

# IPS

Waseda University  
Graduate School of  
Information Production  
and Systems

Entering in April and September 2024

# Admission Guide

for Master's Program and Doctoral Program

Recommended • General •  
Work force Application

WASEDA UNIVERSITY

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

## ○Handling of Personal Information

Waseda University will use the personal information (address, name, date of birth, etc.) collected at the time of application to discharge duties relating to entrance examinations, announcement of successful applicants, admission procedures, and other related work. In doing so, the University will take necessary and appropriate measures to prevent the leakage, outflow, or unauthorized use of such personal information. Note that the University may outsource all or part of the above-stated items. In such cases, the University will oblige, by contract or other means, the subcontracted entity or entities to perform necessary and appropriate management of the information. The University may inquire about the authenticity, etc., of documents, materials, theses, and information, etc. submitted to the University (hereinafter, “Submitted Related Documents”) by providing said Submitted Related Documents to the issuers, providers, theses review entities, etc. By submitting or providing the Submitted Related Documents to the University, the applicant agrees to the University’s right to make such inquiries. In addition to the above, personal information that has been statistically processed, keeping individual identities confidential, will be used as material for surveys and research for the University’s admission selection processes. Please understand this in advance.

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.

# 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]**

The registration on the online application system "TAO" needs to be completed by 23:59 Japan Standard Time of the final day of Application period.

##### <April 2024 admission>

	Application period (Documents must arrive by the final day)	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	May 29, 2023 (Mon) ~June 16, 2023 (Fri)	July 7, 2023 (Fri) July 8, 2023 (Sat)	July 14, 2023 (Fri)	November 6, 2023 (Mon) ~November 13, 2023 (Mon)	Early March, 2024
October examination	September 4, 2023 (Mon) ~September 22, 2023 (Fri)	October 13, 2023 (Fri) October 14, 2023 (Sat)	October 20, 2023 (Fri)		
February examination	January 9, 2024 (Tue) ~January 22, 2024 (Mon)	February 9, 2024 (Fri) February 10, 2024 (Sat)	February 16, 2024 (Fri)		
Entrance examination category	Recommended application · General application · Work force application				
Selection procedure	Documentary examination · Interview				

##### <September 2024 admission>

	Application period (Documents must arrive by the final day)	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 9, 2024 (Tue) ~January 22, 2024 (Mon)	February 9, 2024 (Fri) February 10, 2024 (Sat)	February 16, 2024 (Fri)	April 1, 2024 (Mon) ~April 8, 2024 (Mon)	Mid August, 2024
July examination	June 3, 2024 (Mon) ~June 21, 2024 (Fri)	July 12, 2024 (Fri) July 13, 2024 (Sat)	July 19, 2024 (Fri)	July 25, 2024 (Thu) ~August 1, 2024 (Thu)	
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)]**

The registration on the online application system "TAO" needs to be completed by 23:59 Japan Standard Time of the final day of Application period.

##### <April 2024 admission>

2023	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	May 29, 2023 (Mon) ~June 16, 2023 (Fri)	July 14, 2023 (Fri)	November 6, 2023 (Mon) ~November 20, 2023 (Mon)	Early March, 2024
October examination	September 4, 2023 (Mon) ~September 22, 2023 (Fri)	October 20, 2023 (Fri)		
December examination	November 13, 2023 (Mon) ~November 27, 2023 (Mon)	December 21, 2023 (Thu)		
Entrance examination category	Recommended application · General application · Work force application			
Selection procedure	Documentary examination			

##### <September 2024 admission>

2023	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
December examination	November 13, 2023 (Mon) ~November 27, 2023 (Mon)	December 21, 2023 (Thu)	April 1, 2024 (Mon) ~April 15, 2024 (Mon)	Mid August, 2024
February examination	January 9, 2024 (Tue) ~January 22, 2024 (Mon)	February 16, 2024 (Fri)		
June examination	April 15, 2024 (Mon) ~May 2, 2024 (Thu)	June 7, 2024 (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
	Bio Information Sensing	KAMEOKA, Jun
	Example-based machine translation/NLP	LEPAGE, Yves
	Bio-Robotics & Human-Mechatronics	MATSUMARU, Takafumi
	Fiber-optic systems	TSUBOKAWA, Makoto
	Community Computing	YOSHIE, Osamu
	Network Intelligence and Security	WU, Jun
Production Systems	Design Engineering and Systems	ARAKAWA, Masao
	Mobile Robotics Platform	HASHIMOTO, Kenji
	Micro and Nano Fluidic Device	MAWATARI, Kazuma
	Current Bioelectronics	MIYAKE, Takeo
	Mechanical System Design	TANAKA, Eiichiro
	Production Process	TATENO, Shigeyuki
	Functional Thin Films	UEDA, Kenji
Integrated Systems	Biomedical Engineering	TAKAHASHI, Junko
	Image Information Systems	IKENAGA, Takeshi
	High-Level Verification Technologies	KIMURA, Shinji
	Intelligent Acoustic Systems	MAKINO, Shoji
	Integrated System Optimization	YAMASAKI, Shintaro
	Wireless Communication Circuits Technologies	YOSHIMASU, Toshihiko
	Micro Electro-Mechanical Systems	KEHASHI, Tamio
	Light Emitting Systems	KAKITSUKA, Takaaki
	Opto-electronic Integrated Systems	TAKAHATA, Kiyoto

# 2

## Qualifications for application

Those who meet at least one of the following qualifications for application can apply.  
Entrance period April : from April 1st, 2024 , September : from September 21st, 2024

### 1 Master's program

- Those who have graduated or are scheduled to graduate from a university in Japan by the entrance period that applicants wish to matriculate.
- Those who have received a Bachelor's Degree from the National Institution for Academic Degrees and University Evaluation or are scheduled to receive such a degree by the entrance period that applicants wish to matriculate.
- Those who have completed 16 years of standard school education outside Japan or are scheduled to complete such education by the entrance period that applicants wish to matriculate.
- Those who have completed a more than 3 years program in a university outside Japan or are scheduled to complete such education and hold a bachelor degree by the entrance period that applicants wish to matriculate.
- Those who are designated by the Minister of Education, Culture, Sports, Science, and Technology by the entrance period that applicants wish to matriculate.
- Those who have been enrolled at a university for more than three years (or have completed 15 years of school education overseas or are scheduled to complete such education by the entrance period that applicants wish to matriculate) and have been recognized by the Graduate School of Information, Production and Systems as having earned a specified number of credits with an excellent academic record.
- Those who have been recognized by the Graduate School of Information, Production and Systems as possessing academic credentials superior to those of university graduates through an individual entrance requirements screening process and are scheduled to reach 22 years of age by the entrance period that applicants wish to matriculate.

- \* "University" mentioned in requirements a, and f, refers to a university which is approved by the Ministry of Education, Culture, Sports, Science and Technology of Japan.
- \* "Those who have completed 16 years of standard school education outside Japan" means a person who has completed the 16th year of study in formal school education outside Japan. It will be judged not by whether you have been educated for 16 years, but by whether you have completed the 16th year of the course.
- \* 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 f. or g. 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.).
- \* Graduates from three-year specialized college (zhuanke) programs in China do not meet the requirement f. However, those who have graduated from a four-year (benke) program after graduating from a three-year program, and completed 16 years of school education will be considered to fulfill requirement c.
- \* 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 Professional Doctoral Degree in Law or those who are expected to obtain such degree by the entrance period that applicants wish to matriculate.
- 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 the entrance period that applicants wish to matriculate.
- 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 the entrance period that applicants wish to matriculate.
- 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 or professional doctoral degree in law through an individual entrance requirements screening process and are expected to reach 24 years of age by the entrance period that applicants wish to matriculate. Those who have completed the first two years of a continuous five-year doctoral course are included.

- \* "Master's degree" mentioned in requirement a, refers to a master's degree which was obtained in Japan or is expected to be obtained in Japan.
- \* 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.).

Faculty of Waseda University including Waseda University Junior/Senior High School, Waseda University Honjo Senior High School and Art and Architecture School are not able to become a student of the University, although there are few exceptions according to the university regulations. If you have any question, please ask Waseda University administration offices.

## 【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> <li>*Concrete grade standard is not set.</li> </ul>
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> <li>*Concrete grade standard is not set.</li> </ul>
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 following 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

The application will be completed by paying the screening fee, submitting and accepting application documents. The incomplete application documents may not be accepted. Please ensure that application documents arrive within the designated application period for each admission time.

Please refer to 3 Instructions for application and documents to be submitted of P8-11.

〈Note〉 The screening fees and documents submitted for the entrance examination are non-returnable basically. Making a copy is not acceptable.

## 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 cannot choose domestic and overseas applications, or April and September entrance applications at the same time.

### ● Domestic application :

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

### ● Overseas application :

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

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

## 2 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

- Please pay the screening fee at a convenience store near you.
- To make a payment at a convenience store, you must complete the designated application procedure in advance by accessing the “screening fee convenience store payment site” (<http://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 and submit it. Check the details on the screening fee payment method on page 5.
- The payment can be made 24 hours a day, seven days a week, including Saturdays, Sundays, and holidays. However, please note that application via the website will end at **23:00** on the last day of the payment period. Similarly, you will not be able to make a payment at a convenience store after **23:30** on the last day of the payment period.
- 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.
- If you are unable to make the payment at a convenience store for some reasons, please contact IPS Office in advance.

#### ② Payment by Credit Card, Union Pay

- To make a payment by credit card or online payment system (China Union Pay), please access the online screening fee payment website (<https://e-shiharai.net/ecard/>) and complete the required procedure. Please select as follows for Category Selection of e-shiharai.net.

First selection	Graduate School of Information, Production, and Systems
Second selection	April 2024 Admission (Example)
Third selection	Master’s program / Doctoral program
Fourth selection	July examination Domestic application JPY 35,000 (Example)

- After completing the transaction, submit the printed “Result” page.
- ※ The payment can be made 24 hours a day, seven days a week, including Saturdays, Sundays, holidays. On the last day of the payment period, please complete the transaction by **23:00** Japan time.
- ※ The payment can be made with a credit card held in the name of a person other than the applicant. However, the applicant’s information must be entered in the “Basic Information” page of the screening fee payment website.

Term of admission	Remittance period
April 2024	July examination May 22, 2023(Mon)~ June 16, 2023(Fri)
	October examination August 28, 2023(Mon)~ September 22, 2023(Fri)
	February examination December 26, 2023(Tue)~ January 22, 2024(Mon)
September 2024	February examination December 26, 2023(Tue)~ January 22, 2024(Mon)
	July examination May 27, 2024(Mon)~ June 21, 2024(Fri)

### Return of Application Documents and Refund of Screening Fee

As a general rule, submitted documents will not be returned and the screening fee will not be refunded. However, in the following cases, only the screening fee will be refunded in full or in part. If any of these apply to you, please contact IPS Office, Waseda University (E-mail:koho-ips@list.waseda.jp).

- 1) You paid more than the prescribed screening fee amount.
- 2) You paid the screening fee but did not submit your application documents.
- 3) You paid the screening fee but submitted your application documents after the deadline.
- 4) You paid the screening fee and submitted the application documents, but your application was not accepted because it was incomplete or did not meet the eligibility criteria.

If the screening fee was paid by credit card, you will be responsible for any fees incurred during the refund.

# Waseda University

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

Now you can transfer funds to pay for your entrance examination - 24 hours a day - from your nearest Lawson, Ministop, FamilyMart, Seven-Eleven.

- 1** Before going to the convenience store, you will need to obtain an application number which you can get from going online on either your cellphone or computer. This number will be required when you make your payment.



<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 you will receive this deadline upon completing the online application, 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.

**SEVEN-ELEVEN**  
Paying at SEVEN-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  
※If a payment slip is not printed out, just tell your number to the counter staff.

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**  
Paying at LAWSON or MINISTOP  
[11-digit Customer Number] お客様番号  
[4-digit Verification Code] 確認番号

Use the Lawson information terminal **Loppi**

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" button on the touch screen  
All Payments

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

- Information terminal 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.

\* Design and layout of the touch screen buttons is subject to change without notice.

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

Use the FamilyMart information terminal or multifunction copier

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

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

- 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 ●Family Mart

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.



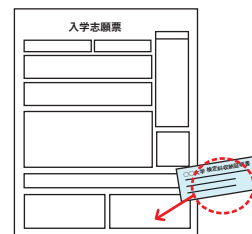
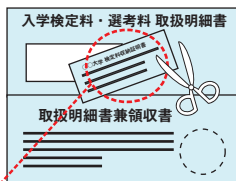
The appearance of the ticket you receive may differ from the illustration above.

**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.

●Lawson ●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.



※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 as the same at all participating

convenience stores:	Entrance exam fee ¥49,999 or less	500 yen
	Entrance exam fee ¥50,000 or more	720 yen

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 and Union Pay

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 and Union Pay.



Web Application - Online Transaction



Access the site below

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

**1. Top Page**

Please choose a category "大学・短大" or "大学院".  
Undergraduate School Graduate School

**2. School Selection**

Click "早稲田大学 (クレジットカード・中国オンライン決済専用)"  
Waseda University  
or "早稲田大学大学院 (クレジットカード・中国オンライン決済専用)".  
Waseda University(Graduate Schools)

**3. School Information**

Read the information carefully and click "同意する".  
Agree

**4. Category Selection**

Choose First to Fourth Selection and click "次へ".  
Next

**5. Basic Information**

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

Please click the "申込内容照会" 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 "申込内容照会結果" page.

### Paying with Union Pay

Follow the onscreen instructions to complete the card payment.

Please click the "申込内容照会" 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 "申込内容照会結果" page.

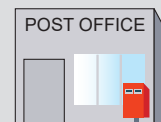
Enclose the printed "申込内容照会結果" page in an application envelope with other necessary application documents.



Necessary application documents



Mail it from Post office



## [NOTICE/FAQ]

- During payment periods and application periods mentioned in the application documents, you can make a payment anytime. Please confirm from application documents and complete payment in time for the application period.
- On the last date of the payment period, please finish card settlement procedure by 11:00pm Japan time.
- Please directly contact the credit card company if your card is not accepted.
- It is possible to use a card which carries a name different from that of the applicant. However, please make sure that the information on the basic information page is the applicant's information.

## ■ 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	565 yen
30,000 yen ~ 49,999 yen	1,005 yen
50,000 yen ~ 69,999 yen	1,446 yen
70,000 yen ~ 99,999 yen	1,833 yen
100,000 yen ~ 199,999 yen	2,074 yen
200,000 yen ~ 299,999 yen	2,618 yen
300,000 yen ~	4,400 yen

For questions or problems not mentioned here, please contact :

**E-Service Support Center Tel : +81-3-5952-9052 (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 the local financial institution requires a separate handling/lifting fee, you must pay the fee in addition to the above remittance.) Be sure to submit a copy of the overseas-remittance request.

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 name	Edogawabashi Branch
Account number	0035967FKK (Account number is seven numbers and three alphabets)
Beneficiary	Waseda University
Bank address	3-7, Kagurazaka Shinjuku-ku Tokyo 1620825, 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 and Union Pay

To make a payment by credit card or online payment system (China Union Pay), please access the online screening fee payment website (<https://e-shiharai.net/ecard/>) and complete the required procedure.

First selection	Graduate School of Information, Production, and Systems
Second selection	September 2024 Admission (Example)
Third selection	Master's program / Doctoral program
Fourth selection	June examination Overseas application JPY 5,000 (Example)

•After completing the transaction, submit the printed "Result" page.

※The payment can be made 24 hours a day, seven days a week, including Saturdays, Sundays and holidays. On the last day of the payment period, please complete the transaction by **23:00** Japan time.

※The payment can be made with a credit card held in the name of a person other than the applicant. However, the applicant's information must be entered in the "Basic Information" page of the screening fee payment website.

Term of admission	Remittance period
April 2024	<p>July examination May 22, 2023(Mon)~ June 16, 2023(Fri)</p> <p>October examination August 28, 2023(Mon)~ September 22, 2023(Fri)</p> <p>December examination November 6, 2023(Mon)~ November 27, 2023(Mon)</p>
September 2024	<p>December examination November 6, 2023(Mon)~ November 27, 2023(Mon)</p> <p>February examination December 26, 2023(Tue)~ January 22, 2024(Mon)</p> <p>June examination April 8, 2024(Mon)~ May 2, 2024(Thu)</p>

#### Return of Application Documents and Refund of Screening Fee

As a general rule, submitted documents will not be returned and the screening fee will not be refunded. However, in the following cases, only the screening fee will be refunded. If any of these are applicable to you, please contact IPS Office, Waseda University (E-mail:koho-ips@list.waseda.jp).

- 1) You paid the screening fee but did not submit the application documents.
- 2) You paid the screening fee but submitted the application documents after the deadline.
- 3) You paid the screening fee and submitted the application documents, but your application was not accepted because it was incomplete or did not meet the eligibility criteria.

If the screening fee was paid by credit card, or if the refund is to be deposited into a bank account outside of Japan, you will be responsible for any fees incurred in connection with the refund.

## ● 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.
- 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

Applicants who meet the conditions shown below (1. Eligibility) are eligible to have their screening fees waived.

### 1. Eligibility

The applicant must reside in one of the countries listed below AND hold nationality of one of those countries.

\*The applicant's country of residence and nationality do not necessarily have to be the same.

\*Applicants with dual nationality are only eligible if BOTH nationalities are included in the list of eligible countries.

### 2. Procedures

Along with the application documents, please submit the following documents in place of the proof of payment for the screening fee.

- 1) Form for Screening Fee Waiver (prescribed form)
- 2) Passport Copy (including all details of the applicant)

### 3. Notes

- 1) The screening fee waiver form will not be accepted if submitted after the application deadline under any circumstances.
- 2) Be careful not to pay the screening fee if you are claiming the waiver. The screening fee, once paid even by mistake or accident, will not be returned.
- 3) In the event that the applicant is found to be ineligible for the screening fee waiver program or has 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 Republic, Chad, Comoros, Democratic People's Republic of Korea, Democratic Republic of the Congo, Djibouti, Eritrea, Ethiopia, Gambia, Guinea, Guinea-Bissau, Haiti, Kiribati, Lao People's Democratic Republic, Lesotho, Liberia, Madagascar, Malawi, Mali, Mauritania, Mozambique, Myanmar, Nepal, Niger, Rwanda, Sao Tome and Principe, Senegal, Sierra Leone, Solomon Islands, Somalia, South Sudan, Sudan, Syrian Arab Republic, Tanzania, Timor-Leste, Togo, Tuvalu, Uganda, Yemen, Zambia

\*The above countries are classified as "Least Developed Countries" or "Low Income Countries which are not LDCs" in the list of ODA recipients as published by OECD/DAC.

## 3 Instructions for application and documents to be submitted

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Applicants need to apply through the online application system "The Admissions Office".

(The Admissions Office <https://admissions-office.net/>)

Applicants are required to complete the submission of application documents on TAO by 23:59 Japan Standard Time of the final day of Application period. You can complete the process by clicking the "Complete the Application" button on TAO. Incomplete applications cannot be accepted. The application will be completed by changing the status on TAO from "Application in progress" to "Application completed", paying the screening fee, submitting and accepting application documents. The deadline will NOT be extended under any circumstances.

### The steps of application

Download and prepare the application documents after confirming Admission Guide and mail the required original documents



Pay the screening fee



Create an account for online application from the URL below

<https://admissions-office.net/ja/portal>



Arrange the recommendation letter (only for Recommended application). Entry and upload of application documents in accordance with the TAO system and Admission Guide

• The application documents should be filled in Japanese or English. In preparing documents with word limits, please observe the limits strictly.

• From a post office, send all relevant documents together by Express Simplified Registered mail in case of domestic application.

In case of overseas application, send by the fastest and trailable way.

Mail to: Admissions Office, Graduate School of Information, Production and Systems, Waseda University

2-7 Hibikino, Wakamatsu-ku, Kitakyushu-shi, Fukuoka, 808-0135 JAPAN

• Application documents are non-returnable. If the document that is not required is submitted, the document cannot be returned either. In case 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.

• You may be deemed to have committed a dishonest act if you falsified, fabricated, or plagiarized a document, material, or information submitted in your application. In such a case, any decision taken regarding your application may later be invalidated, without the application documents and screening fee being returned.

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

• Be well aware that incomplete application documents may not be accepted. If we contact you concerning your application, please follow our instructions immediately.

• If you submitted a certificate indicating that you are expected to meet the qualifications required to enter Waseda University in order to meet the eligibility requirements stated in the application guidelines at the time of application, you must submit a certificate indicating that you have indeed met the requirement prior to enrollment. You will not be permitted to enter Waseda University, even if you pass the screening, unless you submit the relevant certificate.

(Note) All notices regarding your application are sent to your email address or from TAO system. Please check them on a regular basis.

◆ Domestic application

Documents to be submitted

How to submit	Application documents		Recommended application	General application	Work force application
Online	①	Applicant Information	○	○	○
Online	②	Research plan【Form 2】 *Use the prescribed forms on IPS website	○	○	○
Online	③	Letter of recommendation【Form 3(A), (B) or (C)】 *Make a request to a recommender via the online application system	○	—	○ (Either a letter of recommendation or of self-recommendation)
		Letter of self-recommendation【Form 3(D)】	—	—	
Online	④	Overview of bachelor's thesis or master's thesis【Form 4(A)】, Overview of work achievements【Form 4(B)】 or Overview of studies and research【Form 4(C)】(G-course) *Use the prescribed forms on IPS website	○	○	○ (Overview of work achievements)
Online	⑤	Screening fee remittance form	○	○	○
Online	⑥	Color photographs	○	○	○
Need to be mailed	⑦	Original certificate of (expected) graduation, Original certificate of (expected) completion, or Original certificate of degree(Japanese or English version) *For the applicants from Chinese university, refer to the next page ⑦.	○	○	○
Need to be mailed	⑧	All grade transcripts for undergraduate studies and above(Japanese or English version)	○	○	○
Need to be mailed	⑨	Original certificate of TOEFL, TOEIC, IELTS, EIKEN Test in Practical English Proficiency or CET 6.(required) Original certificate of Japanese language ability.(certificate holders only)	○	○	○

How to submit	Application documents		Japanese nationality	Non-Japanese nationality
Online	⑪	Statement of source of funds	—	○
Need to be mailed	⑫	Certificate of residence (only for non-Japanese applicants applying by domestic application) ※The social security and Tax Number should not be printed.	—	○

◆ Overseas application

Documents to be submitted

How to submit	Application documents		Recommended application	General application	Work force application
Online	①	Applicant Information	○	○	○
Online	②	Research plan【Form 2】 *Use the prescribed forms on IPS website	○	○	○
Online	③	Letter of recommendation【Form 3(A), (B) or (C)】 *Make a request to a recommender via the online application system	○	—	○ (Either a letter of recommendation or of self-recommendation)
		Letter of self-recommendation【Form 3(D)】	—	—	
Online	④	Overview of bachelor's thesis or master's thesis【Form 4(A)】, Overview of work achievements【Form 4(B)】 or Overview of studies and research【Form 4(C)】(G-course) *Use the prescribed forms on IPS website	○	○	○ (Overview of work achievements)
Online	⑤	Screening fee remittance form	○	○	○
Online	⑥	Color photographs	○	○	○
Need to be mailed	⑦	Original certificate of (expected) graduation, Original certificate of (expected) completion, or Original certificate of degree(Japanese or English version) *For the applicants from Chinese university, refer to the next page ⑦.	○	○	○
Need to be mailed	⑧	All grade transcripts for undergraduate studies and above(Japanese or English version)	○	○	○
Need to be mailed	⑨	Original certificate of TOEFL, TOEIC, IELTS, EIKEN Test in Practical English Proficiency or CET 6.(required) Original certificate of Japanese language ability (certificate holders only)	○	○	○
Need to be mailed	⑩	Official document to prove the ranking of a department (G-course applicants only)	○	—	—

How to submit	Application documents		Japanese nationality	Non-Japanese nationality
Online	⑪	Statement of source of funds	—	○
Need to be mailed	⑬	Original certificate of bank balance	—	○
Online	⑭	Passport copy	—	○

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

How to submit	Application documents		Japanese nationality	Non-Japanese nationality
Need to be mailed	⑮	Certificate of residence outside Japan	○	—

## ① Applicant Information <Enter ONLINE>

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

※For the purpose of administering entrance exams in an efficient manner and carrying out admission procedures, Waseda University collects information regarding your gender on legal documents. The information is collected only when the reason is deemed reasonable, and these cases are limited to a minimum. The information does not affect the screening result.

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

## ② Research plan [Form 2] <Submit ONLINE>

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Please download the prescribed form from IPS website, fill it out, and upload it from TAO.

Fill in 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)] <Submit ONLINE>

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Form 3(A), (B) or (C) must be submitted by the recommender within the application period through TAO. Please request a recommendation letter in English or Japanese to the Recommender on TAO. Make sure to communicate well with your recommender in advance. After you register the recommender's email address on TAO, the recommender will receive an email requesting the submission of the recommendation letter. The recommendation form can only be downloaded by the recommender. The e-mail address of the recommender should be officially used for his/her occupation. As a basic rule, IPS admissions office does NOT accept the free e-mail address with the domain name such as yahoo/gmail/qq, etc. as recommenders' one.

**Even before your recommender submits your evaluation/recommendation letters on TAO system, you can complete/submit online application.**

**Please note that you complete your online application within the application period.**

If you submit Letter of self-recommendation[Form 3(D)] for workforce application, please prepare it yourself and submit it from TAO.

### 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)], Overview of work achievements [Form 4(B)] or Overview of studies and research [Form 4(C)] <Submit ONLINE>

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Please download one of the following prescribed forms from IPS website, fill in and upload from TAO.

### 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 Bachelor's thesis, or have not begun work on it, please describe either the studies and research which you have done so far.

※ 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.

### c) Overview of studies and research[Form 4(C)]

Applicants to G-course should submit.

## ⑤ Screening fee remittance form <Submit ONLINE>

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Domestic applicants who pay by convenience store transfer : Submit the receipt after remitting the screening fee at the convenience store.

Overseas applicants who pay from a bank : Submit a copy of the overseas-remittance request.

Applicants who pay by Credit Card or Union Pay : Submit the "Result" page after payment.

## ⑥ Color photographs <Submit ONLINE>

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Submit 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. The photograph that is difficult to identify at the examination venue such as with or without glasses, hair style, and blurry photos such as snap photos and photos taken and printed by individuals with smartphones, etc. are not acceptable. Note that 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.

## ⑦ Certificate of (expected) graduation, Certificate of (expected) completion and degree certificate <Original required>

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If you submitted a certificate indicating that you are expected to meet the qualifications required to enter Waseda University in order to meet the eligibility requirements stated in the application guidelines at the time of application, you must submit a certificate indicating that you have indeed met the requirement prior to enrollment. You will not be permitted to enter Waseda University, even if you pass the screening, unless you submit the relevant certificate.

<Certificate of Graduation from applicants who graduated from universities outside China>

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's degree certificate. Certificate of expected graduation should include the date of expected graduation. The certificates in Japanese or English are acceptable. If you cannot submit your original certificates, please submit the certified true copy issued by your university with the university's original seal. If your academic transcript shows degree awarded (or degree conferred date), you do not need to submit your Certificate of Graduation.

<Certificate of Graduation from applicants who graduated from universities in China>

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

• Visit CSSD (CHESICC) website (<https://www.chsi.com.cn/en/>) for more information.

- Verification report must reach our office before the deadline of the application period.
- Only “Online Verification Report of Higher Education Qualification Certificate” sent directly from CSSD (CHESICC) will be considered valid as the original.

<Certificate of Degree from applicants who graduated from universities in China>

As a substitute for Certificate of Degree, applicants graduated from universities in China may use the service provided by CHSI to arrange for an official English version “Online Verification Report of Higher Education Degree Certificate” to be sent directly to our admissions office (koho-ips@list.waseda.jp).

- Visit CSSD (CHESICC) website (<https://www.chsi.com.cn/en/>) for more information.
- Verification report must reach our office before the deadline of the application period.
- Only “Online Verification Report of Higher Education Degree Certificate” sent directly from CSSD (CHESICC) will be considered valid as the original.
- Those who have graduated from universities in China and obtained a degree are required to submit both Certificate of Graduation and Certificate of Degree. (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).

<Certificate of Expected Graduation from applicants who will graduate from universities in China>

Please arrange for an official English version “Online Verification Report of Student Record” to be sent directly to our office (koho-ips@list.waseda.jp) from CSSD (CHESICC) via email as Certificate of expected graduation.

- Visit CSSD (CHESICC) website (<https://www.chsi.com.cn/en/>) for more information.
- Verification report must reach our office before the deadline of the application period.
- Only “Online Verification Report of Student Record” sent directly from CSSD (CHESICC) will be considered valid as the original.

### **⑧ Grade transcript <Original required>**

Applicants to master’s program should submit an original undergraduate grade transcript in Japanese or English, and applicants to the doctoral program should submit both original undergraduate and master’s grade transcripts in Japanese or English. 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 including all grades obtained more than undergraduate school should be submitted. If you cannot submit your original transcripts, please submit the certified true copy issued by your university with the university’s original seal. If you have studied abroad in your undergraduate and/or graduate programs and the credits earned at the host institution are accredited as required credits for the graduation but those details (e.g. number of credits, name of subjects, and grades) are not indicated in the official transcript issued by applicants’ home university, please submit the academic transcript issued by the host institution.

Students graduated universities in China may submit “Verification Report of China Higher Education Student’s Academic Transcript” issued by CSSD (CHESICC). Please arrange for an official English version “Verification Report of China Higher Education Student’s Academic Transcript” to be sent directly to our office (koho-ips@list.waseda.jp) from CSSD (CHESICC). Visit CSSD (CHESICC) website (<https://www.chsi.com.cn/en/pvr/>) for more information. Copies (without the university’s original seal), including notarized copies, are not acceptable.

### **⑨ Certificate of language ability <Original required>**

Submit one of the following English language proficiency certificates. If you only have test results taken by TOEIC, IELTS (Academic) or TOEFL, please mail the original certificate. In that case, it will not be returned. Refer to 8P for the shipping address. There is no limit on expiration date and score.

\*Applicants who have completed or are expected to complete the degree of university in countries where English is the native language and qualify for admission to a master’s or doctoral program are exempt from submitting language certificates of English.

TOEIC, IELTS(Academic), EIKEN Test in Practical English Proficiency: Request each organization to send the test results directly to our graduate school.

TOEFL : Request ETS to send the test results directly to our graduate school with our Institution code “C804” and Department Code “99” .

CET6 : Submit original “成绩证明” .

And if you have official certificate proving Japanese language ability, submit an original certificate. Submit “日本語能力試験認定結果及び成績に関する証明書” as a certificate of Japanese–Language Proficiency Test. If you only have test results, please mail the original certificate. In that case, it will not be returned. There is no limit on expiration date and score.

### **⑩ Official document to prove the ranking of a department(G–course applicants only) <Original required>**

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.

### **⑪ Statement of source of funds (only for non–Japanese applicants) <Enter ONLINE>**

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.

### **⑫ Certificate of residence (only for non–Japanese applicants applying by domestic application) <Original required>**

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.

### **⑬ Certificate of bank balance (only for overseas applicants) <Original required>**

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.

### **⑭ Passport copy (only for overseas applicants) <Submit ONLINE>**

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.

### **⑮ Certificate of residence outside Japan (only for Japanese applicants applying from overseas) <Original required>**

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.

#### 4 Dispatch of application number/Examinee number

After all the required application documents have been received and accepted, around one week before the examination date, an application number/examinee number will be informed you through TAO. It is available in the application page of TAO. Application number/Examinee number is not Application ID of TAO. If there are any deficiencies in the documents or submitted information, the application number will not be issued until the incompleteness is resolved. Contact IPS Admissions Office in case you have not received the application number 7 days before the announcement date of successful applicants.

※Print “Examinee slip” from TAO and keep it 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.

# 5

## Date, time and place of selection

#### 1 Domestic application

	July examination	October examination	February examination	July examination
Term of admission	April 2024			September 2024
Entrance examination category	Recommended application•General application•Work force application			
※1 Examination date	July 7, 2023 (Fri) July 8, 2023 (Sat)	October 13, 2023 (Fri) October 14, 2023 (Sat)	February 9, 2024 (Fri) February 10, 2024 (Sat)	July 12, 2024 (Fri) July 13, 2024 (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 notified via TAO or email.

※2 Please indicate your preferred place of examination on the application for admission.

The examination date and time are designated by our graduate school. We do not accept requests for changes.

#### Notice

- If you have an infectious disease that requires an excused absence under the School Health and Safety Act (e.g. COVID-19, influenza, measles or rubella) and have not yet recovered, please refrain from taking the examinations as there is a risk that you may infect other students or examination supervisors.
- Even if you do not fall under any of those mentioned above, if you have symptoms such as fever on the day of the test, consult your family doctor and follow their instructions such as deferring the exam on the day itself.
- Even if you are absent, unless the University has announced special measures, there will be no makeup examinations or refunding of screening fee.
- Keep a mask on at all times from the time you enter the examination room until you leave so that it hides your nose (not required when having your photo ID checked or when eating or drinking during a break). During breaks, you may only eat or drink at your own seat and should refrain from talking to others as much as possible.
- We request that you wear non-woven fabric masks, which are said to be more effective in preventing the spread of infection compared to other materials.
- If you have a disability or illness that prevents you from wearing a mask during examinations, you must request permission in advance to take the examinations without a mask. Submit your request at least 5 days before the day of the examination.
- Check your temperature and physical condition regularly about a week prior to the examinations and check your temperature before coming to the venue on examination days. Temperatures will not be checked at the examination venue (excluding first-aid stations).
- Use a hand sanitizer frequently.
- When the restrooms are crowded, please use the restrooms on the other floors as necessary.
- If you start feeling ill or unusual after arriving at the venue, please inform the nearby staff as soon as possible.
- If you learn after the examinations that you have been infected with COVID-19, contact the University immediately.
- Any additional information will be posted on this website (URL).

#### 2 Overseas application

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

## Waseda University Admissions Exam Procedures

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

<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 or end 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

Waseda University has established the following precautions to ensure that the entrance examination is conducted in a strict manner, and that all applicants may take the examination fairly and impartially.

Please read these precautions carefully before taking the entrance examination, and approach the examination with the appropriate attitude of seriousness.

1. Any falsification, misrepresentation, plagiarism, etc., of documents, materials, or information submitted to the University at the time of application may be considered as misconduct.
2. Doing any of the following may constitute misconduct.
  - ① Cheating (e.g., concealing or using cheat sheets, reference books, etc. during the examination, looking at other examinees' answer sheets, etc., seeking answers from other examinees, referring to notes on one's body, objects, desk, etc.).
  - ② Use of any item that is not permitted to be used during the written examination. (This includes placing said item or items on the desk or wearing them on one's person.)
  - ③ In the written test, touching the question booklet/answer sheet (e.g., opening the booklet, starting to answer the questions, writing on the reverse (back) side or in the margin, etc.) before the instruction "Start the test" is announced.
  - ④ In the written test, holding any writing instrument or continuing to answer in disobedience to the instruction stating, "Please put down your writing instrument and turn your answer sheet upside down."
  - ⑤ Any action that benefits another examinee or other examinees, such as communicating the answers to a question, etc., during the examination.
  - ⑥ Holding or using mobile phones, etc., during the examination.
  - ⑦ Enabling any sounds (incoming calls, alarms, vibrating sounds, etc.) on cell phones, watches, etc., during the examination.
  - ⑧ Behavior that disturbs other examinees in the examination room.
3. In case misconduct is suspected, the University may respond as follows. Failure to comply with these actions may be regarded as an admission of wrongdoing.
  - A supervisor (proctor), etc. may give examinees a warning or inquire about the circumstances.
  - The applicant may be requested to take the examination in a different seat or room.
  - The University may inquire about the authenticity, etc., of documents, materials, theses, and information, etc. submitted to the University (hereinunder, "Submitted Related Documents") by providing said Submitted Related Documents to the issuers, providers, theses review entities, etc. By submitting or providing the Submitted Related Documents to the University, the applicant agrees to the University's right to make such inquiries.
4. The following actions may be taken in the case of confirmed misconduct.
  - The applicant will not be permitted to take any entrance examination of the University in the relevant year (screening fees will not be refunded).
  - The results of all entrance examinations of the University for the relevant academic year shall be null and void.If, after enrollment, a student is found to have committed misconduct, he/she may be subject to a range of disciplinary action up to and including expulsion from the University, in accordance with the University's rules and regulations.

\*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.

# 6

## Announcement of successful applicants

Examination results will be announced online on the date of "Results announced" of P1. The "examinee 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 the documents for admission procedures.

※IPS admissions office will not answer any inquiries with regard to the reasons for the results and/or details of the screening via e-mail, by telephone, in person, or by any other means.

# 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 1<sup>st</sup> and 2<sup>nd</sup> admission procedures, and WEB registration, your admission procedures will be completed.

### 1 Delivery of documents for the admission procedure

Successful applicants will receive documents for admission procedures on or after the day of the announcement.

### 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	<b>April 2024 admission (all cycles):10:00~16:00</b> (Closed on Saturdays, Sundays, National Holidays) <input type="radio"/> July examination <input type="radio"/> October examination November 6, 2023(Mon)~November 13, 2023(Mon) <input type="radio"/> February examination February 22, 2024(Thu)~February 29, 2024(Thu)	—
	<b>September 2024 admission (all cycles):10:00~16:00</b> (Closed on Saturdays, Sundays, National Holidays) <input type="radio"/> February examination   April 1, 2024(Mon)~April 8, 2024(Mon) <input type="radio"/> July examination   July 25, 2024(Thu)~August 1, 2024(Thu)	—
Mail (post)	<b>April 2024 admission</b> <input type="radio"/> July examination <input type="radio"/> October examination Due no later than November 13, 2023(Mon) <input type="radio"/> February examination   Due no later than February 29, 2024(Thu)	<b>April 2024 admission</b> <input type="radio"/> July examination <input type="radio"/> October examination Due no later than November 20, 2023(Mon) <input type="radio"/> December examination   Due no later than January 24, 2024(Wed)
	<b>September 2024 admission</b> <input type="radio"/> February examination   Due no later than April 8, 2024(Mon) <input type="radio"/> July examination   Due no later than August 1, 2024(Thu)	<b>September 2024 admission</b> <input type="radio"/> December examination <input type="radio"/> February examination Due no later than April 15, 2024(Mon) <input type="radio"/> June examination   Due no later than June 28, 2024(Fri)
Place of admission procedure and address to which documents for the admission procedure to be sent	Entrance procedure section, Admissions 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 end of February, 2024 for April admission, and at the beginning of August, 2024 for September admission.

### 3 Tuition and fees for entering in 2024

#### 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	300,000	557,000	25,000	1,500	883,500
		Second term	—	557,000	25,000	1,500	583,500
		Total	300,000	1,114,000	50,000	3,000	1,467,000
	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	300,000	557,000	25,000	1,500	883,500
		Second term	—	557,000	25,000	1,500	583,500
		Total	300,000	1,114,000	50,000	3,000	1,467,000
	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 enrolment, 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 on the entrance procedures sent 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). Please ask IPS Office, Waseda University for the details.

※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.

**Application for certificate of eligibility on behalf of the applicant**

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



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 2024 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 website of the Scholarship Section and the Center for International Education.

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.

Admissions Office  
 Graduate School of Information, Production and Systems, Waseda University  
 2-7 Hibikino, Wakamatsu-ku, Kitakyushu-shi, Fukuoka, 808-0135 Japan  
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