



# **School of Social Sciences Waseda University**

## **AO Admission by Recommendation (TAIWAN) <for Admission in September 2022>**

# **Application Guidelines**

Application Period	Interview Notifications	Interview (if required)	Final Announcement of Screening Results	Enrollment Procedures
March 1, 2022 – March 10, 2022	April 8, 2022 *Subject to change	April 11, 2022 - April 17, 2022	May 10, 2022	May 11, 2022 – May 27, 2022

The schedule above is indicated by Japan Standard Time (JST)

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## **Admission Policy**

The School of Social Sciences' purpose is to follow Waseda University's educational philosophy of "Independence of Learning," "Practical Utilization of Knowledge," and "Good Citizenship." This means creating a space for students from all over Japan and the world to come together to mutually inspire, challenge, and broaden each other's knowledge and innovative thinking skills. As a result, we hope to train future contributors with a strong sense of social responsibility who would rise to the challenge of solving difficult global social issues.

For that purpose, our curriculum focuses on developing and improving student's interdisciplinary and practical knowledge and international awareness.

<What do we look for in an applicant>

Students who exhibit a high level of academic prowess, initiative, a strong moral compass, and is well-developed interpersonal and communication skills. The ideal applicant should also have engaged him or herself in either global or Japan-related activities or international experiences.

< Selection Process >

Applicants from Overseas Designated schools must be recommended by their schools first before they are eligible to apply to our Program. The recommended applicant will be selected based on their application documents (Application form, English Language Proficiency Exam, Academic Transcript, Recommendations Letter) and their interview.

**I. Outline for Admission by Recommendation [Taiwan]**

School of Social Sciences, Transnational and Interdisciplinary Studies in Social Innovation (TAISI) Program AO Admission by Recommendation [Taiwan] is only for those students who are graduating and are officially recommended by the principal of a high school designated by Waseda University.

**A. School, Department, Program, School Year and Number of Students to be Admitted**

School	Department	Program	School Year	Number of students to be admitted
School of Social Sciences	Department of Social Sciences	Transnational and Interdisciplinary Studies in Social Innovation (TAISI)	Freshman (1 <sup>st</sup> Year)	1

**[Attention]**

New students will begin their enrollment on September 21, 2022. However, various programs for enrollment including brief orientation sessions will start in early-September.

**B. Applicant Eligibility**

**To apply for admission as a recommended applicant, you should meet all of qualifications and requirements (1) through (5) below.**

(1) Commitment	<p>You must be eager to enter the Transnational and Interdisciplinary Studies in Social Innovation (TAISI) Program of the School of Social Sciences, Waseda University as your first choice.</p> <ul style="list-style-type: none"> <li>In principle, withdrawing from the program after admitted will not be allowed. Please apply with the thorough understanding of what this admission scheme aims.</li> </ul>
(2) Academic background	<p>You must be enrolled in a high school designated by Waseda University, must be recommended by the principal of the high school, and must be scheduled to graduate from the high school by September 21, 2022.</p> <ul style="list-style-type: none"> <li>If you have completed a standard 12-year of 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 18 years of age at the time of enrollment to the university, contact the International Admissions Office regarding your applicant eligibility.</li> <li>Neither your nationality nor experiences of living abroad has bearing on your application.</li> <li>Even if you studied in different high schools before, you will be eligible to apply for this admission as long as you are currently registered at a high school designated by Waseda University. In that case, the grade for all the period at all the high schools (or equivalent educational institutions) you have attended must meet the requirement (3) below.</li> </ul>
(3) Academic transcripts	<p>You must submit academic transcripts for all subjects you have taken during grade 10, grade 11, and the first semester of grade 12 at your high school.</p> <p>* The "學生個人成績暨分數百分比一覽表." must be issued by your high school in the "大學甄選入學繁星推薦" format designated by the "大學甄選入學委員會", which shows the academic grades for all semesters in grades 10 and 11. Your "總平均" must be ranked within the top 40%, and your "英文" must be ranked within the top 30%.</p>

<p>(4)English Language Proficiency Test</p>	<p>You must submit one of score cards listed below.</p> <ul style="list-style-type: none"> <li>• TOEFL-iBT (a total score of 79 or higher) <ul style="list-style-type: none"> <li>* TOEFL-ITP scores are not accepted.</li> <li>* The Waseda University code is 9342 when sent directly from ETS.</li> </ul> </li> <li>• IELTS (Academic): 6.5 or higher</li> <li>• GEPT (全民英檢): Advanced Level (複試) or higher</li> </ul> <p>* Only the scores of tests taken on or after March 1, 2020 are considered valid.</p> <p>* For TOEFL-iBT and IELTS, <b><u>ONLY SCORES SENT DIRECTLY FROM THE ORGANIZATION WILL BE CONSIDERED VALID.</u></b> Make sure to order the organization to send the score to us.</p> <p>* For GEPT, submit the original score card.</p> <p>* Scores must be submitted 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 during the application period are considered valid.) It often takes several weeks for test scores to reach us, so allow yourself sufficient time to order your test scores.</p>
<p>(5) Statement of Consent and Declaration</p>	<p><u>You must consent to terms 1 through 11 below based on a full understanding of these terms, and fill out the Application Form – page 3 [Section 12 Declaration and Signature] with required information.</u></p> <ol style="list-style-type: none"> <li><b>1. I declare that I will not apply for any other universities/colleges by recommendation of senior high school.</b></li> <li><b>2. I declare that I will not withdraw after I submit this application.</b></li> <li>3. I declare that the information provided by me is true and complete in every particular.</li> <li>4. I acknowledge that all documents submitted become the property of Waseda University and will not be returned.</li> <li>5. I acknowledge that the provision of incorrect information or the withholding of relevant information relating to my application, including academic transcripts, might invalidate my application and that Waseda University may withdraw an offer of a place or cancel my enrollment in consequence.</li> <li>6. I understand that Waseda University reserves the right to inform other tertiary institutions if any of the materials presented to support my application is found to be false.</li> <li>7. I consent to any educational institution at which I have previously been a student and/or my current or any past employer, providing Waseda University with information which that institution holds about me for the purpose of Waseda University verifying my grades and/or qualifications or experience.</li> <li>8. (In the case that the applicant asks Waseda University to submit an application for a Certificate of Eligibility on the applicant's behalf) I acknowledge that Waseda University will not be held responsible for any loss incurred should the Ambassador/Consul of Japan decide to delay or deny my request for a student visa due to a problem with the documents I submitted.</li> <li>9. (In the case that the applicant does not ask Waseda University to submit an application for a Certificate of Eligibility on the applicant's behalf) I acknowledge that Waseda University will not be held responsible for any loss incurred should the Ambassador/Consul of Japan decide to delay or deny my request for a student visa.</li> <li>10. I declare that I will be able to abide by the statutes, regulations and policies on admission, and fees payments and fees refunds of Waseda University.</li> <li>11. I have read and understood the above conditions and accept them in full.</li> </ol>

**C. Application Period**

Application Period	March 1, 2022 – March 10, 2022
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The schedule above is indicated by Japan Standard Time (JST)

\* We do not accept applications that arrive after the application period.

**D. Requests of Special Consideration by Physical Difficulties**

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 International Admissions Office, Waseda University immediately. In addition, please contact us if a serious injury or illness is expected to affect your ability to take the entrance examination. Please contact us immediately even if you find yourself in such situation after submitting your application.

Contact	International Admissions Office / Tel: +81-3-3204-9073
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## **II. Application Procedures**

### **A. Screening Fee**

A screening fee (¥5,000) is required to be paid for admissions prior to your application.

#### **Notes**

- Make sure to pay the screening fee before you apply for admission.
- Applications cannot be accepted unless the screening fee has been paid.

### **B. Payment Methods for Screening Fee**

Please make your payment in accordance with the following procedure.

#### **<Payment by Credit Card / China Union Pay>**

Online Payment Period
March 1, 2022 – March 10, 2022

The schedule above is indicated by Japan Standard Time (JST)

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

First Selection	English-based Degree Program
Second Selection	School of Social Sciences
Third Selection	September 2022 Admission
Fourth Selection	Admission by Recommendation

- After completing the transaction, print out the “Result” page and attach it to the Application Form.
- For more details, see the instruction sheet on the next page.
  - \* The payment can be made 24 hours a day, seven days a week.
  - \* The Payment can be made with a credit card held in the name of a person other than the applicant. However, the applicant’s information must be entered in the “Basic Information” page of the screening fee payment website.

**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 an 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).

↓

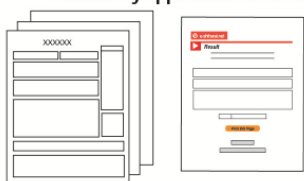
Please write down the "Receipt Number" given when you complete your application, and enter your "Payment Method", "Receipt Number" and "Birth Date". Please make sure your printer is ready.

↓


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



Application

**[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)**



### **C. Application Method**

After paying the screening fee, **enclose all application documents in an envelope and submit them to your teacher in charge. The high school is requested to send the documents of all applicants of your school at once to the following address by EMS or international courier service (with tracking service).**

**[Send application documents to:]**

International Admissions Office, Admissions Center, Waseda University  
<Admission by Recommendation (Taiwan)>  
1-6-1, Nishi-Waseda, Shinjuku-ku, Tokyo 169-8050, Japan  
TEL: +81-3-3204-9073

### **Notes**

- On the envelope, write SSS AO Admission by Recommendation (Taiwan).
- We will not issue a certificate of receipt for application documents. To check whether the application documents have been received or not, please contact the post office or the courier service company directly with the tracking number given by them .
- “Application Period” means the period when application documents must arrive at Waseda University posted from your high school. Please note that this period does not mean a period the applicants submit the application documents to the high schools.
- Application documents must be received by the respective deadlines. Late applications will not be accepted. Also, they will not be accepted if brought in person, faxed or e-mailed to the International Admissions Office, Waseda University.

**D. Application Documents****(1) List of Application Documents**

A: Non-Japanese national who does not hold the Status of Residence in Japan

Necessary=○

B: Non-Japanese national who holds the Status of Residence in Japan

Unnecessary=×

C: Japanese national

No	Required Documents	Applicant Category	A	B	C	High School
<b>Required Documents for Admission</b>						
1	Application Form • All of page 1 to 3 • <u>Photograph (Affix to the box on page 1)</u>		○	○	○	YES <sup>*1</sup>
2	Statement of Purpose		○	○	○	
3	Certificate of Expected Graduation		○	○	○	
4	Academic Transcript		○	○	○	
5	學生個人成績暨分數百分比一覽表		○	○	○	
6	Translation(s) of 3 / 4 above notarized by your high school, an Embassy or another appropriate office officially approved by the government		*2	*2	*2	
7	Score Card of English Language Proficiency Test		○	○	○	
8	Recommendation Letter		○	○	○	
<b>Required Documents for Those Who Wish Waseda University to Apply for COE on Their Behalf</b>						
9	Certificate of Deposit Balance of a Bank Account		○	×	×	
10	Agreement for Defraying Expenses		○	×	×	YES <sup>*1</sup>
11	Application for Certificate of Eligibility [COE] with 1 photograph attached		○	×	×	YES <sup>*1</sup>
12	Copy of Passport		○	×	×	
<b>Other Documents</b>						
13	Certificate of Residence in Japan		×	○	×	

\*1 For items checked “YES” on the “High School” column, obtain the designated documents from your school and fill them out before you apply.

\*2 Required only if the documents stated on No. 3, No. 4, or both are not written either in Japanese or English.

**(2) Details on the Application Documents**

- Do not staple application documents, but clip all the documents together based on the order of the categories specified in “(1) List of Application Documents” on the previous page. Also, make sure not to put them into a file or a folder.
- Use single-side printing when you print the form (Double-side printing is prohibited).

**< Required Documents for Screening >**

1	Application Form - For all pages	<ul style="list-style-type: none"> <li>• Complete the Application Form in English either in your own handwriting (with black ink) or by typing .</li> <li>• Even if you have nothing to enter in a field, do not change the format. Give concise descriptions in order to fit in the given pages (3 pages).</li> </ul>									
1	Application Form Page 1	<p><b>“Section 1 Personal Details”</b></p> <ul style="list-style-type: none"> <li>• Enter your e-mail address in the “E-mail” field. Your e-mail address will be used to contact you if any errors are found on your application documents, or to notify you whether or not you will required to take an interview. Please make sure to check the e-mails constantly.</li> </ul> <p><b>“Section 2 Photograph”</b></p> <p>Take a photograph in accordance with the following instructions and firmly affix it to the specified space.</p> <ul style="list-style-type: none"> <li>• Size of the photograph should be 4cm long and 3cm wide (a color photograph taken on or after December 1, 2021).</li> <li>• The photograph should be taken in front of a plain background, no borders, and in full-face and upper body view directly facing the camera with your head uncovered.</li> <li>* Write your name on the back of the photographs.</li> <li>* The photograph will be used to identify you on the day of the examination and also be used for your Student ID card after admission. Provide the photo of yourself with eyes clearly visible for accurate identification.</li> <li>* Avoid glasses, scarves, or hairstyles that may make it difficult to identify you.</li> <li>* <u>Another identical copy of your photograph will be required for enrollment procedure. Make sure to keep the photograph.</u> The photographs will be registered as your identification information after admission for various purposes including Web services and students ID card.</li> </ul>									
1	Application Form Page 2	<p><b>“Section 3 Department of Choice”</b></p> <ul style="list-style-type: none"> <li>• Check the department of your choice.</li> </ul> <p><b>“Section 4 Educational Background”</b></p> <ul style="list-style-type: none"> <li>• List your educational background in a chronological order starting from elementary school up to now. See below for an example.</li> </ul> <p>e.g.)</p> <table border="1" style="margin-left: 20px;"> <tr> <td>Tokyo/Japan</td> <td>Waseda Primary School</td> <td>2010/ September – 2016/ June</td> </tr> <tr> <td>Seoul/Korea</td> <td>Waseda Junior High School</td> <td>2016 / September – 2019 / June</td> </tr> <tr> <td>Taipei/Taiwan</td> <td>Waseda High School</td> <td>2019 / September – 2022 / June</td> </tr> </table>	Tokyo/Japan	Waseda Primary School	2010/ September – 2016/ June	Seoul/Korea	Waseda Junior High School	2016 / September – 2019 / June	Taipei/Taiwan	Waseda High School	2019 / September – 2022 / June
Tokyo/Japan	Waseda Primary School	2010/ September – 2016/ June									
Seoul/Korea	Waseda Junior High School	2016 / September – 2019 / June									
Taipei/Taiwan	Waseda High School	2019 / September – 2022 / June									
1	Application Form Page 3	<p><b>“Section 6 Recommendation Eligibility Check”</b></p> <ul style="list-style-type: none"> <li>• Confirm if you meet the eligibility requirements and check the boxes for each requirement.</li> </ul> <p><b>“Section 8 Check List (Application Documents)”</b></p> <ul style="list-style-type: none"> <li>• Confirm that you have completed all of the required documents and check "Yes" if they are enclosed. (For documents which are not required to submit, please check "NO".)</li> </ul> <p><b>“Section 9 Check List (COE documents)”</b></p> <ul style="list-style-type: none"> <li>• If you want the International Admissions Office, Waseda University to apply for a COE on behalf of you , please check "Yes" and enclose the required documents.</li> </ul> <p><b>“Section 10 Screening Fee”</b></p> <ul style="list-style-type: none"> <li>• Check an appropriate box and enclose a document which proves your payment of the screening fee.</li> </ul> <p><b>“Section 12 Declaration and Signature”</b></p> <ul style="list-style-type: none"> <li>• Read the section carefully and affix your signature to indicate that you agree with those terms.</li> </ul>									

2	Statement of Purpose	<p>Submit a Statement of Purpose that fulfills the conditions below. The statement is particularly important in the document screening process.</p> <p>&lt;INSTRUCTIONS&gt;</p> <div style="border: 1px solid black; padding: 5px;"> <p>Write your statement of purpose of approximately 1000 words that answers the following two questions:</p> <ol style="list-style-type: none"> <li>(1) Identify social issue(s) which you desire to address, mentioning your own achievements or experiences which have shaped your motivation.</li> <li>(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.</li> </ol> </div> <p><b>Format Requirements:</b></p> <ul style="list-style-type: none"> <li>• Must be written in English.</li> <li>• Put your name and the title at the top.</li> <li>• 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.</li> <li>• The statement does not necessarily have to be in essay format.</li> <li>• The file format must be PDF, and A4 or letter-sized printable size.</li> </ul> <p><b>NOTES:</b></p> <ul style="list-style-type: none"> <li>• The School of Social Sciences cannot provide any advice or additional instructions for how to create the statement.</li> </ul>
3	Certificate of Expected Graduation	<p>Submit a certificate issued by your high school to prove that you will complete a 12-year educational curriculum (Certificate of Expected Graduation from your current High School).</p> <ul style="list-style-type: none"> <li>* If no fixed format is used for a Certificate of Expected Graduation at your high school, use the “Template for Certificate of Expected Graduation” to be filled out by your school teacher with the official seal of your high school.</li> <li>* All documents must be original.</li> <li>* If you cannot submit an original document, submit a Certified True Copy issued prior to your application by your high school.</li> <li>* Documents must be written either in English or Japanese.</li> <li>* For documents written in languages other than the above, attach a Japanese or English translation notarized by your high school, an Embassy or another appropriate office officially approved by the government.</li> <li>* If the certificate extends over 2 or more pages or double-sided, all pages must have the official school seal or the signature by the person issuing the documents.</li> </ul>
4	Academic Transcript	<p>Submit academic transcripts for all subjects you have taken from grade 10 to the first semester of grade 12 at your high school.</p> <ul style="list-style-type: none"> <li>* <u>Documents must be original.</u></li> <li>* If you cannot submit an original document, submit a Certified True Copy issued prior to your application by your high school.</li> <li>* Documents must be written either in English or Japanese.</li> <li>* For documents written in languages other than the above, attach a Japanese or English translation notarized by your high school, an Embassy or another appropriate office officially approved by the government.</li> <li>* If the certificate extends over 2 or more pages or double-sided, all pages must have the official school seal or the signature by the person issuing the documents.</li> <li>* If you studied in several schools, submit the academic transcripts of all the high schools in which you studied.</li> </ul>
5	學生個人成績暨分數百分比一覽表	<p>Submit the "學生個人成績暨分數百分比一覽表" issued by your high school in the "大學甄選入學繁星推薦" format designated by the "大學甄選入學委員會", which shows the academic grades for all semesters in grades 10 and 11.</p> <ul style="list-style-type: none"> <li>* Your “總平均” must be ranked within the top 40%, and your “英文” must be ranked within the top 30%.</li> </ul>

SSS (2022 AO Admission by Recommendation)

		<p>* "學生個人成績暨分數百分比一覽表" must be original with official seal of your school.</p> <p>* <u>If you cannot submit an original document</u>, submit a Certified True Copy issued prior to your application by your high school.</p> <p>* If you studied in several schools, submit the "學生個人成績暨分數百分比一覽表" of all the high schools in which you studied.</p>
6	Translation(s) of 3/4 above Notarized by your high school, an Embassy or Another Appropriate Office officially approved by the government	For documents 3 and 4 above written in languages other than Japanese or English, attach a Japanese or English translation notarized by your high school, an Embassy or another appropriate office officially approved by the government.
7	Score Card of English Language Proficiency Test	<p>Submit one of the following score cards or documents.</p> <ul style="list-style-type: none"> <li>• TOEFL-iBT (a total score of 79 or higher)</li> <li>* TOEFL-ITP scores are not accepted.</li> <li>* The Waseda University code is 9342 when sent directly from ETS.</li> <li>• IELTS (Academic): 6.5 or higher</li> <li>• GEPT (全民英檢): Advanced Level (複試) or higher</li> </ul> <p>* Only the scores of tests taken on or after <u>March 1, 2020</u> are considered valid.</p> <p>* For TOEFL-iBT and IELTS, <b><u>ONLY SCORES SENT DIRECTLY FROM THE ORGANIZATION WILL BE CONSIDERED VALID.</u></b> Make sure to order the organization to send the score to us.</p> <p>* For GEPT, submit the original score card.</p> <p>* Scores must be submitted 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 during the application period are considered valid.) It often takes several weeks for test scores to reach us, so allow yourself sufficient time to order your test scores.</p>
8	Recommendation Letter	Submit a recommendation letter written by the School Principal in English on a designated form. The letter should have an official seal of the high school.

**<Required Documents for Those Who Wish Waseda University to Apply for COE on Their Behalf>**

Check "Yes" at the Section 9 in "Application Form", page 3, and submit the required documents listed below.

\* If you DO NOT wish Waseda University to apply for the COE on your behalf, check "No" at the Section 9 in "Application Form". In this case, you will not need to submit the following documents (9-12) listed below.

9	Certificate of Deposit Balance of a Bank Account	<p>Submit a Certificate of Deposit Balance of a Bank Account.</p> <ul style="list-style-type: none"> <li>• Copies of passbook pages or monthly account statements are not acceptable as certificates.</li> <li>• If you receive financial support from your family members or others to cover your expenses, submit a Certificate of the Deposit Balance of a Bank Account of that person who covers your expenses. If you are the one who pays for your school and living expenses, submit a Certificate of Deposit Balance of your own bank account.</li> </ul> <p>* Documents must be original.</p> <p>* The certificates must be written either in Japanese or in English.</p> <p>* If the Certificates in English cannot be issued by banks, attach a Japanese or English translation (No notarization by an Embassy or other appropriate office officially approved by the government is necessary).</p> <p>* All the certificates must be issued within 6 months prior to the application period.</p> <p>* The deposit balance needs to be either in <u>ordinary deposit account</u> or <u>fixed deposit account</u>.</p> <p>* If the balance is considered insufficient, or the type of deposit account is not applicable, your application may not be accepted.</p> <p>* Certificate of Deposit Balance of Stock from Securities Corporations or similar are not acceptable as a Certificate of Balances of a Bank Account.</p>
10	Agreement for Defraying Expenses	<p>Fill out designated form.</p> <ul style="list-style-type: none"> <li>* Receive the designated form from your school teacher and fill out the form.</li> <li>* Be sure to have signature of a bank account holder of the Certificate of Deposit Balance.</li> <li>* All documents must be written either in Japanese or English.</li> <li>* If defrayer writes in a language other than Japanese or English, attach a translation in Japanese or English (No notarization by an Embassy or other appropriate office officially approved by the government is necessary).</li> </ul>
11	Application for Certificate of Eligibility (COE)	<p>Fill out the designated form in English.</p> <ul style="list-style-type: none"> <li>* Receive the designated form from your teacher and fill out the form.</li> <li>* The document must be handwritten (with black ink) or typed by the applicant.</li> <li>* Use white A4 sized papers and print the form in black ink.</li> <li>* Submit one piece of your photograph (with your name on the back). The photographs must be the identical copies of the one you used for the Application Form. Attach the photograph on the Application for a Certificate of Eligibility.</li> </ul> <p><u>* If you hold the status of residence not listed below and if needed, change the status to "Student" by yourself once you are accepted to Waseda University.</u></p> <ul style="list-style-type: none"> <li>- Permanent Resident</li> <li>- Spouse or Child of Japanese National</li> <li>- Spouse or Child of Permanent Resident</li> <li>- Long Term Resident</li> </ul>
12	Copy of Passport pages	<p>Submit the photocopies of the following designated pages:</p> <ul style="list-style-type: none"> <li>* Page(s) with your photo, name and passport number</li> <li>* Page(s) with record of entry to and leaving from Japan</li> </ul> <p>* Above copies are not necessary if you have not yet applied for your passport. However, make sure to apply for a passport immediately.</p>

**<Other Document>**

13	Certificate of Residence in Japan	<p>If you hold a valid status of residence in Japan, submit one of the followings:</p> <ul style="list-style-type: none"> <li>• Certificate of Residence (Juminhyo) which shows your nationality, residence status, period of residence, expiration date of the period of stay, and your Residence Card number.</li> <li>• Copies of both sides of your Residence Card.</li> </ul>
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**E. Notes for Application**

Please note the followings when you make an application.

- Application documents must be complete in order to be qualified for the screening.
- When we contact you concerning your application, please follow our instructions immediately.
- You may be deemed to have committed a dishonest act if you falsified, fabricated, or plagiarized 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.
- When submitting additional documents, send them to the address shown on the last page of this application guideline. Write SSS AO Admission by Recommendation (Taiwan): Additional Documents in red ink on the envelope containing your documents. The documents that arrive within the application period will be considered valid, but those which arrive after the application period will not be accepted.
- As a general rule, application documents and screening fees are not returned. However, a full screening fee will be returned if you fall into one of the categories below.
  - 1) You paid a screening fee, but failed to submit the required application documents.
  - 2) You paid a screening fee, but submitted the application documents after the deadline.
  - 3) You paid a screening fee and submitted the application documents, but your application was rejected before screening due to the following reasons.
    - a. The submitted application materials are not complete enough to meet the application requirements.
    - b. You do not meet all the eligibility criteria.
  - \* If you fall into one of the categories above, please contact the Waseda University International Admissions Office.
  - \* If you have made a payment by credit card, handling fees which may be incurred for refund must be paid by the applicant. Also, if you have made a payment by wire transfer from the bank outside of Japan, all handling fees to be charged for refund to that bank must be paid by the applicant.
- If there is a change of address, telephone number, or e-mail address after application, promptly notify the Waseda University International Admissions Office.
- Waseda University is not able to make arrangements for accommodation or transportation needed for admission. Please make those arrangements by yourself.

**F. Handling of Personal Information**

Waseda University utilizes applicant information (addresses, names, dates of Birth etc.) collected at the time of application in order to carry out operations such as the entrance examination, announcement of the 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 case, the agency will be contractually required to maintain necessary and proper management. Please note that the personal information may be used as materials for studies and researches to improve our entrance examinations. The information will be statistically processed to prevent any individuals from being identified.

**G. 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/gscnter/en/>

### **III. Screening & Announcement of Screening Results**

#### **A. 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, only if deemed necessary after document screening.

#### **B. Screening Schedule**

Application Period	March 1, 2022 – March 10, 2022
Interview Notifications	April 8, 2022 *Subject to change
Interview Dates	One of the dates below: April 11, 2022 - April 17, 2022
Final Announcement of Screening Results	May 10, 2022

The schedule above is indicated by Japan Standard Time (JST)

#### **C. Interview Notifications**

The School of Social Sciences will notify individual applicants via e-mail whether an interview will be required of them or not by the above shown dates.

#### **D. Interview**

An interview will be held as follows.

Interview Method	Interview will be conducted in English, via an internet telecommunication system.
Interview Dates	One of the dates below: April 11, 2022 - April 17, 2022

The schedule above is indicated by Japan Standard Time (JST)

- \* Please note that the interview date and time will be specified by Waseda University and cannot be changed under any circumstances.
- \* You will be responsible for the arrangement of a proper interview environment, internet connectivity, and any fees that may be incurred. 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 considered absent from the interview.
- \* If you were requested to take an interview, please follow the instructions written in the “Web Interview System Guideline” which will be sent via e-mail only to the interviewees.



**E. Announcement of Successful Applicants**

Final Announcement of Screening Results	May 10, 2022
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The schedule above is indicated by Japan Standard Time (JST)

Final result and a guide to enrollment procedure will be sent to the successful applicants by e-mail or by post using EMS or other international courier services.

Final screening result will be sent to your school teacher in charge by e-mail or by post using EMS or other international courier services.

\*Any inquiries regarding the results will not be answered by telephone or FAX.

**F. Notes for Admission****<Dishonest Acts>**

Waseda University has provided the following guidelines so that entrance 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 falsified, fabricated, or plagiarized the document(s), statement(s), or information submitted for 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 mobile communication device or watch 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 instructions from 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 an applicant is suspected of committing a dishonest act.
  - A supervisor may warn or question the applicant.
  - The applicant 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.
  - 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.

## IV. Enrollment Procedures

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

\* As a general rule, "Admission fee, School expenses and Association fees" once paid as well as the enrollment documents submitted will not be refunded or returned. Please refer to the "Guide to Enrollment Procedures" for more details.

### A. Payment of Admission Fee and School Expenses

Admission fee (equivalent to Registration fee), School expenses, and Association fees (for the Fall semester 2022) must be paid by bank transfer within the payment period stated below. The amount of fees and instruction for bank transfer will be posted to the applicants along with other documents when announcing the final screening results.

Payment Period	May 11, 2022 – May 27, 2022
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The schedule above is indicated by Japan Standard Time (JST)

### B. Breakdown of Admission Fee, School Expenses and Association Fees

(in Japanese yen)

		Upon entry (Fall semester of 2022)	Expenses for the spring semester of 2023	Total (For the 1 <sup>st</sup> year)
Admission Fee (Registration Fee)		200,000	-	200,000
School Expenses	Tuition Fee	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>

- Waseda University uses an automatic account transfer system for payment of school expenses and other fees. School expenses and other fees for the spring semester are scheduled to be transferred on May 1. School expenses and other fees for the fall semester are scheduled to be transferred on October 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 separate fees for field work.
    - e.g. Sport, field practice fee 1,500 - 40,000 yen ... For health and physical education courses
    - Teacher training course auditing fee 1,000 yen per 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 fee, Student reading room fee, Academic association annual fee, 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 (for 10 years after graduation) is required in the fourth year.
- If you are currently enrolled in, graduated from, completed, or withdraw from an undergraduate, graduate, or specialized program of Waseda University, you are not required to pay the Admission Fee (equivalent to registration fee). For more information, please refer to the Guide to Enrollment Procedures sent to successful applicants or contact the International Admissions Office, Waseda University.

**C. Submission of Enrollment Documents**

Successful applicants who completed the payment of admission fee, school expenses and other fees in the designated period will receive the enrollment documents. These documents will be sent to the address specified on the Application Form by EMS or other international courier service. Follow the enclosed “Guide to Enrollment Procedures” to complete and submit these documents during the designated period. The documents are scheduled to be sent out in summer.

**D. Dormitories**

By completing the required application procedure and passing the screening, students admitted through this entrance examination, if they choose to, may apply for the student dormitories. For detailed information about the dormitories, refer to the following website.

[https://www.waseda.jp/inst/rlc/en/student\\_dormitory/](https://www.waseda.jp/inst/rlc/en/student_dormitory/)

**E. Scholarships**

See website below for various scholarship information offered for international students.

<https://www.waseda.jp/inst/cie/en/life/aid>

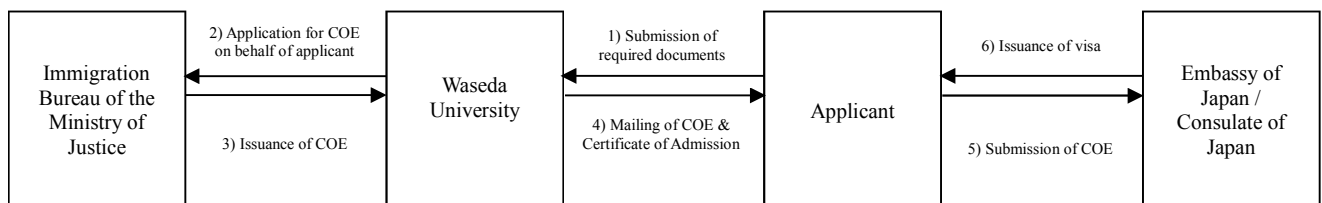
**F. Application for Visa and COE by Proxy**

Successful applicants by this admission other than Japanese nationality need to acquire a “Student” visa in principle. In order to apply for the “Student” visa, you need to submit a COE (Certificate of Eligibility) along with your passport to Embassy of Japan or Consulate-general of Japan. International Admissions Office, Waseda University will apply for a COE by proxy to Tokyo Regional Immigration Bureau of the Ministry of Justice in Japan for non-Japanese national students who do not have a residence status in Japan, and are admitted to Waseda University. If you do not submit the necessary documents or submit incomplete documents, the International Admissions Office will not be able to apply for a COE on behalf of you. If you apply for a COE and a visa on your own separately (double applications), COE will not be issued. In some cases, the Immigration Bureau may require you to submit additional documents.

\* Waseda University will assist students only with obtaining “Student” visas. Applicants intending to obtain other types of visa or the status of residence have to apply by themselves.

\* Applicants who are no longer able to enroll to Waseda University have to return the COE to Waseda University along with a statement explaining the reasons.

< Steps to obtain a “Student” visa ( 1-->2)-->3)-->4)-->5)-->6) >



**<Japan>**

**International Admissions Office, Admissions Center, Waseda University  
School of Social Sciences AO Admission by Recommendation [Taiwan]**

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

**TEL: +81-3-3204-9073**

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

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

**<Taiwan>**

**International Center Taipei, Waseda University (Taipei Office)**

**TEL: +886-2-2507-4501**

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

**E-mail: [taipei-office@list.waseda.jp](mailto:taipei-office@list.waseda.jp)**