

Graduate School of Information, Production and Systems (IPS)
Waseda University
Admission Guide for F-Course applicants
〈for April & September Admission, 2022〉

There might be some changes in the conditions of the screening due to the COVID-19 situation. In such case, we will notify on our website. Please check our website frequently. In addition, if there will be any changes after the application period, we may notify the applicants about the change via email. Please also check the email on a regular basis.

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, 2022 (for April admission) or by September 20, 2022 (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, 2022 (for April admission) or by September 20, 2022 (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 have 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 cannot 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 cannot 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, 2022	July Exam	Thu 15 April, 2021-Fri 7 May, 2021	~Fri 28 May, 2021
	October Exam	Mon 12 July, 2021-Fri 30 July, 2021	~Fri 27 August, 2021
	December Exam	Mon 04 October, 2021-Fri 22 October, 2021	~Fri 12 November, 2021
September, 2022	December exam	Mon 04 October, 2021-Fri 22 October, 2021	~Fri 12 November, 2021
	February Exam	Mon 15 November, 2021-Fri 3 December, 2021	~Fri 24 December, 2021
	June Exam	Mon 28 February, 2022-Fri 18 March, 2022	~Fri 08 April, 2022

■ 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	IWAHARA, 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
	Current Bioelectronics	MIYAKE, Takeo
	Mechanical System Design	TANAKA, Eiichiro
	Production Process	TATENO, Shigeyuki
	Power Semiconductor Devices	INUISHI, Masahide
	Biomedical Engineering	TAKAHASHI, Junko
Integrated Systems	Image Information Systems	IKENAGA, Takeshi
	High-Level Verification Technologies	KIMURA, Shinji
	Intelligent Acoustic Systems	MAKINO, Shoji
	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 2022 or September 2022)
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, 2022	July Examination	Mon 31 May, 2021 – Fri 18 June, 2021
	October Examination	Mon 6 September, 2021 – Fri 24 September, 2021
	December Examination	Mon 15 November, 2021 – Fri 26 November, 2021
September, 2022	December Examination	Mon 15 November, 2021 – Fri 26 November, 2021
	February Examination	Thu 6 January, 2022 – Fri 14 January, 2022
	June Examination	Mon 11 April, 2022 – Thu 28 April, 2022

■ 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 P8 for more information.

■Instructions for application and documents to be submitted

- The application documents should be written in Japanese or English with a black Ballpoint pen by yourself. “Erasable ball point pen” may not be used.
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. Please do not write in the margin or on the back side.
- From a post office, send all relevant documents together by Express Simplified Registered mail in case of domestic application.

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.
- 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 and screening fee being returned.
- The letter of recommendation and each certificate may be verified by contacting the issuer or public institution.
- Be well aware that incomplete application documents may not be accepted. If we contact you concerning your application, please follow our instructions immediately.
- If you submitted a certificate indicating that you are expected to meet the qualifications required to enter Waseda University in order to meet the eligibility requirements stated in the application guidelines at the time of application, you must submit a certificate indicating that you have indeed met the requirement prior to enrollment. You will not be permitted to enter Waseda University, even if you pass the screening, unless you submit the relevant certificate.

〈Note〉 All notices regarding your application are sent to your present address or to your email address specified in the application form. If there is a change of your address, telephone number, email address, or other information after application, promptly notify koho-ips@list.waseda.jp, by email. Waseda University will not be responsible for the any damage caused from your address change, such as not receiving letters and notifications from Waseda University.

① Application form for admission 【Form 1】

Affix a color photograph ⑩ (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 cellphone address. Note that you may be contacted by email if there is any deficiency in your application documents.

※ For the purpose of administering entrance exams in an efficient manner and carrying out admission procedures, Waseda University collects information regarding your gender on legal documents. The information is collected only when the reason is deemed reasonable, and these cases are limited to a minimum.

<https://www.waseda.jp/inst/diversity/news/2020/04/21/8631/>

② 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.

③ 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.

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

Submit either of the following documents.

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 the studies and research which you have done so far.

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

⑤ 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.

⑥ 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.

⑦ 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.

<Graduation certificate for applicants who graduated from a university in China>

Please arrange for an official English version “Online 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 “Online Verification Report of China Higher Education Qualification Certificate” sent directly from CHESICC will be considered valid.

<Degree certificate for applicants who graduated from a university in China>

As a substitute for Certificate of Degree, applicants graduated from universities in China may use the service provided by 中国教育部学位与研究生教育发展中心” (CDGDC)” to arrange for an official English version “Credentials Report (認証報告)” to be sent directly to our admissions office (koho-ips@list.waseda.jp).

- Visit CDGDC website (<http://cqy.chinadegrees.cn/en/>) for more information.
- Credentials Report must reach our office by the deadline of the application period.
- Only report sent directly from CDGDC will be considered valid. (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).

⑧ 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.

⑨ Grade transcript

F-Course applicants should submit both **original** undergraduate and master's grade transcripts in English or Japanese. All transcripts more than undergraduate school should be submitted. If the transcript 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 including all grades obtained more than undergraduate school should be submitted. Students graduated universities in China may submit “Verification Report of China Higher Education

Student's Academic Transcript" issued by CHSI (中国高等教育学生信息网). Please arrange for an official English version "Verification Report of China Higher Education Student's Academic Transcript" to be sent directly to our office (koho-ips@list.waseda.jp) from CHESICC. Visit CHESICC website(<https://www.chsi.com.cn/en/pvr/>) for more information. Copies, including notarized copies, are not acceptable.

⑩ 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 ① 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.

⑪ Certificate language ability

Submit an official certificate of TOEIC, IELTS, EIKEN Test in Practical English Proficiency, a score report of TOEFL directly sent from ETS (our Institution code : "C804") or "成績証明" of CET6. And if you have official certificate proving Japanese language ability, submit an original certificate. Submit "日本語能力試験認定結果及び成績に関する証明書" as a certificate of Japanese-Language Proficiency Test if you have. There is no limit on expiration date and score.

⑫ 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.

⑬ 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.

⑭ 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.

⑮ 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

① Bank 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」.

② Payment 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, 2022	July Examination	Mon 24 May, 2021 – Fri 18 June, 2021
	October Examination	Mon 30 August, 2021 – Fri 24 September, 2021
	December Examination	Mon 8 November, 2021 – Fri 26 November, 2021
September, 2022	December Examination	Mon 8 November, 2021 – Fri 26 November, 2021
	February Examination	Fri 24 December, 2021 – Fri 14 January, 2022
	June Examination	Fri 1 April, 2022 – Thu 28 April, 2022

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, around one week before the examination date, an application card will be sent to you at the address that you wrote on the address tag.

If you apply for Domestic application and have not received the application card 2 days before the examination date please contact our office.

※ Overseas applicants will be informed of their application number around ten days before the result announced date 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.

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.

2021	July Examination	October Examination	December Examination	February Examination	June Examination
Term of admission	April, 2022			September, 2022	
Date of announcement	Friday 16 July, 2021	Friday 22 October, 2021	Thursday 23 December, 2021	Monday 14 February, 2022	Friday 10 June, 2022

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 entrance procedures, and WEB registration, your entrance procedures will be completed.
- Documents for the 2nd admission procedure will be sent to successful applicants by e-mail at the end of February, 2022 for April admission, and at the beginning of August, 2022 for September admission.

①Delivery of documents for the admission procedure

The documents necessary for the 1st Entrance 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 2022 admission)

- July examination } Due no later than November 18, 2021(Thu)
- October examination }
- December examination Due no later than January 24, 2022(Mon)

(September 2021 admission)

- December examination } Due no later than April 15, 2022(Fri)
- February examination }
- June examination Due no later than June 28, 2022(Tue)

③Tuition and fees for the 2022 admission procedure

Please refer the admission guide for tuition and fees 2022.

<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.