

# Waseda Business School

Graduate School of Business and Finance

WASEDA University



## Exchange Programme Fact Sheet

Academic Year 2026



# 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.

#### ■ AACSB and EQUIS Accredited School

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

#### ■ 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 169-8050, JAPAN
Telephone	+81-3-5286-8719
E-mail	<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 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
- \*Very strong command of English  
Students are not required to submit an English Language score. If the student has a test score (TOEFL/ IELTS), he/ she is encouraged to submit it. A high level of English proficiency is required the courses are taught in English.
- \*Having at least three years of work experience (highly recommended).

## Academic Calendar & Class Schedule

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

Fall Semester	Orientation (Online): Mid-September Class Starts: Early October Class Ends: Late January ( <u>including final exams</u> ) Fall Intensive: Early February (Optional)
Spring Semester	Orientation (Online): 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: Subject to Annual Updates Summer Vacation: Early August to September 20

## Nomination/Application Periods and Required Documents

### Nomination

Fall Semester: April 3 to April 30 / Spring Semester: October 3 to November 2

### Application

Fall Semester: April 3 to May 8 / Spring Semester: October 3 to November 9

### Official Acceptance Announcement

Fall Semester: Early July                      Spring Semester: Early January

For Students: Students must be 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 to Cover Living Expenses while Living in Japan
6. Colored Scanned Copy of Applicant's Passport (Page with Photograph)  
\*If there is a page indicating travel limitations and other important details, please also include the page.
7. Digital File of Passport-Sized Photograph that will be used for Student ID Card and Residence Card (Headshots with Plain Background; 3 x 4)

### **VISA Procedure**

The Certificate of Eligibility (COE) is a necessary document for student visa issuance. WBS will apply for the COE based on the information the student provides. As soon as it is issued, an electronic version of the COE, Certificate of Admission and Letter of Acceptance will be emailed to the student. Upon receipt, students are required to apply for a student visa at the nearest Embassy of Japan or Consulate on his/ her own.

- When COEs are expected to be issued:

Fall Semester: Middle/ End of August to Early September

Spring Semester: Late February to Early March

[http://www.mofa.go.jp/j\\_info/visit/visa/long/visa6.html](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 23.5 hours, equivalent to 2 credits, including lectures, classes, contact hours, assignments, examinations and independent study. The WBS strongly encourages at least three courses per quarter. 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 registration period. 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 (Spring 2025 Semester)

<https://waseda.box.com/s/w8amf7g8qh051dj29nk98mauwuu582c9>

List of Courses (Fall 2025 Semester)

<https://waseda.box.com/s/nse9j6bxaziyky2g2o8ajprx7h7ze0z>

List of Courses (Spring 2026 Semester)

<https://waseda.box.com/s/koyvtqn3meww6vpwr3p75ype3poei7dr>

\*The course lists are 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. Seminars, Core courses, IMBA Elective Core courses and overseas courses are not open to the exchange students.

#### MSc in Finance Programme

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 where students are randomly selected for course enrolment. As of AY2025, exchange students do not need to pay extra fees. 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 Important 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.). When you submit your application, you must be able to show official proof (bank statements, etc.) that you are able to allocate at least 150,000 Japanese Yen per month as living expenses in Japan. Please note that the costs of living have raised in Japan.

#### Accommodation

Waseda University Dormitories

[https://www.waseda.jp/inst/rlc/en/student\\_dormitory/](https://www.waseda.jp/inst/rlc/en/student_dormitory/)

<https://www.waseda.jp/inst/rlc/en/undergraduate/application/exchange/>

Should you prefer to rent an apartment or stay in a shared house, etc., please refer to the Waseda University Student Housing Centre website.

<https://waseda-housing.com/international/>

## 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/ X-ray, etc.) 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 examination.

## Academic Calendar (AY2026)

\*Subject to Change

Spring Semester (14 weeks): April 11 - July 22, 2026  
(July 23 - 29 is the make-up class week)

Spring Quarter (7 weeks): April 11 - June 3, 2026

Summer Quarter (7 weeks): June 4 - July 22, 2026

Intensive (Two Blocks): July 30 - August 8, 2026

Fall Semester (14 weeks): October 1, 2026 - January 26, 2027  
(January 27 - February 2 is the make-up class week)

Fall Quarter (7 weeks): October 1, 2026 - November 21, 2026

Winter Quarter (7 weeks): November 23 - January 26, 2027

Intensive (Two Blocks): Exact Dates to Be Advised

Accurate as of September 29, 2025  
Updated on September 30, 2025  
**Updated Again on March 25, 2026**