



# School of Commerce Graduate School of Commerce

Waseda University

## FACT SHEET for incoming exchange students

### School Information

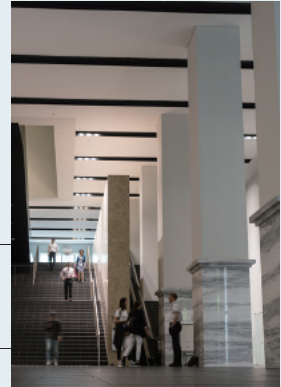
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| <b>School</b>                | <b>School of Commerce (SoC)</b>  | <b>Graduate School of Commerce (GSC)</b>  |
| <b>Degree</b>                | Bachelor of Arts in Commerce   | Master of Arts in Commerce  |
| <b>Address</b>               | 1-6-1, Nishi-Waseda, Shinjuku-ku, Tokyo, Japan 169-8050<br>School of Commerce/Graduate School of Commerce, Waseda University   |   |
| <b>Phone</b>                 | + 81-3-5286-1821   |   |
| <b>Fax</b>                   | + 81-3-5286-1825   |   |
| <b>E-mail</b>                | ryugaku16@list.waseda.jp   |   |
| <b>Contact Person</b>        | Ms. Tomoko KANAHAHA   Ms. Mizuki HIRAHARA  |   |
| <b>Website</b>               | <a href="http://www.waseda.jp/fcom/soc/en">http://www.waseda.jp/fcom/soc/en</a>  | <a href="http://www.waseda.jp/fcom/gsc/en">http://www.waseda.jp/fcom/gsc/en</a>   |
| <b>Area of concentration</b> | <ul style="list-style-type: none"> <li>• Management</li> <li>• Accounting</li> <li>• Marketing and International Business</li> <li>• Finance and Insurance</li> <li>• Economics</li> <li>• Industry</li> </ul>                       | <ul style="list-style-type: none"> <li>• Management</li> <li>• Marketing and International Business</li> <li>• Finance and Insurance</li> <li>• Accounting</li> <li>• Theory and Quantitative Analysis</li> <li>• Public Policy and History of Economics</li> </ul> |
| <b>Faculty and Students</b>  | <ul style="list-style-type: none"> <li>• <i>Students</i>: Approx. 4,400</li> <li>• <i>Foreign Students</i>: Approx. 200</li> <li>• <i>Faculty</i>: Approx. 70 full-time tenured faculty and approx. 200 part-time faculty</li> </ul> |   |

## Schedule

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| <b>Academic Calendar</b> | <p><a href="https://www.waseda.jp/fcom/soc/en/students/calendar">https://www.waseda.jp/fcom/soc/en/students/calendar</a><br/><i>Fall semester:</i> Early October to Early February<br/>(<i>Fall quarter:</i> Early October to Late November, Winter quarter: Late November to Early February)<br/><i>Spring semester:</i> Mid April to Late July<br/>(<i>Spring quarter :</i> Mid April to Early June, Summer quarter: Early June to Late July)</p> |
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| <b>Orientation</b> | <p><i>Fall semester:</i> Mid-September<br/><i>Spring semester:</i> Late March</p> |
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| <b>Expected Date of Arrival</b> | <p><i>Fall semester:</i> Mid-September<br/><i>Spring semester:</i> Late March</p> |
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## Application Procedures

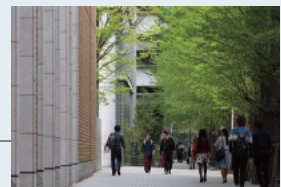
|                      |  |
|----------------------|--|
| <b>Prerequisites</b> | <ul style="list-style-type: none"><li>• Good command of English (TOEFL iBT61 or equivalents) or Japanese (Japanese Language Proficiency Test (JLPT) N1 or equivalents)</li></ul> |
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| <b>Required Documents</b> | <ul style="list-style-type: none"><li>• Application Form</li><li>• Signed "Important notice regarding the selection of exchange students"</li><li>• Application for Certificate of Eligibility (COE)</li><li>• Signed "Agreement for Defraying Expenses"</li><li>• A copy of applicant's/ defrayer's bank balance certificate</li><li>• A copy of the certificate of enrollment issued by the home institution</li><li>• A copy of official transcript including grading system notes</li><li>• A copy of applicant's passport</li><li>• A copy of applicant's English score report (TOEFL, TOEIC, IELTS) or Japanese Proficiency Test (JLPT) score report</li><li>• Three ID Photographs</li></ul> |
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|  |  |
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| <b>Nomination &amp; Application Deadline</b> | <p><i>Fall semester:</i> April 20th<br/><i>Spring semester:</i> October 20th</p> |
|--|--|

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|---|--|
| <b>Announcement for the Official Acceptance</b> | <p><i>Fall semester:</i> July<br/><i>Spring semester:</i> February</p> |
|---|--|

|                       |   |
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| <b>VISA Procedure</b> | <p>Certificate of Eligibility (COE) and Certificate of Admission 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.<br/><a href="http://www.cie-waseda.jp/visastatus/en/index.html">http://www.cie-waseda.jp/visastatus/en/index.html</a><br/><i>Fall semester:</i> Early August<br/><i>Spring semester:</i> Mid-February</p> |
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## Course Information

### School of Commerce (SoC)

### Graduate School of Commerce (GSC)

#### Course registration

- Students can register up to 24 credits each semester including Japanese language courses. The latest course list can be checked at [https://www.waseda.jp/fcom/soc/en/students/info\\_for\\_incoming\\_exchange\\_students](https://www.waseda.jp/fcom/soc/en/students/info_for_incoming_exchange_students)  
Please note that there is no guarantee that students can take 24 credits in the end since we have a random selection system for the course registration.
- Students are not allowed to take courses from other schools unless they are listed on the course list or open courses.
- Some students cannot register the courses as they want if many students apply for the course. (There will be a random selection.)
- Students can register Japanese language courses offered by the Center for Japanese Language (CJL) within 8 credits.

- Students must register at least ONE course offered by GSC's MA program each semester. The latest course list can be checked at <https://www.waseda.jp/fcom/gsc/en/students/abroad>
- Students can register up to 10 courses in total each semester from two programs, MA program offered by GSC, WBS's International MBA program and MSc in Finance.
- Students can register maximum 5 courses (10 credits) of elective/bilingual courses offered at WBS's International MBA program and MSc in Finance per year.



#### Grading System

2 credit course = 100 minutes per class/per week x 14 weeks = 1400 minutes  
4 credit course = 100 minutes per class x twice a week x 14 weeks = 2800 minutes

| Indication on transcript | Score    | Evaluation |
|--------------------------|----------|------------|
| A+                       | 100 – 90 | Pass       |
| A                        | 89 – 80  |            |
| B                        | 79 – 70  |            |
| C                        | 69 – 60  |            |
| F                        | under 59 | Fail       |

#### Transcripts

Students can confirm their grades from the day of the grade announcement on MyWaseda (Waseda portal system). Following this, students can apply for e-transcript through MyWaseda. The days of the grade announcement are as follows.

#### Grade Announcement

*Fall semester:* Early March

*Spring semester:* Early September

We will mail the 'official grade reports' (transcript of academic records) to a home institution after students' grades are announced officially, if requested.

## Other Information

### Living in Tokyo

For more information about Tokyo, please refer to the website below.  
<https://www.studyinjapan.go.jp/en/>  
\*English, Chinese, Korean, and Japanese are available.

### Accommodations

University dormitories are not available for the exchange students due to the increase of the number of incoming overseas students.  
Students seeking accommodations have two options: apply for a room managed by Kyoritsu Maintenance (a private company that has contract with Waseda) or arrange their own housings such as share house and apartments.  
The cost of housing ranges from 55,000 to 100,000 yen per month.  
Although the School of Commerce/Graduate School of Commerce office will provide information, it is student's responsibility to find her/his own accommodation.

### Facilities

On the day of entrance to Waseda (April 1st for Spring and September 21st for Fall), each exchange student will receive a student ID card. With this ID card, the student can access to the facilities on campus such as PC rooms and library etc.

