

# IPS

Waseda University  
Graduate School of  
Information Production  
and Systems

Entering in April and September 2025

# Admission Guide

for Master's Program and Doctoral Program

Recommended from non-partner university •

General •

Work force Application

WASEDA UNIVERSITY

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There might be changes to the screening conditions. In such cases, we will provide notifications on our website. Please check our website regularly for updates. Additionally, if any changes occur after the application period, we may notify applicants via email or through the online application system "TAO". Please ensure to check your email and messages from "TAO" regularly.

## ○Handling of Personal Information

Waseda University will use the personal information (address, name, date of birth, etc.) collected at the time of application to discharge duties relating to entrance examinations, announcement of successful applicants, enrollment procedures, and other related work. In doing so, the University will take necessary and appropriate measures to prevent the leakage, outflow, or unauthorized use of such information. The University may outsource all or part of the above-stated items. In such cases, the University will oblige, by contract or other means, the subcontracted entity or entities to perform necessary and appropriate management of the information. The University may inquire about the authenticity, etc., of documents, materials, theses, and information, etc., submitted to the University (hereafter "Submitted Documents") by providing them to the issuers, providers, theses review entities, etc. By submitting or providing the Submitted Documents to the University, the applicant agrees to the University's right to make such inquiries. Personal information that has been statistically processed, keeping individual identities confidential, will be used as material for surveys and research for the University's admission selection processes.

## ○Collecting Information Related to Gender

For the sake of administering entrance exams in an efficient manner and carrying out enrollment procedures, Waseda University collects information regarding your sex on legal documents. The information is collected only for reasonably justifiable purposes, and these cases are limited to a minimum. The information does not affect the screening result. <https://www.waseda.jp/inst/diversity/en/support/sexual-minority/>

## ○Applicant with disability and chronic illness

If you expect to require special care during the entrance examination or after entering the university due to a disability or serious medical condition, etc., please contact IPS Office, Waseda University immediately. In addition, contact us if a serious injury or illness is expected to affect your ability to take the entrance examination. Please contact us immediately even if you find yourself in such situation after submitting your application.

## ○Security Export Controls

At Waseda University, we have established security export control regulations and operational guidelines in accordance with the "Foreign Exchange and Foreign Trade Act". We conduct evaluations when providing technology or admitting researchers and students from abroad to ensure that the educational and research activities for foreign students do not compromise international security and peace. Please be aware that if the evaluation determines that you fall under the regulated conditions, your desired educational and research activities may be subject to restrictions.

# 1

## General guidelines for applicants

### Graduate School of Information, Production and Systems Master's program and Doctoral program applicants

○Fields of application・Information Architecture・Production Systems・Integrated Systems

○Number of students admitted (Total admissions in April and September)・Master's program : 200 ・Doctoral program : 20

#### **1 Domestic application [Master's program and Doctoral program]**

The registration on the online application system "TAO" needs to be completed by 23:59 Japan Standard Time of the final day of Application period.

##### <April 2025 admission>

	Application period (Documents must arrive by the final day)	Examination date (One of the days)	Results announced	Period for the first admission procedure (Documents must arrive by the final day)	Period for the second admission procedure
July examination	June 3, 2024 (Mon) ～June 21, 2024 (Fri)	July 12, 2024 (Fri) July 13, 2024 (Sat)	July 19, 2024 (Fri)	November 5, 2024 (Tue) ～November 12, 2024 (Tue)	Early March, 2025
October examination	September 2, 2024 (Mon) ～September 20, 2024 (Fri)	October 11, 2024 (Fri) October 12, 2024 (Sat)	October 18, 2024 (Fri)		
February examination	January 6, 2025 (Mon) ～January 20, 2025 (Mon)	February 7, 2025 (Fri) February 8, 2025 (Sat)	February 14, 2025 (Fri)		
Entrance examination category	Recommended application・General application・Work force application				
Selection procedure	Documentary examination・Interview				

##### <September 2025 admission>

	Application period (Documents must arrive by the final day)	Examination date (One of the days)	Results announced	Period for the first admission procedure (Documents must arrive by the final day)	Period for the second admission procedure
February examination	January 6, 2025 (Mon) ～January 20, 2025 (Mon)	February 7, 2025 (Fri) February 8, 2025 (Sat)	February 14, 2025 (Fri)	April 1, 2025 (Tue) ～April 8, 2025 (Tue)	Mid August, 2025
July examination	June 2, 2025 (Mon) ～June 20, 2025 (Fri)	July 11, 2025 (Fri) July 12, 2025 (Sat)	July 18, 2025 (Fri)	July 22, 2025 (Tue) ～July 29, 2025 (Tue)	
Entrance examination category	Recommended application・General application・Work force application				
Selection procedure	Documentary examination・Interview				

#### **2 Overseas application [Master's program and Doctoral program, G-course(who is recommended by partner universities only)]**

The registration on the online application system "TAO" needs to be completed by 23:59 Japan Standard Time of the final day of Application period.

##### <April 2025 admission>

	Application period (Documents must arrive by the final day)	Results announced	Period for the first admission procedure (Documents must arrive by the final day)	Period for the second admission procedure
July examination	June 3, 2024 (Mon) ～June 21, 2024 (Fri)	July 19, 2024 (Fri)	November 5, 2024 (Tue) ～November 19, 2024 (Tue)	Early March, 2025
October examination	September 2, 2024 (Mon) ～September 20, 2024 (Fri)	October 18, 2024 (Fri)		
December examination	November 11, 2024 (Mon) ～November 25, 2024 (Mon)	December 19, 2024 (Thu)	January 8, 2025 (Wed) ～January 22, 2025 (Wed)	
Entrance examination category	Recommended application・General application・Work force application			
Selection procedure	Documentary examination			

##### <September 2025 admission>

	Application period (Documents must arrive by the final day)	Results announced	Period for the first admission procedure (Documents must arrive by the final day)	Period for the second admission procedure
December examination	November 11, 2024 (Mon) ～November 25, 2024 (Mon)	December 19, 2024 (Thu)	April 1, 2025 (Tue) ～April 15, 2025 (Tue)	Mid August, 2025
February examination	January 6, 2025 (Mon) ～January 20, 2025 (Mon)	February 14, 2025 (Fri)		
June examination	April 14, 2025 (Mon) ～May 1, 2025 (Thu)	June 6, 2025 (Fri)	June 13, 2025 (Fri) ～June 27, 2025 (Fri)	
Entrance examination category	Recommended application・General application・Work force application			
Selection procedure	Documentary examination			

※This graduate school has NO tie-up with any brokers, middlemen, etc both inside and outside Japan for recruiting international students.

### 3 Research laboratory

Field	Research laboratory	Supervisor
Information Architecture	Smart Industry	FUJIMURA, Shigeru
	Neurocomputing Systems	FURUZUKI, Takayuki
	Data Engineering	IWATHARA, Mizuho
	Image Media	KAMATA, Sei-ichiro
	Bio Information Sensing	KAMEOKA, Jun
	Example-based machine translation/NLP	LEPAGE, Yves
	Bio-Robotics & Human-Mechatronics	MATSUMARU, Takafumi
	Fiber-optic systems **	TSUBOKAWA, Makoto
	Community Computing	YOSHIE, Osamu
	Network Intelligence and Security **	WU, Jun
Production Systems	Design Engineering and Systems	ARAKAWA, Masao
	Mobile Robotics Platform	HASHIMOTO, Kenji
	Micro and Nano Fluidic Device	MAWATARI, Kazuma
	Current Bioelectronics	MIYAKE, Takeo
	Mechanical System Design	TANAKA, Eiichiro
	Production Process	TATENO, Shigeyuki
	Functional Thin Films	UEDA, Kenji
	Semiconductor Materials and Device Engineering	SHIMURA, Takayoshi
	Biomedical Engineering	TAKAHASHI, Junko
	Micro Electro-Mechanical Systems	IKEHASHI, Tamio
Integrated Systems	Image Information Systems	IKENAGA, Takeshi
	High-Level Verification Technologies	KIMURA, Shinji
	Intelligent Acoustic Systems *	MAKINO, Shoji
	Green Integrated Systems	TANZAWA, Toru
	Integrated System Optimization	YAMASAKI, Shintaro
	Wireless Communication Circuits Technologies	YOSHIMASU, Toshihiko
	Light Emitting Systems	KAKITSUKA, Takaaki
	Opto-electronic Integrated Systems	TAKAHATA, Kiyoto
	Terahertz Integrated Systems	SERITA, Kazunori

\*Acceptable only for master's program entering in April 2025

\*\*Not acceptable from April 2025 onwards. (Updated on October 18, 2024)

# 2

## Qualifications for application

Those who meet at least one of the following qualifications for application can apply.

Entrance period April : from April 1st, 2025 , September : from September 21st, 2025

### 1 Master's program

- Graduated or are scheduled to graduate from a university in Japan by the time the applicants wish to enroll.
- Received or are scheduled to receive a bachelor's degree from the National Institution for Academic Degrees and Quality Enhancement of Higher Education by the time applicants wish to enroll.
- Completed or are scheduled to complete 16 years of formal education outside Japan by the time applicants wish to enroll.
- Received or are expected to receive a degree equivalent to a bachelor's degree from a university or other school outside of Japan by completing a course of study lasting three years or more by the time the applicants wish to enroll.
- Designated by the Minister of Education, Culture, Sports, Science, and Technology by the time applicants wish to enroll.
- Enrolled at a university for three years or more (or have completed or are scheduled to complete 15 years of formal education overseas by the time applicants wish to enroll) and have been recognized by the Graduate School of Information, Production and Systems as having earned a specified number of credits with an excellent academic record.
- Recognized individually by the Graduate School of Information, Production and Systems as having academic credentials equivalent or superior to those of university graduates and will reach 22 years of age by the time applicants wish to enroll.

\* "University" mentioned in Requirements a, and f, refers to a university that is approved by the Ministry of Education, Culture, Sports, Science and Technology of Japan.

\* "Those who have completed 16 years of formal school education in a foreign country" implies "those who have completed the '16th year' of formal school education outside of Japan." It is not based on whether or not you have received 16 years of education, but on whether or not you have completed the "16th year" of education.

\* Prospective applicants who are unsure if they can fulfill Requirements f. and g. must confirm their eligibility with the admissions office before the application period begins. They should then submit their application (Form 1) along with documentation of their scholastic ability or research achievements (graduation certificate, grade transcript, personal history, list of publications and research summary, patent, etc.).

\* Graduates from three-year specialized college (zhuanke) programs in China do not meet Requirement 6. However, those who have graduated from a 4-year (benke) program after graduating from a 3-year program and completed 16 years of formal education will be considered as fulfilling Requirement c.

### 2 Doctoral program

- Holders of a Master's Degree, Professional Master's Degree, or Professional Doctoral Degree in Law, or those expected to obtain such a degree by the time applicants wish to enroll.
- Holders of a master's degree, professional master's degree, or an equivalent from an institution overseas or those expected to obtain such degree by the time the applicants wish to enroll.
- Designated by the Minister of Education, Culture, Sports, Science, and Technology by the time applicants wish to enroll.
- Completed postgraduate programs and obtained a degree equivalent to a master's degree from United Nations University or those who are expected to obtain such degree by the time the applicants wish to enroll.
- Recognized individually by the Graduate School of Information, Production, and Systems as possessing academic ability equivalent to that of holders of a master's degree, professional master's degree, or professional doctoral degree in law through an individual entrance requirement screening process and expected to reach the age of 24 by the time the applicants wish to enroll. Those who have completed the first two years of a continuous five-year doctoral course are included.

\* "Master's degree" mentioned in requirement a, refers to a master's degree which was obtained in Japan or is expected to be obtained in Japan.

\* Applicants who may meet category e. should contact the admissions office before the application period starts, and then submit their application (Form 1) along with documentation of their scholastic ability or research achievement (graduation certificate, grade transcript, personal history, list of publications and research summary, patent, etc.).

Faculty members of Waseda University, including Waseda University Junior/Senior High School, Waseda University Honjo Senior High School, and Art and Architecture School, are not allowed to enroll as students at the University.

However, there are a few exceptions according to the University regulations. If you have any questions, please contact the relevant administration office.

### 【Entrance examination categories】

#### 1 Master's program

Recommended application	<ul style="list-style-type: none"> <li>•You must be recommended by a thesis advisor or another person who can evaluate your scholastic ability.</li> <li>•You must have an excellent scholastic record.</li> </ul> *Concrete grade standard is not set.
General application	—
Work force application	<ul style="list-style-type: none"> <li>•Persons currently employed or employed before in the private sector, government, education, etc.</li> <li>•Persons who have a remarkable achievement in business.</li> </ul>

#### 2 Doctoral program

Recommended application	<ul style="list-style-type: none"> <li>•You must be recommended by the faculty advisor for your master's thesis or another person who can evaluate your scholastic ability.</li> <li>•You must have an excellent scholastic record.</li> </ul> *Concrete grade standard is not set.
General application	—
Work force application	<ul style="list-style-type: none"> <li>•Persons currently employed or employed before in the private sector, government, education, etc.</li> <li>•Persons who have a remarkable achievement in business.</li> </ul>

※Applicants to the doctoral program need to contact with the desired faculty advisor and obtain consent before applying.

## 3 Selection procedure

IPS provides the following three entrance examination categories. Success or failure depends heavily on the applicant's expertise, eagerness to learn, and awareness of issues, as judged by means of documentary and oral examinations.

### 【Selection procedure】

Entrance examination category	Selection procedure	
	Documentary examination	Interview
Recommended application	●	●
General application	●	●
Work force application	●	●

※Overseas applicants are not subjected to interview, but only to documentary examination.

## 4 Application procedure

The application will be completed by paying the screening fee, submitting and accepting application documents. The incomplete application documents may not be accepted. Please ensure that application documents arrive within the designated application period for each admission time.

Please refer to 3 Instructions for application and documents to be submitted of P8-11.

<Note> The screening fees and documents submitted for the entrance examination are non-returnable basically. Making a copy is not acceptable.

#### 1 Method of application

There are two methods of application: domestic and overseas.

Domestic or overseas application can be made for either April admission or September admission.

You cannot choose domestic and overseas applications, or April and September entrance applications at the same time.

##### ● Domestic application :

Applicants residing in Japan must send an application from within Japan regardless of their nationality.

##### ● Overseas application :

Applicants residing outside Japan must send an application from overseas regardless of their nationality.

※ Japanese nationals who submit an overseas application must submit a certificate of overseas residence.

## 2 How to remit the screening fee

### ■ Remittance in Japan (Domestic application)

#### ※ Screening fee : ¥35,000 for Domestic application

Please choose among the following methods of remittance. Remittance will be accepted only within the specified period.

#### ① Payment via Convenience Store

\*This payment method is applicable only to applicants residing in Japan.

- Please pay the screening fee at a convenience store near you.
- To make a payment at a convenience store, access the “screening fee convenience store payment site” (<http://e-shiharai.net/>) [Japanese only] first, and complete the designated payment registration, and then go to a convenience store.
- After making the payment, take a photo of the “Certificate of Payment of the Screening Fee,” save it as a PDF/JPEG/PNG, and upload it on the online application system “TAO”. Check the details on the screening fee payment method on page 5.
- The payment can be made 24 hours a day, 7 days a week, including on Saturdays, Sundays, and holidays. However, the option to apply via the website will end at **23:00** on the last day of the payment period. You will not be able to make a payment at a convenience store after **23:30** on the last day of the payment period.
- If a family member or acquaintance of an applicant conducts the procedure for the applicant, the family member or acquaintance must enter the applicant’s information.
- If you are unable to make the payment at a convenience store for some reasons, please contact IPS Office in advance.

#### ② Payment via Credit Card/ Online Payment System

- To make a payment by credit card or online payment system (China Union Pay), please access the online screening fee payment website (<https://e-shiharai.net/ecard/>) and complete the procedure. After completing the transaction, save the “Result” page as a PDF/JPEG/ PNG, and upload it onto the online application system “TAO”.

First selection	Graduate School of Information, Production, and Systems
Second selection	April 2025 Admission (Example)
Third selection	Master’s program / Doctoral program
Fourth selection	July examination Domestic application JPY 35,000 (Example)

- ※ The payment can be made 24 hours a day, 7 days a week, including Saturdays, Sundays, holidays. On the last day of the payment period, please complete the transaction by **23:00** Japan time.
- ※ The payment can be made with a credit card held in the name of a person other than the applicant. However, the applicant’s information must be entered in the “Basic Information” page of the screening fee payment website.

Term of admission	Remittance period
April 2025	July examination May 27, 2024(Mon)~ June 21, 2024(Fri)
	October examination August 26, 2024(Mon)~ September 20, 2024(Fri)
	February examination December 25, 2024(Wed)~ January 20, 2025(Mon)
September 2025	February examination December 25, 2024(Wed)~ January 20, 2025(Mon)
	July examination May 26, 2025(Mon)~ June 20, 2025(Fri)

### Return of Application Documents and Refund of Screening Fee

As a general rule, documents once submitted will not be returned and the screening fee will not be refunded. However, in the following cases, the screening fee alone will be refunded in full or in part.

If any of these are applicable to you, please contact IPS Office, Waseda University (E-mail:koho-ips@list.waseda.jp).

- 1) You paid more than the prescribed screening fee amount.
- 2) You paid the screening fee but did not submit your application documents.
- 3) You paid the screening fee but submitted your application documents after the deadline.
- 4) You paid the screening fee and submitted the application documents, but your application was not accepted because it was incomplete or did not meet the eligibility criteria.

If the screening fee was paid by credit card, you will be responsible for any fees incurred during the refund.

# 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.

- 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.

**SEVEN-ELEVEN**  
Paying at SEVEN-ELEVEN  
[13-digit Payment Slip Number] 払込票番号

Tell the counter staff that you want to make an "Internet shiharai." Then provide your Payment 【払込票番号】  
Payment Slip Number

※If a payment slip is not printed out, just tell your number to the counter staff.

A multifunction copier can not be used to make payment.

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

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

Use the Lawson information terminal Loppi

Touch the "各種サービスメニュー" option  
Various Service Menus

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

●Information terminal issues a funds transfer receipt. You will need to take this to the cash register within 30 minutes and make the actual payment.  
●Receive an Application Fee Statement. Detach the Certificate of Payment (receipt) portion.  
\* Design and layout of the touch screen buttons is subject to change without notice.

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

multifunction copier

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

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

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

## 3 Application

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

●Seven-Eleven ●Family Mart

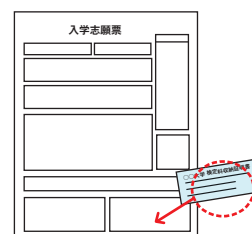
Detach the receipt portion of the Exam Fee Statement and affix it to the application packet in the designated location. Hold onto the proof of bank transfer for your records.



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

●Lawson ●Ministop

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



※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

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/>**



# Waseda University

## Examination Fee Payment by Credit Card and Union Pay

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

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



Web Application - Online Transaction



Access the site below

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

### 1. Top Page

Please choose a category "大学・短大" or "大学院".

Undergraduate School

Graduate School

### 2. School Selection

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

### 3. School Information

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

Agree

### 4. Category Selection

Choose First to Fourth Selection and click "次へ".

Next

### 5. Basic Information

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

Next

### Paying with Credit Card

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

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

Please click the "申込内容照会" button in the upper part of this site (e-shiharai.net).

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

Please print out the "申込内容照会結果" page.

### Paying with Union Pay

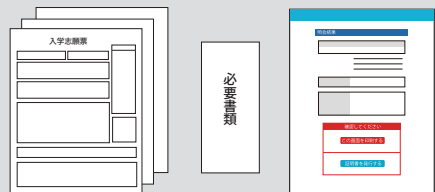
Follow the onscreen instructions to complete the card payment.

Please click the "申込内容照会" button in the upper part of this site (e-shiharai.net).

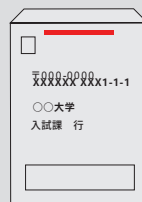
Please write down the "Receipt Number" given when you complete your application, and enter your "Payment Method", "Receipt Number" and "Birth Date". Please make sure your printer is ready.

Please print out the "申込内容照会結果" page.

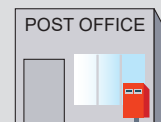
Enclose the printed "申込内容照会結果" page in an application envelope with other necessary application documents.



Necessary application documents



Mail it from Post office



### [NOTICE/FAQ]

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

### ■ Payment Commission

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

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

For questions or problems not mentioned here, please contact :

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



## ■ Remittance from outside Japan (Overseas application)

### ※ Screening fee : ¥5,000 for Overseas application

Please choose among the following methods of remittance. Remittance will be accepted only within the specified period.

#### ① Payment by Foreign Remittance

Please follow the procedure below to remit 7,000 yen (the screening fee of 5,000 yen plus the lifting charge of 2,000yen) from a local financial institution. If the local financial institution requires a separate handling/lifting fee, you must pay the required fee in addition to the above remittance.

Take a photo of the remittance form, save it as a PDF/JPEG/PNG, and upload it onto the online application system “TAO”.

Type	Telegraphic Transfer
Payment method	Advise and Pay
Bank Transfer Fee	Payer's Responsibility
Lifting Charge	Payee's Account
Amount	¥7,000 (Screening fee ¥5,000 + Charge ¥2,000)
Purpose	Screening Fee
Message	Applicant's name in English
Bank name	MUFG Bank,Ltd.
Branch name	Edogawabashi Branch
Account number	0035967FKK (Account number is seven numbers and three alphabets)
Beneficiary	Waseda University
Bank address	3-7, Kagurazaka Shinjuku-ku Tokyo 1620825, Japan
Swift code	BOTKJPJT

◎ When remitting, be sure to fill in your (the applicant's) name and write “screening fee” in the message space.

◎ Remittance of screening fee by check, cash, etc., is not allowed; nor may a transfer of funds be combined with that of another applicant.

◎ Please do NOT write any alphabet such as “ORDINARY DEPOSIT” or “A /C No.” before or after Account number 「0035967FKK」.

#### ② Payment via Credit Card/ Online Payment System

•To make a payment by credit card or online payment system (China Union Pay), please access the online screening fee payment website (<https://e-shiharai.net/ecard/>) and complete the procedure. After completing the transaction, save the “Result” page as a PDF/JPEG/ PNG, and upload it onto the online application system “TAO”.

First selection	Graduate School of Information, Production, and Systems
Second selection	September 2025 Admission (Example)
Third selection	Master's program / Doctoral program
Fourth selection	June examination Overseas application JPY 5,000 (Example)

※The payment can be made 24 hours a day, 7 days a week, including Saturdays, Sundays and holidays. On the last day of the payment period, please complete the transaction by 23:00 Japan time.

※The payment can be made with a credit card held in the name of a person other than the applicant. However, the applicant's information must be entered in the “Basic Information” page of the screening fee payment website.

Term of admission	Remittance period
April 2025	<p>July examination May 27, 2024(Mon)~ June 21, 2024(Fri)</p> <p>October examination August 26, 2024(Mon)~ September 20, 2024(Fri)</p> <p>December examination November 5, 2024(Tue)~ November 25, 2024(Mon)</p>
September 2025	<p>December examination November 5, 2024(Tue)~ November 25, 2024(Mon)</p> <p>February examination December 25, 2024(Wed)~ January 20, 2025(Mon)</p> <p>June examination April 7, 2025(Mon)~ May 1, 2025(Thu)</p>

## Return of Application Documents and Refund of Screening Fee

As a general rule, documents once submitted will not be returned and the screening fee will not be refunded. However, in the following cases, the screening fee alone will be refunded.

If any of these are applicable to you, please contact IPS Office, Waseda University (E-mail:koho-ips@list.waseda.jp).

- 1)You paid the screening fee but did not submit the application documents.
- 2)You paid the screening fee but submitted the application documents after the deadline.
- 3)You paid the screening fee and submitted the application documents, but your application was not accepted because it was incomplete or did not meet the eligibility criteria.

If the screening fee was paid by credit card, or if the refund is to be deposited into a bank account outside of Japan, you will be responsible for any fees incurred in connection with the refund.

## ● Screening fee waiver

Please don't pay a screening fee in the following cases.

- ① Those who apply for a doctoral course of Graduate School of Information, Production and Systems at the same time of completion of master course at one of Graduate School of Information, Production and Systems, School of Fundamental Science and Engineering, School of Creative Science and Engineering, School of Advanced Science and Engineering, Graduate School of Environment and Energy Engineering.
- ② Those who become a non-degree student at the same time of completion of master course at one of Graduate School of Information, Production and Systems, School of Fundamental Science and Engineering, School of Creative Science and Engineering, School of Advanced Science and Engineering, Graduate School of Environment and Energy Engineering, and continuously apply for a doctoral course of Graduate School of Information, Production and Systems. However, it is only in the case those who apply for the doctoral course in four years from admission of master course.

## ● Screening fee waiver program for applicants from specified countries

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

### 1. Eligibility

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

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

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

### 2. Procedures

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

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

### 3. Notes

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

## [Eligible Countries]

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

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

## 3 Instructions for application and documents to be submitted

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Applicants need to apply through the online application system "The Admissions Office" .

(The Admissions Office <https://admissions-office.net/>)

Applicants are required to complete the submission of application documents on TAO by 23:59 Japan Standard Time of the final day of Application period. You can complete the process by clicking the "**Complete the Application**" button on TAO. Incomplete applications cannot be accepted. The application will be completed by changing the status on TAO from "Application in progress" to "Application completed", paying the screening fee, submitting and accepting application documents. The deadline will NOT be extended under any circumstances.

### The steps of application

Download and prepare the application documents after confirming Admission Guide and mail the required original documents



Pay the screening fee



Create an account for online application from the URL below

<https://admissions-office.net/ja/portal>



Arrange the recommendation letter (only for Recommended application). Entry and upload of application documents in accordance with the TAO system and Admission Guide

- The application documents should be filled in Japanese or English. In preparing documents with word limits, please observe the limits strictly.
- From a post office, send all relevant documents together by Express Simplified Registered mail in case of domestic application. In case of overseas application, send by the fastest and reliable way.

**Mail to: Admissions Office, Graduate School of Information, Production and Systems, Waseda University  
2-7 Hibikino, Wakamatsu-ku, Kitakyushu-shi, Fukuoka, 808-0135 JAPAN**

- Application documents are non-returnable. If the document that is not required is submitted, the document cannot be returned either. In case a third party holds intellectual property rights for a document to be submitted, take appropriate action in advance to prevent problems arising. Moreover, once a document has been submitted, it cannot be copied.
- You may be deemed to have committed a dishonest act if you falsified, fabricated, or plagiarized a document, material, or information submitted in your application. In such a case, any decision taken regarding your application may later be invalidated, without the application documents and screening fee being returned.
- The letter of recommendation and each certificate may be verified by contacting the issuer or public institution.
- Be well aware that incomplete application documents may not be accepted. If we contact you concerning your application, please follow our instructions immediately.
- If you submitted a certificate indicating that you are expected to meet the qualifications required to enter Waseda University in order to meet the eligibility requirements stated in the application guidelines at the time of application, you must submit a certificate indicating that you have indeed met the requirement prior to enrollment. You will not be permitted to enter Waseda University, even if you pass the screening, unless you submit the relevant certificate.

(Note) All notices regarding your application are sent to your email address or from TAO system. Please check them on a regular basis.

## ◆ Domestic application

### Documents to be submitted

How to submit	Application documents		Recommended application	General application	Work force application
Online	①	Applicant Information	○	○	○
Online	②	Research plan【Form 2】 <b>*Use the prescribed forms on IPS website</b>	○	○	○
Online	③	Letter of recommendation【Form 3(A) or (C)】 <b>*Make a request to a recommender via the online application system</b>	○	—	○ (Either a letter of recommendation or of self-recommendation)
		Letter of self-recommendation【Form 3(D)】	—	—	
Online	④	Overview of bachelor's thesis or master's thesis【Form 4(A)】 or Overview of work achievements【Form 4(B)】 <b>*Use the prescribed forms on IPS website</b>	○	○	○ (Overview of work achievements)
Online	⑤	Screening fee remittance form	○	○	○
Online	⑥	Color photographs	○	○	○
Need to be mailed	⑦	Certificate of (expected) graduation, Original certificate of (expected) completion, or Certificate of degree(Japanese or English version) <b>*For the applicants from Chinese university, refer to the next page ⑦.</b>	○	○	○
Need to be mailed	⑧	All grade transcripts for undergraduate studies and above(Japanese or English version)	○	○	○
Need to be mailed	⑨	Certificate of TOEFL, TOEIC, IELTS, EIKEN Test in Practical English Proficiency.(required) Certificate of Japanese language ability.(certificate holders only)	○	○	○

How to submit	Application documents		Japanese nationality	Non-Japanese nationality
Online	⑩	Statement of source of funds	—	○
Need to be mailed	⑪	Certificate of residence (only for non-Japanese applicants applying by domestic application) <b>※The social security and Tax Number should not be printed.</b>	—	○

## ◆ Overseas application

### Documents to be submitted

How to submit	Application documents		Recommended application	General application	Work force application
Online	①	Applicant Information	○	○	○
Online	②	Research plan【Form 2】 <b>*Use the prescribed forms on IPS website</b>	○	○	○
Online	③	Letter of recommendation【Form 3(A) or (C)】 <b>*Make a request to a recommender via the online application system</b>	○	—	○ (Either a letter of recommendation or of self-recommendation)
		Letter of self-recommendation【Form 3(D)】	—	—	
Online	④	Overview of bachelor's thesis or master's thesis【Form 4(A)】 or Overview of work achievements【Form 4(B)】 <b>*Use the prescribed forms on IPS website</b>	○	○	○ (Overview of work achievements)
Online	⑤	Screening fee remittance form	○	○	○
Online	⑥	Color photographs	○	○	○
Need to be mailed	⑦	Original certificate of (expected) graduation, Original certificate of (expected) completion, or Original certificate of degree(Japanese or English version) <b>*For the applicants from Chinese university, refer to the next page ⑦.</b>	○	○	○
Need to be mailed	⑧	All grade transcripts for undergraduate studies and above(Japanese or English version)	○	○	○
Need to be mailed	⑨	Certificate of TOEFL, TOEIC, IELTS, EIKEN Test in Practical English Proficiency.(required) Certificate of Japanese language ability (certificate holders only)	○	○	○

How to submit	Application documents		Japanese nationality	Non-Japanese nationality
Online	⑩	Statement of source of funds	—	○
Need to be mailed	⑫	Original certificate of bank balance	—	○
Online	⑬	Passport copy	—	○

• Japanese nationals who submit an overseas application must submit the following additional document.

How to submit	Application documents		Japanese nationality	Non-Japanese nationality
Need to be mailed	⑭	Certificate of residence outside Japan	○	—

## ① Applicant Information <Enter ONLINE>

If you are currently enrolled in an institution, please enter your academic career through expected completion. The email address you enter should be one at which you can be reached without fail, other than cellphone address. Note that you may be contacted by email if there is any deficiency in your application documents.

## ② Research plan [Form 2] <Submit ONLINE>

Please download the prescribed form from IPS website, fill it out, and upload it from TAO.

Fill in an outline of your study theme and research plan in 500 words or less, in English.

Please be sure to summarize it on ONE page. Attachments are not permitted.

Even if including figures and tables, additional pages are not allowed. Do not change the specified format.

Please note that if the text is too small or difficult to read, the applicant's intention may not be sufficiently conveyed during the review process.

## ③ Letter of recommendation [Form 3(A) or (C)] or Letter of self-recommendation [Form 3(D)] <Submit ONLINE>

Form 3(A) or (C) must be submitted by the recommender within the application period through TAO. Please request a recommendation letter in English or Japanese to the Recommender on TAO. Make sure to communicate well with your recommender in advance. After you register the recommender's email address on TAO, the recommender will receive an email requesting the submission of the recommendation letter. The recommendation form can only be downloaded by the recommender. The e-mail address of the recommender should be officially used for his/her occupation. As a basic rule, IPS admissions office does NOT accept the free e-mail address with the domain name such as yahoo/gmail/qq, etc. as recommenders' one.

**Even before your recommender submits your evaluation/recommendation letters on TAO system, you can complete/submit online application.**

**Please note that you complete your online application within the application period.**

If you submit Letter of self-recommendation [Form 3(D)] for workforce application, please prepare it yourself and submit it from TAO.

Your university status	Necessary Form
Current student	A letter of recommendation from a thesis advisor or an equivalent faculty member [Form 3(A)]
Graduated applicant	A letter of recommendation from a person who can evaluate your scholastic ability such as a supervisor in your research and development field [Form 3(C)]
Work force applicant	A letter of recommendation from responsible person in your research and development field, or equivalent authority [Form 3(C)] or A letter of self-recommendation making a case for your superior ability [Form 3(D)]

## ④ Overview of bachelor's thesis or master's thesis [Form 4(A)] or Overview of work achievements [Form 4(B)] <Submit ONLINE>

Please download the prescribed form from IPS website, fill it out, and upload it from TAO.

Fill in no more than 500 words in English

Please be sure to summarize it on ONE page. Attachments are not permitted.

Even if including figures and tables, additional pages are not allowed. Do not change the specified format.

Please note that if the text is too small or difficult to read, the applicant's intention may not be sufficiently conveyed during the review process.

Your examination category	Necessary Form
• Recommended application • General application	<b>Overview of bachelor's thesis or master's thesis [Form 4(A)]</b> Applicants to the master's program should describe their bachelor's thesis, etc., and applicants to the doctoral program should describe their master's thesis, etc. If you have not been assigned Bachelor's thesis, or have not begun work on it, please describe either the studies and research which you have done so far. *If you have presented any papers orally, please attach them for reference.
• Work force application	<b>Overview of work achievements [Form 4(B)]</b> Applicants who are currently employed should give an overview of their work history, etc. *If you have presented any papers orally, please attach them for reference.

## ⑤ Screening fee remittance form <Submit ONLINE>

Domestic applicants who pay by convenience store transfer : Submit the receipt after remitting the screening fee at the convenience store.

Overseas applicants who pay from a bank : Submit a copy of the overseas-remittance request.

Applicants who pay by Credit Card or Union Pay : Submit the "Result" page after payment.

## ⑥ Color photographs <Submit ONLINE>

1. Prepare a color photo taken within 3 months before the time of application. The requirements for the photo are as follows: A vertical to horizontal ratio of H4:W3; borderless, must capture the upper body; must provide a front view with no hats; must be taken against a plain background; and must be printed on photo paper. Please write your name on the back of the photo. Use glue or paste to affix the photo to the relevant field on the application form. As will be detailed later, as part of the enrollment procedure, you will be required to upload an electronic version of the photo you submitted with your application. Therefore, please keep the file of the submitted photo until you complete the enrollment procedure.
2. Photos taken wearing scarves or sunglasses will not be accepted.  
A head piece will not be permitted except for medical or religious reasons.
3. The photo will be used for identity verification on the day of the test. Therefore, we do not accept unclear photos such as snapshots or photos that make it difficult to identify the pictured individual or verify their identity owing to differences in hairstyle, etc.
4. Photographs taken and printed by individuals themselves using smartphones, etc., will not be accepted. Be sure to take an ID-quality photo (photo taken at an instant photo booth is acceptable).
5. During the enrollment procedure, you will be required to upload a photo for your student ID card separately. Please use the same photo you submitted with your application. Please note that the photo uploaded during the enrollment procedure will be used as personal information in various student web portal services, and for identity verification in various on-campus procedures.

**⑦ Certificate of (expected) graduation, Certificate of (expected) completion and degree certificate <Original required>**

If you submitted a certificate indicating that you are expected to meet the qualifications required to enter Waseda University in order to meet the eligibility requirements stated in the application guidelines at the time of application, you must submit a certificate indicating that you have indeed met the requirement prior to enrollment. You will not be permitted to enter Waseda University, even if you pass the screening, unless you submit the relevant certificate.

**■Except for applicants who obtained or are expected to obtain a degree from a university or college in mainland China (excluding Hong Kong, Taiwan, and Macau).**

Please check the table below for the required certificates and submit the original of each certificate.

Your Status	Necessary Certificate
Graduated	Certificate of Graduation in English
Current Student	Certificate of Expected Graduation or Certificate of Enrollment

Apply for Your university status	Master's program	Doctoral program
Graduated applicant	<b>1 certificate below</b> <ul style="list-style-type: none"> <li>Bachelor's Certificate of Graduation</li> </ul>	<b>3 certificates below</b> <ul style="list-style-type: none"> <li>Bachelor's Certificate of Graduation</li> <li>Master's Certificate of Graduation</li> <li>Master's Certificate of Degree</li> </ul>
Current student	<b>1 certificate below</b> <ul style="list-style-type: none"> <li>Bachelor's Certificate of Expected Graduation Or Certificate of Enrollment</li> </ul>	<b>3 certificates below</b> <ul style="list-style-type: none"> <li>Bachelor's Certificate of Graduation</li> <li>Master's Certificate of Expected Graduation or Certificate of Enrollment</li> <li>Master's Certificate of Expected Degree</li> </ul>

\*Applicants who graduated from both Bachelor and Master's program need to submit the certificates of **both** Bachelor and Master's program.

- Must be officially issued from your university. Photocopies are not accepted.
- We will NOT give back your Certificates which can be reissued by your university. **Please do not submit diploma (学位記) which cannot be reissued.**
- If your academic transcript shows degree awarded date, you do not need to submit your Certificate of Graduation.
- Please submit the document written in Japanese or English. If the applicant cannot obtain the document written in Japanese or English, you must also provide officially certified translation. Get the translation from your institution or have it verified by the notary office to prove that the translation is accurate. Please submit the translation TOGETHER WITH the original verification documents by the notary office.
- If there are any changes in the Certificate of Graduation or Academic Transcripts, enclose a document to prove the facts. ex) Changing of Surname.
- If you have obtained (or are expected to obtain) a Degree in English from a university in Japan (except for Waseda University), submit an official document to prove that the medium of instruction is English in your university.

**■Only applicants who obtained or are expected to obtain a degree from a university or college in mainland China (excluding Hong Kong, Taiwan and Macau).**

Your Status	Necessary Certificate
University or College in mainland China (Excluding Hong Kong, Taiwan and Macau)	<b>Graduated</b> <ul style="list-style-type: none"> <li><b>2 certificates below</b> <ul style="list-style-type: none"> <li>Online Verification Report of Higher Education Qualification Certificate (in English)</li> <li>Online Verification Report of Higher Education Degree Certificate (in English)</li> </ul> </li> </ul>
	<b>Current Student</b> <ul style="list-style-type: none"> <li><b>1 certificate below</b> <ul style="list-style-type: none"> <li>Online Verification Report of Student Record (in English)</li> </ul> </li> </ul>

\*Applicants who graduated from both Bachelor and Master's program need to submit the certificates of **both** Bachelor and Master's program.

- Applicants obtained or expected to obtain a degree from a university or college in mainland China (excluding Hong Kong, Taiwan, and Macau) should submit.
- The certificates must be sent directly to our office ([koho-ips@list.waseda.jp](mailto:koho-ips@list.waseda.jp)) from CSSD(CHESICC) via email by the deadline of the application period. Even if the certificate is sent to our office before the application period, it is accepted.
- Visit CSSD(CHESICC) website (<https://www.chsi.com.cn/en/>) and contact them directly for more information.
- Only ENGLISH version of the certificates sent directly from CSSD(CHESICC) will be considered valid.
- **We don't send an acknowledgement of receipt.**
- If you have graduated (completed), or are expected to graduate(complete) from multiple Degree Programs, submit the Certificates of (Expected) Graduation/ Enrollment / Degree and Academic Transcripts from "ALL" the programs.
- The original copy of the certificate of (expected) graduation or degree certificate does not need to be submitted.
- You have qualification for application of master's program if you have completed 16 years of standard school education overseas even you have graduated a university of China without obtaining degree.
- Applicants who have NOT YET graduated from a university in mainland China when applying for our admission, you must submit the following certificates after your graduation. We need to check your graduation status and academic results before your enrollment.
  - Online Verification Report of Higher Education Qualification Certificate (in English)
  - Online Verification Report of Higher Education Degree Certificate (in English)

## ⑧ Grade transcript <Original required> (in Japanese or English)

You must submit official certificates for all undergraduate and graduate schools attended. Applicants for Doctoral program need to submit academic transcripts of both Bachelor and Master program.

Your Status	Necessary Certificate
Graduated	•Please submit transcript from graduation.
Current student	•If you haven't completed your program in your university, please provide the latest transcript at the time of application.
Applicants who have studied abroad	•If you have studied abroad in your undergraduate and/or graduate programs and the credits earned at the host institution are accredited as required credits for the graduation but those details (e.g. number of credits, name of subjects, and grades) are not indicated in the official transcript issued by applicants' home university, please submit the academic transcript issued by the host institution.
Applicants who have transferred	•For those who have transferred, a transcript from the previous institution must also be submitted.

- The document should include the date of issue.
- If the certificate consists of more than one page, the applicant name and university seal must be on all pages.
- Must be officially issued from your university. Photocopies are not accepted.**
- We will NOT give back your academic transcripts which can be reissued by your university.
- If you cannot submit your original academic transcripts, please submit the certified true copy issued by your university with an original seal or a stamp.
- It should provide full details of the grades you received in each unit or module, and all information of the courses taken.
- If you cannot obtain the official academic transcripts in Japanese or English from your university, please attach an English or Japanese translation notarized by an Embassy or another appropriate office officially approved by the government WITH your original transcripts in your native language.
- Students graduated universities in China may submit "Verification Report of China Higher Education Student's Academic Transcript" issued by CSSD(CHESICC). Please arrange for an official English version "Verification Report of China Higher Education Student's Academic Transcript" to be sent directly to our office ([koho-ips@list.waseda.jp](mailto:koho-ips@list.waseda.jp)) from CSSD. Visit CSSD(CHESICC) website (<https://www.chsi.com.cn/en/pvr/>) for more information.

## ⑨ Certificate of language ability <Original required>

### English Test Score Report (Must be an official report)

#### [Native English Speaker]

Native English speakers are exempt from submitting English language test score reports.

#### [Non-Native English Speaker]

Submit an official English test score report to prove your English language ability or submit an official document to prove that the medium of instruction is English in your home university.

If you fall into the case below, enclose an official verification document issued by your university to prove that.

You obtained or are expected to obtain a degree in English from a university outside Japan (Except for a country where the first official language is English) by one day before the date of enrollment (September 20 or March 31)

#### [Proof of English Language Ability. What you need to submit]

Applicants are required to submit at least one of the test scores listed below. We do not return your Score sheet once submitted.

There is no limit to the score.

TOEFL	<ol style="list-style-type: none"> <li>1. Submit Test Taker Score Report with other application documents.</li> <li>2. Ask ETS to send an Institutional Score Report to us directly. The DI code (Institution Code) "C804" and Department Code "99".</li> <li>3. Enclose a screenshot of request form for TOEFL iBT Institutional Score Report with other application documents</li> </ol>
TOEIC	<p><b>[For applicants who have taken the TOEIC test overseas]</b> "Official Score Certificate" paper document must be submitted with other application documents.</p> <p><b>[For applicants who have taken the TOEIC test in Japan]</b> ※Ordinarily, digital official certificates can be issued 19 days after the test date. Please check the TOEIC test dates carefully to ensure that you can meet the application deadline. The following two things must be completed by the application deadline.</p> <p>① Click "大学・企業等へのスコア提出" at the bottom right of the TOEIC application website top page. "提出先団体選択" 申請コード" 00019706" (早稲田大学大学院情報生産システム研究科) Select the public test score you wish to submit and complete the submission procedure. For details, refer to the URL below. <a href="https://www.iibc-global.org/toEIC/test/lr/guide04/score2.html">https://www.iibc-global.org/toEIC/test/lr/guide04/score2.html</a></p> <p>② Original "公式認定証" or a printed copy of the Official Score Certificate downloaded from the TOEIC official website, must be submitted with other application documents.</p>
IELTS Academic	Original score paper of Test Report Form which is normally pale green must be submitted with other application documents.
EIKEN	Request the "日本英語検定協会" to send the test results directly to our office.

### Certificate of Japanese language ability (certificate holders only)

If you have official certificate proving Japanese language ability, submit an original certificate. Submit "日本語能力試験認定結果及び成績に関する証明書" as a certificate of Japanese-Language Proficiency Test. If you only have test results, please mail the original certificate. In that case, it will not be returned. There is no limit on expiration date and score.

## ⑩ Statement of source of funds (only for non-Japanese applicants) <Enter ONLINE>

State who will bear your expenses and how much it would be in JPY. However, applicants who hold the right of permanent residence in Japan are not required.

## ⑪ Certificate of residence (only for non-Japanese applicants applying by domestic application) <Original required>

The Social Security and Tax Number should not be printed. The certificate should show your resident status, period of stay and nationality and be issued in 3 months. You need to obtain an official certificate at your ward office or municipal office.



## 12 Certificate of bank balance (only for overseas applicants) <Original required>

Certificate of the bank balance of the bearer of expenses. Please submit the original certificate of bank balance (Japanese or English) of the person who will bear your living expenses. The certificate is necessary to guarantee the payment of expenses including your tuition and living expenses in Japan. There is no need to freeze an account.

## 13 Passport copy (only for overseas applicants) <Submit ONLINE>

If you have no passport yet or are in the process of obtaining one, please send a passport copy to IPS office as soon as you receive.

## 14 Certificate of residence outside Japan (only for Japanese applicants applying from overseas) <Original required>

This is a document that proves any one of the following conditions:

- Residence outside Japan
- Registration at an educational institution outside Japan
- Employment at a company or other entity outside Japan

Submit the above document with a certificate of your period of stay outside Japan.

## 4 Dispatch of application number/Examinee number

After all the required application documents have been received and accepted, around one week before the examination date, an application number/examinee number will be informed you through TAO. It is available in the application page of TAO. Application number/Examinee number is not Application ID of TAO. If there are any deficiencies in the documents or submitted information, the application number will not be issued until the incompleteness is resolved. Contact IPS Admissions Office in case you have not received the application number 7 days before the announcement date of successful applicants.

※Print "Examinee slip" from TAO and keep it in a safe place since it will be needed for the admission procedure and the issuing of a student identification card after you have passed

# 5

## Date, time and place of selection

### 1 Domestic application

	July examination	October examination	February examination	July examination
Term of admission	April 2025			September 2025
Entrance examination category	Recommended application・General application・Work force application			
※1 Examination date	July 12, 2024 (Fri) July 13, 2024 (Sat)	October 11, 2024 (Fri) October 12, 2024 (Sat)	February 7, 2025 (Fri) February 8, 2025 (Sat)	July 11, 2025 (Fri) July 12, 2025 (Sat)
	One of the above dates, to be determined by IPS. ※ The examination will be held on Saturday in case you choose Tokyo.			
Time	Either the morning or the afternoon session			
※2 Place	Kitakyushu: Graduate School of Information, Production, and Systems, Waseda University (Kitakyushu campus) Tokyo: Faculty of Science and Engineering, Waseda University (Nishi-Waseda campus)			

※1 Please be sure to check the examination date and time notified via TAO or email.

※2 Please indicate your preferred place of examination on the application for admission.

The examination date and time are designated by our graduate school. We do not accept requests for changes.

#### <Notice> Infectious disease prevention

- Please take infection prevention measures such as hand washing, cough etiquette, etc. The University leaves the wearing of masks to the discretion of the individual.
- If you have an infectious disease that requires an excused absence under the School Health and Safety Act (e.g., COVID-19, influenza, measles or rubella) and have not yet recovered, please refrain from taking the examinations as there is a risk that you may infect other applicants or examination supervisors.
- Even if you do not have any of the illnesses mentioned above, if you have symptoms such as fever on the day of the examination, consult your family doctor and follow their instructions such as refraining from taking the exam.
- If you are absent, there will be no makeup examinations or refunding of screening fee unless the University has announced special measures.

### 2 Overseas application

As a rule, overseas applicants are not subject to interview, but only to documentary examination.



## Waseda University Admissions Exam Procedures

Please review the following material carefully so that you will know what to expect during the Waseda University Admissions Exam.

### <Disclaimer>

- Accidents/incidents owing to force majeure.

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

## Note on Entrance Examination

### <Dishonest Acts>

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

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

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

\* In these Application Guidelines, the term "mobile phones, etc.," indicates all electronic devices with communication functions, such as mobile and smart phones, tablets, wearable devices, etc.

# 6

## Announcement of successful applicants

Examination results will be announced online on the date of “Results announced” of P1. The “examinee numbers” of successful applicants will be uploaded on the IPS website (<https://www.waseda.jp/fsci/gips/en/>) from 10:00am (Japan Standard Time) on the day of the announcement.

Only successful applicants will receive the documents for admission procedures.

※IPS admissions office will not answer any inquiries with regard to the reasons for the results and/or details of the screening via e-mail, by telephone, in person, or by any other means.

# 7

## Admission procedure

The admission procedure can be undertaken by mail or in person.

Documents submitted by mail **must arrive no later than** the admission procedure deadline.

After the payment of tuitions, submission of documents for the 1<sup>st</sup> and 2<sup>nd</sup> admission procedures, and WEB registration, your admission procedures will be completed.

### 1 Delivery of documents for the admission procedure

Successful applicants will receive documents for admission procedures on or after the day of the announcement.

### 2 Period and place for the first admission procedure

	Domestic application Date and time of admission procedure	Overseas application Date and time of admission procedure
Appearance in person	<b>April 2025 admission (all cycles):10:00~16:00</b> (Closed on Saturdays, Sundays, National Holidays) ○July examination ○October examination November 5, 2024(Tue)~November 12, 2024(Tue) ○February examination February 19, 2024(Wed)~February 26,2024(Wed)	—
	<b>September 2025 admission (all cycles):10:00~16:00</b> (Closed on Saturdays, Sundays, National Holidays) ○February examination April 1, 2025(Tue)~April 8, 2025(Tue) ○July examination July 22, 2025(Tue)~July 29, 2025(Tue)	—
Mail (post)	<b>April 2025 admission</b> ○July examination ○October examination November 5, 2024(Tue)~November 12, 2024(Tue) ○February examination Due no later than February 26,2024(Wed)	<b>April 2025 admission</b> ○July examination ○October examination Due no later than November 19, 2024(Tue) ○December examination Due no later than January 22, 2025(Wed)
	<b>September 2025 admission</b> ○February examination Due no later than April 8, 2025(Tue) ○July examination Due no later than July 29, 2025(Tue)	<b>September 2025 admission</b> ○December examination ○February examination Due no later than April 15, 2025(Tue) ○June examination Due no later than June 27, 2025(Fri)
Place of admission procedure and address to which documents for the admission procedure to be sent	Entrance procedure section, Admissions Office of the Graduate School of Information, Production and Systems, Waseda University 2-7 Hibikino, Wakamatsu-ku, Kitakyushu-shi, Fukuoka 808-0135, JAPAN	

※ Documents for the 2nd admission procedure will be sent to successful applicants at the end of February, 2025 for April admission, and at the beginning of August, 2025 for September admission.

### 3 Tuition and fees for entering in 2025

#### ① Master's program

(unit: JPY)

Term of admission	Academic year	Term of payment	Admission fee	School fees and other fees			Total
				Tuition	Seminar fee	Membership fee of Student Health Promotion Mutual Aid Association	
April admission	First year	At admission	300,000	581,000	25,000	1,500	907,500
		Second term	–	581,000	25,000	1,500	607,500
		Total	300,000	1,162,000	50,000	3,000	1,515,000
	Second year	First term	–	731,000	25,000	1,500	757,500
		Second term	–	731,000	25,000	1,500	757,500
		Total	–	1,462,000	50,000	3,000	1,515,000
September admission	First year	At admission	300,000	581,000	25,000	1,500	907,500
		Second term	–	581,000	25,000	1,500	607,500
		Total	300,000	1,162,000	50,000	3,000	1,515,000
	Second year	First term	–	731,000	25,000	1,500	757,500
		Second term	–	731,000	25,000	1,500	757,500
		Total	–	1,462,000	50,000	3,000	1,515,000

#### ② Doctoral program

(unit: JPY)

Term of admission	Academic year	Term of payment	Admission fee	School fees and other fees			Total
				Tuition	Seminar fee	Membership fee of Student Health Promotion Mutual Aid Association	
April admission	First year	At admission	200,000	353,500	25,000	1,500	580,000
		Second term	–	353,500	25,000	1,500	380,000
		Total	200,000	707,000	50,000	3,000	960,000
	Second year	First term	–	453,500	25,000	1,500	480,000
		Second term	–	453,500	25,000	1,500	480,000
		Total	–	907,000	50,000	3,000	960,000
	Third year	First term	–	453,500	25,000	1,500	480,000
		Second term	–	453,500	25,000	1,500	480,000
		Total	–	907,000	50,000	3,000	960,000
September admission	First year	At admission	200,000	353,500	25,000	1,500	580,000
		Second term	–	353,500	25,000	1,500	380,000
		Total	200,000	707,000	50,000	3,000	960,000
	Second year	First term	–	453,500	25,000	1,500	480,000
		Second term	–	453,500	25,000	1,500	480,000
		Total	–	907,000	50,000	3,000	960,000
	Third year	First term	–	453,500	25,000	1,500	480,000
		Second term	–	453,500	25,000	1,500	480,000
		Total	–	907,000	50,000	3,000	960,000

**<Note>** As a rule, we do not return submitted documents or refund school expenses and fees (the admission fee and school fees and other fees for the first term). However, if you do not enter Waseda University due to unavoidable circumstances or fail to meet the entrance qualifications prior to enrolment, we may refund only the school fees and other fees for the first term (but not the admission fee). For more information about the procedure for receiving such refund, refer to the guide on the entrance procedures sent to successful applicants.

If you are currently enrolled in, graduated from, completed, or withdrew from an undergraduate, graduate, or specialized program of Waseda University, you are not required to pay the admission fee (registration fee). Please ask IPS Office, Waseda University for the details.

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

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

※The master's program is subject to the Educational Training Benefit System. For details, please refer to Hellowork's HP.

#### Application for certificate of eligibility on behalf of the applicant

After successful overseas applicants (other than Japanese) have completed the admission procedure, they are required to obtain a foreign-student visa. On confirmation of the applicants' submission of necessary admission procedure documents and of the receipt the total amount of money due at the time of admission in the first year, this graduate school will submit an application for the Certificate of Eligibility to the Fukuoka Regional Immigration Services Bureau on behalf of the applicant. As soon as IPS has obtained your Certificate of Eligibility, it will be sent to you. Unless the required documents are submitted in full, we cannot file a proxy application for a Certificate of Eligibility. Please make sure that your documentation is complete.



## Scholarship programs

To Japanese Students, Waseda University offers a variety of scholarships including our own amply funded on-campus scholarship program ; private scholarship; and the Japan Student Service Organization' s student loan scholarships (Type 1 and 2). For full details of the 2025 scholarship programs, please refer to “Challenge Scholarship Information” , which will be distributed to those who have completed the entrance produce.

International students can avail themselves of a rich selection of scholarships. A tuition assistance system for privately financed overseas students provides 50% reductions of tuition according to scholastic achievement. There is also a scholarship for privately financed overseas students that offsets the admission fee, as well as foundation scholarships. Most are non-repayable grants. For details, please refer to the website of the Scholarship Section and the Center for International Education.

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

**Center for International Education:** <https://www.waseda.jp/inst/cie/en/life/aid>

※The above-mentioned scholarships are available to those who have paid the admission fee and the first-term tuition and fees in full.

**Admissions Office**

**Graduate School of Information, Production and Systems, Waseda University**

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