



Important

For September 2025 Entry

# Waseda University

## Guide for Admission Procedures (English Version)

Complete all the following admission procedures by the deadline to gain admission to Waseda University.

◆ Online Submission of Admission Information <UCARO>

**July 25<sup>th</sup>, 2025 (Fri) ~ August 20<sup>th</sup>, 2025 (Wed) 23:59 (JST)**

◆ Submission of the Admission Documents <By post>

**July 25<sup>th</sup>, 2025 (Fri) ~ August 20<sup>th</sup>, 2025 (Wed) (JST)**

**<Postmark of the Deadline Date is Valid>**

◎ This Guide for Admission Procedures is for successful applicants admitted through the graduate school entrance examinations, as given below.

- Master's Program (September Admission)
- Doctoral Program (September Admission)

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## 1. Overview of Admission Procedures

The admission procedures must be completed within the designated period.

**If even one of the following items remains incomplete after the deadline, you will not be admitted to the University. So please be very careful.**

### 1. Online Submission of Admission Information <UCARO> ・ ・ ・ Page 3

- Please enter all the admission procedure information on the examination portal site (UCARO). (The information can be entered after July 25, 2025.)

### 2. Submission of the Admission Documents <By Post> ・ ・ ・ Page 17

- Please submit the required documents in an envelope and submit it through registered international mail service (such as EMS, FedEx, etc.), express main, or Simplified Registered Mail (簡易書留) from a post office in Japan.

- All applicants must complete all of the above procedures by the deadline.
- Ensure that you do not lose your bank transfer receipt and postage receipt even after completing the transfer and submitting the documents.
- We have a dedicated site for all information necessary for the admission procedures and student life after admission. Please check the following website.

<https://www.waseda.jp/fsps/gsp/en/applicants/admission-procedure/>

## 2. List of Admission Procedure Deadlines

The admission procedures involve ① Online Submission of Admission Information <UCARO>, and ② Submission of the Admission Procedures Documents <By Post>; the deadlines for each are given below.

Details of procedure	Application period (JST)
①Online Submission of Admission Information <UCARO>	July 25 ~ August 20, 2025, 23:59
②Submission of the Admission Documents <By Post>	July 25 ~ August 20, 2025 (Postmark of the Deadline Date is Valid)

## 3. Admission Procedures 1:

### Online Submission of Admission Information <UCARO>

#### 1. How to Login to UCARO and Register Information

The admission procedures to the university are used by the examination portal site "UCARO". The deadline for entering information is as above.

Regarding login ID and password, we would inform you by email.

1



Please visit " <https://www.ucaro.net/> "

2



Please click the "ログイン | 会員登録(Log in and New member registration)" button.

3

Please enter your email address and password and click the "ログイン (Login)" button.

\*Your login ID (e-mail address) and password for UCARO will be sent from your enrolling school

[Note] The actual display may differ from what is shown here.

4



Once you have successfully logged in, the screen shown as left will appear.

[Note] The actual display may differ from what is shown here.

1



Please press the “受験一覧 (Application List)” button.

2



Select Entrance Examination Information for the Procedures you wish to complete and select “入学手続(Enrollment Procedures)” button.

3



The above “受験一覧 (Application List)” page can be accessed by following steps as well.

After logged into UCARO, from the menu at the top right ( ≡ ), Please press the “受験一覧 (Application List)” button.

[Note] The actual display may differ from what is shown here.



## Registration of Information for the Entrance Procedures <UCARO>

## 受験一覧

**入学手続**

**早稲田大学**

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**書類の提出**  
*File of Documents*

**書類の印刷**  
*Printed for Procedures*

**お問い合わせ**  
*Information*

**書類ダウンロード**  
*Download Documents*

**お問い合わせ先**  
*Contact Us*

● UCARDの入学手続記入用紙(CARD Registration Period)  
 (2019年9月1日(水)～2020年12月1日(金))

● 入力が終わるとアイコンがグレー から色付き へ変化します。  
 When the entry is complete, the icon changes from gray to colored.

● 早稲田の入学手続における利用規約に関する同意事項に同意して申請書を提出してください。You must read and agree to the Terms of Service regarding the UCARD enrollment procedure system.

---

### 入学手續情報入力 Please enter each item below

● 入学手続はこの画面を入力した上で完了しませんが、必ず入学手続の手続きを登録しておくください。  
 Enrollment procedures are not completed just by entering information on the UCARD enrollment procedure system. Please be sure to refer to the Waseda University Guide to Enrollment Procedures and follow instructions.

● 学部別の入学年度別から早稲田大学システム内に所属セイトを選択しています。この画面の左上の「最新ランシープ」ボタンをクリックしてください。もし学部別の入学年度別（19年度入学および20年度）選択などの4年度入学生：はそれぞれの所属から選択されている「入学年度が更新済み」と表示、各年度の入学年度と一致するようにしてください。  
 For undergraduate students enrolling in April, a special webpage has been set up on the Waseda University website. Please access to the "Undergraduate Freshman's Notice" at the top of this screen for more details. For others, e.g. September entrants undergraduate students, April re-enrollment postgraduates or high school students must refer to Waseda University Guide to Enrollment Procedures sent from each department/faculty and designated public site.

● 本人確認写真40秒以上経過すると、操作ができなくなります。その場合は再度のログインまたは本人確認を行うってください。  
 If more than 30 minutes have passed since you had authenticated yourself, you will not be able to operate further in this case, please log in again or perform a personal authentication again.

● すべての入学手続情報の入力が入力完了しても、画面下部の「入力した後の情報を入学に活用」ボタンを押してください。表示される入学手続情報の入力に完了しました。



After filling out all of my items for enrollment procedures, click the "Submit all of the information above" button at the bottom of the screen. The submission of enrollment information will not be completed until you press the button.

● 入力が終わるとアイコンがグレー から色付き へ変化します。  
 When the entry is complete, the icon changes from gray to colored.

<input type="checkbox"/> 誓約書・個人情報取得同意に関する同意書 / Written Geth & Consent Form Regarding the Treatment of Personal Data of the Student	✖
<input type="checkbox"/> 同意書誓約書・個人情報の取扱いに関する同意書 / Written Geth & Consent Form Regarding the Treatment of Personal Data of the Graduate	✖
<input type="checkbox"/> 入学定款書人(Student)	✖
<input type="checkbox"/> 同意書(Guardian)	✖
<input type="checkbox"/> 授業料金/Tuition Fayer	✖
<input type="checkbox"/> 入金口座(Student's Bank Account Information)	✖
<input type="checkbox"/> 入学指導係者送付先/Mailing Address for Course Registration Documents	✖
<input type="checkbox"/> 入学アップロード/Upload a Photo for Your Student ID Card	✖
<input type="checkbox"/> 入学テスト受験票アップロード	✖

上記のすべてのページに入力し、アクションボタン をクリックして送信してください。お気づきの点、不明な点、ご不明な点は、入学事務局までお問い合わせください。  
 Please fill out all the above pages as filled out and the icon on the left of the each section has been changed from gray to colored. After confirming, click the "Submit all of the information above" button below.  
 Note: The button will disappear once checked-there if the button is not visible, you can still make corrections on the above page during the enrollment procedure period.

**入力した全ての情報を入学に活用**  
 Submit all of the information above

For items requiring input, you will see  indicating items for which no information has been registered, and  for items for which registration is completed.

\* Information to register will vary depending on the contents of the entrance examination.

When all information has been entered, you will be able to click the "Submit all of the information above" button at the bottom of the page.

[Note] The actual display may differ from what is shown here.

5

Fill in each field in order from the top.

First, select "UCARO入学手続における利用規約に関する同意条項 (Terms of Service regarding the UCARO enrollment procedure system)"

\* If you do not agree to this, you will not be able to proceed to enter any information for the procedure.

6

After checking the Terms of Use, select 「同意条項に同意する/Agree」, and click on 「登録する/Save」.

[Note] The actual display may differ from what is shown here.



## Registration of Information for the Entrance Procedures <UCARO>

## 受験一覽

**入学手続**

**早稲田大学**

入学料の支払  
*Fee of Admission*

推薦状  
*Referral for Admission*

自学式  
*Self-study*

募集パンフレット等  
*Recruitment Documents*

お問い合わせ  
*Contact Us*

● UCAROに入学申請する方(推薦生)UCARO Registration Period  
 2023年3月1日（水）～2023年3月13日（火）

■ 入力が完了するとアイコンがグレーから青付き色に変化します。  
 When the entry is complete, the icon changes from gray to colored.

● UCAROに入学申請における利用規約に関する同意事項/Terms of Service regarding the UCARO enrollment procedure system

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### 入学手続情報入力

Please enter each item below

- 入学手続はこの画面より入力して完了はしません。必ず入学手続の単位まで進捗してください。  
*Enrollment procedures are not completed just by entering information on the UCARO enrollment procedure screen. Please be sure to refer to the Waseda University Guide to Enrollment Procedures and follow instructions.*
- 入学料の入金手続きには早稲田大学ウェブサイトに登録マシンを用意しています。この画面の左上の「登録マシンローダー」ボタンをクリックください。また、入学料の4日入学金と入学料の1〜3日入学金および大学院・短期大学の4日入学金（それぞれ次年度から適用される「入学保証金の保証金」をふくむ）、奨学金のうち上辺2つまでを入力してください。  
*The undergraduate students enrolling in April, a special entrance fee form has set up on the already university website. Please refer to the "Machine to download" button at the top of this screen for more details. For others, e.g. Japanese maintenance undergraduate students, April maintenance prerequisite or high school students must refer to Waseda University Guide to Enrollment Procedures and follow instructions from each department/course and assignment notice.*
- 本人国策学校が承認されると、操作が行われます。その場合は再ログインまたは本人確認を行ってください。  
*If you're from US province, have passed your self-authentication year(s), you will not be able to operate further in that case, please log in again to perform a personal authentication.*
- すべての入学手続情報の入力が終わったら、画面下の「入力した全ての情報を大学に提出」ボタンを押してください。  
 提出すると入学申請情報の入力は終了します。  
*After filling out all of the fields for enrollment procedures, click the "Submit all of the information above" button at the bottom of this screen. This submission of enrollment information will be no completed until you press the button.*

■ 入力が完了するとアイコンがグレーから青付き色に変化します。  
 When the entry is complete, the icon changes from gray to colored.

● 本人契約書・個人情報取扱の同意に関する同意書 / Written Gith & Consent Form Regarding the Treatment of Personal Data for Student

After Agreeing to the Terms of Use, select  
「本人誓約書・個人情報の取扱いに関する同意  
書/Written Oath & Consent Form Regarding  
the Treatment of Personal Data <for  
Students>」

8

受験一覧

入学準備



早稲田大学

「本人契約書」・「個人情報取扱いに関する同意書」

Written Oath & Consent Form Regarding the Treatment of Personal Data

<for Students>

次の内容をご確認のうえ、同意してください。

Please read the following and agree.

\*English version follows Japanese

早稲田大学総長 宛

貴校に入学の上は、貴校の建学規程、治学および遵守事項を守り、学生の身分に反しないことを私は誓約いたします。また「早稲田大学における個人情報の取扱いについて」に書かれている個人情報の収集目的、管理などを確認し、個人情報取扱いに私は同意します。

To the President of Waseda University

Upon enrolling at Waseda University, I hereby agree to comply with all of the rules and regulations established by Waseda University, follow any instructions given, and act in accordance with my duties as a student.

Additionally, I fully understand the purpose of collecting personal data, the policies on management of personal data, and other such matters as specified in the "[Waseda University Privacy Policy](#)" and hereby consent to the University's handling of my personal data.

学生本人氏名/Student's Name

ツセ タロウ

☒ 契約書に同意する/Agree

☐ 契約書に同意しない/Disagree

送信する/Save

Review the information, then select 「誓約書に同意する/Agree」 and click on 「登録する/Save」.

[Note] The actual display may differ from what is shown here.

9

The screenshot shows the '受験一覧' (Exam List) page for Waseda University. It features a navigation bar with icons for '受験の進捗' (Exam Progress), '受験情報' (Exam Information), '受験の申し込み' (Exam Application), '受験のダウンロード' (Exam Download), and '受験の問い合わせ' (Exam Inquiry). Below the navigation bar, there is a section for 'UCARO入学者登録申込期間' (UCARO Registration Period) from 2023/3/1 to 2023/3/31. A message states: '●入力完了するとアイコンがグレーから色付きに変化します。' (When the entry is complete, the icon changes from gray to colored). The main content area shows a list of options, with the second option, '保護者等誓約書・個人情報の取扱いに関する同意書・Written Oath & Consent Form Regarding the Treatment of Personal Data <for Guardians>', highlighted with a red box.

Next, select 「保護者等誓約書・個人情報の取扱いに関する同意書／Written Oath & Consent Form Regarding the Treatment of Personal Data <for Guardians>」

10

The screenshot shows the '受験一覧' (Exam List) page for Waseda University. It features a navigation bar with icons for '受験の進捗' (Exam Progress), '受験情報' (Exam Information), '受験の申し込み' (Exam Application), '受験のダウンロード' (Exam Download), and '受験の問い合わせ' (Exam Inquiry). Below the navigation bar, there is a section for 'UCARO入学者登録申込期間' (UCARO Registration Period) from 2023/3/1 to 2023/3/31. A message states: '●入力完了するとアイコンがグレーから色付きに変化します。' (When the entry is complete, the icon changes from gray to colored). The main content area shows a list of options, with the second option, '保護者等誓約書・個人情報の取扱いに関する同意書・Written Oath & Consent Form Regarding the Treatment of Personal Data <for Guardians>', highlighted with a red box. Below this, there is a section for '保護者等誓約書・個人情報の取扱いに関する同意書' (Written Oath & Consent Form Regarding the Treatment of Personal Data <for Guardians>). It includes a message: '次の内容をご確認のうえ、保護者等となる方の同意を得てください。' (Please read the following and obtain your guardian's consent). Below this, there is a section for 'English version follows Japanese'. The main content area shows a list of options, with the first option, '保護者等に同意を得た／I have obtained my guardian's consent', highlighted with a red box. Below this, there is a section for '保護者等に同意を得ていない／I have not yet obtained my guardian's consent'. At the bottom, there is a button labeled '登録する／Save'.

After your guardian has reviewed this, select 「保護者等に同意を得た／I have obtained my guardian's consent」 and click on 「登録する／Save」.

[Note] The actual display may differ from what is shown here.

11

After you agree to the various Oaths, enter the information displayed

After you click on each field, select 「〇〇を編集する/Edit」 to display the information to be entered.

12

First, check the precautions for each field, and then proceed to fill them in order.

[Note] The actual display may differ from what is shown here.

13

入学後の住居状況/Post-admission Address in Japan (必須/Required)

☐ 保護者等と同居しない/Decided as follows

☒ 保護者等と同居する/Will live with my guardian

☐ 未定/Undecided

日本国内の電話番号/Phone Number in Japan ※半角  
日本国内で携帯電話を所持する方のみ入力。固定電話番号もしくは携帯電話番号を入力してください。

自宅電話番号/Home

03 - 1234 - 5678

携帯電話番号/Mobile

090 - 0000 - 0000

共通テスト成績発表番号 (必須/Required) ※半角英数字

111111 - 1111A - 1

**登録する/Save**

戻る/Back

After completing the information, select 「登録する/Save」 at the bottom of the page to save the entered information.

14

受験一覧

入学情報

早稲田大学

入学の流れ Flow of Procedure

入学期間 Period for Procedure

入学申込 Information

書類ダウンロード Download documents

お問い合わせ Contact us

※ UCARO入学手続記入期間/UCARO Registration Period  
 2023年1月10日（水）～2023年1月12日（金）

●入力が完了するアイコンがグレーから青付きに変化します。  
 When the input is completed, the icon changes from gray to blue.

本人同意書・個人情報取扱いに関する同意書 / Written Oath & Consent Form Regarding the Treatment of Personal Data <for Students>

保護者同意書・個人情報取扱いに関する同意書 / Written Oath & Consent Form Regarding the Treatment of Personal Data <for Guardians>

**入学予定本人/Student**

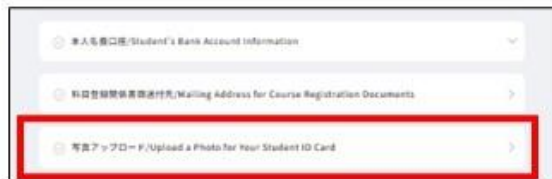
保護者等/Guardian

Return to the Enrollment Procedures top page, and confirm that the icon for the information you have completed now displays

[Note] The actual display may differ from what is shown here.

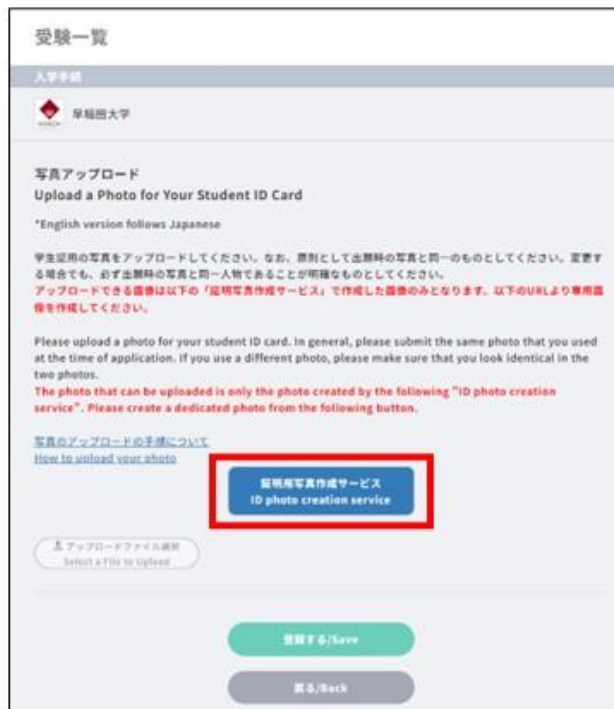


15



Click the button highlighted in the screenshot on the left to upload a picture for your student ID card.

16



Prepare a photo image for the student ID (the same one used for the application in principle) in advance, and after reviewing the given information, select "Photo Creation Service."

For detailed instructions, please refer to the link on the page.

17



After creating a photo ID, return to the photo upload screen, click on "Select a File to Upload" and upload your photo.

A preview of the uploaded photo will be displayed in the center of the screen. After confirming that you are completely visible in the photo, click on 「登録する/Save」.

[Note] The actual display may differ from what is shown here.

18

受験一覧

入学手続

UCARO入学手続記入の期間(UCARO Registration Period)  
2024年1月1日(木) ~ 2024年1月31日(木)

●入力が終わるとアイコンがグレー から色付き へに変化します。  
When the entry is complete, the icon changes from gray to colored.

UCARO入学手続における利用規約/Terms of Service regarding the UCARO enrollment procedure system

入学手続情報入力  
Please enter each item below

●入学手続はこの画面を入力した時点で完了しません。必ず入学手続の完了を希望してください。  
(Enrollment procedures are not completed just by entering information on the UCARO enrollment procedure screen. Please be sure to refer to the Waseda University Guide to Enrollment Procedures and follow instructions.)

●卒業生の方へ入学手続には卒業生入学手続システムにログインする必要があります。この画面の上の「登録ログインロード」ボタンをクリックしてください。なお卒業生の入学手続案内(入学手続案内および入学手続・登録などの入学手続)はそれぞれ別冊から提供されています。「入学手続の案内」および、募集案内の「入学手続」をご覧ください。  
(For undergraduate students enrolling in April, a portal of entrance has been set up on the Waseda University website. Please access to the "Documents Download" button at the top of this screen for more details. For others, e.g., September matriculation undergraduate students, April matriculation postgraduate or high school students must refer to Waseda University Guide to Enrollment Procedures sent from each department/department and designated website.)

●本人認証から30分は経過すると、操作ができません。その場合は再度ログインまたは本人認証を行ってください。  
(If more than 30 minutes have passed since you last authenticated yourself, you will not be able to operate further. In that case, please log in again or perform a personal authentication.)

●すべての入学手続情報を入力が完了したら、画面下の「入力した全ての情報を大学に提出」ボタンを押してください。  
(When filling out all of the fields for enrollment procedures, click the "Submit all of the information above" button at the bottom of the screen. The submission of enrollment information will not be completed until you press the button.)

●入力が終わるとアイコンがグレー から色付き へに変化します。  
When the entry is complete, the icon changes from gray to colored.

●本人同意書・個人情報取扱いに関する同意書/Written Oath & Consent Form Regarding the Treatment of Personal Data (for Students)

●保護者同意書・個人情報取扱いに関する同意書/Written Oath & Consent Form Regarding the Treatment of Personal Data (for Guardians)

●入学予定者本人/Student

●保護者等/Guardian

●学費負担者/Tuition Payer

●本人名義口座/Student's Bank Account Information

●和紙登録関係送付先/Receiving Address for Course Registration Documents

●写真アップロード/Upload a Photo for Your Student ID Card

●共通テスト受験票アップロード

↓

上記のすべてのページを入力し、アイコンが色付き へになっていることを確認してください。そのうえで、以下の「入力した全ての情報を大学に提出」ボタンを押してください。  
このボタンを押すまでは入学手続情報の入力が入りませんのでご注意ください。  
このボタンは、一度押すと無効となります。なおボタンが灰色になった後でも、入学手続期間中は、上記のページの修正は可能です。

Make sure all the above pages are filled out and the icon on the left of the each section has been changed from gray to colored. After confirming, click the "Submit all of the information above" button below.

Note: The button will disappear once clicked. Even if the button is not visible, you can still make corrections on the above page during the enrollment procedure period.

入力した全ての情報を大学に提出  
Submit all of the information above

After all information has been filled in, you will be able to click on「入力した全ての情報を大学に提出(Submit all of the Information above)」at the bottom of the page. Select it.

Once you do this, the following message will be displayed. Click on「完了する/Complete」

このまま画面を閉じてください。完了するボタンを押してください。  
Are you sure that you want to complete this section?

完了する/Complete

戻る/Back

This concludes the registration of information for your enrollment procedures.

[Note] The actual display may differ from what is shown here.



## 2. Supplementary information about the details of entry

### 1) "Student"

#### **Name in Kanji:**

Enter the same kanji characters as on your family register (certificate of residence) in the "Family Name" and "Given Name" fields. If you are unable to enter the kanji characters from your family register, please enter an alternate kanji (from the joyo kanji). If you cannot enter an alternative kanji either, you do not have to enter it. If you have a middle name, please omit it, or write it before your "Given Name."

The kanji characters entered here will appear on your certificates and degree records after admission; thus, if you encounter any issues, please consult with the Administrative Office of your graduate school after admission.

#### **Name in Katakana:**

Enter your name in katakana according to its pronunciation. If you have a middle name, please omit it, or write it before your "Given Name." Please do not enter it if you are unable (in this case, the University will register the katakana name that represents the pronunciation of your romaji name in the University's system).

#### **Name in English:**

Write your name according to your passport. If you have a middle name, please omit it, or write it before your "Given Name."

#### **On use of an Alias Name (Preferred Name):**

If you want to use an Alias Name (Preferred Name) as it appears on your certificate of residence in Japan, please contact the office of your graduate school as soon as possible. Please refer to the following URL for the format "Request for Use of Preferred Name" to be submitted to the office of your graduate school at the time.

[https://wnpspt.waseda.jp/student\\_en/supportanywhere](https://wnpspt.waseda.jp/student_en/supportanywhere)

Certificate & Application Procedures > Application and Procedures for Changing Information >  
01\_Application and Procedures for Changing Information

### 2) "Guardian"

"Guardian" refers to the person providing guidance and support to the student in cooperation with the school for the student to smoothly perform academic and research activities. A homemaker or unemployed person is also acceptable. Foreign nationals and those living abroad are also acceptable (though Japanese residents are preferable). The enrolling student himself/herself cannot be set up as a Guardian. Please be aware that the student's graduate school may send score reports and other information to "Guardian."

### 3) "Tuition Payer"

At Waseda University, students are required to pay tuition and other fees for each semester determined for the spring and fall semesters. Payment for the semester immediately following admission is to be completed by the "bank transfer" as part of the admission procedures. For the subsequent semesters, the payment will be conducted through "direct debit," the procedure for which will be conducted after admission. For details, please refer to "Admissions procedure" on the Graduate School website

( <https://www.waseda.jp/fsps/gsps/en/applicants/admission-procedure/> ).

Under "Tuition Payer," please enter the information of the person who will bear the tuition expenses after admission. Please note the following points when setting up the "Tuition Payer."

- The Tuition Payer must be a resident of Japan (The "Transfer Notification Letter" sent by post to the Tuition Payer approximately 10 days before the date of transfer cannot be sent to addresses outside of Japan).
- If the person who is actually paying the tuition fees is an overseas resident, please select "Student" or "Other." If you select "Other," please enter the information of the Tuition Payer who resides in Japan.
- The Tuition Payer needs not to be the same person as the Account Holder of the Bank Account for Tuition Payment (procedure after admission) or the Guardian, etc.

#### 4) "Student's Bank Account Information"

The account registered in the student's name will be used as the bank account to which Waseda University will transfer any money that needs to be transferred to the student (e.g., scholarships and payments for part-time work at the University). Please ensure that you register the student's bank account with the University. If the name on the bank account differs from the student's name, the University will not be able to make the transfer.

If there is no account in the student's name, please select " No bank account in Japan yet." Please register your account through Waseda University's dedicated portal site "My Waseda" as soon as possible after admission.

- \* All new Waseda University students are required to register two bank accounts: "Student's Bank Account" and "Bank Account for Tuition Payment." The registration of the bank account with the student's name here is different from the procedure for the payment of tuition fees (direct debit) after admission. The procedures for direct debit for payment of tuition fees (registration of "bank account for debit of tuition and other fees") will be conducted after admission. For details, please refer to "Admissions procedure" on the Graduate School website ( <https://www.waseda.jp/fsps/gsps/en/applicants/admission-procedure/> ). It is possible to register the same account as the "Student's Bank Account" and the "Bank Account for Tuition Payment," but even in this case, you have to carry out the procedures for the direct debit of payment of tuition fees (registration of the bank account for debit of tuition and other fees) after admission.

## 4. Admission Procedures 2:

### Submission of the Admission Documents <By Post>

#### 1. Required Documents

(○:Submission required    △:Submission required only when applicable    -:Submission not required)

	Documents necessary for admission procedure	Points to check	Master's Program	Doctoral Program
A	Admission Procedure Documents Checklist	Use Format issued by Graduate School.	○	○
B	Certificate of Residence	Submit an original (paper) document issued by a municipal office in Japan. *Copies are not acceptable.	○	○
C	Certificate of Graduation (Bachelor's degree)	Submit an original (paper) certificate issued by your school. *Those who have graduated from a Chinese university or have passed an educational background assessment are not required.	○	○
D	Certificate of Graduation (Master's degree)	Submit an original (paper) certificate issued by your school. *Those who are expected to graduate from our graduate school or a Chinese graduate school, or who have passed an educational background assessment, are not required.	△	○
E	Sending CSSD	Required only for those who are <b>expected</b> to graduate from a Chinese university at the time of application.	△	△
F	Final Academic Transcript (Bachelor's degree) *All grades during your time at school are shown	Submit an original (paper) certificate issued by your school. *Those who have passed an educational background assessment are not required.	○	○
G	Final Academic Transcript (Master's degree) *All grades during your time at school are shown	Submit an original (paper) certificate issued by your school. *Those who are expected to graduate from our graduate school or who have passed an educational background assessment, are not required.	△	○
H	Certificate of payment of Admission Fee, School Expenses, and Other Fees	Submit documents printed on A4 paper to prove that Admission Fee, School Expenses, and Other Fees have been paid.	○	○
I	Certificate of individual Registered Matters	Required only if current name and name on certificate are different.	△	△

## 2. Submission Method

### 1) Deadline for submission

July 25th, 2025 ~ August 20th, 2025 <Postmark of the Deadline Date is Valid> (JST)

### 2) Method of Postage

Please enclose the required documents in an envelope (A4-sized square-shaped No. 2 (240×332mm) envelope), seal it, use the "Invoice for submitting documents for admission procedure" specified by the graduate school, and mail it from a post office by Registered international mail service (such as EMS and FedEx) or Simplified Registered Mail (簡易書留) from a post office in Japan or through Express Delivery. Please ensure that you write your postal code, address, and name as the sender's information on the envelope.

(We will not accept mail with insufficient postage.)

## 3. Document Preparation Precautions

### Precautions

- Please download the formats for the documents required for the admission procedure from our Graduate School website.
- Please read the following notes carefully and fill out the form accurately in block letters using a black ballpoint pen (pencils and erasable pens cannot be used).
- If you make a mistake, do not use correction fluid, but instead draw a double line through the incorrect part, stamp it with a correction stamp, and then fill in the correct part in the blank space. If you don't have a correction stamp, your signature next to the correction is also acceptable.
- If you are unable to submit the submission deadline due to circumstances such as when certificates are to be issued, please notify us using the Application for delay in submission of Admission Procedure Documents Form below. If you have something that confirms your graduation (web system screen, notice board announcing graduates, etc.), please submit it using the form below prior to submitting your certificate.  
[Application for delay in submission of Admission Procedure Documents Form](#)  
\*Even if you submit the notification using the above form, you will still need to submit the documents. Please note that this is not an exemption. Please submit the documents as soon as possible they are ready.
- Once submitted, the admission documents will not be returned. Please do not submit documents that cannot be reissued.
- If you have any questions about preparing the documents for admission procedures, please check the "8. FAQs on the Admission Procedures" on pages 23-24. If you are still unsure, please contact the Admission Procedures Section at the Administrative Office, Tokorozawa Campus ([toko-nt20@list.waseda.jp](mailto:toko-nt20@list.waseda.jp)).

### A. Admission Procedure Documents Checklist

- Please use the format issued by this graduate school.
- Please check (✓) the box for procedural documents you have created and prepared.
- Please check (✓) the box for "Entry of Admission Information at UCARO" and enter the date of completion.

### B. Certificate of Residence

- Please submit the original copy of the certificate of residence issued **at the time of submission of the admission procedures documents** (It does not need to be your new address after moving).
- Please submit the **Original "Certificate of Residence" issued by a Japanese municipal office** (Please note that Certificates of Residence is not student card). You may also use the convenience store issuance service.  
\* Copies are not allowed.
- Please submit an original (not a photocopy) of a "Certificate of Residence" issued **after April 1st, 2025, with all the required information (address, name, date of birth, and sex) (permanent address not required)**. Please note that some municipal offices may omit some of the required information unless specifically requested. In addition to the above prescribed matters, foreign nationals should apply at the municipal office for a "Copy of Certificate of Residence" that includes **"Nationality," "Status of Residence," "Period of Stay," "Expiration Date of Residence,"** and **"Resident Card Number."**
- **Please do not submit a "Certificate of Residence" that includes the Personal Number (MyNumber).**
- If the prospective student's name is listed, either an "Excerpt from the Certificate of Residence" or "Certified Copy

of the Certificate of Residence" will be accepted. However, in case of a "Certified Copy of the Certificate of Residence", please submit all copies issued by the municipal office.

- If you are currently residing overseas, please submit the documents as soon as you decide your address in Japan after your arrival. However, please submit your application using the "Application for delay in submission of Admission Procedure Documents Form" listed in the "Precautions" section of page 18.

#### **C. Certificate of Graduation (Bachelor's degree)**

- Please be sure to submit the original (paper) copies of the certificates you submitted when applying. If you submitted a certificate of expected graduation, please submit a certificate of graduation.
- Please submit the certificate in Japanese or English. If the certificate is only issued in a language other than Japanese or English, in addition to the original, please also submit the original Japanese or English translation (certified by the embassy or other appropriate organization).
- If you submit a certificate issued by an institution different from the one you applied for, you may be denied admission.
- Those who have graduated from a Chinese university or have passed an Assessment of Educational background do not need to submit these documents. However, please be sure to check the appropriate box in "Admission Procedure Documents Checklist".

#### **D. Certificate of Graduation (Master's degree)**

- Please be sure to submit the original (paper) copies of the certificates you submitted when applying. If you submitted a certificate of expected completion, please submit a certificate of completion.
- Please submit the certificate in Japanese or English. If the certificate is only issued in a language other than Japanese or English, in addition to the original, please also submit the original Japanese or English translation (certified by the embassy or other appropriate organization).
- If you submit a certificate issued by an institution different from the one you applied for, you may be denied admission.
- Those who are expected to graduate from the Graduate School of Sport Sciences at our university or have graduated from a Chinese graduate school, or have passed an Assessment of Educational background do not need to submit these documents. However, please be sure to check the appropriate box in "Admission Procedure Documents Checklist".

#### **E. Sending CSSD**

- Required only for those who are **expected** to graduate from a Chinese university at the time of application.
- Please apply through CSSD (Center for Student Services and Development, Ministry of Education, P.R. China) and arrange for "Online Report of Higher Education Qualification Certificate" to be sent directly by email from CSSD (CHESICC) to the Admission Procedures Section at the Administrative Office, Tokorozawa Campus ([toko-nt20@list.waseda.jp](mailto:toko-nt20@list.waseda.jp)).
- For details, please check the CSSD website (<https://www.chsi.com.cn/en/>). Please be sure to prepare well in advance so that your certificate will be delivered to our university during the admission procedure period.
- Only the English version of the certificate sent directly by CSSD via email will be valid.

#### **F. Final Academic Transcript (Bachelor's degree)**

- Please be sure to submit the original (paper) copies of the certificates you submitted when applying. If you submitted a certificate of expected academic transcript, please submit a certificate of academic transcript.
- Please submit the certificate in Japanese or English. If the certificate is only issued in a language other than Japanese or English, in addition to the original, please also submit the original Japanese or English translation (certified by the embassy or other appropriate organization).
- If you submit a certificate issued by an institution different from the one you applied for, you may be denied admission.
- Those who have passed an Assessment of Educational background do not need to submit these documents. However, please be sure to check the appropriate box in "Admission Procedure Documents Checklist".

#### **G. Final Academic Transcript (Master's degree)**

- Please be sure to submit the original (paper) copies of the certificates you submitted when applying. If you submitted a certificate of expected academic transcript, please submit a certificate of academic transcript.

- Please submit the certificate in Japanese or English. If the certificate is only issued in a language other than Japanese or English, in addition to the original, please also submit the original Japanese or English translation (certified by the embassy or other appropriate organization).
- If you submit a certificate issued by an institution different from the one you applied for, you may be denied admission.
- Those who are expected to graduate from the Graduate School of Sport Sciences at our university or have passed an Assessment of Educational background do not need to submit these documents. However, please be sure to check the appropriate box in "Admission Procedure Documents Checklist".

#### **H. Certificate of payment of Admission Fee, School Expenses, and Other Fees**

- Please submit a copy of the certificate that confirms that the payment of admission fee, school expenses, and other fees has been completed on A4 size paper. There is no need for enlarged copy.

#### **I. Certificate of individual Registered Matters**

- Please submit only if there is a change in the name on the certificate you have submitted.



## 5. Checking the Admission Procedures Status

Check whether you have completed each of these steps as follows:

Procedures	Confirmation Method																
Online Submission of Admission Information <UCARO>	<p>Confirm that the UCARO List of Applications (=「受験一覧」) displays "F: Web Admission Procedures Documents Completed." (=「F:Web 入学手続提出済み」)</p> <div><table><tr><td>受験番号</td><td>40101</td><td></td><td></td></tr><tr><td>出願番号</td><td>40101</td><td>受験内容</td><td>推薦入学</td></tr><tr><td></td><td></td><td></td><td>大学院スポーツ科学研究科 修士課程 スポーツ科学専攻</td></tr><tr><td>ステータス</td><td colspan="3">F:Web入学手続提出済み ?</td></tr></table></div>	受験番号	40101			出願番号	40101	受験内容	推薦入学				大学院スポーツ科学研究科 修士課程 スポーツ科学専攻	ステータス	F:Web入学手続提出済み ?		
受験番号	40101																
出願番号	40101	受験内容	推薦入学														
			大学院スポーツ科学研究科 修士課程 スポーツ科学専攻														
ステータス	F:Web入学手続提出済み ?																
Submission of the Admission Documents <By Post>	Please check the arrival status from the tracking service of your chosen mail service using the "Contact number" listed on the shipment registration.																

## 6. Refund of School Expenses and Other Fees (First Semester) due to Withdrawal

### 1. In case of declining admission

If you wish to decline admission, please follow the procedure below. Only "tuition and fees (for the first semester)" will be refunded through a bank transfer (the payment is expected to be made by mid-November).

### 2. Refund procedure

Procedure	<p>Please notify the Admission Procedures Section at the Administrative Office, Tokorozawa Campus in advance by email of your intention to withdraw from admission. At that time, we will send you the format of the documents required for the procedure. Please fill out the necessary documents and submit them.</p> <p>As a general rule, the person declining admission must bring the documents listed below ① to ④, along with a personal seal and the bankbook for the bank account to which tuition and other fees will be refunded.</p>
How to submit and deadline	<p>Choose either A. or B.</p> <p>A. Send the documents by post by: <b><u>September 12, 2025 (Must arrive by this date)</u></b> Send to: Administrative Office, Tokorozawa Campus, Admission Procedures Section Graduate School of Sport Sciences, Waseda University 2-579-15 Mikajima, Tokorozawa, 359-1192, Japan</p> <p>B. Directly hand in to the Administrative Office, 4th floor, Building No. 100, Tokorozawa Campus by: <b><u>16:00 September 18, 2025</u></b> *Administrative Office opening hours: 10:00-16:00 (excluding Saturdays, Sundays and national holidays)</p>
Required Documents	<p>① Application form for the refund of tuition and fees (original) (*Please request the prescribed format by e-mail. Fill in the necessary information and stamp it.)</p> <p>② A copy (on A4 sized paper) of the result announcement page of "The Admissions Office"(TAO)</p> <p>③ A receipt of the payment of school expenses and other fees (original)</p> <p>④ A letter of consent by your guardian (original) (Includes the guardian's address, phone number, and signature/stamp. Free format)</p>

- ◆ **Documents submitted after the deadline will not be acceptable under any circumstances.**
- ◆ Once the applicant withdraws the admission, they cannot cancel the withdrawal under any circumstances.
- ◆ In the case the procedure is done by a proxy, a proxy form (free format), the proxy's ID and a copy of the enrollee's ID will also be required.

## 7. For Those Who Have Previously Enrolled

### 1. Return of the Admission Fee

If a student who has graduated, completed, or withdrawn from an undergraduate, graduate, or postgraduate course at Waseda University re-enrolls in Waseda University, registration fee (amount equivalent to admission fee) will be refunded.

### 2. Admission Procedure for Students Eligible for Refund of Admission Fee

- For those whose past admission history has been confirmed at the time of application, we will inform you of the amount waived from the registration fee (equivalent to the admission fee) in advance, so please pay the amount stated.
- If you have been enrolled at Waseda University in the past and have mistakenly paid the registration fee (equivalent to the admission fee), please contact the Admission Procedures Section at the Administrative Office, Tokorozawa Campus. We will check your past admission history.

## 8. FAQs on the Admission Procedures

### Regarding the Payment

**Q:** Is it possible check whether my payment has been received by the University correctly?

**A:** We cannot answer inquiries regarding confirmation of payment. Please keep your credit card statement safe as it is your proof of payment.

**Q:** Can the university issue a receipt for my payment?

**A:** No, we cannot. Your credit card statement will serve as your payment receipt.

### Online Submission of Admission Information <UCARO>

**Q:** I understand that the Student's Name and the Name in Romaji must be filled in as written in the passport. How should I write it if I don't have a passport?

**A:** Passports use the Hepburn Romaji system, so please write it accordingly. Please refer to the Passport Center's website for more information on Hepburn romanization.

**Q:** I haven't yet decided where I will live after admission at the time of filling this form. How should I fill the Prospective Student's Address?

**A:** If you do not yet know where you will live, please select "Undecided" in the residential status for the Prospective Student's Address after admission. However, use the Waseda University Portal site MyWaseda to update your address as soon as possible after admission.

**Q:** For the Tuition Payer field, my parents or guardians who will actually bear the expenses live overseas. The page for entering information on the Tuition Payer reads, "Tuition payer must currently reside in Japan." What should I do?

**A:** Please select "Student."

**Q:** I plan to use a student loan to pay for school expenses. The payment will be directly from the institution to where I am receiving the loan. How should I fill in the Tuition Payer field?

**A:** Please enter the information of the person who entered in the contract with the financial institution. Please do not complete the "Procedure for Registration of Bank Account for Tuition Payment" after admission. In this case, instead of "Sending a Notice for Account Transfer of Tuition and Other Fees," we will mail the bank transfer form to the Tuition Payer. Thus, please share the form with the financial institution with which you have the loan contract (For detailed procedures, please contact the financial institution with which you have a loan agreement).

### Regarding the Certificate of Residence

**Q:** I'm not sure where I will live after admission. Will you accept a "Certificate of Residence" of my current residence as an admission procedures document?

**A:** Yes, we will. Please submit a Certificate of Residence (Original, not a copy) as of the time of submission of the admission procedures documents.

### Regarding the Certificate of Graduation

**Q:** I will not be able to submit by Certificate of Graduation until after the graduation ceremony takes place, so I cannot submit it before the deadline for submitting the admission procedures documents. What should I do?

**A:** By applying using the "Application for delay in submission of Admission Procedure Documents Form," we will accept late submissions (For details, please refer to page 18). Please check the application form for the extended deadline and submission method.

## Other

**Q:** As I am sending my Admission Procedures Documents from overseas, how should I send them?

**A:** Please refer to "2. Submission Method" on page 18.

**Q:** If I forget to submit any of the documents required for admission, how should I submit them?

**A:** Please submit the documents as soon as possible after contacting the Admission Procedures Section at the Administrative Office, Tokorozawa Campus.

**Q:** What should I do if I am unable to submit documents that are not permitted to be submitted late by the deadline for mailing admission procedures documents?

**A:** Please contact the Admission Procedures Section at the Administrative Office, Tokorozawa Campus directly.

**Q:** If all admission procedures are completed, will something like a "notification of completion" be issued?

**A:** No documents such as "Notice of Completion" or "Proof of Admission" will be issued.

If the above "FAQs on the Admission Procedures" does not resolve your issue, please contact the Admission Procedures Section at the Administrative Office, Tokorozawa Campus by email ([toko-nt20@list.waseda.jp](mailto:toko-nt20@list.waseda.jp)).

\*When contacting us by email, please make sure to write "**Inquiries regarding admission procedures for September 2025**" in the subject line of the email, and in the body of the email, be sure to include the name of the graduate school you plan to enroll in, your examination number, the name of the student you plan to enroll in, and (if you are a guardian or representative, the name of the contact person and their relationship to the student) in the body of the email. We may not be able to answer inquiries that do not include these details. Please note that we cannot extend the admission procedure period even if it takes several days for us to respond.