

General guidelines for applicants

Graduate School of Information, Production and Systems Master's program and Doctoral program applicants

- Fields of application · Information Architecture · Production Systems · System LSI
 ○ Number of persons admitted (Total admissions in April and September)
 · Master's program: 200 · Doctoral program: 20

1 Domestic application

2010	July examination	October examination	February examination	July examination
Term of admission	April 2010			September 2010
Entrance examination method	Recommended application · AO application · General application (Master course only) · Work Force application			
Selection procedure	· Documentary examination · Interview · Written examination (only for general applicants)			
Application period (Postmarked up later, than last day of period)	May 7, 2009 (Thu) - June 26, 2009 (Fri)	September 14, 2009 (Mon) - October 5, 2009 (Mon)	January 7, 2010 (Thu) - January 25, 2010 (Mon)	May 6, 2010 (Thu) - June 22, 2010 (Tue)
Examination date	July 10, 2009 (Fri) July 11, 2009 (Sat)	October 23, 2009 (Fri) October 24, 2009 (Sat)	February 12, 2010 (Fri) February 13, 2010 (Sat)	July 9, 2010 (Fri) July 10, 2010 (Sat)
Results announced	July 16, 2009 (Thu)	October 29, 2009 (Thu)	February 18, 2010 (Thu)	July 15, 2010 (Thu)
Period for admission procedure	December 1, 2009 (Tue) - December 4, 2009 (Fri)		February 25, 2010 (Thu) - March 2, 2010 (Tue)	July 27, 2010 (Tue) - July 30, 2010 (Fri)

* For admission by mail, required documents must arrive no later than the final day of admission procedure.

2 Overseas application

2010	July examination	October examination	January examination	February examination	June examination
Term of admission	April 2010		September 2010		
Entrance examination method	Recommended application · AO application · Work Force application				
Selection Procedure	Documentary examination				
Application period (Must arrive by final day)	May 7, 2009 (Thu) - June 26, 2009 (Fri)	September 14, 2009 (Mon) - October 5, 2009 (Mon)	November 4, 2009 (Wed) - December 11, 2009 (Fri)	January 7, 2010 (Thu) - January 25, 2010 (Mon)	April 5, 2010 (Mon) - May 14, 2010 (Fri)
Results Announced	July 16, 2009 (Thu)	October 29, 2009 (Thu)	January 14, 2010 (Thu)	February 18, 2010 (Thu)	June 3, 2010 (Thu)
Period for admission procedure	December 1, 2009 (Tue) - December 11, 2009 (Fri)		January 25, 2010 (Mon) - February 5, 2010 (Fri)	April 6, 2010 (Tue) - April 23, 2010 (Fri)	June 15, 2010 (Tue) - June 29, 2010 (Tue)

* Waseda University Graduate School of Information, Production and Systems has NO tie-up with any brokers, middlemen, etc both inside and outside Japan for recruiting international students.

3 Research Laboratory

Field	Research Group	Research Laboratory	Supervisor
Information Architecture	Information Model	Data Engineering Laboratory	IWAHARA, Mizuho
	Media Information	Image Media Laboratory	KAMATA, Sei-ichiro
	Signal Processing	Biomedical Signal Processing Laboratory	NISHIMURA, Toshihiro
	Information Network	Thinking Networks Laboratory	KOYANAGI, Keiichi
		Community Computing Laboratory	YOSHIE, Osamu
	Artificial Intelligence	Evolutionary Computing Systems Laboratory	HIRASAWA, Kotaro
Production Systems	Management Information	Neurocomputing Systems Laboratory	FURUZUKI, Takayuki
		Management Information Networks Laboratory	ISHINO, Fukuya
	Process Engineering	Production Management Information System Laboratory	FUJIMURA, Shigeru
		Process Systems Engineering Laboratory	MATSUYAMA, Hisayoshi
		Production Process Laboratory	TATENO, Shigeyuki
	Manufacturing Systems Engineering	Process Control Laboratory	OGAL, Harutoshi
		Manufacturing Information Systems Laboratory	MURATA, Tomohiro
	Measurement and Control Engineering	Manufacturing Mechanical Systems Laboratory	MATSUMOTO, Susumu
		Sensing Systems Laboratory	UEDA, Toshitsugu
	Facilities and Maintenance	System Control Laboratory	LEE, hee-hyoil
Management and Energy Engineering	Machine Diagnosis Techniques Laboratory	INUJIMA, Hiroshi	
System LSI	System LSI Applications	Management Engineering Laboratory	WATADA, Junzo
		Multimedia Systems	GOTO, Satoshi
		Mobile Systems LSI Laboratory	BABA, Takaaki
	System LSI Design Technologies	Highly Parallel LSI Laboratory	IKENAGA, Takeshi
		Advanced System LSI Laboratory	YAMAUCHI, Noriyoshi
		LSI Design Technologies Laboratory	YOSHIMURA, Tsutomu
	System LSI Design Automation Technologies	High-Frequency Circuits Laboratory	YOSHIMASU, Toshihiko
		Optimization Technologies Laboratory	YOSHIMURA, Takeshi
	System LSI Verification Technologies	ASIC Design Automation Laboratory	WATANABE, Takahiro
		Circuit-Level Verification Technologies Laboratory	INOUE, Yasuaki
		High-Level Verification Technologies Laboratory	KIMURA, Shinji

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Qualifications for application

1 Master's program

- (Degree) Applicants who have a bachelor's degree from an institution in Japan or another country, or who expect to receive one by March 31, 2010 (for April admission) or by September 20, 2010 (for September admission).
- (Completion) Applicants who have completed 16 years of regular education in a country other than Japan, or who expect to have completed such education by March 31, 2010 (for April admission) or by September 20, 2010 (for September admission).
- (1) Applicants who are designated by the Ministry of Education, Culture, Sports, Science & Technology Japan.
(2) Applicants who are in a university more than 3 years or have finished 15 years education in a country other than Japan, and are judged by this graduate school to have mastered prescribed credits with excellent grades.
(3) Applicants who do not meet either category a/b or c(1) (2) above and will be 22 years of age or over at the time of admission, and are judged by an individual application qualification examination of this graduate school to have scholastic ability at least equal to that of a university graduate.

* Those who expect to graduate from a technical college without a bachelor's degree should check application qualification category c on the application (Form 1).

* Applicants who have graduated from university in countries where 16 years of education is not required before university graduation, or those who do not meet category a or b, should contact the Admissions Office before the application period starts. They should then submit their application (Form 1) along with documentation of their scholastic ability (grade transcript, personal history, etc.).

* Students with outstanding grades may apply to enter the graduate school upon completion of the third year of university. They should contact the Admissions Office before applying. In this case, who under 22 years of age are also eligible.

2 Doctoral program

- (Degree) Applicants who have a master's degree from an institution in Japan or another country, or who expect to receive one by March 31, 2010 (for April admission) or by September 20, 2010 (for September admission).
- (Degree) Applicants who have received a degree equivalent to a master's degree in a country other than Japan.
- (1) Applicants who are designated by the Ministry of Education, Culture, Sports, Science & Technology Japan.
(2) Applicants who do not meet either category a/b or c(1) above and will be 24 years of age or over at the time of admission, and are judged by this graduate school to have scholastic ability at least equal to that of a master's degree holder. However, those who have completed the first two years of a continuous five-year doctoral course should contact the Admissions Office before the application period starts. In this case, who under 24 years of age are also eligible.

* Applicants who may meet category c should contact the Admissions Office before the application period starts, and then submit their application (Form 1) along with documentation of their scholastic ability (grade transcript, personal history, etc.).

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Selection procedure

IPS provides the following four entrance examination categories. Success or failure depends heavily on the applicant's expertise, eagerness to learn, and awareness of issues, as judged primarily by means of documentary and oral examinations.

[Entrance examination categories]

1 Master's program

Entrance Examination Method	Conditions	Documents, etc., to be submitted
Recommended application	<ul style="list-style-type: none"> You must be recommended by a thesis advisor or other person who can evaluate your scholastic ability. You must have an excellent scholastic record in your undergraduate studies. ※ 	Letter of recommendation
AO application	<ul style="list-style-type: none"> You must be personally able to make a case for your superior ability. Your research plan and short essay must clearly show a high degree of scholastic ability as well as your research aims. 	Letter of self-recommendation Short essay
General application	<ul style="list-style-type: none"> You must achieve satisfactory results on the entrance examination. 	Written examination (English)
Work Force application	<ul style="list-style-type: none"> Persons currently employed in the private sector, government, education, etc. You must pass an interview to assess your capability of master's studies. 	Letter of recommendation or self-recommendation Overview of work history

※ No concrete standard set

2 Doctoral program

Entrance Examination Method	Conditions	Documents, etc., to be submitted
Recommended application	<ul style="list-style-type: none"> You must be recommended by the faculty advisor for your master's thesis or another person who can evaluate your scholastic ability. You must have an excellent master's thesis. You must have a clear plan for your doctoral research. 	Letter of recommendation Overview of bachelor's thesis
AO application	<ul style="list-style-type: none"> You must be personally able to make a case for your superior ability. You must pass an interview to assess your capability of doctoral studies. 	Letter of self-recommendation Short essay
Work Force application	<ul style="list-style-type: none"> Persons employed in the private sector, government, education, etc. You must have been engaged in distinguished research and development work at your place of employment. 	Letter of recommendation or self-recommendation Overview of work history

※ Applicants to the doctoral program will contact with the desired faculty advisor and obtain consent before applying.

[Selection procedure]

Entrance Examination Method	Selection procedure		
	Documentary examination	Interview	Written examination
Recommended application	●	●	
AO application	●	●	
General application	●	●	●
Work Force application	●	●	

○ Written examination

Exam subjects will consist mainly of problems in the field of specialization, given in English. (90 minutes)

(You are free to bring and use English-Japanese and Japanese-English dictionaries. However, electronic dictionaries are not permitted.)

We cannot respond to inquiries about the contents of the examination.

※ Overseas applicants are eligible for Recommended application, AO application, or Work Force application. They are not subject to interview examination, but only to documentary examination.

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Application procedure

Documents for the entrance exam for the 2010 admission will be accepted during the following period:
Please ensure that application documents arrive during the specified application period for each entrance cycle.

(Note) The entrance fees and documents submitted for the entrance examination are non-returnable. Making a copy is not acceptable.

1 Method of application

There are two methods of application: domestic and overseas.
Domestic or overseas applications can be made for either April submission or September submission.
Simultaneous domestic and overseas application or simultaneous April and September application is not permissible.

● **Domestic application:**

Applicants residing in Japan must send a written application from within Japan regardless of their nationality.

● **Overseas application:**

Applicants residing outside Japan must send a written application from overseas regardless of their nationality.
Overseas applicants are not subject to interview examination, but only to documentary examination.

* Japanese nationals who submit an overseas application must submit a certificate of overseas residence.

2 Domestic application

1 Term of admission and application period

Term of admission	Application period (postmarked no later than last day of period)	
April 2010	July examination	May 7, 2009 (Thu) - June 26, 2009 (Fri)
	October examination	September 14, 2009 (Mon) - October 5, 2009 (Mon)
	February examination	January 7, 2010 (Thu) - January 25, 2010 (Mon)
September 2010	July examination	May 6, 2010 (Thu) - June 22, 2010 (Tue)

Receiving time at the Admissions Office counter. [10:00 - 15:00]

2 Documents to be submitted

Specified form	Application document	Recommended application	AO application	General application	Work Force application
* ①	Application for admission [Form 1]	○	○	○	○
* ②	Research plan [Form 2]	○	○	○	○
* ③	Letter of recommendation [Form 3, either (A) or (B)]	○			○ (Either a letter of recommendation or of self-recommendation)
	Letter of self-recommendation [Form 3(C)]		○		○ (Overview of work history)
* ④	Overview of previous bachelor's thesis or master's thesis [Form 4(A)] or Overview of work history [Form 4(B)]	○	○	○	○
* ⑤	Short essay (Only for AO applicants) [Form 5]		○		
* ⑥	Application fee remittance form	○	○	○	○
* ⑦	Address tag	○	○	○	○
⑧	Certificate of (expected) graduation or certificate of (expected) completion. (If neither of the above-mentioned certificates is available, an original degree certificate is required.)	○	○		○
⑨	All grade transcripts for undergraduate studies and above	○	○	○	○
⑩	Two color photographs (one to be affixed to ① the application for admission, and one to be submitted with the other application documents)	○	○	○	○
⑪	A copy of a certificate of Japanese or English language ability (qualification holders only)	○	○	○	○
⑫	¥320 postage	○	○	○	○

Specified form	Application document	Japanese nationality	Non-Japanese nationality
* ⑬	Statement of source of funds [Form 6]		○
⑭	Certificate of alien registration (only for domestic applications by non-Japanese applicants)		○

3 Overseas application

1 Term of admission and application period

Term of admission	Application period (Must arrive by final day)	
April 2010	July examination	May 7, 2009 (Thu) - June 26, 2009 (Fri)
	October examination	September 14, 2009 (Mon) - October 5, 2009 (Mon)
	January examination	November 4, 2009 (Wed) - December 11, 2009 (Fri)
September 2010	January examination	November 4, 2009 (Wed) - December 11, 2009 (Fri)
	February examination	January 7, 2010 (Thu) - January 25, 2010 (Mon)
	June examination	April 5, 2010 (Mon) - May 14, 2010 (Fri)

2 Documents to be submitted

Specified form	Application document	Recommended application	AO application	Work Force application
* 1	Application for admission [Form 1]	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
* 2	Research plan [Form 2]	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
* 3	Letter of recommendation [Form 3, either (A) or (B)]	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
	Letter of self-recommendation [Form 3(C)]		<input type="radio"/>	(Either a letter of recommendation or self-recommendation)
* 4	Overview of previous bachelor's thesis or master's thesis [Form 4(A)] or Overview of work history [Form 4(B)]	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
* 5	Short essay (Only for AO applicants) [Form 5]		<input type="radio"/>	(Overview of work history)
* 6	Application fee remittance form	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
* 7	Address tag	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
8	Certificate of (expected) graduation or certificate of (expected) completion (If neither of the above-mentioned certificates is available, an original degree certificate is required.)	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
9	All grade transcripts for undergraduate studies and above	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
10	Two color photographs (one to be affixed to the application for admission, and one to be submitted with the other application documents)	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
11	A copy of a certificate of Japanese or English language ability (qualification holders only)	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

Specified form	Application document	Japanese nationality	Non-Japanese nationality
* 12	Statement of source of funds [Form 6]		<input type="radio"/>

* Japanese nationals who submit an overseas application must submit the following additional document.

Specified form	Application document	Japanese nationality	Non-Japanese nationality
13	Certificate of residence outside Japan	<input type="radio"/>	

Those needing to apply for a college student visa must submit the following additional documents. (Overseas applicants excluding Japanese applicants)

Specified form	Application document	Japanese nationality	Non-Japanese nationality
* 14	Application for certificate of eligibility		<input type="radio"/>
17	One color photograph for student visa application (H: 4cm; W: 3cm)		<input type="radio"/>
18	Certificate of bank balance (original)		<input type="radio"/>
19	Passport copy		<input type="radio"/>

4 Instructions for application and documents to be submitted

- The application documents should be written in Japanese or English by yourself.
The formats of specified forms can be downloaded from the Website <http://www.waseda.jp/ips/>
- In preparing documents with word limits, please observe the limits strictly.
- From a post office, send all relevant documents (see table, below) together in the designated envelope by Simplified Registered mail.
Mail to: Admissions Office Graduate School of Information, Production and Systems Waseda University
2-7 Hibikino Wakamatsu-ku Kitakyusyu-shi Fukuoka 808-0135 Japan
- Application documents are non-returnable. If a third party holds intellectual property rights for a document to be submitted, take appropriate action in advance to prevent problems arising. Moreover, once a document has been submitted, it cannot be copied.
- If any documents contain false descriptions, the applicant will be disqualified from taking the examination.
- The recommendation application and each certificate may be verified by contacting the issuer or public institution.
- If you will need special consideration when taking the examination or entering school due to physical disability, please inquire with IPS before applying. Also, please consult IPS promptly about any possibility that a major illness or injury will interfere with the examination or entrance procedure, even if the problem happens to arise after you have submitted your application.

(Note) Immediately inform the Admissions Office of any change of address made after application. If applicants outside Japan change their residence to Japan and fail to inform the Admissions Office of the change, they may be disqualified from taking the examination.

1 Application for admission [Form 1]

Fill in the blanks without any omissions.

Affix a color photograph (10 (H: 4 cm; W: 3 cm) in the designated space. This photograph should be the same as the one submitted with the other application documents. If you are currently enrolled in an institution, please fill in your academic career through expected completion. The e-mail address you enter should be one at which you can be reached without fail, other than a Hotmail, MSN, or cellphone address. Note that you may be contacted by e-mail if there is any deficiency in your application documents.

2 Research plan [Form 2]

Write an outline of your study theme and research plan in 500 words or less, in English. Attachments are not permitted.

3 Letter of recommendation [Form 3 (A) or (B)] or Letter of self-recommendation [Form 3 (C)]

Put Form 3 (A) or (B) in the envelope for the letter of recommendation and seal it firmly before submission.

a) For applicants who are currently engaged in undergraduate or graduate studies

A letter of recommendation from a thesis advisor or an equivalent faculty member. [Form 3 (A)]

b) For applicants who are currently employed

A letter of recommendation from a person who can evaluate your scholastic ability such as a supervisor in your research and development field [Form 3 (B)]

c) For AO applicants

A letter of self-recommendation demonstrating outstanding ability [Form 3 (C)]

d) For Work Force applicants

Letter of recommendation from a responsible person in your research and development field, or equivalent authority [Form 3 (B)]
Or: letter of self-recommendation making a case for your superior ability [Form 3 (C)]

4 Overview of previous bachelor's thesis or master's thesis [Form 4 (A)] or Overview of work history [Form 4 (B)]

Submit either of the following documents.

a) Overview of previous bachelor's thesis or master's thesis [Form 4 (A)]

Applicants to the master's program should describe their bachelor's thesis, etc., and applicants to the doctoral program should describe their master's thesis, etc. If you have not been assigned a bachelor's thesis, or have not begun work on it, please describe either the studies and research which you have done thus far or your research plan. ※ If you have presented any papers orally, please attach them for reference.

b) Overview of work history [Form 4 (B)]

Applicants who are currently employed should give an overview of their work history, etc.
※ If you have presented any papers orally, please attach them for reference.

5 Short essay (only for applicants of Admissions Office entrance) [Form 5]

Expound your own views on the theme given in [Form 5]

6 Application sheet fee remittance form

The composite application fee remittance form consists of a certificate of remittance of the application fee (Form A), a receipt for the application fee (Form B), and a transfer request (Form C). Domestic applicants who pay by bank transfer should, after remitting the application fee at the bank, put a tick (✓) by "pay from a bank inside Japan" on the application for admission (form 1); confirm that Forms A, B, and C bear a seal of receipt; and submit Form A. Domestic applicants who pay by convenience store transfer should, after remitting the application fee at the convenience store, put a tick (✓) by "pay at a convenience store inside Japan" on the application for admission (form 1) and affix the receipt to the first page of the application form in the space designated for proof of remittance of the application fee. In this case, Forms A, B, and C are not required. Overseas applicants should put a tick (✓) by "remit from overseas" on the application for admission (form 1) and submit only a copy of the overseas-remittance request.

Form A: Certificate of remittance of the application fee (for submission)

Enter your (the applicant's) name and those of the bank and branch; confirm that the form bears the bank's "Collected" stamp in the designated space; and submit the form.

Form B: Receipt for the application fee (to be kept by the applicant)

Retain this for your reference.

Form C: Transfer-request form

You should take this to the bank without detaching it.

7 Address tag

Fill in the same address as on your application for admission (the address where you can receive the documents from IPS such as the application card, the notice of the examination result, documents for the admission procedure, etc without fail) and your name. For an address outside Japan, be sure to write in English. If downloading, print out on plain paper, fill in, and submit.

8 Certificate of (expected) graduation or certificate of (expected) completion

Applicants to the master's program should submit a certificate of graduation or expected graduation and applicants to the doctoral program should submit a certificate of completion or expected completion (copies, including notarized copies, are not acceptable). In addition, if you have graduated from a university outside Japan, you should submit the original certificate of graduation, completion or graduation with degree together with a written application set to the Admissions Office. The certificate will be returned after confirmation. Also, applicants who have submitted certificate of expected graduation, expected completion or expected graduation with degree should submit a certificate of graduation, completion or graduation with degree immediately after graduation or completion of study.

Applicants who submit an application according to item "c" in Qualifications for Application should submit their final academic background.

9 Grade transcript

Applicants to master's program should submit an undergraduate grade transcript, and applicants to the doctoral program should submit both undergraduate and master's grade transcripts (copies, including notarized copies, are not acceptable). Applicants who submit an application according to item "c" in Qualifications for Application should submit their grade transcript.

10 Color photographs (2 copies)

Affix one copy of a color photograph (H: 4 cm; W: 3 cm) taken within 3 months, without frame, upper body, no hat, front face, no background, to the first page of ① the application for admission. After writing your name on the back of the other copy, submit it with the other application documents. The photograph to be mistaken at examination room such as with or without glasses, hair style, is not acceptable. Note that two photographs from the same negative will be needed for the admission procedure. Please be aware that the photo you submit, besides being used for identification on examination day, will be used after admission on your student ID card and will be kept on file for purposes of identification in connection with internal processing and web services.

11 A copy of a certificate of Japanese or English language ability (qualification holders only)

If you have a certificate of Japanese or English language ability, please submit a copy of the certificate.

12 ¥320 postage (only for domestic applicants)

Please submit this with your other application documents, as it will be needed in sending your examination admission card.

13 Statement of source of funds [Form 6] (only for non-Japanese applicants)

State who will bear your expenses and how they will be borne. Note, however, applicants who hold the right of permanent residence in Japan are not required to submit Form 7.

14 Certificate of alien registration (only for non-Japanese applicants applying by domestic application)

The certificate should show your resident status and period of stay. Note that a copy of an alien registration card will not serve the purpose of certification; you will need to obtain an official certificate at your ward office or municipal office.

15 Certificate of residence outside Japan (only for Japanese applicants applying from overseas)

This is a document that proves any one of the following conditions:

- Residence outside Japan
- Registration at an educational institution outside Japan
- Employment at a company or other entity outside Japan

Submit the above document with a certificate of your period of stay outside Japan.

16 Application for certificate of eligibility (only for overseas applicants who need to apply for a college student visa)

Fill in the blanks on the attached sheet.

17 One color photograph (H: 4 cm; W: 3 cm) (only for overseas applicants who need to apply for a student visa)

Affix this to ⑩ the application for a Certificate of Eligibility to reside in Japan.

18 Certificate of bank balance (only for overseas applicants who need to apply for a college student visa)

Certificate of the bank balance of the bearer of expenses. Please submit the original of the certificate of bank balance of the person who will bear your living expenses, as entered on the application for certificate of eligibility ⑩, Part 3, Item 31 (means of bearing living expenses). The certificate is necessary to guarantee the payment of expenses including your tuition and living expenses in Japan.

19 Passport copy (only for overseas applicants who need to apply for a college student visa)

If you have no passport yet or are in the process of obtaining one, enter "under application" on the application for certificate of eligibility ⑩, Item 10 (1) (passport number).

5 How to remit the application fee

※Application fee: ¥35,000

Remittance in Japan

Please choose among the following methods of remittance. Remittance will be accepted only within the specified period.

① Bank transfer

Using the designated transfer-request form (Form C) included in the application sheet, remit the application fee of ¥35,000 from any financial institution (other than Japan Post Bank Co., Ltd.) within the remittance period. **Do not transfer by ATM (Automatic Teller Machine), mobile phone, PCs, etc.** After remitting the fee, submit Form A (certificate of application fee remittance, bearing a "Collected" stamp) together with the written application. Please note that counter service in banks is usually available from 9:00 AM to 3:00 PM on normal business days, and is not available on Saturday or Sunday.

② Payment at a convenience store

You will need to access the "Examination Fee Convenience Store Payment Internet Site" (<http://e-shihara.net/>) from a personal computer or cellphone beforehand and complete the prescribed application procedure. After making payment, please cut off the "proof of remittance" part of the "Statement of application fee and selection fee handling," affix it to the application form (Form 1) in the space designated for proof of remittance of the application fee, and submit it.

For details, please refer to "Methods of payment of the application fee" on our website (the URL below):

URL <http://www.waseda.jp/ps/pdf/csve2010.pdf>

Payment can be made at any time, 24 hours a day, including weekends and holidays. However, please note that on the last day of the remittance period, "Application on the website" ends at 11:00 p.m.

Note: This option involves the use of Internet pages available only in Japanese.

Term of admission		Remittance period
April 2010	July examination	April 30, 2009 (Thu) - June 26, 2009 (Fri)
	October examination	September 7, 2009 (Mon) - October 5, 2009 (Mon)
	February examination	January 4, 2010 (Mon) - January 25, 2010 (Mon)
September 2010	July examination	April 30, 2010 (Fri) - June 22, 2010 (Tue)

※Even if the procedure is carried out by proxy, the information entered must be that of the applicant.

Remittance from outside Japan

Remit the amount of ¥37,500, which includes the bank remittance charge of ¥2,500, from an overseas financial institution by the method specified below. (If your local financial institution charges an additional handling fee, please pay it separately at that end.)

Be sure to enclose a copy of the overseas-remittance request with the application documents.

● Telegraphic transfer ● Method of transferring money: Advise and pay

● Lifting Charge: Payee's Account ● Amount to be remitted: ¥37,500

● Remit ¥37,500 to the following bank account of Waseda University:

The Mizuho Bank, Ltd. Takatanobaba Branch; ordinary savings account 2337017 (A/C No. 2337017)
1-26-6, Takatanobaba, Shinjuku-ku, Tokyo 169-0075, Japan (phone: +81-03-3362-6211) (swift code: MHBKJPJT)

*When remitting, be sure to fill in your (the applicant's) name and write "Application fee" in the message space.

Note: Remittance of the application fee by check, cash, etc. is not allowed; nor may a transfer of funds be combined with that of another applicant.

Term of admission		Remittance period
April 2010	July examination	April 30, 2009 (Thu) - June 26, 2009 (Fri)
	October examination	September 7, 2009 (Mon) - October 5, 2009 (Mon)
	January examination	October 28, 2009 (Wed) - December 11, 2009 (Fri)
September 2010	January examination	October 28, 2009 (Wed) - December 11, 2009 (Fri)
	February examination	January 4, 2010 (Mon) - January 25, 2010 (Mon)
	June examination	March 26, 2010 (Fri) - May 14, 2010 (Fri)

6 Application for certificate of eligibility on behalf of the applicant

After successful overseas applicants (other than Japanese) have completed the admission procedure, they are required to obtain a foreign-student visa. On confirmation of the required documents (①, ②, ③ and ④ listed above) and receipt of the total amount of money due at the time of admission in the first year, this graduate school will submit an application for the certificate of eligibility to the Fukuoka Immigration Bureau on behalf of the applicant. As soon as IPS has obtained your Residence Approval Certificate, it will be sent to you. On the address tag you should write an address at which you can be sure to receive it yourself. Unless the required documents are submitted in full, we cannot file a proxy application for a Residence Approval Certificate. Please make sure that your documentation is complete.

7 Dispatch of application card

As soon as all the required application documents have been received and accepted, an application card will be sent to you at the address that you gave on the address tag.

* Overseas applicants will be informed of their examinee number by e-mail. The application card will be enclosed with the notification of acceptance or rejection of the application.

* Keep the application card in a safe place, since it will be needed for the admission procedure and the issuing of a student identification card after you have passed the final stage of selection.

5

Date, time, and place of selection

1 Domestic application

2010	July examination	October examination	February examination	July examination
Term of admission	April 2010			September 2010
Entrance examination method	<ul style="list-style-type: none"> · Recommended application · AO application · General application · Work Force application 			
#1 Examination date	July 10, 2009 (Fri) July 11, 2009 (Sat)	October 23, 2009 (Fri) October 24, 2009 (Sat)	February 12, 2010 (Fri) February 13, 2010 (Sat)	July 9, 2010 (Fri) July 10, 2010 (Sat)
	One of the above dates, to be determined by IPS.			
Time	Either the morning or the afternoon session			
#2 Place	Kitakyushu: Graduate School of Information, Production, and Systems, Waseda University Tokyo: Faculty of Science and Engineering, Waseda University, Nishi-Waseda campus (old Okubo campus)			

#1 Please be sure to note the examination date, which will have been entered on your application card when it is returned to you.

#2 Please indicate your preferred place of examination in the appropriate area on the application for admission (Form 1).

2 Overseas application

As a rule, overseas applicants are not subject to interview examination, but only to documentary examination.

Waseda University Admissions Exam Procedures

Please review the following material carefully so that you will know what to expect during the Waseda University Admissions Exam.

1. Environment for entrance examination

We will do our best to secure a fair and quiet environment for entrance examinations, but the following responses may be taken under unavoidable circumstances.

- a. As a rule, special measures will not be taken against daily life noise (such as the sound of airplanes, vehicles, wind, rain, and air conditioners; coughs, sneezes, and sniffs by examinees; or sound of mobile phones, etc.)
- b. If sound or vibration is produced from a mobile phone or watch during the examination, and if the source of the sound or vibration is identified, such as the bag in which the mobile phone or watch is put, a supervisor may take it out of the examination venue without the consent of the owner of the mobile phone or watch and keep it at Examination Headquarters.
- c. No considerations will be provided for a difference in the type of desks, chairs, air conditioners, sound facilities, etc. prepared at each examination venue.
- d. An examinee may be requested to take the examination in another room when he or she conducts an act causing a nuisance to other examinees.

2. Uncontrollable accidents, etc.

If natural disasters, such as typhoons, earthquakes, floods, or tidal waves, and other uncontrollable accidents, such as fire or power failure, have occurred, measures may be taken that delay the start time of the examination or postpone the examination. However, we will not assume any responsibility for examinees' inconvenience, costs, and other personal disadvantage associated with the measures.

Examination instructions

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.

- Your actions may be considered dishonest if you do any of the following acts:
 - Cheating (Glancing at a cheat sheet, reference book, or another examinee's answer sheet and gaining answers from others)
 - During the written examination, answering a question using an instrument not allowed to be used
 - During the written examination, touching the question booklet and answer sheet before the instruction to start the examination is given (including opening up the question booklet, starting to answer a question, and writing something on the back cover or the margins of pages)
 - During the written examination, continuing to hold a writing instrument or answer a question without following the instruction that says, "The examination is over. Put your writing instrument on the desk and turn over your answer sheet"
 - Providing benefits to other examinees by telling them the answers, etc. during the examination
 - Keeping your mobile phone with you during the examination
 - Keeping your mobile phone or watch (incoming call alert, alarm, vibration, etc.) during the examination
 - Conducting acts that could be considered a nuisance to other examinees at an examination venue
 - Not following instructions from examination supervisors, etc. at an examination venue
 - Pretending to be an applicant and taking the examination for the applicant
 - Conducting other acts impairing the fairness of the examination
- The following responses may be taken if an applicant is suspected of committing a dishonest act.
 - A supervisor may warn or question the applicant.
 - The applicant may be requested to take the examination in another room.
- 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.

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Date, time, and place of announcement of successful applicants

The examination results will be sent to each domestic applicant by mail (post), and to each overseas applicant by EMS (Express Mail Service) on the day of the announcement.

2010	July examination	October examination	January examination	February examination	June examination	July examination
Date and time of announcement	July 16, 2009 (Thu)	October 29, 2009 (Thu)	January 14, 2010 (Thu)	February 18, 2010 (Thu)	June 3, 2010 (Thu)	July 15, 2010 (Thu)
	10:00 AM					
Place	The Administration Office of the Graduate School of Information, Production and Systems, Waseda University					

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Admission procedure

The admission procedure can be undertaken by mail or in person. Documents submitted by mail **must arrive no later than** the admission procedure deadline.

1 Delivery of documents for the admission procedure

The documents necessary for the admission procedure will be sent to each domestic applicant by mail (post), and to each overseas applicant by EMS (Express Mail Service) on or after the day of the pass-fail announcement.

2 Period and place for admission procedure

	Domestic application Date and time of admission procedure	Overseas application Date and time of admission procedure
Appearance in person	April 2010 admission (all cycles): 1000~1700 <input type="checkbox"/> July examination } December 1, 2009 (Tue)~December 4, 2009 (Fri) <input type="checkbox"/> October examination } <input type="checkbox"/> February examination } February 25, 2010(Thu)~March 2, 2010 (Tue)	—
	September 2010 admission (all cycles): 1000~1700 <input type="checkbox"/> July examination } July 27, 2010 (Tue)~July 30, 2010 (Fri)	—
Mail (post)	April 2010 admission <input type="checkbox"/> July examination } Due no later than December 4, 2009 (Fri) <input type="checkbox"/> October examination } <input type="checkbox"/> February examination } Due no later than March 2, 2010 (Tue)	April 2010 admission <input type="checkbox"/> July examination } Due no later than <input type="checkbox"/> October examination } December 11, 2009 (Fri) <input type="checkbox"/> January examination } Due no later than February 5, 2010 (Fri)
	September 2010 admission <input type="checkbox"/> July examination } Due no later than July 30, 2010 (Fri)	September 2010 admission <input type="checkbox"/> January examination } Due no later than <input type="checkbox"/> February examination } April 23, 2010 (Fri) <input type="checkbox"/> June examination } Due no later than June 29, 2010 (Tue)
Place of admission procedure and address to which documents for the admission procedure are to be sent	The Administration Office of the Graduate School of Information, Production and Systems, Waseda University 2-7 Hibiokino, Wakamatsu-ku, Kitakyushu-shi, Fukuoka 808-0135 Japan	

3 Tuition and fees for the 2010 admission procedure

The tuition and fees for Academic Year 2010 have not been set yet. Please refer to IPS website:

http://www.waseda.jp/ips/english/admission_procedure.html

(Note) As a rule, fees and documents submitted for the first term are non-returnable. However, in case you must withdraw prior to entrance due to unavoidable reasons, 1st-term tuition will be subject to refund. For details including the procedure for obtaining a refund, refer to the "Guide to the Admission Procedure" to be delivered to successful applicants.
Applicants from Waseda University need not pay admission fees.

* The master's course is subject to the Educational Training Benefit System. For details, please inquire separately.



Scholarship programs

To Japanese students, Waseda University offers a variety of scholarships including our own amply funded on-campus scholarship program; private scholarships; and the Japan Student Service Organization's student loan scholarships (Types 1 and 2). For full details of the 2010 scholarship programs, please refer to "Challenge Scholarship Information," which will be distributed to those who have completed the entrance procedure.

International students, too, can avail themselves of a rich selection of scholarships.

A tuition assistance system for privately financed overseas students provides reductions of tuition ranging from 50% to 20% according to scholastic achievement. There is also a scholarship for privately financed overseas students that offsets the admission fee, as well as foundation scholarships. Most are non-repayable grants. For details, please refer to the "International Students' Handbook," which will be distributed after entrance and which can also be viewed online on the page of the Center for International Education.

Please visit the pages of the Scholarship Section and the Center for International Education on our website:

Scholarship Section: <http://www.waseda.jp/syogakuin/>

Center for International Education: http://www.cie-waseda.jp/lifeatwaseda/menu_left/scholarship.html

*The above-mentioned scholarships are available to those who have paid the entrance fee and the first-term tuition and fees in full.