

**Graduate School of Information, Production and Systems,  
Waseda University**  
**Application Guide for the Postgraduate Study Abroad  
Program (China Scholarship Council)**

This examination is for applicants who meet the eligibility criteria for Postgraduate Study Abroad Program by China Scholarship Council (CSC), and be nominated by their home university or other institutions based on the designated procedure, and intend to apply for a scholarship from the CSC.

### 1. Application Guideline

<b>Major -Field-</b>	Information, Production and Systems -Information Architecture -Production Systems -Integrated Systems
<b>Program</b>	Doctoral Program Three-year program for students who pursue a doctoral degree
<b>Number of Students to be Admitted</b>	Doctoral Program: Not specified
<b>Application Period</b>	<p>【Domestic application】 February examination: January 6, 2020(Mon)～January 15, 2020(Wed)(Postmarked no later than last day)</p> <p>【Overseas application】 January examination: November 18, 2019(Mon)～November 29, 2019(Fri)(Must arrive by final day) February examination: January 6, 2020(Mon)～January 15, 2020(Wed) (Must arrive by final day)</p> <p>【IPS doctoral course application for IPS master students】 Please ask IPS office for the detail.</p>
<b>Selection procedure</b>	Domestic application: Documentary examination and Interview Overseas application: Documentary examination
<b>Results Announcement</b>	<p>【January examination】 December 26, 2019(Thu) 【February examination】 February 14, 2020(Fri)</p> <p>Examination results will be announced online. The “Application numbers” of successful applicants will be uploaded on the IPS website from 10:00am (Japan Standard Time) on the day of the announcement. We send you the notice of result for each examination on above date by EMS if you pass.</p> <p>*A letter of acceptance will be sent out to successful applicants with the notice of result.</p>
<b>Term of Admission</b>	September, 2020

✧ For further details about our research bases and faculty members, please refer to the "Admission Guide and Pamphlet of Graduate school of Information, Production and Systems, Waseda University".

### 2. Qualifications for application

Applicants must meet both qualifications (1) and (2).

(1) Applicants must meet the eligibility criteria for Postgraduate Study Abroad Program by China Scholarship Council, hereinafter abbreviated as CSC (\*), and be nominated by their home university or other institutions based on the designated procedure by CSC, and intend to apply for a scholarship (国家建设高水平公派研究生项目「与日本早稻田大学合作奖学金」) from the CSC.

(2) Applicants must have obtained a master's degree, professional master's degree, or any equivalent degree. Or applicants are expected to obtain a master's degree by September 20, 2020 for September 2020 entrance (by March 31, 2021 for April 2021 entrance). If applicants affiliate with the Master's and PhD joint degree program, they need to be enrolled in their home university's graduate school for at least two years at the time of enrollment into the graduate schools at Waseda University and need to be recognized its equivalent to master's degree from a college or university of recognized standing.

※ Applicants must fall under the following eligibility condition for the Postgraduate Study Abroad Program by CSC.

(1) Those who reside inside China

Applicants who obtained a Master's Degree, Professional Master's Degree, or any equivalent degree, or have enrolled in the first year of doctoral program, or applicants enrolling in the master's program inside China and who are expected to obtain a Master's Degree by September 20, 2020.

(2) Those who reside outside China

For your eligibility, please contact China Scholarship Council. \*Those who are residing in Japan, please contact the "Embassy of the people's republic of China in Japan".

### 3. Application Procedure

#### (1) Preliminary Consultation (Must)

Applicants to the doctoral program need to contact with the desired research supervisor by e-mail and so on and obtain consent before applying. After that, please be sure to submit the application documents to Admissions office of Graduate school of Information, Production and Systems, Waseda University within application period. You still need to submit an application within the application period shown below and pass the screening even if you obtain a Letter of Conditional Consent of Acceptance from the research supervisor. If you fail to do so, you will not be eligible to enter Waseda University with CSC scholarship.

【January examination application period】 November 18, 2019(Mon)~November 29, 2019(Fri)

【February examination application period】 January 6, 2020(Mon)~January 15, 2020(Wed)

\* If applicants are currently enrolled the 1st year for the PhD program at Waseda University, please contact the Center for International Education prior to application.

(Center for International Education: TEL +81-3203-9806, Email: in-cie@list.waseda.jp)

#### (2) Screening Fee:

Applicants are exempted from the payment of the screening fee.

#### (3) Application documents

##### < Domestic application >

Prescribed Form		Documents to be Submitted
*	①	Application form for the Postgraduate Study Abroad Program(China Scholarship Council)
*	②	Application form for admission 【Form 1】
*	③	Research Plan 【Form 2】
*	④	Letter of recommendation 【Form 3(A)】
*	⑤	Overview of previous bachelor's thesis or master's thesis 【Form 4(A)】
*	⑥	Address tag
	⑦	Certificate of (expected) graduation, certificate of (expected) completion, and a degree certificates(originals)
	⑧	All grade transcripts for undergraduate studies and above
	⑨	Certificate of enrollment(doctoral student only)
	⑩	Two color photographs (one to be affixed to ②the application form for admission, and one to be submitted with the other application documents )
*	⑪	Statement of source of funds 【Form 5】
	⑫	A copy of official certificate proving English language ability. And if you have official certificate proving Japanese language ability, submit a copy of it.
	⑬	Certificate of residence *The social security and Tax Number should not be printed.

## < Overseas application >

Prescribed Form		Documents to be Submitted
*	①	Application form for the Postgraduate Study Abroad Program(China Scholarship Council)
*	②	Application form for admission 【Form 1】
*	③	Research Plan 【Form 2】
*	④	Letter of recommendation 【Form 3 (A), (B) or (C)】
*	⑤	Overview of previous bachelor's thesis or master's thesis 【Form 4(A)】 or Overview of work history 【Form 4(B)】
*	⑥	Address tag
	⑦	Certificate of (expected) graduation, certificate of (expected) completion, and degree certificates(notarized copies)
	⑧	All grade transcripts for undergraduate studies and above
	⑨	Certificate of enrollment(doctoral student only)
	⑩	Two color photographs (one to be affixed to ②the application form for admission, and one to be submitted with the other application documents )
*	⑪	Statement of source of funds 【Form 5】
	⑫	A copy of official certificate proving English language ability. And if you have official certificate proving Japanese language ability, submit a copy of it.
	⑬	Passport copy

## <Detail description>

### ①Application form for the Postgraduate Study Abroad Program(China Scholarship Council)

Please fill out the required items and submit this application form together with other application documents.

By attaching this form to other application documents, you apply for an entrance examination for the Postgraduate Study Abroad Program(CSC).

### ②Application form for admission 【Form 1】

Fill in the blanks without any omissions.

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 e-mail 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 e-mail if there is any deficiency in your application documents.

### ③Research Plan 【Form 2】

Write an outline of your study theme and research plan in 1,000 characters or less in Japanese (500 words or less, in English). Attachments are not permitted.

### ④Letter of recommendation 【Form 3(A), (B) or (C)】

It should be written in English or Japanese and put in an envelope and seal up.

Make sure that the letter includes the date and the signature or seal of the recommender. The letter must be original, not a copy.

For applicants who are currently engaged in undergraduate or graduate studies, please submit a letter of recommendation from a thesis advisor or an equivalent faculty member. 【Form 3(A) or (B)】

For applicants who are currently employed, please submit 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)】

### ⑤Overview of previous bachelor's thesis or master's thesis 【Form 4(A)】 or Overview of work history 【Form 4(B)】

Applicants should describe master's thesis, etc. If you have not been assigned a master's thesis, or have not begun work on it, please describe either the studies and research which you have done thus far or your research plan. 【Form 4(A)】

Applicants who are currently employed should give an overview of their work history, etc. 【Form 4(B)】

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

### ⑥Address 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 parts of address tag.

For an address outside Japan, be sure to write in English.

**⑦Certificate of (expected) graduation, certificate of (expected) completion and (expected)degree certificates)**

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 numbers.

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. Applicants who will be expected to complete a master’s program at the time of application must submit certificate of expected completion and certificate of expected master degree (Japanese or English) sealed by a university, and submit a certificate of graduation and certificate of master degree immediately after 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.

**⑧All grade transcripts for undergraduate studies and above**

Applicants 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. Copies, including notarized copies, are not acceptable.

**⑨Certificate of enrollment(doctoral student only)**

Applicants currently having enrolled the PhD programs must submit an enrollment certificate from their affiliated university in Japanese or English.

**⑩Two color photographs (one to be affixed to ②the application form for admission, and one to be submitted with the other application documents )**

Affix one copy of a color photograph (H:4cm, W:3cm) taken within 3months, without frame, upper body, no hat, front face, no background, to the first page of ②the application form for admission. After writing your name on the back of the other copy, submit it with the other application documents. 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.

**⑪Statement of source of funds 【Form 5】**

State who will bear your expenses and how they will be borne in JPY.

**⑫A 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.

**⑬Certificate of residence(only for domestic applications by non- Japanese applicants)**

The social security and Tax Number should not be printed. The certificate should show your resident status, period of stay and current address, and be issued in 3 month. You need to obtain an official certificate at your ward office or municipal office.

**⑭Passport copy(only for overseas applications by non-Japanese 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.

**(4) Important Notes for Application**

-The application documents should be written in Japanese or English with black pen or blue pen by applicant.  
The formats of specified forms can be downloaded from the following website.

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

-In preparing documents with word limits, please observe the limits strictly.

-You need to send all relevant documents (see table, below)

In case of domestic application, please send all relevant documents together by Express Simplified Registered mail from a post office.

In case of overseas application, please send by the fastest andailable 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

-You may be deemed to have committed a dishonest act if Waseda University determines that you have falsified, fabricated, or plagiarized the submitted document(s), statement(s), or information submitted for

your application. In case that this type of misconduct is found, the submitted application documents and screening fees are not returned or refunded.

- Application documents must be complete for you to qualify to take the entrance examination. If we contact you concerning your application, please follow our instructions immediately. Submission of false or inaccurate statements or documents will result that the applicant is disqualified from taking the examination.
- 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, an exception can be made for documents that cannot be reissued.
- Should there be a change in your address, telephone number or e-mail address, promptly send an email to koho-ips@list.waseda.jp. Waseda University will not bear any responsibility if the School is unable to contact you because of the change. If applicants outside Japan change their residence and fail to inform the Admissions Office of the change, they may be disqualified from taking the examination.
- The recommendation application and each certificate may be verified by contacting the issuer or public institution.
- If you will need special consideration when taking the examination or entering school due to physical disability, please inquire with IPS before applying. Also, please consult IPS promptly about any possibility that a major illness or injury will interfere with the examination or entrance procedure, even if the problem happens to arise after you have submitted your application.

#### 4. Screening Process

Graduate school of Information, Production and Systems comprehensively evaluates all the application documents submitted for domestic application and overseas application. Regarding domestic application, an interview is held.

#### 5. Results Announcement

【January examination】 December 26, 2019(Thu)

【February examination】 February 14, 2020(Fri)

Examination results will be announced online. The “Application numbers” of successful applicants will be uploaded on the IPS website from 10:00am (Japan Standard Time) on the day of the announcement. We send you the notice of result for each examination on above date by EMS if you pass.

\*A letter of acceptance will be sent out to successful applicants with the notice of result.

Schedule	China	Waseda University
Middle March through Early April, 2020 (TBA)	1) Applicants selected as candidates will submit a Letter of Conditional Consent of Acceptance sent from Waseda University to their home university in China and complete an online application for the CSC scholarship 国家建设高水平公派研究生项目「与日本早稻田大学合作奖学金」.	
June 2020 (TBA)	2) CSC will officially select scholarship recipients. Applicants who was officially selected as recipients of the 国家建设高水平公派研究生项目「与日本早稻田大学合作奖学金」 will send their scholarship certificate issued from the CSC to Waseda University.	3) Based on the result of CSC's selection of scholarship recipients and by receiving the scholarship certificates sent from applicants, Waseda University will finally select and inform the enrollment procedure to officially accepted applicants.

#### 6. School Expenses, Scholarships, etc.

- Candidates who were not selected by CSC as recipients of the 国家建设高水平公派研究生项目「与日本早稻田大学合作奖学金」, they will result in nullification of their conditional consent of acceptance of Waseda University.
- The students who were accepted by this program are exempt from the entrance fee, tuition, and is cellaneous fees during the period enrolled in Waseda University (Doctoral Program for a maximum period of 36 months, Special Research Students Program for a Maximum period of 12 months).
  - \* Note: Tuitions and fees for non-degree subjects/courses which are not considered as basic requirements for completion of graduate school programs(Japanese Language Subjects etc.) are not covered.
- You cannot apply for both a scholarship offered by Waseda University and a scholarship offered by other institutions including the Japanese Government.

- Living expenses and the round-trip air ticket are provided to you by the CSC.
- We will not make arrangements for the dormitory. You have to arrange accommodation in Japan by yourself and pay the rent.
- This program will only be granted to those whose status of residence is “Student” during the period enrolled in Waseda University.

## 7. Admission Procedure

Successful applicants will receive a Letter of Acceptance from the IPS Admissions Office. Each applicant needs to submit the letter to his/her school and send an online application for the scholarship to the China Scholarship Council (CSC). After officially being approved as a scholarship recipient by CSC, each applicant is required to send an original scholarship award certificate(English) from CSC to the IPS Admissions Office. After we check the certificate, we will send it back to you.

All completed documents for admission procedure must be submitted to the IPS Admissions Office by postal mail by the last day of admission period. Those who will be unable to complete the procedure during the designated period due to unavoidable reasons are advised to consult the IPS Admissions Office.

\*Regarding the period for admission procedures, please refer to IPS website;

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

## 8. Waseda University Entrance Exam

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:
  - 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)
  - Providing benefits to other examinees (providing them with answers etc.) during the examination
  - Keeping your mobile communication device with you or using it during the examination
  - Letting your mobile communication device or watch emit noise (incoming call alert, alarm, vibration, etc.) during the examination
  - Conducting acts that could be considered a nuisance to other examinees at the examination venue
  - Not following instructions from the examination supervisors at the examination venue
  - Pretending to be an applicant and taking the examination for the applicant
  - 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.

## 9. Actions Taken by Waseda University in Entrance Examinations

Please be aware that Waseda University may take the following actions in entrance examinations.

- (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.

## **10. Contact 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    FAX: +81-93-692-5021**

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

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

**Office Hours: 9:00 – 17:00 (local time)    \*Closed on Saturdays, Sundays and holidays**