

# WASEDA BUSINESS SCHOOL

Graduate School of Business and Finance,  
Waseda University

FACT SHEET AY2022-2023 for  
incoming exchange students



Waseda University Graduate School of Business and Finance  
早稲田大学 大学院経営管理研究科





School Information	
Graduate School of Business and Finance, Waseda University (Waseda Business School)	
Address	1-6-1, Nishi-Waseda, Shinjuku-ku, Tokyo, Japan 169-8050 Graduate School of Business and Finance, Waseda University
Phone / Fax	+ 81-3-5286-8719 / + 81-3-5273-4371
E-mail	<a href="mailto:wbs-intl@list.waseda.jp">wbs-intl@list.waseda.jp</a>
Contact Persons	Ms. Kanako NOJIRI Inbound/Outbound Student Exchange Program: Nomination, Exchange slot, Exchange agreement  Mr. Noriyuki MORIZONO / Mr. Shingo AIHARA Academic support (curriculum/course registration) for International students
Website	<a href="http://www.waseda.jp/fcom/wbs/en">http://www.waseda.jp/fcom/wbs/en</a>

Application Procedures	
Level of Study for Incoming Students	Graduate student / MBA student
Terms date for the academic year	Fall Semester: September 28, 2022 to February 3, 2023 Spring Semester: April 5, 2022 to July 29, 2022
Period of Exchange	1 Semester
Requirements	<ul style="list-style-type: none"> <li>• Good command of English or Japanese (Exchange students do not need to prove their proficiency in English as we trust the selection process of our partner universities. However, a high level of English proficiency is required as most of the courses are taught and examined in English)</li> <li>• Exchange students must be enrolled in a graduate level program in their home Institutions.</li> <li>• Having at least 3 years of work experience is a recommendation.</li> </ul>
Required Documents	<ul style="list-style-type: none"> <li>• Application Form</li> <li>• Academic Objectives and Research/Study Plan</li> <li>• Latest Transcript or Certificate of Academic Records from one's home school</li> <li>• Statement of Financial Resources</li> <li>• Certification of financial resources sufficient enough to cover living expenses while staying in Japan</li> <li>• Photocopy of Applicant's Passport (photo page)</li> <li>• Three (3) Color Photos (headshots with no backgrounds; 3 x 4cm)</li> <li>• Application for Certificate of Eligibility (designated form by Japanese Ministry of Justice)</li> </ul>

Nomination & Application Deadline	Fall semester: 15 May Spring semester: 15 November
Nomination Form	All partners are kindly requested to nominate students by specified form <a href="https://waseda.box.com/s/waypyk8y1d7g8ni7hqmxedico28obw9b">https://waseda.box.com/s/waypyk8y1d7g8ni7hqmxedico28obw9b</a>
Announcement for the Official Acceptance	Fall semester: Mid-June Spring semester: Mid-December
VISA Procedure	Certificate of Eligibility (COE) and Letter of Acceptance will be sent to a home institution with the following schedule. Upon receipt, students need to apply for a student VISA at the nearest Japanese Embassy. In addition, they are responsible for collecting other requested documents.  <a href="http://www.mofa.go.jp/j_info/visit/visa/long/visa6.html">http://www.mofa.go.jp/j_info/visit/visa/long/visa6.html</a>  Fall semester: End of July Spring semester: End of January

Exchange Program Information	
Courses Available for Exchange Students	<ul style="list-style-type: none"> <li>• Minimum 1 course and maximum 10 courses are required to be registered</li> <li>• Course registration takes place upon arrival</li> </ul> <p><b>【Course list ( Reference only /Course contents are subject to change )】</b> <a href="https://waseda.box.com/s/kj4b7h3budagfyen5lel7wykdkrmmokn">https://waseda.box.com/s/kj4b7h3budagfyen5lel7wykdkrmmokn</a></p> <p><b>Note:</b> The designated course list for exchange students will be shared one month before starting each semester.</p> <p><b>【MBA program】</b> Elective and bilingual courses (<u>except for 'GOTO bilingual workshop'</u>) offered at MBA program are open to exchange students. Core courses, IMBA Elective Core courses and overseas courses are not open to exchange students.</p> <p><b>【MSc in Finance program】</b> Compulsory Elective core subjects offered at MSc in Finance program are open to exchange students.</p>
Academic Calendar	<ul style="list-style-type: none"> <li>• Academic calendar <a href="https://www.waseda.jp/fcom/wbs/en/students-and-alumni/calendar">https://www.waseda.jp/fcom/wbs/en/students-and-alumni/calendar</a></li> </ul> <p>Fall semester 2022: End of September to Early February Fall intensive: Mid-February (optional) <u>Holidays:</u> Waseda Festival: November 4 to 6, 2022 Winter Vacation: December 27, 2022 to January 5, 2022 Spring Vacation: February 4, 2023 to March 31, 2023</p>

	<p>Spring semester 2022: Early April to End of July  Spring intensive: August (optional)  <u>Holidays:</u>  May Break: May 3 to 5, 2022  Summer Vacation: July 30, 2022 to Sep 20, 2022</p>																												
Orientation Week	<p>Fall semester: Mid-September  Spring semester: End of March</p>																												
Estimated Date of Arrival	<p>Fall semester: Mid-September  Spring semester: End of March</p>																												
Grading	<p>Waseda Grading System for Master's/MBA Students:  1 course = 90 minutes per class / 2 credit = 22.5 contact study hours</p> <table border="1"> <thead> <tr> <th>Indication on Transcript</th> <th>Score</th> <th>Evaluation</th> <th>Number of Credits</th> <th>Remarks</th> </tr> </thead> <tbody> <tr> <td>A+</td> <td>100-90</td> <td rowspan="4">Pass</td> <td rowspan="4">2</td> <td rowspan="7">Bilingual Courses are P/Q (Pass or Fail) basis</td> </tr> <tr> <td>A</td> <td>89-80</td> </tr> <tr> <td>B</td> <td>79-70</td> </tr> <tr> <td>C</td> <td>69-60</td> </tr> <tr> <td>F</td> <td>under 59</td> <td>Fail</td> <td>N/A</td> </tr> <tr> <td>P</td> <td></td> <td>Pass</td> <td>2</td> </tr> <tr> <td>Q</td> <td></td> <td>Fail</td> <td>N/A</td> </tr> </tbody> </table> <p>*P/Q = Pass or Fail</p>	Indication on Transcript	Score	Evaluation	Number of Credits	Remarks	A+	100-90	Pass	2	Bilingual Courses are P/Q (Pass or Fail) basis	A	89-80	B	79-70	C	69-60	F	under 59	Fail	N/A	P		Pass	2	Q		Fail	N/A
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Grade Announcement	<p>Fall semester: Early March  Spring semester: Early September</p> <p>Transcripts of academic records will be sent to the home institution's coordinator after the grade announcement as an email attachment.</p>																												
Special Treatment for 'Early Leave'	<p>There is an early-leave option for those who are not able to complete the whole semester <u>due to the academic calendar of home institution. Please submit the academic calendar for a proof and inform the WBS office when you need to leave.</u></p>																												
Other Information																													
Living Expenses	<p>Approximately 150,000 Japanese yen per month (including accommodation), depending on lifestyle.</p>																												

Accommodations	<p>Exchange students can apply for the Waseda University International Dormitories (WID) operated by the housing agent called Kyoritsu Maintenance. WIDs are the dormitories run exclusively for the local and international students of Waseda University. Please find more about WIDs at: <a href="http://wasedalife.com/?lang=en">http://wasedalife.com/?lang=en</a></p> <p>If you prefer renting an apartment or share house, please refer to the website operated by Waseda University Student Housing Center: <a href="https://waseda-housingsupport.com/">https://waseda-housingsupport.com/</a> or, please contact the agent at: <a href="mailto:housing@waseda-pm.com">housing@waseda-pm.com</a></p>
Facilities	<p>At the orientation, each exchange student will receive a student ID card. With this ID card, students can access to the facilities on campus, e.g. PC rooms, libraries, gymnasium*, swimming pool*, etc.</p> <p>*Medical checkup and pre-registration required to use these facilities.</p>
Japanese Language Courses	<p>Japanese language courses are available to all exchange students. If the number of applicants trying to register the course exceeds the limitation, the selection will be made by computer. Please be noted that we cannot guarantee if you will be selected to take the courses you registered. As of AY2021, exchange students are not charged for the course registration. However, please be advised that it is subject to change.</p> <p><a href="http://www.waseda.jp/cil/en/index.html">http://www.waseda.jp/cil/en/index.html</a></p>