2019 September Admission

Waseda University Graduate School of Sport Sciences Application Guide

English-based Doctoral Program (September Admission)

International Admissions Office, Admissions Center, Waseda University (mailing address)
1-6-1 Nishi Waseda Shinjuku-ku Tokyo 169-8050 (Waseda Campus)
TEL: 03-3204-9073 (Contact for International Students)
Opening hours: 9:00 ~ 17:00 (Mon. – Sat.)
E-mail iao-gs@list.waseda.jp
http://www.waseda-iao.jp/waseda/j/index.html

Administrative Office, Tokorozawa Campus, Waseda University (mailing address for submission of additional documents)
2-579-15 Mikajima Tokorozawa, Saitama 359-1192 (Tokorozawa Campus)
TEL: 04-2947-6855 (Administrative Office, Graduate School of Sport Sciences)
Opening hours: 9:00 ~ 17:00 (Mon. – Sat.)
E-mail supoken-eng@list.waseda.jp

Admission Policy

As part of its educational philosophy of “Academic Independence”, Waseda University welcomes numerous students from Japan and around the world who possess high levels of basic academic ability, strong intellectual curiosity, a richly enterprising spirit, and an eagerness to learn.

For our 2-year Master’s Program course, we are looking for people who can be successful as professionals in a wide range of sports-related business fields in the five research areas of sports culture, sports business, sports medicine, human movement science and coaching science in order to cultivate academic researchers and advanced professionals. In addition, on our one-year Master’s Program course for people with work experience, we are looking for people who have the potential to become professionals with outstanding capabilities in sports management.

At this Graduate School, we accept students who have the potential to respond to the increasing demand for the sport sciences, to be successful as professionals in a wide range of sports-related business areas, and to contribute greatly to the social development of the sport sciences.

Curriculum Policy

, A total of 30 creditsmust be obtained to complete both one-year course and two-year course of our Master’s Program The School includes important issues of the sport sciences in the curriculum. On the one-year course, the School offers research guidance, seminars and lectures outside of normal hours in consideration of adult students so that they are able to take classes without affecting their work. In addition, it is also possible to include coursework subjects from other Graduate Schools (up to 8 credits) among the credits taken if designated procedures are completed. Research guidance provides general guidance on research methods with the main focus on the preparation of a Master’s thesis. All students must submit a Master’s thesis and pass screening to complete their degree.

In our Doctoral Program, one supervising faculty member gives scrupulous research guidance on the preparation of a Doctoral thesis to a small number of students and tries to make sure doctoral theses are completed within the term of the course. The completion requirement is to submit a Doctoral thesis and pass screening.

Diploma Policy

In order to develop people capable of proactively contributing to global society, we will utilize the comprehensive and original characteristics of Waseda University to encourage exchange between diverse academic fields, cultures, languages and values, supported by systematic education courses and a university-wide teaching and student life environment.

In our two-year Master’s Program course, we do not only cultivate coaches for school education and social education, but also students who will be active as talented professionals in a wide range of sports-related work and business areas as they acquire advanced knowledge of sport. Furthermore, we also aim to develop people who can contribute to improvements in quality of life and the formation of preferred sports life through the creation of new sports environments.

Because our one-year Master’s Program is targeted at students who already have work experience, it is aimed at helping students to acquire advanced knowledge through intensive education in the Graduate School and to further expand the scope of each student’s activities as a professional.

The main aim of our Doctoral Program is to cultivate researchers in the sport sciences with advanced research capabilities and abundant scholarly attainment.

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.

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Introduction

◆ This Application Guide is for prospective students taking the Entrance Examination (English-based doctoral program, April admission). Carefully read the Guide and make sure not to make mistakes with the procedures.

◆ Application procedures are classified into "Domestic Applications" and "Overseas Applications." according to the current address at which the applicant resides. Please confirm which classification you fall under by referring to the following definitions. **Please be aware that application periods and methods differ between "Domestic Applications" and "Overseas Applications."**

	Domestic Applications	Overseas Applications
Applicants	who reside in Japan at the time of application	who reside outside Japan at the time of application
Judgement criteria	Judged based on the "current address" indicated on the Application Form	

◆**The Graduate School of Sport Sciences asks all applicants, prior to application, to make contact with the faculty member you wish to seek supervision from and discuss the research topics that you are planning to study in order to avoid any mismatch after admission. Please make sure you do not submit an application without making prior contact with your prospective supervisor.** You can contact your prospective supervisor directly by e-mail. Please provide the following information in your e-mail. Your prospective supervisor will send a reply.

Administrative Office, Tokorozawa Campus
Graduate School of Sport Sciences
《E-mail address》 supoken-eng@list.waseda.jp

1) The name of the faculty member you wish to seek supervision from
※Be sure to check the English version of "Contents　Research Themes and List of Subject Codes" before you write the faculty member's name.
2) The program you wish to enroll in (Please write down "Doctoral Program")
3) Your full name(specify your student number if you are a registered student of Waseda University)
4) Your contact information (Address, Cell phone number, e-mail address, etc.)
5) Matters you wish to discuss with your prospective supervisor (Please describe in detail any questions or matters you wish to consult)

◆ Classes for doctoral programs will be held at Tokorozawa Campus or Higashi-Fushimi Campus during the daytime regardless of the language used.

1. Outline of Application

(1) Applicant Qualifications

Applicants should fulfill one of the following requirements

Doctoral Program (International Students)

Application Qualifications
① Have completed (or are expecting to complete by September 2019) a master's degree, a master's professional degree or any other degree equivalent thereto in a country other than Japan. **<If applying under Application Qualification ② described below, refer to [Assessment of Educational Background] >** ② Have passed a qualification assessment by the Graduate School of Sport Sciences providing that you are scholastic ability tothose who have completed a master's degree, a master's professional degree or a juris doctor professional degree, and will reach the age of 24 or older by September 20, 2019.

<Notes on applicant qualifications>

If your last education was in a Chinese three-year college program (Senka) (which is deemed as equivalent to a Japanese junior college program), you are not qualified to apply for this program. However if you have completed a four-year university program (Honka) after completing such three-year college program (which means a total of 18 years of school education), you will be deemed qualified to apply for the program.

<Assessment of Educational background>

Applicants applying for a doctoral program under Application Qualification ② need to undergo an educational background assessment prior to application. Please download the "Educational Background Report Form" from the following URL, enter the necessary information and contact International Admissions Office Waseda University.

[International Admissions Office Waseda University]

・For downloading Educational Background Report Form　http://web.waseda.jp/admission/gjp/faq/
・Contact e-mail address　iao-gs@list.waseda.jp

(2) Schedule of Entrance Examination

Procedural steps	Schedule	Remarks
Contact period for applicants requiring special consideration	By April 12 (Fri), 2019	Please adhere to the specified deadline. See page 4 for details.
Payment of the entrance examination fee	April 15 (Mon) –May 13 (Mon) 2019	**Make sure you do not forget it.**
Application period (※)	April 15 (Mon) –May 13 (Mon) 2019	**Only by post** **Overseas applications: must arrive by the deadline** **Domestic applications: must be postmarked by the deadline**
Sending of examination attendancecards	Scheduled for mid-May 2019	Will be sent to the address as indicated on the Application Form. Will be sent by express mail service (EMS) to applicants overseas.
Announcement of successful applicants	June 14 (Fri) 2019	See page 11 for details
Sending of admission procedure documents	Middle of July 2019	Will be sent to the address as indicated on the Application Form. Will be sent by express mail service (EMS) to applicants overseas.
Admission application period		See page 11for details

※ Please note that application deadlines differ between "Domestic Applications" and "Overseas Applications" as indicated in the Remarks column of the application period. For the definitions of "Domestic Applications" and "Overseas Applications," refer to "(1) Application Classification" of "2. Application Procedures" on page 3.

(3) Number of Students to Be Admitted

Program	Type of entrance exam	Number of students to be admitted
Doctoral program (September admission)	Document Screening	Several

2. Application Procedures

(1) Application Classification

Application procedures for International Students are classified as either "Domestic Application" or "Overseas Application" according to the current address at which the applicant resides. Please confirm which application classification you fall under by referring to the following definitions.

	Domestic Applications	Overseas Applications
Applicants	who reside in Japan at the time of application	who reside outside Japan at the time of application
Judgment criteria	Judged based on the "current address" indicated on the Application Form	

(2) Points to Note When Submitting Application

- **The Graduate School of Sport Sciences asks all applicants, prior to application, to make contact with the faculty member you wish to seek supervision from and discuss the research topics that you are planning to study in order to avoid any mismatch after admission. Please make sure you do not submit an application without making prior contact with your prospective supervisor.** To find out how to contact your prospective supervisor, please refer to exhibit "Contents of Research Themes and Subject Codes."

- 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 case, any decision taken on your application may later be invalidated, and the application documents submitted and screening fee will not be returned.

- We cannot reply to inquiries as to whether your application documents have been delivered or not. For confirming delivery of your documents, please use the Track & Trace Service offered by the Japan Post (use similar services offered by EMS, etc. for overseas applications).

- Even if you are a domestic applicant with a resident status that is valid at least until the scheduled date of admission, there might be a case where your resident status may not be renewed or changed depending on individual circumstances (for example, when you have not conducted the activities for which your resident permit has been

granted for more than 3 months without due reasons). Waseda University does not give any kind of guarantee for the renewal or change of your resident status after admission. Please check with the Immigration Bureau and submit your application on your own responsibility.

・You may be disqualified from taking the entrance examination if your application documents have any deficiencies or some of the necessary documents have not been submitted. Please carefully check that you have properly prepared all necessary documents before submitting them. If you receive any additional instructions from Waseda University, please promptly follow the instructions.

・In principle, we do not return the documents or materials submitted. However, we will return documents that cannot be reissued. If you wish to have any of your documents returned, fill in the "Request for Return of Submitted Documents" form and send it together with your application documents. If the "Request for Return of Submitted Documents" form is not enclosed, none of your documents will be returned.

・**If there is any change to your current address, telephone number or e-mail address due to change of residence or for other reasons after submitting the application, immediately contact Administrative Office (Admissions and Public Relations), Tokorozawa Campus at (E-mail: supoken-nyushi@list.waseda.jp) and provide the information listed below.** Waseda University assumes no responsibility for not being able to contact you because of change in the information in the Application Form.

<<If you are a student currently enrolled in Waseda University>>

If there is any change to the address you have registered with the university, take steps to change your address through MyWaseda.

[E-mail address] supoken-nyushi@list.waseda.jp

[Information to provide] ● Type of entrance examination ● Examinee number ● Your name

● Former address and postal code ● New address and postal code ● Former telephone number

● New telephone number

(3) For Applicants Requiring Special Consideration (Request for Special Measures)

If you expect to require special care after entering the university due to a disability or serious medical condition, etc., please contact the (Graduate) School of Sport Sciences Office at Waseda University immediately.

Please contact (E-mail:supoken-nyushi@list) by April 12 (Fri) if you have any requests for special consideration.

(4) Payment of Entrance Examination Fee

・Be sure to pay the entrance examination fee during the specified period. **Applications cannot be accepted unless the entrance examination fee has been paid. Payment after the specified payment period will not be accepted for any reason whatsoever.**

<Payment Period and Amount>

Category	Residents of Japan	Residents of countries other than Japan
Qualification	Applicants residing in Japan from the time of application (No nationality restriction, including applicants residing in Japan)	Applicants residing outside of Japan from the time of application (No nationality restriction, including Japanese residing overseas)
Screening Fee	¥30,000	¥5,000

● Applicants who reside in and have a citizenship of countries listed as "Least Developed Countries" or "Other Low Income Countries" on the DAC List of ODA Recipients issued by the Organization for Economic Co-operation and Development (OECD) Development Assistance Committee (hereinafter referred to as "Least Developed Countries, etc."). In case of dual nationality holders, both nationalities must be Least Developed Countries, etc. Submission of a Request for Exemption of Entrance Examination Fee is required. (Refer to "Entrance Examination Fee Exemption Program for Applicants from Specified Countries" at the end of this document)

<Payment method>

Entrance Examination Fee can be paid either ① **from within Japan** or ② **from overseas.** Please read the following instructions for each case before making payments.

① Payment from within Japan

- **Please pay the screening fee at a convenience store near you.**
- **To make a payment at a convenience store, you must complete the designated application procedure in advance by accessing the "screening fee convenience store payment site" (http://e-shiharai.net/) [Japanese only] on the Internet.**

・After making the payment, detach the "Certificate of Payment of the Screening Fee" on the Screening Fee Handling Description, paste it to the designated space ("Screening Fee Payment Certificate") on the designated area of the Application Form for Entrance Examination, and submit it. Check the details on the screening fee payment method on page 21.

・The payment can be made 24 hours a day, seven days a week , including Saturdays, Sundays, and holidays. However, please note that application via the website will end at 23:00 on the last day of the payment period. Similarly, 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 the Administrative Office (Admissions and Public Relations), Tokorozawa Campus in advance(E-mail: supoken-nyushi@list.waseda.jp).

② Payment from overseas

A. Foreign remittance transfer

・ Please transfer from a financial institution according to the <Instructions for Foreign Remittance Transfer> indicated below.

・ Please enclose a copy of the bank's specified foreign remittance request form with the application documents.
After payment of the entrance examination fee, please send an e-mail notice that you have completed the bank transfer.（E-mail:supoken-nyushi@list.waseda.jp）

Please follow the procedure below to remit 10,000 yen (the screening fee of 5,000 yen plus the lifting charge of 5,000 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. Enclose a copy of the remittance form with your other application documents.

Type	Telegraphic Transfer
Payment Method	Advice and Pay
Bank Transfer Fee	Payer's Responsibility
Lifting Charge	Payee's Account
Amount	10,000yen (5,000yen for the screening fee/ 5,000yen for the lifting charge)
Purpose	Screening fee
Message	Please write "50+Applicant's name in English"
Remittance Destination	Bank name: MUFJ Bank, Ltd Branch name: EDOGAWABASHI BRANCH Account number: 0035967FLA Account holder: Waseda University Bank address: 1-48-13,SEKIGUCHI, BUNKYO-KU,TOKYO 112-0014, JAPAN Swift code: BOTKJPJT

※ If any transfer fee is charged at the financial institution, please pay the transfer fee separately from the above indicated entrance examination fee.

※ In some cases transfer charges may be deducted by an intermediary bank. Please make the payment so that the full amount of the above indicated entrance examination fee reaches Waseda University.

※The above indicated bank account is for foreign remittance transfer only. Please do not make payments to this account from within Japan.

B, Payment by credit card or online system (China Union Pay or Alipay)

To make a payment by credit card or online payment system (China Union Pay or Alipay), please access the online screening fee payment website(https://e-shiharai.net/ecard/) and complete the required procedure.

・After completing the transaction, print out the "Result" page and attach it to the Application Form for Entrance Examination.

・ The payment can be made 24 hours a day, seven days a week , including Saturdays, Sundays, holidays.

・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.

<Conditions for exemption of entrance examination fee>

The entrance examination fee can be exempted if the following conditions apply. For details please contact Administrative Office (Admissions and Public Relations), Tokorozawa Campus at E-mail:supoken-nyushi@list.waseda.jp.

■Note on Submitted Application Documents and Screening Fee Refund

As a general rule, application documents and screening fees are not returned. A full screening fee will be refunded if you fall into one of the categories below.

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.

・The submitted application materials are not complete enough to meet the application requirements.

・You do not meet all the eligibility criteria.

*If you fall into one of the categories above, please contact the Graduate School of Sport Sciences Office at Waseda University(E-mail: supoken-nyushi@list.waseda.jp).

*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.

(5) Application Period

・Application documents will not be accepted, for any reason whatsoever, after the application period has expired.

▪ **Domestic applications must be postmarked by the last day of the application period.**
Overseas applications must be delivered to Waseda University by the last day of the application period.
Delivery may take some time depending on the country or region where you send them from. You are advised to send application documents well in advance of the application deadline.

Application Classification	Doctoral Program
Overseas Application	April 15 (Mon)-May 13 (Mon) 2019 **[must arrive by the last day of the application period]**
Domestic Application	April 15 (Mon)-May 13 (Mon) 2019 **[must be postmarked by the last date of the application period]**

(6) How to Submit Application

▪ **Application documents must be submitted by post.** We do not accept any applications submitted directly by hand to the office.

Application Classification	Doctoral Program
Overseas Application	Send the documents by international delivery service such as Express Mail Service (EMS).
Domestic Application	Enclose all necessary application documents in an envelope (No. 2 Square Type 24x33cm), attach the designated address label onto the front of the envelope and send it by **[simplified registered mail or express mail]**.

(7) Points to Note When Preparing Application Documents

・Download and print out the application document formats from the Graduate School of Sport SciencesWebsite. All files are available in PDF format (we do not provide any documents in Word format).

・Please print out all application document formats on only one side of A4 sheets (single-side printing).

・Application documents can be prepared either by writing by hand, by pasting pre-typed text onto the designated format or by directly entering information in the PDF file. (However, the applicant's signatures must be hand written by the applicant.)

・**Please make sure that all information is properly provided within the designated area of the format. No additional sheets should be folded into the documents. The application format must be adhered to. Please keep all information within the frame border of the A4 sheet.**

・If writing the documents by hand, use a black pen or ball-point pen (do not use a mechanic pencil, non-permanent marker or Frixion pen).

・Do not fill in any boxes other than those specified (e.g. the examinee's number box)

・Please write down your full name exactly as described in your passport.

・If your name indicated in a certificate or any other document is different from your current name due to change of your family name, attach a copy of your census register as necessary.

・**If you cannot obtain a certificate issued in Japanese or English, prepare a translation in Japanese or English by yourself and attach an authentication of translation issued by the embassy or a notary's office upon submission.**

(7) List of Application Documents

▪ **For those document items with the "＊" mark in the "Download" column, please download the formats from the Graduate School of Sport Sciences Website and submit them after entering/filling in necessary information.**
○ : Required documents △: Optional documents ☆: Only for non-Japanese applicants (Required)

・Make sure to check against this list and the Application Guide that you have all the application documents before submitting

them, and enclose the documents in the order of this list.

・Please clip all the documents together with a paperclip. Do not use a stapler.

・Your application will not be accepted if the application documents have any deficiencies without due reason. If you cannot submit any of the documents, please clearly specify the reason in the applicable column of "reason for not submitting the document" of the Application Documents Checklist. However, take note that your reason may not be accepted.

〇:Required documents　△:Optional documents　☆:Only non-Japanese applicants required

Format	Application Documents	Download	Check
A	Application Documents Checklist	✱	〇
B	Application Form for Entrance Examination	✱	〇
—	<If you used foreign remittance for the payment of entrance examination fee> Copy of the bank-specified foreign remittance request form		△
—	<If you used credit payment for the payment of entrance examination fee> Printed copy of the webpage showing that the transaction has been completed		△
—	<If you are eligible for the waiver of entrance examination fee> Request for Exemption of Entrance Examination Fee (optional for eligible applicants. Refer to page 19~20 of this Application Guide)	✱	△
C	Questionnaire for International Students	✱	☆
D	Letter of Recommendation (in English or Japanese)　(Original copy) for two or more referees	✱	☆
E	Statement of Purpose	✱	〇
F	List of Previous Publications/Researches (if applicable)	✱	△
G	Essay	✱	〇
H	Photo Card	✱	〇
I	Diploma/Certificate of Graduation (Program Completion) (original copy) **※ Those who have graduated from (or completed) a Chinese college, university or graduate program must submit both**		〇
J	Academic Transcript (original copy)		〇
—	Translation and Authentication of Translation for documents I and J		△
K	Statement of Source of Funds	✱	☆
L	Certificate of English Proficiency ※A photocopied score card may be acceptable at the time of application, but an original copy must be submitted by the completion of entrance procedure.		〇
M	Copy of Your Passport (the page with your headshot photo)		☆
N	Copy of Your Residence Card or Alien Registration Card **or Your Resident Register** ※ Only necessary for domestic applicants		☆
O	Request Form for Return of Submitted Materials	✱	△
P	Address Label for application documents	✱	〇

(8) Points to Note for Respective Application Documents

A: Application Documents Checklist

・ Please check against the checklist that you have all the application documents before submitting them, and enclose the checklist together with the other documents. If you cannot submit any of the documents, please clearly specify in the remarks column the name of the document you cannot submit, the reason why submission will be late, and the date you will be able to submit the document.

B: Application Form for Entrance Examination

This document must be prepared by the applicant himself/herself, carefully confirming the following points.

・Photo: Use the same photo as the one used for Application Document G "Photo Card".

・Whether you have been enrolled in any other Waseda University program before:
Circle either Yes or No to indicate whether you are or were enrolled in any of Waseda University undergraduate departments and graduate schools (including enrollment in any undergraduate, graduate and non-degree programs offered in the past or currently being offered, regardless of whether you have completed the program). If you marked "Yes," please fill in all the boxes inside the bold highlighted lines.
If you have been enrolled in multiple departments/schools, please write the last department/school, the academic year of admission to that department/school, and your student number. If you have been enrolled in multiple programs at the same time (e.g. as a regular student and a non-degree student), enter the program in which you enrolled as a regular student. If you do not know your student number, you can leave it blank, but be sure to enter the academic year of admission and the name of the department/school.

・Applicant's name: **Clearly write your full name in English (exactly as indicated on your passport)**

・Year and date of birth: The year should be represented in Christian year. Enter a "0" if the month or date is a single digit (e.g.: September 9th → 09 (month) 09 (day))

・Gender: Select the applicable box and check it.
・Current address: Enter your current address and telephone number (Addresses outside Japan shall be written in English).
・E-mail address: Write down one address that you use on a daily basis (This item is *Mandatory).
・Nationality: Be sure to write down the nationality indicated on your passport.
・Resident status: If you have a resident status in Japan, please enter the expiration date indicated on your residence card/alien registration card. If your residence permit becomes invalid before the scheduled admission, submit a document of some kind (certificate of enrollment, employment, etc.) to certify that your residence permit will be renewed.
・First language: Select an applicable language and place a check (✓) mark. If your first language is not in the list, enter the name of the language in the blank.
・Mailing address: Specify the postal mailing address at which you wish to receive the result by placing a check (✓) mark in one of the boxes (either a, b or c), respectively representing "CURRENT ADDRESS" "PERMANENT HOME ADDRESS" or "OTHER ADDRESS." If you placed a check mark on "c" (OTHER ADDRESS), please specify the address in the box below (Addresses outside Japan shall be written in English).
※ Note: Please note that documents delivered to the mailing address may be returned to the sender or reserved for pick-up at the nearby delivery center if the addressee is not home.
・Permanent home address: Specify your permanent home address only if it is different from your current address. If it is the same as your current address, please write down "Same as above."
・Other address: Fill in this box only if you wish to receive your Examination Attendance Card at a mailing address other than your current address or permanent home address.
・Research area・Subject code・Name of tutorial・Prospective supervisor
Please refer to exhibit "Contents of Research Themes and List of Subject Codes (English Version)" and enter the name of the research area, subject code and name of the research subject you wish to pursue.
・Area to attach a transfer certificate (receipt)
If you paid the entrance examination fee at a convenience store, please firmly attach the transfer certificate (receipt) of the entrance examination fee here. Be sure to attach the entire surface with glue. If you used foreign remittance for payment of the entrance examination fee, submit a copy of the bank-specified foreign remittance request form, and if you used credit payment for payment of the entrance examination fee, submit a printed copy of the webpage showing that the transaction has been completed.

C: Questionnaire for International Students
・Describe your educational background to date, starting chronologically from elementary school including language schools if applicable in the educational background section.
・Please enter all the information required. You can fill in by hand or mark a circle (○) in the applicable box.
・Be sure to sign and affix a seal to the document (the seal can be substituted by a hand written signature).

D: Letter of Recommendation for two or more referees
・Designated Form is preferable, but other forms of recommendation letters are also acceptable. The letter should be written after April 2017. The recommendation letter must be enclosed in an unopened envelope. Any letter of recommendation without a sealed envelope is considered invalid as a general rule. Please make sure that there is a date and the recommender's signature or seal on it, and submit the original copy (no other copies acceptable). The letter should be written in Japanese or English. If the letter is written in another language, please attach its translation in Japanese or English. This translation does not require an authentication.
・When you ask someone to write a letter of recommendation, select a person who knows you well both on the academic and everyday life aspects (e.g.: Supervisor/instructor of your seminar). However, a letter of recommendation written by yourself, your family member or relative cannot be accepted.

E: Statement of purpose
・Please describe your motivation for applying to the program, research issues that you wish to pursue at the Graduate School of Sport Sciences, what you have studied in the past on those issues and a proposal/plan for your research after you are admitted to the program (Please include a description of your past research activities and the theme of your graduation thesis and other papers).
・Please submit a copy of your research proposal in English (1,000 words or less). A list of reference sources used for quotations, if any, is not counted in the calculation of the number of characters. You may include figures and tables, which are not counted either.
・If your research proposal is comprised of multiple pages, use the designated form for all the pages, number them so that the total number of pages is clear (e.g.: 1/3, 2/3, 3/3…), and bind them together with a paperclip. Do not use a stapler.

F: List of Previous Publication/Researches ※ If applicable
・Please refer to Exhibit "Instructions and Sample of How to Fill in the List of Previous Publication/Researches." If you don't have any particular publications in the past, you need not submit this form.
・Your graduation thesis (thesis submitted when you completed an undergraduate program) is not considered as a "Previous Publication/Research."
・Please submit the list only if you have at least one previous publication such as academic papers, books, or others (conference presentations, etc.). Please list your work under each category in the order of publication.

・Clearly describe the academic field in which you are majoring in the box of "Major Field".
・If your list is comprised of more than one page, use the designated form for all the pages, number them so that the total number of pages is clear (e.g.: 1/3, 2/3, 3/3…), and bind them together with a paperclip. Do not use a stapler.

G: Essay

・Write a review paper on the research achievement of your prospective supervisor and describe how you research topic will fit in to this achievement. Please complete the essays in English around 1,000 words.

H: Photo Card

・Use the same photo as the one used for Application Document B "Application Form for Entrance Examination".
・Please use an ID photo **4 cm long and 3 cm wide** (a half-length color photo, facing front, without hats or background, without frame, and taken within the last three months). Please strictly comply with the photo size specification.
・Photos taken with a scarf, sunglasses, or other such items cannot be accepted. Blurred photos such as snapshots or photos that are unsuitable for identifying the applicant due to change in hairstyle cannot be accepted either.
・Fast photos taken in a booth are accepted but not those taken at home, etc.
・**Write down your full name on the back of the photo**, and firmly glue it onto the designated location (apply glue to the entire surface of the back of the photo).
・The photo submitted will be used to identify the applicant at the examination venue. It may also be used on your student ID card after admission. Make sure it is suitable for the purpose of identification. Please note in advance that the photo may be used for personal identification purposes in various internal procedures and web services.
・Please be sure to keep the negative or original data of the photo you use for submission. **You will be asked to submit the same photo for admission procedures.**

I: Diploma/Certificate of Graduation (Program Completion) (original copy)

J: Academic Transcript (original copy)

・**Please be sure to submit the original copy (photocopies are not accepted) of the latest certificate. Please submit those that have been issued recently.**
If you cannot submit an original copy, you may instead submit a photocopy of the original certificate together with an original copy of an authentication certifying that the certificate is real.
・If you are expecting to graduate (or complete) a program, submit the original copy of a "certificate of expected graduation (or completion)" and make sure you submit the original copy of your Certificate of Graduation (or Program Completion) when taking admission procedures.
・**Please submit certificates written in Japanese or English.**
・**Applicants who have graduated from a university or a college in China are required to submit the original copies of both degree certificate (diploma) and certificate of graduation (or program completion**).
・If the certificate contains more than one page (or written on both sides of a sheet), an institutional seal or the signature of the issuer must be provided on all pages.
・Please submit certificates from all higher education institutions you attended. Those who are applying for a doctoral program must submit certifications of completion of both Bachelor and Master's programs. If you began your degree program in a foundation degree program (Senka) and transferred to a bachelor's degree program (Honka) which then awarded you a degree, please submit certificates from both programs.

Translation and authentication of translation for documents I and J

If the certificates mentioned in I and J above are written in languages other than Japanese or English, prepare and attach a translation in Japanese or English (can be prepared by the applicant) bearing the seal of authentication of translation by the embassy, a notary's office or the affiliated educational institution.

※ There are countries/regions whose embassy and other diplomatic missions in Japan do not provide translation authentication service (e.g. China). In such cases, you will need to obtain authentication at a notary's office in your home country. You are advised to prepare your documents well in advance of the deadline. In particular, take note that the Embassy and Consulate of the Peoples' Republic of China in Japan have changed the way of handling such matters as of August 1, 2012.

K: Statement of Source of Funds

・Use the designated form to state the source of funds to cover the total amount of costs for studying in Japan (tuition and other academic fees and living expenses over the course of three years for doctoral programs) in Japanese or English.

※This form must be signed by the applicant.

・ Applicants who filled in the "Government / sponsoring agency" column must submit a certificate about the scholarship they are to receive which indicates its amount and duration.

L: Certificate of English Proficiency

Native English Speaker

Proof of English language ability is not compulsory.

Non-Native English Speaker

Submit at least one of the following: the **original** of TOEFL Examinee Score Report; or the **original** of IELTS Test Report Form Test. Test scores below the designated minimum will not be accepted.

	TOEFL(iBT)	IELTS
Minimum Score	80	6.0

- Please apply for TOEFL or IELTS and take the test on your own. The costs associated with these tests should be borne by the applicant.
- If you have taken TOEFL or IELTS tests multiple times, you only need to submit any one of the original score reports.
- **Test scores must be dated no earlier than 2 years before the day of deadline.**
- A photocopied score card may be acceptable at the time of application, but an original copy must be submitted by the completion of entrance procedure.

M: Copy of your passport

Submit a photocopy of the following pages.

1) Page with your photo, full name and passport number.
2) Page with your history of entry to Japan (those who have visited Japan)

※ If you do not have a passport at the moment, you do not need to submit a photocopy at the time of application for entrance examination, but please promptly apply for a passport.

N: **Copy of Your Residence Card/Alien Registration Card or Your Residence Register (Jumin-hyo)**

※Domestic applicants only

Domestic applicants (excluding those who only have a short-stay permit) must submit a copy of a valid Residence Card/Alien Registration Card (photocopy of both front and back sides) or resident register issued by the municipal government of your residential area.

Overseas applicants must submit a copy of the passport page bearing the applicant's photo.

O: Request Form for Return of Submitted Materials

In principle, we do not return the documents or materials once they have been submitted. However, we will return documents that cannot be reissued. If you wish to have any of your documents returned, fill in the "Request for Return of Submitted Documents" form and send it together with your application documents. If the "Request for Return of Submitted Documents" form is not enclosed, none of your documents will be returned.

3. Screening

(1) Receiving E-mail with Application Number

After the application period, all applicants whose application documents were accepted will receive an email announcing their application number to the email address they provided on their application form. If you do not receive the email with application number by 10 days before the date of result announcement, please contact the Tokorozawa Administrative Office (Graduate of Sport Sciences) admissions office immediately. The email will be exchanged for your student card after university entrance.

(2) Screening Method

The decision whether to accept or reject will be based on the results of evaluation of all the required documents submitted. For some applicants, telephone or E-mail interviews will be required. Candidates will be contacted individually by the Tokorozawa Administrative Office (Graduate of Sport Sciences).

4. Announcement of Successful Applicants

(1) Schedule and Method of Announcement

Program	Announcement of successful applicants	Method of announcement
Doctoral program	June 14 (Fri), 2019 10:00 AM ~	・Certificate of Admission will be sent by post to successful applicants. ・The results will be posted on the Graduate School of Sport Sciences Website

(2) Points to Note

・No inquiries about the results will be accepted over the telephone.

・The results documents will be mailed to the mailing address indicated on the Application Form.

・The results documents will be sent after the announcement of the results. For domestic applicants, it may take 2-3 days before the results documents are delivered. For overseas applicants, it may take even longer, depending on the region.
However, if you do not receive the results documents within 7 days after the announcement day, promptly contact the Administrative Office (Admissions and Public Relations), Tokorozawa Campus at E-mail: supoken-nyushi@list.waseda.jp.

5. Admission Procedures

(1) Issue of "Admission Procedure Documents"

Admission Procedure Documents will be sent to the mailing address indicated on your Application Form around the middle of July 2019. Please start preparing the documents as soon as you receive them. You will need to pay the tuition, enrollment fee and other fees (by bank transfer) and to submit the Admission Procedure Documents in order to proceed with your admission procedures. Please make sure you complete both the payment and submission within the admission procedure period.

※ The following are tentative schedules. Please confirm the finalized admission procedure period and method in the Admission Procedure Documents later when you receive them.

Period for payment of tuition, enrollment fee and other fees

From the day you receive the Admission Procedure Documents to June 28 (Fri), 2019 [Please adhere to schedule]

Period for submission of the Admission Procedure Documents (by post)

To June 28 (Fri), 2019 [Must be postmarked by the deadline / Please adhere to schedule]

Admission Procedure: **Payment of the tuition, enrollment fee and other fees (by bank transfer)** + **Submission of Admission Procedure Documents**

(2) Points to Note

- **Payment and submission of documents will not be accepted, for any reason whatsoever, after the designated period has expired.**
- **If there is any change to your address, telephone number or e-mail address indicated on your Application Form after you have submitted the application due to change of residence or for other reasons, contact Administrative Office (Admissions and Public Relations), Tokorozawa Campus at (Tel: 04-2947-6855, E-mail: supoken-nyushi@list.waseda.jp) before the examination day. We may not be able to respond to request for change after that.**
- **Please adjust your schedule to avoid absence or change of residence around mid-June 2019 when we send out the Admission Procedure Documents, so that you will be able to receive the important documents by yourself.** Please contact the Administrative Office (Admissions and Public Relations) if you do not receive the Admission Procedure Documents by mid-July, 2019.

・Waseda University assumes no responsibility even if you do not receive the documents and fail to take the admission procedures within the designated period due to change in your residence, etc.

・You will need to pay the tuition, enrollment fee and other fees by bank transfer to proceed with the admission procedures. Please be prepared for such payments at an early stage.

・The Admission Procedure Documents will only be accepted by post. We do not accept any applications submitted directly by hand to the office.

・If you submitted a certificate to demonstrate that you are expected to meet the qualification to enter university in

order to meet the applicant eligibility stated in the application guidelines at the time of application, you will be required to submit a certificate to certify that you have indeed met the requirement before enrollment. You will not be allowed to enter Waseda University even if you pass the entrance examination unless you submit such certificate.

6. Tuition and Other Fees

Academic Year	Term	Tuition Fees			Other Fees			Total
		Entrance Fee	Course Fee	Laboratory/ Training Fee	Fee for Student Health Promotion Mutual Aid Association	Academic Society		
						Enrollment Fee	Annual Fee	
1st Year	Upon admission (Fall)	200,000	338,500	35,000	1,500	2,000	2,500	579,500
	Spring	--	338,500	35,000	1,500	--	2,500	377,500
	Total	200,000	677,000	70,000	3,000	2,000	5,000	957,000

※Applicants who have graduated, completed or withdrawn from a Waseda University department, graduate school or other program, and are being admitted to the University for the second time, are exempted from paying the entrance fee this time. Please refer to the Guidance for Admission Procedure that will be sent to successful applicants.

※ Applicants who had been enrolled in the Faculty of Sport Sciences, School of Human Sciences (only those who were enrolled in or before academic year 2002) or the Graduate School of Sport Sciences of Waseda University as a regular student are exempted from paying the enrollment fee for the academic society (however, those who were enrolled as non-degree students are not exempted).

7. Points to Note When Taking the Entrance 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. Your actions may be considered dishonest if you commit any of the following acts:

- Cheating (concealing or glancing at a cheat sheet or reference book during the examination, glancing at another examinee's answer sheet, or gaining answers from others)
- Providing benefits to other examinees (providing them with answers etc.) during the examination
- Keeping your mobile communication device with you or using it during the examination
- Letting your mobile communication device or watch emit noise (incoming call alert, alarm, vibration, etc.) during the examination
- Conducting acts that could be considered a nuisance to other examinees at the examination venue
- Not following instructions from the examination supervisors at the examination venue
- Pretending to be an applicant and taking the examination for the applicant
- Conducting other acts impairing the fairness of the examination

3. The following responses may be taken if an applicant is suspected of committing a dishonest act.

- A supervisor may warn or question the applicant.
- The applicant may be requested to take the examination in another room.

4. 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.

< Unforeseen problems that are beyond human control.>

In cases of unforeseen circumstances that are beyond human control, such as a natural disaster (e.g., typhoons, earthquakes, flooding, tsunamis) and/or accident, such as fire, power failure, and so on, measures including delaying the start of the exam or

postponing the exam, etc. may be taken. However, in such an event, we will bear no responsibility for any resulting inconvenience, expense, or other personal loss that the examinee may incur.

8. Acquisition of Status of Residence "Student"

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

Please take note that students are not eligible to enroll in the university with a "Temporary Visitor" visa 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 procedures concerning status of residence, you will need a "certificate of admission" issued by Waseda University.** The office of the undergraduate/graduate school you are scheduled to join will issue the "certificate of admission" after you have made your second deposit.

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

If you currently have a status of residence "Student", please process the "application for extension of period of stay" as necessary. You are able to apply for an extension of period of stay up to three months before your status of residence expires. For details on procedures of applying for extension of period of stay, please refer to the following website.

http://www.cie-waseda.jp/visastatus/en/prospective/studentstatus.html

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

If you currently have a status of residence "Temporary Visitor," as a general rule, you will need to temporarily leave Japan and apply for status of residence "Student." For details on how to apply for a status of resident "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 currently have a status of residence such as "Long Term Resident," "Dependent," etc., there is no need for you to undertake any procedures. However, if you wish to change your status of residence to "Student," you will need to apply for a change of status of residence. For details on procedures of applying for a change of status of residence, please refer to the following website.

http://www.cie-waseda.jp/visastatus/en/prospective/currentresidence.html

【note】In order to apply for an extension or change of your status of residence, you need a completed application form with an official stamp of Waseda University. Prior to making the application to the Immigration Bureau, please visit the Center for International Education (located on the 4th floor, building No.22, Waseda Campus. Please refer to page 33) with the application form and a certificate of admission, and other necessary documents.

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

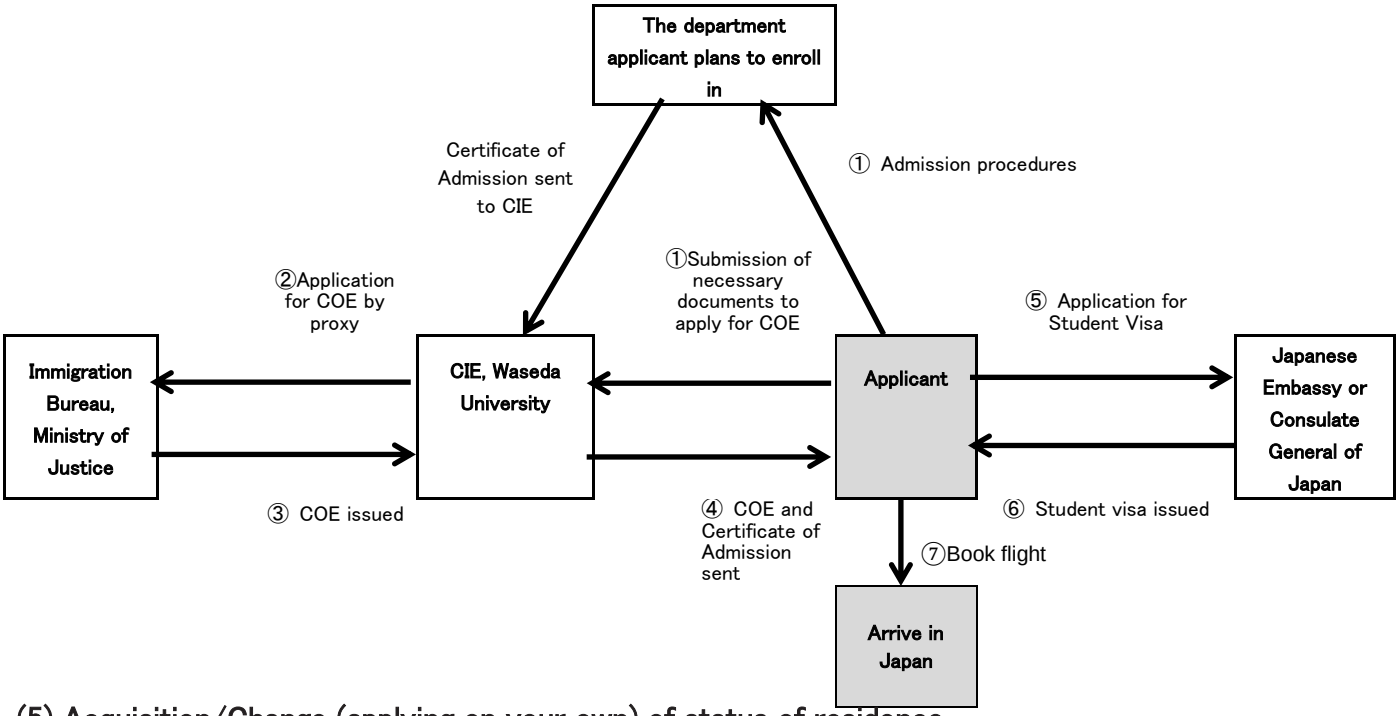
In order to apply for a status of residence, you will first need to obtain a certificate of eligibility (COE) from the Immigration Bureau of the Ministry of Justice of Japan, located in Japan. **Limited to students with foreign citizenship and living outside of Japan who have completed enrollment procedures**, Waseda University will apply for a COE to the Immigration Bureau on the student's behalf. After the COE is issued, Waseda University will send it to the student by mail along with the certificate of admission (COA). Upon receiving the COE, you will need to take the COE, COA, and your passport to the Japanese embassy or consulate in your country of citizenship/residence to apply for a "Student" visa. The COE expires in 3 months of issuance, so be sure to acquire your visa within 3 months and enter Japan. Since it takes two to three months for the whole process of receiving documents for proxy application, application by proxy to the Immigration Bureau, assessment, and issuance of COE, please be careful not to start late with little time before enrollment.

【note】

- **Waseda University will only carry out the application by proxy after you have made your second deposit.** If you wish to have Waseda University apply for COE for you, please complete your payment as soon as possible, and start your procedures of requesting an application by proxy.
- For information on what documents are needed to request for application by proxy and where to send them, please see "Request for COE Application by Proxy" on page 16.

【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 (applying on your own) of status of residence [Visa waiver and Temporary Visitor visa holders]

If you enter Japan as a visa waiver or on a Temporary Visitor visa (within 90 days of stay in Japan, and no activities involving the receipt of money such as sightseeing, making business contact, visiting relatives, etc.), in principle, you will not be allowed to change your visa status while in Japan. However, if it is difficult for you to return to your home country before the start of the new semester due to the entrance exam held at the end of the academic year (end of February/March), you can go to the Immigration Bureau yourself, apply for a COE, get authorization, and go through procedures of changing your status of residence upon issuance of COE. However, please take note that this procedure is an exception, and you may not be allowed to acquire a status of residence. In such a case, you will need to temporarily leave Japan, submit your COE to the Japanese embassy/ consulate in your country of citizenship/residence, receive a "Student" visa, and return to Japan. The Immigration Bureau is solely responsible for decisions regarding status of residence. Waseda University cannot be held responsible for the duration of assessment and outcome.

(6) Other important points

- The Center for International Education, Waseda University 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 Bureau.
- The Immigration Bureau may require you to submit additional documents if needed.
- If you decide not to enter Waseda University, please write a statement that explains your reason (free format) and immediately send it to the Center for International Education along with your COE. Also, if you are accepted by another university in Japan, please make sure that you do not apply for a COE at more than one university. If there are multiple applications, the COE cannot be issued.
- If you have multiple citizenships that includes a Japanese citizenship, you are not eligible to apply for COE.
- The Immigration Bureau is solely responsible for decisions regarding 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 and other inconveniences. Please be careful when you book your flight.
- For application procedures concerning "Student" status of residence, contact Center for International Education, Waseda University (e-mail：cie-zairyu@list.waseda.jp).

<Request for COE Application by Proxy>

◎Please put all following documents in an envelope and send them to Center for International Education, Waseda University by registered mail (international courier service, etc.).

【Documents needed to apply for COE】 Put a check mark ☑in front of the needed documents you have enclosed.

☐ ①Application for certificate of eligibility (3 for the applicant to use, 1 photo)
https://www.waseda.jp/inst/admission/assets/uploads/2019/12/2019_COE_form_EN.pdf
*Please be sure to check the example for filling out a COE Application Form.
https://www.waseda.jp/inst/admission/assets/uploads/2019/12/20191218_COE_form_example_EN.pdf

☐ ② Copy of passport (page with your photo)

☐ ③ Request for COE Application by Proxy (this form)

☐ ④ Documents Concerning Defraying Expenses (original)

1	You are financing yourself	Bank balance certificate*1 (account is in your name)
2	You are going to receive scholarship	Certificate of Scholarship
3	Someone besides yourself is covering your expenses	Bank Balance Certificate *1 (account in the name of the person covering your expenses) and Written Oath for Defraying Expenses

*1 Note concerning bank balance certificates
・It must show the name of the account holder, name of bank, date, and account balance.
・A balance of 960,000 yen or more per year as living expenses.
・If it is written in a language other than Japanese or English, attach a Japanese or English translation. (notarization is not needed)
・If the account balance is in a currency other than Japanese yen, CIE will convert it by using the exchange rate at the time your documents are being confirmed.

☐ ⑤Written Oath for Defraying Expenses (only when someone besides yourself is covering your expenses)
* Please download the designated form from the following:
https://www.waseda.jp/inst/admission/assets/uploads/2019/08/defrayers_expnese.pdf

Deadline for sending documents
The date designated at the time you go through the admission process.【must reach Waseda University by mail by the date】
*Assessment for COE takes two to three months, so regardless of the deadline, we strongly recommend that you remit the entrance fee/tuition swiftly, and make your application early.

Mailing Address
"COE Application by Proxy" Section,
Center for International Education, Waseda University
1-7-14-4F Nishi-Waseda, Shinjuku-ku, Tokyo 169-0051, Japan
Phone: 03-3207-1454

Contact
E-mail：cie-zairyu@list.waseda.jp

Name in Kanji (If any)	
Name in English	
Current address in English with Zip Code	Zip Code: Phone number:
Mailing Address of the recipient of COE in English (address outside of Japan)	Recipient's name in English Address City State/Province Country Zip Code Phone number
E-mail address	
Undergraduate/Graduate School	
Examinee's number	

9. Annex

Waseda University
Examination Fee Payment by Credit Card, Union Pay, and Alipay

24 hours a day, 365 days a year, you can pay anytime! Easy, Convenient and Simple!

You can pay the Examination Fee by using Credit Card, Union Pay, and Alipay.

VISA mastercard JCB AMERICAN EXPRESS 支付宝 UnionPay

Web Application - Online Transaction

Access the site below with your PC

https://e-shiharai.net/ecard/

You can access from our website too !

1. Top Page	Click "Examination Fee".
2. Terms of Use and Personal Information Management	Please read the Terms of use on Personal Information Management. Click "Agree" button located in the lower part of this page if you agree with these terms. Click "Not agree" button located in lower part of this page if you do not agree with these terms.
3. School Selection	Click "Waseda University".
4. School Information	Read the information carefully and click "Next".
5. Category Selection	Choose First to Fourth Selection and click "Add to Basket".
6. Basket Contents	Check the contents and if it is OK, click "Next".
7. Basic Information	Input the applicant's basic information. Choose your credit card and click "Next".

Paying with Credit Card

Input Credit Card Number (15 or 16-digits), expiration date and security code.

↓

All of your application information is displayed. Click "Confirm" to verify.

↓

Click "Print this page" button and print out "Result" page.

Paying with Union Pay, Alipay

Follow the onscreen instructions to complete the card payment.

↓

Please click the "Application Results" button in the upper part of this site (e-shiharai.net).

↓

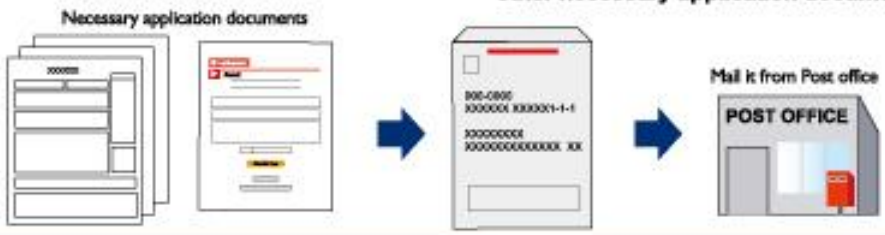
Please write down the "Receipt Number" given when you complete your application, and enter your "Payment Method", "Receipt Number" and "Birth Date". Please make sure your printer is ready.

↓

Please print out the "Payment Inquiry - Inquiry result" page.

Application

Enclose the printed "Result" page in an application envelope with other necessary application documents.



[NOTICE/FAQ]

- During the payment periods and application periods specified in the application guidelines, you can make payment anytime.
  Please consult the application guidelines and complete payment in time for the application period.
- On the last date of the payment period, please complete the transaction by 11:00 pm Japan time.
- It is possible to use a card which carries a name different from that of the applicant. However, please make sure that the information entered in the Basic Information page is the applicant's information.
- If you did not print out the "Result" page, you can display it later on the Application Result page. Please enter "Receipt Number" and "Birth Date" to redisplay.
- Please contact the credit card company if your card is not accepted.

■Payment Commission

There is a fee for this payment transfer service, which applicants must pay in addition to the entrance exam fee.

Entrance exam fee	Payment Commission
～ 29,999 yen	555 yen
30,000 yen ～ 49,999 yen	987 yen
50,000 yen ～ 69,999 yen	1,420 yen
70,000 yen ～ 99,999 yen	1,800 yen
100,000 yen ～ 199,999 yen	2,037 yen
200,000 yen ～ 299,999 yen	2,571 yen
300,000 yen ～	4,320 yen

For questions or problems not mentioned here, please contact :

E-Service Support Center Tel : +81-3-3267-6663 (24 hours everyday)

Waseda University

Convenience Store Easy-Pay Systems for Entrance Exam Fees

Payment accepted 24hours a day

1 Advance Web Application

https://e-shiharai.net/

To obtain your application number, please follow the instructions on the screen and input all necessary information.
This number will be required when you make your payment.

If you input the wrong information when trying to obtain your application number, please start again from the beginning and make your payment.
If you are not able to make the required payment before the due date, all the information you had input will be canceled automatically.

2 Convenience Store Payment

●The application fee cannot be paid through an ATM. Be sure to make your payment at the cash register.

7-ELEVEN

[13-digit Payment Slip Number]
払込票番号

Tell the counter staff that you want to make an "Internet shiharai." Then provide your Payment 【払込票番号】
Payment Slip Number

A multifunction copier can not be used to make payment.

Make the payment at the register.

Receive an Application Fee Statement. Detach the Certificate of Payment (receipt) portion.

LAWSON / MINISTOP

[11-digit Customer Number]
お客様番号
[4-digit Verification Code]
確認番号

Use the Lawson or Ministop information terminal Loppi

Touch the "各種サービスメニュー" option
Various Service Menus

Select the "各種代金・インターネット受付"
All Payments・Internet Reception
button on the touch screen

Touch the "各種代金お支払い" option
All Payments

Touch "マルチペイメントサービス"
Multi-Payment Service

Enter your 【お客様番号】【確認番号】
Customer Number Verification Code

Loppi, FamiPort, issues a funds transfer receipt.
You will need to take this to the cash register within 30 minutes and make the actual payment.

Receive an Application Fee Statement. Detach the Certificate of Payment (receipt) portion.

FamilyMart

[11-digit Customer Number]
お客様番号
[4-digit Verification Code]
確認番号

Use the FamilyMart information terminal Famiポート

Select the "代金支払い" button
All Payments
on the touch screen

Touch the "各種代金お支払い" option
All Payments

"番号入力画面に進む"
Advance to the "Entering number" page

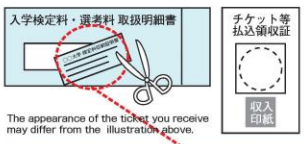
Enter your 【お客様番号】【確認番号】
Customer Number Verification Code

3 Application

Affix the receipt portion to "Form for Submission of the Certificate of Payment of Application Fee" in the designated location.

●Seven-Eleven

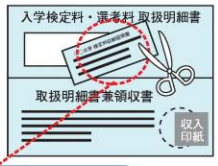
Detach the receipt portion of the Exam Fee Statement and affix it to the application packet in the designated location. Hold onto the proof of bank transfer for your records.



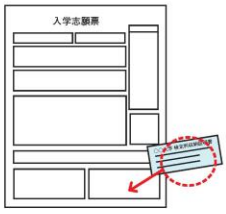
The appearance of the ticket you receive may differ from the illustration above.

●Lawson ●Family Mart ●Ministop

Detach the receipt portion(Certificate of Payment) of the Application Fee Statement and affix it to the application packet in the designated location. Hold onto the remainder of the Fee Statement ("Applicant's Copy" portion) for your records.



Attach Your Receipt (Certificate of Payment) to the Application



※When paying at a convenience store, proof of payment via bank stamp is not necessary.

※When attaching the certificate of payment, be sure to use glue which is suitable for use with thermal paper and pressure-sensitive paper. Please check the glue label.

●Be sure to complete your convenience store payment before the time limit expires.
All the payment information you entered will be deleted automatically if the payment is not completed before the deadline.

●Please note: After application fee payment has been made at any of the above shops, refund is not possible.

●Please double-check the application deadline in your application guide.
Post your payment early enough to be sure it is received in time.

■Payment Commission

(transfer fee charged by all participating stores)

There is a fee for this payment transfer service, which applicants must pay in addition to the entrance exam fee.
The payment commission is the same at all participating stores.

convenience stores:

Entrance exam fee \49,999 or less	432 yen (tax incl.)
Entrance exam fee \50,000 or more	648 yen (tax incl.)

Questions about paying your entrance exam fees at convenience stores? Please visit:
Note: Convenience store staff cannot answer questions about the service.

https://e-shiharai.net/

特定国からの志願者に対する検定料免除措置制度

[Screening fee waiver program for applicants from specified countries]

１．概要／Outline

当学学部または研究科への入学を希望する出願者が、当学が指定する国に居住しかつ国籍を有する場合、本人からの申請に応じて検定料を免除します。

Applicants who wish to be admitted into an undergraduate or graduate school of Waseda University are eligible to apply for a screening fee waiver if they reside in one of the countries designated by Waseda University AND hold nationality of one of those countries.

２．対象者／Eligibility

次の条件を全て満たす場合。The following conditions must be fulfilled:

１）OECD/DAC が発行する ODA 受給国リストに掲載される「Least Developed Countries」「Other Low Income Countries」の認定国に居住し、かつ該当国の国籍を有する方。ただし、居住国と国籍は同一の国である必要はありません。

＊対象国は下部参照。

＊日本国内に居住する場合は対象外とします。

１）The applicant must reside in one of the countries classified as "Least Developed Countries" or "Other Low Income Countries" in the list of ODA recipients as published by OECD/DAC AND hold nationality of one of those countries (the applicant's country of residence and nationality do not necessarily have to be identical).

＊For the list of eligible countries, refer to “Eligible Countries” below.

＊Applicants residing in Japan are not eligible.

２）重国籍の場合は、いずれの国籍も前項の国に該当していることが必要です。

２）Applicants with dual nationality are only eligible if both nationalities are included in the list of eligible countries described in 1) above .

３．手続／Procedures

当学学部または研究科を志願する際、出願書類として提出をもとめている検定料振込証明書（海外送金依頼書のコピーなど）の替わりに以下の書類を同封して申請してください。事後の申請はいかなる理由でも受け付けません。

When applying to an undergraduate or graduate school of Waseda University, please enclose the following documents with the other application documents instead of the certificate of payment for the screening fee (copy of the remittance form etc.). The application for the screening fee waiver program must be made along with the application foradmission. Applications made afterward will not be accepted under any circumstances.

１）検定料免除措置申請書（所定様式）

１）Application Form for Screening Fee Waiver

２）パスポートのコピー（本人に関する記載事項の全ての欄）

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

＊本免除申請をする場合は、検定料を支払う必要はありません。なお、本免除申請を行う前に支払ってしまった場合には、検定料の返還は行いません。

＊Applicants who apply for the screening fee waiver program are not required to pay the screening fee. However, if payment was made before the application for the screening fee waiver program, the screening fee will not be reimbursed.

＊万が一、申請者が本免除措置の対象とならない場合や、虚偽の申請があった場合は、その事実が判明した時点で出願自体を取り消すことがあります。

＊In the event that the applicant isfound to be ineligible for the screening fee waiver program or have made a false claim, the application for admission to Waseda University itself might be revoked immediately.

[対象国/Eligible Countries]

アフガニスタン、アンゴラ、バングラデシュ、ベニン、ブータン、ブルキナファソ、ブルンディ、カンボジア、中央アフリカ、チャド、コモロ、朝鮮民主主義人民共和国、コンゴ民主共和国、ジブチ、赤道ギニア、エリトリア、エチオピア、ガンビア、ギニア、ギニアビサウ、ハイチ、ケニア、 キリバス、キルギス、ラオス、レソト、リベリア、マダガスカル、マラウイ、マリ、モーリタニア、モザンビーク、ミャンマー、ネパール、ニジェール、ルワンダ、サモア、サントメ・プリンシペ、セネガル、シエラレオネ、ソロモン諸島、ソマリア、南スーダン共和国、スーダン、タジキスタン、タンザニア、東ティモール、トーゴ、ツバル、ウガンダ、バヌアツ、イエメン、ザンビア、ジンバブエ

Afghanistan, Angola, Bangladesh, Benin, Bhutan, Burkina Faso, Burundi, Cambodia, Central African Rep., Chad, Comoros, D.P.R.Korea, Democratic Republic of the Congo, Djibouti, Equatorial Guinea, Eritrea, Ethiopia, Gambia, Guinea, Guinea-Bissau, Haiti, Kenya, Kiribati, Kyrgyz Rep., Laos, Lesotho, Liberia, Madagascar, Malawi, Mali, Mauritania, Mozambique, Myanmar, Nepal, Niger, Rwanda, Samoa, Sao Tome and Principe, Senegal, Sierra Leone, Solomon Islands, Somalia, South Sudan, Sudan, Tajikistan, Tanzania, Timor-Leste, Togo, Tuvalu, Uganda, Vanuatu, Yemen, Zambia , Zimbabwe

受験番号(事務所記入欄 For office use only)

2019年度 早稲田大学検定料免除措置申請書
Application Form for Screening Fee Waiver, 2019
Waseda University

申請日：　　年　　月　　日
Date of Application:Year　　Month　　Date

早稲田大学の検定料免除を希望する場合は、本様式を作成し、他の書類と一緒に提出してください。また、本申請をする場合、所定の検定料の支払は不要です。万が一、支払った場合でも返金は出来ませんので注意してください。
Ifyou would liketo apply for a screening fee waiver, please submit this application form with the other required documents. If you apply for a screening fee waiver, you are not required to pay the screening fee. Please note that you will not be reimbursed under any circumstances once the payment of screening fee has been made.

出願学部・研究科：
Name of the Undergraduate School/ Graduate School which you are applying

出願者氏名：
Applicant's Name　　姓(Family),　　名(Given & Middle)

国　籍　1：
Nationality 1

国　籍　2：
Nationality 2 (for applicants with dual nationality)

現　住　所：
Current Address

出願者署名：　　印
Applicant's Signature　　Seal (if available)

[**対象国**/Eligible Countries]

アフガニスタン、アンゴラ、バングラデシュ、ベニン、ブータン、ブルキナファソ、ブルンディ、カンボジア、中央アフリカ、チャド、コモロ、朝鮮民主主義人民共和国、コンゴ民主共和国、ジブチ、赤道ギニア、エリトリア、エチオピア、ガンビア、ギニア、ギニアビサウ、ハイチ、ケニア、 キリバス、キルギス、ラオス、レソト、リベリア、マダガスカル、マラウイ、マリ、モーリタニア、モザンビーク、ミャンマー、ネパール、ニジェール、ルワンダ、サモア、サントメ・プリンシペ、セネガル、シエラレオネ、ソロモン諸島、ソマリア、南スーダン共和国、スーダン、タジキスタン、タンザニア、東ティモール、トーゴ、ツバル、ウガンダ、バヌアツ、イエメン、ザンビア、ジンバブエ

Afghanistan, Angola, Bangladesh, Benin, Bhutan, Burkina Faso, Burundi, Cambodia, Central African Rep., Chad, Comoros, D.P.R.Korea, Democratic Republic of the Congo, Djibouti, Equatorial Guinea, Eritrea, Ethiopia, Gambia, Guinea, Guinea-Bissau, Haiti, Kenya, Kiribati, Kyrgyz Rep., Laos, Lesotho, Liberia, Madagascar, Malawi, Mali, Mauritania, Mozambique, Myanmar, Nepal, Niger, Rwanda, Samoa, Sao Tome and Principe, Senegal, Sierra Leone, Solomon Islands, Somalia, South Sudan, Sudan, Tajikistan, Tanzania, Timor-Leste, Togo, Tuvalu, Uganda, Vanuatu, Yemen, Zambia , Zimbabwe

早稲田大学 入学センター 国際アドミッションズ・オフィス
International Admissions Office, Admissions Center, Waseda University