



WASEDA University
Graduate School of Social Sciences

**Graduate School of Social Sciences
AO Admission
(Master's Program, Doctoral Program)
For September 2025 Admission**

Application Guidelines

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1. Application Overview

(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 entry 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

Applicants must fulfill one of the following requirements:

1. The applicant has graduated or is scheduled to graduate from a university by September 20, 2025.
2. The applicant has completed 16 years of standard school education overseas, or is scheduled to complete such education by September 20, 2025.
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, 2025) 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, 2025.

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 fulfill the requirements above, are asked to confirm their eligibility to the Graduate School of Social Sciences [Email: admissions-socs@list.waseda.jp] by no later than January 20, 2025.
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 members of Waseda University, including Waseda University Junior/Senior High School, Waseda University Honjo Senior High School, and Art and Architecture School, are not allowed to enroll as students at the University. However, there are a few exceptions according to the University regulations. If you have any questions, please contact the GSSS office.

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, 2025.
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, 2025.
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, 2025.

NOTE:

1. Prospective applicants, who are unsure if they fulfill the requirements above, are asked to confirm their eligibility to the Graduate School of Social Sciences [Email: admissions-socs@list.waseda.jp] by no later than January 20, 2025.
2. Faculty members of Waseda University, including Waseda University Junior/Senior High School, Waseda University Honjo Senior High School, and Art and Architecture School, are not allowed to enroll as students at the University. However, there are a few exceptions according to the University regulations. If you have any questions, please contact the GSSS office.

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

(5) Application schedule

(For both Master's and Doctoral Programs)

Procedures	Dates and Period
Application period	February 6, 2025 (Thu.) through March 7, 2025 (Fri.)
Application fee payment	February 6, 2025 (Thu.) through March 7, 2025 (Fri.)
Announcement of document screening results	April 16, 2025 (Wed.)
Interview	April 26 (Sat.) ~ April 27, 2025 (Sun.) One of the dates above
Final announcement of successful applicants	May 19, 2025 (Mon.)

*All dates above are on JST.

(6) Application fee

(For both Master's and Doctoral Programs)

The amount of the application 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 expect to require special care during the entrance examination or after entering the University owing to a disability or serious medical condition, etc., or if a serious injury or illness is expected to affect your ability to take the entrance examination, please contact the Graduate School of Social Sciences (GSSS) [Email: admissions-socs@list.waseda.jp] before submitting your application. If you find yourself in such a situation after submitting your application, please contact us 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, enrollment procedures, and other related work. In doing so, the University will take necessary and appropriate measures to prevent the leakage, outflow, or unauthorized use of such information. The University may outsource all or part of the above-stated items. In such cases, the University will oblige, by contract or other means, the subcontracted entity or entities to perform necessary and appropriate management of the information. The University may inquire about the authenticity, etc., of documents, materials, theses, and information, etc., submitted to the University (hereafter "Submitted Documents") by providing them to the issuers, providers, theses review entities, etc. By submitting or providing the Submitted Documents to the University, the applicant agrees to the University's right to make such inquiries. Personal information that has been statistically processed, keeping individual identities confidential, will be used as material for surveys and research for the University's admission selection processes.

For the sake of administering entrance exams in an efficient manner and carrying out enrollment procedures, Waseda University collects information regarding your sex on legal documents such as family register or passport. The information is collected only for reasonably justifiable purposes, and these cases are limited to a minimum. If your sex is marked as neither male nor female on the legal documents, please contact the Graduate School of Social Sciences (GSSS) [Email: admissions-socs@list.waseda.jp] prior to application. The information does not affect the screening result. <https://www.waseda.jp/inst/diversity/en/support/sexual-minority/>

2. Application Procedure

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

(1) Online Application Period

10:00 AM February 6, 2025 (Thu.) — 5:00 PM March 7, 2025 (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.

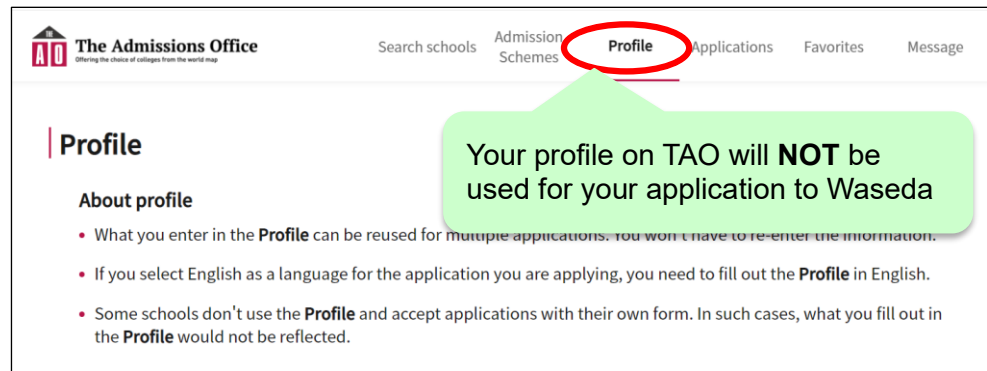
https://admissions-office.net/en/applicant/sign_up

- 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 2025 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 procedure.** 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”.

- C) You may be deemed to have committed a dishonest act if you falsified, fabricated, plagiarized, or modified a document, material, or information submitted in your application. In such a case, any decision taken regarding your application may later be invalidated, without the application documents and application fee being returned.

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 required documents on the next page are in order of TAO entry forms.

<For Master's Program >

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

	Prescribed Form (*)	Required Documents		Remarks
1.	TAO	Applicant Information	○	
		ID Photo	○	
		Passport	○	
		Residence Card	△	Non-Japanese nationals residing in Japan only
	*	Curriculum Vitae (Educational Background)	○	
2.	TAO	Confirmation of Application Fee Payment	○	
3.	TAO	Research Field	○	
	*	Research plan	○	Designated format available on GSSS website
4.	TAO	Certificate of Graduation	○	
		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	Academic transcripts	○	
6.	TAO *	Reason for application	○	
7.	TAO	Proof of language proficiency		
		TOEFL / TOEIC / IELTS Score report of either test	○	
		Proof of proficiency in languages other than first language and English	△	
8.	TAO	Letter of recommendation	○	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	Applicant Information	○	
		ID Photo	○	
		Passport	○	
		Residence Card	△	Non-Japanese nationals residing in Japan only
	*	Curriculum Vitae (Educational Background)	○	
2.	TAO	Confirmation of Application Fee Payment	○	
3.	TAO	Research Field	○	
	*	Research plan	○	Designated format available on GSSS website
4.	TAO	Master's thesis		
		Master's thesis	○	
		Abstract of Master's thesis	○	
5.	TAO	Research Achievements other than Master's thesis	○	
6.	TAO	Certificate of Graduation	○	
		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	Academic transcripts	○	
8.	TAO *	Reason for application	○	
9.	TAO	Proof of language proficiency		
		TOEFL / TOEIC / IELTS Score report of either test	○	
		Proof of proficiency in languages other than first language and English	△	
10.	TAO	Letter of recommendation	○	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

- After receiving applications, the Admissions Office of the Graduate School of Social Sciences may contact applicants directly by email in addition to the communication on TAO, so **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 applicant. Do not post-process or retouch photo. 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 Residence 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 Residence 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 Application Fee Payment" 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, 2025 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 2025.
- 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 an accelerated graduation.

6. Reason for Application

- State the reasons for applying to the Graduate School of Social Sciences, Waseda University on the prescribed form including what you have previously studied.
- Your essay, personal statement, research plan, etc. are a chance to explain yourself to the school and should be completed by yourself. Using generative AI to create these documents and presenting them as your own work may be considered as cheating and could affect the evaluation of your application.

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 score report on TAO. Arranging to send the score report 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 will not be 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

- Ask your recommender to complete the designated online form by the application deadline. Share the instructions on the following URL with your recommender; [Instruction for the Recommender](#)
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.

The Admissions Office
Offering the choice of colleges from the world map

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Requirements from university

Recommender/Requestee classification	Faculty member of an institution from which the applicant was graduated from
Required number	
Maximum number of submissions	

Once your recommender opens your e-mail, "Open status" changes to **Opened**.
"Completion status" changes to **Submitted** when your recommender has completed and submitted the letter.

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 were enrolled to professional schools which did not require the master's thesis, please submit a paper which you think of your best that could be substitute 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.

Step 3	Complete the Application Fee Payment
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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 fee cannot be refunded under any circumstances.

The amount of the application 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	5,000 Yen
Japan	30,000 Yen

Payment methods for application fee

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 examination fee payment website

February 6, 2025 (Thu.) through March 7, 2025 (Fri.)

Online payment is available on the website described below, not on TAO. For details on the online examination fee payment by credit card, please refer to the diagram on page 23. Please access the online examination 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 2025 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 can be made 24 hours a day, 7 days a week. The payment can be made with a credit card held in the name of a person other than the applicant. However, the applicant’s information must be entered in the “Basic Information” page of the screening fee payment website.

2) Payment in Japan

Payment at a nearest convenience store

(NOTE: This payment method is applicable only to applicants residing in Japan.)

Period for paying the application fee at a convenience store

February 6, 2025 (Thu.) through March 7, 2025 (Fri.)

To make a payment at a convenience store, access the “application fee convenience store payment site” (<http://e-shiharai.net/>) [Japanese only] first, and complete the designated payment registration, and then go to a convenience store. Those who need the English service are suggested to pay by credit card (See the payment method 1 above).

After making the payment, take a photo of the “Certificate of Payment of the Screening Fee” (収納証明書), save it as a PDF and upload it on the online application system. Check the details on the screening fee payment at a convenience store method on page 24.

- The payment can be made 24 hours a day, 7 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 7, is available until 5:00pm, and payment at participating convenience stores should be accepted by 5:00pm.
- If a family member or acquaintance of an applicant conducts the procedure on behalf of an applicant, such family member or acquaintance must enter the applicant’s information on the “e-shiharai.net”.

※Screening fee (application fee) waiver program for applicants from specified countries

Waseda University provides a screening fee (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 fee will not be 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] if you fall into one of the categories below.

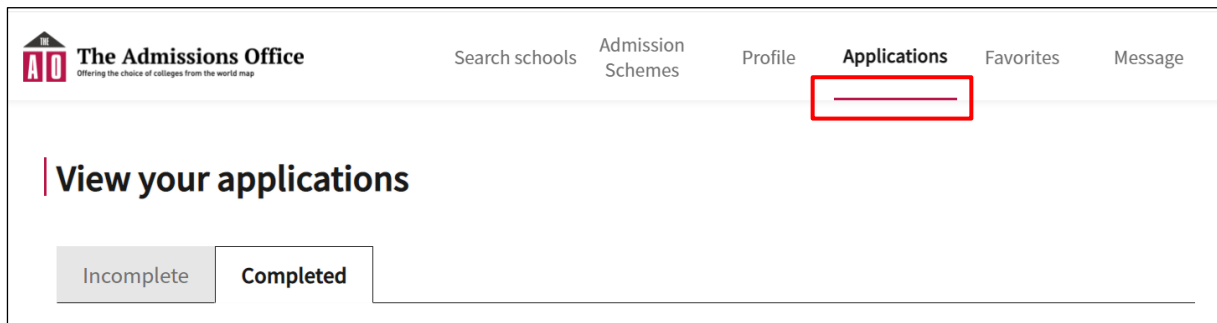
- 1) You paid for the application fee but did not submit the application documents.
- 2) You paid for the application fee but submitted the application documents after the deadline.
- 3) You paid for the application fee and submitted the application documents, but your application was not accepted before 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 Examinee Slip shown 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) 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 9, 2025, 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 6, 2025 (Thu.) through 5:00PM March 7, 2024 (Fri.)
Sending document screening results and the notice of the interview examination	April 16, 2025 (Wed.)
Interview dates	April 26 (Sat.) ~ April 27, 2025 (Sun.) One of the dates above
Announcement of successful applicants	May 19, 2025 (Mon.)

*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 26 (Sat.) or April 27, 2025 (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 will be recorded.

(4) Examination Regulations

Waseda University has established the following precautions to ensure that the entrance examination is conducted in a strict manner, and that all applicants may take the examination fairly and impartially. Please read these precautions carefully before taking the entrance examination, and approach the examination with the appropriate attitude of seriousness.

1. Any falsification, fabrication, plagiarism, modification, etc., of documents, materials, or information submitted to the University at the time of application may be considered misconduct.
2. The following acts constitute misconduct:
 - (1) Cheating (e.g., concealing or using cheat sheets, reference books, etc., during the examination, looking at other examinees' answer sheets, etc., seeking answers from other examinees, taking notes on one's body, objects, desk, etc. and referring to them.)
 - (2) Any action that benefits another examinee or other examinees, such as communicating the answers to a question, etc., during the examination.
 - (3) Holding or using mobile phones, etc., during the examination.
 - (4) Enabling any sounds (incoming calls, alarms, vibrating sounds, etc.) on mobile phones, etc., and watches during the examination.
 - (5) Behavior that disturbs other examinees in the examination room.
 - (6) Failure to follow the instructions of an examination supervisor, etc., at the examination site.
 - (7) Having any person other than the applicant herself/himself impersonate the applicant and take the examination.
 - (8) Any and all other acts that may impair the fairness of the examination.
3. If misconduct is suspected, the University may respond as follows. Failure to comply with these actions may be considered an admission of wrongdoing.
 - An examination supervisor, etc., may give examinees a warning or inquire about the circumstances.
 - The applicant may be requested to take the examination in a different seat or room.
 - The University may inquire about the authenticity, etc., of documents, materials, theses, and information, etc. submitted to the University (hereafter "Submitted Documents") by providing them to the issuers, providers, theses review entities, etc. By submitting or providing the Submitted Documents to the University, the applicant agrees to the University's right to make such inquiries.
4. The following actions may be taken in the case of confirmed misconduct.
 - The applicant will not be permitted to take any entrance examination of the University in the relevant academic year (application or screening fees will not be refunded).
 - The results of all entrance examinations of the University for the relevant academic year shall be null and void.

If, after enrollment, a student is found to have committed misconduct, he/she may be subject to a range of disciplinary actions up to and including expulsion from the University, in accordance with the University's rules and regulations.

◆ Accidents/incidents owing to force majeure

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

4. Announcement of Results

(1) Announcement on TAO

Screening Process	Date of announcement of results	Announcement method
Document screening	April 16, 2025 (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 19, 2025 (Mon.)	The result will be shown on TAO for all the applicants who have passed the final screening. The GSSS office will also send the guidelines for the enrollment procedure to successful applicants by email or by courier to the e-mail or mailing address specified on the "Applicant Information" section on TAO.

1. Log into TAO (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

Successful applicants must take “Enrollment Procedures” by completing two steps within the designated period below. First step is to complete payment of the “admission fees and school fees”, and second step is to submit 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 paying admission and school fee	May 19, 2025 (Mon.) through June 6, 2025(Fri.)
Period for sending the enrollment documents	~August 22, 2025 (Fri.)

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

*All dates above are on JST.

(2) Documents to submit for enrollment

- 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) Others

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

(3) For those who was accepted by multiple graduate schools

If you have been accepted by one Waseda graduate school and have paid the registration (admission) fee, tuition and other fees to that school, and are later accepted by another Waseda graduate school that you prefer to attend, you can attend the preferred graduate school and request to have the amount you have already paid transferred to that school. However, this arrangement is possible only if the date of enrollment for both schools is same. For more information on the procedure, please refer to the enrollment procedures that will be sent to successful applicants.

6. Other Matters

(1) Admission, academic, and membership fees

[Admission, academic, and membership fees for students admitted in September 2025]

Master's Program (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 (2025 Fall)	300,000	311,000	1,000	500	1,500	614,000
	2026 Spring	---	311,000	---	500	1,500	313,000
	Total	300,000	622,000	1,000	1,000	3,000	927,000
Second Year	2026 Fall	---	461,000	---	500	1,500	463,000
	2027 Spring	---	461,000	---	500	1,500	463,000
	Total	---	922,000	---	1,000	3,000	926,000

Doctoral Program (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 (2025 Fall)	200,000	224,000	1,000	500	1,500	427,000
	2026 Spring	---	224,000	---	500	1,500	226,000
	Total	200,000	448,000	1,000	1,000	3,000	653,000
Second Year	2026 Fall	---	324,000	---	500	1,500	326,000
	2027 Spring	---	324,000	---	500	1,500	326,000
	Total	---	648,000	---	1,000	3,000	652,000
Third Year	2027 Fall	---	324,000	---	500	1,500	326,000
	2028 Spring	---	324,000	---	500	1,500	326,000
	Total	---	648,000	---	1,000	3,000	652,000

Notes:

1. If you are currently enrolled in, or have graduated from, completed, or withdrawn from an undergraduate, graduate, or specialized program of Waseda University, you are not required to pay the entrance fee (registration fee). For more information, please refer to the enrollment procedure sent to successful applicants, or contact the Graduate School of Sciences.
2. As a general rule, we do not return submitted documents or refund registration (admission) fee, tuition and other fees (for the first semester). However, if you do not enter Waseda University owing to unavoidable circumstances or fail to

meet the eligibility criteria before enrollment, we may refund tuition and other fees (for the first semester) only. For more information on the procedure for receiving such a refund, refer to the enrollment procedure sent to successful applicants.

3. Alumni Association Membership Fee, JPY 40,000 is required for the final term/semester of their last year, which is an automatic enrollment for 10 years after graduation.

※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: “pre-enrollment” and “post-enrollment.” They 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 June 2025. 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.



Web Application - Online Transaction



Access the site below

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

1. Top Page

Please choose a category "大学・短大" or "大学院".
Undergraduate School Graduate School

2. School Selection

Click "早稲田大学 (クレジットカード・中国オンライン決済専用)"
Waseda University
or "早稲田大学大学院 (クレジットカード・中国オンライン決済専用)".
Waseda University(Graduate Schools)

3. School Information

Read the information carefully and click "同意する".
Agree

4. Category Selection

Choose First to Fourth Selection and click "次へ".
Next

5. Basic Information

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

Application Results
Please click the "申込内容照会" 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.
↓
Payment Inquiry - Inquiry result
Please print out the "申込内容照会結果" page.

Paying with Union Pay

Follow the onscreen instructions to complete the card payment.

Application Results
Please click the "申込内容照会" 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.
↓
Payment Inquiry - Inquiry result
Please print out the "申込内容照会結果" page.

Application

Enclose the printed "申込内容照会結果" page in an application envelope with
Payment Inquiry - Inquiry result
other necessary application documents.

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

Necessary application documents

【NOTICE/FAQ】

- During payment periods and application periods mentioned in the application documents, you can make a payment anytime. Please confirm from application documents and complete payment in time for the application period.
- On the last date of the payment period, please finish card settlement procedure by 11:00pm Japan time.
- Please directly contact the credit card company if your card is not accepted.
- It is possible to use a card which carries a name different from that of the applicant. However, please make sure that the information on the basic information page is the applicant's information.

■ 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.

7-Eleven
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.

LAWSON
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
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
To 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

●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.

FamilyMart
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

●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.

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.

●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.

Take a photo of the "Certificate of Payment of the Screening Fee"(収納証明書), save it as a PDF and upload it on the online application system (TAO).

The appearance of fee ticket photographs may differ from the illustration shown.

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/>

Screening Fee Waiver Program for Applicants from Specified Countries

Applicants who meet the conditions shown below (1. Eligibility) are eligible to have their screening fees waived.

1. Eligibility

The applicant must reside in one of the countries listed below AND hold nationality of one of those countries.

*The applicant's country of residence and nationality do not necessarily have to be the same.

*Applicants with dual nationality are only eligible if BOTH nationalities are included in the list of eligible countries.

2. Procedures

Along with the application documents, please submit the following documents in place of the proof of payment for the screening fee.

- 1) [Form for Screening Fee Waiver \(prescribed form\)](#)
- 2) Passport Copy (including all details of the applicant)

3. Notes

- 1) The screening fee waiver form will not be accepted if submitted after the application deadline under any circumstances.
- 2) Be careful not to pay the screening fee if you are claiming the waiver. The screening fee, once paid even by mistake or accident, will not be returned.
- 3) In the event that the applicant is found to be ineligible for the screening fee waiver program or has made a false claim, the application for admission to Waseda University itself might be revoked immediately.

List of Eligible Countries:

Afghanistan, Angola, Bangladesh, Benin, Burkina Faso, Burundi, Cambodia, Central African Republic, Chad, Comoros, Democratic People's Republic of 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

The above countries are classified as "Least Developed Countries" or "Low Income Countries which are not LDCs" in the list of ODA recipients as published by OECD/DAC.

Last updated: January 2024.

Revision History

Date of revision	Version	Page	What was revised
November 22,2024	1.0	n/a	Original Version

Graduate School of Social Sciences
3rd Floor, Bldg.14, Waseda University
1-6-1 Nishi-Waseda, Shinjuku-ku, Tokyo 169-8050, Japan
TEL: +81-3-5286-3804
email: admissions-socs@list.waseda.jp