

# Graduate School of Commerce, Waseda University

## FACT SHEET AY2014-2015 for incoming exchange students

School Information	
Graduate School of Commerce(GSC), Waseda University	
<b>Programs</b>	<input type="checkbox"/> MA Program <input type="checkbox"/> MBA Program (WBS, or Waseda Business School)
<b>Address</b>	1-6-1, Nishi-Waseda, Shinjuku-ku, Tokyo, Japan 169-8050 Graduate School of Commerce, Waseda University
<b>Phone</b>	+ 81-3-3202-4369
<b>Fax</b>	+ 81-3-5273-4371
<b>E-mail</b>	gsc-intl@list.waseda.jp
<b>Contact Persons</b>	Ms. Kazumi ONOUCHI - Assistant Director of Administration Ms. Reiko SUMIDA - Senior International Program Coordinator Ms. Akiko NAKASEKO – International Program Coordinator
<b>Website</b>	GSC: <a href="http://www.waseda.jp/gradcom/index-e.html">http://www.waseda.jp/gradcom/index-e.html</a> WBS: <a href="http://www.waseda.jp/wbs/en/index.html">http://www.waseda.jp/wbs/en/index.html</a>

Application Procedures	
<b>Prerequisites</b>	<ul style="list-style-type: none"> <li>• Good command of English or Japanese</li> <li>• Exchange students must be enrolled in a graduate level program in their home institution.</li> </ul>
<b>Required Documents</b>	<ul style="list-style-type: none"> <li>• Application Form</li> <li>• Academic Objectives and Research/Study Plan</li> <li>• <u>Original Copy</u> of Recent Transcript or Certificate of Academic Records</li> <li>• Statement of Financial Resources</li> <li>• Certification of financial resources sufficient enough to cover living expenses staying in Japan</li> <li>• Photocopy of Applicant's Passport</li> <li>• Five (5) Color passport sized Photographs (including the one on the application form)</li> <li>• Application for Certificate of Eligibility</li> <li>• Housing Questionnaire</li> </ul> <p>※The prescribed forms are available from the website below:  <a href="http://www.waseda.jp/gradcom/english/exchange/incoming.html">http://www.waseda.jp/gradcom/english/exchange/incoming.html</a></p>

<b>Nomination &amp; Application Deadline</b>	<b>Fall semester:</b> 15 <sup>th</sup> May <b>Spring semester:</b> 15 <sup>th</sup> November
<b>Announcement for the Official Acceptance</b>	<b>Fall semester:</b> Middle of June <b>Spring semester:</b> Middle of December
<b>VISA Procedure</b>	Certificate of Eligibility (COE) and Certificate of Admission will be sent to the home institution with the following schedule. Upon your receipt, please apply for your student VISA at your nearest Japanese Embassy. You are responsible for collecting other required documents.  <b>Fall semester:</b> End of July-Beginning of August <b>Spring semester:</b> Middle of February

<b>Exchange Program Information</b>	
<b>Courses Available for Exchange Students</b>	Website: <a href="http://www.waseda.jp/gradcom/english/exchange/files/Linked%20to%20Syllabus%20WBS%20Courses%202013.pdf">http://www.waseda.jp/gradcom/english/exchange/files/Linked to Syllabus WBS Courses 2013.pdf</a>  Note: <ul style="list-style-type: none"> <li>· Students must take minimum of 1 course and maximum of 10 courses.</li> <li>· Only elective and bilingual courses are available to exchange students.</li> <li>· Course registration period starts at the first week of each semester.</li> </ul>
<b>Academic Calendar</b>	<b>Fall semester:</b> Late September to Early February <b>Fall intensive:</b> February (optional) <b>Spring semester:</b> Early April to End of July <b>Spring intensive:</b> August (optional)  Website: <a href="http://www.waseda.jp/gradcom/student/news/detail/pdf/2013_Academic_Calendar03.pdf">http://www.waseda.jp/gradcom/student/news/detail/pdf/2013 Academic_Calendar03.pdf</a>
<b>Orientation Week</b>	<b>Fall semester:</b> Beginning of September (11-19 September, 2013) <b>Spring semester:</b> End of March (27-29 March, 2013)
<b>Estimated Date of Arrival</b>	<b>Fall semester:</b> Beginning of September (9-10 September, 2013) <b>Spring semester:</b> End of March (26 March, 2013)

<b>Grading</b>	<b>Waseda Grading System for Master's/MBA Students ;</b> 1 course = 90 minutes per class/per week x 15weeks = 2 credits				
	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	
<b>Grade Announcement</b>	<b>Fall semester:</b> Mid March <b>Spring semester:</b> Mid September Note: We will forward 'official grade reports' (transcript of academic records) to partner schools after students' grades are released.				

<b>Other Information</b>	
<b>Living Expenses</b>	150,000 Japanese yen per month at minimum. <a href="http://www.waseda.jp/eng/campuslife/expenses.html">http://www.waseda.jp/eng/campuslife/expenses.html</a>
<b>Accommodations</b>	Incoming exchange students have an option of applying for a university's dormitory (Waseda Houshien). Room assignment is not guaranteed. See details for our application guide and the webpage of the dormitory <a href="http://www.waseda.jp/gradcom/english/exchange/application_form.html">http://www.waseda.jp/gradcom/english/exchange/application_form.html</a> <a href="http://www.nasic-waseda.net/dormitory_houshien.html">http://www.nasic-waseda.net/dormitory_houshien.html</a>
<b>Facilities</b>	At the orientation, each incoming exchange student will receive a student ID card. With this ID card, the student can use the facilities on campus, e.g. PC rooms, library, gymnasium, and swimming pool etc.
<b>Japanese Language Courses</b>	Japanese language courses are available to all the incoming exchange students for free of charge.  Website: <a href="http://www.waseda.jp/cil/en/index.html">http://www.waseda.jp/cil/en/index.html</a>