



WASEDA University  
Graduate School of Social Sciences

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## **Graduate School of Social Sciences**

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

**For September 2025 Admission**

## **Application Guidelines**

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# 1. Application Overview

## (1) Internal Admissions screening method

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

## (2) Number of students to be admitted

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

## (3) Available Research Fields

All research fields instructed both in English and Japanese are open to new enrollees. However, in principle, students will be admitted to the research field instructed by their Master’s supervisor who has written the letter of recommendation. Please check the Graduate School of Social Sciences website for the available research fields in 2025.

<https://www.waseda.jp/fsss/gsss/en/applicants/research-areas/>

## (4) Applicant qualifications

The applicant must fulfill all of the following requirements.

1. The applicant must be enrolled in Master’s program at the Graduate School of Social Sciences of Waseda University as a regular student at the time of application and is expected to graduate from the school by September 20, 2025.
2. The applicant must be expected to achieve an excellent evaluation on their Master’s thesis and be strongly motivated to further study in the Doctoral program.
3. The applicant must achieve a cumulative GPA of 3.0 or higher up to the last semester before application.
4. The applicant must submit one letter of recommendation written by their supervisor in the Master’s program.

Note:

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

### ■ Criteria for the Master’s thesis

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

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

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

## (5) Application schedule

Procedures	Dates and Period
Period for Requesting a Letter of Recommendation	May 12, 2025 (Mon.) through May 23, 2025 (Fri.)

Application fee payment	Waived
Application period	June 5, 2025 (Thu.) through June 11, 2025 (Wed.)
Announcement of successful applicants	July 10, 2025(Thu.)

## 2. Application Procedure

Please complete the application procedure as instructed below.

### (1) Requesting a Letter of Recommendation: May 12, 2025 (Mon.) ~ May 23, 2025 (Fri.)

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

### (2) Application period: June 5, 2025 (Thu.) ~ June 11, 2025 (Wed.)

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

### (3) Application documents

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

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

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

Fill out the documents. Do not fill the sections marked with “※”.

#### (ii) List of application documents

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

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

		Required Documents	Remarks
A	*	Application Form	<ul style="list-style-type: none"> <li>Adjust the text to fit within one page.</li> </ul>
B		1 Color Photograph	<ul style="list-style-type: none"> <li>4cm long and 3cm wide, taken within 3 months of the time of application.</li> <li>The photo should be taken professionally, such as through an ID photo booth/photo studio service.</li> <li>The photo should be taken against a plain background with no borders, showing a full front view of the applicant's face and shoulders (with no head covering / hat / scarf / sunglasses).</li> <li>Write your name on the back of your photo. Use glue or paste to affix the photo to the relevant field on the application form.</li> <li>The photo will be used for identity verification on the day of the test. Therefore, we do not accept unclear photos such as snapshots or photos that make it difficult to identify the pictured individual or verify their identity owing to differences in hairstyle, etc.</li> </ul>

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

#### Important Note

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 screening fee being returned.

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.

#### 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.

<https://www.waseda.jp/inst/diversity/en/support/sexual-minority/>

### 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) [Tel:+81-3-5286-3804, email: [admissions-socs@list.waseda.jp](mailto:admissions-socs@list.waseda.jp)] at Waseda University before submitting your application. If you find yourself in such a situation after submitting your application, please contact us immediately.

### **(4) Application fees**

All applicants are exempt from paying application fees.

### **Notes on application documents**

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

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

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

### **(6) Screening method**

Document screening and interview

### **Notes when taking Waseda University entrance examination**

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 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 (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 revocation of admission, in accordance with the University's rules and regulations.

3. 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.

### 3. Announcement of Results

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**(1) Announcement by email: July 10, 2025 (Thu.)**

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

**(2) Notification of enrollment procedure: Early August**

### 4. Enrollment Procedure

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**(1) Enrollment schedule and procedure**

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

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

Period for transferring school fees	August 20, 2025 (Wed.) through August 27, 2025 (Wed.)
Period for sending the enrollment documents	August 20, 2025 (Wed.) through August 27, 2025 (Wed.)

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

**(2) Enrollment documents**

You will be asked to input the necessary information in UCARO (a portal for enrollment procedure).

Documents to be prepared by prospective enrollees

1) Certificate of Residence in Japan or "Juminhyo"

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

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

2) Certificate of Graduation/Completion, Transcripts (including evaluations from Spring Semester 2025)

Submit after they become available for issuing.

3) Oath of Academic Integrity

A template will be sent by the GSSS office.

## 5. Other matters

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

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

Doctoral Program

(Denomination: Japanese Yen)

	Time of Payment	Admission Fee	Academic Fees	Membership Fees			Total
			Tuition Fee	Waseda University Academic Society Enrollment Fee	Waseda University Academic Society Membership Fee	Waseda University Student Health Promotion Mutual Aid Association Fee	
First Year	At time of Admission (2025 Fall)	200,000	224,000	1,000	500	1,500	<b>427,000</b>
	2026 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	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>
Third Year	2027 Fall	---	324,000	---	500	1,500	<b>326,000</b>
	2028 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:

1. Enrolled students who have paid admission fees for admission to an undergraduate school or graduate school of Waseda University on a regular course are exempt from payment of the admission fee.
2. As a rule, once submitted or paid, application materials, admission fees, academic, and membership fees (paid at the time of admission) shall not be refunded. However, if a student has to decline admission due to unavoidable circumstances, academic and membership fees (paid at the time of admission) may be refunded. For details of the procedure for this, see the "Guide to Enrollment Procedure" sent to successful applicants.
3. Fees on the above table are subject to change.



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