

# IPS

Waseda University  
Graduate School of  
Information Production  
and Systems

For April 2027 Entry

# Admission Guidelines

Master's Program / Doctoral Program

General Admission /  
Admission for Working Professionals

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 general and working professionals applicants.**
- 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 **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.
- ④ **Check carefully if there are any mistakes before finally submitting the online application.**  
The online application system can tentatively be saved by each section.  
Please carefully check your input and uploaded files (whether most updated/appropriate content) before you finally submit the application. You cannot modify your application details or replace files after submitting your application.
- ⑤ **Be sure to complete your application by the application deadline.**  
The server will be very busy just before the deadline and it may take some time to submit your application.  
Please be careful and allow plenty of time to complete your application process. (You can complete the process by clicking the "Complete the Application" button on TAO.) Please note that applications submitted outside the application period will not be accepted for any reason.
- ⑥ **Check TAO message and your e-mail account registered at the time of application regularly.**  
IPS Admissions Office may contact you via the message 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.
- ⑦ **IPS Admissions Office strictly checks whether you have neither falsified, fabricated, nor plagiarized the document(s), statement(s), or information submitted for your application.**  
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 Applicants

○Major : Information, Production and Systems

○Program : Master's Program / Doctoral Program

○Fields of Study: Information Architecture, Production Systems, Integrated Systems

○Number of Students to be Admitted (combined total for April and September entry) • Master's program : 200 • Doctoral program : 20

### 1 Domestic and Overseas Applications **【Master's Program / Doctoral Program】**

Application via the online application system (TAO) must be completed by 4:59 (JST) on the application deadline date.

#### <April 2027 Entry>

	Application Period	Announcement of First Screening Results (Document Review)	Second Screening (Interview)	Final Result Announcement	First Enrollment Procedure Period	Second Enrollment Procedure Period
<b>July Examination</b>	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
<b>November Examination</b>	September 15, 2026 (Tue) ~ September 29, 2026 (Tue)	October 30, 2026 (Fri)	November 14, 2026 (Sat)	November 27, 2026 (Fri)	Early December 2026	
<b>Admission Category</b>	General Admission • Admission for Working Professionals					

### 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
Production Systems	Humanity-Centered Interaction	IEIRI, Yuya
	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

\*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 fulfill one of the following requirements:

### 1 Master's Program [April Entry]

- a. Graduated or are scheduled to graduate from a university in Japan by the time the applicants wish to enroll.
- b. Received or are scheduled to receive a bachelor's degree from the National Institution for Academic Degrees and Quality Enhancement of Higher Education by the time applicants wish to enroll.
- c. Completed or are scheduled to complete 16 years of formal education outside Japan by the time applicants wish to enroll.
- d. Received or are expected to receive a degree equivalent to a bachelor's degree from a university or other school outside of Japan by completing a course of study lasting three years or more by the time the applicants wish to enroll.
- e. Designated by the Minister of Education, Culture, Sports, Science, and Technology by the time applicants wish to enroll.
- f. Enrolled at a university for three years or more by March 2027 (or have completed or are scheduled to complete 15 years of formal education overseas by the time applicants wish to enroll) and have been recognized by the Graduate School of Information, Production and Systems as having earned a specified number of credits with an excellent academic record. (Accelerated entry)
- g. Recognized individually by the Graduate School of Information, Production and Systems as having academic credentials equivalent or superior to those of university graduates and will reach 22 years of age by the time applicants wish to enroll.

- \* "University" mentioned in Requirements a. and f. refers to a university that is approved by the Ministry of Education, Culture, Sports, Science and Technology of Japan.
- \* "Those who have completed 16 years of formal school education in a foreign country" implies "those who have completed the '16th year' of formal school education outside of Japan." It is not based on whether or not you have received 16 years of education, but on whether or not you have completed the "16th year" of education.
- \* If you have completed your education in a country where the formal education (from elementary to higher education) is less than 16 years, we will examine your educational background in advance to confirm your eligibility. Please download and fill out the "Form for Individual Review of Eligibility" from the website below and send it to the Admissions Office of Graduate School of Information, Production and Systems (koho-ips@list.waseda.jp) before the start of the application period.  
Download the designated form: <https://www.waseda.jp/inst/admission/en/graduate/english/>
- \* Graduates from three-year specialized college (zhuanke) programs in China do not meet Requirement f. However, those who have graduated from a 4-year (benke) program after graduating from a 3-year program and completed 16 years of formal education will be considered as fulfilling Requirement c.
- \* Prospective applicants who are unsure if they can fulfill Requirements f. and g. must confirm their eligibility with the admission office before applying.

### 2 Doctoral Program [April Entry]

- a. Holders of a master's degree, professional master's degree, or professional doctoral degree in Law or those who are scheduled to receive such a degree by the time applicants wish to enroll.
- b. Holders of a master's degree, professional master's degree, or an equivalent from an institution overseas or those who are scheduled to receive such a degree by the time the applicants wish to enroll.
- c. Those designated by the Minister of Education, Culture, Sports, Science, and Technology by the time applicants wish to enroll. (Please contact the IPS Admissions Office for details.)
- d. Those who have completed postgraduate programs and received a degree equivalent to a master's degree from United Nations University or those who are scheduled to receive such a degree by the time the applicants wish to enroll.
- e. Those who have been recognized individually by the Graduate School of Information, Production and Systems as having academic credentials equivalent or superior to those of holders of a master's degree, professional master's degree, or professional doctoral degree in Law and will reach 24 years of age by the time the applicants wish to enroll. Those who have completed the first two years of a continuous five-year doctoral course are included.

- \* "Master's degree" mentioned in requirement a. refers to a master's degree which was obtained in Japan or is expected to be obtained in Japan.
- \* Applicants who are unsure whether they fulfill Requirements e. above are requested to submit the "Form for Individual Review of Eligibility" and documents certifying their academic ability and research achievements (such as a certificate of graduation, academic transcript, curriculum vitae, list of research achievements, patents, etc.) to the Admissions Office of this Graduate School (koho-ips@list.waseda.jp) before the start of the application period.  
Download the designated form: <https://www.waseda.jp/inst/admission/en/graduate/english/>

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

## Admission and Application Category

### [Admission Category]

This admission guidelines applies to the General Admission and the Admission for Working Professionals.

A letter of recommendation is not required for either admission category.

Applicants must apply under one of the two admission categories.

## 1 Master's Program

Admission Category	Eligibility Requirements
General Admission	—
Admission for Working Professionals	<ul style="list-style-type: none"> <li>• Applicants who are currently employed, or have previously been employed, at a company, government agency, or educational institution.</li> <li>• Applicants who have professional experience with notable achievements.</li> </ul>

\*Applicants to the Master's Program are not required to contact their prospective academic advisor in advance.

## 2 Doctoral Program

Admission Category	Eligibility Requirements
General Admission	—
Admission for Working Professionals	<ul style="list-style-type: none"> <li>• Applicants who are currently employed, or have previously been employed, at a company, government agency, or educational institution.</li> <li>• Applicants who have professional experience with notable achievements.</li> </ul>

\*Applicants to the Doctoral Program are required to contact their prospective academic advisor and obtain consent prior to application.

### 【Application Category】

There are two application categories: Domestic Application and Overseas Application.

#### ● Domestic Application :

Applicants who reside in Japan at the time of application must submit their application documents from within Japan.

*\*Applicants of foreign nationality residing in Japan are also eligible to apply. There are no restrictions based on nationality.*

#### ● Overseas application :

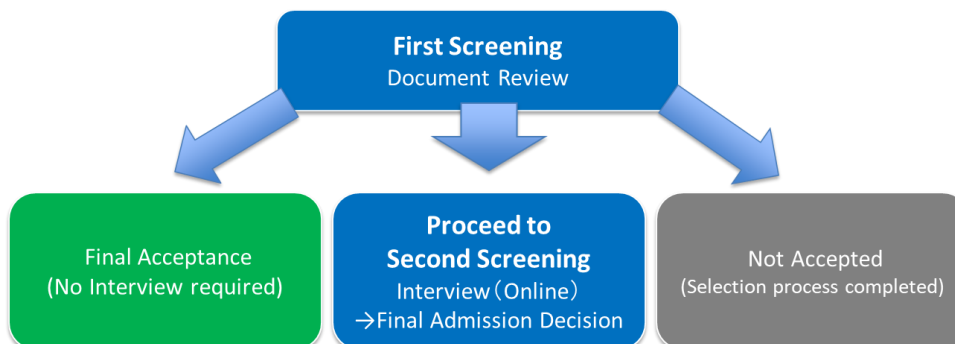
Applicants who reside outside Japan at the time of application must submit their application documents from outside Japan.

*\*Applicants with Japanese nationality who apply under the Overseas Application category are required to submit documentation certifying their residence outside Japan.*

*\*If an applicant resides in Japan but declares their residence as overseas and submits application documents from within Japan, the application will not be accepted, even if the application fee for Overseas Application has been paid.*

# 4 Selection Procedure

Regardless of the entrance examination category or whether the applicant applies through the Domestic Application or Overseas Application, 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.

# 5 Application Procedure

## 1 Application Procedure

An application will be considered complete only after payment of the application fee, submission and acceptance of all required application documents, and completion of the online application via the TAO system.

Applications may not be accepted if there are any deficiencies in the submitted documents or in the information entered in TAO. Applicants must ensure that all application documents arrive within the designated application period for each enrollment term and that the online application via TAO is completed within the same period.

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

(Note) In principle, submitted documents and the application fee are non-refundable. Copies of submitted documents will not be provided.

The application procedure is as follows:

Download and prepare the application documents after confirming Admission Guidelines, and mail the required original documents



Pay the screening fee



Create an account for the online application at the URL below

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



Enter the required information and upload the application documents in accordance with the TAO system and Admission Guidelines

- The application documents must be prepared by the applicant in Japanese or English.
- For domestic applications, enclose all required documents and send them from a post office by Simplified Registered Mail (Kan-i Kakitome). Please write 出願書類在中 in red on the front of the envelope.
- Applicants residing outside Japan must send their application documents using the fastest available trackable international courier service.

Mail to: Admissions Office, Graduate School of Information, Production and Systems, Waseda University  
2-7 Hibikino, Wakamatsu-ku, Kitakyushu-shi, Fukuoka, 808-0135 JAPAN  
TEL: +81-93-692-5017

\*We do not provide notifications regarding the receipt of application documents.  
Applicants are responsible for confirming the delivery status themselves using a tracking service.

## 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】

The amount of the screening fee varies depending on the application category.

(Note) : The amount of the screening fee is determined by the applicant's country of residence at the time of application, not by the applicant's nationality. If you reside outside Japan, you may be required to submit identification or official documents proving your residence outside Japan.

(Unit: JPY)

Application Category	Eligible Applicants	Application Fee (JPY)
Domestic Application (Residents in Japan)	Applicants residing in Japan at the time of application. *No nationality restrictions; foreign nationals residing in Japan are also eligible.	JPY35,000
Overseas Application (Residents Outside Japan)	Applicants residing outside Japan at the time of application. *No nationality restrictions; Japanese nationals residing abroad are also eligible.	JPY15,000

### 【Payment Period】

Term of Admission	Remittance 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.

Application Category	Available Payment Methods
Domestic Application (Residents in Japan)	① Convenience Store ② Credit Card
Overseas Application (Residents Outside Japan)	② Credit Card / China Online Payment ③ Bank Transfer (International Remittance)

### ① Payment via Convenience Store

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

- To make a payment at a convenience store, access the “screening fee convenience store payment site” (<http://e-shiharai.net/>) [Japanese only] first, and complete the designated payment registration, and then go to a convenience store.
- After making the payment, save the “Certificate of Payment of the Screening Fee,” page as a PDF/JPEG/PNG document, and upload it on the online application system “TAO”. Check the details on the screening fee payment method at the link below.
- 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 deadline, the system to pay via the website closes at 11:00 pm and that of convenience store closes at 11:30 pm). 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.
- If a family member or acquaintance of an applicant conducts the procedure on behalf of an applicant, such family member or acquaintance must enter the applicant’s information.
- If you are unable to make the payment at a convenience store for some reason, please contact the office of Graduate School of Information, Production and Systems in advance.

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

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

### ② Payment via Credit Card/ Online Payment System

- To make a payment by credit card or online payment system (China Union Pay), please access the online screening fee payment website (<https://e-shiharai.net/ecard/>) and complete the procedure. After completing the transaction, save the “Result” page as a PDF/JPEG/ PNG document, and upload it onto the online application system “TAO”. For the details on the screening fee payment method, please refer to the link below.
- The payment can be made 24 hours a day, 7 days a week, including Saturdays, Sundays, 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 must be entered in 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.

#### ■ Domestic application

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 Domestic application JPY 35,000 (Example)

#### ■ Overseas application

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)

### ③ Payment by Bank Transfer (International Remittance)

Please follow the procedure below to remit 17,500 yen (the screening fee of 15,000 yen plus the lifting charge of 2,500yen) from a local financial institution. If the local financial institution requires a separate handling/lifting fee, you must pay the required fee in addition to the above remittance.

Save the remittance form as a PDF/JPEG/PNG document, and upload it onto the online application system “TAO”.

Type	Telegraphic Transfer
Payment Method	Advise and Pay
Bank Transfer Fee	Payer’s Responsibility
Lifting Charge	Payee’s Account
Amount	¥17,500 (Screening fee ¥15,000 + Charge ¥2,500)
Purpose	Screening Fee
Note	Applicant’s name in English
Bank Name	MUFG Bank,Ltd.
Branch Name	Edogawabashi Branch
Account Number	0035967FKK (Account number is seven numbers and three alphabets)
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 note space.

◎ Remittance of screening fee by check, cash, or other methods is not allowed. Additionally, payment must not be combined with that of another applicant.

◎ Please do NOT write any alphabet such as “ORDINARY DEPOSIT” or “A /C No.” before or after Account number 「0035967FKK」.

## ● 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 Office of Graduate School of Information, Production and Systems, Waseda University.  
(E-mail:koho-ips@list.waseda.jp).

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

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

## ● Screening Fee Waiver

Applicants who meet any of the following criteria are exempt from the application fee. For details, please contact our office.

- ① Those who apply for a doctoral course of Graduate School of Information, Production and Systems at the same time of completion of master course at one of Graduate School of Information, Production and Systems, School of Fundamental Science and Engineering, School of Creative Science and Engineering, School of Advanced Science and Engineering, Graduate School of Environment and Energy Engineering.
- ② Those who become a non-degree student at the same time of completion of master course at one of Graduate School of Information, Production and Systems, School of Fundamental Science and Engineering, School of Creative Science and Engineering, School of Advanced Science and Engineering, Graduate School of Environment and Energy Engineering, and continuously apply for a doctoral course of Graduate School of Information, Production and Systems. However, it is only in the case those who apply for the doctoral course in four years from admission of master course.

## ● Screening Fee Waiver Program for Applicants from Specified Countries

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

### 1. Eligibility

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

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

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

### 2. Procedures

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

- 1) Form for Screening Fee Waiver ([prescribed form](#))
- 2) Passport Copy (including all details of the applicant)

### 3. Notes

- 1) The screening fee waiver form will not be accepted if submitted after the application deadline under any circumstances.
- 2) Be careful not to pay the screening fee if you are claiming the waiver. The screening fee, once paid even by mistake or accident, will not be returned.
- 3) In the event that the applicant is found to be ineligible for the screening fee waiver program or has made a false claim, screening fee waiver program will not be granted.

## [Eligible Countries]

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

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

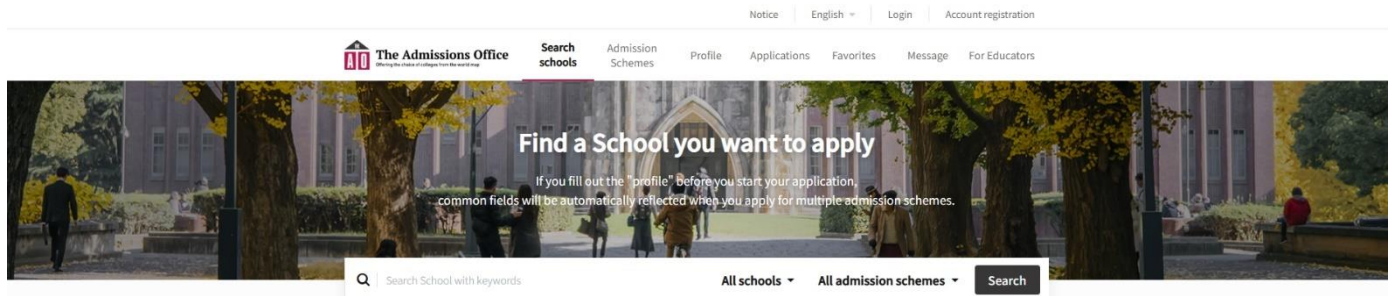
Last updated: May 2025.

## 3 Online Application Instructions and Required Documents

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

(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 online 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/en/applicants/admission/application/>

## ◆ Domestic Application

How to Submit	Application Documents		General Admission	Admission for Working Professional
Online	①	Applicant Information, Education background, Working experience, Grade transcript, Language proficiency	○	○
Online	②	Research plan【Form 2】 <b>*Use the prescribed forms on <a href="#">IPS website</a></b>	○	○
Online	③	Overview of bachelor's thesis or master's thesis【Form 4(A)】 or Overview of work achievements【Form 4(B)】 <b>*Use the prescribed forms on <a href="#">IPS website</a></b>	○	○ (Overview of work achievements)
Online	④	Screening fee remittance form	○	○
Online	⑤	A color photograph	○	○
By mail	⑥	CHECKLIST for Domestic Application	○	○
By mail	⑦	Original certificate of (expected) graduation, Original certificate of (expected) completion, or Original certificate of degree (Japanese or English version)	○	○
By mail	⑧	All grade transcripts for undergraduate studies and above (Japanese or English version)	○	○
By mail	⑨	Certificate of TOEIC L&R, TOEFL iBT, IELTS Academic / IELTS for UKVI, EIKEN Test in Practical English Proficiency. (required) Certificate of Japanese language ability. (certificate holders only)	○	○
Online	⑩	Copy of both sides of the Residence Card or Special Permanent Resident Certificate (applicable only to domestic applicants who do not hold Japanese nationality and who possess a valid status of residence in Japan at the time of application)	○	○

*\*Please refer to pp. 8 and following pages for details of each required document.*

## ◆ Overseas Application

How to submit	Application documents		General Admission	Admission for Working Professional
Online	①	Applicant Information, Education background, Working experience, Grade transcript, Language proficiency	○	○
Online	②	Research plan【Form 2】 <b>*Use the prescribed forms on <a href="#">IPS website</a></b>	○	○
Online	③	Overview of bachelor's thesis or master's thesis【Form 4(A)】 or Overview of work achievements【Form 4(B)】 <b>*Use the prescribed forms on <a href="#">IPS website</a></b>	○	○ (Overview of work achievements)
Online	④	Screening fee remittance form	○	○
Online	⑤	A color photograph	○	○
By mail	⑥	CHECKLIST for Overseas Application	○	○
By mail	⑦	Original certificate of (expected) graduation, Original certificate of (expected) completion, or Original certificate of degree (Japanese or English version)	○	○
By mail	⑧	All grade transcripts for undergraduate studies and above(Japanese or English version)	○	○
By mail	⑨	Certificate of TOEIC L&R, TOEFL iBT, IELTS Academic / IELTS for UKVI, EIKEN Test in Practical English Proficiency.(required) Certificate of Japanese language ability.(certificate holders only)	○	○
Online	⑩	Passport copy (applicable only to applicants who do not hold Japanese nationality)	○	○
By mail	⑪	Certificate of residence outside Japan (applicable only to applicants who hold Japanese nationality and reside outside Japan)	○	○

*\*Please refer to pp. 8 and following pages for details of each required document.*

- 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.
- Certificates 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 or to your email address or from TAO system. Please check them on a regular basis.
- We review application documents in the order they are received at our office and after the TAO application is complete. If we need to confirm any details, we will contact you via the TAO message system.

•The document status on TAO will be updated only after all documents have been reviewed and any issues have been resolved. Please note that it may take some time, as documents are checked in order. If there are any problems, the status will not be updated.

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 out 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 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 **Overview of bachelor’s thesis or master’s thesis [Form 4(A)] or Overview of work achievements [Form 4(B)] <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 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>

Admission Category	Documents to be Submitted
General Admission	<b>Overview of bachelor’s thesis or master’s thesis [Form 4(A)]</b> Applicants to the master’s program should describe their bachelor’s thesis, etc., and applicants to the doctoral program should describe their master’s thesis, etc. If you have not been assigned Bachelor’s thesis, or have not begun work on it, please describe either the studies and research which you have done so far. *If you have published papers, please attach offprints or copies of them as reference materials.
Admission for Working Professionals	<b>Overview of work achievements [Form 4(B)]</b> Applicants who are currently employed should give an overview of their work history, etc. *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.

④ **Screening fee remittance form <Online Submission>**

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

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

Applicants who pay by Credit Card or Union Pay: Upload the “Result” page after payment.

⑤ **Color photographs <Online Submission>**

1. Please upload a color photo taken within 3 months before the time of application. The requirements for the photo are as follows: A vertical to horizontal ratio of 4:3; borderless, must capture the upper body; must provide a front view with no hats; and 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 you submitted with your application. Therefore, please keep the file of the submitted photo until you complete the enrollment procedure.
2. Photos taken wearing scarves and sunglasses will not be accepted. However, if you would like to submit a photo of yourself wearing a head piece for medical or religious reasons, please contact us prior to submitting your application. .
3. The photo will be used for identity verification on the day of the test. Therefore, we do not accept unclear photos such as snapshots or photos that make it difficult to identify the pictured individual or verify their identity owing to differences in hairstyle, etc.
4. 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.**

⑥ **CHECKLIST <Original documents required>**

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

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

**⑦ Certificate of (expected) graduation, Certificate of (expected) completion and degree certificate <Original documents required>**

If you submitted a certificate indicating that you are expected to meet the application requirements to enter Waseda University, you must submit an additional certificate indicating that you have indeed met the requirements prior to enrollment. You will not be permitted to enter Waseda University, even if you pass the screening, unless you submit the certificate confirming you have met the requirements.

**■ The following instructions apply only to applicants who graduated from or are currently enrolled in a university or college outside mainland China (including Hong Kong, Taiwan, and Macau).** [Documents will not be returned]

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

Applicants for the doctoral program are required to submit certificates from both their undergraduate and graduate institutions.

Home university	Your Status	Program	Required Certificates
University or college outside mainland China (including Hong Kong, Taiwan, and Macau)	Graduated Applicant	Master's Program	<ul style="list-style-type: none"> <li>• Bachelor's Certificate of Graduation</li> <li>• Bachelor's Certificate of Degree</li> </ul>
		Doctoral Program	<ul style="list-style-type: none"> <li>• Bachelor's Certificate of Graduation</li> <li>• Bachelor's Certificate of Degree</li> <li>• Master's Certificate of Graduation</li> <li>• Master's Certificate of Degree</li> </ul>
	Current Student	Master's Program	<ul style="list-style-type: none"> <li>• Bachelor's Certificate of Expected Graduation</li> </ul>
		Doctoral Program	<ul style="list-style-type: none"> <li>• Bachelor's Certificate of Graduation</li> <li>• Bachelor's Certificate of Degree</li> <li>• Master's Certificate of Expected Graduation</li> </ul>

\*Graduates (or expected 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 from your university. The original document is required. Photocopies are not accepted.
- If you cannot submit your original certificates, please submit the certified true copy issued by your university with hand-stamped official seal.
- If you are currently enrolled and a certificate of expected graduation cannot be issued, please submit a certificate of enrollment instead.
- **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.
- Please submit a Certificate of Expected Graduation (or Completion) that states the expected date of graduation (or completion).
- Applicants who are expected to graduate (or complete their program) and obtain a degree at the time of application must submit a Certificate of Graduation/Completion and a Certificate of Degree at the time of enrollment, if admitted.

**■ The following instructions apply only to applicants who graduated from or are currently enrolled in a university or college in mainland China (excluding Hong Kong, Taiwan, and Macau).** [Documents will not be returned]

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

Applicants for the doctoral program are required to submit certificates from both their undergraduate and graduate institutions.

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

\*The original copy of the certificate of (expected) graduation or degree certificate by the university does not need to be submitted.

- The certificates must be sent directly to our office ([koho-ips@list.waseda.jp](mailto:koho-ips@list.waseda.jp)) from CSSD(CHESICC) via email by the deadline of the application period. Visit CSSD (CHESICC) website (<https://www.chsi.com.cn/en/>) and contact them directly for more information.
- Only ENGLISH version of the certificates sent directly from CSSD(CHESICC) will be considered valid.
- Certificates received by the applicant and forwarded to the office of this graduate school will not be accepted.
- 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.
- Applicants who are expected to graduate from (or complete) a university (undergraduate or graduate program) in mainland China at the time of application are required to submit the following documents at the time of enrollment procedures after being admitted.
  - Online Verification Report of Higher Education Qualification Certificate (in English)
  - Online Verification Report of Higher Education Degree Certificate (in English)

**⑧ Grade transcript <Original documents required> (in Japanese or English)**

You must submit official certificates for all undergraduate and graduate schools attended.

[Documents will not be returned]

Your Status	Required Certificate
Graduates	Please submit a transcript issued after graduation.
Current Students	Please provide the latest transcript at the time of application.
Graduate School Completers	Please submit academic transcripts for both your undergrade and graduate studies.

Applicants with Study Abroad Experience	If credits earned during a study abroad period have been counted toward your graduation requirements but the official transcript issued by your home institution does not list the course titles and grades obtained during that period, please submit an official transcript issued by the host institution.
Applicants with transfer history	Please submit official transcripts from both the institution attended prior to transfer and the institution attended after transfer.

- The applicant's name must be indicated on all pages, and each page must bear the university's official seal affixed directly (printed seals are not acceptable).
- Please submit official transcripts (originals) covering all academic years at the undergraduate level or above. It should provide full details of the grades you received in each unit or module, and all information of the courses taken.
- Please submit documents that include the date of issuance. Please submit the latest version.
- **Must be officially issued from your university. Photocopies are not accepted.**
- If you are unable to submit the original of each certificate, a copy of the certificate bearing the university's official seal affixed directly will be accepted as an alternative. If the certificate consists of multiple pages, the university's official seal must appear on all pages.
- It should provide full details of the grades you received in each unit or module, and all information of the courses taken.
- Students graduated universities in mainland China may submit "Verification Report of China Higher Education Student's Academic Transcript" issued by CSSD(CHESICC). Please arrange for an official English version of the "Verification Report of China Higher Education Student's Academic Transcript" to be sent directly to our office ([koho-ips@list.waseda.jp](mailto:koho-ips@list.waseda.jp)) from CSSD. Visit CSSD(CHESICC) website (<https://www.chsi.com.cn/en/pvr/>) for more information.
- Official transcripts from your graduated institution(s) must be issued after graduation.

### ⑨ Certificate of language ability <Original documents required>

**English Test Score Report (Must be an official report)** [Documents will not be returned]

Please submit a score report from one of the following external English proficiency tests taken within two years prior to the start date of the application period. There is no minimum score requirement.

#### [Native English Speaker]

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

#### [Non-Native English Speaker]

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

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

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

\*Applicants who have completed the Master's Program of IPS may be exempted from submitting proof of English proficiency when applying through the General Admission or Admission for Working Professionals. The completion of the program will be confirmed by the certificate of completion or the academic transcript submitted at the time of application.

Eligible English Tests	Submission Methods
TOEIC L&R (Only scores from tests taken in Japan will be accepted.)	<p><b>[For applicants who have taken the TOEIC test in Japan]</b></p> <p>*Ordinarily, digital official certificates can be issued 19 days after the test date. Please check the TOEIC test dates carefully to ensure that you can meet the application deadline. The following two things must be completed by the application deadline.</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 top page. Select "提出先団体選択"申請コード" 00019706" (早稲田大学大学院情報生産システム研究科). Then select the public test score you wish to submit and complete the submission procedure. For details, refer to the URL below. <a href="https://www.iibc-global.org/english/toEIC/test/lr/guide05/score2.html">https://www.iibc-global.org/english/toEIC/test/lr/guide05/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 with other application documents.</p> <p><b>[Unacceptable Scores] 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>
TOEFL iBT	<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" (Any department code is acceptable. If you cannot find suitable department code, please select "99").</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.</p> <p>*TOEFL iBT scores from either the current or previous scoring systems are accepted, if they are within the valid period.</p> <p>*TOEFL iBT Home Edition is not accepted.</p> <p>*MyBest Scores are not accepted.</p>
IELTS Academic IELTS for UKVI	<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.</li> </ol> <p>*A Photocopy is also acceptable.</p>

	<p>2. Arrange your electronic score to be sent directly from the testing organization using the following information.</p> <p>(1) Institution : Waseda University – Graduate School of Information, Production and Systems (IPS)</p> <p>(2) Department: IPS Office</p> <p>(3) Address: 2-7 Hibikino, Wakamatsu-ku, Kitakyushu, Fukuoka 808-0135</p> <p>(4) Delivery Method: Electronic Score Delivery</p> <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> <p>3. Enclose a printed screenshot showing that the score has been submitted to our office.</p> <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>
EIKEN	<p>Please complete all three of the following by your application date.</p> <p>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.</p> <p>2.An EIKEN Digital Certificate obtained from the official EIKEN website (submit by entering the shared key and the registered name).</p> <p>*Certificates that show only the test level (grade) without scores will not be accepted.</p>

\*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.

\*Please note that scores from tests that can be taken at home (e.g., TOEFL iBT Home Edition, TOEFL iBT Paper Edition, IELTS Online) will not be accepted.

**Certificate of Japanese language ability (certificate holders only) [Documents will not be returned]**

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.

**⑩ Copies of Both Sides of Residence Card or Special Permanent Resident Certificate (required only for non-Japanese who already possess the status of residence in Japan) <Online Submission>**

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

**⑪ Passport copy (applicable only to overseas applicants who do not hold Japanese nationality) <Online Submission>**

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

**⑫ Certificate of residence outside Japan (applicable only to overseas applicants who hold Japanese nationality) <Original documents required>**

Please submit a document that certifies at least one of the following: that you reside outside Japan, that you are enrolled in an educational institution outside Japan, or that you are employed by a company outside Japan, and that clearly indicates the period of residence or stay.

**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 the 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 from TAO and keep it for your records, as it will be required for the enrollment procedure and for the issuance of your student ID card after admission.

Term of Admission	Application Period	Date when the Examinee’s Number Becomes Available
April 2027	July Examination	Around June 12, 2026
	November Examination	Around October 9, 2026

# 6

## Selection Schedule and Method

Based on the results of the first screening (document review), applicants deemed to require an interview will proceed to the second screening (interview). Applicants who are admitted based solely on the first screening (document review) will not be required to undergo an interview.

The second screening (interview) is scheduled to be conducted on the date below, and the interview date and time will be notified individually to the applicable applicants.

In principle, the interview will be conducted online.

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

Examination Period	Scheduled Date of Interview
July Examination	July 11, 2026 (Sat)
November Examination	November 14, 2026 (Sat)

\*The same schedule applies to all applicants, regardless of admission category, application category or program applied for.

\*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

### <Dishonest Acts>

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 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 Behavior that disturbs other examinees in the examination room.
  - ⑤ Failure to follow the instructions of an examination supervisor, etc., at the examination site.
  - ⑥ Having any person other than the examinee herself/himself impersonate the examinee and take the examination.
  - ⑦ 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 a range of disciplinary actions up to and including expulsion from the University, in accordance with the University's rules and regulations.

In these Admission Guidelines, the term "mobile phones, etc.," indicates all electronic devices with communication functions, such as mobile and smart phones, tablets, wearable devices, 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.**

# 7

## Announcement of Successful Applicants

Examination results will be announced online on the date of "Results announcement" on p.1 The "examinee numbers" of successful applicants will be uploaded on the IPS website (<https://www.waseda.jp/fsci/gips/en/>) from 10:00am (Japan Standard Time) on the day of the announcement.

Only successful applicants will receive the documents for 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.

# 8

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

### 2 First Enrollment Procedure

<b>Period</b>	<p>○July examination: Due no later than October 15, 2026(Thu)</p> <p>○November examination: Due no later than December 11,2026(Fri)</p>
<b>Mailing Address</b>	<p>Enrollment procedure section, Admissions Office of the Graduate School of Information, Production and Systems, Waseda University</p> <p>2-7 Hibikino, Wakamatsu-ku, Kitakyushu-shi, Fukuoka 808-0135, JAPAN</p>

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

### 3 Tuition and Fees for Students Enrolling in 2027

#### ① 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
	Total	300,000	1,162,000	50,000	3,000	1,515,000
Second year	First Term	-	731,000	25,000	1,500	757,500
	Second Term	-	731,000	25,000	1,500	757,500
	Total	-	1,462,000	50,000	3,000	1,515,000

#### ② Doctoral program

(Unit: JPY)

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	200,000	353,500	25,000	1,500	580,000
	Second Term	-	353,500	25,000	1,500	380,000
	Total	200,000	707,000	50,000	3,000	960,000
Second year	First Term	-	453,500	25,000	1,500	480,000
	Second Term	-	453,500	25,000	1,500	480,000
	Total	-	907,000	50,000	3,000	960,000
Third year	First Term	-	453,500	25,000	1,500	480,000
	Second Term	-	453,500	25,000	1,500	480,000
	Total	-	907,000	50,000	3,000	960,000

#### <Note>

As a general rule, we do not return submitted documents or refund Admission Fee, Tuition and other 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 enrollment 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. Please ask IPS Office, Waseda University for the details.

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

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

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

## To International Students with a foreign nationality

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/>

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

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

Please bear in mind that students are not eligible to enroll in the university with a "Temporary Visitor" status. Carefully read (1)-(6) below and take the necessary measures to extend your period of stay, change your status of residence, request for application for COE by proxy, etc. In order to go through the procedures concerning a status of residence, you must have completed the First Enrollment Procedures (payment of the enrollment procedure fees and submission of the enrollment procedure documents) and the Second Web Enrollment Procedure.

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

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

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

If you currently have a status of residence of “Temporary Visitor,” as a general rule, you will need to leave Japan once and apply for a status of residence of “Student.” For details on how to apply for a status of residence of “Student,” please refer to “(4) If you do not have a status of residence.”

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

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

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

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

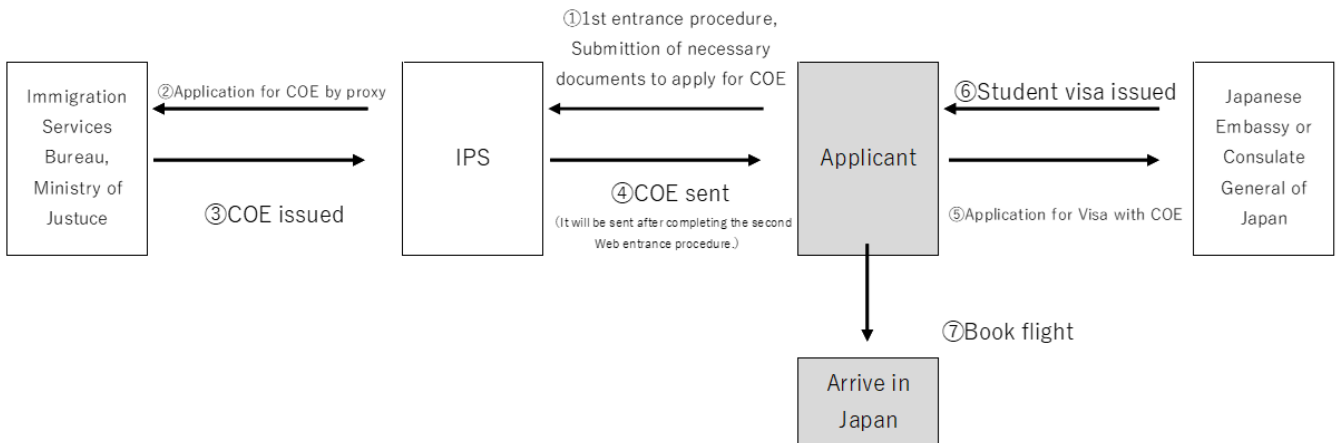
In order to apply for a status of residence, you will first need to obtain a certificate of eligibility (COE) from the Immigration Services Bureau in Japan. Waseda University will apply for a COE on behalf of the applicant to the Immigration Services Bureau only for international students residing outside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

**[Note]**

- • Waseda University will carry out the application by proxy only after you have 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, 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 because of the late issuance of the COE due to the entrance exam held at the end of the academic year (end of February/March), you can apply for change of status of residence at the Immigration Services Bureau upon issuance of a COE. However, please bear in mind that this application is unusual, and that you may not be allowed to change the status of residence. As the Immigration Services Bureau is solely responsible for decisions regarding the status of residence, Waseda University cannot be held responsible for the duration of screening or outcome.

**[Note]** For holders of a temporary visitor status of 30 days or less, change of status in Japan is not allowed. Please leave Japan once, submit the COE at the Japanese embassy or consulate in your country of nationality or residence, and obtain a student visa before re-entering Japan.

## (6) Other important points

- IPS 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>

# 9 Scholarship Programs

To Japanese Students, Waseda University offers a variety of scholarships including our own amply funded on-campus scholarship program ; private scholarship; and the Japan Student Service Organization’s student loan scholarships (Type 1 and 2). For full details of the 2027 scholarship programs, please refer to “Challenge Scholarship Information”, which will be distributed to those who have completed the entrance produce.

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

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

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

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

## Others

### 1. Handling of Personal Information

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

### 2. Collecting Information Related to Gender

For the sake of administering entrance 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.

Admissions Office

Graduate School of Information, Production and Systems, Waseda University

2-7 Hibikino, Wakamatsu-ku, Kitakyushu-shi, Fukuoka, 808-0135 Japan

## Inquiry

Before making an inquiry, please be sure to check the FAQ at the link below.

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

If your question is not answered in the FAQ, contact us using the inquiry form below.

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



IPS Website



FAQ



Inquire Form