



# **School of Social Sciences Waseda University**

## **TAISI Admission for September 2020 Entry**

### **Application Guidelines**

**Version 1.0**



- ▶ Please carefully read the [Guidelines and the FAQs](#) on our website before making inquiries to our office.
- ▶ Please make all inquiries to us via e-mail ([taisi-admission@list.waseda.jp](mailto:taisi-admission@list.waseda.jp)) as we want to keep a record of all communications with our applicants.

## Overview

### 1. Time of Enrollment

September 2020

### 2. Degree

B.A., Bachelor of Arts in Social Sciences

### 3. Grade Year of Entry

1st year university student

\* The School of Social Sciences does not admit second or third year transfer students.

### 4. Number of Students to be admitted as 1st year students

40 students

### 5. Screening Methods

(1) Document Screening

You will be screened in a holistic manner based on your application documents.

(2) Interview (if required)

Interviews will be conducted in English via an internet telecommunication system or in person in Tokyo (Waseda Campus).

### 6. Timeline and Important Dates

The schedule below is in Japan Standard Time (JST).

	Submission Period	Interview (if required)	Announcement of Results
<b>First Round</b>	November 18, 2019 – December 10, 2019	January 11 – 12, 2020	January 17, 2020
<b>Second Round</b>	December 11, 2019 – January 17, 2020	February 8 – 9, 2020	March 2, 2020
<b>Third Round</b>	January 18 2020 – March 10, 2020	April 4 – 5, 2020	April 10, 2020

\* Application to this school does not prevent you from applying to other universities or other undergraduate schools at Waseda University.

### 7. Send All Documents to

#### SSS TAISI Admission Application (September Entry)

Waseda University, School of Social Sciences

3<sup>rd</sup> Floor, Building 14,

1-6-1, Nishi-Waseda, Shinjuku-ku, Tokyo, 169-8050, Japan

Tel: +81-3-3203-6433

**Note:** Make sure to address all documents to “SSS TAISI Admission” otherwise the arrival of your documents may be delayed.

## Roadmap to Enrollment

Application process		
<b>Step 1</b>	<b>Check eligibility</b>	In principle, applicants 18 years or older who have acquired a high school degree (or its equivalent) by the time of enrollment are eligible to apply. However, eligibility is also dependent on academic background so please check your qualifications. .... Ref. P.4
<b>Step 2</b>	<b>Pay screening fee</b>	Pay the required screening fee through one of the methods listed below: 1. Online payment ..... Ref. P.5,7 2. Payment via convenience store ..... Ref. P.5-6, 8 3. Screening Fee Waiver Program (for Specified Countries) ..... Ref. P.6
<b>Step 3</b>	<b>Submit application documents</b>	<p>Submit the documents listed below: ..... Ref. P.9</p> <p><b>All applicants must submit:</b></p> <p>1. Application Form (Complete the form online and print out) ..... Ref. P.10-11  2. Essay ..... Ref. P.11  3. Certificate of (expected) Graduation ..... Ref. P.12  4. Academic Transcript / School Report ..... Ref. P.12  5. Recommendation Letter *1 ..... Ref. P.13  6. Personal Identification ..... Ref. P.13  7. Certificate of University Entrance Qualification Examinations / Standardized Test ..... Ref. P.13-15</p> <p><b>Dependent on applicant's circumstances</b></p> <p>8. Score card of English Language Proficiency Test *2 ..... Ref. P.16  9. Proof of Academic Honor / Personal or Volunteer Activity ..... Ref. P.16-17  10. Foreign Language Certificates ..... Ref. P.17  11. School Profile *3 ..... Ref. P.17</p> <p><b>Others</b></p> <p>12. Application Document Check List ..... Ref. P.17</p> <p>*1 Must be submitted in a sealed envelope  *2 Applies to those who will not submit SAT/ACT/IBDP in English/GCE etc.  *3 If available</p>

After you apply		
<b>Step 4</b>	<b>Application status</b>	Your Examinee number and the Application Round you belong to will be sent to you by e-mail ..... Ref. P.17
<b>Step 5</b>	<b>Interview (if required)</b>	We will notify you by e-mail if an interview is required or not. .... Ref. P.18
<b>Step 6</b>	<b>Application results</b>	Application results will be posted online on our website. .... Ref. P.19-20

After acceptance		
<b>Step 7</b>	<b>Pay tuition and other fees</b>	Make the required payments by the periods designated for each Application Round. .... Ref. P.21
<b>Step 8</b>	<b>Submit visa related documents</b>	International students without resident status in Japan are basically required to apply for a Certificate of Eligibility (COE) in order to apply for a Student visa to enter and reside in Japan. .... Ref. P.22
<b>Step 9</b>	<b>Submit enrollment documents</b>	Follow the Enrollment Guide that will be sent to you and submit the required enrollment documents. .... Ref. P.22
<b>Step 10</b>	<b>Preparation for enrollment</b>	About dormitories, scholarships, and arrival in Japan ..... Ref. P.23

## Enrollment



## Step 1 : Check eligibility

### Step 1 1. Applicant Eligibility

You must meet one of the requirements below:

- A. At the time of application, you must meet one of the following qualifications;
- (1) You have completed or are expected to complete secondary education and formal school education for 12 years or more outside Japan.
  - (2) You have completed or are expected to complete secondary education and formal school education for 12 years at an international school that has been accredited by an international accreditation institution <sup>(a)</sup>.
  - (3) You have completed or are expected to complete formal school education at a foreign school in Japan, designated by MEXT <sup>(b)</sup> as is equivalent to a high school in Japan <sup>(c)</sup>.
  - (4) You have obtained or are expected to obtain one of the following qualifications: International Baccalaureate Diploma, Baccalauréat, Abitur, or General Certificate of Education Advanced Level
  - (5) You have completed or are expected to complete secondary education and formal school education for 11 years in the specific countries designated by MEXT <sup>(d)</sup>.
  - (6) You have completed or are expected to complete a college preparatory course designated by MEXT after completing a formal education of less than 12 years, other than the cases specified in No. 5 above.
  - (7) You have graduated or are expected to graduate from a “High School” or a 6-year “Secondary School” in Japan, or you meet one of the qualifications in Note (e).
- B. You are 18 years old or older as of the expected enrollment date, AND you meet either one of the following qualifications;
- (1) You have passed, at the time of application, a qualification exam that proves you are equivalent to or higher in scholastic ability than those who have completed a 12-year education curriculum outside Japan.
  - (2) You have passed, or are scheduled to pass by the expected enrollment date, the high school equivalency examination given by MEXT.
- C. You are 18 years old or older as of the expected enrollment date, AND you are recognized individually by the School of Social Sciences as having met the requirements equivalent to A or B above.

#### IMPORTANT NOTES:

- (a) WASC (Western Association of Schools and Colleges), ACSI (Association of Christian Schools International), CIS (Council of International Schools)
- (b) “MEXT” in this section refers to the Minister of Education, Culture, Sports, Science and Technology.
- (c) Foreign schools in Japan designated by MEXT (in Japanese)  
[http://www.mext.go.jp/a\\_menu/koutou/shikaku/07111314/003.htm](http://www.mext.go.jp/a_menu/koutou/shikaku/07111314/003.htm)
- (d) Designated 11 year school education equivalent to a “High School” in Japan; Belarus, Myanmar, Peru, Russia, Sudan, and Uzbekistan
- (e) Other qualifications are;
  - You have graduated or are expected to graduate from a high school part of a “School for Special Needs Education” or completed the 3<sup>rd</sup> grade of a 5-year “College of Technology” in Japan
  - You have graduated or are expected to graduate from a school for Japanese outside Japan which is designated by MEXT as is equivalent to high schools in Japan
  - You have completed or are expected to complete an upper secondary course at a specialized training college designated by MEXT
- (f) If you are expected or scheduled to meet any of the qualifications above, you must meet those before the first date of enrollment.
- (g) Eligibility is not decided by nationality or length of period living abroad.
- (h) If you are not sure whether you meet the requirements for applicant eligibility or if you wish to verify your eligibility, please contact the office of the School of Social Sciences, Waseda University, to inquire about your qualifications to apply for admission at least 3 weeks before filing an application.
- (i) There is no minimum requirement in GPA or standardized test scores that applicants must meet.



## Step 2 : Pay screening fee

Regardless of payment method, the screening fee must be paid by the corresponding round's designated submission periods. Failure to pay the screening fee will result in your documents not being screened. The amount you must pay depends on where you are residing at the time of your application, not by your nationality. In some cases, you may be asked to provide documentary proof of residence if you are residing outside of Japan.

Place of residence at time of application	Amount
Outside Japan	JPY 5,000
Japan	JPY 35,000

### NOTE:

- The screening fee, once paid, will only be returned under the following circumstances:
  - 1) You paid the screening fee, but failed to apply or if application documents arrive after the third round's submission period.
  - 2) You paid the screening fee and submitted the application documents, but your application was returned before screening because you did not meet eligibility criteria.
- \* If you fall into one of the categories mentioned above, please contact the School of Social Sciences Office. Please note that any handling fees incurred from the refund will be borne by the applicant.

## Step 2 1. Online payment

This payment method is applicable to all applicants regardless of country of residence and can be made 24 hours a day, seven days a week. Detailed information on this payment method can be found on page 7.

To make a payment by credit card or an online payment system (China Union Pay or Alipay), please access the online screening fee payment website (<https://e-shiharai.net/ecard>) and complete the required procedures. On the "Category Selection" page, make the following selections:

<b>First Selection</b>	English-based Degree program
<b>Second Selection</b>	School of Social Sciences
<b>Third Selection</b>	September 2020 Admission
<b>Fourth Selection</b>	Social Innovation (TAISI) PG [Applicants Residing Outside of Japan] JPY 5,000
	Social Innovation (TAISI) PG [Applicants Residing in Japan] JPY 35,000

After completing the transaction, print out the "Result" page and include it with your Application Documents.

### NOTE:

- It is possible to make a credit card payment with a card that is not in the applicant's name. In this case, the applicant must enter her/his information on the "Basic Information" page.

## Step 2 2. Payment via convenience store

This payment method is only applicable to applicants residing in Japan. To make a payment at a convenience store, you must complete the designated payment registration through the "screening fee convenience store payment site" (<https://e-shiharai.net/>) [Japanese only] in advance. For more information on this payment method, please refer to page 8.

After making the payment, detach the "Certificate of Payment of the Screening Fee" from the Screening Fee Handling Description and paste it to the designated space ("Screening Fee Payment Certificate") on the



## Application Form.

### NOTE:

- If a family member or an acquaintance will make the payment for you, the family member or acquaintance must enter your information.
- If you are residing outside of Japan and ask someone to make the payment for you using this system, they will only have the option to pay a screening fee of JPY 35,000 required by domestic applicants. So please consider the above "1. Online Payment."
- The payment can be made 24 hours a day, seven days a week. However, please note that payment registration through the website will end at 23:00 on the last day of the third round. In addition, you will not be able to make the payment at a convenience store after 23:30 on the last day of the third round.

## Step 2 3. Screening Fee Waiver Program (for Specified Countries)

Waseda University provides a screening fee waiver program for applicants from SPECIFIED countries. Applicants from these specified countries are required to read the following instructions and submit a waiver request form along with their application documents.

### 1. Eligible Countries

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

### 2. Outline

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

### 3. Eligibility

The following conditions must be fulfilled:

- 1) The applicant must reside in one of the countries classified as "Least Developed Countries" or "Other Low Income Countries" 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" above.
  - 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.

### 4. Procedures

When applying to an undergraduate or graduate school of Waseda University, please enclose the following documents in place of the certificate of payment for the screening fee (copy of the remittance form etc.) required as part of admissions application documents. You must submit these documents before the admissions application deadline. They will not be accepted after the deadline under any circumstances.

- 1) Application Form for Screening Fee Waiver
- 2) Copy of passport (including all details of the applicant)

- Applicants who apply for the screening fee waiver program are not required to pay the screening fee. However, if payment was made before the application for the screening fee waiver program, the screening fee will not be reimbursed. Please note that the University will not refund the screening fee if you mistakenly paid it.
- In the event that the applicant is found to be ineligible for the screening fee waiver program or have made a false claim, the application for admission to Waseda University itself may be revoked immediately.





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

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

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



Access the site below with your PC

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



You can access  
from our  
website too !

Web Application - Online Transaction

## 1. Top Page

Click "Examination Fee".

## 2. Terms of Use and Personal Information Management

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

## 3. School Selection

Click "Waseda University".

## 4. School Information

Read the information carefully and click "Next".

## 5. Category Selection

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

## 6. Basket Contents

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

## 7. Basic Information

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

### Paying with Credit Card

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

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

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

### Paying with Union Pay, Alipay

Follow the onscreen instructions to complete the card payment.

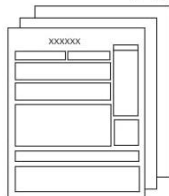
Please click the "Application Results" button in the upper  
part of this site (e-shiharai.net).

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

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

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

Necessary application documents



### [NOTICE/FAQ]

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

### ■ Payment Commission

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

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

For questions or problems not mentioned here, please contact :

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

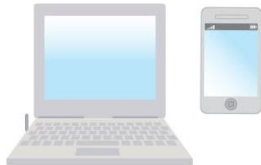
**Only for the applicants residing in Japan**

# 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 "各種代金お支払い" button  
All Payments

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

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

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

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

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

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

Use the FamilyMart information terminal FamiPort

Select the "代金支払い" button  
All Payments

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

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

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

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

- 3** Application

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

●Seven-Eleven

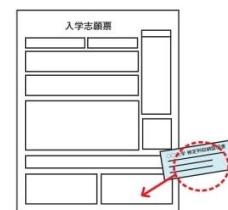
Detach the receipt portion of the Exam Fee Statement and affix it to the application packet in the designated location. Hold onto the proof of bank transfer for your records.



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

●Lawson ●Family Mart ●Ministop

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



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

**Attach Your Receipt (Certificate of Payment) to the Application**

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

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

### Payment Commission

(transfer fee charged by all participating stores)

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

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

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

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

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





### Step 3 : Submit application documents

Enclose all required application documents in an envelope and submit it by post to the following address:

#### Send Documents to:

**SSS TAISI Admission Application (September Entry)**

**Waseda University, School of Social Sciences**

**3<sup>rd</sup> Floor, Building 14, 1-6-1 Nishi-Waseda, Shinjuku-ku, Tokyo, 169-8050, Japan**

**Tel: +81-3-3203-6433**

#### NOTE:

- **Make sure to address all documents to “SSS TAISI Admission”** otherwise the arrival of your documents may be delayed.
- Make sure to use a tracking service such as Simplified Registered Mail, EMS, or DHL for submitting application documents by post. Even when sending documents via EMS or international courier service, your application may take more than one week to reach us. Please send your application documents as early as possible.
- Once you have submitted and completed the application online, the status shown on the online application system will not be updated. **To check whether or not your documents have arrived at our office, please ask the express mail courier you used to send your documents.**

#### Application Documents

Document			How to submit		Who may submit	Ref
All applicants must submit						
1. Application Form			Input online → print out	Post	Applicant / School	P.10-11
2. Essay			Printed copy	Post	Applicant / School	P.11
3. Certificate of (expected) Graduation			Original copy	Post	Applicant / School	P.12
4. Academic Transcript / School Report			Original copy	Post	Applicant / School	P.12
5. Recommendation Letter			Original copy <b><u>in a sealed envelope</u></b>	Post	Applicant / School	P.13
6. Personal Identification			Photocopy	Post	Applicant / School	P.13
7. Standardized Test	SAT / ACT	Score input	Online	Applicant	P.13-15	
		Official score	Post	Test agency		
		Proof of Order	Post	Applicant / School		
	Others	Score input	Online	Applicant		
		Original copy	Post	Applicant / School		
Dependent on applicant's circumstances						
8. English Language Proficiency Test	TOEFL / IELTS	Score input	Online	Applicant	P.16	
		Official score	Post	Test agency		
		Proof of Order	Post	Applicant / School		
	EIKEN / TEAP	Score input	Online	Applicant		
		Original copy	Post	Applicant / School		
9. Proof of Academic Honor / Personal or Volunteer Activity			Photocopy	Post	Applicant / School	P.16-17
10. Foreign Language Certificates			Photocopy	Post	Applicant / School	P.17
11. School Profile			Original copy or Photocopy	Post	Applicant / School	P.17
Others						
12. Application Document Checklist			Printed copy	Post	Applicant / School	P.17


**Step 3 1. Application Form**
**All applicants must submit**
**Step 3 1. Application Form (1) Create an Online Application System Account**

Access the following URL: <https://www.apply.waseda.jp/>. Then follow the onscreen instructions and enter the required information to create an account.

**Step 3 1. Application Form (2) Create an Application Form**

Sign in to your account and prepare the application form for SSS TAISI Admissions by following the onscreen instructions.

**IMPORTANT:**

The Online Application will be available **from 10:00 AM November 18, 2019 to 5:00 PM March 9\*, 2020 (JST).**

\* Application documents must arrive to us by March 10 for the Third application round, but the online application will be closed on March 9.

**NOTE:**

- You do not have to create a new account again if you have already created an Online Application System account for admissions at another program or center in Waseda University. Online application system accounts are valid for one year after date of creation. However, do note that each program's online application form is different and one application form cannot be used to apply to another program.

**Step 3 1. Application Form (3) Fill out the Application Form**

Follow the instructions listed for each section:

<div>[STEP 1]</div> <div>▶ Personal Details</div>	<ul style="list-style-type: none"><li>• The information registered at the time of account creation will be automatically entered for you. Please review the information to check if the information is correct.</li><li>• <b>You cannot change the name, date of birth, and gender once the registration of your account information is complete.</b> If you would like to make any changes, please make the correction by hand and then send an e-mail to <a href="mailto:taisi-admission@list.waseda.jp">taisi-admission@list.waseda.jp</a> notifying us of the change.</li><li>• As we will be using the e-mail address registered in this section to contact you, please be sure to check your e-mail regularly and to notify us if you have changed your e-mail address.</li></ul>									
<div>[STEP 2]</div> <div>▶ Educational Background</div>	<div><ul style="list-style-type: none"><li>• Enter your educational background chronologically starting from elementary school to the present as shown in the example below.</li></ul></div> <table><tr><td>Tokyo / Japan</td><td>Waseda Primary School</td><td>September / 2008– June / 2014</td></tr><tr><td>Seoul / Korea</td><td>Waseda Junior High School</td><td>September / 2014 – June / 2017</td></tr><tr><td>Beijing / China</td><td>Waseda High School</td><td>September / 2017 – June / 2020</td></tr></table>	Tokyo / Japan	Waseda Primary School	September / 2008– June / 2014	Seoul / Korea	Waseda Junior High School	September / 2014 – June / 2017	Beijing / China	Waseda High School	September / 2017 – June / 2020
Tokyo / Japan	Waseda Primary School	September / 2008– June / 2014								
Seoul / Korea	Waseda Junior High School	September / 2014 – June / 2017								
Beijing / China	Waseda High School	September / 2017 – June / 2020								
<div>[STEP 3]</div> <div>▶ Test Information</div>	<ul style="list-style-type: none"><li>• For more information on acceptable university entrance examinations, standardized tests, and English language proficiency test scores, refer to pages 13-16, and the “List of Application Documents by Education System” which can be found on our website (<a href="https://www.waseda.jp/fsss/sss/en/applicants/admission/">https://www.waseda.jp/fsss/sss/en/applicants/admission/</a>).</li><li>• If you have taken the test multiple times, <b>choose your best score (the sitting with the highest total score)</b> and enter that information. Please note that <b>we do not superscore</b> (for TOEFL iBT, we do not accept “MyBest™ scores”).</li></ul>									



<p><b>[STEP 4]</b></p> <ul style="list-style-type: none"> <li>▶ Academic Honors</li> <li>▶ Personal or Volunteer Activity</li> <li>▶ Interview Method</li> <li>▶ Screening Period</li> <li>▶ Questionnaire</li> </ul>	<ul style="list-style-type: none"> <li>· If applicable, please list and describe your 1) Academic Honor or 2) Personal or Volunteer Activities in the appropriate fields (up to 150 words). <b>Only one item</b> can be entered in the Academic Honor and Personal or Volunteer Activities fields. <b>Select one example that you feel is most suitable for each.</b></li> <li>· The honors and activities listed should be <b>limited to experience acquired after Grade 7.</b></li> <li>· For proof of Academic Honor / Personal or Volunteer Activities, refer to P.16-17.</li> <li>· For more information on the Interview, refer to P.18 “Step 5: Interview (if required)”.</li> </ul>
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<b>Step 3</b>	<b>1. Application Form</b>	<b>(4) Print the Application Form and affix an ID photo</b>
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Print the application form **single-sided**, and affix a **color photograph** of yourself taken within three months of the time of your application in the area designated on the Application Form. The photograph should be 4 cm long and 3 cm wide, borderless, and taken against a plain background. In the photograph, you should be looking straight ahead with your head uncovered. Write your name on the back of the photograph. Do not submit a photograph that might cause difficulty for people to identify you. **The photograph on the Application Form will be used for your Student ID card after enrollment.** Images printed in color that are not photographs will not be accepted.

<b>Step 3</b>	<b>1. Application Form</b>	<b>(5) Complete the remaining sections by hand</b>
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If you have a name in Chinese characters, please handwrite it in the “Name in Chinese Characters” section (page 1) of the Application Form. If you know how to write your name in *katakana*, please handwrite it in the “Name in Katakana” section of the form (page 1).

<b>Step 3</b>	<b>1. Application Form</b>	<b>(6) Submit the Application Form with all required documents</b>
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Once completed, be sure to **submit the Application Form together with all required documents.** Your application will not be considered complete unless all application documents, including the Application Form, have reached us by postal mail before the designated deadlines.

<b>Step 3</b>	<b>2. Essay</b>	<b>All applicants must submit</b>
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Submit an essay by following the instructions below. The essay must be your own work. When writing the essay, give examples and be as specific as possible.

**Essay Format:**

- The essay should be typed in English on white A4 or letter-sized paper in black ink, 12-size font, and double-spaced.
- Print the essay single-sided.
- Put your name and the title at the top.
- At the end of the essay type “The End.”
- If your essay exceeds two or more pages, number the pages.

Write an essay of approximately 1000 words that answers the following two questions:

- 1) In your country or community, identify one social issue that should be addressed and explain why.
- 2) During your time at TAISI, what do you hope to learn and how do you think the TAISI program will help you resolve the social issue you identified in question 1.



### Step 3 3. Certificate of (expected) Graduation

All applicants must submit

Submit a certificate proving you have completed or are scheduled to complete a secondary education curriculum.

#### NOTE:

- Certificates should be in English or Japanese. If submitting documents in any other language, attach an English or Japanese translation notarized by an embassy, your high school or another appropriate office officially approved by the government.
- Certificates must be an original copy or a certified true copy. We do not accept photocopies.
- **If you graduated from an IB (International Baccalaureate) school**, you can also submit an IB Diploma in lieu of a certificate of graduation.
- If your graduation date is listed on your academic transcript, the submission of this document is not necessary.
- If your high school does not issue a certificate of graduation (or expected graduation), please download the “Template for Certificate of Graduation/Expected Graduation” from the School of Social Sciences website (<https://www.waseda.jp/fsss/sss/en/applicants/admission/>), fill out the template, and submit it with the official stamp and seal of your high school.
- If you did not graduate from high school but passed the university entrance qualification test (high school equivalency examination), please submit the documents certifying that you have passed the exam. In such cases, you are not required to submit the certificate of graduation from high school.
- Submit a proof of your degree if you graduated from a university and obtained a degree.

### Step 3 4. Academic Transcript / School Report

All applicants must submit

Submit academic transcripts/school reports issued by high school (or an equivalent institution) for the last three years (corresponding to three years of High School Education in Japan). **If you were enrolled in two or more high schools, you will only need to submit the academic transcript/school report of the current high school or the high school you have graduated.**

#### NOTE:

- Academic transcripts should be in English or Japanese. If submitting documents in any other language, attach an English or Japanese translation notarized by an embassy, your high school or another appropriate office officially approved by the government.
- Academic transcripts must be an original copy or certified true copy. We do not accept photocopies.
- If you are scheduled to graduate from (or complete) high school, please submit the academic transcript as specified in the “List of Application Document by Education System” which can be found on our website (<https://www.waseda.jp/fsss/sss/en/applicants/admission/>).
- If you have passed the high school equivalency examination, please present the documents certifying the fact and the results. Submission of an academic transcript is not necessary even if you have been enrolled in a high school in the past.
- If you are studying or have studied at a tertiary education institution (university, junior college, etc.) after graduating from high school, please identify the case that applies to you and submit the documents indicated below:
  - 1) If you have already graduated from a tertiary institution, please submit an academic transcript with the grades for the entire period until graduation.
  - 2) If you are currently enrolled at a tertiary institution, submit an academic transcript with grades for the period until the most recent academic term at the time of application.
  - 3) If you have already left a tertiary institution before graduation or are on a leave of absence, please submit an academic transcript with grades for the period up to the time you left (or took a leave of absence from) the institution. If the academic transcript cannot be issued because your period of enrollment at the institution was too short, please submit a certificate of enrollment instead.





### Step 3 5. Recommendation Letter

All applicants must submit

Submit **one** letter written by a faculty member of the last school (high school or college) you attended. The recommendation letter should be written in English or Japanese. If you submit more than one recommendation letter, one will be chosen at random and the others will be disregarded.

#### NOTE:

- **Recommendation letters must be in a sealed envelope otherwise it will be considered invalid.**
- Recommendation letters must be dated and signed in the recommender's own handwriting or stamped with the school seal otherwise it will be considered invalid.
- Recommendation letters should be in English or Japanese. If submitting documents in any other language, attach an English or Japanese translation notarized by an embassy, your high school or another appropriate office officially approved by the government (translation also needs to be in a sealed envelope).
- Recommendation letters must be an original copy or certified true copy. We do not accept photocopies.
- Use the form designated by Waseda University. If your recommender cannot use the designated form, please submit a letter written in a similar format.
- If you are enrolled in a tertiary education institution (university, junior college, etc.) after graduating from high school, a letter written by a faculty member of the last school you graduated from is also acceptable. If you cannot obtain letters from your tertiary education institution, you may request your high school to issue them.
- Recommendation letters from a language school, vocational school or persons who are not faculty member of your high school or college is not acceptable. Any personal recommendations from family members or family friends are also not acceptable.
- If you did not graduate from high school, but passed the high school equivalency examination, you are not required to submit a recommendation letter.
- If the recommendation letter is two or more pages, all pages must contain the handwritten signature of the recommender and the official school seal or stamp. Digital signatures and printed images of the school seal or stamp are not acceptable.

### Step 3 6. Personal Identification

All applicants must submit

Submit a copy of your passport or if you do not have a passport at the time of application, submit a copy of any identification documents that displays your date of birth and name in alphabet or Japanese.

If you are a citizen of more than one country, please submit copies of all your passports.

### Step 3 7. Certificate of University Entrance Qualification Examinations

All applicants must submit

Submit either an official SAT or ACT score card, IBDP (predicted) results issued by your school, GCE A-level (predicted) results or the official certificate/score report of your country's university entrance qualification examination (ie. China: Gaokao, South Korea: CSAT, etc...). You may submit any of the standardized tests listed on "List of Application Documents by Education System." If your education system is not listed or if you are not sure which category your case falls into, please inquire at the School of Social Sciences Office prior to the submission of your application. If for some reason you cannot submit these documents, refer to the NOTE section below.

#### <Validity Period>

In principle, only scores from test taken from **November 18, 2017** and onwards will be considered valid. However, in cases where the applicant's country or education system only allows high school students to undertake the university entrance qualification examination once in their academic career, we will accept the score regardless of when it was taken.



### <Submission Method>

**[1] For SAT and ACT score reports** [Waseda University SAT code: 0837] [Waseda University ACT code: 5473].

We only accept score reports sent directly to us from College Board and ACT Inc. Please note that it often takes several weeks for test scores to reach us so we strongly recommend that you order your test score reports well in advance.

All Waseda undergraduate programs will have access to these scores sent with the above shown code, so if you are applying to multiple Waseda undergraduate programs at the same time, you do not need to order scores for each program.

**\* Proof of Order required:**

You are required to submit a printed copy of the screen or e-mail which clearly shows that you have arranged to have your SAT or ACT scores sent directly to us by the testing agency.

**[2] For other test reports**

We can accept score reports as long as it is an original copy. We will also accept a certified true copy stamped or signed by your high school. All score cards should be in English or Japanese. If submitting documents in any other language, attach an English or Japanese translation notarized by an embassy, your high school or another appropriate office officially approved by the government.

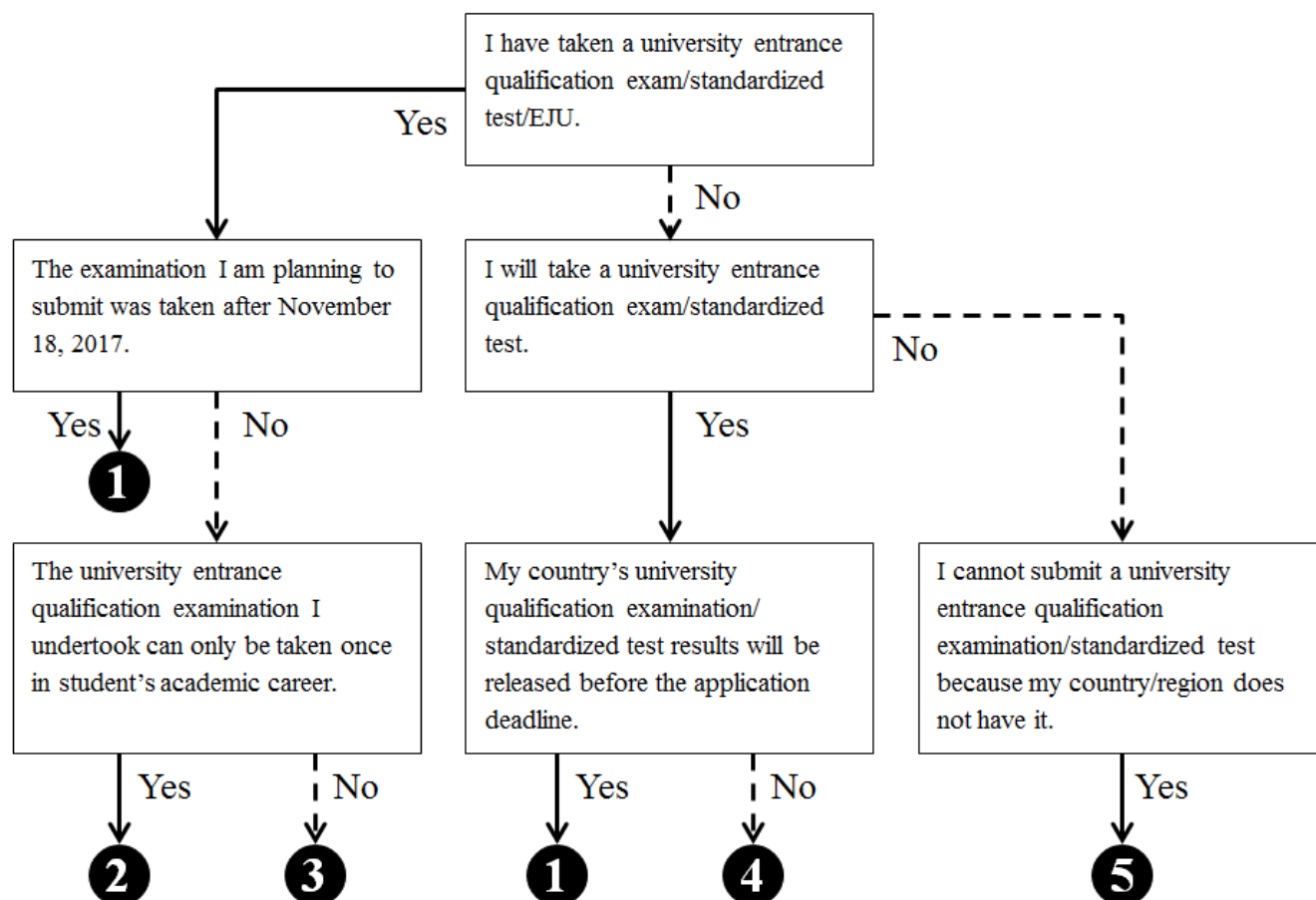
### NOTE:

- If you fall into one of the following groups, please select (1) or (2) on “STEP 3 Test Information” on the “University Entrance Qualification Examination” section of the online application system and enter the required information;

Case	Required Information
<p>[Case 1]</p> <p>You are a high school (secondary school) student at the time of application and you cannot submit the results of your country's or region's university entrance qualification examination or another standardized test during the application period because they will be conducted/released after the deadline.</p>	<p>Test Name, Location, Date to be taken</p>
<p>[Case 2]</p> <p>You are receiving or have received your education in a country where there is no national standardized test for assessing your qualification to enter university.</p>	<p>Country/Region of the high school from which you have graduated or are scheduled to graduate</p>



## &lt;Flowchart&gt;



**1** Submit your scores in accordance with “List of Application Documents by Education System.”

**2** We will accept the exam. Submit your scores in accordance with “List of Application Documents by Education System.”

**3** Please either retake the examination or submit SAT with Essay, ACT or EJU scores.

**4** Make sure to indicate so on the online application form.

Under “Step 3” of the online form, check the box “I cannot submit the national standardized test result in time...” and enter test name, country/region, and the date for when the exam will be taken.

**NOTE: SAT/ACT does NOT apply.**

**5** Make sure to indicate so on the online application form.

Under “Step 3” of the online form, check the box “I cannot submit the national standardized test result” and enter your country/region.

**English Language Proficiency Test:**

If the university qualification examination scores you are submitting is an exam used in an education system where the language is English (i.e. SAT with Essay, ACT, IBDP in English, GCE, etc...), you are exempt from submitting an English language proficiency test score.

For all other examinations, you must submit an English language proficiency test score (only TOEFL, IELTS, TEAP, or EIKEN is acceptable)


**Step 3 8. Score card of English Language Proficiency Test**
**Dependent on circumstances**

Applicants who will submit an official score report or certificate of standardized test administered for an educational system where the first language is English (such as **SAT, ACT, GCE, IB taught in English** etc...) are **exempt from submitting any proof of English Language Proficiency**. If you are exempt from submitting proof of English language proficiency and submit the results of an English language proficiency test to us, we will disregard it.

However, students submitting all **other standardized test scores not listed above must submit the original score card of one of the following tests:**

Test	How to submit
TOEFL-iBT	<p><b>ONLY SCORES SENT DIRECTLY FROM THE ORGANIZATION WILL BE CONSIDERED VALID.</b> Make sure to request that the organization send the scores directly to us. The Waseda University code is 9342. Please use the code when sending scores directly from ETS.</p> <p>All Waseda undergraduate programs will have access to these scores sent with the above shown code, so if you are applying to multiple Waseda undergraduate programs at the same time, you do not need to order scores for each program.</p> <p><b><u>Proof of Order required:</u></b> you are required to submit a printed copy of the screen or e-mail which clearly shows that you have arranged to have your TOEFL scores sent directly to us.</p> <p>[Note] We do not accept “MyBest™ Scores.”</p>
IELTS (Academic)	<p><b>ONLY SCORES SENT DIRECTLY FROM THE ORGANIZATION WILL BE CONSIDERED VALID.</b> Make sure to request that the organization send the scores directly to us.</p> <p><b><u>Proof of Order required:</u></b> you are also required to submit a printed copy of the screen or e-mail which clearly shows that you have arranged to have your IELTS scores sent directly to us.</p>
TEAP	Submit the “Official Score Report” to the office. We will only accept score reports that include the scores for all four skills.
EIKEN (Test in Practical English Proficiency)	Submit your score report card. We will only accept score reports that include scores for all four skills.

Only scores from test taken from **November 18, 2017** and onwards will be considered valid.

**NOTE:**

- **Scores must arrive by the deadline.** Even if the score cards are being sent directly from the organization that administered the examination, only those that arrive before or within our designated application rounds will be accepted. **It often takes several weeks for test scores to reach us so allow for sufficient time when ordering your test scores.**

**Step 3 9. Proof of Academic Honor / Personal or Volunteer Activity**
**Dependent on circumstances**

Submit proof in English or Japanese for each of the items (**only one proof document per item**) you have listed in the “Academic Honors” and “Personal or Volunteer Activities” fields on your application form. For documents in other languages, attach a translation in English or Japanese (a notarized translation is not necessary).

**NOTE:**

- The honors and activities listed should be **limited to experience acquired after Grade 7.**
- If you **submit proof of activities or honors not listed on the application form, it will be disregarded.**





- The proof should be a copy of the certificate, brochure, article, or other documents issued from the institution you received the award from or are participating in/volunteering for. The proof should bear the name of the applicant and date/period of activities/honor.
- **If the institution cannot provide such certification, please download and use the template on our website.**
- Please note that we do NOT accept photographs of the scene, a trophy, or such materials as valid proof documents. On the upper right hand corner of each proof document, please write which field (ie. Academic Honors) the document corresponds to.

### Step 3 10. Foreign Language Certificates

Dependent on circumstances

If you have a language proficiency certificate in a foreign language other than your native language and English, please submit a copy of the certificate. **If you do not have such a certificate, submission is not necessary.**

### Step 3 11. School Profile

Dependent on circumstances

Submit the school profile of the last school you attended (if available). If you are enrolled in a tertiary education institution, it is preferable that you submit the school profile of the institution (university, junior college, etc.) as well as one for your high school. If possible, please submit a school profile that lists the school's GPA scale.

### Step 3 12. Application Document Checklist

Others

**Before mailing your application, please check whether you have all required documents by using the "Application Document Checklist" and then enclose the list with your application documents.** The list and all required documents can be found here: <https://www.waseda.jp/fsss/sss/en/applicants/admission/>.

## Step 4 : Application Status

We will inform you of your examinee number and the application round your application is being screened in via e-mail by the following dates.

<b>First Round</b>	December 17, 2019
<b>Second Round</b>	January 27, 2020
<b>Third Round</b>	March 18, 2020

Please contact us if you have not received this e-mail by the above shown dates.

Due to the fact that our Online Application System does not reflect the actual status of your application once it is completed, we recommend that applicants contact the post office or the courier with the tracking number given to you to check whether or not your application documents have arrived.

### NOTE:

- If your application is incomplete or fail to arrive within the designated submission periods:  
[First to Second Round]  
Your documents may be deferred to the following round.  
[Third Round]  
Your documents may not be accepted.
- We will decide which round your application will be screened. We will not accept any inquiries about our decision once we have announced your application status.



## Step 5 : Interview (if required)

We will notify individual applicants by e-mail whether an interview will be required of them or not. Interviews will be required only if we judge we need further information in addition to the application documents. An interview request (or the lack of it) is not indicative of your final results (pass or fail). Also we will not accept any inquiries regarding the criteria used to determine who is interviewed or not.

Interview notifications will be sent out to applicants by the following dates. If you do not receive an interview notification by the date designated for your application round, please contact us as soon as possible.

Application Round	Notification Date	Interview Schedule
First Round	January 6, 2020	January 11 – 12, 2020
Second Round	February 3, 2020	February 8 – 9, 2020
Third Round	March 30, 2020	April 4 – 5, 2020

If you receive a request for an interview, please reply back as soon as possible. Failure to respond to the request will be considered an absence and will have a negative effect on your application.

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

Applicants have the option of being interviewed online via an internet telecommunication system or in person at Waseda Campus in Tokyo (for those who reside near Tokyo and prefer to be interviewed in person). When choosing to do your interview via an internet telecommunication system, please follow the instructions written in the “Web Interview System Guideline” which can be found on our website

(<https://www.waseda.jp/fsss/ss/en/applicants/admission/>).

### NOTE (for applicants who select online interview):

- If the applicants were unable to receive the e-mail due to an e-mail system error on the applicant's part, and in turn miss their interview date, the School of Social Sciences cannot be held responsible.
- You will be responsible for the arrangement of a proper interview environment, internet connectivity, and any fees that may incur. If during the interview, we find that the interview location is inappropriate (ie. too much background noise, the presence of other people), the interview will be cancelled and the applicant will be regarded as being absent from the interview.

### NOTE (for applicants who select in person interview):

- Please make your own arrangements for travel and accommodation.



## Step 6 : Application results

### Step 6 1. Outcomes and Schedule (for all applicants)

There are three possible outcomes for your application results:

<b>Successful</b>	Your application was successful and you will be offered admission to the TAISI program. No additional steps are required.
<b>Waitlisted</b>	Your application has been waitlisted. We will offer admission to a certain number of applicants on the waitlist if some of our successful applicants choose not to accept our offer. Applicants who have been “Waitlisted” are also allowed to apply to our program again within the same admission year.
<b>Unsuccessful</b>	Your application was unsuccessful. Re-application to our program is not possible during the same admission year.

The results will be released following the schedule below:

<b>Announcement</b>	<b>Announcement Date</b>	<b>Deadline for tuition payment</b>
<b>First Round</b>	January 17, 2020	January 31, 2020
<b>Second Round</b>	March 2, 2020	March 16, 2020
<b>Third Round</b>	April 10, 2020	April 23, 2020

#### **[1] For successful applicants**

The list of the examinee numbers of successful applicants will be posted on the website of the School of Social Sciences. **URL:** <http://www.waseda.jp/fsss/sss/en/applicants/>

We will be mailing important documents to successful applicants via EMS package or simplified registered mail. So make sure the address you inputted on the application form is written in full and correct. Since the package is being sent from Japan on the above shown dates, it may take over a week for it to arrive depending on where you live.

#### **[2] For waitlisted applicants**

We will notify all waitlisted applicants individually and by e-mail only. The e-mail will be sent following the schedule above.

#### **NOTE:**

- We will not accept any inquiries regarding application results.
- Successful applicants will receive a certificate of acceptance and the “Enrollment Procedure Information.”
- For waitlisted applicants: notifications and other important information will be sent to the e-mail that was designated by the applicant on their application form. Therefore, the School of Social Sciences will not be held accountable if the applicant was unable to receive such notifications due to a system error or other related mailing errors on the applicant’s part.



## Step 6 2. Options for Waitlisted applicants

Waitlisted applicants have the following options to choose from:

### <Option 1>

We will offer admission to a certain number of applicants on the waitlist if some of our successful applicants choose not to accept our offer.

We will notify applicants who have been accepted off the waitlist of their final application status via e-mail and will post a list of those accepted on the website of the School of Social Sciences.

URL: <http://www.waseda.jp/fsss/sss/en/applicants/>

Announcement	Announcement Date	Deadline for tuition payment
First Announcement	May 12, 2020	May 20, 2020
Second Announcement	May 25, 2020	June 3, 2020

### NOTE:

- If you see your examinee number on the list, but did not receive an e-mail from us, please contact us immediately.
- Failure to make the payments on time will result in the disqualification of your enrollment.
- After you have confirmed your wish to be on our waitlist, no other steps are necessary unless we contact you.
- We will not accept any inquiries on how waitlisted applicants are chosen, where you are on the list, or your chances of getting accepted off the waitlist.
- We will not accept any additional documents or references and will disregard them immediately.

### <Option 2>

Waitlisted 1<sup>st</sup> to 2<sup>nd</sup> round applicants are allowed to re-apply to our program within the same admission year.

If you wish to do so, please contact us ([taisi-admission@list.waseda.jp](mailto:taisi-admission@list.waseda.jp)). Waitlisted applicants will remain on the waitlist even if his or her re-application was unsuccessful.



## Step 7 : Pay tuition and other fees

Please make the required payments during the period designated for your corresponding application rounds as shown on the chart on P.19. (for waitlisted applicants, P.20.) **Failure to make the payments on time will result in the disqualification of your enrollment.**

Please remit the below listed Admission fee (Registration fee), School Expenses and other fees for the fall semester 2020 during the periods designated above. Details and instructions on how to remit the required fees from overseas will be sent to successful applicants.

**Table: Expenses for the First year**

(All numbers listed are in Japanese Yen)

Category		Expenses for fall semester 2020	Expenses for spring semester 2021	Total
Admission Fee (Registration Fee)		200,000	-	200,000
School Expenses	Tuition	485,500	485,500	971,000
	Laboratory Work Fee	1,188	-	1,188
	Student Reading Room Fee	400	400	800
Association Fees	Academic Association Registration Fee	1,000	-	1,000
	Academic Association Annual Fee	500	500	1,000
	Waseda University Student Health Promotion Mutual Aid Association Fee	1,500	1,500	3,000
<b>Total</b>		<b>690,088</b>	<b>487,900</b>	<b>1,177,988</b>

- Waseda University uses an automatic account transfer system for payment of School Expenses and other fees. School Expenses and other fees for the spring semester are scheduled to be deducted from your registered bank account on May 1st. From the second year on, School Expenses and other fees for the fall semester will be deducted from your registered bank account on October 1st. If financial institutions are closed on May 1st or October 1st due to public holiday and the like, the account transfer will be processed on the next following business day.
- Laboratory Work Fee, Student Reading Room Fee and Association Fees are subject to change.
- Some specific courses may require additional fees due to field work. Examples are as follows:
  - Sport Field Practice Fee: JPY 1,500 – 40,000 (for Health and Physical Education courses)
  - Teacher Training Course Auditing Fee: JPY 1,000 per credit
  - Librarian Training Course Auditing Fee: JPY 7,000 (For librarian certification, including certification for school librarians).
- From the second year on, the School Expenses and other fees required are Tuition, Student Reading Room Fee, Academic Association Annual Fee, and Waseda University Student Health Promotion Mutual Aid Association Fees (Student Health Insurance Fee). In addition, JPY 40,000 for the Alumni Association Membership Fee (automatic enrollment in the Alumni Association for up to 10 years after graduation) is required for the fourth year.
- If you are currently enrolled in, graduated from, completed, or withdrawn from an undergraduate, graduate, or specialized program of Waseda University, you are not required to pay the Admission Fee (Registration Fee). For more information, please refer to the “Guide to Enrollment Procedures” sent to successful applicants or contact the School of Social Sciences Office.
- As a rule, we do not refund Admission Fee, School Expenses and other Fees (for the fall semester 2020). However, if you do not enter Waseda University due to unavoidable circumstances, or fail to meet entrance qualifications prior to enrollment, we may refund only the School Expenses for the fall semester (not the Admission Fee) to you. For more information about the procedure, please refer to the “Guide to Enrollment Procedures” that will be sent to successful applicants.
- If you have been accepted by one of the undergraduate schools at Waseda University and completed payment of Admission Fees, School Expenses and other Fees to the school, but was later accepted by your preferred undergraduate school, you can request to enter the preferred undergraduate school and have the amount you already paid be transferred to that school. However, this option is not available if the enrollment periods of the schools in question do not overlap in the same academic year AND if the date of enrollment for both schools is not the same. For more information on this procedure, please refer to the “Guide to Enrollment Procedures” that will be sent to successful applicants.



## Step 8 : Submit visa-related documents

All international students are required to complete the necessary procedures for visa acquisition.

Basically, international students without resident status in Japan are required to apply for a Certificate of Eligibility (COE) in order to apply for a Student visa to enter and reside in Japan. Waseda University will be applying for the COE on behalf of **successful applicants who are not Japanese nationals and do not already have a status of residence in Japan**. If this applies to you, you must submit all visa-related documents.

For further details, please refer to the “Visa Application Guideline for TAISI Successful Applicants”, which can be found on our website (<https://www.waseda.jp/fsss/sss/en/applicants/admission/>).

### <Timeline>

Application Round	Submission Deadline for COE Related Documents
First to Third Round Successful Applicants	By April 20, 2020
Waitlisted Applicants	By June 3, 2020 (ASAP)

### NOTE:

- If you are a non-Japanese national, and have a status of residence in Japan, please see the above mentioned “Visa Application Guideline for TAISI Successful Applicants” and take necessary actions.

## Step 9 : Submit enrollment documents

Successful applicants who have completed payment of tuition and other fees will be sent enrollment documents and the “Guide to Enrollment Procedure” in July. These documents and the Guide will be sent to the mailing address specified on your Application Form by Express Mail Service (EMS) or Simplified Registered Mail, etc. Make sure to follow the incoming “Guide to Enrollment Procedure” carefully and complete and submit these documents in a timely manner.



## Step 10 : Preparation for enrollment

### Step 10 1. Dormitories

Detailed information about dormitories and other living arrangements will be sent to successful applicants. You may also refer to the following website:

- Waseda University Residence Life Center <https://www.waseda.jp/inst/rlc/en/>

### Step 10 2. Scholarship

To enable students to concentrate on their studies and engage in extracurricular activities 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.

#### · Prior to Enrollment Scholarships

Prior to enrollment scholarships are awarded to a certain number of applicants who show great academic caliber. Eligible recipients will be notified at the time of admission or during the enrollment procedure (by late July 2020). There is no need to submit a separate application.

#### · After-Enrollment Scholarships

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

Detailed information on scholarship programs will be sent to successful applicants. An overview of different scholarship programs can also be found on the following websites:

- Life Support for International Students (Scholarships) <https://www.waseda.jp/inst/cie/en/life/aid>
- Waseda University Scholarship and Financial Assistance Section <https://www.waseda.jp/inst/scholarship/en/>

### Step 10 3. Arrival in Japan and Entrance Ceremony

The school year begins on September 21, 2020, however, orientation for first-year students, placement tests for Japanese language classes, and other mandatory school events are scheduled for early September 2020. Therefore, first-year students should plan to arrive in Tokyo in early September. The Waseda University Entrance Ceremony and School of Social Sciences Entrance Ceremony will be held in late September 2020.

- Information on the date and venue of the above ceremonies will be provided later.
- The schedule mentioned above is tentative and is subject to change. However, first-year students are advised to arrive in Tokyo by early September.



# Appendix

## (1) Notes on Application

### On Application Procedures

- **Your application will not be considered complete unless the screening fee is paid and all necessary documents (including the application form prepared online) are submitted by postal service and received by the School of Social Sciences Waseda University by the designated deadlines (If you have completed only one of either, completion of the application form via the online application system or submission of application documents by postal service, your application is not considered complete).**
- Application documents must be complete in order to qualify for document screening. In the event that there are still some missing documents after the submission period has ended, the applicant's application may be deferred to the next application round. If we contact you concerning missing items in your application, please follow up with us immediately. However, documents arriving after the Third application round may not be accepted.
- As a general rule, we do not return application documents. However, we will return the originals of documents that cannot be re-issued (i.e., high school or college diplomas) upon request, regardless of the results of your application.
- If at the time of application, you submitted a certificate demonstrating that you are expected to meet the eligibility requirements stated in the application guidelines, you must, before enrollment, submit a certificate that certifies that you have indeed met the requirements. You will not be allowed to enter Waseda University if you fail to do so.
- If there are any changes in address, telephone number, or e-mail address after application, please promptly notify the School of Social Sciences Office. If you notify us of such changes just before we are scheduled to send you your enrollment documents, the documents may have been sent to the old address. Please make sure to notify us of any changes as early as possible.
- We only accept documents written in either English or Japanese. When submitting documents in any other language, attach a Japanese or English translation notarized by an embassy, your high school, or another appropriate office officially approved by the government.

### On Certificates of (expected) Graduation, Academic Transcripts, and Recommendation Letter

- Certificate of (expected) graduation, academic transcript, and recommendation letter arriving after the Third application round will not be accepted under any circumstances. Even when sending these documents via EMS or an international courier service, it may take more than one week to reach us. Therefore, please ask your high school to prepare the certificates or documents as early as possible so you have plenty of time for the documents to reach us.
- **If graduation certificates and academic transcripts are two or more pages, all pages must have the school stamp or signature of the person issuing the document.**
- **If the certificate of (expected) graduation, academic transcript, or recommendation letters is submitted without a school stamp or signature, they will not be accepted.**
- When submitting University Entrance Qualification Test (high school equivalency examination) results or certificates issued by a university or other higher education institution, make sure to submit the original or a certified copy. We will only accept test results or certificates written in either English or Japanese. When submitting documents in any other language, attach a Japanese or English translation notarized by an embassy, your high school, or another appropriate office officially approved by the government.
- If due to physical impairment etc., you require special care during the entrance examination or after enrollment into our university, please contact the School of Social Sciences Office immediately. In addition, contact us if a serious injury or illness is expected to affect your ability to take the entrance examination.

## (2) Handling of personal information

Waseda University utilizes your information (addresses, names, and dates of birth, etc.) collected at the time of application in order to carry out operations such as the entrance examination, announcement of screening results, and enrollment procedures. We will take necessary and proper measures to protect such information from leakage, disclosure or unauthorized use. All or part of the above operations may be outsourced to an agency. In such cases, the agency will be contractually required to maintain necessary and proper management. Please note that personal information may be used as materials for studies and research to improve our entrance examinations. The information will be statistically processed to prevent any individuals from being identified.



### (3) Waseda University Code of Misconduct

Waseda University has provided the following guidelines so that all examinations can be properly administered and all examinees have the 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 any of the document(s), statement(s), or information submitted on 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 cell phone or wristwatch 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 the instructions of 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 you are suspected of committing a dishonest act:**
  - 1) A supervisor may warn or question the applicant.
  - 2) You 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:**
  - 1) You may not be allowed to continue taking the examination or allowed to take any other entrance examination given by Waseda University during the year (screening fees will not be returned).
  - 2) The results of all entrance examinations taken by you at Waseda University during the year may become invalid.

### (4) Other notices

#### 1. The exam environment:

We will do our best to provide you with a quiet and fair exam environment. However, please be aware of the following unavoidable conditions that may occur:

- 1) Everyday noises (airplanes; motor vehicles; wind and rain; the sound of the air conditioner; coughs, sneezes and snuffles from other examinees; the distant noise of cell phones, etc.) are sometimes unavoidable. As a general rule, no special treatment will be given to any examinee (or group of examinees) due to any occurrence of "everyday noise".
- 2) In the event that a cell phone or wristwatch rings, vibrates or otherwise causes a disturbance during the exam, and the exam supervisor can identify the particular device as the source of the disturbance, he/she will remove the device from the exam site, with or without the consent of its owner. The item will be kept at the exam headquarters.
- 3) While desks, chairs, air conditioning, acoustic equipment, etc., may vary between classrooms used as test sites, this will not be taken as a handicap for any examinee.
- 4) If, by the actions of a certain examinee, other examinees are disturbed, the examinee causing the problem may be asked to take the exam in a different room.

#### 2. Unforeseen problems 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, an unstable internet connection and so on, measures including delaying the start of the exam or postponing of the exam, etc. may be taken. However, in such an event, we will bear no responsibility for any resulting inconvenience, expenses, or other personal loss that you may incur.



## Contact

SSS - TAISI Admission, Waseda University

3<sup>rd</sup> Floor, Building 14, 1-6-1, Nishi-Waseda, Shinjuku-ku, Tokyo 169-8050, Japan

TEL: +81-3-3203-6433

Business hours: 9:00 am to 5:00 pm (Japan Standard Time), Mon. through Fri.

**\*\*\* For Inquiries \*\*\***

E-mail: [taisi-admission@list.waseda.jp](mailto:taisi-admission@list.waseda.jp)

Please read the Guidelines and the FAQs on our website carefully before making e-mail inquiries.

Please make all inquiries via e-mail as we want to keep a record of all communications with our applicants.