

Application Guide for the High School Recommendation Admissions

<TAIWAN>

September 2025 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) in order for us to keep records of all communications with our applicants.
- All dates and times stated in this Application Guide are in Japan Standard Time (JST).

Application Period
10:00 AM March 5 – 5:00 PM March 13, 2025

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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 the School.

- * The undergraduate school to which the applicant is applying is referred to as "the School" in this Application Guide.

DEGREE PROGRAMS

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

LANGUAGE OF INSTRUCTION

English

- * Japanese language ability is not required at the time of application.

TIME OF MATRICULATION

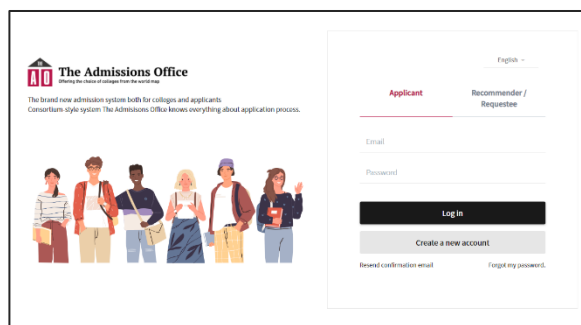
Admitted students start in September as first year students of a four-year program.

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

The School you apply for must be your first choice and you are making a binding commitment to enroll if offered admission.

(2) Educational Background

You must be enrolled in a high school designated by the School, must be recommended by the principal of the high school, and must be scheduled to graduate from the high school by September 20, 2025.

- * 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.

- * Eligibility is not decided by nationality or length of period living abroad.
- * 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 the School. 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 5 – 5:00 PM March 13, 2025
Interview Notifications (if required)	April 10, 2025
Interview (if required)	April 17 - 19, 2025
Results Announcement	May 13, 2025
First Enrollment Procedure	May 14 – 26, 2025
Second Enrollment Procedure	TBA
Enrollment Date	September 21, 2025

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 & Appendix
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 another 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 examination board or another appropriate office.

1. Letter of Recommendation

Prepare a PDF version of a letter of recommendation by using the prescribed form.

2. Certificate of Expected Graduation

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

Prepare a PDF version of academic transcripts/school reports issued by your 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. We only accept documents with stamp, seal, watermark, or signature of the issuer on ALL pages.

NOTE:

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 designated form.

(https://wasedaunivcampus.au1.qualtrics.com/jfe/form/SV_3RfoKkU7TDJTAt0).

4. English Language Proficiency Test Score

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

Only the tests taken on or after April 1st, 2023 are deemed as being valid.

5. Essay(s)

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

6. Proof of Payment

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)

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.

8. Applicant's Photo

Please upload a color photo taken within 3 months before the time of application. The requirements for the photo are as follows: A vertical to horizontal ratio of 4:3; borderless, must capture the upper body; must provide a front view with no hats; and must be taken against a plain background. As will be detailed later, as part of the enrollment procedure, you will be required to upload the same photo you submitted

with your application. Therefore, please keep the file of the submitted photo until you complete the enrollment procedure.

NOTE:

- 1) Photos taken wearing scarves and sunglasses will not be accepted. A head piece will not be permitted except for medical or religious reasons.
- 2) The photo will be used for identity verification on the day of the interview. We do not accept unclear photos such as snapshots or photos that make it difficult to identify the pictured individual or verify their identity owing to differences in hairstyle, etc.
- 3) Please do not post-process or retouch the face portrait photo.
- 4) Photographs taken and printed by individuals themselves using smartphones, etc., will not be accepted. Be sure to take an ID-quality photo (photo taken at an instant photo booth is acceptable).
- 5) During the enrollment procedure, you will be required to upload a photo for your student ID card separately. Please use the same photo you submitted with your application. Please note that the photo uploaded during the enrollment procedure will be used as personal information in various student web portal services, and for identity verification in various on-campus procedures.

9. Residence Card in Japan

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
10:00 AM March 5 – 5:00 PM March 13, 2025	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. If any of these are applicable to you, please contact the School.

Reimbursement policy

As a general rule, the screening fee, once paid, will not be returned. However, in the following cases, the screening fee will be refunded.

- 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.
- 3) You paid the screening fee and submitted the application documents, but your application was not accepted because it was incomplete or did not meet the eligibility criteria.

If any of these are applicable to you, please contact the School via e-mail by the end of April. If the screening fee was paid by credit card, or if the refund is to be deposited into a bank account outside of Japan, you will be responsible for any fees incurred in connection with the refund.

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 and upload it onto TAO.

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 2025 Admission
Fourth selection	[Taiwan] High School Recommendation Admission

NOTE:

- 1) This payment can be made 24 hours a day, seven days a week including on Saturdays, Sundays, and holidays.
- 2) The payment can be made with a credit card held in the name of a person other than the applicant. However, the applicant’s information must be entered in the “Basic Information” page of the screening fee payment website.

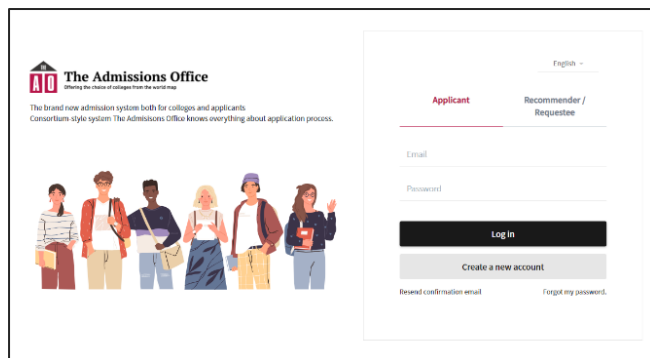
STEP 4 Complete the Online Application

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 5 – 5:00 PM March 13, 2025

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

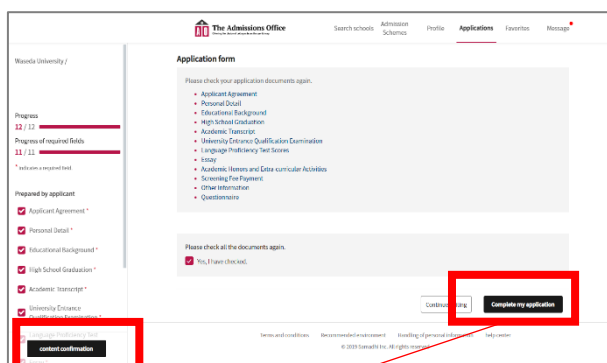


- 1) You must first create an account on TAO.
- 2) After creating your TAO account, **access the link provided in the Appendix.** Note that **applications must be submitted through the designated URL.** DO NOT apply through the portal site directly since the High School Recommendation Admissions do not 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.

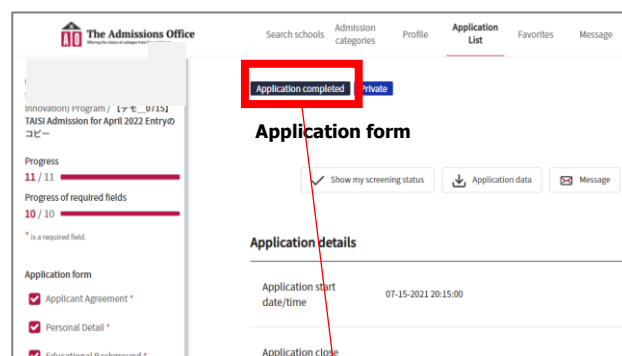
IMPORTANT:

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. After completing your submission, you can’t modify or update any information you have entered.

*The server will be very busy just before the deadline and it may take some time to submit your application. Please be careful and allow plenty of time to complete the application process.



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 TAO Inc., 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 > Choose your application> Show examinee slip)

Notification Date
10:00 AM April 3, 2025

* 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 10, 2025	April 17 - 19, 2025

The interview will be conducted through an on-line interview system. Applicants are responsible for arranging a proper online interview environment, including 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 13, 2025

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 14, 2025– May 26, 2025		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 submitted at the time of application. 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).	

*Applicants are not required to arrange to have English Language Proficiency Test Scores sent directly again for the enrollment procedures.

<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, examination 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"> - An “original” document: One with stamp, seal, watermark, or signature of the issuer on ALL pages. - 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). <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	<p>Arrange to send via;</p> <ul style="list-style-type: none"> - National Student Clearinghouse - Parchment Exchange - CHSI (中国高等教育学生信息网(学信网)) - OpenCerts (Singapore) - International Baccalaureate Organization - Examination Boards of GCE/IGCE A-level (e.g. AQA, etc.) - StudentTranscripts Service (STS) 	

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 2025. 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.

(*Includes 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 you expect to require special care during the screening or after entering the University owing to a disability or serious medical condition, etc., please contact the School before submitting your application. If you find yourself in such a situation after submitting your application, please contact the School immediately.

(4) Requirements for Expected Students

If you submitted a certificate indicating that you are expected to meet the application requirements to enter Waseda University, you must submit an additional certificate indicating that you have indeed met the requirements prior to enrollment. You will not be permitted to enter Waseda University, even if you pass the screening, unless you submit the certificate confirming you have met the requirements.

University Regulations

(1) Waseda University Code of Misconduct

Waseda University has established the following precautions to ensure that the admissions are administered in a strict manner, and that all applicants are screened fairly and impartially. Please carefully read the below precautions before applying.

- A. You may be deemed to have committed a dishonest act if you falsified, fabricated, plagiarized, or modified a document, material, or 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 (hereinunder, "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.

In cases of misconduct that Waseda University find it vicious and serious, Waseda University may report to the police or contact the dishonest individual's Guardians, high school etc.

(2) Accidents/incidents owing to force majeure

In the event of a natural disaster—such as typhoons, floods, earthquakes, tsunamis, etc.—fires, power outages, or other force majeure accidents or transportation disruptions, measures including delaying the start and end of the admissions, etc. may be taken. However, in such an event, the University will not be liable for any inconvenience, expense, or other personal damage incurred by examinees as a result of such measures.

Basic Policy Statements

(1) Handling of Personal Information

Waseda University will use the personal information (address, name, date of birth, etc.) collected at the time of application to conduct duties relating to admissions, announcement of successful applicants, enrollment procedures, and other related work. In doing so, the University will take necessary and appropriate measures to prevent the leakage, outflow, or unauthorized use of such information. The University may outsource all or part of the above items. In such cases, the University will oblige, by contract or other means, the subcontracted entity or entities to perform necessary and appropriate management of the information. The University may inquire about the authenticity, etc., of documents, materials, theses, and information, etc., submitted to the University (hereafter "Submitted Documents") by providing them 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. Personal information that has been statistically processed, keeping individual identities confidential, will be used as material for surveys and research for the University's admission selection processes.

(2) Collecting information on Gender and Sexual Diversity

Waseda University collects information regarding your sex on legal documents such as family register or passport in order to conduct the admissions in an efficient manner and to carry out enrollment procedures. The information is collected only for reasonably justifiable purposes, and these cases are limited to a minimum. If your sex is marked as neither male nor female on the legal documents, please contact the school prior to application. The information does not affect the screening result.

<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

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

Please read this Application Guide and the Appendix thoroughly before making e-mail inquiries.

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