



# School of Social Sciences Waseda University

## TAISI Admission for April 2022 Entry

### Application Guidelines

Version 1.1



- ▶ Please carefully read the [Guidelines and the FAQs](#) on our website before making inquiries to our office.
- ▶ Please make all inquiries to us via e-mail ([taisi-admission@list.waseda.jp](mailto:taisi-admission@list.waseda.jp)) or message on the online application system as we want to keep a record of all communications with our applicants.
- ▶ Due to the ever-changing situation with the ongoing COVID-19 pandemic, the School of Social Sciences Office may take additional measures and this guideline may be updated.
- ▶ From admission year 2023 onwards, TAISI Admission for April Entry will be discontinued and to be combined with TAISI Admission for September Entry. For details, please refer to [the news here](#).

## Overview

### 1. Time of Enrollment

April 2022

### 2. Degree

B.A., Bachelor of Arts in Social Sciences

### 3. Grade/Year of Entry

1st year university student

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

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

5 students

\* There are no restrictions regarding the applicant's nationality or country of residence.

### 5. Screening Methods

#### (1) Document Screening

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

#### (2) Interview (if required)

Interviews will be conducted in English via an internet telecommunication system.

### 6. Timeline and Important Dates

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

Online Application Period	Interview (if required)	Results Announcement	Enrollment Procedure Deadline
September 10 – 21 (5:00 PM), 2021	October 30 – 31, 2021	November 12, 2021	November 26, 2021

\* Application to this school does not prevent you from applying to other universities or other undergraduate schools at Waseda University. You are also still eligible to apply for this school via other admission scheme (e.g. “グローバル入試”) even when applying to TAISI Admission for April 2022 Entry.

### 7. Application Method

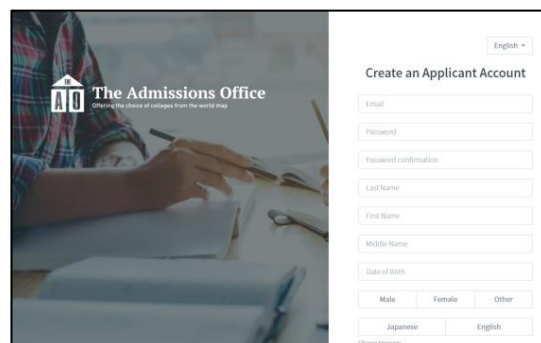
The application process is to be completed via the online application system, “The Admissions Office (TAO)”.

“The Admissions Office”

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

#### Note:

The abbreviation “TAO” in this guideline means the online application system “The Admissions Office”.





## Roadmap to Enrollment

Application process			
<b>Step 1</b>	<b>Check eligibility</b> → P.4	In principle, applicants 18 years or older who have acquired a high school degree (or its equivalent) by the time of enrollment are eligible to apply. However, eligibility is also dependent on academic background so please check your qualifications.	Any time before the application
<b>Step 2</b>	<b>Prepare application documents</b> → P.5	Prepare all the required documents and digital copies of official certificates/transcripts. Arrange to have some documents sent directly to us by institution if necessary (for SAT, ACT, TOEFL, IELTS, etc.).	Any time before the application
<b>Step 3</b>	<b>Complete online application</b> → P.10	Upload all the required files on your TAO account and complete your application during the designated period.	Sep 10 – 21 (5:00 PM), 2021
<b>Step 4</b>	<b>Pay screening fee</b> → P.11	Pay the required screening fee through one of the three designated methods before completing online application.	Sep 10 – 21 (5:00 PM), 2021
After you apply			
<b>Step 5</b>	<b>Check examinee number</b> → P.15	You will be notified of your Examinee Number via TAO.	By Sep 30, 2021
<b>Step 6</b>	<b>Interview (if required)</b> → P.15	You will be notified via TAO if an interview is required or not. Interviews will be conducted online.	Oct 30 – 31, 2021
<b>Step 7</b>	<b>Application results</b> → P.16	Application results will be posted on TAO.	Nov 12, 2021
After acceptance			
<b>Step 8</b>	<b>Pay tuition and other fees</b> → P.16	Make the required payments by the designated period.	Nov 12 – 26, 2021
<b>Step 9</b>	<b>Submit visa related documents</b> → P.17	International students without resident status in Japan are basically required to apply for a Certificate of Eligibility (COE) in order to apply for a Student visa to enter and reside in Japan.	By Nov 26, 2021
<b>Step 10</b>	<b>Post enrollment documents</b> → P.17	Follow the Enrollment Guide that will be sent to you and submit the required enrollment documents.	Early Feb, 2022
<b>Step 11</b>	<b>Preparation for enrollment</b> → P.18	About dormitories, scholarships, and arrival in Japan	(depends)

## Step 1 : Check eligibility

You must meet one of the requirements below:

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

### IMPORTANT NOTES:

- (a) There is no minimum age requirement if you meet the requirement A above.
- (b) Those who “have completed or are expected to complete secondary education and formal school education for 12 years or more outside Japan” refers to those who have completed elementary and secondary school education, whether in Japan or outside, and who in the end graduated/expected to graduate from a formal secondary education institution in a foreign country.
- (c) WASC (Western Association of Schools and Colleges), ACSI (Association of Christian Schools International), CIS (Council of International Schools)
- (d) “MEXT” in this section refers to the Minister of Education, Culture, Sports, Science and Technology.
- (e) Foreign schools in Japan designated by MEXT (in Japanese)  
[http://www.mext.go.jp/a\\_menu/koutou/shikaku/07111314/003.htm](http://www.mext.go.jp/a_menu/koutou/shikaku/07111314/003.htm)
- (f) Designated 11 year school education equivalent to a “High School” in Japan; Belarus, Myanmar, Peru, Russia, Sudan, and Uzbekistan
- (g) Other qualifications are;
  - You have graduated or are expected to graduate from a high school part of a “School for Special Needs Education” or completed the 3<sup>rd</sup> grade of a 5-year “College of Technology” in Japan
  - You have graduated or are expected to graduate from a school for Japanese outside Japan which is designated by MEXT as is equivalent to high schools in Japan
  - You have completed or are expected to complete an upper secondary course at a specialized training college designated by MEXT
- (h) If you are expected or scheduled to meet any of the qualifications above, you must meet those before the first date of enrollment.
- (i) Eligibility is not decided by nationality or length of period living abroad.
- (j) If you are not sure whether you meet the requirements for applicant eligibility or if you wish to verify your eligibility, please contact the office of the School of Social Sciences, Waseda University, to inquire about your qualifications to apply for admission at least 3 weeks before filing an application.
- (k) There is no minimum requirement in GPA or standardized test scores that applicants must meet.



## Step 2 : Prepare application documents

While the application process will be mostly conducted through the online system, there are a number of documents that you must prepare in advance. Please carefully read the application guidelines and prepare all the required documents before the start of the application period.

### Application Documents

Document		Who may submit	Ref
1. Application Form (Online Application System)		Applicant	P.6
2. Residence Card in Japan *1		Applicant	P.6
3. Personal Identification (Passport)		Applicant	P.6
4. ID Photo		Applicant	P.6
5. Certificate of (Expected) Graduation		Applicant / School *2	P.6
6. Academic Transcript		Applicant / School *2	P.6-7 *3
7. Grading Scale		Applicant / School *2	P.7
8. Standardized Test / University Entrance Qualification Examination	SAT	College Board	P.7-8 *3
	ACT	ACT Inc.	
	IBDP Final Results	IBO	
	Others	Applicant / School *2	
9. English Language Proficiency Test	TOEFL	ETS	P.8-9 *3
	IELTS	Examination Board	
10. Statement of Purpose		Applicant	P.9
11. Proof of Achievements		Applicant	P.9-10

\*1 Only for non-Japanese national residing in Japan.

\*2 We are aware that some high schools/institutions have a policy of not directly providing students with official certificates. In this case, please ask your high school to submit the required certificates directly to the School of Social Sciences Office via e-mail ([taisi-admission@list.waseda.jp](mailto:taisi-admission@list.waseda.jp)).

\*3 **See "List of Application Documents by Education System" for more detail.**

### Important

- For the points as shown above: 5. Certificate of (Expected) Graduation, 6. Academic Transcript, and 8. Standardized Test (Others), **successful applicants will be required to post the original documents to the School of Social Sciences Office later as part of the enrollment procedures.** If the original or certified documents submitted after acceptance differ from the digital copies uploaded during the online application, or if you are not able to submit the required original or certified documents, your enrollment will be invalidated. Therefore, **please be sure to keep the original versions of the documents you upload with your online application.**
- “Original documents” shown below refers to documents which include one of stamp, seal, or signature of the issuing authority (e.g. your school, Ministry of Education, examinations board) or another institution (e.g. a notary public) for all the pages. **Digital copies of documents without authentication (stamp, seal or signature) from the relevant authority are considered invalid.** Also, please be noted that **a simple photocopy is NOT acceptable.**
- Certificates must be prepared in English unless the original documents are in Japanese.** If submitting documents in any other language, attach an English translation along with the documents issued in the original language. The translation must be issued by the issuing institution (e.g. your high school), translation agency or other appropriate office officially approved by the government. Notarization for the translation is not required.
- Application materials that arrive after the submission period will not be accepted** under any circumstances, even if they are sent from your high school or other institutions directly to us.



## Step 2 1. Application Form (Online Application System “TAO”)

Fill out the application form on the designated online application system “TAO”.

### NOTE:

- Once you have completed the registration, you cannot change the name (should be the same as the name written on the passport), date of birth, and sex.
- If you do not have last name, please fill in as “None”.
- Enter all of your educational background in chronological order from primary school to the current attending school including an experience of studying abroad (if you have any).

## Step 2 2. Residence Card in Japan

If you are a non-Japanese national, and have a status of residence in Japan, then please upload a digital copy of both sides of your residence card (Zairyu card).

## Step 2 3. Personal Identification

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

If you are a citizen of more than one country, please upload copies of all your passports. You need to merge them into one file when uploading it to TAO.

## Step 2 4. ID Photo

**Upload a color photograph** of yourself taken within three months, showing a front view above chest level with a plain background. Your head should be uncovered except for religious reasons. The photograph should be 4 cm long and 3 cm wide (or its equivalent). **The photograph will be used for your Student ID card after enrollment.**

## Step 2 5. Certificate of (Expected) Graduation

Upload a PDF version of a certificate proving you have completed or are scheduled to complete a secondary education curriculum. Certificate must bear your legal name in alphabet, date of birth, official name of the school, graduation date, school official seal, and issuance date.

### NOTE:

- In general, you are expected to upload the certificate of graduation by yourself. However, if your high school has a policy of not directly providing students with official certificates, please ask your high school to submit the required certificates directly to the School of Social Sciences Office via e-mail ([taisi-admission@list.waseda.jp](mailto:taisi-admission@list.waseda.jp)).
- If the transcript bears (expected) graduation date, you do not need to prepare additional documents.
- If your high school does not issue a certificate of graduation (or expected graduation), please download the “Template for Certificate of Graduation/Expected Graduation” from the School of Social Sciences website, fill out the template, and submit it with the official stamp and seal of your high school.
- If you did not graduate from high school but passed the university entrance qualification test (high school equivalency examination), please submit the documents certifying that you have passed the exam. In such cases, you are not required to submit the certificate of graduation from high school.

## Step 2 6. Academic Transcript

Upload a PDF version of an academic transcripts/school reports issued by high school (or an equivalent institution) for the last three years (equivalent to three years of High School Education in Japan).

**NOTE:**

- Please submit the academic transcript as specified in the “List of Application Document by Education System” which can be found on our website.
- If you are unable to submit grades for the designated period due to COVID-19 (e.g. letter grades being suspended, courses taken during the most recent semester not shown due to school closure etc.), you may submit the most up-to-date transcripts which you can receive from your high school(s) at the time of application.
- In general, you are expected to upload the certificate of graduation by yourself. However, if your high school has a policy of not directly providing students with official certificates, please ask your high school to submit the required certificates directly to the School of Social Sciences Office via e-mail ([taisi-admission@list.waseda.jp](mailto:taisi-admission@list.waseda.jp)).
- If you have been enrolled in more than one school, submit the academic transcripts for all the schools that you have been enrolled in.
- If you have passed the high school equivalency examination, please submit the documents certifying the fact and the results. Submission of an academic transcript is not necessary even if you have been enrolled in a high school in the past.
- If you are studying or have studied at a tertiary education institution (university, junior college, etc.) after graduating from high school, please submit an academic transcript with grades for the period until the most recent academic term at the time of application.

<b>Step 2</b>	<b>7. Grading Scale</b>
---------------	-------------------------

Prepare a document which shows of the grading scale/system of your high school (or equivalent education institution).

**NOTE:**

- If the transcript(s) bears the information of grading scale, you do not need to prepare additional documents.
- A photocopy of website, school profile, or any other official document issued by your high school which certifies the grading scale/system are acceptable. Authentication is not required for this document.

<b>Step 2</b>	<b>8. Standardized Test / University Entrance Qualification Examination</b>
---------------	---

You may submit the results of any of the standardized tests listed on “List of Application Documents by Education System”, such as an official SAT or ACT score card, IBDP (predicted) results issued by your school, GCE A-level (predicted) results or the official certificate/score report of your country’s university entrance qualification examination (e.g. China: Gaokao, South Korea: CSAT, etc...).

If your education system is not listed or if you are not sure which category your case falls into, please inquire at the School of Social Sciences Office prior to the submission of your application. If for some reason you cannot submit these documents, refer to the NOTE section below.

**Submission Method****[1] For SAT, ACT, or IBDP Results**

We only accept score reports sent directly to us from College Board, ACT Inc., or IBO.

The Waseda University Code; [SAT: 0837] [ACT code: 5473] [IB code: 00549]

- All Waseda undergraduate programs will have access to these scores sent with the above shown code, so if you are applying to multiple Waseda undergraduate programs at the same time, you do not need to order scores for each program.
- To check whether your documents have been received or not, please contact the test board, the post office/courier, or another appropriate office.

**[2] For other test reports**

Upload a PDF version of the certificate by yourself to TAO (**including IBDP Predicted Score**).

If your high school has a policy of not directly providing students with official certificates, please ask your high school to submit the required certificates directly to the School of Social Sciences Office via e-mail





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

### Important

If you cannot submit any test results due to the one of the following cases, then please select your case and fill out the necessary information on TAO. The School of Social Sciences respects each country/region's education system, and we do NOT encourage applicants from such country/region to take other tests which are not based on the curriculum in your country/region.

Case
<p>[Case 1]</p> <p>You are a high school (secondary school) student at the time of application and you cannot submit the results of your country's or region's university entrance qualification examination or another standardized test during the application period because they will be conducted/released after the deadline.</p>
<p>[Case 2]</p> <p>You are receiving or have received your education in a country where there is no national standardized test for assessing your qualification to enter university.</p>
<p>[Case 3]</p> <p>Your standardized test has been canceled or postponed due to the COVID-19 pandemic.</p>

### NOTE:

- **Scores must arrive by the deadline.** Even if the score cards are being sent directly from the organization that administered the examination, only those that arrive before or within our designated submission period will be accepted.
- We do NOT superscore. If you have taken the test multiple times, **choose your best score (the sitting with the highest total score)** and enter that information.

## Step 2 9. English Language Proficiency Test Result

Arrange to have your official score directly sent from the testing organization.

### Submission Method

Only scores sent directly from the organization will be considered valid.

### Important

- Applicants who will submit an official score report or certificate of standardized test administered for an educational system where the first language is English (such as **SAT, ACT, GCE, IB taught in English** etc...) are **exempt from submitting proof of English Language Proficiency**.
- Only scores from tests taken from **September 10, 2019** and later will be considered valid.

Test	How to submit
TOEFL-iBT	<ul style="list-style-type: none"> <li>· Waseda University code is 9342 when sent directly from ETS.</li> <li>· All Waseda undergraduate programs will have access to these scores sent with the above shown code, so if you are applying to multiple Waseda undergraduate programs at the same time, you do not need to order scores for each program.</li> <li>· TOEFL-iBT Home Edition is acceptable.</li> <li>· "MyBest Scores" is not accepted.</li> </ul>





IELTS (Academic)	<ul style="list-style-type: none"> <li>· Please use the following postal address to arrange your score directly to the School of Social Sciences Office.  TAISI Admissions Office, the School of Social Sciences, Waseda University 3<sup>rd</sup> Floor, Building 14, 1-6-1, Nishi-Waseda, Shinjuku-ku, Tokyo 169-8050, Japan</li> <li>· IELTS indicator is not acceptable.</li> <li>· To check whether your documents have been received or not, please contact the test board, the post office/courier, or another appropriate office.</li> </ul>
------------------	--

**NOTE:**

- **Scores must arrive by the deadline.** Even if the score cards are being sent directly from the organization that administered the examination, only those that arrive before or within our designated submission period will be accepted.
- We do NOT superscore. If you have taken the test multiple times, **choose your best score (the sitting with the highest total score)** and enter that information.

## Step 2 10. Statement of Purpose

Submit a Statement of Purpose that fulfills the conditions below. **The statement is particularly important in the document screening process.**

Write your statement of purpose of approximately 1000 words that answers the following two questions:

- (1) Identify social issue(s) which you desire to address, mentioning your own achievements/experiences which have shaped your motivation.
- (2) During your time at TAISI, what do you hope to learn and how do you think the TAISI program will help you resolve the social issue(s) you identified in question 1.

**Format Requirements:**

- Must be written in English.
- Put your name and the title at the top.
- You may use any combination of words, graphs, pictures, conceptual diagrams, or any other materials as long as they are printable (video is not acceptable). The number of words does not have to be reduced when using graphs, pictures etc.
- The statement does not necessarily have to be in essay format.
- The file format must be PDF, and A4 or letter-sized printable size.

**NOTE:**

- The School of Social Sciences cannot provide any advice or additional instructions for how to create the statement.

## Step 2 11. Proof of Achievements

You may list up to three achievements/accomplishments that you feel most suitable for your application. **The achievements listed must be mentioned in the Statement of Purpose, otherwise they will be dismissed.**

Upload a PDF version of proof for each of the items (only one proof document per item). The proof should be a copy of the certificate, brochure, article, or other documents issued from the institution you received the award from or are participating in/volunteering for. **The proof should bear the name of the applicant and date/period of activities/honor.**

**NOTE:**

- If the institution cannot provide such certification, please download and use the template on our website.
- We do NOT accept photographs of the scene, a trophy, or such materials as valid proof documents.
- For documents in languages other than English or Japanese, attach a translation in English. You may provide your own translation only for the proof of achievements.

### Step 3 : Complete online application

Submit your application through “The Admissions Office (TAO)”, the online application system.

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

- You must first create an account on TAO.
- After creating your TAO account, please find “**TAISI Admission for April 2022 Entry**” from the “Admission categories” menu and start your application.
- Follow the detailed instructions shown on the system screen, when filling out or uploading the materials.
- Please note that Waseda University uses several other application systems for other admissions schemes. To prevent confusion, make sure that you access TAO via the above link.

**IMPORTANT:**

- (1) **Online application must be completed by the end of the submission period. Failure to complete submission will result in your documents not being screened.**

Online Application Period
10:00 AM September 10 – 5:00 PM September 21, 2021 (JST)

- (2) **Be sure to click “Complete the Application” button when submitting your application.**

- Make sure to click “Complete the Application” button to complete your application.
- “Complete the Application” button will be shown on the bottom of the screen, once after all the Required Documents filled out.

- Make sure to confirm your application status has been changed from “Applied” to “Application Completed”.

- (3) **You do NOT need to create a “Profile” on TAO** in order to apply for this admission. The School of Social Sciences Office does not use the information which is filled in this section.

**NOTE:**

- You must complete “Step 4: Pay screening fee” before completing online application, as the payment receipt is one of the required documents.
- As we will be using your registered e-mail address to contact you, please make sure to check your e-mail regularly.
- By creating your account on TAO, you agree to the “Terms of Use” and “Handling of Personal Information” designated by Samadhi Co., Ltd., the service provider of TAO. Please note Waseda University makes extra agreement with Samadhi, thus by starting your application to Waseda University via TAO, you agree to the “Terms of Use” specified in the following link; <https://waseda.box.com/v/TAO-Terms-of-Use-WasedaU>

## Step 4 : Pay screening fee

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

Place of residence at time of application	Amount	Payment period
Outside Japan	JPY 5,000	September 10 – 21 (5:00 PM), 2021
Japan	JPY 35,000	

**NOTE:**

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

## Step 4 1. Online payment

**This payment method is applicable to all applicants regardless of country of residence** and can be made 24 hours a day, seven days a week. Detailed information on this payment method can be found on P.13.

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

<b>First Selection</b>	English-based Degree program
<b>Second Selection</b>	School of Social Sciences
<b>Third Selection</b>	April 2022 Admission
<b>Fourth Selection</b>	Social Innovation (TAISI) PG [ <b>Applicants Residing Outside of Japan</b> ] JPY 5,000
	Social Innovation (TAISI) PG [ <b>Applicants Residing in Japan</b> ] JPY 35,000

After completing the transaction, save the “Result” page as a PDF/JPEG/PNG, and upload it with your application on TAO.

**NOTE:**

- It is possible to make a credit card payment with a card that is not in the applicant’s name. In this case, the applicant must enter the applicant’s own information on the “Basic Information” page.



## Step 4 2. Payment via convenience store

**This payment method is only applicable to applicants residing in Japan.** To make a payment at a convenience store, you must complete the designated payment registration through the “screening fee convenience store payment site” (<https://e-shiharai.net/>) [Japanese only] in advance. For more information on this payment method, please refer to P.14.

After making the payment, take a photo of the payment receipt which includes your name, payment date and amount, and upload it with your application on the online application system (TAO).

### NOTE:

- If a family member or an acquaintance will make the payment for you, the family member or acquaintance must enter your information.
- The payment can be made 24 hours a day, seven days a week. However, please complete the payment by 17:00 (5:00 PM) on the last day of the submission period.

## Step 4 3. Screening Fee Waiver Program (for Specified Countries)

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

### 1. Eligible Countries

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

### 2. Outline

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

### 3. Eligibility

The following conditions must be fulfilled:

- 1) The applicant must reside in one of the countries classified as "Least Developed Countries" or "Other Low Income Countries" in the list of ODA recipients as published by OECD/DAC AND hold nationality of one of those countries (the applicant's country of residence and nationality do not necessarily have to be identical).
  - For the list of eligible countries, refer to “Eligible Countries” above.
  - Applicants residing in Japan are not eligible.
- 2) Applicants with dual nationality are only eligible if both nationalities are included in the list of eligible countries described in 1) above.

### 4. Procedures

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

- 1) Application Form for Screening Fee Waiver
  - 2) Copy of passport (including all details of the applicant)
- Applicants who apply for the screening fee waiver program are not required to pay the screening fee. However, if payment was made before the application for the screening fee waiver program, the screening fee will not be reimbursed. Please note that the University will not refund the screening fee if you mistakenly paid it.
  - In the event that the applicant is found to be ineligible for the screening fee waiver program or have made a false claim, the application for admission to Waseda University itself may be revoked immediately.





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

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

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



Web Application - Online Transaction

Access the site below with your PC

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



You can access  
from our  
website too !

## 1. Top Page

Click "Examination Fee".

## 2. Terms of Use and Personal Information Management

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

## 3. School Selection

Click "Waseda University".

## 4. School Information

Read the information carefully and click "Next".

## 5. Category Selection

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

## 6. Basket Contents

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

## 7. Basic Information

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

### Paying with Credit Card

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

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

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

### Paying with Union Pay, Alipay

Follow the onscreen instructions to complete the card payment.

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

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

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

Application

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

Necessary application documents

After completing the transaction, print the "Result" page as a PDF,  
or take a screenshot of the page and upload it with your application on TAO.

### [NOTICE/FAQ]

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

### ■ Payment Commission

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

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

For questions or problems not mentioned here, please contact :

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

\*Payment commission is subject to change.

# 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.

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

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

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

A multifunction copier can not be used to make payment.

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

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

Use the Lawson information terminal Loppi

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

Select the "各種代金お支払い" 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

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

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

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

Use the FamilyMart information terminal FamiPort

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

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

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

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

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

## 3 Application

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

### ●Seven-Eleven

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



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

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.

### ●Lawson ●Family Mart ●Ministop

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



取扱明細書業務領収書



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

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

### Payment Commission

(transfer fee charged by all participating stores)

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

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

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

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

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

\*Payment commission is subject to change.

## Step 5 : Check examinee number

We will inform you of your examinee number via TAO by the following date (Login> Application> Show admission ticket). Please contact us if you have not received any update by this date.

<b>Examinee Number Notification date:</b> <u>September 30, 2021</u>
---

### NOTE:

- If your application is incomplete or fail to submit within the designated submission period, your documents may not be accepted.
- We will decide whether or not your application will be accepted. We will not accept any inquiries about our decision once we have announced your application status.

## Step 6 : Interview (if required)

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

Applicants requiring an interview will be notified of the interview schedule by the following date via TAO. If you do not receive any notification regarding the need for an interview by the designated date, please contact us as soon as possible.

Notification Date	Interview Schedule
October 25, 2021	October 30 – 31, 2021

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

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

The interview will be conducted through an online interview system that applicants will be able to access through their own devices, provided they have access to a stable internet connection. Further instruction will be provided to applicants who require an interview.

### NOTE:

- If the applicants miss the notification and in turn miss their interview date, the School of Social Sciences cannot be held responsible.
- You will be responsible for the arrangement of a proper interview environment, internet connectivity, and any fees that may incur. If during the interview, we find that the interview location is inappropriate (ie. too much background noise, the presence of other people), the interview will be cancelled and the applicant will be regarded as being absent from the interview.





## Step 7 : Application results

There are two possible outcomes for your application results:

<b>Successful</b>	Your application was successful and you will be offered admission to the TAISI program. No additional steps are required.
<b>Unsuccessful</b>	Your application was unsuccessful. You are allowed to apply for TAISI Admission for September 2022 Entry. To do so, you must create and submit your application from the beginning.

The results will be released through TAO (Login>Application>See Selection Results), in accordance with the schedule below:

Announcement Date	Deadline for tuition payment
November 12, 2021	November 26, 2021

We will be sending important documents to successful applicants via e-mail or TAO, so please make sure to check regularly.

### NOTE:

- We will not accept any inquiries regarding application results.
- Successful applicants will receive a certificate of acceptance and the “Enrollment Procedure Information.”

## Step 8 : Pay tuition and other fees

The below listed Admission Fee (Registration Fee), School Expenses and other fees for the spring semester must be paid within the period designated above in “Step 7.” **Failure to make the payments on time will result in the invalidation of your enrollment.** Details and instructions on how to remit the required fees from overseas will be sent to successful applicants.

**Table: Expenses for the First year (2022 Enrollees)**

(All numbers listed are in Japanese Yen)

Category		Expenses for spring semester 2022	Expenses for fall semester 2022	Total
Admission Fee (Registration Fee)		200,000	-	200,000
School Expenses	Tuition	485,500	485,500	971,000
	Student Reading Room Fee	400	400	800
Association Fees	Academic Association Registration Fee	1,000	-	1,000
	Academic Association Annual Fee	500	500	1,000
	Waseda University Student Health Promotion Mutual Aid Association Fee	1,500	1,500	3,000
	<b>Total</b>	<b>688,900</b>	<b>487,900</b>	<b>1,176,800</b>

- Laboratory Work Fee, Student Reading Room Fee and Association Fees are subject to change.
- Waseda University uses an automatic account transfer system for payment of School Expenses and other fees. School Expenses and other fees for the fall semester are scheduled to be deducted from your registered bank account on October 1st. From the second year on, School Expenses and other fees for the spring semester will be deducted from your registered bank account on May 1st. If financial institutions are closed on May 1st or October 1st due to public holiday and the like, the account transfer will be processed on the next following business day.
- Some specific courses may require additional fees due to field work. Examples are as follows:
  - (1) Sport Field Practice Fee: JPY 1,500 – 40,000 (for Health and Physical Education courses)
  - (2) Teacher Training Course Auditing Fee: JPY 1,000 per credit
  - (3) Librarian Training Course Auditing Fee: JPY 7,000 (For librarian certification, including certification for school librarians).



- From the second year on, the School Expenses and other fees required are Tuition, Student Reading Room Fee, Academic Association Annual Fee, and Waseda University Student Health Promotion Mutual Aid Association Fees (Student Health Insurance Fee). In addition, JPY 40,000 for the Alumni Association Membership Fee (automatic enrollment in the Alumni Association for up to 10 years after graduation) is required for the fourth year.
- If you are currently enrolled in, graduated from, completed, or withdrawn from an undergraduate, graduate, or specialized program of Waseda University, you are not required to pay the Admission Fee (Registration Fee). For more information, please refer to the “Guide to Enrollment Procedures” sent to successful applicants or contact the School of Social Sciences Office.
- As a rule, we do not refund Admission Fee, School Expenses and other Fees (for the spring semester 2022). However, if you do not enter Waseda University due to unavoidable circumstances, or fail to meet entrance qualifications prior to enrollment, we may refund only the School Expenses for the spring semester (not the Admission Fee) to you. For more information about the procedure, please refer to the “Guide to Enrollment Procedures” that will be sent to successful applicants.
- If you have been accepted by one of the undergraduate schools at Waseda University and completed payment of Admission Fees, School Expenses and other Fees to the school, but was later accepted by your preferred undergraduate school, you can request to enter the preferred undergraduate school and have the amount you already paid be transferred to that school. However, this option is not available if the enrollment procedure periods of the schools in question do not overlap in the same academic year AND if the date of enrollment for both schools is not the same. For more information on this procedure, please refer to the “Guide to Enrollment Procedures” that will be sent to successful applicants.

## Step 9 : Submit visa-related documents

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

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

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

### <Timeline>

**Submission Deadline:** By November 26, 2021

### NOTE:

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

## Step 10 : Post enrollment documents

Successful applicants who have completed payment of tuition and other fees will be sent enrollment documents and the “Guide to Enrollment Procedure” in February. These documents and the Guide will be sent to successful applicants via e-mail or TAO. Make sure to follow the incoming “Guide to Enrollment Procedure” carefully and complete the submission of these documents in a timely manner.

### Important

As mentioned in “Step 2” of this guideline, successful applicants will be required to post the original documents to the School of Social Sciences Office later as part of the enrollment procedures. If the original or certified documents submitted after acceptance differ from the digital copies uploaded during the online application, or if you are not able to submit the required original or certified documents, your enrollment will be invalidated. Therefore, please be sure to keep the original versions of the documents you upload with your online application. “Original documents” refers to documents which include one of: the stamp, seal, or signature of the issuing authority (e.g. your school, Ministry of Education, examinations board) for all the pages.



## Step 11 : Preparation for enrollment

### Step 11 1. Dormitories

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

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

### Step 11 2. Scholarship

To enable students to concentrate on their studies and engage in extracurricular activities free from economic concerns, over 100 scholarship programs are available at Waseda University. Waseda ranks at the top of Japanese universities in terms of both the number of scholarship recipients and the total number of funds disbursed. All Waseda-funded scholarships are outright grants rather than loans.

Scholarships can be grouped roughly into two types: “prior to enrollment” and “after enrollment.” They also differ in terms of criteria for eligibility (including nationality and resident status), application periods, and application process.

#### · Prior to Enrollment Scholarships

Prior to enrollment scholarships are awarded to a certain number of applicants who show great academic caliber. Eligible recipients will be notified at the time of admission or during the enrollment procedure (by late February 2022). There is no need to submit a separate application.

#### · After-Enrollment Scholarships

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

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

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

### Step 11 3. Arrival in Japan and Entrance Ceremony

The school year begins on April 1, 2022, however, orientation for first-year students, placement tests for Japanese language classes, and other mandatory school events are scheduled for late March 2022. Therefore, first-year students should plan to arrive in Tokyo in mid-March. The Waseda University Entrance Ceremony and School of Social Sciences Entrance Ceremony will be held in early April 2022.

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



# Appendix



## (1) Notes on Application

If due to physical impairment etc., you require special care during the entrance examination or after enrollment into our university, please contact the School of Social Sciences Office immediately. In addition, contact us if a serious injury or illness is expected to affect your ability to take the entrance examination.

## (2) Handling of personal information

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

## (3) Waseda University Code of Misconduct

Waseda University has provided the following guidelines so that all examinations can be properly administered and all examinees have the opportunity to perform in a fair and equitable environment. Please read the guidelines carefully and approach the examination in a serious manner.

- 1. You may be deemed to have committed a dishonest act if Waseda University determines that you have falsified, fabricated, or plagiarized any of the document(s), statement(s), or information submitted on your application.**
- 2. Your actions may be considered dishonest if you commit any of the following acts:**
  - 1) Cheating (concealing or glancing at a cheat sheet or reference book during the examination, glancing at another examinee's answer sheet, or gaining answers from others)
  - 2) Providing benefits to other examinees (providing them with answers etc.) during the examination
  - 3) Keeping your mobile communication device with you or using it during the examination
  - 4) Letting your cell phone or wristwatch emit noise (incoming call alert, alarm, vibration, etc.) during the examination
  - 5) Conducting acts that could be considered a nuisance to other examinees at the examination venue
  - 6) Not following the instructions of examination supervisors at the examination venue
  - 7) Pretending to be an applicant and taking the examination for the applicant
  - 8) Conducting other acts impairing the fairness of the examination
- 3. The following responses may be taken if you are suspected of committing a dishonest act:**
  - 1) A supervisor may warn or question the applicant.
  - 2) You may be requested to take the examination in another room.
- 4. In addition, the following responses may be taken if a dishonest act is identified:**
  - 1) You may not be allowed to continue taking the examination or allowed to take any other entrance examination given by Waseda University during the admission year (screening fees will not be returned).
  - 2) The results of all entrance examinations taken by you at Waseda University during the admission year may become invalid.

## (4) Other notices

### 1. The exam environment:

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

- 1) Everyday noises (airplanes; motor vehicles; wind and rain; the sound of the air conditioner; coughs, sneezes and snuffles from other examinees; the distant noise of cell phones, etc.) are sometimes unavoidable. As a general rule, no special treatment will be given to any examinee (or group of examinees) due to any occurrence of "everyday



noise”.

- 2) In the event that a cell phone or wristwatch rings, vibrates or otherwise causes a disturbance during the exam, and the exam supervisor can identify the particular device as the source of the disturbance, he/she will remove the device from the exam site, with or without the consent of its owner. The item will be kept at the exam headquarters.
- 3) While desks, chairs, air conditioning, acoustic equipment, etc., may vary between classrooms used as test sites, this will not be taken as a handicap for any examinee.
- 4) If, by the actions of a certain examinee, other examinees are disturbed, the examinee causing the problem may be asked to take the exam in a different room.

## 2. Unforeseen problems that are beyond human control:

In cases of unforeseen circumstances that are beyond human control, such as a natural disaster (e.g., typhoons, earthquakes, flooding, tsunamis) and/or accident, such as fire, power failure, an unstable internet connection and so on, measures including delaying the start of the exam or postponing of the exam, etc. may be taken. However, in such an event, we will bear no responsibility for any resulting inconvenience, expenses, or other personal loss that you may incur.

## 3. Policy Statement on Gender and Sexual Diversity

At Waseda University, people of diverse individualities, whether because of their nationality, gender (limited not only to men and women, but ranging across a wide spectrum of gender identities), disabilities, or any other aspect of their being, coexist. The university aims to create an academic community that will respect the point of view of each individual. In this academic community, everyone will be able to engage in their studies and in education, research, and work in a way that will open the door to new possibilities; and this will result in the further development of the university. Waseda University collects the information of applicants' legal sex in order to ensure smooth admissions and entrance procedures.

For more information, please visit the Gender and Sexuality Center at Waseda University.

<https://www.waseda.jp/inst/gscenter/en/>

## Contact

SSS - TAISI Admission, Waseda University

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

TEL: +81-3-3203-6433

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

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

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

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

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