Keio University

Faculty of Policy Management
Faculty of Environment and Information Studies

Winter AO 2025 (Admissions for the GIGA Program*)
Application Guidebook for September 2026 and April 2027 Entry
*Global Information and Governance Academic (GIGA) Program

Contents

IMPORTANT: Notes on the uploader of required documents

When uploading your application documents listed on pages 13–15 (your high school graduation certificate, academic transcripts, and school profile) in the Application System, you cannot have different uploaders for each document; you need to choose **either** your high school **or** yourself as the uploader of all three documents.

If the uploader is your high school, click "Uploaded by High School" in the "Registration of Uploader" section of "Required Documents" in the Application System. Then enter the email address of the school personnel. If you need to upload the documents yourself because your school is unable to do so, select "Uploaded by Applicant." In this case, you must send an original or certified copy of the documents once accepted for enrollment.

Admissions Office
Keio University Shonan Fujisawa Campus
5322 Endo, Fujisawa-shi, Kanagawa 252-0882, JAPAN
Email: ao-overseas@sfc.keio.ac.jp

1. To All Applying to Our AO Screenings
Keio University Shonan Fujisawa Campus (SFC)

Admissions Office

SFC, a campus for forward-minded students

The Faculty of Policy Management and the Faculty of Environment and Information Studies at Keio University Shonan Fujisawa Campus (SFC) were established in April 1990, born out of an innovative concept not yet seen anywhere in the world—creating and reorganizing knowledge to meet the needs of the times. The faculties were ahead of their time in academics for the twenty-first century and in defining what a university should be.

The range of issues facing our society involve a multitude of complex, intertwined factors. These challenges extend far beyond the scope of any single discipline and require an interdisciplinary, integrated approach. At SFC, we prepare graduates to tackle real-world problems by understanding, reconfiguring, and applying existing knowledge and technologies across relevant fields—rather than confining them within established academic disciplines. To this end, education at the two faculties focuses on identifying and solving problems while fostering creativity.

In the Faculty of Policy Management, problem-solving is approached from the perspectives of policy, law, strategy, management, and governance. The Faculty of Environment and Information Studies emphasizes approaches that leverage technology, design, tools, ingenuity, and art. Although there is overlap between the approaches taken by the two faculties, they are based on different ideas. While collaboration between the two faculties is always available, each faculty aims to be distinct in its approach to problem solving.

Starting by asking students what they want to learn at SFC

SFC encourages applicants to bring a clear sense of purpose and explore their own questions, themes, or issues, grounded in a solid understanding of the philosophy and curriculum of each faculty. We look for students who aspire to hone their ability to blaze a trail to the future by utilizing all resources at SFC, including its educational environment and systems. For our AO screenings in particular, we seek applicants who possess a strong vision and passion for learning at SFC, with the goal of achieving higher levels of self-realization.

Our AO screenings takes a holistic approach, evaluating the unique abilities and strengths of each applicant

Our admissions process is open to all applicants who meet the specified eligibility requirements. It does not rely on a one-dimensional, uniform assessment based solely on written exam scores or skills tests. Instead, we review each application holistically, considering multiple perspectives. As part of your application, you are asked to provide information on your academic and other achievements since graduating from junior high school. Although the admissions quota requires us to "screen" and "select" applicants, we view the process as an opportunity for both applicants and the university to engage in a dialogue, fostering a mutually beneficial fit.

What we look for in students at the Faculty of Policy Management

Envisioning policies for a better future

The Faculty of Policy Management at Keio University Shonan Fujisawa Campus (SFC) has been engaging in academic pursuits focused on policies to pave the way for a better future. Policy management studies understand policy as the act of choosing and deciding for people to take actions, and exist with the recognition that human behavior creates society, and the science that analyzes society must be based on comprehensive judgment.

Our faculty was established in 1990, a time that conveyed a real sense of momentous change in the world, with the fall of the Berlin Wall the previous year, and the end of the Cold War. A time of hope for the future, yet great uncertainty. With fewer things predictable, the young generation at the time didn't know what the future might hold.

Now, the world is going through dramatic change once again. Our values and assumptions are changing, as are the norms and systems that constitute the "rules of the game." For example, we once hoped that developments in communication technology would lead to the advancement of liberal democracy, but we are now witnessing its potential to prop up authoritarianism. Likewise, we once believed that globalization and strengthening economic interdependence would guarantee peace and prosperity in the international community. The current state of our world, however, tells a different story.

The social order is fluid, and real-world issues do not emerge within specific academic disciplines. That is why we should always question conventional approaches and pursue new solutions. If conventional studies focus on understanding things accurately within a limited scope, policy management studies are their antithesis. Policy development and implementation is an art of consolidating all intellectual activities of human society. Our field synthesizes and advances interdisciplinary domains while remaining conversant with each advanced discipline. Devising effective policies to blaze trails requires perspectives that integrate knowledge from multiple disciplines and transcend the distinctions within the existing education system.

One of the appeals of policy management studies is that it equips us with modes of thinking that lead the way far ahead of society in continuous change. We strive to look ahead to changes in society and proactively solve issues as our own—this is the starting point for the Faculty of Policy Management.

Our mission is to pursue the truth and conceive of new ideas to make Japan and the world a better place. More than 10,000 students have graduated from our faculty. While this may be only a drop in the bucket in the context of the whole world, many of our graduates are working hard to make Japan and the world a better place. Students who are ready to engage in these efforts are what we seek in the Faculty of Policy Management.

Professor Tomoki Kamo
Dean of the Faculty of Policy Management

What we look for in students at the Faculty of Environment and Information Studies

Opening the door to a new era

The 20th century—an entire century before many of you were born—saw remarkable developments in science and technology, but it was also an era of wars and environmental problems. The 21st century was expected to be marked by environmental awareness. However, even 25 years in, global environmental issues such as climate change and biodiversity loss remain largely unresolved. The world needs fundamental change in order to combat these challenges.

Climate change leads to a high incidence of natural disasters and various risks. Many nations are stepping up their efforts toward carbon neutrality, striving to achieve net-zero carbon dioxide emissions by 2050. Global goals were adopted in December 2022, with urgent actions set to halt and reverse biodiversity loss, putting us on a path to restore what was lost. Turning to domestic issues, we see the risk of large-scale natural disasters, such as a Nankai megathrust earthquake, and Japan's population rapidly declining and steadily aging. The list goes on, making it feel as though a dark future is all that awaits us.

It was once believed that advancements in science and technology promised a bright future for us all, though only a few still believe in this. Even so, science and technology continue to create new possibilities. For example, taking classes and working online has become the norm since the pandemic. In a way, for those who are familiar with Japanese popular culture, this is like the realization of Doraemon's magical door, which lets you instantly move across space.

Your era will be completely different from the one your parents lived through. Japan's population over the age of 100 has reached an all-time high, and with advancements in medicine, an era where living to 120 is within reach. Changes like this will keep accelerating, as demonstrated by the explosive rise of generative AI, for example. We can't simply approach the future as an extension of the past. We need to embrace challenges rooted in our own visions and ideas.

At the Faculty of Environment and Information Studies, we are looking for students who drive change and will shape a new era. We hope you will have the courage to join us on the journey to creating a bright future by making the most of the resources here—faculty members, peers, and the research and educational environment. Now, let us open the door to a new era together.

Professor Tomohiro Ichinose
Dean of the Faculty of Environment and Information Studies

Using Generative Artificial Intelligence (AI)

Generative AI, if used properly, can facilitate the process of identifying and solving problems. However, relying too heavily on it is problematic because it can become a crutch. Your ideas are developed and refined when you engage in deep thinking—integrating AI-generated outputs into your own perspective, knowledge, and experience.

Accordingly, while you are allowed to use generative AI as an auxiliary tool for preparing for the AO screening, we will NOT consider AI-generated application materials (i.e., self-evaluation of achievements, your personal statement, and optional materials) to count as your original work. You are expected to put genuine effort into your applications. Generative AI should support, not replace, your work.

Admissions Policy for the Faculty of Policy Management and the Faculty of Environment and Information Studies: https://www.sfc.keio.ac.jp/en/academics/pmei/policy.html

2. Basic Overview

(1) **Admissions Quota**
Approximately 50 students: 25 each for the Faculty of Policy Management and the Faculty of Environment and Information Studies
Applicants cannot apply to both Faculties through the Winter AO (Admissions for the GIGA Program) in the same year.

(2) **Screening Method**
Applicants will be screened based upon submitted application documents. No interviews will be conducted.

(3) **Enrollment Cycles**
Two cycles: one in September 2026 and one in April 2027
Enrollment in September (Fall Semester) is strongly recommended if your Japanese proficiency is not yet at a level to take classes conducted in Japanese.

(4) **Year Level**
All new enrollees start as first-year level students.
The Faculty of Policy Management and the Faculty of Environment and Information Studies do not accept transfer students.

(5) **Duration of Study**
4 years

(6) **Degrees Conferred by the Faculties**
Faculty of Policy Management: Bachelor of Arts in Policy Management
Faculty of Environment and Information Studies: Bachelor of Arts in Environment and Information Studies

(7) **Scholarships**
International students (September-entry applicants only) may apply for scholarships when they apply to the GIGA Program. See p.10 for details.

3. Important Notes

(1) **Under no circumstances will we accept incomplete applications, late applications, or applications that are not accompanied by full payment of the specified application fee by the corresponding deadlines.** Furthermore, supplemental application materials will not be accepted after the application period closes except under special circumstances. Therefore, make sure you have prepared all the required documents before submitting your application.

(2) Pay particular attention when filling out personal information such as your name and date of birth. International students residing in Japan may apply with their common names only if the names are registered as such on their Certificate of Residence (*jūminhyō*).

(3) The following policies apply if you provide any false, incomplete, or inaccurate information in your application—or at the individual screening if you are applying under category (5) of the eligibility requirements on p.9—regardless of the reason. Which one of these policies applies will depend on whether you are presently in the application process, accepted for enrollment, or enrolled in the university:

- During the application or screening process
  The applicant will be deemed ineligible for the Winter AO, and any paid application fees will NOT be refunded.

- After the applicant has been accepted for enrollment
  The applicant's acceptance for enrollment will be revoked, and any paid application fees will NOT be refunded. Academic fees and expenses that have already been paid will be refunded.

- After the applicant has enrolled in the Faculty of Policy Management or the Faculty of Environment and Information Studies
  The applicant will be dismissed from the Faculty, and application fees, academic fees and expenses will NOT be refunded.

Furthermore, any successful applicant who acts in a manner detrimental to Keio University or fails to meet obligations to the university will have their acceptance for enrollment revoked.

(4) All certificates must be issued within roughly three months of the application deadline. This requirement does not apply to optional certificates.

(5) URLs included in submitted application documents will NOT be considered for your application. Online materials must be uploaded as JPEG, PDF, or video files.

(6) **The university will not provide any information regarding results by means other than the Application System. Inquiries by phone, fax, or emails concerning screening results will not be answered.**

(7) In unforeseen circumstances, the Faculties may change the schedule for admissions. In principle, Keio University does not bear responsibility for any inconvenience, cost, or any kind of loss caused to applicants as a result of this rescheduling. The following website will be used to provide further information, so applicants are advised to check it regularly: https://www.sfc.keio.ac.jp/en/

4. Admissions Timeline

Japan Standard Time (JST) is used for all times and dates

STEP 1: Check Your Eligibility

Before proceeding with your application, check your eligibility (pp.8-9)

▼

STEP 2: Check the Scholarships Available at the Time of Application

Check the scholarship information (p.10)

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STEP 3: Check Your Application Documents

Check the required documents while referencing the list of documents (p.11)

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STEP 4: Complete Your Application

11:00 a.m., December 9, 2025 – 3:00 p.m., January 23, 2026*

Complete your application online and pay the application fee (p.19)

*Due to maintenance, the Application System will be unavailable from December 26, 2025 to January 5, 2026

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STEP 5: Check Your Application Status

Application status available from 11:00 a.m., February 18, 2026 onward

Confirm that your application has fulfilled all the requirements for it to be reviewed (p.20)

▼

STEP 6: Check Your Results

Results will be posted at 11:00 a.m., March 13, 2026

Check the screening results in the Application System (p.20)

▼

STEP 7: Complete Your Enrollment Registration

September 2026 Enrollment

Payment of Academic Fees: **April 1 – May 8, 2026**

Document Submission for Verification: **May 12, 2026**

Completion of Online Enrollment Registration: **May 29 – July 16, 2026**

Submission of Documents: **July 25, 2026**

April 2027 Enrollment

Document Submission for Verification: **May 12, 2026**

Payment of Academic Fees: **Mid-January 2027**

Completion of Online Enrollment Registration: **Mid-January 2027**

Submission of Documents: **Mid-January 2027**

Complete your enrollment registration by following the instructions provided to successful applicants (p.21)

5. Application
STEP 1: Check Your Eligibility

1. Eligibility at a Glance

	Eligibility					Test Scores	
Last school attended/ Diploma	Category	Age by enrollment date	At least 2 of the last 3 years of secondary education in a language other than Japanese	Language of instruction	Eligibility	Standardized test scores	English proficiency test scores*
Foreign school outside Japan	12-year (or more) curriculum	—	Yes	English	○	Strongly encouraged	Not Required
		—	Yes	Other than English	○	Strongly encouraged	Required
		—	No	—	○	SAT/ACT/IB/GCE A-Level	Required
	11-year curriculum	—	Contact the Admissions Office at least 1 month before the application period starts.				
High school in Japan	Japanese school accredited by MEXT	—	Yes	English	○	Strongly encouraged	Not required
		—	Yes	Other than English	○	Strongly encouraged	Required
		—	No	—	○	SAT/ACT/IB/GCE A-Level	Required
	International school accredited by WASC, CIS, ACSI, NEASC, Cognia, or COBIS, School for foreign students accredited by MEXT	—	Yes	English	○	Strongly encouraged	Not required
		—	Yes	Other than English	○	Strongly encouraged	Required
		—	No	—	○	SAT/ACT/IB/GCE A-Level	Required
	International school not accredited by WASC, CIS, ACSI, NEASC, Cognia, or COBIS	—	If you haven't yet obtained but are on track to obtain an IB, GCE A-Level, Abitur, or Baccalaureate, contact the Admissions Office at least 1 month before the application period starts.				
Obtained or on track to obtain an IB/GCE A-Level		—			○	IB/GCE A-Level	Not required
Obtained or on track to obtain an Abitur/Baccalaureate					○	Abitur/Baccalaureate	Required
High school equivalency examination	The GED, Foreign high school equivalency exam	18 and over	—	English	○	Strongly encouraged	Not required
		18 and over	—	Other than English	○	Strongly encouraged	Required
		Under 18	—	—	×	—	—
	The Japanese Upper Secondary School Equivalency Examination	18 and over	—	—	○	SAT/ACT/IB/GCE A-Level	Required
		Under 18	—	—	×	—	—

*Applicants whose first language is English are NOT required to submit English language proficiency test scores.

2. Eligibility Requirements

The applicant must meet at least one of the eligibility requirements below.

(1) Completed (or on track to complete)* 12 years or more of formal education** with at least <u>two</u> of the last three years of secondary education instructed in a language other than Japanese.

(2) Completed (or on track to complete)* 12 years or more of formal education** and are able to submit results of one from each of the following categories: a) SAT/ACT/IB/GCE A-level, and b) TOEFL/IELTS or other English language proficiency tests.

(3) Obtained (or on track to obtain)* an International Baccalaureate Diploma, Abitur, Baccalauréat, or GCE A-level result.

(4) Passed an examination demonstrating academic ability equivalent to 12 years of formal education, such as the GED (General Educational Development) test and high school equivalency examinations like the Japanese Upper Secondary School Equivalency Examination (高等学校卒業程度認定試験), and will reach 18 years of age or older by the expected enrollment date. Please note that applicants who passed the Japanese Upper Secondary School Equivalency Examination are required to submit results of one from each of the following categories: a) SAT/ACT/IB/GCE A-level, and b) TOEFL/IELTS or other English language proficiency tests.

(5) Regarded by Keio University through an individual screening as having qualifications equivalent to (1), (2), (3), or (4) above, and will be 18 years of age or older by the expected enrollment date. To apply under this category, you must meet the following conditions: a) completed at least two of the last three years of secondary education in a language other than Japanese, and b) fulfilled the eligibility requirements to apply to a university in your native country. These requirements are to verify that your previous education was conducted predominantly in a language other than Japanese. If you plan to apply under this category, contact the Admissions Office at least one month before the application period starts to confirm your eligibility, required documents, and details of the individual screening.

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

**Formal education refers to upper secondary schools outside Japan, Japanese schools in and outside of Japan accredited by MEXT, international schools in Japan accredited by international accrediting organizations (WASC, CIS, ACSI, NEASC, Cognia, or COBIS), and schools for foreign students in Japan accredited by MEXT as equivalent to high schools outside Japan.

IMPORTANT NOTES

I. Applicants who have completed a 12-year (or more) school curriculum in less than 12 years for legitimate reasons (e.g., skipping grades, early graduation) will be regarded as having met the eligibility requirements. To prove your eligibility, please submit an official document issued from your school explaining the reason(s) for early completion, details such as skipped grade(s), and the dates that apply.

II. If you are graduating from a foreign school outside Japan with a curriculum of 11 years, please contact the Admissions Office at least one month before the start of the application period.

III. Applying to the Winter AO does not affect your eligibility for other Keio University entrance examinations, such as the General Entrance Examination (一般入試) and Self-recommended Admissions (AO 入試).

IV. If you have a disability and need special provisions for admissions procedures and enrollment, please contact the Admissions Office at least one month before the start of the application period.

STEP 2: Check the Scholarships Available at the Time of Application

International students who wish to enroll in September through GIGA Program admissions may apply for the scholarships listed below at the time of application. Various other scholarships are also available to apply for after enrollment. Further details will be announced after enrollment.

(1) Overview

Scholarship	MEXT (Japanese Government)	Mentor Mitakai	Ishii Yoshiaki	Masatada Kobayashi
Number of spots available	6	1	2	1
Minimum GPA requirement	2.30 out of 3.00 (3-point MEXT grading scale)	None	None	None
Income limits	None	None	None	None
Whether you can receive other scholarships	Yes	Yes	Yes	Yes
Awards as of 2024.9	・1,404,000 JPY (9,360 USD) per year as living costs ・Traveling costs ・Application fee, Admission fee and Academic fees covered by Keio	・Academic fees ・Admission fee	・Academic fees ・Admission fee	1st year: ・Academic fees ・Admission fee 2nd year onwards: ・1,000,000 JPY (6,670 USD) per year
Duration of scholarship	Up to 4 years (subject to annual review)			

*Fees calculated at 1 USD = 150 JPY

(2) How to apply
If you are a September 2026 entry applicant, you may apply for these scholarships through the Application System (i.e., applicants who wish to enroll in April are not eligible). Application is accepted only at the time of your application to the GIGA Program.

(3) Application eligibility
For details, please visit: https://www.sfc.keio.ac.jp/en/admissions/aid/undergrad.html
Note that updates on the MEXT scholarship will not be available until late December.

(4) Announcement of results
Your results will be sent to your registered email address within one week of the announcement of your screening results, between March 13–20, 2026.

(5) Inquires
Office of International Affairs
Keio University Shonan Fujisawa Campus
apd-global@sfc.keio.ac.jp

STEP 3: Check Your Application Documents

See pp.11–18 for details of each document.

How to submit		Document	Uploader	Required (R) or Optional (O)	Original required after acceptance
Online	**A**	Online Application Form	Applicant	R	No
	B	Applicant Evaluation Forms	Evaluator		
	C	List of Achievements	Applicant		
	D	Personal Statement	Applicant		
	E	Three-minute Presentation Video in English	Applicant		
	F	Photocopy of Passport	Applicant		
	G	Optional Materials	Applicant	O	
	H	Certificate of High School Graduation (or letter confirming graduation timeline)	High School	R	No**
	I	Academic Transcripts	High School		No**
	J	School Profile (prescribed form)	High School		No**
	K	Certificate of English Proficiency Test Result (e.g., TOEFL, IELTS)	Applicant	R*	Yes
	L	Standardized Test Scores (e.g., SAT, ACT, IB)	Applicant	Strongly encouraged	Yes

*Waived if your high school uses English as the language of instruction.

**Original or certified copies of the documents are only necessary if the documents were uploaded by the applicant. Please send these copies to the university by post.

A Online Application Form

ID photo: A color photo, taken within 3 months prior to submission, clearly showing your full face against a plain background. No hats or headgear unless worn for religious reasons. Black-and-white photos are not accepted. Maximum file size: 3MB. The photo will be used to verify your identity during the application process and after enrollment. Submitting a photo that does not meet these specifications may invalidate your application.

Nationality: If you hold dual nationality, one of which is Japanese, then enter "Japanese."

B Applicant Evaluation Forms

Please note that evaluations are not recommendations. They should be provided by two persons who are in a position to evaluate you objectively and not your first or second-degree relative. Evaluation criteria and other information can be found in the Application System.

Procedures

1. **Applicant:** Log in to "My Page" in the Application System and register the evaluators' email addresses. Notify the evaluators that they should be receiving an exclusive URL from "ao-onlineapplication@sfc.keio.ac.jp." Make sure they have their email settings set to receive emails from this address.

2. **Evaluators:** Register as evaluators via the URL. Log in to the "Applicant Evaluation Page" and enter evaluation either in English or Japanese. You can save progress and return later. Click "Submit" after completing all fields.

- The "Self-evaluation of Achievements" section under "List of Achievements" in the Application System is required for all applicants to complete. In the designated field, describe the academic or other achievement that feels most significant to you, and explain why it stands out to you (No more than 400 characters including spaces; about 75 words).
- Entries in all other sections under "List of Achievements" (i.e., sections a. through g.) are optional. In "a. Activities Record," you may list up to ten activities that reflect your achievements since graduating from junior high school. Activities from before junior high school may also be included if they significantly influenced your later experiences. You may use sections b. through f. to elaborate on the activities listed in a. or to describe other additional activities. In each of sections a., b., and c., you may select up to three items you particularly wish to highlight by checking the ◎ column. If you would like to share anything else you would like us to know, use "g. Additional Information About You."
- <u>Please upload supporting materials in "Optional Materials" in the Application System</u> to demonstrate or substantiate the achievements you provided in the "List of Achievements" (see "G Optional Materials" on p.13 of this guidebook for details). Then indicate which optional materials correspond to which achievements, as instructed in the Application System.

Please submit an essay AND presentation slides by following the prompt below.
Prompt
Describe elements A through D below in your essay or slides; which elements to include in which formats (essay or slides) is up to you. Particular emphasis should be placed on your plans for academic and other activities at SFC.

Formats

1. Essay	No more than 4,000 characters including spaces (about 800 words)
2. Presentation slides	A PDF file of no more than two A4 or letter size pages; 10MB or less; one file only

Elements

A. Statement of purpose	Why you are applying to the Faculty of Policy Management or the Faculty of Environment and Information Studies.
B. Study plan	What you plan to do after enrollment (e.g., areas of study, courses and Seminars you are interested in, research projects you want to work on) and why
C. Self-presentation	Contributions you think you can make to SFC
D. Future plans	What you would like to do, your dreams, and challenges you want to take on

Please upload a three-minute presentation video stating your reasons for applying to the Faculty, your study plans after enrollment, and future aspirations, among others. The format is not limited to verbal explanations.
NOTES:
- The video must be playable with Windows Media Player (*.mpg, *.avi, *.wmd, *.wmv, *.mp4).
- **Start your presentation by clearly stating your full name and showing your face to the audience (to verify your identity)**.
- Your presentation will not be evaluated based on the recording technique or image quality.
- **Your video file must be 50 MB or less; files any larger cannot be uploaded**.
- Your presentation must be about three minutes. **A video that is three minutes and 15 seconds or longer will not be accepted**.
- Once you upload your presentation, please check and make sure the video and audio play fine.

- Upload a photocopy of your passport photo page as a PDF or JPEG in the "Application Form" on "My Page" in the Application System.
- If you are a citizen of more than one country, please upload photocopies of all your passports.
- If you cannot submit a photocopy of your passport, a photocopy of an identification card/document with your photo on it (e.g., driving license, residence card) will be accepted.
- If your name on the application documents is different from the name on your certificates, please submit documents proving that both are your names, along with a photocopy of your passport.

G   Optional Materials

You may upload up to ten optional materials that demonstrate: a) significant awards and activities since graduating from junior high school, and/or b) academic goals you want to pursue after enrollment, why you want to pursue them, and why and how you can achieve them.
Please keep the following points in mind:

(1) Optional materials are meant to supplement the application forms and should be used to better facilitate the evaluation of your personal qualities and capabilities.
(2) Upload materials in the order of importance, with 1 being the most important.
(3) When uploading materials, enter a summary and/or supporting comments in the space provided in 400 characters or less including spaces (about 80 words).
(4) Submit in PDF or JPEG format. Video files must be playable with Windows Media Player (*.mpg, *.avi, *.wmd, *.wmv, *.mp4).
(5) Up to 10 JPEG, PDF, and video files may be submitted.
(6) Each file should be 10 MB or less, and the total size of your files should be no larger than 100 MB. Files any larger cannot be uploaded.
(7) PDF files should be A4 or letter size. When there are multiple pages, number the pages.
(8) For a paper written for a class or similar composition, summarize it in a single A4 or letter size sheet, and submit it together with the evaluation and feedback by the instructor who gave the assignment (no prescribed format).
(9) If submitting evidence of qualifications, such as being selected as an exchange student, please upload materials in PDF or JPEG format describing the application and screening processes in addition to the proof of the result.
(10) You may submit a recommendation letter as part of your optional materials (no prescribed format) by uploading it as a PDF or JPEG file. Please inform your recommender that **recommendation letters sent by post will NOT be accepted as an application document** and that the letter must have the recommender's signature at the bottom of the letter. You may upload the letter yourself.
(11) If you wish to submit the content of a website as an optional material, simply providing the URL is not sufficient for it to be considered for your application. **Online materials must be uploaded as JPEG, PDF, or video files.**

H   Certificate of High School Graduation (or letter confirming graduation timeline in Japanese or English)

Who should submit the certificate?
The certificate must be submitted in the Application System by the issuing school. In case your school is unable to do so due to an unavoidable reason, you may upload it yourself by clicking "Uploaded by Applicant." In that case, you are required to send an original or certified copy once accepted for enrollment.

How should the certificate be submitted?
The applicant must register an email address of a person who will submit the certificate ("the uploader") in the Application System. We strongly recommend that you do this well ahead of the deadline. When the registration is completed, the uploader should receive an email with a link to access the Application System. The uploader can then submit the certificate as a PDF file via the link.

In what format should the certificate be uploaded?
It must be either a digital version of the original or a certified true copy (i.e., a photocopy of an original document that has been stamped or endorsed by the issuing school). Digital versions of uncertified true copies are not accepted. It must be issued within roughly 3 months of the application deadline and provide: applicant's full name, date of birth, date of graduation (or projected date), date of issuance. You may use the

template available at https://www.sfc.keio.ac.jp/en/docs/giga_expected_graduation_En_Final.pdf

Notes for those who graduated or will graduate from a Japanese high school
Be sure to submit an Official School Report (調査書) instead of a high school graduation certificate or a document certifying that you are on track to graduate.

Notes for those applying under eligibility requirement (4) on page 9
Upload a diploma verifying your eligibility to apply under this category. You must send an original once accepted for enrollment.

I Academic Transcripts (in Japanese or English)
Who should submit the transcript?
The issuing school must submit your transcript in the Application System; however, if they can't, you may upload and submit it yourself by clicking "Uploaded by Applicant." In that case, you must send an original once accepted for enrollment.

How should the transcript be submitted?
The applicant must register an email address of a person who will submit the transcript ("the uploader") in the Application System. We strongly recommend that you do this well ahead of the deadline. When the registration is completed, the uploader should receive an email with a link to access the Application System. The uploader can then submit the transcript as a PDF file via the link.

In what format should the transcript be uploaded?
Your transcript must be submitted either as a digital version of the original or a certified copy (i.e., a photocopy of an original document that has been stamped or endorsed by the issuing school). Digital versions of uncertified true copies are not accepted. It must provide: applicant's full name, date of birth, date of issuance, and transcript for all coursework completed (if you graduated high school) or transcript for the coursework up until the most recent semester (if you are currently enrolled in the school).

Notes for those who have attended more than one high school
An official transcript issued by each school will be required only if the grades from the earlier school(s) do not appear on your final transcript.

Notes for those who have graduated or are on track to graduate from a Japanese high school
Please submit an official school report (調査書) instead of your academic transcript.

Notes for those who are attending or were previously enrolled at a university
The applicant should submit a university transcript. If the period of your enrollment is/was not long enough to have one issued, provide a detailed explanation of the situation in writing and submit it with the Certificate of Enrollment. Please upload the following: a) academic transcripts from high school and university, b) graduation diploma from high school, and c) the school profile.

Notes for those applying under the eligibility requirement (4) on p.9
Please upload a transcript showing your score in a high school graduation equivalency examination. You must send an original or a certified copy once accepted for enrollment.

J School Profile (prescribed form)
Who should submit the profile?
The School Profile must be filled out and submitted in the Application System by an official at your last attended high school. Please have the school counselor provide the required information either in English or Japanese on the prescribed form downloadable at
https://www.sfc.keio.ac.jp/en/docs/giga_schoolprofile_En_Final.pdf
If the school is unable to comply due to extenuating circumstances, you may submit it yourself by clicking "Uploaded by Applicant." In that case, you are required to send an original once accepted for enrollment.

In what format should the profile be uploaded?

The profile should be five pages or less, providing the school's information, including the curriculum, students' standardized test scores, and a list of colleges attended by graduates in the past three years. If the required information is not available, have the school counselor indicate so on the form. If it is provided in the school brochure or website, copies of relevant pages may be attached.

How should the profile be submitted?

The applicant must register an email address of a person who will submit the profile ("the uploader") in the Application System. We strongly recommend that you do this well ahead of the deadline. When the registration is completed, the uploader should receive an email with a link to access the Application System. The uploader can then submit the profile as a PDF file via the link.

Notes on H, I, and J (graduation certificate, academic transcripts, and school profile)

When uploading your high school graduation certificate, academic transcripts, and school profile in the Application System, you cannot select the uploader of each document separately. You need to choose either your high school or yourself as the uploader of all three documents.

K   Certificate of English Language Proficiency Test Result

Who should submit what?

Applicants whose first language is not English and who graduated from a high school where the language of instruction was not English must submit scores or results from one of the English language proficiency tests (taken within two years of the application deadline) listed below:

English language proficiency test	Item to upload
TOEFL (TOEFL-ITP score not accepted)	Test Taker Score Report
IELTS	IELTS Test Report Form
TOEIC (TOEIC-IP score not accepted), United Nations Association's Test of English (UNATE), Test in Practical English Proficiency (EIKEN)	Certificate (PDF)

Submission procedure

1. Enter test scores/results in the appropriate field of the Application System as instructed below.

TOEFL: Enter the total score using numeric characters out of 120.
       You do not need to enter individual scores for each skill.

IELTS: Enter the overall band score using numeric characters out of 9.
       You do not need to enter individual scores for each skill.

TOEIC: Enter the total score using numeric characters out of 990.
       You do not need to enter individual scores for each skill.

UNATE: Enter only the level you have achieved.
        You do not need to enter the details of your evaluation.

EIKEN: Enter only the level you have achieved.
       You do not need to enter your overall score or skill-specific scores.

2. Upload the certificate provided by the test agency.
3. Once accepted for enrollment, have the test agency send your official TOEFL or IELTS scores directly to Keio University. For other tests, send original or certified copies of the certificates by post.

Notes for applicants whose first language is English or whose high school uses English as the language of instruction

You are not required to submit results of any of the tests listed above. However, please indicate this qualification by clicking the designated button in the Application System. Please also note that your application documents (e.g., academic transcripts, school profile) must indicate that English is used as the main language of instruction at the high school.

NOTES:
1. Scores that are not entered in the Application System will not be accepted as part of your application. Make sure there is nothing omitted.
2. Results of other tests may be accepted; however, you should contact the Admissions Office at least one month before the start of the application period to confirm that they will be accepted.
3. Results of TOEFL iBT Special Home Edition, TOEFL iBT Paper Edition and IELTS Indicator will be accepted.
4. There is no minimum band score requirement, and the average score of successful applicants will not be announced.
5. Duolingo scores will not be accepted unless the test certificate is certified by your high school.

Keio University recognizes that some applicants may find it difficult to take standardized tests, because of varying academic calendars and the availability of test dates and locations. Therefore, **submission of standardized test scores or certificates is not an absolute requirement for application; however, it is strongly encouraged**, as it helps us fairly evaluate applications. Below are examples of tests you might consider taking and how you can submit your score and certificate. You are also welcome to submit your score on a test not listed here.

Standardized test		Who uploads what
SAT		Applicant; SAT Score Report
ACT		Applicant; ACT Student Report
International Baccalaureate (IB)	Final	Applicant; Official transcript of grades from the IBDP
	Predicted	Applicant's high school; IB predicted grades
General Certificate of Education (GCE), Examination for Japanese University Admission for International Students (EJU), <China> National Higher Education Entrance Examination (GAOKAO), <Hong Kong> Hong Kong Diploma of Secondary Education Examination (HKDSE), <France> Baccalauréat or Option Internationale du Baccalauréat (OIB), <Germany> Abitur, <Indonesia> The Indonesian National Examinations (Ujian Nasional), <Korea> College Scholastic Ability Test (CSAT), <Malaysia> Sijil Tinggi Persekolahan Malaysia (STPM), <New Zealand> Record of Achievement certifying your achievement in Level 3 of the National Certificate of Educational Achievement (NCEA), <Singapore> Singapore GCE A-levels, <Taiwan> General Scholastic Ability Test (GSAT) or Department Required Test, <Thailand> Ordinary National Educational Test (O-NET), General Aptitude Test (GAT), Professional and Academic Aptitude Test (PAT)		Applicant; Certificate (PDF)

Submission procedure

1. Enter your score in the appropriate field of the Application System as instructed below.

SAT: Enter your score using numeric characters out of 1600.
   You do not need to enter individual scores for each section.

ACT: Enter your score using numeric characters out of 36.
   You do not need to enter individual subject scores.

IB: Indicate whether your grades are final or predicted and enter the score using numeric characters out of 42. **Do not include bonus points**. You do not need to enter individual subject scores.

Other standardized tests: Enter the name of the test and your total score out of the full marks. For tests with non-numeric scoring, be concise and to the point when describing your evaluation.

2. Upload the certificate(s) provided by the test agency.
3. Once accepted for enrollment, have the test agency send your official SAT, ACT or IBDP score directly to Keio University. For other tests (except for the IB predicted grades), send original or certified copies of the certificates by post.

NOTES:

1. Scores that are not entered in the Application System will not be accepted as part of your application. Make sure there is nothing omitted.

2. If submitting documents in a language other than English or Japanese, please submit an English or Japanese translation certified by your high school, an embassy, or a relevant official body.

3. There is no minimum band score requirement, and the average score of successful applicants will not be announced.

4. SAT, ACT IBDP tests must be taken within two years of the application deadline.

STEP 4: Complete Your Application

1. **Application System: https://admission.sfc.keio.ac.jp/giga**
Application period: 11:00 a.m., Tuesday, December 9, 2025 – 3:00 p.m., Friday, January 23, 2026 (JST)

- Due to maintenance, the Application System will be unavailable from December 26, 2025, to January 5, 2026.
- Access the Application System via the link above and follow the instructions to create an account. You can only create an account during the application period shown above.
- **The email address that you register in the Application System will be used to send you information related to your application and enrollment registration, so please provide the one you will use even after graduating high school.**
- Keep a note of your Login ID and password as you will need it again in the future.
- Log in to "My Page" in the Application System and submit the required materials. The email address you registered and your password are required to log in.

2. **Application Fee**
(1) **Payment must be made between 11:00 a.m., Tuesday, December 9, 2025 and 11:00 p.m., Friday, January 23, 2026 (JST)**

(2) **The application fee is 35,000 JPY.**
However, an exemption of 30,000 JPY is granted to applicants who graduated or will graduate high school outside of Japan. This exemption does not apply to graduates of non-Japanese schools in Japan. The applicant must pay a fee of 5,000 JPY to be qualified for the exemption.

(3) **Payment**
Go to "Payment of Application Fee" on "My Page" in the Application System and make the payment by credit card (VISA, Master Card, JCB, American Express, or Diners Club). For this transaction, you need to pay a 500-JPY transfer fee.

(4) **Refunds**
The application fee is not refundable except under special circumstances. Further information is provided in the refund request form: https://www.sfc.keio.ac.jp/en/docs/giga_refundforms.pdf
To request a refund, you must submit the form no later than February 25, 2026.

STEP 5: Check Your Application Status

Log in to the [Application System](#) from 11:00 a.m., February 18, 2026 onward to confirm that your application has been successfully submitted**.**

STEP 6: Check Your Results

Screening results will be announced in the [Application System](#) at 11:00 a.m., March 13, 2026**.**

- Successful applicants must also check the Enrollment Registration Guide in the Enrollment System (https://admission.sfc.keio.ac.jp/giga) to complete their enrollment registration.
- **The university will not provide any information regarding results by means other than the Application System. Inquiries by phone, fax, or emails concerning screening results will not be answered.**

6. Enrollment Process

STEP 7: Complete Your Enrollment Registration

1.   **Procedures for Enrollment Registration**

You can complete your enrollment registration by carrying out the four steps below during the designated periods. Further details will be provided to successful applicants via "My Page" in the Application System upon the announcement of results. September enrollees will carry out the procedure in English, and April enrollees in Japanese.

STEP 1: Pay the academic fees and expenses.
STEP 2: Submit documents for verification, and apply for a visa if required.
STEP 3: Complete online enrollment registration in the Enrollment System.
STEP 4: Submit enrollment registration documents by post (see p.22 for details).

Enrollment	Deadline			
	STEP 1	STEP 2	STEP 3	STEP 4
	Fee payment	Document submission for verification	Online enrollment registration	Document submission by post for enrollment registration
September 2026	April 1 – May 8, 2026*	May 12, 2026	May 29 – July 16, 2026*	July 25, 2026*
April 2027	Mid-January, 2027*	May 12, 2026	Mid-January, 2027*	Mid-January, 2027*

*The schedule is subject to change.

<Mailing Address>
Send your documents to:
Winter AO (Admissions for the GIGA Program)
Admissions Office, Keio University Shonan Fujisawa Campus
5322 Endo, Fujisawa-shi, Kanagawa 252-0882, JAPAN
Tel: +81 466-49-3407

2. Required Documents

For STEP 2 above

Original documents for verification

Enrolling students must submit original or certified copies of documents H through L in the list below (and on page 11) for verification. Failure to do so by the designated deadline will disqualify you from consideration for admission. Discrepancies between uploaded and original documents may also result in your admission being revoked.

	Document	What to submit and how to submit
H	Certificate of High School Graduation (or letter verifying graduation timeline)	If uploaded by the applicant, send original or certified copies by post. (not required if uploaded by the school)
I	Academic Transcripts	
J	School Profile	
K	Certificate of English Proficiency Test Result	**TOEFL, IELTS, SAT ACT and IBDP Scores** Have the test agency send your official score to Keio University. If it is already sent to us at the time of application, you do not need to resend it. Institution Codes: TOEFL (0773: Undergraduate Organization), SAT (0773), ACT (7048)
L	Standardized Test Scores	**Others (except for IB predicted scores)** Send original or a certified copy* of the certificate by post. *A certified copy is a photocopy of an original document that has been stamped or endorsed by the issuing school.

NOTES:

Please use a means of delivery that provides a tracking service if mailing from overseas (e.g., EMS, DHL, FedEx), and simple registered mail (簡易書留) if mailing from within Japan. You can use the tracking code to confirm that your documents arrive at the Admissions Office on time. We cannot answer if we have received them.

For STEP 4 above

Your high school graduation diploma and final transcript (if applicable)

Further details will be provided in the Enrollment Registration Guide.

3. Academic Fees and Expenses

Academic fees and expenses for September 2026 enrollment will be finalized in late November 2025. For your reference, the table below shows the fees and expenses for April 2025 enrollment.

	1st Semester of Enrollment	2nd Semester of Enrollment	Annual Total
Admission Fee*	200,000	0	200,000
Academic fees and expenses	765,725	765,625	1,531,350
Total	965,725	765,625	1,731,350

*A one-time fee that you pay at the time of enrollment   (Unit: JPY)

NOTES:

These fees and expenses are not refundable; however, academic fees (excluding admission fee) may be refundable if the applicant makes a request to withdraw from the university in accordance with the procedures specified by the university. See the Enrollment Registration Guide for further details.

7. Appendix

Admissions Statistics

Year of Enrollment	Faculty of Policy Management		Faculty of Environment and Information Studies	
	Number of Applicants	**Number of Successful Applicants**	Number of Applicants	**Number of Successful Applicants**
2020	117	**53**	155	**76**
2021	165	**43**	205	**38**
2022	114	**48**	157	**55**
2023	118	**58**	136	**52**
2024	157	**61**	170	**50**
2025	249	**82**	277	**57**

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." Personal information provided when making an application and completing admissions procedures, including names, addresses, and other details, will be used at each department of Keio University for 1) processing applications for, and conducting of, entrance examinations, as well as announcements of results; 2) carrying out selection, communication, and procedures for matters concerning scholarships; 3) admission procedures; 4) administration, correspondence, and procedures relating to academic affairs, including academic activities to which the student contributes; 5) administration, correspondence, and procedures relating to general student life; and any other matters accompanying these tasks. Additionally, the data of personal information that has been statistically processed so that individuals cannot be identified will be used as survey and research material for the selection of entrants to the university. Specific duties will be undertaken by contractors commissioned by Keio University to perform the tasks outlined above. When outsourcing tasks, all or part of the personal information provided by applicants may be shared with commissioned contractors to the extent that it is necessary to carry out their duties. Exceptions may be made to sharing personal information with third parties in cases where there is a legal obligation to disclose information, or when it is deemed necessary to protect the life, physical wellbeing, property, or other rights and interests of the student or a third party and it is not possible to obtain the consent of the student in question.

Keio University Privacy Policy
https://www.keio.ac.jp/en/privacy-policy/

Special Measures for Applicants in Areas Hit by Large-scale Natural Disasters

In order to reduce the financial burden on applicants who live in areas affected by large-scale natural disasters (designated by the Japanese Government as a "Disaster of Extreme Severity"), Keio University may take special measures in accordance with the situation in the affected areas. Please check for further details on applications and procedures (only available in Japanese) under the information for undergraduate admissions on the Keio University Admissions Center Website:
https://www.keio.ac.jp/ja/admissions/exemption
Phone Inquiries: +81 466-49-3407 (Admissions Office, Keio University Shonan Fujisawa Campus)