



# The LL.M. in Asian Economic Integration and Law

Graduate School of Law  
Waseda University

## Application Guidelines for April 2018 Entry

Master of Laws in Studies of Legal Frontiers

### ■ 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.

## ■Admission Policy■

Based on its educational philosophy of “Independence of Learning,” Waseda University welcomes many students from Japan and the rest of the world who have a solid basic academic ability and thriving intellectual curiosity, a rich spirit of enterprise reflecting this university’s philosophy, and a strong motivation to study.

In this Graduate School, we recognize that there are many talented people from diverse backgrounds, including new graduates who wish to conduct research in their own special field of law, mature students who wish to enhance their expertise in specific fields of law, others with legal qualifications or commensurate ability who wish to improve their research skills, and international students seeking to receive a high-level legal education in Japan. We will create and operate an appropriate entrance selection system to address this diversity and to attain our goal of nurturing human resources who not only have advanced skill in legal research, but also have a “legal mind” and can convey the outcome of their research constructively and with precise logic. Given that one of our missions is to train researchers, it is only natural that certain levels of academic knowledge and ability are expected requirements for selection; but it is also desirable to accept students who spare no effort and motivation in maximizing their own latent ability.

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### 1. Admission Schedule

	Date (in Japan Standard Time)
<b>Application Period</b>	October 9, 2017 ~ October 20, 2017
<b>Online Registration Procedures</b>	October 9, 2017 ~ October 20, 2017
<b>Period of Payment of Screening Fee</b>	October 9, 2017 ~ October 20, 2017
<b>Announcement of Examinee Number</b>	By the end of October, 2017
<b>Interview Notification Date</b>	November 2, 2017
<b>Interview Date (if required)</b>	November 11, 2017
<b>Announcement of Successful Applicants</b>	November 16, 2017
<b>Deadline for Entrance Procedures</b>	In the middle to the end of November, 2017
<b>School Starts</b>	Beginning of April 2018

## 2. Application Overview

### I. Applicant Eligibility

Applicants for this program must meet one of the requirements below:

- ① The applicant has graduated or is scheduled to graduate from a university by March 31, 2018.
- ② The applicant has received a Bachelor's Degree from the National Institution for Academic Degrees and University Evaluation or is scheduled to receive such a degree by March 31, 2018.
- ③ The applicant has completed 16 years of standard school education overseas or is scheduled to complete such education by March 31, 2018.
- ④ The applicants designated by the Minister of Education, Culture, Sports, Science and Technology by March 31, 2018.
- ⑤ The applicant has been enrolled at a university for more than three years (or has completed 15 years of school education overseas or is scheduled to complete such education by March 31, 2018) and have been recognized by the Graduate School of Law as having earned a specified number of credits with an excellent academic record.
- ⑥ The applicant has been recognized by the Graduate School of Law as possessing academic credentials superior to those of university graduates through an individual entrance requirements screening process and scheduled to reach 22 years of age by March 21, 2018.

※Graduates from three-year specialized college (zhuanke) programs in China do not meet the requirements. However, those who have graduated from a four-year (benke) program after graduation from a three-year program and completed 16 years of school education fulfill the requirement.

※Prospective applicants who are unsure if they can fulfill the requirements mentioned in ⑤ and ⑥ above, must confirm their eligibility with the office of the Graduate School of Law at least a month prior to the application.

### II. Number of Students to be admitted

Major	Course	Number of Student Admitted
Master of Laws in Studies of Legal Frontiers	LL.M. in Asian Economic Integration and Law	Approximately 10 Students

### III. How to Apply

<b>Steps of Application</b>	Step1) Register online Step2) Submit all required application materials by post
<b>Where to Submit (By Post)</b>	<b>LL.M. Program Admission Office, Graduate School of Law, Waseda University</b> 1-6-1, Nishi-Waseda, Shinjuku-ku, Tokyo 169-8050, Japan Tel: +81-3-3232-3924
<b>Period of Application</b>	<b>October 9, 2017 (Mon.) ~ October 20, 2017 (Fri.)</b> in Japan Time All required documents must arrive at the office no later than the designated deadline.

\*Both Step1 and Step 2 are required. If either step is not satisfied, your application will not be accepted.

\***Application documents must be sent by postal service.** They will not be accepted if submitted in person, by fax, or email.

\*All application documents must reach the Graduate School of Law office no later than the prescribe deadline. If they fail to arrive within the deadline, your documents will not be accepted.

\*Enquiries regarding arrival of your application will not be accepted. Please contact the post office or the courier with the tracking number given by them.

\***The application will be completed when an applicant has paid screening fee, registered online, and submitted all the application documents.**

\*If mailing from Japan, please send the documents by Simplified Registered mail (Or Simplified Registered Express Mail if necessary). If mailing from outside of Japan, please make sure to use an Express Mail Service (EMS) or other international courier service.

\*Even when sending documents via EMS, **it takes more than one week to reach us.** Therefore, please send your application as early as possible.

\*Application documents must be complete for you to qualify to apply for the program. If the office contacts you concerning the application documents, please follow the instructions immediately.

\*As a general rule, application documents will not be returned once submitted. However, only original certificates which cannot be reissued may be returned to applicants when a written request in the designated format, the "Request Form for Returning the Submitted Materials," is submitted at the time of application. Please note that applicants who do not submit this request form with their application documents will not have their materials returned to them for any reason.

\*If there is any change in your personal information (mailing address, phone number, or e-mail address), please be sure to notify us immediately. The university cannot be held responsible if any notification from the university is lost due to a change of information from your application documents.

#### IV. Screening Fee

Payment of the screening fee must be completed from either outside or within Japan BEFORE submitting the application. Applications from candidates who have not paid this fee will not be accepted.

Moreover, except for the cases explained later, paid fees cannot be refunded under any circumstances.

The amount of the screening fee will differ, depending on the country of residence at the time of application (regardless of nationality). In some cases, applicants residing outside of Japan may be asked to provide documentary proof of residence.

<b>The Amount</b>	Outside Japan: JPY 5,000 Within Japan: JPY 30,000 *place of residence at the time of application
<b>Period for Payment</b>	October 9, 2017 (Mon.) through October 20, 2017 (Fri.)
<b>Methods of Payment</b>	Please choose either ①, ②, or ③ to make a payment.

\*The screening fee must be paid during the period. Please note that payment before/after the prescribed period is not acceptable.

##### ① Payment by Credit Card/Online Payment System (“China Union Pay” or “Alipay”)

<<This payment method is applicable to all applicants regardless of country of residence. >>

It can be made 24 hours a day, seven days a week. Detailed information on this payment method can be found on page 11.

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

	Outside Japan	Within Japan
First Selection	Graduate School of Law	Graduate School of Law
Second Selection	April 2018 Admission	April 2018 Admission
Third Selection	Master’s Program	Master’s Program
Fourth Selection	LL.M. Admission (Asian Economic Integration, Overseas) JPY 5,000	LL.M. Admission (Asian Economic Integration, Domestic) JPY 30,000

After completing the transaction, please print out the “Result” page and attach it to your application documents.

##### ② Overseas Bank Transfer

<<This payment method is applicable to overseas applicants only. >>

Please visit your local bank and enter the following information in the remittance form provided to you by your bank.

Type	Telegraphic Transfer	
Payment Method	Advise and Pay	
Handling Fee	Payer’s Responsibility	
Lifting Charge	Payee’s Account	
Amount	Total of <b>JPY 7,000</b> (screening fee of JPY 5,000 plus a lifting charge of JPY 2,000) *If the local bank requires a separate handling fee, please pay the fee to the bank in addition to the above remittance.	
Purpose	Screening Fee	
Message to Payee	Please indicate “33: Applicant’s full name” *Include the school code “33” before applicant’s name	
Remittance Destination	Bank name	The Bank of Tokyo-Mitsubishi UFJ, Ltd.
	Branch name	Edogawabashi Branch
	Account number	0035967FHH **0035967* are the numbers and “FHH” are the letters.
	Account holder	Waseda University
	Bank address	1-48-13, Sekiguchi Bunkyo-ku Tokyo 1120014, Japan
	Swift code	BOTKJPJT

After completing the transaction, please enclose a copy of the customer’s copy of the form with your application documents.

##### ③ Payment at a Convenience Store

<<This payment method is applicable to applicants residing in Japan. >>

To make a payment at a convenience store in Japan, you must complete the designated payment registration through the “Screening fee convenience store payment site” (<https://e-shiharai.net/>) [Japanese Only] in advance. For more information on this payment method, please refer to page 12.

After making the payment, detach the “Certificate of Payment of the Screening Fee” from the Screening Fee Handling Description and paste it to the designated space (“Screening Fee Payment Certificate”) on the Application Form.

### [Screening fee waiver program for applicants from specified countries]

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

#### [Eligible Countries]

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

#### 1. Outline

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

#### 2. Eligibility

The following conditions must be fulfilled:

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

#### 3. Procedures

When applying to an undergraduate or graduate school of Waseda University, please enclose the following documents with the other application documents instead of the certificate of payment for the screening fee (copy of the remittance form etc.). The application for the screening fee waiver program must be made along with the application for admission. Applications made afterward will not be accepted under any circumstances.

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

- \* Applicants who apply for the screening fee waiver program are not required to pay the screening fee. However, if payment was made before the application for the screening fee waiver program, the screening fee will not be reimbursed.
- \* In the event that the applicant is found to be ineligible for the screening fee waiver program or have made a false claim, the application for admission to Waseda University itself might be revoked immediately.

## V. Application Documents

List of Application Documents	
<p><b>Online Registration</b></p>	<ul style="list-style-type: none"> <li>✓ Please register before sending application by post. 【Registration URL】 <a href="http://www.waseda.jp/follow/glaw/4156/">www.waseda.jp/follow/glaw/4156/</a></li> <li>✓ Please enclose a copy of the confirmation email you will receive after submitting online registration.</li> <li>✓ If you register multiple times, the latest one will be only accepted.</li> </ul> <p style="text-align: center;">【 Online Registration Period: October 9, 2017 (Mon.) through October 20, 2017 (Fri.) 】</p>
<p><b>Application Form</b></p> <p>Designated Form A</p>	<ul style="list-style-type: none"> <li>✓ Must be filled out by the applicants</li> <li>✓ A color photograph required should be 4cm (length)*3 cm (width) without a border, head and shoulders only, facing front, plain background, no hats, and must be taken within 3months prior to the application. You will be required to submit the same color photograph again when you enter the school, so we recommend you to keep extra one.</li> <li>✓ For those who pay the screening fee by credit card, China Union Pay or Alipay please print out the “Result” page after completing the transaction, for those who pay the screening fee by Overseas Bank Transfer please attach a copy of the remittance form, and for those who pay the screening fee at any convenience stores in Japan please affix the certificate of receipt, and enclose it with other application documents.</li> </ul>
<p><b>Certificate of Graduation/ Degree</b> &lt;&lt; Original &gt;&gt;</p> <p>And</p> <p><b>Academic Transcript</b> &lt;&lt; Original &gt;&gt;</p>	<ul style="list-style-type: none"> <li>✓ Please submit all certificates indicated below.</li> <li>✓ Must be <b>ORIGINAL</b>. Photocopies, faxes, or PDFs are not acceptable.</li> <li>✓ Please submit certificates and transcripts <b>in English or Japanese</b>.</li> <li>✓ Applicants who have completed an undergraduate or graduate degree program in which the medium of instruction was not English must submit an original official certificate issued in the original language with an officially certified translation in English.</li> <li>✓ <b>Submit the document enclosed in an envelope with official seals.</b></li> <li>✓ Applicants must submit official certificates for <b>all undergraduate and graduate schools attended.</b></li> </ul> <ol style="list-style-type: none"> <li>1. <b>Certificate of (Expected) Graduation</b> <ul style="list-style-type: none"> <li>■ Those who submit a certificate of expected graduation (diploma) must submit an official graduation (diploma) certificate at the time of post-acceptance enrollment procedure.</li> <li>■ Applicants must submit official certificates for <b>all undergraduate and graduate schools attended.</b></li> </ul> </li> <li>2. <b>Certification of Degree &lt;&lt;only graduates from universities in China&gt;&gt;</b> <ul style="list-style-type: none"> <li>■ Those who have graduated or will graduate from colleges or universities in Mainland China (excluding Hong Kong, Taiwan, and Macau) with a degree must submit both their degree certificate and certification of graduation (diploma). However, those who have completed 16 years of formal education are also eligible to apply, even if they have graduated from Chinese universities without a degree. Graduates from China’s 3-year undergraduate programs, without a degree, resulting in 15 years of education in total, are not eligible to apply.</li> <li>■ Applicants who have graduated or will graduate from universities in Mainland China may submit “学历认证报告(英文版)” and “成绩认证报告(英文版)” issued by “中国教育部授权学历认证机构(CHSI)(或中国教育部授权学历认证机构指定的日本代理机构)” as substitutes for certificates issued by university.</li> </ul> </li> <li>3. <b>Academic Transcript</b> <ul style="list-style-type: none"> <li>■ Applicants must submit official transcripts for <b>all undergraduate and graduate schools attended.</b></li> <li>■ If the applicant took a leave of absence or leave for military service from his/her university, he or she must have the home university or another public institution issue a certificate that shows that the school granted the leave.</li> <li>■ In the case of graduating in less than four years in under graduate schools, if the reasons are not detailed in your academic transcripts, please send a separate document issued by your university detailing the reasons for an accelerated graduation.</li> <li>■ For transfer students, please submit previous undergraduate academic transcripts.</li> </ul> </li> </ol>
<p><b>Letters of Recommendation</b></p> <p>Designated Form B</p>	<ul style="list-style-type: none"> <li>✓ Applicants must submit two letters written by separate evaluators in English or Japanese.</li> <li>✓ The designated form is preferred, but other recommendation letters are also acceptable.</li> <li>✓ The letters should be dated and written after July 2017 and must be sealed, or sealed with a tally impression or signed and submitted without being open; otherwise it will be considered invalid.</li> <li>✓ The letters must be written by a university professor who has supervised the work of the applicant or other appropriate person who knows the applicant well including your field of study and general lifestyle.</li> <li>※ The recommender can send a letter directly to the Graduate School of Law office (no later than the deadline).</li> </ul>
<p><b>Reason for Application</b></p> <p>Designated Form C</p>	<ul style="list-style-type: none"> <li>✓ In the designated form, state the reasons why you want to enter this program in English.</li> <li>✓ It should be typed and 1,000 words in length.</li> </ul>

List of Application Documents	
<b>English Examination Score Card</b>	<ul style="list-style-type: none"> <li>✓ Please submit one (or more) of the Original English Examination Score Card of TOEFL iBT, IELTS or TOEIC. *TOEFL Institution Code: <b>B813</b></li> <li>*Applicants who are native speakers of English or have received a degree from an institute of higher education (university or higher) in English-speaking countries are not required to submit test results. If the institute is located in non-English-speaking countries but its language of instruction is in English, please submit a certificate to prove that the medium of instruction at the institute was English.</li> </ul>
<b>Photocopy of Passport</b> <<non-Japanese applicants only>>	<ul style="list-style-type: none"> <li>※Only for non-Japanese nationality applicants</li> <li>✓ All non-Japanese nationality applicants must submit a photocopy of the passport page with your photo. Please ensure that your passport has not expired.</li> </ul>
<b>Statement of Financial Resources</b> <<non-Japanese applicants only>> <b>Designated Form D</b>	<ul style="list-style-type: none"> <li>※Only for non-Japanese nationality applicants</li> <li>✓ In the designated form, indicate in English how you intend to cover expenses during your stay at the school (school and living expenses for one year for a master's program).</li> <li>✓ Please make sure that the statement is signed by the applicant.</li> <li>✓ Applicants receiving funds from a "Government/sponsoring agency," please submit a certificate indicating the amount to be received, the length of the sponsoring and the specific characteristics of the scholarship or funding.</li> </ul>
<b>Photocopy of Resident Card</b> <<domestic applicants with non-Japanese nationality only>>	<ul style="list-style-type: none"> <li>※Only for non-Japanese nationality applicants</li> <li>✓ All domestic applicants with nationality other than Japan please submit copies of both sides of the Resident Card. In case you do not have the Resident Card, please submit a photocopy of the passport page with your photo and all pages with personal information including your visa status.</li> </ul>
<b>Request for Returning the Submitted Materials</b> <<only applicants who wish>> <b>Designated Form E</b>	<ul style="list-style-type: none"> <li>※Only the applicants who wish to have materials returned</li> <li>✓ Waseda University will verify the request and return ONLY documents that cannot be reissued. If you wish to have materials returned, please write your request on the designated form for return of submitted materials and submit it with other application documents.</li> <li>✓ <b>Notarized statements, academic transcripts, language proficiency certificates will not be returned.</b> Please be aware that return of documents may take one to two months.</li> </ul>
<b>Application Document Checklist</b> <b>Designated Form F</b>	<ul style="list-style-type: none"> <li>✓ Please check whether you have all required documents ready by using the "Application Document Checklist" and then enclose the list with your application documents.</li> <li>✓ If any of the application materials must be sent later, please specify the materials and reason for delay on the "List of Delayed Materials."</li> </ul>

- All designated formats can be downloaded from the Graduate of Law website. [【www.waseda.jp/foLaw/gLaw/en/admission】](http://www.waseda.jp/foLaw/gLaw/en/admission)
- All materials must be submitted in English (or Japanese). If it is not possible to have English documents, applicants must translate them and have them notarized to certify that the translation is accurate.
- For an applicant whose name stated on the application form differs from that on the certificates, certified documents proving the legal name change (e.g. copy of family register) must be submitted.
- The required application documents differ, depending on the applicant. Please be sure to submit all the documents you are required.

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 Graduate School of Law immediately. In addition, contact us if a serious injury or illness is expected to affect your ability to take the entrance examination. Please contact us immediately even if you find yourself in such situation after submitting your application.

<<Note on Submitted Application Documents and Screening Fee Refund >>

As a general rule, application documents and screening fees are not returned. A full screening fee will be refunded 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.
  - The submitted application materials are not complete enough to meet the application requirements.
  - You do not meet all the eligibility criteria.

If you fall into one of the categories above, please contact the Graduate School of Law office ([gradlaw@list.waseda.jp](mailto:gradlaw@list.waseda.jp)).

## VI. Announcement of Examinee Number

After the application deadline, your examinee number will be announced via e-mail specified on your application form by the end of October. Please contact us if you have not received your Examinee number via e-mail by the date.

## VII. Screening Method

- Document Screening

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

- Interview (if required)

Interview notifications will be sent to applicants by November 2, 2017 (Thur.) via e-mail if it is required. If you do not receive an interview notification, an interview will not be required.

The interview date will be **November 11, 2017 (Sat.)**. If you receive a request for an interview, please reply back as soon as possible. **Interviews will be conducted in English via the internet or in person in Waseda Campus, Tokyo Japan.**

Please note that the interview date will be specified by the Graduate School of Law and cannot be changed under any circumstances. Therefore, please keep your schedule open for the date.

<<Dishonest Act >>

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

1. You may be deemed to have committed a dishonest act if Waseda University determines that you have falsified, fabricated, or plagiarized the document(s), statement(s), or information submitted for your application.
2. In addition, the following responses may be taken if a dishonest act is identified.

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

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

## VIII. Announcement of Successful Applicants

Final screening results are announced according to the following schedule and method:

<b>Schedule</b>	November 16, 2017 (Thur.)
<b>Method</b>	On the school website

The list of admission numbers of successful applicants will be posted on the school website for a week.

※The website of the Graduate School of Law: [www.waseda.jp/foLaw/gLaw/en/](http://www.waseda.jp/foLaw/gLaw/en/)



### 3. Entrance Procedures

“Enrollment Procedures” require successful applicants to complete two steps within the designated period: submitting all documents and paying the fees. In case the applicants failed to complete the enrollment procedures within the designated period, the admission will be canceled regardless of any reason.

<b>Entrance Procedure Period</b>	In the middle to the end of November, 2017
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#### I. Submission of Enrollment Documents

Successful applicants will receive enrollment documents and the “Guide to Enrollment Procedure” after the announcement of successful applicants (in the middle of November). These documents and the Guide will be sent to the mailing address specified on your application form. Please make sure to follow the incoming “Guide to Enrollment Procedure” carefully and submit these documents in a timely manner.

#### II. Payment of the Admission Fees and School Fees

Please remit the below listed Admission Fee, School Expenses and Membership Fees for the spring 2018 during the periods designated above. Details and instructions on how to remit the required fees from overseas will be sent to successful applicants.

<<Admission, academic, and membership fees for students admitted in April 2018 (in Japanese Yen)>>

		Spring 2018	Fall 2018	Total
<b>Admission Fee</b>		200,000	-	200,000
<b>Academic Fees</b>	<b>Tuition Fee</b>	437,000	437,000	875,000
	<b>Seminar Fee</b>	1,500	1,500	3,000
<b>Membership Fees</b>	<b>Waseda University Student Health Promotion Mutual Aid Association Fee</b>	1,500	1,500	3,000
	<b>Waseda University Academic Society Enrollment Fee</b>	5,000	-	5,000
	<b>Waseda University Academic Society Membership Fee</b>	1,000	1,000	2,000
	<b>Students' Association Fee</b>	1,250	1,250	2,500
	<b>Alumni Association Fee</b>	-	40,000	40,000
<b>Total</b>		622,250	457,250	1,130,500

\*Academic Fees and other fees for the fall 2018 are scheduled to be deducted from your registered bank account on the beginning of October.

\*If you are currently enrolled in, graduated from, completed, or withdrawn from an undergraduate, graduate, or specialized program of Waseda University, you are not required to pay the Admission Fee. For more information, please refer to the “Guide to Enrollment Procedures” sent to successful applicants.

\*If you are graduated or will be graduating from the School of Law, Waseda University, you are not required to pay the Waseda University Academic Society Enrollment Fee.

\*If you are graduated or will be graduating from any school of Waseda University, you are not required to pay the Alumni Association Fee.

\*Seminar and membership fees are subject to change.

<<Refund Policy>>

As a rule, we do not refund Admission Fee, Academic fees and other fees (for the spring 2018). However, if you do not enter Waseda University due to unavoidable circumstances, or fail to meet entrance qualifications prior to enrollment, we may refund only the Academic Fee for the spring semester (not the Admission Fee) to you. For more information about the procedure, please refer to the “Guide to Enrollment Procedures” that will be sent to successful applicants.

<<Dishonest Act >>

You may be deemed to have committed a dishonest act if you falsified, fabricated, or plagiarized a document, material or information submitted in your application. In such case, any decision taken on your application may later be invalidated, and the application documents submitted and screening fee will not be returned.

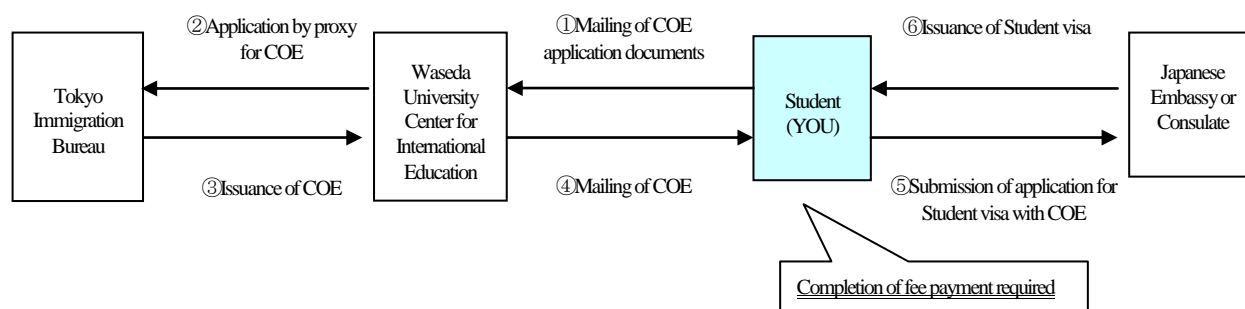
### III. Acquisition of Status of Residence “Student”

International students who are admitted to Waseda University are able to apply for a status of residence “Student”. Those with the status of residence “Student” are eligible to apply for tuition reduction/exemptions and scholarships for international students. Those with a status of residence other than “Student” that allow the holder to stay in Japan for long periods are eligible to enter Waseda University. In that case, however, you may encounter difficulties when using various services and systems intended for international students. In addition, students are not eligible to enroll in the university with a “Short-term” visa status.

#### ➤ If you do not have a status of residence in Japan (If you are NOT a resident in Japan)

1. In order to apply for a visa to enter Japan, you will first need to obtain a certificate of eligibility (COE) from the Immigration Bureau of the Ministry of Justice of Japan, located in Japan. If you are a foreign national applying from outside Japan and have completed payment of the admission fee and designated school expenses for enrollment, the Center for International Education (Email: [cie-zairyu@list.waseda.jp](mailto:cie-zairyu@list.waseda.jp)) will apply for your certificate of eligibility to the Immigration Bureau on behalf of you. You must send the required documents by registered mail (international courier service, etc.) to arrive at the Center for International Education no later than the deadline; the date will be given to successful applicants with an enrollment registration documents. See “COE Application by Proxy” for details. Since it takes one to two months before the Immigration Bureau makes a decision, we advise you to complete the payment and submit COE application documents early, regardless of the deadline.
2. After the COE is issued, Waseda University will send it to you by mail (we send to addresses outside Japan only). Upon receiving the COE, you need to take the COE and your passport to the Japanese embassy or consulate in your area to apply for a “Student” visa. After receipt of a visa to Japan, you are supposed to enter Japan as a student within three months of the issuance of a COE.
3. A certificate of admission will be forwarded to you with the COE.
4. The Center for International Education, Waseda University acts on your behalf to apply for your COE to obtain a “Student” visa and a status of residence “Student”. If you wish to apply for a COE for any other type of visa and status of residence, you need to make an application yourself.

[Sequence of Steps (①→⑥) Involved in Obtaining a “Student” Visa]



#### 【Visa waiver and short-term visa holders】

If you enter Japan as a visa waiver or on a short-term (tourist) visa, in principle, you will not be allowed to change your visa status to a status of residence “Student” while in Japan. You will have to leave Japan and submit a certificate of eligibility (COE) at a Japanese embassy or consulate outside Japan to obtain a “Student” visa. Afterwards, you will be able to re-enter the country.

However, if it is difficult for you to return to your home country before starting the new semester, please consult with the Center for International Education at (E-mail: [cie-zairyu@list.waseda.jp](mailto:cie-zairyu@list.waseda.jp)).

➤ **If you have a status of residence (If you are a resident in Japan)**

1. If you have a status of residence “Student”

If you currently have a status of residence “Student”, please process the “application for extension of period of stay” as necessary. You are able to apply for an extension of period of stay up to three months before your status of residence expires. For details regarding this application, please see “How to apply for a visa extension,” Visa-Related Procedures, the website of the Center for International Education at:

<http://www.cie-waseda.jp/visastatus/en/current/extvisastatus.html>.

Please note that your renewal will not be granted if your attendance and/or grades were bad at the Japanese language school, even if you are admitted to enter Waseda University.

2. If you have a status of residence other than “Student”

If you currently have a status of residence such as “Long Term Resident,” “Dependent,” etc., there is no need for you to undertake any procedures. However, you may encounter difficulties when using various services and systems intended for international students.

If you wish to change your status of residence to that of “Student,” please process the “application for change of status of residence.” For details regarding this application, please see “How to change your visa status”, Visa-Related Procedures, the website of the Center for International Education at:

<http://www.cie-waseda.jp/visastatus/en/current/changevisastatus.html>

● **A Certificate of Admission**

After you admitted, if you wish to apply for extension or change your status of residence before you are given student number, you need a “certificate of admission” to make an application. After paying the admission fee and designated school expenses, please make sure to submit a request to the office of the school you are scheduled to join to issue an original copy of the certificate of admission.

● **Application for extension or change of your status of residence**

In order to apply for an extension or change of your status of residence, you need a completed application form with an official stamp of Waseda University. Prior to making the application to the Immigration Bureau, please visit the Center for International Education in person (located on the 4th floor, building No.22, Waseda Campus) with the application form and a certificate of admission, and have the application form stamped. If you have difficulty in visiting the Center for International Education due to living in a distant place from Tokyo or any other reason, please inquire the Center for International Education at (E-mail: [cie-zairyu@list.waseda.jp](mailto:cie-zairyu@list.waseda.jp)).

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

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

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



Web Application - Online Transaction

Access the site below with your PC

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



You can access  
from our  
website too!

- |   |   |
|---|---|
| 1. Top Page   | Click "Examination Fee".  |
| 2. Terms of Use and Personal Information Management | Please read the Terms of use an Personal Information Management.<br>Click "Agree" button located in the lower part of this page if you agree with these terms.<br>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.<br>Choose your credit card and click "Next".   |

### Paying with Credit Card

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

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

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

### Paying with Union Pay, Alipay

Follow the onscreen instructions to complete the card payment.

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

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

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

Application

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



### [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
~ 20,000 yen	555 yen
30,000 yen ~ 40,000 yen	987 yen
50,000 yen ~ 60,000 yen	1,420 yen
70,000 yen ~ 80,000 yen	1,800 yen
100,000 yen ~ 150,000 yen	2,037 yen
200,000 yen ~ 250,000 yen	2,571 yen
300,000 yen ~	4,320 yen

For questions or problems not mentioned here, please contact :

**E-Service Support Center Tel : +81-3-3267-6663 (24 hours everyday)**

# Waseda University

## Convenience Store Easy-Pay Systems for Entrance Exam Fees

Now you can transfer funds to pay for your entrance examination - 24 hours a day - from your nearest Lawson, Ministop, FamilyMart, Seven-Eleven, Circle K or Sunkus store.

- 1** Before going to the convenience store, you will need to obtain an application number which you can get from going online on either your cellphone or computer. This number will be required when you make your payment.



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



To obtain your application number, please follow the instructions on the screen and input all necessary information. This number will be required when you make your payment.






If you input the wrong information when trying to obtain your application number, please start again from the beginning and make your payment.  
If you are not able to make the required payment before the due date you will receive this deadline upon completing the online application, all the information you had input will be canceled automatically.


- 2** Convenience Store Payment ●The application fee cannot be paid through an ATM. Be sure to make your payment at the cash register.

<p style="text-align: center;"></p> <p style="text-align: center;">Paying at <b>SEVEN-ELEVEN</b> [13-digit Payment Slip Number] 払込票番号</p> <p style="text-align: center;">Tell the counter staff that you want to make an "Internet shiharai." Then provide your Payment [払込票番号] Payment Slip Number</p> <p style="font-size: 0.8em;">※If a payment slip is not printed out, just tell your number to the counter staff.</p> <p style="font-size: 0.8em;">A multifunction copier can not be used to make payment.</p>	<p style="text-align: center;"></p> <p style="text-align: center;">Paying at <b>CIRCLE K or SUNKUS</b> [11-digit Online Transaction Number] オンライン決済番号</p> <p style="text-align: center;">Use the <b>CIRCLE K Kstation</b> or <b>SUNKUS information terminal</b></p> <p style="font-size: 0.8em;">Select the "各種支払い" button on the touch screen All Payments</p> <p style="font-size: 0.8em;">Touch the "11ケタの番号をお持ちの方" option I have 11 digits of number</p> <p style="font-size: 0.8em;">Touch the "チケット受け取りはこちら" option Ticket receipt</p> <p style="font-size: 0.8em;">Touch the "オンライン決済番号を入力してお支払い" option Enter your Online Transaction Number to make a payment.</p> <p style="font-size: 0.8em;">Enter your [オンライン決済番号] Online Transaction Number</p>	<p style="text-align: center;"></p> <p style="text-align: center;">Paying at <b>LAWSON or MINISTOP</b> [11-digit Customer Number] お客様番号 [4-digit Verification Code] 確認番号</p> <p style="text-align: center;">Use the Lawson information terminal <b>Loppi</b></p> <p style="font-size: 0.8em;">Touch the "各種サービスメニュー" option Various Service Menu</p> <p style="font-size: 0.8em;">Select the "各種代金お支払い" button on the touch screen All Payments</p> <p style="font-size: 0.8em;">Touch the "各種代金お支払い" option All Payments</p> <p style="font-size: 0.8em;">Touch "マルチペイメントサービス" Multi-Payment Service</p> <p style="font-size: 0.8em;">Enter your [お客様番号][確認番号] Customer Number Verification Code</p>	<p style="text-align: center;"></p> <p style="text-align: center;">Paying at <b>FamilyMart</b> [11-digit Customer Number] お客様番号 [4-digit Verification Code] 確認番号</p> <p style="text-align: center;">Use the FamilyMart information terminal <b>FamiPort</b></p> <p style="font-size: 0.8em;">Select the "代金支払い" button on the touch screen All Payments</p> <p style="font-size: 0.8em;">Touch the "各種代金お支払い" option All Payments</p> <p style="font-size: 0.8em;">Enter your [お客様番号][確認番号] Customer Number Verification Code</p>
<p>●Make the payment at the register.</p> <p>●Receive an Application Fee Statement. Detach the Certificate of Payment (receipt) portion.</p>	<p>●Loppi, FamiPort, or K-Station issues a funds transfer receipt. You will need to take this to the cash register within 30 minutes and make the actual payment.</p> <p>●Receive an Application Fee Statement. Detach the Certificate of Payment (receipt) portion.</p> <p style="font-size: 0.8em;">* Design and layout of the touch screen buttons is subject to change without notice.</p>		

- 3** Application

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

<p>●Seven-Eleven</p> <p style="font-size: 0.8em;">Detach the receipt portion of the Exam Fee Statement and affix it to the application packet in the designated location. Hold onto the proof of bank transfer for your records.</p> <div style="display: flex; justify-content: space-around;"> <div style="text-align: center;">  <p style="font-size: 0.8em;">入学検定料・選考料 取扱明細書</p> </div> <div style="text-align: center;">  <p style="font-size: 0.8em;">チケット等 払込領収証</p> </div> </div> <p style="font-size: 0.8em;">The appearance of the ticket you receive may differ from the illustration above.</p>	<p>●Circle K ●Sunkus</p> <p style="font-size: 0.8em;">Detach the receipt portion of the Application Fee Statement and affix it to the application packet in the designated location. Hold onto the Online Transaction Receipt for your records.</p> <div style="display: flex; justify-content: space-around;"> <div style="text-align: center;">  <p style="font-size: 0.8em;">入学検定料・選考料 取扱明細書</p> </div> <div style="text-align: center;">  <p style="font-size: 0.8em;">オンライン決済 領収書</p> </div> </div>	<p>●Lawson ●Family Mart ●Ministop</p> <p style="font-size: 0.8em;">Detach the receipt portion (Certificate of Payment) of the Application Fee Statement and affix it to the application packet in the designated location. Hold onto the remainder of the Fee Statement ("Applicant's Copy" portion) for your records.</p> <div style="text-align: center;">  <p style="font-size: 0.8em;">入学検定料・選考料 取扱明細書</p> <p style="font-size: 0.8em;">取扱明細書兼領収書</p> </div>
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※When paying at a convenience store, proof of payment via bank stamp is not necessary.

※When attaching the certificate of payment, be sure to use glue which is suitable for use with thermal paper and pressure-sensitive paper. Please check the glue label.

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

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

convenience stores:	Entrance exam fee \49,999 or less	432 yen
	Entrance exam fee \50,000 or more	648 yen

Questions about paying your entrance exam fees at convenience stores? Please visit  
Note: Convenience store staff cannot answer questions about the service.

https://e-shiharai.net/

**Graduate School of Law  
WASEDA UNIVERSITY**

**1-6-1 Nishiwaseda, Shinjuku-ku, Tokyo 169-8050  
JAPAN**

<https://www.waseda.jp/foLaw/glaw/en/>

**【Contact】 [gradlaw@list.waseda.jp](mailto:gradlaw@list.waseda.jp)**

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