

**Graduate School of Environment and Energy Engineering (WEEE),
Waseda University**
**Application Guide for The Special Admission for Postgraduate Study
Abroad Program by China Scholarship Council**
September Admission 2021/April Admission 2022

- ◇ This guide is for applicants who meet the eligibility criteria for Postgraduate Study Abroad Program by China Scholarship Council (hereinafter CSC) and are nominated by their home university or other institutions based on the designated procedure by CSC, and intend to apply for this CSC scholarship.
- ◇ For further details about our faculty members, please refer to our website.
<https://www.waseda.jp/fsci/gweee/en/about/faculty/>

1. Application Guideline

Program	Doctoral Program <36 months (three years)> Three-year program for students who pursue a doctoral degree Special Research Students Program <6 or 12 months (half a year or one year)> Half-year or One-year non-degree program for international students who wish to receive doctoral-level research guidance on a specific theme at WEEE without seeking a degree
Number of Students to Be Admitted	Doctoral Program: A Few Special Research Students Program: A Few
Application Period	November 9 (Mon), 2020 through November 20 (Fri), 2020 Applications must arrive by deadline
Screening Method	Document review (Based on application documents)
Result Announcement	January 19 (Tue.), 2021 *Result will be announced by postal mail (EMS) to be sent out on the day of result announcement. *A letter of acceptance will be sent out to successful applicants.
Time of Admission	September 21 (Tue.), 2021/ April 1 (Fri.), 2022

2. Application Qualifications

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

[Doctoral Program]

- (1) Applicants must meet the eligibility criteria for Postgraduate Study Abroad Program by CSC, and be nominated by their home university or other institutions based on the designated procedure by CSC, and intend to apply for a scholarship (国家建设高水平公派研究生项目「与日本早稻田大学合作奖学金」) from the CSC.
- (2) Applicants must have obtained a master's degree, professional master's degree, or any equivalent degree. Or applicants are expected to obtain a master's degree by September 20, 2021 for September 2021 entrance (by March 31, 2022 for April 2022 entrance). If applicants affiliate with the Master's and PhD joint degree program, they need to be enrolled in their home university's graduate school for at least two years at the time of enrollment into the graduate schools at Waseda University and need to be recognized its equivalent to master's degree from a college or university of recognized standing.

[Special Research Students Program]

- (1) Applicants must meet the eligibility criteria for Postgraduate Study Abroad Program by CSC, and be nominated by their home university or other institutions based on the designated procedure by CSC, and intend to apply for a scholarship (国家建设高水平公派研究生项目「与日本早稻田大学合作奖学金」) from the CSC.
- (2) Applicants must be enrolled in the doctoral program at universities inside China. If applicants affiliate with the Master's and PhD joint degree program, they need to be enrolled in their home university's graduate school for at least two years at the time of enrollment into the graduate schools at Waseda University and need to be recognized its equivalent to master's degree from a college or university of recognized standing.

※ Applicants must fall under the following eligibility condition for the Postgraduate Study Abroad Program by CSC.

(1) Those who reside inside China

Applicants who obtained a master's degree, professional master's degree, or any equivalent degree, or have enrolled in the first year of doctoral program. Or applicants enrolling in the master's program inside China who are expected to obtain a master's degree by September 20, 2021 for September 2021 entrance (by March 31, 2022 for April 2022 entrance).

(2) Those who reside outside China

For your eligibility, please contact China Scholarship Council. *Those who are residing in Japan, please contact the "Embassy of the people's republic of China in Japan".

3. Application Procedure

(1) Application Period

November 9 (Mon), 2020 through November 20 (Fri), 2020
(All applications must be received by the deadline)

* If a physical disability requires special consideration when taking the entrance examination or studying at Waseda University, be sure to notify the WEEE Admissions Office, before submitting your application.

(2) Preliminary Contact (Mandatory for prospective applicants)

Prior to submitting application documents, each applicant is required to send an email stating the applicant's name, school and desired supervisor along with an attachment of a one-page research plan in MS Word format to the Admissions Office (weee-ent@list.waseda.jp).

Deadline for preliminary contact: October 25 (Sun), 2020

* WEEE Admissions office may contact the applicant depending on the content of the information given via the email.

(3) Screening Fee: Exempted

(4) Application documents

[Application documents for the Doctorate Program]

Prescribed Form		Documents to be Submitted
*	①	Application Form
*	②	Curriculum Vitae
	③	Certificate of Graduation (diploma) / Degree Certificate, or Certificate of Course/Estimated Completion (original) Online Verification Report of Higher Education Qualification Certificate
	④	Certificate of Enrollment (original, person concerned)
	⑤	Academic Transcripts (original)
*	⑥	Statement of Activities
*	⑦	Statement of Academic Achievement
*	⑧	Letter of Self-Recommendation
*	⑨	Research Plan
	⑩	Language proficiency certificates (original)
*	⑪	Letter of Recommendation (original)
	⑫	Copies of the applicant's papers or articles presented at conferences or a list of works
	⑬	Copy of passport

Explanation of the application documents to be submitted

① Application Form [Prescribed Form]

Tick the appropriate box for Desired Time of Admission. This must be filled out by the applicant. A color photograph (4cm h x 3cm w) of the applicant which was taken within the last three months needs to be attached. Each applicant should write his/her name in English on the back of their photographs. Three more photographs which are the same as this one will be required for admission procedures if admitted.

- ② Curriculum Vitae [Prescribed Form]
- All the schools that the applicants attend/have attended starting with high school until institution attended most recently, including non-degree research student program must be listed in the Education Background fields, or on a separate sheet of paper if the space is not sufficient.
 - The applicant's address must be written correctly as entrance procedure documents will be sent to the address.
 - A brief summary of work experience before present position should be written in the additional notes section if any.
- ③ (Expected) Certificate of Graduation and Degree Certificate, or Certificate of Course/Estimated Completion (original)
- Certificates from both undergraduate program and master's program must be submitted.
 - Submit certificates in either English or Japanese. If certificates are available in only Chinese, applicants must attach an English or Japanese translation notarized by public organizations, such as regional notary offices, inside China.
 - *Applicants may submit “学历认证报告(英文版)” and “成绩认证报告(英文版)” issued by “中国教育部授权学历认证机构(或中国教育部授权学历认证机构指定的日本代理机构)” as substitutes for certificates issued by university.
 - The applicant expected to complete your master's program at the time of application must submit the certificate of estimated graduation clearly indicating the estimated date of completion, awarded degree, and major, issued by your home university.
 - The successful applicants who have taken the examination as expected graduates of master's program should submit the original degree and completion certificates during the entrance procedures.
 - Online Verification Report of Higher Education Qualification Certificate
Applicants from Chinese institutions must arrange for an official English version "Online Verification Report of Higher Education Qualification Certificate" to be sent directly to our office (weee-nyusi@list.waseda.jp) from CHESICC via email.
 - Visit CHESICC website (<https://www.chsi.com.cn/en/pvr/>) for more information.
 - Online Verification Report must reach our office before the deadline of the application period.
 - Only report sent directly from CHESICC will be considered valid.
- ④ Certificate of Enrollment (original, person concerned)
- Applicants currently having enrolled the PhD programs must submit an enrollment certificate from their affiliated university.
 - Certificates need to be in either Japanese or English. If the certificates are available in only Chinese, applicants must attach an English or Japanese translation notarized by public organizations, such as regional notary offices, inside China.
- ⑤ Academic Transcripts (original)
- All courses taken from both undergraduate program and master's program must be included in the academic transcript.
 - Applicants currently having enrolled the PhD program must submit academic transcripts for the PhD program as well.
 - If the certificate consists of two or more pages (or two sided paper), the school seal must be placed on all the pages (or sides).
 - Certificates need to be in either Japanese or English. If the certificates are available in only Chinese, applicants must attach an English or Japanese translation notarized by public organizations, such as regional notary offices, inside China.
- ⑥ Statement of Activities [Prescribed Form]
Research and social activities the applicant has been engaged in should be summarized within 500 words in English or 1,000 letters in Japanese.
- ⑦ Statement of Academic Achievement [Prescribed Form]
Academic achievement and a list of papers/articles the applicant presented in journals/academic societies should be stated.
- ⑧ Letter of Self Promotion [Prescribed Form]
Reason for application, the applicant's aspiration for study and competency must be stated within 500 words in English or 1,000 letters in Japanese.
- ⑨ Research Plan [Prescribed Form]
Research plan after entering the course must be stated within 500 words in English or 1,000 letters in Japanese.
- ⑩ Language proficiency certificates (original)
Submit a certificate of English Language Proficiency Test: one of the original score report of TOEIC L&R, TOEFL-iBT or IELTS Academic. It must have been taken no more than 2 years before the application deadline.

- ⑪ Letter of Recommendation (original)
 *The letter of recommendation should be preferably in the prescribed form while other formats can be accepted. The letter must be issued after April 2019 and submitted in a sealed envelope with the referee's signature over the seal.
 *The letter of recommendation must be written in English or Japanese. If the letter is written in other language, you must enclose a translation in English or Japanese with the original copy. Notarization is not required.
 *Only one letter of recommendation is acceptable.
- ⑫ Copies of the applicant's papers or articles presented at conferences or a list of works
- ⑬ Copy of passport
 *Headshot photo page only
 *If you don't have the passport, you are required to submit the copy of an official photo ID and must apply for the passport immediately.

[Application documents for the Special Research Student Program]

Prescribed Form		Documents to be Submitted
*	①	Application Form
*	②	Curriculum Vitae
	③	Certificate of Graduation (diploma) / Degree Certificate, or Certificate of Course/Estimated Completion (original) Online Verification Report of Higher Education Qualification Certificate
	④	Certificate of Enrollment (original, person concerned)
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*	⑥	Statement of Activities
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Explanation of the application documents to be submitted

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 - The applicant's address must be written correctly as entrance procedure documents will be sent to the address.
 - A brief summary of work experience before present position should be written in the additional notes section if any.
- ③ (Expected) Certificate of Graduation and Degree Certificate, or Certificate of Course/Estimated Completion (original)
- Certificates from both undergraduate program and master's program must be submitted.
 - Submit certificates in either English or Japanese. If certificates are available in only Chinese, applicants must attach an English or Japanese translation notarized by public organizations, such as regional notary offices, inside China.
 - *Applicants may submit “学历认证报告(英文版)” and “成绩认证报告(英文版)” issued by “中国教育部授权学历认证机构(或中国教育部授权学历认证机构指定的日本代理机构)” as substitutes for certificates issued by university.
 - The applicant expected to complete your master's program at the time of application must submit the certificate of estimated graduation clearly indicating the estimated date of completion, awarded degree, and major, issued by your home university.
 - The successful applicants who have taken the examination as expected graduates of master's program should submit the original degree and completion certificates during the entrance procedures.

f. Online Verification Report of Higher Education Qualification Certificate

Applicants from Chinese institutions must arrange for an official English version "Online Verification Report of Higher Education Qualification Certificate" to be sent directly to our office (weee-nyusi@list.waseda.jp) from CHESICC via email.

- Visit CHESICC website (<https://www.chsi.com.cn/en/pvr/>) for more information.
- Online Verification Report must reach our office before the deadline of the application period.
- Only report sent directly from CHESICC will be considered valid.

④ Certificate of Enrollment (original, person concerned)

- Applicants currently having enrolled the PhD programs must submit an enrollment certificate from their affiliated university.
- Certificates need to be in either Japanese or English. If the certificates are available in only Chinese, applicants must attach an English or Japanese translation notarized by public organizations, such as regional notary offices, inside China.

⑤ Academic Transcripts (original)

- All courses taken from both undergraduate program and master's program on must be included in the academic transcript.
- Applicants currently having enrolled the PhD program must submit academic transcripts for the PhD program as well.
- If the certificate consists of two or more pages (or two sided paper), the school seal must be placed on all the pages (or sides).
- Certificates need to be in either Japanese or English. If the certificates are available in only Chinese, applicants must attach an English or Japanese translation notarized by public organizations, such as regional notary offices, inside China.

⑥ Statement of Activities [Prescribed Form]

Research and social activities the applicant has been engaged in should be summarized within 500 words in English or 1,000 letters in Japanese.

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Academic achievement and a list of papers/articles the applicant presented in journals/academic societies should be stated.

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Reason for application, the applicant's aspiration for study and competency must be stated within 500 words in English or 1,000 letters in Japanese.

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*The letter of recommendation should be preferably in the prescribed form while other formats can be accepted. The letter must be issued after April 2019 and submitted in a sealed envelope with the referee's signature over the seal.

*The letter of recommendation must be written in English or Japanese. If the letter is written in other language, you must enclose a translation in English or Japanese with the original copy. Notarization is not required.

*Only one letter of recommendation is acceptable.

⑪ Copies of the applicant's papers or articles presented at conferences or a list of works

⑫ Copy of passport

*Headshot photo page only

*If you don't have the passport, you are required to submit the copy of an official photo ID and must apply for the passport immediately.

(5) Important Notes on Necessary Documents for Application

① As a general rule, the submitted application documents are not returned except that they are unable to be reissued. Only if we understand that the submitted documents are unable to be reissued, they will be returned. If you wish return of your submitted documents, please specify name of the documents and reasons for why the documents cannot be reissued on the "Request Form for Return of Submitted Materials" and enclose it when sending application documents. In any case, we will not return documents, which can be reissued, such as original copies of notarizations, academic transcripts and recommendation letters.

② You may be deemed to have committed a dishonest act if Waseda University determines that you have falsified, fabricated, or plagiarized the submitted document(s), statement(s), or information submitted for your application. In case that this type of misconduct is found, the submitted application documents and screening fees are not returned or refunded.

- ③ Be well aware that incomplete application documents may not be accepted. If we contact you concerning your application, please follow our instructions immediately.
- ④ All notices regarding your application are sent to your present address or to your e-mail address specified in the application form. If there is a change of your address, telephone number, e-mail address, or other information after application, promptly notify weee-ent@list.waseda.jp, via an e-mail. Waseda University will not be responsible for the any damage caused from your address change, such as not receiving letters and notifications from Waseda University.

(6)Application method

All the documents must be written either in English or Japanese and enclosed in an envelope. To send the documents, applicants are advised to use international courier service which enables you to trace documents sent to us. We will not accept applications that are directly delivered by hand.

Application should be submitted to:

“The Special Admission for Postgraduate Study Abroad Program by CSC” Section
 WEEE Admissions Office
 Graduate School of Environment and Energy Engineering
 Waseda University
 1011 Nishi-Tomida, Honjo-shi, Saitama 367-0035 Japan

4. Screening Process

Applicants will be screened in a comprehensive manner based on their submitted application documents on the date of the results announcement.

5. Scheduled Mailing Date of the Letter of Conditional Consent of Acceptance and Procedure after its Receipt

We will send out A Letter of Conditional Consent of Acceptance via EMS on January 19 (Tue), 2020 to all successful applicants. After receiving it, you must complete the prescribed procedure.

<Procedures after the receipt of the Letter of Conditional Consent of Acceptance>

Schedule	China	Waseda University
Middle of March through Early April, 2021 (TBA)	1) Applicants selected as candidates submit a Letter of Conditional Consent of Acceptance sent from Waseda University to their home university in China and complete an online application for the CSC scholarship 国家建设高水平公派研究生项目「与日本早稻田大学合作奖学金」.	
June 2021 (TBA)	2) CSC will officially select scholarship recipients. Applicants who was officially selected as recipients of the 国家建设高水平公派研究生项目「与日本早稻田大学合作奖学金」 will send their scholarship certificate issued from the CSC to Waseda University.	3) Based on the result of CSC’s selection of scholarship recipients and by receiving the scholarship certificates sent from applicants, Waseda University will finally selects and inform the enrollment procedure to officially accepted applicants.

6. School Expenses, Scholarships, etc.

- Candidates who were not selected by CSC as recipients of the 国家建设高水平公派研究生项目「与日本早稻田大学合作奖学金」, they will result in nullification of their conditional consent of acceptance of Waseda University.
- The students who were accepted by this program are exempt from the entrance fee, tuition, and miscellaneous fees during the period enrolled in Waseda University (Doctoral Program for a maximum period of 36 months, Special Research Students Program for a maximum period of 12 months).

Note: Tuitions and fees for non-degree subjects/courses which are not considered as basic requirements for completion of graduate school programs (Japanese Language Subjects etc.) are not covered.

- You cannot apply for both a scholarship offered by Waseda University and a scholarship offered by other institutions including the Japanese Government.
- Living expenses and the round-trip air ticket are provided to you by the CSC.

- We will not make arrangements for the dormitory. You have to arrange accommodation in Japan by yourself and pay the rent.
- This program will only be granted to those whose status of residence is “Student” during the period enrolled in Waseda University.

7. Notes on the Examination

Waseda University has provided the following guidelines so that all examinations can be properly administered and all examinees have an opportunity to perform in a fair and equitable environment. Please read the guidelines carefully and approach the examination in a serious manner.

1. You may be deemed to have committed a dishonest act if Waseda University determines that you have falsified, fabricated, or plagiarized the document(s), statement(s), or information submitted for your application.
2. In addition, the following responses may be taken if a dishonest act is identified.
 - The applicant may not be allowed to continue taking the examination or allowed to take any other entrance examination given by Waseda University during the year. (Screening fees will not be returned.)
 - The results of all entrance examinations taken by the applicant at Waseda University during the year may become invalid.

8. Status of Residence

To enroll in Waseda University as a CSC student, you need to acquire a status of residence “Student”. If you already have another status of residence that allows you to stay in Japan for a long period of time, you must change your status of residence to “Student”. In this case, please contact the Waseda University Center for International Education immediately after arriving in Japan.

(the Center for International Education: TEL: +81-3-3203-9806, E-mail: in-cie@list.waseda.jp).

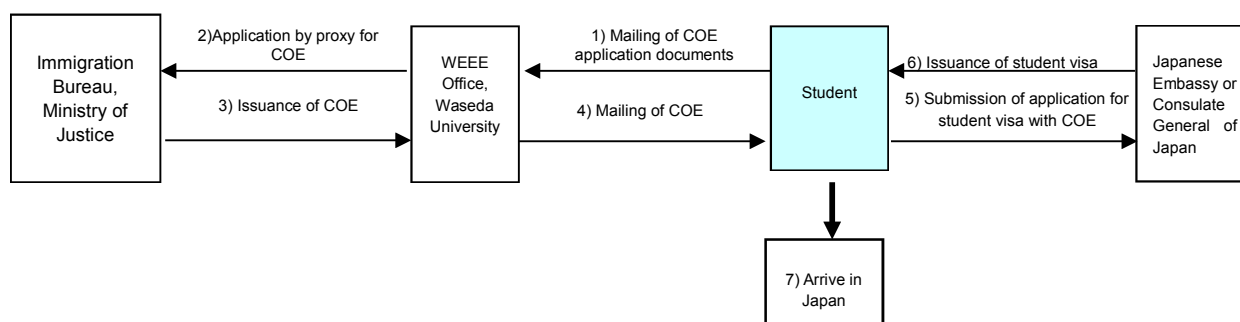
Procedure for Acquiring the Status of Residence “Student”

If you do not have a valid long-term status of residence, please refer to the process below to acquire one. Waseda University will apply for a “Certificate of Eligibility (COE)” at Tokyo Immigration Bureau on behalf of the students who live overseas.

Application by proxy

- 1) You send the required documents for a COE application.
 - * For details on the required documents for application are sent to you from the graduate school in which you are admitted.
- 2) Waseda University applies for a COE at Tokyo Immigration Bureau on your behalf.
- 3) Waseda University receives a COE from Tokyo Immigration Bureau.
- 4) Waseda University sends the COE to you.
- 5) You apply for a student visa at the Japanese Embassy or Consulate in your country.
- 6) You receive a student visa.
- 7) You go through the immigration at airport, acquire a status of residence “Student”, and arrive in Japan.

* COE: Certificate of Eligibility



Schedule of 1) through 4) COE Proxy Application

Students who enter the university in September 2021	Month	Students who enter the university in April 2022
	May	
1) You send application documents to Waseda University.	Jun.	
2) Waseda University makes an application at the Immigration Bureau on your behalf.	Jul.	
3) COE is issued.	Aug.	
4) Waseda University sends the COE to you.	Sep.	
	Oct.	
	Nov.	1) You send application documents to Waseda University.
	Dec.	2) Waseda University makes an application at Tokyo Immigration Bureau on your behalf.
	Jan.	
	Feb.	3) COE is issued. 4) Waseda University sends the COE to you.
	Mar.	

5) and 6) Application and Acquisition of Student Visa

After obtaining the COE, apply for a student visa at the Japanese Embassy or Consulate by submitting the application documents designated by the Embassy, your passport, and the COE. For the details of documents required for application for the student visa, directly contact the Embassy or Consulate at which you will apply. The Certificate of Admission is sent from the WEEE Admissions Office with the COE.

7) Acquisition of Status of Residence “Student”

Come to Japan carrying the COE and student visa and acquire a status of residence “Student”.
You must arrive in Japan within three months after the COE is issued.

■ Handling of Personal Information

Waseda University utilizes applicant information (addresses, names, dates of birth etc.) collected at the time of application in order to carry out operations such as the entrance examination, announcement of the screening results, and enrollment procedures. We will take necessary and proper measures to protect such information from leakage, disclosure, or unauthorized use. All or part of the above operations may be outsourced to an agency. In such case, the agency will be contractually required to maintain necessary and proper management. Please note that the personal information may be used as materials for studies and researches to improve our entrance examinations. The information will be statistically processed to prevent any individuals from being identified.

9. Contact Information

WEEE Admissions Office

Graduate School of Environment and Energy Engineering

Waseda University

1011 Nishi-Tomida, Honjo-shi, Saitama 367-0035 Japan

TEL: +81-495-24-6480 FAX: +81-495-24-6552

E-mail: weee-ent@list.waseda.jp

URL: <https://www.waseda.jp/fsci/gweee/en/>

Office Hours: 9:00 – 12:30, 13:30-17:00 (Japan Standard Time) *Closed on Saturday, Sundays and holidays