



WASEDA University  
Graduate School of Social Sciences

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**Graduate School of Social Sciences  
AO Admission  
(Master's Program, Doctoral Program)  
For September 2024 Admission**

**Application Guidelines**

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# 1. Application overview

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## (1) AO admission screening method

The Graduate School of Social Sciences conducts “AO admission” screening method for those who seek to earn degree (MA, D. Phil) by receiving supervision in English and taking the English-taught courses. The AO admission does not require applicants to have the Japanese language proficiency and admits students through the document screening and interview. The admission period of the AO admission is September only.

## (2) Number of students to be admitted

Program	Number of students admitted
Master's Program (Degree: MA)	Approximately 10 students
Doctoral Program (Degree: D. Phil)	Approximately 3 students

## (3) Choice of research supervision at the time of application

(For both Master's and Doctoral Programs)

Please refer to the GSSS website (<https://www.waseda.jp/fsss/gsss/en/applicants/research-areas/>) and choose one of the **research fields** which are available in this academic year for instruction in English, and input your choice in the designated column of the online application form. Please consider carefully in choosing the research field. The professor in charge of the chosen research field will work as your academic supervisor until you complete this program, and changing the research field of your choice will not be allowed once the application is submitted.

### Available Research Fields in English

Please refer to the GSSS website. <https://www.waseda.jp/fsss/gsss/en/applicants/research-areas/>

## (4) Applicant qualifications

### Master's Program

The applicant must fulfill one of the following requirements.

1. The applicant has graduated or is scheduled to graduate from a university by September 20, 2024.
2. The applicant has completed 16 years of standard school education overseas, or is scheduled to complete such education by September 20, 2024.
3. The applicant has been enrolled at a university for more than three years (or has completed 15 years of school education overseas, or is scheduled to complete such education by September 20, 2024) and has been recognized by Waseda University Graduate School of Social Sciences as having earned a specified number of credits with an excellent academic record.
4. The applicant has been recognized by Waseda University Graduate School of Social Sciences as possessing academic credentials superior to those of university graduates through an individual admission requirements screening process and is scheduled to reach 22 years of age by September 20, 2024.

### NOTE:

1. Graduates from three-year specialized college (zhuanke) programs in China are not eligible to apply. However, those who have graduated from a four-year (benke) program after graduating from a three-year program, and completed 16 years of school education will be considered to be eligible.
2. Prospective applicants, who are unsure if they can fulfill the requirements above, are asked to confirm their eligibility to the Graduate School of Social Sciences  
[Email: [admissions-socs@list.waseda.jp](mailto:admissions-socs@list.waseda.jp)] by no later than January 20, 2024.
3. Regardless of having completed 16 years of school education overseas, if the education curriculum undertaken by the applicant is not regarded as equivalent to an undergraduate level course in a Japanese university, the application cannot be accepted.

4. Faculty of Waseda University including Waseda University Junior / Senior High School, Waseda University Honjo Senior High School and Art and Architecture School are not able to become a student of the University, although there are few exceptions according to the university regulations. If you have any question, please ask Waseda University administration offices.

### **Doctoral Program**

The applicant must fulfill one of the following requirements.

1. The applicant is a holder of a Master's Degree, Professional Master's Degree, or Professional Doctorate Degree in Law, or the applicant is scheduled to acquire such degree by September 20, 2024.
2. The applicant is a holder of a Master's Degree, Professional Master's Degree, or an equivalent degree from an institution overseas, or the applicant is scheduled to acquire such degree by September 20, 2024.
3. The applicant has been recognized by Waseda University Graduate School of Social Sciences as possessing academic credentials superior to those possessed by holders of a Master's Degree, Professional Master's Degree, or Professional Doctorate Degree in Law through an individual admission requirements screening process and is scheduled to reach 24 years of age by September 20, 2024.

#### **NOTE:**

Prospective applicants, who are unsure if they can fulfill the requirements above, are asked to confirm their eligibility to the Graduate School of Social Sciences

[Email: [admissions-socs@list.waseda.jp](mailto:admissions-socs@list.waseda.jp)] by no later than January 20, 2024.

If you submitted a certificate to demonstrate that you are expected to meet the qualification to enter university in order to meet the applicant eligibility for master's and doctoral programs stated above at the time of application, you will be required to submit a certificate to certify that you have indeed met the requirement before enrollment. You will not be allowed to enter Waseda University even if you pass the entrance examination unless you submit such a certificate.

Faculty of Waseda University including Waseda University Junior / Senior High School, Waseda University Honjo Senior High School and Art and Architecture School are not able to become a student of the University, although there are few exceptions according to the university regulations. If you have any questions, please contact your affiliated office.

### **(5) Application schedule**

(For both Master's and Doctoral Programs)

Procedures	Dates and Period
Application period	February 8, 2024 (Thu.) through March 8, 2024 (Fri.)
Application fee payment	February 1, 2024 (Thu.) through March 8, 2024 (Fri.)
Announcement of document screening results	April 17, 2024 (Wed.)
Interview	April 27 (Sat.) ~ April 28, 2024 (Sun.), One of the dates above
Final announcement of successful applicants	May 17, 2024 (Fri.)

\*All dates above are on JST.

## (6) Application fees

(For both Master's and Doctoral Programs)

The amount of the screening fee depends on where you reside at the time of application regardless of your nationality. In some cases, overseas residents may be asked to provide documentary proof of where they live.

Place of residence at the time of application	Amount
Outside Japan	JPY 5,000
Japan	JPY 30,000

### 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) [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.

### 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, admission 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 personal information. Note that 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 (hereinafter, "Submitted Related Documents") by providing said Submitted Related Documents to the issuers, providers, theses review entities, etc. By submitting or providing the Submitted Related Documents to the University, the applicant agrees to the University's right to make such inquiries. In addition to the above, 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. Please understand this in advance.

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/>

## 2. Application procedure

The application process is to be completed via the online application system, “The Admissions Office (TAO)”. Please complete application in the application period below. Failure to complete submission will result in your documents not being screened.

### (1) Online Application Period

10:00 AM February 8, 2024 (Thu.) — 5:00 PM March 8, 2024 (Fri.)

### (2) How to apply

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#### Step 1 Create a New Account for Online Application

Application documents must be submitted through the designated online application system, “The Admissions Office (hereinafter TAO)”. Access the following link and create a new account to start preparing for your application.

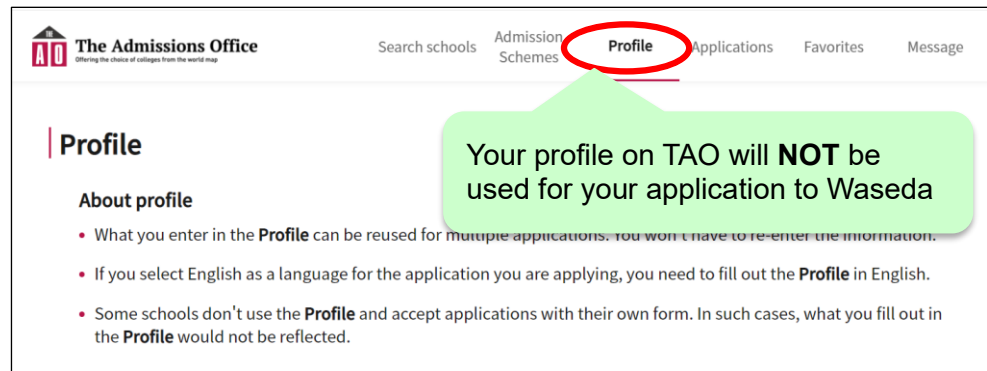
[https://admissions-office.net/en/applicant/sign\\_up](https://admissions-office.net/en/applicant/sign_up)

- Access the above link to create an account on TAO.
- After creating your TAO account, please find “Waseda University, Graduate School of Social Sciences AO Admission Master’s Program for September 2024 Admission” (or the equivalent of Doctoral Program) from the “Decision Plan” menu.
- Follow the detailed instructions shown on the system and this Application Guidelines when filling out or uploading the materials.

#### NOTE:

- By creating your account on TAO, you agree to the “Terms of Use” and “Handling of Personal Information” designated by Samadhi Co.,Ltd., the service provider of TAO.

- You do **NOT** need to create the “Profile” in order to apply for this admission. The GSSS office does not use the information filled in this section.



## Step 2 Prepare Application Documents

### 1) Important points for preparing the application documents

- A) Successful applicants will be requested to **submit the original documents or certified true copies of the uploaded application documents to the GSSS office as a part of enrollment procedures**. If the original or certified documents submitted after acceptance differ from the uploaded digital copies, or if you are unable to submit original or certified documents, **your acceptance to GSSS will be revoked**. Therefore, please be sure to **keep the original versions of the documents** you upload on the online application system, “The Admissions Office (TAO).”
- B) Please download all necessary forms on the GSSS website and fill out the documents.

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

The application documents differ depending on the type of applicants. Please check the documents you need from “2) List of application documents”.

### 2) List of application documents

- A) Prepare all necessary documents from the table on the next page. Incomplete applications cannot be accepted.
- B) For documents marked with \*, please use the prescribed forms on GSSS website.
- C) For details about preparing each document, please refer to “3) Specific directions for completing the application documents”, pages 9 - 13.
- D) The table of documents next page shows by the order of TAO entry forms.

**<For Master's Program >**

(○ mark: necessary, △ mark: necessary, if applicable)

	Prescribed Form (*)	Required Documents		Remarks
1.	TAO	<b>Applicant Information</b>	○	
		ID Photo	○	
		Passport	○	
		Resident Card	△	Non-Japanese nationals residing in Japan only
	*	Curriculum Vitae (Educational Background)	○	
2.	TAO	<b>Confirmation of Application Fee Payment</b>	○	
3.	TAO	<b>Research Field</b>	○	
	*	Research plan	○	Designated format available on GSSS website
4.	TAO	<b>Certificate of Graduation</b>	○	
		Degree Certificates	△	Applicants graduated from Chinese institutions only
		Online Verification Report of Higher Education Qualification Certificate by CSSD (中国高等教育学生信息网)	△	Applicants graduated from Chinese institutions only
5.	TAO	<b>Academic transcripts</b>	○	
6.	TAO *	<b>Reason for application</b>	○	
7.	TAO	<b>Proof of language proficiency</b>		
		TOEFL / TOEIC / IELTS Score report of either test	○	
		Proof of proficiency in languages other than first language and English	△	
8.	TAO	<b>Letter of recommendation</b>	○	One letter only. Ask a recommender to submit online. See page 11.



**<For Doctoral Program>**

(○ mark: necessary, △ mark: necessary, if applicable)

	Prescribed Form (*)	Required Documents		Remarks
1.	TAO	<b>Applicant Information</b>	○	
		ID Photo	○	
		Passport	○	
		Resident Card	△	Non-Japanese nationals residing in Japan only
	*	Curriculum Vitae (Educational Background)	○	
2.	TAO	<b>Confirmation of Application Fee Payment</b>	○	
3.	TAO	<b>Research Field</b>	○	
	*	Research plan	○	Designated format available on GSSS website
4.	TAO	<b>Master's thesis</b>		
		Master's thesis	○	
		Abstract of Master's thesis	○	
5.	TAO	<b>Research Achievements other than Master's thesis</b>	○	
6.	TAO	<b>Certificate of Graduation</b>	○	
		Degree Certificates	△	Applicants graduated from Chinese institutions only
		Online Verification Report of Higher Education Qualification Certificate by CSSD (中国高等教育学生信息网)	△	Applicants graduated from Chinese institutions only
7.	TAO	<b>Academic transcripts</b>	○	
8.	TAO *	<b>Reason for application</b>	○	
9.	TAO	<b>Proof of language proficiency</b>		
		TOEFL / TOEIC / IELTS Score report of either test	○	
		Proof of proficiency in languages other than first language and English	△	
10.	TAO	<b>Letter of recommendation</b>	○	One letter only. Ask a recommender to submit online. See page 11.

### 3-1) Specific directions for completing the application documents

#### <For Master's Program >

##### 1. Applicant information

- As the Admissions Office of the Graduate School of Social Sciences may contact applicants directly by email after receiving applications in addition to the communication on TAO, **please check your email and messages on TAO regularly.**
- Fill out the Curriculum Vitae (prescribed form) and upload the form on TAO.
- Upload a color photograph (aspect ratio of 4:3) of yourself taken within last three months in the designated section on TAO. It should show a frontal view of the applicant's face and shoulders, with no head covering or hat (except for religious reasons), background, or border. Avoid glasses or hairstyles that may make it difficult to identify applicants. The submitted photograph will be used to identify the applicant on the day of the second screening and also for the applicant's student ID card after admission. Please note that the photograph will be registered as the applicant's identification information and used for various web services of Waseda University.
- A digital copy of your passport (the page with your photo and all pages with personal information including your visa status) must be uploaded. Please ensure that your passport is not expired.
- Copies of both sides of Resident Card

##### For Non-Japanese nationals residing in Japan only

If you are a domestic applicant with nationality other than Japanese, please submit copies of both sides of the Resident Card.

##### 2. Confirmation of Application Fee Payment

Please be reminded that you are required to upload a digital copy of the receipt of your application fee payment. For further information on how to pay the application fee, please see "Step 3: Complete the Payment of Application Fee" on page 13-14.

##### 3. Research Field

Please refer to the WEB page <https://www.waseda.jp/fsss/gsss/en/applicants/research-areas/> and select one desired research field. The professor in charge of the selected research field will work with you as your academic supervisor. Then please upload your research plan using the designated format posted on the GSSS admission site. This research plan will be used as one of the most important information to screen the applicant. Write your proposed topic of research, what you have previously studied on the topic, and your research plan after admission.

- For Master's Program, the research plan should be approximately **1000-1500 words** in length including title, references, notes and so on. It must be written in English.

##### 4-1. Graduation/degree certificates

- Digital copies of graduation/degree certificates are acceptable at time of application, but successful applicants must **submit the original documents or certified true copies of the uploaded certificates to the GSSS office as a part of enrollment procedures by postal mail.** Any format of digital copies are not acceptable for the enrollment procedures.

If the original or certified documents submitted after acceptance differ from the uploaded digital copies, or if you are unable to submit original or certified documents, **your acceptance to GSSS will be revoked.** Therefore, please be sure to **keep the original versions of the certificates** uploaded on TAO until the enrollment procedures are taken.

- Please submit Japanese or English certificates. If it is not possible to have Japanese or English certificates issued by your university, applicants must translate the documents, have them notarized to certify that the translation is accurate, and submit the notarized documents.
- Those who have not graduated yet at time of application but are supposed to graduate from a university before September 20, 2024 can submit a certificate of expected graduation prepared by their home university. If the home university does not have such a format for expected graduation, please use the template format on our website (<https://www.waseda.jp/fsss/gsss/en/applicants/admission/>) and ask the registrar's office / home department office to fill out or customize, and sign on the template form.
- Those who submit a certificate of expected graduation must submit an official graduation certificate or a certified true copy of diploma at the time of enrollment procedures period in August 2024.
- If applicants have completed a graduate program after graduation from university, they must submit the certificate of graduation from both undergraduate and graduate schools.
- Graduates from universities in China with a degree must submit both their degree certificate and certification of graduation. 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 college programs, without a degree, resulting in 15 years of education in total, are not eligible to apply.

#### 4-2. Online Verification Report of Higher Education Qualification Certificate by CSSD

(中国高等教育学生信息网) For applicants graduated from Chinese institutions only

- Applicants who graduated from Chinese institutions must upload an official English version of "Online Verification Report of Higher Education Qualification Certificate" issued by CSSD (中国高等教育学生信息网).
- Please visit CSSD website (<https://www.chsi.com.cn/en/pvr/>) for more information.

#### 5. Academic transcripts

- Digital copies of academic transcripts are acceptable at time of application, but successful applicants must **submit the original transcripts or certified true copies of the uploaded transcripts to the GSSS office as a part of enrollment procedures by postal mail.** Any format of digital copies including PDFs are not acceptable for the enrollment procedures.

If the original or certified documents submitted after acceptance differ from the uploaded digital copies, or if you are unable to submit original or certified documents, **your acceptance to GSSS will be revoked.** Therefore, please be sure to **keep the original versions of the transcripts** uploaded on TAO until the enrollment procedures are taken.

- Please submit Japanese or English transcripts. If it is not possible to have Japanese or English transcripts issued, applicants must translate the transcripts, 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. Applicants who have completed a graduate program after graduating from university must include academic transcripts for both their undergraduate and graduate programs.
- If you took a leave of absence or leave for military service from your university, please 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 a quicker graduation.

## 6. Reason for Application

- State the reasons on the prescribed form why you want to come to the Graduate School of Social Sciences, Waseda University including what you have previously studied.

## 7-1. Proof of Language Proficiency (TOEFL-iBT / TOEIC Listening & Reading / IELTS Academic)

### Copy of one of the either score report

- 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 English are not required to submit the score report.
- Upload a digital copy of the either score report on TAO. Arranging the score report sent directly from the test organizer is not requested at GSSS.
- If you prefer to arrange the score report of TOEFL-iBT sent directly from ETS, use the GSSS Code [D183].
- **TOEFL-iBT Home Edition\*, TOEFL-ITP, TOEIC-IP and IELTS indicators are not accepted. Also, in the case of TOEFL, MyBest scores are not referenced.**

## 7-2. Proof of proficiency in languages other than first language and English

- If you have a certificate of any language skills, other than your first language and English, submit the copy of the language proficiency certificate. If you do not have such certificate, you do not need to submit it.

## 8. Letter of Recommendation

- One recommendation letter **must be submitted through TAO, using the designated online form.** Make sure to work closely with your recommender in advance. **You can send a request to your recommender before you complete other sections of your application forms.**
- Letter of Recommendation can be submitted in English or Japanese, and must be written **by faculty member of the university you graduated from.** Letter of recommendation from a language school, vocational school or employers etc. who are not faculty member of your university is **NOT** preferable.
- Click “Letter of Recommendation” section in your application on TAO, and send a request to your recommender. When you send a request, make sure that **the email address of the recommender is officially used for his/her occupation.** As a basic rule, refrain from using a free email address provided by an internet service provider.

**If the recommender has any problem in submitting the letter of recommendation, he/she can contact us directly at [admissions-socs@list.waseda.jp](mailto:admissions-socs@list.waseda.jp)**

- Ask your recommender to complete the designated online form by the application deadline. Share the instructions on the following page or the following URL with your recommender;  
<https://www.waseda.jp/fsss/gsss/assets/uploads/2022/11/Instruction-for-the-Recommender.pdf>  
In some cases, the GSSS office may contact the recommender to verify the information on the form.
- Any falsification of information will lead to the rejection of the application and other serious measures.
- **You can finalize your application before your recommender completes the letter,** but please work closely with your recommender so that the letter is completed by the last day of the application period.

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**Requirements from university**

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Recommender/Requestee classification   Faculty member of an institution from which the applicant was graduated from

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Required number

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Maximum number of submissions

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**Request status**

Completion status	Open status	Email address	Documentation request form to be reused
Submitted	Opened	←	

### 3-2) Specific directions for completing the application documents

#### <For Doctoral Program >

The same directions as those of Master's program apply for 1, 2, 3, 6, 7, 8, 9, and 10 (all indicated below).

#### 1. Applicant information

See 1 on page 9.

#### 2. Confirmation of Application Fee Payment

See 2 on page 9.

#### 3. Research Field

Please refer to the WEB page <https://www.waseda.jp/fsss/gsss/en/applicants/research-areas/> and select one desired research field. The professor in charge of the selected research field will work with you as your academic supervisor. Then please upload your research plan using the designated format posted on the GSSS admission site. This research plan will be used as one of the most important information to screen the applicant. Write your proposed topic of research, what you have previously studied on the topic, and your research plan after admission.

- For Doctoral Program, the research plan should be approximately **3000-4000 words** in length including title, references, notes and so on. It must be written in English.

#### 4-1. Master's thesis

Please upload your master's thesis on TAO. If you went to professional schools which have not required the master's thesis, please substitute a paper which you think of your best and representing one for the master's thesis. PDF format only.

**4-2. The abstract of Master's thesis**

An abstract should be approximately 4000-5000 words in length.

**5. Research achievements other than Master's thesis**

If you have some achievements other than master's thesis, please type its information and upload digital copies.

**6-1. Graduation/degree certificates**

See 4-1 on page 9.

**6-2. Online Verification Report of Higher Education Qualification Certificate by CSSD**

See 4-2 on page 10.

**7. Academic transcripts**

See 5 on page 10.

**8. Reason for Application**

See 6 on page 11.

**9-1. Proof of Language Proficiency (TOEFL-iBT / TOEIC Listening & Reading / IELTS Academic)**

See 7-1 on page 11.

**9-2. Proof of proficiency in languages other than first language and English**

See 7-2 on page 11.

**10. Letter of Recommendation**

See 8 on page 11.

<b>Step 3</b>	<b>Complete the Payment of Application Fee</b>
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Payment of the application fee must be completed from either inside or outside Japan BEFORE submitting the application. Applications from candidates who have not paid this fee will not be accepted. Except for the cases explained on page 15, once-paid application fees cannot be refunded under any circumstances.

The amount of the screening fee depends on where you reside at the time of application regardless of your nationality.

In some cases, overseas residents may be asked to provide documentary proof of where they live.

(Denomination: Japanese Yen)

Place of residence at the time of application	Application Fee
Outside Japan	<b>5,000 Yen</b>
Japan	<b>30,000 Yen</b>

**Payment method for application fees**

Please choose one of the two options detailed below to make a payment.

**1) Payment from outside Japan**

**Payment by credit card, China Union Pay (online payment)**

Period for paying the application fee from the online application fee payment website
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**February 1, 2024 (Thu.) through March 8, 2024 (Fri.)**

Online payment is available on the website described below, not on TAO. For details on the online application fee payment by credit card, please refer to the diagram on page 23. Please access the online application fee payment website (<https://e-shiharai.net/ecard>) and complete the required procedure before making a payment by credit card, China Union Pay. In the “Category Selection” page of the website, make your selections as follows:

First Selection	Graduate School of Social Sciences
Second Selection	September 2024 Admission
Third Selection	“Master’s Program” or “Doctoral Program”
Fourth Selection	ENG-taught “MA” or “D.Phil”, (AO) Overseas Application, JPY 5,000 or (AO) Domestic Application, JPY 30,000.

After completing the transaction, print out the “Result” page or save it on PDF, and upload it on the online application system. Payments may be made 24 hours a day, seven days a week. You can make a 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.

## 2) Payment in Japan

### Payment at a nearest convenience store

(NOTE: This payment option is available only for applicants residing in Japan.)

**Period for paying the application fee at a convenience store**

**February 1, 2024 (Thu.) through March 8, 2024 (Fri.)**

For details on the application fee payment at a convenience store inside Japan, please refer to the diagram on page 24. Before going to a nearby convenience store to pay the application fee, please access the application fees payment website (<http://e-shiharai.net/>) from a computer or a mobile communication device, and complete the prescribed online procedures. However, because this convenience store payment website is available only in Japanese, those who need the English service are suggested to pay by credit card (See the payment option 1 above).

- To pay the application fee, go to a participating convenience store and follow the procedures shown in the diagram on page 24. After payment, you should receive the certificate of receipt (入学検定料取扱明細兼受領証) at the convenience store, and upload its digital copy on TAO.
- 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, March 1, is available until 5:00pm, and payment at participating convenience stores should be accepted by 5:00pm.
- If a friend or family member is supposed to pay at a convenience store on your behalf, please ensure that your personal information is entered correctly on the “e-shiharai.net”.

※Application fee waiver program for applicants from specified countries

Waseda University provides an application fee waiver for those who meet the conditions. Please refer to page 25 for further details.

## Step 4 Upload Documents and Complete Application

Please click “Start my application”, input all necessary information, upload all the required documents on your TAO account and complete your application during the designated period, referring to the list of application documents on pages 6 - 8. **The application can be completed regardless of whether or not the letter of recommendation has been submitted.**

Make sure to click “content confirmation” button and check all the sections have been completed. Click “Complete my application” to submit your application.

Make sure to confirm your application status has been changed from “Application in progress” to “Application completed”.

### (3) Notes on preparing the application

- As a general rule, application documents and application fees are not returned or refunded. However, the full or additional amount of your application fee you paid shall be refunded, if you fall into one of the categories below. Please contact the Graduate School of Social Sciences

[Email: [admissions-socs@list.waseda.jp](mailto: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 for the 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.

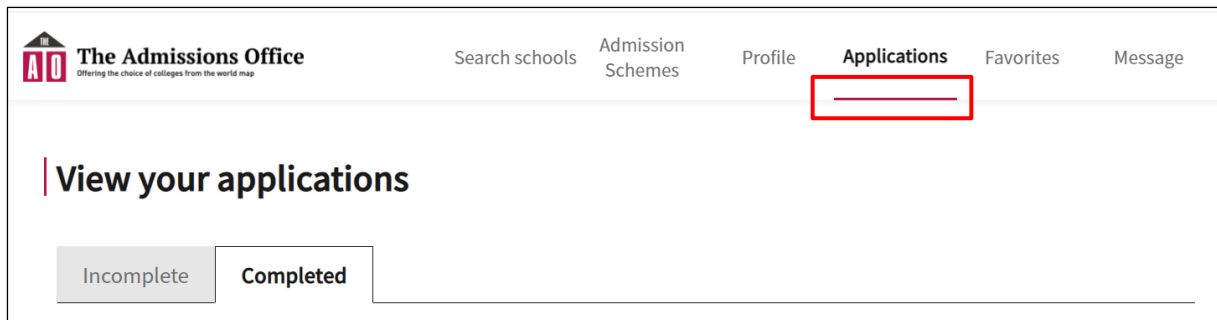
- Application documents must be completed for you to qualify to be screened. If we contact you concerning your application, please follow our instructions immediately.
- Submission of false or inaccurate statements or documents will result in your application or admission being revoked. Once fees have 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.
- Application documents can be accepted only through TAO. No applications sent by mail or brought into the GSSS office will be accepted.
- Questions regarding the status of your application and the number of applicants will not be accepted.



#### (4) Receiving the Application Number

After the application documents are checked, all applicants whose application documents are accepted will be notified of their application number **on TAO**. In case of incomplete submission, your application number shall not be issued until all the requested documentation has been supplied. Please follow the instructions of the Graduate School of Social Sciences for necessary procedures.

1. Log into TAO ([https://admissions-office.net/en/applicant/sign\\_in](https://admissions-office.net/en/applicant/sign_in)) and click Applications > click your application to GSSS.



2. Click **Show Examinee slip** button to check your application number.
3. Application number shall be issued anytime after the application was confirmed to be completed. If you have not received the application number on TAO by April 10, 2024, please contact the Graduate School of Social Sciences immediately.

### 3. Examination overview

#### (1) Screening methods

Screening is based on the evaluation of documents and the interview.

Screening Method	Program	Notes
Document Screening	Master's Program	Screening is based on the comprehensive evaluation of all submitted documents.
	Doctoral Program	
Interview	Master's Program	Examination is based on reason for application and research plan.
	Doctoral Program	

#### (2) Screening schedule

Application period	10:00AM February 8, 2024 (Thu.) through 5:00PM March 8, 2024 (Fri.)
Sending document screening results and the notice of the interview examination	April 17, 2024 (Wed.)
Interview dates	April 27 (Sat.) ~ April 28, 2024 (Sun.) One of the dates above
Announcement of successful applicants	May 17, 2024 (Fri.)

\*All dates above are on JST.

\*For announcement of results, refer to "4. Announcement of results" (page 19).

#### (3) Interview

The results of the document screening will be announced **on TAO** according to the above schedule. The notice of the interview examination will also be announced if you have passed the document screening. Inquiries regarding the results of document screening will not be accepted via TAO, email nor telephone.

- Interview date: One of the dates below

**April 27 (Sat.) or April 28, 2024 (Sun.)**

\* Please note that the interview date and time will be specified by the Graduate School of Social Sciences and cannot be changed under any circumstances. Therefore, please keep your schedule open for all dates specified.

- Interview method: Online

#### Notes for online interview

- Applicants will be responsible for the arrangement of a proper interview environment, internet connectivity, and any fees that may be incurred. If during the interview, we find that the interview location/internet connection on the applicant's part is inappropriate (ie. too much background noise, the presence of other people, too many times of internet freezing), the interview will be cancelled and the applicant will be considered absent from the interview.
- Examinee slip printed out from TAO and picture ID should be brought in when presenting the interview.
- Interviews are recorded to prevent cheating.

#### **(4) Examination Regulations**

Fair rules are strictly enforced for the entrance examination at Waseda University. The following rules are prescribed for the sake of fairness towards all examinees.

##### 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
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 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 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.

## 4. Announcement of results

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### (1) Announcement on TAO

Screening Process	Date of announcement of results	Announcement method
Document screening	April 17, 2024 (Wed.)	All applicants whose application documents are accepted will be notified of their document screening results on TAO. For successful applicants, the guidelines for the interview will also be given.
Final screening	May 17, 2024 (Fri.)	The result will be shown on TAO for all the applicants who have passed the document screening. The GSSS office will also send the guidelines for the enrollment procedure to successful applicants by email or by courier to the mailing address specified on the "Applicant Information" section on TAO.

1. Log into TAO ([https://admissions-office.net/en/applicant/sign\\_in](https://admissions-office.net/en/applicant/sign_in)) and click Applications > click your application to GSSS.
2. Click Show my screening status button to check the result.

\*The announced results are the final decisions which are made by the admissions board. Inquiries regarding the admission decision, requests for reconsideration of the decision will not be handled under any circumstances.

## 5. Enrollment procedures

---

### (1) Enrollment schedule and procedures

“Enrollment Procedures” require successful applicants to complete two steps within the designated period below. First, payment of the “admission fees and school fees”, and second, submission of documents required for enrollment. **In case the applicants failed to complete the enrollment procedures within the designated period, the admission will be revoked regardless of any reason.**

Period for transferring school fees	May 17, 2024 (Fri.) through June 7, 2024(Fri.)
Period for sending the enrollment documents	~August 23, 2024 (Fri.)

\*All enrollment documents must be sent by postal mail ONLY.

\*All dates above are on JST.

### (2) Enrollment procedure documents

- 1) Oath of Academic Integrity
- 2) Certificate of Residence in Japan or “Juminhyo” (can be obtained and submitted after settled in Japan)
- 3) Original certificates of graduation, degree and academic transcripts.
- 4) Documents for Applying for the Certificate of Eligibility (For overseas applicants with nationality other than Japanese)
- 5) Other

\*Final successful applicants will be sent a “Guide to Enrollment Procedures”. Please refer to this guide for details on the enrollment procedures.

## 6. Other matters

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

[Admission, academic, and membership fees for students admitted in September 2024]

#### Master's Program

(Denomination: Japanese Yen)

	Time of Payment	Admission Fee	Tuition Fee	Membership Fees			Total
				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 (2024 Fall)	300,000	312,000	1,000	500	1,500	<b>615,000</b>
	2025 Spring	---	312,000	---	500	1,500	<b>314,000</b>
	<b>Total</b>	<b>300,000</b>	<b>624,000</b>	<b>1,000</b>	<b>1,000</b>	<b>3,000</b>	<b>929,000</b>
Second Year	2025 Fall	---	412,000	---	500	1,500	<b>414,000</b>
	2026 Spring	---	412,000	---	500	1,500	<b>414,000</b>
	<b>Total</b>	<b>---</b>	<b>824,000</b>	<b>---</b>	<b>1,000</b>	<b>3,000</b>	<b>828,000</b>

#### Doctoral Program

(Denomination: Japanese Yen)

	Time of Payment	Admission Fee	Tuition Fee	Membership Fees			Total
				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 (2024 Fall)	200,000	224,000	1,000	500	1,500	<b>427,000</b>
	2025 Spring	---	224,000	---	500	1,500	<b>226,000</b>
	<b>Total</b>	<b>200,000</b>	<b>448,000</b>	<b>1,000</b>	<b>1,000</b>	<b>3,000</b>	<b>653,000</b>
Second Year	2025 Fall	---	324,000	---	500	1,500	<b>326,000</b>
	2026 Spring	---	324,000	---	500	1,500	<b>326,000</b>
	<b>Total</b>	<b>---</b>	<b>648,000</b>	<b>---</b>	<b>1,000</b>	<b>3,000</b>	<b>652,000</b>
Third Year	2026 Fall	---	324,000	---	500	1,500	<b>326,000</b>
	2027 Spring	---	324,000	---	500	1,500	<b>326,000</b>
	<b>Total</b>	<b>---</b>	<b>648,000</b>	<b>---</b>	<b>1,000</b>	<b>3,000</b>	<b>652,000</b>

#### Notes:

- 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.
- 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. If an applicant receives offers of admission from more than one graduate school, admission, academic, and membership fees already

paid (at the time of admission) by the student may, at the student's request, be applied to the fee for the graduate school that the student seeks to enter. (This applies only to transfers of fees between graduate schools whose enrolment procedure periods do not overlap at all.) For details of the procedure for this, see the "Guide to Enrollment Procedures" sent to successful applicants.

3. From academic year 2018 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, research students and non-degree students are exempted from paying this fee.

4. Fees on the above table are subject to change.

## (2) Financial Aid

To enable students to concentrate on their studies free from economic concerns, over 250 scholarship programs are available at Waseda University, including about 100 financed by Waseda itself. Waseda ranks at the top of Japanese universities in terms of both the number of scholarship recipients and the total number of funds disbursed. All Waseda-funded scholarships are outright grants rather than loans.

Scholarships can be grouped roughly into two types: "prior to enrollment" and "after enrollment." They also differ in terms of criteria for eligibility (including nationality and resident status), application periods, and application process.

- **Pre-Enrollment Scholarships**

Pre-enrollment scholarships\* will be awarded to a limited number of applicants who received an excellent evaluation in the admission screening. Eligible recipients will be notified in early June 2024. There is no need to submit a separate application.

\*Pre-enrollment scholarships are 1) Reserved Scholarship for Successful International Examinees (500,000 yen per year for 2 years), 2) Partial Tuition-Waiver Scholarship (50% annual tuition deduction), and 3) MEXT Honors Scholarship or Gakushu Shoreihi (48,000 yen per month for half a year). Availability may be affected by the budget for the year.

- **Post-Enrollment Scholarships**

Students wishing to apply for post-enrollment scholarships will need to fill in the appropriate scholarship registration form and submit it by the designated date.

An overview of scholarship programs can also be found on the following websites:

Support for International Students, Center for International Education

<https://www.waseda.jp/inst/cie/en/life/aid>

Overall Scholarship Information, Waseda University Scholarship and Financial Assistance Section

<https://www.waseda.jp/inst/scholarship/en/>

## (3) Research supervision and course work after enrollment

1. With permission of an academic supervisor, students enrolled in this program can take courses taught in Japanese offered by the Graduate School of Social Sciences. For this, a high level of Japanese language proficiency is required.
2. If an academic supervisor finds it useful for the student's research, taking courses from the English-based undergraduate degree program at the School of Social Sciences may also be allowed. In this case, credits from the undergraduate courses will not be counted toward the degree completion.
3. As a general rule, students enrolled in this program are required to submit their thesis in English. However, under exceptional circumstances, and with the approval of the Faculty Committee, graduation thesis can be submitted in Japanese.

## Waseda University Examination Fee Payment by Credit Card and Union Pay

*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 and Union Pay.



Access the site below

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



Web Application - Online Transaction

- |  |  |
|--|--|
| <b>1. Top Page</b>   | Click "Examination Fee".   |
| <b>2. Terms of Use and Personal Information Management</b> | Please read the Terms of use and Personal Information Management.<br>Click "Agree" button located in the lower part of this page if you agree with these terms.<br>Click "Not agree" button located in lower part of this page if you do not agree with these terms. |
| <b>3. School Selection</b>                                 | Click "Waseda University".   |
| <b>4. School Information</b>                               | Read the information carefully and click "Next".   |
| <b>5. Category Selection</b>                               | Choose First to Fourth Selection and click "Add to Basket".  |
| <b>6. Basket Contents</b>                                  | Check the contents and if it is OK, click "Next".  |
| <b>7. Basic Information</b>                                | Input the applicant's basic information.<br>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

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.

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

Save the screenshot of "Result" page or print the page as a PDF and  
upload it with your application on the online application system  
(TAO).

#### [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 Menus

Select the "各種代金インターネット受付" button on the touch screen

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

- Information terminal 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 or multifunction copier

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

Enter your【お客様番号】【確認番号】  
Customer Number Verification Code

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

## 3 Application

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

### ●Seven-Eleven ●Family Mart

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.

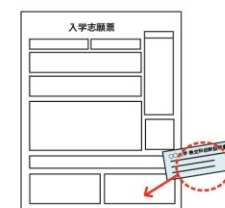
### ●Lawson ●Ministop

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.



**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.



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

- 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

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/>

## **Application fee waiver program for applicants from specified countries**

### **1. Outline**

Applicants who wish to be admitted into an undergraduate or graduate school of Waseda University are eligible to apply for an application fee waiver if they reside in one of the countries designated by Waseda University AND hold nationality of one of those countries.

### **2. Eligibility**

The following conditions must be fulfilled:

- 1) The applicant must reside in one of the countries classified as "Least Developed Countries" or "Low Income Countries which are not LDCs" in the list of ODA recipients as published by OECD/DAC AND hold nationality of one of those countries (the applicant's country of residence and nationality do not necessarily have to be identical).  
\*For the list of eligible countries, refer to "Eligible Countries" below.  
\*Applicants residing in Japan are not eligible.
- 2) Applicants with dual nationality are only eligible if both nationalities are included in the list of eligible countries described in 1) above .

### **3. Procedures**

When applying to an undergraduate or graduate school of Waseda University, please upload the following documents with the other application documents instead of the certificate of payment for the application fee (copy of the remittance form etc.). The application for the application fee waiver program must be made along with the application for admission. Applications made afterward will not be accepted under any circumstances.

- 1) Application Form for Application Fee Waiver\*

[Application For Screening Fee Waiver.doc \(waseda.jp\)](#)

- 2) Copy of passport (including all details of the applicant)

\*Applicants who apply for the application fee waiver program are not required to pay the application fee. However, if payment was made before the application for the application fee waiver program, the application fee will not be reimbursed.

\*In the event that the applicant is found to be ineligible for the application fee waiver program or have made a false claim, the application for admission to Waseda University itself might be revoked immediately.

### **Eligible Countries**

Afghanistan, Angola, Bangladesh, Benin, Bhutan, Burkina Faso, Burundi, Cambodia, Central African Rep., Chad, Comoros, D.P.R.Korea, Democratic Republic of the Congo, Djibouti, Eritrea, Ethiopia, Gambia, Guinea, Guinea-Bissau, Haiti, Kiribati, Lao People's Democratic Republic, Lesotho, Liberia, Madagascar, Malawi, Mali, Mauritania, Mozambique, Myanmar, Nepal, Niger, Rwanda, Sao Tome and Principe, Senegal, Sierra Leone, Solomon Islands, Somalia, South Sudan, Sudan, Syrian Arab Republic, Tanzania, Timor-Leste, Togo, Tuvalu, Uganda, Yemen, Zambia

## Revision History

Date of revision	Version	Page	What was revised
November 2,2023	1.0	n/a	(Original version)
December 21,2023	1.1	14	<b>NOTE:</b> The following sentence have been added. or (AO) Domestic Application, JPY 30,000
		24	<b>NOTE:</b> The following page have been deleted. Page 24 (Waseda University Examination Fee Payment by Credit Card and Union Pay)

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