

# Waseda Business School

Graduate School of Business and Finance,  
Waseda University



## Exchange Program Fact Sheet

Academic Year 2024 / 25



# 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 schools 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	<b>Waseda Business School, Waseda University</b> 3 <sup>rd</sup> 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)	<a href="mailto:wbs-intl@list.waseda.jp">wbs-intl@list.waseda.jp</a>
Website	<a href="http://www.waseda.jp/fcom/wbs/en">http://www.waseda.jp/fcom/wbs/en</a>

## 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 (the WBS office will not ask students to submit English proficiency test scores 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 Calendar – Waseda Business School\(Graduate School of Business and Finance\)](#)

Fall Semester	Orientation week: Mid-September Class starts: Early-October Class ends: Late-January ( <u>including final exams</u> ) Fall Intensive: Early-February (optional)
Spring semester	Orientation week: Late-March Class starts: Early-April Class ends: Late-July ( <u>including final exams</u> ) Spring Intensive: Early-August (optional)
Holidays (Fall semester)	Waseda Festival: First week of November Winter Vacation: Late-December to Early-January Spring Vacation: Early-February to Late-March
Holidays (Spring semester)	May Break: May 3 to 6 Summer Vacation: Early-August to Sep 20

## Nomination/Application Periods and Required Documents

### **【Nomination】**

Fall semester: April 3 to May 8 / Spring semester: October 3 to November 8

### **【Application】**

Fall semester: April 3 to May 15 / Spring semester: October 3 to November 15

### **【Announcement for Official Acceptance】**

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

For Students: Students from partner universities are nominated by their home institutions. Nominated students will be contacted by WBS staff via email and requested to submit the documents below to complete admission including visa application procedures.

1. Application Form for Exchange Program / for Certificate of Eligibility (COE)
2. Academic Objectives and Research/Study Plan
3. Latest Transcript or Certificate of Academic Records from one's home institution
4. Statement of Financial Resources
5. Certification of financial resources sufficient to cover living expenses while staying in Japan
6. A scanned copy of applicant's passport (photo page)
7. Digital file of passport-sized photograph that will be used for student ID card and residence card (headshots with no backgrounds; 3 x 4)

**VISA Procedure** A Certificate of Eligibility (COE) is a necessary document for visa issuance. We will apply for the COE based on the information the student provide in the application form. As soon as the COE is issued, an electronic version of the COE and Letter of Acceptance will be emailed to the student. Upon receipt, students are required to apply for a student visa at the nearest Japanese Embassy or Consulate.

- When COEs are issued

Fall semester: Mid-August / Spring semester: Late-February

[http://www.mofa.go.jp/j\\_info/visit/visa/long/visa6.html](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 with a 14-week workload of approximately 23.3 hours, equivalent to 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 regulation about minimum (course) credit requirement, but exchange students can take up to 10 courses. The designated course list for exchange students will typically be shared one month before the commencement of each semester, and course registration will take place online during Orientation Week.

**【List of courses for the Fall 2023 semester : Reference only】**

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

**【Syllabus Search】**

<https://www.wsl.waseda.jp/syllabus/JAA101.php?pLng=en>

**MBA program:** Elective and bilingual courses 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 to exchange students.

#### Other Courses

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

Japanese language courses are available to all exchange students. Should the number of applicants exceed class capacity, a lottery system will be implemented in which students are randomly selected for course enrolment. Please be noted that we cannot guarantee if you will be selected to take the courses you registered for. As of AY2023, 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>

**【Courses offered by other graduate schools at Waseda University】**

Courses offered by other graduate schools are available to exchange students. Most courses are offered at the Waseda or West Waseda campuses, but some courses in the areas of sports business and information analysis may be offered at distant campuses. The campuses where courses are offered can be seen from the [syllabus](#). These courses count toward the maximum number of courses (10) that exchange students may take. More information, including a list of courses and registration schedules for each semester, can be found at the following website;

[Course Registration – Global Education Center \(GEC\) \(waseda.jp\)](#)

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 via email after the grade announcement.				

### Other Information

Living Expenses                      Approximately 150,000 Japanese yen per month (including accommodation) depending on lifestyle.

Accommodations                      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 here: <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](mailto:housing@waseda-pm.com)

Facilities                                      Each exchange student will receive a student ID card. With this ID card, students can access the facilities on campus, e.g., PC rooms, libraries, gymnasium\*, swimming pool\*, etc.

NOTE: Medical checkup and pre-registration is required to use these facilities. Those who wish to use the gym/swimming pool must have a health check-up report or medical examination report. The Health Support Center can direct students to an external medical institution to receive the necessary health check-up or medical exam.