

The Special Admission for Postgraduate Study
Abroad Program by China Scholarship Council
(国家建设高水平公派研究生项目)

Application Guidelines

<for Entrance in September 2013 and April 2014>

Waseda University

I. Programs and Graduate Schools

[Programs for application]

- (1) Doctoral Program <36 months (three years)>
- (2) Special Research Students Program <6 or 12 months (half a year or one year)>

* Note that Special Research Students cannot obtain degrees at Waseda University.

[Graduate Schools for application]

(1) Graduate Schools that accept applications through the International Admissions Office

Graduate School of Political Science-Political Science Course, Graduate School of Economics, Graduate School of Law, Graduate School of Letters, Arts and Sciences, Graduate School of Fundamental Science and Engineering, Graduate School of Creative Science and Engineering, Graduate School of Advanced Science and Engineering, Graduate School of Education, Graduate School of Human Sciences, Graduate School of Social Sciences, and Graduate School of Sport Sciences

(2) Graduate Schools that accept applications directly (not through the International Admissions Office)

Graduate School of Asia-Pacific Studies, Graduate School of Global Information and Telecommunication Studies, Graduate School of Japanese Applied Linguistics, Graduate School of Information, Production and Systems, Graduate School of Environment and Energy Engineering

[Number of students to be admitted]

Maximum approximately 60 students university-wide will be admitted per year.

II. Applicant Qualifications

To apply for admission, applicants must meet both qualifications (1) and (2) for each program.

[Doctoral Program]

- (1) Applicants must meet the eligibility criteria for Postgraduate Study Abroad Program by China Scholarship Council, hereinafter abbreviated as CSC (*), and be nominated by their home university or other institutions based on the designated procedure by CSC, and intend to apply for a scholarship from the CSC.
- (2) Applicants must have obtained a master's degree, professional master's degree, or any equivalent degree. Or applicants are expected to obtain a master's degree by September 20, 2013 for September 2013 entrance (by March 31, 2014 for April 2014 entrance). If applicants affiliate with the Master's and PhD joint degree program, they need to be enrolled in their home university's graduate school for at least two years at the time of enrollment into the graduate schools at Waseda University and need to be recognized its equivalent to master's degree from a college or university of recognized standing.

[Special Research Students Program]

- (1) Applicants must meet the eligibility criteria for Postgraduate Study Abroad Program by CSC, and be nominated by their home university or other institutions based on the designated procedure by CSC, and intend to apply for a scholarship from the CSC.

- (2) Applicants must be enrolled in the doctoral program at universities inside China. If applicants affiliate with the Master's and PhD joint degree program, they need to be enrolled in their home university's graduate school for at least two years at the time of enrollment into the graduate schools at Waseda University and need to be recognized its equivalent to master's degree from a college or university of recognized standing.

※ Applicants must fall under the following eligibility condition for the Postgraduate Study Abroad Program by CSC.

(1) Those who reside inside China

Applicants who obtained a master's degree, professional master's degree, or any equivalent degree, or have enrolled in the first year of doctoral program. Or applicants enrolling in the master's program inside China who are expected to obtain a master's degree by September 20, 2013 for September 2013 entrance (by March 31, 2014 for April 2014 entrance).

(2) Those who reside outside China

Applicants who are enrolled in the first year of doctoral program in universities outside China, or who are enrolled in the Master's program and expected to obtain a master's degree by September 20, 2013 for September 2013 entrance (by March 31, 2014 for April 2014 entrance).

III. Application

- * Applicants are required to submit an application within the application period and must pass the designated screening of the graduate schools. even if they obtain a Letter of Conditional Consent of Acceptance from the research supervisor of their choice by contacting him/her in advance. Please note that the applicants who do not pass the designated screening of the graduate schools above will not be eligible to enter Waseda University with China Scholarship Council Scholarship.
- * If applicants are currently enrolled the 1st year for the PhD program at Waseda University, please contact the Center for International Education prior to application.
(Center for International Education: TEL +81-3203-9806, Email: in-cie@list.waseda.jp)

(1) Application period

1) Graduate Schools that accept applications through the International Admissions Office

Monday, November 12, 2012 through Monday, November 19, 2012
(All applications must be received by the deadline.)

2) Graduate Schools that accept applications directly (not through the International Admissions Office)

Each graduate school sets their own application period. Refer to "Appendix (p.14-19)" for further information.

(2) Application method

1) Graduate schools that accept applications through the International Admissions Office

Refer to “III. Application (3) Application documents” and the requirements of each graduate school for admission in “Appendix (p.14-19)”, download a set of application forms from the International Admissions Office website as follows;

<http://www.waseda-iao.jp/waseda/j/admission/4/04a/4-1-3.html> and send them to the following address via international courier service. We will not under any circumstances accept applications that are directly delivered by hand.

[Address]

“ The Special Admission for Postgraduate Study Abroad Program by China Scholarship Council （国家建设高水平大学公派研究生项目） ” Section International Admissions Office, Admissions Center, Waseda University
1-6-1 Nishi-Waseda, Shinjuku-ku, Tokyo 169-8050, Japan

2) Graduate Schools that accept applications directly (not through the International Admissions Office)

Refer to “Appendix (p.14-19)” and send the required documents of each graduate school.

(3) Application documents

1) Graduate schools that accept applications through the International Admissions Office

① Application form (prescribed form)

*Attach one color headshot photo (4cm H×3cm W) to the application form.

*Write your name on the reverse side with a pen.

② Certificate of graduation (diploma)/Degree certificate (original)

*Certificates from both undergraduate program and master's program must be submitted.

*Submit certificates in either English or Japanese. If certificates are available in only Chinese, applicants must attach an English or Japanese translation notarized by public organizations, such as regional notary offices, inside China.

*The applicant expected to complete your master's program at the time of application must submit the certificate of estimated graduation clearly indicating the estimated date of completion, awarded degree, and major, issued by your home university.

*The successful applicants who have taken the examination as expected graduates of master's program should submit the original degree and completion certificates during the entrance procedures.

③ Certificate of enrollment (original, person concerned)

*Applicants currently having enrolled the PhD programs must submit an enrollment certificate from their affiliated university.

*Certificates need to be in either Japanese or English. If the certificates are available in only Chinese, applicants must attach an English or Japanese translation notarized by public notary offices by region inside of China.

④ Academic transcripts (original)

*All courses taken from both undergraduate program and master's program on must be included in the academic transcript.

*Applicants currently having enrolled the PhD program must submit academic transcripts for the PhD program.

*If the certificate consists of two or more pages (or two sided paper), the school seal must be placed on all the pages (or sides).

*Certificates need to be in either Japanese or English. If the certificates are available in only Chinese, applicants must attach an English or Japanese translation notarized by public organizations, such as regional notary offices, inside China.

⑤ Research plan

*Applicants must write a research plan by themselves. The requirements for research plan differ among the graduate schools and programs. Refer to "Appendix (p.14-19)" for specific instructions.

⑥ Language proficiency certificates

*Requirements differ among the graduate schools and programs. Refer to "Appendix (p.14-19)".

⑦ Letter of recommendation (original, prescribed form)

*The letter of recommendation should be preferably in the prescribed form. Formats other than the prescribed form can be accepted. And the letter must be issued after April 2012. Make sure that the letter includes the date and the signature or seal of the recommender. The letter must be the original copy.

*The letter of recommendation must be written in English or Japanese. If the letter is not written in English or Japanese, you must enclose a translation in English or Japanese with the original copy. Notarization is not required.

*Only one letter of recommendation is acceptable.

⑧ Copy of passport

* Headshot photo page only.

*If you don't have the passport, you are required to submit the copy of an official photo ID and must apply for the passport immediately.

⑨ Request Form for Return of Submitted Materials

(prescribed form, those who request us to return the materials)

*You should keep in mind that it will take us one to two months to return your requested documents to you.

⑩ IAO address label (prescribed form)

*When applying, stick the "IAO address label," which is found on the last page

of the application forms, onto the envelope, or copy the IAO address, onto the front side of the envelope for international carrier, such as EMS etc, and send it to International Admissions Office.

2) Graduate Schools that accept applications directly (not through the International Admissions Office)

Refer to “Appendix (p.14-19)” and submit the required documents of the graduate school of your choice.

(4) Screening fee

Applicants are exempted for the payment of the screening fee.

(5) Notes on application

- ① You may be deemed to have committed a dishonest act if Waseda University determines that you have falsified, fabricated, or plagiarized the submitted document(s), statement(s), or information submitted for your application. In case that this type of misconduct is found, the submitted application documents and screening fees are not returned or refunded.
- ② Be well aware that incomplete application documents may not be accepted. If we contact you concerning your application, please follow our instructions immediately.
- ③ As a general rule, the submitted application documents are not returned except that they are unable to be reissued. Only if we understand that the submitted documents are unable to be reissued, they will be returned. If you wish return of your submitted documents, please specify name of the documents and reasons for why the documents cannot be reissued on the “Request Form for Return of Submitted Materials” and enclose it when sending application documents. In any case, we will not return documents, which can be reissued, such as original copies of notarizations, academic transcripts and recommendation letters.
- ④ All notices regarding your application are sent to your present address or to your e-mail address specified in the application form. If there is a change of your address, telephone number, e-mail address, or other information after application, promptly notify china5000@list.waseda.jp, via an e-mail. Waseda University will not be responsible for the any damage caused from your address change, such as not receiving letters and notifications from Waseda University.
- ⑤ Please make your own travel and accommodation arrangements you need for taking entrance examinations.
- ⑥ If a physical disability requires special consideration when taking the entrance examination or studying at Waseda University, be sure to notify the International Admissions Office, Admissions Center, before submitting your application. If a serious illness or injury makes it difficult for you to take the entrance examination, or if you find yourself in such a situation after submitting your application, promptly notify us.

IV. Screening

(1) Screening method

1) Graduate schools that accept applications through the International Admissions Office

The first screening (documentary review) and the second screening (a teleconference interview examination)

2) Graduate Schools that accept applications directly (not through the International Admissions Office)

Requirements differ among the graduate schools and programs.

Refer to “Appendix (p.14-19)”.

(2) Screening Schedule

1) Graduate schools that accept applications through the International Admissions Office

- Announcement of the results of the first screening (documentary review)

The results of document review will be sent to the present address or e-mail address specified in the application form in the beginning of December 2012.

- The second screening (a teleconference interview)

An interview examination via a teleconference system or other similar method will be conducted on December 15 (Sat), December 16 (Sun), December 22 (Sat), and December 23 (Sun), 2012 at the Beijing or Shanghai Office of Waseda University (you do not need to travel to Japan for the interview). For those who have enrolled universities in Japan will have an interview examination in Tokyo.

* You cannot choose your interview date or time, so set aside the above dates for your interview.

* The decision whether to accept or reject will be based on a documentary review for applications to the Graduate School of Law – Special Research Student, the Graduate School of Fundamental Science and Engineering, the Graduate School of Creative Science and Engineering, and the Graduate School of Advanced Science and Engineering.

2) Graduate Schools that accept applications directly (not through the International Admissions Office)

Each Graduate School & programs sets their own screening schedule and method.

Refer to “Appendix (p.14-19)”.

(3) Notes on the Interview

Refer to “VII. Notes on the Examination” and “VIII. Actions Taken by Waseda University in Entrance Examinations”.

V. Scheduled Mailing Date of the Letter of Conditional Consent of Acceptance and Procedure after its Receipt

(1) Scheduled mailing date of the Letter of Conditional Consent of Acceptance

1) Graduate schools that accept applications through the International Admissions Office

We will send a Letter of Conditional Consent of Acceptance via EMS in the beginning of February 2013 to all applicants who successfully pass the documentary review and interview examination. After receiving it, you must complete the prescribed procedure.

2) Graduate schools that accept applications directly (not through the International Admissions Office)

Each Graduate School sets their own mailing date. Please see the application guidelines of the graduate school of your choice.

(2) Procedures after the receipt of the Letter of Conditional Consent of Acceptance

1) Graduate schools that accept applications through the International Admissions Office

2) Graduate schools that accept applications directly (not through the International Admissions Office)

Schedule	China	Waseda University
March 1st through March 20th, 2013 (TBA)	1) Applicants selected as candidates submit a Letter of Conditional Consent of Acceptance sent from Waseda University to their home university in China and complete an online application for the CSC.	
June 2013 (TBA)	2) The CSC officially selects scholarship recipients. Officially-selected applicants send a scholarship certificate issued from the CSC to Waseda University.	3) Based on the official decision on scholarship recipients, Waseda University selects officially-accepted applicants and gives them a notice on the enrollment procedure.

*For application for status of residence, refer to "IX .Status of Residence (p.8). "

VI. School Expenses, Scholarships, etc.

- If the students who were not selected as candidates of the CSC, They will result in nullification of their acceptance of Waseda University.
- The students who were accepted by this program are exempt from the entrance fee, tuition, and miscellaneous fees during the period enrolled in Waseda University (Doctoral Program for a maximum period of 36 months, Special Research Students Program for a Maximum period of 12 months).

* Note: Tuitions and fees for non-degree subjects/courses which are not considered as basic

requirements for completion of graduate school programs(Japanese Language Subjects etc.) are not covered.

- You cannot apply for both a scholarship offered by Waseda University and a scholarship offered by other institutions including the Japanese Government.
- Living expenses and the round-trip air ticket are provided to you by the CSC.
- We will not make arrangements for the dormitory. You have to arrange accommodation in Japan by yourself and pay the rent.
- This program will only be granted to those whose status of residence is “Student” during the period enrolled in Waseda University.

VII. Notes on the Examination

Waseda University has provided the following guidelines so that entrance examinations can be properly administered and all applicants 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) Your actions may be considered dishonest if Waseda University determines that you have falsified, fabricated, or plagiarized the submitted document(s), statement(s), or information submitted for your application.

(2) Your actions may be considered dishonest if you do any of the following acts:

- Cheating (hiding or using a cheat sheet and reference book, looking at another examinees' answer sheet or gaining answers from others, and similar actions during the examination.)
- Providing benefits to other examinees by telling them the answers during the examination.
- Keeping your mobile phone with you or using it during the examination.
- Letting your mobile phone or watch emit noise (incoming call alert, alarm, vibration, etc.) during the examination.
- Conducting acts that could be considered a nuisance to other examinees at the examination venue.
- Not following instructions from examination supervisors at the examination venue.
- Pretending to be an applicant and taking the examination for the applicant.
- Conducting other acts impairing the fairness of the examination

(3)The following responses may be taken if a dishonest act is identified.

- The proctor 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.

VIII. Actions Taken by Waseda University in Entrance Examinations

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

(1) The exam environment

- 1) Everyday noise (airplanes; motor vehicles; wind and rain; the sound of air conditioners; coughs, sneezes and sniffs from other examinees; the distant noise of cell phones, etc.) is 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 invigilators could identify the particular device as the source of the disturbance, they will remove the device from the exam site and keep it at the exam administration office, with or without the consent of its owner. Or, they may take cell phones, wristwatches etc, out of your belongings to make sure vibrates are turned off.
- 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 to 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 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 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 the examinee may incur.

IX. Status of Residence

To enroll in Waseda University as a CSC student, you need to acquire a status of residence “Student”. If you already have another status of residence that allows you to stay in Japan for a long period of time, you must change your status of residence to “Student”. In this case, please

contact the Waseda University Center for International Education immediately after arriving in Japan.

(the Center for International Education: TEL: +81-3-3203-9806, E-mail: in-cie@list.waseda.jp).

Procedure for Acquiring the Status of Residence “Student”

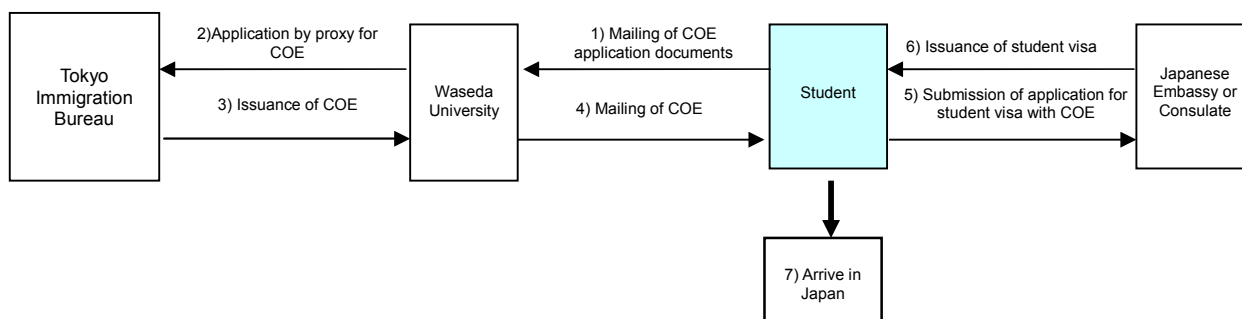
If you do not have a valid long-term status of residence, please refer to the process below to acquire one. Waseda University will apply for a “Certificate of Eligibility (COE)” at Tokyo Immigration Bureau on behalf of the students who live overseas.

*For the applicants of graduate schools that accept applications through the International Admissions Office , please refer to the procedure below. For the applicants of graduate Schools that accept applications directly (not through the International Admissions Office), The procedure & schedule for the application by proxy of “Certificate of Eligibility (COE)” differ among the graduate schools. Refer to the application guidelines of the graduate schools of your choice and promptly complete the described procedure.

Application by proxy

- 1) You send the required documents for a COE application.
* For details on the required documents for application are sent to you from the graduate school in which you are admitted.
- 2) Waseda University applies for a COE at Tokyo Immigration Bureau on your behalf.
- 3) Waseda University receives a COE from Tokyo Immigration Bureau.
- 4) Waseda University sends the COE to you.
- 5) You apply for a student visa at the Japanese Embassy or Consulate in your country.
- 6) You receive a student visa.
- 7) You go through the immigration at airport, acquire a status of residence “Student”, and arrive in Japan.

* COE: Certificate of Eligibility



Schedule of 1) through 4) COE Proxy Application

Students who enter the university in September 2013	Month	Students who enter the university in April 2014
	May	
1) You send application documents to Waseda University.	Jun.	
2) Waseda University makes an application at Tokyo Immigration Bureau on your behalf.	Jul.	
3) COE is issued. 4) Waseda University sends the COE to you.	Aug.	
	Sep.	
	Oct.	
	Nov.	1) You send application documents to Waseda University.
	Dec.	2) Waseda University makes an application at Tokyo Immigration Bureau on your behalf.
	Jan.	
	Feb.	3) COE is issued. 4) Waseda University sends the COE to you.
	Mar.	

5) and 6) Application and Acquisition of Student Visa

After obtaining the COE, apply for a student visa at the Japanese Embassy or Consulate by submitting the application documents designated by the Embassy, your passport, and the COE. For the details of documents required for application for the student visa, directly contact the Embassy or Consulate at which you will apply. The Certificate of Admission is sent from Waseda University with the COE.

7) Acquisition of Status of Residence "Student"

Come to Japan carrying the COE and student visa and acquire a status of residence "Student". You must arrive in Japan within three months after the COE is issued.

- Handling of Personal Information

Waseda University uses personal information of applicants, such as their addresses, names, and dates of birth, collected on their application for admission for conducting the entrance examination, announcement of successful applicants, entrance procedures, and other incidental business. We will take necessary and proper measures to protect such personal information from leakage, disclosure, or unauthorized use.

All or part of the above operations may be outsourced to an agency. However, even in such cases, we will contractually obligate the agency to conduct necessary and proper management of the data.

X. Contact Information

**“ The Special Admission for Postgraduate Study Abroad Program
by China Scholarship Council**

**(国家建设高水平大学公派研究生项目)” Section
International Admissions Office,
Admissions Center, Waseda University**

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

TEL: +81-3-3204-9073 FAX: +81-3-3204-9464

E-mail: china5000@list.waseda.jp (Chinese, Japanese, English)

URL: <http://www.waseda-iao.jp/waseda/j/admission/4/04a/4-1-3.html>

[Appendix] Details of the Graduate Schools applications

(1) Graduate schools that accept applications through the International Admissions Office

Name of Graduate School		Doctoral Program	Special Research Students Program
Graduate School of Political Science, Political Science Course	Time of enrollment	September 2013 or April 2014	
	Application period	Mon. November 12, 2012 - Mon. November 19, 2012 *All applications must be received by the application deadline.	
	Contacting faculty before application	Not necessary	
	Screening method	The first screening (document review) and the second screening (a teleconference interview)	
	Application documents	Refer to Page 3-4 on CSC application guide.	
	Language requirements	<p>Applicants must submit either 1 or 2 in addition to 4 from the list below. In the case that applicants cannot submit either 1 or 2, they may submit 3.</p> <ol style="list-style-type: none"> 1. Certificate of Level 1 or N1 of the Japanese Language Proficiency Test (past certificates are acceptable. Copy permitted) 2. A score report indicating a score of 260 pts or higher in the "Japanese as a Foreign Language" portion of the Examination for Japanese University Admission for International Students (Copy permitted) 3. Certificate of Japanese language proficiency issued from an educational institution (The certificate must indicate its equivalent to N1 or higher of the Japanese Language Proficiency Test and must be signed by the president of the institution and university faculty in Japanese studies.) 4. A TOEFL, TOEIC or IELTS score card (Copy permitted) 	
	Research plan	<p><Master's thesis> 3 copies <Abstract of master's thesis> 3 copies (approximately 8,000 characters in Japanese or 2,000 words in English) * If master's thesis and an abstract of master's thesis are incomplete, please submit two samples of the academic writing about a special field of study. A) Contents and format: Written in accordance with the form as an academic paper about the specific subject B) Quantity: About 8,000 characters in Japanese, or about 4,000 words in English C) Presentation number of copies : three copies for each <Research plan for doctoral dissertation> 3 copies (approximately 10,000 characters in Japanese or 2,500 words in English)</p>	
Graduate School of Economics	Time of enrollment	September 2013 or April 2014	
	Application period	Mon. November 12, 2012 - Mon. November 19, 2012 *All applications must be received by the application deadline.	
	Contacting faculty before application	Not necessary	
	Screening method	The first screening (document review) and the second screening (a teleconference interview)	
	Application documents	Refer to Page 3-4 on CSC application guide.	
	Language requirements	<p>(1) Applicants applying for Japanese language research supervision Submit the following 1 and 2.</p> <ol style="list-style-type: none"> 1. An original certificate of Level 1 or N1 of the Japanese Language Proficiency Test (No validation period). Otherwise, applicants must submit an original score with at least 260 pts in the Examination for Japanese University Admission for International Students (No validation period). 2. A certificate of English Language Proficiency Test*: an original of a score report card of either TOEFL-iBT, TOEFL-PBT or IELTS (TOEFL/IELTS must have been taken no more than 2 years before the application deadline). <p>(2) Applicants applying for English language research supervision Submit a certificate of English Language Proficiency Test*: an original score report card indicating 100 pts or higher on the TOEFL-iBT or more than 600 pts in TOEFL-PBT or more than 7.0 pts in IELTS (TOEFL/IELTS must have been taken no more than 2 years before the application deadline).</p> <p>*Applicants who are native English speakers or obtained a master's degree or higher education institution in an English speaking country do not have to submit a score report card.</p>	
	Research plan	<p><Master's thesis> 3 copies (written in Japanese or English) <Abstract of master's thesis> 3 copies (approximately 2,000 characters in Japanese or 1,000 words in English, written horizontally on A4 paper) <Thesis commentary by master's thesis advisor> 1 copy (written in Japanese or English and with the original signature and/or seal of the advisor) <Research plan for doctoral dissertation> 3 copies (approximately 4,000 characters in Japanese or 2,000 words in English with a bibliography, written horizontally on A4 paper) Applicants who are expected to graduate from a master's program in July 2013 must submit three copies of a thesis equivalent to a master's thesis.</p>	

Name of Graduate School	Doctoral Program		Special Research Students Program
Graduate School of Law	Time of enrollment	April 2014	September 2013 or April 2014
	Application period	Mon. November 12, 2012 - Mon. November 19, 2012 *All applications must be received by the application deadline.	
	Contacting faculty before application	Not necessary (if wish to contact faculty, email to the graduate school admissions at Graduate School of Law with gradlaw@list.waseda.jp)	
	Screening method	The first screening (document review) and the second screening (a teleconference interview)	An admission decision is made by the research supervisors, who applicants choose, based on their research plan.
	Application documents	Refer to Page 3-4 on CSC application guide.	
	Language requirements	Applicants must pass Level 1 or N1 of the Japanese Language Proficiency Test or score more than 260 pts on the "Japanese as a Foreign Language" portion of the Examination for Japanese University Admission for International Students. Submit either one of the followings (past scores acceptable). ①"Result Notification (可否結果通知書)" indicating JLPT Level 1/N1 ②"Result Notification (成績通知書)" indicating more than 220 pts for the Japanese section on EJU score	
	Research plan	<Master's thesis (or equivalent work)> 3 copies of master's thesis and 3 copies of abstract (written in Japanese) * The papers submitted should have been written in the past 2 years. Papers older than 2 years must be updated before submission. * If master's thesis and its abstract are not finished, please submit the latest version at the point of application with memorandum of the fact. <Research plan for doctoral dissertation> 3 copies (approximately 2,000 characters in Japanese, written horizontally on A4 paper, with all references listed at the end)	
Graduate School of Letters, Arts and Sciences	Time of enrollment	April 2014	September 2013 or April 2014
	Application period	Mon. November 12, 2012 - Mon. November 19, 2012 *All applications must be received by the application deadline.	
	Contacting faculty before application	Not necessary	
	Screening method	The first screening (document review) and the second screening (a teleconference interview)	
	Application documents	Refer to Page 3-4 on CSC application guide.	
	Language requirements	Submit a certificate of Level 1 or N1 of the Japanese Language Proficiency Test (past certificates are acceptable) or a score report of the "Japanese as a Foreign Language" portion from the Examination for Japanese University Admission for International Students (more than 260 pts). Applicants, who cannot submit the certificate or score report above, may submit an application without the certificate or score report only if they take the Japanese Language Proficiency Test N1 held in December 2012. But under this condition, applicants, who could not pass N1 in December, will be disqualified from the screening process. Note that the above condition of requirements may be different depending on the research field.	
	Research plan	<Master's thesis> 1 copy <Abstract of master's thesis> 3 copies (approximately 12,000 characters in Japanese; may be typed) *For applicants who expect to graduate from Master's program, submit at least one copy of the article as being equivalent to the thesis, or submit three copies of abstract in 12,000 characters in Japanese. <Thesis commentary by master's thesis advisor> 1 copy (with the original signature and/or seal of the advisor) <Research plan for doctoral dissertation> 3 copies (handwritten in Japanese, approximately 20 pages of 400-character Japanese standard A-4/ <i>genkou-youshi</i>) * Among the 3 copies, 2 may be photocopies.	

Name of Graduate School		Doctoral Program	Special Research Students Program
Graduate School of Fundamental Science and Engineering, Graduate School of Creative Science and Engineering, and Graduate School of Advanced Science and Engineering	Time of enrollment	September 2013 or April 2014	
	Application period	Mon. November 12, 2012 - Mon. November 19, 2012 *All applications must be received by the application deadline.	
	Contacting faculty before application	It is desirable for applicants to contact the prospective research supervisor in advance. Applicants who submit an application without prior contact may decrease their chance of acceptance or have their application denied. When contacting the prospective research supervisor, you must specifically address that you are a candidate for a scholarship in the CSC Program. (Contacting supervisors prior to application is only for checking your eligibility, so any reply from research supervisors does not mean an official consent and acceptance.) Contact course supervisors at http://www.sci.waseda.ac.jp/research/index-e.html	
	Screening method	Document review (depending on departments and/or supervisors, questions and answers may be given to applicants via phone or e-mail. And those who reside in Japan may have interviews).	
	Application documents	Refer to Page 3-4 on CSC application guide.	
	Other	- The Major in Applied Mechanics requires letters of recommendation from 2 different research supervisors in their home institutions. - The intake for both cooperative major in Advances Biomedical Science and cooperative major in Advanced Health, both are under the graduate school of advanced science and engineering, is not opened.	
	Language requirements	The Japanese Proficiency Testing certificates are not required unless your research supervisor asks you to submit a proof of the Japanese Language Proficiency. Please submit English proficiency test score report (i.e. TOEFL, TOEIC, IELTS, GEPT). a. Submit a copy or an original of English proficiency test score report. b. Submit a score report taken no more than 2 years before the application deadline. c. Do not need to submit one, if your native language is English or, if you graduated from a university in an English speaking country, or if you have completed the program conducted in English only to obtain a degree. In this case, must append an explanation on the separate sheet (A4 or letter size, free format) along with your application documents.	
	Research plan	<Master's thesis> 1 copy <Abstract of master's thesis> 1 copy (approximately 8,000 characters in Japanese or 2,000 words in English, not including charts and graphs) * If you have not completed the master's thesis, submit a research plan for master's thesis. (approximately 8,000 characters in Japanese or 2,000 words in English, not including charts and graphs) <Research plan for doctoral dissertation> 1 copy (approximately 10,000 characters in Japanese or 2,500 words in English, not including charts and graphs) Please make sure to clearly indicate the theme of your research.	
Graduate School of Education	Time of enrollment	April 2014	
	Application period	Mon. November 12, 2012 - Mon. November 19, 2012 *All applications must be received by the application deadline.	
	Contacting faculty before application	Not necessary	
	Screening method	Teleconference interview by the director of applicant's major and the research supervisor in charge	
	Application documents	Refer to Page 3-4 on CSC application guide.	
	Language requirements	Submit a certificate of Level 1 or N1 of the Japanese Language Proficiency Test or a score report (more than 260 pts) for the "Japanese as a Foreign Language" portion of the Examination for Japanese University Admission for International Students.	
	Research plan	<Master's thesis> 2 copies <Abstract of master's thesis> 1 copy (handwritten in Japanese, within 4 pages of 400-character Japanese standard A4/genkou-youshi) <Research plan for doctoral dissertation> 1 copy (handwritten in Japanese, within 12 pages of 400-character Japanese standard A4/genkou-youshi) * If applicants graduated with a master's degree without writing a thesis, they should contact the Graduate School of Education.	

Name of Graduate School		Doctoral Program	Special Research Students Program
Graduate School of Human Sciences	Time of enrollment	April 2014	September 2013 or April 2014
	Application period	Mon. November 12, 2012 - Mon. November 19, 2012 *All applications must be received by the application deadline.	
	Contacting faculty before application	Applicants must directly contact their desired supervisor via an email about the followings to jinken@list.waseda.jp (written in Japanese is preferred, but in English is also acceptable) prior to application. It is desirable for applicants to contact the prospective research supervisor in advance. Applicants who submit an application without prior contact may decrease their chance of acceptance or have their application denied. When contacting the prospective research supervisor, you must address the desired supervisor's name, research field and research plan, questions, and so on, with notification that you are a candidate for a scholarship in the CSC Program . (Contacting supervisors prior to application is only to check your eligibility and to avoid mismatching the supervisor and applicant, so any reply from research supervisors does not mean an official consent and acceptance.)	
	Screening method	The first screening (document review) and the second screening (a teleconference interview)	
	Application documents	Refer to Page 3-4 on CSC application guide.	
	Language requirements	Submit either one of the followings. Submit either one of the followings. ①A copy for "Result Notification (可否結果通知書)" of JLPT (any results and past scores are acceptable) ②A copy for "Result Notification (成績通知書)" of EJU (any results and past scores are acceptable) ③An ORIGINAL score report of either TOEFL, TOEIC, or IELTS (any results are acceptable, however it must have been taken no more than 2 years before the application deadline). TOEFL is only acceptable for either [1] TOEFL-CBT, [2] TORFL-PBT, or [3] TOEFL-IBT. For TOEIC, testing scores for TOEIC OPEN TEST, which is given at the official testing facility to public (TOEIC SW, TOEIC Bridge, and so on, is not acceptable) .	
Graduate School of Social Sciences	Research plan	<Abstract of master's thesis> 1 copy (handwritten in Japanese, approximately 2,000-character written horizontally on A4 paper) <Research plan for doctoral dissertation> 1 copy (handwritten in Japanese, approximately 4,000-character written horizontally on A4 paper) * If you have not completed the master's thesis or abstract, submit an abstract describing research achievements you've done by the time of application, such as published articles or papers. (handwritten in Japanese, approximately 2,000 characters in Japanese written horizontally on A4 paper) Note: Prior to application, applicants must contact the prospective professor for your thesis supervision and obtain their permission to apply.	
	Time of enrollment	September 2013 or April 2014	
	Application period	Mon. November 12, 2012 - Mon. November 19, 2012 *All applications must be received by the application deadline.	
	Contacting faculty before application	Applicants are strongly expected to email FIRST and send to Graduate School of Social Science (admissions-socs@list.waseda.jp) the following documents with notes clearly written the desired supervisor's name and your status of being the CSC scholarship candidate, PRIOR TO APPLICATION. Be aware that applicants who submit an application without prior contact may decrease their chance of acceptance. ①Curriculum vitae ②Official transcripts for both under and graduate programs ③Master's thesis outline ④Detail research plan ⑤Language certificates described in the following column. <How to search your desired supervisors> 1) Refer to the researcher database available on URL: https://www.wnp7.waseda.jp/Rdb/app/ip/ipi0201.html OR 2) Refer to HP for Graduate School of Social Sciences available on URL: http://www.socs.waseda.ac.jp/g/admission/coaching/	
	Screening method	Document review, and if necessary, interview (using a teleconference system) may be administrated.	
	Application documents	Refer to Page 3-4 on CSC application guide.	
	Language requirements	Certificate of Japanese language proficiency is mandatory. In principle, applicants must submit either one of the following documents. 1) A copy for "Result Notification (可否結果通知書 或 認定結果及び成績に関する証明書)" of JLPT Level 1/N1 or Level 2/N2 2) A copy for "Result Notification (成績通知書)" of EJU (any results and past scores are acceptable) 3) A performance report by their Japanese teacher at their university, etc. only if they have taken neither of the above examinations Note that some research supervisors may ask applicants to submit English language proficiency scorecards, such as TOEFL, TOEIC, or IELTS, in addition.	
	Research plan	<Master's thesis> 1 copy <Abstract of master's thesis> 1 copy (approximately 2,000 characters in Japanese) <Research plan for doctoral dissertation> 4 copies (approximately 4,000 characters in Japanese, including title, references and footnotes)	

Name of Graduate School		Doctoral Program	Special Research Students Program
Graduate School of Sport Sciences	Time of enrollment	September 2013 or April 2014	
	Application period	Mon. November 12, 2012 - Mon. November 19, 2012 *All applications must be received by the application deadline.	
	Contacting faculty before application	Before sending the application documents, you must contact the desired supervisor to well discuss the research theme and plan. You may reach supervisors via an email, supoken-nyushi@list.waseda.jp, with clearly addressing the name of your desired supervisor and inquiries (written in Japanese is preferable, but in English is also acceptable), and the supervisor will email back to you.	
	Screening method	The first screening (document review) and the second screening (a teleconference interview)	
	Application documents	Refer to Page 3-4 on CSC application guide.	
	Language requirements	Applicants must submit any certificates indicating your communication skills in either Japanese or English proficiency (if available, the following documents are preferable). 1. Score report of Level 1 or N1 of the Japanese Language Proficiency Test 2. Score report of Level 2 or N2 of the Japanese Language Proficiency Test 3. Score report of the "Japanese as a Foreign Language" portion of the Examination for Japanese University Admission for International Students 4. Score report of the English proficiency, such as TOEFL, TOEIC, IELTS, etc.	
	Research plan	<Abstract of master's thesis> 1 copy (handwritten in Japanese, approximately 5 pages of 400-character Japanese standard A4/ <i>genkou-youshi</i>) <Research plan for doctoral dissertation> 1 copy (handwritten in Japanese, approximately 10 pages of 400-character Japanese standard A4/ <i>genkou-youshi</i>) Note: Before submitting an application, applicants must contact the professor from whom they wish to receive thesis supervision and obtain permission to apply.	

(2) Graduate schools that accept applications directly (not through the International Admissions Office)

Name of Graduate School		Doctoral Program	Special Research Students Program
Graduate School of Asia- Pacific Studies	Time of enrollment	September 2013	
	Application period	December 14 - 21, 2012 (Application must be reached to the GSAPS Admissions Office by December 21.)	
	Contacting faculty before application	Not necessary	
	Screening method	An admission decision is made through the first screening (document review) and the second screening (interview).	An admission decision is made only based on the first screening (document review).
	Application documents	Submit application documents with the designated forms. The details about required application documents and a method of interview will be noticed on the following HP of Graduate School of Asia-Pacific Studies. <Japanese website> http://www.waseda.jp/gsaps/scholarship/csc_jp.html <English website> http://www.waseda.jp/gsaps/scholarship/csc_en.html	
	Language requirements	Applicants applying to the program conducted in Japanese: An original score report of Level 1 or N1 of the Japanese Language Proficiency Test. Applicants applying to the program conducted in English: Original TOEFL, IELTS or TOEIC score report card.	
Graduate School of Global Information and Telecommunication Studies	Time of enrollment	September 2013	
	Application period	Thu. November 1 - Fri. January 11, 2013 *All applications must be received by the application deadline.	
	Contacting faculty before application	Necessary	
	Screening method	Document review, presentation and question-and-answer session	
	Application documents	<Japanese website> http://www.gits.waseda.ac.jp/admit/admit.php?lang=ja <English website> http://www.gits.waseda.ac.jp/admit/admit.php?lang=en	
	Language requirements	The submission of score reports is optional.	

Name of Graduate School		Doctoral Program	Special Research Students Program
Graduate School of Japanese Applied Linguistics	Time of enrollment	September 2013 or April 2014	
	Application period	Mon. December 17, 2012 - Fri. December 21, 2012 *Application should be postmarked no later than Fri, December 21, 2012	
	Contacting faculty before application	Not necessary	
	Screening method	Document review and interview (using a Skype system)	
	Application documents	Refer to HP for Graduate School of Japanese Applied Linguistics http://www.waseda.jp/gsjal/admin.html	
	Language requirements	There are no special requirements, but applicants must submit a copy of their Japanese Language Proficiency Test score report card if they have passed it. They must also submit other documents certifying their previous study of Japanese if any. Applicants who are expected to graduate from a master's program must submit three copies of a thesis equivalent to a master's thesis.	
Graduate School of Information, Production and Systems	Time of enrollment	September 2013	No admissions for special Research Students Program.
	Application period	[Domestic application] February examination: Wed. January 9, 2013- Mon. January 21, 2013	
		[Overseas application] January examination: Mon. November 12, 2012- Fri. December 7, 2012 February examination: Wed. January 9, 2013- Mon. January 21, 2013	
		[IPS doctoral course application for IPS master students] Please ask IPS office for the details.	
	Contacting faculty before application	Necessary	
	Screening method	[Domestic application] Document review, Interview [Overseas application] Document review	
	Application documents	[Domestic & Overseas application] Refer to HP for Graduate School of Information, Production and Systems http://www.waseda.jp/ips/csc.html (Japanese) http://www.waseda.jp/ips/english/csc.html (English) [IPS doctoral course application for IPS master students] Please ask IPS office for the detail.	
		Language requirements	
	Graduate School of Environment and Energy Engineering	Time of enrollment	
Application period		Mon. November 12, 2012 - Mon. November 19, 2012 *All applications must be received by the application deadline.	
Contacting faculty before application		Necessary: Applicants must send their home university, name, preferred supervisor and research subject to the following address: weee-ent@list.waseda.jp	
Screening method		Document review	
Application documents		1)Application for admission 2)Resume 3)Graduation (Estimated Graduation) Certificate (Copies are acceptable) 4)Enrollment Certificate (Original, person concerned) 5)Academic transcript (Original) 6)Summary of Activities and Achievements 7)Report of Research Achievements 8)Statement of Purpose including self-promotion 9)Research Plan 10)Recommendation Letter *The prescribed forms for 1),2),6),7),8),9) are available for download from the following URL. Copies of the applicant's published articles or papers presented at conferences or a list of works must be submitted along with the documents above. URL : http://www.waseda.jp/weee/english/exam/csc.html	
Language requirements		It is not necessary to submit score report cards.	