



School of International Liberal Studies (SILS)
WASEDA UNIVERSITY

High School Recommendation Admissions
< For Enrollment in September 2022 (TAIWAN) >

Application Guidelines

Application Period Payment of the Screening Fee *All documents must arrive at our office by the following deadline	Announcement of Screening Results
March 1 -10, 2022	May 10, 2022

Admissions Office, School of International Liberal Studies	
Address	4F, Building 11, 1-6-1 Nishi-Waseda, Shinjuku-ku, Tokyo 169-8050, Japan
E-mail	sils-ent@list.waseda.jp
URL	https://www.waseda.jp/fire/sils/

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STEP 1 Preparation for Application

1-1 : Admissions Policy

SILS welcomes both domestic and international students with strong basic academic skills and intellectual curiosity.

This school is committed to recruiting students-

1. who are strongly motivated to study in English.
2. with the linguistic ability or potential to communicate effectively in a language other than their mother tongue.
3. with the all-round academic ability or potential to approach problems from more than one disciplinary perspective
4. with the critical ability or potential to analyze issues from an independent perspective.
5. with the rhetorical ability or potential to express themselves with clarity and precision when presenting or discussing ideas and information.
6. who bring a wide range of cultural and educational experience both at the local and the global level to the SILS community.
7. who have the adaptability and flexibility to respond to the social and psychological challenges of living and studying in an unfamiliar environment.
8. who have the readiness and willingness to consider intellectual and moral questions from an international and comparative perspective.

Each single admission route into SILS is intended to embody several of these principles, while the overall admissions system endeavors to reflect them all.

1-2 : Academic Year and Number of Students to be Admitted

Academic Year	Number of students to be admitted	Degree
First year	Numbers vary by school *Please refer to the appendix	B.A. in International Liberal Studies

*There are no restrictions regarding the applicant's nationality.

1-3 : Applicant Eligibility

To apply for this admission as a recommended applicant, you are required to meet the qualifications below.

(1) Commitment	The School of International Liberal Studies, Waseda University should be your first choice of university. *As a rule, applicants cannot withdraw after they are admitted.
(2) Academic background	You must be scheduled to graduate from a school <u>designated by SILS</u> by September 20, 2022 * If you have completed a standard 12-year elementary and secondary school education curriculum in less than 12 years as the result of grade-skipping or early graduation and thus would be younger than 17 years of age at the time of enrollment into university, contact the SILS Admissions Office regarding your application eligibility.
(3) Recommendation by principal	You must be recommended by the principal of a school designated by SILS, and the school must submit the designated "Letter of Recommendation".
(4) Academic Requirement	See Appendix 'Academic Requirements for Recommendation Admissions'.

1-4: SILS Curriculums

SILS provides two education curriculums: Study Plan 1 for students whose first language is Japanese and Study Plan 2 for students whose first language is not Japanese. In general, which curriculum you are categorized into is automatically decided by your first language. However, please select and apply for the curriculum which seems to be most suitable for you with reference to the following table of differences between these two curriculums.

- The Study Plan you indicate might be changed as a result of the screening.
- The Study Plan will be indicated on the pass certificate.
- If you are not sure about your Study Plan, please contact the SILS Admissions Office.

	Study Plan 1	Study Plan 2
Definition	母語が日本語の学生で、日本語による科目履修(読解力、会話力、聴解力、文章作成能力共に)に支障のない学生。	<ul style="list-style-type: none"> ●Students whose first language is not Japanese ●Those students whose first language is Japanese, however, may choose to take Study Plan 2 if they expect to experience difficulty in taking classes given in Japanese, or if they have resided in a foreign country for an extended period of time.
Curriculum Content	<ul style="list-style-type: none"> ●英語科目が必修、様々な英語力補強のプログラムを用意しています。 ●英語能力が一定基準を超えている場合、英語科目の一部が免除されます。 ●大学在学中の一年間の海外学習期間(留学)が必須。 ●1年次に行われる基礎演習A等、一部の授業が日本語で行われます。 	<ul style="list-style-type: none"> ●These students are required to take Japanese courses according to their level. ●Students whose Japanese proficiency satisfies certain criteria are exempted from taking certain Japanese courses. ●Students whose English proficiency satisfies certain criteria are exempted from taking certain English courses. ●Study abroad is optional.

Study Plan 1

Type	Foreign Languages	Statistics	Seminars	Lectures	Electives
Courses	-English -Other Foreign Languages	-Introductory Statistics	-1st Year Seminar (in Japanese) -Intermediate Seminar -Advanced Seminar -Directed Studies for Senior Thesis	-Introductory Courses -Intermediate Courses -Advanced Courses	-Foreign Languages -Lectures -Overseas Study Preparatory Course - University-wide Open Courses -Courses Taken during Overseas Study Program, etc.
Credits	15	2	20	40	47
Credit Requirement for Graduation 124 credits					

Study Plan 2

Type	Foreign Languages	Statistics	Seminars	Lectures	Electives
Courses	-Japanese -English -Other Foreign Languages	-Introductory Statistics	-1st Year Seminar (in English) -Intermediate Seminar -Advanced Seminar -Directed Studies for Senior Thesis	-Introductory Courses -Intermediate Courses -Advanced Courses	-Foreign Languages -Lectures - University-wide Open Courses -Courses Taken during Overseas Study Program, etc.
Credits	31	2	16	40	35
Credit Requirement for Graduation 124 credits					

STEP 2 Application Procedure

2-1: Screening Fee

Please be sure to pay the screening fee before you apply for this admission.

Place of residence at the time of application	Nationality	Screening fee (in Japanese yen)
Outside Japan	No nationality restriction (including Japanese applicants)	5,000

NOTE:

Applications cannot be accepted unless the screening fee has been paid.

The screening fee, once paid, will not be returned under any circumstances. However, the screening fee will be refunded if you fall into one of the cases below.

- 1) You paid the screening fee, but failed to apply.
- 2) You paid the screening fee, but submitted application documents after the deadline.
- 3) You paid the screening fee and submitted the application documents, but your application was rejected before screening, since you did not meet the eligibility criteria.

If you fall into one of the cases above, please contact the SILS Admissions Office. Any handling fees which may be incurred for refund must be paid by the applicant.

2-2: Payment of the Screening Fee (Credit Card)

The payment can be made 24 hours a day, including Saturdays, Sundays, and holidays. Payment can be made with a credit card in the name of a person other than the applicant. However, the applicant's information must be entered on the "Basic Information" page of the screening fee payment website. Be sure to keep the payment receipt as you will be asked to submit a copy of the receipt.

Please access the online screening fee payment page (<https://e-shiharai.net/ecard/>) and complete the required procedure and transaction. On the "Category Selection" page of the website, make your selections as follows:

First Selection	English-based Degree program
Second Selection	School of International Liberal Studies
Third Selection	September 2022 Admission
Fourth Selection	[Taiwan] High School Recommendation Admission

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

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



1. Top Page

Click "Examination Fee".

2. Terms of Use and Personal Information Management

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

3. School Selection

Click "Waseda University".

4. School Information

Read the information carefully and click "Next".

5. Category Selection

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

6. Basket Contents

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

7. Basic Information

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

Paying with Credit Card

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

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

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

Paying with Union Pay, Alipay

Follow the onscreen instructions to complete the card payment.

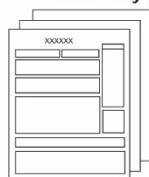
Please click the "Application Results" button in the upper
part of this site (e-shiharai.net).

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

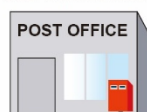
Please print out the "Payment Inquiry - Inquiry result" page.

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

Necessary application documents



Mail it from Post office



[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)

2-3 : Application Method

To apply for this admission, you must complete all the following steps by the deadline. If you fail to complete these steps, your application will be considered invalid.

Step1: Check your applicant qualification with the college/school counselor

You must meet all of the requirements in order to be eligible for this admission.

Step 2: Make the payment of the screening fee

For detailed information, please refer to page 3 of the guidelines.

Step 3: Complete the Application Form (designated format)

Application forms must be typed. Please receive the data of the application form from your counselor.

Step 4: Submit the “Letter of Recommendation” by email (To be done by the college/school counselor)

Step 5: Submit the application documents (Application documents must be received by the deadline)

- Print out your Application form. **Do not use double-side printing when you print the form.**
- Enclose all application documents (including the hard copy of the Application form) in an envelope and send them to the following address by EMS (Express Mail Services) or any other courier service for applications from overseas.

Send the application documents to:

School of International Liberal Studies, Waseda University
Admissions Office: High School Recommendation Admissions
4F, Building 11, 1-6-1, Nishi-Waseda, Shinjuku-ku, Tokyo 169-8050, Japan
Tel: +81-3-5286-1716 FAX: +81-3-5286-9736

NOTE:

- **Please send your documents as early as possible** since it may take more than a week to reach us by courier service.
- **We do not inform applicants about the delivery status of application documents.** To check whether your documents have been received or not, contact the post office or the courier with the tracking number given by them.
- **Application documents must be sent by postal package.** They will not be accepted if brought in person, faxed or emailed.

2-4 : Notes on Application

- You will not be able to apply concurrently for the “2022 AO September enrollment admissions”.
- Application documents must be complete for your application to be considered. If we contact you concerning your application, follow our instructions immediately.
- 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 case, any decision taken on your application may later be invalidated, and the application documents submitted and screening fee will not be returned.
- Notify the SILS Admissions Office if your address or telephone number changes after you have submitted your application.
- If you submitted a certificate to demonstrate that you are expected to meet the qualification to enter university in order to meet the applicant eligibility stated in the application guidelines at the time of application, you will be required to submit a certificate to certify that you have indeed met the requirement before enrollment. You will not be allowed to enter Waseda University even if you pass the entrance examination unless you submit such certificate.

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.

STEP 3

Details of Application Documents

3-1: Overview of Application Documents

Important Notice for Preparing Application Documents

*Applicable for all the documents listed below

- You must submit **original documents**.
- If you cannot submit the original documents, ask your high school, or another appropriate notary office officially approved by the government to **authenticate a copy of the document** with the original before submitting the copy (**certified true copy**).
- Photocopy of documents **without authentication is considered invalid**.
- Certificates must be prepared in English. **For documents in other languages, attach an English translation** notarized by an embassy, your high school or another appropriate office officially approved by the government. **If the certificate extends over two or more pages (or double-sided), all pages (or both sides) of the certificate will need the school stamp or the signature of the person issuing the document.**
- Do not staple documents. Group each set of documents with a paper clip.
- Do not put the documents in a file or a folder. Use simple packaging.
- Documents which are once submitted **will NOT be returned** under any circumstances.

Required Application Documents

1	Application Form <ul style="list-style-type: none">• <u>Application form must be typed using a computer.</u>• Do not change the format. Write concisely so that everything fits in the given pages.• <u>Do not use double-side printing</u> when you print the Application Form.	
	[Section 1] Personal Details	<ul style="list-style-type: none">• If your name differs from the name on the other documents you have submitted, be sure to submit a document which certifies that all names belong to the same person.
	[Section 2] Photograph	<ul style="list-style-type: none">• Prepare a color photograph in accordance with the following instructions and firmly affix it to the specified space "Section 2 Photograph".<ul style="list-style-type: none">• The picture should be 4cm (1.6 inch) long and 3cm (1.2 inch) wide (The color photograph must be printed on matte or glossy photo quality paper) of yourself taken within the last three months, borderless, and taken against a plain background. You should be looking straight ahead with your head uncovered.• The photograph will be used to identify you on the day of the examination and also for your student identification card after admission.• Photographs taken with scarves or sunglasses are not accepted.• Unclear photographs, such as snapshots and digital photographs, and photographs that do not clearly identify applicants due to their hairstyles or for other reasons are not accepted.• Put your name on the back side of the picture.
	[Section 3] Educational Background	<ul style="list-style-type: none">• Enter all of your educational background in chronological order from elementary school as shown below. Schools currently attending or will attend in the future may also be listed up with the dates. e.g <u>Tokyo/Japan</u> <u>Waseda Primary School</u> <u>2010/09 – 2016/06</u> <u>Seoul/Korea</u> <u>Waseda Junior High School</u> <u>2016/09 – 2019/06</u> <u>Beijing/China</u> <u>Waseda High School</u> <u>2019/09 – 2022/06</u>
	[Section 4] Experience of Studying Abroad	<ul style="list-style-type: none">• Enclose the copies of enrollment certificate and the academic transcript issued by the educational institution where you studied abroad.<ul style="list-style-type: none">• Information to be entered in these fields are limited to experience acquired after graduating from junior high school or completing the first half of secondary schooling.• Enclose a copy of the certificate that bears both the name of the applicant and the period of attendance.• Photographs cannot be used as certifications.• Enter the [Ref. No.] that corresponds to the Application Form in the top right corner of the certificates so that they will be sure to correspond to each study abroad experience.• Undocumented claims will not be considered.

1	[Section 5] English Proficiency Test	<ul style="list-style-type: none"> ● Prepare the result of an English Proficiency Test designated on the Appendix.
	[Section 6] Plans	<ul style="list-style-type: none"> ● Enter your descriptions about both "TOPIC No. 1" and "TOPIC No. 2". ● <u>If your response does not follow the designated instructions or format such as the following cases, it will not be considered:</u> <ul style="list-style-type: none"> -You change the format. -You attach additional sheets. etc.
	[Section 7] Academic Honors & Extra-curricular Activities	<ul style="list-style-type: none"> ● Information to be entered in these fields are limited to experience acquired <u>after graduating from junior high school or completing the first half of secondary schooling.</u> ● <u>Up to three activities</u> can be entered in this section. Choose the best according to your experiences. ● <u>If your response does not follow the designated instructions or format such as the following cases, it will not be considered:</u> <ul style="list-style-type: none"> -You change the format. -You list more than three honors/activities. -You attach additional sheets. etc. ● Along with the form, enclose a copy of the certificate, brochures, articles, certificates or other documents to prove your activities. (Enclose certificate that bears the name of the applicant and period of activities / honors.) <u>Photographs cannot be used as certifications.</u> <ul style="list-style-type: none"> ● Put the [Ref. No.] that corresponds to each honor/ activity on the Application Form on the top right corner of the certificates. ● Undocumented claims will not be considered. ● If the certificates are written in languages other than English, an official translation must be attached. See 7. Official English translation for more details.
	[Section 8] English Essay	<ul style="list-style-type: none"> ● Please write an essay in English on your own in accordance with the following instructions. Identify a significant international event which took place in the last year and explain why you think it was important. Explain your choice within 600 words.

Other Documents		
2	Passport	<ul style="list-style-type: none"> ● Prepare photocopies of the pages bearing your photograph, name, and passport number. If not available, prepare a copy of any ID documents that display your name and date of birth in alphabet or Japanese. ● For those who do not have a passport, we recommend you to apply for a passport as soon as possible in order to apply for a student visa.
3	Certificate of Expected Graduation	<ul style="list-style-type: none"> ● Submit a certificate issued by your school to prove you will complete a 12-year educational curriculum (certificate of expected graduation). ● If no fixed format is used for a certificate of graduation at your school, use the "TEMPLATE: Certificate of Graduation/Expected Graduation" provided to your school teacher. Please fill it out by typewriting or handwriting, and submit it with the official stamp of approval of your school.
4	Academic Transcript	<ul style="list-style-type: none"> ● Submit your school transcript with school grades for the period until the first term (semester) of the last year of school. ● There is no stipulation as to the number of years you must have studied at the designated school, but if you have matriculated at more than one secondary educational institution, you must submit an official transcript from each school you have attended.
5	English Proficiency Test Score (If applicable)	<ul style="list-style-type: none"> ● Submit the results of an English proficiency test designated on the Appendix 'Academic Requirements for Recommendation Admissions'.
6	Official English Translation (If applicable)	<ul style="list-style-type: none"> ● For documents in languages other than English, attach an English translation notarized by your school, an embassy, notary public or another appropriate office officially approved by the government. ● Obtaining notarized translations is expected to require a very significant amount of time. Allow yourself sufficient time to prepare your application documents and obtain notarized translations.

3-2: Documents for Those Who Wish to Have SILS Apply for COE on Their Behalf

If your nationality **is not Japanese** and you are not a legal resident in Japan, and wish to have SILS apply for the COE on your behalf, submit the following documents along with the application documents. Please refer to page 13 for the details.

7	Application for a Certificate of Eligibility (COE)	<ul style="list-style-type: none"> • Fill out the form in your own handwriting (black ink) or type using a PC. • Fill in all necessary information referring to the example provided. (Be sure to check the example on SILS website.) • The form must be printed on A4 size white paper. (The Immigration Services Agency of Japan will not accept forms printed on letter-size paper.) • Affix the same photograph affixed to the Application Form (it should be taken within last three months and have your name written on the back) to the Application for a Certificate of Eligibility. • If you are a legal resident in Japan with status other than Permanent Resident, Spouse or Child of Japanese National, Spouse or Child of Permanent Resident, or Long-term Resident, and you need to change your status to Student, the visa has to be changed by yourself after entering SILS.
8	Written Oath for Defraying Expenses	<ul style="list-style-type: none"> • Holder of the bank account stated in the “Certificate of Deposit Balance of a Bank Account” must sign the “Written Oath for Defraying Expenses”. <div data-bbox="424 860 1461 1084"> <ul style="list-style-type: none"> • If in the “Statement of financial resources” you have checked the box for “Government/sponsoring agency”, submit a document certifying the provision of funds along with the amount of funds provided, and the provision period. • The certificate must be prepared in Japanese or English. If the provider of funds prepared a “Written Oath for Defraying Expenses” in a language other than Japanese or English, attach a Japanese or English translation (No need to notarize). </div>
9	Certificate of a Deposit Balance of a Bank Account	<ul style="list-style-type: none"> • Submit a certificate of the deposit balance of a bank account held by the person responsible for covering your expenses. <ul style="list-style-type: none"> • Copies of passbook pages or monthly account statements issued by banks are not acceptable as certificates. • If you plan to depend on allowances from a family member or relative, submit a certificate of the deposit balance of a bank account established in the provider's name. If you plan to pay your tuition and living expenses on your own, submit a certificate of the deposit balance of a bank account owned by your name. <div data-bbox="424 1402 1461 1899"> <ul style="list-style-type: none"> • <u>Be sure to submit the original documents.</u> • Certificates must be prepared in Japanese or English. If the bank does not issue a certificate of deposit balance in English, attach an English translation. • Only certificates issued within three months prior to the date of application are valid. • The Certificate of Deposit Balance must be that of an <u>ordinary deposit account</u> or a <u>time deposit account</u> that can be confirmed to have a balance of <u>1.5 million(1,500,000) Japanese yen or more</u> (or an amount of currency equivalent to 1.5 million (1,500,000) Japanese yen or more if the account is denominated in currencies other than Japanese yen). <ul style="list-style-type: none"> * If the deposit balance is less than the above amount or the type of bank account is other than those specified above, your application for the COE may not be accepted. * If the certificate does not explicitly state that it is an ordinary deposit account or a time deposit account, attach a memo to provide the information on the type of account. • Certificates of balances of securities accounts of securities companies (stocks, etc.) are not acceptable as certificates of deposit balances. </div>

STEP 4 **Screening Procedure and Admission**

4-1 : Screening Method

The decision regarding admission will be made based on the overall screening of the submitted application documents.

4-2 : Announcement of Successful Applicants

The screening result will be announced to the applicant and the school via e-mail.

Announcement Date
May 10, 2022

4-3 : Pre-Entry Orientation

A pre-entry online orientation will be conducted for all applicants who have passed the screening so that they will be given an opportunity to ask about school life at SILS. Details will be announced to the successful applicants.

<Dishonest Acts>

Waseda University has provided the following guidelines so that all examinations can be properly administered and all examinees have an 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 the document(s), statement(s), or information submitted for your application.

2. In addition, the following responses may be taken if a dishonest act is identified.

The applicant may not be allowed to continue taking the examination or allowed to take any other entrance examination given by Waseda University during the year. (Screening fees will not be returned.)

The results of all entrance examinations taken by the applicant at Waseda University during the year may become invalid.

<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, and so on, measures including delaying the start of the exam or postponing the exam, etc. may be taken. However, in such an event, we will bear no responsibility for any resulting inconvenience, expense, or other personal loss that the examinee may incur.

<Policy Statement on Gender and Sexual Diversity>

For the purpose of administering entrance exams in an efficient manner and carrying out admission procedures, Waseda University collects information regarding your gender on legal documents. The information is collected only when the reason is deemed reasonable, and these cases are limited to a minimum.

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.

Waseda University Gender and Sexuality Center: <https://www.waseda.jp/inst/gscenter/en/>

<Special Accommodation>

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 the SILS office immediately.

STEP 5

Enrollment Procedure

Details about the enrollment procedure and required documents are provided in the guidelines, which will be sent to successful applicants. This section provides an outline of the procedures. Keep these points in mind and be sure to follow the correct procedure for enrollment.

5-1 : Payment of the Admissions Fee, School Expenses, and Other Fees

The admissions fee, school expenses and other fees for the fall semester of the academic year 2022 must be paid by the following period:

May 11 - May 27, 2022

5-2 : School Expenses and Other Fees

(in Japanese yen)

	2022	2023		2024		2025		2026
	Fall*	Spring	Fall	Spring	Fall	Spring	Fall	Spring
Admission Fee (Registration Fee)	200,000							
Tuition Fee	695,000	695,000	795,000	795,000	795,000	795,000	795,000	795,000
Student Health Promotion Mutual Aid Association Membership Fee	1,500	1,500	1,500	1,500	1,500	1,500	1,500	1,500
Alumni Association Membership Fee								40,000
Total	896,500	696,500	796,500	796,500	796,500	796,500	796,500	836,500

* Must be paid upon entry during the designated first enrollment period.

- The amount of fees indicated above is subject to change.
- When students, mainly those whose first language is Japanese, study abroad as part of our school curriculum, do not need to pay tuition both to Waseda University and to the hosting university. However, the tuition required depends on the overseas study program. In addition to tuition, travel expenses and living expenses such as housing and food must be taken into consideration.
- Waseda University uses an automatic account transfer system for payment of school expenses. School expenses for the fall semester are transferred on October 1. School expenses for the spring semester are transferred on May 1 in the second and subsequent years. If financial institutions are closed on May 1 or October 1, the account transfer will be processed on the following business day.
- Some specific courses may require additional fees for field work. Examples are as follows:
 - Sport, Field Practice Fee 1,500–40,000 yen ... For Health and Physical Education courses
 - Teacher Training Course Auditing Fee 1,000 yen/credit ... For teaching licenses
 - Librarian Training Course Auditing Fee 7,000 yen ... For librarian certification (including certification for school librarians)
- The school expenses and other fees required for the second and subsequent years include tuition and Waseda University Student Health Promotion Mutual Aid Association Fees (student health insurance fee). In addition, 40,000 yen for the alumni association membership fee is required in the fourth year.
- 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). For more information, refer to the handbook on enrollment procedures sent to successful applicants.

5-3 : Submission of Enrollment Documents

Successful applicants who have completed the payment of tuition and other fees will receive the “Guide to Enrollment Procedures” and other second enrollment procedure documents via e-mail in late of July 2022.

5-4 : Application for the COE by Proxy/Obtaining a Student Visa

International students who are admitted to Waseda University are able to apply for a status of residence “Student”. Those with the status of residence “Student” are eligible to apply for tuition reduction/exemptions and scholarships for international students. Those with a status of residence other than “Student” are eligible to enter Waseda University but please be aware that you cannot use various services and systems intended for international students as stated above.

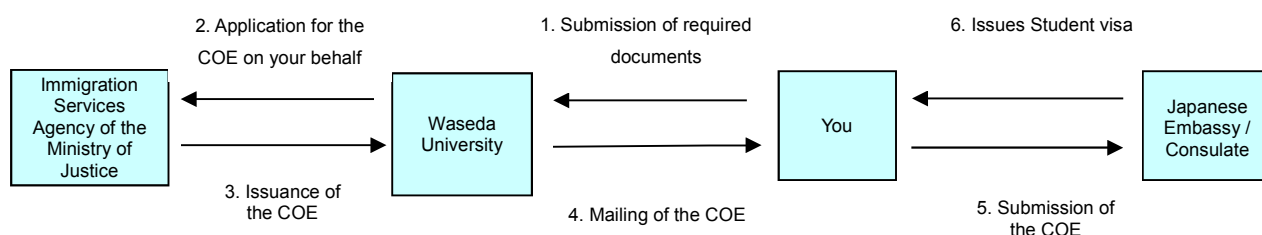
Please take note that students are not eligible to enroll in the university with a “Temporary Visitor” visa status. Carefully read below and take the necessary measures.

Visa Application Procedures

In order to apply for a status of residence, you will first need to obtain a certificate of eligibility (COE) from the Immigration Services Agency of the Ministry of Justice of Japan, located in Japan. Limited to students with foreign citizenship and living outside of Japan who have completed enrollment procedures, Waseda University will apply for a COE to the Immigration Services Agency on the student’s behalf.

After the COE is issued, Waseda University will send it to the student by mail. Upon receiving the COE, you will need to take the COE and other documents (e.g. your passport) to the Japanese embassy or consulate in your country of citizenship/residence to apply for a “Student” visa. The COE expires in 3 months of issuance, so be sure to acquire your visa within 3 months and enter Japan.

“Student” Visa Acquisition Process (1 → 2 → 3 → 4 → 5 → 6)



NOTE:

- The entire process takes **approximately two-three months** thus please submit the COE documents at the time of admissions.
- **If you hold a dual citizenship of Japan and another country, you cannot apply for the COE/student visa.**
- **If you currently have a status of residence “Student”,** please process the “application for extension of period of stay” as necessary. You are able to apply for an extension of period of stay up to three months before your status of residence expires. Please contact the Immigration Services Agency for further details.
- **If you have a status of residence “Temporary Visitor”,** as a general rule, you will need to temporarily leave Japan and apply for status of residence “Student.” For details on how to apply for a status of resident “Student,” please refer to the above.
- **If you currently have a status of residence such as “Long Term Resident,” “Dependent,” etc.,** there is no need for you to undertake any procedures. However, if you wish to change your status of residence to “Student,” you will need to apply for a change of status of residence. For more details, please contact the SILS office.
- Waseda University acts on your behalf to apply for a “Student” status of residence only. If you wish to apply for other types of status of residence, you need to make an application by yourself at the Immigration Services Agency.
- If you do not submit the necessary documents or the submitted documents are incomplete, Waseda will not be able to apply for a COE on your behalf.
- The Immigration Services Agency may require you to submit additional documents.
- An applicant who wishes to withdraw from enrolling in Waseda after receiving the COE must follow the procedure for the withdrawal of enrollment and immediately return the COE to Waseda University. If you are accepted by another university in Japan, please make sure that you do not apply for a COE at more than one university. If there are multiple applications, the COE cannot be issued.
- The Immigration Services Agency is solely responsible for decisions regarding status of residence. If issuance is delayed or application is not approved, Waseda University cannot be held responsible for the cancellation fee of your air ticket and other inconveniences. Please be careful when you book your flight.

STEP 6

Preparation for Enrollment

6-1: Dormitory

Detailed information about dormitories will be sent to successful applicants.

You may also refer to the following website and contact the Residence Life Center if you have any inquiries.

Waseda University Residence Life Center	https://www.waseda.jp/inst/rlc/en/
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6-2 : Scholarships

Waseda ranks at the top of Japanese universities in terms of both the number of scholarship recipients and the total funds disbursed. All Waseda-funded scholarships are outright grants rather than loans.

Students who wish to apply for scholarships need to complete the online scholarship registration form by the designated date. Details will be announced at the orientation.

An overview of different scholarship programs can also be found on following websites:

Life Support for International Students (Scholarship)	https://www.waseda.jp/inst/cie/en/life/
Scholarship and Financial Assistance Section	https://www.waseda.jp/inst/scholarship/ (in Japanese)

6-3 : Arrival in Japan/Entrance Ceremony and Other Events

The school year begins on September 21st, 2022, however freshman orientations, Japanese/English placement tests, and other school events are scheduled for mid-September. Therefore freshman should plan to arrive in Tokyo by mid-September. Waseda University Entrance Ceremony and SILS entrance Ceremony will be held in late September. Be aware to update your schedule with the appropriate events according to the notifications you receive with the enrollment procedure documents.