



# School of Commerce, Waseda University

## FACT SHEET AY2018-2019 for incoming exchange students

School Information	
School of Commerce(SoC), Waseda University	
<b>Program</b>	Undergraduate Program
<b>Address</b>	1-6-1, Nishi-Waseda, Shinjuku-ku, Tokyo, Japan 169-8050 School of Commerce, Waseda University
<b>Phone</b>	+ 81-3-5286-1821
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<b>Contact Persons</b>	Ms. Hitomi TAKAHATA Ms. Akiko NAGAKUBO
<b>Website</b>	<a href="http://www.waseda.jp/fcom/soc/en">http://www.waseda.jp/fcom/soc/en</a>
<b>Areas of Concentration (Business)</b>	<ul style="list-style-type: none"> <li>• Management</li> <li>• Accounting</li> <li>• International Marketing</li> <li>• Finance</li> <li>• Insurance</li> <li>• Economics</li> </ul>
<b>Numbers</b>	<ul style="list-style-type: none"> <li>• Students: Approx. 4,400</li> <li>• Foreign Students: Approx. 200</li> <li>• Faculty: Approx.100 full-time tenured faculty and approx.200 part-time faculty</li> </ul>

Academic Schedule	
<b>Academic Calendar (including Exams)</b>	<p><b>Fall semester:</b> September 27<sup>th</sup>, 2018 to February 4<sup>th</sup>, 2019 (<b>Fall quarter:</b> Sep. 27<sup>th</sup> to Nov. 24<sup>th</sup>, 2018 <b>Winter quarter:</b> Nov. 25<sup>th</sup>, 2018 to Feb. 4<sup>th</sup>, 2019 )</p> <p><b>Spring semester:</b> April 6<sup>th</sup>, 2018 to August 2<sup>nd</sup>, 2018 (<b>Spring quarter:</b> Apr. 6<sup>th</sup> to Jun. 7<sup>th</sup>, 2018 <b>Summer quarter:</b> Jun. 8<sup>th</sup> to Aug. 2<sup>nd</sup>, 2018 )</p>
<b>Orientation Week</b>	<p><b>Fall semester:</b> September 21<sup>st</sup>, 2018 (Subject to change)</p> <p><b>Spring semester:</b> March 31<sup>st</sup>, 2018 (Subject to change)</p>

<b>Preferable Date of Student's Arrival</b>	<b>Fall semester:</b> September 14 <sup>th</sup> , 2018 <b>Spring semester:</b> March 24 <sup>th</sup> , 2018
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<b>Application Procedures</b>	
<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> <li>• Exchange students must be enrolled in an undergraduate level program in their home Institutions.</li> </ul>
<b>Required Documents</b>	<ul style="list-style-type: none"> <li>• Application Form</li> <li>• Academic Objectives and Study Plan</li> <li>• Signed "Important notice regarding the selection of exchange students"</li> <li>• Three (3) color 4cm*3cm sized photographs</li> <li>• Two (2) photocopies of applicant's passport</li> <li>• Certificate of enrollment issued by the home institution</li> <li>• <u>Original copy</u> of the latest transcript including grading system notes</li> <li>• Language score report</li> <li>• Housing Questionnaire</li> <li>• Application for Certificate of Eligibility</li> <li>• Agreement for Defraying Expenses</li> <li>• Certification of financial resources sufficient enough to cover living expenses staying in Japan</li> </ul>
<b>Nomination &amp; Application Deadline</b>	<b>Fall semester:</b> April 30 <sup>th</sup> <b>Spring semester:</b> October 31 <sup>st</sup>
<b>Announcement for the Official Acceptance</b>	<b>Fall semester:</b> June-July <b>Spring semester:</b> December-January
<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. <a href="http://www.cie-waseda.jp/visastatus/en/index.html">http://www.cie-waseda.jp/visastatus/en/index.html</a></p> <p><b>Fall semester:</b> End of July-Beginning of August  <b>Spring semester:</b> Middle of February</p>

<b>Course Information</b>	
<b>Course registration</b>	<ul style="list-style-type: none"> <li>• Students can register up to 24 credits each semester including Japanese language courses. The latest course list can be checked at <a href="https://www.waseda.jp/fcom/soc/en/students/courses-in-english">https://www.waseda.jp/fcom/soc/en/students/courses-in-english</a></li> <li>• Students are not allowed to take courses from other schools unless they are listed on the course list or open courses.</li> <li>• Some students cannot register the courses as they want if many students apply for the course. (There will be a random selection.)</li> <li>• Students can register Japanese language courses offered by the Center for Japanese</li> </ul>

	<p>Language (CJL) within 8 credits.</p> <ul style="list-style-type: none"> <li>As of AY2017, exchange students are not charged for taking Japanese language courses. However, please be advised that it is subject to change.</li> <li>Course registration takes place upon arrival.</li> <li>Students can drop courses only offered by School of Commerce within 6 credits after the registration period.</li> <li>Students are not allowed to drop and add (swap) courses with no exceptions.</li> </ul>															
<b>Grading System</b>	<p><b>Waseda Grading System for undergraduate Students ;</b></p> <p>2 credit course = 90 minutes per class/per week x 15weeks = 22.5 hours</p> <p>4 credit course = 90 minutes per class x twice a week x 15 weeks = 45 hours</p> <table border="1"> <thead> <tr> <th>Indication on transcript</th> <th>Score</th> <th>Evaluation</th> </tr> </thead> <tbody> <tr> <td>A+</td> <td>100-90</td> <td rowspan="4">Pass</td> </tr> <tr> <td>A</td> <td>89-80</td> </tr> <tr> <td>B</td> <td>79-70</td> </tr> <tr> <td>C</td> <td>69-60</td> </tr> <tr> <td>F</td> <td>under 59</td> <td>Fail</td> </tr> </tbody> </table>	Indication on transcript	Score	Evaluation	A+	100-90	Pass	A	89-80	B	79-70	C	69-60	F	under 59	Fail
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<b>Grade Reports</b>	Students can confirm their grades from the day of the grade announcement on MyWaseda (Waseda portal system). Following this, transcripts will be forwarded to the home institutions in a few weeks.															
<b>Grade Announcement</b>	<p><b>Fall semester:</b> March 1<sup>st</sup>, 2018</p> <p><b>Spring semester:</b> Early September , 2018</p> <p>We will mail the 'official grade reports' (transcript of academic records) to a home institution after students' grades are announced officially.</p>															

<b>Other Information</b>	
<b>Living in Japan</b>	<p>If you would like more information about Japan, please refer to the website below.</p> <p><a href="http://www.studyjapan.go.jp/en/index.html">http://www.studyjapan.go.jp/en/index.html</a></p> <p>*English, Chinese, and Japanese are available.</p>
<b>Accommodations</b>	<p>University dormitories are not available for our exchange students due to the increase of the number of incoming oversea students.</p> <p>Students seeking accommodation have two options: apply for a room managed by Kyoritsu Maintenance (a private company who has contract with Waseda) or arrange their own housings such as share house and apartments.</p> <p>The cost of housing ranges from 55,000 to 90,000 yen per month.</p> <p>Although the School of Commerce office will offer necessary information, it is student's responsibility to find her/his own accommodation.</p>
<b>Facilities</b>	<p>On the day of entrance to Waseda (April 1<sup>st</sup> for Spring and September 20<sup>th</sup> 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, library, gymnasium, swimming pool, student organizations etc...</p>