

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

Admission Guidelines for F-Course applicants 〈for September 2027 Entry〉

Please be sure to read this admission guidelines carefully before applying.
If any of the following procedures (1) - (4) are not completed by the specified deadline, your application will not be accepted. Applications submitted after the deadline will not be accepted under any circumstances.

(1) Pre-matching

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

(2) Payment of the screening fee

(3) Registration on the online application system (TAO)

(4) Submission of application documents (must be received by the deadline)

For details of each procedure, please refer to these admission guidelines.

<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 guidelines is for F-course applicants from partner universities affiliated with IPS.**
Please refer to the link below for details of the F-Course program.
<https://www.waseda.jp/fsci/gips/other-en/2018/04/04/10902/>
- ② **Read the admission guidelines thoroughly.**
IPS Admissions Office will not answer any inquiries regarding the topics which are already explained in the admission guidelines. Incomplete documents may result in your application being rejected.
- ③ **Communicate well enough with your recommenders in advance to ask for your recommendation letters.**
You need to send the “request” to your recommenders on the online application system (TAO) to ask them to submit the evaluation/recommendation letters for you.
We are not responsible for the trouble due to the lack of your communication with your recommenders.
- ④ **Confirm whether you are duly in the right application form on the online application system before inputting/uploading your data.**
Online Application Form is different by Language/Admission Category.
Choose “Recommendation application”.
- 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 modify your application details or replace files after submitting your application.
- ⑥ **Be sure to complete your application by the application deadline.**
The server will be very busy just before the deadline and it may take some time to submit your application.
Please be careful and allow plenty of time to complete your application process. (You can complete the process by clicking the "Complete the Application" button on TAO. No need to wait for your recommenders to submit recommendation letters.) Please note that applications submitted outside the application period will not be accepted for any reason.
- ⑦ **Check TAO message and your e-mail account registered at the time of application regularly.**
IPS Admissions Office may contact you via the “Message” function in TAO and e-mail, when necessary after you have completed your application. IPS Admissions Office will not be responsible for any consequences caused by the applicants’ failure to receive, read and/or reply to the messages sent from our office. Make sure to configure your settings so that e-mails from the domain “@list.waseda.jp” can be received.
- 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.**
You will be deemed to have committed misconduct if you falsify, fabricate, plagiarize, or modify any documents, materials, 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.

1. General Guidelines for F-Course Applicants

- Major : Information, Production and Systems Engineering
- Program : Master's program
- Fields of study : Information Architecture, Production Systems, Integrated Systems
- Number of F-Course students to be admitted 〈Total admissions in April and September〉 : A few
- Entrance examination category : Recommendation application

2. Qualifications for Application (September Entry)

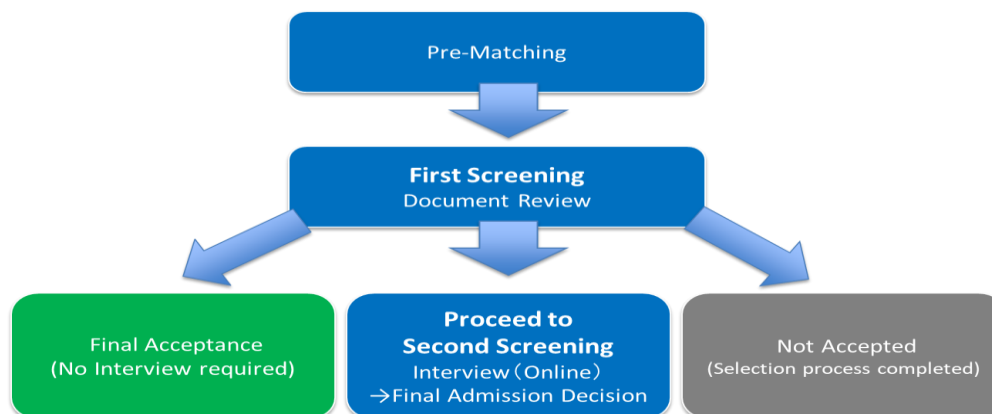
Applicants must satisfy the following ALL criteria from (1) to (8) to be eligible for F-Course application.

- (1) Applicants must satisfy the following either criteria for academic background.
 - ①Those who have completed 16 years of standard school education overseas or are expected to complete such education by September 20, 2027.
 - ②Those who have been recognized by the Graduate School Program as possessing scholastic ability equivalent to those of university graduates through an individual entrance requirements screening process and are expected to reach 22 years of age by September 20, 2027.
- (2) Those who are currently in the first year or the second year master's programme at one of IPS's overseas partner institutions.
- (3) Those who are officially recommended as an F-Course applicant by the responsible person or persons of the overseas graduate school where he or she is currently enrolled.
- (4) Those who obtain at least ten (10) credits in the master's programme at the overseas graduate school where he or she is currently enrolled by the time he or she enters IPS.
- (5) Those who have very excellent academic records both at the undergraduate level and at the post-graduate level at the overseas institution or institutions.
- (6) The research topic that the student intends to study at IPS must be the same as those of the overseas graduate school they are currently enrolled in.
- (7) Those who sent a research plan for Pre-matching to IPS admissions office in a designated period, and got an acceptance from IPS faculty member to apply for F-Course.
- (8) Those who have the good command of either Japanese or English that enables him or her to pursue his or her study at IPS with no problems.

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

3. Selection Procedure

All applicants will be evaluated as described below. In addition to academic expertise, applicants will be assessed based on their motivation to study and their awareness of issues.



Pre-Matching

Before submitting the official application, applicants must submit the required documents and undergo a matching process with a prospective academic supervisor.

First Screening: Document Review

Applicants will be evaluated based on the submitted application documents, including their academic background, expertise, and research achievements.

Based on the results of the First Screening (Document Review), applicants may be:

- admitted based on the document review only (final acceptance),
- invited to proceed to the Second Screening (Interview), or
- rejected at the First Screening stage (final rejection).

Second Screening: Interview

The Second Screening (Interview) will be conducted for applicants who are selected for an interview based on the results of the First Screening.

The interview will, in principle, be conducted online, and will be held in either Japanese or English.

Final Admission Decision

The final admission decision will be made based on the results of the Second Screening (Interview).

Applicants who are rejected in the First Screening will be considered finally rejected for this entrance examination.

The results of the First Screening (Document Review), including the admission decision and whether an interview is required, will be notified to all applicants via TAO or email.

4. Application Procedure

(1) Pre-Matching

The pre-matching process for the F-Course takes place approximately 1–2 months before the application deadline. Please be sure to complete the internal selection process at your home university before submitting your pre-matching application.

■Pre-Matching Period

Examination period	Pre-matching period (Must arrive by the deadline)	Pre-matching result announcement
February Exam	November 16, 2026 (Mon) – November 27, 2026 (Fri)	~ December 4, 2026 (Fri)
May Exam	March 1, 2027 (Mon) – March 8, 2027 (Mon)	~ March 11, 2027 (Wed)

Pre-Matching is a mandatory step; applicants who are not successfully matched will not be eligible to apply for the F-Course. When requesting matching, applicants are required to indicate their preferred research topic at IPS. They are also encouraged to list second and third preferences. Matching will be conducted in the order of the preferences indicated.

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



Laboratory Introduction Video: <https://www.waseda.jp/fsci/gips/lab-introduction-video/>



■Research Laboratory

Field	Research laboratory	Supervisor
Information Architecture	Smart Industry	FUJIMURA, Shigeru
	Neurocomputing Systems	FURUZUKI, Takayuki
	Data Engineering	IWAIHARA, Mizuho
	Image Media	KAMATA, Sei-ichiro
	Bio Information Sensing	KAMEOKA, Jun
	Example-based machine translation/NLP	LEPAGE, Yves
	Bio-Robotics & Human-Mechatronics	MATSUMARU, Takafumi
	Community Computing	YOSHIE, Osamu
	Humanity-Centered Interaction	IEIRI, Yuya
Production Systems	Design Engineering and Systems	ARAKAWA, Masao
	Mobile Robotics Platform	HASHIMOTO, Kenji
	Micro and Nano Fluidic Device	MAWATARI, Kazuma
	Bioiontronics	MIYAKE, Takeo
	Mechanical System Design	TANAKA, Eiichiro
	Production Process	TATENO, Shigeyuki
	Intelligent Semiconductor Engineering	UEDA, Kenji
	Semiconductor Materials and Device Engineering	SHIMURA, Takayoshi
	Biomedical Engineering	TAKAHASHI, Junko
	Powertrain System	YAMAGUCHI, Kyohei
Integrated Systems	Micro Electro-Mechanical Systems	IKEHASHI, Tamio
	Image Information Systems	IKENAGA, Takeshi
	Light Emitting Systems	KAKITSUKA, Takaaki
	High-Level Verification Technologies	KIMURA, Shinji
	Opto-electronic Integrated Systems	TAKAHATA, Kiyoto
	Green Integrated Systems	TANZAWA, Toru
	Integrated System Optimization	YAMASAKI, Shintaro
	Terahertz Integrated Systems	SERITA, Kazunori

■Required documents for pre-matching

To start the pre-matching process, please download the required forms from the IPS website:

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



1. Research Plan for Pre-matching	Use the designated form on IPS website .
2. Application Form 1	Use the designated form on IPS website .
3. Undergraduate transcript	in Japanese or English

- Please enter the required information in the application form below and attach the application documents.
https://my.waseda.jp/application/noauth/application-detail-noauth?param=_e-7vUz1qag9bcagbm8WKA
- The result of the pre-matching, including eligibility and supervisor decision, will be communicated to the applicant by email on the announcement date specified for each pre-matching period.

***After the pre-matching process is completed, you cannot change your assigned laboratory.**

****Please note that submissions using standard Master's (two-year) course forms will not be accepted for the F-Course.**

(2) Official Application

Only applicants who have been accepted by an IPS supervisor through the pre-matching process are eligible to apply for the F-Course. After successful pre-matching, applicants may proceed with the official application.

An application is completed only after the screening fee has been paid, all required documents have been submitted and accepted, and the online application via TAO has been completed.

Applications may not be accepted if the submitted documents or information entered in TAO are incomplete. Please complete both the document submission and the TAO application within the designated application period.

Please refer to the notes below the required document list for details.

〈Note〉 In principle, submitted documents and application fees are non-refundable. Copies of submitted documents will not be provided.

■Application Period

Term of admission	Examination period	Application period (Must arrive by the deadline)
September 2027	February Examination	December 7, 2026 (Mon) - December 18, 2026 (Fri)
	May Examination	April 1, 2027 (Thu) - April 12, 2027 (Mon)

*Applicants for F course should send their application documents from outside Japan.

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

The Application Procedure after pre-matching is as follows:

Review Admission Guidelines, download and prepare the application documents, and prepare and mail the documents required to be submitted by post



Pay the screening fee



Create an account for the online application from the URL below

<https://admissions-office.net/en/portal>



Arrange the letter of recommendation, enter the required information, and upload the application documents in accordance with the TAO system and the Admission Guidelines

- Application documents should be filled in Japanese or English.
- Applicants must send their application documents using a trackable international courier service.

Mail to: Admissions Office, *The recipient's personal name is not required.
Graduate School of Information, Production and Systems, Waseda University
2-7 Hibiino, Wakamatsu-ku, Kitakyushu-shi, Fukuoka, 808-0135 JAPAN
TEL: +81-93-692-5017

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

Application documents must be sent using the fastest available trackable delivery service.

(3) Payment of the Screening Fee

- After receiving confirmation of acceptance from a supervisor through the Pre-Matching process, applicants should pay the screening fee to Waseda University and then submit the complete set of application documents.
- Please be sure to upload electronic data of a document certifying payment of the screening fee to the online application system (TAO).
- Applications for which the screening fee has not been paid will not be accepted. Payment made outside the designated application period will not be accepted.

■Screening Fee

15,000 JPY for overseas application

■Payment Period

February examination	December 7 (Mon) – December 18 (Fri), 2026
May examination	April 1 (Thu) – April 12 (Mon), 2027

■Payment Method

Please pay the screening fee using one of the following methods.

Any transaction or service fees incurred during payment must be borne by the applicant.

①Payment via Credit Card/ Online Payment System

To make a payment by credit card or online payment system (China Union Pay), please access the online screening fee payment website (<https://e-shiharai.net/ecard/>) and complete the payment procedure. After completing the transaction, save the "Result" page as a PDF, and upload it onto the online application system (TAO).

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

(For the last day of the payment period, credit card payment must be made by **11:00 pm (JST)**) However, please be advised that when a specific deadline time is set on the final day of the application period, payment must be completed by that 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 (not the credit card holder's) must be entered on the "Basic Information" page of the screening fee payment website.

【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>

When making a payment via e-shiharai.net, please select the category as shown below.

First selection	Graduate School of Information, Production, and Systems
Second selection	September 2027 Admission
Third selection	Master's program / Doctoral program
Fourth selection	July examination Overseas application JPY 15,000 (Example)

②Payment by Foreign Remittance

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

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

- * When remitting the screening fee, please make sure to include **the applicant's name (not the sender's)** and **write "Screening fee" in the message space.**
- * Remittance of the screening fee by check, cash, or other methods is not allowed. Additionally, payment must not be combined with that of another applicant.
- * Please do NOT write any alphabet such as "ORDINARY DEPOSIT" or "A/C No." before or after account number "0035967FKK."

Return of Application Documents and Refund of Screening Fee

As a general rule, documents once submitted will not be returned and the screening fee will not be refunded. However, in the following cases, the screening fee alone will be refunded. If any of these are applicable to you, please contact IPS Office, Waseda University (E-mail:koho-ips@list.waseda.jp) .

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

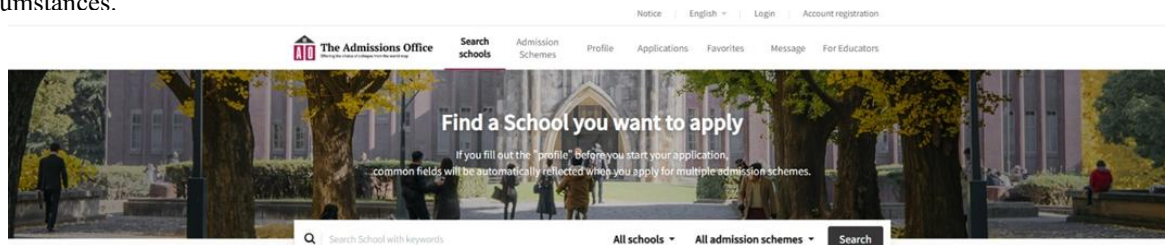
If the screening fee was paid by credit card, or if the refund is to be deposited into a bank account outside of Japan, you will be responsible for any fees incurred in connection with the refund.

(4) Online Application Instructions

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

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

Applicants are required to complete the submission of application documents on TAO by 4:59 PM 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”**. The deadline will NOT be extended under any circumstances.



(5) Application Documents for Official Application

To start the official application process, please download the required forms from the IPS website:

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

How to Submit	Application document	
Online	①	Applicant Information, Education Background, Working Experience, Grade Transcript, Language Proficiency
Online	②	Research Plan 【Form 2 (F-1)】 *Use the prescribed forms available on the IPS website
Online	②	Research Plan 【Form 2 (F-2)】 *Use the prescribed forms available on the IPS website
Online	③	Letter of Recommendation 【Form 3 (F)】 *Make a request to a recommender via the online application system <Reference> For recommenders → https://www.waseda.jp/fsci/gips/assets/uploads/2022/04/d205c786de195b48205e936011bd3ac7.pdf
Online	④	Overview of Bachelor's Thesis or Master's Thesis 【Form 4 (A)】 *Use the prescribed forms available on the IPS website
Online	⑤	A Copy of Screening Fee Remittance Form
Online	⑥	A Color Photograph
Online	⑦	Passport Copy
By mail	⑧	Checklist for Partner University Recommendation Application
By mail	⑨	Bachelor's Graduation Certificate and Degree Certificate
By mail	⑩	Master's Certificate of Enrollment
By mail	⑪	All Grade Transcripts for Undergraduate Studies and above
By mail	⑫	Certificate of Academic Ranking
Online	⑬	English Proficiency Test Score Report
By mail	⑭	JLPT Certificate of Result and Scores (*Certificate holders only)

- Application documents are non-returnable. Any documents that are not required will also not be returned either. In case a third party holds intellectual property rights for a document to be submitted, take appropriate action in advance to prevent problems arising. In addition, submitted documents cannot be copied once received.
- You will be deemed to have committed misconduct if you falsify, fabricate, plagiarize, or modify any documents, 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 admission 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.

- *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)

〈Note〉

- All notices regarding your application are sent via the TAO message system or to your email address. Please check them on a regular basis.
- We review application documents in the order they are received at our office and after the TAO application is complete. If we need to confirm any details, we will contact you via the TAO message system.
- The document status on TAO will be updated only after all documents have been reviewed and any issues have been resolved. Please note that it may take some time, as documents are checked in order. If there are any problems, the status will not be updated.

① Applicant Information, Education Background, Working Experience, Grade Transcript, Language Proficiency <ONLINE Entry>

Please read the instructions on TAO carefully and make sure to fill in all the required fields. Please enter an email address that can be reliably contacted, other than a mobile phone email address.

② Research Plan [Form 2(F-1), 2(F-2)] <ONLINE Submission>

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. Both Form 2 (F-1) and (F-2) must be submitted. Summarize the contents each 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 do not delete the instructions or notes provided in the form. Please make sure to review the sample at the link below for other important instructions on completing the form:

<https://www.waseda.jp/fsci/gips/assets/uploads/2024/05/672755d0fbfb081079b3acfb2b63afc8.pdf>

③ Letter of Recommendation [Form 3(F)] <ONLINE Submission>

A letter of recommendation should be written by the applicant's thesis advisor or an equivalent faculty member. The letter must be submitted by the recommender via TAO within the application period. Please request a letter of recommendation in English or Japanese through TAO and communicate with your recommender in advance. After you register the recommender's email address in TAO, they will receive an email with submission instructions. Only the recommender can download the recommendation form.

The recommender must use an official institutional or professional email address. As a general rule, the IPS Admissions Office does not accept free email addresses such as Gmail, Yahoo, or QQ.

You may submit your online application before the recommendation letter is submitted. However, your application must be completed within the application period regardless of the status of the recommendation letter.

④ Overview of Bachelor's Thesis or Master's Thesis [Form 4(A)] <ONLINE Submission>

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

Applicants to the master's program should describe their bachelor's thesis, etc. If you were not required to complete a bachelor's thesis, please describe the academic studies or research projects you have engaged in so far.

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

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

*If you have published papers, please attach offprints or copies of them as reference materials.

[Instructions for Preparing the Research Plan and Overview of Thesis]

Your essay, personal statement, research plan, etc. are a chance to explain yourself to the school and should be completed by yourself. Using generative AI to create these documents and presenting them as your own work may be considered as cheating and could affect the evaluation of your application.

⑤ Screening Fee Remittance Form <ONLINE Submission>

Applicants who pay by Foreign Remittance: Upload a copy of the overseas-remittance request.

Applicants who pay by Credit card or Online Payment System: Upload the "Result" page displayed after payment.

⑥ Color Photograph <ONLINE Submission>

1. Upload a color photo taken within the past 3 months on TAO. The requirements for the photo are as follows: A vertical to horizontal ratio of H4:W3; borderless, must capture the upper body; must provide a front view with no hats; must be taken against a plain background. As will be detailed later, as part of the enrollment procedure, you will be required to upload the same photo submitted with your application. Therefore, please keep the file of the submitted photo until you complete the enrollment procedure.
2. Photos taken wearing scarves or sunglasses will not be accepted. A head piece will not be permitted except for medical or religious reasons.
3. The photo will be used for identity verification on the day of the test. Therefore, we do not accept unclear photos such as snapshots or photos that make it difficult to identify the person due to significant differences in appearance, such as hairstyle.
4. Please do not post-process or retouch the face portrait photo.
5. 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).
6. 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.

You will be deemed to have committed misconduct if you falsify, fabricate, or modify any documents, including post-processing or retouching the face portrait photo submitted in your application.

⑦ Passport Copy <ONLINE Submission>

If you do not have a passport yet or are in the process of obtaining one, please upload a copy as an attachment via TAO's message function as soon as you receive it.

⑧ Checklist for Partner University Recommendation Application <Original documents required>

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

⑨ Bachelor's Graduation Certificate and Degree Certificate <Original documents required>

The submission method differs depending on whether you graduated from a university in mainland China or from an institution outside mainland China. Please follow the instructions below that apply to you.

Required certificates for graduates of universities outside mainland China

1. Bachelor's Graduation Certificate
2. Bachelor's Degree Certificate

*Graduates of universities in mainland China are not required to submit the above certificates.

*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 by your university. The original document is required; photocopies will not be accepted.
- If you cannot submit your original certificates, please submit the certified true copy issued by your university with the university's hand-stamped official seal.
- Please submit a Certificate of Graduation that states the date of graduation.
- Please submit a certificate that includes the date of issue.
 - Please note that submitted certificates will not be returned. Ensure that you submit documents that can be reissued.
- **Please do not submit diploma (学位記) which cannot be reissued.**
- If 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.

Required certificates for graduates of universities in mainland China

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

*The original copy of the certificates issued by universities does not need to be submitted. Only certificates sent directly from CSSD will be accepted as original certificates.

- The certificates must be sent directly to our office (koho-ips@list.waseda.jp) from CSSD (CHESICC) via email by the deadline of the application period. Certificates sent before the application period will also be

accepted.

- Only ENGLISH version of the certificates sent directly from CSSD (CHESICC) will be considered valid.
- Documents that have been received by the applicant and then forwarded to the office of this Graduate School will not be accepted.
- Visit CSSD (CHESICC) website (<https://www.chsi.com.cn/en/>) and contact them directly for more information.
- If you have graduated (completed), or are expected to graduate (complete) from multiple Degree Programs, submit the Certificates of (Expected) Graduation/ Enrollment / Degree and Academic Transcripts from ALL the programs.

⑩ Master's Certificate of Enrollment <Original documents required>

F-Course applicants should submit a Certificate of Enrollment to prove that they are currently enrolled as master's students at one of IPS's partner universities.

*The certificate mentioned above must NOT be handwritten.

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

⑪ Grade Transcript <Original documents required>

F-Course applicants must submit academic transcripts (originals) for both their bachelor's and Master's programs. The transcripts must cover all academic years and include all grades obtained at the undergraduate level or above, with full details of the grades received for each course or module, as well as information on all courses taken.

- Applicants from universities in mainland China must submit either an original academic transcript issued by their university or a "Verification Report of China Higher Education Student's Academic Transcript" issued by CSSD (CHESICC). While either document is acceptable, applicants are strongly encouraged to submit the CSSD (CHESICC) report and arrange for it to be sent directly by email to our office (koho-ips@list.waseda.jp) from CSSD. Visit CSSD website (<https://www.chsi.com.cn/en/pvr/>) for more information.
- The applicant's name must appear on all pages, and each page must bear the university's official seal affixed directly to the document. Printed seals are not acceptable.
- Please submit the latest version of the document, with the date of issuance clearly indicated.
- If you are unable to submit your original transcripts, a copy bearing the university's official seal affixed directly to the document will be accepted as an alternative. If the transcript consists of multiple pages, the university's official seal must appear on every page.
- Plain photocopies without the university's official seal affixed directly to the document are not acceptable.
- Academic issued by institutions from which you have graduated must have been issued after your graduation.
- If you have studied abroad during your undergraduate and/or graduate programs and the credits earned at the host institution were counted toward your graduation requirements, but those details such as number of credits, course titles, and grades are not indicated on the official transcript issued by your home university, please also submit an academic transcript issued by the host institution.

⑫ Certificate of Academic Ranking <Original documents required>

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

*If the transcript includes the academic rank, submission is not required.

*The certificate must NOT be handwritten.

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

⑬ English Proficiency Test Score Report <ONLINE Submission>

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

There is no minimum score requirement; however, the score will be taken into consideration during the admissions review process.

[Native English Speaker]

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

[Non-Native English Speaker]

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 English proficiency test score report or an original 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 either an official English proficiency test score report or an official certificate issued by their institution, confirming that they are expected to obtain a degree program conducted in English, by the day before the enrollment date (September 20).

Accepted English Tests	Submission Methods
TOEIC L&R	[For applicants who have taken the TOEIC test in Japan] *Ordinarily, digital official certificates can be issued 19 days after the test date. Please check the TOEIC test dates carefully to ensure that you can meet the application deadline. The following two steps must be completed by the application deadline. ① Click“大学・企業等へのスコア提出” at the bottom right of the TOEIC application website’s top page. Select “提出先団体選択”申請コード” 00019706”（早稲田大学大学院情報生産システム研究科） Select the public test score you wish to submit and complete the submission procedure. For details, refer to the URL below. https://www.iibc-global.org/toEIC/test/lr/guide04/score2.html ② Upload the Digital Official Score Certificate (with a photo), available for download from the TOEIC official website, to the “Language Proficiency” section of the online application system (The Admissions Office).
	[Not Accepted] The following scores will not be accepted: • Scores from the TOEIC test taken outside Japan • Scores from the TOEIC Institutional Program (IP) Test • Scores that cannot be verified through the “Official Score Certificate Verification Service” (currently available only in Japan)
TOEFL iBT	*After taking the TOEFL iBT, arrange for ETS to send your Official Score Report electronically to us. Please complete both of the following by your application date. 1. Upload the Test Taker Score Report (a PDF with a photo, available for download from your ETS account) to the “Language Proficiency” section of the online application system (The Admissions Office). 2. Arrange an Institutional Score Report to be sent electronically to us by ETS directly. The DI code (Institution Code) is “C804” (<u>Any department code is acceptable. If you cannot find suitable department code, please select “99”</u>). *Please keep a screenshot of the request form of TOEFL iBT Institutional Score Report, as you may be asked to submit it later. *If the Test Taker Score Report is submitted by the application deadline, the application will still be accepted even if the Official Score Report arrives after the application period. *TOEFL iBT scores from either the current or previous scoring systems are accepted, provided that they are within the valid period. *TOEFL iBT Home Edition is not accepted. *MyBest Scores are not accepted.
IELTS Academic IELTS for UKVI	*After taking the IELTS Academic/IELTS for UKVI, arrange for your score data to be sent electronically to us. Please complete both of the following by your application date. 1. Upload your Test Report Form (with a photo) to the “Language Proficiency” section of the online application system (The Admissions Office). 2. Arrange for your score data to be sent electronically and directly from the testing organization using the following information. (1) Institution: Waseda University – Graduate School of Information, Production and Systems (IPS) (2) Department: IPS Office (3) Address: 2-7 Hibikino, Wakamatsu-ku, Kitakyushu, Fukuoka 808-0135 (4) Delivery Method: Electronic Score Delivery *Item (3) is generally not required as scores are sent electronically; however, please enter it only if required by the testing organization. *Item (4) may be recorded in the “Remarks” section by the test center. *Please keep a screenshot showing that the score has been submitted to our office, as you may be asked to submit it later. *The applicable score is the Overall Band Score. *IELTS Online is not accepted. *IELTS One Skill Retake is not accepted.

CET6	Original certificate (reissuable, pale orange in color) must be submitted along with the other application documents. *Electronic certificates or printed copies of electronic certificates will not be accepted.
EIKEN	For details on how to submit EIKEN scores, please refer to the Japanese version of the Admissions Guidelines (for General and Working Professionals Applicants).

*Please carefully check the test availability, test dates, and the dates on which score reports can be obtained for each English proficiency test, and ensure that you take the test well in advance.

*If you submit a score report from an English proficiency test that is not listed above, your application will be deemed invalid. 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.

⑭ JLPT Certificate of Result and Scores (*Certificate holders only) <Original documents required>

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. Issuance of the original certificate may take approximately one month. Submission of a JLPT certificate is optional. If you wish to submit one, please apply early enough to ensure arrival by the application deadline. Certificates received after the deadline will not be accepted. We cannot respond to inquiries about receipt or extend the application period due to issuance or delivery delays.

- 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.
- If the documents are sent directly by the organization that administers the Japanese-Language Proficiency Test (JLPT), please arrange for them to arrive within the application period.
- "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.

(6) Issuance of Examinee's number

After all the required application documents have been received and accepted, an Examination admission card showing their Examinee's number will be issued on TAO. Please refer to the table below for the date on which the number will become available. It will be available in the application page of TAO. Please note that Examinee's number is not Application ID of TAO. If there are any deficiencies in the documents or submitted information, the Examination admission card will not be issued until the incompleteness is resolved.

*Please print out the "Examination Admission Card" and keep it for your records, as it will be required for the enrollment procedures and for the issuance of your student ID card after admission.

Examination period	Date when the examinee's number becomes available
February Examination	Around January 15, 2027
May Examination	Around April 23, 2027

5. Selection Schedule and Method

(1) Scheduled Date for the Screening

Examination period	Announcement of First Screening Results (Document Review)	Second Screening (Interview)
February Examination	January 29, 2027 (Fri)	February 5, 2027 (Fri)
May Examination	May 14, 2027 (Fri)	May 22, 2027 (Sat)

*The above dates for the Second Screening (Interview Examination) indicate the tentative dates.

*The exact date and time for the Second Screening will be designated by the Graduate School based on the results of the First Screening and will be individually notified to the relevant applicants via TAO or e-mail.

The Second Screening (Interview) will be conducted for applicants who are determined to require an interview based on the results of the First Screening (Document Review). Applicants who are judged to be successful based solely on the First Screening will not be required to take the interview.

The Second Screening (Interview) is scheduled to be conducted on the date shown above. The exact date and time of the interview will be individually notified to the relevant applicants.

In principle, the interview will be conducted online.

(2) Precautions for the Online Interview

The interview will be conducted using a web conference system [Zoom].

The IPS Admissions Office will record the interview as data for the selection process. No recording, videotaping, or photography by anyone other than Waseda University or the IPS Admissions Office is permitted.

(1) Internet connection environment

Please prepare a stable Internet connection. A wired LAN system with a cable is recommended for the stability of the connection.

(2) Audio and visual equipment

Please prepare a web camera, microphone, earphones, speakers, etc. You may use the equipment built into your personal computer or other equipment. We recommend the use of a computer, but smartphones and tablet terminals are also acceptable. Please participate in a Zoom test meeting (<http://zoom.us/test>) in advance to confirm the audio and video quality.

(3) Location

Please secure a place where the environment described above is available and where you can maintain a quiet environment with no third parties around you.

(4) Notes for using Zoom

- Please make sure that the video and audio of Zoom are always “on” and that your entire face is always visible on the screen.
- Do not use any communication devices other than those used in the test. Do not search for information or use applications or tools other than Zoom on the device being used for the test.
- Do not use the virtual background function of Zoom.
- The camera may be asked to move to show the entire room before, during, and after the test to make sure that there are no third parties around. In such cases, please follow the instructions.
- Please remove your mask during the test.
- For more information on how to operate Zoom, please refer to the following websites.

Zoom Support: <https://support.zoom.com/hc/en>

[Note on Entrance Examination]

Waseda University is committed to conducting its entrance examinations with the utmost integrity and to maintaining an appropriate testing environment that ensures all applicants can take the examination fairly and impartially. Please read the following precautions carefully before taking the entrance examination, and approach the examination with sincerity and seriousness.

1. Any falsification, fabrication, plagiarism, modification, etc., of documents, materials, or information (hereafter “Submitted Documents”) submitted to the University at the time of application will be considered as misconduct.
2. The following acts will 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) Enabling any sounds (incoming calls, alarms, vibrating sounds, etc.) on electronic devices, etc., during the examination.
 - (4) Having any person other than the examinee herself/himself impersonate the examinee and take the examination.
 - (5) Any and all other acts that may impair the fairness and impartiality 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.
 - To verify the authenticity and related matters of Submitted Documents, the University may provide such documents to the issuers, providers, or thesis/dissertation review bodies and make inquiries with them. By submitting or providing the Submitted Documents to the University, the applicant agrees to the University’s right to make such 4.The following actions will 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 will be subject to revocation of admission, in accordance with the University’s rules and regulations.

In these Admission Guidelines, the term “mobile phones, etc.,” refers to all electronic devices equipped with communication functions*, including but not limited to mobile phones, smartphones, smartwatches, smart glasses, and wireless earphones, etc.

*Communication functions include the ability to send, receive, or transmit data via Bluetooth, Wi-Fi, or other data communication methods, excluding functions limited to displaying the date and time.

In cases of misconduct that Waseda University finds vicious and serious, Waseda University may report the matter to the police or contact the dishonest individual's guardians and/or home university.

6. Final Announcement of Successful Applicants

Examination results will be announced online on the date below. The “Examinee’s number” of successful applicants will be uploaded on the IPS website (<https://www.waseda.jp/fsci/gips/en/>) from 10:00am (Japan Standard Time) on the day of the announcement.

Only successful applicants will receive the documents for enrollment 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.

Term of admission	Examination period	Results Announcement Date
September 2027	February Examination	February 19, 2027 (Fri)
	May Examination	May 28, 2027 (Fri)

7. Enrollment Procedure

Please submit the enrollment procedure documents by mail. Documents must arrive no later than the enrollment procedure deadline.

Within the designated period, please complete all of the following: payment of the enrollment procedure fees (Registration Fee, tuition, and other fees), submission of the enrollment procedure documents by mail, and completion of the online enrollment procedure. The enrollment procedure will be considered complete only when all three of the above have been fulfilled.

① Documents for the enrollment procedure

Successful applicants will receive documents for enrollment procedures via TAO on or after the day of the announcement.

② First Enrollment Procedures

Period	☐ February examination Due no later than March 31, 2027 (Wed) ☐ May examination Due no later than June 11, 2027 (Fri)
Mailing Address	Enrollment 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

*Instructions for the second enrollment procedure will be sent by email to successful applicants in early August 2027.

③ Tuition and fees for the 2027 enrollment procedure

Master's program

(unit: JPY)

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	
First year	At admission	300,000	581,000	35,000	1,500	917,500
	Second term	–	581,000	35,000	1,500	617,500
	Total	300,000	1,162,000	70,000	3,000	1,535,000
Second year	First term	–	731,000	35,000	1,500	767,500
	Second term	–	731,000	35,000	1,500	767,500
	Total	–	1,462,000	70,000	3,000	1,535,000

〈Note〉

As a general rule, we do not return submitted documents or refund Admission Fee and Tuition and fees (for the first semester). However, if you do not enter Waseda University owing to unavoidable circumstances or fail to meet the eligibility criteria before enrollment, we may refund Tuition and other fees (for the first semester) only. For more information on the procedure for receiving such a refund, refer to the handbook on 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 registration fee.

*The registration fee will be credited toward the enrollment fee for students who enroll.

*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.

*Seminar fees and membership fees may be subject to revision.

■ Acquisition of Status of Residence of “Student”

Website regarding residence status

Center for International Education (CIE): <http://www.cie-waseda.jp/visastatus/en/index.html>

Graduate School of Information, Production and Systems (IPS): <https://www.waseda.jp/fsci/gips/en/applicants/visa/>

If you have been admitted to Waseda University as an international student, you can apply for a status of residence of “Student”. Those with such status are eligible to apply for tuition reduction, exemptions and scholarships for international students. If your status of residence is not “Student,” you cannot use these services or systems intended for international students.

The University does not allow enrollment if you have a “Temporary Visitor” status. If any of the situations (1) to (6) below apply to you, you need to take the necessary measures, such as extending your period of stay, changing your status of residence, or requesting for a COE application by proxy. To complete these procedures, you must pay the Registration Fee, tuition fees, and miscellaneous fees. The “Certificate of Admission” required for the application will be issued after you have completed the enrollment procedures.

(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 can do this starting three months before your current status expires. For details, refer to “If your current status of residence is “Student”” in “For Prospective Students” on the website.

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

If you currently have a “Temporary Visitor” status, as a general rule, apply for a status of residence of “Student.” For details on how to apply, refer to “(4) If you do not have a status of residence” below.

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

If you finish the activity related to your current status of residence, you will need to change your status to “Student.” If your situation does not change, such as if you remain a “Dependent,” follow the procedure that matches your situation. For more information, refer to “If your current status of residence is other than “Student” in “For Prospective Students” on the website.

Note: To apply for an extension of period of stay or to change of status of residence, you need a document from Waseda bearing the University's seal. Please submit the required documents, such as your application form or certificate of admission, to get this sealed document before you apply to the Immigration Services Bureau.

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

To apply for a status of residence, you 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 international students residing outside Japan only after they have completed the enrollment procedures. Once the University receives the COE, it will send it to you by email or via TAO. You must then take it with your passport to the Japanese embassy or consulate in your country of nationality or residence to apply for a “Student” visa. The COE is valid for three months after issuance, so you must enter Japan before it expires. Because the Immigration Services Bureau takes around two months for process the COE, please start the procedure as early as possible.

Note:

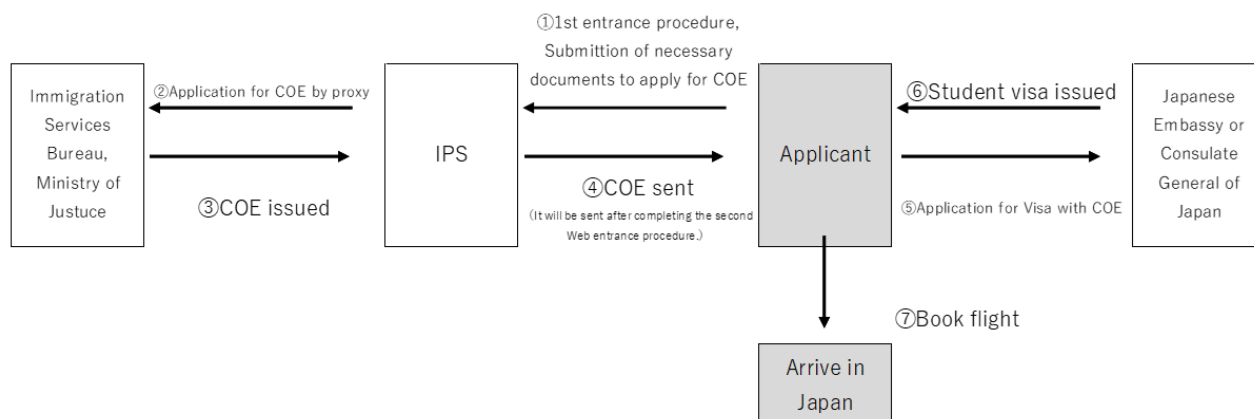
Waseda University will carry out the application by proxy only after you have paid the Registration Fee, tuition fees, and miscellaneous fees. Please pay as soon as possible and start your process of requesting an application by proxy.

For information about required documents where to send them, see “Request for COE Application by Proxy”.

【Step Flow to Obtain a “Student” Visa (①→⑦)】

*The time it takes for “⑥ Visa issuance” depends on the embassy or consulate you apply to. In some cases, it takes about three weeks.

*After submitting your application documents to the Center for International Education (CIE)IPS Office, contact the Japanese embassy or consulate where you intend to apply. Ask them how long it will take to issue your visa.



(5) Acquisition/Change of status of residence

[Visa waiver/Temporary Visitor status holders]

If you enter Japan as a visa waiver or on a Temporary Visitor status (90 days or less of stay in Japan for activities such as sightseeing, business communication, or visiting relatives, etc. that do not involve monetary compensation), in principle, you will need to leave Japan once and then submit your COE to the Japanese embassy or consulate in your country of nationality or residence to acquire a student visa.

Note: If you have a temporary visitor status of 30 days or less, you cannot change your status while in Japan. You must leave Japan, submit your COE to the Japanese embassy or consulate in your country of nationality or residence, and obtain a student visa before re-entering Japan.

(6) Remarks

- IPS Office acts on your behalf to apply for a “Student” status of residence only. If you want a different type of status, you need to apply for it yourself at the Immigration Services Bureau.
- The Immigration Services Bureau might ask you to submit extra documents if necessary.
- If you decide not to enter Waseda University, please inform the CIE IPS Office right away. If you are accepted by another university in Japan at the same time, make sure that you do not apply for a COE through more than one university. Multiple applications will lead to your COE being refused.
- If you have Japanese nationality, you cannot apply for a COE.
- The Immigration Services Bureau oversees all residence status matters. Waseda University cannot control this process, so the University is not responsible for any costs, such as air ticket cancellation fees or other inconveniences caused by issuance delays or denials. Please book your flight at your own risk.
- If you have questions or are unsure about the forms, the CIE IPS Office cannot help you fill them out. Please use your best judgement to complete them on your own. If the CIE IPS Office needs to confirm anything in your documents, we will contact you before submitting your application to the Bureau.

■ Notice on Japan Pre-Entry Tuberculosis Screening (JPETS)

Applicants who hold nationality from the Philippines / Vietnam / Indonesia / Nepal / Myanmar / China are required to submit the “Tuberculosis (TB) Clearance Certificate” in addition to the usual Certificate of Eligibility (COE) application documents to prove that you are not infected with TB. The date this rule takes effect differs depending on your nationality, so please be sure to check the details from the following document if applicable.

<https://www.waseda.jp/inst/cie/news/40765>

8. Scholarship Programs

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 further details, please refer to the scholarship webpage of our Graduate School, as well as the websites of the Scholarship and Financial Assistance Section and the Center for International Education.

Graduate School Scholarship Page : <https://www.waseda.jp/fsci/gips/en/applicants/tuition/>

Scholarship and Financial Assistance 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.

9. Frequently Asked Questions (FAQ)

1. Can I confirm my eligibility in advance if it is difficult to determine based on my academic background?

Before the application period begins, please submit the “Academic Background Verification Form” together with documents demonstrating your academic qualifications and achievements, such as graduation certificates, academic transcripts, a curriculum vitae, a list of research achievements, and patents.

Academic Background Verification Form download page:

<https://www.waseda.jp/inst/admission/en/graduate/english/>

2. I did not graduate from a partner university. Can I apply through the recommendation-based admission?

Applications through the recommendation admission are accepted only from applicants nominated by a partner university. Applicants for General Admission or Admission for Working Professionals do not need to submit a letter of recommendation.

3. Do I need to contact a prospective supervisor before applying?

Applicants to the master’s program do not need to contact a prospective supervisor before applying.

Applicants to the doctoral program must contact a prospective supervisor in advance and obtain the faculty member’s preliminary consent to supervise them before submitting an application.

4. Where should I mail my application documents?

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

5. I mailed my application documents, but the “Status of Receipt of Mailed Documents” on TAO has not been updated.

The status will be updated to “Received” only after both the mailed documents and the information entered on TAO have been reviewed and confirmed to be complete.

If there are any deficiencies, the status will be updated only after all issues have been resolved.

Please note that application documents are reviewed in the order received, and it may take some time for the status to be updated.

6. My certificate is issued only in electronic format, and it is difficult to submit an original paper copy. What should I do?

If it is difficult to submit an original paper copy, please arrange for the certificate to be sent directly by the issuing university or an authorized credential verification organization, such as Parchment or My eQuals, to the email address below.

Applicants from mainland China must arrange for their certificates to be sent directly by CSSD.

koho-ips@list.waseda.jp

7. I am currently enrolled at a partner university. Can I apply through the partner university recommendation syst?

To apply through the partner university recommendation system, you must first be nominated by your university.

Please contact the person in charge at your university for further details.

8. I entered my recommender’s information on TAO, but the recommender has not received an email.

For applicants applying through the partner university recommendation system only.

Please refer to the instructions and [FAQ for recommenders](#).

For technical issues with the TAO system, please contact the [TAO Help Center](#) directly.

Other Questions

For information on other matters, please refer to the following page:

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

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 examinations 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. If you find yourself in such a situation after submitting your application, please contact us immediately.

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 examinations or postponing the examinations, 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. Notice Regarding the Prevention of Sexual Violence against Children Act

Students participating in teaching practicums and other child-related educational or research activities may be required to complete a criminal background check in accordance with the Prevention of Sexual Violence against Children Act. Depending on the results of the criminal background check, students may not be eligible to participate in such activities.

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

Inquiries

For information and inquiries regarding admissions, please refer to the following resources:

- Graduate School Website:
<https://www.waseda.jp/fsci/gips/en/>
- Frequently Asked Questions (FAQ)
<https://www.waseda.jp/fsci/gips/en/applicants/faq/>
- Chatbot
Please use the chatbot available on our Admissions website.
<https://www.waseda.jp/fsci/gips/en/applicants/admission/>
- Inquiry Form :
If your question is not addressed in the FAQ or by the chatbot, please use the inquiry form below.
<https://forms.office.com/r/9WGiz16eCB>



IPS Website



FAQ



Chatbot



Inquiry Form