

Waseda Business School

Graduate School of Business and Finance

Waseda University



Exchange Programme Fact Sheet

Academic Year 2025 / 26



Actionable Knowledge

Unlock 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**.

Choosing Waseda Business School (WBS)

■ One of the Best Business Schools in Japan

The WBS International MBA Programme has been ranked third in Japan while the Master of Science in Finance Programme has been placed first in Japan by the QS World University Rankings 2025.

■ 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	Waseda Business School, Waseda University 3 rd Floor, Building 11, Waseda Campus 1-6-1, Nishi-Waseda, Shinjuku-ku, Tokyo 169-8050, JAPAN
Telephone	+81-3-5286-8719
E-mail	wbs-intl@list.waseda.jp
Website	http://www.waseda.jp/fcom/wbs/en

Applicant Qualifications

- *Completed at least one year of full-time study at the home institution by the time of arrival at Waseda Business School.
- *Must be nominated by the home institution.
- *Level of Study for Incoming Students: Graduate Student / MBA Student
- *Good command of English
The WBS Office will not ask the applicants to submit the English proficiency test scores as we trust the selection process of our partner universities. A high level of English proficiency is required as most of the courses are taught and examined in English.
- *Having at least three years of work experience (recommended).

Academic Calendar & Class Schedule

<https://www.waseda.jp/fcom/wbs/en/students-and-alumni/calendar>

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 September 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

Official Acceptance Announcement

Fall Semester: Early-July

Spring Semester: Late-December – Early January

For Students: Students are nominated by their home institutions. Nominated students will be contacted by the WBS Office via email and requested to submit the following documents, including the visa application documents.

1. Application Form for Exchange Program & Certificate of Eligibility (COE)
2. Academic Objectives, Research & Study Plan
3. Latest Transcript or Certificate of Academic Records from Home Institution
4. Statement of Financial Resources
5. Certification of Financial Resources Sufficient to Cover Living Expenses while Living in Japan
6. A Scanned Copy of Applicant's Passport (Page with Photograph)
7. Digital File of Passport-Sized Photograph that will be used for Student ID Card and Residence Card (Headshots with No Background; 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 provides. 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 on his/ her own.

- When COEs are expected to be issued:

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

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

Programme 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 a minimum (course) credit requirement. Exchange students can enroll up to ten WBS courses (20 credits). The designated course list for exchange students will be shared one month before the commencement of each semester. The course registration will take place online during the Orientation Week. Students are strongly advised to consult with the coordinator(s) at the home institution regarding the academic requirements of his/ her home institution.

Reference Only: List of Courses (Fall 2024 Semester)

<https://waseda.box.com/s/68plkcmgkwk91d3rq3qt3gd14kk1nyma>

*The course list is subject to change every quarter/ semester. There is no guarantee that the courses will be offered in the subsequent quarters/ semesters.

Syllabus Search

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

MBA Programme

Elective and bilingual courses offered at the MBA programme are open to the exchange students. Core courses, IMBA Elective Core courses and overseas courses are not open to the exchange students.

MSc in Finance Programme

Compulsory Elective core subjects are open to exchange students.

Other Courses

Japanese Language Courses offered by the Center for Japanese Language (CJL)

Japanese language courses are available to the 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. As of AY2024, exchange students are not charged for taking the courses. Please note that it is subject to change.

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

Courses offered by the Other Graduate Schools at Waseda University

Some courses offered by the other graduate schools are available to the exchange students. Most courses are offered on the Waseda or West Waseda campuses, but there are some courses in the areas of sports business and information analysis may be offered at the distant campuses. To learn more, please refer to the [syllabus](#). These courses count toward the maximum number of courses (10) that WBS exchange students may take. More details, including a list of courses and the registration schedules for each semester, can be found on the following website.

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

Grading: Waseda Grading System for MA/MBA Students				
Indication on Transcript	Score	Evaluation	Number of Credits	Remarks
A+	100-90	Passed	2	Bilingual Courses are P/Q (Passed or Failed)
A	89-80			
B	79-70			
C	69-60			
F	under 59	Failed	N/A	
P		Passed	2	
Q		Failed	N/A	
Grade Announcement				
Fall Semester: Early-March Spring Semester: Early-September The official transcripts of records will be sent to the student and the coordinator of the home institution via email after the grade announcement.				

Other Information

Living & Personal Expenses

Approximately 150,000 Japanese Yen + per month, depending on one’s lifestyle and the choice of accommodation (dormitory/ shared house/ private apartment, etc.)

Accommodation

Exchange students can apply for the Waseda University International Dormitories (WID) operated by Kyoritsu Maintenance. WIDs are the dormitories run exclusively for the local and international students of Waseda University. To learn more about WIDs, please refer to the following link.

<http://wasedalife.com/?lang=en>

Should you prefer to rent an apartment or living in a shared house, please refer to the following website of the Waseda University Student Housing Center.

<https://waseda-housingsupport.com/>

You may wish to contact the agent directly at: housing@waseda-pm.com

Facilities

Each exchange student will receive a Waseda University student ID card. With the ID card, students can access the various facilities on campus.

e.g., PC rooms, libraries, *gymnasium**, *swimming pool**, etc.

*A medical checkup (submission of medical reports/ certificates) and a pre-registration are required to use these facilities. The Health Support Center can direct the students to an external medical institution for the necessary health check-up or medical exam.