required to submit Form 5.

⓮ Certificate of bank balance of a financial supporter
Certificate of the bank balance of the bearer of expenses. Please submit the original certificate of bank balance (Japanese or English) of the person who will bear your living expenses. The certificate is necessary to guarantee the payment of expenses including your tuition and living expenses in Japan. There is no need to freeze an account.

⓯ Passport copy
If you have no passport yet or are in the process of obtaining one, please send a passport copy to IPS office

as soon as you receive.

(4)Screening fee

5,000JPY for overseas application

*Please choose one of the following methods of remittance. Remittance will be accepted only within the specified period.

■How to remit the screening fee

①Bank Transfer

・Remit the amount of ¥7,000(Japanese yen), which includes the bank remittance charge of ¥2,000 (Japanese yen), from an overseas financial institution by the method specified below. If your local financial institution charges an additional handling fee, please pay it separately at that end.
Please make sure to enclose **a copy** of the screening fee remittance form with the application documents.

- Remittance method: Telegraphic Transfer
- Payment method: Advice and Pay
- Bank transfer fee: Payer's Responsibility
- Lifting charge: Payee's Account
- Amount: 7,000 JPY(screening fee 5,000JPY＋a lifting charge of 2,000JPY)
  (If the local bank requires a separate handling fee, or a screening fee is sent via the third bank, pay the handling fee to the bank in addition to the above remittance.)
- Purpose of remittance: Screening Fee
- Remittance destination:
  Bank name: MUFG Bank, Ltd.
  Branch name: Edogawabashi Branch
  Account number: Ordinary deposit number 0035967FKK
  Beneficiary: Waseda University
  Bank address: 1-48-13,Sekiguchi Bunkyo-ku Tokyo 1120014, Japan
  Swift code: BOTKJPJT

＊When remitting the screening fee, please make sure to fill in **the applicant's name and write "Screening fee" in the message space**.

＊Remittance of the screening fee by check, cash, etc. is not allowed; nor may a transfer of funds be combined with that of another applicant.

＊Please do NOT write any alphabet such as "ORDINARY DEPOSIT" or "A/C No." before or after account number「0035967FKK」.

②Payment by Credit Card, Union pay, and Alipay

Applicants should access the site(https://e-shiharai.net/ecard/) with your PC to take a prescribed application procedure before you pay by credit card, Union pay or Alipay.
After completing of the payment, enclose the printed "Result" page in an application envelope with other necessary application documents.

＊You can pay 24 hours including Saturdays, Sundays and holidays. On the last day of the payment period, please complete the transaction by 11:00pm(Japan time).

＊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 must be the **applicant's information**.

■Screening fee remittance period

Term of admission	Remittance period	
April, 2021	July Examination	**Mon 25 May, 2020 – Fri 19 June, 2020**
	October Examination	**Mon 31 August, 2020 – Fri 25 September, 2020**
	December Examination	**Mon 9 November, 2020 – Fri 27 November, 2020**
September, 2021	December Examination	**Mon 9 November, 2020 – Fri 27 November, 2020**
	February Examination	**Thu 24 December, 2020 – Fri 15 January, 2021**
	June Examination	**Mon 5 April, 2021 – Fri 7 May, 2021**

Note on Submitted Application Documents and Screening Fee Refund

As a general rule, application documents and screening fees are not returned. However, a full screening fee will be refunded if you fall into one of the categories below.

1) You paid a screening fee but failed to submit the required application documents.

2) You paid a screening fee but submitted the application documents after the deadline.

3) You 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 fall into one of the categories above, please contact IPS Admissions Office, Waseda University (TEL: +81-93-692-5017).

*If you have made a payment by credit card, handling fees which may be incurred for refund must be paid by the applicant.

Also, if you have made a payment by wire transfer from the bank outside of Japan, all handling fees to be charged for refund to that bank must be paid by the applicant.

(5)Application for certificate of eligibility on behalf of the applicant

After successful overseas applicants (other than Japanese) have completed the admission procedure, they are required to obtain a foreign-student visa. On confirmation of the applicants' submission of necessary admission procedure documents and of the receipt the total amount of money due at the time of admission in the first year, this graduate school will submit an application for the Certificate of Eligibility to the Fukuoka Immigration Bureau on behalf of the applicant. As soon as IPS has obtained your Certificate of Eligibility, it will be sent to you. Unless the required documents are submitted in full, we cannot file a proxy application for a Certificate of Eligibility. Please make sure that your documentation is complete.

(6)Dispatch of application card

After all the required application documents have been received and accepted, an application card will be sent to you at the address that you wrote on the address tag.

*Overseas applicants will be informed of their application number by e-mail. The application card will be sent with the notification of acceptance only for successful applicants.

*Keep the application card in a safe place since it will be needed for the admission procedure and the issuing of a student identification card after you have passed the final stage of selection and enter IPS.

4．Selection procedure

Documentary examination(document screening) only

As a rule, overseas applicants are not subject to interview and written examination, but only to documentary examination.

5. Announcement of successful applicants

Examination results will be announced online. The "Application numbers" of successful applicants will be uploaded on the IPS website (https://www.waseda.jp/fsci/gips/en/) from 10:00am (Japan Standard Time) on the day of the announcement.

Only successful applicants will receive a notice of success and documents for entrance procedures by postal mail. On the day of the announcement, those documents will be sent to the delivery address specified on the application form 1.

*IPS admissions office will not answer any inquiries regarding to the results over telephone or fax, via e-mail, or by any other means.

2020	July Examination	October Examination	December Examination	February Examination	June Examination
Term of admission	April, 2021			September, 2021	
Date of announcement	Thursday 16 July, 2020	Friday 23 October, 2020	Thursday 24 December, 2020	Monday 15 February, 2021	Thursday 10 June, 2021

6. Admission procedure

- The admission procedure can be undertaken by mail or in person.
- Documents submitted by mail must arrive no later than the admission procedure deadline.
- After the payment of tuitions, submission of documents for the 1st and 2nd admission procedures, and WEB registration, your entrance procedures will be completed.
- Documents for the 2nd admission procedure will be sent to successful applicants at the end of February, 2021 for April admission, and at the beginning of August, 2021 for September admission.

①Delivery of documents for the admission procedure

The documents necessary for the admission procedure will be sent to the Delivery Address on application form1 for each successful domestic applicant by mail (post), and for each successful overseas applicant by EMS (Express Mail Service) on or after the day of the announcement.

②Period and place for the first admission procedure

（April 2021 admission）

○July examination
○October examination } Due no later than November 19, 2020(Thu)

○December examination Due no later than January 22, 2021(Fri)

（September 2021 admission）

○December examination
○February examination } Due no later than April 15, 2021(Thu)

○June examination Due no later than June 28, 2021(Mon)

③Tuition and fees for the 2021 admission procedure

Please refer the admission guide for tuition and fees 2021.
https://www.waseda.jp/fsci/gips/en/applicants/admission/

〈Note〉

As a rule, we do not return submitted documents or refund school expenses and fees (the admission fee and school fees and other fees for the first term). However, if you do not enter Waseda University due to unavoidable circumstances or fail to meet the entrance qualifications prior to enrollment, we may refund only the school fees and other fees for the first term (but not the admission fee). For more information about the procedure for receiving such refund, refer to the guide for the admission procedures mailed to successful applicants.

If you are currently enrolled in, graduated from, completed, or withdrew from an undergraduate, graduate, or specialized program of Waseda University, you are not required to pay the admission fee (registration fee).

*Students who have newly enrolled master's program will be required to pay 40,000 yen as the "Alumni association membership fee". This membership fee will be paid in the final term/semester of their last year, which covers 10 years of annual membership fee that students pay in advance. Those who have graduated from undergraduate school at Waseda University, transferred students, doctoral program students, double degree program students, research students and non-degree students are exempted from paying this fee.

7. Others

(1)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 researches to improve our entrance examinations. The information will be statistically processed to prevent any individuals from being identified.

(2)Note on special care

If you expect to require special care after entering the university due to a disability or serious medical condition, etc., please contact IPS Admissions Office at Waseda University immediately.

(3)Note on the Examination

Waseda University has provided the following guidelines so that all examinations can be properly administered and all examinees have an opportunity to perform in a fair and equitable environment. Please read the guidelines carefully and approach the examination in a serious manner.

1. You may be deemed to have committed a dishonest act if Waseda University determines that you have falsified, fabricated, or plagiarized the document(s), statement(s), or information submitted for your application.
2. In addition, the following responses may be taken if a dishonest act is identified.

・The applicant may not be allowed to continue taking the examination or allowed to take any other entrance examination given by Waseda University during the year. (Screening fees will not be returned.)

・The results of all entrance examinations taken by the applicant at Waseda University during the year may become invalid.

Outline of F-Course

The F-Course is a special course that is open to the student who has excellent academic records and who is currently studying in the first year or the second year master's programme at one of IPS's overseas partner institutions. If a student is admitted to the F-Course, he or she will have an opportunity to complete his or her study at IPS and to obtain a master's degree from Waseda University normally in **one and half years.**
The process of application for the F-Course is different from the process of the standard master course (two-year course).

＜Treatment of F-Course students at IPS＞

- In principal, an F-Course student is officially assigned to the research laboratory of the IPS faculty member who was nominated as his or her research advisor by IPS within one week after he or she enters IPS.
- IPS may allow an F-Course student to transfer up to ten (10) credits that he or she obtained at the overseas graduate school as the credits of IPS.
- The conditions for the completion of the IPS F-Course are as follows:
  a. Lectures and laboratory works:
     Eighteen (18) credits or more (including the credits (up to ten (10) credits) that are allowed to be translated from the overseas graduate school to IPS) (fundamental subjects: up to six (6) credits).
     * An F-Course student is not allowed to take any IPS subjects that are the same as or similar to the subjects he or she studied at the overseas graduate school.
  b. Specialised subjects:
     Two (2) credits or more.
  c. Exercises:
     Eight (8) credits or more.
  d. Total:
     Thirty (30) credits or more (including the credits (up to ten (10) credits) that are allowed to be translated from the overseas graduate school to IPS).
  e. Completing the master's thesis and succeeding in its defence (the level of the master's thesis should be equivalent to the one of the A-Course).
- If an F-Course student fulfils all the conditions stated above within **one and half years**, he or she will be awarded the Master of Engineering degree from Waseda University. If he or she fails to fulfil any of the above conditions within one and half years, he or she needs to continue his or her study at IPS to fulfil all the above conditions in two years or more (up to four years).

＜Screening Fee, Admission Fee, Tuition fees, etc＞

- The F-Course students are required to pay the same amount of the screening fee and the admissions fee as the standard master course (two-year course) students.
- The tuition fees and other fees for the F-Course are the same amount as the ones for the first year of the standard master course (two-year course). If the student is not able to complete the F-Course within one year, the tuition fees and other fees for the second year, third year, and fourth year of the F-Course are the same amount as the ones for the second year, third year, fourth year of the standard master course (two-year course), respectively.