

**I P S**

**Waseda University**

Graduate School of  
Information, Production  
and Systems

Entering in April and September 2020

# Admission Guide

for Master's Program and Doctoral Program

Recommended • General •  
Work force Application

# Contents

1	General guidelines for applicants . . . . .	1P
2	Qualifications for application . . . . .	2P
3	Selection procedure . . . . .	3P
4	Application procedure . . . . .	4P
5	Date, time, and place of selection . . . . .	13P
6	Announcement of successful applicants . . . . .	14P
7	Admission procedure . . . . .	15P
8	Scholarship programs . . . . .	16P
	Access . . . . .	17P

## ○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 proceeded to prevent any individuals from being identified.

If you expect to require special care during the entrance examination or after entering the university due to a disability or serious medical condition, etc., please contact IPS Office, Waseda University immediately. In addition, contact us if a serious injury or illness is expected to affect your ability to take the entrance examination. Please contact us immediately even if you find yourself in such situation after submitting your application.

In this Application Guidelines, phrase “mobile phones etc.” indicates all mobile communication devices, such as mobile phone, smart phone, tablet, PHS and smart watch etc.

# 1

## General guidelines for applicants

### Graduate School of Information, Production and Systems

#### Master's program and Doctoral program applicants

○ Fields of application · Information Architecture · Production Systems · Integrated Systems

○ Number of students admitted <Total admissions in April and September> · Master's program : 200 · Doctoral program : 20

#### 1 Domestic application [Master's program and Doctoral program]

##### (April 2020 admission)

(April 2020 admission)					
2020	Application period (Postmarked no later than the last day of period)	Examination date (One of the days)	Results announced	Period for the first admission procedure ( Documents must arrive by the final day )	Period for the second admission procedure
July examination	June 3, 2019 (Mon) ~June 21, 2019 (Fri)	July 12, 2019 (Fri) July 13, 2019 (Sat)	July 18, 2019 (Thu)	November 5, 2019 (Tue) ~November 12, 2019 (Tue)	Early March, 2020
October examination	September 2, 2019 (Mon) ~September 20, 2019 (Fri)	October 11, 2019 (Fri) October 12, 2019 (Sat)	October 17, 2019 (Thu)		
February examination	January 6, 2020 (Mon) ~January 15, 2020 (Wed)	February 7, 2020 (Fri) February 8, 2020 (Sat)	February 14, 2020 (Fri)		
Entrance examination category	Recommended application · General application · Work force application				
Selection procedure	Documentary examination · Interview				

##### (September 2020 admission)

September 2020 admission/					
2020	Application period (Postmarked no later than the last day of period)	Examination date (One of the days)	Results announced	Period for the first admission procedure ( Documents must arrive by the final day )	Period for the second admission procedure
February examination	January 6, 2020 (Mon) ~January 15, 2020 (Wed)	February 7, 2020 (Fri) February 8, 2020 (Sat)	February 14, 2020 (Fri)	April 1, 2020 (Wed) ~April 8, 2020 (Wed)	Mid August, 2020
July examination	June 1, 2020 (Mon) ~June 19, 2020 (Fri)	July 10, 2020 (Fri) July 11, 2020 (Sat)	July 16, 2020 (Thu)	July 27, 2020 (Mon) ~August 3, 2020 (Mon)	
Entrance examination category	Recommended application・General application・Work force application				
Selection procedure	Documentary examination・Interview				

#### 2 Overseas application [Master's program and Doctoral program, G-course (who is recommended by partner universities only)]

##### (April 2020 admission)

(April 2020 admission)				
2020	Application period ( Documents must arrive by the final day )	Results announced	Period for the first admission procedure ( Documents must arrive by the final day )	Period for the second admission procedure
July examination	June 3, 2019 (Mon) ~ June 21, 2019 (Fri)	July 18, 2019 (Thu)	November 5, 2019 (Tue) ~ November 19, 2019 (Tue)	Early March, 2020
October examination	September 2, 2019 (Mon) ~ September 20, 2019 (Fri)	October 17, 2019 (Thu)		
January examination	November 18, 2019 (Mon) ~ November 29, 2019 (Fri)	December 26, 2019 (Thu)	January 15, 2020 (Wed) ~ January 24, 2020 (Fri)	
Entrance examination category	Recommended application ・ General application ・ Work force application			
Selection procedure	Documentary examination			

##### (September 2020 admission)

September 2020 admission				
2020	Application period ( Documents must arrive by the final day )	Results announced	Period for the first admission procedure ( Documents must arrive by the final day )	Period for the second admission procedure
January examination	November 18, 2019 (Mon) ~November 29, 2019 (Fri)	December 26, 2019 (Thu)	April 1, 2020 (Wed) ~April 15, 2020 (Wed)	Mid August, 2020
February examination	January 6, 2020 (Mon) ~January 15, 2020 (Wed)	February 14, 2020 (Fri)		
June examination	April 13, 2020 (Mon) ~May 7, 2020 (Thu)	June 5, 2020 (Fri)	June 15, 2020 (Mon) ~June 26, 2020 (Fri)	
Entrance examination category	Recommended application ・ General application ・ Work force application			
Selection procedure	Documentary examination			

※ This graduate school has NO tie-up with any brokers, middlemen, etc both inside and outside Japan for recruiting international students.

### 3 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
	Thinking Networks	KOYANAGI, Keiichi
	Example-based machine translation/NLP	LEPAGE, Yves
	Bio-Robotics & Human-Mechatronics	MATSUMARU, Takafumi
	Fiber-optic systems	TSUBOKAWA, Makoto
	Community Computing	YOSHIE, Osamu
	Interactive Programming	TANAKA, Jiro
Production Systems	Machine Diagnosis Techniques	INUJIMA, Hiroshi
	System Control	LEE, Hee-Hyol
	Manufacturing Information Systems	MURATA, Tomohiro
	Process Control	OGAI, Harutoshi
	Mechanical System Design	TANAKA, Eiichiro
	Advanced Materials	TATSUMI, Kohei
	Current Bioelectronics	MIYAKE, Takeo
	Production Process	TATENO, Shigeyuki
	Power Semiconductor Devices	INUISHI, Masahide
	Biomedical Optics	SHIMIZU, Koichi
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-Mechanical Systems	KEHASHI, Tamio
	Light Emitting Systems	KAKITSUKA, Takaaki
	Opto-electronic Integrated Systems	TAKAHATA, Kiyoto
	Emerging Memory System	OHSAWA, Takashi

## 2 Qualifications for application

Those who meet at least one of the following qualifications for application can apply.

### 1 Master's program

- Those who have graduated or are expected to graduate from a university of Japan by March 31, 2020 (for April admission) or by September 20, 2020 (for September admission).
- Those who have obtained a Bachelor's Degree from the National Institution for Academic Degrees and University Evaluation in Japan or are expected to obtain such degree by March 31, 2020 (for April admission) or by September 20, 2020 (for September admission).
- Those who have completed 16 years of standard school education overseas or are expected to complete such education by March 31, 2020 (for April admission) or by September 20, 2020 (for September admission).
- Those designated by the Minister of Education, Culture, Sports, Science, and Technology.
- Those who have been enrolled at a university of Japan for more than three years (or have completed 15 years of school education overseas or are expected to complete such education by March 31, 2020 (for April admission) or by September 20, 2020 (for September admission) and have been recognized by the Graduate School as having earned a specified number of credits with an excellent academic record.
- Those 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, 2020 (for April admission) or by September 20, 2020 (for September admission).

\* Applicants who have graduated from university in countries where 16 years of education is not required before university graduation, or those who may meet category e. or f. should contact the admissions office **before the application 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.).

\* Students with outstanding grades may apply to enter the graduate school upon completion of the third year of university. They should contact the admissions office **before the application period starts**. In this case, who under 22 years of age are also eligible.

### 2 Doctoral program

- Holders of a master's degree, professional master's degree, or those who are expected to obtain such degree by March 31, 2020 (for April admission) or by September 20, 2020 (for September admission).
- Holders of a master's degree, professional master's degree, or an equivalent from an institution overseas or those who are expected to obtain such degree by March 31, 2020 (for April admission) or by September 20, 2020 (for September admission).
- Those designated by the Minister of Education, Culture, Sports, Science, and Technology.
- Those who have completed postgraduate programs and obtained a degree equivalent to a master's degree from United Nations University or those who are expected to obtain such degree by March 31, 2020 (for April admission) or by September 20, 2020 (for September admission).
- Those who have been recognized by the graduate school program as possessing scholastic ability equivalent to those of holders of a master's degree, professional master's degree through an individual entrance requirements screening process and are expected to reach 24 years of age by March 31, 2020 (for April admission) or by September 20, 2020 (for September admission). Those who have completed the first two years of a continuous five-year doctoral course are included.

\* Applicants who may meet category e. should contact the admissions office **before the application period starts**, and 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.).

## 【Entrance examination categories】

### 1 Master's program

Recommended application	<ul style="list-style-type: none"><li>• You must be recommended by a thesis advisor or another person who can evaluate your scholastic ability.</li><li>• You must have an excellent scholastic record.</li></ul> ※ Concrete grade standard is not set.
General application	—
Work force application	<ul style="list-style-type: none"><li>• Persons currently employed or employed before in the private sector, government, education, etc.</li><li>• Persons who have a remarkable achievement in business.</li></ul>

### 2 Doctoral program

Recommended application	<ul style="list-style-type: none"><li>• You must be recommended by the faculty advisor for your master's thesis or another person who can evaluate your scholastic ability.</li><li>• You must have an excellent scholastic record.</li></ul> ※ Concrete grade standard is not set.
General application	—
Work force application	<ul style="list-style-type: none"><li>• Persons currently employed or employed before in the private sector, government, education, etc.</li><li>• Persons who have a remarkable achievement in business.</li></ul>

※ Applicants to the doctoral program need to contact with the desired faculty advisor and obtain consent before applying.

# 3 Selection procedure

IPS provides the above three entrance examination categories. Success or failure depends heavily on the applicant's expertise, eagerness to learn, and awareness of issues, as judged by means of documentary and oral examinations.

## 【Selection procedure】

Entrance examination category	Selection procedure	
	Documentary examination	Interview
Recommended application	●	●
General application	●	●
Work force application	●	●

※ Overseas applicants are not subjected to interview, but only to documentary examination.

# 4

## Application procedure

Documents for the entrance exam for the 2020 admission will be accepted during the following application period.

Please ensure that application documents arrive during the specified application period for each entrance cycle.

Please refer to 2 Instructions for application and documents to be submitted of P5-7.

〈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 and P11 for more information.

### 1 Method of application

There are two methods of application: domestic and overseas.

Domestic or overseas application can be made for either April admission or September admission.

You can not choose domestic and overseas applications, or April and September entrance applications at the same time.

#### ● Domestic application :

Applicants residing in Japan must send a written application from within Japan regardless of their nationality.

#### ● Overseas application :

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

※ Japanese nationals who submit an overseas application must submit a certificate of overseas residence.

### Domestic application

#### 1 Term of admission and application period

Term of admission	Application period (Postmarked no later than the last day of period)	
April 2020	July examination	June 3, 2019 (Mon) ~ June 21, 2019 (Fri)
	October examination	September 2, 2019 (Mon) ~ September 20, 2019 (Fri)
	February examination	January 6, 2020 (Mon) ~ January 15, 2020 (Wed)
September 2020	February examination	January 6, 2020 (Mon) ~ January 15, 2020 (Wed)
	July examination	June 1, 2020 (Mon) ~ June 19, 2020 (Fri)

#### 2 Documents to be submitted

Specified form	Application documents		Recommended application	General application	Work force application
*	1	Application form for admission【Form 1】	○	○	○
*	2	Research plan【Form 2】	○	○	○
*	3	Letter of recommendation【Form 3(A),(B) or (C)】	○	—	○ (Either a letter of recommendation or of self-recommendation)
		Letter of self-recommendation【Form 3(D)】	—	—	
*	4	Overview of bachelor's thesis or master's thesis【Form 4(A)】or Overview of work achievements【Form 4(B)】	○	○	○ (Overview of work achievements)
*	5	Screening fee remittance form	○	○	○
*	6	Address tag	○	○	○
	7	Certificate of (expected) graduation, certificate of (expected) completion, or a degree certificate (originals)	○	○	○
	8	All grade transcripts for undergraduate studies and above	○	○	○
	9	Two color photographs (one to be affixed to 1 Application form for admission, and one to be submitted with the other application documents)	○	○	○
	10	A copy of a certificate of English language ability. (required)	○	○	○
		A copy of a certificate of Japanese language ability. (certificate holders only)			
Specified form	Application document		Japanese nationality	Non-Japanese nationality	
*	12	Statement of source of funds【Form 5】	—	○	
	13	Certificate of residence (only for non-Japanese applicants applying by domestic application) ※The social security and Tax Number should not be printed.	—	○	

## Overseas application

### ① Term of admission and application period

Term of admission	Application period (Documents must arrive by the final day)	
April 2020	July examination	June 3, 2019 (Mon) ~ June 21, 2019 (Fri)
	October examination	September 2, 2019 (Mon) ~ September 20, 2019 (Fri)
	January examination	November 18, 2019 (Mon) ~ November 29, 2019 (Fri)
September 2020	January examination	November 18, 2019 (Mon) ~ November 29, 2019 (Fri)
	February examination	January 6, 2020 (Mon) ~ January 15, 2020 (Wed)
	June examination	April 13, 2020 (Mon) ~ May 7, 2020 (Thu)

### ② Documents to be submitted

Specified form	Application document		Recommended application	General application	Work force application
*	①	Application form for admission【Form 1】	○	○	○
*	②	Research plan【Form 2】	○	○	○
*	③	Letter of recommendation【Form 3(A),(B) or (C)】	○	—	○ (Either a letter of recommendation or of self-recommendation)
		Letter of self-recommendation【Form 3(D)】	—	—	○ (Overview of work achievements)
*	④	Overview of bachelor's thesis or master's thesis【Form 4(A)】or	○	○	○ (Overview of work achievements)
		Overview of work achievements【Form 4(B)】	○	○	○
	⑤	Screening fee remittance form	○	○	○
*	⑥	Address tag	○	○	○
	⑦	Certificate of (expected) graduation, certificate of (expected) completion, or a degree certificate (originals)	○	○	○
	⑧	All grade transcripts for undergraduate studies and above	○	○	○
	⑨	Two color photographs (one to be affixed to ① Application form for admission, and one to be submitted with the other application documents)	○	○	○
	⑩	A copy of a certificate of English language ability. (required)	○	○	○
		A copy of a certificate of Japanese language ability. (certificate holders only)	○	○	○
	⑪	Official document to prove the ranking of a document (G-course applicants only)	○	—	—
Specified form	Application document		Japanese nationality	Non-Japanese nationality	
*	⑫	Statement of source of funds【Form 5】	—	○	
	⑭	Certificate of bank balance (original)	—	○	
	⑮	Passport copy	—	○	

• Japanese nationals who submit an overseas application must submit the following additional document.

Specified form	Application document		Japanese nationality	Non-Japanese nationality
	⑯	Certificate of residence outside Japan	○	—

## ② 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.  
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 in the designated envelope 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.
- 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.**

## 1 Application form for admission[Form 1]

Fill in the blanks without any omissions.

Affix a color photograph ⑨ (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.

## 2 Research plan[Form 2]

Write an outline of your study theme and research plan in 500 words or less, in English. Attachments are not permitted.

## 3 Letter of recommendation[Form 3(A), (B), or (C)] or Letter of self-recommendation[Form 3(D)]

Put Form 3(A),(B)or(C)in the envelope for the letter of recommendation and seal it firmly before submission.

### a) For applicants who are currently engaged in undergraduate or graduate studies

A letter of recommendation from a thesis advisor or an equivalent faculty member[Form 3(A)or(B)]

### b) For applicants who are currently employed

A letter of recommendation from a person who can evaluate your scholastic ability such as a supervisor in your research and development field[Form 3(C)]

### c) For Work force applicants

Letter of recommendation from responsible person in your research and development field, or equivalent authority[Form 3(C)] or letter of self-recommendation making a case for your superior ability[Form 3(D)]

## 4 Overview of bachelor's thesis or master's thesis[Form 4(A)] or Overview of work achievements[Form 4(B)]

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., and applicants to the doctoral program should describe their master's thesis, etc. If you have not been assigned a bachelor's thesis, or have not begun work on it, 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.

### b) Overview of work achievements[Form 4(B)]

Applicants who are currently employed should give an overview of their work history, etc.

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

## 5 Screening fee remittance form

Domestic applicants who pay by convenience store transfer should put a tick ( ✓ ) by "pay at a convenience store inside Japan" on the application for admission (Form 1) and affix the receipt to the first page of the application form in the space designated for proof of remittance of the screening fee after remitting the screening fee at the convenience store.

Overseas applicants who pay from a bank should put a tick ( ✓ ) by "remit from overseas bank" on the application 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 the application for admission (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 for admission (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 (expected) graduation, Certificate of (expected) completion or degree certificate

Applicants to the master's program should submit an original certificate of graduation or expected graduation and applicants to the doctoral program should submit an original certificate of graduation, an original certificate of completion or expected completion, and (expected) master degree certificate.

Also, applicants who have submitted certificate of expected graduation, expected completion, expected master degree certificate should submit an original certificate of graduation, or completion, master degree certificate immediately after graduation or completion of study.

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).

Applicants who submit an application according to item "e, f" in Qualifications Application should submit their original final graduation certificate.

Applicants who submit an application according to item "b" in Qualifications for should submit their original degree certificate.

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## **8 Grade transcript**

Applicants to master's program should submit an original undergraduate grade transcript, and applicants to the doctoral program should submit both original undergraduate and master's grade transcripts. 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. Applicants who submit an application according to item "e, f" in Qualifications for Application should submit their grade transcript (original).

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## **9 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 for admission. After writing your name on the back of the other copy, submit it with the other application documents. The photograph to be mistaken at examination room such as with or without glasses, hair style, is not acceptable. Note that two photographs from the same negative will be needed for the admission procedure. Please be aware that the photo you submit, besides being used for identification on examination day, 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.

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## **10 A copy of a certificate of language ability**

Submit a copy of official certificate proving English language ability. And if you have official certificate proving Japanese language ability, submit a copy of it.

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## **11 Official document to prove the ranking of a department (G-course applicants only)**

Applicants to G-course should submit an official document issued by a university to prove an academic ranking at the university in Japanese or English.

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## **12 Statement of source of funds [Form 5] (only for non-Japanese applicants)**

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.

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## **13 Certificate of residence (only for non-Japanese applicants applying by domestic application)**

The Social Security and Tax Number should not be printed. The certificate should show your resident status, period of stay and nationality and be issued in 3 months. You need to obtain an official certificate at your ward office or municipal office.

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## **14 Certificate of bank balance (only for overseas applicants)**

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.

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## **15 Passport copy (only for overseas applicants)**

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.

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## **16 Certificate of residence outside Japan (only for Japanese applicants applying from overseas)**

This is a document that proves any one of the following conditions:

- Residence outside Japan
- Registration at an educational institution outside Japan
- Employment at a company or other entity outside Japan

Submit the above document with a certificate of your period of stay outside Japan.

### 3 How to remit the screening fee

#### ■ Remittance in Japan (Domestic application)

※ Screening fee : ¥35,000 for Domestic application

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

##### ① Payment at a convenience store

You must complete the designated application procedure in advance by accessing the “screening fee convenience store payment site” (<https://e-shiharai.net/>) (Japanese only) on the internet. After making the payment, detach the “Certificate of Payment of the Screening Fee” on the Screening Fee Handling Description, paste it to the designated space (“Screening Fee Payment Certificate”) on the application form 1, and submit it. For details, please read P9.

※ Payment can be made at any time, 24 hours a day, including weekends and holidays. However, please note that on the last day of the remittance period, “Application on the website” ends at 23:00, “Payment from information terminal at convenience stores” ends at 23:30.

※ If a family member or acquaintance of an applicant conducts the procedure for the applicant, the family member or acquaintance must enter the applicant's information.

##### 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. Please select as follows for Category Selection of e-shiharai.net.

First selection	Graduate School of Information, Production, and Systems
Second selection	April 2020 Admission (Example)
Third selection	Master's program / Doctoral program
Fourth selection	July examination Domestic application JPY 35,000 (Example)

• After completing of the payment, enclose the printed “Result” page in an application envelope with the 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 23:00 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.

Term of admission	Remittance period	
April 2020	July examination	May 27, 2019(Mon) ~ June 21, 2019(Fri)
	October examination	August 26, 2019(Mon) ~ September 20, 2019(Fri)
	February examination	December 26, 2019(Thu) ~ January 15, 2020(Wed)
September 2020	February examination	December 26, 2019(Thu) ~ January 15, 2020(Wed)
	July examination	May 25, 2020(Mon) ~ June 19, 2020(Fri)

※ Even if the procedure is carried out by proxy, the information entered must be that of the applicant.

#### 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 returned if you fall into the second, third, or fourth category below. The amount paid in excess will be refunded if you fall into the first category.

- 1) You paid in excess of the amount of screening fee required.
- 2) You paid a screening fee but failed to submit the required application documents.
- 3) You paid a screening fee but submitted the application documents after the deadline.
- 4) 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 Office, Waseda University (TEL:093-692-5017).

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

# Waseda University

## Convenience Store Easy-Pay Systems for Entrance Exam Fees

Payment  
accepted  
24hours a day

### 1 Advance Web Application



<https://e-shiharai.net/>



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

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

### 2 Convenience Store Payment

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

**7-Eleven**

[13-digit Payment Slip Number]  
払込票番号

Tell the counter staff  
that you want to  
make an  
"Internet shiharai."  
Then provide your Payment  
【払込票番号】

Payment Slip Number

A multifunction copier can not  
be used to make payment.

Make the payment at the register.  
Receive an Application Fee Statement.  
Detach the Certificate of Payment  
(receipt) portion.

**LAWSON** **MINISTOP**

[11-digit Customer Number]  
お客様番号  
[4-digit Verification Code]  
確認番号

Use the Lawson or Ministop  
information terminal

Touch the "各種サービスメニュー"  
option  
Various Service Menus

Select the  
"各種代金・インターネット受付"  
option  
All Payments・Internet Reception  
button on the touch screen

Touch the "各種代金お支払い"  
option  
All Payments

Touch  
"マルチペイメントサービス"  
Multi-Payment Service

Enter your  
【お客様番号】【確認番号】  
Customer Number Verification Code

Loppi, FamiPort, issues a funds transfer receipt.  
You will need to take this to the cash register within 30 minutes and make the actual payment.

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

**FamilyMart**

[11-digit Customer Number]  
お客様番号  
[4-digit Verification Code]  
確認番号

Use the FamilyMart  
information terminal

Select the "代金支払い" button  
All Payments  
on the touch screen

Touch the  
"各種代金お支払い" option  
All Payments

"番号入力画面に進む"  
Advance to the "Entering number" page

Enter your  
【お客様番号】【確認番号】  
Customer Number Verification Code

Loppi, FamiPort, issues a funds transfer receipt.  
You will need to take this to the cash register within 30 minutes and make the actual payment.

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

### 3 Application

Affix the receipt portion to "Form for Submission of the Certificate of Payment of Application Fee" in the designated location.

#### ●Seven-Eleven

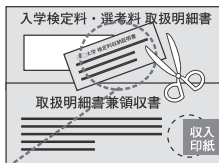
Detach the receipt portion of the Exam Fee Statement and affix it to the application packet in the designated location. Hold onto the proof of bank transfer for your records.



The appearance of the ticket you receive may differ from the illustration above.

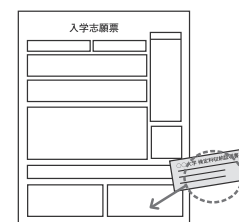
#### ●Lawson ●Family Mart ●Ministop

Detach the receipt portion (Certificate of Payment) of the Application Fee Statement and affix it to the application packet in the designated location. Hold onto the remainder of the Fee Statement ("Applicant's Copy" portion) for your records.



**Attach Your Receipt (Certificate of Payment) to the Application**

※When attaching the certificate of payment, be sure to use glue which is suitable for use with thermal paper and pressure-sensitive paper. Please check the glue label.



※When paying at a convenience store, proof of payment via bank stamp is not necessary.

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

#### ■Payment Commission

(transfer fee charged by all participating stores)

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

The payment commission is the same at all participating stores.

convenience stores:

Entrance exam fee ¥49,999 or less	432 yen (tax incl.)
Entrance exam fee ¥50,000 or more	648 yen (tax incl.)

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

Note: Convenience store staff cannot answer questions about the service.

<https://e-shiharai.net/>

# Waseda University

## Examination Fee Payment by Credit Card, Union Pay, and Alipay

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

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



Access the site below with your PC

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



You can access  
from our  
website too !

Web Application - Online Transaction

### 1. Top Page

Click "Examination Fee".

### 2. Terms of Use and Personal Information Management

Please read the Terms of use on Personal Information Management.  
Click "Agree" button located in the lower part of this page if you agree with these terms.  
Click "Not agree" button located in lower part of this page if you do not agree with these terms.

### 3. School Selection

Click "Waseda University".

### 4. School Information

Read the information carefully and click "Next".

### 5. Category Selection

Choose First to Fourth Selection and click "Add to Basket".

### 6. Basket Contents

Check the contents and if it is OK, click "Next".

### 7. Basic Information

Input the applicant's basic information.  
Choose your credit card and click "Next".

### Paying with Credit Card

Input Credit Card Number (15 or 16-digits),  
expiration date and security code.

All of your application information is displayed.  
Click "Confirm" to verify.

Click "Print this page" button and print out  
"Result" page.

### Paying with Union Pay, Alipay

Follow the onscreen instructions to complete the card payment.

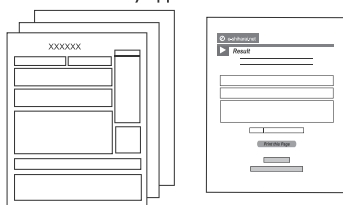
Please click the "Application Results" button in the upper  
part of this site (e-shiharai.net).

Please write down the "Receipt Number" given when you  
complete your application, and enter your  
"Payment Method", "Receipt Number" and "Birth Date".  
Please make sure your printer is ready.

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

Enclose the printed "Result" page in an application envelope with  
other necessary application documents.

Necessary application documents



Mail it from Post office

POST OFFICE

### [NOTICE/FAQ]

- During the payment periods and application periods specified in the application guidelines, you can make payment anytime.  
Please consult the application guidelines and complete payment in time for the application period.
- On the last date of the payment period, please complete the transaction by 11:00 pm 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 is the applicant's information.
- If you did not print out the "Result" page, you can display it later on the Application Result page. Please enter "Receipt Number" and "Birth Date" to redisplay.
- Please contact the credit card company if your card is not accepted.

### ■ Payment Commission

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

Entrance exam fee	Payment Commission
~ 29,999 yen	555 yen
30,000 yen ~ 49,999 yen	987 yen
50,000 yen ~ 69,999 yen	1,420 yen
70,000 yen ~ 99,999 yen	1,800 yen
100,000 yen ~ 199,999 yen	2,037 yen
200,000 yen ~ 299,999 yen	2,571 yen
300,000 yen ~	4,320 yen

For questions or problems not mentioned here, please contact :

**E-Service Support Center Tel : +81-3-3267-6663 (24 hours everyday)**

## ■ Remittance from outside Japan (Overseas application)

### ※ Screening fee : ¥5,000 for Overseas application

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

#### ① Bank transfer

Remit the amount of ¥7,000 which includes a screening fee ¥5,000 and lifting charge of ¥2,000, 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.) Be sure to enclose a copy of the overseas-remittance request with the other application documents.

Type	Telegraphic Transfer
Payment method	Advise and Pay
Bank Transfer Fee	Payer's Responsibility
Lifting Charge	Payee's Account
Amount	¥7,000 (Screening fee ¥5,000 + Charge ¥2,000)
Purpose	Screening Fee
Message	Applicant's name in English
Bank name	MUFG Bank, Ltd.
Branch	Edogawabashi Branch
Account number	0035967FKK (Account number is seven numbers and three alphabets)
Beneficiary	Waseda University
Bank address	1-48-13, Sekiguchi Bunkyo-ku Tokyo 1120014, Japan
Swift code	BOTKJPJT

◎ When remitting, be sure to fill in your (the applicant's) name and write "screening fee" in the message space.

◎ Remittance of 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. Please select as follows for Category Section of e-shiharai.net

First selection	Graduate School of Information, Production, and Systems
Second selection	September 2020 Admission (Example)
Third selection	Master's program / Doctoral program
Fourth selection	June examination Overseas application JPY 5,000 (Example)

• After completing of the payment, enclose the printed "Result" page in an application envelope with the 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 23:00 Japan time.

※ It is possible to use a card which carries a name different from that of applicant. However, please make sure that the information entered in the Basic Information page must be the applicant's information.

Term of admission	Remittance period	
April 2020	July examination	May 27, 2019(Mon) ~ June 21, 2019(Fri)
	October examination	August 26, 2019(Mon) ~ September 20, 2019(Fri)
	January examination	November 11, 2019(Mon) ~ November 29, 2019 (Fri)
September 2020	January examination	November 11, 2019(Mon) ~ November 29, 2019 (Fri)
	February examination	December 26, 2019(Thu) ~ January 15, 2020(Wed)
	June examination	April 6, 2020(Mon) ~ May 7, 2020(Thu)

### 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 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.

## ● Screening fee waiver

Please don't pay a screening fee in the following cases.

- ① Those who apply for a doctoral course of Graduate School of Information, Production and Systems at the same time of completion of master course at one of Graduate School of Information, Production and Systems, School of Fundamental Science and Engineering, School of Creative Science and Engineering, School of Advanced Science and Engineering, Graduate School of Environment and Energy Engineering (including who expect graduation in March, 2020)
- ② Those who become a non-degree student at the same time of completion of master course at one of Graduate School of Information, Production and Systems, School of Fundamental Science and Engineering, School of Creative Science and Engineering, School of Advanced Science and Engineering, Graduate School of Environment and Energy Engineering, and continuously apply for a doctoral course of Graduate School of Information, Production and Systems. However, it is only in the case those who apply for the doctoral course in four years from admission of master course.

## ● Screening fee waiver program for applicants from specified countries

### 1. Outline

Applicants who wish to be admitted into IPS, Waseda University are eligible to apply for a screening fee waiver if they reside in one of the countries designated by Waseda University AND hold nationality of one of those countries.

### 2. Eligibility

The following conditions must be fulfilled:

- 1) The applicant must reside in one of the countries classified as "Least Developed Countries" or "Other Low Income Countries" in the list of ODA recipients as published by OECD/DAC AND hold nationality of one of those countries (the applicant's country of residence and nationality do not necessarily have to be identical).
  - ※ For the list of eligible countries, refer to "Eligible Countries" below.
  - ※ Applicants residing in Japan are not eligible.
- 2) Applicants with dual nationality are only eligible if both nationalities are included in the list of eligible countries described in 1) above.

### 3. Procedures

When applying to IPS, Waseda University, please enclose the following documents in place of the certificate of payment for the screening fee (copy of the remittance form etc.) required as part of admissions application documents. You must submit these documents before the admissions application deadline. They will not be accepted after the deadline under any circumstances.

#### 1) Application Form for Screening Fee Waiver

#### 2) Copy of passport (including all details of the applicant)

※ Applicants who apply for the screening fee waiver program are not required to pay the screening fee.

However, if payment was made before the application for the screening fee waiver program, the screening fee will not be reimbursed.

Please note that the University will not refund the screening fee if you mistakenly paid it.

※ In the event that the applicant is found to be ineligible for the screening fee waiver program or have made a false claim, the application for admission to Waseda University itself might be revoked immediately.

### [Eligible Countries]

Afghanistan, Angola, Bangladesh, Benin, Bhutan, Burkina Faso, Burundi, Cambodia, Central African Rep., Chad, Comoros, D.P.R. Korea, Democratic Republic of the Congo, Djibouti, Eritrea, Ethiopia, Gambia, Guinea, Guinea-Bissau, Haiti, Kiribati, Laos, Lesotho, Liberia, Madagascar, Malawi, Mali, Mauritania, Mozambique, Myanmar, Nepal, Niger, Rwanda, Sao Tome and Principe, Senegal, Sierra Leone, Solomon Islands, Somalia, South Sudan, Sudan, Tanzania, Timor-Leste, Togo, Tuvalu, Uganda, Vanuatu, Yemen, Zambia, Zimbabwe

## 4 Application for certificate of eligibility on behalf of the applicant

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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. On the address tag, you should write an address which you are sure to receive it. 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.

## 5 Dispatch of application card

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As soon as 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.

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 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.

# 5

## Date, time and place of selection

### 1 Domestic application

	July examination	October examination	February examination	July examination
Term of admission	April 2020			September 2020
Entrance examination category	Recommended application · General application · Work force application			
※ 1 Examination date	July 12, 2019 (Fri) July 13, 2019 (Sat)	October 11, 2019 (Fri) October 12, 2019 (Sat)	February 7, 2020 (Fri) February 8, 2020 (Sat)	July 10, 2020 (Fri) July 11, 2020 (Sat)
	One of the above dates, to be determined by IPS. ※ The examination will be held on Saturday in case you choose Tokyo.			
Time	Either the morning or the afternoon session			
※ 2 Place	Kitakyushu : Graduate School of Information, Production, and Systems, Waseda University (Kitakyushu campus) Tokyo : Faculty of Science and Engineering, Waseda University (Nishi-Waseda campus)			

※ 1 Please be sure to check the examination date and time written on your application card which is sent to you.

※ 2 Please indicate your preferred place of examination on the application for admission (Form 1).

### 2 Overseas application

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

#### Waseda University Admissions Exam Procedures \* For domestic applicants only

Please review the following material carefully so that you will know what to expect during the Waseda University Admissions Exam.

##### 1. The exam environment.

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

- ① Everyday noise (airplanes; motor vehicles; wind and rain; the sound of the air conditioner; coughs, sneezes and snuffles from the other examinees; the distant noise of cell phones, etc.) is sometimes unavoidable. As a general rule, no special treatment will be given to any examinee (or group of examinees) due to any occurrence of "everyday noise."
- ② In the event that a cell phone or wristwatch rings, vibrates, or otherwise causes a disturbance during the exam, and an exam monitor can identify the particular device as the source of the disturbance, he/she will remove the device from the exam site, with or without the consent of its owner. The item will be kept at exam headquarters.
- ③ While desks, chairs, air conditioning, acoustic equipment, etc., may vary between classrooms used as test sites, this will not be taken as a handicap to any examinee.
- ④ If, by the actions of a certain examinee, other examinees are disturbed, the examinee causing the problem may be asked to take the exam in a different room.

##### 2. Unforeseen problems that are beyond human control.

In cases of unforeseen circumstances that are beyond human control, such as a natural disaster (e.g., typhoons, earthquakes, flooding, tsunamis) and/or accident, such as fire, power failure, and so on, measures including delaying the start of the exam or postponing the exam, etc. may be taken. However, in such an event, we will bear no responsibility for any resulting inconvenience, expense, or other personal loss that the examinee may incur.

## Examination instructions \* For domestic applicants only

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. Your actions may be considered dishonest if you commit any of the following acts:
  - ① Cheating (concealing or glancing at a cheat sheet or reference book during the examination, glancing at another examinee's answer sheet, or gaining answers from others)
  - ② Providing benefits to other examinees (providing them with answers etc.) during the examination
  - ③ Keeping your mobile communication device with you or using it during the examination
  - ④ Letting your mobile communication device or watch emit noise (incoming call alert, alarm, vibration, etc.) during the examination
  - ⑤ Conducting acts that could be considered a nuisance to other examinees at the examination venue
  - ⑥ Not following instructions from the examination supervisors at the examination venue
  - ⑦ Pretending to be an applicant and taking the examination for the applicant
  - ⑧ Conducting other acts impairing the fairness of the examination
3. The following responses may be taken if an applicant is suspected of committing a dishonest act.
  - A supervisor may warn or question the applicant.
  - The applicant may be requested to take the examination in another room.
4. 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.

### [Requests for Applicants]

- ① Protect yourself against illnesses by taking measures such as hand washing and gargling in order to be able to take the entrance examination in top physical condition.
- ② Please wear a mask at the examination venue as needed to protect yourself from contagious diseases such as influenza.
- ③ If you are coughing or sneezing, please try to prevent the transmission of illness by wearing a mask or covering your mouth.

# 6

## 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.

	July examination	October examination	January examination	February examination	June examination	July examination
Date and time of announcement	July 18, 2019 (Thu)	October 17, 2019 (Thu)	December 26, 2019 (Thu)	February 14, 2020 (Fri)	June 5, 2020 (Fri)	July 16, 2020 (Thu)
10:00AM ~						

# 7

## 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.

### 1 Delivery 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.

※ For successful applicants of July examination (April admission), the documents will be sent in the end of October.

### 2 Period and place for the first admission procedure

	Domestic application Date and time of admission procedure	Overseas application Date and time of admission procedure
Appearance in person	April 2019 admission (all cycles): 10:00~16:00 (Closed on Saturdays, Sundays, National Holidays) ○ July examination } November 5, 2019 (Tue)~November 12, 2019 (Tue) ○ October examination } ○ February examination February 25, 2020 (Tue)~March 3, 2020 (Tue)	—
	September 2019 admission (all cycles): 10:00~16:00 (Closed on Saturdays, Sundays, National Holidays) ○ February examination April 1, 2020 (Wed)~April 8, 2020 (Wed) ○ July examination July 27, 2020 (Mon)~August 3, 2020 (Mon)	—
Mail (post)	April 2019 admission ○ July examination } Due no later than November 12, 2019 (Tue) ○ October examination } ○ February examination Due no later than March 3, 2020 (Tue)	April 2019 admission ○ July examination } Due no later than November 19, 2019 (Tue) ○ October examination } ○ January examination Due no later than January 24, 2020 (Fri)
	September 2019 admission ○ February examination Due no later than April 8, 2020 (Wed) ○ July examination Due no later than August 3, 2020 (Mon)	September 2019 admission ○ January examination } Due no later than April 15, 2020 (Wed) ○ February examination } ○ June examination Due no later than June 26, 2020 (Fri)
Place of admission procedure and address to which documents for the admission procedure to be sent	Entrance procedure section, Administration Office of the Graduate School of Information, Production and Systems, Waseda University 2-7 Hibikino, Wakamatsu-ku, Kitakyushu-shi, Fukuoka 808-0135, JAPAN	

※ Documents for the 2nd admission procedure will be sent to successful applicants at the beginning of March, 2020 for April admission, and in the middle of August, 2020 for September admission.

### 3 Tuition and fees for entering in 2020

#### 1 Master's program

(Unit: JPY)

Term of admission	Academic year	Term of payment	Admission fee	School fees and other fees			Total
				Tuition	Seminar fee	Membership fee of Student Health Promotion Mutual Aid Association	
April admission	First year	At admission	200,000	557,000	25,000	1,500	783,500
		Second term	—	557,000	25,000	1,500	583,500
		Total	200,000	1,114,000	50,000	3,000	1,367,000
	Second year	First term	—	657,000	25,000	1,500	683,500
		Second term	—	657,000	25,000	1,500	683,500
		Total	—	1,314,000	50,000	3,000	1,367,000
September admission	First year	At admission	200,000	557,000	25,000	1,500	783,500
		Second term	—	557,000	25,000	1,500	583,500
		Total	200,000	1,114,000	50,000	3,000	1,367,000
	Second year	First term	—	657,000	25,000	1,500	683,500
		Second term	—	657,000	25,000	1,500	683,500
		Total	—	1,314,000	50,000	3,000	1,367,000

## ② Doctoral program

(Unit:JPY)

Term of admission	Academic year	Term of payment	Admission fee	School fees and other fees			Total
				Tuition	Seminar fee	Membership fee of Student Health Promotion Mutual Aid Association	
April admission	First year	At admission	200,000	353,500	25,000	1,500	580,000
		Second term	–	353,500	25,000	1,500	380,000
		Total	200,000	707,000	50,000	3,000	960,000
	Second year	First term	–	453,500	25,000	1,500	480,000
		Second term	–	453,500	25,000	1,500	480,000
		Total	–	907,000	50,000	3,000	960,000
	Third year	First term	–	453,500	25,000	1,500	480,000
		Second term	–	453,500	25,000	1,500	480,000
		Total	–	907,000	50,000	3,000	960,000
September admission	First year	At admission	200,000	353,500	25,000	1,500	580,000
		Second term	–	353,500	25,000	1,500	380,000
		Total	200,000	707,000	50,000	3,000	960,000
	Second year	First term	–	453,500	25,000	1,500	480,000
		Second term	–	453,500	25,000	1,500	480,000
		Total	–	907,000	50,000	3,000	960,000
	Third year	First term	–	453,500	25,000	1,500	480,000
		Second term	–	453,500	25,000	1,500	480,000
		Total	–	907,000	50,000	3,000	960,000

〈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.

※ The master's program is subject to the Educational Training Benefit System. For details, please refer to Hellowork's HP



## Scholarship programs

To Japanese Students, Waseda University offers a variety of scholarships including our own amply funded on-campus scholarship program; private scholarship; and the Japan Student Service Organization's student loan scholarships (Type 1 and 2). For full details of the 2020 scholarship programs, please refer to "Challenge Scholarship Information", which will be distributed to those who have completed the entrance produce.

International students can avail themselves of a rich selection of scholarships. A tuition assistance system for privately financed overseas students provides 50% reductions of tuition according to scholastic achievement. There is also a scholarship for privately financed overseas students that offsets the admission fee, as well as foundation scholarships. Most are non-repayable grants. For details, please refer to the "International Students' Handbook", which will be distributed after entrance and which can be also viewed online on the page of the Center for International Education.

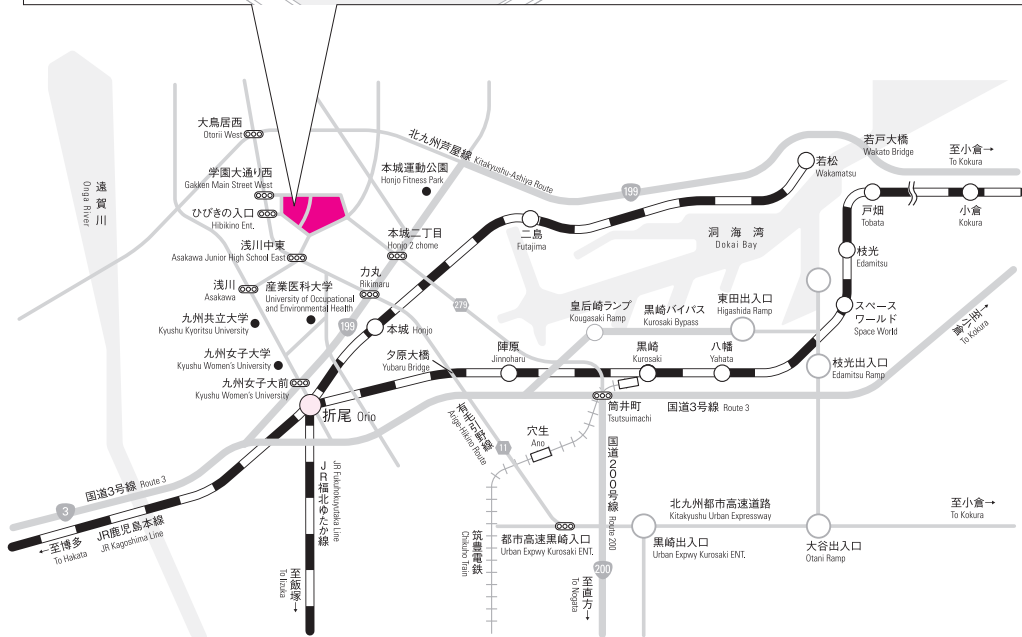
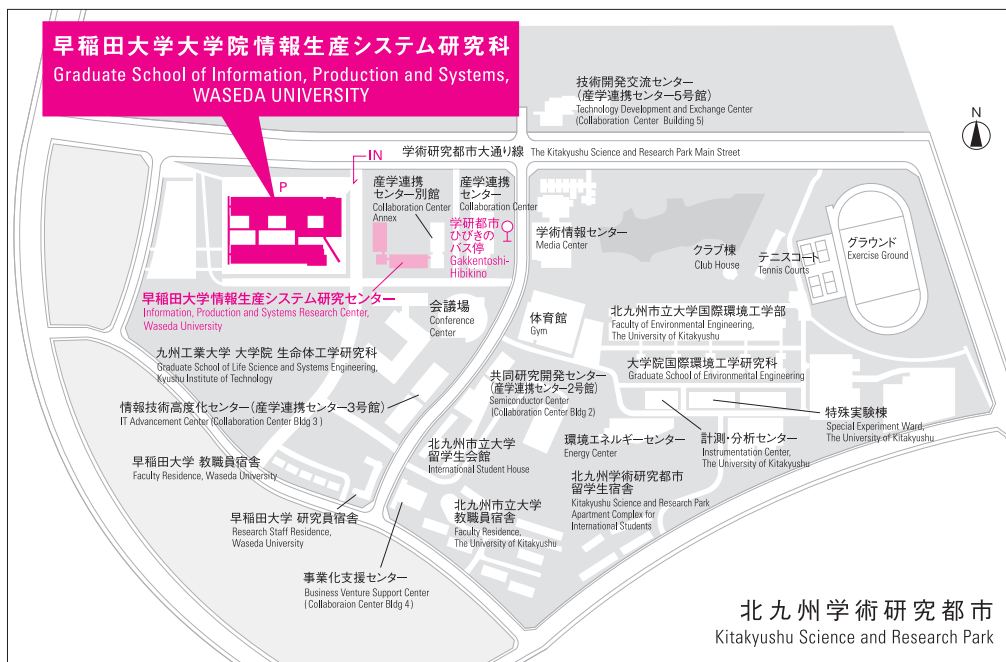
Please visit the pages of the Scholarship Section and the Center for International Education on our website.

Scholarship Section : <https://www.waseda.jp/inst/scholarship/en/>

Center for International Education : <https://www.waseda.jp/inst/cie/en/life/aid>

※ The above-mentioned scholarships are available to those who have paid the admission fee and the first-term tuition and fees in full.

## Access



北九州学術研究都市へのアクセス  
Access to Kitakyushu Science and Research Park

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**By Airplane**  
From major cities

Tokyo	▶ Kitakyushu Airport	1 hour and 35 minutes
Tokyo	▶ Fukuoka International Airport	1 hour and 40 minutes
Seoul	▶ Fukuoka International Airport	1 hour and 10 minutes
Beijing	▶ Fukuoka International Airport	2 hours and 15 minutes
Hong Kong	▶ Fukuoka International Airport	2 hours and 50 minutes
Taipei	▶ Fukuoka International Airport	2 hours and 5 minutes



**By Shinkansen bullet train "Nozomi"**  
From major cities

Tokyo	▶ Kokura	4 hours and 32 minutes
Shin-Osaka	▶ Kokura	2 hours
Hakata	▶ Kokura	17 minutes



**By Car**  
From the airports and stations  
to the Kitakyushu Science and Research Park

Kitakyushu Airport .....	50 minutes
Fukuoka International Airport .....	1 hour
JR Kokura Station .....	25 minutes
JR Orio Station .....	10 minutes



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# **WASEDA UNIVERSITY**

## **Graduate School of Information, Production and Systems**

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Admissions Office

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