

# Graduate School of Information, Production and Systems, Waseda University

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

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

### 1. Application Guideline

<b>Major -Field-</b>	Information, Production and Systems -Information Architecture -Production Systems -Integrated Systems
<b>Program</b>	Doctoral Program <36 months (3 years)>
<b>Number of Students to be Admitted</b>	Doctoral Program: Not specified
<b>Application Period</b>	<b>【Domestic application】</b> February examination: January 6, 2025(Mon)～January 20, 2025(Mon)(Must arrive by final day) <b>【Overseas application】</b> December examination: November 11, 2024(Mon)～November 25, 2024(Mon)(Must arrive by final day) February examination: January 6, 2025(Mon)～January 20, 2025(Mon) (Must arrive by final day)
<b>Selection procedure</b>	Domestic application: Documentary examination and Interview Overseas application: Documentary examination
<b>Results Announcement</b>	<b>【December examination】</b> December 19, 2024(Thu) <b>【February examination】</b> February 14, 2025(Fri)
<b>Term of Admission</b>	September, 2025

◇ For further details about our research bases and faculty members, please refer to the website of Graduate school of Information, Production and Systems, Waseda University. <https://www.waseda.jp/fsci/gips/en/>

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.

### 2. Qualifications for application

To apply for admission, applicants must meet both qualifications (1) and (2).

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

(2) Applicants must meet one of the following qualifications.

a. You have a master's degree, professional master's degree, or any equivalent degree, from a university in China.

b. You are expected to obtain a master's degree by September 20, 2025 for September 2025 entrance from a university in China. If you are enrolled in a master's and PhD joint degree program at a university in China, at least 2 years of attendance at your home graduate school is required before enrolling in Waseda University and you must be recognized to have academic ability equivalent to master's degree graduates.

\*For eligibility criteria for The Special Admission for Postgraduate Study Abroad Program by China Scholarship Council (国家建设高水平大学公派研究生项目「与日本早稻田大学合作奖学金」), be sure to check the CSC website and confirm the requirements prior to applying to Waseda University. For those who reside in Japan, please contact the Embassy of People's Republic of China in Japan.

### 3. Application Procedure

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

Applicants to the doctoral program need to contact with the desired research supervisor by e-mail and so on and obtain consent before applying. After that, please be sure to submit the application documents to Admissions office of Graduate school of Information, Production and Systems, Waseda University and complete the registration on the online application system, "TAO" within application period. Applicants are required to submit application documents by the deadline and must pass the screening of the graduate schools even if they receive a letter of conditional consent of acceptance from the prospective supervisor in advance. For those who do not pass the designated screening of the graduate schools will lose their eligibilities to enter Waseda University with China Scholarship Council scholarship.

\*Applicants are not allowed to apply for multiple graduate schools within the Special Admission for Postgraduate Program by CSC.

\*For those who are currently enrolled in the 1st year of the PhD program at Waseda University, please contact IPS Office for application details.

(IPS Office: TEL +81-93-692-5017, Email: [gakumu-ips@list.waseda.jp](mailto:gakumu-ips@list.waseda.jp))

#### (2) Screening Fee:

Applicants are exempted from the payment of the screening fee.

#### (3) Application documents

##### < Domestic application >

Prescribed Form		Documents to be Submitted
Need to be mailed	①	Application form for the Postgraduate Study Abroad Program (China Scholarship Council)
Online	②	Application form for admission 【Form 1】
Online	③	Research Plan 【Form 2】
Online	④	Letter of recommendation 【Form 3 (A), (B) or (C)】
Online	⑤	Overview of previous bachelor's thesis or master's thesis 【Form 4(A)】 or Overview of work history 【Form 4(B)】
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) *Please refer to page 4.
Need to be mailed	⑧	All grade transcripts for undergraduate studies and above (Japanese or English version)
Need to be mailed	⑨	Certificate of enrollment (doctoral student only) *Please refer to page 4.
Need to be mailed	⑩	Original certificate of TOEFL, TOEIC, IELTS, EIKEN Test in Practical English Proficiency Original certificate of Japanese language ability (certificate holders only)
Online	⑪	Statement of source of funds 【Form 5】
Need to be mailed	⑫	Certificate of residence *The social security and Tax Number should not be printed.

## < Overseas application >

Prescribed Form		Documents to be Submitted
Need to be mailed	①	Application form for the Postgraduate Study Abroad Program (China Scholarship Council)
Online	②	Application form for admission 【Form 1】
Online	③	Research Plan 【Form 2】
Online	④	Letter of recommendation 【Form 3 (A), (B) or (C)】
Online	⑤	Overview of previous bachelor's thesis or master's thesis 【Form 4(A)】 or Overview of work history 【Form 4(B)】
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) *Please refer to page 4.
Need to be mailed	⑧	All grade transcripts for undergraduate studies and above (Japanese or English version)
Need to be mailed	⑨	Certificate of enrollment (doctoral student only) *Please refer to page 4.
Need to be mailed	⑩	Original certificate of TOEFL, TOEIC, IELTS, EIKEN Test in Practical English Proficiency Original certificate of Japanese language ability (certificate holders only)
Online	⑪	Statement of source of funds 【Form 5】
Need to be mailed	⑬	Original certificate of bank balance
Online	⑭	Passport copy

## <Detail description>

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

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

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

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

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.

### ③Research Plan 【Form 2】

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.

Please be sure to summarize it on ONE page. Attachments are not permitted.

Even if including figures and tables, additional pages are not allowed. Do not change the specified format.

Please note that if the text is too small or difficult to read, the applicant's intention may not be sufficiently conveyed during the review process.

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

Form 3(A) 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.

Your university status	Necessary Form
Current student	A letter of recommendation from a thesis advisor or an equivalent faculty member 【Form 3 (A)】
Graduated applicant	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)】
Work force applicant	A letter of recommendation from responsible person in your research and development field, or equivalent authority 【Form 3 (C)】 or A letter of self-recommendation making a case for your superior ability 【Form 3 (D)】

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

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

Fill in no more than 500 words in English.

Please be sure to summarize it on ONE page. Attachments are not permitted.

Even if including figures and tables, additional pages are not allowed. Do not change the specified format.

Please note that if the text is too small or difficult to read, the applicant's intention may not be sufficiently conveyed during the review process.

Your examination category	Necessary Form
<ul style="list-style-type: none"> <li>• Recommended application</li> <li>• General application</li> </ul>	<b>Overview of bachelor's thesis or master's thesis 【Form 4 (A)】</b> 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.
<ul style="list-style-type: none"> <li>• Work force application</li> </ul>	<b>Overview of work achievements 【Form 4 (B)】</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.

**⑥ Color photographs**

1. Prepare a color photo taken within 3 months before the time of application. 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; and must be printed on photo paper. Please write your name on the back of the photo. Use glue or paste to affix the photo to the relevant field on the application form. As will be detailed later, as part of the enrollment procedure, you will be required to upload an electronic version of the photo you submitted with your application. Therefore, please keep the file of the submitted photo until you complete the enrollment procedure.
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 snapshots or photos that make it difficult to identify the pictured individual or verify their identity owing to differences in hairstyle, etc.
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 Certificate of (expected) graduation, certificate of (expected) completion and (expected) degree certificates)**

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

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

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.

**■ Only applicants who obtained or are expected to obtain a degree from a university or college in mainland China (excluding Hong Kong, Taiwan and Macau).**

Your Status	Necessary Certificate	
University or College in mainland China (Excluding Hong Kong, Taiwan and Macau)	Graduated	<b>2 certificates below</b> <ul style="list-style-type: none"> <li>• Online Verification Report of Higher Education Qualification Certificate (in English)</li> <li>• Online Verification Report of Higher Education Degree Certificate (in English)</li> </ul>
	Current Student	<b>1 certificate below</b> <ul style="list-style-type: none"> <li>• Online Verification Report of Student Record (in English)</li> </ul>

\*Applicants who graduated from both Bachelor and Master's program need to submit the certificates of **both** Bachelor and Master's program.

- Applicants obtained or expected to obtain a degree from a university or college in mainland China (excluding Hong Kong, Taiwan, and Macau) should submit.
- The certificates must be sent directly to our office ([koho-ips@list.waseda.jp](mailto:koho-ips@list.waseda.jp)) from CSSD(CHESICC) via email by the deadline of the application period. Even if the certificate is sent to our office before the application period, it is 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.
- **We don't 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 certificate of (expected) graduation or degree certificate does not need to be submitted.
- 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.
- Applicants who have NOT YET graduated from a university in mainland China when applying for our admission, you must submit 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)

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

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

Your Status	Necessary Certificate
Graduated	• Please submit transcript from graduation.
Current student	• 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 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.
Applicants who have transferred	• For those who have transferred, a transcript from the previous institution must also be submitted.

- The document should include the date of issue.
- If the certificate consists of more than one page, the applicant name and university seal must be on all pages.
- **Must be officially issued from your university. Photocopies are not accepted.**
- We will NOT give back your academic transcripts which can be reissued by your university.
- If you cannot submit your original academic transcripts, please submit the certified true copy issued by your university with an original seal or a stamp.
- It should provide full details of the grades you received in each unit or module, and all information of the courses taken.
- If you cannot obtain the official academic transcripts in Japanese or English from your university, please attach an English or Japanese translation notarized by an Embassy or another appropriate office officially approved by the government WITH your original transcripts in your native language.
- 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](mailto:koho-ips@list.waseda.jp)) from CSSD. Visit CSSD(CHESICC) website (<https://www.chsi.com.cn/en/pvr/>) for more information.

#### ⑩ Certificate of language ability

##### English Test Score Report (Must be an official report)

##### [Native English Speaker]

Native English speakers are exempt from submitting English language test score reports.

##### [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.

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)



**[Proof of English Language Ability. What you need to submit]**

Applicants are required to submit at least one of the test scores listed below. We do not return your Score sheet once submitted.

There is no limit to the score.

TOEFL	1. Submit Test Taker Score Report with other application documents. 2. Ask ETS to send an Institutional Score Report to us directly. The DI code (Institution Code) "C804" and Department Code "99". 3. Enclose a screenshot of request form for TOEFL iBT Institutional Score Report with other application documents
TOEIC	<b>[For applicants who have taken the TOEIC test overseas]</b> "Official Score Certificate" paper document must be submitted with other application documents. <b>[For applicants who have taken the TOEIC test in Japan]</b> ※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 things 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 top page. “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. <a href="https://www.iibc-global.org/toEIC/test/1r/guide04/score2.html">https://www.iibc-global.org/toEIC/test/1r/guide04/score2.html</a> 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 with other application documents.
IELTS Academic	Original score paper of Test Report Form which is normally pale green must be submitted with other application documents.
EIKEN	Request the "日本英語検定協会" to send the test results directly to our office.

**Certificate of Japanese language ability (certificate holders only)**

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.

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

Enter 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 to submit Form 5.

**⑫Certificate of residence(only for domestic applications by non- Japanese applicants)**

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

**⑬Certificate of bank balance**

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.

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

If you have no passport yet or are in the process of obtaining one, please send a passport copy to IPS office as soon as you receive.

#### (4) Important Notes for Application

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. Incomplete applications cannot be accepted. The application will be completed by 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 andailable way.

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

- 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.
- If you require special care during the entrance examination or after entering the university due to a disability or serious medical condition, etc., please contact the office of your intended graduate school. In addition, contact the office if a serious injury or illness is expected to affect your ability to take the entrance examination.

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

#### 4. Screening Process

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

#### 5. Results Announcement

Examination results will be announced online. The “Application 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 documents for admission procedures.

A letter of acceptance will be sent out to successful applicants.

\*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.

Schedule	China Scholarship Council (CSC)	Applicants	Waseda University
Mid-March through Late-March 2025 (TBA)		1. Applicants selected as candidates will submit a Letter of Conditional Consent of Acceptance issued by Waseda University to their home university in China and complete an online application for the CSC scholarship 国家建设高水平大学公派研究生项目「与日本早稻田大学合作奖学金」.	
June 2025 (TBA)	2. CSC will officially select 国家建设高水平大学公派研究生项目「与日本早稻田大学合作奖学金」scholarship recipients.	3. Applicants who was officially selected as recipients of the 国家建设高水平大学公派研究生项目「与日本早稻田大学合作奖学金」 will send their scholarship certificates* issued from the CSC to Waseda University. *You must submit both a) and b) below. a) Certificate in English b) Certificate in Chinese stating that you got accepted to「与日本早稻田大学合作奖学金」	4. Based on the result of CSC's selection of scholarship recipients and by receiving the scholarship certificates sent from applicants, Waseda University will finally select and inform the enrollment procedure to officially accepted applicants.

## 6. School Expenses, Scholarships, etc.

- Candidates who were not selected by CSC as recipients of the 国家建设高水平大学公派研究生项目「与日本早稻田大学合作奖学金」 will result in nullification of their conditional consent of acceptance of Waseda University.
- The students who were accepted by this program are exempt from the entrance fee, tuition, and miscellaneous fees during the period enrolled in Waseda University (Doctoral Program for a maximum period of 36 months, Special Research Students Program for a Maximum period of 12 months).
- \* Note: Tuitions and fees for non-degree subjects/courses which are not considered as basic requirements for completion of graduate school (e.g. Japanese Language Subjects etc.) are not covered by the scholarship.
- CSC program applicants are restricted from applying to other scholarships including those offered by Waseda University and outside institutions such as the Japanese Government
- Living expenses and the round-trip air ticket are provided to you by the CSC.
- Waseda University will provide dormitory information to successful applicants. However, arrangements and payments are applicants' responsibilities.
- Due to China Scholarship Council's policy, this program will only be granted to those whose status of residence is "Student" during the period enrolled in Waseda University

## 7. 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.

<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.

## 8. Note on Entrance Examination

<Dishonest Acts>

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, fabrication, plagiarism, modification, etc., of documents, materials, or information submitted to the University at the time of application may be considered misconduct.



2. The following acts 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, taking notes on one's body, objects, desk, etc. and referring to them.)
- ② Any action that benefits another examinee or other examinees, such as communicating the answers to a question, etc., during the examination.
- ③ Holding or using mobile phones, etc., during the examination.
- ④ Enabling any sounds (incoming calls, alarms, vibrating sounds, etc.) on mobile phones, etc., and watches during the examination.
- ⑤ Behavior that disturbs other examinees in the examination room..
- ⑥ Failure to follow the instructions of an examination supervisor, etc., at the examination site.
- ⑦ Having any person other than the applicant herself/himself impersonate the applicant and take the examination.
- ⑧ Any and all other acts that may impair the fairness of the examination.

3. If misconduct is suspected, the University may respond as follows. Failure to comply with these actions may be considered an admission of wrongdoing.

- An examination supervisor, 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 (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.

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 academic 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 actions up to and including expulsion from the University, in accordance with the University's rules and regulations.

\* In these Application Guidelines, the term "mobile phones, etc.," indicates all electronic devices with communication functions, such as mobile and smart phones, tablets, wearable devices, etc.

#### ○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.

#### ○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. The information is collected only for reasonably justifiable purposes, and these cases are limited to a minimum. The information does not affect the screening result.  
<https://www.waseda.jp/inst/diversity/en/support/sexual-minority/>

#### ○Applicant with disability and chronic illness

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.

#### ○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.

## 9. Contact Address

Admissions Office

Graduate School of Information, Production and Systems, Waseda University

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

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

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

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

Office Hours: 10:00 – 16:00 (local time) \*Closed on Saturdays, Sundays and holidays