

# Application Guide for High School Recommendation Admissions

<TAIWAN>

September 2023 Entry

WASEDA UNIVERSITY

- Please read this application guide and the appendix thoroughly before making inquiries to our office.
- Please make all inquiries via e-mail ([admission@list.waseda.jp](mailto:admission@list.waseda.jp)) in order for us to keep records of all communications with our applicants.
- All dates and times stated in this guide are in Japan Standard Time (JST).
- Due to the ever-changing situation with the ongoing COVID-19 pandemic, Waseda University may take additional measures, and this guide may be updated accordingly.

Application Period	Interview Notifications	Interview (If required)	Final Announcement of Screening Results	First Enrollment Procedures
10:00 AM March 6, 2023 – 5:00 PM March 15, 2023	April 13, 2023 *Subject to change	April 20 - 22, 2023	May 12, 2023	May 13, 2023 – May 26, 2023

## TABLE OF CONTENTS

### BEFORE THE APPLICATION PERIOD

Step 1	Understand the Basic Admission Scheme .....	P.3
Step 2	Prepare the Necessary Documents .....	P.5

### DURING THE APPLICATION PERIOD

Step 3	Pay the Screening Fee .....	P.8
Step 4	Complete the Online Application .....	P.9

### AFTER YOU APPLY

Step 5	Check Your Application Status .....	P.10
Step 6	Interview (only if required) .....	P.10
Step 7	Check Your Screening Results .....	P.10

### AFTER ACCEPTANCE

Step 8	Complete the Enrollment Procedures .....	P.11
Step 9	Preparations for Enrollment (Scholarships, Dormitories, etc.).....	P.13

### COMMON NOTES

Notes on Application .....	P.13
University Regulations .....	P.14
Basic Policy Statements .....	P.14

## STEP 1 Understand the Basic Admission Scheme

Waseda University's High School Recommendation Admissions scheme is only for those students who are scheduled to graduate from and are recommended by the principal of a high school designated by Waseda University.

### DEGREE PROGRAMS

Applicants may apply to one of the degree programs offered by the designated undergraduate school. Refer to the Appendix for more details.

- \* The undergraduate school to which the applicant is applying is referred to as “the School” in this guide.

### LANGUAGE OF INSTRUCTION

English

- \* Japanese language ability is not required.

### TIME OF MATRICULATION

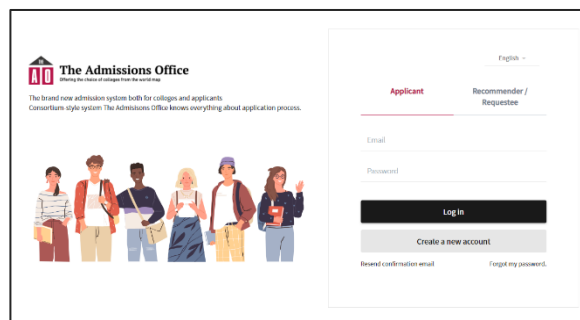
Admitted students start in September as first year students of a four-year program.

### APPLICATION METHODS

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

TAO (The Admissions Office)

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



### SCREENING METHODS

- Admissions decisions are based on a holistic screening of the application documents.
- Applicants may be invited to an online interview, but only if deemed necessary after document screening.

### ELIGIBILITY

Applicants must meet all qualifications and requirements (1) through (3) below.

#### (1) Commitment

You must be eager to enter the School at Waseda University as your first choice.

- \* In principle, after submitting an application, withdrawing from the School or applying to any other universities/colleges is not allowed. Please apply with a thorough understanding of what this admission scheme aims for.

#### (2) Educational Background

You must be enrolled in a high school designated by Waseda University, must be recommended by the

principal of the high school, and must be scheduled to graduate from the high school by September 20, 2023.

- \* If you skipped a grade or accelerated to complete a standard secondary education curriculum and thus would be younger than 18 years of age at the time of enrollment to the university, contact the International Admissions Office regarding your applicant eligibility.
- \* Neither your nationality nor experiences of living abroad has bearing on your application.
- \* Even if you studied in different high schools before, you will be eligible to apply for this admission as long as you are currently registered at a high school designated by Waseda University. In that case, the grade for all the period at all the high schools (or equivalent educational institutions) you have attended must meet the requirement (3) below.

### (3) Academic Requirements

You must meet the academic requirements (GPA, English proficiency test score, etc.) set by the School you are applying to. Refer to the Appendix for more details of academic requirements.

### **TIMELINE**

Event	Period/Date
Online Application Period	10:00 AM March 6 – 5:00 PM March15, 2023
Interview Notifications (if required)	April 13, 2023
Interview (if required)	April 20 – 22, 2023
Results Announcement	May 12, 2023
First Enrollment Procedure	May 13 – 26, 2023
Second Enrollment Procedure	July - August 2023 (to be announced)
Enrollment Date	September 21, 2023

## STEP 2 Prepare the Necessary Documents

The application process will be mostly conducted through the online system (TAO), and there are a number of documents that you must prepare in advance. Carefully read this application guide and prepare all the required documents before the beginning of the application period.

### Application Documents

Document		Who should submit	Ref
1.	Letter of Recommendation*	Applicant	P.6
2.	Certificate of Expected Graduation	Applicant	P.6
3.	Academic Transcript	Applicant	P.6
4.	English Language Proficiency Test Score	TOEFL	ETS
		IELTS	Examination Board
5.	Essay(s)	Applicant	P.6 & Appendix
6.	Proof of Payment	Applicant	P.6 & 8
7.	Personal Identification (Passport)	Applicant	P.6
8.	Applicant's Photo	Applicant	P.6
9.	Residence Card in Japan (If applicable)	Applicant	P.7

\* Use our prescribed format.

### NOTE:

#### 1) Requirements on original documents

On TAO, you will first upload PDF versions of the original/certified documents and certificates to follow our online application process. However, later as part of our enrollment procedures, successful applicants will be required to prove their originality either by submitting their physical copies by post, having their official versions sent by e-mail from the issuing organization, or using digital credential services. If you are unable to do so by the designated deadline, you will be considered to have failed to meet our enrollment qualifications. Any discrepancies may be considered as falsification/fabrication of application documents, and your admission may be revoked. For more details, refer to STEP 8: Complete the Enrollment Procedures.

#### 2) Applicant's name on certificates

Note that all the documents must be issued under your legal name written in English alphabet on your passport. If the name used on the application documents differs from the name on your passport, provide documentation to prove that all names belong to the same person.

#### 3) Language specification

Certificates issued in English are accepted. If they are originally issued in any other language, attach an English translation to the original. The translation must be prepared either by the issuing institution (e.g., your high school), a translation agency or other appropriate office officially approved by the government. Notarization of the translation is not required.

#### 4) Meeting the deadline

All application materials, including ones directly sent from your high school or other institution, must be received by the School no later than the designated deadline. Those that arrive after the deadline will not be accepted under any circumstances. We do not notify applicants about the delivery status of application documents. To check whether your documents have been received or not, contact the test board or another appropriate office.

## 1. Letter of Recommendation

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Prepare a PDF version of a letter of recommendation by using the prescribed form. As the applicant must be recommended by the principal of a school, make sure that it is signed by the principal.

## 2. Certificate of Expected Graduation

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Prepare a PDF version of a certificate proving you are scheduled to complete a secondary education curriculum. The certificate must show your legal name in alphabet, date of birth, the official name of the high school in English, expected graduation date, and the issuance date.

**NOTE:**

- 1) If the transcript shows your expected graduation date, you do not need to prepare a separate document.
- 2) If your high school does not issue a certificate of expected graduation, use the "Template for Certificate of Graduation/Expected Graduation."

<https://www.waseda.jp/inst/admission/assets/uploads/2022/04/Certificate-of-Graduation-Template.pdf>

## 3. Academic Transcript

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Prepare a PDF version of your academic transcripts/school reports issued by high school for the period until the first term (semester) of the last year of school. The certificate must show your legal name in alphabet, the official name of the high school in English, and the issuance date.

**NOTE:**

- 1) If your high school has a policy of keeping IBDP predicted grades confidential from students, ask your high school to upload the required certificates directly on the designate form

([https://wasedaunivcampus.au1.qualtrics.com/jfe/form/SV\\_3RfoKkU7TDJTato](https://wasedaunivcampus.au1.qualtrics.com/jfe/form/SV_3RfoKkU7TDJTato)).

## 4. English Language Proficiency Test Score

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Prepare the results of an English Proficiency Test designated on the Appendix.

Only the tests taken on or after March 1st, 2021 are deemed as being valid.

## 5. Essay(s)

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Prepare essay(s) by yourself as instructed on the Appendix.

## 6. Proof of Payment

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Prepare a photo or a screenshot of the payment receipt which includes your name, payment date, and amount. For more details of the payment methods, refer to STEP 3.

## 7. Personal Identification (Passport)

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Prepare a scanned copy of your passport. If you do not have a passport at the time of application, upload a copy of any identification document that displays your photograph, date of birth, and full name in English alphabet or Japanese.

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

## 8. Applicant's Photo

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Upload a color photograph (aspect ratio of 4:3) of yourself taken within three months, showing a front view above chest level with a plain background. Your head should be uncovered except for religious reasons.

## 9. Residence Card in Japan

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

### STEP 3 Pay the Screening Fee

Pay the screening fee during the following designated periods.

#### Screening fee

Payment Period	Amount
March 6 – 15, 2023	JPY 5,000

A proof of payment must be uploaded on TAO in order to complete your application. Without paying the screening fee, your application is not complete.

#### Reimbursement policy

The screening fee, once paid, will only be returned under the following circumstances:

- 1) You paid the screening fee but failed to apply, or your application documents arrived after the submission period.
  - 2) You paid the screening fee and submitted the application documents, but your application was rejected before screening because you did not meet the eligibility criteria.
- \* Contact the School if one of the cases above applies to you. Note that any handling fees for refund are to be borne by the applicant.

#### Payment method

To make a payment by credit card or online payment system (China Union Pay), access the online screening fee payment website (<https://e-shiharai.net/ecard>) and complete the required procedures. After completing the transaction, save the “Result” page as a PDF/JPEG/PNG, and upload it with your application on TAO.

[https://www.waseda.jp/inst/admission/assets/uploads/2022/07/TAO\\_Creditcard\\_Payment.pdf](https://www.waseda.jp/inst/admission/assets/uploads/2022/07/TAO_Creditcard_Payment.pdf)

On the “Category Selection” page, make the following selections:

Top Page	Examination Fee
First selection	English-based Degree program
Second selection	*Choose the School you are applying to
Third selection	September 2023 Admission
Fourth selection	[Taiwan] High School Recommendation Admission

#### NOTE:

- 1) This payment can be made 24 hours a day, seven days a week.
- 2) Payment can be made with a credit card held in the name of a third person. In this case, the applicant’s own information must be entered on the “Basic Information” page, not that of the card holder’s.



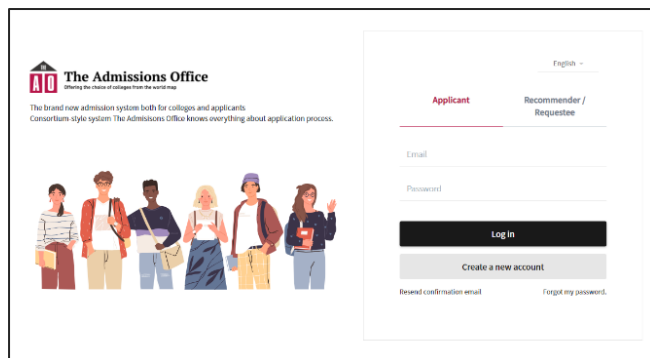
## STEP 4 Complete the Online Application

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

### Timeline

Online Application Period
10:00 AM March 6 – 5:00 PM March 15, 2023

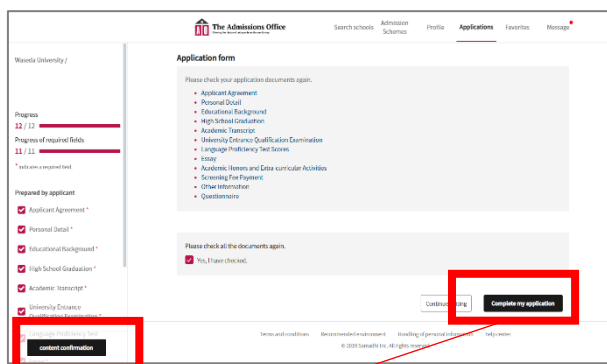
TAO (The Admissions Office) <https://admissions-office.net/en/portal>



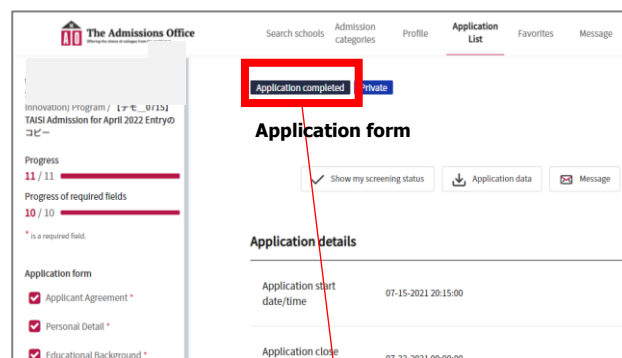
- 1) You must first create an account on TAO.
- 2) After creating your TAO account, **access the link provided in the Appendix.** Note that **applications must be submitted through the designated URL.** DO NOT apply through the portal site directly since the High School Recommendation Admissions do not appear on the Admission Schemes on TAO.
- 3) Follow the detailed instructions shown on the system screen as you fill out and upload the materials.

### IMPORTANT:

Be sure to click “Complete my Application” button in order to submit your application. Failure to complete your submission will result in your documents not being screened.



Make sure to click “content confirmation” button and check all the sections have been completed. Click “Complete my application” to submit your application.



Make sure to confirm your application status has been changed from “Application in progress” to “Application completed”.

### NOTE:

- 1) Application materials that arrive after the deadline will not be accepted under any circumstances, even if they are sent from your high school or other institution directly to the School.
- 2) You do NOT need to create a “Profile” on TAO in this admission. The School does not use the information provided in this section.
- 3) By creating your account on TAO, you agree to the “Terms of Use” and “Handling of Personal Information” designed by Samadhi Co.,Ltd., the service provider of TAO.

## STEP 5 Check Your Application Status

Your examinee number will be notified via TAO by the following date. (Login> Applications> Completed> Show examinee slip)

Notification Date
By March 31, 2023

\* Contact us if you have not received any update by the above date.

## STEP 6 Interview (only if required)

An interview will be required only when we judge that we need further information in addition to the application documents. Whether you are required to take an interview or not is not at all indicative of your final results (pass or fail).

We will notify all applicants whether an interview is required by the following date via e-mail. Interview candidates will receive their interview schedule at the same time. Note that the interview schedule is set by the School and cannot be rescheduled for an applicant's convenience. Therefore, keep your schedule open for all dates specified below.

Notification Date	Interview Schedule
April 13, 2023	April 20 – 22, 2023

The interview will be conducted through an online interview system. Applicants are responsible for arranging a proper online interview environment, including a quiet and private setting, appropriate device (PC recommended), and solid internet connection.

The interview may be cancelled if the applicant:

- Did not respond to our interview schedule notification
- Did not access the designated on-line interview site on time
- Took an interview in an inappropriate setting (e.g., too much background noise, presence of other people)

## STEP 7 Check Your Screening Results

The results will be released via TAO (Login>Applications> Completed> View my screening results) on the following date.

Announcement Date
May 12, 2023

Enrollment documents will be sent to successful applicants via e-mail on the above announcement date.

**NOTE:**

- 1) Final screening result will also be sent to your high school by e-mail.
- 2) We will not accept any inquiries on the screening results.

## STEP 8 Complete the Enrollment Procedures

Successful applicants are required to complete the following actions:

- First Enrollment Procedure:
  - Action 1: Pay the required admission fee, tuition, and other fees
  - Action 2: Submit visa-related documents
- Second Enrollment Procedure: Details will be announced to those who completed the First Enrollment Procedures
  - Action 3: Send official documents for verification purposes
  - Action 4: Complete online registration

### TIMELINE

First Enrollment Procedure		Second Enrollment Procedure	
Action 1	Action 2	Action 3	Action 4
May 13, 2023 – May 26, 2023	May 13, 2023 – May 26, 2023	TBA	TBA

### First Enrollment Procedure - Action 1: Pay the required admission fee, tuition, and other fees

The admission fee, school expenses, and other fees for the first semester must be paid within the period designated above. Refer to the Appendix for more details about the required amount. Failure to make the payments in time will result in the invalidation of your enrollment. Detailed instructions on payments will be sent to successful applicants.

#### Notes on refund, transfer, and exemption:

- (1) As a rule, we do not refund School Expenses or other expenses once they are paid. However, if you do not enter Waseda University due to unavoidable circumstances, or fail to meet entrance qualifications prior to enrollment, we may refund only the School Expenses for the first semester (not the Admission Fee) to you.
- (2) If you are currently enrolled in, graduated from, completed, or withdrawn from an undergraduate, graduate, or specialized program of Waseda University, you are not required to pay the Admission Fee (Registration Fee).
- (3) For more information about these procedures, refer to the enrollment procedure guide sent to successful applicants or contact the School.

### First Enrollment Procedure - Action 2: Submit visa-related documents

<Only for non-Japanese applicants>

Successful applicants are required to submit visa-related documents through a designated online application form. Detailed instructions will be sent to successful applicants.

### Second Enrollment Procedure - Action 3: Send official documents for verification purposes

Official documents must be submitted in order to prove the originality of the documents listed below whose digital copies were uploaded on TAO. If you are unable to provide an official certificate by the designated deadline, you will be considered to have failed to meet the entrance qualifications.

Discrepancies may be considered as falsification/fabrication of application documents, and thus your admission may be revoked.

### <Required Documents>

Document	Notes	Deadline
Academic Transcript	· Must include the same contents as in the materials you submitted during application.	TBA
Certificate of Graduation	· Must show that you have actually graduated from the high school. · Certificate of Expected Graduation is NOT required (nor accepted).	
Others	· Applicants who submitted IBDP predicted scores must submit certificates for the predicted score first. As soon as the IB final results are released, arrange your scores to be sent directly to Waseda University from the IBO (WASEDA University code: 00549).	

### <What makes a document “Official”?>

An official document is one that meets all the following three conditions:

- (1) Issued by the educational institution (e.g., the high school), government, exam board, or test provider
- (2) Issued for third-party use
- (3) Submitted via one of the following methods:

Submission Method	Who should send	Notes
Post	Applicants/ institutions	<p>We accept:</p> <ul style="list-style-type: none"> <li>- An “original” document: One with stamp, seal, watermark, or signature of the issuer on ALL pages.</li> <li>- A “certified” document: Copy of the original document that has been deemed equivalent to the original with an official seal from the issuing institutions (e.g., a high school) or another institution (e.g., a notary public).</li> </ul> <p>A simple photocopy is NOT acceptable.</p> <p>If your documents are sealed in an envelope by institution, do NOT open it, as it may lose its validity once opened.</p>
E-mail	School officials (administrators, counselors, etc.)	The e-mail must be sent through a school domain e-mail address. If your school does not have an official domain, the official documents must be sent by post.
Digital Credential Service	Arrange to send via; <ul style="list-style-type: none"> <li>- National Student Clearinghouse</li> <li>- Parchment Exchange</li> <li>- CHSI (中国高等教育学生信息网(学信网))</li> </ul>	

Refer to the enrollment procedures guide sent to the successful applicants for more details.

### Second Enrollment Procedure - Action 4: Complete online registration

Online registration is required by late August 2023. The details will be announced later, for the successful applicants who have completed the first enrollment procedure above.

## STEP 9 Preparations for Enrollment (Scholarships, Dormitories, etc.)

### Scholarships

There are separate scholarships for Japanese\* and international students.

(\*Including students with visa statuses such as “permanent resident,” “long-term resident,” “spouse or child of Japanese national,” or “spouse or child of permanent resident”)

Programs vary every year, so please note that the programs listed on the websites may not be available in the particular year of your study. These scholarships are awarded to privately financed international students. Government-sponsored international students and students whose tuition is being paid by a foreign government or other scholarship organization will not be eligible to apply for these scholarship programs.

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

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

### Dormitories

Detailed information on dormitories will be sent to successful applicants. You may also refer to the following website.

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

### Arrival in Japan and Entrance Ceremony

The school year begins on September 21; however, orientations for the first-year students, placement tests, and other mandatory school events are scheduled in early September. Therefore, first-year students should plan to arrive in Tokyo in early September. The entrance ceremony will be held in late September. Further details on these ceremonies will be notified in due course.

## COMMON NOTES

### Notes on Application

#### (1) Communication Method

The School will contact to applicants via e-mail address that you registered on TAO when we notify incomplete documents, examinee number, interview invitation and enrollment procedures, etc. Please check your e-mail including junk box regularly.

#### (2) Change in Contact Information

If there is any change of e-mail address, postal address, or telephone number, send an e-mail from your registered e-mail address to the School.

### **(3) Special Needs**

If due to disability or a serious medical condition, etc., you require special care during screening or after enrollment, contact the School.

### **(4) Requirements for Expected Students**

If you submitted a certificate to demonstrate that you are expected to meet the qualifications to enter Waseda University in order to meet the eligibility stated in the application guide at the time of application, you must submit a certificate to certify that you have indeed met the requirement before enrollment. You will not be allowed to enter Waseda University if you fail to do so.

## **University Regulations**

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### **(1) Waseda University Code of Misconduct**

Waseda University seeks to ensure that all admission procedures are properly administered, and all applicants have the opportunity for a fair and equitable process. Please read the following points carefully.

- A. You may be deemed to have committed a dishonest act if you falsified, fabricated, or plagiarized a document or any other information submitted in your application.
- B. Your actions may be considered dishonest if you take the interview for another applicant, if another person takes the interview in your place, or if you conduct other acts impairing the fairness of the interview.
- C. If a dishonest act is identified, any decision taken regarding your application may later be invalidated, without the return of your application documents and screening fee.
- D. In case misconduct is suspected, the University may inquire about the authenticity, etc., of documents, materials, theses, and information, etc., submitted to the University (hereinafter, "Submitted Documents") by providing said Submitted Documents to the issuers, providers, theses review entities, etc. By submitting or providing the Submitted Documents to the University, the applicant agrees to the University's right to make such inquiries.
- E. In addition, the following responses may be taken if a dishonest act is identified:
  - 1) The applicant may not be allowed to continue taking the interview or to participate in any other admissions at Waseda University during the year. Screening fees will not be returned.
  - 2) The results of all admissions taken by the applicant at Waseda University during the year may become invalid.

If, after enrollment, a student is found to have committed misconduct, he/she may be subject to a range of disciplinary action up to and including expulsion from the University, in accordance with the University's rules and regulations.

### **(2) Unforeseen circumstances that are beyond human control:**

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

## **Basic Policy Statements**

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### **(1) Handling of Personal Information**

Waseda University utilizes your 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 screening results, and enrollment procedures. We will take necessary and proper measures to protect such information from leakage, disclosure, or unauthorized use. All or part of the above operations may be outsourced to an agency. In such cases, the agency will be contractually required to maintain necessary and proper management. The University may inquire about the authenticity, etc., of documents, materials, theses, and information, etc., submitted to the University (hereinafter, "Submitted Documents") by providing said

Submitted Documents to the issuers, providers, theses review entities, etc. By submitting or providing the Submitted Documents to the University, the applicant agrees to the University's right to make such inquiries. In addition to the above, personal information may be used as materials for studies and research to improve our entrance examinations. The information will be statistically processed to prevent any individuals from being identified.

**(2) Collecting information on Gender and Sexual Diversity**

Waseda University collects gender information only when there are justifiable reasons, and keeps such cases to a minimum. The information does not affect the screening result. For details, please refer to the following website. <https://www.waseda.jp/inst/diversity/en/support/sexual-minority/>

**Contact – Japan –**

International Admissions Office, Waseda University

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

TEL: +81-3-3204-9073

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

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

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

**Contact – Taiwan –**

International Center Taipei, Waseda University (Taipei Office)

10F, Shin Kong Life Nanjing Science and Technology BLDG. No.167, Sec. 2,  
Nanjing E. Rd., Zhongshan Dist., Taipei City 104475, Taiwan

TEL: +886-2-2507-4501

Business hours: 9:00 AM to 5:00 PM (Taiwan Standard Time), Mon. through Fri.

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

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

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