

Entering in September 2026

**Graduate School of Information, Production and Systems,
Waseda University
Application Guide for the Postgraduate Study Abroad
Program (China Scholarship Council)**

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

<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 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.

② 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.

③ 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.

④ 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.

⑤ 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.

⑥ 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.

⑦ 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. Application Guideline

Major -Field-	Information, Production and Systems -Information Architecture -Production Systems -Integrated Systems	
Program	Doctoral Program <36 months (3 years)>	
Number of Students to be Admitted	Doctoral Program: Not specified	
Application Period *Must arrive by final day	【Domestic application】	【Overseas application】
	< November examination > September 29, 2025(Mon) ~October 10, 2025(Fri)	< February examination > December 8, 2025(Mon) ~December 19, 2025(Fri)
Selection procedure	Documentary examination and Interview	Documentary examination
Results Announcement	November 28, 2025(Fri)	February 20, 2026(Fri)
Term of Admission	September, 2026	

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

2. Qualifications for application

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

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

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

- You have a master's degree, professional master's degree, or any equivalent degree, from a university in China.
- You are expected to obtain a master's degree by September 20, 2026 for September 2026 entrance from a university in China. If you are enrolled in a master's and PhD joint degree program at a university in China, at least 2 years of attendance at your home graduate school is required before enrolling in Waseda University and you must be recognized to have academic ability equivalent to master's degree graduates.

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

For those who reside in Japan, please contact the Embassy of People's Republic of China in Japan.

3. Application Procedure

(1) Preliminary Consultation (Must)

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

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

*For those who are currently enrolled in the 1st year of the PhD program at Waseda University, please contact IPS Office for application details. (IPS Office: TEL +81-93-692-5017, Email: gakumu-ips@list.waseda.jp)

(2) Screening Fee:

Applicants are exempted from the payment of the screening fee.

If you would like to enroll as a self-financed student even if you cannot get a scholarship, please pay the screening fee. For details about the fee amount and how to pay, please [click here](#) to see the Application Guidelines (pp. 4-5).

※ In the online application system (TAO), you must upload proof that you paid the screening fee.

If you do not plan to enroll as a self-financed student (and will not pay the screening fee), please upload a blank PDF file instead.

(3) Important Notes for Application

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

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

Applicants are required to complete the submission of application documents on TAO by 23:59 Japan Standard Time of the final day of Application period. 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.

〈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.

(4) Application documents

< Domestic application >

Prescribed Form		Documents to be Submitted
Need to be mailed	①	Application form for the Postgraduate Study Abroad Program (China Scholarship Council)
Online	②	Applicant Information, Education background, Working experience, Grade transcript, Language proficiency
Online	③	Research plan 【Form 2】 *Use the prescribed forms on IPS website
Online	④	Letter of recommendation 【Form 3 (A), (B) or (C)】 *Make a request to a recommender via the online application system (TAO)
		Letter of self-recommendation 【Form 3(D)】 (For Workforce Applicants)
Online	⑤	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
Online	⑥	Color photographs
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) Certificate of enrollment (doctoral student only)
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)
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 >

Prescribed Form		Documents to be Submitted
Need to be mailed	①	Application form for the Postgraduate Study Abroad Program (China Scholarship Council)
Online	②	Applicant Information, Education background, Working experience, Grade transcript, Language proficiency
Online	③	Research plan 【Form 2】 *Use the prescribed forms on IPS website
Online	④	Letter of recommendation 【Form 3 (A), (B) or (C)】 *Make a request to a recommender via the online application system (TAO)
		Letter of self-recommendation 【Form 3(D)】 (For Workforce Applicants)
Online	⑤	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
Online	⑥	Color photographs
Need to be mailed	⑦	CHECKLIST for Domestic Application
Need to be mailed	⑧	Certificate of (expected) graduation, Certificate of (expected) completion, Certificate of degree, and Certificate of enrollment (doctoral student only)
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)
Online	⑫	Passport copy

<Detail description>

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

◆Original required

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

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

②Applicant 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.

③Research 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>

④Letter of recommendation 【Form 3(A), (B) or (C)】 ●Submit ONLINE

Form 3(A), (B) 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 【Form3 (A)】 *Applicants who are officially recommended by a partner university must use Form 3(B).
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 【Form3 (C)】
Work force applicant	A letter of recommendation from responsible person in your research and development field, or equivalent authority 【Form 3 (C)】 or A letter of self-recommendation making a case for your superior ability 【Form3 (D)】

⑤Overview of previous bachelor's thesis or master's thesis 【Form 4(A)】 or Overview of work history 【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
<ul style="list-style-type: none"> 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.
<ul style="list-style-type: none"> Work force 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.

⑥Color photographs ●Submit ONLINE

- 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.
- Photos taken wearing scarves or sunglasses will not be accepted.
A head piece will not be permitted except for medical or religious reasons.
- 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.
- 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.

⑦CHECKLIST ◆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.

**⑧Certificate of (expected) graduation, Certificate of (expected) completion, and Certificate of degree
Certificate of enrollment (doctoral student only) ◆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	
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)

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

- Applicants obtained or expected to obtain a degree from a university or college in mainland China (excluding Hong Kong, Taiwan, and Macau) should submit.
- The certificates must be sent directly to our office (koho-ips@list.waseda.jp) 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)

⑧All grade transcripts for undergraduate studies and above ◆Original required

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

Your Status	Necessary Certificate
Graduated	<ul style="list-style-type: none"> Please submit transcript from graduation.
Current student	<ul style="list-style-type: none"> 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	<ul style="list-style-type: none"> 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	<ul style="list-style-type: none"> For those who have transferred, a transcript from the previous institution must also be submitted.

- The document should include the date of issue.
- If the certificate consists of more than one page, the applicant name and university seal must be on all pages.

- **Must be officially issued from your university. Photocopies are not accepted.**
- We will NOT give back your academic transcripts which can be reissued by your university.
- If you cannot submit your original academic transcripts, please submit the certified true copy issued by your university with an original seal or a stamp.
- It should provide full details of the grades you received in each unit or module, and all information of the courses taken.
- If you cannot obtain the official academic transcripts in Japanese or English from your university, please attach an English or Japanese translation notarized by an Embassy or another appropriate office officially approved by the government WITH your original transcripts in your native language.
- Students graduated universities in China may submit “Verification Report of China Higher Education Student’s Academic Transcript” issued by CSSD(CHESICC). Please arrange for an official English version “Verification Report of China Higher Education Student’s Academic Transcript” to be sent directly to our office (koho-ips@list.waseda.jp) from CSSD. Visit CSSD(CHESICC) website (<https://www.chsi.com.cn/en/pvr/>) for more information.

⑩Certificate of language ability

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	[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.

* (Steps 1. to 3. All necessary)
* IELTS One Skill Retake is not acceptable.

IELTS Academic	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.

⑪Copies 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.

⑫Passport copy(only for overseas applications by non-Japanese 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.

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 Type	Application period	Date application number /examinee number become available
September 2026	Domestic application	November Examination	Around November 7, 2025
	Overseas application	February Examination	Around January 30, 2026

5. Screening Process

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

6. Results Announcement

Examination results will be announced online. The "Application numbers" of successful applicants will be uploaded on the IPS website (<https://www.waseda.jp/fsci/gips/en/>) from 10:00am (Japan Standard Time) on the day of the announcement. Only successful applicants will receive documents for admission procedures.

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

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

Schedule	China Scholarship Council (CSC)	Applicants	Waseda University
Mid-March through Late-March 2026 (TBA)		1. Applicants selected as candidates will submit a Letter of Conditional Consent of Acceptance issued by Waseda University to their home university in China and complete an online application for the CSC scholarship 国家建设高水平大学公派研究生项目「与日本早稻田大学合作奖学金」.	
June 2026 (TBA)	2. CSC will officially select 国家建设高水平大学公派研究生项目「与日本早稻田大学合作奖学金」 scholarship recipients.	3. Applicants who was officially selected as recipients of the 国家建设高水平大学公派研究生项目「与日本早稻田大学合作奖学金」 will send their scholarship certificates* issued from the CSC to Waseda University. *You must submit both a) and b) below. a) Certificate in English b) Certificate in Chinese stating that you got accepted to「与日本早稻田大学合作奖学金」	4. Based on the result of CSC's selection of scholarship recipients and by receiving the scholarship certificates sent from applicants, Waseda University will finally select and inform the enrollment procedure to officially accepted applicants.

7. School Expenses, Scholarships, etc.

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

8. Waseda University Admissions Exam Procedures

Accepted applicants will receive an Admission Notification and a Letter of Conditional Consent of Acceptance. Submit this letter to your home university and apply online for the "Waseda University Joint Scholarship" (CSC Program).
CSC scholarship recipients must send the Certificate of Scholarship Award in both English and Chinese (PDF) by email to the IPS Admissions Office. Complete all required admission procedures within the designated period. (For postal submission, documents must arrive by the final day.)

Period for the first admission procedure

Application Type	Domestic application Date and time of admission procedure	Overseas application Date and time of admission procedure
郵送	〈September 2026 admission〉 ○November examination	〈September 2026 admission〉 ○February examination
	Due no later than April 15, 2026(Wed)	
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	

※ We will contact successful applicants for September 2026 admission about the 2nd admission procedure in early August 2026.

IPS Website for Status of Residence: <https://www.waseda.jp/fsci/gips/en/campuslife/visa/>

Acquisition of Status of Residence of “Student”

International students who are admitted to Waseda University are able to apply for a status of residence of “Student”. Those with the status of residence of “Student” are eligible to apply for tuition reduction/exemptions and scholarships for international students. **Be aware that those with a status of residence other than “Student” cannot use various services or systems intended for international students as stated above.**

Please bear in mind that students are not eligible to enroll in the university with a “Temporary Visitor” status. Carefully read (1)-(6) below and take the necessary measures to extend your period of stay, change your status of residence, request for application for COE by proxy, etc. **In order to complete the procedures related to your status of residence, you must complete both the 1st Entrance Procedure (including payment of tuition fees and submission of entrance documents) and the 2nd Web Enrollment Procedure.** If you need a “certificate of admission” for your application, ask IPS office to issue it after you have made your 2nd entrance procedure. If you do not hold a valid residence status, IPS will send you the Certificate of Eligibility (COE) and the “certificate of admission” after you complete the Second Entrance Procedure.

(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”

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] In order 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

In order to apply for a status of residence, you will first need to obtain a certificate of eligibility (COE) from the Immigration Services Bureau in Japan. Waseda University will apply for a COE on behalf of the applicant to the Immigration Services Bureau **only for international students residing outside Japan who have completed the enrollment procedures.** After a COE is issued and sent to Waseda University, it will be sent to you. Upon receiving the COE, you will need to take it with your passport to the Japanese embassy or consulate in your country of nationality/residence to apply for a “Student” visa. The COE is valid for 3 months after the issuance, so be sure to acquire your visa and enter Japan before the COE expires. Since it takes around two months for examination at the Immigration Services Bureau, please be careful not to start late with little time before enrollment.

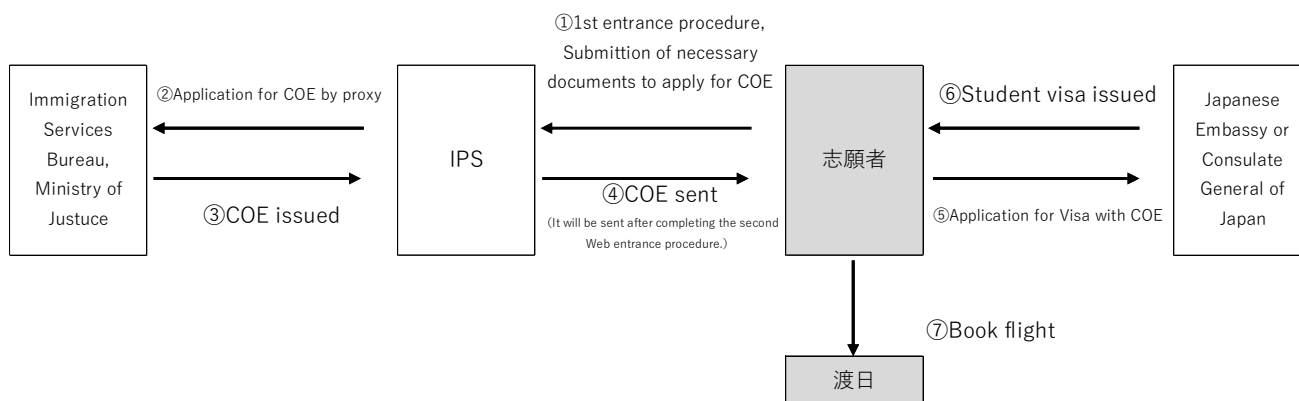
[Note]

- **Waseda University will carry out the application by proxy only after you have made your second deposit.** Please complete your payment as soon as possible, and start your procedures of requesting an application by proxy.
- For information on what documents are needed to request for application by proxy and where to send them, please see “Request for COE Application by Proxy” on page 13.

【Sequence of Steps Involved in Obtaining a “Student” Visa (①→⑦)】

*Depending on the embassy/consulate, the duration before a “Student” visa is issued varies, and in some cases, it takes about 3 weeks.

*After submitting your application documents to IPS, please contact the Japanese embassy/consulate which you intend to apply to and ask how long it will take for your visa to be issued.



*Applicants are required to apply for Student Visa within 3 months after COE is issued.

(5) Acquisition/Change of status of residence

[Visa waiver or Temporary Visitor status holders]

If you enter Japan as a visa waiver or on a Temporary Visitor status (within 90 days of stay in Japan, for activities such as sightseeing, business, or visiting relatives, etc., that do not involve the receipt of money), in principle, you will need to leave Japan once to apply for a student visa by submitting your COE to the Japanese embassy or consulate in your country of nationality/residence. However, if it is difficult for you to return to your home country before the start of the new semester because of the late issuance of the COE due to the entrance exam held at the end of the academic year (end of February/March), you can apply for change of status of residence at the Immigration Services Bureau upon issuance of a COE. However, please bear in mind that this application is unusual, and that you may not be allowed to change the status of residence. As the Immigration Services Bureau is solely responsible for decisions regarding the status of residence, Waseda University cannot be held responsible for the duration of screening or outcome.

【Note】 For holders of a temporary visitor status of 30 days or less, change of status in Japan is not allowed.

Please leave Japan once, submit the COE at the Japanese embassy or consulate in your country of nationality or residence, and obtain a student visa before re-entering Japan.

(6) Other important points

- IPS, 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 Services Bureau.
- The Immigration Services Bureau may require you to submit additional documents if needed.
- If you decide not to enter Waseda University, please immediately inform the IPS Office. Also, if you are accepted by another university in Japan, please make sure that you do not apply for a COE through more than one university. If there are multiple applications, a COE cannot be issued.
- If you have Japanese nationality, you are not eligible to apply for a COE.
- The Immigration Services Bureau is solely responsible for decisions regarding the status of residence. If issuance is delayed or application is not approved, Waseda University cannot be held responsible for the cancellation fee of your air ticket or other inconveniences. Please be careful when you book your flight.
- For application procedures concerning “Student” status of residence, please contact the IPS Office, Waseda University (e-mail: gakumu-ips@list.waseda.jp).

<Request for COE Application by Proxy>

◎Make sure to send all the necessary documents below to the Center for International Education (CIE) by registered post (Express Mail Services, etc.). Download Forms⇒<https://www.waseda.jp/fsci/gips/en/campuslife/visa/>

【Necessary Documents for COE Application by Proxy】 *Put a check mark ☒ for each document you enclose in the package.

- ☐ ①Application For Certificate of Eligibility (3 pages & 1 ID photo taken within the past 6 months)
- ☐ ②Confirmation of Language Ability
- ☐ ③Copy of Passport (Page with your photo)
- ☐ ④Written Oath for Defraying Expenses (if someone besides yourself is covering your expenses)
- ☐ ⑤Documents Concerning Defraying Expenses

1	You are financing yourself	Bank Balance Certificate*1) (account in your name)
2	You are going to receive scholarship	Certificate of Scholarship *2)
3	Someone besides yourself is covering your expenses	Bank Balance Certificate*1) (account in the name of the person covering your expenses) and Written Oath for Defraying Expenses

*1) Bank Balance Certificate: It must show the name of the account holder, name of bank, date of issue, and account balance.

·Rough estimate of the amount in the bank balance: At least the total amount of tuition fee and living expenses for half a year must be met. (If the account balance is in a currency other than Japanese yen, IPS will convert it by using the exchange rate at the time your documents are being checked.)

·Living expenses (including housing costs): approx. 120,000 yen per month

·Tuition fee: Varies depending on your undergraduate/graduate school

·If it is written in a language other than Japanese or English, attach a Japanese or English translation. (notarization is not needed)

*2) Certificate of Scholarship:

If the monthly amount of the scholarship is less than the total amount of living expenses and tuition fee per month, please also submit another statement on source of funds including a bank balance certificate, as evidence that the shortfall can be compensated.

- ☐ ⑥Request for COE Application by Proxy Form (this sheet)

*Examination for COE applications takes two to three months, so regardless of the deadline, we strongly recommend that you remit the entrance fee/tuition swiftly, and make your application early.

Mailing Address

Entrance Procedure Section, The Admissions Office
Graduate School of Information, Production and Systems, Waseda University
2-7 Hibikino, Wakamatsu-ku, Kitakyushu-shi, Fukuoka, 808-0135 Japan
Phone: 093-692-5017

Contact

gakumu-ips@list.waseda.jp

Name in English alphabet	
Address in English alphabet	
Phone Number	
E-mail address	A COE is issued electronically and sent via email. Be sure to inform us of any change immediately.
School in Waseda University to be enrolled	
Examinee's Number	

9. 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, 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.

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