

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

## Admission Guidelines for G-Course applicants 〈for April 2027 entry〉

Please be sure to read this admission guidelines carefully before applying.  
If any of the following procedures (1) - (3) 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) Payment of the screening fee
- (2) Registration on the online application system (TAO)
- (3) Submission of application documents (must be received by the deadline)

For details of each procedure, please refer to this 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 G-course applicants from partner universities affiliated with IPS.**
- 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 “推薦入試” or “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 replace them after submission.
- ⑥ Be sure to complete your application by the application deadline.**  
The server will be very busy just before the deadline and it may take some time to submit your application.  
Please be careful and allow plenty of time to complete your application process. (You can complete the process by clicking the "Complete the Application" button on TAO. No need to wait for your recommenders to submit recommendation letters.) Please note that applications submitted outside the application period will not be accepted for any reason.
- ⑦ Check TAO message and your e-mail account registered at the time of application regularly.**  
IPS Admissions Office may contact you via the “Message” function in TAO and e-mail, when necessary after you have completed your application. IPS Admissions Office will not be responsible for any consequences caused by the applicants’ failure to receive, read and/or reply to the messages sent from our office. 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 G-Course applicants

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

## (1) Application Schedule (April Entry)

Term of Admission: April 2027

The registration on the online application system “The Admissions Office (TAO)” needs to be completed by 4:59 PM Japan Standard Time of the final day of Application period.

	Application period	Announcement of First Screening Results	Second Screening (Interview)	Final Results Announcement	Period for the first enrollment procedure	Period for the second enrollment procedure
July examination	May 13, 2026 (Wed) ~ May 27, 2026 (Wed)	June 26, 2026 (Fri)	July 11, 2026 (Sat)	July 24, 2026 (Fri)	Early October 2026	Mid-February, 2027
November examination	September 15, 2026 (Tue) ~ September 29, 2026 (Tue)	October 30, 2026 (Fri)	November 14, 2026 (Sat)	November 27, 2026 (Fri)	Early December 2026	

## (2) 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
Integrated Systems	Powertrain System	YAMAGUCHI, Kyohei
	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

\*Available only for April 2027 master’s entry.

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/>



## 2. Qualifications for application

Applicants must satisfy all the following criteria (1) to (4) to be eligible for G-Course application:

- (1) Enrolled at a university for three years or more (or have completed or are scheduled to complete 15 years of formal education overseas by the time of application), and have been recognized by the Graduate School of Information, Production and Systems for having earned a specified number of credits with an excellent academic record.
- (2) Those who are currently in the third year bachelor's programme at one of IPS's overseas partner institutions.
- (3) Those who are officially recommended as a G-Course applicant by the responsible person or persons of the overseas partner institutions where he or she is currently enrolled.
- (4) Those who have excellent academic records at the undergraduate level from the overseas institution or institutions.

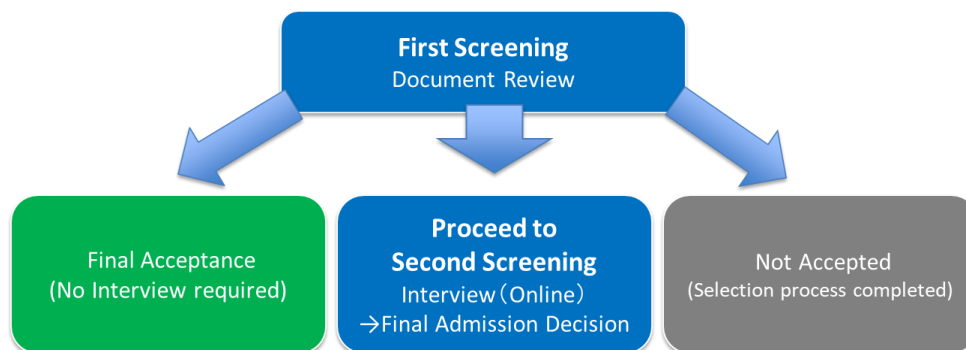
**\*One of the following academic criteria must be met:**

- An average score of 80 or above out of 100 at the time of application.
- A rank within the top 2/3 of their department or faculty.

\*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.



### 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) Method of Application

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

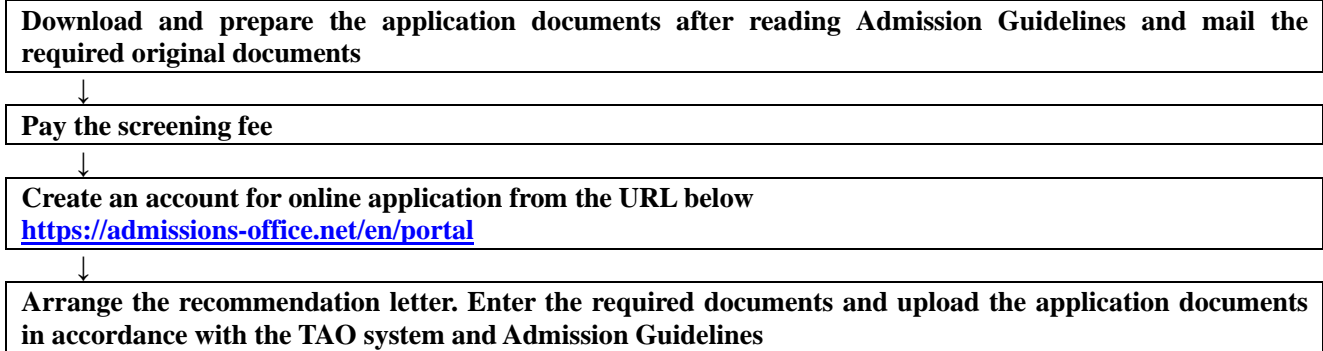
If you are currently residing in Japan, please contact IPS Admissions office ([koho-ips@list.waseda.jp](mailto:koho-ips@list.waseda.jp)).

\*You cannot choose both April and September entry at the same time.

\*Please be sure to check the detailed requirements for each document listed after the list of required documents.

\*Submitted screening fees and application documents will not be returned, and copies cannot be provided.

#### «The steps of application»



- 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 Hibikino, Wakamatsu-ku, Kitakyushu-shi, Fukuoka, 808-0135 JAPAN TEL: +81-93-692-5017
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**\*We do not provide notifications regarding the receipt of application documents.  
Applicants are responsible for confirming the delivery status themselves using a tracking service.**

### (2) Payment of the Screening fee

The screening fee must be paid from either within or outside Japan before completing the online application. Please be sure to upload proof of payment 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

July examination	May 13 (Wed) – May 27 (Wed), 2026
November examination	September 15 (Tue) – September 29 (Tue), 2026

#### ■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 UnionPay), 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 to 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 can be made only until 11:00 pm (JST)) Be noted that all of the procedures including making a payment must be completed by the designated deadline.

\* The payment can be made with a credit card held in the name of a person other than the applicant. However, the applicant's information (not the credit card holder's) must be entered on the "Basic Information" page of the screening fee payment website.

**【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	April 2027 Admission (Example)
Third selection	Master's program / Doctoral program
Fourth selection	July examination Overseas application JPY 15,000 (Example)

**② Payment by Bank Transfer (International 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, and upload it to the online application system (TAO).

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

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

**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.

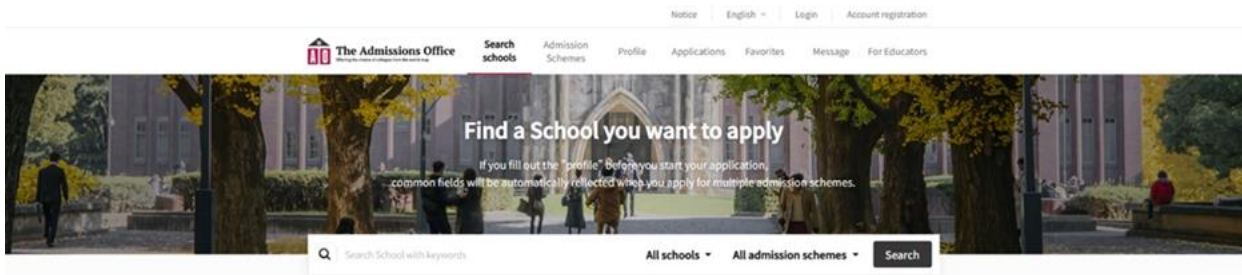
If the screening fee was paid by credit card, or if the refund is to be deposited into a bank account outside Japan, you will be responsible for any fees incurred in connection with the refund.

**(3) 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 16:59 (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”**. The deadline will NOT be extended under any circumstances.



#### (4) Required documents

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

<https://www.waseda.jp/fsci/gips/other-en/2020/09/24/18147/>

How to Submit	Application document	
Online	①	Applicant Information, Education background, Working experience, Grade transcript, Language proficiency
Online	②	Research plan 【Form 2】 *Use the prescribed form available on the <a href="#">IPS website</a>
Online	③	Letter of recommendation 【Form 3 (B)】 *Make a request to a recommender via the online application system (TAO) <Reference>For recommenders → <a href="https://www.waseda.jp/fsci/gips/assets/uploads/2022/04/d205c786de195b48205e936011bd3ac7.pdf">https://www.waseda.jp/fsci/gips/assets/uploads/2022/04/d205c786de195b48205e936011bd3ac7.pdf</a>
Online	④	Overview of studies and research 【Form 4 (C)】 *Use the prescribed form available on the <a href="#">IPS website</a>
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	Certificate of Enrollment
By mail	⑩	Grade transcript
By mail	⑪	Certificate of language ability
By mail	⑫	Certificate of Academic Ranking

- 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 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.
  - 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 messaging system or to your email address. Please check them on a regular basis.
- We review documents in the order in which they have arrived and the TAO application has been completed. 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 with the information entered on TAO or in the submitted documents, 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] <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. Summarize the content on a single page (one-sided). Attachments or additional pages are not allowed, even if charts or tables are included. 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(B)] <ONLINE Submission>**

A letter of recommendation should be written by a thesis advisor or an equivalent faculty member.

It must be submitted by the recommender within the application period through TAO. Please request a recommendation letter in English or Japanese to the Recommender on TAO. Make sure to communicate well with your recommender in advance. After you register the recommender's email address on TAO, the recommender will receive an email requesting the submission of the recommendation letter. The recommendation form can only be downloaded by the recommender. The e-mail address of the recommender should be officially used for his/her occupation. As a basic rule, IPS admissions office does NOT accept the free e-mail address with the domain name such as yahoo/gmail/qq, etc. as recommenders' one. Even before your recommender submits your recommendation letter on TAO system, you can complete/submit online application. Please note that you must complete your online application within the application period, regardless of whether your recommender submits a letter of recommendation on TAO.

**④ Overview of studies and research [Form 4(C)] <ONLINE Submission>**

Please download the prescribed forms from IPS website, fill in and upload on TAO. Please describe the research or learning experiences you have undertaken 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>**

Bank transfer : Upload a copy of the overseas remittance request.

Credit card or UnionPay : Upload the "Result" page displayed after payment.

**⑥ A 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 in section 6 below, you will be required to upload the same photo submitted with your application as part of the enrollment procedure. Therefore, please keep the photo file until you complete the enrollment process.
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 casual 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 on TAO 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 Certificate of Enrollment <Original documents required>**

G-Course applicants should submit a Certificate of Enrollment to prove that they are a third-year student at one of the IPS partner universities.

-Certificate of Enrollment must include a statement such as "he/she is a JUNIOR" or "he/she is a THIRD YEAR of university" instead of submitting a Certificate of Expected Graduation.

\*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.

**⑩ Grade transcript <Original documents required>**

G-Course applicants should submit original undergraduate grade transcripts in English or Japanese.

- All original transcripts, including all grades obtained beyond the undergraduate level, must be submitted.
- If the certificate consists of more than one page, the applicant's name and the university's hand-stamped official seal must be on all pages.
- The document should include the date of issue. Please submit the latest version.
- The transcript of the school which you have already graduated should be issued after your graduation.
- If you cannot submit your original transcripts, please submit the certified true copy issued by your university with the university's hand-stamped official seal.
- Copies without the university's hand-stamped official seal, including notarized copies, are not acceptable.
- If you cannot submit your original academic transcripts, please submit the certified true copy issued by your university with hand-stamped official seal.
- 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.
- 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 of the "Verification Report of China Higher Education Student's Academic Transcript" to be sent directly to our office (koho-ips@list.waseda.jp) from CSSD. Visit CSSD website (<https://www.chsi.com.cn/en/pvt/>) for more information. Copies (without the university's hand-stamped official seal), including notarized copies, are not acceptable.

**⑪ Certificate of language ability <Original documents required>**

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

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

There is no minimum score requirement.

**[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 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 (March 31).

Accepted English Tests	Submission Methods
<p><b>TOEIC L&amp;R</b></p>	<p><b>[For applicants who have taken the TOEIC test in Japan]</b>            *Ordinarily, digital official certificates can be issued 19 days after the test date. Please check the TOEIC test dates carefully to ensure that you can meet the application deadline. The following two steps must be completed by the application deadline.</p> <p>① Click“大学・企業等へのスコア提出” at the bottom right of the TOEIC application website’s top page.            Select “提出先団体選択”and enter the 申請コード(application code) ”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.  <a href="https://www.iibc-global.org/toEIC/test/lr/guide04/score2.html">https://www.iibc-global.org/toEIC/test/lr/guide04/score2.html</a></p> <p>② Original"公式認定証" or a printed copy of the Official Score Certificate downloaded from the TOEIC official website, must be submitted along with other application documents.</p> <p><b>[Not Accepted] The following scores will not be accepted:</b></p> <ul style="list-style-type: none"> <li>・ Scores from the TOEIC test taken outside Japan</li> <li>・ Scores from the TOEIC Institutional Program (IP) Test</li> <li>・ Scores that cannot be verified through the “Official Score Certificate Verification Service” (currently available only in Japan)</li> </ul>
<p><b>TOEFL iBT</b></p>	<p>Please complete all three of the following by your application date.</p> <ol style="list-style-type: none"> <li>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.</li> <li>2. Arrange an Institutional Score Report to be sent to us directly.            The DI code (Institution Code) is “C804” (<u>Any department code is acceptable. If you cannot find suitable department code, please select “99”</u>).</li> <li>3. Enclose a printed screenshot of the request form of TOEFL iBT Institutional Score Report.</li> </ol> <p>*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.            deadline, the application will still be accepted even if the Official Score Report arrives after the application period.</p> <p>*TOEFL iBT scores from either the current or previous scoring systems are accepted, provided that they are within the valid period.</p> <p>*TOEFL iBT Home Edition is not accepted.</p> <p>*MyBest Scores are not accepted.</p>
<p><b>IELTS Academic IELTS for UKVI</b></p>	<p>Please complete all three of the following by your application date.</p> <ol style="list-style-type: none"> <li>1. Submit your Test Report Form as your application documents along with other application documents. *A Photocopy is also acceptable.</li> <li>2. Arrange your electronic score to be sent directly from the testing organization using the following information.           <ol style="list-style-type: none"> <li>(1) Institution: Waseda University – Graduate School of Information, Production and Systems (IPS)</li> <li>(2) Department: IPS Office</li> <li>(3) Address: 2-7 Hibikino, Wakamatsu-ku, Kitakyushu, Fukuoka 808-0135</li> <li>(4) Delivery Method: Electronic Score Delivery</li> </ol> <p>*Item (3) is generally not required as scores are sent electronically; however, please enter it only if required by the testing organization.</p> <p>*Item (4) may be recorded in the “Remarks” section by the test center.</p> </li> <li>3. Enclose a printed screenshot showing that the score has been submitted to our office.</li> </ol> <p>*The applicable score is the Overall Band Score.</p> <p>*IELTS Online is not accepted.</p> <p>*IELTS One Skill Retake is not accepted.</p>
<p><b>CET6</b></p>	<p>The original certificate (reissuable, pale orange in color) must be submitted along with other application documents.  <b>*Electronic certificates or printed copies of electronic certificates will not be accepted.</b></p>
<p><b>EIKEN</b></p>	<p>Please complete all two of the following by your application date.</p> <ol style="list-style-type: none"> <li>1. A score report showing your CSE score and other results (photocopies accepted). Submit this together with the other application documents by the application deadline.</li> </ol>

2. An EIKEN Digital Certificate obtained from the official EIKEN website (submit by entering the shared key and the registered name).  
\*Certificates that show only the test level (grade) without scores will not be accepted.

- \*Please carefully check the test availability, test dates, and the dates on which score reports can be obtained for each external English proficiency test, and ensure that you take the test well in advance.
- \*If you submit a score report from an external 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.

**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.

**⑫ Certificate of Academic Ranking <Original documents required>**

G-Course applicants must submit an official document issued by the university to verify their academic ranking within their department, in either Japanese or English.

- \*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.

**(5) 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 the TAO Application ID. If there are any deficiencies in the application documents or submitted information, the number will not be issued until the incompleteness is resolved.

\*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.

Term of admission	Application period	Date when the examinee's number becomes available
April 2027	July Examination	Around June 12, 2026
	November Examination	Around October 9, 2026

**5. Selection Schedule and Method**

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 below. The exact date and time of the interview will be individually notified to the relevant applicants.

In principle, the interview will be conducted online.

**(1) Scheduled Date for the Second Screening (Interview)**

Term of admission	Application period	Scheduled Interview Date
April 2027	July Examination	July 11, 2026 (Sat)
	November Examination	November 14, 2026 (Sat)

- \*The above dates indicate the tentative dates for the Second Screening (Interview Examination).
- \*The exact date and time 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.

## (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 inquiries.
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. Announcement of successful applicants

Examination results will be announced online on the “Date of announcement” page 1. 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.

## 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 (admission 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 on or after the day of the announcement.

### ② First Enrollment Procedures

Period	○ <b>July examination</b> Due no later than October 15, 2026(Thu) ○ <b>November examination</b> Due no later than December 11, 2026(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 February 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	25,000	1,500	907,500
	Second term	-	581,000	25,000	1,500	607,500
	<b>Total</b>	300,000	1,162,000	50,000	3,000	1,515,000
Second year	First term	-	731,000	25,000	1,500	757,500
	Second term	-	731,000	25,000	1,500	757,500
	<b>Total</b>	-	1,462,000	50,000	3,000	1,515,000

〈Note〉

As a general rule, we do not return submitted documents or refund Admissions 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 admission fee (registration fee).

\*Students who have newly enrolled master's program will be required to pay 40,000 yen as the "Alumni association membership fee". This membership fee will be paid in the final term/semester of their last year, which covers 10 years of annual membership fee that students pay in advance. Those who have graduated from undergraduate school at Waseda University, transferred students, doctoral program students, double degree program students, research students and non-degree students are exempted from paying this fee.

## ■ Acquisition of Status of Residence of "Student"

Website 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/>

International students who are admitted to Waseda University can apply for a status of residence "Student". Those with the status of residence "Student" are eligible to apply for 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 go through the procedures concerning a status of residence, you will need to have made a second deposit. If you need a "certificate of admission" for your application, ask the office of the undergraduate/graduate school you are scheduled to join to issue it after you have made your second deposit.

### **(1) If you have a status of residence of "Student"**

If you currently have a status of residence of "Student," please apply for "extension of period of stay" as necessary. You are able to apply for extension of period of stay from three months before your status of residence expires. For details on procedures, please refer to ["If your current status of residence is "Student"'"](#) in "For Prospective Students" on the above website.

### **(2) If you have a status of residence of "Temporary Visitor"**

Please bear in mind that students are not eligible to enroll in the university with a "Temporary Visitor" status. If you currently have a status of residence of "Temporary Visitor," as a general rule, you will need to leave Japan once and apply for a status of residence of "Student." For details on how to apply for a status of residence of "Student," please refer to "(4) If you do not have a status of residence."

### **(3) If your status of residence is other than "Student" or "Temporary Visitor" is other than "Student" or "Temporary Visitor"**

If you finish the activity that falls under your current status of residence, you will need to change your status of residence to "Student." If your status remains the same, such as "Dependent," change the status of residence as necessary. For details on procedures, please refer to ["If your current status of residence is other than "Student"'"](#) in "For Prospective Students" on the above website.

**[Note]** To apply for extension of period of stay or change of status of residence, you need a completed application form issued by Waseda University. Prior to making the application to the Immigration Services Bureau, please submit the application form, a certificate of admission, and other necessary documents to the university.

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

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]**

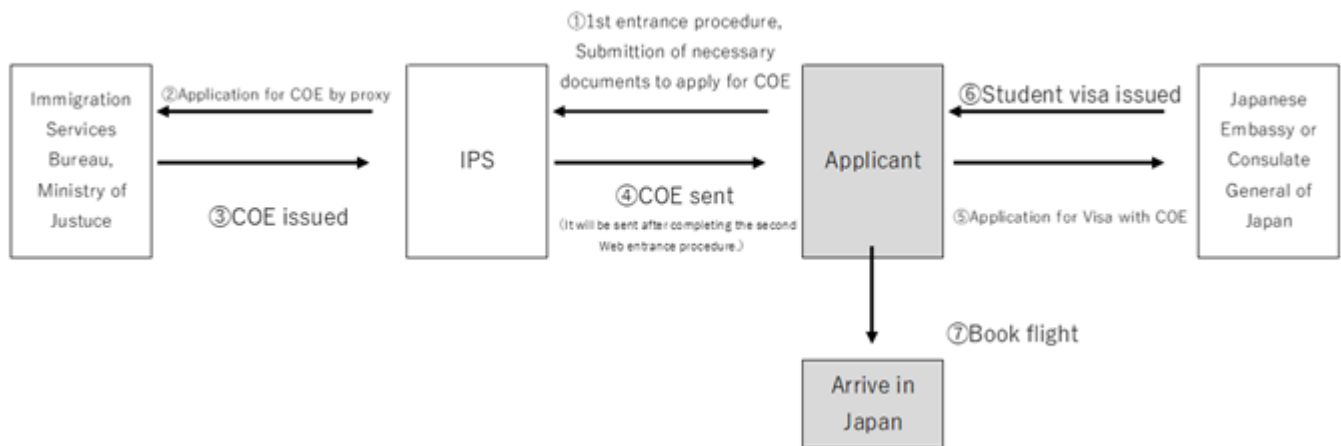
- Waseda University will carry out the application by proxy only after you have completed the First Enrollment Procedures (payment of the enrollment procedure fees and submission of the enrollment procedure documents). Please complete your payment as soon as possible, and start your procedures of requesting an application by proxy.
- Information on the documents required for application by proxy and the submission address will be provided to successful applicants.

### 【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 Office, 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.

\*After the COE is issued, you must apply for a student visa within three months. (⑤)



### (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, 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 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 (e-mail : [gakumu-ips@list.waseda.jp](mailto:gakumu-ips@list.waseda.jp)).

### ■ 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 details, please refer to the website of the Scholarship Section and the Center for International Education.

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

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

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

### Others

#### **1. Handling of Personal Information**

Waseda University will use the personal information (address, name, date of birth, etc.) collected at the time of application to discharge duties relating to entrance examinations, announcement of successful applicants, enrollment procedures, and other related work. In doing so, the University will take necessary and appropriate measures to prevent the leakage, outflow, or unauthorized use of such information. The University may outsource all or part of the above-stated items. In such cases, the University will oblige, by contract or other means, the subcontracted entity or entities to perform necessary and appropriate management of the information. The University may inquire about the authenticity, etc., of documents, materials, theses, and information, etc., submitted to the University (hereafter "Submitted Documents") by providing them to the issuers, providers, theses review entities, etc. By submitting or providing the Submitted Documents to the University, the applicant agrees to the University's right to make such inquiries. Personal information that has been statistically processed, keeping individual identities confidential, will be used as material for surveys and research for the University's admission selection processes.

#### **2. Collecting Information Related to Gender**

For the sake of administering entrance 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 examination or postponing the examination, 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.

## Inquiry

Admissions Office,  
Graduate School of Information, Production and Systems (IPS), Waseda University  
Website : <https://www.waseda.jp/fsci/gips/en/>

Before making an inquiry, please be sure to check the FAQ at the link below.  
<https://www.waseda.jp/fsci/gips/en/applicants/faq/>

If your question is not answered there, contact us using the inquiry form below.  
IPS Admissions Office Inquiry Form : <https://forms.office.com/r/9WGiz16eCB>



IPS Website



FAQ



Inquiry Form