



Published: 2026.03.18

Keio University

Graduate School of Media and Governance

Master's Program / Doctoral Program Application Guidebook 2026

Application Period I

(for those seeking enrollment in September 2026 or April 2027)

Application Period II

(for those seeking enrollment in April 2027 or September 2027)

For the Admission Web Entry System, go to:

https://entry.sfc.keio.ac.jp/gao_admission/

(Please refer to p.12 for the Application Guidebook Number)

The following guidelines are designed for those who wish to enroll in the Master's Program / Doctoral Program at the Graduate School of Media and Governance.

Information regarding Application through Internal Recommendation for Current Students of Keio University Faculty of Policy Management and Faculty of Environment and Information Studies is published separately.

Please refer to the following SFC website:

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

Starting with the admission for Application Period II (i.e., enrollment in April 2027 and September 2027), our Admission Web Entry System and the method of paying the application fee may change. Any changes to the information in this application guidebook will be announced on the university's official website, so be sure to check the latest information before proceeding with your application.

[SFC website news page]

<https://www.sfc.keio.ac.jp/en/news/>

Contents

Three policies in the Graduate School of Media and Governance	3
FLOW CHART OF 2026 ACADEMIC YEAR SCREENING PROCESS.....	4
I. Application Overview	5
A. Major Discipline and Admission Quota.....	5
B. Application Categories	5
II. Eligibility Requirements	5
A. Master’s Program: Application from within Japan.....	5
B. Master’s Program: Application from Overseas.....	6
C. Master’s Program: Application for Career Professionals.....	6
D. Doctoral Program: Application from within Japan.....	7
E. Doctoral Program: Application from Overseas	7
F. Doctoral Program for Career Professionals	8
G. Doctoral Program for Career Professionals from Overseas.....	8
H. Applicant Eligibility Certification	9
III. Application	11
A. Process for Application	11
B. The Program System.....	11
C. The Professional Courses	12
D. Contacting a Graduate School Committee Member before Making an Application	12
E. Submission of Documents Online through the Admission Web Entry System	12
F. Submission of Application Documents by Post.....	13
IV. Application Documents	14
【What to Submit via the Admission Web Entry System】	15
【What to Submit by Post】	19
V. Schedule	23
VI. Application Fee	23
VII. Examination Slip	24
VIII. Screening Method and Announcement of Results	24
IX. Important Notes on Applications	25
X. The Enrollment Registration Process	26
XI. Program Academic Fees / Scholarships	27
XII. Campus Map	29

Management of Personal Information at Keio University

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." The names, addresses, and other personal information provided in student applications, admissions procedures, or after enrollment will be managed and used by the respective departments at Keio University within the scope described in the "Keio University Privacy Policy for Students and Related Parties"

By proceeding with all of these procedures, you are agreeing to the terms, conditions, and policies listed above. Please read over the terms and conditions carefully beforehand.

- Keio University Basic Policy Concerning Protection of Personal Information and Rules to Protect Personal Information

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

- Keio University Privacy Policy for Students and Related Parties (Japanese)

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

Special Measures Taken for Victims of Large-scale Natural Disasters

Applicants who were affected by a large-scale natural disaster (designated by the Japanese Government as a "Disaster of Extreme Severity") may be eligible for receiving financial support from the university depending on conditions. For details, please contact the Admissions Office of the Graduate School of Media and Governance.

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>

Three policies in the Graduate School of Media and Governance

Please refer to the following link for the Diploma Policy, Curriculum Policy, and Admissions Policy.

<https://www.sfc.keio.ac.jp/en/academics/gsmg/policy.html>

FLOW CHART OF 2026 ACADEMIC YEAR SCREENING PROCESS

See the following pages for details on each step.

All times are indicated in Japan Standard Time (JST)

Check Eligibility Requirements, contact a Graduate School Committee Member, take an online interview if applying for the Master's Program from overseas



Submission of Documents Online through the Admission Web Entry System https://entry.sfc.keio.ac.jp/gao_admission/
 [Application Period I] 10:00 a.m., Tuesday, April 7, 2026–3:00 p.m., Tuesday, May 12, 2026
 [Application Period II] 10:00 a.m., Friday, September 11, 2026–3:00 p.m., Wednesday, October 7, 2026



Payment of Application Fee
 [Application Period I] Tuesday, April 7, 2026 –10:59 p.m., Wednesday, May 13, 2026
 [Application Period II] Friday, September 11, 2026 –10:59 p.m., Thursday, October 8, 2026



Period for Submitting Application Documents by Post
 [Application Period I] Thursday, May 7, 2026–Wednesday, May 13, 2026
 [Application Period II] Thursday, October 1, 2026–Thursday, October 8, 2026
 *If applications are sent from within Japan, they must be postmarked on or before the last day of the application period.
 *If applications are sent from outside Japan, they must arrive on or before the last day of the application period.



Period during which Application Status can be Confirmed
 [Application Period I] 11:00 a.m., Thursday, May 28, 2026 – 10:59 a.m., Monday, July 13, 2026
 [Application Period II] 11:00 a.m., Friday, October 16, 2026 – 10:59 a.m., Monday, November 30, 2026



Master's Program: Application from Overseas	Doctoral Program: Application from within Japan	Master's Program: Application for Career Professionals	Master's Program: Application from within Japan
Doctoral Program: Application from Overseas	Doctoral Program for Career Professionals		
Doctoral Program for Career Professionals from Overseas			
Examination Slip issued	Examination Slip issued	<u>Announcement of First-round Results/Examination Slip issued</u> [Application Period I] 3:00 p.m., Thursday, June 25, 2026 -4:59 p.m., Saturday, July 11, 2026 [Application Period II] 3:00 p.m., Thursday, November 12, 2026 -4:59 p.m., Saturday, November 28, 2026	
		<u>Interview</u> [Application Period I] Saturday, July 11, 2026 [Application Period II] Saturday, November 28, 2026	
<u>Successful Applicants Announcement Period</u> [Application Period I] 11:00 a.m., Monday, July 13, 2026 - 4:59 p.m., Tuesday, September 1, 2026 [Application Period II] 11:00 a.m., Monday, November 30, 2026 - 4:59 p.m., Monday, March 1, 2027			



Enrollment Registration* Deadline
 [Sept. 2026 enrollment] Tuesday, September 1, 2026
 [April 2027 enrollment] Monday, March 1, 2027 (tentative)
 [Sept. 2027 enrollment] Wednesday, September 1, 2027 (tentative)
 * Applicants will be notified by email of information about enrollment registration approximately one month before the Enrollment Registration period begins.

I. Application Overview

A. Major Discipline and Admission Quota

Program	Major Discipline	Admission Quota*
Master's Program	Media and Governance	200
Doctoral Program	Media and Governance	50

*The admission quota refers to the total number of students admitted through all application categories in April and September each academic year.

B. Application Categories

The Master's Program has four categories for application: "Application from within Japan," "Application from Overseas," "Application for Career Professionals," and "Application through Internal Recommendation for Current Students of Keio University Faculty of Policy Management and Faculty of Environment and Information Studies." Applicants should carefully read the eligibility requirements for each category to understand the application process correctly and submit the documents required for that category in order to apply.

Those who are applying to the Master's Program through the "Application through Internal Recommendation for Current Students of Keio University Faculty of Policy Management and Faculty of Environment and Information Studies" should refer to the below link.

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

- Both "Application to the Graduate School of Media and Governance (Application Period I)" and "Application through Internal Recommendation (Spring Semester)" cannot be made in the same academic year. Both "Application to the Graduate School of Media and Governance (Application Period II)" and "Application through Internal Recommendation (Fall Semester)" cannot be made in the same academic year.

The Doctoral Program has four categories for application: "Application from within Japan," "Application from Overseas," "Doctoral Program for Career Professionals," and the "Doctoral Program for Career Professionals from Overseas." Eligibility requirements and application method for each category are described separately in this Application Guidebook. Please carefully read the corresponding sections so that you can understand the application process and submit the documents required for the category you plan to apply to.

***Applicants must choose the preferred time of enrollment and the appropriate application category. Once application documents are submitted, time of enrollment and application category cannot be altered.**

II. Eligibility Requirements

Applicants with physical disabilities who require special attention during the admission process and attendance at school should inform the Admissions Office of the Graduate School of Media and Governance at least one month before the last day of the application period.

Refer to the accessibility for details. <https://www.diversity.keio.ac.jp/en/bf/index.html>

Those who are expected to graduate or complete your study in September and choose September enrollment are required to confirm the date of your graduation/completion. If the date is after September 22, please contact us in advance.

A. Master's Program: Application from within Japan

Applicants need to fulfill at least one of the following six requirements:

1. They must hold (or expect to hold)* a bachelor's degree from a university in or outside Japan by September 21, 2026 for September 2026 enrollment, by March 31, 2027 for April 2027 enrollment, or by September 21, 2027 for September 2027 enrollment in the Graduate School of Media and Governance.
2. They must hold (or expect to hold)* a bachelor's degree from the National Institution for Academic Degrees and Quality Enhancement of Higher Education by September 21, 2026 for September 2026 enrollment, by March 31, 2027 for April 2027 enrollment, or by September 21, 2027 for September 2027 enrollment in the Graduate School of Media and Governance.
3. They must be accredited by the Ministry of Education, Culture, Sports, Science and Technology of Japan.
4. They must be enrolled in the Third Year or higher at a four-year university at the time of application and must be assessed as having outstanding academic results exceeding the requirements set by the Graduate School of Media and Governance. **
5. They must have completed a program with a duration of at least three years at a university overseas and earned a degree that is equivalent to a bachelor's degree.

6. They must be at least 22 years old at the time of enrollment and be accredited by the Graduate School of Media and Governance as having academic skills equivalent to or higher than that of university graduates. **

*The applicant must meet this requirement by the first date of enrollment. Failure to do so will result in enrollment being revoked.

**Applicants who fall under item 4 or 6 above must request an “Applicant Eligibility Certification” (refer to p.9) in advance.

B. Master’s Program: Application from Overseas

Applicants need to fulfill both a. and b. below.

- a. Applicants need to fulfill **at least one** of the following six requirements:

1. They must hold (or expect to hold)* a bachelor’s degree from a university in or outside Japan by September 21,2026 for September 2026 enrollment, by March 31,2027 for April 2027 enrollment, or by September 21,2027 for September 2027 enrollment in the Graduate School of Media and Governance.
2. They must hold (or expect to hold)* a bachelor’s degree from the National Institution for Academic Degrees and Quality Enhancement of Higher Education by September 21, 2026 for September 2026 enrollment, by March 31,2027 for April 2027 enrollment, or by September 21,2027 for September 2027 enrollment in the Graduate School of Media and Governance.
3. They must be accredited by the Ministry of Education, Culture, Sports, Science and Technology of Japan.
4. They must be enrolled in the Third Year or higher at a four-year university at the time of application and must be assessed as having outstanding academic results exceeding the requirements set by the Graduate School of Media and Governance.
5. They must have completed a program with a duration of at least three years at a university overseas and earned a degree that is equivalent to a bachelor’s degree.
6. They must be at least 22 years old at the time of enrollment and be accredited by the Graduate School of Media and Governance as having academic skills equivalent to or higher than that of university graduates.

- b. Applicants need to fulfill both of the following requirements:

1. Regardless of nationality, they must reside outside Japan either for study or work at the time of application and continue to do so until the announcement of successful applicants.
2. Prior to submitting an application, applicants must discuss their research plan thoroughly with a graduate school committee member of the Program they wish to participate in and obtain an informal consent from them to act as their Research Supervisor.

Note: Applicants who are currently enrolled as regular students in the Faculty of Policy Management or the Faculty of Environment and Information Studies at Keio University are not eligible to make an “Application from Overseas.”

*The applicant must meet this requirement by the first date of enrollment. Failure to do so will result in enrollment being revoked.

**Applicants who fall under item a4 or a6 above must request an “Applicant Eligibility Certification” (refer to p.9) in advance.

C. Master’s Program: Application for Career Professionals

Applicants must have graduated from a university two or more years prior to the time of application.

Admissions screening in this application category takes into consideration that the applicant is a career professional at the time of application for the program. Unlike the Doctoral Program for Career Professionals, the Master’s Program for Career Professionals is not designed to be completed while continuing to work.

D. Doctoral Program: Application from within Japan

Applicants need to fulfill **at least one** of the following four requirements:

1. They must hold (or expect to hold)* a master's degree or professional degree** by September 21, 2026 for September 2026 enrollment, by March 31, 2027 for April 2027 enrollment, or by September 21, 2027 for September 2027 enrollment in the Doctoral Program of the Graduate School of Media and Governance.
2. They must hold (or expect to hold)* a degree equivalent to a master's degree or a professional degree** outside Japan by September 21, 2026 for September 2026 enrollment, by March 31, 2027 for April 2027 enrollment, or by September 21, 2027 for September 2027 enrollment in the Doctoral Program of the Graduate School of Media and Governance.
3. They must be accredited by the Ministry of Education, Culture, Sports, Science and Technology of Japan.
4. They must be at least 24 years old and be accredited by the Graduate School of Media and Governance as having academic skills equivalent to or higher than that of master's degreeholders.***

*The applicant must meet this requirement by the first date of enrollment. Failure to do so will result in enrollment being revoked.

**If you hold (or expect to hold) a professional degree and it is not clear whether your degree is considered a professional degree, please check with the educational institution in question prior to your application. If your degree is not considered a professional degree, you must request an "Applicant Eligibility Certification" (refer to p.9) in advance.

***Applicants who fall under item 4 above must request an "Applicant Eligibility Certification" (refer to p.9) in advance.

E. Doctoral Program: Application from Overseas

Applicants need to fulfill both a. and b. below.

a. Applicants need to fulfill **at least one** of the following four requirements:

1. They must hold (or expect to hold)* a master's degree or professional degree by September 21, 2026 for September 2026 enrollment, by March 31, 2027 for April 2027 enrollment, or by September 21, 2027 for September 2027 enrollment in the Doctoral Program of the Graduate School of Media and Governance.
2. They must hold (or expect to hold)* a degree equivalent to a master's degree or a professional degree** outside Japan by September 21, 2026 for September 2026 enrollment, by March 31, 2027 for April 2027 enrollment, or by September 21, 2027 for September 2027 enrollment in the Doctoral Program of the Graduate School of Media and Governance.
3. They must be accredited by the Ministry of Education, Culture, Sports, Science and Technology of Japan.
4. They must be at least 24 years old and be accredited by the Graduate School of Media and Governance as having academic skills equivalent to or higher than that of master's degreeholders.***

b. Applicants need to fulfill both of the following requirements:

1. Regardless of nationality, they must reside outside Japan either for study or work at the time of application and continue to do so until the announcement of successful applicants.
2. Prior to submitting an application, applicants must discuss their research plan thoroughly with a graduate school committee member of the Program they wish to participate in and obtain an informal consent from them to act as their Research Supervisor.

Note: Applicants who are currently enrolled as regular students in the Graduate School of Media and Governance at Keio University are not eligible to make an "Application from Overseas."

*The applicant must meet this requirement by the first date of enrollment. Failure to do so will result in enrollment being revoked.

**If you hold (or expect to hold) a professional degree and it is not clear whether your degree is considered a professional degree, please check with the educational institution in question prior to your application. If your degree is not considered a professional degree, you must request an "Applicant Eligibility Certification" (refer to p.9) in advance.

***Applicants who fall under item a4 above must request an "Applicant Eligibility Certification" (refer to p.9) in advance.

F. Doctoral Program for Career Professionals

The Doctoral Program for Career Professionals offers students the opportunity to acquire a doctoral degree while working. The program is for those who have completed a graduate school Master's Program or have graduated from an undergraduate program at a university, and have five years or more professional experience in a corporation, governmental office, research/educational institution, etc. Applicants to this program should have a specific research theme they wish to pursue.

Note: Exemption from Doctoral Degree Requirements

For those in the Career Professional Course, the course requirements "Original Syllabus Proposal," "Skill-building Courses," and "Teaching Experience" are not required. Refer to the Graduate School Guide for details.

<https://www.students.keio.ac.jp/en/sfc/gsmg/class/registration/guide.html>

Applicants need to fulfill **at least one** of the following three requirements:

1. They must hold (or expect to hold)* a master's degree or a professional degree** by September 21, 2026 for September 2026 enrollment, by March 31, 2027 for April 2027 enrollment, or by September 21, 2027 for September 2027 enrollment in the Doctoral Program of the Graduate School of Media and Governance and have been working in an organization, institution, or government office for five years or more at the time of enrollment in the Doctoral Program of the graduate school.
2. They must hold (or expect to hold)* a degree equivalent to a master's degree or a professional degree** outside Japan by September 21, 2026 for September 2026 enrollment, by March 31, 2027 for April 2027 enrollment, or by September 21, 2027 for September 2027 enrollment in the Doctoral Program of the Graduate School of Media and Governance and have been working in an organization, institution, or government office for five years or more at the time of enrollment in the Doctoral Program of the graduate school.
3. They must have graduated from a university in Japan or outside Japan; have been working in an organization, institution, or government office for five years or more at the time of enrollment in the Doctoral Program of the Graduate School of Media and Governance; and have been accredited by the graduate school to have equivalent or higher academic skills of master's degree holders.***

*The applicant must meet this requirement by the first date of enrollment. Failure to do so will result in enrollment being revoked.

**If you hold (or expect to hold) a professional degree and it is not clear whether your degree is considered a professional degree, please check with the educational institution in question prior to your application. If your degree is not considered a professional degree, you must request an "Applicant Eligibility Certification" (refer to p.9) in advance.

***Applicants who fall under item 3 above must request an "Applicant Eligibility Certification" (refer to p.9) in advance.

G. Doctoral Program for Career Professionals from Overseas

Those who wish to apply through this admission option must contact the Admissions Office of the Graduate School of Media and Governance prior to making an application at gao-request@sfc.keio.ac.jp by Monday, March 31, 2026, for Application Period I, or by Monday, August 31, 2026, for Application Period II.

Applicants need to fulfill both a. and b. below.

a. Applicants need to fulfill **at least one** of the following three requirements:

1. They must hold (or expect to hold)* a master's degree or a professional degree** by September 21, 2026 for September 2026 enrollment, by March 31, 2027 for April 2027 enrollment, or by September 21, 2027 for September 2027 enrollment in the Doctoral Program of the Graduate School of Media and Governance and have been working in an organization, institution, or government office for five years or more at the time of enrollment in the Doctoral Program of the graduate school.
2. They must hold (or expect to hold)* a degree equivalent to a master's degree or a professional degree** outside Japan by September 21, 2026 for September 2026 enrollment, by March 31, 2027 for April 2027 enrollment, or by September 21, 2027 for September 2027 enrollment in the Doctoral Program of the Graduate School of Media and Governance and have been working in an organization, institution, or government office for five years or more at the time of enrollment in the Doctoral Program of the graduate school.
3. They must have graduated from a university in Japan or outside Japan; have been working in an organization, institution, or government office for five years or more at the time of enrollment in the Doctoral Program of the Graduate School of Media and Governance; and have been accredited by the graduate school to have equivalent or higher academic skills of master's degree holders.***

b. Applicants need to fulfill both of the following requirements:

1. Regardless of nationality, they must reside outside Japan either for study or work at the time of application and continue to do so until the announcement of successful applicants.
2. Prior to submitting an application, applicants must discuss their research plan thoroughly with a graduate school committee member of the Program they wish to participate in and obtain an informal consent from them to act as their Research Supervisor.

*The applicant must meet this requirement by the first date of enrollment. Failure to do so will result in enrollment being revoked.

**If you hold (or expect to hold) a professional degree and it is not clear whether your degree is considered a professional degree, please check with the educational institution in question prior to your application. If your degree is not considered a professional degree, you must request an "Applicant Eligibility Certification" (refer to p.9) in advance.

***Applicants who fall under items a3 above must request an "Applicant Eligibility Certification" (refer to p.9) in advance.

H. Applicant Eligibility Certification

Applicants who are required to request "Applicant Eligibility Certification" for any of the above admission options must submit the following documents to the Admissions Office of the Graduate School of Media and Governance to arrive by Monday, March 30 for Application Period I and by Monday, August 31 for Application Period II in order to be assessed for eligibility. No application fee is required for application eligibility screening.

Applicants who fall under the following categories: **Item 4 in the A. Master's Program: Application from within Japan or **Item a4 in the B. Master's Program: Application from Overseas****

- a. Request for eligibility to skip a year (no prescribed format)
- b. Academic transcript for undergraduate studies
- c. Document showing requirements for advancing to the next year/graduation (e.g., copy of course registration guide) (Not required of applicants enrolled at Keio University)
- d. Verification that the applicant is enrolled in the third year or higher at a four-year university (e.g., copy of Student ID Card or academic transcript, printout of the screen after you have logged into the university website for enrolled students) (Not required for applicants enrolled in Keio University)

Note that applicants who fall under this category must be:

- Seeking admission in September 2026 (Application Period I, 2026), or
- Seeking admission in April 2027 (Application Period II, 2026)

Also note that applicants who fall under this category will be eligible only if they fulfill all of the following conditions:

- a) Those who wish to enroll in September 2026 must have been enrolled in an undergraduate program for three years or more by the end of September 2026 (the end of March 2027 for those who wish to enroll in April 2027). The duration of 'temporary leave of absence' or study abroad cannot be included in this calculation. However, the period during which credit points were accumulated at another university while studying abroad may be included.
- b) Those who wish to enroll in September 2026 must be scheduled to earn 90 or more undergraduate credits by the end of September, 2026 (the end of March 2027 for those who wish to enroll in April 2027). Any credits earned from courses not deemed necessary for graduation, such as *Optional Subjects (Jiyu Kamoku)* will not be considered. Those who are unable to earn the required credits by the designated date above will not be qualified to enroll even after passing the entrance examination.
- c) Those who wish to enroll in September 2026 must have earned 60 or more undergraduate credits by the end of March 2026 (the end of September 2026 for those who wish to enroll in April 2027). Any credits earned from courses not deemed necessary for graduation, such as *Optional Subjects (Jiyu Kamoku)* will not be considered.
- d) Those who wish to enroll in September 2026 must fulfill one of the requirements mentioned below by the end of March 2026 (the end of September 2026 for those who wish to enroll in April 2027). All credits from courses not necessary for graduation, such as *Optional Subjects (Jiyu Kamoku)* should also be included. However, they should not include credits they have earned that are graded on a pass/fail basis.
 - (1) They must have acquired the "highest grade possible" in two thirds or more of the total credits earned at the university they are currently enrolled in. Under extraordinary circumstances the Graduate School of Media and Governance may approve relaxing the "highest grade possible" requirement if the grade obtained is nearly equivalent to it.

- (2) They must have acquired the highest grade possible at the university they are currently enrolled in for 80 credits or more when they are applying in their sixth semester or 96 credits or more when they are applying in their seventh semester.
- Those enrolled at a university using different grading methods and unable to fulfill the requirements mentioned above in a) to d) must submit two or more recommendation letters from faculty members of the university they are enrolled in.
- If you are unable to earn the credits in b) after passing the entrance exam, your admission will be revoked.

Applicants who fall under the following categories: **Item 6 in the A. Master’s Program: Application from within Japan or **Item a6 in the B. Master’s Program: Application from Overseas****

- a. Request for eligibility addressed to the Dean of the Graduate School of Media and Governance (no prescribed format)
Applicants should state the reasons why they believe they have academic skills that are higher or equivalent to that of university graduates.
- b. Resume
- c. Academic transcript (if previously enrolled at a university)
- d. Research Supervisor Acceptance Form (must be officially sealed. Send a request to gao-request@sfc.keio.ac.jp to obtain the form.)
- e. Any papers, essays, publications, portfolios, and such written by the applicant relevant to research and academic accomplishments

Applicants who fall under the following categories: **Item 4 in the D. Doctoral Program: Application from within Japan or **Item a4 in the E. Doctoral Program: Application from Overseas****

- a. Request for eligibility addressed to the Dean of the Graduate School of Media and Governance (no prescribed format)
Applicants should state the reasons why they believe they have academic skills that are higher or equivalent to that of master’s degree holders.
- b. Resume
- c. University academic transcript and Certificate of Graduation (if previously enrolled in a university)
- d. Research Supervisor Acceptance Form (must be officially sealed. Send a request to gao-request@sfc.keio.ac.jp to obtain the form.)
- e. List of academic and career accomplishments
- f. Any papers, essays, publications, portfolios, and such written by the applicant relevant to research and academic accomplishments

Applicants who fall under the following categories: **Item 3 in the F. Doctoral Program for Career Professionals or **Item a3 in the G. Doctoral Program for Career Professionals from Overseas****

- a. Request for eligibility addressed to the Dean of the Graduate School of Media and Governance (no prescribed format)
Applicants should state the reasons why they believe they have academic skills that are higher or equivalent to that of master’s degree holders.
- b. Resume
- c. University academic transcript / Certificate of Graduation
- d. Research Supervisor Acceptance Form (must be officially sealed. Send a request to gao-request@sfc.keio.ac.jp to obtain the form)
- e. List of academic and career accomplishments
- f. Proof of current employment
- g. Any papers, essays, publications, portfolios, and such written by the applicant relevant to research and academic accomplishments

III. Application

A. Process for Application

1. Carefully read the Application Guidebook.
 - Check the eligibility requirements in the application guidebook.
 - Decide the Program you wish to join.
 - Prepare the documents required for the application.
2. Complete Steps 1-3 below with a Graduate School Committee member of the Program you wish to join.

Step 1: Discuss your Research Plan

Discuss the following over email:

- a) Your research theme
- b) Your research and schedule for degree acquisition
- c) The research style of the Program
- d) What is expected of you as a research member in the Program, etc.

Step 2: Take an online interview such as on Zoom between the applicant and the Graduate School Committee member

You must be interviewed at least once. You can also be interviewed in person.

Discuss your research plan in Step 1 in more detail.

(Step 2 is mandatory if you apply from overseas.)

Step 3: Request them to fill in a “Research Supervisor Acceptance Form” and receive their informal consent

Applications will not be accepted without the submission of this form.

3. Complete online applications and print out the Applicant Entry Form.
4. Pay the application fee (see p.23-24 for details).
5. Send the application documents by post. Applications that arrive after the application period will not be accepted.

If applications are sent from outside Japan, they should be sent by a method that allows tracking, such as EMS or DHL, and they must arrive on or before the last day of the application period.

6. Print out the Examination Slip (see p.24 for details).

B. The Program System

Decide the Program you wish to join.

The graduate school has eight research fields called Programs. All graduate students are expected to belong to a Program and then pursue research consistent with the guidelines set by the Program they opt for. Upon successfully fulfilling the requirements, master’s students will be awarded a Program Certificate in addition to a Master’s Degree.

For further details on each program, refer to the following website:

<https://www.sfc.keio.ac.jp/en/academics/gsmg/program/>

Program Names	Codes
Global Governance and Regional Strategy	GR
Humanities and Communications	HC
Policy Making and Social Innovation	PS
Cognition, Sense-Making and Biophysical Skills	CB
Environmental Design and Governance	EG
X-Design	XD
Cyber Informatics	CI
Systems Biology	BI

C. The Professional Courses

The graduate school offers the following Professional Courses in the Master's Program to better meet the needs of a rapidly changing society. Students who successfully complete the Master's Program and meet the requirements set by a Professional Course can acquire a Certificate of Course Completion in addition to a master's degree.

The Environmental Innovators Course is also available to doctoral students. Students who successfully complete the Doctoral Program and meet the requirements set by the Professional Course can acquire a Certificate of Course Completion in addition to a doctoral degree.

For further details, refer to the following website:

<https://www.sfc.keio.ac.jp/en/academics/gsmg/pro/>

Course Names	Codes
Social Innovator	SI

The Social Innovator Course requires Japanese proficiency in order to be completed.

D. Contacting a Graduate School Committee Member before Making an Application

Applicants must discuss their research plan thoroughly with a graduate school committee member of the Program they wish to participate in and obtain an informal consent from them to act as their Research Supervisor.

If you do not know how to contact a graduate school committee member, use the contact form in the website below. Entries without specific descriptions will not be answered. In the contact details field, indicate your research plan and details after clarifying the awareness of issues.

Contact Form:

https://docs.google.com/forms/d/e/1FAIpQLSftr9HxSRrAEndNO5747R0cqPYcKoVvSH_9sBMdqtRpF3j0OA/vi/ewform?usp=sf_link

Information about the Programs and graduate school committee members of each Program are listed on p.12 and the following website:

<https://www.sfc.keio.ac.jp/en/academics/gsmg/program/>

Applicants should contact graduate school committee members as early as possible as they may not be available to supervise research due to reasons such as retirement, overseas research, and incompatibility of research topic. If the action is judged to be cheating, the applicant will not be allowed to continue the examination, and all examinations for the academic year will be deemed invalid. Any application fees will not be refunded.

E. Submission of Documents Online through the Admission Web Entry System

Application involves "submission of documents online through the Admission Web Entry System" and "submission of documents by post." BOTH, not only one, processes must be completed in order for an application to be considered.

- Applicants must first obtain an Applicant Entry ID by following the instructions on the Admission Web Entry System website: https://entry.sfc.keio.ac.jp/gao_admission/

The Application Guidebook Numbers required for obtaining an Applicant Entry ID are:

Application Guidebook Number (all numerals)	Application Period I,	26398745
	Application Period II,	87249536

- Please make note of your Applicant Entry ID. It will also be required when paying the application fees.
- After obtaining an Applicant Entry ID, login to "My Page" (the email address and password used to acquire your Applicant Entry ID are required) and fill in the forms required for each application method.

Notes)

- Applicants must choose the preferred time of enrollment, and choose the appropriate application category. Once application documents are submitted, preferred time of enrollment and application category cannot be altered.
- In the event that the information on any part of the application is discovered to be incorrect or fraudulent, the applicant's eligibility and enrollment will be revoked.

F. Submission of Application Documents by Post

- Application Documents Submitted by Post must be mailed; they will not be accepted at the Admissions Office counter.
- Applications will only be accepted during the designated application period. Applications that do not meet the deadline will not be accepted.
- Applications should be sent by affixing the Address Label (Print out the “Address Label” page that appears after completing documents in the Admission Web Entry System) to a suitable envelope.
- If applications are sent from within Japan, they should be sent by “simple registered express mail” (簡易書留速達) and must be postmarked on or before the last day of the application period.
- If applications are sent from overseas, they should be sent by a method that allows tracking, such as EMS or DHL, and they must arrive on or before the last day of the application period.
- Incomplete applications and those submitted past the deadline will be rejected.

IV. Application Documents

○ = Required documents △ = Optional documents ★ = Required only if applicable

Program			Master			Doctoral			
Category *			J	O	CP	J	O	CP	CPO
WEB	01	Application Form	○	○	○	○	○	○	○
	02	Statement of Purpose	○	○	○	-	-	-	-
	03	Research Plan	○	○	○	○	○	○	○
	04	Research Supervisor Acceptance Form	○	○	○	○	○	○	○
	05	Evaluation Report	○	○	○	○	○	○	○
	06	Research Experience	△	△	△	△	△	△	△
	07	Other Supporting Documents	△	△	△	△	△	△	△
	08	Video about your Research Plan	-	○	-	-	-	-	-
	09	Record of Communication	-	○	-	-	○	-	○
	10	Original Syllabus Proposal	-	-	-	○	○	-	-
	11	List of Career Accomplishments (in Japanese or English)	-	-	-	-	-	○	○
ORIGINAL	12	Standardized Foreign Language Examination Result Certificate	-	-	-	○	○	○	○
	13	Certificate of Graduation or Statement of Expected Graduation	○	○	○	-	-	-	-
	14	Certificate of Completion or Statement of Expected Completion of a Master's Course	-	-	-	○	○	○	○
	15	Academic Transcript	○	○	○	○	○	○	○
	16	Academic Transcripts (master's levels)	★	★	★	○	○	○	○
	17	Degree Certificate or Statement of Expected Possession of Academic Degree	★	★	★	★	★	★	★
	18	Online Verification Report of Higher Education Qualification Certificate (For those who graduated from a university in mainland China)	★	★	★	★	★	★	★
	19	Proof of Current Employment	-	-	-	-	-	○	○
	20	Applicant Entry Form	○	○	○	○	○	○	○
	21	Proof of Application Fee Payment	○	○	○	○	○	○	○
	22	Address Label	○	○	○	○	○	○	○
	23	Photocopy of passport	★	★	★	★	★	★	★
	24	Japanese Language Proficiency Survey Form	★	★	★	★	★	★	★
	25	Documents or Test Results Certifying Applicant's Japanese or English Language Ability	-	★	-	-	★	-	★
	26	Application form for COE	-	★	-	-	★	-	★
	27	Certificate of Enrollment at an Educational Institution or Proof of Current Employment	-	★	-	-	★	-	-
	28	Abstract of family register/Certificate of Residence, etc.	★	★	★	★	★	★	★

* Category:

J=Application from within Japan

O= Application from Overseas

CP(Master)= Application for Career Professionals

CP(Doctoral)= Doctoral Program for Career Professionals

CPO= Doctoral Program for Career Professionals from Overseas

【What to Submit via the Admission Web Entry System】

		Master			Doctoral			
		J	O	CP	J	O	CP	CP O
No.01	Application Form	○	○	○	○	○	○	○

- Follow the instructions found online.
- The email address entered will be used for contacting applicants. Please make sure to enter an email address you can be reached at.
- Upload photo. 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.
- Your name must be registered as it is shown on your family register. If you wish to use your maiden name, you may do so by completing the required process after enrollment.
- **Applicants must choose the preferred time of enrollment and the appropriate application category. Once application documents are submitted, time of enrollment and application category cannot be altered.**

		Master			Doctoral			
		J	O	CP	J	O	CP	CPO
No.02	Statement of Purpose	○	○	○	-	-	-	-

Applicants should describe their reason for applying, activities since graduating from high school, and objectives after enrolling in the Graduate School of Media and Governance.

- The Statement of Purpose should be word processed whenever possible and uploaded as a PDF file (A4 size, portrait orientation with horizontal text, without a cover page)
- The applicant's name and affiliation (faculty, university, etc.) should be written on the first page
- There are no requirements regarding format, number of words, etc., but it should be no more than five pages, and pages should be numbered (current page/total pages) at the bottom center of each page (e.g., 1/5, 2/5, 3/5, 4/5, 5/5)

		Master			Doctoral			
		J	O	CP	J	O	CP	CPO
No.03	Research Plan	○	○	○	○	○	○	○

- Applicants must concisely describe their previous academic themes and achievements as well as their research plan in the Master's Program or Doctoral Program, including the theme, objective, methodology, significance, characteristics, anticipated results, and necessary facilities.
- The research plan should be word processed whenever possible and uploaded as a PDF file (A4 size, portrait orientation with horizontal text, without a cover page)
- The applicant's name and affiliation (faculty, university, etc.) should be written on the first page
- There are no requirements regarding format, number of words, etc., but it should be no more than five pages in length, and pages should be numbered (current page/total pages) at the bottom center of each page (e.g., 1/5, 2/5, 3/5, 4/5, 5/5)
- Applicants should make sure that the research plan is easy to read by inserting diagrams, graphs, etc. For reference, please see the research plan format at the following website: <https://www.sfc.keio.ac.jp/gsmg/en/docs/ResearchPlan-Englishform.pdf>
The format is not limited to the one on the website.

		Master			Doctoral			
		J	O	CP	J	O	CP	CPO
No.04	Research Supervisor Acceptance Form	<input type="radio"/>						

Applicants must obtain approval in advance from one graduate school committee member of their program of choice and ask them to fill out the form. Information regarding programs and a list of graduate school committee members for each program can be found at the following: <https://www.sfc.keio.ac.jp/en/academics/gsmg/program/>

Process for preparing the Research Supervisor Acceptance Form:

By the applicant

- Login to "My Page" on the Admission Web Entry System
- Register the graduate school committee member in the "research supervisor" field
- The graduate school committee member will receive a dedicated URL link to the form to be filled out and the Applicant's EntryID

By the graduate school committee member

- Access the URL link received by email and follow the instructions for registering as research supervisor and setting up a password
- Login to the page for writing a "Research Supervisor Acceptance Form"
- Enter information and comments regarding the applicant (entries can be temporarily saved)
- When all fields have been filled out, click the "Submit" button

- The Applicant Entry Form cannot be printed out until this form is completed. Since the Applicant Entry Form is one of the documents submitted by post, applicants should complete the above process well in advance.
- The website pages to be viewed by Research Supervisors are written in both Japanese and English. Items on the form can be seen on the Admission Web Entry System. Applicants cannot view the contents of the Research Supervisor Acceptance Form written for them.
- It is highly recommended that this form be submitted through the Admission Web Entry System. However, if the Research Supervisor cannot submit the form online due to an unavoidable reason, they can fill out the printed version (downloaded from the Admission Web Entry System) and place it in a sealed envelope. Applicants should mail the sealed envelope together with application documents submitted by post. If the Research Supervisor plans to send the form directly to the Admissions Office, it must be postmarked on or before the deadline date if mailing from within Japan, or it must reach the Admissions Office on or before the deadline date if mailing from outside Japan.

If the Research Supervisor is scheduled to resign/retire within a year after an applicant is enrolled at the University, an Evaluation Report must be obtained from the graduate school committee member who will supervise the applicant's research after the current Research Supervisor has resigned/retired.

		Master			Doctoral			
		J	O	CP	J	O	CP	CPO
No.05	Evaluation Report	<input type="radio"/>						

Applicants to a master's program are required to submit at least one Evaluation Report and may submit up to three Evaluation Reports.

Applicants to a doctoral program are required to submit two Evaluation Reports from two separate evaluators.

Applicants should have an evaluator of their choice fill out an Evaluation Report. The graduate school committee member who has agreed to act as Research Supervisor cannot be an evaluator.

The process for having Evaluation Reports written should be followed the same way as section No.04 above.

Please note the following:

- The Applicant Entry Form cannot be printed out until the Evaluation Reports are completed. Since the Applicant Entry Form is one of the documents submitted by post, applicants should make requests to evaluators well in advance.
- The website pages to be viewed by evaluators are written in both Japanese and English. Items on the form can be seen on the Admission Web Entry System. Applicants cannot view the contents of the Evaluation Reports written for them.
- It is highly recommended that Evaluation Reports be submitted through the Admission Web Entry System. However, if the evaluator cannot submit the form online due to an unavoidable reason, they can fill out the printed version (downloaded from the Admission Web Entry System) and place it in a sealed envelope.
- Applicants should mail the sealed envelope together with application documents submitted by post. If the evaluator plans to send the Evaluation Report directly to the Admissions Office, it must be postmarked on or before the deadline date if mailing from within Japan, or it must reach the Admissions Office on or before the deadline date if mailing from outside Japan.

- If the Research Supervisor is scheduled to resign/retire within a year after an applicant is enrolled at the University, an Evaluation Report in addition to the one required must be obtained from the graduate school committee member who will supervise the applicant's research after the current Research Supervisor has resigned/retired.

		Master			Doctoral			
		J	O	CP	J	O	CP	CPO
No.06	Research Experience (optional)	△	△	△	△	△	△	△

- Applicants who wish to make note of their (undergraduate) Graduation Thesis should enter the Graduation Thesis title, etc. Uploading of the Graduation Thesis itself (should be a PDF file and 100MB or less) is also permitted.
- Applicants who wish to make note of their Master's Thesis should enter the Master's Thesis title, etc. Uploading of the Master's Thesis itself (should be a PDF file and 100MB or less) is also permitted.

		Master			Doctoral			
		J	O	CP	J	O	CP	CPO
No.07	Other Supporting Documents (optional)	△	△	△	△	△	△	△

Applicants may submit supporting materials as proof of their abilities and skills. These may include papers, works (video films, music, photos, portfolio, etc.) and standardized test results. Other than the following, there are no restrictions regarding supporting documents.

- Upload supporting materials with descriptions and explanations of them. Summaries, supporting comments, etc. should be entered into the designated field on the web page.
- Materials that may be submitted are limited to: PDF files, JPG files, and videos that can be played on Windows Media Player (*.wmd*.mpg, *.avi, *.wmv, *.mp4).
- Up to ten items in total of PDF, JPG, and videos may be submitted.
- Each file should be no more than 100MB. Total size of all submitted files together should be 450MB or less. Files any larger cannot be uploaded.
- PDF files should be A4 size. When there is more than one page, include page numbers wherever possible.
- For materials that involve grading and selection such as certifications, selection as a candidate to study abroad program, etc., applicants should provide, wherever possible, not only the end results but also materials that describe the selection process or grading system in detail. Upload these materials as PDF files.

		Master			Doctoral			
		J	O	CP	J	O	CP	CPO
No.08	Video about your Research Plan	-	○	-	-	-	-	-

Present what you have accomplished up until now, and your goals for the future in a video approximately three minutes in length.

- The video file must be no longer than three minutes and 200MB or less.
- Format: The video must be playable in Windows Media Player (*.wmd, *.mpg, *.avi, *.wmv, *.mp4).
- The video must include scenes showing the applicant. Animated or processed scenes will not be accepted.

		Master			Doctoral			
		J	O	CP	J	O	CP	CPO
No.09	Record of Communication	-	○	-	-	○	-	○

Applicants must upload a record of communication (as detailed as possible) between him/her and the graduate school committee member who belongs to the applicant's preferred Program. A record of email communication is preferred. The record should be as detailed as possible (should be a PDF file and 100MB or less), and applicants should show that they have discussed their research plan online with a graduate school committee member who belongs to their desired Program, and obtained an informal consent from them to supervise the applicant.

		Master			Doctoral			
		J	O	CP	J	O	CP	CPO
No.10	Original Syllabus Proposal	-	-	-	○	○	-	-

The original syllabus proposal is considered equivalent to an examination in an academic subject meant for entering the Doctoral Program.

Applicants are required to create one original syllabus directly related to their field of specialization to display their general knowledge and understanding of their chosen field as well as their ability to communicate concepts precisely.

The original syllabus:

- Must have the name of the applicant
- Should be a course meant for first year Master's Program students
- Should be a course plan that runs for fifteen weeks
- Should include lecture contents, policy, and any other information applicants would like to use in order to help students understand the subject matter better, if applicants themselves were to teach the course. (e.g., themes, objectives, significance, lecture content, reference of related literature for each class/lecture, teaching materials, methodology, student assessment criteria, relationships of secondary literature to each lecture and the course as a whole, etc.)
- Should be a PDF file of five to ten A4 size pages (Pages exceeding this limit may not be assessed.)

Assessment criteria for the original syllabus proposal are as follows:

- Relevance of the course
- Understandability of fundamental knowledge presentation
- Conceptual completeness of the course framework
- Clarity and persuasiveness of the content

Note: Since original syllabi that applicants submit are not required to fit in with the existing syllabi at Keio University SFC, applicants are requested to create a completely new and original syllabus.

If any syllabus proposal is found to have been duplicated, it will be judged as counterfeit and will result in disqualification of the applicant.

		Master			Doctoral			
		J	O	CP	J	O	CP	CPO
No.11	List of Career Accomplishments (in Japanese or English)	-	-	-	-	-	○	○

Applicants must submit a list of their career accomplishments. The list must contain clear and specific explanations of the applicant's most significant accomplishments in the workplace beginning from earlier accomplishments to the present. The file must be a PDF and 100MB or less.

【What to Submit by Post】

If applications are sent from within Japan, they must be postmarked on or before the last day of the application period. If applications are sent from outside Japan, they must arrive on or before the last day of the application period.

*Submitted documents including papers will not be returned to applicants.

		Master			Doctoral			
		J	O	CP	J	O	CP	CPO
No.12	Standardized Foreign Language Examination Result Certificate	-	-	-	○	○	○	○

Applicants are required to submit scores from a standardized foreign language examination in a foreign language necessary to complete their research. They must submit an original certificate (photocopies not accepted) of the standardized foreign language examination result together with other completed application documents. If applicants are unable to submit results of any of the below examinations, they must submit a memo stating as such and documents demonstrating the history of their foreign language studies (such as their academic transcripts showing grades and credits obtained in foreign language courses). If documents in a language other than Japanese or English are to be submitted, they must be translated into Japanese or English. The translation must be certified by a public institution such as the university or graduate school that you graduated from or an embassy to verify there are no discrepancies between the original and the translation. Submit both the original and the certified translation. Copies that are not certified will not be accepted.

List of Standardized Foreign Language Examinations:

Language	Name of the Standardized Foreign Language Examination
English	TOEFL, IELTS, TOEIC, EIKEN Test in Practical, TOEFL-ITP (conducted at SFC)
German	Diplom Deutsch in Japan / German Diploma in Japan
	Zentrale Mittelstufenprüfung (ZMP)
	TestDaF
French	Diplôme d'Apititude Pratique au Français
	Diplôme d'études en langue française / Diplôme approfondi de langue française (DELF/DALF)
	Test de connaissance du français (TCF)
Chinese	中国語検定 / Test of Chinese Proficiency
	漢語水平考試 / Hanyu Shuiping Kaoshi (HSK)
Spanish	Evaluación Oficial del Conocimiento de la Lengua Española
	Diplomas de Español como Lengua Extranjera (DELE)
Japanese	日本語能力試験 Japanese Language Proficiency Test (JLPT)
Korean	Test of Proficiency in Korean (TOPIK)
	The Korean Language Proficiency Test (KLPT)
Malay-Indonesian	Ujian Bahasa Indonesia

		Master			Doctoral			
		J	O	CP	J	O	CP	CPO
No.13	Certificate of Graduation or Statement of Expected Graduation	○	○	○	-	-	-	-
No.14	Certificate of Completion or Statement of Expected Completion of a Master's Course	-	-	-	○	○	○	○

Applicants to a master's program must submit an original Certificate of Graduation* from the faculty of the university from which they graduated.

Applicants to a doctoral program must submit an original Certificate of Completion* from the graduate school from which they graduated.

- * In the case that you cannot submit the original, submit a copy certified by a public institution such as the university or graduate school that you graduated from or an embassy. Copies that are not certified will not be accepted.
- In principle, it should have been issued within three months before the application deadline. Certificates without an issue date will not be accepted.
- The certificate or statement must clearly state the date of completion or expected completion.
- If documents in a language other than Japanese or English are to be submitted, they must be translated into Japanese or English. The translation must be certified by a public institution such as the university or graduate school that you graduated from or an embassy to verify there are no discrepancies between the original and the

translation. Submit both the original and the certified translation.

- If the original certificates (hard copies) cannot be issued, please arrange to have your educational institution send them directly to Keio University via email.

		Master			Doctoral			
		J	O	CP	J	O	CP	CPO
No.15	Academic Transcript	○	○	○	○	○	○	○
No.16	Academic Transcripts (master's levels)	★	★	★	○	○	○	○
Applicants to a master's program must submit an original Academic Transcript* from the faculty of the university from which they graduated.								
Applicants to a doctoral program must submit original Academic Transcripts for one each from the undergraduate program and the master's program respectively.								

- * In the case that you cannot submit the original, submit a copy certified by a public institution such as the university or graduate school that you graduated from or an embassy. Copies that are not certified will not be accepted.
- In principle, it should have been issued within three months before the application deadline. Certificates without an issue date will not be accepted.
- If documents in a language other than Japanese or English are to be submitted, they must be translated into Japanese or English. The translation must be certified by a public institution such as the university or graduate school that you graduated from or an embassy to verify there are no discrepancies between the original and the translation. Submit both the original and the certified translation.
- If the original transcripts (hard copies) cannot be issued, please arrange to have your educational institutions send them directly to Keio University via email.
- Applicants who were enrolled at more than one university as a full-time student must submit original academic transcripts from all universities they attended as a full-time student. If the period of enrollment is short and academic transcripts cannot be issued, submit a Certificate of Enrollment along with a note mentioning this fact.
- ★ Applicants to a master's program who are currently enrolled at a graduate school or were enrolled at a graduate school in the past must submit it. If the period of enrollment is short and academic transcripts cannot be issued, submit a Certificate of Enrollment along with a note mentioning this fact.
- ★ Applicants who were enrolled at more than one graduate school as a full-time student must submit original academic transcripts from all graduate schools they attended as a full-time student. If the period of enrollment is short and academic transcripts cannot be issued, submit a Certificate of Enrollment along with a note mentioning this fact. If you have transferred within the same university, submit academic transcripts for all programs. If you have completed or are scheduled to complete a master's program, submit a Certificate of Completion or Certificate of Expected Completion as well.

		Master			Doctoral			
		J	O	CP	J	O	CP	CPO
No.17	Degree Certificate or Statement of Expected Possession of Academic Degree	★	★	★	★	★	★	★
★ Graduated (or is expected to graduate) from a university outside Japan								

If the academic transcript, certificate of graduation, or statement of expected graduation do not indicate (expected) acquisition of a degree, submit this additional certificate.

- In principle, copies will not be accepted. If originals are not available, a copy certified by the university or embassy must be submitted.

		Master			Doctoral			
		J	O	CP	J	O	CP	CPO
No.18	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)								

- 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 six months of validity at the time of submission.

		Master			Doctoral			
		J	O	CP	J	O	CP	CPO
No.19	Proof of Current Employment	-	-	-	-	-	○	○

Proof of Current Employment (in Japanese or English) (Must have been issued within three months of the last day of the application period.)

Applicants must submit a proof of current employment issued by the applicants' organization or institution within three months before the application deadline. If the employment period at the current company is less than five years, applicants must add their employment experience at another company so that the total years of work experience adds up to five years or more. Applicants must submit the certificates or proofs of employment from both companies to the Admissions Office.

		Master			Doctoral			
		J	O	CP	J	O	CP	CPO
No.20	Applicant Entry Form	○	○	○	○	○	○	○

When you are finished entering the necessary information on the Admission Web Entry System, click "Submit" to print out the Applicant Entry Form. Print it out on A4 size paper in black and white, or color. Be sure to sign the form by following the instructions before sending it.

		Master			Doctoral			
		J	O	CP	J	O	CP	CPO
No.21	Proof of Application Fee Payment	○	○	○	○	○	○	○

Please refer to VI. Application Fee (page 23-24).

		Master			Doctoral			
		J	O	CP	J	O	CP	CPO
No.22	Address Label	○	○	○	○	○	○	○

Once documents have been filled out online and submitted through the Admission Web Entry System, the address label can be printed out. Printouts should be on A4 size paper in black and white, or color, and the address label should be cut along the dotted line.

Neatly place Application Documents Submitted by Post in an envelope that is large enough so that the documents do not need to be folded, and affix the address label to the envelope.

If applications are sent from within Japan, they should be sent by "simple registered express mail" (簡易書留速達) and must be postmarked on or before the last day of the application period.

If applications are sent from outside Japan, they should be sent by a method that allows tracking, such as EMS or DHL, and they must arrive on or before the last day of the application period.

		Master			Doctoral			
		J	O	CP	J	O	CP	CPO
No.23	Photocopy of passport	★	★	★	★	★	★	★

★ Foreign Nationals

Submit a photocopy of the page in your passport with your face photo, name, and nationality.

		Master			Doctoral			
		J	O	CP	J	O	CP	CPO
No.24	Japanese Language Proficiency Survey Form	★	★	★	★	★	★	★

★ Foreign Nationals

Fill in the "Japanese Language Proficiency Survey Form"

https://www.sfc.keio.ac.jp/gsmg/en/docs/SFC_J_Proficiency.pdf

		Master			Doctoral			
		J	O	CP	J	O	CP	CPO
No.25	Documents or Test Results Certifying Applicant's Japanese or English Language Ability	-	★	-	-	★	-	★
★ Foreign Nationals								

Submit the original certificate of a Japanese or English language proficiency test result. If this is not possible, the graduate school may accept other documents to certify Japanese or English language ability.

If applicants are unable to submit test results, they must submit a memo stating as such together with documents demonstrating the history of their Japanese or English studies (such as their academic transcripts showing grades and credits obtained in Japanese or English courses).

		Master			Doctoral			
		J	O	CP	J	O	CP	CPO
No.26	Application form for Certificate of Eligibility (COE)	-	★	-	-	★	-	★
★ Foreign Nationals need a COE when applying for a visa to enter Japan								

Fill in the form and affix the applicant's photo in the designated space.

<https://www.sfc.keio.ac.jp/gsmg/en/docs/applicationforCOE.xls>

		Master			Doctoral			
		J	O	CP	J	O	CP	CPO
No.27	Certificate of Enrollment at an Educational Institution or Proof of Current Employment	-	★	-	-	★	-	-
★ Japanese Citizens								

Submit a Certificate of Enrollment at an educational institution or Proof of Current Employment that includes the reasons for living overseas and the time period during which the applicant has been and will be living overseas.

		Master			Doctoral			
		J	O	CP	J	O	CP	CPO
No.28	Abstract of family register/Certificate of Residence, etc.	★	★	★	★	★	★	★
★ Name on the certificate(s) and other documents differs from the name used for application documents								

Submit documents proving both names refer to the applicant.

Foreign nationals may use a nickname only if it is registered on their Certificate of Residence.

Your name in the Application Web Entry System must be the same as in your family register.

V. Schedule

All times are shown in Japan Standard Time

	Application Period I, 2026 (for those seeking admission in September 2026 or April 2027)	Application Period II, 2026 (for those seeking admission in April 2027 or September 2027)
Online Application Period	10:00 a.m., Tuesday, April 7, 2026– 3:00 p.m., Tuesday, May 12, 2026	10:00 a.m., Friday, September 11, 2026– 3:00 p.m., Wednesday, October 7, 2026
Application Period (for documents submitted by post) *1	Thursday, May 7, 2026– Wednesday, May 13, 2026	Thursday, October 1, 2026– Thursday, October 8, 2026
Announcement of First- round Results *2	3:00 p.m., Thursday, June 25, 2026	3:00 p.m., Thursday, November 12, 2026
Interview*2	Saturday, July 11, 2026	Saturday, November 28, 2026
Announcement of Successful Applicants	11:00 a.m., Monday, July 13, 2026	11:00 a.m., Monday, November 30, 2026

*1: If applications are sent from within Japan, they must be postmarked on or before the last day of the application period.

If applications are sent from outside Japan, they must arrive on or before the last day of the application period.

*2: The time and place of the interview will be announced on the Admission Web Entry System when First-round results are announced.

VI. Application Fee

A. Application Fee and Payment Method

The Application Fee and method of payment differ depending on the application category. Refer to the Payment Method website for details. Please note that the Applicant Entry ID you receive through the Admission Web Entry System is needed in order to pay the application fee.

Program	Category		Payment Methods Information Website	Application Period
Master's Program	Application from within Japan	35,000 Yen	Follow the directions given on the website below to make the payment. https://www.sfc.keio.ac.jp/admissions/gsmg/app_fee_1.html	Application Period I: Tuesday, April 7, 2026 to 10:59 p.m., Wednesday, May 13, 2026. Application Period II: Friday, September 11, 2026 to 10:59 p.m., Thursday, October 8, 2026.
	Application for Career Professionals			
	Application from Overseas	15,000 Yen	Follow the directions given on the website below to make the payment. https://www.sfc.keio.ac.jp/en/admissions/gsmg/app_fee.html	
Doctoral Program	Application from within Japan	35,000 Yen	Follow the directions given on the website below to make the payment. https://www.sfc.keio.ac.jp/admissions/gsmg/app_fee_1.html	
	Doctoral Program for Career Professionals			
	Application from Overseas	15,000 Yen	Follow the directions given on the website below to make the payment. https://www.sfc.keio.ac.jp/en/admissions/gsmg/app_fee.html	

B. Refund of the Application Fee

In principle, the application fee cannot be refunded. However, a refund may be considered in the following cases:

- When an applicant paid the application fee, but the application was not filed (that is, application documents were not sent, or the application was not able to be processed).
- When the application fee was mistakenly paid twice.

Applicants to whom the special circumstances above a) or b) apply should contact the Admissions Office by the following dates at the latest:

- Thursday, May 28, 2026 for Application Period I
- Friday, October 16, 2026 for Application Period II

The Admissions Office will then send the applicant the necessary documents to complete the refund process by email. If the refund request is accepted, the application fee will be refunded to the bank account specified by the applicant. Any applications for a refund received after the deadline will not be accepted.

The refund will be transferred to a bank account in Japan; however, if the applicant does not have a bank account in Japan, it will be remitted through an overseas bank account. In this case, please note that the remittance charge and other fees must be paid by the applicant.

VII. Examination Slip

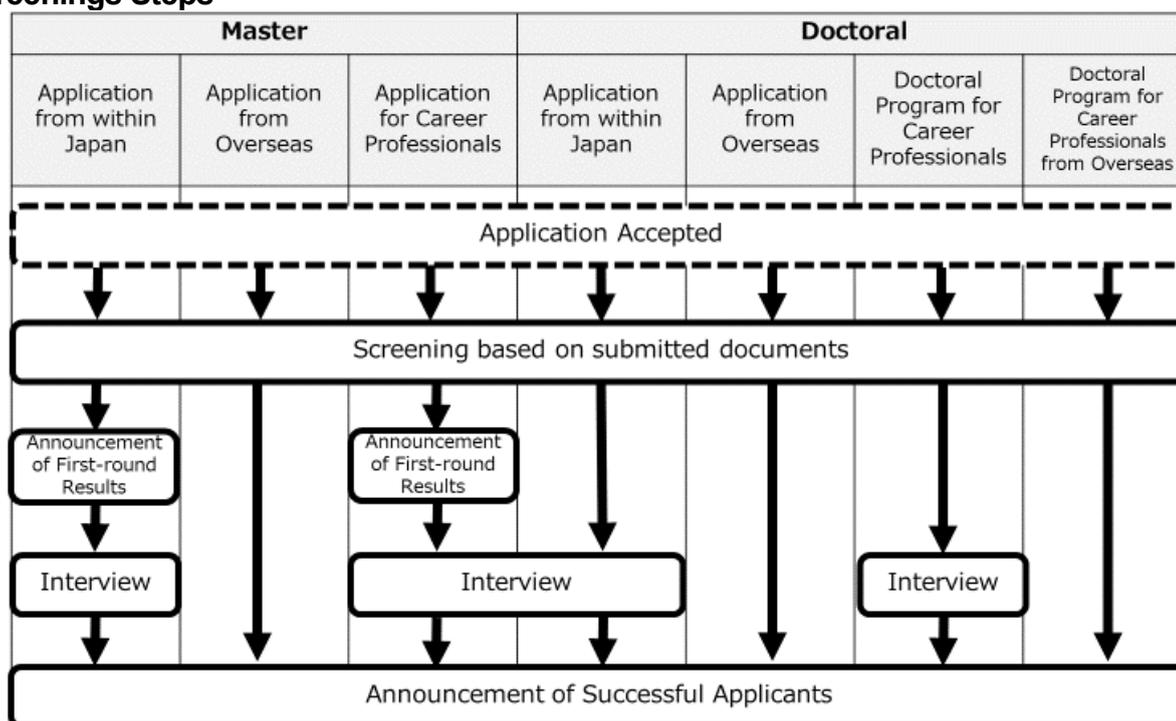
Once an application has been officially processed, an examination slip will be issued. Applicants must print out the examination slip by themselves from the following website: https://entry.sfc.keio.ac.jp/gao_admission/

Applicant Entry ID and password for the Admission Web Entry System are required.

If applicants will be interviewed, they must bring their examination slip to the interview conducted by the Graduate School of Media and Governance.

VIII. Screening Method and Announcement of Results

Screenings Steps



Screening based on submitted documents

Screening of applicants will be based on the evaluation of submitted application documents. The academic level of applicants, their motivation to conduct research, and research capability are comprehensively evaluated.

Announcement of First-round Results

Applicants can check the results of their first-round screening through the Admission Web Entry System by entering their Applicant Entry ID and password. https://entry.sfc.keio.ac.jp/gao_admission/

The time and place of the interview will be announced on the Admission Web Entry System when First-round results are announced. The interview will be held at the Shonan Fujisawa Campus.

Interview

An interview will be held for the applicants to the master's program who passed the first-round examination and for all applicants to the doctoral program (excluding those who have applied from overseas.)

The time and place of the interview will be announced through the Admission Web Entry System when the First-round Results are announced. The interview will be held at the Shonan Fujisawa Campus.

Applicants must bring their examination slip to the interview, so be sure to print it out beforehand. Refer to VII. "Examination Slip" on page 26. The Interview will be held at the Shonan Fujisawa Campus.

Announcement of Successful Applicants

Applicants can check the results of their screening through the Admission Web Entry System by entering their Applicant Entry ID and password. https://entry.sfc.keio.ac.jp/gao_admission/

Screening

- Master's Program:
 - Application from within Japan and Application for Career Professionals
First-round screening will be based on the evaluation of submitted application documents. The academic level of applicants, their motivation to conduct research, and research capability are comprehensively evaluated. Those who pass the first-round screening will be interviewed in the second-round screening (interview).
 - Application from Overseas
Screening of applicants will be based on the evaluation of submitted application documents and a record of communication between the applicant and the graduate school committee member who belongs to the applicant's desired Program. The academic level of applicants, their motivation to conduct research, and research capability will be comprehensively evaluated through the application documents and the record of communication between the applicant and the graduate school committee member.
- Doctoral Program
Prior to making an application, applicants must discuss their research plan thoroughly with a graduate school committee member of the Program they wish to participate in and obtain consent from them to act as the applicant's research supervisor.
Assessment of applicants will be based on evaluation of submitted application documents including research plan, original syllabus proposal, standardized foreign language examination result certificate and the record of communication between the applicant and the graduate school committee member who belongs to the applicants' desired Program.
An applicant's ability to perform research at the doctoral level and the likelihood of the applicant attaining a doctoral degree are assessed. The assessment also takes into account the ability of an applicant's preferred Research Supervisor to provide guidance in the applicant's field of choice.
 - Application from within Japan and Doctoral Program for Career Professionals
A final decision will be made after an examination of the applicant based on their application documents and interview. The time and place of the interview will be announced to everyone through the Admission Web Entry System.
 - Application from Overseas and Doctoral Program for Career Professionals from Overseas
Final selection of successful applicants will be based on approval by the Research Supervisor and the screening of the application documents.

***Inquiries regarding the content or result of the screening will not be entertained.**

IX. Important Notes on Applications

1. In case of an address change after the application has been submitted, the applicant must immediately notify the Admissions Office via email (gao-request@sfc.keio.ac.jp).

When submitting the change, the applicant should write the following in the subject line:

"Address Change Notice: Application to the Graduate School of Media and Governance"

Applicants must provide the following information in the email contents:

- | | |
|---|--|
| a. Name of the applicant | e. New address including postal code |
| b. Date of birth of the applicant | f. New telephone number |
| c. Application category | g. Date of address change (or expected date of address change) |
| d. Examination number (if applicants already have their examination slip) | |

In addition, applicants must file a forwarding order with their local post office. All correspondence concerning the address change should be directed to: Email: gao-request@sfc.keio.ac.jp

2. Applicants who have been exposed to an infectious disease specified by the School Health and Safety Act and are not yet cured of such disease by the day of the interview must refrain from attending the interview in order to prevent an

outbreak. Exceptions may be made if it is determined by a doctor or school doctor that the applicant's condition has improved and the applicant's presence does not place others at risk of exposure to infection. In principle, the graduate school does not reschedule interviews nor will the application fee be refunded in the case that applicants become unable to attend the interview for the aforementioned reasons.

- Under unforeseen circumstances, the Graduate School of Media and Governance may postpone examinations (interviews) and/or postpone the announcement of results if it deems it necessary. In principle, the graduate school does not bear responsibility if, through rescheduling or postponements, applicants suffer any personal loss or inconvenience.

*When measures are taken under unforeseen circumstances or to prevent the spread of infectious diseases, notification will be made on the following website. Applicants should check this page regularly for any changes.

Graduate School of Media and Governance website: <https://www.sfc.keio.ac.jp/en/>

X. The Enrollment Registration Process

The Enrollment Registration Guide and enrollment registration forms will be sent by email to all successful applicants approximately one month before the enrollment registration period begins. Complete enrollment registration by following the instructions in the Enrollment Registration Guide. Please note that enrollment registration documents will be sent to the applicant's email address registered in the Admission Web Entry System, so be sure to notify the Admissions Office if there is an address change following instructions as outlined in IX. 1. on page 25-26.

A. Enrollment Registration Deadline

Enrollment in	Enrollment Registration Deadline
September 2026	Tuesday, September 1, 2026
April 2027	Monday, March 1, 2027 (tentative)
September 2027	Wednesday, September 1, 2027 (tentative)

B. Procedures

Enrollment registration will be completed upon performing the following three steps. Failure to fully complete enrollment registration procedures within the specified periods will result in an automatic withdrawal of your intention to enroll at Keio University, and the forfeiture of your eligibility to enter the university. Please take special note of the deadline.

- Payment of the fees required for enrollment
- Entering the necessary information in the Online Enrollment System
- Submission of required documents by mail

C. Required Documents

- Certificate of Graduation/Completion and Academic Transcript (only for those who were scheduled to graduate/complete at the time of application)
- A photocopy of passport and residence card (foreign nationals only)
- Proof of current Employment (only for those who applied Doctoral Program for Career Professionals)

XI. Program Academic Fees / Scholarships

A. Program Academic Fees

At present, academic fees for students enrolling in April or September 2027 have not been finalized. Applicants may refer to the table below for academic fees required for enrollment in 2026 for approximate figures.

1. Academic Fees Required for Academic Year 2026

The following table shows the academic fees required for enrollment in Academic Year 2026:

(in Japanese Yen)

		April 2026 Enrollment		September 2026 Enrollment	
		Master's	Doctoral	Master's	Doctoral
Academic Fees	Registration Fee	70,000	70,000	35,000	35,000
	Tuition Fee	1,570,000	740,000	785,000	370,000
Other	Materials Distribution Fee and Other Course-Related Fees	8,000	8,000	4,000	4,000
	Student Health Care Mutual Aid Association				
	Registration Fee	100	100	100	100
	Annual Fee	2,500	2,500	1,250	1,250
Total		1,650,600	820,600	825,350	410,350
(Amount for Spring Semester in case of installment payment)		(825,350)	(410,350)		
(Amount for Fall Semester in case of installment payment)		(825,250)	(410,250)		

- * Academic fees, excluding the Student Health Care Mutual Aid Association Registration Fee, can be paid in one lump sum or in two installments, once each Spring and Fall Semester (payment amounts shown in brackets). Academic fees for Fall Semesters 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. Students who have completed a graduate program at Keio University and are enrolling in a Graduate School of Media and Governance program, are exempt from paying the health insurance registration fee. Students, who have completed a Master's Program at Keio University and are continuing to study in the Doctoral Program within one year from the date of completion, are also exempt from paying the health insurance registration fee. Students, who have enrolled in or completed the professional degree program and are enrolling in the Graduate School of Media and Governance, must pay the health insurance registration fee.
- * Please note that the Materials Distribution Fee and Other Course-related Fees, and the Student Health Care Mutual Aid Association (Registration Fee and) Annual Fee are collected by the University on behalf of other organizations and may be revised each academic year.

2. Academic Fees during Enrollment

Keio University applies a sliding scale set forth in the University Rules and Regulations to calculate the registration and tuition fees, and students must pay a specific amount based on this system each academic 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 by the National Personnel Authority).

3. Refunds

In principle, academic fees cannot be refunded. However, all fees will be refunded to those who decline the offer of admission by the specified process and by the specified date. The deadline will be specified in the Enrollment Registration Guide. Please note that your eligibility for admission may be revoked if it is confirmed that the submitted documents contain false information or fraudulently obtained certificates have been submitted. In such cases, all fees paid up to that point will not be refunded.

B. Scholarships Programs

Scholarship programs provide assistance to students who have difficulties in pursuing their studies for financial reasons- or those 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.

Scholarship recruitments are mainly opened in April and May. There are some documents that need to be prepared right after admission, so if you intend to apply for scholarships, please visit the following website.

- Information for students whose nationality is Japanese (including students who have dual nationality), and international students 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>

C. Scholarships Offered by the Graduate School of Media and Governance

GAO Scholarship	The GAO Scholarship is awarded by the Graduate School of Media and Governance to exceptionally meritorious students who are admitted to the master's program. The scholarship gives a waiver to selected students for their first-year tuition and registration fees (1.59 million yen for AY2025). The GAO Scholarship may continue to be offered for up to two years (minimum term of study) until the completion of the coursework if the scholarship recipient maintains an excellent academic record and fulfills the requirements for the following year. Those who are selected to receive the scholarship will be notified after the announcement of the admission examination results.
Keio Research Encouragement Scholarship	The Keio Research Encouragement Scholarship is awarded to the students who have a high degree of research motivation and are expected to achieve outstanding research in the future. The amount of this scholarship is 300,000 yen/year. Those who are selected to receive the scholarship will be notified after the announcement of the admission examination results.

Screening for the GAO Scholarship and the Keio Research Encouragement Scholarship involves selection based on application documents.

Please refer to the following website for information on the Japan Student Services Organization (JASSO) "Repayment Exemption for Students with Excellent Grades" system for Master's Programs (or Professional Degree Program for the Law School).

<https://www.students.keio.ac.jp/com/scholarships/mmenjo.html> (Japanese language only)

D. 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.

XII. Campus Map

Please refer to the following website:

<https://www.sfc.keio.ac.jp/en/maps.html>

Admissions Office of the Graduate School of Media and Governance
Keio University Shonan Fujisawa Campus
Postal Address: 5322 Endo, Fujisawa-shi, Kanagawa 252-0882 Japan
Email: gao-request@sfc.keio.ac.jp