

**Waseda University**

**Graduate School of Information,**

**Production and Systems**

**Application Guide**

**“****Developing Innovative Leaders**

**in the Digital Ecosystem Era”**

**International Applicants for MEXT Scholarship**

**September 2025 Admissions**

The program of the Graduate School of Information, Production and Systems (IPS) at Waseda University has been selected for the International Priority Graduate Program (PGP) of the Ministry of Education, Culture, Sports, Science and Technology (MEXT). The PGP program, created by MEXT to support programs with international appeal to foreign students, provides priority allocation for government financed foreign students. The period of the scheme is from 2023 to 2025. A detailed outline of the program offered by the IPS and the application procedure are as follows:

Purpose of the Program

With the development of information and communication technology (ICT), digital transformation (DX) is rapidly advancing in the industrial world. The Japanese manufacturing industry has continued to develop differently from its overseas counterparts, focusing on "things" in order to respond to diverse customer needs and production methods that emphasize tacit knowledge. On the other hand, in Europe and the U.S., a major industrial shift has occurred since the 1990s, and advanced information service industries have emerged. A new concept of business as an ecosystem (\*1) was born. With the diversification of user values and the rapid development of ICT, digital ecosystems (\*2) that connect "mono: things" and "koto: services" with information are attracting worldwide attention as a means of revolutionizing industrial structures.

In order to nurture leaders who will contribute to the creation of a digital ecosystem, which is the objective of this program, it is necessary to educate students not only in the research and development of core new technologies, but also in basic knowledge of human sciences and the ability to analyze and propose ideas from a global perspective. In addition, a seamless education that fosters an entrepreneurial spirit and develops human resources useful for entrepreneurship is desired.

To this end, this program provides an environment in which students can think about the future of manufacturing from multiple perspectives, based on Japanese unique manufacturing traditions.

The program aims to provide an environment where students from different cultures can discuss together from both a technical perspective and a bird's-eye view of the digital ecosystem construction, and acquire knowledge to create new businesses.

This program fosters human resources who can become leaders in the construction of manufacturing and the digital ecosystem that surrounds it. The program opens the door to graduate school for students who want to learn about manufacturing in Japan, and fosters innovative leaders who aim to revitalize manufacturing with a digital ecosystem at its core.

\*1 Ecosystem:

Originally a term in biology, it refers to a situation (ecosystem) in which various organisms maintain order in their habitats through various interactions. It is used as a business term to describe how various things and services in human society are interrelated and form the business of the world.

\*2 Digital Ecosystem:

An ecosystem in which various things and services are widely connected by digital technology, transcending industries and business categories.

Contents of the Program

To complete this master’s program, you must be enrolled in the program for at least two years, earn the number of credits specified for the courses, receive a passing evaluation for your master’s thesis and pass a final examination. The curriculum is designed to take courses of fundamental subjects, advanced subjects, laboratory works, industry internship, specialized subjects and exercises. The language used is English or Japanese for both lecture classes and thesis writing.

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September 2025 Admission for MEXT Scholarship

Graduate School of Information, Production and Systems,

Waseda University

Application Guide for Admissions

1. Field of study and number of openings in the program

(1) Major field of study: “Developing Innovative Leaders in the Digital Ecosystem Era”

(2) Number of openings: 6 for Master’s program

2. Required qualification and conditions

(1) Nationals of countries recognized by the Japanese Government who are newly coming to Japan for the purpose of studying at the IPS.

**Those with the following nationalities are eligible.**

**<Eligible Countries>**

**US, Brazil, Austria, Greece, Croatia, Switzerland, Czech Republic, Hungary, Bulgaria, Poland, Romania, Brunei Darussalam, Cambodia, Indonesia, Laos, Malaysia, Myanmar, Philippines, Singapore, Thailand, Vietnam, India, Egypt** \*For other countries and regions, please contact us.

- Applicants holding dual citizenship of Japan and another country at the time of application are not eligible. However, those residing outside of Japan at the time of application are considered eligible only if they renounce Japanese citizenship and choose to be a foreign national above before coming to Japan.

(2) Age: Those who were born on and after April 2, 1990

- An exception may be made if the MEXT deemed an applicant is unable to meet the requirement because of circumstances caused by her/his home country’s law or political situations (e.g. military conscription, loss of opportunity to receive education due to military conflict etc.). Personal (financial, family, health, academic, or professional) reasons will not be considered at all.

- Those who have completed the Young Leaders’ Program are exempt from the requirement as long as they are applying for the PhD program within 5 years of completing the Young Leaders’ Program.

(3) Academic credentials: Applicants must correspond to one of the followings.

a. Those who have a bachelor’s degree or are expected to earn such degree before the designated time of arrival in September 2025.

b. Those who have completed or who are expected to complete 16 years of school education before the designated time of arrival in September 2025.

c. Those who are recognized by the IPS as having reached an academic level equivalent to a

bachelor’s degree through an individual entrance requirements screening process and scheduled to reach age 22 before the designated time of arrival in September 2025.

(4) If you have graduated or are expected to graduate from a university in a country where English is not the native language, one of the following conditions must be met.

\*Certificates obtained within two years are valid.

Japanese language level: JLPT N2 or N1

English language level: Cambridge English 160 or more, GTEC 1190 or more, IELTS 5.5 or more,

TEAP 309 or more, TEAP CBT 600 or more, TOEFL iBT 72 or more,

TOEIC L&R/TOEIC S&W 1560 or more.

(TOEIC S&W score should be multiplied by 2.5 and added to TOEIC L&R score.)

\*Those who have a minimum GPA of 2.30 on the evaluation scale below and likely to keep the GPA of 2.30 during the period of the MEXT Scholarship will be recommended to MEXT.

\*Applicants are required to calculate GPA based on the evaluation scale below by themselves.

\*IPS Admissions Office is responsible to calculate and reconfirm the GPA of each applicant based on the evaluation scale below by checking all of his/her transcripts submitted. In case it is considered difficult for applicants to calculate GPA based on the evaluation scale/instruction below, they are allowed to leave the GPA column in the MEXT scholarship application form blank and submit it with all of their transcripts to the IPS Admissions Office.

<GPA Formula>:

([No. of GP3 Credits] x 3) + ([No. of GP2 Credits] x 2) + ([No. of GP1 Credits] x 1) + ([No. of GP0 Credits] x 0)

Total Number of Registered Credits \* No. = Number

\* GP = Grade Point

<Note>:

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
|  | Grade | | | | |
| 4-level  rating  (pattern 1) |  | Excellent | Good | Average | Fail |
| 4-level  rating  (pattern 2) | A | B | C | F |
| 4-level  rating  (pattern 3) | 100 - 80 | 79 - 70 | 69 - 60 | 59 - |
| 5-level  rating  (pattern 4) | S | A | B | C | F |
| 5-level  rating  (pattern 5) | A | B | C | D | F |
| 5-level  rating  (pattern 6) | 100-90 | 89-80 | 79-70 | 69-60 | 59- |
| Grade  Points | 3 | 3 | 2 | 1 | 0 |

(a) If applicants have taken courses that are not part of the credit system, replace the number of

credits in the GPA formula with the number of courses taken.

(b) For applicants who have transferred, calculate your GPA with the credits you obtained after

transfer.

(c) Grades of “Pass” or “Accreditation” must not be included into the GPA calculation.

(d) When calculating GPA, truncate the number to two decimal places. For example, 2.654 will be 2.65.

(5) Health: Those whom IPS has determined to be mentally and physically fit to be studying

overseas.

(6) Time of arrival in Japan: Applicants must be able to arrive in Japan in early-mid September

2025.

(7) Visa Requirement: Successful applicants must obtain a “Student （ryuugaku 留学）” visa at the

embassy/consulate in the country of their nationality prior to their arrival in Japan and enter Japan with the Student visa. Therefore, those who already have other resident status (e.g. permanent resident, long-term resident) must newly enter Japan by changing the resident status to “Student”. In such case, they might not be able to automatically obtain their previous resident status if they decide to apply for it again after completing their study as a MEXT Scholarship student. Please note that scholarship will be ceased to grant if applicants enter Japan without newly obtaining the Student visa.

- Those who change their resident status to any status other than “Student” after their arrival in Japan will immediately lose their status as a MEXT Scholarship student.

- Those who need to apply for a student visa at an embassy/consulate outside their home country because there is no embassy/consulate in their home country should consult the IPS Admissions Office for the procedure for applying for the certificate of eligibility.

(8) While studying in Japan, scholarship recipients are expected to actively be involved in their local

and school communities. By doing so, they are expected to contribute to the internationalization of Japanese society and promote mutual understanding between Japan and their respective home country. After graduation, they are expected to maintain close contact with their alma mater and help improve the relations between Japan and their home country by cooperating with projects (e.g. surveys) conducted by the Japanese embassy/consulate in their home country etc.

NOTE: Those who correspond to any of the followings will not be accepted.

a. Those who are an active member of the military or a civilian employed by the military.

b. Those who are unable to arrive in Japan on the date set by the IPS.

c. Those who have received a Japanese Government (MEXT) Scholarship in the past including those who decline after enrollment occurs will not be selected unless they have at least three years of research or teaching experience after completion of the first scholarship. This restriction does not apply to those who have graduated or are scheduled to graduate from a university by completing the MEXT Scholarship Program (Japanese Studies Students), the Japan-Korea Joint Science and Engineering Students Exchange Program, or the Young Leaders’ Program. Those who obtained MEXT Honors Scholarship in the past can apply, as they are not considered as MEXT scholarship students.

d. Those who are applying for any other scholarship programs by the Japanese government (MEXT)

starting in AY 2025.

e. Those who are staying in Japan including those who are attending school in Japan at the time of application or attending or scheduled to attend school in Japan with a Student visa between the time of application and the start of the scholarship period. However, an exception may be made if one is scheduled to depart Japan well before the beginning of the scholarship period at IPS and enter Japan by newly obtaining a Student resident status.

f. Those who are scheduled to receive a scholarship from the Japanese Government (MEXT), the Japan Student Services Organization (JASSO), or any other organizations (including their own government) after arriving in Japan.

g. Those who are expected to graduate at the time of application and are unable to fulfill the qualification on academic credentials by the designated time of arrival in September 2025.

h. Those who hold dual citizenship of Japan and another country at the time of application and are unable to demonstrate they have renounced their Japanese citizenship before coming to Japan.

i. Those who wish to engage in field research or internship outside of Japan. (This scholarship is meant for foreign students who wish to study and research at a Japanese university.)

j. Those who do not intend to obtain a degree.

【 NOTE 】

If you submitted a certificate to demonstrate that you are expected to meet the qualification to enter graduate school in order to meet the applicant eligibility stated in the guidelines at the time of application, you will be required to submit a certificate to verify that you have indeed met the requirements before enrollment. You will not be allowed to enroll in Waseda University even if you pass the entrance examination unless you submit such a certificate.

\* Force Majeure

Due to force majeure, the date of arrival in Japan may be changed, the scholarship may be canceled, or the contents described in this application guide may be changed at any time before or after the notification of acceptance.

Force majeure is a cause beyond the reasonable control of MEXT, and is a natural disaster, a government (including local governments and the same shall apply hereinafter in this paragraph) or acts of government agencies (including border measures such as entry, travel restrictions and other restrictions of Japan or national governments relating to infectious diseases), compliance with laws or regulations, fires, storms, floods or earthquakes, war (whether declared or not), insurrections, revolutions or riots or strikes or lockouts.

3. Scholarship Period

Master’s Program: Two years from September 2025 (scheduled)

However, if the semester starts in the middle of the month (enrollment occurs), the scholarship for that month will not be paid.

**\*Please note that those who fail to achieve a minimum GPA of 2.30 or standard designated by their university each academic year will lose their status as a MEXT scholarship student and their scholarship will be suspended.**

\*Please note that the first stipend will not be issued until mid-late Oct. 2025.

\*If you wish to enter the doctoral program right after completing your master's program, you will have an opportunity to apply for an extension of the scholarship period.

4. Allowance, travel expenses and school fees

(1) Allowance: MA Program: JPY144,000 per month

\*The amount above is subject to change depending on the annual budget each year.

In the case the scholarship student is long absent from the university, the scholarship during the period will not be issued.

A scholarship student will lose his/her scholarship and may be required to pay back any amount already paid if

a) any of his/her application documents is found to be falsely or dishonestly stated;

b) he/she is in breach of his/her pledge made to the Minister of MONBUKAGAKUSHO(MEXT) ;

c) he/she has been imprisoned for life or more than one year for violating the Japanese law;

d) he/she is subjected to disciplinary action, such as expulsion or removal from register, taken by Waseda University (under such circumstance, it should be also noted that the scholarship may be

withheld for the duration of deliberation of disciplinary action by Waseda University)

e) it becomes definitive that the grantee will not be able to complete his/her program within the standard course term because of his/her poor academic achievement, suspension, or leave of

absence;

f) his/her resident status becomes any other status than “Student” or he/she entered Japan without

newly obtaining a “Student” status;

g) he/she receives another scholarship (except for research grants) ;

h) he/she withdraws from IPS or transfers to another graduate school;

i) **could not achieve a minimum GPA of 2.30 or university’s designated standard each academic year;**

(2) Travel expenses:

a) Transportation to Japan: In principle, MEXT will designate the traveling route and provide the

scholarship student with an economy class air ticket from the international airport (in the country of his/her nationality, in principle) nearest to his/her place of residence to the international airport nearest to IPS.

Expenses such as transportation from his/her place of residence to the nearest international airport, airport tax, airport usage charges, special taxes on overseas travel, travel expenses within Japan (including expenses for connecting flights) and insurance premiums for travel to Japan, and baggage handling charges, etc… shall be borne by the grantee.

For those who apply for the visa in the third country in the case there is no embassy/consulate in the country of their own nationality, or who do not have the direct flight from their own countries to Japan, travelling expenses from their own country to the third country, inland transportation expenses in the third country, accommodation expenses shall be borne by the grantee, and an economy class air ticket from the international airport in the third country to the international airport nearest to IPS will be provided by MEXT or Waseda.

(“His/Her place of residence” is, in principal, the address written in the application form, but in case the address at the time of leaving for Japan has already decided to be changed from the current address, the new address (only limited to the place in the country of his/her nationality) is used. )

The air ticket will not be provided if the grantee enter Japan other than from their place of residence for personal reasons.

b) Transportation from Japan: The grantee who returns to his/her home country within the fixed period

before the expiration of the scholarship will be supplied, upon application, with an economy class air ticket from the international airport nearest to IPS to the international airport (in the country of his/her nationality, in principle) nearest to his/her place of residence in principle.

Transportation from grantee’s place of residence in Japan to the international airport nearest to IPS, airport tax, airport usage charges, special taxes on overseas travel, travel expenses within their own country of residence (including expenses for connecting flights), insurance premiums for travel from Japan, and baggage handling charges, etc…shall be borne by the grantee. Those who return to their home country before the end of the scholarship period due to personal reasons or termination of scholarship for any of the causes outlined in (1) a)-i) above will not be provided with any air ticket.

The grantee planning to stay in Japan (ex. continue to study, being employed) after the expiration of the scholarship will not receive any air ticket from Japan and therefore must bear the costs of travel from Japan him/herself.

(3) School fees: MEXT Scholarship students will be exempt from paying the entrance fees and tuitions.

(4) Housing: Waseda University will provide information on accommodation in Japan to successful applicants. Arrangement for accommodation in Japan and payment of the rent must be made by applicants themselves.

5. Selection and result notification

Selection result will be determined by evaluation of all the required documents submitted (First Screening) and interviews by telephone or Zoom (Second Screening).

Application Period

January 6th – January 20th, 2025 \*

First Screening: evaluation of all the required documents submitted

The result of first screening will be announced on or after February 8th, 2025 by e-mail.

The Second screening date & time will be notified to applicants who pass the first screening by IPS.

Second Screening: interview by telephone or Zoom in person

Second screening date & time will be assigned on February 12th, 2025 by IPS.

Second screening (final) and scholarship nomination results notified to applicants

(February 14th, 2025)

- The second screening (final) and scholarship nomination results to be notified the applicants by IPS on February 14th, 2025 by e-mail.

- The information for entrance procedure of IPS will be announced to applicants who passed the second screening (final).

- IPS will recommend the nominated candidates to MEXT.

Successful MEXT scholarship recipients to be notified by MEXT to IPS

(In June, 2025)

Notification of scholarship selection result by MEXT to be announced to applicants from IPS

(In June, 2025)

Note:

\*Applicants who are not nominated for the scholarship will not be considered as privately financed international students. If you wish to enter IPS as privately financed international students, please apply for another entrance examination.

\*The IPS Admissions Office will not answer any inquiries with regard to the results and/or details of the screening over telephone, via e-mail, or by any other means.

6. How to Submit the Application

Applicants are required to enclose all the application documents in an envelope and send them to the following address by an international courier service for which you can track the delivery status such as EMS in the case of delivery from overseas or Simplified Registered Mail from a post office in the case of delivery from within Japan. The application documents must reach IPS Admissions Office no later than the prescribed deadline. The IPS Admissions office does not inform applicants whether the application documents have reached or not in any circumstances. Applicants must check delivery status by themselves with tracking number of courier services. IPS Admissions Office does not accept submission in person.

<Address to send the application documents>

IPS Admissions Office, Waseda University

2-7 Hibikino, Wakamatsuku. Kitakyushushi, Fukuoka 808-0135 JAPAN

7. Application Documents

【Notes】

・Documents will not be returned once submitted, regardless of any special circumstances on the part of the applicant. Please make photocopy of them before submission in case you need them during the admission period.

・Applicants must confirm by themselves whether all necessary application materials are packed before dispatching them.

・The IPS Admissions Office may require additional materials after the application documents are received.

・Please use a black or blue pen or type to fill out the forms. "Erasable ball-point pen" may not be used.

Regarding designated forms, please download the necessary forms from our website.

|  |  |
| --- | --- |
| 1 | Application form (MEXT designated form)  Must be filled out by the applicants and typed in Japanese or English and must be printed on A4 papers by using a word-processing software. |
| 2 | Field of Study and Research Plan (MEXT designated form)  Must be filled out by the applicants. The contents must address the theme of “Developing Innovative Leaders in the Digital Ecosystem Era”. |
| 3 | Letter of recommendation from dean or above  The letter must be prepared under the name of the Dean or someone in higher ranking, and the address in the letter should be "Dear Prof. Aiji Tanaka, President of Waseda University.  The letter should be in the official format (letterhead) of the university, NOT the format of IPS. The letter must be in a signed and sealed envelope. |
| 4 | Passport-type photo  4.5 x 3.5 cm, upper-body, full-faced, without a cap. Write name and nationality on the back and glue it to the application form. A photo in electronic data format is acceptable. It must be taken within 6 months prior to the application. |
| 5 | Copy of Passport  For applicants who do not possess a passport at the time of application, photocopy of certificate of family register or citizenship |
| 6 | Transcript  Must be original. Applicants must submit official certificates including all grades for all undergraduate and graduate schools attended. 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. The document should include the date of issue. |
| 7 | Certificate of (expected) graduation, Certificate of (expected) completion or Diploma of the last university attended (undergraduate or graduate)  Must be original. Photocopies are not acceptable. Applicants must submit official certificates for all undergraduate and graduate schools attended. |
| 8 | Record showing the applicant's academic excellence at the last university attended  Submit the document like GPA, class placement, individual ranking or any other indicators showing the applicant's academic performance at the university. |
| 9 | Abstract of thesis  Must be summarized briefly. |
| 10 | One of following language ability score certificates obtained within two years  \*Except if you graduated or will graduate from Universities in countries where English is the native language.  Submit the language ability certificate with a specified score or higher.  Cambridge English: 160 or more, GTEC: 1190 or more, IELTS: 5.5 or more, TEAP: 309 or more,  TEAP CBT: 600 or more, TOEFL iBT: 72 or more, TOEIC L&R/TOEIC S&W 1560 or more  (TOEIC S&W score should be multiplied by 2.5 and added to TOEIC L&R score.)  Japan Education Exchanges and Services, and the Japan Foundation: N2(Level2) or N1(Level1) |
| 11 | Application form for an IPS entrance examination for “Developing Innovative Leaders in the Digital Ecosystem Era” International Applicants for MEXT Scholarship (Sept. 2025 Admission) |

8. Payment for screening fee

Please refer IPS Admission Guide P. 4-8.

9. Entrance Procedures

After the final decision of scholarship was made by MEXT, the detailed information on entrance procedures including necessary documents for it will be notified to the successful recipients.

10. Requirements for the “Developing Innovative Leaders in the Digital Ecosystem Era”

The students in the "Developing Innovative Leaders in the Digital Ecosystem Era" program are required to complete the requirements below (☆) within the program period (2 years). It is necessary to obtain a master's thesis and pass a degree examination after obtaining at least 30 credits (\*1,2). One and a half years after admission, a mid-term presentation of the research will be conducted (\*3). In addition, by the time of the mid-term presentation, the students will participate in internships conducted by companies and conduct technical training related to manufacturing (\*4). It is necessary to announce the contents of the practical training at an internship briefing held for IPS faculty members and students within two months after the internship. (\*5) If a student who has completed a master's program in this program wishes to proceed to a doctoral program, it may be accepted if a faculty member of IPS accepts the student and passes the doctoral program entrance examination of IPS.

Course Credit and Completion Requirements (☆)

|  |  |  |  |
| --- | --- | --- | --- |
| Course Category | | 1 Year After Entrance | Completion Requirements |
| Courses | Fundamental subjects | 18 credits or more  (maximum of 4 credits in Fundamental subjects) | 20 credits or more  (maximum of 4 credits in Fundamental subjects) |
|  | Advanced subjects |
|  | Laboratory works |
|  | Specialized subjects (required) | 4 credits or more | 2credits or more |
|  | Exercises (required) | 8credits or more |
|  | Total | 22 credits or more | 30credits or more |
| Master’s thesis | (required, no credits) |  | Receive a passing evaluation |

\*If you take more than 4 credits worth of Fundamental subjects, the additional credits will not be counted towards the credits required for completion.

\*The credits in first column indicate the total number of credits required for the first year, and credits in the second column indicate the total number required for both years.

|  |  |  |  |
| --- | --- | --- | --- |
| **Master’s program, 1st year** | | **Master’s program, 2nd year** | |
| 1st semester | 2nd semester | 1st semester | 2nd semester |
| Entrance | 1 year after entrance |  | Completion |
| Provisional laboratory assignment  (about 1 month after entrance) | Confirmation that credit requirements  have been met | Mid-term Presentation  (at start of 2nd semester) | Master’s thesis  presentation |

Major laboratory assignment (from 2nd semester)

\*1 All subjects are elective subjects but it is desirable to take Advanced subjects in the field of provisional laboratory assignment or major laboratory assignment, and courses that the supervisor advises you to take. However, it is also possible to take advanced subjects in other fields.

\*2 If you wish to receive credits for courses acquired in master's courses from other universities as part of the credits of this program, you may apply for credit transfer. (The maximum number of credits for credit transfer is determined by the credit transfer rules of IPS.)

\*3 To take a master's degree examination, it is necessary to undergo a mid-term presentation examination on the contents of the master's thesis research. One year after admission (excluding leave of absence and studying abroad), at least 18 credits of lecture courses (fundamental subjects / advanced subjects) and laboratory works subjects, and at least 4 credits of specialized subjects and exercises are required for the mid-term presentation examination.

\*4 Participation in the internship is mandatory but not included in the credits. The cost of participating in the internship will be at your own expense.

\*5 The timing and duration of the internship will be decided later.

Please refer the following URL for the IPS courses and syllabus.

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

IPS Admissions Office, Waseda University

2-7 Hibikino, Wakamatsuku. Kitakyushushi,

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/