Waseda University

Graduate School of Sport Sciences

2027 September Admission

Application Guide

English-based Master's Program

English-based Doctoral Program

Tokorozawa Administrative Office, Waseda University
Inquiry Form (Faculty of Human Sciences and Faculty of Sport Sciences)
*Please use "2027 September Admission English-based Master's Program/Doctoral Program" as the subject line of your inquiry.

Admission Policy

In accordance with Waseda University's founding principles, the Graduate School of Sport Sciences aims to produce graduates who can contribute to the realization of a rich society through the creation of new knowledge in the field of sport sciences and its practical application. Our goal is to foster individuals who can play active roles as global leaders, primarily in the fields of sports and sport sciences in the future.

To this end, the Graduate School of Sport Sciences widely admits students from within Japan and abroad who possess a strong determination and an altruistic spirit to achieve not only personal growth but also the advancement of sports and, by extension, society through research activities in the field of sport sciences, in addition to the following abilities and attributes:

< Master's Program (2-Year Course) >

- Language proficiency that serves as a foundation for active global engagement.
- Advanced specialized knowledge, thinking abilities, and analytical skills developed through past study, research, and sports or social activities.
- A strong desire to contribute to the creation of a rich society through specialized and interdisciplinary research and activities in the field of sport sciences.
- The capability to excel as an academic researcher or a highly specialized professional in a wide range of sports-related fields within any of the following research areas: Sport Culture, Sport Business, Sports Medicine, Exercise Science, Coaching Science, Health and Exercise Science, or Sport Management.

< Doctoral Program >

- Language proficiency that serves as a foundation for active global engagement.
- Advanced specialized knowledge, thinking abilities, and analytical skills developed through past study, research, and sports or social activities.
- A strong desire to contribute to the creation of a rich society through specialized and interdisciplinary research and activities in the field of sport sciences.
- Exceptional research capability required to become an advanced researcher with a wealth of academic knowledge in the field of sport sciences.

Curriculum Policy

On both the one-year course and two-year course of our Master's Program, obtaining a total of 30 credits from the research guidance seminars students belong to and lecture subjects established in the Graduate School of Sports Sciences is a completion requirement. The School provides important issues in sports science into the curriculum of coursework subjects as required. On the one-year course, the School gives consideration to working professionals so that they are able to take classes without affecting their work by conducting research guidance, seminars and lectures outside of normal hours. In addition, it is also possible to include lectures from other Graduate School's subjects (up to 8 credits) among the units taken by completing the designated procedures. Research guidance provides general guidance on research methods with the main work being the preparation of a Master's thesis. All students submit a Master's thesis and passing screening is a completion requirement.

On our Doctoral Program, each supervising faculty member gives scrupulous research guidance for the preparation of a Doctoral thesis to a small number of students and tries to make sure doctoral theses are completed within the term of the course. In addition, submission and successful defense of a Doctoral dissertation are mandatory requirements for degree completion.

Diploma Policy

In order to foster professionals capable of making an independent contribution to their local communities, we will utilize the broad scope and unique characteristics of Waseda University to encourage exchange between diverse academic fields, cultures, languages and values, supported by systematic education courses and a university-wide teaching and student life environment.

On our Master's Program two-year course, we do not only cultivate coaches for school education and social education, but also professionals who will be active as talented professionals in a wide range of sports-related work and business areas while they acquire advanced knowledge of sport. Furthermore, we also aim for the development of professionals who can contribute to improvements in quality of life and the formation of the preferred sports life through the creation of new sports environments.

Because our Master's Program one-year course is for professionals who already have practical work experience, it aims to allow students to acquire advanced knowledge through concentrated education in the Graduate School to further expand the scenes of each student's activities as a professional.

On our Doctoral Program, the main aim is to cultivate sports science researchers with high level research capabilities related to sports science and an abundance of the scholarly attainment basic to that.

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●Handling of Personal Information

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

●Collecting information on Gender and Sexual Diversity

For the sake of administering entrance examinations in an efficient manner and carrying out enrollment procedures, Waseda University collects information regarding your sex on legal documents such as family register or passport. The information is collected only for reasonably justifiable purposes, and these cases are limited to a minimum. If your sex is marked as neither male nor female on the legal documents, please contact through the inquiry form prior to application. The information does not affect the screening result.
https://www.waseda.jp/inst/diversity/en/support/sexual-minority/

●Definition of Mobile Phones and Similar Devices

In this Application Guide, the term “mobile phones, etc.,” refers to all electronic devices equipped with communication functions*, including but not limited to mobile phones, smartphones, smartwatches, smart glasses, and wireless earphones, etc.
*Communication functions include the ability to send, receive, or transmit data via Bluetooth, Wi-Fi, or other data communication methods, excluding functions limited to displaying the date and time.

●Provision of Accommodations for Academic Study

If you expect to require special care after entering the University owing to a disability or serious medical condition, etc., please contact the Graduate School of Sport Sciences Office at Waseda University through the inquiry form before submitting your application. If you find yourself in such a situation after submitting your application, please contact us immediately.

●Notice Regarding the Prevention of Sexual Violence against Children Act

Students participating in teaching practicums and other child-related educational or research activities may be required to complete a criminal background check in accordance with the Prevention of Sexual Violence against Children Act. Depending on the results of the criminal background check, students may not be eligible to participate in such activities.

Introduction

This Application Guide is for prospective students taking the Entrance Examination (English-based Master's and Doctoral Program, September Admission). Carefully read the Guide and make sure not to make mistakes with the procedures.

◆ **Before applying, applicants should contact a prospective supervisor to confirm that the proposed research topic can be appropriately supervised and that the necessary research environment and resources are available. Applicants should discuss the proposed research topic, research methods, available facilities and resources, the expected level of commitment, and the academic requirements for degree completion.**

It is especially important to confirm these details carefully in advance, because the prospective supervisor and research environment will form the foundation of your research throughout the program. The school strongly recommends that applicants visit the campus to observe the research environment before applying so that they can gain a clear understanding of the conditions under which they would conduct their research.

You may contact your prospective supervisor directly by e-mail. Please provide the following information in your e-mail. You can find the contact information of your prospective supervisor in the "Contents of Research Themes and List of Subject Codes," which is posted on our website.

・Website
https://www.waseda.jp/fsps/gsps/en/applicants/admissions/

Please email the prospective supervisor with the following information:

1) Your intended area of specialization
2) The type of program (Master's Program or Doctoral Program)
3) Your full name (and your student ID number if you are currently enrolled)
4) Your contact information (Address, Phone number, e-mail address, etc.)
5) Prospective supervisor's name

*Please attach your CV, and a document outlining your research interests, in PDF, Microsoft Word, or PowerPoint format.

Faculty members may not be able to respond immediately, for example, when they are traveling overseas.
Applicants are therefore encouraged to contact their prospective supervisor well in advance.

◆ Classes for Master's and Doctoral Programs will be held at Tokorozawa Campus or Higashi-Fushimi Campus during the daytime regardless of the language used.

1. Outline of Application

I. Applicant Qualifications

Applicants for whom English is a second language must meet one of the following requirements:

- TOEFL iBT (taken before January 21, 2026): Score of 80 or higher
- TOEFL iBT (taken on or after January 21, 2026): an overall score of 4 or higher on the new 1–6 score scale
- IELTS (Academic Module): Overall band score of 6.0 or higher

Test scores must be dated no earlier than 2 years before the last day of the Application period.

For each type of entrance examination, applicants must fulfill one of the following requirements.

Applicant Qualifications
Master's Program ① Graduated or are expected to graduate from a university by September 2027. ② Received or are expected to receive a Bachelor's Degree from National Institution for Academic Degrees and Quality Enhancement of Higher Education (NIAD-QE) by September 2027. ③ Completed or are expected to complete 16 years of standard school education outside Japan by September 2027. ④ Received or are expected to receive a degree equivalent to a bachelor's degree from a university or other school outside of Japan by completing a course of study lasting three years or more by September 2027. ⑤ Designated by the Ministry of Education, Culture, Sports, Science, and Technology - Japan by the time applicants wish to enroll. **<If applying under Application Qualification ⑥&⑦ described below, refer to【Assessment of Educational Background】>** ⑥ Enrolled at a university for more than 3 years or have completed 15 years of school education overseas or are expected to complete such education and have been recognized by the Graduate School Program as having earned a specified number of credits with an excellent academic record by September 2027. ⑦ Recognized by the Graduate School Program as possessing academic credentials superior to those of university graduates through an individual entrance requirement screening process and are scheduled to reach 22 years of age by the time of admission. Doctoral Program ① Received or are scheduled to receive a master's degree, a professional master's degree, or a Juris Doctor (professional) degree in Japan by September 2027. ② Received or are scheduled to receive a master's degree, a professional master's degree, or a degree equivalent to these outside Japan by September 2027. ③ Designated by the Minister of Education, Culture, Sports, Science, and Technology by the time applicants wish to enroll. ④ Completed a course of study at the United Nations University and received or are scheduled to receive a degree equivalent to a master's degree by September 2027. **<If applying under Application Qualification ⑤ described below, refer to【Assessment of Educational Background】>** ⑤ Recognized individually by the Graduate School of Sport Sciences as having academic credentials equivalent or superior to those of holders of a master's degree, a professional master's degree, or a Juris Doctor (professional) degree, and will reach 24 years of age by September 2027. * Graduation from a 6-year undergraduate course in the field of medicine, dentistry, pharmacy or veterinary science in itself would not simply be deemed to be equivalent to the completion of a master's course anddoes not automatically qualify an applicant for doctoral entry. **【Assessment of Educational Background】** Applicants applying for a Master's program under Application Qualification ⑥and ⑦ and a Doctoral program under Application Qualification ⑤need to undergo an assessment of educational background prior to application. Please download and fill out the "Form for Individual Review of Eligibility" per below. ・Download "Educational Background Report Form" from: https://waseda.box.com/s/fagebasa2uz5igm11m818f1jlclg64b1 ・Upload the completed form : https://waseda.app.box.com/f/58eabcc623374a2280fc70bbcf71cd96

【Note 1】

If your last education was in a Chinese three-year college program (zhuanke) (which is deemed as equivalent to a Japanese junior college program), you are not qualified to apply for this program. However, if you have completed a four-year university program (benke) after completing such three-year college program (which means a total of 18 years of school education), you will be deemed qualified to apply for the program.

If you submitted a certificate indicating that you are expected to meet the application requirements to enter Waseda University, you must submit an additional certificate indicating that you have indeed met the requirements prior to enrollment. You will not be permitted to enter Waseda University, even if you pass the screening, unless you submit the certificate confirming you have met the requirements.

【Note 2】

Faculty members of Waseda University, including Waseda University Junior/Senior High School, Waseda University Honjo Senior High School, and Art and Architecture School, are not allowed to enroll as students at the University. However, there are a few exceptions according to the University regulations. If you have any questions, please contact the relevant administration office.

II. Number of Students to Be Admitted

Several students will be admitted to the Master's and Doctoral Programs.

III. Schedule of Entrance Examination

Procedural steps	Application Schedules	Remarks
Contact period for applicants requiring special consideration	By December 25 (Fri), 2026	If you require special care after entering the university due to disability or serious medical condition, etc., contact Tokorozawa Administrative office.
Payment of the screening fee	January 26 (Tue) ～ February 22 (Mon), 2027	**Payment must be completed within the designated period.**
Application period	January 26 (Tue) ～ February 22 (Mon), 2027	**Process on TAO must be completed by 17:00 on the last day of the period [Japan Standard Time (JST)].**
Announcement of examinee number	Scheduled for Mid-March 2027	Your examinee number will be sent through the TAO messaging system.
Announcement of successful applicants	April 23 (Fri), 2027	**Applicants residing outside Japan who require a Certificate of Eligibility (COE) should complete the required enrollment fee payment promptly after the announcement of results.**
Sending of enrollment procedure documents	Early-July 2027	Will be sent to the e-mail address as indicated on the Application Form or TAO message.
Enrollment procedures	August 2027	

2. Application Procedures

・To ensure that your proposed research can be appropriately supervised, applicants are strongly advised to contact the faculty member whom they wish to have as their supervisor **before submitting their application**. Please make sure to discuss thoroughly with your prospective supervisor regarding your intended research topic and related matters. For further details, refer to the section “Introduction” in this Application Guide.
・Applicants are required to complete the payment of the screening fee and submit the application documents as directed below during the application period. The deadline will NOT be extended under any circumstances.
(Application is accepted when payment of screening fee and submission of application documents have both been completed.)

Step 1: Download Designated Forms

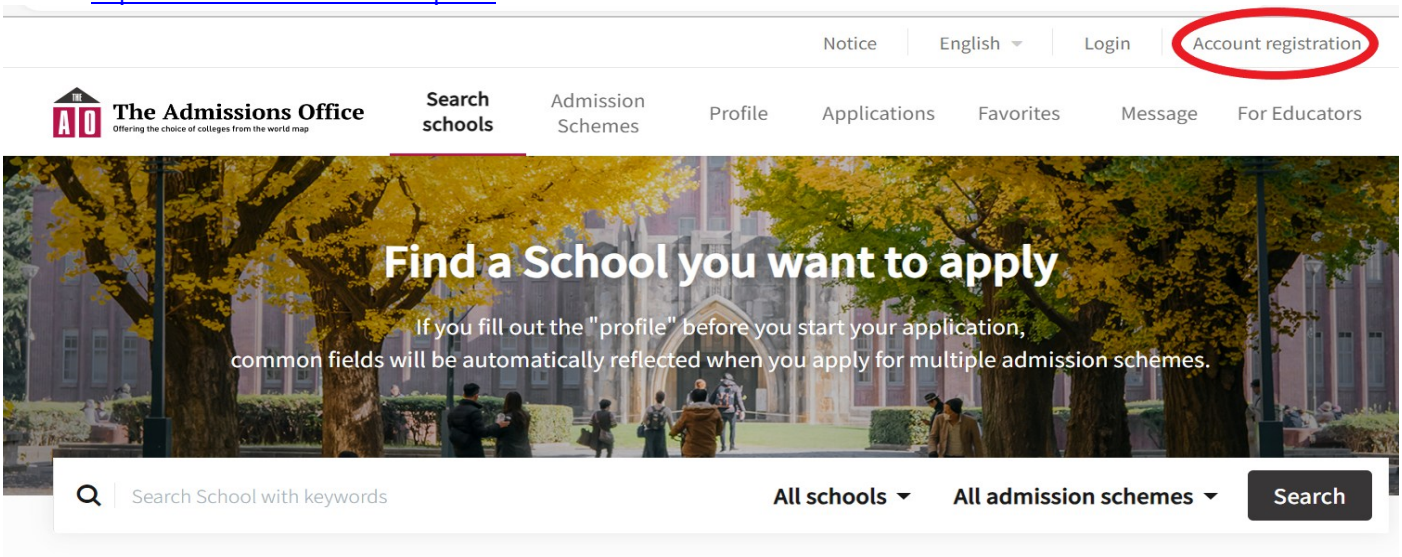
Access our website and download the necessary documents.
https://www.waseda.jp/fsps/gsps/en/applicants/admissions/

*Please do not alter the format of the designated forms. Any alteration may result in your application not being accepted.

Step 2: Create a New Account for Online Application

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

① Access the link below and click “Account registration” to start preparing your application.
https://admissions-office.net/en/portal



② Create your account using your legal name in Roman letters exactly as it appears on your passport. (If you do not possess a passport at the time of application, use the name in the certificate of family register or citizenship.)
*You do not need to create the “Profile” to apply for this admission. The Administrative Office of the Graduate School of Sport Sciences does not use the information filled in this section.

③ After creating your TAO account, find “Graduate School of Sport Sciences” from the “Search Schools” menu and select the program to which you wish to apply and begin your application.

④ When entering information and uploading documents, follow both the instructions displayed in TAO and the instructions in this Application Guide.

・By creating your account on TAO, you agree to the "Terms of Use" and "Handling of Personal Information" designed by Samadhi Co.,Ltd., the service provider of TAO.
・It is very important that you check “Message” on TAO and your registered e-mail account regularly, since Tokorozawa Administrative Office may contact you concerning your application.
・Tokorozawa Administrative Office will not be responsible for any consequences caused by the applicants’ failure to receive, read, and/or reply to the messages sent from our office and any malfunction of the network, PC, or other device that prevents the application from being submitted in time.
・Admission documents of successful applicants will be sent to the e-mail address registered on TAO. In the event of a change of e-mail address, inform Tokorozawa Administrative Office of your new address.

Step 3: Pay the Screening Fee

Be sure to pay the screening fee during the specified period. **Applications cannot be accepted unless the screening fee has been paid. Payment after the specified payment period will not be accepted for any reason whatsoever.**
Applicants are classified as either "Domestic Applications" or "Overseas Applications" based on their current place of residence. Please refer to the definitions below and first confirm which category applies to you. **Please note that the payment method and amount of the screening Fee differ between "Domestic Applications" and "Overseas Applications"**.

Category	Domestic Applications (Residents of Japan)	Overseas Applications (Residents of countries other than Japan)
Qualification	Applicants residing in Japan at the time of application. *No nationality restriction, including international applicants residing in Japan	Applicants residing outside of Japan at the time of application. *No nationality restriction, including Japanese applicants residing overseas
Judgement criteria	Judged based on the "current address" indicated on the Application Form	
Screening Fee	JPY 30,000	JPY 15,000
Payment method	①OR②	②

The screening fee will be waived in the following case. <No payment required>

The screening fee can be exempted if the following conditions apply. For details please contact Tokorozawa Administrative Office, Waseda University through inquiry form.

1) If you are applying for admission to the Graduate School of Sport Sciences' Doctoral Program immediately after completing the Master's Program of the same Graduate School, without any intervening period of non-enrollment. However, this exemption applies only when you apply for admission within 4 years after enrolling to Master's program.

2) If you have completed the Graduate School of Sport Sciences' Master's program but became a non-degree student or a research student at the school without interval and are applying for admission to the same school's Doctoral Program. However, this exemption applies only when you apply for admission within 4 years after enrolling to Master's program.

3) Applicants who reside in and have a citizenship of countries listed as "Least Developed Countries" or "Other Low Income Countries" on the DAC List of ODA Recipients issued by the Organization for Economic Co-operation and Development (OECD) Development Assistance Committee (hereinafter referred to as "Least Developed Countries, etc."). In case of dual nationality holders, both nationalities must be Least Developed Countries, etc. Submission of a Request for Exemption of Screening Fee is required.

The screening fee will be refunded in the following cases.

As a general rule, documents once submitted will not be returned and the screening fee will not be refunded. However, in the following cases, the screening fee alone will be refunded in full or in part.
If any of these apply to you, please contact the Graduate School of Sport Sciences through inquiry form.

1) You paid more than the prescribed screening fee amount.
2) You paid the screening fee but did not submit your application documents.
3) You paid the screening fee but submitted your application documents after the deadline.
4) You paid the screening fee and submitted the application documents, but your application was not accepted because it was incomplete or did not meet the eligibility criteria.

* If the screening fee was paid by credit card, you will be responsible for any fees incurred during the refund.

●Payment method

The screening fee can be paid either ① or ②. Please read the following instructions for each case before making payments.

① Payment at a convenience store *This payment method is applicable only to applicants residing in Japan.
・To make a payment at a convenience store, access the "screening fee convenience store payment site" (https://e-shiharai.net/) [Japanese only] first, and complete the designated payment registration, and then go to a convenience store. ・After making the payment, save the "Certificate of Payment of the Screening Fee" page as a PDF or JPEG document, and upload it on TAO. Check the details on the screening fee payment method on our Website. ・The payment can be made 24 hours a day, 7 days a week, including on Saturdays, Sundays, and holidays. For the last day of the payment deadline, the system to pay via the website closes at 11:00 pm and that of convenience store closes at 11:30 pm. However, please be advised that when a specific deadline time is set on the final day of the application period, payment must be completed by that time. ・If a family member or acquaintance of an applicant conducts the procedure on behalf of an applicant, such family member or acquaintance must enter the applicant's information.

② Payment via Credit Card or Online Payment System
・To make a payment by credit card or online payment system (China Union Pay), please access the online screening fee payment website (https://e-shiharai.net/ecard/) and complete the procedure. Check the details on the screening fee payment method on our website. ・After completing the transaction, save the "Result" page as a PDF or JPEG document, and upload it onto TAO. ・The payment can be made 24 hours a day, 7 days a week, including on Saturdays, Sundays, and holidays. For the last day of the payment period, credit card payment must be made by 11:00 pm (JST). However, please be advised that when a specific deadline time is set on the final day of the application period, payment must be completed by that time. ・The payment can be made with a credit card held in the name of a person other than the applicant. However, the applicant's information must be entered in the "Basic Information" page of the screening fee payment website.

Step 4: Prepare the Application Documents

- Application documents must be complete in order to be considered for screening. Applications with insufficient or incomplete documents without due reason will not be accepted and may result in the loss of eligibility.
- After logging into TAO and clicking "+Start my application", start to input/upload your information by clicking each item among those listed at the left side of the screen.
- **Please complete the entry on TAO by 17:00 on the last day of application period [Japan Standard Time (JST)].**
- **Unless otherwise specified, documents must be scanned using a flatbed scanner or multifunction printer and saved as PDF files. JPEG files are accepted only for items for which JPEG is expressly permitted in this Guide. Submissions taken with smartphone cameras—including mobile scanning apps—are not accepted.**
- **Please fill in or upload all necessary documents on TAO.**
- As a rule, only documents in Japanese or English may be submitted. Documents in other languages must be translated at either an embassy or a recognized notary.
- Some countries and regions do not provide notarized translations at embassies in Japan (e.g., China). In such cases, please use a service of that country. Please secure sufficient time.
- You will be deemed to have committed misconduct if you falsify, fabricate, plagiarize, or modify any documents, materials, or information submitted in your application. In such a case, any decision taken regarding your application may later be invalidated, without the application documents and screening fee being returned.
- Your essay, personal statement, research plan, etc. are a chance to explain yourself to the school and should be completed by yourself. Using generative AI to create these documents and presenting them as your own work may be considered academic misconduct and may adversely affect the evaluation of your application.

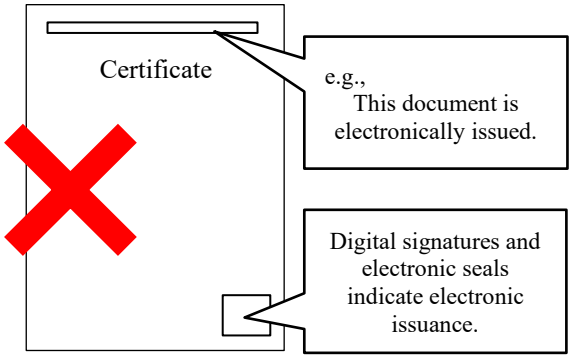
○:Required documents　△:Optional documents　☆:Only non-Japanese applicants required

No.	Application Documents	Notes	Master's Program	Doctoral Program
①	Application Form		○	○
②	Copy of Payment Receipt		○	○
③	Photo		○	○
④	Certificate of English Proficiency	Check the applicable categories. (Only scores obtained within two years prior to the examination date are accepted.)	○	○
⑤	**Bachelor's Level:** Certificate of (expected) Graduation /Degree	Upload a PDF file created by scanning the **original paper document.** *Submission of digital data is not accepted. *Exception: Graduates of universities or graduate schools in mainland China must have their graduation certificate and academic transcripts sent directly from CSSD. These reports do not need to be uploaded to TAO.	○	○
⑥	**Master's Level:** Certificate of Graduation /(expected) Completion Certificate of Degree		—	○
⑦	**Bachelor's Level:** Academic Transcripts		○	○
⑧	**Master's Level:** Academic Transcripts		—	○
⑨	Translation and Authentication of Translation for Certificates of ⑤～⑧	Mandatory if the document is written in a language other than Japanese or English.	☆	☆
⑩	Essay	Use the designated format.	○	○
⑪	Statement of Purpose		○	○
⑫	List of Previous Publications / Researches		△	△
The following documents are required for non-Japanese applicants only.				
⑬	Questionnaire for International Applicants		☆	☆
⑭	Statement of Source of Funds		☆	☆
⑮	Copy of Your Passport (the page with your headshot photo)		☆	☆
⑯	Copy of Your Residence Card or Alien Registration Card or Your Certificate of Residence (Jūminhyō) *Only necessary for domestic applicants		☆	☆
⑰	Letters of Recommendation (in English or Japanese) from at least two referees		☆	☆

IMPORTANT

- Successful applicants will be required to **submit the originals or their certified/notarized copies of the documents such as a certificate of graduation/completion and academic transcripts at the time of admission procedure.** **(*For details of <Certified/Notarized Copy>, see below.)**
- For this reason, **electronically issued documents (e.g., PDFs issued by schools or institutions) will not be accepted as application materials.**
  For application purposes, only scanned copies of original paper documents or certified/notarized paper copies will be accepted.
- If the contents in the originals or certified/notarized documents submitted after acceptance differ from the digital copies (i.e., scanned copies of your paper documents) uploaded to the online application system, or if you are unable to submit original or certified/notarized documents, your acceptance to Graduate School of Sport Sciences will be revoked. Therefore, **please be sure to prepare and keep the original or certified/notarized copies** of the documents to prove your graduation/completion/degree/academic records **in your possession.**
  *In case those who are expected to complete the graduate program at the time of application and pass the screening, they will be requested to submit the originals of the certificate of completion issued after completion.
- As a general rule, documents submitted during the admission procedures will not be returned. Please submit documents that can be **reissued multiple times or certified/ notarized copies**.

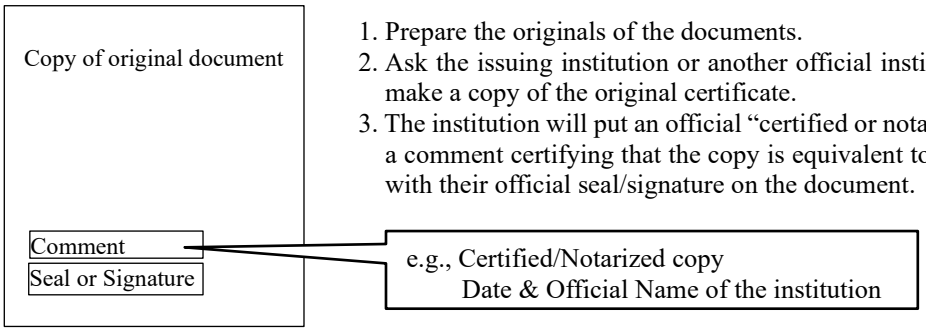
＜Example of electronically issued document＞



＜Certified/Notarized Copy＞

If you are not able to submit the originals of the certificates for some reasons, make sure to prepare certified/notarized copies. A certified/notarized copy means a copy of the document that has been deemed equivalent to the original document with an official seal from the issuing institution (e.g., university) or another institution (e.g., a notary public). The official seal or signature proves and certifies that the copy is true to the original ones.
A simple photocopy is NOT acceptable.

＜How to prepare a certified/notarized copy＞



1. Prepare the originals of the documents.
2. Ask the issuing institution or another official institution (e.g., notary public) to make a copy of the original certificate.
3. The institution will put an official "certified or notarized copy" stamp and/or add a comment certifying that the copy is equivalent to the original document along with their official seal/signature on the document.

① Application Form

- Please fill in the form on TAO by entering the applicant's information.
- You cannot change the prospective supervisor after the completion of the application.

② Copy of your payment

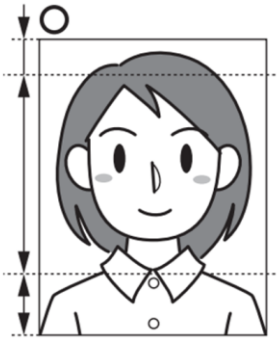
- Upload a digital photo or screenshot of the screening fee payment receipt, which shows the applicant's name and the paid amount. Refer to "Step 3: Pay the Screening Fee" for more details.

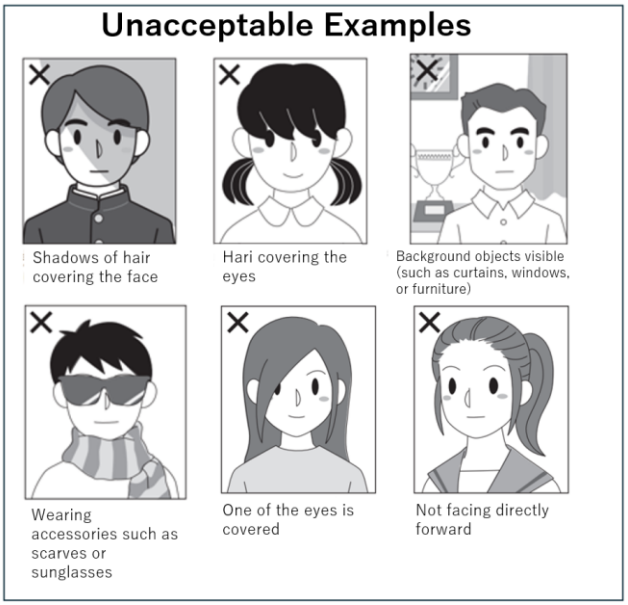
③ Photo

・Please upload on TAO.
・Regarding upload of photo, please confirm the notice below.

1. Please upload a color photo taken within 3 months of the time of application. The requirements for the photo are as follows: A vertical to horizontal ratio of 4:3; borderless, must capture the upper body; must provide a front view with no hats; and must be taken against a plain background. As will be detailed later, as part of the admission procedure, you will be required to upload of the same photo you submitted with your application. Therefore, please keep the file of the submitted photo until you complete the admission procedure.
2. Photos taken wearing scarves and sunglasses will not be accepted. However, if you would like to submit a photo of yourself wearing a head covering for medical or religious reasons, please contact us prior to submitting your application.
3. We do not accept unclear photos such as snapshots or photos that make it difficult to identify the pictured individual or verify their identity owing to differences in hairstyle, etc.
4. Please do not post-process or retouch the face portrait photo.
5. Self-taken photographs, including photographs taken with a smartphone, are not accepted. Please use a professionally taken ID photograph or a photograph taken at an ID photo booth.
6. During the admission procedure, you will be required to upload a photo for your student ID card separately. Please use the same photo you submitted with your application. Please note that the photo uploaded during the admission procedure will be used as personal information in various student web portal services, and for identity verification in various on-campus procedures.

You will be deemed to have committed misconduct if you falsify, fabricate, or modify any documents, including post-processing or retouching the face portrait photo submitted in your application.





④ Certificate of English Proficiency

・Please upload the scan data on TAO.

Native English Speaker

Proof of English language ability is not required.

Non-Native English Speaker

Submit at least one of the following: the TOEFL Examinee Score Report; or the IELTS Test Report Form.
Test scores below the designated minimum will not be accepted.

	TOEFL iBT (taken before January 21, 2026)	TOEFL iBT (taken on or after January 21, 2026 – new score scale)	IELTS
Minimum Score	80	4	6.0

● Please apply for TOEFL or IELTS and take the test on your own. The costs associated with these tests should be borne by the applicant.

- Applicants who have completed or are expected to complete the Graduate School of Sport Sciences English-based Master's Program are exempted from submission.
- If you have taken TOEFL or IELTS tests multiple times, you only need to submit any one of the score reports.
- Test scores **must be dated no earlier than 2 years before the last day of application period.**
- We cannot accept the score of examination which can be taken by online.
- For information on how to submit the original certificate, please follow "How to submit certified originals of language proficiency test score reports" on the next page.

【Exemption】 *For Non-Native English Speaker

Applicants who have graduated from, are expected to graduate from, completed, or are expected to complete a higher education institution where English is the language of instruction may be exempt from submitting a score report of English, subject to approval by the Graduate School.

If you think you meet the eligibility requirements, please complete the form below no later than one week before the application period begins.

Web Form（Due : January 19, 2027）

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

How to submit certified originals of language proficiency test score reports

TOEFL iBT

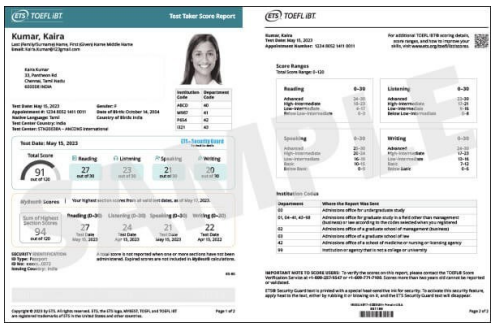
Submission Content **All three of the following submissions are required:**	Method of Submission
1. Official Score Report（Data）	Send directly from ETS to the Graduate School (DI code: D692) *Please be careful not to send directly to a different DI code. *Applicants cannot upload it on TAO.
2. The screen showing that the direct delivery of the Official Score Report has been arranged (e.g., a screen on the personal account page that confirms that the direct delivery procedure has been completed, or a printout of the e-mail that confirms the completion of the delivery procedure) *Only PDF file is acceptable.	Applicant files it as PDF or JPEG and uploads it on TAO.
3. Test Taker Score Report *Only PDF file is acceptable.	Applicant scans it as PDF and uploads it on TAO.

- Only TOEFL iBT is valid (therefore TOEFL iBT Home Edition, TOEFL ITP and TOEFL iBT Paper Edition test results cannot be accepted).
- My Best® scores cannot be used.
- TOEFL iBT test results will be confirmed using the Official Score Report sent directly from ETS to our university.
- Please submit it during the application period. Official Score Reports received after the deadline will not be accepted. Please note that it may take some time for the university to receive the Official Score Report, so please arrange for it to arrive by the deadline. We will not respond to inquiries regarding the arrival status of the Official Score Report. Please check with the testing institution yourself.
- **Be sure to arrange for the Official Score Report to be sent directly from ETS to our university. Please note that there are many cases every year where applications are rejected because the Official Score Report was not sent directly.**





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



Example of “3. Test Taker Score Report”

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

IELTS Academic Module

Submission Content **All four of the following submissions are required:**	Method of Submission
1. Test Report Form (Data)	Send directly to the Graduate School. Please select “Graduate School of Sport Sciences, Waseda University” from “Add and notify another institution”. *Please be careful not to send directly to a different institution. *Applicants cannot upload it on TAO.
2. The screen showing that the direct delivery of the Test Report Form has been arranged (e.g., a screen on the personal account page that confirms that the direct delivery procedure has been completed, or a printout of the e-mail that confirms the completion of the delivery procedure) *Only PDF file is acceptable.	Applicant files it as PDF and uploads it on TAO.
3. Test Report Form *Only PDF file is acceptable.	Applicant scans it as PDF and uploads it on TAO.
4. Test Report Form Number (15-18 digits)	Applicant enters on TAO.

- Only IELTS Academic Module is valid (IELTS Online test results will not be accepted).
- IELTS General Training Module, IELTS Indicator, IELTS for UKVI Academic test results cannot be accepted.
- Test results including IELTS One Skill Retake scores cannot be accepted.
- IELTS results will be confirmed using the Test Report Form sent directly from institution to our university.
- Please submit it during the application period. Test Report Form received after the deadline will not be accepted. Please note that it may take some time for the university to receive the Test Report Form, so please arrange for it to arrive by the deadline. We will not respond to inquiries regarding the arrival status of the Test Report Form. Please check with the testing institution yourself.
- **Be sure to arrange for the Test Report Form to be sent directly from institution to our university. Please note that there are many cases every year where applications are rejected because the Test Report Form was not sent directly.**
- Please send your test results from IELTS My Page. For details on how to submit your results, please click on the link below.
  https://ieltsjp.com/japan/results/additional-trf/en-gb
- Please specify the following mailing address for direct scores

(1) 機関 (Institution)：Graduate School of Sport Sciences, Waseda University

(2) 部署 (Department)：Graduate Admissions

(3) 住所 (Address)： 2-579-15 Mikajima Tokorozawa, Saitama 359-1192, Japan

(4) 送付方法 (Delivery Method)：Electronic Score Delivery

*(3) is not required in principle for electronic submission but should be entered only when required by the examining organization.

*(4) may be indicated in the “Remarks” column depending on the test center.

⑤&⑥ Certificate of Graduation / (Expected) Completion / Degree

- Please prepare the original paper version of the required application documents and submit **scanned data of the "original" copy** of the latest certificate on TAO.
  Please note that the issuance of paper documents may take time, so make arrangements well in advance. In addition, issuing paper documents may incur a fee.
- Applicants must submit certificates for all of the undergraduate and graduate schools attended.
- The certificate of graduation/ (expected) completion must clearly specify **the date of graduation/ (expected completion)** .
- In case the academic transcripts include the **"date of (expected) graduation/completion"**, no need to submit these documents.
  *If you have obtained a master's degree, the **"name of the conferred degree"** must be clearly stated in addition to the date of graduation/completion (it should indicate "conferred" or "awarded", etc., to show that the degree has been obtained).
- If it is not possible to obtain a certificate of expected graduation due to the certificate issuance regulations of the university, submit a letter issued by your school office mentioning this matter.
- If you are currently enrolled in the Graduate School of Sport Sciences at this university, please submit a photo of your student ID card in place of the "Certificate of Expected Completion."
- If you have graduated/completed (or are expected to complete) a degree program at a university in mainland China (excluding Hong Kong, Taiwan and Macau), please follow the instructions below.

Certificate required for applicants from Chinese universities (excluding Hong Kong, Taiwan and Macau)

- Applicants who graduated from/completed a degree program at universities (including prospective graduates) in mainland China (excluding Hong Kong, Taiwan and Macau) are required to **arrange the following online verification report(s) (English version) issued by CHSI to be submitted to the Tokorozawa Administrative Office (**supoken-eng@list.waseda.jp**) directly from CSSD via email** instead of uploading the certificate of graduation/completion and the degree certificate issued by the university. (No need to upload to TAO. As an exception to the paper-original requirement above, these reports are accepted as official electronic documents when sent directly by CSSD to the University.)
- Please submit it during the application period. Verification Reports received after the deadline will not be accepted. Please note that it may take some time for the university to receive the Verification Report, so **please arrange for it to arrive by the deadline**. We will not respond to inquiries regarding the arrival status. Please check with the testing institution yourself.

For Graduates

- as a certificate of graduation/completion:
  "Online Verification Report of Higher Education Qualification Certificate (English)"
- as a certificate of degree:
  "Online Verification Report of Higher Education Degree Certificate (English)"

For Prospective Graduates

- as a certificate of expected completion:
  "Online Verification Reports of Student Record (English)"

*For further information, visit CSSD (CHESICC) website https://www.chsi.com.cn/en/ .
*Only the English version of the Online Verification Report sent directly from the CSSD (CHESICC) via e-mail will be considered valid.
*Applicants must submit certificates for all of the undergraduate and graduate schools attended.
*If you began your degree program in a foundation degree program (zhuanke) and transferred to a bachelor's degree program (benke) which then awarded you a degree, please submit certificates from both programs.

⑦&⑧ Academic Transcripts

- Please prepare the original paper version of the required application documents and submit **scanned data of the "original" copy** of the latest certificate on TAO.
  Please note that the issuance of paper documents may take time, so make arrangements well in advance. In addition, issuing paper documents may incur a fee.
- Applicants must submit certificates for all of the undergraduate and graduate schools attended.
- The certificate of graduation/ (expected) completion must clearly specify **the date of graduation/ (expected completion)** .
- If you are expected to complete a graduate program, submit the most updated transcript as of the time of application.
- All courses taken at the undergraduate and graduate programs must be included in each academic transcript.
- If you have graduated/completed (or are expected to complete) a university in mainland China (excluding Hong Kong, Taiwan and Macau), please follow the instructions on the next page.

Academic Transcript required for applicants from Chinese universities (excluding Hong Kong, Taiwan and Macau)
・Applicants who graduated from/completed a degree program at universities (including prospective graduates) in mainland China (excluding Hong Kong, Taiwan and Macau) are required to **arrange the following online verification report(s) (English version) issued by CHSI to be submitted to the Tokorozawa Administrative Office (**supoken-eng@list.waseda.jp**) directly from CSSD via email** instead of uploading the certificate of graduation/completion and the degree certificate issued by the university. (No need to upload to TAO) ・Please submit it during the application period. Verification Reports received after the deadline will not be accepted. Please note that it may take some time for the university to receive the Verification Report, so **please arrange for it to arrive by the deadline**. We will not respond to inquiries regarding the arrival status. Please check with the testing institution yourself. ・as an academic transcript: **"Verification Report of China Higher Education Student's Academic Transcript (English)"** *For further information, visit CSSD (CHESICC) website https://www.chsi.com.cn/en/ . *Only the English version of Report sent directly from the CSSD (CHESICC) via e-mail will be considered valid. *Applicants must submit certificates for all of the undergraduate and graduate schools attended.

⑨ Translation and Authentication of Translation for Certificates

・If the certificates are written in languages other than Japanese or English, prepare and attach a translation in Japanese or English (can be prepared by the applicant) **bearing the seal of authentication of translation by the embassy, a notary's office or the affiliated educational institution.**

・You are advised to prepare your documents well in advance of the deadline.

*There are countries/regions whose embassy and other diplomatic missions in Japan do not provide translation authentication service. In such cases, you will need to obtain authentication at a notary's office in your home country.

⑩ Essay

・Please use the designated format and upload the file on TAO.

・Write a review of your prospective supervisor's relevant research and explain how your proposed research relates to and builds upon that work.

The essay must be written in English and should be approximately 1,000 words.

・If additional space is required, you may expand the text box or add pages while maintaining the designated format.

⑪ Statement of Purpose

・Please use the designated format and upload the file on TAO.

・Explain your reasons for applying to the program, research issues that you wish to pursue at the Graduate School of Sport Sciences and what you have studied in the past on those issues and a proposal/plan for your research after you are admitted to the program. Please include a description of your past research activities and the theme of your graduation thesis and other papers.

・The statement must not exceed 1,000 words. You may include figures and tables. References and text contained in figures and tables are not included in the word count.

・If additional space is required, you may expand the text box or add pages while maintaining the designated format.

⑫ List of Previous Publications/Researches

・Please use the designated format and upload the file on TAO.

・Please refer to Exhibit "Instructions and sample of how to fill in the List of Previous Publications/Researches."

・Your graduation thesis (thesis submitted when you completed an undergraduate program) is not considered as a "Previous Publication/Research."

・Please submit the list only if you have at least one previous publication such as academic papers, books, or others (conference presentations, etc.). Please list your work under each category in the order of publication.
If you don't have any publications in the past, you need not submit this form.

・Clearly describe the academic field in which you are majoring in the box of "Major Field".

・If additional space is required, you may expand the text box or add pages while maintaining the designated format.

⑬ Questionnaire for International Applicants

・Please use the designated format and upload the file on TAO.

・Describe your educational background to date, starting chronologically from elementary school including language schools if applicable in the educational background section.

・Please enter all the information required.
・Please keep the document within one page.

⑭ Statement of Source of Funds

・Please use the designated format and upload the file on TAO.
・Please enter the source of funds to cover the total amount of costs for studying in Japan (tuition and other academic fees and living expenses for two years for the Master's Program / three years for the Doctoral Programs) in Japanese or English.
・Applicants who filled in the "Government / sponsoring agency" column must submit a certificate about the scholarship they are to receive which indicates its amount and duration.
・Please keep the document within one page.

⑮ Copy of Your Passport

・Please upload on TAO.
1) Page with your photo, full name and passport number.
2) Page with your history of entry to Japan (those who have visited Japan)
*If you do not possess a passport at the time of application, you do not need to submit a photocopy at the time of application for entrance examination, but please promptly apply for a passport.

⑯ Copy of Your Residence Card / Alien Registration Card / Certificate of Residence (Jūminhyō) (Required only for non-Japanese who already possess the status of residence in Japan)

・Please upload on TAO.
・Domestic applicants (excluding those who only have a short stay permit) must submit a copy of a valid Residence Card/Alien Registration Card (photocopy of both front and back sides) or certificate of residence (jūminhyō) issued by the municipal government of your residential area.

⑰ Letters of Recommendation from at Least Two Referees

・Please check the "Guide for submitting Letter of Recommendation" on our Website.
・Designated Form is preferable, but other forms of recommendation letters are also acceptable.
The letter should be written after September 2025.
・Please make sure that there is a date on it. The letter should be written in Japanese or English. If the letter is written in another language, please attach its translation in Japanese or English. This translation does not require an authentication.
・When you ask someone to write a letter of recommendation, select a person who knows you well both on the academic and everyday life aspects (e.g.: Supervisor/instructor of your seminar). However, a letter of recommendation written by yourself, your prospective supervisor, your family member or relative cannot be accepted. **The University may contact the recommender to verify the authenticity or contents of the letter.**
・Applicants may not upload recommendation letters themselves. Each recommender must upload their letter directly through TAO.
・The application must be submitted within the application period. Submission after the closing date of the application period is not allowed.
・Please click "Complete my application" only after confirming that the person who wrote your Letter of Recommendation has uploaded it. If you click the button before the upload is completed, your recommender will no longer be able to upload the letter.
・Students who have completed or are expected to complete the Graduate School of Sport Sciences' English-based Master's Program are exempted from submission.

Step 5: Upload Documents and Complete Application

・Before submitting your application, carefully review all entered information and uploaded files to ensure that they are accurate, complete, and up to date.
the application. Documents and information cannot be replaced or revised after submission. Insufficient or incomplete documents may result in the application being rejected without review. Please take the necessary precautions to ensure that all documents are submitted.
・After completing all fields and confirming the contents, click Complete my application.
・**Please note that applications submitted outside the application period will not be accepted for any reason.**

Step 6: Announcement of Examinee Number

・After the application period, all applicants whose application documents were accepted will receive their examinee number via

TAO. This number will be required when you receive your student ID card after enrollment, so please print out the page that contains your examinee number and keep it with you.

・If you do not receive the message with examinee number by 10 days before the date of announcement result, please contact Tokorozawa Administrative Office immediately.

3. Screening Method

The decision whether to accept or reject will be based on the results of evaluation of all the required documents submitted. Some applicants may be required to attend an interview. Applicants selected for an interview will be contacted individually regarding the date, time, and format of the interview.

4. Announcement of Successful Applicants

I. Schedule of Announcement

Date
10:00 a.m. on Friday, April 23, 2027 (JST)

II. Method of announcement

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

III. Points to Note

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

5. Enrollment Procedures

I. Enrollment Procedures

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

Expected Period
Mid-June 2027 ～ Mid-August 2027 *Detailed schedule to be announced to the successful applicants

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

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

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

●Submission of Admission Documents / Online Registration

You are required to submit the admission documents. Please note that some stages of the admission process require you to use the web system to input information and print out documents. Please be aware that failure to register with the web system or to send the admission documents will be regarded as a lack of intention to enroll therefore eligibility to enroll will be forfeited. For the completion of the admission procedure, applicants must submit original copy of Certificate in the period.

II. Tuition and Other Fees

Please check the following Website: https://www.waseda.jp/inst/admission/en/graduate/english/#anc_13

Also, please note that tuition fees may be revised in the future.

*If you are currently enrolled in, or have graduated from, completed, or withdrawn from an undergraduate, graduate, or

specialized program of Waseda University, your registration fee will be refunded. For more information, please refer to the handbook on enrollment procedures sent to successful applicants.

*Applicants who had been enrolled in the Faculty of Sport Sciences, School of Human Sciences (only those who were enrolled in or before academic year 2002) or the Graduate School of Sport Sciences of Waseda University as a regular student are exempted from paying the enrollment fee for the academic society (however, those who were enrolled as non-degree students are not exempted).

*As a general rule, we do not return submitted documents or refund Registration Fee, Tuition and other fees (for the first semester). However, if you do not enter Waseda University owing to unavoidable circumstances or fail to meet the eligibility criteria before enrollment, we may refund Tuition and other fees (for the first semester) only. For more information on the procedure for receiving such a refund, refer to the handbook on enrollment procedures sent to successful applicants.

6. Points to Note When Taking the Entrance Examination

Waseda University is committed to conducting its entrance examinations with the utmost integrity and to maintaining an appropriate testing environment that ensures all applicants can take the examination fairly and impartially. Please read the following precautions carefully before taking the entrance examination, and approach the examination with sincerity and seriousness.

1. Any falsification, fabrication, plagiarism, modification, etc., of documents, materials, or information (hereafter "Submitted Documents") submitted to the University at the time of application will be considered misconduct.
2. If misconduct is suspected, the University may respond as follows. Failure to comply with these actions may be considered an admission of wrongdoing.
   - To verify the authenticity and related matters of Submitted Documents, the University may provide such documents to the issuers, providers, or thesis/dissertation review bodies and make inquiries with them. By submitting or providing the Submitted Documents to the University, the applicant agrees to the University's right to make such inquiries.
3. The following actions will be taken in the case of confirmed misconduct.
   - The applicant will not be permitted to take any entrance examination of the University in the relevant academic year (screening fees will not be refunded).
   - The results of all entrance examinations of the University for the relevant academic year shall be null and void.

   If, after enrollment, a student is found to have committed misconduct, he/she will be subject to revocation of admission, in accordance with the University's rules and regulations.

*In cases of misconduct that Waseda University finds it vicious and serious, the University may report to the police or contact the dishonest individual's guardians etc.

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

7. Acquisition of Status of Residence "Student"

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

Please refer to the following website for details on the procedure.
Prospective Students | WASEDA University | Status of Residence and Visa

*If you do not have a status of residence at the time of application, final successful applicants will be required to apply for one. Detailed procedures are provided on the above website. Please note, however, that it usually takes about two to three months from application to acquisition, so we strongly encourage you to begin the process as early as possible.

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

Applicants who hold nationality from the **Philippines / Vietnam / Indonesia / Nepal / Myanmar / China** are required to submit the "Tuberculosis(TB) Clearance Certificate" in addition to the usual Certificate of Eligibility (COE) application documents to prove that you are not infected with TB. The date this rule takes effect differs depending on your nationality, so

please be sure to check the details from the following document if applicable.

Details of the “Japan Pre-Entry Tuberculosis Screening（JPETS）” / 「入国前結核スクリーニング」制度の詳細 – Center for International Education,Waseda University