

Graduate School of Media and Governance**Enrollment Registration Guide
For September 2024 Entry****DEADLINES:****【Payment of Academic Fees and Expenses】****and****【Completion of Online Enrollment Registration】****Monday, September 2, 2024****【Send the Required Document(s) by Post】****Monday, September 2, 2024*****Must arrive on or before this deadline*****【Send to】****Admissions Office, Keio University Shonan Fujisawa Campus
5322 Endo, Fujisawa, Kanagawa 252-0882 JAPAN**

- ※ Enrollment registration carried out after the end of the enrollment registration period will not be accepted under any circumstances, and you will lose your eligibility to enroll. Please be sure to complete the procedures by the deadline.
- ※ By completing the enrollment registration during the period specified above, your enrollment will commence from September 22, 2024.

For the online enrollment registration website, go to:

<https://www.guide.52school.com/guidance/enrollment-keio-g/eng/>

In the above website, Enrollment Registration is denoted as Admissions Procedures.

Contents

Important Notes	2
Handling of Personal Information	3
Security Export Controls at Keio University	3
【Enrollment Registration Procedures】	4
STEP 1. Pay the required academic fees and expenses	5
STEP 2. Register your information on the online enrollment registration website.....	7
STEP 3. Prepare the required documents	9
STEP 4. Post the necessary documents	12
STEP 5. Confirm that you have completed the enrollment registration.....	12
STEP 6. Check the schedule (tentative).....	12
Withdrawal from Enrollment	13
Scholarship Programs	13
Student Life Information	14
Support for International Students at SFC	14
Housing for International Students.....	14
Keio University Education Promotion Funds (Donation) and Keio University Bonds (School Bonds) ..	14
Checklist.....	15

Important Notes

- All dates and times in this guide refer to Japan Standard Time (JST, UTC+09).
- This Enrollment Registration Guide contains the necessary information, etc., for the enrollment registration. Please carefully read through these guidelines and ensure that you correctly understand what the necessary procedures are as well as the deadlines. Furthermore, please make sure that there are no errors and nothing is missing on the submission documents before submitting.
- If only part of the necessary procedures, including payment of money required for enrollment and posting or submission of necessary documents stipulated in these guidelines, are carried out, or if none of the necessary procedures are completed, you will be regarded as having forgone your intention to enroll, your enrollment registration will not be approved, and you will lose your eligibility to enroll, regardless of the circumstances. Additionally, in both cases, the prescribed amounts that have already been paid will also be deemed to have been waived and will not be returned.
- With regard to the procedures, the university will only send individual notifications in cases where there are incomplete or missing documents. No notifications will be sent to students who did not finish the enrollment registration. It is your own responsibility to complete the procedures.
- Documents submitted for the enrollment registration will not be returned regardless of the reason.
- By completing the enrollment registration during the designated period stipulated in these guidelines, your enrollment will commence from **September 22, 2024**.
- If it is discovered that the contents of the application documents and enrollment registration documents are incorrect, or those who were scheduled to graduate from a university or complete a graduate program at the time of application fail to graduate/complete by September 21, 2024, the acceptance will be rescinded.

Handling of Personal Information

At Keio University, personal information is managed safely and appropriately in compliance with the university's "Basic Policy Concerning Protection of Personal Information" and "Rules to Protect Personal Information."

Personal information provided when making an application, including names, addresses, and other details, will be used at each department of Keio University for 1) processing applications for, and conducting of, entrance examinations, and announcements of final results; 2) admission procedures; 3) administration, correspondence, and procedures relating to academic affairs; 4) administration, correspondence, and procedures relating to general student life; 5) administration, correspondence, and procedures relating to the use of university facilities and equipment; 6) communications for soliciting donations, notification regarding school bonds, and inviting recipients to join the Keio Iji-kai (Support Group) or apply for the Keio Card; 7) sending of documents to students and guarantors and carrying out other communication with them; and 8) dispatch of various notifications from Keio University to alumni (graduates) after graduation; and any other matters accompanying these tasks. Additionally, the data of personal information that has been statistically processed so that individuals cannot be identified will be used as survey and research material for the selection of entrants to the university.

Specific duties will be undertaken by contractors commissioned by Keio University (hereinafter "commissioned contractors") to perform the tasks outlined above. When outsourcing tasks, all or part of the personal information provided by applicants may be shared with commissioned contractors to the extent that it is necessary to carry out their duties.

Keio University is also committed to supporting the promotion of the Mita-kai (alumni association) activities by its alumni, and may provide information about the Mita-kai activities and/or information regarding the establishment of a new Mita-kai upon consultation with the person in charge, following the prescribed procedures and review.

Exceptions may be made to provide personal information to third parties in cases where there is a legal obligation to disclose information; when it is deemed necessary to protect the life, physical wellbeing, property, or other rights and interests of the individual or a third party; or when there are other urgent needs and it is not possible to obtain the consent of the individual in question.

In principle, Keio University does not disclose personal information to third parties.

While respecting the autonomy of each student, Keio University will notify the guarantor of the student's academic transcript, in order to ensure that the guarantor can also understand the student's academic progress.

By proceeding with the registration, we will assume that you have agreed to the above points. We kindly ask for your understanding.

- Keio University Basic Policy Concerning Protection of Personal Information

<https://www.keio.ac.jp/ja/privacy-policy/>

- Keio University Rules to Protect Personal Information

<https://www.keio.ac.jp/ja/assets/download/privacy-policy/index/kr7a430000006wgd.pdf>

Security Export Controls at Keio University

To ensure that the content of education and research for international students does not interfere with the maintenance of international peace and security, Keio University maintains security export controls based on the Foreign Exchange and Foreign Trade Act. Under these controls, the university confirms in advance whether the permission of the Minister of Economy, Trade and Industry is required before exporting/transferring goods and technologies outside Japan, or before providing international students and researchers in Japan with access to those technologies. As a result, students may not be able to participate in academic or research activities as desired.

For details on security export controls, please refer to the website of the Ministry of Economy, Trade and Industry.

<https://www.meti.go.jp/policy/anpo/englishpage.html>

[Enrollment Registration Procedures]

STEP 1. Pay the required academic fees and expenses (p.5)

Deadline: Monday, September 2, 2024



STEP.2 can be carried out before STEP.1.

STEP 2. Register your information on the online enrollment registration website (p.7)

Deadline: Monday, September 2, 2024



STEP 3. Prepare the required documents (p.9)



STEP 4. Post the necessary documents (p.12)

Deadline: Monday, September 2, 2024

(deadline must be strictly observed)



STEP 5. Confirm that you have completed the enrollment registration (p.12)

Confirmation Period: From Friday, September 6, 2024



* Status of enrollment registration section of the Enrollment Registration System will not be updated until Friday, September 6, 2024.

For those who have requested the university to apply for a Certificate of Eligibility (COE) on their behalf, the COE will be mailed as soon as the enrollment registration are completed. Those wishing to receive the COE early should contact the Admissions Office after completing STEP 4.

STEP 6. Check the schedule (tentative)

***to be released on the website (p. 12)**

<https://www.sfc.keio.ac.jp/gsmg/en/admissions/202409.html>

The schedule will be released at the following URL in early September 2024

The details will be sent in early September to those who have completed the enrollment registration to the email address registered at the time of application.

STEP 1. Pay the required academic fees and expenses

Deadline: Monday, September 2, 2024

Refer to the "Academic fees and expenses for graduate students enrolling in AY 2024" below to confirm the amount. On the online enrollment registration website, follow the on-screen instructions to download and print out a prescribed bank transfer form (振込用紙). Please make your payment using the transfer form at your bank's teller window (excluding Japan Post Bank) by Monday, September 2, 2024. Money transfer through an ATM is not accepted.

Payment by credit card and internet banking can only be selected if you are making payments from outside Japan. (If paying from within Japan, please pay using the bank transfer form.) If you wish to make an Overseas Remittance, please contact us.

Those who fall under any of the following categories must contact the Admissions Office for the Graduate School of Media and Governance at gao-request@sfc.keio.ac.jp by 15:00 on Wednesday, August 7, 2024.

- Students in the double degree program (Yonsei - Keio)
- Students in the double degree program (Fudan - Keio)
- Japanese Government (MEXT) Scholarship students

If you make a transfer at a bank using the bank transfer form or an overseas remittance, your payment status on the online enrollment registration website will remain "Unpaid". The status will be updated to "Paid" about one week after the enrollment registration period ends.

Academic fees and expenses for Graduate School of Media and Governance students enrolling in September AY 2024

	<i>(all fees are in Japanese Yen)</i>	September 2024 Admission		April 2024 Admission*(Reference)	
		Master's Program	Doctoral Program	Master's Program	Doctoral Program
Academic fees and expenses	Registration fee	30,000	30,000	60,000	60,000
	Tuition	730,000	345,000	1,460,000	690,000
Other expenses	Materials Distribution Fee and Other Course-Related Fees	4,000	4,000	8,000	8,000
	Student Health Care Mutual Aid Association				
	Registration Fee	100	100	100	100
	Annual Fee	1,250	1,250	2,500	2,500
	Total	765,350	380,350	1,530,600	760,600
	(Amount for spring semester in case of installment payment is shown in brackets)			(765,350)	(380,350)

*Keio University's academic year runs from April to the following March. Therefore, please note that the fees for 2025 spring semester have not yet been finalized and may differ from those shown above.

Note

- From the following academic year, academic fees for students who will be enrolled for the entire academic year, Academic fees, excluding the Student Health Care Mutual Aid Association Registration Fee, can be paid in one lump sum or in two installments in the spring and fall semesters. Academic fees for the fall semester should be paid by the end of October each year.
- The Student Health Care Mutual Aid Association Registration Fee is charged in your first year only. Applicants who have completed studies in one graduate school of Keio University and will proceed to study at another graduate school of Keio University will be exempted from paying the Registration Fee. Applicants who have completed the master's program at Keio University and will enroll in the doctoral program within one year from the date of their completion of the master's program will be exempted from paying the Registration Fee. Applicants who have completed the professional degree program and will enroll in the Graduate School of Media and Governance must pay the Registration Fee.
- Keio University is entrusted with the collection of the Materials Distribution Fee and Other Course-Related Fees and Student Health Care Mutual Aid Association Annual Fee, which may be revised as required each academic year while you are studying at the university.
- Please note that the basic registration fee and tuition are subject to change from year to year based on a sliding scale system. The standard for the rate of increase is based on a sliding rate (the rate of increase of the salary of national government employees as announced in the National Personnel Authority's annual salary recommendations in the previous year).

**The payment deadline is 11:59p.m., September 2 (Mon.), 2024
*this is a hard deadline and no exceptions will be made***

- * Note that even if you complete the payment by the above deadline, you will be deemed to have waived your intention to enroll if you do not complete the enrollment registration by the deadline.
- * If the name of the person making the transfer request is the name of the enrolling student but the person who goes to the bank counter is your guardian, the bank may request to see a form of identification for both individuals. If you have any questions regarding this, please contact your bank directly.

STEP 2. Register your information on the online enrollment registration website

Deadline: Monday, September 2, 2024

Flow of online entry and precautions

Follow the instructions and finalize registered details on the online enrollment registration website. The flow of online entry and precautions are as follows. When you are registering details, take the utmost care as you will not be able to make any changes to the details you entered after you [Finalize the registration details].

* The items in blue correspond to items on the online enrollment registration website

[Agreement to and pledge to comply with the various rules]

Please read and agree to the "Handling of Personal Information" and "Keio University Graduate School Rules and Regulations" as instructed on the screen.

[Procedures to pay expenses for enrollment]

You can download the bank transfer form required for payment of academic fees and expenses from this section. Following the instructions on the screen, download and print the form, and complete the payment by Monday, September 2, 2024. Make sure to read "STEP. 1 Pay the required academic fees and expenses" on page 5 for payment details. You can make the payment necessary for enrollment regardless of whether you have completed other sections.

[Entry of information for school register]

1. Student information

- ※ If your name that appears on the online enrollment registration website needs to be corrected, please print out the page showing your name, write your correct name in red, and send it as part of the documents you will submit by post.

Make sure that the information is accurate as it will be what is registered for your enrollment at the university.

〈Confirmation of your name in *kanji*〉

- Confirm that the name of the applicant is the identical as the name written on your family register.

For example, characters such as [高] or [高], [隆] or [隆], etc., must be registered precisely.

- ※ If you are a foreign national, write your name in *katakana* as it is pronounced. The order of your name should be family name and then given name. If you need to correct the information, complete the above procedures.
- ※ The name you register with the university will be used for administration relating to academic affairs and general student life, as well as for issuing various certificates. If your name differs from what is written on your family register, you may be inconvenienced or face difficulties after enrollment.
- If you are a foreign national and have another name, you may only register that name if it is recorded on your Certificate of Residence.
- If you have a middle name, submit a copy of an official document (passport, etc.) showing your middle name for confirmation.

〈Important points when registering your address:〉

Enter your place of residence after enrollment. If you have not yet decided where to live, enter the address indicated on your Certificate of Residence (*jūminhyō*).

In this case, be sure to update your address after enrollment in the "Confirmation/Change of Address (Student/Guarantor)" section of K-Support (<https://login.keio.jp/koid/>).

If you have not decided on the place of residence in Japan, leave the "Address of Student" field blank.

2. Guarantor information

〈Important points when registering your guarantor〉

- **Make sure to get the consent of the person who will be your guarantor before registering their details.**
- **In principle, the guarantor must be an adult living in Japan and earning a living who can bear all responsibility for the student's academic fees and expenses as well as personal affairs, and therefore should be your mother or father. If your parents cannot be your guarantor, a relative or an equivalent person should be your guarantor. Additionally, if a person residing in Japan cannot be your guarantor, a person living overseas can be your guarantor.**

〈Full name of guarantor (*kanji*)〉

- If your guarantor is a foreign national, write their name in katakana as read in the local language. Do not write their name using the English alphabet. The order of their name should be family name, given name. However, if they have a middle name, enter the initial of the middle name using the English capital letter in the designated field.

〈Full name of guarantor (*kana*)〉

- Enter the name of your guarantor in katakana in the corresponding field for family name and given name, left-justified.
- If your guarantor has a middle name, enter the initial using the English capital letter.

〈Full name of guarantor in English〉

- Enter your guarantor's name in English only if they reside overseas.

〈Guarantor's address field〉

- If your guarantor resides in Japan
Only use Arabic numerals and hyphens "-" in the fields for "postal code," "telephone number," and "block number, street number, house number."
- If your guarantor resides overseas
Write the full overseas address using English letters and numerals (you are not permitted to use *kanji*).

[Upload a Photo]

Upload a full-face photograph of yourself to be used on your student ID card.
The file size for the photo must be at least 100 KB but no larger than 5 MB.

[Registration on whether or not there will be a delay in submitting certificates]

Those who took the exam as a student expecting to graduate (complete) the degree program need to submit "Certificate of Graduation (Completion) and Transcript of Academic Record." Please select whether or not there will be a delay in submitting certificates. This includes those who are not required to submit certificates because they took the exams as alumni. If you are unable to submit the certificates by the deadline, select "Will be a delay" and enter the expected date of submission.

STEP 3. Prepare the required documents

Documents to submit

1.	Certificate of bank transfer for tuition, etc. (B)
2.	Mailing label
3.	Certificate of Residence 《For Japanese nationals and foreign nations residing in Japan》
4.	Copy of passport and residence card 《For foreign nationals only》
5.	Pledge (Security Export Controls under the Foreign Exchange and Foreign Trade Act)
6.	SFC-CNS User Application Form (SFC-CNS 利用申請書)
7.	Certificate of Graduation (or Completion), Academic Transcript, Certificate of Academic Degree Acquisition 《If applicable》 (Original or Certified True Copy)
8.	Online Verification Report of Higher Education Qualification Certificate (教育部學歷證書電子注冊備案表) 《For those who graduated from a university in mainland China (excluding Hong Kong, Taiwan, and Macau)》
9.	Browser screenshot showing your name 《If applicable》

Precautions for document submission

1. Certificate of bank transfer for tuition, etc. (B)

- Be sure to receive the "Receipt of tuition payment (A)" with the "Certificate of bank transfer for tuition, etc. (B)" (※including a seal of receipt from the financial institution) and submit the "Certificate of bank transfer for tuition, etc. (B)." The "Receipt of tuition payment (A)" is your receipt for the payment, and you will be required to present it at the time of issuing your student ID card. Please keep it in a safe place.
- Those who paid tuition by credit card, internet banking, or overseas remittance should submit proof of payment, such as a copy of the payment completion screen.

2. Mailing label

After completing the registration and clicking "Finalize," you will be able to download and print the mailing label. Download the label from the "Finalize registered details and print out mailing label for posting" page and print it out on white A4 paper facing vertically (either in color, or black and white).

3. Certificate of Residence

- Required for **Japanese nationals, and foreign nationals residing in Japan.**
- Please submit a "Certificate of Residence" issued in principle within 3 months prior to the last day of the enrollment registration period that does not include your Individual Number (My Number). Please be sure to write your examination number in the blank space in the upper right before submitting.
- If you do not have an address in Japan yet or have not registered yourself as a resident, please submit the certificate after you have completed your resident registration.
- If you are a foreign national, you must submit a "Certificate of Residence" issued by your city (ward), town, or village office containing all of the following required items.
 - Nationality, etc.
 - Date you became a foreign resident (※only if possible to include)
 - The Status of Residence, period of stay, and expiration date of your period of stay as stated on your residence card

- The number on your residence card, etc.

4. Copy of passport and residence card 《For foreign nationals only》

If you are a foreign national, please submit a copy of your "residence card," etc., (*both sides of the card) and a copy of your "passport" (*only the page that has your photograph and passport number). Please write the graduate school you are enrolling at and your examination number in the upper right of the photocopies (A4 size).

- About the residence card
 - If you have submitted documentation to the Immigration Bureau of Japan with your affiliated institution as a university, etc., other than Keio University, you must notify the immigration bureau of the change in affiliation within 14 days of your enrollment. If you fail to notify the immigration bureau, a fine of up to 200,000 yen may be imposed.
 - If you have newly arrived in Japan, you must report your place of residence to the city, ward, town, or village office in which you live within 14 days from the day of deciding on a place of residence, taking your residence card with you. If you fail to notify the office, a fine of up to 200,000 yen may be imposed. Furthermore, if you do not notify your place of residence within 90 days of your arrival without a valid reason, your Status of Residence may be revoked.

[Supplement for above 3. and 4.] Please see below and confirm the required documents.

	Japanese nationals	Foreign nationals residing in Japan	Foreign nationals residing outside Japan
3. Certificate of Residence (住民票) of applicant	○Required* ¹	○Required	×Not required
4.1. Passport photocopy	×Not required	○Required	○Required
4.2. Photocopy of Residence Card	×Not required	○Required	★Required after arriving in Japan

*1 If you are residing outside Japan at the time of enrollment registration, submit a photocopy of your passport instead of a Certificate of Residence. If your name on the passport is written differently from the one on your Certificate of Residence, please contact the Admissions Office.

5. Pledge (Security Export Controls under the Foreign Exchange and Foreign Trade Act)

- Download and print out the form from our website<<https://www.sfc.keio.ac.jp/gsmg/admissions/gao09.html>>.
- Please read the document, and if you agree to the rules, sign and tick the check box.

6. SFC-CNS User Application Form (SFC-CNS 利用申請書)

- Download and print out the form from our website<<https://www.sfc.keio.ac.jp/gsmg/admissions/gao09.html>>.
- SFC-CNS account is necessary for accessing various systems in Shonan Fujisawa Campus and will be your mail account for receiving important information from the university. Students who are completing their master's program at the Graduate School of Media and Governance and will be enrolled in the doctoral program will automatically be issued an account and need not apply.
- Confirm CNS account notification website for SFC-CNS login name determined based on your application. For details, please check on Graduate School of Media and Governance "Website for Students Enrolling in September 2024".
- <Internal Rules for Using SFC-CNS> written on overleaf of the application form is able to browse on the following web page.
https://www.sfc.itc.keio.ac.jp/en/rules_using_sfc_cns.html
- Please enter alphabets of your name on the field of Name in Roman Characters.
- Login name, a simplified name in using computers, is chosen by users at will. Usable characters for login name are small letters(a~z) and numbers(0~9).

Login name has to be within 8 characters or less.

Login name which is all numbers and same login name as undergraduate are unusable.

Symbols (-,.,_ etc.) are unusable for reason of the data base administration.

- Initials and names are commonly used for login name, but since it has to be unique on the network, your request might be unregistered, so please make sure to write three choices for login name.
- Login name will be also used for email address. Users should enter their choices carefully, as login name cannot be changed if once registered.
- Please write your autograph on signature field of the application form.
- Do not fill in the Student ID Number field.
- Students who have registered SFC-CNS account as full-time degree student or non-degree student of Graduate School of Media and Governance can use the same account continuously, circle "Renewal" and apply.

Inquire at Shonan Fujisawa KIC : 0466-49-3423 (Monday–Friday, 9:15 a.m.–5:00 p.m.)

7. Certificate of Graduation (or Completion), Academic Transcript, Certificate of Academic Degree Acquisition 《If applicable》 (Original or Certified True Copy)

- Submission is required only by those who took the entrance examination as individuals expecting to graduate from an undergraduate degree (faculty) or master's degree program.
- If you graduated from an overseas university and the degree you obtained is not listed on your certificate of graduation (completion), please also submit your Academic Degree Certificate. However, certificates will only be accepted if they are written in English or Japanese.
- If you are unable to submit the certificates by the deadline, select "Will be a delay" on the website and enter the expected date of submission. After the certificates have been issued, please write your examination number in the upper right of the certificates and promptly submit these (you may submit these in person). The final deadline for submission is September 20 (Fri.), 2024.
- If you submit your certificates in delay, submission will be also accepted over the counter. If you are posting your certificates, please clearly write your examination number, the graduate school you are enrolling at, and "Certificate of Graduation (Completion) enclosed" on the envelope.
- If you are unable to graduate (or complete studies) by Saturday, September 21, 2024, your admission to Keio University will be canceled.

8. Online Verification Report of Higher Education Qualification Certificate (教育部學歷證書電子註冊備案表)

- Required for **those who were expected to graduate/complete from university in mainland China (excluding Hong Kong, Taiwan, and Macau) at the time of application.**
- Register with the website for the Ministry of Education of the People's Republic of China (www.chsi.com.cn/xlcx/bgys.jsp), print out a PDF document, and submit it.
- Make sure that your web authentication has at least one month of validity at the time of submission.

9. Browser screenshot showing your name 《If applicable》

Required for those who fall under the "Entry of information for school register" on page 7.

STEP 4. Post the necessary documents

Please attach the "Mailing label" to a commercially available size 2 square envelope (square 2; 240mm×332mm).

Deadline: Monday, September 2, 2024

Must arrive on or before the deadline.

Admissions Office, Keio University Shonan Fujisawa Campus
5322 Endo, Fujisawa-shi, Kanagawa 252-0882, JAPAN
Tel: +81-466-49-3407

Send the necessary documents by post to the Admissions Office by Monday, September 2, 2024. Make sure to use a tracking service such as Simplified Registered Mail, EMS, or DHL when submitting your document(s). If you wish to check if your document(s) have been delivered to the Admissions Office, please do so through the tracking service. The Admissions Office will not respond to inquiries regarding the arrival of your document(s).

Submitted documents will not be returned regardless of the reason.

STEP 5. Confirm that you have completed the enrollment registration

If there is nothing missing or incomplete in the enrollment registration documents you submit and these have been accepted by the office, the "Status" column of the online enrollment registration website will indicate the following message after September 6 (Fri.); We will notify you of the acceptance of your submission documents. If you have registered that there will be a delay in submitting certificates, please make sure that they will arrive in the post by the fixed date.

STEP 6. Check the schedule (tentative)

Details will be sent in early September to those who have completed the enrollment registration to the email address registered at the time of application.

Orientation and Schedule of Events for Graduate School Students will be announced on the below web page as soon as they have been decided. (released in early September)

<https://www.sfc.keio.ac.jp/gsmg/en/admissions/202409.html>

- September 24 (Tue.) Entrance Ceremony at West School Building Hall, Mita Campus
 - Details will be announced on the Keio University website (<https://www.keio.ac.jp/en/>) as soon as they have been decided.
 - Please note that the details may be subject to change in case of unforeseen circumstances. Refer to the website for the latest information.
- October 1 (Tue.) Classes Start

Withdrawal from Enrollment

All fees required for admissions will be refunded at a later date through a financial institution (refunds are scheduled for early November 2024) but only if the procedures to withdraw have been completed by the application deadline.

※ The "Notification of withdrawal from enrollment" can be downloaded from the online enrollment registration website.

Deadline

The documents must arrive by 3:00 p.m., Friday, September 20, 2024 (JST).

* Use express mail or ordinary registered mail and make sure that it reaches our office by 3:00 p.m. on the deadline date. (can be sent by post or brought in person)

Submit to

Submit documents and direct all inquiries to the following office:

Admissions Office, Keio University Shonan Fujisawa Campus

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

ao-request@sfc.keio.ac.jp

Documents to submit

1. Notification of withdrawal from enrollment (Keio University prescribed form; must be signed and sealed by both the student and his/her guarantor)
 2. Receipt of tuition payment (A) (must include a seal of receipt from the financial institution)
- ※ If you do not attach the "Receipt of tuition payment (A)" or if the details on the receipt are incomplete or incorrect, it will be considered an incomplete document and will not be accepted. Please take great care when carrying out the procedures.

Scholarship Programs

Scholarship programs provide assistance to students who have difficulties in pursuing their studies for financial reasons, or who demonstrate particular excellence in their personality and studies.

The application procedure for the scholarships available at Keio University differs for Japanese and international students.

- Information for students whose nationality is Japanese (including students who have dual nationality), and whose status of residence is 【永住者】 (Permanent Resident) or 【日本人の配偶者等】 (Spouse or Child of Japanese National) etc.

Website for Keio Students, SFC Scholarships page:

<https://www.students.keio.ac.jp/en/sfc/scholarships/unique/>

(If students wish to apply for any of the scholarships provided by Keio University, they are required to complete most application procedures in Japanese, which includes reading and understanding of the materials, filling in the application forms and attending interviews.)

- Information for students whose nationality is other than Japanese, and whose status of residence is 【留学】 (Student).

Keio University International Center Website, Scholarships page:

<https://www.ic.keio.ac.jp/en/life/scholarship>

Student Life Information

For further information on student life at SFC, please refer to the web page below:

“Information for International Students” on Keio University Students Website

<https://www.students.keio.ac.jp/en/sfc/life/intl-student/notice.html>

For more information, please contact the SFC Office of Student Life section.

Email: sl@sfc.keio.ac.jp

Support for International Students at SFC

The Office of International Affairs at SFC aims to offer you advice, guidance and support throughout your time at SFC, including:

- SFC International Student Handbook
<https://www.sfc.keio.ac.jp/en/studentlife/support/handbook.html>
- General support on a range of issues related to living in Japan
<https://www.students.keio.ac.jp/en/sfc/life/intl-student/notice.html>

For more information, please contact the SFC Office of International Affairs.

Email: apd-global@sfc.keio.ac.jp

Housing for International Students

Those who are wishing to apply for Keio student dormitories (located near SFC) can find all the relevant information via the following website. Please make sure to apply during the designated period. The details of application will be updated around July.

<https://www.students.keio.ac.jp/en/sfc/life/SFC-dormitories.html>

In addition, please refer to the following website for student dormitory offered by Kyoritsu Maintenance Co., Ltd, Keio's partner dormitory management company.

<https://www.sfc.keio.ac.jp/en/docs/gakuseiryō2023EN.pdf>

Keio University Education Promotion Funds (Donation) and Keio University Bonds (School Bonds)

Gift giving is an effective way to participate in further enriching the educational environment at Keio. Detailed information (Japanese language only) will be sent to those who have completed the enrollment process.

A) Keio University Education Promotion Funds (Donation)

- 30,000 JPY per unit

Making donations of two units or more per year would be greatly appreciated.

B) Keio University Bonds (School Bonds)

- 100,000 JPY per unit

Applying three or more units would be greatly appreciated.

The total amount applied for bonds will be reimbursed upon completion of the graduate course or when leaving Keio.

Checklist

1.	Certificate of bank transfer for tuition, etc. (B)
<input type="checkbox"/>	Submit the " 授業料等振込受付証明書(B)" with stamp from the financial institution or a document proving that payment by credit card, etc., has been completed.
<input type="checkbox"/>	The "Receipt of tuition payment (A)" is your receipt for the payment. Please keep it.
2.	Mailing label
3.	Certificate of Residence 《For Japanese nationals and foreign nations residing in Japan》
<input type="checkbox"/>	Only original is accepted.
<input type="checkbox"/>	Write your examination number in the upper right.
4.	Copy of passport and residence card 《For foreign nationals only》
<input type="checkbox"/>	Write your examination number in the upper right.
5.	Pledge (Security Export Controls under the Foreign Exchange and Foreign Trade Act)
<input type="checkbox"/>	Sign and tick the check box.
6.	SFC-CNS User Application Form (SFC-CNS 利用申請書)
7.	Certificate of Graduation (or Completion), Academic Transcript, Certificate of Academic Degree Acquisition 《If applicable》 (Original or Certified True Copy)
<input type="checkbox"/>	Only originals or copies of the originals certified by the institution are accepted.
<input type="checkbox"/>	Write your examination number in the upper right.
8.	Online Verification Report of Higher Education Qualification Certificate (教育部學歷證書電子註冊備案表) 《For those who graduated from a university in mainland China (excluding Hong Kong, Taiwan, and Macau)》
<input type="checkbox"/>	Make sure that the web authentication has at least one month of validity at the time of submission.
9.	Browser screenshot showing your name 《If applicable》

Contact

All queries concerning enrollment registration should be directed to the Keio University Admissions Office. The contact details for the Admissions Office are as follows:
 Admissions Office, Keio University Shonan Fujisawa Campus
 5322 Endo, Fujisawa-shi, Kanagawa 252-0882, JAPAN
gao-request@sfc.keio.ac.jp

The Office of International Affairs at SFC provides general support on a range of issues related to living in Japan. For more information, please contact the Office of International Affairs at SFC:
apd-global@sfc.keio.ac.jp

If you have any questions concerning scholarships or housing, please contact the following address directly: sl@sfc.keio.ac.jp