

**Keio University**  
**Faculty of Policy Management**  
**Faculty of Environment and Information Studies**

**Application Guidebook**  
**for**  
**Admissions for Overseas Students (GIGA Program)**

Students Educated Outside the Japanese Educational System,  
including those applying to the  
Global Information and Governance Academic (GIGA) Program

for those seeking admission in September 2016

Admission Web Entry  
<https://entry.sfc.keio.ac.jp/overseas/>  
(See page 6 for details)

This Application Guidebook contains an overview of procedures required for admission into the Keio University Faculty of Policy Management, and Faculty of Environment and Information Studies for students educated outside the Japanese educational system, including those applying to the GIGA Program. It describes all steps from preparing an application to completing admission registration procedures. Please be sure to read this guidebook carefully before applying in order to prevent any errors in procedures.

All inquiries concerning admissions and the like should be made by the applicant.

Admissions Office  
Keio University Shonan Fujisawa Campus  
5322 Endo, Fujisawa-shi, Kanagawa 252-0882, JAPAN  
Email: [ao-overseas<at>sfc.keio.ac.jp](mailto:ao-overseas@sfc.keio.ac.jp)  
Please replace "<at>" with "@" in the email address before sending out the email.

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## **Management of Personal Information at Keio University**

Personal information at Keio University is handled securely and appropriately in compliance with the Basic Policy concerning Protection of Personal Information and Rules for Protection of Personal Information.

The names of individuals, their addresses and other personal information provided by them in connection with applications and admissions procedures will be used in various departments of Keio University for the following purposes:

1. Conducting entrance examinations (processing applications, conducting examinations, announcing successful candidates),
2. Screening, communicating, and carrying out procedures for scholarship programs,
3. Enrollment procedures,
4. Administering, communicating, and carrying out procedures concerning academic affairs,
5. Administering, communicating, and carrying out procedures concerning general student life,
6. Administering, communicating, and carrying out procedures concerning the use of university facilities and equipment,
7. Conducting communications for soliciting donations and recruiting members for the Keio Iji-kai (support group) and the Keio Card,
8. Sending various documents to students and guarantors and carrying out other communications with them,
9. Sending documents to individuals related to the Mita-kai (alumni associations), and
10. Conducting other functions related to all or some of the preceding items listed above.

Some of the above operations may be entrusted to subcontractors hired by Keio University. In order for such subcontractors to carry out their work, some or all of the personal information Keio University receives from individuals (the minimum necessary), may be provided to them.

In principle, Keio University does not disclose personal information of individuals to third parties. In exceptional circumstances, the personal information of an individual or a third party may be disclosed when Keio University bears a legal obligation to do so; when Keio University determines that disclosure is necessary in order to protect the life, health, property, rights, or welfare of a student or a third party; or when any other pressing necessity arises and the permission of the individual concerned cannot be obtained. In addition, personal information data statistically processed to ensure applicant's anonymity will be used as survey and research materials for applicant selection at the University.

## **Special Measures Taken for Victims of Large-scale Natural Disasters**

Applicants who were affected by a large-scale natural disaster occurred within Japan may be eligible for receiving financial support from the university depending on conditions. For details, please contact the Admissions Office.

## **Important Notes on Applications**

- (1) Under no circumstances can we accept incomplete applications, late applications, or applications that are not accompanied by full payment of the prescribed application fee by the corresponding deadline. Furthermore, supplemental application materials will not be accepted after the end of the application period except when special permission has been granted. Therefore, you should make sure you have prepared all required documentation before submitting your application.

- (2) If you must send any part of your application separately due to unavoidable circumstances, be sure to indicate the arrival date on your "Checklist of Application Documents to be Submitted by Postal Mail." All parts of your application must arrive by the application deadline of Monday, February 15, 2016 Japan Standard Time (JST).
- (3) Take particular care when entering important identifying information, such as your name and date of birth, etc. Foreign students residing in Japan may apply with a common-usage name only if their Certificate of Residence contains a record of said name.
- (4) In the event that information indicated on application documents is incorrect or fraudulent, eligibility of application and admission will be cancelled. Furthermore, any successful applicant who tarnishes the good name of Keio University or behaves in any other manner counter to his or her obligations as a Keio University student will have his or her eligibility to enroll cancelled.
- (5) Application documents and other related materials will not be returned.
- (6) Persons with a physical disability requiring special consideration in terms of application or admission to Keio University are required to notify the Admissions Office of their disability at least one month before the start of the application period.
- (7) All certificates must have been issued within three months of the application deadline and have a clearly indicated period of validity that includes the application deadline. Certificates that do not satisfy these conditions and copies of certificates can only be accepted when special permission is granted.
- \* These validity-period requirements do not apply to certificates submitted as optional materials.
- (8) If the address of an applicant changes after the submission of the application, the applicant must notify the Admissions Office immediately via email. When submitting the notification of a change, the applicant must clearly write the following subject line:

[Address Change Notice: Admissions for Overseas Students (GIGA Program)]

in the email. The applicant must provide the following information in the contents:

- Applicant Entry ID (refer to page 6)
- Name of the applicant in English alphabet (if possible, please also provide the name in Kanji or katakana characters)
- Applicant's date of birth
- New address including postal code
- New telephone number
- New email address
- Date of address change (or expected date of address change)

In addition, the applicant must file a forwarding order with their local post office. All correspondence concerning the address change should be addressed to:

Admissions Office

Keio University Shonan Fujisawa Campus

Email: ao-overseas<at>sfc.keio.ac.jp

(Please replace "<at>" with "@" in the email address before sending out the email.)

#### (9) Measures Taken Under Unforeseen Circumstances

Under unforeseen circumstances, the Faculty of Policy Management, and the Faculty of Environment and Information Studies may reschedule examinations and/or postpone the announcement of results if deemed necessary. In principle, Keio University does not bear responsibility if, through rescheduling or postponement, applicants suffer any personal loss or inconvenience.

\* Please note that the University website will be used for information and supplemental communication pertaining to this item (9). You are, therefore, advised to check the website whenever applicable.

<http://www.sfc.keio.ac.jp/en/>

## I.Applications

### 1. Overview of Applicant Screening for September 2016

- a) Admission Quota: Approximately 30 (15 each for the Faculty of Policy Management, and the Faculty of Environment and Information Studies)

- b) Screening Method

Screening of applicants will be based on evaluation of submitted application documents.

No interview is required.

Applicants may not apply to both the Faculty of Policy Management, and the Faculty of Environment and Information Studies through Admissions for Overseas Students (GIGA Program) in the same year.

- c) The Application Process

**STEP 1    Check your eligibility**

Go to page 9 and check the qualifications required for application.

If you are not eligible to apply through the “Admissions for Overseas Students (GIGA Program)” application process, visit the website below to find other ways to apply to the Faculty of Policy Management or the Faculty of Environment and Information Studies.

<http://www.sfc.keio.ac.jp/en/admissions/undergraduate/>

**STEP 2    Obtain an Applicant Entry ID**

Go to page 6 for details of the Admission Web Entry System.

**STEP 3    Pay the application fee**

Follow the directions on page 7 to make the payment.

**STEP 4    Check the required application materials**

Go to pages 9-17 and check the required application materials.

Make all necessary preparations well in advance.

**STEP 5    Complete Admission Web Entry**

Follow the directions on pages 10-12 and complete Admission Web Entry of application materials to be submitted online.

Deadline: 3:00 p.m., Wednesday, February 10, 2016 (JST).

**STEP 6    Submit your application by registered mail**

Follow the directions on pages 12-17 and submit application documents to be submitted by postal mail.

Deadline: Monday, February 15, 2016 (JST). Must arrive on or before the deadline.

**STEP 7    Confirmation of application**

Follow the directions on page 6 and check through the Admission Web Entry System that your application has been confirmed.

Confirmation Period:

10:00 a.m., Monday, March 7, 2016–9:59 a.m., Friday, March 25, 2016 (JST).

**STEP 8    Check your result**

Follow the directions on page 6 to view your result on the Admission Web Entry System.

Period of announcement:

10:00 a.m., Friday, March 25, 2016–11:59 p.m. Friday, May 13, 2016 (JST).

## 2. Admission Web Entry System

### 【Admission Web Entry System】

**<https://entry.sfc.keio.ac.jp/overseas/>**

Access the above website and follow the instructions for obtaining an Applicant Entry ID. Applicant Entry IDs can only be obtained during the Admission Web Entry Period.

[Admission Web Entry Period]

10:00 a.m., Thursday, January 7, 2016–3:00 p.m., Wednesday, February 10, 2016

The Application Guidebook Number required for obtaining an Applicant Entry ID is:

**Application Guidebook Number (all numerals) : 03162025**

Please be sure to write down your Applicant Entry ID for future use.

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After obtaining an Applicant Entry ID, login to “My Page” on the Admission Web Entry System and submit application documents and materials that are to be submitted online. The email address and password registered at the time of obtaining an Applicant Entry ID are required for login.

[Confirmation of Application]

Login to “My Page” on the Admission Web Entry System to check if your application has been received and confirmed. The email address and password registered at the time of obtaining an Applicant Entry ID are required for login.

[Period for Checking Confirmation of Application]

10:00 a.m., Monday, March 7, 2016–9:59 a.m., Friday, March 25, 2016 (JST)

[Results]

Login to “My Page” on the Admission Web Entry System to check the results of your application. The email address and password registered at the time of obtaining an Applicant Entry ID are required for login.

[Period for Announcement of Results]

10:00 a.m., Friday, March 25, 2016–11:59 p.m., Friday, May 13, 2016 (JST)

### 3. Application Fee and Payment Method

- a) The application fee is JPY 35,000.

However, an exemption of JPY 30,000 thereof is granted in the case of applicants who have graduated (or are expected to graduate) from a high school outside Japan that offers a program under the school education system of a country other than Japan. Qualifying applicants should pay an application fee of JPY 5,000.

- b) Selection of Payment Method and Payment

A number of different methods, described below, can be used to pay the application fee. While it is preferable that applicants residing outside Japan pay by money order (Method 1), payment by credit card (Method 2) or demand draft (Method 3) is also accepted. It should be noted that payment by wire transfer will not be accepted, regardless of whether or not the applicant resides in Japan.

#### Method 1: Money Order (郵便為替)

For applicants residing in Japan; and those living outside Japan who themselves, or their guarantors, are able to purchase a money order at a post office or Japan Post Bank in Japan. (Please use this method if possible.)

Send a money order (郵便為替), issued at any post office or Japan Post Bank in Japan, for the applicable amount as indicated above together with other completed application documents to the Admissions Office.

- A separate fee will be charged for the issuance of your money order.
- Only money orders issued within three months of the application deadline can be accepted.
- Applicants residing outside of Japan may submit a money order issued to a proxy. Furthermore, the money order need not necessarily be mailed together with application documents (although they must arrive no later than the application deadline).
- The procedure when mailing your application documents and money order separately is as follows:
  - 1) Include with your application documents a note clearly identifying the name of the person who will send the money order for the application fee and when he/she will do so.
  - 2) The money order should be accompanied by a note clearly identifying you (the applicant) by name and indicating that it is intended to cover the application fee for Admissions for Overseas Students (GIGA Program).

#### Method 2: Credit Card

Payment by credit card is one option available only to applicants residing outside Japan.

The procedure to be followed is described below:

- 1) Pay over the Internet

Download the PDF document “Procedure for Payment of Application Fee by Credit Card” from the following website, and follow the instructions to pay the applicable amount indicated above.

[http://www.sfc.keio.ac.jp/en/admissions/undergraduate/admissions\\_for\\_overseas.html](http://www.sfc.keio.ac.jp/en/admissions/undergraduate/admissions_for_overseas.html)

- 2) Print out the “Payment Complete” page

When you have completed your online credit card payment, print out two copies of the “Payment Complete” page (which confirms successful payment) on A4, letter-size, or similarly-sized paper. One of these copies is to be submitted together with your other

application documents. The other is for your own records and should be kept safely. If you forget to print out the “Payment Complete” page, you will be able to display it once again by entering your “Receipt Number” and “Birth Date” (as indicated during the payment procedure) on the “Payment Result” screen.

- Payment by credit card will be accepted between Monday, January 25, 2016 and Friday, February 12, 2016 (JST).
- Application is valid only if payment can be confirmed on or before Monday, 29 February 2016 (JST).
- On the last date of the payment period (February 12), please finish card settlement procedure by 11:00 p.m. (JST).
- It should be noted that credit card companies will not accept requests to cancel payment once the online procedure has been completed.
- An online payment system administrative fee of JPY 420 and transaction fee (2% of the application fee) will be charged on top of the application fee.
- If the online payment system cannot verify your credit card, please pay by one of the other payment methods. Please contact your credit card company directly for the reason why your card cannot be verified.
- If you have any inquiries regarding payment by credit card, please contact the following support center:

[E-Service Support Center]

TEL: +81-3-3267-6663 (24 hours everyday)

<https://e-shiharai.net/ecard/> (See the FAQ page here for more details.)

### Method 3: Demand Draft

Available only to applicants residing outside Japan

A demand draft should be made at a financial institution outside Japan for the applicable amount indicated above plus a handling fee of JPY 1,500. Send the demand draft together with your other application documents. The university only accepts demand drafts issued in Japanese yen.

To: Keio University

Address (if necessary): 5322 Endo, Fujisawa, Kanagawa 252-0882 Japan

### c) Refunds of Application Fee

In principle, the application fee cannot be refunded. However, a refund may be considered under special circumstances, such as:

- 1) When an applicant paid the application fee, but did not file an application (that is, application documents were not sent, or the application was not accepted for screening), or
- 2) When the application fee was mistakenly paid twice or more.

Those to whom the above special circumstances 1) or 2) apply should contact the Admissions Office by 5:00 p.m., Monday, February 15, 2016 (JST).

Please note that paying the refund into an overseas bank account will incur a remittance fee of approximately JPY 7,000, which will be deducted from the refund.



## II. Detailed Description of Application Procedures

### 1. Qualification of Applicants

Applicants must fulfill all of the requirements described in sections a) to c) below:

- a) The applicant must have completed a program of school education of at least twelve years in duration, or be expected to complete such a program by Monday, September 21, 2016.
- b) The applicant must have spent at least two of the last three years of secondary education in a high school operated under a non-Japanese educational system.
- c) The applicant is eligible for admission into a university in accordance with the school education system of the country in question.

Applicants may not apply to both the Faculty of Policy Management, and the Faculty of Environment and Information Studies through Admissions for Overseas Students (GIGA Program) in the same year.

### 2. Submission Period and Screening Schedule

Japan standard time (JST) is used for all times and dates

Period for Submitting Application Documents Online	10:00 a.m., Thursday, January 7, 2016 –3:00 p.m., Wednesday, February 10, 2016
Period for Submitting Application Documents by Postal Mail	Monday, February 1, 2016–Monday, February 15, 2016 <u>Must arrive on or before the deadline</u>
Period for Confirming Application (see page 6)	10:00 a.m., Monday, March 7, 2016 –9:59 a.m., Friday, March 25, 2016
Period for Announcement of Results (see page 6)	10:00 a.m., Friday, March 25, 2016 –11:59 p.m., Friday, May 13, 2016

### 3. Items Necessary to Make an Application

Applications are accepted only when applicants submit both “Documents to be Submitted Online” and “Documents to be Submitted by Postal Mail” by the corresponding deadline.

For details, refer to “II.4. Application Documents to be Submitted Online” on pages 10–12 and “II.5. Application Documents to be Submitted by Postal Mail” on pages 12–17.

#### Application Documents to be Submitted Online

(Required)

- A Application Form
- B Applicant Evaluation Forms
- C Activity Report
- D Statement of Purpose, Study Plan at the University, and Self-Recommendation  
Both an essay and freestyle expression are required
- E Three-minute self-introductory video (in English)

(Optional)

- F Optional materials

#### Application Documents to be Submitted by Postal Mail

(Required)

- G Applicant Entry Form
- H Proof of Application Fee Payment
- I Certificate of High School Graduation or Statement of Expected Graduation (in Japanese or English)

- J Academic Transcript (in Japanese or English)
- K School Profile
- L Checklist of Application Documents to be Submitted by Postal Mail
- M Address Label

(Required when applicable)

- N Certificate of English Language Proficiency Test Result (Original—photocopy not permitted.)

(Strongly recommended)

- O Submission of standardized test scores

(Only when applicable)

- P Other

#### 4. Application Documents to be Submitted Online

Login to “My Page” from the Admission Web Entry System (refer to the URL on the cover page) to submit documents and materials. The email address and password registered at the time of obtaining an Applicant Entry ID are required for login. Please refer to “I.2. Admission Web Entry System” on page 6.

Important note: Contents of any linked websites and such included in submitted documents and materials will NOT be considered as part of the application.

##### A Application Form

Fill in the application form following the instructions.

The address entered will be used to send admission registration documents and such, so be sure to provide an address where mail will definitely reach you.

Upload photo data. The photo of the applicant should be a full-face view with no hat or headgear (unless worn for religious purposes), have a plain background, and have been taken within three months of the application deadline. It can be in black-and-white or color. The file size should be no more than 500KB. The uploaded photo will be used to verify identification during the application process and after enrollment. Photos that do not easily identify the applicant may be cause for disqualification.

##### B Applicant Evaluation Forms

Evaluations, not recommendations, should be provided by two persons who are in a position to evaluate the applicant objectively. Details are as follows:

Steps to be taken by the applicant:

1. Login to “My Page” from the Admission Web Entry System (refer to the URL on the cover page)
2. Register the evaluator’s email address in the applicable section. A dedicated URL for an evaluation request and the applicant’s Applicant Entry ID will be sent to the registered evaluator’s email address.

Steps to be taken by the evaluator:

1. The evaluator will receive an email. The evaluator should access the URL and follow the instructions on the screen to register evaluator information and password, etc.
2. The evaluator should login to the “Applicant Evaluation Page”
3. The evaluator should enter evaluation of the applicant (The text can be temporarily saved)

4. The evaluator should click on the "Submit" button after all evaluation fields have been completed.

Notes:

1. The Applicant Entry Form cannot be printed out until evaluations from two evaluators have been submitted. The Applicant Entry Form is one of the items required to be submitted by postal mail, so plan well ahead and allow plenty of time for the evaluations to be written.
2. The evaluator may be anyone who can evaluate the applicant objectively with the exception of relatives within the second degree of kinship.
3. The webpage for applicant evaluation forms is written in both Japanese and English. Information on the evaluation criteria and such can be found in the Admission Web Entry System.
4. If creating the applicant evaluation online is unavoidably difficult, send the following information to [ao-overseas<at>sfc.keio.ac.jp](mailto:ao-overseas@sfc.keio.ac.jp) (Please replace "<at>" with "@" in the email address before sending out the email.) (SFC Admissions Office) by Monday, February 1, 2016 (JST):
  - a) Applicant Entry ID
  - b) Applicant name
  - c) Reason why the applicant evaluation(s) cannot be completed online

C Activity Report

Select one or two items from below 1 through 6 you consider suitable in promoting yourself, or wish to take up at the University, and provide an explanation in 400 letters or less (Note: not 400 words or less). This does not imply that an actual proof of your credentials is required. Please consider it as a self-evaluation.

1. Awarded in activities such as research, creative presentations, contests or competition in fields such as academics, culture, arts or sports
2. Possess excellency in disciplines such as foreign languages or computer technology, and has scored high in such tests and/or obtained high-level qualifications.
3. Recognized for accomplishments in social welfare activities or contributions to the community.
4. Possess both superior academic abilities and a creative, enthusiastic attitude toward learning.
5. Outstanding both as a scholar and as an individual of character, and has exemplified leadership traits in the local community or secondary school.
6. Capable of voluntarily initiating independent research or study, and has produced visible results.

Upon completion of above, describe activities undertaken in all fields since graduating from junior high school and the results thereof. Please note that activities and results thereof undertaken before graduating from junior high school that had a significant impact on subsequent activities may be included.

If your activities and results are too numerous to include them all, select those that you want to highlight so that they will fit within the designated space.

For awards and results, provide as much proof of them in "Optional Materials."

**D Statement of Purpose, Study Plan at the University, and Self-Recommendation (Both an essay and freestyle (any style you prefer) format are required)**

Describe in two formats (1. essay, and 2. freestyle (any style you prefer) format), your motivation for applying to the Keio University Faculty of Policy Management or the Faculty of Environment and Information Studies; your intentions with regard to academic endeavor after enrollment; and personal qualities that you consider beneficial for this application. In particular, emphasis should be placed on your exact plans for the 4 years of academics and various activities at SFC.

The essay should be about 600 words, and the freestyle format should be a PDF file of no more than 10MB or two A4 size pages.

You may use any style for the freestyle format, and attach supporting material, for example photographs, drawings, writings, or any combinations. All three elements, Statement of Purpose, Study Plan at the University, and Self-Recommendation, should be included in either essay or freestyle format. It is up to the applicant how to divide up this section.

**E Three-minute Self-Introductory Video (in English)**

Applicants are required to upload a three-minute self-introductory video of themselves presenting their reasons for applying, intended course of study after enrollment, future goals, etc.

- Format: The video must be playable in Windows Media Player (\*.mpg, \*.avi, \*.wmd, \*.wmv, \*.mp4).
- Present what you have accomplished up until now, and your goals for the future.
- The three-minute video must include scenes showing the applicant's face.
- The narration must be in the applicant's own voice, and there should be no background music or noise interfering with the narration.
- The video will not be judged for its recording technique or imaging quality. (It will be used solely for confirming the applicant's reasons for applying, study plans, future goals, etc.)
- The video must be no larger than 200MB, and should be approximately three minutes. Videos that are four minutes or longer will not be accepted as application material.

**F Submission of Optional Materials**

Applicants are permitted to upload up to ten optional materials that describe activities undertaken in various fields since graduating from junior high school and the results thereof, and in addition, plans for academic achievement once enrolled and motivation and ability that the applicant believes will assist him or her in achieving the corresponding goals.

It is requested that you use your best judgment, creativity and ingenuity in selecting and preparing these materials.

You should also observe the following:

- 1) The purpose of optional materials is to supplement the prescribed application forms, and you should use them to better facilitate evaluation of your personal qualities and capabilities by providing information that you consider beneficial to screening and that cannot easily be expressed via the application forms alone.
- 2) When uploading materials, a summary and/or supporting comments of 400 letters or less must be included. The summary and/or supporting comments should be input into the designated space.
- 3) Materials that may be submitted are limited to the following formats: PDF files, JPG files, and videos that can be played on Windows Media Player (\*.mpg, \*.avi, \*.wmd, \*.wmv).
- 4) Each file should be less than 100MB. Total size of all submitted files together should be less than 450MB. Files any larger cannot be uploaded.
- 5) For papers and the like, summarize the content thereof onto a single page (size A4,

letter-size, or similarly-sized paper) and submit together with an evaluation (no designated format) that includes a review by the instructor who assigned the paper.

- 6) If submitting evidence of qualifications and the like in order to assist in evaluation and screening, please provide not only the results achieved, but also materials describing the application and screening processes.
- 7) Applicants who wish to submit a recommendation letter (no designated format) as Optional Material should upload it as a PDF file. Please note that if the recommender's seal or signature cannot be verified, the letter will be invalid.
- 8) If you want to submit contents of a website as Optional Material, simply providing the URL is not sufficient to have it considered as application material. In other words, for example, if you comment "please refer to the following URL," within your submitted optional material and provide only the website URL, the linked contents of the website will not be considered as application material. Materials to be submitted must be uploaded as JPEG, PDF, or video files.

## **5. Application Documents to be Submitted by Postal Mail**

The required documents should be placed inside a suitable envelope, to which (M) Address Label (see page 15) should be affixed. Send all documents to the address below.

Notes:

- 1) Application documents must arrive on or before the prescribed deadline. Late applications will not be considered. Even if Admission Web Entry is completed by the deadline, documents to be submitted by postal mail must arrive on or before the prescribed deadline for documents submitted by postal mail in order for an application to be accepted to be screened.
- 2) Be sure to take into consideration the time required for delivery in advance of mailing your documents, and in addition, use a means of delivery that provides a tracking service. (For example, if mailing from within Japan, the Simple Registered Express service is most suitable. If applications are sent from overseas, they should be sent by a method that allows tracking, such as EMS, and they must arrive on or before the last day of the application period.)
- 3) Items sent by postal mail other than those indicated in "Application Documents to be Submitted by Postal Mail" will not be considered as application material.

### **G Applicant Entry Form (Print out after completing documents in the Admission Web Entry System)**

Once documents to be submitted through the Admission Web Entry System have been completed and the "Submit" button clicked on, the Applicant Entry Form can be printed out. Printouts should be on A4, letter-size, or similarly-sized paper in black-and-white or color. Complete the form by following instructions for items that need to be filled in by hand.

### **H Proof of Application Fee Payment**

Applicants must submit a document according to the method of application fee payment as follows:

#### **1) Money Order (郵便為替)**

Submit a money order issued at any post office or Japan Post Bank in Japan.

#### **2) Credit Card**

Send an A4, letter-size, or similarly-sized printout of the "Payment Complete" page confirming successful payment.

#### **3) Demand Draft**

Send a 'Demand Draft' made at a financial institution outside Japan (inclusive of the JPY 1,500 processing fee).

For details, please refer to the corresponding section in I.3. "Application Fee and Payment Method" on page 7.

I Certificate of High School Graduation or Statement of Expected Graduation (in Japanese or English)

Applicants must submit a certificate or statement which clearly states the date of graduation or expected graduation issued within three months before the application deadline. The date of issuance must be printed on the certificates.

- The certificate must be placed in a sealed envelope.
- You are required to submit either your actual graduation certificate or a certified true copy thereof verified by the issuing school. Photocopies and other simple reproductions of certificates cannot be accepted.
- A copy of a graduation diploma should be submitted only after receiving verification from the issuing school that it is a certified true copy of the original.
- If no fixed format is used for a certificate of graduation/expected graduation at your high school, download the “TEMPLATE\_Certificate of Graduation, Expected Graduation” provided on the website below, and fill it out (by typewriting or handwriting) and submit it with the official stamp of approval of your high school.

[http://www.sfc.keio.ac.jp/en/admissions/undergraduate/admissions\\_for\\_overseas.html](http://www.sfc.keio.ac.jp/en/admissions/undergraduate/admissions_for_overseas.html)

J Academic Transcript (in Japanese or English)

Applicants must submit a High School Academic Transcript issued within three months before the application deadline. The date of issuance must be printed on the transcript.

- In the case of twelve-year education systems, academic results from the 10th grade through 12th grade must be included; in the case of thirteen-year education system, academic results from the 10th grade through 13th grade must be included.
- The transcript must be placed in a sealed envelope.
- You are required to submit either your official academic transcript or a certified true copy thereof as verified by the issuing school. Photocopies and other simple reproductions of certificates cannot be accepted.
- No specific formatting requirements apply in the event that the education system in question has no prescribed format for academic transcripts. If it is not possible to submit an academic transcript, copies of term reports or other academic evaluation reports for each semester must be submitted instead. In this case, please submit certified true copies thereof as verified by the issuing school.

[Special cases and required documents]

Special cases and corresponding required documents are indicated in the chart below.

- Certificates must be issued within three months of the application deadline. The date of issuance must be printed on the certificates.
- The certificate must be placed in a sealed envelope.

Case	Required documents	Remarks
Applicant is attending, or was previously enrolled at, a university	University academic transcript	If the applicant has not attended university long enough for the issuance of an academic transcript, this situation should be clearly noted and a Certificate of Enrollment should be submitted.
Applicant attended more than one high school	Academic transcripts directly issued by each high school (with the corresponding period of enrollment clearly indicated on each)	If the applicant has not attended high school long enough for the issuance of an academic transcript, this situation should be clearly noted and a Certificate of Enrollment should be submitted.

## K School Profile

Applicants must submit a School Profile issued by their last high school attended. The school profile should include information on the school's curriculum, standardized test results, and colleges attended by graduates for the past three years.

Please have your school counselor provide the required information as listed on the designated School Profile form. The designated form can be downloaded from "School Profile" at the following website:

[http://www.sfc.keio.ac.jp/en/admissions/undergraduate/admissions\\_for\\_overseas.html](http://www.sfc.keio.ac.jp/en/admissions/undergraduate/admissions_for_overseas.html)

The information should be provided in either English or Japanese. Where data is not available, have the School Counselor indicate as such on the form.

The School Profile should be five pages or less.

The School Counselor must seal the letter inside a suitable envelope, which must remain sealed for submission.

If the required information is contained within an official school pamphlet or website, these may be included. However, such information must be in English or Japanese.

Notes:

1. The designated School Profile form must be used. After completing the form, the School Counselor should sign it and place it in a sealed/signed envelope.
2. If the required information is contained within an official school pamphlet or website (in English or Japanese), copies of relevant pages may be attached. However, the entire School Profile to be submitted must be kept within five pages.

## L Checklist of Application Documents to be Submitted by Postal Mail

Download and printout this form from the same website as this Application Guidebook. Fill out and submit.

[http://www.sfc.keio.ac.jp/en/admissions/undergraduate/admissions\\_for\\_overseas.html](http://www.sfc.keio.ac.jp/en/admissions/undergraduate/admissions_for_overseas.html)

## M Address Label

Once documents to be submitted through the Admission Web Entry System have been completed and the "Submit" button clicked on, the address label can be printed out. Attach the address label to the envelope containing your application documents to be submitted by postal mail.

If you are sending your documents by EMS or other similar couriers, place your label inside the envelope together with your documents, and fill out the courier form as follows:

- 1) The address should be the same as that on the address label (addressed to Admissions Office, Keio University Shonan Fujisawa Campus)
- 2) In the section for comments, etc. indicate:
  - a) Admissions for Overseas Students (GIGA Program)
  - b) The faculty to which you are applying  
(Faculty of Policy Management, or Faculty of Environment and Information Studies)
  - c) Applicant's name and address, including postal code and country

- N Certificate of English Language Proficiency Test Result (Original—photocopy not accepted)  
Applicants whose native language is not English and who do not graduate from a high school that uses English as the medium of instruction are required to submit certification of the official score of any of the following English language proficiency tests taken within two years of the application deadline. Results of other tests may be accepted; however, you should contact the Admissions Office at least two months before the application period to confirm acceptability.

TOEFL (Institution: 0773 Department: 00)(TOEFL-ITP score not accepted)

TOEIC (TOEIC-IP score not accepted)

United Nations Association's Test of English (UNATE)

International English Language Testing System (IELTS)

Test in Practical English Proficiency (EIKEN)

Applicants whose native language is English or whose high school uses English as the medium of instruction are not required to submit results of any of the tests listed above. However, the academic transcript, school profile, or other such submitted document must indicate that English is used as the main medium of instruction at the said high school.

To send your test scores, follow either one of the three methods, depending on the type of test:

- 1) Direct delivery from the Testing Agency.

Place an order with the Testing Agency by December 31, 2015, and obtain a record of the order, such as a print out of the web order form. If you do not submit the record, or if the order was placed on or after January 1, 2016, your score submittal will not be considered valid.

- 2) Sending the Original Test Scores (Copies are not acceptable)

- 3) Sending a securely sealed Certified True Copy with the application documents.

Request your school to issue a Certified True Copy, have it sealed securely, then submit with the rest of your application documents by postal mail.

- O Submission of standardized test scores

Keio University recognizes that some applicants will find it difficult to submit standardized test scores, due to varying academic calendars and availability of test dates and locations. Therefore, submission of such scores is not an absolute requirement for application. However, scores from national or international standardized examinations and certifications make it easier to fairly evaluate applicants' capabilities, so submission of such scores is strongly encouraged.



Table of Recommended Standardized Tests

	Educational System	Standardized Tests
C	China	National Higher Education Entrance Examination (GAOKAO)
F	France	Baccalauréat or Option Internationale du Baccalauréat (OIB)
G	Germany	Abitur
H	Hong Kong SAR China	Hong Kong Diploma of Secondary Education Examination (HKDSE)
I	Indonesia	The Indonesian National Examinations (Ujian Nasional)
	International Baccalaureate	International Baccalaureate (IB)
K	Korea	College Scholastic Ability Test (CSAT)
M	Malaysia	Sijil Tinggi Persekolahan Malaysia (STPM)
N	New Zealand	Record of Achievement certifying your achievement in Level 3 of the National Certificate of Educational Achievement (NCEA)
S	Singapore	Singapore GCE A-levels
T	Taiwan	General Scholastic Ability Test (GSAT) or Department Required Test
	Thailand	Ordinary National Educational Test (O-net), General Aptitude Test (GAT), Professional and Academic Aptitude Test (PAT)
U	United Kingdom	General Certificate of Education (GCE)
	United States	SAT Reasoning Test™ and/or SAT Subject Tests™ •Keio University's Institution Code is 0773. (Department Code is 00.)
	EJU	Examination for Japanese University Admission for International Students (EJU)

This is only a sample list of recommended tests. Applicants are also welcome to submit predicted scores and results from other tests not listed in this table.

If submitting documents in a language other than English or Japanese, please submit an English or Japanese translation thereof together with certification from your high school, an embassy, or another official body stating that the translation is faithful and accurate. If results of test scores are submitted separately from other application documents, they must arrive at Keio University between Monday, February 16, 2015 and Monday, February 15, 2016 (JST) in order to be considered for application.

#### How to submit standardized test scores:

To send your test scores, follow either one of the three methods, depending on the type of test:

1) Direct delivery from the Testing Agency

Place an order with the Testing Agency by December 31, 2015, and obtain a record of the order such as a print out of the web order form. If you do not submit the record, or if the order was made on or after January 1, 2016, your score submittal will not be considered valid.

2) Sending the Original Test Scores (Copies are not acceptable).

3) Sending a securely sealed Certified True Copy with the application documents

Request your school to issue a Certified True Copy, have it sealed securely, then submit with the rest of your application documents by postal mail.

#### P Other Documents

To Applicants Whose Name on the Application Documents is Different from the Name on Submitted Certificates

- Japanese Citizens: Submit a copy of *Koseki Shohon* (戸籍抄本)
- Foreign Nationals: Submit documents to prove that both names refer to the applicant.

#### Questionnaire on GIGA Program

Please help us improve the GIGA Program by responding to a Questionnaire (voluntary). The Web Entry System's "Send Applicant Entry Form and Other Documents to be Submitted by Postal Mail" screen has a Questionnaire to download and print out. Please complete the Questionnaire and send it together with your application documents. The Questionnaire is a

statistical data where the responder cannot be identified, and serving only for future GIGA Program public relations, IT WILL IN NO WAY AFFECT YOUR APPLICATION.

### III. Procedures for Admission Registration

The Admission Registration Guide, which provides detailed instructions to successful applicants, and designated forms for admission registration will be sent to all successful applicants approximately one month before the registration period begins. The documents will be sent by postal mail to the address entered at the time of Admission Web entry registration. If there is a change of address, please report to the Admissions Office.

For details regarding admission registration, please be sure to read the Admission Registration Guide carefully.

#### 1. Admission Registration Procedures

Procedures for admission registration are divided into Stage 1 and Stage 2 procedures. All successful applicants will receive the Admission Registration Guide by postal mail, and more details of each stage can be found therein. If these procedures are completed within the specified period, an enrollment contract will commence on Monday, September 22, 2016.

#### 2. Admission Registration Deadline (tentative)

Stage 1 Procedures: Friday, May 13, 2016 (JST)

Stage 2 Procedures: Thursday, August 18, 2016 (JST)

#### 3. Overview of Procedures

##### Stage 1 Procedures

**Stage 1 procedures comprise A) Bank transfer of required academic fees and B) Mailing of Stage 1 documents (see below).** Applicants can proceed to Stage 2 only after completing Stage 1 procedures within the designated time frame. An applicant who fails to do so will be deemed to have declined the offer of admission to Keio University and will have his or her eligibility to enroll rescinded.

##### A) Bank transfer of required Academic Fees

Applicants are required to transfer the required academic fees to the specified Keio University account using the University's prescribed bank-transfer form, and from a financial institution located within Japan. Please note that transfers cannot be accepted from the Japan Post Bank. In addition, as the identity of the applicant cannot easily be confirmed for fund transfers from an ATM, mobile phone, or PC, this type of payment method is not accepted.

If it is not possible to transfer the required academic fees using the prescribed bank-transfer form from a financial institution located within Japan, applicants may pay the academic fees using an alternative method.

##### B) Mailing of Stage 1 documents

After completing bank transfer of the required academic fees, applicants are required to mail the following documents to the Admissions Office.

Required Stage 1 documents:

- Certificate of receipt of transferred funds (振込金受付証明書) bearing the bank's receipt stamp. (Designated form)
- Stage 1 Enrollment Form (Designated form)

## Stage 2 Procedures

**To complete Stage 2 procedures, applicants are required to mail Stage 2 documents to the Admissions Office.** Any applicant who fails to do so within the designated time frame will, even if Stage 1 has been completed, be deemed to have declined the offer of admission to Keio University and will have his or her eligibility to enroll rescinded.

Principal documents required for Stage 2 (see the Admission Registration Guide for further details)

- Pledge (Designated form)

After filling in the required details, both the applicant and the applicant's guarantor must sign the pledge and apply their individual seals. Validation via signature alone is acceptable in the case of non-Japanese applicants who do not have seals.

Japanese applicants must enter their name exactly as it appears on their Family Register (戸籍); non-Japanese applicants may only enter a common-usage name if a record thereof appears on their Certificate of Residence (住民票).

In the event that a parent cannot act as guarantor, applicants should instead select an elder brother, elder sister, uncle, aunt, or any other person capable of undertaking the role of guardian. In principle, guardians must be adults, reside in Japan, be financially independent, and be capable of taking responsibility for the well-being of the applicant and the obligation thereof with respect to payment of academic fees.

- Student Registration Card (学籍登録カード) (Designated form)
- The following certificates:

[Japanese applicants]

Certificate of Residence (住民票)

If the householder indicated on this certificate and the applicant's guarantor are not the same person, a Certificate of Residence for the guarantor must also be submitted.

[Non-Japanese applicants]

Certificate of Residence (住民票)

Applicants residing outside Japan: Official copy of Family Register or birth certificate

- Photo card for Student ID Card (Designated form)
- Proposal of Personal Study and Research (Designated form)
- Address label bearing mailing address in Japan (Designated form)
- Certificates pertaining to grades and graduation (if applicable)

#### 4. Academic Fees

Details regarding academic fees for September 2016 enrollees have not yet been finalized. For reference, the following table shows the fees for September 2015 enrollees. This year's figures will be announced at the time of admission registration.

One-Time Fees at the Time of Enrollment			
Admission fee		200,000	
Student health insurance union registration fee		100	

  

Biannual Fees			
		Fall Semester	Spring Semester
Academic fees	Registration fee	30,000	30,000
	Tuition fee	490,000	490,000
	Facilities fee	135,000	135,000
Other	Materials distribution fee and other course-related fees	4,000	4,000
	Student government fee	375	375
	Student health insurance union annual fee	1,250	1,250
Total		660,625	660,625

(Unit: Japanese Yen)

#### Notes:

1. The admission fee and union registration fee for student health insurance are required only once, at the time of enrollment.
2. As the fiscal year runs from April to the following March, the fees for 2016 Spring Semester have not been finalized yet and may differ from the costs shown above. The fees at enrollment for new students in September will be calculated for half a fiscal year (with the exception of 1 above, which needs to be paid only once). In subsequent years beginning each April, academic fees for each fiscal year of attendance and other fees (with the exception of 1 above) can be split into two installments – one in spring, the other in autumn.
3. Fees from the “Other” category above are collected by the University on behalf of other organizations and may be revised during the course of a student's attendance.
4. Small additional fees may be required in order to take certain specific courses after enrollment.
5. As a rule, fees cannot be returned. Nevertheless, academic fees (with the exception of admission fees) and “Other” category fees may be returned in cases where a student applies to withdraw from the University in line with a method prescribed by the University.  
For more details, please refer to the Admission Registration Guide.

#### Sliding-scale system

At Keio University, we apply a sliding scale set forth in the University Rules and Regulations to calculate the registration, tuition, and facilities fees, and students must pay a specific amount based on this system each fiscal year of enrollment. It should be noted that the yearly rate of increase is based on the sliding rate (i.e., the rate for national public-servant pay increases as reported on the previous year by the National Personnel Authority).

## 5. Report of Personal Research and Study

We recommend that successful applicants use the valuable period of time before actual enrollment to prepare for future research activities at the University by undertaking voluntary study and research in areas that interest them personally. More details will be provided after the announcement of successful applicants.

## IV. To Applicants Who Wish to Apply for Scholarships

International students applying to the Faculty of Policy Management, or the Faculty of Environment and Information Studies may be eligible to apply for the scholarships listed below.

Note: Application for the following two scholarships can be made only at the time of application to the Faculty of Policy Management, or the Faculty of Environment and Information Studies:

- Mentor Mitakai Scholarship for International Students
- MASATADA KOBAYASHI Scholarship for International Students

Information on these scholarships may be obtained from the following:

<http://ic.sfc.keio.ac.jp/admissions/financial-aid/scholarship>

Check the above link regularly for updates on scholarship information.

If you decide to apply to the scholarships above, you may register from the Admission Web Entry System.

Application for other scholarships may be made after entering Keio University. Details will be announced after your enrollment.

For inquiries regarding scholarships:

Student Life Section, Academic Affairs Office

Keio University Shonan Fujisawa Campus

5322 Endo, Fujisawa-shi, Kanagawa 252-0882, JAPAN

Email: [sl<at>sfc.keio.ac.jp](mailto:sl@sfc.keio.ac.jp)

(Please replace "<at>" with "@" in the email address before sending out the email.)

## V. Application and Admission Statistics

( Faculty of Environment and Information Studies Only )

Year of Enrollment	Faculty	Number of Applicants	Number of Successful Applicants
2011	Environment and Information Studies	24	15
2012	Environment and Information Studies	21	15
2013	Environment and Information Studies	55	41
2014	Environment and Information Studies	98	50
2015	Policy Management	59	35
	Environment and Information Studies	77	44

Note: The Faculty of Policy Management has begun Admissions for Overseas Students (GIGA Program) from Academic Year 2015.