

# Graduate School of Business and Finance, Waseda University

## FACT SHEET AY2019-2020 for incoming exchange students

<b>School Information</b>	
Graduate School of Business and Finance, Waseda University (Waseda Business School)	
<b>Address</b>	1-6-1, Nishi-Waseda, Shinjuku-ku, Tokyo, Japan 169-8050 Graduate School of Business and Finance, Waseda University
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<b>Fax</b>	+ 81-3-5273-4371
<b>E-mail</b>	wbs-intl@list.waseda.jp
<b>Contact Persons</b>	Mr. Takashi IWABUCHI - Senior International Program Coordinator Ms. Kanako NOJIRI - Senior International Program Coordinator Ms. Yuko SAKURAI - International Program Coordinator
<b>Website</b>	<a href="http://www.waseda.jp/fcom/wbs/en">http://www.waseda.jp/fcom/wbs/en</a>

<b>Application Procedures</b>	
<b>Prerequisites</b>	<ul style="list-style-type: none"> <li>• Good command of English or Japanese</li> <li>• Exchange students must be enrolled in a graduate level program in their home Institutions.</li> </ul>
<b>Required Documents</b>	<ul style="list-style-type: none"> <li>• Application Form</li> <li>• Academic Objectives and Research/Study Plan</li> <li>• <u>Original Copy</u> of Recent Transcript or Certificate of Academic Records</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>• <u>Five (5) Color Photos</u> (3 x 4cm; including the one on the application form)</li> <li>• Application for Certificate of Eligibility (designated form by Japanese Ministry of Justice)</li> </ul>
<b>Nomination &amp; Application Deadline</b>	<b>Fall semester:</b> 15 <sup>th</sup> May <b>Spring semester:</b> 15 <sup>th</sup> November
<b>Announcement for the Official Acceptance</b>	<b>Fall semester:</b> July <b>Spring semester:</b> January

<b>VISA Procedure</b>	<p>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></p> <p><b>Fall semester:</b> End of July</p> <p><b>Spring semester:</b> Middle of February</p>
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<b>Exchange Program Information</b>	
<b>Courses Available for Exchange Students</b>	<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>【MBA program】</b></p> <ul style="list-style-type: none"> <li>• Course list (AY 2019 Course list will be finalized in February) <a href="https://www.waseda.jp/fcom/wbs/en/students-and-alumni/class">https://www.waseda.jp/fcom/wbs/en/students-and-alumni/class</a></li> <li>• 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.</li> </ul> <p><b>【MSc in Finance program】</b></p> <ul style="list-style-type: none"> <li>• Elective core subjects offered at MSc in Finance program are open to exchange students.</li> <li>• The courses will be offered in either fall or spring semester.</li> </ul>
<b>Academic Calendar</b>	<p><b>Fall semester:</b> End of September to Early February</p> <p><b>Fall intensive:</b> February (optional)</p> <p><b>Spring semester:</b> Early April to End of July</p> <p><b>Spring intensive:</b> August (optional)</p> <ul style="list-style-type: none"> <li>• Academic calendar (AY 2019 Academic calendar will be finalized in February) <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>
<b>Orientation Week</b>	<p><b>Fall semester:</b> Middle of September</p> <p><b>Spring semester:</b> End of March</p>
<b>Estimated Date of Arrival</b>	<p><b>Fall semester:</b> Middle of September</p> <p><b>Spring semester:</b> End of March</p>

<b>Grading</b>	<p><b>Waseda Grading System for Master's/MBA Students ;</b> 1 course = 90 minutes per class/per week x 15weeks =2 credits</p> <table border="1" data-bbox="454 324 1300 705"> <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>	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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<b>Grade Announcement</b>	<p><b>Fall semester:</b> Beginning of March <b>Spring semester:</b> Beginning of September</p> <p>We mail the transcript of academic records to a home institution after students' grades are announced officially.</p>																												
<b>Special Treatment for 'Early Leave'</b>	<p>In case you need to leave Japan early and are not able to complete the whole semester <u>due to your home university's academic calendar</u>, please submit the proof via your school coordinator and inform the WBS office when you need to leave.</p>																												
<b>Other Information</b>																													
<b>Living Expenses</b>	<p>Approximately 150,000 Japanese yen per month (including accommodation), depending on life style.</p>																												
<b>Accommodations</b>	<p>Exchange students can apply for dormitories operated by private companies in cooperation with the University, including Waseda University International Dormitories (WID). WID are dormitories exclusively for the local and international students of Waseda University. A housing agent "Kyoritsu Maintenance Co., Ltd." will help you in arranging a room with WID.</p> <p>For more details, please refer to: <a href="http://wasedalife.com/?lang=en">http://wasedalife.com/?lang=en</a></p> <p>If you prefer other accommodations such as apartments or share houses, please refer to the website run by Waseda University Student Housing Center. <a href="https://waseda-housingsupport.com/">https://waseda-housingsupport.com/</a></p>																												
<b>Facilities</b>	<p>At the orientation, each exchange student will receive a student ID card. With this ID card, the student can access to the facilities on campus, e.g. PC rooms, library, gymnasium*, and swimming pool* etc.</p> <p>*In order to use these facilities, students are required to take health check beforehand.</p>																												
<b>Japanese Language Courses</b>	<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 AY2019, 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/cj/en/index.html">http://www.waseda.jp/cj/en/index.html</a></p>																												