



WASEDA University
Graduate School of Social Sciences

Graduate School of Social Sciences

Admission by Internal Recommendation for Waseda University Undergraduate Students (Master's Program)

For September 2023 Admission

Application Guidelines

Due to the impact of the COVID-19 pandemic, there may be changes to the screening method (such as the application period, the examination schedule and procedure, the date of result announcement, etc.). Please check the Graduate School of Social Sciences website regularly for any changes. If any changes occur after the start of the application period, we may also inform applicants by email, so it is important to check your email on a regular basis for any notices from GSSS.

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1. Application overview

(1) Admission by Internal Recommendation screening method

The Graduate School of Social Sciences conducts “Admission by Internal Recommendation” for prospective graduate students who seek to earn a Master’s degree in Social Sciences by receiving supervision in English and taking English-taught courses. This admission process does not require applicants to have Japanese language proficiency and admits students through a document screening and interview. This application is for admission in September 2023 only.

(2) Number of students to be admitted

Program	Number of students admitted
Master’s Program (Major in Global Society / Policy Sciences)	3

(3) Research Fields

Please refer to the table below for the available research fields in this academic year for instruction in English.

Majors	Research Fields	Research Supervisors
Major in Global Society	Contemporary Japanese Society	GAYLE, Curtis Anderson
	Urban Housing and Community Development	SODA, Osamu
	Industrial Organization	DOMON, Koji
	Global Governance	OKUSAKO, Hajime
	International Finance	KITAMURA, Yoshihiro
	Organizational Behavior	JUNG, Yuhee
	International Management	HASEGAWA, Shinji
	International Relations	HORI, Yoshie
	International Cooperation and Peacebuilding	YAMADA, Mitsuru
	Strategic Leadership and Governance	YOSHIKAWA, Toru
Major in Policy Sciences	Environmental Economics	AKAO, Kenichi
	Environmental Law and Policy	KUROKAWA, Satoshi
	Eurasian, and Global Food and Resource Economic Studies	GEMMA, Masahiko
	Game Theory	KASAJIMA, Yoichi
	Social Governance	SHINODA, Toru

※For this admission scheme, each tenured / sub-affiliated faculty member or part-time lecturer of the Faculty of Social Sciences may only nominate one student. Furthermore, regardless of how many students are nominated, each individual Research Field/Supervisor may only admit one student via this scheme.

(4) Applicant qualifications

The applicant must fulfill all of the following requirements.

1. The applicant must be enrolled at Waseda University as a regular student at the time of application and is expected to graduate from his/her respective undergraduate school of the university by September 20, 2023.
2. The applicant must submit one letter of recommendation written by either a tenured / sub-affiliated faculty member or part-time lecturer of the Faculty of Social Sciences of Waseda University. The applicant can apply through this screening method only once.

Note:

The eligibility to apply / enroll will be revoked regardless of any reason in the following cases.

1. You have not graduated from the undergraduate school by September 2023.
2. You have committed an act of dishonesty while in undergraduate school, and the Graduate School of Social Sciences has deemed your application 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	May 22, 2023 (Mon.) through June 5, 2023 (Mon.)
Application period	May 29, 2023 (Mon.) through June 5, 2023 (Mon.)
Interview*	June 7, 2023(Wed.) through June 23, 2023 (Fri.) One of the dates during the above period
Announcement of successful applicants	July 12, 2023 (Wed.)

*An interview will not be conducted if a Letter of Recommendation comes from the supervisor in charge of the applied research field.

2. Application procedures

Please complete the application process as instructed below.

(1) Requesting a Letter of Recommendation: May 8, 2023 (Mon.) ~ May 26, 2023 (Fri.)

Make a request for a Letter of Recommendation to either a tenured / sub-affiliated faculty member or part-time lecturer of the Faculty of Social Sciences of Waseda University. If you would like to send a request by email, please find the email address from the Waseda University Researcher Database (<https://researchers.waseda.jp/en/>). If the email address of your preferred faculty member is not listed on the database, the GSSS office can assist in forwarding your email to tenured faculty members of the Faculty of Social Sciences.)

(2) Application period: May 29, 2023 (Mon.) ~ June 5, 2023 (Mon.)

Submit the application documents to the GSSS office (3rd Floor, Bldg.14, Waseda campus).

If you cannot come to campus to submit in-person, submission by mail is also acceptable. Make sure to send the documents by *Kan'i Kakitome Yubin* registered mail to the address specified on Page 12. Applications must be postmarked by the deadline.

(3) Application documents**(i) Important points for preparing the application documents**

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

<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 Forms	<ul style="list-style-type: none"> You can fill in the form either by hand or electronically, but signatures must be handwritten.
B		2 Color Photographs	<ul style="list-style-type: none"> 4cm long and 3cm wide, taken within 3 months of the time of application. The photo should be taken professionally, such as through an ID photo booth/photo studio service. Photos taken at home are not acceptable. 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 except for religious reason/ hat / scarf / sunglasses). 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. The photos will be used for identity verification on the day of interview and for the student ID card after admission. It will also be registered and used for various web services of Waseda University.
C	*	Research Plan (3 copies)	<ul style="list-style-type: none"> Write your proposed topic of research and your research plan after admission in approximately 1000-1500 words in English. The prescribed form for the front page and the research plan should be stapled together in the top left-hand corner.
D		Academic Transcript	<ul style="list-style-type: none"> Submit an original copy.
E		Certificate of Expected Graduation	<ul style="list-style-type: none"> Submit an original copy.
F	*	Letter of Recommendation	<ul style="list-style-type: none"> One Letter of Recommendation written by either a tenured / sub-affiliated faculty member or part-time lecturer of the Faculty of Social Sciences. Requesting a recommendation from more than one faculty member is not acceptable.
G		TOEFL / TOEIC / IELTS Copy of the score report of either test	<ul style="list-style-type: none"> Only necessary for applicants enrolled in Japanese Programs at Waseda University Taken within 2 years from the application deadline.
H		Copies of both sides of Resident Card	<ul style="list-style-type: none"> Only necessary for applicants with nationality other than Japanese

I*	①Scholarship Application form (prescribed form) ②Official documents that show FY2022 annual household income	<ul style="list-style-type: none"> • Only necessary for the SSS students who wish to apply for Shigeru Hasegawa Scholarship (See also page 8) • Contact the GSSS admissions office for the prescribed form) • The annual household income includes the income for the school fees-payer, and all household / family members with whom the applicant lives.
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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] 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

Payment of the application fee must be completed BEFORE submitting the application. Applications from candidates who have not paid this fee will not be accepted.

Moreover, except for the cases explained on page 6, paid fees cannot be refunded under any circumstances.

Application Fee	25,000 Yen
Period for paying the application fee	May 22, 2023 (Mon.) through June 5, 2023 (Mon.)

Payment method for application fees

Please choose one of the two payment methods detailed below.

A. Payment by credit card, China Union Pay or Alipay (Online payment)

Online payment is available via the online application fee payment website

(<https://e-shiharai.net/ecard>). Please refer to the diagram on page 11 for a detailed explanation on how to use the system. There is a registration procedure to follow before making payment by credit card, China Union Pay or Alipay. In the “Category Selection” page of the website, make your selections as follows:

First Selection	Graduate School of Social Sciences
Second Selection	September 2023 Admission
Third Selection	Master's Program
Fourth Selection	ENG-taught MA, Admission by Internal Recommendation, JPY 25,000

After completing the transaction, print out the “Result” page and attach it using a paperclip to the application form and submit it together with the rest of the application documents. Payments may be made 24 hours a day, seven days a week. You can make payment with a credit card in the name of a person other than yourself. However, make sure to enter your personal information in the “Basic Information” page of the website.

B. Payment at a convenience store

(NOTE: This payment option is available only in Japanese.)

For details on making the application fee payment at a convenience store in Japan, please refer to the diagram on page 12. Before going to a nearby convenience store to make the payment, you will need to access the application fee payment website (<http://e-shiharai.net/>) from a computer or a mobile device, and complete the prescribed online registration procedure. However, because this convenience store payment website is available only in Japanese, those who prefer to use an English service are advised to pay by credit card (See payment option A above).

- To pay the application fee, go to a participating convenience store and follow the procedures shown in the diagram on page 12. After payment, affix the certificate of receipt (入学検定料取扱明細兼受領証) that you will receive to the appropriate section of the application form, and submit it together with the other application materials.
- Payments may be made 24 hours a day, seven days a week, except on the last day of the period shown above. Please note that payment on the website on the last day of the application period will only be available until 11:00pm, and payment at participating convenience stores should be accepted by 11:30pm.
- If a friend or family member is going to pay at a convenience store on your behalf, please ensure that your personal information is entered correctly on the online application website (“e-shiharai.net”).

Notes on application documents and application fees

- As a general rule, application documents and application fees are not returned or refunded. However, the full or partial amount of your application fee shall be refunded if you fall into one of the categories below. Please contact the Graduate School of Social Sciences [Tel: +81-3-5286-3804, e-mail: admissions-socs@list.waseda.jp] if you fall into one of the categories below.
 - 1) You paid for the application fee but did not submit the application documents.
 - 2) You paid for the application fee but submitted the application documents after the deadline.
 - 3) You paid a application 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 do not meet all the eligibility criteria.
- Application documents must be completed for you to qualify to be screened. If we contact you

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. Once fees have been paid and documents have been received, they will not be returned. This includes the following fees and documents: "Application Fee", "Admission Fee (amount equivalent to Registration Fee)", "Tuition Fee (First Semester)", "Application Documents", "Enrollment Documents", etc.
- Applications arriving after the deadline will not be accepted.
- Questions regarding the status of your application and the number of applicants will not be accepted.

(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. In the event that your submission is incomplete, your Examination Admission Card shall not be given to you until all the requested documentation has been supplied. Please follow the instructions of the Graduate School of Social Sciences for necessary procedures. When you are admitted, **the Examination Admission Card shall be exchanged for your student ID card after university enrollment, so please store it carefully.**

(6) Screening method

Document screening and Interview

(An interview will not be conducted if a Letter of Recommendation comes from the supervisor in charge of the applied research field.)

(7) Interview period : June 7, 2023(Wed.) to June 23, 2023 (Fri.)

After the application period is closed, a notice of the interview examination will be **e-mailed** to all applicants who need to have an interview. The class schedule of the applicant will be taken into consideration when deciding the interview date and time to avoid schedule conflicts. Please check your email specified on the application form regularly. You will receive the details of the interview (date and time, venue) along with the Examination Admission Card. The interview is scheduled to take place in-person at Waseda campus in Tokyo; however, it may be conducted online instead depending on the COVID-19 pandemic situation at the time. Please bring the Examination Admission Card and your student ID card to the interview.

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. Your actions may be considered dishonest if you commit any of the following acts:
 - ① 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)
 - ② Providing benefits to other examinees (providing them with answers etc.) during the examination
 - ③ Keeping your mobile communication device* with you or using it during the examination
 - ④ Letting your mobile communication device* or watch emit noise (incoming call alert, alarm, vibration, etc.) during the examination
 - ⑤ Conducting acts that could be considered a nuisance to other examinees at the examination venue
 - ⑥ Not following instructions from the examination supervisors at the examination venue
 - ⑦ Pretending to be an applicant and taking the examination for the applicant
 - ⑧ Conducting other acts impairing the fairness of the examination

* "Mobile communication device" includes all devices with a telecommunication function such as mobile phones, smartphones, tablets, PHS, smart watches and so on.

3. The following responses may be taken if an applicant is suspected of committing a dishonest act.
 - A supervisor may warn or question the applicant.
 - The applicant may be requested to take the examination in another room.
4. In addition, 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.
5. 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 procedures scheduled in August.

(2) Postal delivery of Enrollment procedures documents: Early August

4. Scholarship for the SSS students

(1) Shigeru Hasegawa Scholarship

Students of the School of Social Sciences who apply for the "Admission by Internal Recommendation", are eligible to apply for this scholarship. In principle, two students will be recommended as recipients of the Shigeru Hasegawa Scholarship based on a holistic evaluation of submitted documents. This application will not affect the results of the selection process for the admission with recommendation.

*Grant type scholarship from the Graduate School of Social Sciences. 500,000 yen per year.

*The scholarship offer will be made prior to the student's enrollment. The students will be able to receive the payment during the standard term of study for the master's program (an evaluation for continuation is required).

*Applicants are required to submit documents proving their family financial status (see "(ii) List of application documents" on page 4-5).

(2) Okuma Memorial Scholarship

One SSS student will be recommended as a recipient of the Okuma Memorial Scholarship based on the overall screening evaluation.

*The Okuma Memorial Scholarship is a Waseda University scholarship. The annual stipend is 400,000 yen.

*Please note, however, that there may be years when no scholarship is allocated due to budget constraints or other reasons.

5. Enrollment Procedures

(1) Enrollment schedule and procedure

Enrollment procedures require successful applicants to complete two steps within the designated period below. Firstly, payment of the admission fees and school fees; secondly, submission of documents required for enrollment. Successful applicants will be sent a “Guide to Enrollment Procedures”. Please refer to this guide for details on the enrollment procedures.

In the event that applicants fail to complete the enrollment procedures 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.)

*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 procedures documents

Documents to be sent to the GSSS office

- 1) Entrance Registration Form
- 2) Written Oath and Guarantee along with Consent for the Treatment of Personal Data
- 3) Oath of Academic Integrity
- 4) Bank Transfer and Automatic Debit Transfer Application Form
- 5) Other

*Please complete the “Entrance Registration Form” and “Written Oath and Guarantee along with Consent for the Treatment of Personal Data” through the Online Entrance Registration System. Print the forms and send them to the GSSS office by postal mail.

Documents to be prepared by prospective enrollees

- 1) Certificate of Residence in Japan or “Juminhyo”

Please note that the Certificate of Residence needs to be issued within 3 months of submission of enrollment documents. It must include all the required information of the prospective enrollee (name, sex, date of birth, address). Be sure that your “individual identification number” (also known as “My Number”) has been **omitted** from this Certificate of Residence.

If you are a foreign national, please submit a certificate of residence that also includes "nationality," "status of residence," "period of stay," "date of expiration of period of stay," and "resident card number". Some municipalities may omit these listings unless you request them. Be sure that the “individual identification number” (“My Number”) is not listed on the certificate.

- 2) Certificate of Graduation/Completion, Transcripts (including evaluations from Spring Semester 2023)

Submit after they become available for issuing.

6. Other matters

(1) Admission, Academic, and Membership fees

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

Master's 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	312,000	1,500	1,000	500	1,500	516,500
	2024 Spring	---	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	2024 Fall	---	412,000	1,500	---	500	1,500	415,500
	2025 Spring	---	412,000	1,500	---	500	1,500	415,500
	Total	---	824,000	3,000	---	1,000	3,000	831,000

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 Procedures" sent to successful applicants.
3. Fees on the above table are subject to change.

Waseda University Examination Fee Payment by Credit Card, Union Pay, and Alipay

24 hours a day, 365 days a year, you can pay anytime! Easy, Convenient and Simple!

You can pay the Examination Fee by using
Credit Card, Union Pay, and Alipay.



Web Application - Online Transaction

Access the site below with your PC

<https://e-shiharai.net/ecard/>



You can access
from our
website too !

1. Top Page

Click "Examination Fee".

2. Terms of Use and Personal Information Management

Please read the Terms of use an Personal Information Management.
Click "Agree" button located in the lower part of this page if you agree with these terms.
Click "Not agree" button located in lower part of this page if you do not agree with these terms.

3. School Selection

Click "Waseda University".

4. School Information

Read the information carefully and click "Next".

5. Category Selection

Choose First to Fourth Selection and click "Add to Basket".

6. Basket Contents

Check the contents and if it is OK, click "Next".

7. Basic Information

Input the applicant's basic information.
Choose your credit card and click "Next".

Paying with Credit Card

Input Credit Card Number (15 or 16-digits),
expiration date and security code.

All of your application information is displayed.
Click "Confirm" to verify.

Click "Print this page" button and print out
"Result" page.

Paying with Union Pay, Alipay

Follow the onscreen instructions to complete the card payment.

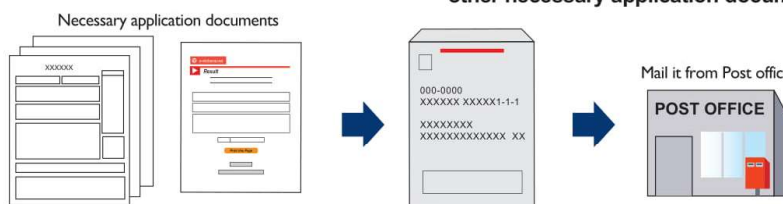
Please click the "Application Results" button in the upper
part of this site (e-shiharai.net).

Please write down the "Receipt Number" given when you
complete your application, and enter your
"Payment Method", "Receipt Number" and "Birth Date".
Please make sure your printer is ready.

Please print out the "Payment Inquiry - Inquiry result" page.

Application

Enclose the printed **"Result"** page in an application envelope with
other necessary application documents.



[NOTICE/FAQ]

- During the payment periods and application periods specified in the application guidelines, you can make payment anytime. Please consult the application guidelines and complete payment in time for the application period.
- On the last date of the payment period, please complete the transaction by 11:00pm Japan time.
- It is possible to use a card which carries a name different from that of the applicant. However, please make sure that the information entered in the Basic Information page is the applicant's information.
- If you did not print out the "Result" page, you can display it later on the Application Result page. Please enter "Receipt Number" and "Birth Date" to redisplay.
- Please contact the credit card company if your card is not accepted.

■ Payment Commission

There is a fee for this payment transfer service, which applicants must pay in addition to the entrance exam fee.

Entrance exam fee	Payment Commission
~ 29,999 yen	565 yen
30,000 yen ~ 49,999 yen	1,005 yen
50,000 yen ~ 69,999 yen	1,446 yen
70,000 yen ~ 99,999 yen	1,833 yen
100,000 yen ~ 199,999 yen	2,074 yen
200,000 yen ~ 299,999 yen	2,618 yen
300,000 yen ~	4,400 yen

For questions or problems not mentioned here, please contact :

E-Service Support Center Tel : +81-3-5952-9052 (24 hours everyday)

Waseda University

Convenience Store Easy-Pay Systems for Entrance Exam Fees

Now you can transfer funds to pay for your entrance examination - 24 hours a day - from your nearest Lawson, Ministop, FamilyMart, Seven-Eleven.

- 1** Before going to the convenience store, you will need to obtain an application number which you can get from going online on either your cellphone or computer. This number will be required when you make your payment.



<https://e-shiharai.net/>



To obtain your application number, please follow the instructions on the screen and input all necessary information. This number will be required when you make your payment.

If you input the wrong information when trying to obtain your application number, please start again from the beginning and make your payment. If you are not able to make the required payment before the due date you will receive this deadline upon completing the online application, all the information you had input will be canceled automatically.

- 2** Convenience Store Payment ●The application fee cannot be paid through an ATM. Be sure to make your payment at the cash register.

Paying at SEVEN-ELEVEN
[13-digit Payment Slip Number] 払込票番号

Tell the counter staff that you want to make an "Internet shiharai." Then provide your Payment [払込票番号] Payment slip Number

※If a payment slip is not printed out, just tell your number to the counter staff.

A multifunction copier can not be used to make payment.

●Make the payment at the register.
●Receive an Application Fee Statement. Detach the Certificate of Payment (receipt) portion.

Paying at LAWSON or MINISTOP
[11-digit Customer Number] お客様番号
[4-digit Verification Code] 確認番号

Use the Lawson information terminal Loppi

Touch the "各種サービスメニュー" option Various Service Menu

Select the "各種代金お支払い" button on the touch screen All Payments

Touch the "各種代金お支払い" option All Payments

Touch "マルチペイメントサービス" Multi-Payment Service

Enter your [お客様番号][確認番号] Customer Number Verification Code

●Loppi, FamiPort issues a funds transfer receipt. You will need to take this to the cash register within 30 minutes and make the actual payment.
●Receive an Application Fee Statement. Detach the Certificate of Payment (receipt) portion.

* Design and layout of the touch screen buttons is subject to change without notice.

Paying at FamilyMart
[11-digit Customer Number] お客様番号
[4-digit Verification Code] 確認番号

Use the FamilyMart information terminal FamiPort

Select the "代金支払い" button on the touch screen All Payments

Touch the "各種代金お支払い" option All Payments

Enter your [お客様番号][確認番号] Customer Number Verification Code

●Loppi, FamiPort issues a funds transfer receipt. You will need to take this to the cash register within 30 minutes and make the actual payment.
●Receive an Application Fee Statement. Detach the Certificate of Payment (receipt) portion.

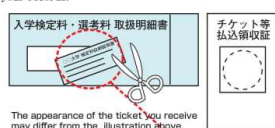
* Design and layout of the touch screen buttons is subject to change without notice.

- 3** Application

Affix the receipt portion to "Form for Submission of the Certificate of Payment of Application Fee" in the designated location.

●Seven-Eleven

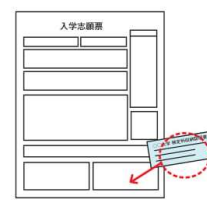
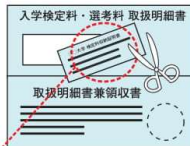
Detach the receipt portion of the Exam Fee Statement and affix it to the application packet in the designated location. Hold onto the proof of bank transfer for your records.



The appearance of the ticket you receive may differ from the illustration above.

●Lawson ●Family Mart ●Ministop

Detach the receipt portion (Certificate of Payment) of the Application Fee Statement and affix it to the application packet in the designated location. Hold onto the remainder of the Fee Statement ("Applicant's Copy" portion) for your records.



※When paying at a convenience store, proof of payment via bank stamp is not necessary.

Attach Your Receipt (Certificate of Payment) to the Application

※When attaching the certificate of payment, be sure to use glue which is suitable for use with thermal paper and pressure-sensitive paper. Please check the glue label.

- Be sure to complete your convenience store payment before the time limit expires. All the payment information you entered will be deleted automatically if the payment is not completed before the deadline.
- Please note: After application fee payment has been made at any of the above shops, refund is not possible.
- Please double-check the application deadline in your application guide. Post your payment early enough to be sure it is received in time.

Payment Commission (transfer fee charged by all participating stores)

There is a fee for this payment transfer service, which applicants must pay in addition to the entrance exam fee. The payment commission is as the same at all participating stores.

convenience stores:	Entrance exam fee ¥49,999 or less	500 yen
	Entrance exam fee ¥50,000 or more	720 yen

Questions about paying your entrance exam fees at convenience stores? Please visit:

Note: Convenience store staff cannot answer questions about the service.

<https://e-shiharai.net/>

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