

For Overseas Applicants for enrolling
in September, 2025

Entrance Procedure Guide

There are a lot of necessary information for entrance procedure here. Please make sure to read carefully and make a procedure without fail.



WASEDA University

Graduate School of Information, Production and Systems

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Each form you are required to submit *At the end of this guide book

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June 6th, 2025

To: Successful applicants

From IPS, Waseda University

****We will upload your "Notice of Acceptance" to TAO shortly. Please check your TAO messages regularly.**

Please check TAO messages regularly.

We are very pleased that the Admissions Office decided to admit you
as a regular student of September, 2025 Entrance.

Congratulations and welcome to Waseda.

The coming schedule is as follows.

June 6 th , 2025	Dispatch Documents for entrance procedure (TAO)
June 13 th , 2025 ~ June 27 th , 2025	The period of submitting documents for entrance procedure(1st), and the payment period of tuition and fees (Be punctual)
The beginning of August, 2025 (Plan)	Dispatch User ID and guide for WEB system for entrance procedure
The middle of August, 2025 (Plan)	WEB registration for entrance procedure(2nd) (Be punctual)
The end of August, 2025 (Plan)	Dispatch Certificate of Eligibility
September 21 st , 2025 (Plan)	Entrance Ceremony of IPS

*After the payment of tuitions, submission of documents for 1st and 2nd entrance procedure, and WEB registration, your entrance procedures will be completed.

Once again, our sincere congratulations on your success.

We are looking forward to seeing you at Waseda University.

〈Reference〉

Entrance Procedure Section, The Administration Office

Graduate School of Information, Production and Systems, Waseda University

Zip code : 808-0135

2-7 Hibikino, Wakamatsu-ku, Kitakyushu-shi, Fukuoka

TEL: +81-93-692-5017

FAX: +81-93-692-5021

Email: gakumu-ips@list.waseda.jp

(Please write your application number in the title of email when you send to us.)

*If you have any changes on the entrance procedure, please inform us immediately by email.

Congratulations on your acceptance. Please ensure that you complete the enrollment procedures within the specified period. If you fail to do so, you will be unable to enroll, because we will not accept bank transfers or documents submitted after the deadline for completing the procedures. Please take great care not to miss the deadline.



1. Process of Procedure

The payment of tuition fees by foreign remittance or credit card

↓
Submitting the documents for entrance procedure (1st)

↓
WEB registration for entrance procedure (2nd)

↓
Receiving your Certificate of Eligibility for Student Visa

↓
Making a procedure for getting Student Visa at Japanese Embassy or Consulate

↓
Entering Japan

↓
(Beginning of Semester)

Attending Entrance Ceremony and Orientation

(1) Payment of tuition and fees

Please make your payment using one of the following methods:

【A】Foreign Remittance

【B】Credit Card

**Upon confirmation of receipt of tuition and fees, the university can make a procedure of application for your Certificate of Eligibility for Student Visa at the Immigration Office.

The payment period of tuition fees:	June 13th, 2025 ~ June 27th, 2025
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◆ Tuition and Fees

Details of tuition and fees you need to pay at entrance procedures are as follows.

【 Master course 】

2025 Admission fee	JPY 300,000
2025 1st term Tuition	JPY 581,000
2025 1st term Fee for experimentation and practical training expenses	JPY 25,000
2025 1st term Membership fee of student health promotion mutual aid association	JPY 1,500
Total	JPY 907,500

【 Doctoral course 】

2025 Admission fee	JPY 200,000
2025 1st term Tuition	JPY 353,500
2025 1st term Fee for experimentation and practical training expenses	JPY 25,000
2025 1st term Membership fee of student health promotion mutual aid association	JPY 1,500
Total	JPY 580,000

From academic year 2018 and onward, students who have newly enrolled master's program or professional graduate school will be required to pay 40,000 yen as the "Alumni association membership fee". This membership fee will be paid in the final term/semester of their last year, which covers 10 years of annual membership fee that students pay in advance.

※Those who have graduated from undergraduate school at Waseda University, transferred students, doctoral program students, double degree program students, research students and non-degree students are exempt from paying this fee.

【A】 Foreign Remittance

Tuition and fees must be remitted by the specified method through the overseas financial institution.

A copy of application for foreign remittance should be sent with all other documents for entrance procedures to IPS Office by post during the prescribed period.

Transfer	Telegraphic Transfer
Payment Method	Advise and Pay
Amount	<div> <div>【Master course】</div> <div>JPY 907,500</div> </div> <div> <div>【Doctoral course】</div> <div>JPY 580,000</div> </div>
Bank Charge <u>*If the tuitions are transferred via the third bank, please pay the bank charge at your side and make sure to arrive a correct amount in Waseda University's account.</u>	<p>SHA : The charge of the local bank is charged on a payer. The charge of the bank in Japan is charged on a payee. *Please remit the Japanese bank charge as well as the above-mentioned amount at the local bank. You are also required to pay the local bank charge at the local bank. The charge of the local bank: Please ask the bank by yourself. The charge of MUFG Bank, Ltd. is JPY 2,500.</p> <p>-----</p> <p>OUR : The both charges of the local bank and the bank in Japan are charged on a payer. *Please remit the above-mentioned amount at the local bank. (You are required to pay the bank charges later.)</p> <p>-----</p> <p>BEN : The both charges of the local bank and the bank in Japan are charged on a payee. *You are required to transfer the both local and Japanese bank charges in Japan after your enrollment. (The bank charge for this transaction is also borne by you.)</p>
Payment purpose	Tuition and Fees
Message	Your name, Your application number
Beneficiary Bank Name	MUFG Bank, Ltd. Edogawabashi Branch
Beneficiary Bank Address	3-7, Kagurazaka, Shinjuku-ku, Tokyo 1620825, Japan
SWIFT Code	BOTKJPJT
Beneficiary Name	Waseda University
Beneficiary Address	2-7 Hibikino Wakamatsu-ku, Kitakyushu-shi Fukuoka 808-0135 JAPAN
Beneficiary A/C No.	0035970RKK

- ※ The tuition fees should be remitted individually. The tuition and fees for more than 2 people CANNOT be accepted by Waseda University. If you and other applicants remit the tuition and fees together, the remittance will be refused by Waseda University. You are required to do it again individually.
- ※ If your payment is not enough for tuition and fees when Waseda University receives your payment from the Bank, you will be required to pay the difference to Waseda University after your enrollment.

[B] Credit Card

- Successful applicants or tuition payers who live outside Japan can pay tuition and fees by credit card. Please read the document P.6-7 “Waseda University Tuition and Fee Payment by Credit Card” carefully, access the online payment website
- (<https://e-shiharai.net/ecard/>) and complete the required procedure.
- This method of payment involves handling fees receivable by the credit card company, besides the total amount of the tuition and fees. All of these handling fees must be paid by successful applicants or tuition payers. In addition, the handling fees will not be appropriated as a portion of the tuition and fees. Further, as a general rule, the handling fees will never be refunded from the credit card company for any reason whatsoever.
- VISA, MasterCard, JCB and American Express are available.
- You have to submit a copy of the “Result” page.
- Be sure to make payment during the payment period. The payment can be made 24 hours a day, seven days a week including Saturdays, Sundays, holidays.
- You can use such a credit card, whoever may be the holder. However, please make sure that payment is made by or in the presence of the card holder. Also, the applicant’s information must be entered in the “Basic Information” page of the website.
- Once made successfully, payment may not be canceled for any reason whatsoever. Before payment, please make sure to check that the credit card to be used is appropriate.
- Please make payment with a stable Internet connection. Please note that making payment with an unstable Internet connection or if you refresh the website or perform any other operation that you are not instructed to perform may result in a double payment. In the event of a double payment, we will promptly go through the necessary steps, including canceling the payment, upon becoming aware of the matter. Please note, however, that transactions for the double payment might still be executed, depending on the terms and conditions for the credit card or on the closing date for the calculation of amounts chargeable to the card holder. In this case, the card holder will be reimbursed for overpayment after such transactions are executed.
- If your payment fails for any reason, please directly contact the credit card company that issued the credit card. The University cannot identify the reason for payment failure.

If you graduated or withdrew from Waseda University before

If you graduated, completed or withdrew from an undergraduate, graduate or specialized program of Waseda University before, you are exempted from the payment of the admission fee. You can remit the amount which excludes the admission fee at the local bank.

However, you are required to inform us of your student number when you were a student of Waseda University before you remit the money.

Contact Information : Entrance Procedure Section, The Administration Office
Graduate School of Information, Production and Systems, Waseda University
TEL: 81-93-692-5017 E-mail address: gakumu-ips@list.waseda.jp

(2) Where to submit documents for Entrance Procedure

You are required to send the documents of entrance procedure to the following address during the specified period.

Upon payment of the tuition fees and submission of the required documents, the entrance procedure is completed.

There is a list of the documents for entrance procedures below.

*Entrance Procedures Section, the Administration Office of the Graduate School
of Information, Production and Systems, Waseda University
2-7 Hibikino, Wakamatsu-ku, Kitakyushu-shi, Fukuoka 808-0135 Japan*

Period of Submitting documents for entrance procedure:

June 13th, 2025 ~ June 27th, 2025

※The documents must reach us no later than **June 27th, 2025**

Waseda University Tuition and Fee Payment by Credit Card

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

You can pay the Tuition and Fee by using Credit Card.



Web Application - Online Transaction

Access

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



You can access
from our
website too !

1. Top Page

Click "Entrance Fee".

2. Terms of Use and Personal Information Management

Please read the Terms of use and Personal Information Management.

Click "Agree", located in the lower part of this page, if you agree with these terms.

Click "Not agree", located in the 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

Select your First to Fourth choices and click "Add to Basket"

6. Basket Contents

Check the contents and if they are OK, click Next.

7. Basic Information

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

8. Credit Card Information

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

9. Payment Result

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

10. Credit Card Payment Completed

Your payment has been completed.

To print a copy, go to the "Application Result page" on the e-shiharai site and input the "Receipt Number", which was given to you when your payment was completed, and your "Birth Date".

Once this process has been completed, please follow the guidelines as stated by your department/graduate school. Any inquiries should be addressed to the administration office of your department/graduate school.

[NOTICE/FAQ]

- During the payment periods specified in the enrollment guidelines, you can make payment anytime.
Please consult the enrollment 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.
- To check your application result, go to the "Application Result page" on the e-shiharai site and input the "Receipt Number" which was given when your application was completed and your "Birth Date". The result will be displayed.
- Please contact the credit card company if your card is not accepted.
- There is a fee for this payment transfer service, which applicants must pay in addition to the tuition and fee.

■ Payment Commission

Tuition and Fee	Payment Commission
~ 10,000 yen	631 yen
10,001 yen ~ 100,000 yen	2,413 yen
100,001 yen ~ 200,000 yen	4,715 yen
200,001 yen ~ 300,000 yen	7,129 yen
300,001 yen ~ 400,000 yen	9,329 yen
400,001 yen ~ 500,000 yen	11,631 yen
500,001 yen ~ 600,000 yen	13,942 yen
600,001 yen ~ 700,000 yen	16,142 yen
700,001 yen ~ 800,000 yen	18,547 yen
800,001 yen ~ 900,000 yen	20,747 yen
900,001 yen ~ 1,000,000 yen	23,160 yen
1,000,001 yen ~ 1,100,000 yen	25,462 yen
1,100,001 yen ~ 1,200,000 yen	27,723 yen
1,200,001 yen ~ 1,300,000 yen	29,944 yen
1,300,001 yen ~ 1,400,000 yen	32,347 yen
1,400,001 yen ~	34,650 yen

For questions or problems not mentioned here, please contact :

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

(3) Required documents to submit

The required documents to submit are written in the following list.

- A. Have to submit by the deadline of entrance procedure
- B. Submit only if applicants need to submit
- C. Submit if applicants would like to apply. (Only doctoral course students)

*Use black or blue ink, and write in the print style as being able to see clearly

Necessary documents			Notes
A	1	Oath of Academic Integrity	Please submit form '01' at the end of this guide book after filling out as the instruction of the page 5.
	2	【A】 Foreign Remittance Copy of application for foreign remittance	Please send this one with other documents for entrance procedure by post. Please remember to write your name and application number on the form when you transfer the tuition fees at the local bank.
		【B】 Credit Card A copy of the "Result" page	Please send this one with other documents for entrance procedure by post. The applicant's information must be entered in the "Basic Information" page of the website.
	3	Confirmation of dormitory for international students	Please read the page 7 and submit form '02' at the end of this guide book after filling out.
B	4	Certificate of Graduation ※	<p>If you did not submit a Certificate of Graduation when applying to IPS, you are required to submit it as soon as it is issued.</p> <p>※Those who graduate from the university/graduate school in China must arrange for an official English version of the certificate to be sent directly to our office (gakumu-ips@list.waseda.jp) via email from CHESICC (CSSD) as soon as you graduate.</p> <p>The required documents are as follows: ①Online Verification Report of China Higher Education Qualification Certificate ②Online Verification Report of Higher Education Degree Certificate</p> <p>For more information, please visit the CHESICC (CSSD) website: https://www.chsi.com.cn/en/pvr/.</p>
C	5	Documentation for applications of Kitakyushu Science and Research Park Apartment complex for international students (Only for doctoral course)	<p>Only for international students who will be in doctoral course with "Student visa" status. (This form is not enclosed for master course applicants.)</p> <p>Please remember to submit "Confirmation of dormitory for international students" (above No.4) even if you do not apply for this dormitory.</p>

※ Those who already submitted Certificate of Graduation when you apply for IPS, you do NOT have to submit it again.

2. Instruction to fill in the document

Application No. 受験番号						① Please write your application number.
研究科名	情報生産システム研究科					

研究倫理に関する誓約書

Oath of Academic Integrity

②Please write the date you fill out.

Year 年 Month 月 Date 日

早稲田大学

情報生産システム研究科長 殿

To Dean, Graduate School of Information, Production and Systems, Waseda University

早稲田大学大学院情報生産システム研究科に入学の上は、
研究、論文作成においては、真摯に励み、研究上の不正を
行わないことを誓約いたします。

Upon entering the Waseda University Graduate School of Information,
Production and Systems, I (Full Name)

③Fill out your name.

hereby pledge to be diligent in my study and to uphold the
highest standards of academic integrity.

⑤Please put your personal seal(印章) here. If you do not
have one, please sign here in your handwriting.

④Fill out your name.

本人氏名/Name(Signature)

(西暦) 年 月 日生

Date of Birth (mm/dd/yyyy):

⑥Fill out your date of birth.

3. Refund of tuition (1st semester) due to withdrawal before admission

In principle, the documents for entrance procedure will not be returned and also admission fee and tuition (1st semester) are not refunded. However, if you have to withdraw enrollment due to unavoidable circumstances, only tuition (1st semester) will be refunded. (The refund money will be paid through financial institution.)

(1) Application Procedure

After you inform to Entrance Procedure Section of IPS Administration Office, complete the procedure using the designated application form by the deadline. Some documents need to be submitted by post.

<Contact> E-mail address: gakumu-ips@list.waseda.jp

◆ Application Form for Declining Admission for Overseas Applicants ⇒



【Deadline】

Submitting Directly to the IPS Office: Noon on September 19th, 2025

Submitting by Post from Abroad: September 16th, 2025

【Necessary documents for procedure】

- ① Application Card <Upload>
- ② Consent form for the guarantor <Need to be mailed>
- ③ Application Form for the Refund of Tuition Fees Due to Withdrawal <Need to be mailed>
- ④ 外国送金内容確認書 <Upload>
- ⑤ Beneficiary's account information <Upload>

>From ② to ④

We have attached these documents to the Application Form for Declining Admission for Overseas Applicants. Please print out the documents and fill in all the required items completely. After completing them, please upload the filled forms. Additionally, please send the original documents ② and ③ by post using a traceable method.

【Address】

Entrance Procedure Section, The Administration Office
Graduate School of Information, Production and Systems, Waseda University
2-7 Hibikino, Wakamatsu-ku, Kitakyushu-shi, Fukuoka
808-0135 Japan

(2) Notice

- The guarantor for “Agreement of a guarantor” is required to be same as the guarantor for “Written on Oath and Guarantee.”
- Bank account for refund is required to be yours or your guarantor's.
- The application for withdrawal will not be accepted after the deadline under any circumstances.
- **Cancellation of withdrawal is non-revocable under any circumstances.**

4. If you pass the entrance examination of other graduate school of Waseda University

If you pass the entrance examination of other graduate school of Waseda University and decide to enroll in that graduate school, the tuition and other fees you have already paid to IPS may be transferred to that graduate school as the tuition and other fees of that graduate school upon your request. However, this treatment is not applicable if the periods for entrance procedures of both graduate schools overlap. Please ask that graduate school or the IPS Administration Office for more details.

【Notice】

You may make a request for the transfer of the tuition and other fees, but only during the period for entrance procedures of the graduate school you will enroll in. Please submit the required form to the graduate school you wish to enroll in. For other necessary documents, please contact the graduate school you wish to enroll in.

入学研究科変更届 / Application for Change of Graduate School

<https://www.waseda.jp/fsci/gips/assets/uploads/2025/06/96662e37289c6306d1d1b17a5f396576.docx>

5. Dormitory Guide

1. Purpose

Provide and introduce inexpensive lodgings to foreign students studying at Graduate School of Information, Production and Systems and support student life.

2. Target

The foreign students at Graduation School of Information, Production and Systems who have a visa status of “Student.”

3. Outline of the dormitories

Name of dormitory	WASEDA dormitory	HIPPO!8	OTHERS	Kitakyushu Science and Research Park Apartment complex (SAKURA House)
Course	Master/Doctoral course			※1 Doctoral course
※2 Monthly Rent	12,000 yen/person			About 12,000 yen/person
Occupancy	Double occupancy			Single occupancy
Room size	21.0㎡	21.59㎡～32.5㎡	18.5㎡～24.0㎡	21.4㎡
necessary time from IPS	5 minutes on foot	20 minutes on foot	20 minutes on foot	10 minutes on foot
Equipment	Air conditioner, Mini kitchen, Unit bath, Double-deck bed, Lighting equipment, Water heater ※No bed mat and cloths, No desk and chair, No curtain, No kitchen tools			Air conditioner, Mini kitchen, Unit bath, Bed, Desk and chair, Book shelf, Water heater ※No bed cloths, No curtain, No kitchen tools, No lighting equipment.
Overhead cost	The tenants have to pay public utility (Electricity, Gas, Water) charges, Free internet.			The tenants have to pay public utility (Electricity, Gas, Water) charges and Internet charges, etc.
Residence insurance fee	※3 4,000 yen / year			※3 About 10,000 yen / year
Rent guarantee fee	※3 15,000 yen / year for the first year (10,000 yen / year for the second and subsequent years)			

※1 Master course students cannot move in SAKURA House.

※2 The rent of 1DK apartment in or around Kitakyushu City is 25,000～50,000yen.

※3 Tenants have to join the residence insurance. 【Important notice】

- Assignment of dormitories is decided based on university regulations.
- You cannot choose a dormitory to move in and your roommate.
- When your roommate withdraws, there are cases where you will be relocated to be reconciled with other roommate.
- Even if you leave during the three months after moving in, you have to pay the rent.
- Please understand that you have to move out of the dormitory a few weeks before the commencement because of the room arrangements for new students.
- If you do not move into a dormitory at the time of admission, you will not accept hope of moving in after admission.
- Please DO NOT send your packages to IPS or the dormitory.
There is nobody to receive your packages there.

【Contact for Dormitory】

Information, Production and Systems Research Center, Waseda University

E-mail address: kitakyu-dormitory@list.waseda.jp

6. Visa Application

【Procedure for Visa Application】

To enter Japan, applicants must obtain a “Certificate of Eligibility” issued by the Immigration Office.

Waseda University will submit a proxy application for the Certificate of Eligibility to the Immigration Office on behalf of foreign nationals who have completed the enrollment procedures for Waseda University.

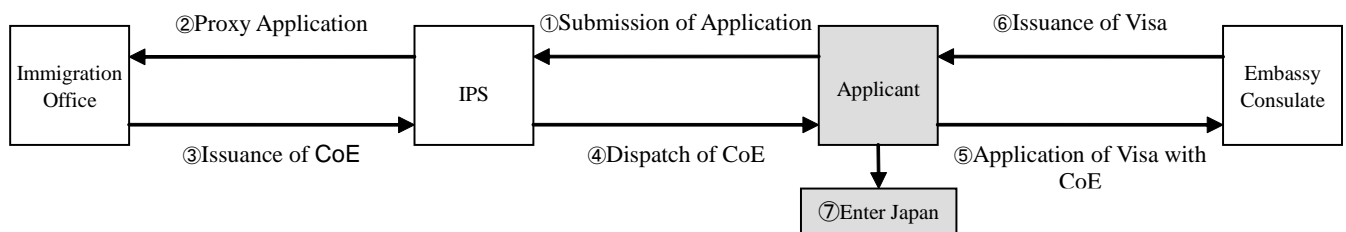
Once the Certificate of Eligibility is issued, Waseda University will send it as an attachment via the TAO online application system.

Applicants are required to bring the Certificate of Eligibility along with their passport to a Japanese Embassy or Consulate to apply for a Student Visa.

【Procedure for Visa Application (①→⑥)】

※COE: Certificate of Eligibility

※Applicants are required to apply for Student Visa within 3 months after CoE is issued. (⑤)



【Required documents when applying for the "Certificate of Eligibility"】

Applicants are required to send the following documents along with the documents necessary for entrance procedure by post. *Waseda University will not arrange proxy application for the student in case if any of below documents are missing.

1) Application for Certificate of Eligibility

Designated application form is enclosed with the documents for entrance procedure.

Filling without fail, applicants are requested to submit the application form to Waseda University.

2) One photograph (H: 4cm, W: 3cm)

Applicants are requested to write his/her full name on the back side of the photograph.

3) Copy of passport

A copy of the 1st page of applicant's passport, covering two facing pages.

(the page showing the applicant's photograph, passport number and his/her full name)

4) Original bank balance certificate of the applicant or his/her supporter.

*This is required for those applicants who haven't submitted the certificate when applying for entrance examination.

【Notice】

Applicants are requested to inform Waseda University in case if he/she has already obtained the Student Visa or any other visa status.

7. Notice

①印鑑について

日本では、銀行口座の開設の他、印鑑を使う機会が多くあります。
ご自身の印鑑をお持ちの場合は、ご持参されることをお勧めします。
直径1cmほどの丸型か、1cm四方の角型が便利です。
※日本でも作れますが、500円～1000円ほどかかります。

②成績証明書について（最終学歴の成績証明書）

入学後、奨学金の申請や就職活動などで学部または修士の成績証明書が多々必要となります。
・来日前に多めに準備しておいてください(5～10枚)。
・一度事務所に提出した書類は、一切返却・貸出しをしません。
・コピーやスキャンを取って渡すこともしていませんので、ご注意ください。

(1)Personal Seal

There are many cases required to use personal seal, for example, open a bank account.
If you already have one, please bring it with you.
One with 1cm across round type or 1cm X 1cm square type is the best.
※You can order one in Japan, but it will cost about 500yen to 1,000yen.

(2)Transcript

After you enroll WASEDA University, there are many cases that you need to use transcript of your former school. Please bring 5 to 10 transcripts with you. We will NOT give or lend the documents back once you submitted to us. Also, we will NOT make a copy or scan for you.

请一定注意下面事项

①印章

在日本，很多场合需要使用印章，比如开设银行账户等。
如果您有印章，请随身携带。
最好是直径1cm圆型或边为1cm方形。
※在日本刻也可以，但刻一个需要花500日元到1000日元。

②成绩单(本科或硕士研究生)

入学之后，需要用成绩单的机会很多，比如说申请奖学金或找工作的时候。
请你多准备几份带来。（5份到10份）※需要的是最后学历的成绩单。

另外，成绩单一旦提交给学校，学校将不再归还或借出，同时也不帮助复印，请自留备份。

Application No. 受験番号				
研究科名	情報生産システム研究科			

研究倫理に関する誓約書

Oath of Academic Integrity

Year Month Date
年 月 日

早稲田大学

情報生産システム研究科長 殿

To Dean, Graduate School of Information, Production and Systems, Waseda University

早稲田大学大学院情報生産システム研究科に入学の上は、
研究、論文作成においては、真摯に励み、研究上の不正を
行わないことを誓約いたします。

Upon entering the Waseda University Graduate School of Information,
Production and Systems, I (Full Name)

hereby pledge to be diligent in my study and research and uphold the
highest standards of academic integrity throughout my work.

本人氏名/Name(Signature) _____ (印)

(西暦) 年 月 日生

Date of Birth (mm/dd/yyyy): / /

留学生宿舎入居希望確認書
Confirmation of dormitory for international students

早稲田大学大学院情報生産システム研究科長 殿
To : Dean of Graduate School of IPS, Waseda University

Submit Year Month Day
提出 年 月 日

※希望項目にチェックしてください
Please check which you want.

☐ 下記の承認事項にすべて同意し、宿舎入居を希望します
I would like to move in to a lodging house after accepting all the items below.

承認事項
Approval items

- ☐ 大学から遠い、付帯設備の少ない宿舎を含みます
(It includes a dormitory far from the university, and with fewer incidental equipments.)
- ☐ 宿舎の指定はできません
(You can not specify accommodation.)
- ☐ 常に二人部屋になるように、部屋の移動もしくは新ルームメイトの受け入れをお願いする場合があります
(Please move the room or accept a new roommate so that it always becomes a double room.)
- ☐ 入居日から電気・ガス・水道が使えるように大学が代理人となって開栓手続きをしますが
入居前キャンセルをした場合でも最初の月の基本料はお支払い頂きます
(The university acts as an agent so the electricity, gas and water can be used from the arriving day,
even if you cancel before you move in it, you must pay the public utility's basic fee for the first month.)

※同室希望の学生がいる場合は下記に記入してください(必ず同室になるという約束ではありません)
※If there is a student who wishes to share with the same room, please fill in below.
(We will make every effort to make you the same room, but I can not promise this.)

受験番号 Application Number	氏名 Name
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☐ 宿舎入居を希望しません
I do NOT wish to apply for a dormitory.

あなたの情報 (about your infomation)		※全員記入して下さい Please fill in all students	
受験番号 Application Number		国籍 Nationality	
氏名 Name		性別 Sex	男 M 女 F
出身大学 Name of school graduated or expected graduation		電話番号 Telephone Number	
メールアドレス e-mail address	記入必須項目 【Required field】		
	※エクセル、ワード、PDFファイルを受信できるアドレスを記入してください Please write an e-mail address which can receive excel, word, pdf file.		
	メールアドレスをルームメイトに教えてもよいですか？ Is it OK to give your e-mail address to you roommate?	<input type="checkbox"/> はい Yes	<input type="checkbox"/> いいえ No
宗教 Religion	【任意】(If you can write)		

※宿舎を希望しない場合も提出すること
Even if you do not wish to apply for a dormitory, this form must be submitted.
※この書類に記入して頂いた個人情報厳重に管理するとともに、目的外には一切使用しません
Personal information written on this form will be strictly kept by Waseda university, and is used only for our purposes.

Request for Delay of Enrollment Document(s) ＜For International Students＞

Date _____

To Dean of the Graduate School of Information, Production, and Systems, Waseda University

Application Number:

✱Student ID

Name of Student
[Signature/seal]

Due to the reason described below, I would like to request you for my late submission of enrollment document(s).

Check the box	Name of Document	Reason for the delay
	• Certificate of Graduation (Original)	<input type="checkbox"/> I had not graduated at the time of application. <input type="checkbox"/> Others ()
	• Other	

NOTES:

- Please be sure to submit the delayed documents by September 12th (Fri.) 2025 without failure.
- Please do not write in the ※ column.