



WASEDA University
Graduate School of Social Sciences

Graduate School of Social Sciences
Master's Program • Doctoral Program
Special Admission Program
Application Guidelines
For September 2021 Admission

Graduate School of Social Sciences,
WASEDA University
〒169-8050

Tokyo-to, Shinjuku-ku, Nishiwaseda 1-6-1
Waseda Campus, Building 14, 3F
TEL : 03-5286-3804

E-mail: admissions-socs@list.waseda.jp

For all inquiries, please e-mail us: Mon.-Fri. 9:00~17:00

The Graduate School of Social Sciences, striving to link international exchange to education and research, implements the Special Admission Program in order to admit candidates who have been chosen or sent by the Japanese Government, a foreign government, a public institution, a business, or a private organization for their exemplary academic abilities and research capabilities. The rules and guidelines for this Special Admission Program are as follows:

1. Offered Programs • Degrees • Number of Students to be admitted

- **For September 2021 Admissions – English-taught Degree Program:
Master's Program and Doctoral Program (Space in both programs are limited)**

※The English-taught Degree Program does not accept April Admissions.

Master's Program	<p>Degree: Master of Arts in Social Sciences</p> <p>In order to broaden the student's perspective, students will receive an in-depth education and develop their research capabilities in their area of study. The program also aims to foster the advanced ability necessary to be a professional in their field which requires them to have a high-level of expertise in their area of study.</p> <p>The requirements for completion of this program are:</p> <ul style="list-style-type: none"> ● The student must have attended the Master's Program for at least 2 years. ● The student must have completed the credits and courses required for their field of research. ● The student must, having received the necessary research guidance from his or her supervisor, pass an examination of his or her master's thesis and pass the final examination.
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Doctoral Program	<p>Degree: Doctor of Philosophy in Social Sciences</p> <p>As a researcher in their selected area of study, students will be expected to conduct their research independently as well as foster the sophisticated ability necessary to engage in other advanced assignments related to their field. By using this as a base, students will cultivate a wealth of knowledge on their chosen subject.</p> <p>The requirement for the completion of this program are:</p> <ul style="list-style-type: none"> ● The student must have attended the doctoral program for at least three years. ● The student must, having received the necessary research guidance from his or her supervisor, pass an examination of his or her doctoral dissertation and pass the final examination.
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2. Application Qualification

The applicant must fulfill the requirements listed in (1) Academic Qualification and (2) Qualifications for the Application of the Special Admission Program. The applicant must also obtain a letter of recommendation from the research guidance supervisor they want to work with after admission into our school.

(1) Academic Qualification

(Master's Program)

- ① The applicant has graduated or is scheduled to graduate from a university by September 20, 2021.
- ② The applicant has completed 16 years of standard school education overseas, or is scheduled to complete such an education by September 20, 2021.

(Doctoral Program)

- ① The applicant is a holder of a Master's Degree or scheduled to receive one by September 20, 2021.
- ② The applicant is a holder of a Master's Degree from an overseas institution or its equivalent.
- ③ The applicant has completed a program with the United Nations University, or has received a degree equivalent to a Master's degree, or will be scheduled to acquire such a degree by September 20, 2021.

(2) Application Qualifications for the Special Admission Program (Applies to both the Master's Program and the Doctoral Program).

You must fulfill one of the following requirements (①-④) below:

- ① Applicant is a Japanese Government (Ministry of Education, Culture, Sports, Sciences and Technology) Scholarship Recipient (Only applicable to those who do not have Japanese citizenship).
- ② Applicant was selected and sent by a Foreign Government (Only applicable to those who do not have Japanese citizenship).
- ③ Applicants who receive substantial financial aid such as scholarship during their time as a student from a program affiliated with a public institution, foundation, business, or organization (Applicable also to those who have Japanese citizenship).
- ④ Applicants who are enrolled in a scholarships program outside of the three listed above (①-③), but are in a program that is of the same caliber of ①-③ are approved by the Graduate School of Social Sciences Steering Committee.

※Any scholarship program that distributes its money in a way that does not properly cover school tuition and living expenses will not be recognized as fulfilling any of the

requirements listed above. Therefore, scholarship programs like the “Japan Student Services Organization (JASSO)’s Honors Scholarship for Privately Financed International Students” will not be recognized as fulfilling any of the qualifications listed above.

3. Application Period • Screening Period • Announcement of Results

【September 2021 Admission】

Application Period	Screening Period	Announcement of Results
May 10 (Monday), 2021 ~ June 11 (Friday), 2021	June 15 (Tuesday), 2021 ~ June 29 (Tuesday), 2021	July 20 (Tuesday), 2021

※If the screening schedule of public and governmental institutions conflicts with the above Application Period, please inform us of this matter when making a request for the Application forms (for your reference, please look below at “4. Application Procedures”).

4. Application Procedures

The application forms for the Special Admission Program is not available on the Graduate School of Social Sciences’ website. In order to properly check your application eligibility, we ask that you prepare the documents listed below and bring or send them to our Office at least two to three weeks before the application period begins. After checking your qualifications, we will offer you the application forms.

As a general rule, we strongly recommend that you contact the supervising instructor of your desired field of study and receive guidance from them during the application process.

(Necessary Documents for the Request of Application Forms)

1. Fulfillment of 「Application Qualification (2) Qualification for Application of Special Admission Program.」 Please bring or send a document that shows scholarship amount, scholarship payment period, etc. The document can be written in Japanese or English. Copies of the original documents are allowed.
2. 「Academic Background」 Please list all schools from Elementary School to University in that order.
3. 「Detailed Study Research Plan」 Please make sure to mention the program you hope to enroll in (Master’s or Doctoral), the name of the cluster you plan to study in, and if applicable, the name of the instructor you wish to work with.
4. 「Obtained (Or Expected) Graduate Diploma or Certificate (Undergraduate level and above)」 Copies are allowed.

For Applicants who received both a degree certificate and a diploma, please submit both.

5. 「Academic Transcripts (Undergraduate level and above)」 Copies of original documents are allowed.
6. 「TOEFL、TOEIC、or IELTS Test Score Cards」 Please provide a copy of the test score cards from one of the test listed.

[Mailing Address]

Graduate School of Social Sciences,
WASEDA University
Attn: Special Admission Program
〒169-8050 Tokyo-to, Shinjuku-ku, Nishiwaseda 1-6-1
(If walking in: Waseda University, Waseda Campus, Building 14, 3F,
Office of the Faculty of Social Sciences, Admissions Section)

★If you expect to require special care during the entrance examination or after enrolling in the University due to physical impairment etc., please contact the Graduate School of Social Sciences Office at Waseda University immediately. In addition, please contact us if a serious injury or illness is expected to affect your ability to take the entrance examination. Please also contact us immediately if you find yourself in such a situation after submitting your application.

5. Requesting a Letter of Recommendation

After receiving the application forms, if you have obtained the approval of the instructor you would like to work with from our school, please use the prescribed form when making the request for a letter of recommendation from him or her.

If this is not the case, we will provide you with individual advice on the matter when delivering the application forms.

6. Application Forms

- (1) Items marked with a *, are items that have prescribed forms. Please use the prescribed forms.
- (2) When not indicated, documents in English or Japanese are both acceptable. However, if the documents provided are written in any other language besides English or Japanese, we ask that the documents be translated into one of the two acceptable languages, and then notarized either by your university or a public notary. Once translated and notarized, please submit the translated document with the original document.
- (3) You may be deemed to have committed a dishonest act if you falsified, fabricated, or plagiarized a document, material, or information submitted in your application. In such a case, any decision taken on your application may later be invalidated, and the submitted application documents and screening fee will not be returned.
- (4) As a general rule all submitted documents, excluding diplomas or degree certificates, will not be returned.

		Required Documents	Copies	Remarks
*	①	Application Forms ①②	1	When filling out the forms, you can either write by hand or type. However, please sign the documents by hand.

	②	Proof that you fulfill “Application Qualification (2) Qualification for Application of Special Admission Program”	1	Please submit a document that proves that you are a scholarship recipient or the chosen delegate of a program. If you have been chosen by a public foundation, business, or a private organization, you must provide a pamphlet on the foundation/business/organization and a document that explains the contents of the program you have applied for.
*	③	Letter of Recommendation from the Supervising Instructor you want to work with	1	Before applying, please make sure to request a letter of recommendation using the prescribed form.
	④	Research Plan	1	<ul style="list-style-type: none"> ■ Write your proposed topic of research, what you have previously studied on the topic, and your research plan after admission. ■ The prescribed form for the front page and the research plan should be stapled together in the top left-hand corner. Submit 3 sets of copies for the Master’s Program, and 4 sets of copies for the Doctoral Program. ■ <u>Master’s Course</u> The research plan should be approximately 1000-1500 words in length including title, references, notes, and so on. It must be written in English. ■ <u>Doctoral Course</u> The research plan should be approximately 3000-4000 words in length including title, references, notes, and so on. It must be written in English.
	⑤	Copy of Master’s Thesis (For Doctoral Program Applicants Only)	1	If your Master’s Thesis has yet to be completed during the Application Period, please turn in ⑥ in its stead. The abstract should be approximately 4000-5000 words in length.
	⑥	Abstract of Master’s Thesis (For Doctoral Program Applicants Only)	1	An abstract should be approximately 4000-5000 words in length.
*	⑦	Essay on your reasons for application	1	State the reasons why you want to enter the Graduate School of Social Sciences including what you have previously studied.

	<p>⑧ (Expected) Graduation Diploma/Certificate (Undergraduate level and above)</p>	<p>1</p>	<ul style="list-style-type: none"> ■ Applicants must submit original or certified true copies. (Photocopied, faxed copies or PDF are not acceptable.) ■ Please submit Japanese or English certificates. If it is not possible to have Japanese or English certificates issued, applicants must translate the documents, have them notarized to certify that the translation is accurate, and submit the notarized documents. ■ Those who submit a certificate of expected graduation (diploma) must submit an official graduation (diploma) certificate at the time of post-acceptance enrollment procedures. ■ <u>If applicants have completed a graduate program after graduation from university, they must submit the certificate of graduation from both undergraduate and graduate programs.</u> ■ Graduates from universities in China with a degree must submit both their degree certificate and certification of graduation (diploma). However, those who have completed 16 years of formal education are also eligible to apply, even if they have graduated from Chinese universities without a degree. Graduates from China's 3-year undergraduate programs, without a degree, meaning 15 years of education in total, are not eligible to apply.
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	<p>⑨ Academic Transcript (Undergraduate level and above)</p>	1	<ul style="list-style-type: none"> ■ Applicants must submit an original copy. (Photocopied or faxed copies are not acceptable.) ■ Please submit Japanese or English certificates. If it is not possible to have Japanese or English certificates issued, applicants must translate the documents, have them notarized to certify that the translation is accurate, and submit the notarized documents. ■ All courses taken at the undergraduate level must be included in the academic transcript. <u>Applicants who have completed a graduate program after graduating from university must include academic transcripts for both their undergraduate and graduate programs.</u> ■ If the applicant took a leave of absence or leave for military service from his/her university, he or she must have the home university or another public institution issue a certificate that shows that the school granted the leave. ■ For transfer students, please submit previous undergraduate academic transcripts. ■ In the case of graduating in less than four years, if the reasons are not detailed in your academic transcripts, please send a separate document issued by your university detailing the reasons for an earlier graduation.
	<p>⑩ Letter of Recommendation from your University</p>	1	<ul style="list-style-type: none"> ■ Letter of recommendation can be submitted in English or Japanese, and must be written by a professor from the university you graduated from. ■ The letter must be sealed, or sealed with a tally impression, or signed and submitted without being opened. ■ Only recommendation letters issued after April 2015 are acceptable. The date of issuance and the sign or seal of the recommender must appear on the letter to be valid.
	<p>⑪ TOEFL, TOEIC, IELTS Test Score Cards</p>	1	<ul style="list-style-type: none"> ■ TOEFL/TOEIC/IELTS must have been taken within 2 years from the application deadline. ■ Applicants who are native speakers of English or have received a degree from an institute of higher education (university or higher) at which the language of instruction is in English are not required to submit this score card.
	<p>⑫ Copy of the front and back of your “Resident Card” (For Applicants residing in</p>	1	<p>If you are a domestic applicant with nationality other than Japan, please submit copies of both sides of the Resident Card.</p>

		Japan)		In the event that you do not have a Resident Card, please submit a photocopy of the passport page with your photo and all pages with personal information including your visa status.
	⑬	Color ID Photo	4	<p>4 color ID photos measuring 4cm x 3 cm that must have been taken within 3 months of the time of application. It should be a frontal view of the applicant's face and shoulder, with no head covering or hat, background, or border.</p> <p>You will need one photo for Application form ① and 3 photos for Application form ②.</p> <ul style="list-style-type: none"> ■ Any picture where the applicant is wearing sunglasses or a scarf will not be accepted. ■ Unclear photos or any photo where the applicant has a hairstyle that makes it difficult to identify him or her will not be accepted. ■ We do accept photos taken at an ID Photo Booth, but do not accept pictures taken at home with your own camera. ■ Please write your name in ballpoint pen on the back of the ID photo and attach it to the designated area of the form. ■ Submitted photographs will be used to identify applicants on the day of the entrance examination and will be used for the applicant's student ID card after admission. Also please note that the photograph will be registered in the applicant's identification information and used in various Waseda University's web services. So please make sure that all submitted photos clearly show your facial features.
*	⑭	Bank Receipt of payment of Screening Fee	1	<p><u>Only for applicants required to pay a Screening Fee</u></p> <p>After payment at the bank, please submit a receipt that contains the bank's stamp.</p>

※ Depending on the supervising instructor you have chosen, you may be asked to submit additional documents besides the ones listed above.

7. Submitting your Application

After preparing all necessary documents listed in 「6. Application Forms」, please contact the Admissions office of the Graduate School of Social Sciences beforehand to confirm whether to deliver the application via *Kan'i Kakitome Yubin* registered mail or EMS. After confirming with the office, please do as directed.

[Mailing Address]

〒169-8050 Tokyo-to Shinjuku-ku Nishiwaseda 1-6-1
Graduate School of Social Sciences, WASEDA University
Attn: Special Admission Program

[Walk-in Address]

Graduate School of Social Sciences, WASEDA University
Waseda Campus, Building 14, 3F (Office of the Faculty of the School of Social Sciences
Admissions Section)

8. Screening Fees

Master's Program • Doctoral Program : 30,000 Japanese Yen

※Some applicants are exempt from paying a Screening Fee. If you have questions on method of payment or whether or not you are exempt from this payment, specific instructions will be provided when the application is delivered to you.

As a general rule, application documents and screening fees are not returned. A full screening fee will be refunded if you fall into one of the categories below:

- ① You paid the screening fee but failed to submit the required documents.
- ② You paid the screening fee but submitted the application documents after the deadline.
- ③ You paid the screening fee and submitted the application documents, but your application was rejected before screening due to the following reasons:
 - The submitted application materials are not complete enough to meet the application requirements.
 - You did not meet all eligibility criteria.

If you fall into one of the categories above, please contact the Graduate School of Social Sciences Office at Waseda University (TEL: 03-5286-3804).

※If the payment of the screening fee was done by credit card, you are liable for all incurring fees when the payment is returned to you.

9. Screening Process

Screening is based on a review of all submitted documents. If it is judged that a deeper understanding of the applicant's academic and research capability is necessary, an oral examination will be administered and the results will be included in the screening process.

We will inform you whether or not an interview will be administered (and other relative information) when the application documents are delivered to you or after the reception of your application.

10. Announcement of Results

The results will be sent via mail on July 20 (Tuesday), 2021. We will send the results of your application to the address written on your application form.

11. Enrollment schedule and procedures

Successful applicants will be sent enrollment procedure forms to the address written on their application form. Below is the schedule for admissions and enrollment.

Start of School Year	Delivery of Enrollment Procedure forms	Enrollment Procedure
September 21, 2021	Late July 2021	August 17 (Tue.)~August 24 (Tue.), 2021

12. Remarks

(1) As a rule, once submitted or paid, application materials, admission fees, academic fees, and other fees (paid at the time of admission) shall not be refunded. However, if a student has to decline admission due to unavoidable circumstances, academic and other fees (paid at the time of admission) may be refunded. For details of the procedure, see the “Guide to Enrollment Procedures” which was sent to successful applicants.

(2) As a part of your formal education here, you may be required to take courses from the School of Social Sciences and the Center for Japanese Language.

※When taking Japanese Language courses offered by the Center for Japanese Language, you are required to pay a separate course fee.

1 credit 5,000 yen (Master’s Program • Doctoral Program for Full-time Student)

※This is the price for the year 2021. After 2021, the price is subject to change.

※Students sponsored by the Ministry of Education, Culture, Sports, Sciences and Technology may be exempt from paying the additional course fees required for Japanese Language Courses offered by the Center of Japanese Language. Please use the URL below to go to the Center of Japanese Language website, and refer to their “Course Registration Guide” for more information.

(<https://www.waseda.jp/inst/cjl/en/students/registration/download/>)

(3) 【Handling of Personal Information】

Waseda University utilizes applicant information (addresses, names, dates of birth, etc.) collected at the time of application in order to carry out operations such as entrance examination, announcement of screening results, and enrollment procedures. We will take necessary and proper measures to protect such information from leakage, disclosure, or unauthorized uses. All or part of the above operations may be outsourced to an agency. In such cases, the agency will be contractually required to maintain necessary and proper management. Please note that any personal information may be used as materials for studies and research to improve our entrance examinations. The information will be statistically processed to prevent any individuals from being identified.

(4) Notes when taking Waseda University Entrance Examination

<p>Waseda University has provided the following guideline so that all examinations can be properly administered and all examinees have an opportunity to perform in a fair and equitable environment. Please read the guidelines carefully and approach the examination in a serious manner.</p> <p>◆Dishonest Conduct</p> <ol style="list-style-type: none"> You may be deemed to have committed a dishonest act if Waseda University determines that you have falsified, fabricated, or plagiarized the document(s), statement(s), or information submitted for your application. Your actions may be considered dishonest if you commit any of the following acts: <ol style="list-style-type: none"> Cheating (concealing or glancing at a cheat sheet or reference book during the examination, glancing at another examinee's answer sheet, or gaining answers from others). Providing benefits to other examinees (providing them with answers etc.) during the examination. Keeping your mobile phone with you or using it during the examination. Letting your mobile phone or watch emit noise (incoming call alert, alarm, vibration, etc.) during the examination. Conducting acts that could be considered a nuisance to other examinees at the examination venue. Not following instructions from the examination supervisors at the examination venue. Pretending to be an applicant and taking the examination for the applicant. Conducting other acts impairing the fairness of the examination. The following responses may be taken if an applicant is suspected of committing a dishonest act. <ul style="list-style-type: none"> The supervisor may warn or question the applicant. The applicant may be requested to take the examination in another room. In addition, the following responses may be taken if a dishonest act is identified. <ul style="list-style-type: none"> The applicant may not be allowed to continue taking the examination or allowed to take any other entrance examination given by Waseda University during the year (Screening fees will not be returned). The results of all entrance examinations taken by the applicant at Waseda University during the year may become invalid. <p>◆Unforeseen problems that are beyond human control</p> <p>In cases of unforeseen circumstances that are beyond human control, such as a natural disaster (e.g., typhoons, earthquakes, flooding, tsunamis) and/or an accident, such as fire, power failure, and so on, measures including delaying the start of the exam or postponing the exam, etc. may be taken. However, in such an event, we will bear no responsibility for any resulting inconvenience, expense, or other personal loss that the examinee may incur.</p>

(5) Admission, academic, and other fees for students being admitted in September 2021

【Master's Program】

(Denomination: Japanese Yen)

	Time of Payment	Admission Fee	Academic Fees		Other Fees			Total
			Tuition Fee	Seminar Fee	Membership Fee		Waseda University Student Health Promotion Mutual Aid Association Fee	
					Waseda University Academic Society Enrollment Fee	Waseda University Academic Society Membership Fee		
First Year	At time of admission (Fall 2021)	200,000	312,000	1,500	1,000	500	1,500	516,500
	Spring 2021	---	312,000	1,500	---	500	1,500	315,500
	Total	200,000	624,000	3,000	1,000	1,000	3,000	832,000
Second Year	Fall 2021	---	412,000	1,500	---	500	1,500	415,500
	Spring 2022	---	412,000	1,500	---	500	1,500	415,500
	Total	---	824,000	3,000	---	1,000	3,000	831,000

(Notice)

- Students who have graduated from an undergraduate school, graduate school, or degree program from our University or students

who took a leave of absence and are re-enrolling are exempt from paying the Admission Fee.

2. Graduates of the School of Social Sciences, Graduates of the Graduate School of Social Sciences, or non-degree research students continuing their studies, do not have to pay the Waseda University Academic Society Enrollment Fee.
3. From academic year 2021 and onward, students who have newly enrolled master's program or professional graduate school will be required to pay **40,000 yen as the "Alumni association membership fee"**. This membership fee will be paid in the **final term/semester of their last year**, which covers 10 years of annual membership fee that students pay in advance.
 ※Those who have graduated from undergraduate school at Waseda University, transferred students, doctoral program students, double degree program students, and non-degree research students are exempted from paying this fee.
4. Depending on the situation, the admission fee, tuition and other fees may be changed.

【Doctoral Program】

(Denomination : Japanese Yen)

	Time of Payment	Admission Fee	Academic Fee		Other Fees			Total
					Membership Fee		Waseda University Student Health Promotion Mutual Aid Association Fee	
			Tuition Fee	Seminar Fee	Waseda University Academic Society Enrollment Fee	Waseda University Academic Society Membership Fee		
First Year	At time of admission (Fall 2021)	200,000	224,000	1,500	1,000	500	1,500	428,500
	Spring 2021	---	224,000	1,500	---	500	1,500	227,500
	Total	200,000	448,000	3,000	1,000	1,000	3,000	656,000
Second Year	Fall 2021	---	324,000	1,500	---	500	1,500	327,500
	Spring 2022	---	324,000	1,500	---	500	1,500	327,500
	Total	---	648,000	3,000	---	1,000	3,000	655,000
Third Year	Fall 2022	---	324,000	1,500	---	500	1,500	327,500
	Spring 2023	---	324,000	1,500	---	500	1,500	327,500
	Total	---	648,000	3,000	---	1,000	3,000	655,000

(Notice)

1. Students who have graduated from an undergraduate school, graduate school, or degree program from our University or students who took a leave of absence and are re-enrolling are exempt from paying the Admission Fee.
2. Graduates of the School of Social Sciences, Graduates of the Graduate School of Social Sciences, or non-degree students continuing their studies, do not have to pay the Waseda University Academic Society Enrollment Fee.
3. Depending on the situation, the admission fee, tuition and other fees may be changed.