

# Request for the Returning of the Application Fee

(For Admissions for Overseas Students (GIGA Program))

To applicants,

Keio University Shonan Fujisawa Campus  
Admissions Office

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 can submit this Request for the Returning of the Application Fee form.

Please fill in the following paper  **A** OR  **B** and send together with  **C** and Bank account card copy to the Admissions Office [ao-overseas@sfc.keio.ac.jp](mailto:ao-overseas@sfc.keio.ac.jp).

Please chose the appropriate form of “Request for the Returning of the Application Fee”.

**A** Refund to Bank Account in Japan

**B** Refund to Overseas Bank Account \*

**\*Please note that when Keio University pays the refund into an overseas bank account, a remittance fee of approximately JPY 7,000 will incur, and this amount will be deducted from the refund.**

**C** Proof of Application Fee Payment (Payment Complete page on the web)

If you have enclosed this paper with your application documents, it is not needed submit this  **C** again.

## 【Mailing Address】

E-mail: [ao-overseas@sfc.keio.ac.jp](mailto:ao-overseas@sfc.keio.ac.jp) We accept the submission by email attach.

Postal mail: Keio University Shonan Fujisawa Campus Admissions Office  
5322 Endo, Fujisawa-shi, Kanagawa Zip code: 252-0882 JAPAN

【Deadline】 By the end of February (JST) [Must arrive before the deadline]

Please also check the application guidebook regarding “Refund of the application fee.”



**入学検定料返金願い Request for the Returning of the Application Fee**

慶應義塾大学長殿 To the President of Keio University

以下の理由につき入学検定料※\_\_\_\_\_, \_\_\_\_\_円の返金を下記の銀行口座まで希望します。

I would like to have the Application Fee of ※\_\_\_\_\_, \_\_\_\_\_ yen returned to the bank account below for the reason. (理由を選択してください。Please check  the appropriate box.)

※5,000 円または 35,000 円を記入してください。Fill in JPY5,000orJPY35,000.

- 出願をしなかったため。I did not file an application.
- 出願を受理されなかったため。My application was not accepted for consideration for application.
- 誤って入学検定料を 2 重に納入したため。I paid the application fee twice by mistake.
- その他 Other (理由 reason : \_\_\_\_\_ )

(Name) \_\_\_\_\_ (E-mail) \_\_\_\_\_

(Address) \_\_\_\_\_

(Telephone Number) \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_

入学検定料返金振込先 Bank Account for the Returning of the Application Fee

銀行名

Name of Bank \_\_\_\_\_ 銀行

支店名

Name of Branch of the Bank \_\_\_\_\_ 支店

支店番号

Number of the Branch \_\_\_\_\_

口座種類

普通 / 当座

Type of Account

Savings / Checking

口座番号

Number of Account \_\_\_\_\_

口座名義人

フリガナ

Name of Account

漢字

続柄 Relationship

\_\_\_\_\_

記入された口座情報が確認できる銀行カード(通帳)のコピーも同封し提出してください。

Please attach the Bank card copy to ensure the bank account you wrote above.

**入学検定料返金願い Request for the Returning of the Application Fee**

慶應義塾大学長殿 To the President of Keio University

以下の理由につき入学検定料 35,000 円の返金を別紙「海外送金申請書」に記入した銀行口座まで希望します。

I would like to have the Application Fee of 35,000 yen returned to the bank account filled in the attached “Remittance Form for Foreign Bank Account Transfers” for the reason.

(理由を選択してください。Please check  the appropriate box.)

- 出願をしなかったため。I did not file an application.
- 出願を受理されなかったため。My application was not accepted for consideration for application.
- 誤って入学検定料を 2 重に納入したため。I paid the application fee twice by mistake.
- その他 Other (理由 reason : \_\_\_\_\_ )

(Name) \_\_\_\_\_ (E-mail) \_\_\_\_\_

(Address) \_\_\_\_\_

(Telephone Number) \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_

If you would like to receive the fee to the different Name of account, please fill in the name of account and the relationship.

Name of Account \_\_\_\_\_

Relationship \_\_\_\_\_

[Please attach the Bank card copy to ensure the bank account](#)

# Remittance Form for Foreign Bank Account Transfers

## 海外送金申請書 記入項目

### ● Payee's Information | お受取人

#### 1 Payee's Name | お受取人名

Last Name (Family Name)

First Name (Given Name)

Middle

#### 2 Payee's Address | おところ

Country | 国名

Telephone Number | 電話番号

#### 3 Bank Account Information (A/C or IBAN) \*Please fill in either I or II.

| お受取人口座番号 (A/C・IBAN) ※IかIIのどちらかを入力

I. Account Number | 口座番号

II. IBAN \*Required for residents of Europe or Countries adopt the IBAN ※ヨーロッパ、IBAN採用国

### ● Bank Information | お受取人取引銀行

#### 4 Bank Code | 銀行コード

・ABA No. (Routing Number) \*Required for US banks | 米国向け

・BIC CODE (SWIFT Address) \*Required for Europe or Asia banks | ヨーロッパ・アジア向け等

・SORT CODE \*Required for UK banks | イギリス向け

・TRANSIT No. \*Required for CANADA banks | カナダ向け

Bank Name | 銀行名

Branch Name | 支店名

Bank Address | 銀行住所

Country | 国名

Name of Intermediary Bank \*Only if applicable | 経由銀行名 ※もしあれば記載

(Sample)  
(記入見本)

Remittance Form for Foreign Bank Account Transfers  
海外送金申請書 記入項目

● Payee's Information | お受取人

1 Payee's Name | お受取人名

Last Name (Family Name)

First Name (Given Name)

Middle

TARO

KEIO

2 Payee's Address | おところ

3 COLLEGE ROAD, PURCHASE  
NEW YORK 10577

Country | 国名

U.S.A.

Telephone Number | 電話番号

001-703-4xx-xxxx

3 Bank Account Information (A/C or IBAN) \*Please fill in either I or II.  
| お受取人口座番号 (A/C・IBAN) ※IかIIのどちらかを入力

I. Account Number | 口座番号

XXXXXXXX

II. IBAN \*Required for residents of Europe or Countries adopt the IBAN ※ヨーロッパ、IBAN採用国

● Bank Information | お受取人取引銀行

4 Bank Code | 銀行コード

・ABA No. (Routing Number) \*Required for US banks | 米国向け

122000496

・BIC CODE (SWIFT Address) \*Required for Europe or Asia banks | ヨーロッパ・アジア向け等

CITIUS33AGF

・SORT CODE \*Required for UK banks | イギリス向け

・TRANSIT No. \*Required for CANADA banks | カナダ向け

Bank Name | 銀行名

CITI BANK

Branch Name | 支店名

WHITE PLAINS SOUTH

Bank Address | 銀行住所

444 MAMARONECK AVENUE WHITE PLAINS  
NEW YORK 10605

Country | 国名

U.S.A.

Name of Intermediary Bank \*Only if applicable | 経由銀行名 ※もしあれば記載

## 【記載事項】

### ● お受取人

① **お受取人名 (必須)** お受取人の口座名義(法人名)を記入してください。

② **おところ (必須)** お受取人の住所をすべて記入してください。

・アメリカの場合は特に、州名まで記入してください。

・韓国・タイへの送金の場合は、受取銀行が着金連絡を取れるお受取人の電話番号も併せて記入してください。

③ **お受取人口座番号・IBAN (必須)**

口座番号もしくはIBANコードをご記入ください。ヨーロッパ圏等IBAN採用国への送金は、IBANをご記入ください。

### ● お受取人取引銀行

④ **お受取人取引銀行ー銀行コード (必須) 送金先**の国に合わせて記入してください。

I. アメリカの場合は「ABA NO.」を記入。

II. 「BIC CODE (SWIFTアドレス)」(8桁または11桁)を記入。受取人取引銀行にお問い合わせいただくか、<http://www.swift.com/bsl/>にてお調べください。

III. イギリスの場合は「SORT CODE」を記入。

IV. カナダの場合は「TRANSIT NO」を記入。

**銀行名・支店名・住所 (必須)** すべて記入してください。

国名、州名、都市名まで含めて記入してください。

(※経由銀行名は特に指定がない場合、記入は不要です)。

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## 【Items to be filled out to make a wire transfer】

### ● Payee's Information

1) **Payee's Name (Required)**: Please enter the name of the account holder.

2) **Payee's Address (Required)**: Please enter the mailing address of the account holder, including country.

(In the case of the United States of America, make sure to fill in the name of the state.)

If transferring to South Korea and Thailand, please include the phone number that the receiving bank is able to

3) **Bank Account Information (A/C or IBAN) (Required)**

Please enter either the receiving account number or IBAN. Must enter the IBAN when the countries have adopted the IBAN.

### ● Bank Information

4) **Bank Code (Required)**: Please enter the bank code used for banks in the country where the recipient has a bank account.

I. Enter the "ABA No." for banks in the United States of America.

II. Enter the "BIC CODE ( SWIFT code)" (8 or 11 characters) . Please contact your Recipient's bank directly for the code, or lookup "<http://www.swift.com/bsl/>".

III. Add the "SORT CODE" for banks in the United Kingdom.

IV. Add the "TRANSIT No." for banks in Canda.

**Name, Branch and Adress of Bank (Required)**: Please list all necessary information.

Country name is required. Please include the name of the city if possible. State names are required for the United States of America.

(\*You are not required to fill in the name of an intermediary bank if not applicable.)