

Waseda University Graduate School of Sport Sciences September Admissions Application Documents Checklist (A)

List of Application Documents

*Please check against this list that you have all the application documents before submitting them, and enclose this checklist together with the other documents.

*Your application will not be accepted if the application documents have any deficiencies without due reason.

*Confirm the documents you need to submit in the Application Guide.

*If you cannot submit any of the documents for an unavoidable reason, please clearly specify the reason in the applicable column “reason for not submitting the document.” However, please note that your reason may not be accepted.

Please check the circles in the “Check” column for the documents you are submitting.

Applicant's name	Name of graduate school
	Graduate School of Sport Sciences

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

Format	Application Documents	Download	Check
A	Application Documents Checklist	*	○
B	Application Form for Entrance Examination	*	○
—	<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 (Refer to page 5, 18 and 19 of the 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	*	○
F	List of Previous Publications/Researches (if applicable)	*	△
G	Essay		
H	Photo Card	*	○
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		○
J	Academic Transcript (original copy)		○
—	Translation and Authentication of Translation for documents I and J		△
K	Verification Report of China Higher Education Qualification Certificate(English version) *Only Applicants from Chinese institutions must submit.		△
L	Statement of Source of Funds	*	☆
M	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.		○
N	Copy of Your Passport (the page with your headshot photo)		☆
O	Copy of Your Residence Card or Alien Registration Card or Your Resident Register *Only necessary for domestic applicants		☆
P	Request Form for Return of Submitted Materials	*	△
Q	Address Label for application documents	*	○

*1 Japanese or English translation and authentication of the translation must be attached when documents I and J in the above are written in a language other than Japanese or English.

*2 Different types of documents are required according to the graduate school or program you are applying to. For details, please refer to the Application Guide.

For those document items indicated “Available” in the “Download” column, please download the formats from the Waseda University Graduate School of Sport Sciences Website and submit them after entering/filling in the formats.

Un-submitted items		
	Name of un-submitted document	Reason for not submitting (Please note that your reason may not be accepted.)
1.		
2.		
3.		

*When you are ready to submit the “Un-submitted Documents,” send them to Waseda University Graduate School of Sport Sciences by registered mail, with the applicant's name, choice of graduate school and the words “Additional Documents” clearly stated on the front of the envelope.

※ Examinee's No.	
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FY 2020 Waseda University Graduate School of Sport Sciences September Admissions Application Form for Entrance Examination (B)

Have you been enrolled in any other Waseda University program before?
(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)

Yes · No

Post photo here
(Color photo without frame)
**4 cm long x
3 cm wide**
**[Please comply with
the photo size
specification].**

Name of Waseda University department/school you were last enrolled in. (Please write the last department/school if you have been enrolled in multiple departments/schools.)																			
Year of admission to the Waseda University department/school you were last enrolled in.		Student number used during your last enrollment in a Waseda University department/school																	
Application category	<input checked="" type="checkbox"/> Doctoral program (September admission)																		

1. Your half-length photo, facing front, without hats or background
2. Use a photo taken within the last 3 months.
3. Attach the entire surface with glue
4. Write down your full name on the back of the photo.
5. Photo will be used to identify the applicant at the examination venue. Make sure it matches the way you will look at the examination (use of eye glasses, hairstyle, etc.)

FAMILY NAME: <small>* full legal name</small>																			
GIVEN NAME: <small>* full legal name</small>																			
MIDDLE NAME: <small>* full legal name</small>																			
NAME in Chinese characters: * If any										NAME in KATAKANA: <small>* If any</small>									
Date of Birth:	Year:	Y	Y	Y	Y	Month:	M	M	Date:	D	D	Gender:	Male:	M	Female:	F			

a. CURRENT ADDRESS																					
												Country/ Region of Citizenship:									
												Do you have a resident status (Japanese visa) that is valid until the date of your enrollment? <small>* Please check either Yes or No.</small>						No		Yes	
												If "Yes", please specify expiration date						Year		Month and Date	
Country/ Region:						Postcode/ Zip:															
Telephone:	<small>*(Country Code, Area Code, Local Code)</small>																				
Mobile:	<small>*(Country Code, Area Code, Local Code)</small>																				
Email: *Mandatory																					
												Your first language * Please check one of the following boxes.									
												<input type="checkbox"/> Chinese <input type="checkbox"/> Korean <input type="checkbox"/> English <input type="checkbox"/> Other ()									
												<small><Mailing Address> *Specify the mailing address at which you wish to receive the result. Check one of the following boxes.</small>						a		c	
												a. CURRENT ADDRESS						b		X	
												b. PERMANENT HOME ADDRESS									
												c. OTHER ADDRESS									

b. PERMANENT HOME ADDRESS * If same as Current Address, write "As above".																	
Postcode/ Zip:																	
Country/ Region:																	
Telephone:						<small>*(Country Code, Area Code, Local Code)</small>											
Mobile:						<small>*(Country Code, Area Code, Local Code)</small>											
FAX:						<small>*(Country Code, Area Code, Local Code)</small>											

<Please fill in the following by referring to "Contents of Research Themes and Subject Codes">

Research area					
Research subject	Subject code				
	Name of research subject				
	Name of supervisor				

- ※ If you used foreign remittance for the payment of entrance examination fee, attach a copy of the bank-specified "Foreign Remittance Request Form"
- ※ If you used credit card payment for the payment of entrance examination fee, attach a printed copy of the webpage showing that the transaction has been completed.

<p><Convenience store> Attach a transfer certificate (receipt) of the entrance examination fee and other fees here. (Attach the entire surface with glue)</p>

早稲田大学大学院外国学生質問票 (C)

Questionnaire for International Students

① 英字氏名 Name in English	姓(Family), 名(Given), (Middle)	② 性別 Gender ※いずれかに○をしてください。 *Please circle one below.	* For Offices Only * スポ研 / 内・外 () 期 修・科・博 ()
③ 国籍 Nationality		男 Male / 女 Female	
④ 生年月日 Date of Birth	年 月 日 YEAR MONTH DAY	2020年 9月入学	
⑤ メールアドレス E - mail			⑥ 携帯電話番号 Mobile Number
⑦ 在留資格はありますか? ※いずれかに○をしてください。 Do you have the status of residence in Japan? *Please circle.		はい YES / いいえ NO	
⑧ 在留資格の種類と期限 (在留資格のある志願者のみ) Type & Period for a status of residence (For applicants with a Japanese residence status.)		・ 在留資格 Type for a status of residence : () ・ 在留期限 : 20 年 月 日 Validity till YEAR, MONTH, DAY	

⑨ 学 歴 Educational background	注意: ・通学した全ての教育機関 (小学校、語学学校等を含む) について、年代順に記入してください。 ・大学・大学院については、学部・研究科名を明記し、学科・専攻名等も記入してください。 Note: ・List all schools attended (including primary school, language schools, etc.) in chronological order. ・As for higher education, state details such as 'undergraduate' / 'graduate' and 'department' / 'major'.			
学校名 / 学部・研究科 / 学科・専攻 School / Department / Major	学校所在地 (国・都市) Location of School (City/Country)	在 学 期 間 (西暦で記入) Period of Attendance	年数 Years	学位 Degree
	to..... (year) (month) (year) (month)		
	to..... (year) (month) (year) (month)		
	to..... (year) (month) (year) (month)		
	to..... (year) (month) (year) (month)		
	to..... (year) (month) (year) (month)		
	to..... (year) (month) (year) (month)		
	to..... (year) (month) (year) (month)		
通算修学年数 Total Period of Education			年 Years	
⑩ 兵 役 Military Service	From / to / <input type="checkbox"/> 未了 Yet to be done <input type="checkbox"/> なし No obligatory military service Year / Month Year / Month			

本外国学生質問票および他の出願書類に記入された内容に相違ないこと、研究計画書は私自身が作成したこと、また入学が許可された場合には、早稲田大学の規則に従うことを誓約いたします。

I certify that all the information provided on this questionnaire and other application documents is complete and accurate, and that the research plan are written by myself, and, if admitted, I agree to comply with the rules and regulations of Waseda University.

日付 年 月 日
Date: year month day

署名 / Signature : _____

Recommendation Letter Form (D) (English)Applicant's Name: _____
(Last) (First) (Middle)

1. How long and in what capacity have you known the applicant?

2. How do you assess his/her purpose in coming to Waseda University?
Please elaborate on the character traits such as Motivation, Steadiness and Intelligence.

We appreciate additional information that will help us better understand the applicant including suitability for a rigorous university education.

Recommender's Name: _____
(Last) (First) (Middle)

Name of Institution: _____

Title: _____

Address: _____

Telephone: _____ E-mail: _____

Do you want the applicant to have access to this recommendation letter: Yes _____
No _____

Date (yyyy/mm/dd) _____

Signature: _____ Seal

TO RECOMMENDERS: Please place this form in a sealed envelope with your signature over the seal and return it to the applicant. Thank you.

※ Examinee's No.

FY 2020 Waseda University Graduate School of Sport Sciences

**Entrance Examination
Statement of Purpose (E)**

Specify the total number of pages (on the right) if the document contains more than one page (e.g.: 1/3) →

Full name of applicant		Research area	
		Name of research subject	
		Name of supervisor	

※ Examinee's No.

FY 2020 Waseda University Graduate School of Sport Sciences

Entrance Examination for International Students

List of Previous Publications/Researches (F)

The following are my publications/research as of xx day xx month, xx year	Specify the total number of pages (on the right) if the document contains more than one page (e.g.: 1/3) →	/
--	---	---

Full name of applicant		Major field <small>Clearly describe the academic field you are majoring in</small>	
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Instructions and a sample of how to fill in the List of Previous Publications/Researches (F)

Instructions

1. List all of your published works including academic papers, books, translations, research reports, conference presentations, etc. under the three categories of “Academic Papers”, “Books” and “Others”. Clearly specify the category name and list your work under each category in the order of publication. [The year of publication should be represented in Christian year.]
2. Describe each work in the following order: The name of author(s), year of publication, title, name of journal, volume, issue, first and last pages of your work or published parts).
3. If there are more than one author, write down the full name of all the authors starting from the first author in order and underline the name of the applicant.
4. If a “book” is comprised of multiple sections written by different authors, clearly state the title of the section you have contributed and the first and last pages of that section. Do likewise with co-translated “translations”.
5. The record can be hand-written, typed (except for the signature) or you can paste a printed sheet of paper. However, please comply with the format of the document.

Sample

Graduate School of Sport Sciences Entrance Examination List of Previous Publications/Researches

The following are my publications/research as of ** day * month, **** year	Specify the total number of pages (in the right box) if the document contains more than one page (e.g.: 1/3)→	1 / 1	
Full name of applicant	Hanako Waseda	Major field <small>Clearly describe the academic field you are majoring in.</small>	Sports Culture
<p><Academic Papers></p> <ol style="list-style-type: none"> 1. <u>Hanako Waseda</u>: 1992 Research on ○○○. Journal of the Japanese Academy of □□, Vol. 54 No. 3 p. 15-24. 2. Ichiro Kotesashi, <u>Hanako Waseda</u>, Taro Tokorozawa: 1994 Consideration about △△△. Journal of □□ Nerve, Vol. 31 No. 2 p. 31-45. 3. <u>Hanako Waseda</u>, Ichiro Kotesashi: 1995 Relations between ☆☆ and ★★. Evolution of ▼▼ Researches, Vol. 39 No. 2 p. 95-106. <p><Books></p> <ol style="list-style-type: none"> 1. <u>Hanako Waseda</u>: 1993 Introduction to ◇◇◇◇◇. XXXPublishing. 2. Taro Tokorozawa, <u>Hanako Waseda</u>: 1994 Science of □□□. ◇◆ Shoten. 3. <u>Hanako Waseda</u>: 1995 Behavior of □□□. Edited by YYYY“Living Organisms and Their Behavior”, ▲▽ Shobo, p. 175-198 (co-authored with MMMM and 12 other co-authors). <p><Others></p> <p><<Conference presentations>></p> <ol style="list-style-type: none"> 1. <u>Hanako Waseda</u>, Ichiro Kotesashi, Taro Tokorozawa: 1992 Analysis of ◇◇ Using ○○○. Proceedings of the ★★th Conference of the Japanese Academy of □□, p. 101. 2. Ichiro Kotesashi, Taro Tokorozawa, <u>Hanako Waseda</u>: 1993 New method for analysis of △△. The Proceedings of the ☆☆th Conference of the Japanese Academy of ○△, p. 308-309. <p><<Translation>></p> <ol style="list-style-type: none"> 1. <u>Hanako Waseda</u>: 1994 Science of □▽□▽□. ○○ Shoten, p. 98-120 (co-translated with Ichiro Kotesashi and 10 other co-translators). 			

※ Examinee's No.	
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Essay (G)

Specify the total number of pages (on the right) if the document contains more than one page (e.g.: 1/3) →

/

Full name of applicant		Research area	
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Your essays should be written entirely by yourself.

<TOPIC>

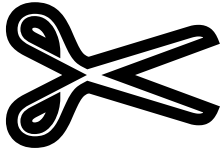
Write a review paper on the research achievement of your prospective supervisor and describe how your research topic will fit in to this achievement. Please complete the essays in English around 1,000 words.

(H)

Photo Card

Cut out the photo card along the frame border before submitting photo card

**Please strictly comply with the photo size specification
(4 cm long x 3 cm wide)**



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**FY 2020 Graduate School of Sport
Sciences Entrance Examination
<September admission>
Photo card**

Examinee's number	*
Name in <i>katakana</i>	
Name in Chinese characters (if applicable)	

Post photo here
(Color photo without
frame)
**4 cm long x
3 cm wide**

1. Your half-length photo facing front, without hats or background
2. Use a photo taken within the last 3 months.
3. Attach the entire surface with glue
4. Write down your full name on the back of the photo.
5. Photo will be used to identify the applicant at the examination venue. Make sure it matches the way you will look at the examination (use of eye glasses, hairstyle, etc.).

* Do not enter your examinee's number

留学にかかる経費負担計画書 (L)
Statement of Source of Funds

氏名 Name in full	国籍 Nationality
出願研究科・学部名 Department	出願課程 Course
大学院スポーツ科学研究科 (Graduate School of Sport Sciences)	博士 Doctoral Program

あなたが早稲田大学に留学する間の総費用(入学から卒業まで)の支出元を明記してください。
Please indicate below the source and amount of funding throughout the period of your study at Waseda University.

ご参考：学費（各課程の修了年数分）に、生活費（年間約 150 万円）を加えた金額が必要となります。
Note: In addition to the tuition, you will need to budget about 1.5million yen for living expenses.

支出元 Sources of Financial Support	金額 (単位：円) Amount (in Japanese yen)
個人貯蓄 Personal savings	¥ _____
両親または親戚 Parent or sponsor (関係：) (Specify your relationship:)	¥ _____
政府またはその他財団 Government/ sponsoring agency (名称：) (Sponsor's name:) *奨学金受給証明書のコピーを提出してください。 *Please attach a copy of the scholarship award certificate.	¥ _____
その他 Others (詳細：) (Specific details:)	¥ _____
TOTAL:	¥ _____

上記に示しました内容に相違ないことを誓約いたします。
I hereby certify that all information on this statement is true and accurate and that the stated funds are available for my educational expenses at Waseda University.

学生氏名 _____ 日付 _____
Student's signature _____ Date _____

Waseda University

※受験番号	
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**2020年度 早稲田大学 大学院スポーツ科学研究科入学試験
提出書類返還依頼書 (P)
Request Form for Return of Submitted Materials**

依頼日： _____ 年 _____ 月 _____ 日
Date of Request: Year Month Date

返還には1～2ヶ月が必要です。予めご了承ください。

Thank you for understanding to be returned submitted materials in one or two months.

志願者氏名： _____

Applicant's Name

姓(Family)

名(Given & Middle)

早稲田大学は再発行が可能な書類の返還は一切、行いません。具体的には公証書、成績証明書、推薦状など再発行が可能なものは返還しません。下記に返還を希望する書類とその書類が再発行できない理由を書いていただき、こちらで確認のうえ、再発行が不可能なものだと早稲田大学が判断したもののみ書類の返還を行います。

Waseda University never returns the submitted documents which can be reissued, such as the notarized certifications (Degree/Graduation certificates), transcripts, and recommendation letters. If you wish to return submitted materials, please address the name of documents you wish to return with reasons below.

返還希望書類と返還希望理由 (Desired return of submitted materials and Reasons for return) :

提出書類の返還を希望する場合は、以下の文章をよく読み署名してください。

If you would like us to return any submitted materials, carefully read the statement below and provide your legal signature.

「提出書類の返還を希望します。また返還時の紛失・破損については早稲田大学に一切の責任はないことを承知します。」
I request the return of the materials listed below. I understand and agree that Waseda University has no responsibility for lost or damaged materials.

志望研究科 Desired Graduate School	
志望課程 Desired degree programs	
携帯電話番号 Mobile Number	

志願者署名： _____

Applicant's Signature

印

Seal (if available)

_____キリトリ線_____

郵便番号 Postal Code	〒 _____
住所 Address	
志願者氏名 Name	(英字/Name in Alphabet)
	(フリガナ/Name in Katakana, if any)
	(漢字/Name in Chinese, if any) _____ 様

<<返還書類在中>>

早稲田大学 所沢総合事務センター
大学院スポーツ科学研究科 入学試験

簡易書留
Registered Express

3 5 9 - 1 1 9 2

埼玉県所沢市三ヶ島 2-579-15
早稲田大学 所沢総合事務センター
スポーツ科学研究科入試係

Graduate School of Sport Sciences
Admissions Office, Tokorozawa Campus Waseda University
2-579-15 Mikajima, Tokorozawa, Saitama 359-1192, Japan

差出人 Sender

氏名

Full Name:

郵便番号

Postal Code:

国名

Country/ Region:

現住所

Present Mailing Address:

電話番号

Telephone Number:

志願者氏名

Applicant's Full Name:

2020 年度大学院入試出願書類在中

Graduate Schools Admission for International students, 2020 Admission Documents, Enclosed

■志望研究科 Graduate School of your choice :

大学院スポーツ科学研究科 (Graduate School of Sport Sciences)
2020 年度 9 月入学 (2020 April Admission)

■志望課程 Program of your choice :
博士
Doctoral

■出願方法 Application Method:
 国内出願 Domestic Application
 国外出願 Overseas Application