

Waseda Business School

Graduate School of Business and Finance,
Waseda University



Exchange Program Fact Sheet

Academic Year 2023 / 24



Actionable Knowledge

Unlocks Your Potential

Mission Statement

WBS creates a **dynamic learning community**

For all stakeholders as a catalyst for developing

insightful and responsible global leaders

with **actionable management knowledge**.

Why Waseda Business School?

■ One of the best Business Schools in Japan

Waseda has been ranked as the No.1 business School in Japan by Eduniversal Best Masters Ranking 2021 (MBA full time) and as the No.2 business school in Japan by QS Global MBA Ranking 2021

■ EQUIS and AACSB-accredited School

WBS is one of only two business school in Japan that have been accredited by both EQUIS and AACSB

■ Dynamic Student Diversity

Students experience culturally diverse discussions and networking with future international business leaders.

■ Top-class Faculty

You are promised well-rounded learning from faculty members with both high academic standards and extensive practical experience.

General Information

Mailing address	Waseda Business School, Waseda University 3 rd Floor, Building 11, Waseda Campus 1-6-1, Nishi-Waseda, Shinjuku-ku, Tokyo, Japan 169-8050
Telephone/FAX	+81-3-5286-8719 / + 81-3-5273-4371
E-mail (Contact)	wbs-itnl@list.waseda.jp
Website	http://www.waseda.jp/fcom/wbs/en

Applicant Qualification

- *Completed at least one year of full-time study at their home institution by the time of arrival at Waseda Business School.
- *Be nominated by their home Institution.
- * Level of Study for Incoming Students are Graduate student / MBA student.
- * Good command of English or Japanese (WBS office will not ask students to submit score of English proficiency 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.
- * Having at least 3 years of work experience is a recommendation.

Academic Calendar/Class schedule

Website: [Academic Calender – Waseda Business School\(Graduate School of Business and Finance\)](#)

Fall Semester	Orientation week: Mid-September (TBA) Class starts: Late-September Class ends: Early- February (<u>Including final exams</u>) Fall Intensive: Mid-February (optional)
Spring semester	Orientation week: Late-March (TBA) Class starts: Early-April Class ends: End- July (<u>Including final exams</u>) Spring Intensive: Mid-August (optional)
Holidays (Fall semester)	Waseda Festival: First week of November Winter Vacation: Late-December to Early-January Spring Vacation: Early-February to End-March
Holidays (Spring semester)	May Break: May 3 to 5 Summer Vacation: End -July to Sep 20

Nomination/Application Periods and Required Documents

【Nomination】

Fall semester: April 15 to May 15 / Spring semester: October 15 to November 15

【Nomination Form】 <https://waseda.box.com/s/px2gd5kjzal7oeorucbjfrkpiy5x20yc>

Kindly find enclosed “Nomination Form” from the link below and send to wbs-intl@list.waseda.jp

【Announcement for the official Acceptance】

Fall semester: End-June / Spring semester: End-December

For Student Students from partner schools are nominated by their home institutions. Nominated students will be contacted by WBS staff via-email and requested to submit some documents below to complete admission including VISA application procedures.

1. Application Form for Exchange Program
2. Academic Objectives and Research/Study Plan
3. Latest Transcript or Certificate of Academic Records from one's home school
4. Statement of Financial Resources
5. Certification of financial resources sufficient; enough to cover living expenses while staying in Japan
6. A scanned copy of Applicant's Passport (photo page)
7. A data of passport-sized photograph that will be used for your student ID card and residence card (headshots with no backgrounds; 3 x 4cm)
8. Application for Certificate of Eligibility (designated form by Japanese Minister of Justice)

VISA Procedure Certificate of Eligibility (COE) and Letter of Acceptance will be sent to your home address 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.

Fall semester: End of July / Spring semester: End of January

http://www.mofa.go.jp/j_info/visit/visa/long/visa6.html

Program Information

Courses Available for Exchange Students

【Credits and Workload of Courses】

Our class structure is 100 minutes per class, 14 week's workload of approximately 23.3 hours are equivalent 2 credits. This means that a course which is allocated 2 credits has a workload requirement of 14 weeks full-time work including lectures, classes, contact hours, assignments, examinations, and independent study.

The WBS does not have a regulation about minimum (course) credit requirement, but exchange students can take up to 10 courses. The designated course list for exchange students will be shared one month before starting each semester, and usually course registration takes place upon arrival.

【Course list : Reference only】

<https://waseda.box.com/s/vvojm67g0mdvw54lm4jnuxfgwk057nxb>

MBA program: Elective and bilingual courses (except for 'GOTO bilingual workshop') offered at MBA program are open to exchange students. Core courses, IMBA Elective Core courses and overseas courses are not open to exchange students.

MSc in Finance program: Compulsory Elective core subjects are open.

Other Courses

【Japanese Language course offered by Center for Japanese Language(CJL)】

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 AY2022, exchange students are not charged for the course registration. However, please be advised that it is subject to change.

<http://www.waseda.jp/cjl/en/index.html>

【Course offered by other graduate schools】

For details regarding courses offered and course registration, visit the Global Education Center website below. (Select "Graduate Students" from the menu on the top of the page)

[Global Education Center \(GEC\) \(waseda.jp\)](http://www.waseda.jp/gec)

Grading: Waseda Grading System for Master's/MBA Students

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	

Grade Announcement	
<u>Fall semester</u> / Early-March	<u>Spring semester</u> / Early-September
Transcripts of academic records will be sent to the home institution's coordinator after the grade announcement as an email attachment.	
Special Treatment for 'Early Leave'	
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</u> . <u>Please submit the academic calendar for a proof and inform the WBS office when you need to leave.</u>	

Other Information

<u>Living Expenses</u>	Approximately 150,000 Japanese yen per month (including accommodation), depending on lifestyle.
<u>Accommodations</u>	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: http://wasedalife.com/?lang=en If you prefer renting an apartment or share house, refer to the website operated by Waseda University Student Housing Center: https://waseda-housingsupport.com/ or contact the agent: housing@waseda-pm.com

NOTE: Please start reaching out to agency after receiving official notification of acceptance from us. (Fall semester: End-June / Spring semester: End-December)

<u>Facilities</u>	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.
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NOTE: Medical checkup and pre-registration required to use these facilities. Those who wish to use gym/swimming pool so please take a medical examination in their home country and bring a certificate.