Keio University

Graduate School of Media and Governance
Master's Program

2026

Application through Internal Recommendation for Current Students of the Keio University Faculty of Policy Management, and the Faculty of Environment and Information Studies

Application Guidebook

Application Process in Spring Semester 2026 Academic Year
(for those seeking enrollment in April 2027)

Application Process in Fall Semester 2026 Academic Year
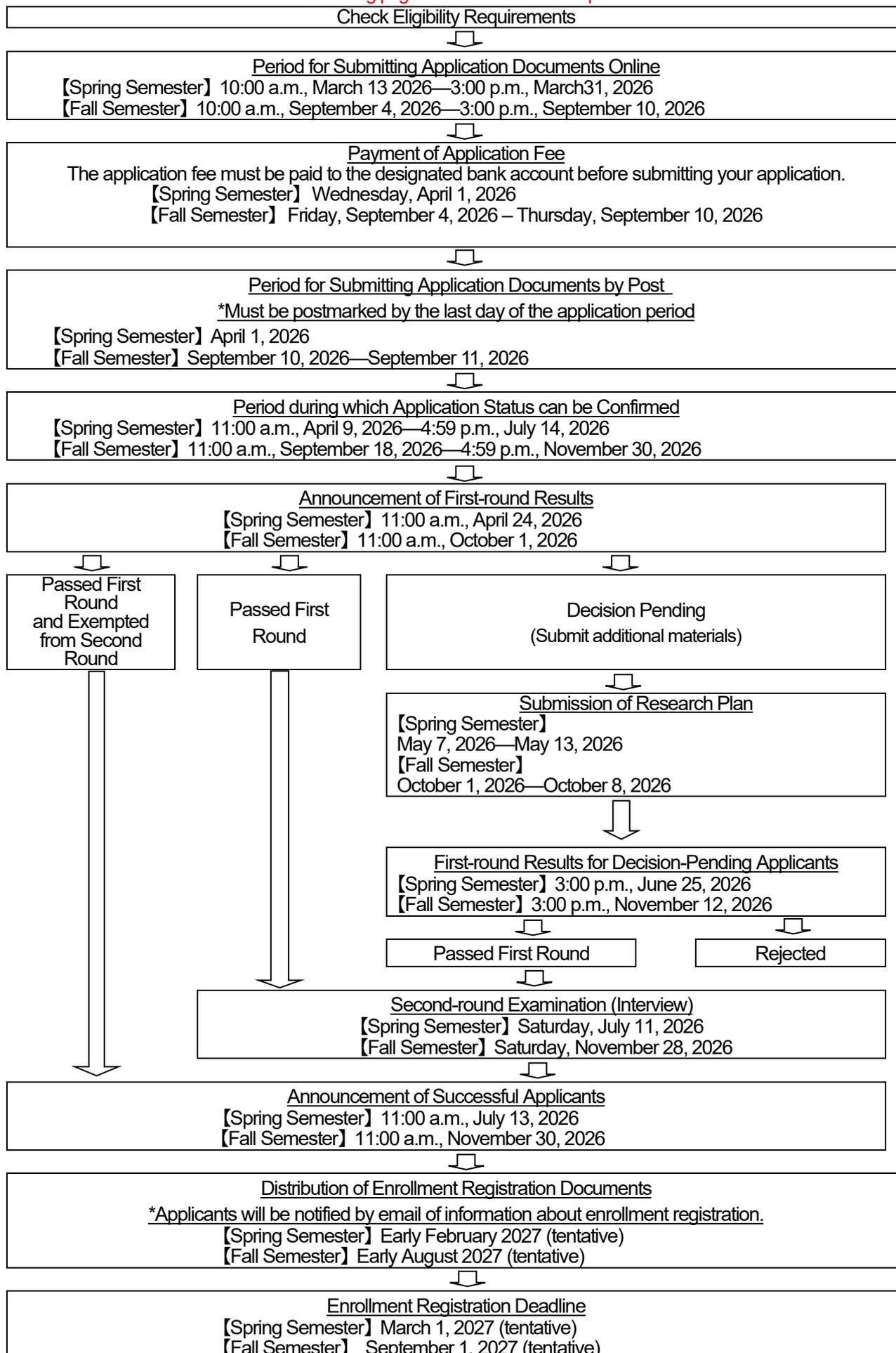(for those seeking enrollment in September 2027)

Web Entry System: **https://entry.sfc.keio.ac.jp/gao/**

Contents

Starting with the admission in the fall (i.e., enrollment in 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.

2026 ACADEMIC YEAR SCREENING FLOWCHART

See following pages for details of each step.

Check Eligibility Requirements

Period for Submitting Application Documents Online
【Spring Semester】10:00 a.m., March 13 2026—3:00 p.m., March31, 2026
【Fall Semester】10:00 a.m., September 4, 2026—3:00 p.m., September 10, 2026

Payment of Application Fee
The application fee must be paid to the designated bank account before submitting your application.
【Spring Semester】Wednesday, April 1, 2026
【Fall Semester】Friday, September 4, 2026 – Thursday, September 10, 2026

Period for Submitting Application Documents by Post

*Must be postmarked by the last day of the application period

【Spring Semester】April 1, 2026
【Fall Semester】September 10, 2026—September 11, 2026

Period during which Application Status can be Confirmed
【Spring Semester】11:00 a.m., April 9, 2026—4:59 p.m., July 14, 2026
【Fall Semester】11:00 a.m., September 18, 2026—4:59 p.m., November 30, 2026

Announcement of First-round Results
【Spring Semester】11:00 a.m., April 24, 2026
【Fall Semester】11:00 a.m., October 1, 2026

Passed First Round and Exempted from Second Round	Passed First Round	Decision Pending (Submit additional materials)

Submission of Research Plan
【Spring Semester】
May 7, 2026—May 13, 2026
【Fall Semester】
October 1, 2026—October 8, 2026

First-round Results for Decision-Pending Applicants
【Spring Semester】3:00 p.m., June 25, 2026
【Fall Semester】3:00 p.m., November 12, 2026

Passed First Round	Rejected

Second-round Examination (Interview)
【Spring Semester】Saturday, July 11, 2026
【Fall Semester】Saturday, November 28, 2026

Announcement of Successful Applicants
【Spring Semester】11:00 a.m., July 13, 2026
【Fall Semester】11:00 a.m., November 30, 2026

Distribution of Enrollment Registration Documents

*Applicants will be notified by email of information about enrollment registration.
【Spring Semester】Early February 2027 (tentative)
【Fall Semester】Early August 2027 (tentative)

Enrollment Registration Deadline
【Spring Semester】March 1, 2027 (tentative)
【Fall Semester】 September 1, 2027 (tentative)

Internal Recommendation for Current Students

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.

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

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

I.   Three Policies in the Graduate School of Media and Governance

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

II.   Major Discipline and Admission Quota

Program	Major Discipline	Degree Conferred	Admission Quota*
Master's Program	Media and Governance	Master of Media and Governance	200

*The admission quota refers to the total number of students admitted in April and September from Japan and overseas each academic year.

*The number to be admitted through internal recommendation is about half of the admission quota.

III.   Application Categories

The master's program has four categories for application, which are "Application through Internal Recommendation for Current Students of Keio University Faculty of Policy Management and Faculty of Environment and Information Studies," "General Entrance Examination: Application from within Japan," "General Entrance Examination: Application from Overseas," and "General Entrance Examination: Application for Career Professionals."

Information about the "General Entrance Examination: Application from within Japan," "General Entrance Examination: Application from Overseas," and "General Entrance Examination: Application for Career Professionals" is published separately.

Please refer to the following SFC website:

https://www.sfc.keio.ac.jp/en/admissions/gsmg/master/

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

IV.   Program System

There are 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

V.   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. (Only those who wish belong to a Professional Course.) 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.

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.

VI.   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

In order to be eligible, applicants need to fulfill either 1, 2, or 3 of the following.

1.   **Applicants who meet all of the following conditions.**

a)   Applicants seeking enrollment in April 2027 must be regular students enrolled in the Keio University Faculty of Policy Management or Faculty of Environment and Information Studies whose advancement to the Fourth Year is determined at the time of grade announcement in March 2026, and be scheduled to graduate in March 2027, or

Applicants seeking enrollment in September 2027 must be regular students enrolled in the Keio University Faculty of Policy Management or Faculty of Environment and Information Studies whose advancement to the Fourth Year is determined at the time of grade announcement in September 2026, and be scheduled to graduate in September 2027.

b)   All applicants are required to have registered for at least two semesters of the Seminar of the professor who will fill out the Research Supervisor Acceptance Form or Recommendation Letter and must have received a grade of S or A in that Seminar or laboratory for at least two separate semesters.

- Students who cannot fulfill requirement b) due to unavoidable circumstances, such as the research supervisor going to study abroad, sabbatical leave, etc., must contact the Admissions Office before the start of the Period for Submitting Application Documents through the Web Entry System.

- In the case that a student is studying abroad during the application period and will be able to meet the application requirements by advancing after the application to include the study abroad period into his or her enrollment period at Keio University is accepted, the application will only be accepted when specific credits have been acquired as stated in "Advancing to the Fourth Year" in the SFC Guide. Contact the Admissions Office before the start of the Period for Submitting Application Documents through the Web Entry System. Currently, only one application is allowed during enrollment.

2.   **Applicants who are candidates for the 3.5-year Early Graduation System and who meet all of the following conditions.**

a)   Applicants seeking enrollment in April 2027 must be, as of April 1, 2026, regular students enrolled in the second semester of their Third Year in the Keio University Faculty of Policy Management or Faculty of Environment and Information Studies, and have satisfied requirements for 3.5-year early graduation in March 2027, or

Applicants seeking enrollment in September 2027 must be, as of September 22, 2026, regular students enrolled in the second semester of their Third Year in the Keio University Faculty of Policy Management or Faculty of Environment and Information Studies, and have satisfied requirements for 3.5-year early graduation in September 2027.

b)   All applicants are required to have registered for at least two semesters of the Seminar of the professor who will fill out the Research Supervisor Acceptance Form or Recommendation Letter and must have received a grade of S or A in that Seminar or laboratory for at least two separate semesters.

- Students who cannot fulfill requirement b) due to unavoidable circumstances, such as the research supervisor going to study abroad, sabbatical leave, etc. must contact the Admissions Office before the start of the Period for Submitting Application Documents through the Web Entry System.

- In the case that a student is studying abroad during the application period and will be able to meet the application requirements by advancing after the application to include the study abroad period into his or her enrollment period at Keio University is accepted, the student must contact the Admissions Office before the start of the Period for Submitting Application Documents through the Web Entry System. Currently, only one application is allowed during enrollment.

3. **Applicants who are enrolled in the Bachelor's-Master's Four-year Integrated Education Program and meet all of the following conditions.**

a)   Applicants seeking enrollment in April 2027 must be, as of April 1, 2026, regular students enrolled in the first semester of their Third Year in the Keio University Faculty of Policy Management or Faculty of Environment and Information Studies, and be enrolled in the Bachelor's-Master's Four-year Integrated Education Program.

      Applicants seeking enrollment in September 2027 must be, as of September 22, 2026, regular students enrolled in the first semester of their Third Year in the Keio University Faculty of Policy Management or Faculty of Environment and Information Studies, and be enrolled in the Bachelor's-Master's Four-year Integrated Education Program.

b)   All applicants are required to have registered for at least two semesters of the Seminar of the professor who will fill out the Research Supervisor Acceptance Form or Recommendation Letter and must have received a grade of S or A in that Seminar or laboratory for at least two separate semesters.

c)   Applicants must receive approval from their professor in the Bachelor's-Master's Four-year Integrated Education Program to fill out the "Research Supervisor Acceptance Form."

- Students who cannot fulfill requirements b) or c) due to unavoidable circumstances, such as the research supervisor going to study abroad, sabbatical leave, etc. must contact the Admissions Office before the start of the Period for Submitting Application Documents through the Web Entry System.

- In the case that a student is studying abroad during the application period and will be able to meet the application requirements by advancing after the application to include the study abroad period into his or her enrollment period at Keio University is accepted, the student must contact the Admissions Office before the start of the Period for Submitting Application Documents through the Web Entry System. Currently, only one application is allowed during enrollment.

- Please refer to the SFC Guide for details regarding the 3.5-year Early Graduation System and the Bachelor's-Master's Four-Year Integrated Education Program.

[Links to the SFC Guide] https://www.students.keio.ac.jp/en/sfc/pmei/guide.html

VII. Application Method and Application Period

Application involves A. Submission of Documents through the Web Entry System and B. Submission of Documents by Post. BOTH, not only one, must be completed in order for an application to be considered.

A. Submission of Documents through the Web Entry System

Applicants must first obtain an Applicant Entry ID by following the instructions on the Web Entry System at the website below:

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

＊Please make note of your Applicant Entry ID.

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 out the forms. Refer to "Chapter X. Application Documents" for details on how to fill out the forms.

B. Submission of Documents by Post

Refer to "Chapter X. Application Documents" for details on what to submit by Post.

・ Applications will be accepted during the designated application period only. Applications that do not meet the deadline will not be accepted.
・ The documents should be sent by "simple registered express mail"（簡易書留速達）and must be postmarked by 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 be postmarked on or before the last day of the application period.
・ Incomplete applications will be rejected.
・ 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.

Application Period	Enrollment in:	Period for Submitting Application Documents through the Web Entry System	Dates for Submitting Application Documents by Post
Spring Semester 2026	April 2027	10:00 a.m., March 13, 2026— 3:00 p.m., March 31, 2026	April 1, 2026
Fall Semester 2026	September 2027	10:00 a.m., September 4, 2026— 3:00 p.m., September 10, 2026	September 10, 2026— September 11, 2026

VIII. Application Fee

35,000 Japanese yen (JPY)

Application Fee Payment Method

The application fee must be paid to the designated bank account before submitting your application. Use direct deposit to transfer the fee to the account within the specified period as below. Submit an A4 copy of a document proving the transfer (e.g., bank transfer statement, copy of the two-page opening spread of your bankbook, printed copy of the screen showing the online banking transaction) along with your application documents. Refer to the item "g. Documents proving the application fee payment" under "XII. Notes on what to submit by post" as well.

Periods for Application Fee Payment

Spring Semester 2026   Wednesday, April 1, 2026
Fall Semester 2026   Friday, September 4, 2026 – Thursday, September 10, 2026

Important Notes for Direct Deposit
・   Make sure the remitter name is "ﾅｲﾌﾞ [your student ID] [your name in katakana]."
Example: ﾅｲﾌﾞ 1234567 ｹｲｵｳ ﾐﾗｲ

- Be sure to enter "ｻｲﾌﾞ" at the beginning (note the diacritical mark on ﾌﾞ). Without it, we may be unable to confirm your transfer and your application may not be accepted.

<u>Transfer Bank</u>
Financial institution: Sumitomo Mitsui Banking Corporation
Branch: Mita-Dori
Account type: Ordinary deposit account
Account number: 8692951
Account holder: 慶應義塾（ケイオウギジュク）[Keiogijuku]

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

Friday, April 3, 2026 for Application Period Spring Semester 2027
Friday, September 18, 2026 for Application Period Fall Semester 2027

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.

IX.   Screening Method

The academic level of applicants, and their motivation and capability to conduct research will be comprehensively evaluated through a first-round evaluation of submitted documents and second-round examination (interview).

Those who pass the first-round evaluation of documents will proceed to a second-round examination (interview). The interview constitutes the second-round examination. Some applicants may be asked to provide additional documents after the first-round evaluation before a decision is made on the first round. In some cases, applicants will be exempt from the second-round examination (interview) based on the first-round evaluation. Please refer to the flow chart.

X.   Application Documents

<Application Documents Submitted Online>
a. Application Form
b. Statement of Purpose
c. Research Supervisor Acceptance Form
d. Recommendation Letters
e. Other Supporting Materials (optional)

<Application Documents Submitted by Post>
f. Applicant Entry Form
g. Documents proving the application fee payment
h. Documents related to grades
i. Address Label

XI.   Application Documents Submitted Online

a. Application Form

Follow the instructions given in the Web Entry System. The current address, telephone number, and email address of applicants will be used for contacting applicants. Therefore applicants should provide contact information at which they can be reached at all times.

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.

b. 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 no more than 1,800 words.

c. Research Supervisor Acceptance Form

Applicants must obtain approval in advance from one graduate school committee member of the program of choice and request that he/she fill out the Research Supervisor Acceptance 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/

How to prepare the Research Supervisor Acceptance Form:

By the applicant
a)   Login to "My Page" on the Web Entry System
b)   Register the graduate school committee member's email address in the "research supervisor" field.
c)   The graduate school committee member will receive a dedicated URL link to the form to be filled out and the applicant's Applicant Entry ID

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

- The Applicant Entry Form cannot be printed out until the Research Supervisor Acceptance Form is completed. Since the Applicant Entry Form is one of the documents to be submitted by post, applicants should make requests for the Research Supervisor Acceptance Form well in advance.

- The website pages for research supervisors are written in both Japanese and English. Items on the form can be viewed on the Web Entry System. Applicants cannot view the contents of the Research Supervisor Acceptance Form written for them.

- If the Research Supervisor Acceptance Form cannot be prepared online for some reason, applicants should contact the Admissions Office at gao-request@sfc.keio.ac.jp at least a week before the deadline for submitting application documents with their 1) Applicant Entry ID, 2) applicant's name, and 3) reason why the Research Supervisor Acceptance Form cannot be submitted online.

d. Recommendation Letters

Applicants must **<u>consult</u>** with three faculty members of Keio University **<u>and get them to agree</u>** to write a recommendation **<u>before</u>** formally asking for letters. Of the three, only one may be written by one's research supervisor. The position or employment status of the recommending faculty members will not be taken into account. If the applicant's research supervisor is going to resign or retire within a year of the applicant enrolling at the university, the recommendation letter must be obtained from the graduate school committee member who will take over supervision of one's research after the current research supervisor has resigned or retired. The process for having the recommendation letters written is the same as for c. Research Supervisor Acceptance Form. Please note the following:

- The Applicant Entry Form cannot be printed out until the recommending faculty members have finished entering their letters. Since the Applicant Entry Form is one of the documents to be submitted by post, applicants should make requests for recommendation letters well in advance.

- The website pages for recommenders are written in both Japanese and English. Items on the form can be seen on the Web Entry System. Applicants cannot view the contents of recommendations written for them.

- If a recommender cannot prepare the recommendation online for some reason, applicants should contact the Admissions Office at gao-request@sfc.keio.ac.jp at least a week before the deadline for submitting application documents with their 1) Applicant Entry ID, 2) applicant's name, and 3) reason why the recommendation cannot be submitted online.

e. Other Supporting Materials (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.

1. Upload supporting materials with descriptions and explanations of them in no more than 400 characters. Summaries, supporting comments, etc. should be entered into the designated field on the web page.
2. 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).
3. Up to a total of ten PDF, JPG, and video files may be submitted.
4. Each file should be no more than 100MB. Total size of all submitted files together should be no more than 450MB. Files any larger cannot be uploaded.
5. PDF files should be A4 size. When there is more than one page, include page numbers wherever possible.
6. For materials that involve grading and selection criteria such as certifications, selection as a candidate to international student delegations, etc., applicants should provide, wherever possible, not only the end results but also materials that describe the selection criteria or grading system in detail. Upload these materials as PDF files.

XII. Application Documents Submitted by Post

f. Applicant Entry Form (Print out after completing documents in the Web Entry System)
Once documents a.-e. of the previous section have been filled out online and submitted through the Web Entry System, the Application Form can be printed out. Printouts should be on A4 size paper in black and white, or color. Complete the form by following instructions for items that need to be filled in by hand.

g. Documents proving the application fee payment
Use direct deposit to transfer the application fee to the designated account within the specified period. Submit an A4 copy of a document proving the transfer (e.g., bank transfer statement, copy of the two-page opening spread of your bankbook, printed copy of the screen showing the online banking transaction) along with your application documents.

h. Documents related to grades
1. Those who will apply with eligibility requirements 1. as described in the Eligibility Requirements section:

Submit a photocopy of a grade report（学業成績表）[1] that includes grades for up to the completion of the Third Year.

2. Those who will apply with eligibility requirements 2. as described in the Eligibility Requirements section:

Submit a photocopy of a grade report（学業成績表）[1] that includes grades for up to the completion of the first semester of the Third Year. Submit a photocopy of the "Notification of Status of Eligibility to be a Candidate for the 3.5-year Early Graduation System."

3. Those who will apply with eligibility requirements 3. as described in the Eligibility Requirements section:

Submit a photocopy of a grade report（学業成績表）[1] that includes grades for up to the completion of the Second Year. Submit a photocopy of the "Application Results for the Bachelor's-Master's Four-Year Integrated Education Program."

[1] "Grade report" refers to that which is sent to the student's guarantor or displayed under "Online Grade Report." A "Transcript of Academic Record" will not be accepted. For details on the online grade report, see the following website.
https://www.students.keio.ac.jp/en/com/class/grade/

i. Address Label (Print out after completing documents in the Admission Web Entry System)

Once documents a.–e. of the previous section 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.

The documents must be postmarked on or before the last day of the application period.

XIII.   Important Notes on Application

1.   Inquiries regarding the content of interviews or results of screening will not be entertained.
2.   Incomplete applications and those submitted past the deadline will not be processed.
3.   In the event that the information on any part of your application is discovered to be incorrect or fraudulent, the eligibility of your application and enrollment will be cancelled. Furthermore, any successful applicant who tarnishes the good name of Keio University or behaves in any other manner counter to his or her obligations as a Keio University student will have his or her eligibility to enroll cancelled.
4.   Submitted documents and materials will not be returned.
5.   In case of an address change after the application has been submitted, applicants must immediately notify the Admissions Office via email (gao-request@sfc.keio.ac.jp).
     When submitting notice of the address change, applicants should write the following in the subject line:
          "Address Change Notice: Application to the Graduate School of Media and Governance"
     Applicants should provide the following information in the email contents:
     a.   Name
     b.   Date of birth
     c.   Application category (e.g., Internal Recommendation for Current Students 2026 Spring) and examination number (if applicants already have their examination slip)
     d.   New address including postal code
     e.   New telephone number
     f.   Date of address change (or expected date of address change)
     In addition, applicants must file a forwarding order with their local post office.
6.   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 a 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.
7.   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 Keio University website. Applicants should check this page regularly for any changes.
SFC website: https://www.sfc.keio.ac.jp/en/

XIV. Announcement of First-round Results

Applicants can check the first-round results of their application and print out their examination slip from the Web Entry System website during the period for viewing first-round results. The email address and password registered when obtaining an Applicant Entry ID will be required to view results.

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

Application Period	Period for Viewing First-round Results
Spring Semester 2026	11:00 a.m., April 24, 2026—4:59 p.m., July 11, 2026
Fall Semester 2026	11:00 a.m., October 1, 2026—4:59 p.m., November 28, 2026

There are three categories of first-round results:

A. Passed First Round and Exempted from Second Round

Applicants in this category have passed the first-round screening and are exempt from the second-round examination (interview).

Print out the examination slip and follow the instructions as described in "XVI. Announcement of Second-round Results" to confirm whether or not you have been accepted to the Graduate School.

B. Passed First Round

Applicants in this category have passed the first-round screening.

Print out the examination slip and follow the instructions as described in "XV. Second-round Examination (Interview)" for taking the second-round examination (interview).

C. Decision Pending

Decisions for applicants in this category are pending.

Applicants in this category should print out the examination slip and submit a Research Plan during the designated period for submitting additional documents by post.

The documents **must be postmarked on or before the last day of the application period**.

Application Period	Period for Submitting Additional Documents ＊
Spring Semester 2026	May 7, 2026 – May 13, 2026
Fall Semester 2026	October 1, 2026 – October 8, 2026

<Writing a Research Plan>

The research plan:

1. Should concretely and concisely describe:
   a) Previous academic themes and achievement
   b) Research that the applicant is planning to conduct at the master's program including below:
      Theme/Objective/Methodology/Significance of research/Features/Anticipated result/Facilities required for research
   c) Others, if any
2. Should be word processed whenever possible and printed on **A4 size paper** (portrait: plan written horizontally, without a cover page) and be made easy to read using diagrams, graphs, etc.
3. Should have the applicant's name and signature, and affiliation (name of university and department) clearly indicated on the first page

4. Must be no more than five pages in length with page numbers (current page/total pages) on the lower right-hand side of each page (For example: 1/5, 2/5, 3/5, 4/5, 5/5)
5. Must leave a margin of 1.5 cm on the left-hand side and be stapled at the upper left-hand corner when it is a multi-page document
6. For reference, please see sample research plan formats at the following:
   https://www.sfc.keio.ac.jp/en/admissions/gsmg/master/internal.html
   The format is not limited to those on the website.

<Announcement of First-round results for decision-pending applicants>
During the results announcement period for first-round decision-pending applicants, applicants can login to the Web Entry System "My Page" (email address and password registered at time of obtaining an Applicant Entry ID are required) and confirm results.

Only applicants who have passed the first-round screening will be allowed to take the second-round examination (interview). Applicants who have passed the first-round screening should follow the instructions in the below section "XV. Second-round Examination (Interview)."

Application Period	Period for Viewing Results for First-round Decision-Pending Applicants
Spring Semester 2026	3:00 p.m., June 25, 2026—4:59 p.m., July 11, 2026
Fall Semester 2026	3:00 p.m., November 12, 2026—4:59 p.m., November 28, 2026

XV. Second-round Examination (Interview)

Excluding applicants exempt from second-round examination, applicants who have successfully passed the first-round screening will be interviewed on the dates listed below. Notification of interview times will be made **by post** at least one week before the interview. Applicants should print out the examination slip from the Web Entry System "My Page" and bring it on the day of the second-round examination.
Be sure to keep the examination slip after the interview, as it is required for the enrollment registration process.

Application Period	Second-round Examination (Interview) Date
Spring Semester 2026	Saturday, July 11, 2026
Fall Semester 2026	Saturday, November 28, 2026

XVI. Announcement of Second-round Results

Applicants should confirm whether or not they have been accepted to the Graduate School during the viewing period indicated below by logging in to the Web Entry System "My Page" during the period for viewing second-round results. (Email address and password registered at time of obtaining the Applicant Entry ID are required to login.)

Application Period	Period for Viewing Second-round Results
Spring Semester 2026	11:00 a.m., July 13, 2026—4:59 p.m., August 31, 2026
Fall Semester 2026	11:00 a.m., November 30, 2026—4:59 p.m., March 1, 2027

XVII. The Enrollment Registration Process

The "Enrollment Registration Guide" will be sent to all applicants who pass the second round of screening approximately one month prior to the beginning of the enrollment registration period by e-mail. Complete enrollment registration by following the instructions in the Enrollment Registration Guide. Please note that enrollment registration documents will be sent to the address applicants registered in the Online Application System, so be sure to notify the Admissions Office as outlined in "XIII. Important Notes on Application" for any changes to the address.

A. Deadline for enrollment registration:

Enrollment in	Enrollment Registration Deadline
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

XVIII. Academic Fees and Types of Scholarships

A. 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 2026:   *(in Japanese Yen)*

			April 2026 Enrollment	September 2026 Enrollment
			Master's	Master's
Academic fees		Registration Fee	70,000	35,000
		Tuition Fee	1,570,000	785,000
Other		Materials Distribution Fee and Other Course-Related Fees	8,000	4,000
	Student Health Care Mutual Aid Association			
		Registration Fee	100	100
		Annual Fee	2,500	1,250
Total			1,650,600	825,350
(Spring Semester Installment of Academic Fees)			(825,350)	
(Fall Semester Installment of Academic Fees)			(825,250)	

- Academic fees, excluding the Student Health Care Mutual Aid Association Registration Fee, can be paid in one lump sum or in two installments — one in spring, the other in fall. Academic fees for the Fall Semester should be paid by the end of October each year.
- The Student Health Care Mutual Aid Association Registration Fee is charged in your first year only.
- Keio University is entrusted with the collection of the Materials Distribution Fee and Other Course-Related Fees and

the Student Health Care Mutual Aid Association Registration Fee and Annual Fee, which may be revised as required each academic year while you are studying at the university.

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 have declined the offer of admission by the appropriate method and date. The deadline for declining admission will be written in the Enrollment Registration Guide.

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

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 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 (Law School (LS) will be changed to Professional Degree Programs).
https://www.students.keio.ac.jp/com/scholarships/mmenjo.html
(Japanese language only)

C. 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.

Admissions Office of the Graduate School of Media and Governance
Keio University Shonan Fujisawa Campus
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Email: gao-request@sfc.keio.ac.jp