

**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 (CSC)**  
**September Admission 2024/April Admission 2025**

✧ For further details about our faculty members, please refer to our website.  
<https://www.waseda.jp/fsci/gweee/en/about/faculty/>

## 1. Application Guideline

<b>Program</b>	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
<b>Number of Students to Be Admitted</b>	Doctoral Program: A Few Special Research Students Program: A Few
<b>Application Period</b>	November 6 (Mon), 2023 through November 17 (Fri), 2023 Applications must arrive by deadline
<b>Screening Method</b>	Document review (Based on application documents)
<b>Result Announcement</b>	January 16 (Tue.), 2024 *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.
<b>Time of Admission</b>	September 21 (Sat), 2024 / April 1 (Tue), 2025

## 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 China Scholarship Council, hereinafter abbreviated as 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 (国家建设高水平大学公派研究生项目「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, 2024 for September 2024 entrance (by March 31, 2025 for April 2025 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.

\*For eligibility criteria for The Special Admission for Postgraduate Study Abroad Program by China Scholarship Council (国家建设高水平大学公派研究生项目「与日本早稻田大学合作奖学金」), please refer to the CSC website and confirm the requirements. For those who reside in Japan, please contact the Embassy of People's Republic of China in Japan.

### 3. Application Procedure

#### (1) Application Period

November 6 (Mon), 2023 through November 17 (Fri), 2023  
(All applications must be received by the deadline)

#### (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](mailto:weee-ent@list.waseda.jp)).

**Deadline for preliminary contact: October 23 (Mon), 2023**

\*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

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 <b>*the Doctorate Program applicants ONLY</b>
	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.

1. Prepare a color photo taken within 3 months of the time of application. The requirements for the photo are as follows: a vertical to horizontal ratio of 4:3; must capture the upper body; must provide a front view; no hats, background, or frame; 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 paper application. 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 color photo file in a safe place.

2. Photos taken while wearing scarves or 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 due 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 (a speed photo 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 on-campus web services, etc., as well as for identity verification in various on-campus procedures.
- ② Curriculum Vitae [Prescribed Form]
  - a. 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.
  - b. The applicant's address must be written correctly as entrance procedure documents will be sent to the address.
  - c. 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)
  - a. Certificates from both undergraduate program and master's program must be submitted.
  - b. 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.
  - c. 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.
  - d. 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.
  - e. 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 CSSD (formerly known as CHESICC) via email.
    - Visit CSSD 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 CSSD will be considered valid.
- ④ Certificate of Enrollment (original, person concerned)
  - a. Applicants currently having enrolled the PhD programs must submit an enrollment certificate from their affiliated university.
  - b. 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)
  - a. All courses taken from both undergraduate program and master's program must be included in the academic transcript.
  - b. Applicants currently having enrolled the PhD program must submit academic transcripts for the PhD program as well.
  - c. 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).
  - d. 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 reports of TOEIC L&R, TOEFL-iBT or IELTS Academic. It must have been taken no more than 2 years before the application

deadline.

\*Submit one of the following original certified score reports

- TOEIC L&R (Official Score Certificate)
- TOEFL-iBT (Official Score Report)
  - Request a test center to send the Official Score Report directly to the WEEE Admissions Office by using the institution code : C324
  - ETS website <http://www.ets.org/>
  - This must arrive by the submission deadline.
- IELTS Academic (Test Report Form)

\*Online Testing scores are not accepted.

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 2022 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.

### **(5) Important Notes on Necessary Documents for Application**

- ① You may be deemed to have committed a dishonest act if you falsified, fabricated, or plagiarized a document, material, 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.
- ② Be well aware that incomplete application documents may not be accepted. If we contact you concerning your application, please follow our instructions immediately.
- ③ 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.
- 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](mailto: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 If you require special care during the entrance examination or after entering the university due to a disability or serious medical condition, etc., please contact the WEEE Admissions Office. In addition, contact the office if a serious injury or illness is expected to affect your ability to take the entrance examination.

### **(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 16 (Tue), 2024 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 Scholarship Council (CSC)	Applicants	Waseda University
Middle of March through Late-March, 2024 (TBA)		1. Applicants selected as candidates will 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 国家建设高水平大学 公派研究生项目「与日本早稻田大学合作奖学金」.	
June 2024 (TBA)	2. CSC will officially select 国家建设高水平大学公派研究生项目「与日本早稻田大学合作奖学金」 scholarship recipients.	3. Applicants who was officially selected as recipients of the 国家建设高水平大学公派研究生项目「与日本早稻田大学合作奖学金」 will send their scholarship certificates* issued from the CSC to Waseda University. *You must submit both a) and b) below. a) Certificate in English b) Certificate in Chinese stating that you got accepted to「与日本早稻田大学合作奖学金」	4. Based on the result of CSC's selection of scholarship recipients and by receiving the scholarship certificates sent from applicants, Waseda University will finally select 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 国家建设高水平大学公派研究生项目「与日本早稻田大学合作奖学金」 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 (e.g. Japanese Language Subjects etc.) are not covered by the scholarship.
- CSC program applicants are restricted from applying to other scholarships including those offered by Waseda University and outside institutions such as the Japanese Government.
- Living expenses and the round-trip air ticket are provided to you by the CSC.
- Waseda University will provide dormitory information to successful applicants. However, arrangements and payments are applicants' responsibilities.
- Due to China Scholarship Council's policy, 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 established the following precautions to ensure that the entrance examination is conducted in a strict manner, and that all applicants may take the examination fairly and impartially. Please read these precautions carefully before taking the entrance examination, and approach the examination with the appropriate attitude of seriousness.

1. Any falsification, misrepresentation, plagiarism, etc., of documents, materials, or information submitted to the University at the time of application may be considered as misconduct.
2. In case misconduct is suspected, the University may respond as follows. Failure to comply with these actions may be regarded as an admission of wrongdoing.
  - The University may inquire about the authenticity, etc., of documents, materials, theses, and information, etc. submitted to the University (hereinunder, "Submitted Related Documents") by providing said Submitted Related Documents to the issuers, providers, theses review entities, etc. By submitting or providing the Submitted Related Documents to the University, the applicant agrees to the University's right to make such inquiries.
3. The following actions may 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 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 may be subject to a range of disciplinary action up to and including expulsion from the University, in accordance with the University's rules and regulations.

## 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: [cie-zairyu@list.waseda.jp](mailto:cie-zairyu@list.waseda.jp)).

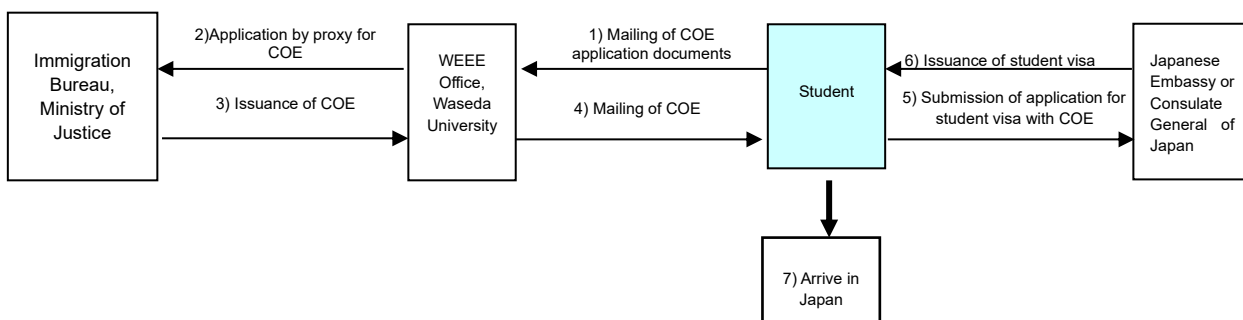
### Procedure for Acquiring the Status of Residence "Student"

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 2024	Month	Students who enter the university in April 2025
	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.



#### ■ Collecting information on gender

For the purpose of administering entrance exams in an efficient manner and carrying out admission procedures, Waseda University collects information regarding your gender on legal documents. The information is collected only when the reason is deemed reasonable, and these cases are limited to a minimum. The information does not affect the screening result.

<https://www.waseda.jp/inst/diversity/news/2020/04/21/8631/>

#### ■ 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, admission 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 personal information. Note that 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 (hereinafter, "Submitted Related Documents") by providing said Submitted Related Documents to the issuers, providers, theses review entities, etc. By submitting or providing the Submitted Related Documents to the University, the applicant agrees to the University's right to make such inquiries. In addition to the above, 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. Please understand this in advance.

#### ■ Faculty of Waseda University Are Not Able to Become a Student of the University.

Faculty of Waseda University including Waseda University Junior / Senior High School, Waseda University Honjo Senior High School and Art and Architecture School are not able to become a student of the University, although there are few exceptions according to the university regulations. If you have any questions, please ask Waseda University administration offices.

## 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](mailto:weee-ent@list.waseda.jp)

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

Office Hours: 9:00 – 12:30, 13:30-16:00 (Japan Standard Time) \*Closed on Saturdays, Sundays and holidays