

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

**Admission Guide for F-Course applicants
〈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

Contents

1. General guidelines for F-Course applicants	1P
2. Qualifications for application	1P
3. Application procedure	1P
4. Selection procedure	10P
5. Announcement of successful applicants	10P
6. Admission procedure	10P
- Acquisition of Status of Residence of “Student”	11P
- Notice on Japan Pre-Entry Tuberculosis Screening (JPETS)	13P
Others	14P
Outline of F-Course	15P

<< Important Notes >>

- ① This admission guide is for F-course 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 F-Course applicants

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

2. Qualifications for application

Applicants must satisfy the following all criteria from (1) to (8) to be eligible for F-Course application.

(1) Applicants must satisfy the following either criteria for academic background.

- ①Those who have completed 16 years of standard school education overseas or are expected to complete such education by March 31, 2026 (for April admission) or by September 20, 2026 (for September admission).
 - ②Those who have been recognized by the Graduate School Program as possessing scholastic ability equivalent to those of university graduates through an individual entrance requirements screening process and are expected to reach 22 years of age by March 31, 2026 (for April admission) or by September 20, 2026 (for September admission).
- (2) Those who are currently in the first year or the second year master's programme at one of IPS's overseas partner institutions.
 - (3) Those who are officially recommended as an F-Course applicant by the responsible person or persons of the overseas graduate school where he or she is currently enrolled.
 - (4) Those who obtain at least ten (10) credits in the master's programme at the overseas graduate school where he or she is currently enrolled by the time he or she enters IPS.
 - (5) Those who have very excellent academic records both at the undergraduate level and at the post-graduate level at the overseas institution or institutions.
 - (6) The research topic that the student intends to study at IPS must be the same as those of the overseas graduate school they are currently enrolled in.
(In principal, it is preferable that the student starts his or her research at the overseas graduate school and continues researching on the same topic after entering IPS. However, the student is allowed to change his or her research topic if he or she has excellent academic records and if he or she strongly wishes to do so.)
 - (7) Those who sent a research plan for Pre-matching to IPS admissions office in a designated period, and got an acceptance from IPS faculty member to apply for F-Course.
 - (8) Those who have the good command of either Japanese or English that enables him or her to pursue his or her study at IPS with no problems.

*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) Pre-matching

- The pre-matching process for the F-Course takes place approximately 1–2 months before the application deadline. Please check the IPS website for the exact “Pre-matching period” and “Application period” dates.

■Pre-matching period

Term of admission	Pre-matching period (Research plan must arrive by the final day by email)		Pre-matching result announced
April, 2026	July Exam	Mon 21 April, 2025 - Fri 9 May, 2025	~Fri 23 May, 2025
	November Exam	Mon 1 September, 2025 - Fri 12 September, 2025	~Fri 26 September, 2025
September, 2026	February Exam	Mon 10 November, 2025 - Fri 21 November, 2025	~Fri 5 December, 2025
	June Exam	Mon 16 March, 2026 - Fri 27 March, 2026	~Fri 10 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.

- All applicants must contact the IPS Admissions Office in advance to be matched with a suitable supervisor based on their research area. Matching is a mandatory step—if no match is made, you will not be eligible to apply for the F-Course.

When requesting matching, applicants are required to submit their top-choice research topic at IPS, and are encouraged to list second and third preferences as well. Matching will be considered in the order of preference.

<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
Integrated Systems	Micro Electro-Mechanical Systems	IKEHASHI, Tamio
	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

- Applicants must use the designated forms available on the IPS website: the “Research Plan for Pre-matching” and “Application Form 1.” Please note that submissions using standard Master’s (two-year) course forms will not be accepted for the F-Course.

To initiate the pre-matching process, download the necessary forms from the IPS website:

<https://www.waseda.jp/fsci/gips/other-en/2018/04/04/10902/>

- Next, select up to three preferred supervisors by referring to the faculty list on the IPS website. Then, send an email to the IPS Admissions Office (koho-ips@list.waseda.jp) with the subject line “Matching Request (F-Course)”. The email should include the following information in the body:
 - Desired term of enrolment (April 2026 or September 2026)
 - Desired entrance examination batch
 - *e.g., July, October, or December for April entry; December, February, or June for September entry
 - **Applicants cannot apply for both April and September intake at the same time.
- Attach the following three documents to the email:
 - Research Plan for Pre-matching (designated form)
 - Application Form 1 (designated form)
 - Undergraduate transcript (in Japanese or English)
- The result of the pre-matching, including eligibility and supervisor decision, will be communicated to the applicant by email on the announcement date specified for each pre-matching period.
- After receiving confirmation of acceptance from a supervisor, applicants should remit the screening fee to Waseda University and then submit the full set of application documents.

(2) Method of application

- Overseas application : Applicants residing outside Japan must send a written application from overseas regardless of their nationality.

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

(3) Submission of application documents

Submit the required application documents during the following application period with the designated procedure after confirming eligibility and application approval from the prospective supervisor.

Only who got an acceptance from IPS supervisor in Pre-matching, can apply for F-Course in the application period below.

■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.

■Overseas Application procedure

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/other-en/2018/04/04/10902/>. 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

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 (F-1)】 *Use the prescribed forms available on the IPS website
Online	②	Research plan 【Form 2 (F-2)】 *Use the prescribed forms available on the IPS website
Online	③	Letter of recommendation 【Form 3 (F)】 *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 forms available on the IPS website
Online	⑤	A copy of screening fee remittance form
Online	⑥	A color photographs
Online	⑦	Passport copy
Need to be mailed	⑧	CHECKLIST for Partner University Recommendation Application
Need to be mailed	⑨	Certificate of graduation(Undergraduate school), and Bachelor degree certificate
Need to be mailed	⑩	Student registration certificate issued by a university

Need to be mailed	⑪	All grade transcripts for over undergraduate studies including graduate school
Need to be mailed	⑫	Certificate of language ability
Need to be mailed	⑬	Official document to prove an academic ranking in his/her school

*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)

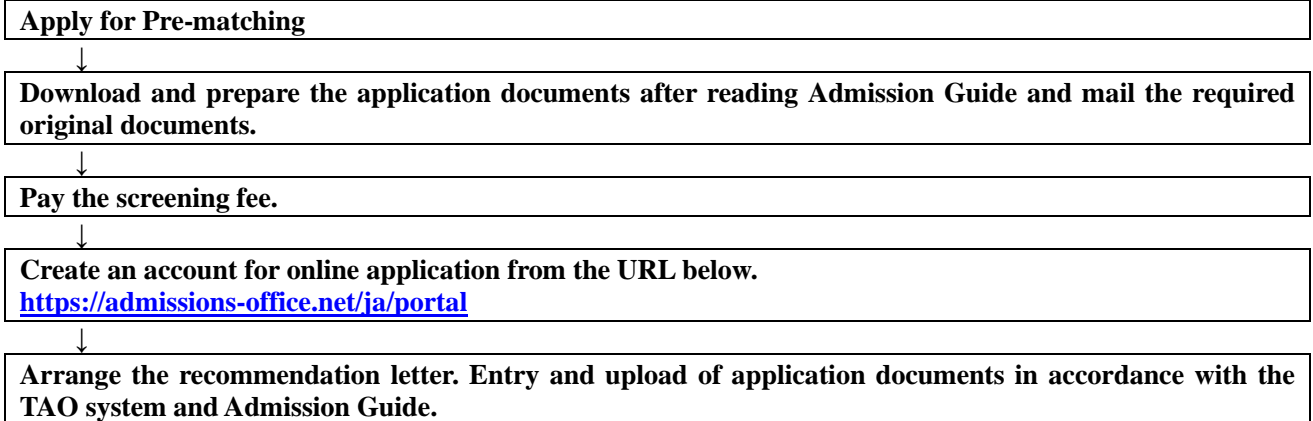
■ Instructions for application and documents to be submitted

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 »



- 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.

<p>Mail to: 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</p>
--

- Application documents are non-returnable. Any documents that are not required will also not 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. 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 message 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(F-1), 2(F-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 if including charts or tables. 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(F)] <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 letter 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 bachelor's thesis or master's thesis [Form 4(A)] <Submit ONLINE>

Please download the prescribed forms from IPS website, fill in and upload from TAO. Applicants to the master's program should describe their bachelor's thesis, etc. If you were not required to complete a bachelor's thesis, please describe the academic studies or research projects you have engaged in so far. Summarize the content on a single page (one-sided). Attachments or additional pages are not allowed, even if including charts or tables. 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>

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

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 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 later, as part of the enrollment procedure, you will be required to upload the same photo 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 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 via TAO's message function 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 graduation and Bachelor's degree certificate <Original required>

Both a certificate of graduation from undergraduate program and bachelor's degree certificate are required. The submission method for those certificates differ between graduates of universities in mainland China and those from other institutions. Please read the instructions below carefully and submit the documents using the method that applies to your case.

Submission method for graduates of universities outside mainland China

Required certificates:

1. Bachelor's certificate of graduation
2. Certificate of bachelor's degree

- Must be officially issued by your university. The original document is required; photocopies will not be 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 note that submitted certificates will not be returned. Ensure that you submit documents that can be reissued.
- **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 have obtained (or 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.

Submission method for graduates of universities in mainland China

Required certificates:

- Bachelor's Certificate of Graduation
- Online Verification Report of Higher Education Qualification Certificate (in English)
- Online Verification Report of Higher Education Degree Certificate (in English)

- 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.

⑩ Student registration certificate issued by a university <Original required>

F-Course applicants should submit an original student registration certificate to prove that they are currently enrolled as master's students at one of IPS's partner universities.

*The certificate mentioned above must NOT be handwritten.

**The above certificate must include the issuance date and bear the university's official seal stamped directly.

⑪ Grade transcript <Original required>

F-Course applicants must submit original transcripts for both undergraduate and master's programs, in either English or Japanese..

- 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 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.
- 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 applicants' home university, please submit the academic transcript issued by the host institution.
- 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 website (<https://www.chsi.com.cn/en/pvr/>) for more information.

⑫ 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 your Score Sheet 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	<p>[For applicants who have taken the TOEIC test outside Japan] "Official Score Certificate" paper document must be submitted along with other application documents.</p>
	<p>[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.</p> <p>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</p> <p>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.</p>
TOEFL iBT "My Best" score is not taken into consideration for screening.	<p>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.</p> <p>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>).</p> <p>3. Enclose a printed screenshot of the request form of TOEFL iBT Institutional Score Report.</p>

IELTS Academic *Steps 1. to 3. are all required. **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.								
	<table border="1"> <tr> <td>Institution</td> <td>Waseda University - Graduate School of Information, Production and Systems (IPS)</td> </tr> <tr> <td>Department</td> <td>IPS Office</td> </tr> <tr> <td>Address</td> <td>2-7 Hibikino, Wakamatsu-ku, Kitakyushu, Fukuoka 808-0135</td> </tr> <tr> <td>Delivery method</td> <td>Electronic Score Delivery</td> </tr> </table>	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
	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, ILETS 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.

⑬ Official document to prove an academic ranking of Undergraduate Program <Original required>

F-course applicants must submit an official document issued by their undergraduate school to verify their academic ranking in Japanese or English. **If available, they must also submit their academic ranking from their master's program.**

*The certificate must NOT be handwritten.

**The certificate must include the issuance date and bear the university's hand-stamped official seal.

(4) 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 17,500 JPY (the screening fee of 15,000 JPY plus a bank receiving charge of 2,500 JPY) from a local financial institution. If the local financial institution requires a separate handling/lifting 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 lifting charge of 2,500JPY) *If the local bank charges a separate handling fee, or if the screening fee is transferred through an intermediary bank, please 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 (not the credit card holder's) must be entered on 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.

(5) 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, 2026

(6) 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.

[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 (hereinunder, "Submitted Related Documents") by providing said Submitted Related Documents to the issuers, providers, theses review entities, etc. By submitting or providing the Submitted Related Documents to the University, the applicant agrees to the University's right to make such inquiries.
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, 2025	Friday 28 November, 2025	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 admission procedure
Successful applicants will receive documents for admission procedures on or after the day of the announcement.
- ② Period for the first admission procedure
(April 2026 admission)
○ July examination Due no later than October 15, 2025 (Wed)
○ November examination Due no later than December 12, 2025 (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

〈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.

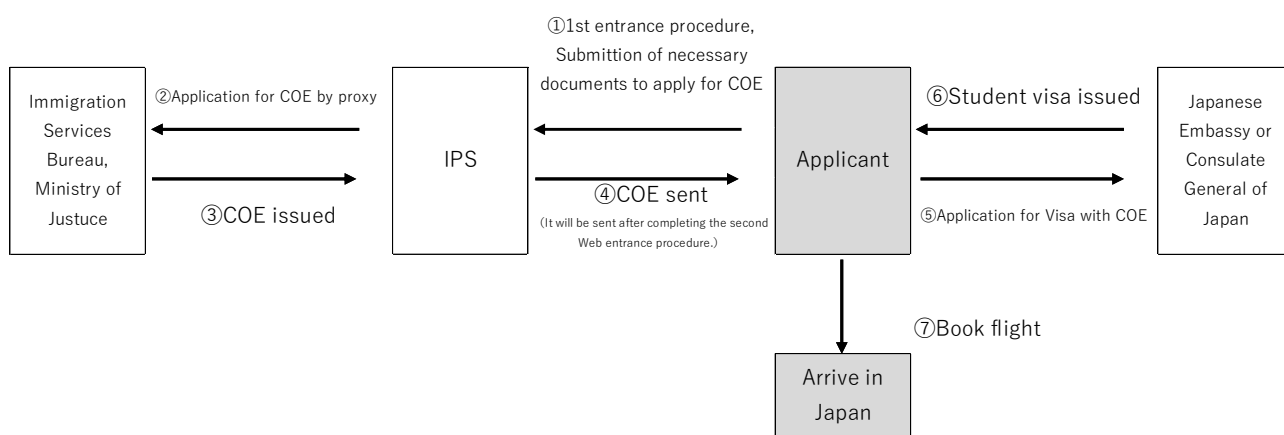
(4) If you do not have a status of residence

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

If your nationality is not Japanese and you are not a legal resident of Japan and wish to have IPS apply for your Certificate of Eligibility (COE) on your behalf, please submit the following documents after being admitted to IPS. For more 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.

Outline of F-Course

The F-Course is a special program that is open to the students who have excellent academic records and who have studied at one of IPS's overseas partner institutions for a year or longer. Should the students meet all the graduation requirements set by IPS and have the excellent academic records after studying at IPS for one and a half years, they will be eligible to obtain the master's degree of Waseda University.

The application process for the F-Course differs from that of the standard Master's program (two-year course).

< Treatment of F-Course students at IPS >

- In principal, an F-Course student is officially assigned to the research laboratory of the IPS faculty member with whom they were matched during the pre-matching process, within one week after entering IPS.
- IPS may allow an F-Course student to transfer up to ten (10) credits earned at an overseas graduate school toward their IPS degree.
- The conditions for the completion of the IPS F-Course are as follows:
 - a. Lectures and laboratory work:

Eighteen (18) or more credits, including credits (up to ten (10)) that may be transferred from the overseas graduate school to IPS. Of the eighteen (18) credits, up to six (6) may be from fundamental subjects.

* F-Course students are not allowed to take any IPS subjects that are the same as or similar to those they have already studied at the overseas graduate school.
 - b. Specialised subjects:

Two (2) or more credits.
 - c. Exercises:

Eight (8) or more credits.
 - d. Total:

Thirty (30) or more credits (including the credits (up to ten (10) credits) that are allowed to be translated from the overseas graduate school to IPS).
 - e. Completing the master's thesis and succeeding in its defence.
- If an F-Course student fulfills all the conditions stated above within one and a half years, they will be awarded the Master of Engineering degree from Waseda University. If the conditions are not fulfilled within this period, the student must continue their studies at IPS until all requirements are met, which may take up to two years or more (up to a maximum of four years).

< Screening Fee, Admission Fee, Tuition fees, etc >

- The F-Course students are required to pay the same amount of the screening fee and the admissions fee as the standard master course (two-year course) students.
- The tuition fees and other fees for the F-Course are the same amount as the ones for the standard master course (two-year course).

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