



WASEDA University  
Graduate School of Social Sciences

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## **Graduate School of Social Sciences**

### **Internal Recommendation-based Admissions Program for Master's Students at GSSS (Doctoral Program)**

**For September 2023 Admission**

## **Application Guidelines**

## Table of Contents

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1. Application Overview	
(1) Internal Admissions screening method .....	2
(2) Number of students to be admitted .....	2
(3) Available Research Fields .....	2
(4) Applicant qualifications .....	2
(5) Application schedule .....	2
2. Application Procedure	
(1) Requesting a Letter of Recommendation .....	3
(2) Application period .....	3
(3) Application documents .....	3
(4) Application fees .....	5
(5) Receiving and Keeping the Examination Admission Card .....	5
(6) Screening method .....	5
3. Announcement of Results	
(1) Announcement by mail .....	6
(2) Postal delivery of Enrollment procedure documents .....	6
4. Enrollment Procedure	
(1) Enrollment schedule and procedure .....	6
(2) Enrollment procedure documents .....	6
5. Other Matters	
(1) Admission, academic, and membership fees .....	7

# 1. Application Overview

## (1) Internal Admissions screening method

The Graduate School of Social Sciences conducts the “Internal Recommendation-based Admissions Program” for Master’s students enrolled in GSSS who plan to continue their research at this school and wish to earn a doctoral degree. Applicants who receive a letter of recommendation from their academic advisers and wish to study in the same research field in the doctoral program are eligible to apply for this admission program. Application fees will be waived for this admissions program.

## (2) Number of students to be admitted

Program	Number of students admitted
Doctoral Program (Degree: D.Phil) (Major in Global Society / Policy Sciences)	3

## (3) Available Research Fields

All research fields instructed both in English and Japanese that are open to new enrollees. However, in principle, students are admitted to the research field instructed by their Master’s supervisor who has written the letter of recommendation. Please check the Graduate School of Social Sciences website for the available research fields in 2023.

## (4) Applicant qualifications

The applicant must fulfill all of the following requirements.

1. The applicant must be enrolled in Master’s program at Graduate School of Social Sciences of Waseda University as a regular student at the time of application and is expected to graduate from the school by September 20, 2023.
2. The applicant must be expected to achieve an excellent evaluation on their Master’s thesis and be strongly motivated to further study in the Doctoral program.
3. The applicant must achieve a cumulative GPA of 3.0 or higher up to the last semester before application.
4. The applicant must submit one letter of recommendation written by their supervisor in the Master’s program.

Note:

The eligibility to enroll will be revoked if the result of the Master’s thesis review does not meet the following criteria. The applicant will be re-examined to determine whether he/she is suitable for admission to the doctoral program. In the re-examination, an interview may be conducted only when deemed necessary.

### ■Criteria for the Master’s thesis

The average of raw scores of the master's thesis review must be 80 or above, or the raw score of two out of three examiners must be 85 or above.

The eligibility to apply / enroll will be revoked regardless of any reason in the following case. The re-examination will not be conducted.

■ You have committed an act of dishonesty while in graduate school, and the Graduate School of Social Sciences has deemed your application / enrollment to be unsuitable.

## (5) Application schedule

Procedures	Dates and Period
Period for Requesting a Letter of Recommendation	May 8, 2023 (Mon.) through May 26, 2023 (Fri.)

Application fee payment	Waived
Application period	June 6, 2023 (Tue.) through June 12, 2023 (Mon.)
Announcement of successful applicants	July 12, 2023 (Wed.)

## 2. Application Procedure

Please complete the application procedure as instructed below.

### (1) Requesting a Letter of Recommendation: May 8, 2023 (Mon.) ~ May26, 2023 (Fri.)

Consult the supervisor of your Master's thesis about your intention to study further in the Doctoral program and make a request for a letter of recommendation. Make sure to provide your supervisor with the prescribed form (in Japanese) for the letter.

### (2) Application period: June 6, 2023 (Tue.) ~ June 12, 2023 (Mon.)

Submit the application documents to the GSSS office (3rd Floor, Bldg.14, Waseda campus) by post or in person. If you come to campus to submit in-person, please make an appointment in advance. For the submission by post, make sure to send the documents by *Kan'i Kakitome Yubin* registered mail to the address specified on Page 8. Applications must be postmarked by the deadline.

### (3) Application documents

#### (i) Notes for preparing the application documents

Please download all necessary forms (marked with **\***) from the graduate school website and print them on A4 size paper.

<https://www.waseda.jp/fsss/gsss/en/applicants/admission/>

Fill out the documents using a black pen in Roman block capitals, or electronically using Microsoft Word. Handwrite or type numbers in Arabic numerals. Do not fill the sections marked with ✕. Making changes to the designated form format is not allowed.

#### (ii) List of application documents

A) Submit all necessary documents according to the list below by the deadline. Incomplete applications cannot be accepted.

B) For documents marked with **\***, please use the prescribed forms.

		Required Documents	Remarks
A	*	Application Form	<ul style="list-style-type: none"> <li>You can fill in the form either by hand or electronically, but signatures must be handwritten.</li> </ul>
B		2 Color Photographs	<ul style="list-style-type: none"> <li>4cm long and 3cm wide, taken within 3 months of the time of application.</li> <li>The photo should be taken professionally, such as through an ID photo booth/photo studio service. Photos taken at home are not acceptable.</li> <li>The photo should be taken against a plain background with no borders, showing a full front view of the applicant's face and shoulders (with no head covering / hat / scarf / sunglasses).</li> <li>Write your name on the back of both photos. Firmly stick one to the designated area on your application form and attach the other to the same form with a paperclip.</li> <li>The photos will be used for the student ID card after admission.</li> </ul>

			It will also be registered and used for various web services of Waseda University.
C	*	Research Plan (1 copy)	<ul style="list-style-type: none"> <li>• Write your proposed topic of research and your research plan after admission in approximately 3,000~4,000 words in English.</li> <li>• The prescribed form for the front page of the research plan should be stapled together with the main text in the top left-hand corner.</li> </ul>
D		Master's Thesis	• Submit 1 copy (Submission by e-mail is accepted.)
E		Certificate of Expected Completion	• Submit an original copy.
F		Academic Transcript	• Submit an original copy.
G		GPA Certificate	• Submit an original copy.
H	*	Letter of Recommendation	<ul style="list-style-type: none"> <li>• One Letter of Recommendation written by the supervisor of your Master's thesis.</li> <li>• Obtain the letter in advance by the method described above (See 2. (1) Requesting a Letter of Recommendation.)</li> </ul>
I		TOEFL / TOEIC / IELTS Copy of the score report of either test	<ul style="list-style-type: none"> <li>• Only necessary for applicants enrolled in Japanese Program</li> <li>• Taken within 2 years from the application deadline.</li> </ul>
K		Copies of both sides of Resident Card	• Only necessary for applicants with nationality other than Japanese

### Important Note

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. Any falsification of information will lead to the rejection of the application and the revocation of the screening result. Please note that once submitted or paid, application materials and application fees shall not be returned or refunded.

### Handling of Personal information

Waseda University will use your personal information collected at the time of application in order to provide services such as screening, announcement of your results, and completion of the enrollment procedures. Such information includes your physical address, name, and date of birth. We may provide such information to trusted businesses or persons for the sole purpose of processing the above services. When these procedures are complete, this information will be subject to the agreements that oblige those parties to process such information in compliance with appropriate confidentiality. Waseda University may use data extracted from applicants' personal information to conduct various surveys and research related to the admission process. However, this information will be statistically processed to prevent any individuals from being identified.

For the purpose of administering entrance exams in an efficient manner and carrying out admission procedures, Waseda University collects information regarding your gender on legal documents. The information is collected only when the reason is deemed appropriate, and these cases are limited to a minimum. <https://www.waseda.jp/inst/diversity/news/2020/04/21/8631/>

### Special Consideration for Entrance Examination/Enrollment

If you require special consideration in taking the entrance examination and attending school because of a physical disability, be sure to contact the Graduate School of Social Sciences (GSSS) [Tel:+81-3-5286-3804, email: [admissions-socs@list.waseda.jp](mailto:admissions-socs@list.waseda.jp)] before applying for admission. If you may have difficulty taking your entrance examination because of serious illness or injury, or if you become seriously ill or sustain serious injuries after you apply for admission, be sure to contact the GSSS immediately.

#### (4) Application fees

All applicants are exempt from paying application fees.

#### Notes on application documents

- As a general rule, application documents will not be returned. This includes the following documents: "Application Documents", "Enrollment Documents", etc.
- Application documents must be completed for you to qualify to be screened. If we contact you for further information concerning your application, please follow our instructions immediately.
- Submission of false or inaccurate statements or documents will result in the cancellation of your application or admission.
- Applications arriving after the deadline will not be accepted.
- Queries regarding the status of your application or the number of applicants will not be answered.

#### (5) Receiving and Keeping the Examination Admission Card

After the application documents have been received and checked, all applicants will be sent an Examination Admission Card by email/ post. In the event that your application is incomplete, your examination admission card will not be sent to you until all the requested documentation has been supplied. Please follow the instructions of the Graduate School of Social Sciences regarding the necessary procedures. **The examination admission card will be exchanged for your student ID card after your enrollment procedure is complete, so please store it carefully.**

#### (6) Screening method

Document screening

#### Notes when taking Waseda University entrance examination

Waseda University has provided the following guidelines 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.

1. 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.
2. The following responses may be taken if a dishonest act is identified.
  - 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 academic year. (Application fees will not be returned.)
  - The results of all entrance examinations taken by the applicant at Waseda University during the year may become invalid.
3. Unforeseen circumstances that are beyond human control  
In cases of unforeseen circumstances that are beyond human control, such as a natural disaster (e.g., typhoons, earthquakes, flooding, tsunamis) and/or accidents, 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, the University will bear no responsibility for any resulting inconvenience, expense, or other personal loss that the examinee may incur.

### 3. Announcement of Results

#### (1) Announcement by email: July 12, 2023 (Wed.)

The result will be sent by email. Successful applicants will also receive instructions about the enrollment procedure scheduled in August.

#### (2) Postal delivery of enrollment documents: Early August

### 4. Enrollment Procedure

#### (1) Enrollment schedule and procedure

Enrollment procedure requires successful applicants to complete two steps within the designated period below. Firstly, payment of the school fees; secondly, submission of documents required for enrollment. Successful applicants will be sent a "Guide to Enrollment Procedure". Please refer to this guide for details on the enrollment procedure.

**In the event that applicants fail to complete the enrollment procedure within the designated period, the admission will be canceled regardless of any reason.**

Period for transferring school fees	August 16, 2023 (Wed.) through August 23, 2023 (Wed.)
Period for sending the enrollment documents	August 16, 2023 (Wed.) through August 23, 2023 (Wed.) [The documents should be postmarked on or before the above due date.]

\*All enrollment documents must be sent by postal mail ONLY. The GSSS office cannot accept the documents if the prospective enrollees bring them directly to the office.

#### (2) Enrollment documents

To be announced later to successful applicants

### 5. Other matters

#### (1) Admission, Academic, and Membership fees

[Admission, academic, and membership fees for students admitted in September 2023]

Doctoral Program

(Denomination: Japanese Yen)

	Time of Payment	Admission Fee	Academic Fees		Membership Fees			Total
			Tuition Fee	Seminar Fee	Waseda University Academic Society Enrollment Fee	Waseda University Academic Society Membership Fee	Waseda University Student Health Promotion Mutual Aid Association Fee	
First Year	At time of Admission (2023 Fall)	200,000	224,000	1,500	1,000	500	1,500	428,500
	2024 Spring	---	224,000	1,500	---	500	1,500	227,500
	<b>Total</b>	<b>200,000</b>	<b>448,000</b>	<b>3,000</b>	<b>1,000</b>	<b>1,000</b>	<b>3,000</b>	<b>656,000</b>

Second Year	2024 Fall	---	324,000	1,500	---	500	1,500	<b>327,500</b>
	2025 Spring	---	324,000	1,500	---	500	1,500	<b>327,500</b>
	<b>Total</b>	---	<b>648,000</b>	<b>3,000</b>	---	<b>1,000</b>	<b>3,000</b>	<b>655,000</b>
Third Year	2025 Fall	---	324,000	1,500	---	500	1,500	<b>327,500</b>
	2026 Spring	---	324,000	1,500	---	500	1,500	<b>327,500</b>
	<b>Total</b>	---	<b>648,000</b>	<b>3,000</b>	---	<b>1,000</b>	<b>3,000</b>	<b>655,000</b>

**Notes:**

1. Enrolled students who have paid admission fees for admission to an undergraduate school or graduate school of Waseda University on a regular course are exempt from payment of the admission fee.
2. As a rule, once submitted or paid, application materials, admission fees, academic, and membership 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 membership fees (paid at the time of admission) may be refunded. For details of the procedure for this, see the "Guide to Enrollment Procedure" sent to successful applicants.
3. Fees on the above table are subject to change.



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