



School of Commerce, Waseda University

FACT SHEET AY2017-2018 for incoming exchange students

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

Academic Schedule	
Academic Calendar	Fall semester: September 28, 2017 to February 5, 2018 Spring semester: April 7, 2017 to August 3, 2017
Orientation Week	Fall semester: September 21 st , 2017 Spring semester: March 31 st , 2017
Preferable Date of Student's Arrival	Fall semester: September 14 th , 2017 Spring semester: March 24 th , 2017

Application Procedures	
Prerequisites	<ul style="list-style-type: none"> • Good command of English (TOEFL iBT61 or equivalents) or Japanese (Japanese Language Proficiency Test (JLPT) N1 or equivalents) • Exchange students must be enrolled in an undergraduate level program in their home Institutions.
Required Documents	<ul style="list-style-type: none"> • Application Form • Academic Objectives and Study Plan • Signed "Important notice regarding the selection of exchange students" • Five (5) color passport sized (3×4) photographs • Two (2) photocopies of applicant's passport • Certificate of enrollment issued by the home institution • <u>Original copy</u> of the latest transcript including grading system notes • Language score report • Application for Certificate of Eligibility • Certification of financial resources sufficient enough to cover living expenses staying in Japan
Nomination & Application Deadline	<p>Fall semester: 30th April, 2017</p> <p>Spring semester: 31st October, 2016</p>
Announcement for the Official Acceptance	<p>Fall semester: June-July</p> <p>Spring semester: December-January</p>
VISA Procedure	<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. http://www.cie-waseda.jp/visastatus/en/index.html</p> <p>Fall semester: End of July-Beginning of August</p> <p>Spring semester: Middle of February</p>

Course Information																	
Course registration	<ul style="list-style-type: none">• Students can register maximum 24 credits each semester including Japanese language courses. Course list for 2016/2017 will be updated in January-February 2016.• Some students cannot register the courses as they want if many students apply for the course. (There will be a random selection.)• As of AY2016, exchange students are not charged for taking Japanese language courses. However, please be advised that it is subject to change.• Course registration takes place upon arrival.• Students can drop courses only offered by SoC within 6 credits after the registration period.																
Grading System	<p>Waseda Grading System for undergraduate Students ; 1 course = 90 minutes per class/per week x 15weeks =22.5 hours (2 credits)</p> <table><tr><th>Indication on transcript</th><th>Score</th><th>Evaluation</th></tr><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></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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Grade Reports	Students can confirm their grades from the day of the announcement of grades on the student webpage of our school. Following this, transcripts will be forwarded to the partner schools in a few weeks.																
Grade Announcement	<p>Fall semester: March 3rd, 2018 Spring semester: September 9th, 2017</p> <p>We will mail the 'official grade reports' (transcript of academic records) to a home institution after students' grades are announced officially.</p>																

Other Information	
Living in Japan	<p>If you would like more information about Japan, please refer to the website below. http://www.studyjapan.go.jp/en/index.html</p> <p>*English, Chinese, and Japanese are available.</p>
Accommodations	<p>Students seeking accommodation have three options: university dormitories (off-campus), dormitories managed by private companies, and apartments.</p> <p>The cost of housing ranges from 55,000 to 90,000 yen per month.</p> <p>Exchange students are rarely assigned a room as university dormitories are very competitive. Although we can introduce a private company or give some suggestions for students, it is student's responsibility to find her/his own accommodation.</p> <p>For the information of university dormitories, please see the link below: http://www.waseda.jp/cie/dorm/index.html</p>
Facilities	On the day of entrance to Waseda (April 1 st for Spring and September 20 th 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, and swimming pool etc.

