

Graduate School of Information, Production and Systems (IPS) Waseda University

Admission Guide for Partner University Recommendation Applications 〈for April & September Admission, 2026〉

<Admission Policy/ Curriculum Policy/ Diploma Policy>

Please refer to the Graduate School of Information, Production and Systems (IPS) website for the Admission Policy, Curriculum Policy, and Diploma Policy. (<https://www.waseda.jp/fsci/gips/en/about/policy/>)

There might be changes to the screening conditions. In such cases, we will provide notifications on our website. Please check our website regularly for updates. Additionally, if any changes occur after the application period, we may notify applicants via email or through the online application system "TAO". Please ensure to check your email and messages from "TAO" regularly.



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

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<< Important Notes >>

- ① **This admission guide is for applicants from partner universities affiliated with IPS.**
- ② **Read the application guide thoroughly.**
IPS Admissions Office will not answer any inquiries regarding the topics which are already explained in the admission guide. Incomplete documents may result in your application being rejected.
- ③ **Communicate well enough with your recommenders in advance to ask for your recommendation letters.**
You need to send the “request” to your recommenders on the online application system (TAO) to ask them to submit the evaluation/recommendation letters for you.
We are not responsible for the trouble due to the lack of your communication with your recommenders.
- ④ **Confirm whether you are duly in the right application form on the online application system before inputting/uploading your data.**
Online Application Form is different by Language/Admission Category.
Choose “推薦入試” or “Recommended application”, depending on your language preference.
- ⑤ **Check carefully if there are any mistakes before finally submitting the online application.**
The online application system can tentatively be saved by each section.
Please carefully check your input and uploaded files (whether most updated/appropriate content) before you finally submit the application. You cannot replace them after submission.
- ⑥ **Be sure to complete your application by the application deadline.**
The server will be very busy just before the deadline and it may take some time to submit your application.
Please be careful and allow plenty of time to complete your application process. (You can complete the process by clicking the "Complete the Application" button on TAO. No need to wait for your recommenders to submit recommendation letters.) Please note that applications submitted outside the application period will not be accepted for any reason.
- ⑦ **Check TAO message and your e-mail account registered at the time of application regularly.**
IPS Admissions Office may contact you via the “Message” function in TAO and e-mail, when necessary after you have completed your application. IPS Admissions Office will not be responsible for any consequences caused by the applicants’ failure to receive, read and/or reply to the messages sent from our office.
- ⑧ **IPS Admissions Office strictly checks whether you have neither falsified, fabricated, nor plagiarized the document(s), statement(s), or information submitted for your application.**
If such a dishonest act is identified, the results of the entrance examinations become invalid.
Besides, submitted application documents/statements and the screening fee will not be returned.

1. General Guidelines for Applicants: Partner University Recommendation Applications

- Programs for application : Master's program and Doctoral program
- Fields of application : Information Architecture, Production Systems, and Integrated Systems
- Number of students to be admitted 〈Total admissions in April and September〉 : A few
- Entrance examination category : Recommended application

2. Qualifications for application

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

Entrance period: April 1, 2026 (April Admission) / September 21, 2026 (September Admission)

1 Master's program

- a. Graduated or are scheduled to graduate from a university in Japan by the time the applicants wish to enroll.
- b. Received or are scheduled to receive a bachelor's degree from the National Institution for Academic Degrees and Quality Enhancement of Higher Education by the time applicants wish to enroll.
- c. Completed or are scheduled to complete 16 years of formal education outside Japan by the time applicants wish to enroll.
- d. Received or are expected to receive a degree equivalent to a bachelor's degree from a university or other school outside of Japan by completing a course of study lasting three years or more by the time the applicants wish to enroll.
- e. Designated by the Minister of Education, Culture, Sports, Science, and Technology by the time applicants wish to enroll.
- f. Enrolled at a university for three years or more (or have completed or are scheduled to complete 15 years of formal education overseas by the time applicants wish to enroll) 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.
- g. Recognized individually by the Graduate School of Information, Production and Systems as having academic credentials equivalent or superior to those of university graduates and will reach 22 years of age by the time applicants wish to enroll.

* "University" mentioned in qualifications a. and f. above refers to a university that is approved by the Ministry of Education, Culture, Sports, Science and Technology of Japan.

* "Those who have completed 16 years of formal school education in a foreign country" implies "those who have completed the '16th year' of formal school education outside of Japan." It is not based on whether or not you have received 16 years of education, but on whether or not you have completed the "16th year" of education.

* Prospective applicants who are unsure if they can fulfill qualifications f. and g. must confirm their eligibility with the admissions office before the application period begins. They should then submit their application (Form 1) along with documentation of their scholastic ability or research achievements (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 Requirement f. However, those who have graduated from a 4-year (benke) program after graduating from a 3-year program and completed 16 years of formal education will be considered as fulfilling qualification c.

2 Doctoral program

- a. Holders of a Master's Degree, Professional Master's Degree, or Professional Doctoral Degree in Law, or those expected to obtain such a degree by the time applicants wish to enroll.
- b. Holders of a master's degree, professional master's degree, or an equivalent from an institution overseas or those expected to obtain such degree by the time the applicants wish to enroll.
- c. Designated by the Minister of Education, Culture, Sports, Science, and Technology by the time applicants wish to enroll.
- d. 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 time the applicants wish to enroll.
- e. Recognized individually by the Graduate School of Information, Production, and Systems as possessing academic ability equivalent to that of holders of a master's degree, professional master's degree, or professional doctoral degree in law through an Individual entrance requirement screening process and expected to reach the age of 24 by the time the applicants wish to enroll.

Those who have completed the first two years of a continuous five-year doctoral course are included.

*"Master's degree" mentioned in the qualification a. above refers to a master's degree which was obtained in Japan or is expected to be obtained in Japan.

*Applicants who may meet the qualification 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 members of Waseda University, including Waseda University Junior/Senior High School, Waseda University Honjo Senior High School, and Art and Architecture School, are not allowed to enroll as students at the University. However, there are a few exceptions according to the University regulations. If you have any questions, please contact the relevant administration office.

3. Application procedure

(1) Method of application

●Overseas application : Applicants residing outside Japan must send application documents from overseas regardless of their nationality.

*You cannot choose both April and September entrance applications at the same time.

*If you are currently residing in Japan, please contact IPS Admissions office (koho-ips@list.waseda.jp).

<Research laboratory>

Waseda University Researchers Database: <https://w-rdb.waseda.jp/search?m=home&l=en>

Field	Research laboratory	Supervisor
Information Architecture	Smart Industry	FUJIMURA, Shigeru
	Neurocomputing Systems	FURUZUKI, Takayuki
	Data Engineering	IWAIHARA, Mizuho
	Image Media	KAMATA, Sei-ichiro
	Bio Information Sensing	KAMEOKA, Jun
	Example-based machine translation/NLP	LEPAGE, Yves
	Bio-Robotics & Human-Mechatronics	MATSUMARU, Takafumi
	Community Computing	YOSHIE, Osamu
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
	Semiconductor Materials and Device Engineering	SHIMURA, Takayoshi
	Biomedical Engineering	TAKAHASHI, Junko
	Micro Electro-Mechanical Systems	IKEHASHI, Tamio
Integrated Systems	Image Information Systems	IKENAGA, Takeshi
	High-Level Verification Technologies	KIMURA, Shinji
	Green Integrated Systems	TANZAWA, Toru
	Integrated System Optimization	YAMASAKI, Shintaro
	Wireless Communication Circuits Technologies*	YOSHIMASU, Toshihiko
	Light Emitting Systems	KAKITSUKA, Takaaki
	Opto-electronic Integrated Systems	TAKAHATA, Kiyoto
	Terahertz Integrated Systems	SERITA, Kazunori

*Available only for April 2026 master's enrollment.

(2) Submission of application documents

Submit the required application documents during the following application period.

■Overseas Application period

Term of admission	Application period (Documents must arrive by the final day by post)	
April, 2026	July Examination	Mon 2 June, 2025 – Fri 20 June, 2025
	November Examination	Mon 29 September, 2025 – Fri 10 October, 2025
September, 2026	February Examination	Mon 8 December, 2025 – Fri 19 December, 2025
	June Examination	Mon 13 April, 2026 – Fri 24 April, 2026

Changes:

Starting from the 2026 admission cycle, the number of entrance exams will change.

The December application period for overseas applicants will no longer be available.

Refer to the "Overseas Application Documents to be Submitted" section below and download the application forms from the website: <https://www.waseda.jp/fsci/gips/en/applicants/admission/application/>.

Please send the completed documents to the following address via DHL, EMS, or any other international courier service.

***We do not provide notifications regarding the receipt of application documents. Applicants are responsible for confirming the delivery status themselves using a tracking service.**

[Address]

Admissions Office *The recipient's personal name is not required.

Graduate School of Information, Production and Systems, Waseda University

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

TEL: +81-93-692-5017

■Overseas Application documents to be submitted

How to Submit	Application document	
Online	①	Applicant Information, Education background, Working experience, Grade transcript, Language proficiency
Online	②	Research plan 【Form 2】 *Use the prescribed form available on the IPS website
Online	③	Letter of recommendation 【Form 3 (B)】 *Make a request to a recommender via the online application system <Reference>For recommenders ↓ https://www.waseda.jp/fsci/gips/assets/uploads/2022/04/d205c786de195b48205e936011bd3ac7.pdf
Online	④	Overview of bachelor's thesis or master's thesis 【Form 4 (A)】 *Use the prescribed form available on the IPS website
Online	⑤	A copy of screening fee remittance form
Online	⑥	A color photograph
Online	⑦	Passport copy
Need to be mailed	⑧	CHECKLIST for Partner University Recommendation Application
Need to be mailed	⑨	Original certificate of (expected) graduation, Original certificate of (expected) completion, or Original certificate of degree (Japanese or English version) *For applicants from Chinese universities, please refer to page 6, section ⑩.
Need to be mailed	⑩	All grade transcripts for undergraduate studies and above (Japanese or English version)
Need to be mailed	⑪	Certificate of language ability

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

*Please refer to "Instructions for application and documents to be submitted" below.

*Submitted screening fees and application documents will not be returned, and copies cannot be provided.

*Please submit the documents written in Japanese or English. If your institution cannot issue the certificates in Japanese or English, you must also provide officially certified translations. Get the translations from your institution and have them verified by the notary office to prove that the translations are accurate. Please submit the translation TOGETHER WITH the original verification documents by the notary office.

*If the information in your documents differs from that in your application or the submitted documents, please enclose a supporting document explaining the reason for the discrepancy. (e.g., Changing of Surname)

■Instructions for application and documents to be submitted

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 the application documents, and having the documents accepted by our office. The deadline will NOT be extended under any circumstances.

《The steps of application》

Download and prepare the application documents after reading 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. 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.
- Applicants currently residing outside Japan should send their application documents by the fastest trackable shipping method.

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. Any documents that are not required will also not be returned. In case a third party holds intellectual property rights for a document to be submitted, take appropriate action in advance to prevent problems arising. In addition, submitted documents cannot be copied once received.
- 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 via the TAO messaging system or to your email address. Please check them on a regular basis.
- We review application documents in the order they are received at our office and after the TAO application is complete. If we need to confirm any details, we will contact you via the TAO message system.
- The document status on TAO will be updated only after all documents have been reviewed and any issues have been resolved. Please note that it may take some time, as documents are checked in order. If there are any problems, the status will not be updated.

Your research plan, overview of your bachelor's thesis or master's thesis, etc., are a chance to explain yourself to the graduate school and should be completed by yourself. Using generative AI to create these documents and presenting them as your own work may be considered cheating and could affect the evaluation of your application.

① Applicant Information, Education background, Working experience, Grade transcript, Language proficiency <Enter ONLINE>

Please read the instructions on TAO carefully and make sure to fill in all the required fields.

② Research plan [Form 2] <Submit ONLINE>

Please download the prescribed form from IPS website, fill it out, and upload it on TAO. Fill in an outline of your study theme and research plan in English. Summarize the content on a single page (one-sided). Attachments or additional pages are not allowed, even charts or tables are included. There are no specific requirements for the number of characters.

Please make sure to review the sample at the link below for other important instructions on completing the form:
<https://www.waseda.jp/fsci/gips/assets/uploads/2024/05/672755d0fbfb081079b3acfb2b63afc8.pdf>

③ Letter of recommendation [Form 3(B)] <Submit ONLINE>

A letter of recommendation should be written by a thesis advisor or an equivalent faculty member.

It 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 recommendation letters on TAO system, you can complete/submit online application. Please note that you must complete your online application within the application period, regardless of whether your recommender submits a letter of recommendation on TAO.

④ Overview of studies and research [Form 4(A)] <Submit ONLINE>

Please download the prescribed forms from IPS website, fill in and upload on TAO.

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.

Summarize the content on a single page (one-sided). Attachments or additional pages are not allowed, even if charts or tables are included. There are no specific requirements for the number of characters. Please make sure to review the sample at the link below for other important instructions on completing the form:

<https://www.waseda.jp/fsci/gips/assets/uploads/2024/11/ee8402403861b81c906d6ee2e2236089.pdf>

⑤ Screening fee remittance form <Submit ONLINE>

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

Applicants who pay the fee by credit card or UnionPay : Submit a PDF of the "Result" page displayed after payment.

⑥ A color photograph <Submit ONLINE>

1. Upload a color photo taken within the past 3 months on TAO. The requirements for the photo are as follows: A vertical to horizontal ratio of H4:W3; borderless, must capture the upper body; must provide a front view with no hats; must be taken against a plain background. As will be detailed in section 6 below, you will be required to upload the same photo submitted with your application as part of the enrollment procedure. Therefore, please keep the photo file until you complete the enrollment process.
2. Photos taken wearing scarves or sunglasses will not be accepted. A head piece will not be permitted except for medical or religious reasons.
3. The photo will be used for identity verification on the day of the test. Therefore, we do not accept unclear photos such as casual snapshots or photos that make it difficult to identify the person due to significant differences in appearance, such as hairstyle.
4. Photographs taken and printed by individuals themselves using smartphones, etc., will not be accepted. Be sure to take an ID-quality photo (photo taken at an instant photo booth is acceptable).
5. During the enrollment procedure, you will be required to upload a photo for your student ID card separately. Please use the same photo you submitted with your application. Please note that the photo uploaded during the enrollment procedure will be used as personal information in various student web portal services, and for identity verification in various on-campus procedures.

⑦ Passport copy <Submit ONLINE>

If you do not have a passport yet or are in the process of obtaining one, please upload a copy on TAO as soon as you receive it.

⑧ CHECKLIST for Partner University Recommendation Application <Original required>

Please download the required form from the IPS website, fill in the necessary information, and submit it by mail together with your other application documents.

⑨ Certificate of (expected) graduation, Certificate of (expected) completion and degree certificate <Original required>

If you submitted a certificate showing that you were expected to satisfy the eligibility requirements at the time of application, you must submit a certificate confirming that you have actually satisfied those requirements before enrollment. Even if you pass the screening, you will not be allowed to enroll at Waseda University unless you submit this final certificate.

■ The following instructions apply only to applicants who graduated from or are currently enrolled in a university or college outside mainland China (including Hong Kong, Taiwan, and Macau).

Master's program	Doctoral program
1 certificate below • Bachelor's Certificate of Expected Graduation	3 certificates below • Bachelor's Certificate of Graduation • Master's Certificate of Expected Graduation • Master's Certificate of Expected Degree

- Must be officially issued from your university. The original document is required; photocopies are not accepted.
- If you cannot submit your original certificates, please submit the certified true copy issued by your university with the university's hand-stamped official seal.
- **Please do not submit diploma (学位記) which cannot be reissued.**
- If your academic transcript shows degree awarded date, you do not need to submit your Certificate of Graduation.
- If you are expected to obtain a degree in English from a university in Japan (except for Waseda University), submit an official document to prove that the medium of instruction is English in your university.

■ The following instructions apply only to applicants who graduated from or are currently enrolled in a university or college in mainland China (excluding Hong Kong, Taiwan, and Macau).

Master's program	Doctoral program
1 certificate below • bachelor's Online Verification Report of Student Record (in English)	3 certificates below • Bachelor's Online Verification Report of Higher Education Qualification Certificate (in English) • Bachelor's Online Verification Report of Higher Education Degree Certificate (in English) • Master's Online Verification Report of Student Record (in English)

*Applicants who have completed both Bachelor and Master's program need to submit the certificates of **both** Bachelor's and Master's program.

- The certificates must be sent directly to our office (koho-ips@list.waseda.jp) from CSSD(CHESICC) via email by the deadline of the application period. Certificates sent before the application period will also be accepted.
- Visit CSSD(CHESICC) website (<https://www.chsi.com.cn/en/>) and contact them directly for more information.
- Only ENGLISH version of the certificates sent directly from CSSD (CHESICC) will be considered valid.
- Please note that we **DO NOT send an acknowledgement of receipt.**
- If you have graduated (completed), or are expected to graduate (complete) from multiple Degree Programs, submit the Certificates of (Expected) Graduation/ Enrollment / Degree and Academic Transcripts from ALL the programs.
- The original copy of the certificates issued by universities does not need to be submitted. Only certificates sent directly from CSSD will be accepted as original certificates.
- 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 in China without obtaining degree.
- Applicants who have NOT YET graduated from a university in mainland China when applying for our admission, you must submit both of the following certificates after your graduation. We need to check your graduation status and academic results before your enrollment.
 - Online Verification Report of Higher Education Qualification Certificate (in English)
 - Online Verification Report of Higher Education Degree Certificate (in English)

⑩ Grade transcript <Original required>

You must submit official certificates for all undergraduate and graduate schools attended. Applicants for Doctoral program need to submit academic transcripts of both Bachelor's and Master's program.

Your Status	Necessary Certificate
Applicants who have not earned credits at other universities	• If you haven't completed your program in your university, please provide the latest transcript at the time of application.
Applicants who have studied abroad	• If you have studied abroad in your undergraduate and/or graduate programs and the credits earned at the host institution are counted toward your graduation requirements but those details (e.g., number of credits, name of subjects, and grades) are not indicated in the official transcript issued by your home university, please submit the academic transcript issued by the host institution.
Applicants who have transferred	• For those who have transferred, a transcript from the previous institution must also be submitted.

- All original transcripts, including all grades obtained beyond the undergraduate level, must be submitted.
- If the certificate consists of more than one page, the applicant's name and the university's hand-stamped official seal must be on all pages.
- The document should include the date of issue. Please submit the latest version.
- The transcript of the school which you have already graduated should be issued after your graduation.
- If you cannot submit your original academic transcripts, please submit the certified true copy issued by your university with hand-stamped official seal.
- Copies without the university's hand-stamped official seal, including notarized copies, are not acceptable.
- Students graduated universities in mainland China may submit "Verification Report of China Higher Education Student's Academic Transcript" issued by CSSD(CHESICC). Please arrange for an official English version of the "Verification Report of China Higher Education Student's Academic Transcript" to be sent directly to our office (koho-ips@list.waseda.jp) from CSSD. Visit CSSD(CHESICC) website (<https://www.chsi.com.cn/en/pvr/>) for more information.
- It should provide full details of the grades you received in each unit or module, and all information of the courses taken.

⑪ Certificate of language ability <Original required>

English Test Score Report (Must be an official report)

[Native English Speaker]

Native English speakers are exempt from submitting English language test score reports. Enclose a note (free format) with your application documents, stating that you are a native English speaker.

[Non-Native English Speaker]

Submit an official English test score report to prove your English language ability or submit an official document to prove that the medium of instruction is English in your home university. The document should include the date of issue.

If you fall into the case below, enclose an official verification document issued by your university to prove that.

You obtained or are expected to obtain a degree in English from a university outside Japan (Except for a country where the first official language is English) by one day before the date of enrollment (September 20 or March 31)

[Proof of English Language Ability]

Applicants are required to submit one of the test scores listed below. If you have taken multiple English tests below, choose ONE of them yourself. We do not return you're the certificates once submitted.

Must have been taken no more than 2 years prior to the start date of the application.

There is no **minimum score requirement**.

TOEIC L&R	[For applicants who have taken the TOEIC test overseas] "Official Score Certificate" paper document must be submitted along with other application documents.
	[For applicants who have taken the TOEIC test in Japan] ※Ordinarily, digital official certificates can be issued 19 days after the test date. Please check the TOEIC test dates carefully to ensure that you can meet the application deadline. The following two steps must be completed by the application deadline. ① Click“大学・企業等へのスコア提出” at the bottom right of the TOEIC application website's top page. Select “提出先団体選択”申請コード” 00019706” (早稲田大学大学院情報生産システム研究科) Select the public test score you wish to submit and complete the submission procedure. For details, refer to the URL below. https://www.iibc-global.org/toEIC/test/lr/guide04/score2.html ② Original"公式認定証" or a printed copy of the Official Score Certificate downloaded from the TOEIC official website, must be submitted along with other application documents.
TOEFL iBT "MyBest Score" is not taken into consideration for screening.	1. Download Test Taker Score Report from ETS site and print it out to submit as your application documents. Or you can submit the original score sheet which was posted to your address. 2. Arrange an Institutional Score Report to be sent to us directly. The DI code (Institution Code) is "C804" (<u>Any department code is acceptable. If you cannot find suitable department code, please select "99"</u>). 3. Enclose a printed screenshot of the request form of TOEFL iBT Institutional Score Report.

IELTS Academic * (Steps 1. to 3. All necessary) *IELTS One Skill Retake is not acceptable.	1. Submit your Test Report Form as your application documents along with other application documents. *A photocopy is also acceptable. 2. Arrange your electronic score to be sent directly from the testing organization using the following information. 3. Enclose a printed screenshot showing that the score has been submitted to our office.	
	Institution	Waseda University – Graduate School of Information, Production and Systems (IPS)
	Department	IPS Office
	Address	2-7 Hibikino, Wakamatsu-ku, Kitakyushu, Fukuoka 808-0135
	Delivery method	Electronic Score Delivery
CET6	Original certificate (reissuable, pale orange in color) must be submitted along with the other application documents. *Electronic certificates or printed copies of electronic certificates will not be accepted.	
EIKEN	Request the "日本英語検定協会" to send the test results directly to our office.	

***TOEIC IP, TOEIC S&W, TOEIC Bridge, TOEFL iBT Home Edition, TOEFL ITP, TOEFL PBT, TOEFL CBT, IELTS General Training, IELTS Online are NOT acceptable.**

***The tests taken at home (TOEFL iBT Home Edition, TOEFL iBT paper Edition, IELTS Online, etc.) are not acceptable.**

Certificate of Japanese language ability (certificate holders only)

If you have the official certificate proving Japanese language ability, submit an original certificate. Submit "Certificate of Result and Scores" (日本語能力試験認定結果及び成績に関する証明書) as your official certificate of Japanese-Language Proficiency Test. Please note that "Certificate of Japanese-Language Proficiency" (日本語能力認定書) is not accepted as official proof of Japanese-Language Proficiency Test results. If you only have test results notice, please mail the original document. In that case, it will not be returned. **There is no minimum score requirement, and no expiration date is set for the Japanese Language Proficiency Test.** Scores from tests taken more than two years ago are also accepted.

(3) Screening fee

15,000 JPY for overseas application

*Please choose one of the following methods. Remittance will be accepted only within the specified period.

■How to remit the screening fee

①Payment by Foreign Remittance

- Please follow the procedure below to remit **17,500JPY** (the screening fee of 15,000JPY plus a bank receiving charge of 2,500JPY) from a local financial institution. If the local financial institution requires a separate handling/a bank receiving fee, you must pay the required fee in addition to the above remittance.
- Take a photo of the remittance form, save it as a PDF/JPEG/PNG, and upload it to the online application system (TAO).

Remittance method	Telegraphic Transfer
Payment method	Advice and Pay
Bank transfer fee	Payer's Responsibility
Lifting charge	Payee's Account
Amount	17,500 JPY (screening fee 15,000JPY + a bank receiving charge of 2,500JPY) *(If the local bank requires a separate handling fee, or a screening fee is sent via an intermediary bank, pay the handling fee to the bank in addition to the above remittance.)
Purpose of remittance	Screening Fee
Remittance destination	Bank name: MUFG Bank, Ltd. Branch name: Edogawabashi Branch Account number: Ordinary deposit number 0035967FKK Beneficiary: Waseda University Bank address: 3-7, Kagurazaka Shinjuku-ku Tokyo 1620825, Japan Swift code: BOTKJPJT

* When remitting the screening fee, please make sure to include **the applicant's name (not the sender's) and write "Screening fee" in the message space.**

* Remittance of the screening fee by check, cash or other methods is not allowed. Additionally, payment must not 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 via Credit Card/ Online Payment System

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 payment procedure. After completing the transaction, save the “Result” page as a PDF, and upload it onto the online application system (TAO).

【Waseda University Examination Fee Payment Methods】 Credit Card and Union Pay

<https://www.waseda.jp/fsci/gips/assets/uploads/2025/03/Waseda-University-Examination-Fee-Payment-Methods-Credit-Card-and-Union-Pay.pdf>

* The payment can be made 24 hours a day, 7 days a week, including on Saturdays, Sundays, and holidays.

(For the last day of the payment period, credit card payment can be made only until 11:00 pm (JST)) Be noted that all of the procedures including making a payment must be completed by the designated deadline.

* 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.

■ Screening fee remittance period

Term of admission	Remittance period	
April, 2026	July Examination	Mon 26 May, 2025 – Fri 20 June, 2025
	November Examination	Mon 22 September, 2025 – Fri 10 October, 2025
September, 2026	February Examination	Mon 1 December, 2025 – Fri 19 December, 2025
	June Examination	Mon 6 April, 2026 – Fri 24 April, 2026

Return of Application Documents and Refund of Screening Fee

As a general rule, documents once submitted will not be returned and the screening fee will not be refunded. However, in the following cases, the screening fee alone 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.

(4) Dispatch of application number/Examinee number

After all the required application documents have been received and accepted, an application number/ examinee number will be issued on TAO. Please refer to the table below for the date on which the number will become available. It will be available in the application page of TAO. Please note that application number/ examinee number is not the TAO Application ID. If there are any deficiencies in the application documents or submitted information, the number will not be issued until the incompleteness is resolved. If your application number/ examinee number has not been issued on TAO by 7 days before the announcement date of successful applicants, please contact the IPS Admissions Office.

*Please print out the page showing your application number/ examinee number and keep it for your records, as it will be required for the enrollment procedure and for the issuance of your student ID card after admission.

Term of admission	Application period	Date application number/ examinee number become available
April 2026	July Examination	Around July 4, 2025
	November Examination	Around November 7, 2025
September 2026	February Examination	Around January 30, 2026
	June Examination	Around May 25, 2025

(5) 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 student visa. On confirmation of the applicants' submission of necessary admission procedure documents and of the receipt the total amount of money required at the time of admission for 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. Please note that 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.

4. Selection procedure

Selection is based on a documentary examination (document screening) only.

As a general rule, overseas applicants are not subject to interview and written examination.

*For domestic applicants, the interview will be conducted on the same schedule as the general entrance examination.

[Note on Entrance Examination]

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. 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.
 - 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.
3. 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 revocation of admission, in accordance with the University's rules and regulations.

5. Announcement of successful applicants

Examination results will be announced online on "Date of announcement" below. The "Application numbers/Examinee number" 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.

	July Examination	November Examination	February Examination	June Examination
Term of admission	April, 2026		September, 2026	
Date of announcement	Friday 18 July, 2026	Friday 28 November, 2026	Friday 20 February, 2026	Friday 5 June, 2026

6. Admission procedure

- The admission procedure can be completed by mail.
- Documents submitted by mail must arrive no later than the admission procedure deadline.
- Once tuition payment, submission of required documents for both the first and second admission procedures, and online registration have been completed, your admission will be finalized.
- Documents for the 2nd admission procedure will be sent to successful applicants by e-mail in mid-February 2026 for April admission, and in early August, 2026 for September admission.

① Delivery of documents for the entrance procedure

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

② Period for the first entrance procedure

(April 2026 admission)

- July examination Due no later than October 15, 2026 (Wed)
- November examination Due no later than December 12, 2026 (Fri)

(September 2026 admission)

- February examination Due no later than April 15, 2026 (Wed)
- June examination Due no later than Jun 19, 2026 (Fri)

③ Tuition and fees for the 2026 admission procedure

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	581,000	25,000	1,500	907,500
		Second term	–	581,000	25,000	1,500	607,500
		Total	300,000	1,162,000	50,000	3,000	1,515,000
	Second year	First term	–	731,000	25,000	1,500	757,500
		Second term	–	731,000	25,000	1,500	757,500
		Total	–	1,462,000	50,000	3,000	1,515,000
September admission	First year	At admission	300,000	581,000	25,000	1,500	907,500
		Second term	–	581,000	25,000	1,500	607,500
		Total	300,000	1,162,000	50,000	3,000	1,515,000
	Second year	First term	–	731,000	25,000	1,500	757,500
		Second term	–	731,000	25,000	1,500	757,500
		Total	–	1,462,000	50,000	3,000	1,515,000

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 general rule, we do not return submitted documents or refund school expenses and fees (the admission fee and school fees and other fees for the first term). However, if you do not enter Waseda University due to unavoidable circumstances or fail to meet the entrance qualifications prior to enrollment, we may refund only the school fees and other fees for the first term (but not the admission fee). For more information about the procedure for receiving such refund, refer to the guide for the admission procedures mailed to successful applicants.

If you are currently enrolled in, graduated from, completed, or withdrew from an undergraduate, graduate, or specialized program of Waseda University, you are not required to pay the admission fee (registration fee).

*Students who have newly enrolled master's program will be required to pay 40,000 yen as the "Alumni association membership fee". This membership fee will be paid in the final term/semester of their last year, which covers 10 years of annual membership fee that students pay in advance. Those who have graduated from undergraduate school at Waseda University, transferred students, doctoral program students, double degree program students, research students and non-degree students are exempted from paying this fee.

■ Acquisition of Status of Residence of “Student”

Website on Residence Status (Visa): <https://www.cie-waseda.jp/visastatus/en/prospective/>

International students who are admitted to Waseda University can apply for a status of residence “Student”. Those with the status of residence “Student” are eligible to apply for scholarships for international students. Those with a status of residence other than “Student” are eligible to enter Waseda University but please be aware that they cannot use various services and systems such as scholarships intended to support international students.

*In order to go through the procedures concerning a status of residence, you will need to have completed the payment of the entrance procedure fee.

(1) If you have a status of residence of “Student”

If you currently have a status of residence of “Student,” please apply for “extension of period of stay” as necessary. You are able to apply for extension of period of stay from three months before your status of residence expires. For details on procedures, please refer to “If your current status of residence is “Student”” in “For Prospective Students” on the above website.

(2) If you have a status of residence of “Temporary Visitor”

Please bear in mind that students are not eligible to enroll in the university with a “Temporary Visitor” status.

If you currently have a status of residence of “Temporary Visitor,” as a general rule, you will need to leave Japan once and apply for a status of residence of “Student.” For details on how to apply for a status of residence of “Student,” please refer to “(4) If you do not have a status of residence.”

(3) If your status of residence is other than “Student” or “Temporary Visitor”

If you finish the activity that falls under your current status of residence, you will need to change your status of residence to “Student.” If your status remains the same, such as “Dependent,” change the status of residence as necessary. For details on procedures, please refer to “If your current status of residence is other than “Student”” in “For Prospective Students” on the above website.

【Note】 To apply for extension of period of stay or change of status of residence, you need a completed application form issued by Waseda University. Prior to making the application to the Immigration Services Bureau, please submit the application form, a certificate of admission, and other necessary documents to the university.

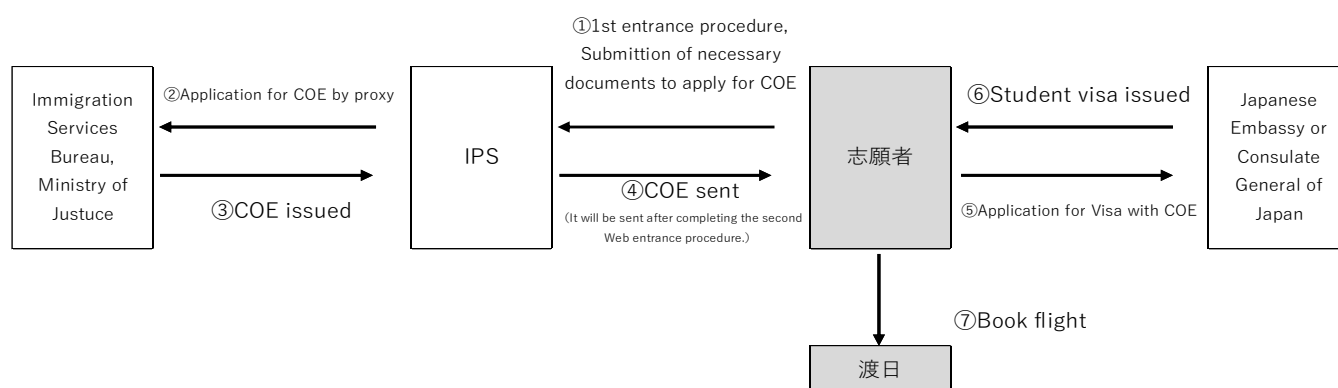
(4) If you do not have a status of residence

To apply for a status of residence, you will first need to obtain a certificate of eligibility (COE) from the Immigration Bureau of the Ministry of Justice of Japan, located in Japan. Limited to students with foreign citizenship and living outside of Japan who have completed entrance procedures, Waseda University will apply for a COE to the Immigration Bureau on the students’ behalf.

After the COE is issued, Waseda University will send it to the student with a “Certificate of Admission” . Upon receiving the COE, you will need to take the COE and other documents (e.g., your passport) to the Japanese embassy or consulate in your country of citizenship/residence to apply for a “Student” visa. Be sure to acquire your visa within the valid period of the COE and enter Japan. Since it takes 2 to 3 months for the whole process such as receiving documents for proxy application, application by proxy to the Immigration Bureau, assessment and issuance of COE, please be careful not to start late with little time before enrollment.

*As for the actual schedule and necessary documents, detailed information will be provided by the IPS Office after the screening results are announced.

“Student” Visa Acquisition Process (① → ⑦)



NOTE:

- If you hold a dual citizenship of Japan and another country, you cannot apply for the COE/student visa.
- Waseda University acts on your behalf to apply for a “Student” status of residence only. If you wish to apply for other types of status of residence, you need to make an application by yourself at the Immigration Bureau.
- If you do not submit the necessary documents or the submitted documents are incomplete, Waseda will not be able to apply for a COE on your behalf.
- The Immigration Bureau may require you to submit additional documents.
- An applicant who wishes to withdraw from enrolling in Waseda after receiving the COE must follow the procedure for the withdrawal of enrollment and immediately consult us about returning of the COE. If you are accepted by another university in Japan, please make sure that you do not apply for a COE at more than one university. If there are multiple applications, the COE cannot be issued.
- The Immigration Bureau is solely responsible for decisions regarding status of residence. If issuance is delayed or application is not approved, Waseda University cannot be responsible for the cancellation fee of your air ticket and other inconveniences. Please be careful when you book your flight. (For entrance fee, tuition and fees (for the 1st semester of the 1st year), please refer to p.11.)

Reference: Materials Required for Those Who Wish to Have IPS Apply for the COE on Their Behalf

For the details of “how to submit” and “documents to be submitted”, please check in “Entrance Procedure Guide” announced to the successful applicants.

Notice on Japan Pre-Entry Tuberculosis Screening (JPETS)

To applicants whose nationality is from the Philippines / Nepal / Vietnam / Indonesia / Myanmar / China

[This information is current as of March 2025. It will be updated as needed in accordance with notifications from the Ministry of Health, Labor and Welfare (MHLW).]

1. Overview

When applying for the Certificate of Eligibility (COE), those who are required to take JPETS must submit a "TB Clearance Certificate" in addition to the usual application documents in order to prove that they are not infected with tuberculosis(TB).

For details about JPETS, please refer to the following website provided by MHLW:

- ◇ [Special website for JPETS](#)
- ◇ [Japan Pre-Entry Tuberculosis Screening \(JPETS\)](#)

2. Those who must take JPETS

Principles	JPETS is required when all of the following conditions are met; - Those applying for COE (including reapplicants) to stay in Japan for more than three months. - Nationals of the TB screening target countries* designated by the MHLW.
Exceptions	- Nationals of the TB screening target countries, <u>but are currently residing in another country</u> (only if they can provide proof of residence, such as Resident Permit, of a country or region other than the TB screening target countries) - MEXT Scholarship Students selected under the Embassy Recommendation category - Individuals with dual nationality, including Japanese and the nationality of the TB screening target country.

*TB screening target countries and the Submission Schedule

TB screening target countries	Starting date of the submission of “TB Clearance Certificate”
Philippines / Nepal	from June 23, 2025
Vietnam	from September 1, 2025
Indonesia / Myanmar / China	to be announced

3. Required Procedures

- Applicants with JPETS requirements must undergo TB screening at the [designated panel clinics](#) in their countries and obtain a "TB Clearance Certificate". This certificate must be submitted along with the other COE application documents by the specified deadline and in the specified manner.
- Applicants must visit the clinic between **“October 1st 2025”** and **“the submission deadline for the COE application documents, as specified by the school”**.
 - If the TB screening is conducted too early, there is a risk that the certificate’s validity may expire before the COE application since the "TB Clearance Certificate" is valid for 180 days.
 - If the TB screening is conducted too late, the "TB Clearance Certificate" may not be issued in time to meet the COE application deadline. Applicants are advised to plan well in advance.

4. Others

- If applicants are infected with TB and are unable to obtain the "TB Clearance Certificate", they must contact the enrolling undergraduate or graduate school at Waseda as soon as possible.
- Waseda University allows a special leave of absence (with no tuition and other expenses) for those who cannot receive the “TB Clearance Certificate” due to infection and cannot enter Japan.
- If applicants should discover just before enrollment that they have contracted tuberculosis and are unable to enter Japan, it could significantly impact their subsequent plans. Therefore, it is strongly recommended that applicants undergo a TB screening at an early stage, separate from the COE application process, to confirm that they are not affected by the disease before proceeding with the application steps.

Others

1. 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, enrollment 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 information. 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 (hereafter “Submitted Documents”) by providing them to the issuers, providers, theses review entities, etc. By submitting or providing the Submitted Documents to the University, the applicant agrees to the University’s right to make such inquiries. 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.

2. Collecting Information Related to Gender

For the sake of administering entrance exams in an efficient manner and carrying out enrollment procedures, Waseda University collects information regarding your sex on legal documents such as family register or passport. The information is collected only for reasonably justifiable purposes, and these cases are limited to a minimum. If your sex is marked as neither male nor female on the legal documents, please contact at IPS Admissions Office prior to application. The information does not affect the screening result.

<https://www.waseda.jp/inst/diversity/en/support/sexual-minority/>

3. Applicant with disability and chronic illness

If you expect to require special care after entering the University owing to a disability or serious medical condition, etc., please contact IPS Admissions Office before submitting your application.

4. Disclaimer

➤ Accidents/incidents owing to force majeure.

In the event of a natural disaster— such as typhoons, floods, earthquakes, tsunamis, etc.—fires, power outages, or other force majeure accidents or transportation disruptions, measures including delaying the start and end of the exam or postponing the exam, etc. may be taken. However, in such an event, the University will not be liable for any inconvenience, expense, or other personal damage incurred by examinees as a result of such measures.

5. Security Export Controls

At Waseda University, we have established security export control regulations and operational guidelines in accordance with the "Foreign Exchange and Foreign Trade Act". We conduct evaluations when providing technology or admitting researchers and students from abroad to ensure that the educational and research activities for foreign students do not compromise international security and peace. Please be aware that if the evaluation determines that you fall under the regulated conditions, your desired educational and research activities may be subject to restrictions.

Inquiry

Admissions Office,
Graduate School of Information, Production and Systems (IPS), Waseda University
Website : <https://www.waseda.jp/fsci/gips/en/>

Before making an inquiry, please be sure to check the FAQ at the link below.

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

If your question is not answered there, contact us using the inquiry form below.

IPS Admissions Office Inquiry Form : <https://forms.office.com/r/9WGiz16eCB>



IPS Website



FAQ



Inquiry Form