



Important

For April 2026 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>  
February 2<sup>nd</sup>, 2026 (Mon) ~ March 2<sup>nd</sup>, 2026 (Mon) 23:59 (JST)

◆ Submission of Admission Documents <By Post>  
February 2<sup>nd</sup>, 2026 (Mon) ~ March 2<sup>nd</sup>, 2026 (Mon) (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.  
• Doctoral Program (April Admission)

# **<Table of Contents>**

1. Overview of Admission Procedures .....	3
2. List of Admission Procedure Deadlines.....	3
3. Admission Procedures 1: Online Submission of Admission Information <UCARO>.....	3
1. How to Login to UCARO and Register Information	
2. Supplementary information about the details of entry	
4. Admission Procedures 2: Submission of Admission Documents <By Post>.....	17
1. Required Documents	
2. Submission Method	
3. Document Preparation Precautions	
5. Checking the Admission Procedures Status .....	21
6. Other Important Information Available on UCARO .....	21
7. Refund of School Expenses and Other Fees (First Semester) due to Withdrawal.....	22
1. In case of declining admission	
2. Refund procedure	
8. For Those Who Have Previously Enrolled .....	22
9. FAQs on the Admission Procedures .....	23

## 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 February 2, 2026.)

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

- Please submit the required documents in an envelope and send them via a registered international mail service (such as EMS, FedEx, etc.), express mail, 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/fspc/gspc/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 Admission Procedures Documents <By Post>; the deadlines for each are given below.

Details of procedure	Application period (JST)
①Online Submission of Admission Information <UCARO>	February 2 ~ March 2, 2026, 23:59
②Submission of Admission Documents <By Post>	February 2 ~ March 2, 2026 (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.

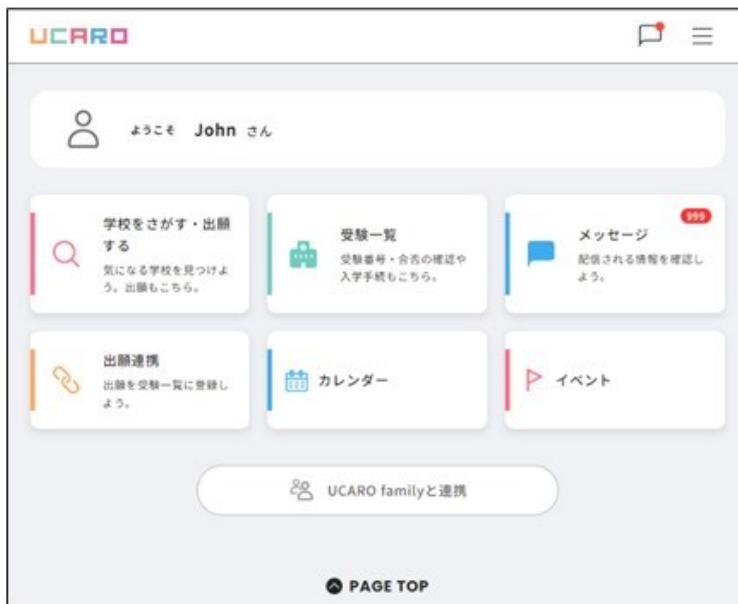
3



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.

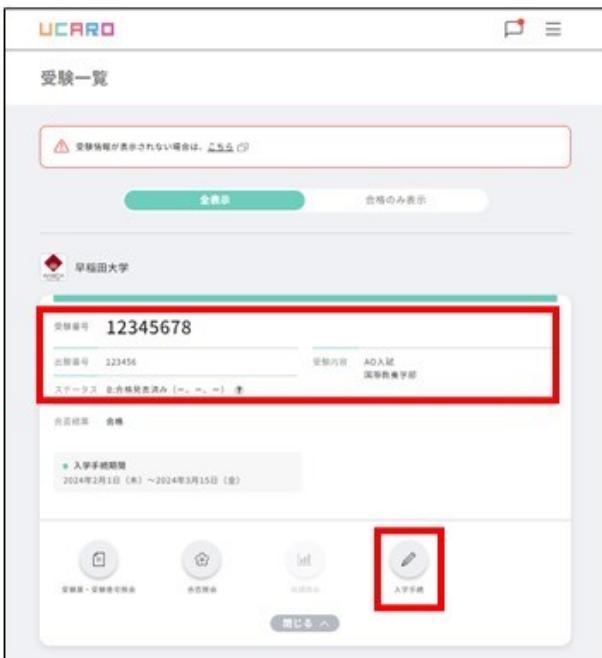
[Note] The actual display may differ from what is shown here.

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.

4

受験一覧

入学手続

早稲田大学

手順説明  
Flow of Procedure

手続期間  
Period for Procedure

お問い合わせ  
Information

資料ダウンロード  
Download Documents

お問い合わせ  
Contact Us

UCARO入学者登録入力期間/UCARO Registration Period  
2025年3月1日 (月) ~ 2025年3月31日 (月)

●入力が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.

● UCARO入学者登録入力期間に登録する際の各項目に必要事項として手書きを添めてください/You must read and agree to the 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完了しただけでは完了しません。必ず入学手続の手順を踏んでください。  
Graduation procedures are not completed just by entering information on the UCARO enrollment procedure system. Please be sure to refer to the Waseda University Guide to Enrollment Procedures and follow instructions.

●学部の新入学者向けにUCARO専用ウェブサイト内に特設サイトを開設しています。この画面の上部の「新設ウェブサイト」ボタンをご参照ください。新設サイトの新入学者以外（「3月入学手続及び入試用」当該区分の新入学者）はそれぞれの異用から選択されている「入学手続の手書き」および、各個別のウエブサイトをご覧ください。  
For undergraduate students enrolling in April, a special webpage has been set up on the Waseda University website. Please refer to the 'New Website for Enrollment' button at the top of this screen for more details. For example, September non-regular undergraduate students (April matriculation programme) or high school students must refer to Waseda University Guide to Enrollment Procedures sent from each department/division and designated [mailto:mail@.waseda.ac.jp](#).

●本人登録から20分以上経過すると、操作を行えなくなります。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 20 minutes have passed since you had 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。  
After 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.

●個人情報・個人情報の複数にに関する同意書 / Written Oath & Consent Form Regarding the Treatment of Personal Data (For Students)

●患者等同意書・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)

●学生登録本人 / Student

●監督者 / Guardian

●料金支払者 / Tuition Payer

●本人銀行口座 / Student's Bank Account Information

●登録登録用書類送付先 / Mailing Address for Course Registration Documents

●学生IDカードアップロード / Upload a Photo for Your Student ID Card

●エクストラ必修科目アップロード

上記のすべてのページに入力し、アイコンが色付き ●になっていることを確認してください。そのままの「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。このボタン押すと入学者登録の入力を完了しましたのでご注意ください。このボタンを押すと登録登録用書類送付先になります。なおボタンが色変わらない場合でも、入学手続開始中であれば、上記のページの押すと入学者登録の入力を完了します。

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

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.



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

5

受験一覧

入学手続

早稲田大学

手続手順  
Flow of Procedures

手続期間  
Period for Procedures

お問い合わせ  
Information

資料ダウンロード  
Download Documents

お問い合わせ  
Contact Us

\* 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)  
2024年1月1日 (水) ~ 2024年3月31日 (月)

● 入力が完了するとアイコンがグレー → カラーコードに変化します。  
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に関する同意条項 (Terms of Service regarding the UCARO enrollment procedure system)  
You must read and agree to the Terms of Service regarding the UCARO enrollment procedure system.

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

受験一覧

入学手続

早稲田大学

UCARO入学手続における利用規約に関する同意条項  
Ucaro Enrollment Procedure System Terms of Service Consent Clause

下記に同意いただいた場合は、下の[同意条項に同意する]ボタンにチェックをつけて、[登録する]ボタンを押してください。  
If you agree to the following, please check the "Agree" button and click the "Save" button below.

UCARO入学手続の利用規約  
Terms of Service Regarding the Ucaro Enrollment Procedure System

\*English version follows Japanese

【利用規約】  
UCARO入学手続システムを利用された場合は、この利用規約のすべての条項を承認されたものとみなします。  
ご利用になる前に必ずこの利用規約をお読みいただき、十分にご理解いただいた上で当システムをご利用ください。

【目的】  
この利用規約は、UCARO入学手続システム（以下「本サービス」といいます）を利用して、入学の手続をする者（以下「手続者」といいます）と学校法人早稲田大学（以下「本学」といいます）との間で締結する条項を定めています。

【管轄】  
- If there is a need for litigation between the student and the University or a contractor, the Tokyo District Court shall be the court of first instance with exclusive jurisdiction.

【その他】  
- Other matters not stipulated in these Terms of Service shall be handled in accordance with the Waseda University Guide to Entrance Procedures.

CONTACT:  
Waseda University Admissions Center  
Tel. 03-3223-4331  
Open: 9:00 AM - 5:00PM (except for Saturdays, Sundays, and public holidays)

同意条項に同意する/Agree

同意条項に同意しない/Disagree

登録する/Save

戻る/Back

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>

7

受験一覧

入学手続

早稲田大学

手順の流れ Flow of Procedure

手順期間 Period for Procedure

お問い合わせ Information

最新ダウンロード Download Documents

お問い合わせ Contact Us

UCARO入学者登録期間 UCARO Registration Period  
2025年3月1日 (木) ~ 2025年3月11日 (月)

●入力が完了するとアイコンがグレー → から色付き → 变化します。  
When the entry is complete, the icon changes from gray to colored.

UCARO入学者登録における利用規約/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だけでは完了しません。必ず入学手続の手引きを参照してください。  
Graduation procedures are not completed just by entering information on the UCARO enrollment procedure system. Please be sure to refer to the Waseda University Guide to Enrollment Procedures and follow its procedures.

●卒業の6ヶ月入学者登録は早稲田大学ウェブサイト内に特設サイトで用意しています。この画面の上部の「最新ダウンロード」ボタンをご参照ください。各学部の4年次入学者登録(1~3年次登録および入学・退学などの6月入学者)はそれぞれの専門会員登録で「入学手続の流れ」、および、各専門会員登録の「登録手順」をご覧ください。  
For graduation, a special website for the 6-month enrollment period is provided on the Waseda University website. Please access to the "Graduation download" button at the top of the pages for more details. For others, e.g. sophomore matriculation (undergraduate students), April matriculation (postgraduate or high school students) must refer to Waseda University Guide to Enrollment Procedures sent from each department/college and designated [website](#).

●本人認証から3ヶ月以上経過すると、操作が行えなくなります。その場合以降はログインでき本人認証を行ってください。  
If more than 3 months have passed since you had 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、画面中の「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。  
After filling in 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.

●入力が完了するとアイコンがグレー → から色付き → 变化します。  
When the entry is complete, the icon changes from gray to colored.

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>

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

早稲田大学

誓約書・同意書<本人> Written Oath & Consent Form<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

「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>

早稲田大学経営  
貴校に入学の上は、貴校の諸規則、指示および遵守事項を守り、学生の本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、管理など理解し、個人情報の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 the 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.

「研究倫理に関する誓約書」(◎博士後期課程・一貫制博士課程入学者のみ)  
Oath of Academic Integrity<Only for students admitted to the Doctoral Programs/5 year Doctoral Program>

早稲田大学経営  
貴校に入学の上は、研究、論文作成においては、真摯に取り、研究上の不正を行わないことを誓約いたします。  
To the President of Waseda University  
Upon enrolling at Waseda University, I hereby pledge to be diligent in my study and research and uphold the highest standards of academic integrity throughout my work.

学生本人氏名/Student's Name  
ワセダ タロウ

誓約書に同意する/Agree

誓約書に同意しない/Disagree

登録する/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.



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

9

The screenshot shows the UCARO registration interface. At the top, there are several buttons: 'Procedure List' (手続一覧), 'Procedure Period' (手続期間), 'Information' (お問い合わせ), 'Download Documents' (資料ダウンロード), and 'Contact Us' (お問い合わせ). Below these is a message: 'UCARO入学手続入力期間/UCARO Registration Period: 2023年1月1日(木) ~ 2023年3月31日(月)'. The main content area has two sections: 'Student' (学生登録) and 'Guardian' (保護者登録). The 'Guardian' section is highlighted with a red box around the 'Written Oath & Consent Form Regarding the Treatment of Personal Data <for Guardians>' button. A note at the bottom of this section says: '●入力が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.'

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 UCARO registration interface. At the top, there are buttons for 'Student' (学生登録) and 'Guardian' (保護者登録). The 'Guardian' section is active. It contains a note: '誓約書・同意書<保護者等> Written Oath & Consent Form<for Guardians> 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 is a text box with a scroll bar containing the 'Written Oath' text in English. At the bottom, there is a text input field for 'Student's Name' (学生本人氏名) with the value 'ワセダ タロウ' (Waseda Taro). Below this is a button for 'Guardian Consent' (保護者等に同意を得た/I have obtained my guardian's consent) with the checked option selected. There is also an unselected option 'Guardian Consent not obtained' (保護者等に同意を得ていない/I have not yet obtained my guardian's consent). A green 'Save' button (登録する/Save) is at the bottom.

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.



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

# 受験一覧

## 入学手続



早稲田大学

手続の流れ

Flow of Procedure

手続期間

Period for Procedure

お問い合わせ

Information

資料ダウンロード

Download Documents

お問い合わせ

Contact Us

UCARO入学者手続入力期間: UCARO Registration Period

2025年1月1日 (木) ~ 2025年3月31日 (月)

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>

□ 入学者本人/Student

入学予定者本人を認証する(EAD)

入学選択名

政治経済学部

School of Political Science and Economics

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

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

12

受験一覧

入学手続

 早稲田大学

**【入学手続情報入力】入学予定者本人/Student**

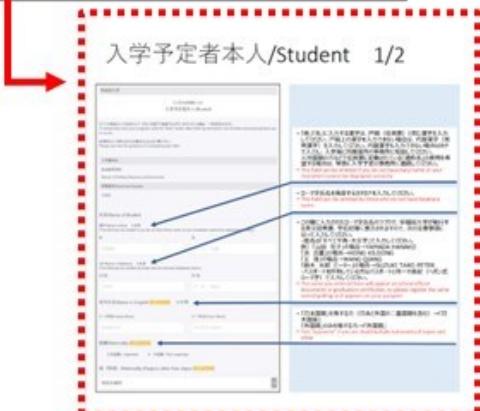
すべての項目の入力を終えエラーがない状態で「登録する」ボタンをクリックした場合、一時保存されます。  
To temporarily save your progress, click the "Save" button after entering information into all fields and ensuring there are no errors.

各項目の入力時に表示される案内文にこだわってください。  
Please see here for guidance on completing each field.

入学用件名  
国際教養学部  
School of International Liberal Studies

受験番号(Examinee Number)  
12345678

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 (日本語)

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  
 不定/Uncalculated

日本国内の電話番号/Phone Number in Japan (日本語)  
日本国内で使用できる電話番号をお持ちの方は、当用電話番号もしくは携帯電話番号のどちらかは必ず入力してください。

自宅電話番号/Home  
 03 - 1234 - 5678

携帯電話番号/Mobile  
 080 - 0000 - 0000

共通テスト成績請求番号/Common Test Result Request Number (日本語) (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

入学手続  
 草薙田大学

手続流れ  
 手続期限  
 お問い合わせ  
 フォームダウンロード  
 お問い合わせ

UCARO入学手続カレンダー/UCARO Registration Period  
 2025年1月1日 (木) ~ 2025年3月31日 (月)

●入力が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 input is completed, the icon changes from grey  to colored .

● 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>

● 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>

**学生本人/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

本人名義口座/Student's Bank Account Information  
料金登録用書類送付先/Mailing Address for Course Registration Documents  
写真アップロード/Upload a Photo for Your Student ID Card

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

16

受験一覧  
入学学年  
早稲田大学  
写真アップロード  
Upload a Photo for Your Student ID Card  
English version follows Japanese  
学生証用の写真をアップロードしてください。なお、原則として出願時の写真と同一のものとしてください。変更する場合でも、必ず出願時の写真と同一人物であることが明確なものにしてください。  
アップロードできる画像は以下の「証明写真作成サービス」で作成した画像のみとなります。以下のURLより専用画像を作成してください。  
Please upload a photo for your student ID card. In general, please submit the same photo that you used at the time of application. If you use a different photo, please make sure that you look identical in the two photos.  
The photo that can be uploaded is only the photo created by the following "ID photo creation service". Please create a dedicated photo from the following button.  
写真のアップロードの手順について  
How to upload your photo  
証明写真作成サービス  
ID photo creation service  
Select a File to Upload  
登録する/Save  
戻る/Back

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

写真アップロードファイル選択  
Select a File to Upload  
登録する/Save  
戻る/Back

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

早稲田大学

Flow of Procedure Period for Procedure Information Download Documents Contact Us

UCARO入学手続入力期間(UCARO Registration Period)  
2024年1月11日(木)～2024年3月11日(木)

●入力が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.

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

●入学手続をこの画面で入力しただけで完了しません。必ず入学手続の手引きを参照してください。  
Enrollment procedures are not completed just by entering information on the UCARO enrollment procedure system. Please be sure to refer to the Waseda University Guide to Enrollment Procedures and follow instructions.

●早稲田の入学手続画面には早稲田大学ウェブサイト内に掲載サイトを複数あります。この画面の左側の「進路タブ」ボタンをクリックしてください。入学手続手引き(「Waseda University Guide to Enrollment Procedures」)はそれら複数のうちの一つです。また、他の複数のウェブサイト(例: 1~4月入学者および大学院・高専のウェブサイト)はそれらの複数のうちの一つです。

●高校生はこの「入学手続手引き」を参照してください。また、高専生の場合は「高専手引き」を参照してください。  
High school students please refer to the "Waseda University Guide to Enrollment Procedures" on the Waseda University website. Please access to the "University Information" button at the top of this screen for more access. For others, e.g. Sophomore undergraduate students, Agent matriculants, postgraduate or high school students please refer to Waseda University Guide to Enrollment Procedures set from each department/school and designated website.

●本人認証から30分以上経過すると、操作が出来なくなります。その場合は再度ログインまたは本人認証を持ってください。  
If more than 30 minutes have passed since you last authenticated yourself, you will not be able to operate anymore. In that case, please log in again or perform a person authentication.

●すべての入学手続情報の入力が完了したら、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。  
After filling out all of the Waseda University 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 this button.

●入力が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.

●入学者誓約・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>

●保護者等誓約・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>

●入学予定者本人/Student

●保護者/Guardian

●学費負担者/Tuition Payer

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

●料金登録関係書類送付先/Mailing Address for Course Registration Documents

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

●英語テスト受験証アップロード

●

Make sure all the above pages are filled out and the icon on the left of 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」



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 wish to use an Alias Name (Preferred Name) (e.g., in case where a foreign national has an alias recorded on their Certificate of Residence), you may do so only after receiving approval from the University. Therefore, please promptly apply for permission to use a preferred name to the Tokorozawa Administrative Office. Until approval is granted, please register your legal name in UCARO. The same applies even if you used a preferred name at the time of application.

When applying for permission to use a preferred name with the Tokorozawa Administrative Office, the following documents are required:

- Request for Use of Preferred Name

(The designated form can be downloaded from the website below.)

[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 > Name change and use of Preferred Name

- Supporting documents stated in the Request for Use of Preferred Name

(e.g., a Certificate of Residence)

### 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/fspc/gspc/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".
- 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.
- \* Japan Post Bank (Yucho Bank accounts may also be used.) When entering the account number, please exclude the final digit "1". If the number of digits after removing "1" is fewer than seven, please add leading zeros ("0") at the beginning so that the account number contains seven digits.
- \* Please note that transfers may fail if a name that should be registered in katakana is incorrectly entered in roman letters. Please be sure to check your bank passbook (not your cash card) and register your name using the correct notation.

## 4. Admission Procedures 2: Submission of Admission Documents <By Post>

### 1. Required Documents

(○:Submission required    △:Submission required only when applicable)

	Documents necessary for admission procedure	Points to check	Submission
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 complete a degree at our university's graduate school, or those who have completed or are expected to complete a degree at a graduate school in China, or those who have passed an educational background assessment, are not required.	○
E	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 graduated from a Chinese university or have passed an educational background assessment are not required.	○
F	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 complete a degree at our university's graduate school, or those who have completed or are expected to complete a degree at a graduate school in China, or those who have passed an educational background assessment, are not required.	○
G	Sending CSSD	Required only for those who have graduated from a Chinese university, or who have completed (or are expected to complete) a degree at a graduate school in China.	△
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

February 2, 2026 ~ March 2, 2026 <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 "9. 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 through the [Inquiry Form \(Faculty of Human Sciences and Faculty of Sport Sciences\)](#).

### 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.

### <Notes>

- 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 that is not identical to the one submitted at the time of application, 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".
- In the case the academic transcripts include the "date of completion" and "name of the conferred degree", no need to submit this document.

#### **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 that is not identical to the one submitted at the time of application, you may be denied admission.
- Those who are **expected** to complete a degree at our university's Graduate School of Sport Sciences, or those who have completed or are expected to complete a degree at a graduate school in China, or 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 the "Admission Procedure Documents Checklist".

**(Applicants who have already graduated from our university's Graduate School of Sport Sciences at the time of application are required to submit this document.)**

- In the case the academic transcripts include the "date of completion" and "name of the conferred degree", no need to submit this document.

#### **E. 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 that is not identical to the one submitted at the time of application, 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".

#### **F. 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 that is not identical to the one submitted at the time of application, you may be denied admission.
- Those who are **expected** to complete a degree at our university's Graduate School of Sport Sciences, or those who have completed or are expected to complete a degree at a graduate school in China, or 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 the "Admission Procedure Documents Checklist".

**(Applicants who have already graduated from our university's Graduate School of Sport Sciences at the time of application are required to submit this document.)**

#### **G. Sending CSSD**

- Required only for those who have graduated from a Chinese university, or who have completed a degree at a graduate school in China (excluding Hong Kong, Taiwan and Macau).
- Please apply through CSSD (Center for Student Services and Development, Ministry of Education, P.R. China) and arrange for the following documents 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)).

\*Regarding the certificate of graduation/completion/degree, only applicants who submitted a Certificate of Expected Graduation/Completion (Online Verification Reports of Student Record) at the time of application are required to submit it. Transcripts are required in all cases.

- **Only the English version of the certificate sent directly by CSSD via email will be valid.**

Certificate of Graduation / Completion / Degree
<p>【Required for: Applicants who submitted a Certificate of Expected Graduation/Completion at the time of application】</p> <ul style="list-style-type: none"><li>• as a certificate of graduation/completion: <b>Online Verification Report of Higher Education Qualification Certificate</b></li><li>• as a certificate of degree: <b>Online Verification Report of Higher Education Degree Certificate</b></li></ul>
Academic Transcripts
<p>【Required for: All graduates/completers】</p> <p style="text-align: center;"><b>Verification Report of China Higher Education Student's Academic Transcript</b></p>

- 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.

#### **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>	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」) 
Submission of 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. Other Important Information Available on UCARO

On UCARO, various important pieces of information required after enrollment (such as the Waseda ID User Information Sheet and login information for the scholarship application system) will be made available sequentially. As these are essential for post-enrollment procedures and scholarship applications, please be sure to check, download, and keep them in a safe place via the UCARO admissions result page.

For details regarding the availability period and procedures for obtaining each item, please be sure to refer to the information provided on the Graduate School's website:

<https://www.waseda.jp/fsp/gsps/en/applicants/admission-procedure/>

## 7. 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-May).

### 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>March 19th, 2026 (Must arrive by this date)</u></b> Send to: Admission Procedures Section at the Administrative Office, Tokorozawa Campus, 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>15:00 March 25th, 2026</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.) ② A copy (on A4 sized paper) of the result announcement page of "The Admissions Office"(TAO) ③ A receipt of the payment of school expenses and other fees (original) 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.

## 8. For Those Who Have Previously Enrolled

### 1. Return of the Registration 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 will be refunded.

\* The registration fee will be credited toward the enrollment fee for students who enroll.

### 2. Admission Procedure for Students Eligible for Refund of Registration 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 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, please contact the Admission Procedures Section at the Administrative Office, Tokorozawa Campus.  
We will check your past admission history.

## 9. 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 my 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 through the Inquiry Form below.

[Inquiry Form \(Faculty of Human Sciences and Faculty of Sport Sciences\)](#)

\*When contacting us by email, please make sure to write "**Inquiries regarding admission procedures for April 2026**" in the title, 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 form. 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.

## Reasonable Accommodations for Students with Disabilities After Enrollment

Based on the [Basic principles of Waseda University in relation to the support of students with disabilities](#),

Waseda University provides necessary academic accommodations (reasonable accommodations) to ensure that students who face difficulties due to disabilities or other reasons have equal access to learning opportunities with other students.

If you require reasonable accommodations for your studies, please review the application procedures on the website of the Accessibility Resource Center (ARC) (<https://www.waseda.jp/inst/dsso/en/>) and submit an application accordingly.