



School of Commerce Graduate School of Commerce

Waseda University

FACT SHEET for incoming exchange students

School Information

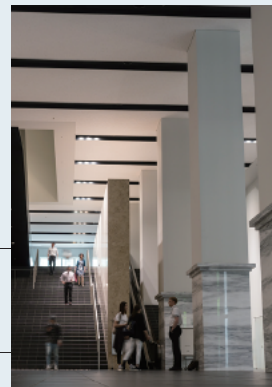
School	School of Commerce (SoC)	Graduate School of Commerce (GSC)
Degree	Bachelor of Arts in Commerce	Master of Arts in Commerce
Address	1-6-1, Nishi-Waseda, Shinjuku-ku, Tokyo, Japan 169-8050 School of Commerce/Graduate School of Commerce, Waseda University	
Phone	+ 81-3-5286-1821	
Fax	+ 81-3-5286-1825	
E-mail	ryugaku16@list.waseda.jp	
Contact Person	Ms. Tomoko KANAHARA Ms. Mizuki HIRAHARA	
Website	http://www.waseda.jp/fcom/soc/en	http://www.waseda.jp/fcom/gsc/en
Area of concentration	• Management • Accounting • Marketing and International Business • Finance and Insurance • Economics • Industry	• Management • Marketing and International Business • Finance and Insurance • Accounting • Theory and Quantitative Analysis • Public Policy and History of Economics
Faculty and Students	• Students: Approx. 4,400 • Foreign Students: Approx. 200 • Faculty: Approx. 70 full-time tenured faculty and approx. 200 part-time faculty	

Schedule

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

Prerequisites	• Good command of English (TOEFL iBT61 or equivalents) or Japanese (Japanese Language Proficiency Test (JLPT) N1 or equivalents)
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Required Documents	• Application Form • Signed "Important notice regarding the selection of exchange students" • Application for Certificate of Eligibility (COE) • Signed "Agreement for Defraying Expenses" • A copy of applicant's/ defrayer's bank balance certificate • A copy of the certificate of enrollment issued by the home institution • A copy of official transcript including grading system notes • A copy of applicant's passport • A copy of applicant's English score report (TOEFL, TOEIC, IELTS) or Japanese Proficiency Test (JLPT) score report • Three ID Photographs
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Nomination & Application Deadline	<i>Fall semester:</i> April 20th <i>Spring semester:</i> October 20th
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Announcement for the Official Acceptance	<i>Fall semester:</i> July <i>Spring semester:</i> February
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VISA Procedure	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. http://www.cie-waseda.jp/visastatus/en/index.html <i>Fall semester:</i> Early August <i>Spring semester:</i> Mid-February
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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
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 primarily from programs, such as MA offered by GSC, WBS's International MBA and MSc in Finance.
- Students can register maximum 5 courses (10 credits) offered by other graduate schools 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

You can search for an accommodation from a variety of options, such as private dormitories, apartments or share houses. You can also apply for university dormitories, but there is a high chance you will not get in as they are very popular. Although the School of Commerce/Graduate School of Commerce office will provide information, it is student's responsibility to find her/his own accommodation. For more details, please check "instructions" at

【SOC】 https://www.waseda.jp/fcom/soc/en/students/info_for_incoming_exchange_students

【GSC】 <https://www.waseda.jp/fcom/gsc/en/students/abroad>

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.

