
Waseda University

Graduate School of Sport Sciences



2026 April Admission

Application Guide

English-based Doctoral Program (April Admission)

Tokorozawa Administrative Office, Waseda University
(mailing address for submission of additional documents)
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 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.

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●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, enrollment 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 information. 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 (hereafter “Submitted Documents”) by providing them to the issuers, providers, theses review entities, etc. By submitting or providing the Submitted Documents to the University, the applicant agrees to the University’s right to make such inquiries. 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.

●Collecting information on Gender and Sexual Diversity

For the sake of administering entrance exams in an efficient manner and carrying out enrollment procedures, Waseda University collects information regarding your sex on legal documents such as family register or passport. The information is collected only for reasonably justifiable purposes, and these cases are limited to a minimum. If your sex is marked as neither male nor female on the legal documents, please contact at

【supoken-eng@list.waseda.jp】 prior to application. The information does not affect the screening result.
<https://www.waseda.jp/inst/diversity/en/support/sexual-minority/>

*In these Application Guide, the term “mobile phones, etc.,” indicates all electronic devices with communication functions, such as mobile and smart phones, tablets, wearable devices, etc.

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.

- ◆ **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 the contact information of your prospective supervisor in the “Contents of Research Themes and List of Subject Codes,” which is posted on our website.

- Website

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

On the message, you should indicate the following information:

- 1) The name of area of specializations,
- 2) The type of program (Master's Program or Doctoral Program)
- 3) Your full name,
- 4) Your contact information (Address, Cell phone number, e-mail address, etc.)
- 5) Prospective supervisor's name

*Please attach your CV, and a document file (e.g.PPT, word) describing your research interest.

In some cases, such as overseas business trip, we may not be able to contact the supervisor right away or the reply may be delayed. Please start consulting and confirming with the supervisor early on.

- ◆ 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

I. Number of Students to Be Admitted

Several

II. Applicant Qualifications

*Applicants are required 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 the last day of the Application period.

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

Applicants must fulfill one of the following requirements.

| Applicant Qualifications |
|---|
| ① Have completed (or are expected to complete by April 2026) a master's degree, a master's professional degree or any other degree equivalent thereto in Japan. |
| ② Have completed (or are expected to complete by April 2026) a master's degree or a degree equivalent to a master's degree from a university or other school outside of Japan. |
| ③ Designated by the Ministry of Education, Culture, Sports, Science, and Technology - Japan by the time applicants wish to enroll. |
| <u><If applying under Application Qualification ④ described below, refer to Assessment of Educational Background ></u> |
| ④ Have passed a qualification assessment by the Graduate School of Sport Sciences providing that you are scholastic ability to those 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 admission. |

<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 ④ need to undergo an assessment of educational background prior to application. Please download the "Educational Background Report Form" from the following URL and enter the necessary information and contact Tokorozawa Administrative Office, Waseda University.

- For downloading Educational Background Report Form: <https://waseda.box.com/s/fagebasa2uz5igm11m818f1jlc1g64b1supoken-eng@list.waseda.jp>
- Contact e-mail address

III. Schedule of Entrance Examination

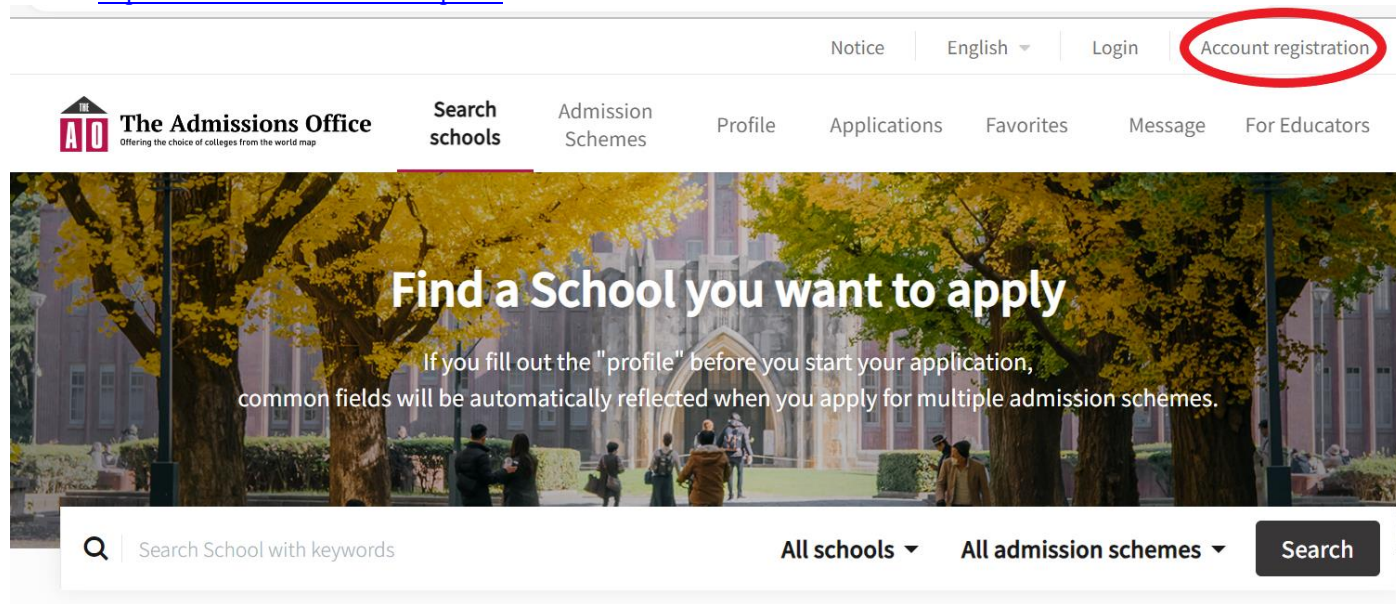
| Procedural steps | Application Schedules | Remarks |
|---|---|---|
| Contact period for applicants requiring special consideration | By September 22 (Mon) 2025 | If you require special care after entering the university due to disability or serious medical condition, etc., contact Tokorozawa Administrative office. |
| Payment of the entrance examination fee | October 21 (Tue) –October 27 (Mon) 2025 | <u>Make sure you do not forget it.</u> |
| Application period | October 21 (Tue) –October 27 (Mon) 2025 | <u>Process on TAO must be completed by 17:00 on the last day of the period [Japanese Standard Time].</u> |
| Announcement of examinee number | Scheduled for late-November 2025 | Will be sent to TAO message. |
| Announcement of successful applicants | December 12 (Fri) 2025 | <u>To obtain COE, successful overseas applicants should pay the admission fee soon after the announcement.</u> |
| Sending of admission procedure documents | Middle February 2026 | Will be sent to the e-mail address as indicated on the Application Form or TAO message. |
| Admission procedures | February - March 2026 | |

2. Application Procedures

I. How to Submit Application Documents

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” 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/fmps/gsp/en/applicants/admissions/#anc_12
- ④ Follow the detailed instructions shown on the system and this Application Guide, when filling out or uploading the materials.

On TAO, you will upload digital data of original/certified documents scanned 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.”

II. Receiving 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 message with application number by 10 days before the date of announcement result, please contact Tokorozawa Administrative Office immediately. The file will be exchanged for your student card after university entrance.

III. 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.**

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 Payment of Entrance Examination Fee differ between “Domestic Applications” and “Overseas Applications.”**

●Payment Amount

| Category | Domestic Applications | Overseas Applications |
|--------------------|--|--|
| Qualification | Applicants residing in Japan at the time of application. (No nationality restriction, including applicants residing in Japan) | Applicants residing outside of Japan at the time of application. (No nationality restriction, including Japanese residing overseas) |
| Judgement criteria | Judged based on the “current address” indicated on the Application Form | |
| Screening Fee | JPY 30,000 | JPY 15,000 |

<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, Waseda University at E-mail: supoken-eng@list.waseda.jp.

- If you are applying for admission to the Graduate School of Sport Science’s Doctoral Program forthwith completing the same school’s Master’s Program, without interval. However, this exemption applies only when you apply for admission within 4 years after enrolling to Master’s program.
- If you have completed the Graduate School of Sport Science’s Master’s Program but became a non-degree student or a research student at the school without interval, and are applying for admission to the same school’s Doctoral Program. However, this exemption applies only when you apply for admission within 4 years after enrolling to Master’s program.
- 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 the Application Form for Screening Fee Waiver is required.

●Payment method

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

① Payment by convenience store

- 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, upload the “Certificate of Payment of the Screening Fee” on TAO. Check the details on the screening fee payment method on the Website.
- The payment can be made 24 hours a day, seven days a week, including Saturdays, Sundays, and national 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.
- Please note that applications are due at 17:00 on the last day of application.
- 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.

② 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. Check the details on the screening fee payment method on the website.

- After completing the transaction, upload the “Certificate of Payment of the Screening Fee” on TAO.
- The payment can be made 24 hours a day, seven days a week, including Saturdays, Sundays, and national holidays.
- Please note that applications are due at 17:00 on the last day of application.
- 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.

●Note on Submitted Application Documents and Screening Fee Refund

Generally, 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 completed 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 Tokorozawa Administrative Office, 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.

3. Application Documents

I. 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. **Please do not change the format of the documents.**
- 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 non-Japanese applicants required

| No. | Application Documents | Download | Check |
|-----|--|----------|-------|
| — | <If you use credit card 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> Application Form for Screening Fee Waiver | * | △ |
| — | Photo | | ○ |
| 1 | Application Form *Please fill in on TAO. | | ○ |
| 2 | Questionnaire for International Applicants | * | ☆ |
| 3 | Letter of Recommendation (in English or Japanese) for two or more referees *Students who have completed or are expected to complete the Graduate School of Sport Science’s English-based Master’s Program are exempted from submission. | * | ☆ |
| 4 | Statement of Purpose | * | ○ |
| 5 | List of Previous Publications/Researches | * | △ |
| 6 | Essay | * | ○ |
| 7 | < <u>Applicants from non-Chinese institutions</u> > Diploma (data of original scanned) | | ○ |
| 8 | Academic Transcript (data of original scanned) | | ○ |
| 9 | < <u>Applicants from Chinese institutions</u> > Verification Report of China Higher Education Qualification Certificate (English version) Verification Report of China Higher Education Degree Certificate (English version) | | ○ |
| 10 | Translation and Authentication of Translation for Certificates (Diploma, Academic Transcript) | | △ |
| 11 | Statement of Source of Funds | * | ☆ |
| 12 | Certificate of English Proficiency *Students who have completed or are expected to complete the Graduate School of Sport Science’s English-based Master’s Program are exempted from submission. | | ○ |
| 13 | Copy of Your Passport (the page with your headshot photo) | | ☆ |
| 14 | Copy of Your Residence Card or Alien Registration Card or Your Resident Register *Only necessary for domestic applicants | | ☆ |

II. 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 Tokorozawa Administrative Office may contact you concerning your application.
- Tokorozawa Administrative Office 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.
- Admission documents of successful applicants will be sent to the e-mail address registered on TAO. In the event of a change of e-mail address, inform Tokorozawa Administrative Office of your new address.
- On TAO, you will upload digital data of original/certified documents and certificates scanned to follow our online application process. However, later as part of our admission 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 admission 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 secure sufficient time.

Application Form

- Please fill in the form on TAO.
- You cannot change the prospective supervisor after the completion of the application.

Photo

- Please upload on TAO.
- 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 admission 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 screening. 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 mobile phones, etc., will not be accepted. Be sure to take an ID-quality photo (a speed photo is acceptable).
5. During the admission 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 admission 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.

Questionnaire for International Applicants

- Please upload 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.

Letter of Recommendation for two or more referees

- Please check the "Guide for submitting Letter of Recommendation" on our Website.

- Designated Form is preferable, but other forms of recommendation letters are also acceptable. The letter should be written after April 2025.
- Please make sure that there is a date on it. 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 prospective supervisor, 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.**
- Students who have completed or are expected to complete the Graduate School of Sport Science's English-based Master's Program are exempted from submission.

Statement of Purpose

- Please upload on TAO.
- Please describe your desire for applying to the program, research issues that you wish to pursue at the Graduate School of Sport Sciences and 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 Statement of Purpose is comprised of multiple pages, you can spread the frame to fill in.

List of Previous Publications/Researches

- Please upload on TAO.
- Please refer to Exhibit "Instructions and sample of how to fill in the List of Previous Publications/Researches." If you don't have any 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 of Previous Publications/Researches is comprised of multiple pages, you can spread the frame to fill in.

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 Essay is comprised of multiple pages, you can spread the frame to fill in.

Diploma

Academic Transcript

Verification Report of Higher Education Qualification Certificate

Verification Report of Higher Education Degree Certificate

| < Applicants from non-Chinese institutions > | |
|--|--|
| <ul style="list-style-type: none"> • <u>Please be sure to submit the scan data of "original" copy of the latest certificate on TAO.</u> • Applicants must submit certificates for all of the undergraduate and graduate schools attended. The certificate of (expected) graduation must clearly specify <u>the year, month, and day of graduation.</u> • If you are expected 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. • <u>Please submit certificates written in Japanese or English normally.</u> • 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. | |
| < Applicants from Chinese institutions > | |
| <ul style="list-style-type: none"> • Applicants must arrange the "Online Verification Report issued by CSSD (previously known as CHESICC) which includes the official documents of the Certificate of (expected) Graduation, and the (Expected) Degree Certificate in addition to Academic Transcripts issued by the university. • The original copy of a "Academic Transcripts" must be uploaded by the scan data on TAO. The successful applicants must submit the original copy of a "Academic Transcripts". | |
| <For Graduates> | |

“Verification Report of Higher Education Qualification Certificate” (English)

“Verification Report of Higher Education Degree Certificate” (English)

Academic Transcripts issued by the university (English)

<For EXPECTED Graduates>

“Online Verification Report of Student Record” (English)

Academic Transcripts issued by the university (English)

- To send the report, applicants are required to register at CHSI, then arrange the document to be sent directly to Tokorozawa Administrative Office via e-mail. (E-mail: supoken-eng@list.waseda.jp)
- For further information, visit CSSD (CHESICC) website <https://www.chsi.com.cn/en/>.
- Arranging Online Verification Report well in advance is crucial as it must reach the designated office before the application deadline. Only the English version of the Online Verification Report sent directly from the CSSD (CHESICC) via e-mail will be considered valid.
- Applicants must submit certificates for all of the undergraduate and graduate schools attended.
- 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 Certificates

If the certificates 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. 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.

Statement of Source of Funds

- Please upload 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 three years for doctoral programs) in Japanese or English.
- 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.

Certificate of English Proficiency

- Please upload the scan data on TAO.

Native English Speaker

Proof of English language ability is not compulsory.

Non-Native English Speaker

Submit at least one of the following: the TOEFL Examinee Score Report; or the IELTS Test Report Form. 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.
 - Applicants who have completed or are expected to complete the Graduate School of Sport Sciences English-based Master's Program are exempted from submission.
 - If you have taken TOEFL or IELTS tests multiple times, you only need to submit any one of the score reports.
 - Test scores **must be dated no earlier than 2 years before the last day of the application period.**
 - We cannot accept the score of examination which can be taken by online.
 - Those who have completed or are scheduled to complete a master's degree 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 the form as follows to confirm at least one week before the application start date.
- Form (~14th October, 2025)

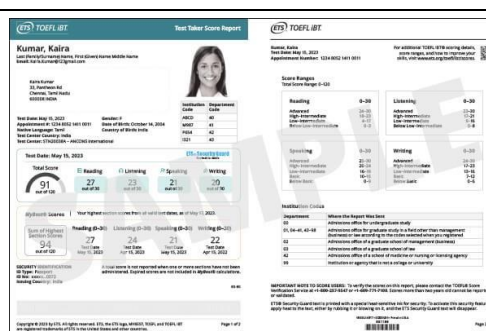
https://my.waseda.jp/application/noauth/application-detail-noauth?param=61_L7n4vOi2LBOCZ6ufRMw

TOEFL iBT

| Submission Content | Method of Submission |
|---|--|
| All three of the following submissions are required: | |
| 1. Official Score Report (Data) | Send directly from ETS to the Graduate School (DI code: D692) *Please be careful not to send directly to a different DI code. *Applicants cannot upload it on TAO. |
| 2. The screen showing that the direct delivery of the Official Score Report has been arranged (e.g., a screen on the personal account page that confirms that the direct delivery procedure has been completed, or a printout of the e-mail that confirms the completion of the delivery procedure) *Only PDF file is acceptable. | Applicant files it as PDF or JPEG and uploads it on TAO. |
| 3. Test Taker Score Report *Only PDF file is acceptable. | Applicant scans it as PDF and uploads it on TAO. |
| <ul style="list-style-type: none"> Only TOEFL iBT is valid (therefore TOEFL iBT Home Edition, TOEFL ITP and TOEFL iBT Paper Edition test results cannot be accepted). My Best® scores cannot be used. TOEFL iBT test results will be confirmed using the Official Score Report sent directly from ETS to our university. Please submit it during the application period. Official Score Reports received after the deadline will not be accepted. Please note that it may take some time for the university to receive the Official Score Report, so please arrange for it to arrive by the deadline. We will not respond to inquiries regarding the arrival status of the Official Score Report. Please check with the testing institution yourself. <u>Be sure to arrange for the Official Score Report to be sent directly from ETS to our university. Please note that there are many cases every year where applications are rejected because the Official Score Report was not sent directly.</u> | |



Example of “2. The screen showing that the direct delivery of the Official Score Report has been arranged”



Example of “3. Test Taker Score Report”

*The images shown above are just examples. The screen display may differ depending on the country or region where you are taking the test.

IELTS Academic Module

| Submission Content | Method of Submission |
|--|---|
| All four of the following submissions are required: | |
| 1. Test Report Form (Data) | Send directly to the Graduate School. Please select “Graduate School of Sport Sciences, Waseda University” from “Add and notify another institution”. *Please be careful not to send directly to a different institution. *Applicants cannot upload it on TAO. |
| 2. The screen showing that the direct delivery of the Test Report Form has been arranged (e.g., a screen on the personal account page that confirms that the direct delivery procedure has been completed, or a printout of the e-mail that confirms the completion of the delivery procedure) *Only PDF file is acceptable. | Applicant files it as PDF and uploads it on TAO. |
| 3. Test Report Form *Only PDF file is acceptable. | Applicant scans it as PDF and uploads it on TAO. |
| 4. Test Report Form Number (15-18 digits) | Applicant enters on TAO. |
| <ul style="list-style-type: none"> Only IELTS Academic Module is valid (IELTS Online test results will not be accepted). IELTS General Training Module, IELTS Indicator, IELTS for UKVI Academic test results cannot be accepted. Test results including IELTS One Skill Retake scores cannot be accepted. IELTS results will be confirmed using the Test Report Form sent directly from institution to our university. Please submit it during the application period. Test Report Form received after the deadline will not be accepted. Please arrange for it to arrive by the deadline. We will not respond to inquiries regarding the arrival status of the Test Report Form. Please check with the testing institution yourself. <u>Be sure to arrange for the Test Report Form to be sent directly from institution to our university. Please note that there are many cases every year where applications are rejected because the Test Report Form was not sent directly.</u> Please send your test results from IELTS My Page. For details on how to submit your results, please click on the link below. https://ieltsjp.com/japan/results/additional-trf/en-gb Please specify the following mailing address for direct scores <ol style="list-style-type: none"> 機関 (Institution) : Graduate of School of Sport Sciences, Waseda University 部署 (Department) : Graduate Admissions 住所 (Address) : 2-579-15 Mikajima Tokorozawa, Saitama, Japan 359-1192 送付方法 (Delivery Method) : Electronic Score Delivery <p>* (3) is not required in principle for electronic submission but should be entered only when required by the examining organization.</p> <p>* (4) may be indicated in the “Remarks” column depending on the test center.</p> | |

Copy of Your Passport

Please upload on TAO.

- 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 possess 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.

Copy of Your Residence Card or Alien Registration Card or Your Residence Register (Jumin-hyo)

***Domestic applicants only**

Please upload 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.

4. 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. In that case, candidates will be contacted individually by our university professor. In this case, we are planning to do online.

5. Announcement of Successful Applicants

I. Schedule of Announcement

| Date |
|--|
| December 12 (Fri) 2025 10:00 AM ~ (Japanese Standard Time) |

II. Method of announcement

The result will be released via TAO. (Login>Application>View my screening results)

III. Points to Note

No inquiries about the results will be accepted by the telephone or e-mail.

6. Admission Procedures

I. Admission Procedures

Application is completed when all the following steps have been taken within the designated application period, “Payment of Registration Fee, School Expenses and Other Fees”, “Submission of Admission Documents” and “Online Registration”. For details, please check the documents which will be sent to successful applicants by e-mail or TAO message.

| Period (schedule) |
|---|
| December 12 (Fri) 2025 ~ Early March 2026 |

●Payment of the Registration Fee, School Expenses and Other Fees

The payment of Admission Procedure fees needs to be made at once. The successful applicants who do not have the “status of Residence (Japan)” need to apply the COE. Therefore, we recommend that payment should be completed as early as possible. Details will be provided to successful applicants.

●Submission of Admission Documents / Online Registration

You are required to submit the admission documents. Please note that some stages of the admission 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 admission 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.

II. Tuition and Other Fees

Please check the items for the “2026” academic year on the Waseda University Website:

(<https://www.waseda.jp/top/about/disclosure/entrance-fee>). Also, please note that tuition fees may be revised in the future.

- *The Entrance Fee is waived for a successful candidate who is currently enrolled in, graduated from, completed, or withdrew from an undergraduate, graduate, or specialized program of Waseda University.
- *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 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, fabrication, plagiarism, modification, etc., of documents, materials, or information submitted to the University at the time of application may be considered misconduct.
2. If misconduct is suspected, the University may respond as follows. Failure to comply with these actions may be considered an admission of wrongdoing.
 - The University may inquire about the authenticity, etc., of documents, materials, theses, and information, etc. submitted to the University (hereafter, "Submitted Documents") by providing them to the issuers, providers, theses review entities, etc. By submitting or providing the Submitted 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 academic 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 revocation of admission, in accordance with the University's rules and regulations. *In cases of misconduct that Waseda University finds it vicious and serious, the University may report to the police or contact the dishonest individual's guardians etc.

Accidents/incidents owing to force majeure.

In the event of act of God— such as typhoons, floods, earthquakes, tsunamis, etc.—fires, power outages, or other force majeure accidents or transportation disruptions, measures including delaying the start and end of the exam or postponing the exam, etc. may be taken. However, in such an event, the University will not be liable for any inconvenience, expense, or other personal damage incurred by examinees as a result of such measures.

8. Acquisition of Status of Residence “Student”

International students who have been admitted to this university may apply for the “Student” visa status. Students with a “student” visa can apply for scholarships and other financial aid for international students. You can enroll with a status of residence other than “student,” but please note that you will not be eligible for the various financial aid programs for international students mentioned above. It is not possible to enroll in a university with a “short-term stay” status of residence.

Please refer to “Acquisition of Status of Residence ”Student“” on our website for details on the procedure.

*If you do not have a status of residence at the time of application, final successful applicants will need to apply for a status of residence. Detailed procedures are described on our website, but please note that it takes approximately two to three months from application to acquisition, so please apply early.

9. Notice on Japan Pre-Entry Tuberculosis Screening (JPETS)

When applying for the Certificate of Eligibility (COE), those who are required to take JPETS must submit a "TB Clearance Certificate" in addition to the usual application documents in order to prove that they are not infected with tuberculosis(TB).

For details of the target countries and the necessary procedures, please refer to "Notice on Japan Pre-Entry Tuberculosis Screening", which is published on our website.