

## 2020 April Admission guide for non-degree students

Graduate school of Information, Production and Systems, WASEDA UNIVERSITY

\*Please apply for application forms to IPS office if you wish.

- **Dispatched non-degree students**

A student who wishes to register for subjects offered by the Graduate School of Information, Production and Systems, Waseda University (here in after, IPS), and who will be dispatched as such entities by national and local governments, foreign governments, education institutions or private organizations.

- **Ordinary non-degree students**

A student other than the above who wishes to register for subjects offered by IPS.

### 1. Number of students to be admitted

A few

### 2. Subject • Credit

Master's non-degree students can receive research guidance and take subjects (fundamental, advanced, laboratory work) unless it hinders regular students from smoothly studying.

The maximum number of credits that they can earn is 14 credits per semester and 28 credits per year, with no credits earned for receiving research guidance.

Doctoral non-degree students can receive research guidance only.

\* In order to obtain "Student" residence status, Master's non-degree students must take at least 10 hours of courses (7 courses) per week (If they receive research guidance, they can obtain "Student" residence status without taking any other courses).

\* If master's non-degree students become master's degree students, up to 14 credits (excluding research guidance) earned in the Master's Non-degree Program can be converted to the credits required for completion of the Master's Degree Program.

### 3. Qualifications for application

【Master's Non-degree Program】

Applicants must meet one of the following criteria.

- a) Those who have graduated or are expected to graduate from a university of Japan by one day before the date of enrollment (March 31 or September 20)
- b) 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 one day before the date of enrollment (March 31 or September 20)
- c) Those who have completed 16 years of standard school education overseas or are expected to complete such education by one day before the date of enrollment (March 31 or September 20)
- d) Those designated by the Minister of Education, Culture, Sports, Science, and Technology
- e) 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 one day before the date of enrollment (March 31 or September 20) and have been recognized by the Graduate School as having earned a specified number of credits with an excellent academic record
- f) 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 one day before the date of enrollment (March 31 or September 20)

\*Applicants who may meet category e) or f) should contact the IPS admissions office before the application period starts. They should then submit the application form along with documentation of their scholastic ability or research achievement (graduation certificate, grade transcript, personal history, thesis, etc.). IPS will comprehensively evaluate applicants based on the documents submitted and then announce the result to each applicant.

### 【Doctoral Non-degree Program】

Applicants must meet one of the following criteria.

- a) Holders of a master's degree, professional master's degree, or those who are expected to obtain such degree by one day before the date of enrollment (March 31 or September 20).
  - b) 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 one day before the date of enrollment (March 31 or September 20).
  - c) Those designated by the Minister of Education, Culture, Sports, Science, and Technology.
  - d) 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 one day before the date of enrollment (March 31 or September 20).
  - e) 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 one day before the date of enrollment (March 31 or September 20). 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 IPS admissions office before the application period starts. They should then submit the application form along with documentation of their scholastic ability or research achievement (graduation certificate, grade transcript, personal history, thesis, etc.). IPS will comprehensively evaluate applicants based on the documents submitted and then announce the result to each applicant.

### 4. Limit of enrollment term

For one semester(half a year) or one year

### [Note for International Students]

\* Non-degree students with “Student” residence status can take courses for up to one year due to restrictions of the Immigration Bureau. If they took courses as non-degree students(research students) at any other universities and wish to take courses as non-degree students at Waseda University next year, their status of residence for another year may not be changed or extended in the majority of cases, due to restrictions placed by the Immigration Bureau. Confirm the details with the Immigration Bureau. In order to obtain “Student” residence status, non-degree students must take **at least 10 hours of courses (7 courses) per week** (If they receive research guidance, they can obtain “Student” residence status without taking any other courses).

For more details, applicants should inquire of the Admissions Office before application.

(E-mail: [gakumu-ips@list.waseda.jp](mailto:gakumu-ips@list.waseda.jp))

### 5. Screening Fee

30,000 JPY

### 6. Screening Fee Waiver

If you fall into one of the categories below, your screening fee will be waived. Confirm the details with the IPS admissions office(E-mail: [gakumu-ips@list.waseda.jp](mailto:gakumu-ips@list.waseda.jp)).

- \* Those who were a regular student of Waseda University before and are entering Waseda University as a non-degree student.
- \* Those who are currently enrolled as a non-degree student at Waseda University and are renewing your non-degree student status. However, this applies only during a period of two years from the time you became a non-degree student for the first time.
- \* Those who does not pass the screening process of the master's program as a regular student and still wishes to be enrolled as a non-degree student at the same graduate school (excluding cases where written examinations are imposed at the time of screening for non-degree students).
- \* Those who have been selected as a MEXT scholarship program student at the time of application for graduate school at Waseda University and have continued to enter as a non-degree student.
- \* Screening fee waiver program for applicants from specified countries

#### - Outline

Applicants who wish to be admitted into a graduate school of 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.

- 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".

\*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.

- Procedures

When applying to a graduate school of Waseda University, please enclose the following documents with the other application documents instead of the certificate of payment for the screening fee (copy of the remittance form etc.). The application for the screening fee waiver program must be made along with the application for admission. Applications made afterward will not be accepted under any circumstances.

- 1) Application Form for Screening Fee Waiver

- 2) Copy of the 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.

\*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, Equatorial Guinea, Eritrea, Ethiopia, Gambia, Guinea, Guinea-Bissau, Haiti, Kenya, 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, Tajikistan, Tanzania, Timor-Leste, Togo, Tuvalu, Uganda, Vanuatu, Yemen, Zambia, Zimbabwe

## 7. Method of transfer the screening fee

- 1) Transfer in Japan

Using the transfer-request form.

Please order the transfer-request form to IPS Admissions Office by e-mail (gakumu-ips@list.waseda.jp)

- 2) Transfer from outside Japan

Please follow the procedure below to remit 32,500 yen (the screening fee of 30,000 yen plus the lifting charge of 2,500 yen) from a local financial institution. If the local financial institution requires a separate handling/lifting fee, you must pay the fee in addition to the above remittance.

Be sure to enclose a copy of the overseas-remittance request with the other application documents.

送金種類 (Type)	電信送金 (Telegraphic Transfer)
支払方法 (Payment method)	通知払 (Advise and Pay)
振込銀行手数料 (Bank Transfer Fee)	依頼人負担 (Payer's Responsibility)
円為替手数料 (Lifting Charge)	受取人負担 (Payee's Account)
送金金額 (Amount)	32,500円 (選考料30,000円 + 手数料2,500円)
送金目的 (Purpose)	選考料 (Screening Fee)
連絡事項 (Message)	志願者本人の英字氏名 (Applicant's name in English)

送金先 (Bank information)	銀行名 (Bank name) : 三菱UFJ銀行 (MUFG Bank, Ltd.) 支店名 (Branch) : 江戸川橋支店 (Edogawabashi Branch) 口座番号 (Account number) : 0035967FKK 受取人 (Beneficiary) : 早稲田大学 (Waseda University) 銀行住所 (Bank address) : 〒112-0014 東京都文京区関口1-48-13 (1-48-13, Sekiguchi Bunkyo-ku Tokyo 1120014, Japan) スウィフトコード (Swift code) : BOTKJPJT
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- ◎ 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」.

## 8. Application

	Domestic application	Overseas application
Application period	January 20 (Mon), 2020 - January 31 (Fri), 2020 (Postmarked no later than the last day of period)  <b>【Domestic application】</b> Applicants residing in Japan must send a written application from within Japan regardless of their nationality.	December 11 (Wed), 2019 - December 24 (Tue), 2019 <b>(Documents must arrive by the final day)</b>  <b>【Overseas application】</b> Applicants residing outside Japan must send a written application from overseas regardless of their nationality.
Submission method	Send via Postal Mail or Submit in Person	
Address and time for submission	Admissions Office Graduate School of Information, Production and Systems, Waseda University 2-7 Hibikino, Wakamatsu-ku, Kitakyushu, Fukuoka 808-0135, Japan TEL: +81-93-692-5017 9:00 a.m. - 5:00 p.m.(Excluding Saturdays, Sundays, and National/School Holidays)	
Application documents	[1] Application form for Non-degree Program [2] A certificate of graduation or expected graduation, a degree certificate of the school an applicant is or was previously enrolled in(original) [3] A transcript of all grade for undergraduate studies and above(original) [4] A copy of a certificate of English language ability(required) A copy of a certificate of Japanese language ability(certificate holders only) [5] Written proof verifying payment of a screening fee [6] One photo(4cm×3cm) *This is necessary separately from the one on application form. [7] A letter of dispatch (Dispatched non-degree students only)  *The application form should be written in Japanese or English with a black or blue ballpoint pen by an applicant. *Application documents are non-returnable. Once a document has been submitted, it cannot be copied.	

## 9. 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 one of the categories below, so please contact IPS Office, Waseda University (E-mail:gakumu-ips@list.waseda.jp).

- 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.

\* 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.

### 10. Dispatch of an application card

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 application form.

If you apply for Domestic application and have not received the application card 2 days before the screening 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 notice of success 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 selection.

### 11. Screening/Announcement of Admission Results

	Domestic application	Overseas application
Screening method	Document screening, Interview	Document screening
Screening schedule, Place	February 8 (Sat), 2020 *The place for an interview is Kitakyushu campus or Tokyo campus of Waseda University	
Announcement of Admission Results	February 18 (Tue), 2020 The result will be sent to the email address written on an application form. Only successful applicants will receive a notice of success and documents for entrance procedures by postal mail.	January 28 (Tue), 2020

### 12. Entrance Procedures

After the payment of tuitions, submission of documents for the 1st and 2nd admission procedures, and WEB registration, your entrance procedures will be completed.

	Domestic application	Overseas application
Entrance procedure period	February 19 (Wed), 2020 – February 26 (Wed), 2020 *Documents must arrive by the final day.	February 3 (Mon), 2020 – February 14 (Fri), 2020 *Documents must arrive by the final day.
Submission method	Send via Postal Mail or Submit in Person	
Address and time for submission	Admissions Office Graduate School of Information, Production and Systems, Waseda University 2-7 Hibikino, Wakamatsu-ku, Kitakyushu, Fukuoka 808-0135, Japan TEL: +81-93-692-5017 9:00 am - 5:00 pm(Excluding Saturdays, Sundays, and National/School Holidays)	
Fees	Tuition fee: 131,400JPY per course(Master Non-degree Program only) Research guidance fee: Master Program 328,500 JPY per semester : Doctoral Program 226,750 JPY per semester *As a rule, we do not return submitted documents or refund tuition and fees (tuition fee and Research guidance fee). 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 the tuition and fees. For more information about the procedure for receiving such refund, refer to the guide to entrance procedures mailed to successful applicants.	
Date of enrollment	April 1, 2020	

### 13. 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.

#### **14. Accommodations during the Examination and School Attendance**

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 Admissions Office at Waseda University immediately.

#### **15. Dishonest Acts**

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) Answering questions using an instrument not allowed to be used during the written examination
  - 3) Keeping your mobile phone with you or using it during the examination
  - 4) Letting your mobile phone 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.

#### **16.Disclaimer**

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.

#### **17.Contact Address**

**IPS Admissions Office**

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

**Waseda University**

2-7 Hibikino, Wakamatsu-ku, Kitakyushu, Fukuoka 808-0135, Japan

TEL: +81-93-692-5017 FAX: +81-93-692-5021

E-mail: [gakumu-ips@list.waseda.jp](mailto:gakumu-ips@list.waseda.jp)

URL: <https://www.waseda.jp/fsci/gips/en/>