

2027 April Admission Guide for Non-degree Students

Graduate school of Information, Production and Systems, WASEDA UNIVERSITY

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. Please also check the email on a regular basis.

- **Dispatched non-degree students**

A student who is dispatched by national or local governments, foreign governments, educational institutions, research institutes, or private organizations to register for subjects offered by the Graduate School of Information, Production and Systems, Waseda University (hereinafter, IPS).

- **Ordinary non-degree students**

A student other than the above who wishes to register for subjects offered by IPS.

1. Number of students to be admitted

A few

2. Subject, Credit

Non-degree students may take lecture courses (fundamental and specialized subjects) as long as this does not interfere with the studies of regular students.

The maximum number of credits they may take is 14 per semester and 28 per academic year.

Master's non-degree students are not permitted to register for research supervision.

Doctoral non-degree students can receive research guidance only.

For commissioned non-degree students, please inquire separately.

Please refer to the following website for the 2026 course offerings.

<https://www.waseda.jp/fsci/gips/other-en/2024/07/23/26339/>

- In order to obtain the “Student” residence status, international students must enroll in courses totaling at least **10 hours per week**. As a guideline, please register for at least **12 credits (six courses if each course is worth two credits)**. Doctoral students who enroll only in research guidance may obtain the “Student” residence status without taking additional courses.
- If students admitted to the IPS Master's Program as regular students have previously earned credits as non-degree students, up to 14 credits may be transferred to the Master's Program.
- Depending on the year of enrollment, course titles may change, and some courses may be newly established or discontinued.

3. Qualifications for application

【Master's Non-degree Program】

Applicants must fulfill one of the following requirements:

- Graduated or are scheduled to graduate from a university in Japan by the time the applicants wish to enroll.
 - Received or are scheduled to receive a bachelor's degree from the National Institution for Academic Degrees and Quality Enhancement of Higher Education by the time applicants wish to enroll.
 - Completed or are scheduled to complete 16 years of formal education outside Japan by the time applicants wish to enroll.
 - Received or are expected to receive a degree equivalent to a bachelor's degree from a university or other school outside of Japan by completing a course of study lasting three years or more by the time the applicants wish to enroll.
 - Designated by the Minister of Education, Culture, Sports, Science, and Technology by the time applicants wish to enroll.
 - Enrolled at a university for three years or more (or have completed or are scheduled to complete 15 years of formal education overseas by the time applicants wish to enroll) and have been recognized by the Graduate School of Information, Production and Systems as having earned a specified number of credits with an excellent academic record.
 - Recognized individually by the Graduate School of Information, Production and Systems as having academic credentials equivalent or superior to those of university graduates and will reach 22 years of age by the time applicants wish to enroll.
- * “University” mentioned in Requirements a, and f, refers to a university that is approved by the Ministry of Education, Culture, Sports, Science and Technology of Japan.
 - * “Those who have completed 16 years of formal school education in a foreign country” implies “those who have completed the ‘16th year’ of formal school education outside of Japan.” It is not based on whether or not you have received 16 years of education, but on whether or not you have completed the “16th year” of education.
 - * Applicants who have graduated from university in countries where 16 years of education is not required before university graduation, or those who may meet category f. or g. should contact the admissions office before the application period starts. They should then submit their application (Form 1) along with documentation of their scholastic ability or research achievement (graduation certificate, grade transcript, personal history, list of publications and research summary, patent, etc.).

- * “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. “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. 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 and completed 16 years of formal education will be considered as fulfilling Requirement c.
- * Students with outstanding grades may apply to enter the graduate school upon completion of the third year of university. They should contact the admissions office before the application period starts. In this case, who under 22 years of age are also eligible.

【Doctoral Non-degree Program】

Applicants must fulfill one of the following requirements:

- Holders of a Master's Degree, Professional Master's Degree, or Professional Doctoral Degree in Law, or those expected to obtain such a degree by the time applicants wish to enroll.
 - Holders of a master's degree, professional master's degree, or an equivalent from an institution overseas or those expected to obtain such degree by the time the applicants wish to enroll.
 - Designated by the Minister of Education, Culture, Sports, Science, and Technology by the time applicants wish to enroll.
 - Completed postgraduate programs and obtained a degree equivalent to a master's degree from United Nations University or those who are expected to obtain such degree by the time the applicants wish to enroll.
 - Recognized individually by the Graduate School of Information, Production, and Systems as possessing academic ability equivalent to that of holders of a master's degree, professional master's degree, or professional doctoral degree in law through an individual entrance requirement screening process and expected to reach the age of 24 by the time the applicants wish to enroll. Those who have completed the first two years of a continuous five-year doctoral course are included.
- * “Master's degree” mentioned in requirement a, refers to a master's degree which was obtained in Japan or is expected to be obtained in Japan.
 - * Applicants who may meet category e. should contact the admissions office **before the application period starts**, and then submit their application (Form 1) along with documentation of their scholastic ability or research achievement (graduation certificate, grade transcript, personal history, list of publications and research summary, patent, etc.).

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

4. Limit of enrollment term

For one semester (half a year) or two semesters (one year)

- Enrollment period for those taking courses only in the spring semester: April 1 – September 15
- Enrollment period for those taking courses only in the fall semester: September 21 – March 15 of the following year

[Note for International Students]

* Owing to visa restrictions, international students are allowed to study at Waseda University as non-degree students only for a period of one year. [In case you wish to be a non-degree student for one year, you must apply and pass the examination every semester.](#) If you are enrolled as a non-degree student at another university, it is very difficult to obtain permission from the Immigration Services Agency of Japan to change or renew your status of residence, even if you wish to become a non-degree student at Waseda University in the following academic year. Please check directly with the Immigration Services Agency of Japan for more details.

Please note that if the total class hours of your registered courses do not reach at least **10 hours per week**, you will not be eligible to obtain the status of residence as a “Student.” When registering for courses, you are advised to enroll in at least **12 credits (approximately six courses if each course is worth two credits)** as a general guideline.

If you have any questions, contact the Admissions Office before applying. (E-mail: gakumu-ips@list.waseda.jp)

5. Screening Fee

30,000 JPY

*Please complete the payment of the screening fee within the application period.

6. Method of transfer the screening fee

1) Payment 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 procedure. After completing the transaction, print out the “Result” page and submit it together with the other application documents by post.

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

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

First selection	Graduate School of Information, Production, and Systems
Second selection	April 2027 Admission (Example)
Third selection	Non-Degree Program
Fourth selection	Examination for Non-Degree Students JPY 30,000

【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->

2) Transfer from outside Japan

Please follow the procedure below to remit 32,500 yen (the screening fee of 30,000 yen plus the lifting charge of 2,500 yen) from a local financial institution. If the local financial institution requires a separate handling/lifting fee, you must pay the fee in addition to the above remittance. Be sure to enclose a copy of the overseas-remittance request with the other application documents.

送金種類 (Type)	電信送金 (Telegraphic Transfer)
支払方法 (Payment method)	通知払 (Advise and Pay)
振込銀行手数料 (Bank Transfer Fee)	依頼人負担 (Payer's Responsibility)
円為替手数料 (Lifting Charge)	受取人負担 (Payee's Account)
送金金額 (Amount)	32,500円 (選考料30,000円 + 手数料2,500円)
送金目的 (Purpose)	選考料 (Screening Fee)
連絡事項 (Message)	志願者本人の英字氏名 (Applicant's name in English)
送金先 (Bank information)	銀行名 (Bank name) : 三菱UFJ銀行 (MUFG Bank, Ltd.) 支店名 (Branch) : 江戸川橋支店 (Edogawabashi Branch) 口座番号 (Account number) : 0035967FKK 受取人 (Beneficiary) : 早稲田大学 (Waseda University) 銀行住所 (Bank address) : 〒162-0825 東京都新宿区神楽坂3-7 (3-7, Kagurazaka, Shinjuku-ku Tokyo 1620825, Japan) スウィフトコード (Swift code) : BOTKJPJT

- ◎ When remitting, be sure to fill in your (the applicant's) name and write "screening fee" in the message space.
- ◎ Remittance of screening fee by check, cash, etc., is not allowed; nor may a transfer of funds 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」.

3) Payment at Convenience Stores (Domestic Applicants Only)

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

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

第一選択	情報生産システム研究科
第二選択	2027年4月入学
第三選択	科目等履修生
第四選択	(例)科目等履修生 4月入学 30,000円

【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>

7. Screening Fee Waiver

If you fall into one of the categories below, your screening fee will be waived. Confirm the details with the IPS admissions office (E-mail: koho-ips@list.waseda.jp).

- * Those who were a regular student of Graduate school of Waseda University before and are entering Waseda University as a non-degree student.

- * Those who are currently enrolled as a non-degree student at Waseda University and are renewing your non-degree student status. However, this applies only during a period of two years from the time you became a non-degree student for the first time.
- * Those who have been selected as a MEXT scholarship program student at the time of application for graduate school at Waseda University and have continued to enter as a non-degree student.

<Screening fee waiver program for applicants from specified countries>

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

1. Eligibility

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

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

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

2. Procedures

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

1) Form for Screening Fee Waiver (prescribed form)

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

3. Notes

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

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

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

[Eligible Countries]

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

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

8. Application

	Domestic application	Overseas application
Application Procedure	Applicants residing in Japan must send a written application from within Japan regardless of their nationality.	Applicants residing outside Japan must send a written application from overseas regardless of their nationality.
Application period	November 9 (Mon), 2026 - November 20 (Fri), 2026 (Documents must arrive by the final day)	
Submission method	Send via Postal Mail	
Address & time for submission	Admissions Office Graduate School of Information, Production and Systems, Waseda University 2-7 Hibikino, Wakamatsu-ku, Kitakyushu, Fukuoka 808-0135, Japan TEL: +81-93-692-5017 10:00 a.m. - 4:00 p.m.(Excluding Saturdays, Sundays, and National/School Holidays)	
Application documents	① Application form for Non-degree Program (Download form: PDF , Word) ②③④⑤ A certificate of graduation or expected graduation, a degree certificate of the school an applicant is or was previously enrolled (Details are on the next page) *1 ⑥ A transcript of all grade for undergraduate studies and above ⑦ Certificate of English language ability(required) ⑧ Certificate of Japanese language ability(certificated holders only) ⑨ Written proof verifying payment of a screening fee ⑩ Passport copy (applicable only to applicants who do not hold Japanese nationality) ⑪ 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) ⑫ A letter of dispatch (Dispatched non-degree students only) -Application documents are non-returnable. Once a document has been submitted, it cannot be copied. - 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 If you submitted a certificate indicating that you are expected to meet the qualifications required to enter Waseda University in order to meet the eligibility requirements stated in the application guidelines at the time of application, you must submit a certificate indicating that you have indeed met the requirement prior to enrollment. You will not be permitted to enter Waseda University, even if you pass the screening, unless you submit the relevant certificate.	

***Please note that we do not send acknowledgment of receipt for application documents.
Applicants should use postal tracking services to confirm the status of their submission.**

①Application form for Non-degree Program

-The application form should be written in Japanese or English with a black or blue ballpoint pen by an applicant.

-Photo Requirements

1. Prepare 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 H4:W3; borderless, must capture the upper body; must provide a front view with no hats; must be taken against a plain background; and must be printed on photo paper. Please write your name on the back of the photo. Use glue or paste to affix the photo to the relevant field on the application form. As will be detailed later, as part of the enrollment procedure, you will be required to upload an electronic version of the photo you submitted with your application. Therefore, please keep the file of the submitted photo until you complete the enrollment procedure.
2. Photos taken wearing scarves or sunglasses will not be accepted.
A head piece will not be permitted except for medical or religious reasons.
3. We do not accept unclear photos such as snapshots or photos that make it difficult to identify the pictured individual or verify their identity owing to differences in hairstyle, etc.
4. Photographs taken and printed by individuals themselves using smartphones, etc., will not be accepted. Be sure to take an ID-quality photo (photo taken at an instant photo booth is acceptable).
5. During the enrollment procedure, you will be required to upload a photo for your student ID card separately. Please use the same photo you submitted with your application. Please note that the photo uploaded during the enrollment procedure will be used as personal information in various student web portal services, and for identity verification in various on-campus procedures.

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.

②Certificate of Graduation/ Certificate of Expected Graduation or Certificate of Enrollment (in English)

■Except for applicants who obtained or are expected to obtain a degree from a university or college in mainland China (excluding Hong Kong, Taiwan, and Macau).

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

Apply for Your university status	Master's program	Doctoral program
Graduated applicant	1 certificate below • Bachelor's Certificate of Graduation	2 certificates below • Bachelor's Certificate of Graduation • Master's Certificate of Graduation
Current student	1 certificate below • Bachelor's Certificate of Expected Graduation Or Certificate of Enrollment	2 certificates below • Bachelor's Certificate of Graduation • Master's Certificate of Expected Graduation or Certificate of Enrollment

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

- **Must be officially issued from your university. Photocopies are not accepted.**
- We will NOT give back your Certificates.
Please do not submit diploma (学位記) which cannot be reissued.
- If your academic transcript shows degree awarded date, you do not need to submit your Certificate of Graduation.
- Please submit the document written in Japanese or English. If the applicant cannot obtain the document written in Japanese or English, you must also provide officially certified translation. Get the translation from your institution or have it verified by the notary office to prove that the translation is accurate.
Please submit the translation TOGETHER WITH the original verification documents by the notary office.
- If there are any changes in the Certificate of Graduation or Academic Transcripts, enclose a document to proves the facts. ex) Changing of Surname.
- If you have obtained (or are expected to obtain) a Degree in English from a university in Japan (except for Waseda University), submit an official document to prove that the medium of instruction is English in your university.

- ③Online Verification Report of Higher Education Qualification Certificate (in English)
- ④Online Verification Report of Higher Education Degree Certificate (in English)
- ⑤Online Verification Report of Student Record (in English)

■Only applicants who obtained or are expected to obtain a degree from a university or college in mainland China (excluding Hong Kong, Taiwan and Macau).

Your Status	Necessary Certificate	
University or College in mainland China (Excluding Hong Kong, Taiwan and Macau)	Graduated	• Online Verification Report of Higher Education Qualification Certificate (in English) • Online Verification Report of Higher Education Degree Certificate (in English)
Current Student		• Online Verification Report of Student Record (in English)

- The certificates must be sent directly to our office (koho-ips@list.waseda.jp) from CSSD (CHESICC) via email by the deadline of the application period. Even if the certificate is sent to our office before the application period, it is accepted.
- Visit CSSD (CHESICC) website (<https://www.chsi.com.cn/en/>) and contact them directly for more information.
- Only **ENGLISH** version of the certificates sent directly from CSSD (CHESICC) will be considered valid.
- Applicants who have **NOT YET graduated** from a university in mainland China when applying for our admission, you must submit the necessary certificates after your graduation. **We need to check your graduation status and academic results before your enrollment.**
- 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.

⑥Academic Transcripts (in Japanese or English)

- Must be officially issued from your university. Photocopies are not accepted.
- We will NOT give back your academic transcripts.
- If you cannot submit your original academic transcripts, please submit the certified true copy issued by your university with an original seal or a stamp.
- The document should include the date of issue.
- If you haven't completed your program in your university, please provide the latest transcript at the time of application. After you graduate, you must submit the final version of your academic transcripts to our office during the enrollment procedures later.
- You must submit official certificates for all undergraduate and graduate schools attended. Applicants for Doctoral program need to submit academic transcripts of both Bachelor and Master program.
- For those who have transferred, a transcript from the previous institution must also be submitted.
- If the transcript does not include an explanation of the grading system, you must provide an official document which explains the grading system at your university.
- If you cannot obtain the official academic transcripts in Japanese or English from your university, please attach an English or Japanese translation notarized by an Embassy or another appropriate office officially approved by the government WITH your original transcripts in your native language.
- Students graduated universities in China may submit “Verification Report of China Higher Education Student’s Academic Transcript” issued by CSSD (CHESICC). Please arrange for an official English version “Verification Report of China Higher Education Student’s Academic Transcript” to be sent directly to our office (koho-ips@list.waseda.jp) from CSSD (CHESICC). Visit CSSD (CHESICC) website (<https://www.chsi.com.cn/en/pvr/>) for more information.

⑦Certificate of English language ability

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

[Native English Speaker]

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

[Non-Native English Speaker]

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

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

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

Applicants are required to submit one of the test scores listed below. If you have taken multiple English tests below, choose ONE of them yourself.

We do not return your Score sheet once submitted.

There is no limit on expiration date and score.

TOEIC L&R	[For applicants who have taken the TOEIC test in Japan] ※ Ordinarily, digital official certificates can be issued 19 days after the test date. Please check the TOEIC test dates carefully to ensure that you can meet the application deadline. The following two things must be completed by the application deadline. ① Click“大学・企業等へのスコア提出” at the bottom right of the TOEIC application website top page. Select “提出先団体選択”申請コード” 00019706”(早稲田大学大学院情報生産システム研究科). Then select the public test score you wish to submit and complete the submission procedure. For details, refer to the URL below. https://www.iibc-global.org/english/toEIC/test/lr/guide05/score2.html ② Original"公式認定証" or a printed copy of the Official Score Certificate downloaded from the TOEIC official website, must be submitted with other application documents. [Not Accepted] The following scores will not be accepted: ・Scores from the TOEIC test taken outside Japan ・Scores from the TOEIC Institutional Program (IP) Test ・Scores that cannot be verified through the “Official Score Certificate Verification Service” (currently available only in Japan)								
TOEFL iBT “My Best” score is not taken into consideration for screening.	1. Download Test Taker Score Report from ETS site and print it out to submit as your application documents. Or you can submit the original score sheet which was posted to your address. 2. Arrange an Institutional Score Report to be sent to us directly. The DI code (Institution Code) is “C804” (Any department code is acceptable. If you cannot find suitable department code, please select “99”). 3. Enclose a printed screenshot of the request form of TOEFL iBT Institutional Score Report. *TOEFL iBT scores from either the current or previous scoring systems are accepted, provided that they are within the valid period.								
IELTS Academic * (Steps 1. to 3. All necessary) * IELTS One Skill Retake is not acceptable.	1. Submit your Test Report Form as your application documents. *A Photocopy is also acceptable. 2. Arrange your electronic score to be sent directly from the testing organization using the following information. 3. Enclose a printed screenshot showing that the score has been submitted to our office. <table border="1" data-bbox="507 943 1460 1111"> <tr> <td>Institution</td><td>Waseda University – Graduate School of Information, Production and Systems (IPS)</td></tr> <tr> <td>Department</td><td>IPS Office</td></tr> <tr> <td>Address</td><td>2-7 Hibikino, Wakamatsu-ku, Kitakyushu, Fukuoka 808-0135</td></tr> <tr> <td>Delivery method</td><td>Electronic Score Delivery</td></tr> </table>	Institution	Waseda University – Graduate School of Information, Production and Systems (IPS)	Department	IPS Office	Address	2-7 Hibikino, Wakamatsu-ku, Kitakyushu, Fukuoka 808-0135	Delivery method	Electronic Score Delivery
Institution	Waseda University – Graduate School of Information, Production and Systems (IPS)								
Department	IPS Office								
Address	2-7 Hibikino, Wakamatsu-ku, Kitakyushu, Fukuoka 808-0135								
Delivery method	Electronic Score Delivery								
EIKEN	After taking the EIKEN test, please submit the following: 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. 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.								

*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.

⑧Certificate 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.

⑩Passport copy (applicable only to overseas applicants who do not hold Japanese nationality)

If you do not have a passport yet or are in the process of obtaining one, please submit a copy of your passport once you receive it.

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

If you are a domestic applicant with non-Japanese nationality, submit copies of both sides of your Residence Card or Special Permanent Resident Certificate. If you are renewing your period of stay, please also submit a document certifying that your renewal application is in progress. If you do not have either of the above cards/certificates, submit a photocopy of the passport page with your photo and any pages showing your personal information or visa status.

9. Return of Application Documents and Refund of Screening Fee

As a general rule, application documents and screening fees are not returned. However, a full screening fee will be returned if you fall into one of the categories below, so please contact IPS Office, Waseda University (E-mail: koho-ips@list.waseda.jp).

- 1) You paid a screening fee but failed to submit the required application documents.
- 2) You paid a screening fee but submitted the application documents after the deadline.
- 3) You paid a screening fee and submitted the application documents, but your application was rejected before screening due to the following reasons.

*If you have made a payment by credit card, handling fees which may be incurred for refund must be paid by the applicant. Also, if you have made a payment by wire transfer from the bank outside of Japan, all handling fees to be charged for refund to that bank must be paid by the applicant.

10. Dispatch of an application card

Applicants whose application documents have been confirmed and accepted will be issued an Application Card (Examination Admission Card), which will be sent by email.

Please keep the card carefully, as it may be required from the enrollment procedure through to the issuance of the student ID card after passing the entrance examination.

11. Screening/Announcement of Admission Results

	Domestic application/ Overseas application
Screening method	Document Review Only (No interview required)
Announcement of Admission Results	December 15 (Tue), 2026 The result will be sent to the email address written on an application form. Only successful applicants will receive the documents for entrance procedures.

12. Entrance Procedures

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

	Domestic application/ Overseas application
Entrance procedure period	December 15 (Tue), 2026 – December 24 (Thu), 2026 *Documents must arrive by the final day.
Submission method	Send via Postal Mail
Address and time for submission	Admissions Office Graduate School of Information, Production and Systems, Waseda University 2-7 Hibikino, Wakamatsu-ku, Kitakyushu, Fukuoka 808-0135, Japan TEL: +81-93-692-5017 10:00 am - 4:00 pm (Excluding Saturdays, Sundays, and National/School Holidays)
Fees	Tuition fee: 146,200 JPY per 2 credits (Master Non-degree Program only) Research guidance fee: Master Program 365,500 JPY per semester : Doctoral Program 226,750 JPY per semester *As a rule, we do not return submitted documents or refund tuition and fees (tuition fee and Research guidance fee). However, if you do not enter Waseda University due to unavoidable circumstances or fail to meet the entrance qualifications prior to enrollment, we may refund the tuition and fees. For more information about the procedure for receiving such refund, refer to the guide to entrance procedures mailed to successful applicants.
Date of enrollment	April 1, 2027

13. 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 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 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”

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

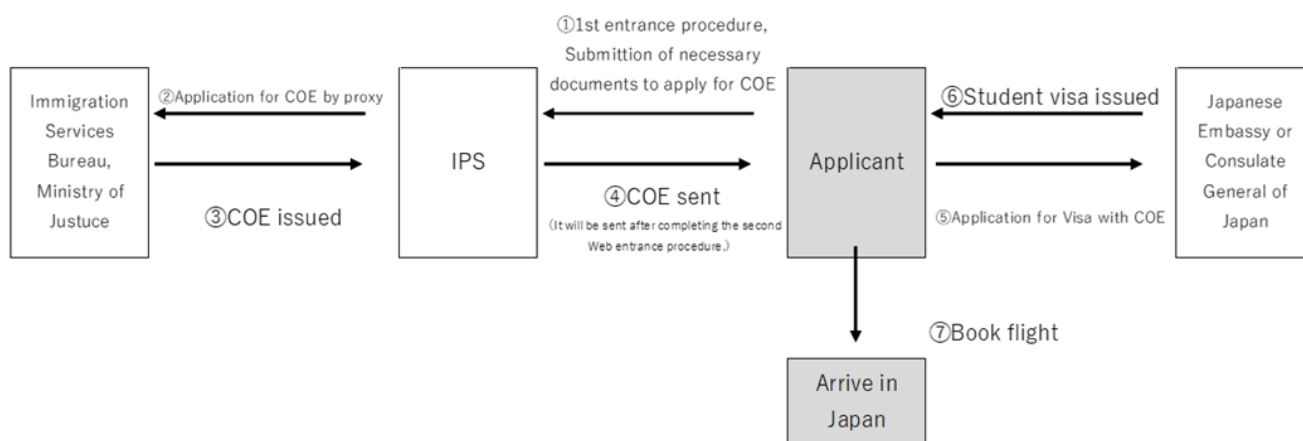
In order to apply for a status of residence, you will first need to obtain a certificate of eligibility (COE) from the Immigration Services Bureau in Japan. Waseda University will apply for a COE on behalf of the applicant to the Immigration Services Bureau **only for international students residing outside Japan who have completed the enrollment procedures.** After a COE is issued and sent to Waseda University, it will be sent to you together with a “Certificate of Admission.” 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.

*As for the actual schedule and necessary documents, detailed information will be provided by the IPS Office after the screening results are announced.

【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 Center for International Education, 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.



(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 Center for International Education. 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).

■ 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>

Reference: Materials Required for Those Who Wish to Have IPS Apply for the COE on Their Behalf

If you are not a Japanese national and do not reside legally in Japan and wish to have IPS apply for your Certificate of Eligibility (COE) on your behalf, please follow the procedures after being admitted to IPS.

For details on the application procedures and required materials, please refer to the “Entrance Procedure Guide” provided to successful applicants.

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. If misconduct is suspected, the University may respond as follows. Failure to comply with these actions may be considered an admission of wrongdoing.
 - 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.
3. 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 cases of misconduct that Waseda University find it vicious and serious, the University may report to the police or contact the dishonest individual's guardians and/or home university.

Your reason for application, 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.

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 at Waseda University before submitting your application.

4. Disclaimer

➤ Accidents/incidents owing to force majeure.

In the event of a natural disaster— such as typhoons, floods, earthquakes, tsunamis, etc.—fires, power outages, or other force majeure accidents or transportation disruptions, measures including delaying the start and end of the 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.

Contact

IPS Admissions Office

Graduate School of Information, Production and Systems, Waseda University

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

E-mail: koho-ips@list.waseda.jp URL: <https://www.waseda.jp/fsci/gips/en/>

(Course Registration and Residence Status Inquiries: gakumu-ips@list.waseda.jp)