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# Waseda Business School

早稲田大学 大学院経営管理研究科

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## 2019 年度 指定大学入試

### Application Guide for Designated University Students MSc in Finance Program September 2019 Enrollment

Graduating students of the following universities are eligible to apply under this application category.

#### The List of Designated Universities for 2019 Enrollment

復旦大学, 華東師範大学, 南京大学, 上海大学, 上海財經大学, 上海交通大学, 同济大学, 浙江大学

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#### Application Procedure Summary

1. Create a Login ID on the WBS Online Application System first, and enter all necessary information, including essays via the Online System. <https://e-apply.jp/e/wbs/>
2. Download the PDF file. Some forms will require additional information to be entered manually for completion.
3. Prepare and assemble all necessary documents, including any required certificates and recommendation letters.
4. Pay the screening fee.
5. Send all specified documents to the WBS Admissions Office by postal mail.
6. Send an e-mail to the WBS Admissions Office once you have completed your application.

Your Application will be considered complete when all required documents and an e-mail are received by the WBS Admissions Office no later than the deadline for each application round.

See Page 5 for the detailed instructions.

[Important] There will be a change in the application rounds and screening methods for designated university students' channel, starting from AY2020 enrollment, for which the application is to be submitted during AY 2019. For detail, see the appendix on page 20.

# 1. Outline of the Graduate School of Business and Finance, Waseda University

The Graduate School of Business and Finance, also referred to as Waseda Business School (or WBS), as a part of Waseda University's overall professional degree curricula, seeks to integrate learning and practice, and instill in its students an astute understanding of ethics as expected of professional business leaders. This is in accordance with Waseda University's founding ethos of "the Independence of Learning, the Practical Utilization of Knowledge, and Fostering Good Citizens." WBS also seeks to cultivate human resources with advanced specialist knowledge in management and a broad range of applied skills for business. In addition, its educational objectives are to provide students with (1) advanced and practical education in business and finance; (2) have them acquire advanced knowledge in various related subject areas; (3) provide them with recurrent educational opportunities designed for business and finance professionals; and (4) ensure they can respond to global business environments.

Designated as a Major in Business Administration, WBS will provide students with advanced, specialized, and practical education in business and finance. Students will choose from either the MBA Program, which focuses on a business-centered curriculum, or the MSc in Finance Program, which offers a finance-centered curriculum. The name of the degree for the MBA Program will be Master of Business Administration (MBA), which is a degree widely conferred throughout the world to those who have mastered all fields of business administration, while the name of the degree for the MSc in Finance Program will be Master of Science in Finance, which is also widely conferred, particularly in Europe and Asia, and provides students with the skills they will need for quantitative analysis and acquire foundational knowledge in finance.

In order to reflect the various backgrounds and accommodate the diverse needs of students entering the School from Japan and overseas, the following six programs are on offer at WBS, each characterized by differences in course schedule (time/day), length of study, admission period, curriculum, and teaching language.

	Program	Duration	Language	Purposes
1	MSc in Finance	2 years/ full-time	English	Designed to develop financial specialists with a solid understanding of the quantitative methods and analysis which are vital in the financial industry.
2	International MBA	2 years/ full-time	September enrollment: English April enrollment: Japanese	Designed to train students to become business leaders with global perspectives in a global learning environment.
3	One-Year MBA	1 year/ full-time	Japanese	Designed to have students devote themselves to full-time, intensive study for one year, forging them as general managers and beyond.
4	Evening MBA (General)	2 years/ evenings & weekend	Japanese	Designed for fully-employed, working professionals to acquire knowledge and theory from a wide range of business fields and forge them as general managers and beyond.
5	Evening MBA (Specialized) Management/ Finance Tracks	2 years/ evenings & weekend	Japanese	Designed for fully-employed, working professionals to acquire highly specialized, professional knowledge in specific fields on top of a wide range of management knowledge.
6	Waseda-Nanyang Double MBA	14 months/ full-time	English	Designed to hone the management skills of international businesspersons. Courses take place at Nanyang Business School and at Waseda Business School.

## **2. General Statement on Degree Requirements, Curriculum, and Admissions**

### **1. Diploma Policy (Requirements for Graduation and Earning a Degree)**

Waseda University's mission is to foster diverse learning and exchanges of culture, language, and values in order to educate professionals able to contribute independently to global society. To achieve this mission, the University's comprehensive and creative capacities must be brought to bear to provide such opportunities through its systematic curriculum, and the educational and student environments provided university-wide.

The mission of WBS is to educate students to become business leaders who are able to contribute to international society by applying their highly-developed skills and acumen in business and finance – the end result of an educational philosophy which integrates advanced theory and cutting-edge practice.

WBS will confer, onto those persons who have completed a business education program that reflects the latest research findings, based on appropriate standards of evaluation, and who have acquired high-level practical expertise and decision-making skills as business leaders, the degree of Master of Business Administration (MBA), and to those who have acquired advanced financial knowledge and theory based on international standards, the degree of Master of Science in Finance (MSc in Finance).

### **2. Curriculum Policy (Organization and Implementation of Curriculum)**

The goal of WBS is to educate students to become leading professionals in their fields, honing their specialized skills and acumen to a level which earns their place in today's global business society.

It is envisaged that people from a diverse range of backgrounds will enter WBS. Students who already possess basic business knowledge will reaffirm this knowledge while learning foundational knowledge in disciplinary subjects in which they had little exposure to prior to admission, enabling them to better understand new, advanced concepts and theories. Conversely, those students who had not learned foundational business and finance in their undergraduate curricula will be required to acquire this knowledge after admission, in order for them to be able to fulfill their requirements related to the completion of specialized elective courses and in writing their theses.

To accommodate a diverse range of students who are admitted, WBS has outlined an incremental learning curriculum through course offerings comprised of "compulsory core courses," "compulsory elective courses," and "elective courses." Furthermore, with the goal of educating students in advanced problem-solving skills and disciplinary specialization, the School requires all students to earn compulsory credits in specialized research via the MBA Degree Thesis or Project Paper.

WBS is able to provide a well-balanced, educational curriculum through an extensive array of elective courses, including the cultivation of global perspectives and professional ethics, in order that it can offer a wealth of learning opportunities in theoretical and empirical approaches, as well as in the application thereof.

### **3. Admissions Policy (Enrollment of Students)**

Based on Waseda University's educational tenet of "independence of learning," the University welcomes a large number of students from Japan and from throughout the world who bring with them the high marks of academic excellence, who brim with intellectual curiosity and enterprising spirit, and who are highly motivated in their studies.

When students at WBS graduate, they are expected to become the business leaders, executives, as well as the management and finance-sector professionals of the future, and they are expected to contribute widely to international society through the highly specialized knowledge, skills, and ethics that they will acquire while enrolled in their programs.

Regardless of their background, WBS admits applicants who agree with its curriculum policy, who have a clearly drawn vision of the future, and who possess the desire and passion to realize this vision and will spare no effort towards bringing it to fruition. Work experience is not an essential condition for admittance into the two daytime programs, International MBA and MSc in Finance (but it is preferable for applicants to have at least three years of work experience for the International MBA Program). However, applicants for the One-Year MBA Program, the Evening MBA Program, and the Specialized Evening MBA Program must have at least three years' experience, while applicants to the Waseda-Nanyang Double MBA Program must have at least two years' experience. Applicants are expected as professionals to be able to understand the advanced theories and cutting-edge research findings they will study, drawing upon the practical experiences from their individual backgrounds.

### 3. Program and Seminar Introduction

#### MSc in Finance Program

This is a full-time, two year program designed to cultivate global financial professionals that cater to the needs of today's business and finance sector in Japan and across the globe.

#### Four unique features to develop financial specialists

(1) Fundamental education for essential knowledge and skills

This program does not require professional work experience at the time of admission. Students will systematically receive fundamental education to acquire the knowledge and skills required to work as financial professionals in the future.

(2) Advanced education for specialists and practical knowledge and skills

WBS faculty members are a dedicated team of excellent researchers and business professionals in the field. Faculty members provide high-quality classes full of practical knowledge and skills.

(3) Related knowledge to support core theory of finance

Well-balanced curriculum enables students to learn comprehensively, obtaining a wide range of knowledge in economics, accounting and other relevant areas.

(4) Global business skills and experience

All academic work is conducted in English in a global setting with students from across the globe. Japanese language classes are also available for interested students (additional fees apply).

#### Seminars scheduled to be open in the 2019 academic year (Subject to change)

Seminar Title	Faculty in Charge
Economics	ARIKAWA, Yasuhiro
Risk Management	CHEUNG, Ming Yan William
Financing of Innovation	HIBARA, Nobuhiko
Financial Economics	IKEDA, Masayuki*
Real Estate/Insurance/Finance	KAWAGUCHI, Yuichiro*
Corporate Governance	KAWAMOTO, Yuko
Financial Accounting Research	LAU, David
Credit Modeling and Incomplete Markets	NAKAZATO, Daisuke
The Role and Challenges of Financial Services	NEMOTO, Naoko
Empirical Analysis of Corporate Finance	SUZUKI, Kazunori
Portfolio Management	TAKEHARA, Hitoshi
Market Microstructure	UNO, Jun
Fixed Income Strategies	YOTSUZUKA, Toshiki

\*They are scheduled to be in a Sabbatical year in AY2019.

## 4. Admissions Information

### A) Application and Screening Method

This category is for applicants who are graduating from undergraduate schools of designated universities. The admission screening will be based on overall performance on the required written examination and video interview, as well as evaluation of all application documents, such as educational background, academic record, extracurricular activities, essays, recommendation letters (applicant evaluation forms), language proficiency scores, etc.

Applicants may qualify for an exemption from the written examination depending on their GMAT/GRE scores. For eligibility details, please contact WBS by e-mail ([wbs-admissions@list.waseda.jp](mailto:wbs-admissions@list.waseda.jp)).

#### The List of Designated Universities for 2019 Enrollment

復旦大学, 華東師範大学, 南京大学, 上海大学, 上海財經大学, 上海交通大学, 同济大学, 浙江大学

### B) Applicant Qualification

Applicants must fulfill ALL of the following requirements.

1. Those who are enrolled in the designated university (regular 4-year courses) at the time of application.
2. Those who are scheduled to graduate from an undergraduate school at a designated university by September 20, 2019.

#### For those with special needs

If you have special needs or if circumstances arise for which you require attention during the entrance examination or after entering the university due to a disability, serious medical condition, etc., please contact the WBS Admissions Office no later than one month before the application. In case special needs arise after the application, please contact us as soon as possible (or as early as you can in the application or enrollment process).

### C) Number of Students to be admitted

Enrollment Period	Language	Type of Application	Admission Quota
September	English	<b>Application for Designated University Students</b>	20 students/ Academic Year
		Application with GMAT or GRE	
		Application for Company Sponsored Applicants	
		Application for Graduating Waseda University Students	

[Note]

1. The information of “Application with GMAT or GRE”, “Application for Company Sponsored Applicants” and “Application for Graduating Waseda University Students” is not stated in this application guide.
2. Those who wish to apply through the Application for Designated University Students will not be able to apply through other types of application categories in the same application period.

## D) Application Procedure

### 1) Screening Schedule

#### For September 2019 Enrollment

Application Round	Application Deadline	Examination Date	Screening Result Announcement
Fall Round	Nov. 5 (Mon), 2018	Dec. 2 (Sun), 2018	Dec. 6 (Thu), 2018
Spring Round	Apr. 1 (Mon), 2019	May 12 (Sun), 2019	May 16 (Thu), 2019

[Note]

1. A written examination and video interview (both in English) will take place on the same day at a venue to be announced in Shanghai, along with the application material screening. The application number will be announced by e-mail two weeks before the examination date.
2. Each "round" represents a distinct period in which you may apply, not a succession of steps for your application. Repeat applications for later round are accepted.

### 2) Instructions for sending application documents

All application documents must be sent by post and received by the WBS Admissions Office no later than the application deadline of each round.

Enclose all the required application documents in an envelope and send it to the following address by an international courier service for which you can track the delivery status such as EMS.

#### Address:

**Waseda Business School Admissions Office**

**<Application for Designated University Students>**

3<sup>rd</sup> Floor, Bldg.11, Waseda Campus, Waseda University,

1- 6 - 1 Nishi-Waseda, Shinjuku-ku, Tokyo 169-8050 JAPAN

Tel: +81-(0)3 -5286 -8719

### 3) Instructions for sending an e-mail

All applicants must send the following information via e-mail no later than the application deadline of each round.

Address: [wbs-admissions@list.waseda.jp](mailto:wbs-admissions@list.waseda.jp)

Subject Line: Application for Designated University Students

Content: 1. Name

2. Home university

3. Tracking number of your application documents

#### 4) Instruction for paying screening fee

Screening Fee: 5,000 JPY

##### [IMPORTANT]

Payment must be complete before application and the payment proof must be attached to the application documents. Those who have not paid the fee are not eligible to apply. Follow the directions below and pay the screening fee by credit card, Union Pay or Alipay.

##### How to Pay for your screening fee by Credit card, Union Pay or Alipay

- To make a payment by credit card or online payment system (Union Pay or Alipay), access the online screening fee payment website (<https://e-shiharai.net/ecard/>) and complete the required procedure.
- **[Special Notice for Application for Designated University Students 指定大学入試志願者]**  
At the On-line Transaction Site, you will be selecting the school, program, and application round through drop-down menus. In the Fourth Selection of the Category Selection, choose "Application with GMAT or GRE (Overseas Application)" as there is no option for choosing "Application for Designated University Students".
- The payment can be made 24 hours a day, seven days a week.
- The payment can be made with a credit card held in the name of a person other than the applicant. However, the applicant's information must be entered in the "Basic Information" page of the screening fee payment website.
- After completing the transaction, print out the "Result" page and attach it to the Form 2. Refer to Page 19 for the detailed instruction of the credit card or payment.

##### 5) Other notes on application

- You may not change the program of your choice after application documents are submitted.
- If any of your application documents are incomplete, your application may not be accepted. If you are contacted by the WBS Admissions Office, please respond promptly and follow the instructions.
- As a general rule, application documents and screening fees are not returned. However, you may qualify for a refund of your screening fee in any of the exceptional cases listed below.
  - 1) You paid the screening fee but failed to submit the required application documents.
  - 2) You paid the screening fee but the application documents arrived at the WBS Admissions Office after the application deadline.
  - 3) You paid the screening fee and submitted the application documents, but your application was rejected before screening due to the following reasons:
    - The submitted application materials were incomplete.
    - You did not meet the eligibility criteria.

Contact the WBS Admissions Office ([wbs-admissions@list.waseda.jp](mailto:wbs-admissions@list.waseda.jp)) if you fall into one of the categories above.

\*Handling fees which may be incurred for refund must be paid by the applicant.

- You may be deemed to have committed a dishonest act if you falsified, fabricated, or plagiarized a document, material or information submitted in your application. In such a case, any decision taken on your application may later be invalidated, and the application documents submitted and the screening fee will not be returned.
- You will be required to submit a certificate of graduation to certify that you have indeed met the requirement before enrollment. You will not be allowed to enter Waseda University even if you pass the entrance examination unless you graduate from your university.
- Change of your address must be reported to the WBS Admissions Office ([wbs-admissions@list.waseda.jp](mailto:wbs-admissions@list.waseda.jp)) immediately.

## E) Application Documents

The application documents are composed of:

1. Prescribed forms you complete via the Online System
2. Certificates and Recommendation Letters

An application packet containing all the specified documents should be received by the WBS Admission Office by postal mail by the deadline of each application round. Make sure to include your proof of screening fee payment.

Read the list below carefully and pay particular attention to the detailed instructions given for each line item beginning on page 9 as you prepare your application.

### List of Application Documents

Form Number	Document title	Online/Download	Note
1-1 ~ 1-12	Application Forms (Form 1-1~1-6) (Applicant Information, Educational Background, Employment History, Language Proficiency) Essay (Forms 1-7~1-12)	Online System	Paste a color photo (4cm x 3cm) Sign on the bottom of Form 1-12
2	Proof of Screening Fee Payment and Picture Card	PDF Form	Paste a color photo (4cm x 3cm)
3	WBS Marketing Survey	Online System	For all applicants
4	Letter of Consent from Employer	PDF Form	Not necessary
5	Application Form for Family Business Successors attached with the company representative's recommendation letter	Online System	Not necessary
6	Request for Return of Submitted Documents	PDF Form	If applicable
7	Application for Screening Fee Waiver	PDF Form	Not necessary
8	Statement of Financial Resources	PDF Form	Compulsory for all applicants
9	Application for Scholarships Offered Prior to Matriculation	Online System	If applicable
10	Two Applicant Evaluation (Recommendation) Form	PDF Form	Compulsory for all applicants
Prepare By yourself	Certificate of Expected Graduation	—	All certificates & transcripts of university (undergrad and above)
	Official Transcript	—	
	GMAT or/and GRE Score Report OR GMAT Test Taker Copy/GRE Examinee Score Report if sent directly from the test center	—	If applicable
	Proof of License or Certification	—	If applicable
	Proof of English Proficiency (TOEFL, TOEIC, IELTS)	—	Compulsory for non-native English Speakers
	Proof of Japanese Proficiency JLPT Level 1 or N1Score report	—	If applicable
	Photocopy of Passport	—	Compulsory for international applicants who currently possess a passport
Photocopy of Residence Card in Japan	—	Compulsory if you have a visa status at the time of application	

Form 4 -10 are part of the PDF file that you are required to download from the Online System after filling in the required information. Should you require any of the included forms to be separated into individual PDF files, you can download them from the WBS website (<https://www.waseda.jp/fcom/wbs/en/applicants/admission>).



## **How to apply through the Online System**

### **(1) Create a Login ID**

Access the URL below and input your personal information to acquire a login ID.

URL: <https://e-apply.jp/e/wbs/>

### **(2) Enter application information through the Online System and download the PDF file**

Login to the Online System with your login ID and enter the information through the Online System.

(STEP1\*OPTIONAL)

Click “1. Personal Info A” button and confirm the information you registered when you created a login ID.

(STEP2)

Click “2. Personal Info B” button and enter the necessary information for each item. You can only proceed to the next step when the status of all items is completed.

(STEP3)

Click “3. Confirmation” button and confirm your information filled in.

(STEP4)

If there is nothing to amend, click “4. Submit” button. After you click “Submit” button, your online application is completed.

[Attention]

After you click “Submit” button, you CANNOT edit at all. If you would like to edit after you click “Submit” button, you need to obtain a new login ID again.

(STEP5)

Click “5. PDF Download” button, and download your application form in PDF format. Some forms will require additional information to be entered manually for completion.

### **[Special Notice for Application for Designated University Students 指定大学入試志願者]**

At the On-line Transaction Site, you will be selecting the school, program, and application round through drop-down menus. In the Selection of the Application Category, choose “Application for Company Sponsored students” as there is no option for choosing “Application for Designated University Students”.

### **(3) Documents to be prepared by applicants themselves**

Prepare and assemble all necessary documents, including any required certificates and recommendation letters.

### **(4) Pay the screening fee**

Pay the screening fee by Credit Card, Union Pay or Alipay. Please refer to Page 19.

### **(5) Mail the application documents**

Send all specified documents to the WBS Admissions Office by postal mail.

Your Application will be considered complete when all required documents are received by the WBS Admissions Office no later than the deadline for each application round.

## <<Instruction on Application Documents>>

### **Prescribed Forms to be made via online**

Some documents should be manually written after the format is downloaded. Use a black pen (erasable pen not permitted)

#### **[Form 1-1 to 1-12] Application Forms**

- Paste a color photo (4 cm x 3cm, borderless, no hat or head covering, frontal view on a plain background, taken within 3 months before application) to Form 1-1. Write your name on the back of the photo before pasting.
- If additional space is required for your educational background and work experience, attach a separate sheet.
- Sign on the bottom of Form 1-12.
- Staple the upper left corner of all forms in order with Form 1-1 coming on top and Form 1-12 on bottom.

#### **[Form 2] Proof of Screening Fee Payment and Picture Card**

Print out the "Result" page (attach to Form 2).

#### **[Form 3] WBS Marketing Survey**

We would appreciate your taking a few minutes to fill in the questionnaire for the WBS marketing analysis purposes such as student recruiting activities. The answers will not affect the screening result in any way.

#### **[Form 4] Letter of Consent from Employer**

Not necessary

#### **[Form 5] Family Business Successor Form**

Not necessary

#### **[Form 6] Request for Submitted Documents Return**

- Submit only when you are requesting the WBS to return original copies of certificates that are **NOT re-issuable**. Documents may not be returned without submission of this form.

#### **[Form 7] Application for Screening Fee Waiver**

Not necessary

#### **[Form 8] Statement of Fund Resource**

- Indicate the source and amount of funding for studying at the WBS (standard period: 2 years). Scholarship recipients must submit a scholarship award letter indicating its amount and duration.
- The estimation of total expenses for two years including tuition fees and living costs in Tokyo will be approximately 6,000,000 yen.
- Those who have Japanese VISA of Permanent Resident, Long Term Resident, Spouse or Child of Japanese Citizen, Spouse or Child of Permanent Resident don't need to submit this statement.

#### **[Form 9] Application for Scholarship Offered Prior to Matriculation**

- Check the details of the scholarship on page 15 and submit this form if you wish to apply for scholarship prior to matriculation. Company Sponsored Applicants are not eligible to apply.

#### **[Form 10] Applicant Evaluation (Recommendation) Form**

- Two applicant evaluation forms must be prepared. You must ask two different evaluators

- (recommenders) to fill in the applicant evaluation forms.
- Two evaluators must be professors of your university who have supervised the academic works of the applicant.

**Step-by-Step Directions**

1. Applicant forwards the designated form (and an envelope) to the evaluators. The designated form can be downloaded from WBS Website below.  
<https://www.waseda.jp/fcom/wbs/assets/uploads/2015/02/Form-10Applicant-Evaluation-Recommendation-Form.pdf>
  2. After filling in the form, the evaluator must put it in an envelope, seal it, sign across the seal, and return it to the applicant.
  3. Applicant submits the evaluation forms to the WBS Admissions Office with the envelope unopened, together with other application documents.
- \*Evaluators can also send it directly to the WBS Admissions Office.

## **Documents to be prepared by applicants themselves**

### **1. Official College/University Certificate (Original Copy)**

- a) Certificate of expected graduation/degree  
Not necessary if the expected graduation date and the degree are stated in the transcript.
- b) Official transcript of courses

### **[NOTES for College/University Certificate]**

- Submit the original copy written in Japanese or English.
- If universities or governments cannot provide Japanese or English certificates, please attach a translated copy certified by the embassy or relevant public officials.
- Confirm that the date of admission and graduation are printed on a) or b).
- Master's degree/professional degree holders are required to turn in certificates of both the undergraduate school and the graduate school. Details on educational background must be provided in the specified area of the [Form 1-3].
- Applicants who have transferred from one institution to another must submit transcripts of both the graduating institution and previously attended institution.
- When an Applicant's name stated on the application form differs from what is indicated on the certificates, the Applicant is required to attach an explanation (free format). In such cases, official documents which certify the change of legal name (e.g., copy of family register) will have to be submitted as part of the application at the time of enrollment.
- If an Applicant has attended Waseda University at any time in the past (or is currently enrolled), he/she must provide official documentation which serves as proof of enrollment.

### **2. GMAT or GRE (General Test) score report**

- Submission of an original copy of the GMAT or GRE score is optional. Applicants may qualify for an exemption from the written examination depending on their GMAT/GRE scores.
- If GMAT or GRE scores are to be mailed directly from the test center, it should reach WBS by the application deadline. Also, make sure to enclose a "GMAT Test Taker Copy" or "GRE Examinee Score Report" printed through GMAC/ETS websites in your application packet.
- Submit a valid score report of the test taken within 5 years of each application deadline.
- Our institution code of GMAT is "3TX-GK".
- Our institution code of GRE is "2463".

### **3. Proof of License or Certificate**

Submit only if you enter the relevant information via Online System.

### **4. Proof of English Proficiency \*For non-native speakers of English only**

Applicants must submit one of the following certified test score reports with the exception of applicants whose native language is English or applicants who have obtained a degree from an institute of higher education (university or higher) using mainly English. Submitted score reports should have been issued within 2 years of each application deadline.

- 1) TOEFL(iBT, CBT, PBT)
- 2) IELTS(Academic)
- 3) TOEIC

\*TOEIC SW, TOEIC IP and TOEIC Bridge scores are NOT acceptable.

### **5. Proof of Japanese Proficiency \*For non-native speakers of Japanese only**

While submission is optional, scores of the Japanese Language Proficiency Test (or JLPT) may be taken into consideration as part of the overall application. Only score reports of JLPT Level 1 or N1 will be considered.

**6. Photocopy of Passport \*For those who currently possess a passport**

A photocopy of the photo page of your passport must be submitted.

**7. Photocopy of Resident Card (Front and Back side)**

All international applicants currently holding resident visa in Japan must submit it.

**F) Application Schedules****For September 2019 Enrollment**

Application Round	Application Deadline	Exam Date	Screening Result Announcement	Enrollment Procedure Deadline
Fall Round	Nov. 5 (Mon), 2018	Dec. 2 (Sun), 2018	Dec. 6 (Thu), 2018	Jan. 11 (Fri), 2019
Spring Round	Apr. 1 (Mon), 2019	May 12 (Sun), 2019	May 16 (Thu), 2019	May 31 (Fri), 2019

**Screening Result Announcement**

All applicants who have turned in all of their application documents will be notified of their application number by e-mail two weeks before the exam date. At 10:00am on the day of the screening result announcement, Successful applicants' application numbers will be posted on the WBS website (<https://www.waseda.jp/fcom/wbs/en>).

Successful applicants will also receive a Letter of Acceptance enclosed with the enrollment procedure guideline and documents by courier. Contact the WBS Admissions Office ([wbs-admissions@list.waseda.jp](mailto:wbs-admissions@list.waseda.jp)) if you do not receive such a packet one week after the designated date. Refrain from making an individual inquiry regarding the screening result.

## 5. Enrollment Procedures

Once successful applicants have received an enrollment packet with an admission offer, they must complete all necessary procedures to be enrolled at WBS by the due date indicated on the previous page. Only those who have submitted all required documents by the deadline, and have completed all required transactions (transferring of admission fee, tuition and other fees) will be admitted.

Further instructions related to admittance will be sent to successful applicants. The list below is a sampling of what to expect.

### [Required Documents]

- (1) WBS Prescribed forms
- (2) Certificate of Residence
- (3) Original Copy of "Certificate of Graduation" and "Transcript of Academic Records"  
(Only for applicants who had not yet graduated at the time they submitted the application documents)
- (4) Copy of the Receipt of the bank transfer of tuition and fees
- (5) Application and related documents for Certificate of Eligibility. \*For those require student visa
- (6) Other documents designated by the WBS

### [NOTE]

As a rule, we do not return submitted documents or refund tuition and other fees (the entrance fee and tuition and other fees for the first semester). However, if you do not enter Waseda University due to unavoidable circumstances or fail to meet the entrance qualifications prior to enrollment, we may refund the tuition and other fees for the first semester (but not the entrance fee). For more information about the procedure for receiving such refund, refer to the enrollment procedure guideline mailed to successful applicants.

## 6. Entrance Fee, Tuition and Other Fees

### Fees for 2019 enrollment for MSc in Finance Program

(Unit: JPY)

Year	Academic Term	Entrance Fee*	Tuition	Other Fees		Total
				Student Health Promotion Mutual Aid Association Fee	Alumni Association Membership Fee	
1 <sup>st</sup> Year	Entrance and Fall Semester	200,000	820,000	1,500	-	1,021,500
	Spring Semester	-	820,000	1,500	-	821,500
2 <sup>nd</sup> Year	Fall Semester	-	920,000	1,500	-	921,500
	Spring Semester	-	920,000	1,500	40,000	961,500
<b>Total</b>		<b>200,000</b>	<b>3,480,000</b>	<b>6,000</b>	<b>40,000</b>	<b>3,726,000</b>

\*The Entrance Fee is waived for those who are currently enrolled in, graduated from, completed, or withdrew from an undergraduate, graduate, or specialized program of Waseda University.

[Note] Additional fees are required for taking language learning courses. (i.e. 5,000 yen/Japanese course)

## 7. Degree and Completion Requirements

### Degree: Master of Science in Finance

#### Degree Requirements of the MSc in Finance Program

To complete the program, students have been enrolled for more than two years, have acquired 50 credits, and have completed their Professional Degree Thesis as the final product of their seminars and research guidance. Students who pass the dissertation screening and exams will be awarded the degree of Master of Science in Finance.

Unit: Credit

Compulsory Core Courses	Compulsory Elective Courses	Elective Courses	Specialized Research			Total
			Seminars	Research Guidance	Degree Thesis	
14	16-	Optional	6	PASS (*)	4	50

(\*) The grade is given by pass or fail.

## 8. Financial Aid and Scholarships

The following is a list of the major scholarships offered at Waseda University. International students with "student visa" are advised to refer to the AY2019 "International Students' Handbook" or the Scholarship Affairs Section website: <https://www.waseda.jp/inst/scholarship/en>

For Japanese students (including those who have Japanese visa of permanent resident, long term resident, spouse or child of Japanese citizen), refer to the handbook, Scholarship Guidelines "Challenge AY2019" (available in Japanese only) or the Scholarship Affairs Section website above.

### 1. Scholarship Prior to Matriculation

Selection is based on the admission screening results. Nominated applicant will be notified by post or e-mail.

(Data of AY2018)

Types of Awards	Name of Scholarship	Grants	Eligibility
Waseda University Scholarships	Waseda University Partial Tuition-Waiver Scholarship	50% reduction in one-year tuition	- Privately-funded international students* - Turn-in the Form 9 with other application Materials
	Reserved Scholarship for Successful International Applicants	500,000 JPY per year (for 1 year or 2 years)	- Privately-funded international students* - Application with GMAT or GRE are eligible - Turn-in the Form 9 with other application Materials

### 2. Scholarship After Matriculation

(Data of AY2018)

Types of Awards	Name of Scholarship	Award Amount (Value)	Eligibility
Waseda University Scholarships	Azusa Ono Memorial Scholarship (for International students)	Annual grant of 400,000 JPY	- Privately-funded international students* - Students who are in the master's program within the standard years for degree
	Okuma Memorial Scholarship	Annual grant of 400,000 JPY	- Privately-funded international students* or Japanese Students** - Students who are in the master's program within the standard years for degree
	Waseda University Partial Tuition-Waiver Scholarship	50% reduction in one-year tuition	- Privately-funded international students*
Government-sponsored Scholarships	Japanese Government (Monbukagakusho: MEXT) Scholarship	144,000 JPY/Month and Full-tuition coverage for 2 year tuition	- Privately-funded international students* - Students who are successful applicants in 1 <sup>st</sup> or 2 <sup>nd</sup> Round and complete all necessary enrollment procedures by the dead line
	Monbukagakusho Honors Scholarship	48,000 JPY/Month	- Privately-funded international students*

\*"International Students" refers to those students who hold or expect to hold "student visa" status.

\*\* Japanese students including those who have a Japanese "Permanent resident, long term resident, and "Spouse or Child of a Japanese Citizen" visa.

\*\*\* Limits (such as income limit) may differ depending on scholarship.

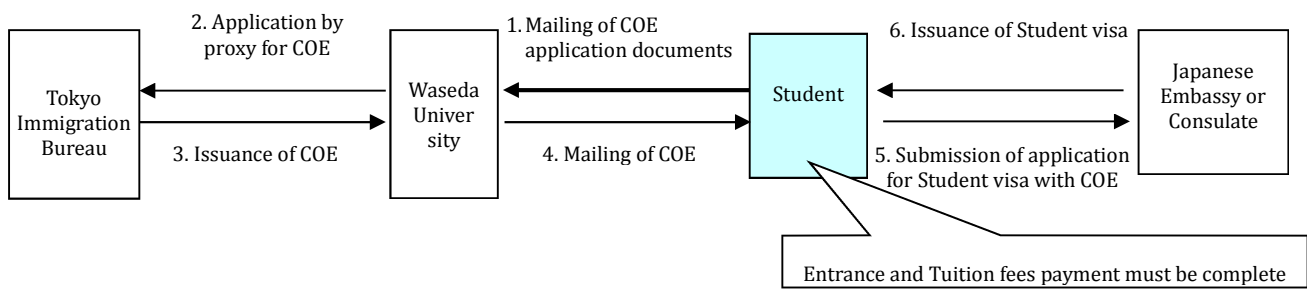


## 9. Student Visa [Information by Waseda Center for International Education]

International students who are admitted to Waseda University are able to apply for a status of residence “Student”. Those with the status of residence “Student” are eligible to apply for tuition reduction/exemptions and scholarships for international students. Those with a status of residence other than “Student” that allow the holder to stay in Japan for long periods are eligible to enter Waseda University. In that case, however, they are not eligible for various services and systems targeted for international students. Students with a “Short-term visa” are not eligible to be enrolled in the university.

- If you do not have a status of residence in Japan (If you are NOT a resident in Japan)
1. In order to apply for a visa to enter Japan, you will first need to obtain a certificate of eligibility (COE) from the Immigration Bureau of the Ministry of Justice of Japan, located in Japan. If you are a foreign national applying from outside Japan and have completed payment of the admission fee and designated school expenses for enrollment, the Center for International Education will apply for your certificate of eligibility to the Immigration Bureau on behalf of you. You must send the required documents by registered mail (international courier service, etc.) to arrive at the Center for International Education no later than the deadline date. See “COE Application by Proxy” for details. Since it takes one to two months before the Immigration Bureau makes a decision, we advise you to complete the payment and submit COE application documents early, regardless of the deadline.
  2. After the COE is issued, Waseda University will send it to you by mail (we send to addresses outside Japan only). Upon receiving the COE, you need to take the COE and your passport, and a certificate of admission to the Japanese embassy or consulate in your area to apply for a “Student” visa. After receipt of a visa to Japan, you are supposed to enter Japan as a student within three months of the issuance of a COE.
  3. A certificate of admission will be forwarded to you with the COE.
  4. The Center for International Education, Waseda University acts on your behalf to apply for your COE to obtain a “Student” visa and a status of residence “Student”. If you wish to apply for a COE for any other type of visa and status of residence, you need to make an application yourself.

[Sequence of Steps (1 to 6) Involved in Obtaining a “Student” Visa]



### Visa waiver and short-term visa holders

If you enter Japan as a visa waiver or on a short-term (tourist) visa, in principle, you will not be allowed to change your visa status to a status of residence “Student” while in Japan. You will have to leave Japan and submit a certificate of eligibility (COE) at a Japanese embassy or consulate outside Japan to obtain a “Student” visa. Afterwards, you will be able to re-enter the country. However, if it is difficult for you to return to your home country before starting the new semester, please consult with the Center for International Education.

### Inquiries about visa

The Center for International Education, Waseda University  
 Tel: +81-(0)3-3203-9806 Fax: +81-(0)3-3202-8638  
 E-mail: [cie-zairyu@list.waseda.jp](mailto:cie-zairyu@list.waseda.jp)

## 10. Contact Information for Applicable Testing Organizations

- ◇ **Japanese Language Proficiency Test**  
by Japan Educational Exchanges and Services/Japan Foundation  
[Taking exam in Japan]  
Tel. +81 ( - 0 ) 3-6686-2974  
[Taking exam outside Japan]  
[http://www.jlpt.jp/application/overseas\\_list.html](http://www.jlpt.jp/application/overseas_list.html)
  
- ◇ **TOEFL : Test of English as a Foreign Language**  
by ETS: Education Testing Service  
Institution code: **2463**  
**[Taking exam in Japan]**
  - General Information  
Council on International Educational Exchange (CIEE)  
Tel. +81 ( - 0 ) 3-5467-5489  
<http://www.cieej.or.jp/>
  - Registration  
Prometric  
Tel. +81 ( - 0 ) 3-6204-9830  
<http://ac.prometric-jp.com/toefl/jp/online.html>**[Taking exam outside Japan]**  
Tel. +1-609-771-7100 / +1-877-863-3546  
<http://www.ets.org/toefl/>
  
- ◇ **TOEIC : Test of English for International Communication**  
by The Institute for International Business Communication  
Tel. +81 ( - 0 ) 3-5521-6033  
<http://www.toeic.or.jp/english.html>
  
- ◇ **IELTS : International English Language Testing System**  
by The British Council  
Tel. +81 ( - 0 ) 3-3235-8031  
<http://www.britishcouncil.jp>
  
- ◇ **GMAT: Graduate Management Admission Test**  
by GMAC: Graduate Management Admission Council  
Institution code: **3TX-GK**  
Tel. +1 ( - 800 ) -717-4628  
<http://www.mba.com/global/the-gmat-exam.aspx>
  
- ◇ **GRE: Graduate Record Examination**  
by ETS: Educational Testing Service  
Institution code: **2463**  
Tel. +1 ( - 609 ) -771-7670  
<http://www.ets.org/gre>

# 11. Notes on Entrance Examination at Waseda University

## Dishonest Acts

Waseda University has provided the following guidelines so that all examinations can be properly administered and all examinees have an opportunity to perform in a fair and equitable environment. Please read the guidelines carefully and approach the examination in a serious manner.

1. You may be deemed to have committed a dishonest act if Waseda University determines that you have falsified, fabricated, or plagiarized the document(s), statement(s), or information submitted for your application.
2. Your actions may be considered dishonest if you commit any of the following acts:
  - A) Cheating (concealing or glancing at a cheat sheet or reference book during the examination, glancing at another examinee's answer sheet, or gaining answers from others)
  - B) Answering questions using an instrument not allowed to be used during the written examination
  - C) Touching the exam booklet and answer sheet before the instruction to start the examination is given (including opening up the exam booklet, beginning to answer questions, and writing on the back cover or the margins of pages of the exam booklet) during the written examination
  - D) Continuing to hold your writing instrument or answer questions without following the instruction to cease taking the examination during the written examination
  - E) Providing benefits to other examinees (providing them with answers etc.) during the examination
  - F) Keeping your mobile phone with you or using it during the examination
  - G) Letting your mobile phone or watch emit noise (incoming call alert, alarm, vibration, etc.) during the examination
  - H) Conducting acts that could be considered a nuisance to other examinees at the examination venue
  - I) Not following instructions from the examination supervisors at the examination venue
  - J) Pretending to be an applicant and taking the examination for the applicant
  - K) Conducting other acts impairing the fairness of the examination
3. The following responses may be taken if an applicant is suspected of committing a dishonest act.
  - A supervisor may warn or question the applicant.
  - The applicant may be requested to take the examination in another room.
4. In addition, the following responses may be taken if a dishonest act is identified.
  - The applicant may not be allowed to continue taking the examination or allowed to take any other entrance examination given by Waseda University during the year. (Screening fees will not be returned.)
  - The results of all entrance examinations taken by the applicant at Waseda University during the year may become invalid.

## Environment for Entrance Examination

Please review the following material carefully so that you will know what to expect during the Waseda University Admissions Exam.

### 1. The exam environment.

We will do our best to provide you with a quiet and equitable exam environment. However, please be aware of the following unavoidable conditions that may occur.

- A) Everyday noise (airplanes; motor vehicles; wind and rain; the sound of the air conditioner; coughs, sneezes and sniffles from the other examinees; the distant noise of cell phones, etc.) is sometimes unavoidable. As a general rule, no special treatment will be given to any examinee (or group of examinees) due to any occurrence of "everyday noise."
- B) In the event that a cell phone or wristwatch rings, vibrates, or otherwise causes a disturbance during the exam, and an exam monitor can identify the particular device as the source of the disturbance, he/she will remove the device from the exam site, with or without the consent of its owner. The item will be kept at exam headquarters.
- C) While desks, chairs, air conditioning, acoustic equipment, etc., may vary between classrooms used as test sites, this will not be taken as a handicap to any examinee.
- D) If, by the actions of a certain examinee, other examinees are disturbed, the examinee causing the problem may be asked to take the exam in a different room.

### 2. Unforeseen problems that are beyond human control.

In cases of unforeseen circumstances that are beyond human control, such as a natural disaster (e.g., typhoons, earthquakes, flooding, tsunamis) and/or accident, such as fire, power failure, and so on, measures including delaying the start of the exam or postponing the exam, etc. may be taken. However, in such an event, we will bear no responsibility for any resulting inconvenience, expense, or other personal loss that the examinee may incur.

# Waseda University Examination Fee Payment by Credit Card, Union Pay, and Alipay

24 hours a day, 365 days a year, you can pay anytime! Easy, Convenient and Simple!

You can pay the Examination Fee by using Credit Card, Union Pay, and Alipay.



Access the site below with your PC

<https://e-shiharai.net/ecard/>



You can access from our website too!

Web Application - Online Transaction

- |  |   |
|--|---|
| <b>1. Top Page</b>   | Click "Examination Fee".  |
| <b>2. Terms of Use and Personal Information Management</b> | Please read the Terms of use an Personal Information Management.<br>Click "Agree" button located in the lower part of this page if you agree with these terms.<br>Click "Not agree" button located in lower part of this page if you do not agree with these terms. |
| <b>3. School Selection</b>                                 | Click "Waseda University".  |
| <b>4. School Information</b>                               | Read the information carefully and click "Next".  |
| <b>5. Category Selection</b>                               | Choose First to Fourth Selection and click "Add to Basket".   |
| <b>6. Basket Contents</b>                                  | Check the contents and if it is OK, click "Next".   |
| <b>7. Basic Information</b>                                | Input the applicant's basic information.<br>Choose your credit card and click "Next".   |

### Paying with Credit Card

Input Credit Card Number (15 or 16-digits), expiration date and security code.

All of your application information is displayed. Click "Confirm" to verify.

Click "Print this page" button and print out "Result" page.

### Paying with Union Pay, Alipay

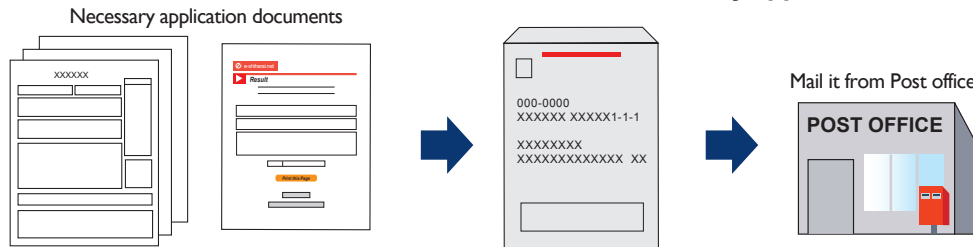
Follow the onscreen instructions to complete the card payment.

Please click the "Application Results" button in the upper part of this site (e-shiharai.net).

Please write down the "Receipt Number" given when you complete your application, and enter your "Payment Method", "Receipt Number" and "Birth Date". Please make sure your printer is ready.

Please print out the "Payment Inquiry - Inquiry result" page.

Enclose the printed "Result" page in an application envelope with other necessary application documents.



Application

### [NOTICE/FAQ]

- During the payment periods and application periods specified in the application guidelines, you can make payment anytime. Please consult the application guidelines and complete payment in time for the application period.
- On the last date of the payment period, please complete the transaction by 11:00pm Japan time.
- It is possible to use a card which carries a name different from that of the applicant. However, please make sure that the information entered in the Basic Information page is the applicant's information.
- If you did not print out the "Result" page, you can display it later on the Application Result page. Please enter "Receipt Number" and "Birth Date" to redisplay.
- Please contact the credit card company if your card is not accepted.

### ■ Payment Commission

There is a fee for this payment transfer service, which applicants must pay in addition to the entrance exam fee.

Entrance exam fee	Payment Commission
~ 29,999 yen	555 yen
30,000 yen ~ 49,999 yen	987 yen
50,000 yen ~ 69,999 yen	1,420 yen
70,000 yen ~ 99,999 yen	1,800 yen
100,000 yen ~ 199,999 yen	2,037 yen
200,000 yen ~ 299,999 yen	2,571 yen
300,000 yen ~	4,320 yen

For questions or problems not mentioned here, please contact :

**E-Service Support Center Tel : +81-3-3267-6663 (24 hours everyday)**

## **Announcement of Application Regulation Change to Designated University Applications**

There will be a change in the application rounds and screening methods for designated university students in China, starting from AY2020 enrollment, for which the application is to be submitted during AY 2019.

For details, refer to the following table.

Comparative table of the Current and New Regulations

	Current Regulation *Until AY2019 Enrollment	New Regulation *AY2020 Enrollment and after
Application Rounds	Two rounds (Fall and Spring)	Five rounds (From 1st to 5th Round)
Screening Methods	Written examination, video interview, and evaluation of application documents	Evaluation of application documents only
Submission of GMAT/GRE Score	Optional	Compulsory
Submitters of Applicant Evaluation (Recommendation) Forms	Two professors from your university who have supervised your academic work	The dean of your department and your supervisor (or the equivalent) at university

\*The application guide for AY2020 enrollment will be announced by the end of July, 2019.

[Inquiry]

Waseda Business School

TEL:+81-3-5286-8719

Email:wbs-admissions@list.waseda.jp

## **Handling of Personal Information**

Waseda University utilizes applicant information (addresses, names, dates of birth etc.) collected at the time of application in order to carry out operations such as the entrance examination, announcement of the screening results, and enrollment procedures. We will take necessary and proper measures to protect such information from leakage, disclosure, or unauthorized use. All or part of the above operations may be outsourced to an agency. In such case, the agency will be contractually required to maintain necessary and proper management. Please note that the personal information may be used as materials for studies and researches to improve our entrance examinations. The information will be statistically processed to prevent any individuals from being identified.

### **Waseda Business School (Graduate School of Business and Finance, Waseda University)**

3rd Floor, Building 11, Waseda Campus, Waseda University,  
1-6-1, Nishi-Waseda, Shinjuku-ku, Tokyo 169-8050 JAPAN

TEL +81-(0)3-5286-8719

FAX +81-(0)3-5273-4371

E-mail [wbs-admissions@list.waseda.jp](mailto:wbs-admissions@list.waseda.jp)

HP <http://www.waseda.jp/fcom/wbs/en/applicants/designated>