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# **2024 September Admission**

## **Waseda University**

### **Graduate School of Sport Sciences**

### **Application Guide**

**English-based Master's Program (September Admission)**

Tokorozawa Administrative Office(Graduate School of Sport Sciences), Waseda University  
2-579-15 Mikajima Tokorozawa, Saitama 359-1192 (Tokorozawa Campus)

E-mail : [supoken-eng@list.waseda.jp](mailto:supoken-eng@list.waseda.jp)

Opening hours: 9:00 ~ 17:00 (Mon. - Fri.)

International Admissions Office, Admissions Center, Waseda University  
1-6-1 Nishi Waseda Shinjuku-ku Tokyo 169-8050 (Waseda Campus)

Opening hours: 9:00 ~ 17:00 (Mon. - Fri.)

E-mail : [iao-gs@list.waseda.jp](mailto:iao-gs@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 credits must 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.

\*One-year course is conducted only in Japanese.

### \* Handling of Personal Information

Waseda University will use the personal information (address, name, date of birth, etc.) collected at the time of application to discharge duties relating to entrance examinations, announcement of successful applicants, admission procedures, and other related work. In doing so, the University will take necessary and appropriate measures to prevent the leakage, outflow, or unauthorized use of such personal information. Note that the University may outsource all or part of the above-stated items. In such cases, the University will oblige, by contract or other means, the subcontracted entity or entities to perform necessary and appropriate management of the information. The University may inquire about the authenticity, etc., of documents, materials, theses, and information, etc. submitted to the University (hereinafter, “Submitted Related Documents”) by providing said Submitted Related Documents to the issuers, providers, theses review entities, etc. By submitting or providing the Submitted Related Documents to the University, the applicant agrees to the University’s right to make such inquiries. In addition to the above, personal information that has been statistically processed, keeping individual identities confidential, will be used as material for surveys and research for the University’s admission selection processes. Please understand this in advance.

For the purpose of administering entrance exams in an efficient manner and carrying out admission procedures, Waseda University collects information regarding your gender on legal documents. The information is collected only when the reason is deemed reasonable, and these cases are limited to a minimum.

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

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## Introduction

- ◆ This Application Guide is for prospective students taking the Entrance Examination of English-based Master's program (September 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 <u>in Japan</u> at the time of application	who reside <u>outside Japan</u> 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. You can find contact information of the prospective supervisor from the "Contents of Research Themes and List of Subject Codes" posted on our website.

<https://www.waseda.jp/fsps/gsps/en/applicants/admissions/>

- 1) The name of the area of specialization,
- 2) The type of program (Master's Program or Doctoral Program),
- 3) Your full name,
- 4) Your contact information (Address, phone number, e-mail address, etc.) and
- 5) Your research interest (Please describe in detail), prospective supervisor

- ◆ Classes for Master's programs will be held at Tokorozawa Campus or Higashi-Fushimi Campus during the daytime.

## 1. Outline of Application

### (1) Applicant Qualifications

\*Non-Native English speakers must score 80 or more on TOEFL (iBT), or 6.0 or more on IELTS (academic module). Test scores must be dated no earlier than 2 years before deadline.

Applicants should fulfill one of the following requirements

Applicant Qualifications
<ol style="list-style-type: none"><li>1. Those who have graduated or are scheduled to graduate from a university by September 2024 (the entrance period when applicants would like to matriculate).</li><li>2. Those who have received or are scheduled to receive a Bachelor's Degree from National Institution for Academic Degrees and Quality Enhancement of Higher Education (NIAD-QE) by the entrance period when applicants would like to matriculate.</li><li>3. Those who have completed 16 years of standard school education outside Japan or are scheduled to complete such education by the entrance period when applicants would like to matriculate.</li><li>4. Those designated by the Minister of Education, Culture, Sports, Science and Technology by the entrance period when applicants would like to matriculate.</li><li>5. Those who have been enrolled at a university for more than 3 years (or have completed 15 years of school education overseas or are scheduled to complete such education by the entrance period when applicants would like to matriculate) and have been recognized by the Graduate School Program as having earned a specified number of credits with an excellent academic record.</li><li>6. Those who have been recognized by the Graduate School Program as possessing academic credentials superior to those of university graduates through an individual entrance requirements screening process and are scheduled to reach 22 years of age by the entrance period that applicants would like to matriculate.</li></ol> <p>*Prospective applicants who are unsure if they can fulfill the requirements mentioned in items No.6 and No.7 above must confirm their eligibility with the Tokorozawa Administrative Office (Graduate School of Sport Sciences) a month prior to the application.</p> <p>* Faculty of Waseda University including Waseda University Junior / Senior High School, Waseda University Honjo</p>

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

#### <Assessment of Educational background>

Applicants applying for a Master's program under Application Qualification No.5 and No.6 need to undergo an educational background assessment prior to the 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]

- Educational Background Report Form <https://waseda.box.com/s/fagebasa2uz5igm11m818f1jcllg64b1>
- Contact e-mail address [iao-gs@list.waseda.jp](mailto:iao-gs@list.waseda.jp)

\*Regardless of having completed 16 years of school education overseas, if the education curriculum undertaken by the applicant is not regarded as equivalent to an undergraduate level course in a Japanese university, the application cannot be accepted.

\*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 a three-year college program (which means a total of 18 years of school education), you will be deemed qualified to apply for the program.

## (2) Schedule of Entrance Examination

Procedural steps	Schedule	Remarks
Contact period for applicants requiring special consideration	By April 1 (Mon) 2024 <b><u>Please contact</u></b> <b><u>E-mail:supoken-eng@list.waseda.jp</u></b>	If you need to require special care after entering the university due to a disability or serious medical condition, etc., please contact the Tokorozawa Administrative Office immediately.
Payment of the entrance examination fee	April 15 (Mon) – May 6 (Mon) 2024	
Application period (※)	April 15 (Mon) – May 6 (Mon) 2024	<b><u>process on TAO must be completed by 17:00 on the last day of the period [Japanese Standard Time].</u></b>
Sending of Application Number	Scheduled for mid-May 2024	
Announcement of successful applicants	June 14 (Fri) 2024	Refer to page 12 for details
Sending of admission procedure documents	Middle of July 2024	Will be sent to the e-mail address as indicated on the Application Form.
Admission application period		See page 12 or 13 for details

## (3) Number of Students to Be Admitted

Program	Type of entrance exam	Number of students to be admitted
English-based Master's program (September admission)	Document Screening Interview*	Several

\* For some applicants, interviews will be required.

## 2. Application Procedures

### (1) Application Classification

Application procedures 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 Application	Overseas Application
Applicants	who reside <u>in Japan</u> at the time of application	who reside <u>outside Japan</u> 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

- 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.
- 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.
- In principle, we do not return the submitted documents or materials. 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 of your current address, telephone number or e-mail address after submitting the application documents, please immediately contact Tokorozawa Administrative Office (E-mail: [supoken-eng@list.waseda.jp](mailto:supoken-eng@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.

[E-mail address] [supoken-eng@list.waseda.jp](mailto:supoken-eng@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

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

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

### (3) 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	¥7,000 (5,000yen for the screening fee/ 2,000yen for the lifting charge)

#### <Conditions for exemption of entrance examination fee>

The entrance examination fee can be exempted if the following conditions apply. For details please contact Tokorozawa Administrative Office at E-mail:supoken-eng@list.waseda.jp.

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, submit the “Certificate of Payment of the Screening Fee” on Online application system (TAO).
- 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, Tokorozawa Campus in advance(E-mail: supoken-eng@list.waseda.jp).

#### ② Payment from overseas

##### A. Payment by credit card or online system (China Union Pay)

To make a payment by credit card or online payment system (China Union Pay), 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.

##### B. 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-eng@list.waseda.jp)**

Please follow the procedure below to remit 7,000yen (the screening fee of 5,000 yen plus the lifting charge of 2,000 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	7,000yen (5,000yen for the screening fee/ 2,000yen for the lifting charge)
Purpose	Screening fee
Message	Please write "50 GSPS Screening Fee"+"Applicant's name in English"
Remittance Destination	Bank name: MUFG Bank, Ltd Branch name: EDOGAWABASHI BRANCH Account number: 0035967FLA Account holder: Waseda University Bank address: 3-7,KAGURAZAKA, SHINJUKU-KU,TOKYO, 162-0825, 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.

#### ■ 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-eng@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.

#### (4) Application Period

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

Classification	Application Period
Overseas Application	April 15 (Mon) – May 6 (Mon) 2024 <b>[Entry on TAO must be completed by 17:00 on the last day of period (Japanese Standard Time).]</b>
Domestic Application	

#### (5) How to Submit Application

Application documents must be submitted through the designated online application system, "The Admissions Office (hereinafter TAO)".

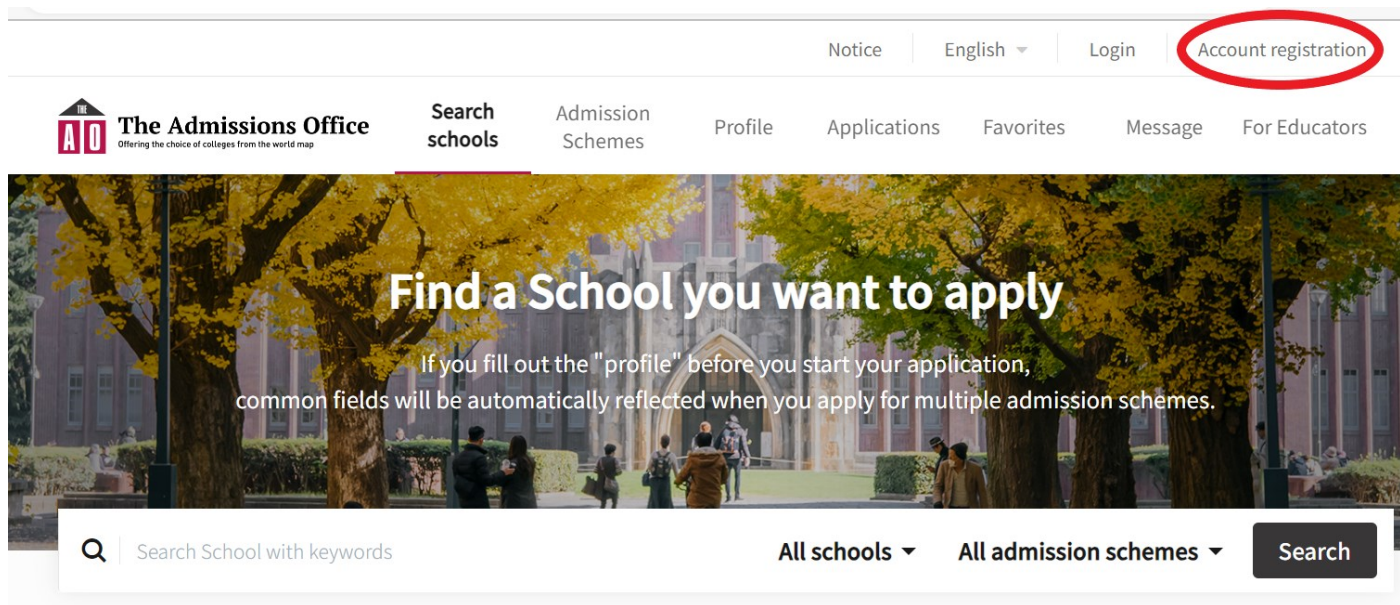
- ① Access the link below and click "Account registration" to start preparing your application.

<https://admissions-office.net/en/portal>

- ② Create your account with the legal name in alphabet written on your passport. (If you do not possess a passport at the time of application, use the name in the certificate of family register or citizenship.)

\* You do not need to create the "Profile" in order to apply for this admission. The Administrative Office of the Graduate School of Sport Sciences does not use the information filled in this section.





③ After creating your TAO account, find “Graduate School of Sport Sciences” from the “Search Schools” menu and start your application in your prospective program.

\*For some application documents, please download format from our website below.

[https://www.waseda.jp/fsp/gsp/en/applicants/admissions/#anc\\_9](https://www.waseda.jp/fsp/gsp/en/applicants/admissions/#anc_9)

④ Follow the detailed instructions shown on the system and this Application Guidelines, when filling out or uploading the materials.

On TAO, you will upload digital(scanned) copies of original/certified documents and certificates to follow our online application process.

**Make sure to click “Complete the Application” button to submit your application. Failure to complete submission will result in your documents not being screened.**

Click on the name of the application document to enter the respective information. Make sure to click “content confirmation” and “Complete my application” button to submit your application.

Make sure to confirm your application status has been changed from “Application in progress” to “Application completed”

## (6) Points to Note When Preparing Application Documents

- By creating your account on TAO, you agree to the "Terms of Use" and "Handling of Personal Information" designed by Samadhi Co.,Ltd., the service provider of TAO.
- **Please complete the entry on TAO by 17:00 pm on the last day of application period [Japanese Standard Time].**
- It is very important that you check “Message” on TAO and your registered e-mail account regularly, since the Administrative Office of the GSSS may contact you concerning your application.
- The Administrative Office of the GSSS will not be responsible for any consequences caused by the applicants’ failure to receive, read, and/or reply to the messages sent from our office and any malfunction of the network, PC, or other device that prevents the application from being submitted in time.
- Complete the application by the application deadline by clicking “Complete my application” button on TAO. No applications are received after the deadline. So, secure the sufficient time before application.
- Please check carefully your input and uploaded files (whether most updated/appropriate content) before you finally submit the application. Cannot replace them after submission. Insufficient or incomplete documents will lead to the forfeit of the right to be considered for selection. Please take the necessary precautions to ensure that all documents are submitted.
- Enrollment documents of successful applicants will be sent to the e-mail address registered on the form. Changes of address cannot be registered online after the application process has been completed. Therefore, in the event of a change of address, be sure to complete the necessary mail forwarding procedures in person at your local post office. Please refer to the following for more information regarding mail forwarding. Also inform our Graduate School office of your new address.  
URL : <https://welcometown.post.japanpost.jp/etn/>
- On TAO, you will upload digital(scanned) copies of original/certified documents and certificates to follow our online application process. However, later as part of our enrollment procedures, successful applicants will be required to prove its originality either by submitting their original/certified documents and certificates by post, having their official versions sent by e-mail from the issuing organization, or using digital credential services. If you are unable to do so by the designated deadline, you will be considered to have failed to meet our enrollment qualifications.
- Discrepancies may be considered as falsification/fabrication of application documents, and your admission may be revoked.
- As a rule, only documents in Japanese or English may be submitted. Documents in other languages must be translated at either an embassy or a recognized notary.

- Some countries and regions do not provide notarized translations at embassies in Japan (e.g., China). In such cases please use a service of that country. Please allow sufficient time.

## (7) List of Application Documents

- **For those documents 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)
- Please use scanner to scan documents for submission, please do not directly take photo of the documents.
- Your application will not be accepted if the application documents have any deficiencies without due reason.

- **Please fill in or upload all necessary documents on TAO.**

○: Required documents    △: Optional documents    ☆: Only for non-Japanese applicants (Required)

Format	Application Documents	Download	Check
—	<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	*	△
1	Application Form *Please fill in on TAO.		○
2	Questionnaire for International Students	*	☆
3	Letter of Recommendation (in English or Japanese) (Original copy) <b>by two or more recommenders</b>	*	☆
4	Statement of Purpose	*	○
5	List of Previous Publications/Researches (if applicable)	*	△
6	Essay	*	○
7	Diploma/Certificate of Graduation (Program Completion) (original copy) <b>*Those who have graduated from (or are scheduled to graduate from) a Chinese college, university or graduate program must submit both</b>		○
8	Academic Transcript (original copy)		○
9	Translation and Authentication of Translation for documents 7 and 8		△
10	Verification Report of China Higher Education Qualification Certificate(English version) ※Only Applicants from Chinese institutions must submit.		△
11	Statement of Source of Funds	*	☆
12	Official score certificate of either TOEFL or IELTS ※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.		○
13	Copy of Your Passport (the page with your headshot photo)		☆
14	Copy of Your Residence Card or Alien Registration Card <b>or Your Resident Register</b> ※ Only necessary for domestic applicants		☆

## (8) Points to Note for Respective Application Documents

### 1: Application Form for Entrance Examination

- Please fill in the form on TAO.
- You can not change the prospective supervisor after the completion of the application.
- Regarding upload of photo, please confirm the notice below.

<For web applications, including those submitted through TAO>

1. Please upload a color photo taken within 3 months of the time of application. The requirements for the photo are as follows: a vertical to horizontal ratio of 4:3; must capture the upper body; must provide a front view; no hats, background, or frame. As will be detailed later, as part of the enrollment procedure, you will be required to upload an electronic version of the photo you submitted with your application. Therefore, please keep the color photo file in a safe place.
2. Photos taken while wearing scarves or sunglasses will not be accepted. However, if you would like to submit a photo of yourself wearing a head piece for medical or religious reasons, please contact us prior to submitting your application.
3. The photo will be used for identity verification on the day of the test. Therefore, we do not accept unclear photos such as snapshots or photos that make it difficult to identify the pictured individual or verify their identity due to differences in hairstyle, etc.
4. Photographs taken and printed by individuals themselves using smartphones, etc., will not be accepted. Be sure to take an ID-quality photo (a speed photo is acceptable).
5. During the enrollment procedure, you will be required to upload a photo for your student ID card separately. Please use the same photo you submitted with your application. Please note that the photo uploaded during the enrollment procedure will be used as personal information in various on-campus web services, etc., as well as for identity verification in various on-campus procedures.

### 2: Questionnaire for International Students

- Please upload the format on TAO.
- 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.

### 3: Letter of Recommendation by two or more referees

- Please check the “Method of submission of Letter of Recommendation”.
- Designated Form is preferable, but other forms of recommendation letters are also acceptable. The letter should be written after September 2022.
- 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. **Please note that we will contact the person who wrote the letter of recommendation if we need to know something of the document,**

### 4: Statement of Purpose

- Please upload on TAO.
- 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 your statement of purpose 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 statement of purpose comprised of multiple pages, you can spread the frame to fill in.

### 5: List of Previous Publication/Researches ※ If applicable

- Please upload on TAO.
- 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, you can spread the frame to fill in.

#### 6: Essay

- Please upload on TAO.
- 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.
- If your document is comprised of more than one page, you can spread the frame to fill in.

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

#### 8: Academic Transcript (original copy)

- **Please be sure to submit the scan data of original copy of the latest certificate on TAO. Please submit those that have been issued recently.**
- If you are expecting to graduate (or complete) a current program, please submit the scan data of 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 Master’s program must submit certifications of completion of Bachelor 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.

#### 9: Translation and Authentication of Translation for documents 7 and 8

If the certificates mentioned in 7 and 8 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.

#### 10: Verification Report of China Higher Education Qualification Certificate

- Applicants from Chinese institutions must arrange for an official English version " Verification Report of China Higher Education Qualification Certificate " to be sent directly to our office (supoken-nyushi@list.waseda.jp) from CSSD via email.
- Visit CSSD website (<https://www.chsi.com.cn/en/pvr/>) for more information.
- Verification report must reach our office before the deadline of the application period.
- Only report sent directly from CSSD will be considered valid.

#### 11: Statement of Source of Funds

- Please submit on TAO.
- 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 two years for Master’s 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.

#### 12: Certificate of English Proficiency

- Please submit the scan data on TAO.

#### Native English Speakers

Proof of English language ability is not compulsory.

#### Non-Native English speakers

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

**\*Points to note when taking TOEFL/IELTS tests**

- 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.**
- Those who have graduated or are scheduled to graduate from a university in which English is used as the language of instruction need not submit a score report of English test unless the Graduate School of Sport Sciences deems it necessary. Please be sure to contact "supoken-eng@list.waseda.jp" to confirm by 2 weeks before the application period. If contact after 2 weeks, it is not accepted.
- 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.

**13: Copy of your Passport**

**Submit the scan data 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)

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

**※Domestic applicants only**

Please submit on TAO.

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.

### 3. Screening

#### (1) Receiving E-mail with Application Number

After the application period, all applicants whose application documents were accepted will receive their application number via TAO. 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 immediately. The card 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, interviews will be required. Candidates will be contacted individually from May 20<sup>th</sup> to 31<sup>th</sup> by our university's supervisor.

### 4. Announcement of Successful Applicants

#### (1) Schedule and Method of Announcement

Announcement of successful applicants	Method of announcement
June 14 (Fri) 2024 10:00 AM ~ (Japan Standard Time)	• The result will be released via TAO (Login>Application>View my screening results)

#### (2) Points to Note

- No inquiries about the results will be accepted over the telephone.
  - The results documents will be sent to the e-mail address indicated on the Application Form.
- However, if you do not receive the results documents within 7 days after the announcement day, promptly contact Tokorozawa Administrative Office at E-mail: [supoken-eng@list.waseda.jp](mailto:supoken-eng@list.waseda.jp).

### 5. Admission Procedures

#### (1) Overview

□ Application is complete when all the following steps have been taken must take the following steps within the designated application period to complete the application “Web System Online Registration”, “Payment of Registration Fee and School Expenses and Other Fees”, and “Submission of Enrollment Documents”. For details, please check the documents which will be sent to successful applicants by e-mail.

#### (2) Payment of the Registration Fee, School Expenses and Other Fees

- The payment of Admission Procedure fees needed to be made at once. The deadline of payment is scheduled in Middle of July 2024.

#### (3) Web System Online Registration (UCARO) and Enrollment Procedures

- You are required to submit the enrollment documents. Please note that some stages of the enrollment process require you to use the web system to input information and print out documents.
- Please be aware that failure to register with the web system or to send the enrollment documents will be regarded as a lack of intention to enroll therefore eligibility to enroll will be forfeited.

For the completion of the admission procedure, applicants must submit original copy of Certificate in the period.

**The deadline of filling in on Online Registration and submission is scheduled in end of August 2024.**

## 6. Tuition and Other Fees (2024)

(Unit : Japanese yen)

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	
Fall	300,000	463,000	35,000	1,500	2,000	2,500	804,000
Spring	-	463,000	35,000	1,500	-	2,500	502,000
Total	300,000	926,000	70,000	3,000	2,000	5,000	1,306,000

\*The amount of Tuition and other fees indicated above are subject to change. They may be different for new students enrolling in academic year 2024.

\*The Entrance Fee is waived for those who are currently enrolled in, graduated from, completed, or withdrawn from an undergraduate, graduate, or specialized program at Waseda University

\*The Enrollment Fee for the Academic Society is waived for those who are currently enrolled in, graduated from, completed, or withdrawn from 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 (however, those who are/were enrolled as non-degree students are not exempted).

## 7. Points to Note When Taking the Entrance Examination

Waseda University has established the following precautions to ensure that the entrance examination is conducted in a strict manner, and that all applicants may take the examination fairly and impartially.

Please read these precautions carefully before taking the entrance examination, and approach the examination with the appropriate attitude of seriousness.

1. Any falsification, misrepresentation, plagiarism, etc., of documents, materials, or information submitted to the University at the time of application may be considered as misconduct.

2. In case misconduct is suspected, the University may respond as follows. Failure to comply with these actions may be regarded as an admission of wrongdoing.

- The University may inquire about the authenticity, etc. of documents, materials, theses, and information, etc. submitted to the University (hereinafter, "Submitted Related Documents") by providing said Submitted Related Documents to the issuers, providers, theses review entities, etc. By submitting or providing the Submitted Related Documents to the University, the applicant agrees to the University's right to make such inquiries.

3. The following actions may be taken in the case of confirmed misconduct.

- The applicant will not be permitted to take any entrance examination of the University in the relevant year (screening fees will not be refunded).

- The results of all entrance examinations of the University for the relevant academic year shall be null and void.

If, after enrollment, a student is found to have committed misconduct, he/she may be subject to a range of disciplinary action up to and including expulsion from the University, in accordance with the University's rules and regulations.

< 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 or end 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.