

IPS

Waseda University
Graduate School of
Information Production
and Systems

Entering in April and September 2026

Admission Guide

for Master's and Doctoral Programs

Recommended Applicants from Non-Partner Universities
General Applicants
Workforce Applicants

<Admission Policy/ Curriculum Policy/ Diploma Policy>

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

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



WASEDA University
Graduate School of Information,
Production and Systems

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<<Important Notes>>

- ① **This admission guide is for applicants from non-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.
- 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 in TAO and e-mail, when necessary after you have completed your application. IPS Admissions Office will not be responsible for any consequences caused by the applicants' failure to receive, read and/or reply to the messages sent from our office.
- ⑧ **IPS Admissions Office strictly checks whether you have neither falsified, fabricated, nor plagiarized the document(s), statement(s), or information submitted for your application.**
If such a dishonest act is identified, the results of the entrance examinations become invalid.
Besides, submitted application documents/statements and the screening fee will not be returned.

1

General guidelines for applicants

Graduate School of Information, Production and Systems
Master's program and Doctoral program applicants

○Fields of application • Information Architecture • Production Systems • Integrated Systems

○Number of students admitted (Total admissions in April and September) • Master's program : 200 • Doctoral program : 20

1 Domestic application [Master's program and Doctoral program]

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

<April 2026 admission>

	Application period (Documents must arrive by the final day)	Examination date (One of the days)	Results announced	Period for the first admission procedure (Documents must arrive by the final day)	Period for the second admission procedure
July examination	June 2, 2025 (Mon) ~June 20, 2025 (Fri)	July 11, 2025 (Fri) July 12, 2025 (Sat)	July 18, 2025 (Fri)	October 1, 2025 (Wed) ~October 15, 2025 (Wed)	Mid-February, 2026
November examination	September 29, 2025 (Mon) ~October 10, 2025 (Fri)	November 14, 2025 (Fri) November 15, 2025 (Sat)	November 28, 2025 (Fri)	November 28, 2025 (Fri) ~December 12, 2025 (Fri)	
Entrance examination category	Recommended application・General application・Workforce application				
Selection procedure	Documentary examination・Interview				

<September 2026 admission>

	Application period (Documents must arrive by the final day)	Examination date (One of the days)	Results announced	Period for the first admission procedure (Documents must arrive by the final day)	Period for the second admission procedure
November examination	September 29, 2025 (Mon) ～October 10, 2025 (Fri)	November 14, 2025 (Fri) November 15, 2025 (Sat)	November 28, 2025 (Fri)	April 1, 2026 (Wed) ～April 15, 2026 (Wed)	Mid-August, 2025
July examination	May 25, 2026 (Mon) ～June 5, 2026 (Fri)	July 10, 2026 (Fri) July 11, 2026 (Sat)	July 24, 2026 (Fri)	July 24, 2026 (Fri) ～July 31, 2026 (Fri)	
Entrance examination category	Recommended application・General application・Workforce application				
Selection procedure	Documentary examination・Interview				

2 Overseas application [Master's program and Doctoral program]

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

<April 2026 admission>

	Application period (Documents must arrive by the final day)	Results announced	Period for the first admission procedure (Documents must arrive by the final day)	Period for the second admission procedure
July examination	June 2, 2025 (Mon) ～June 20, 2025 (Fri)	July 18, 2025 (Fri)	October 1, 2025 (Wed) ～October 15, 2025 (Wed)	Mid-February, 2026
November examination	September 29, 2025 (Mon) ～October 10, 2025 (Fri)	November 28, 2025 (Fri)	November 28, 2025 (Fri) ～December 12, 2025 (Fri)	
Entrance examination category	Recommended application・General application・Workforce application			
Selection procedure	Documentary examination			

<September 2026 admission>

	Application period (Documents must arrive by the final day)	Results announced	Period for the first admission procedure (Documents must arrive by the final day)	Period for the second admission procedure
February examination	December 8, 2025 (Mon) ～December 19, 2025 (Fri)	February 20, 2026 (Fri)	April 1, 2026 (Wed) ～April 15, 2026 (Wed)	Mid-August, 2026
June examination	April 13, 2026 (Mon) ～April 24, 2026 (Fri)	June 5, 2026 (Fri)	June 8, 2026 (Mon) ～June 19, 2026 (Fri)	
Entrance examination category	Recommended application・General application・Workforce application			
Selection procedure	Documentary examination			

※This graduate school has NO tie-up with any brokers, middlemen, etc both inside and outside Japan for recruiting international students.

Changes:

Starting from the 2026 admission cycle, the number of entrance examinations will change.
The December application period for overseas applicants will no longer be available.

3 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	IWAHARA, Mizuho
	Image Media	KAMATA, Sei-ichiro
	Bio Information Sensing	KAMEOKA, Jun
	Example-based machine translation/NLP	LEPAGE, Yves
	Bio-Robotics & Human-Mechatronics	MATSUMARU, Takafumi
	Community Computing	YOSHIE, Osamu
	Design Engineering and Systems	ARAKAWA, Masao
	Mobile Robotics Platform	HASHIMOTO, Kenji
Production Systems	Micro and Nano Fluidic Device	MAWATARI, Kazuma
	Current Bioelectronics	MIYAKE, Takeo
	Mechanical System Design	TANAKA, Eiichiro
	Production Process	TATENO, Shigeyuki
	Functional Thin Films	UEDA, Kenji
	Semiconductor Materials and Device Engineering	SHIMURA, Takayoshi
	Biomedical Engineering	TAKAHASHI, Junko
	Micro Electro-Mechanical Systems	IKEHASHI, Tamio
	Image Information Systems	IKENAGA, Takeshi
	High-Level Verification Technologies	KIMURA, Shinji
Integrated Systems	Green Integrated Systems	TANZAWA, Toru
	Integrated System Optimization	YAMASAKI, Shintaro
	Wireless Communication Circuits Technologies *	YOSHIMASU, Toshihiko
	Light Emitting Systems	KAKITSUKA, Takaaki
	Opto-electronic Integrated Systems	TAKAHATA, Kiyoto
	Terahertz Integrated Systems	SERITA, Kazunori

*Available only for April 2026 master's enrollment.

2

Qualifications for application

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

Entrance period April : from April 1st, 2026 , September : from September 21st, 2026

1 Master's program

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

- * "University" mentioned in Requirements a, and f, refers to a university that is approved by the Ministry of Education, Culture, Sports, Science and Technology of Japan.
- * "Those who have completed 16 years of formal school education in a foreign country" implies "those who have completed the '16th year' of formal school education outside of Japan." It is not based on whether or not you have received 16 years of education, but on whether or not you have completed the "16th year" of education.
- * Prospective applicants who are unsure if they can fulfill Requirements f. and g. must confirm their eligibility with the admissions office before the application period begins. They should then submit their application (Form 1) along with documentation of their scholastic ability or research achievements (graduation certificate, grade transcript, personal history, list of publications and research summary, patent, etc.).
- * Graduates from three-year specialized college (zhuanke) programs in China do not meet Requirement f. However, those who have graduated from a 4-year (benke) program after graduating from a 3-year program and completed 16 years of formal education will be considered as fulfilling Requirement c.

2 Doctoral program

- Holders of a Master's Degree, Professional Master's Degree, or Professional Doctoral Degree in Law, or those expected to obtain such a degree by the time applicants wish to enroll.
- Holders of a master's degree, professional master's degree, or an equivalent from an institution overseas or those expected to obtain such degree by the time the applicants wish to enroll.
- Designated by the Minister of Education, Culture, Sports, Science, and Technology by the time applicants wish to enroll.
- Completed postgraduate programs and obtained a degree equivalent to a master's degree from United Nations University or those who are expected to obtain such degree by the time the applicants wish to enroll.
- Recognized individually by the Graduate School of Information, Production, and Systems as possessing academic ability equivalent to that of holders of a master's degree, professional master's degree, or professional doctoral degree in law through an individual entrance requirement screening process and expected to reach the age of 24 by the time the applicants wish to enroll. Those who have completed the first two years of a continuous five-year doctoral course are included.

- * "Master's degree" mentioned in requirement a, refers to a master's degree which was obtained in Japan or is expected to be obtained in Japan.
- * Applicants who may meet category e. should contact the admissions office before the application period starts, and then submit their application (Form 1) along with documentation of their scholastic ability or research achievement (graduation certificate, grade transcript, personal history, list of publications and research summary, patent, etc.).

Faculty 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.

【Entrance examination categories】

1 Master's program

Recommended application	•You must be recommended by a thesis advisor or another person who can evaluate your scholastic ability. •You must have an excellent scholastic record. *Concrete grade standard is not set.
General application	—
Workforce application	•Persons currently employed or employed before in the private sector, government, education, etc. •Persons who have a remarkable achievement in business.

※Applicants to the master's program do NOT NEED to contact the desired faculty advisor before applying.

2 Doctoral program

Recommended application	•You must be recommended by the faculty advisor for your master's thesis or another person who can evaluate your scholastic ability. •You must have an excellent scholastic record. *Concrete grade standard is not set.
General application	—
Workforce application	•Persons currently employed or employed before in the private sector, government, education, etc. •Persons who have a remarkable achievement in business.

※Applicants to the doctoral program need to contact with the desired faculty advisor and obtain consent before applying.

3 Selection procedure

IPS provides the following three entrance examination categories. Success or failure depends heavily on the applicant's expertise, eagerness to learn, and awareness of issues, as judged by means of documentary and oral examinations.

【Selection procedure】

Entrance examination category	Selection procedure	
	Documentary examination	Interview
Recommended application	●	●
General application	●	●
Workforce application	●	●

※Overseas applicants are not subjected to interview, but only to documentary examination.

4 Application procedure

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

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

〈Note〉 Submitted screening fees and application documents will not be returned, and copies cannot be provided.

1 Method of application

There are two methods of application: domestic and overseas.

Domestic or overseas application can be made for either April admission or September admission.

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

● Domestic application :

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

● Overseas application :

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

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

※ Application documents from overseas applicants will not be accepted if mailed from within Japan. Please ensure that they are sent from outside Japan.

2 How to remit the screening fee

■ Remittance in Japan (Domestic application)

※ Screening fee : ¥35,000 for Domestic application

Please choose among the following methods of remittance. Remittance will be accepted only within the specified period.

① Payment via Convenience Store

*This payment method is applicable only to applicants residing in Japan.

- Please pay the screening fee at a convenience store near you.
- To make a payment at a convenience store, access the “screening fee convenience store payment site” (<http://e-shiharai.net/>) [Japanese only] first, and complete the designated payment registration, and then go to a convenience store.
- After making the payment, take a photo of the “Certificate of Payment of the Screening Fee,” save it as a PDF/JPEG/PNG, and upload it on the online application system “TAO”. For the details on the screening fee payment method, please refer to the link below.
- The payment can be made 24 hours a day, 7 days a week, including on Saturdays, Sundays, and holidays. However, the option to apply via the website will end at **23:00** on the last day of the payment period. You will not be able to make a payment at a convenience store after **23:30** on the last day of the payment period.
- If a family member or acquaintance of an applicant conducts the procedure for the applicant, the family member or acquaintance must enter the applicant’s information.
- If you are unable to make the payment at a convenience store for some reasons, please contact IPS Office in advance.

【Waseda University Examination Fee Payment Methods】 Convenience-Store-Easy-Pay-Systems

<https://www.waseda.jp/fsci/gips/assets/uploads/2025/03/Waseda-University-Examination-Fee-Payment-Methods-Convenience-Store-Easy-Pay-Systems.pdf>

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 procedure. After completing the transaction, save the “Result” page as a PDF/JPEG/ PNG, and upload it onto the online application system “TAO”. For the details on the screening fee payment method, please refer to the link below.

【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>

First selection	Graduate School of Information, Production, and Systems
Second selection	April 2026 Admission (Example)
Third selection	Master’s program / Doctoral program
Fourth selection	July examination Domestic application JPY 35,000 (Example)

※ The payment can be made 24 hours a day, 7 days a week, including Saturdays, Sundays, holidays. On the last day of the payment period, please complete the transaction by **23:00** Japan time.

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

Term of admission	Remittance period
April 2025	July examination May 26, 2025(Mon)～ June 20, 2025(Fri) November examination September 22, 2025(Mon)～ October 10, 2025(Fri)
September 2025	November examination September 22, 2025(Mon)～ October 10, 2025(Fri) July examination May 18, 2026(Mon)～ June 5, 2026(Fri)

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 in full or in part.

If any of these are applicable to you, please contact IPS Office, Waseda University (E-mail:koho-ips@list.waseda.jp).

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

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

■ Remittance from outside Japan (Overseas application)

※ Screening fee : ¥15,000 for Overseas application

Please choose among the following methods of remittance. Remittance will be accepted only within the specified period.

① Payment by Foreign Remittance

Please follow the procedure below to remit 17,500 yen (the screening fee of 15,000 yen plus the lifting charge of 2,500yen) 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 onto the online application system “TAO”.

Type	Telegraphic Transfer
Payment method	Advise and Pay
Bank Transfer Fee	Payer's Responsibility
Lifting Charge	Payee's Account
Amount	¥17,500 (Screening fee ¥15,000 + Charge ¥2,500)
Purpose	Screening Fee
Message	Applicant's name in English
Bank name	MUFG Bank,Ltd.
Branch name	Edogawabashi Branch
Account number	0035967FKK (Account number is seven numbers and three alphabets)
Beneficiary	Waseda University
Bank address	3-7, Kagurazaka Shinjuku-ku Tokyo 1620825, Japan
Swift code	BOTKJPJT

- ◎ When remitting 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 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 procedure. After completing the transaction, save the “Result” page as a PDF/JPEG/ PNG, 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>

First selection	Graduate School of Information, Production, and Systems
Second selection	September 2026 Admission (Example)
Third selection	Master's program / Doctoral program
Fourth selection	June examination Overseas application JPY 15,000 (Example)

※The payment can be made 24 hours a day, 7 days a week, including Saturdays, Sundays and holidays. On the last day of the payment period, please complete the transaction by 23:00 Japan time.

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

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

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.

● Screening fee waiver

Please don't pay a screening fee in the following cases.

- ① Those who apply for a doctoral course of Graduate School of Information, Production and Systems at the same time of completion of master course at one of Graduate School of Information, Production and Systems, School of Fundamental Science and Engineering, School of Creative Science and Engineering, School of Advanced Science and Engineering, Graduate School of Environment and Energy Engineering.
- ② Those who become a non-degree student at the same time of completion of master course at one of Graduate School of Information, Production and Systems, School of Fundamental Science and Engineering, School of Creative Science and Engineering, School of Advanced Science and Engineering,

Graduate School of Environment and Energy Engineering, and continuously apply for a doctoral course of Graduate School of Information, Production and Systems. However, it is only in the case those who apply for the doctoral course in four years from admission of master course.

● Screening fee waiver program for applicants from specified countries

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

1. Eligibility

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

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

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

2. Procedures

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

1) Form for Screening Fee Waiver ([prescribed form](#))

2) Passport Copy (including all details of the applicant)

3. Notes

1) The screening fee waiver form will not be accepted if submitted after the application deadline under any circumstances.

2) Be careful not to pay the screening fee if you are claiming the waiver. The screening fee, once paid even by mistake or accident, will not be returned.

3) In the event that the applicant is found to be ineligible for the screening fee waiver program or has made a false claim, the application for admission to Waseda University itself might be revoked immediately.

[Eligible Countries]

Afghanistan, Angola, Bangladesh, Benin, Bhutan, Burkina Faso, Burundi, Cambodia, Central African Republic, Chad, Comoros, Democratic People's Republic of Korea, Democratic Republic of the Congo, Djibouti, Eritrea, Ethiopia, Gambia, Guinea, Guinea-Bissau, Haiti, Kiribati, Lao People's Democratic Republic, Lesotho, Liberia, Madagascar, Malawi, Mali, Mauritania, Mozambique, Myanmar, Nepal, Niger, Rwanda, Sao Tome and Principe, Senegal, Sierra Leone, Solomon Islands, Somalia, South Sudan, Sudan, Syrian Arab Republic, Tanzania, Timor-Leste, Togo, Tuvalu, Uganda, Yemen, Zambia

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

3 Instructions for application and documents to be submitted

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

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

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

The steps of application

Download and prepare the application documents after 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.

•For domestic applications, send all required documents together from a post office using Express Simplified Registered Mail (Kan-i Kakitome). Please write **出願書類在中** in red on the front of the envelope.

•For overseas applications, send the documents by the fastest available method with a tracking service.

Mail to: 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

***We do not provide notifications regarding the receipt of application documents.**

Applicants are responsible for confirming the delivery status themselves using a tracking service.

•Application documents are non-returnable. Any documents that are not required will also not be returned. In case a third party holds intellectual property rights for a document to be submitted, take appropriate action in advance to prevent problems arising. In addition, submitted documents cannot be copied once received.

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

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

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

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

◆ Domestic application

Documents to be submitted ***For details on each required document, please refer to page 8 and onward.**

How to submit	Application documents		Recommended application	General application	Workforce application
Online	①	Applicant Information, Education background, Working experience, Grade transcript, Language proficiency	○	○	○
Online	②	Research plan【Form 2】 *Use the prescribed forms on IPS website	○	○	○
Online	③	Letter of recommendation【Form 3(A) or (C)】 *Make a request to a recommender via the online application system (TAO)	○	—	○ (Either a letter of recommendation or of self-recommendation)
		Letter of self-recommendation【Form 3(D)】	—	—	
Online	④	Overview of bachelor's thesis or master's thesis【Form 4(A)】 or Overview of work achievements【Form 4(B)】 *Use the prescribed forms on IPS website	○	○	○ (Overview of work achievements)
Online	⑤	Screening fee remittance form	○	○	○
Online	⑥	A color photograph	○	○	○
Need to be mailed	⑦	CHECKLIST for Domestic Application	○	○	○
Need to be mailed	⑧	Certificate of (expected) graduation, Original certificate of (expected) completion, or Certificate of degree(Japanese or English version)	○	○	○
Need to be mailed	⑨	All grade transcripts for undergraduate studies and above(Japanese or English version)	○	○	○
Need to be mailed	⑩	Certificate of TOEIC L&R, TOEFL iBT, IELTS Academic, EIKEN Test in Practical English Proficiency.(required) Certificate of Japanese language ability.(certificate holders only)	○	○	○

How to submit	Application documents		Japanese nationality	Non-Japanese nationality
Need to be mailed	⑪	Copies of Both Sides of Residence Card or Special Permanent Resident Certificate (required only for non-Japanese who already possess the status of residence in Japan)	—	○

◆ Overseas application

Documents to be submitted ***For details on each required document, please refer to page 8 and onward.**

How to submit	Application documents		Recommended application	General application	Workforce application
Online	①	Applicant Information, Education background, Working experience, Grade transcript, Language proficiency	○	○	○
Online	②	Research plan【Form 2】 *Use the prescribed forms on IPS website	○	○	○
Online	③	Letter of recommendation【Form 3(A) or (C)】 *Make a request to a recommender via the online application system (TAO)	○	—	○ (Either a letter of recommendation or of self-recommendation)
		Letter of self-recommendation【Form 3(D)】	—	—	
Online	④	Overview of bachelor's thesis or master's thesis【Form 4(A)】 or Overview of work achievements【Form 4(B)】 *Use the prescribed forms on IPS website	○	○	○ (Overview of work achievements)
Online	⑤	Screening fee remittance form	○	○	○
Online	⑥	A color photograph	○	○	○
Need to be mailed	⑦	CHECKLIST for Overseas Application	○	○	○
Need to be mailed	⑧	Original certificate of (expected) graduation, Original certificate of (expected) completion, or Original certificate of degree(Japanese or English version)	○	○	○
Need to be mailed	⑨	All grade transcripts for undergraduate studies and above(Japanese or English version)	○	○	○
Need to be mailed	⑩	Certificate of TOEIC L&R, TOEFL iBT, IELTS Academic, EIKEN Test in Practical English Proficiency.(required) Certificate of Japanese language ability.(certificate holders only)	○	○	○

How to submit	Application documents		Japanese nationality	Non-Japanese nationality
Online	⑫	Passport copy	—	○

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

How to submit	Application documents		Japanese nationality	Non-Japanese nationality
Need to be mailed	⑬	Certificate of residence outside Japan	○	—

(Note)

- All notices regarding your application are sent via the TAO message or to your email address or from TAO system. 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.

- *Application documents are non-returnable. Any documents that are not required will also not be returned. In addition, submitted documents cannot be copied once received.
- *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)

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

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

② Research plan [Form 2] <Submit ONLINE>

Please download the prescribed form from IPS website, fill it out, and upload it on TAO. Fill in an outline of your study theme and research plan **in English. Summarize the content on a single page (one-sided).** Attachments or additional pages are not allowed, even 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(A) or (C)] or Letter of self-recommendation [Form 3(D)] <Submit ONLINE>

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 must complete your online application within the application period, regardless of whether your recommender submits a letter of recommendation on TAO.**

Reference: For recommenders ⇒ <https://www.waseda.jp/fsci/gips/assets/uploads/2022/04/d205c786de195b48205e936011bd3ac7.pdf>

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)]
Workforce 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)]

④ Overview of bachelor's thesis or master's thesis [Form 4(A)] or Overview of work achievements [Form 4(B)] <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/2024/11/ee8402403861b81c906d6ee2e2236089.pdf>

Your examination category	Necessary Form
• Recommended application • General application	Overview of bachelor's thesis or master's thesis [Form 4(A)] Applicants to the master's program should describe their bachelor's thesis, etc., and applicants to the doctoral program should describe their master's thesis, etc. If you have not been assigned Bachelor's thesis, or have not begun work on it, please describe either the studies and research which you have done so far. *If you have presented any papers orally, please attach them for reference.
• Workforce application	Overview of work achievements [Form 4(B)] Applicants who are currently employed should give an overview of their work history, etc. *If you have presented any papers orally, please attach them for reference.

⑤ Screening fee remittance form <Submit ONLINE>

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

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

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

⑥ Color photographs <Submit ONLINE>

1. Prepare 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 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 CHECKLIST <Original required>

Please download the prescribed form from the graduate school website and submit it along with other required application documents by mail.

Note that the format may vary depending on whether you are applying domestically or overseas, so please be careful.

⑧ Certificate of (expected) graduation, Certificate of (expected) completion and degree certificate <Original required>

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

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

Please check the table below for the required certificates and submit the original of each certificate.

Your Status	Necessary Certificate
Graduated	Certificate of Graduation in English
Current Student	Certificate of Expected Graduation

Apply for Your university status	Master's program	Doctoral program
Graduated applicant	<ul style="list-style-type: none"> • Bachelor's Certificate of Graduation • Bachelor's Certificate of Degree 	<ul style="list-style-type: none"> • Bachelor's Certificate of Graduation • Bachelor's Certificate of Degree • Master's Certificate of Graduation • Master's Certificate of Degree
Current student	<ul style="list-style-type: none"> • Bachelor's Certificate of Expected Graduation 	<ul style="list-style-type: none"> • Bachelor's Certificate of Graduation • Bachelor's Certificate of Degree • Master's Certificate of Expected Graduation

*Not required if the graduation certificate or academic transcript includes the degree information. A combined certificate that includes both the graduation (completion) and academic transcript (such as a Certificate of Graduation and Academic Record) may be accepted as a substitute for both documents.

- Must be officially issued from your university. The original document is required. Photocopies are not accepted.
- If you cannot submit your original academic transcripts, please submit the certified true copy issued by your university with hand-stamped official seal.
- **Please do not submit diploma (学位記) which cannot be reissued.**
- Graduates (or expected graduates) of universities in mainland China are not required to submit the above certificates.
- Please submit a Certificate of Expected Graduation (or Completion) that states the expected date of graduation (or completion).
- Applicants who are expected to graduate (or complete their program) and obtain a degree at the time of application must submit a Certificate of Graduation/Completion and a Certificate of Degree at the time of enrollment, if admitted.

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

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

⑨ Grade transcript <Original required> (in Japanese or English)

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.

- All original transcripts, including all grades obtained beyond the undergraduate level, must be submitted.
- 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 the certificate consists of more than one page, the applicant name and university's hand-stamped official seal must be on all pages.
- Must be officially issued from your university. Photocopies are not accepted.**
- If you cannot submit your original academic transcripts, please submit the certified true copy issued by your university with hand-stamped official seal.
- It should provide full details of the grades you received in each unit or module, and all information of the courses taken.
- Students graduated universities in mainland China may submit "Verification Report of China Higher Education Student's Academic Transcript" issued by CSSD(CHESICC). Please arrange for an official English version of the "Verification Report of China Higher Education Student's Academic Transcript" to be sent directly to our office (koho-ips@list.waseda.jp) from CSSD. Visit CSSD(CHESICC) website (<https://www.chsi.com.cn/en/pvr/>) for more information.

⑩ Certificate of language ability <Original required>

English Test Score Report (Must be an official report)

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

[Native English Speaker]

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

[Non-Native English Speaker]

Applicants from countries where English is the first official language are not required to submit proof of English proficiency. Applicants who have graduated, or are expected to graduate, from an educational curriculum conducted in a country where English is the first official language are exempt from submitting proof of English proficiency.

Applicants who have graduated from an educational curriculum where the language of instruction is English (excluding curricula in countries where English is the first official language) must submit either an official external English proficiency test score report or an official document issued by their institution certifying that the medium of instruction was English.

Applicants who are expected to graduate from an educational curriculum where the language of instruction is English (excluding curricula in countries where English is the first official language) must submit an official certificate issued by their institution, confirming the completion of a degree program conducted in English, by the day before the enrollment date (September 20 or March 31).

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. There is no limit on expiration date and score.

TOEIC L&R	[For applicants who have taken the TOEIC test overseas] "Official Score Certificate" paper document must be submitted with other application documents.								
	[For applicants who have taken the TOEIC test in Japan] ※Ordinarily, digital official certificates can be issued 19 days after the test date. Please check the TOEIC test dates carefully to ensure that you can meet the application deadline. The following two 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. 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). Then select the public test score you wish to submit and complete the submission procedure. For details, refer to the URL below. https://www.iibc-global.org/toEIC/test/lr/guide04/score2.html ② Original“公式認定証” or a printed copy of the Official Score Certificate downloaded from the TOEIC official website, must be submitted with other application documents.								
TOEFL iBT	1. Download Test Taker Score Report from ETS site and print it out to submit as your application documents. Or you can submit the original score sheet which was posted to your address. 2. Arrange an Institutional Score Report to be sent to us directly. The DI code (Institution Code) is “C804” (Any department code is acceptable. If you cannot find suitable department code, please select “99”). 3. Enclose a printed screenshot of the request form of TOEFL iBT Institutional Score Report.								
IELTS Academic	1. Submit your Test Report Form as your 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								
EIKEN	Request the “日本英語検定協会” to send the test results directly to our office.								

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

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

Certificate of Japanese language ability (certificate holders only)

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

⑪ Copies of Both Sides of Residence Card or Special Permanent Resident Certificate (required only for non-Japanese who already possess the status of residence in Japan) <Submit ONLINE>

If you are a domestic applicant with non-Japanese nationality, upload digital copies of both sides of your Residence Card or Special Permanent Resident Certificate. If you are renewing your period of stay, please upload a document certifying that you are in the process of renewal. If you do not have either of the above card/certificate, upload a digital photocopy of the passport page with your photo and all pages with personal information including your visa status.

⑫ Passport copy (only for overseas applicants) <Submit ONLINE>

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

⑬ Certificate of residence outside Japan (only for Japanese applicants applying from overseas) <Original required>

This is a document that proves any one of the following conditions:

- Residence outside Japan
- Registration at an educational institution outside Japan
- Employment at a company or other entity outside Japan

Submit the above document with a certificate of your period of stay outside Japan.

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.

4 Dispatch of application number/Examinee number

After all the required application documents have been received and accepted, an application number/examinee number will be issued on TAO. It is available in the application page of 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 Application ID of TAO. If there are any deficiencies in the documents or submitted information, the application number will not be issued until the incompleteness is resolved. 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 "Examinee slip" from TAO and keep it in a safe place since it will be needed for the admission procedure and the issuing of a student identification card after you have passed

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 22, 2026

5

Date, time and place of selection

1 Domestic application

	July examination	November examination	July examination
Term of admission	April 2026		September 2026
Entrance examination category	Recommended application・General application・Workforce application		
※1 Examination date	July 12, 2025 (Fri) July 13, 2025 (Sat)	November 14, 2025 (Fri) November 15, 2025 (Sat)	July 10, 2026 (Fri) July 11, 2026 (Sat)
	One of the above dates, to be determined by IPS. ※ The examination will be held on Saturday in case you choose Tokyo.		
Time	Either the morning or the afternoon session		
※2 Place	Kitakyushu: Graduate School of Information, Production, and Systems, Waseda University (Kitakyushu campus) Tokyo: Faculty of Science and Engineering, Waseda University (Nishi-Waseda campus)		

※1 Please be sure to check the examination date and time notified via TAO or email.
※2 Please indicate your preferred place of examination on the application for admission.
The examination date and time are designated by our graduate school. We do not accept requests for changes.

2 Overseas application

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

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.

6

Announcement of successful applicants

Examination results will be announced online on the date of "Results announced" of P1. The "examinee numbers" of successful applicants will be uploaded on the IPS website (<https://www.waseda.jp/fsci/gips/en/>) from 10:00am (Japan Standard Time) on the day of the announcement.

Only successful applicants will receive the documents for admission procedures.

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

7 Admission procedure

The admission procedure can be undertaken by mail.

Documents **must arrive no later than** the admission procedure deadline.

After the payment of tuitions, submission of documents for the 1st and 2nd admission procedures, and WEB registration, your admission procedures will be completed.

1 Delivery of documents for the admission procedure

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

2 Period for the first admission procedure

	Domestic application Date and time of admission procedure	Overseas application Date and time of admission procedure
Mail (post)	April 2025 admission <input type="radio"/> July examination Due no later than October 15, 2025(Wed) <input type="radio"/> November examination Due no later than December 12, 2025(Fri)	April 2025 admission <input type="radio"/> July examination Due no later than October 15, 2025(Wed) <input type="radio"/> November examination Due no later than December 12, 2025(Fri)
	September 2025 admission <input type="radio"/> November examination Due no later than April 15, 2026(Wed) <input type="radio"/> July examination Due no later than July 31, 2026(Fri)	September 2025 admission <input type="radio"/> Feb examination Due no later than April 15, 2025(Tue) <input type="radio"/> June examination Due no later than June 19, 2026(Fri)
Place of admission procedure and address to which documents for the admission procedure to be sent	Entrance procedure section, Admissions Office of the Graduate School of Information, Production and Systems, Waseda University 2-7 Hibikino, Wakamatsu-ku, Kitakyushu-shi, Fukuoka 808-0135, JAPAN	

※ Documents for the 2nd admission procedure will be sent to successful applicants at the end of February, 2025 for April admission, and at the beginning of August, 2025 for September admission.

3 Tuition and fees for entering in 2026

① Master's program

(unit: JPY)

Term of admission	Academic year	Term of payment	Admission fee	School fees and other fees			Total
				Tuition	Seminar fee	Membership fee of Student Health Promotion Mutual Aid Association	
April admission	First year	At admission	300,000	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

② Doctoral program

(unit: JPY)

Term of admission	Academic year	Term of payment	Admission fee	School fees and other fees			Total
				Tuition	Seminar fee	Membership fee of Student Health Promotion Mutual Aid Association	
April admission	First year	At admission	200,000	353,500	25,000	1,500	580,000
		Second term	–	353,500	25,000	1,500	380,000
		Total	200,000	707,000	50,000	3,000	960,000
	Second year	First term	–	453,500	25,000	1,500	480,000
		Second term	–	453,500	25,000	1,500	480,000
		Total	–	907,000	50,000	3,000	960,000
	Third year	First term	–	453,500	25,000	1,500	480,000
		Second term	–	453,500	25,000	1,500	480,000
		Total	–	907,000	50,000	3,000	960,000
September admission	First year	At admission	200,000	353,500	25,000	1,500	580,000
		Second term	–	353,500	25,000	1,500	380,000
		Total	200,000	707,000	50,000	3,000	960,000
	Second year	First term	–	453,500	25,000	1,500	480,000
		Second term	–	453,500	25,000	1,500	480,000
		Total	–	907,000	50,000	3,000	960,000
	Third year	First term	–	453,500	25,000	1,500	480,000
		Second term	–	453,500	25,000	1,500	480,000
		Total	–	907,000	50,000	3,000	960,000

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

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

※Students who have newly enrolled master's program will be required to pay 40,000 yen as the "Alumni association membership fee". This membership fee will be paid in the final term /semester of their last year, which covers 10 years of annual membership fee that students pay in advance.

Those who have graduated from undergraduate school at Waseda University, transferred students, doctoral program students, double degree program students, research students and non-degree students are exempted from paying this fee.

※The master's program is subject to the Educational Training Benefit System. For details, please refer to Hellowork's HP.

To International Students with a foreign nationality

■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 are able to 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"

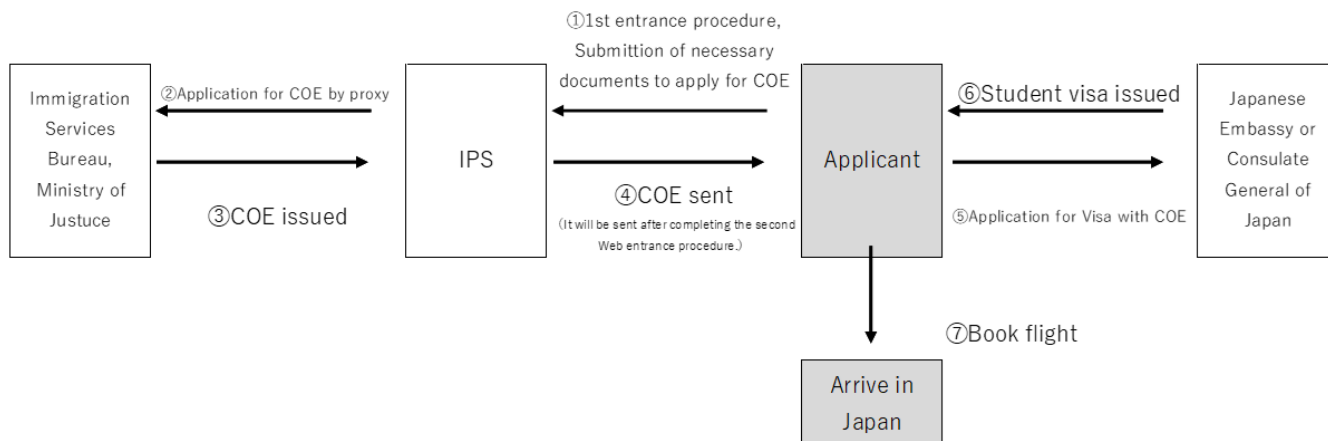
If you finish the activity that falls under your current status of residence, you will need to change your status of residence to "Student." If your status remains the same, such as "Dependent," change the status of residence as necessary. For details on procedures, please refer to "If your current status 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.13.)

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.



Scholarship programs

To Japanese Students, Waseda University offers a variety of scholarships including our own amply funded on-campus scholarship program ; private scholarship; and the Japan Student Service Organization' s student loan scholarships (Type 1 and 2). For full details of the 2025 scholarship programs, please refer to "Challenge Scholarship Information" , which will be distributed to those who have completed the entrance produce.

International students can avail themselves of a rich selection of scholarships. A tuition assistance system for privately financed overseas students provides 50% reductions of tuition according to scholastic achievement. There is also a scholarship for privately financed overseas students that offsets the admission fee, as well as foundation scholarships. Most are non-repayable grants. For details, please refer to the website of the Scholarship Section and the Center for International Education.

Scholarship Section: <https://www.waseda.jp/inst/scholarship/en/>

Center for International Education: <https://www.waseda.jp/inst/cie/en/life/aid>

※The above-mentioned scholarships are available to those who have paid the admission fee and the first-term tuition and fees in full.

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.

6. Infectious disease prevention

- Please take infection prevention measures such as hand washing, cough etiquette, etc. The University leaves the wearing of masks to the discretion of the individual.
- If you have an infectious disease that requires an excused absence under the School Health and Safety Act (e.g., COVID-19, influenza, measles or rubella) and have not yet recovered, please refrain from taking the examinations as there is a risk that you may infect other applicants or examination supervisors.
- Even if you do not have any of the illnesses mentioned above, if you have symptoms such as fever on the day of the examination, consult your family doctor and follow their instructions such as refraining from taking the exam.
- If you are absent, there will be no makeup examinations or refunding of screening fee unless the University has announced special measures.

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

E-mail koho-ips@list.waseda.jp

Inquiry

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 in the FAQ, contact us using the inquiry form below.

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



IPS Website



FAQ



Inquire Form