

# Graduate School of Business and Finance, Waseda University

## FACT SHEET AY2016-2017 for incoming exchange students

School Information	
Graduate School of Business and Finance, Waseda University	
<b>Address</b>	1-6-1, Nishi-Waseda, Shinjuku-ku, Tokyo, Japan 169-8050 Graduate School of Business and Finance, Waseda University
<b>Phone</b>	+ 81-3-3202-4369
<b>Fax</b>	+ 81-3-5273-4371
<b>E-mail</b>	wbs-intl@list.waseda.jp
<b>Website</b>	<a href="http://www.waseda.jp/fcom/wbs/en">http://www.waseda.jp/fcom/wbs/en</a>

### Application Procedures

#### Prerequisites

- Good command of English or Japanese
- Exchange students must be enrolled in a graduate level program in their home Institutions.

Required Documents	
	<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> </ul>
	<ul style="list-style-type: none"> <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> <li>※The prescribed forms will be available from the website. (To be prepared).</li> </ul>
<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</b>	<b>Fall semester:</b> Middle of June
<b>Official Acceptance</b>	<b>Spring semester:</b> Middle of December

<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</p> <p><b>Spring semester:</b> Middle of February</p>
-----------------------	--

<b>Exchange Program Information</b>	
<b>Courses Available for Exchange Students</b>	<ul style="list-style-type: none"> <li>• Minimum 1 course and maximum 10 courses are required to be registered.</li> <li>• Course registration takes place upon arrival.</li> </ul> <p>[MBA program]</p> <ul style="list-style-type: none"> <li>• Course list for 2016/2017 will be updated in January 2016. For your reference, please find below the course lists for WBS regular IMBA students for 2015/2016. <a href="http://www.waseda.jp/gradcom/student/news/detail/pdf/02_Spring_Full(E)Lecture.pdf">http://www.waseda.jp/gradcom/student/news/detail/pdf/02_Spring_Full(E)Lecture.pdf</a> <a href="http://www.waseda.jp/wbs/student/news/detail/pdf/07_Fall_Full(E)Lecture.pdf">http://www.waseda.jp/wbs/student/news/detail/pdf/07_Fall_Full(E)Lecture.pdf</a></li> <li>• Elective and bilingual courses (except for 'GOTO bilingual workshop') offered at MBA program are open to exchange students. Core courses and overseas courses are not open to exchange students.</li> </ul> <p>[MSc in Finance program]</p> <ul style="list-style-type: none"> <li>• Elective core subjects (see below) offered at MSc in Finance program are open to exchange students. Derivatives Modeling / Applied Time Series Econometrics / Advanced Microeconomics / Comparing Financial Systems / Market Microstructure / Corporate Governance / Real Estate Finance / Mathematical Finance / Management of Financial Institutions / Venture Capital Financing / US &amp; European Financial Markets and Institutions / Asset Allocation / Applied Microeconometrics</li> </ul>
<b>Academic Calendar</b>	<p><b>Fall semester:</b> September 28, 2016 to February 6, 2017</p> <p><b>Fall intensive:</b> February (optional)</p> <p><b>Spring semester:</b> Early April to End of July</p> <p><b>Spring intensive:</b> August (optional)</p> <ul style="list-style-type: none"> <li>• Academic calendar for 2016/2017 will be updated in January 2016.</li> </ul> <p>Academic calendar for 2015/2016 (for your reference) <a href="http://www.waseda.jp/wbs/student/news/detail/pdf/2015_Academic_Calendar03.pdf">http://www.waseda.jp/wbs/student/news/detail/pdf/2015_Academic_Calendar03.pdf</a></p>
<b>Orientation Week</b>	<p><b>Fall semester:</b> Early September</p> <p><b>Spring semester:</b> End of March</p>
<b>Estimated Date of Arrival</b>	<p><b>Fall semester:</b> Early September</p> <p><b>Spring semester:</b> End of March</p>

<b>Grade Announcement</b>	<p><b>Fall semester:</b> Mid March</p> <p><b>Spring semester:</b> Mid September</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>Special Treatment for 'Early Leave'</b>	<p>In case you need to leave Japan early and are not able to complete the whole semester <u>due to your home university's academic calendar</u>, please submit the proof and inform the WBS office when you need to leave.</p>

<b>Other Information</b>	
<b>Living Expenses</b>	<p>Approximately 150,000 Japanese yen per month, depending on life style.</p> <p><a href="http://www.waseda.jp/eng/campuslife/expenses.html">http://www.waseda.jp/eng/campuslife/expenses.html</a></p>
<b>Accommodations</b>	<p>Exchange students can apply for dormitories operated by private companies in cooperation with the University, including Waseda University International Dormitories (WID) and Waseda Recommended Dormitories. WID are dormitories exclusively for Japanese and international students of Waseda University. A housing agent "Kyoritsu Maintenance Co., Ltd." will help you in arranging a room in WID.</p> <p>For more details, please refer to: <a href="http://www.gakuseikaikan.com/dp/waseda/index_E.html">http://www.gakuseikaikan.com/dp/waseda/index_E.html</a></p> <p>Waseda University's dormitories are very competitive, and unfortunately, exchange students will have few chances to be assigned a room.</p>
<b>Facilities</b>	<p>At the orientation, each exchange student will receive a student ID card. With this ID card, the student can access to the facilities on campus, e.g. PC rooms, library, gymnasium, and swimming pool etc.</p>
<b>Japanese Language Courses</b>	<p>Japanese language courses are available to all exchange students. If the number of applicants trying to register the course exceeds the limitation, the selection will be made by computer. Please be noted that we cannot guarantee if you are selected to take the courses you registered.</p> <p>As of AY2015, exchange students are not charged for the course registration, however, please be advised that it is subject to change.</p> <p>Website: <a href="http://www.waseda.jp/cjl/en/index.html">http://www.waseda.jp/cjl/en/index.html</a></p>