Keio University

Faculty of Policy Management

Faculty of Environment and Information Studies

Application Guidebook

for

Admissions for Overseas Students (GIGA Program)

Students Educated Outside the Japanese Educational System,

including those applying to the

Global Information and Governance Academic (GIGA) Program

for those seeking admission in September 2018

Online Admissions Application

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

(See page 6 for details)

This Application Guidebook contains an overview of the admissions process for the Keio University Faculty of Policy Management, and Faculty of Environment and Information Studies for students educated outside the Japanese educational system, including those applying to the GIGA Program. It describes the necessary steps from preparing an application to completion. Please be sure to read this guidebook carefully before applying in order to prevent any errors in your application.

All inquiries concerning admissions should be made by the applicant.

Admissions Office
Keio University Shonan Fujisawa Campus
5322 Endo, Fujisawa-shi, Kanagawa 252-0882, JAPAN
Email: ao-overseas<at>sfc.keio.ac.jp
Please replace "<at>" with "@" in the email address before sending out the email.

Contents

Management of Personal Information at Keio University

Personal information at Keio University is handled securely and appropriately in compliance with the Basic Policy concerning Protection of Personal Information and Rules for Protection of Personal Information.

The names of individuals, their addresses and other personal information provided by them in connection with applications and admissions will be used in various departments at Keio University for the following purposes:

1. Conducting entrance examinations (processing applications, conducting examinations, announcing successful candidates),
2. Screening, communicating, and carrying out procedures for scholarship programs,
3. Enrollment procedures,
4. Administering, communicating, and carrying out procedures concerning academic affairs,
5. Administering, communicating, and carrying out procedures concerning general student life,
6. Administering, communicating, and carrying out procedures concerning the use of university facilities and equipment,
7. Conducting communications for soliciting donations and recruiting members for the Keio Iji-kai (support group) and the Keio Card,
8. Sending various documents to, and communicating with, students and guarantors.
9. Sending documents to individuals related to the Mita-kai (alumni associations), and
10. Conducting other functions related to all or some of the preceding items listed above.

Some of the above actions may be entrusted to subcontractors hired by Keio University. In order for such subcontractors to carry out their work, some or all of the personal information Keio University receives from individuals (the minimum necessary), may be provided to them.
In principle, Keio University does not disclose personal information of individuals to third parties.

In exceptional circumstances, the personal information of an individual may be disclosed to a third party when Keio University bears a legal obligation to do so; when Keio University determines that disclosure is necessary in order to protect the life, health, property, rights, or welfare of an individual; or when any other pressing necessity arises and the permission of the individual concerned cannot be obtained.

Special Measures Taken for Victims of Large-scale Natural Disasters

Applicants who were affected by a large-scale natural disaster that occurred within Japan may be eligible for receiving financial support from the university depending on the conditions. Please contact the Admissions Office for details.

Important Notes on Applications

(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 deadline. Furthermore, supplemental application materials will not be accepted after the end of the application period except when special permission has been granted. Therefore, you should make sure you have prepared all the required documents before submitting your application.
(2) If you must send any part of your application separately due to unavoidable circumstances, be sure to indicate the arrival date on your "Checklist of Application Documents Submitted by Postal Mail." All parts of your application must arrive by the application deadline of Tuesday, February 13, 2018, Japan standard time (JST).
(3) Take particular care when entering important identifying information, such as your name and date

of birth, etc. Foreign students residing in Japan may apply with a common-usage name only if their Certificate of Residence contains a record of said name.

(4) In the event that the information you write on application documents is incorrect or fraudulent, eligibility of application and admission 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.

(5) Application documents and other related materials will not be returned.

(6) Persons with a physical disability requiring special consideration in terms of application or admission to Keio University are required to notify the Admissions Office of their disability at least one month before the start of the application period.

(7) All certificates must have been issued within three months of the application deadline and have a clearly indicated period of validity that includes the application deadline. Certificates that do not satisfy these conditions and copies of certificates can only be accepted when special permission is granted.
   * These validity-period requirements do not apply to certificates submitted as optional materials.

(8) If the address of an applicant changes after the submission of the application, the applicant must notify the Admissions Office immediately via email. When submitting the notification of a change, the applicant must clearly write the following subject line in an email:

   [Address Change Notice: Admissions for Overseas Students (GIGA Program)]

The applicant must provide the following information in the contents:
   • Applicant ID (refer to page 6)
   • Name of the applicant in the English alphabet (if possible, please also provide the name in Kanji or katakana characters)
   • Applicant's date of birth
   • New address including postal code
   • New telephone number
   • New email address
   • Date of address change (or expected date of address change)

In addition, the applicant must file a forwarding order with their local post office. All correspondence concerning the address change should be addressed to:
   Admissions Office
   Keio University Shonan Fujisawa Campus
   Email: ao-overseas<at>sfc.keio.ac.jp
   (Please replace "<at>" with "@" in the email address before sending out the email.)

(9) Measures Taken Under Unforeseen Circumstances
   Under unforeseen circumstances, the Faculty of Policy Management, and the Faculty of Environment and Information Studies may reschedule examinations and/or postpone the announcement of results if deemed necessary. In principle, Keio University does not bear responsibility if, through rescheduling or postponement, applicants suffer any personal loss or inconvenience.
   * Please note that the University website will be used for information and supplemental communication pertaining to this item (9). You are, therefore, advised to check the website whenever applicable.
      http://www.sfc.keio.ac.jp/en/

I.Applications

1. Overview of Applicant Screening for September 2018

a) Admission Quota: Approximately 50 (25 each for the Faculty of Policy Management, and the Faculty of Environment and Information Studies)

b) Screening Method

Screening of applicants will be based on evaluation of submitted application documents. No interview is required.

Applicants may not apply to both the Faculty of Policy Management, and the Faculty of Environment and Information Studies through Admissions for Overseas Students (GIGA Program) in the same year.

c) The Application Process

STEP 1　Check your eligibility

Go to page 8 and check the qualifications required for application.

If you are not eligible to apply through the "Admissions for Overseas Students (GIGA Program)" application process, visit the website below to find other ways to apply to the Faculty of Policy Management or the Faculty of Environment and Information Studies.

http://www.sfc.keio.ac.jp/en/admissions/undergraduate/

STEP 2　Check that the Application Documents are officially sealed by the high school or sent from the test agency. Go to pages 14-19 for details. See "How to submit documents"(Page 16-17)

I　Certificate of High School Graduation or Statement of Expected Graduation

J　Academic Transcript (in Japanese or English)

K　School Profile

N　Certificate of English Language Proficiency Test Result

O　Submission of Standardized Test Scores

STEP 3　Obtain an Applicant ID　　Starts from 11:00 a.m., Monday, December11, 2017-

Go to page 6 for details on the Online Application System.

STEP 4　Pay the application fee　　Starts from Monday, December11, 2017-

Follow the directions on page 7 to make the payment.

STEP 5　Check the required application materials

Go to pages 10-19 and check the required application materials.

Make all necessary preparations well in advance.

STEP 6　Complete the Online Application

Follow the directions on pages 10-19 and complete the online application materials.

Deadline: 3:00 p.m., Thursday, February 8, 2018 (JST).

*The Online Application website will be down during the below periods so you will not be able to use it or login.

4:30 p.m. Wednesday December 27, 2017 to10:00 a.m. Tuesday January 9, 2018

Check list　Please ensure that your application and submitted documents arrive by the deadline

Online Application Completion Date	/　　　/
Date sent	/　　　/
Expected date of arrival Days required	/　　　/ (　　　　days)
Tracking Number	
Confirmation of arrival via tracking	☐　Arrived ☐　If it did not arrive, contact AO immediately

---

STEP 7　Submit your application by registered mail
Follow the directions on pages 14-19 and submit application documents by postal mail.
Ensure that there is more than a week of time to allow your application to arrive. Also, make sure to check tracking and make sure that your application arrives by the deadline.
Deadline: Tuesday, February 13, 2018 (JST). Must arrive on or before the deadline.
STEP 8　Confirmation of application
Follow the directions on page 6 and check through the Online Application System that your application has been confirmed.
Students may check that their applications have been accepted **from 11:00 a.m., Monday, March 5, 2018** (JST).
STEP 9　Check your results
Follow the directions on page 6 to view your result on the Online Application System.
Results announcement: 11:00 a.m., Friday, March 23, 2018 (JST).
Successful applicants may check the Admissions Guide (pdf version) on the results page on the Online Application System to review the admissions process. This may be a substitute for the physical version until it arrives by postal mail.
STEP 10　Successful applicants will receive Admissions Documents by postal mail
If you do not receive the Admission Registration documents by **Thursday, April 12** (JST), contact the Admissions Office (ao-overseas@sfc.keio.ac.jp) on Friday, April 16.
STEP 11　Admissions process
The admissions process is divided into Stage 1 and Stage 2, both of which must be completed. 　　Stage 1: **Friday, May 18, 2018** (JST)　(Submission of receipt of Payment of Academic Fees) 　　Stage 2: **Friday, July 27, 2018** (JST)　(Submissions of documents) Please refer to Application Guide for details.

2. Online Application System

【Online Application System】

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

Access the above website and follow the instructions to obtain an Applicant ID. Applicant IDs can only be obtained during the Online Admissions Application Period.

[Online Admission Application Period]
11:00 a.m., Monday, December11, 2017－3:00 p.m., Thursday, February 8, 2018

The Application Guidebook Number required for obtaining an Applicant ID is:

Application Guidebook Number (all numerals) : 89563877

Please be sure to write down your Applicant ID for future use.

☐　☐　☐　☐　☐　☐　☐　☐

After obtaining an Applicant ID, login to "My Page" on the Online Application System and submit the required application documents and materials. The email address and password registered at the time of obtaining an Applicant ID are required for login.

*The email address entered will be used to send the information about application, registration and such, so be sure to provide an email address which can be used even after you graduate the high school.

[Confirmation of Application]
Login to "My Page" on the Online Application System to check if your application has been received and confirmed. The email address and password registerred at the time of obtaining an Applicant ID are required for login.

[Period for Checking Confirmation of Application]
10:00 a.m., Monday, March 5, 2018 – 9:59 a.m., Friday, March 23, 2018 (JST)

[Results]
Login to "My Page" on the Online Application System to check the results of your application. The email address and password registerred at the time of obtaining an Applicant ID are required for login.

[Period for Announcement of Results]
11:00 a.m., Friday, March 23, 2018 – 11:59 p.m., Friday, May 18, 2018 (JST)

3. Application Fee and Payment Method

a) The application fee is 35,000 JPY.

However, an exemption of 30,000 JPY is granted to applicants who have graduated (or are expected to graduate) from a high school outside Japan that offers a program under the school education system of a country other than Japan. Qualifying applicants should pay an application fee of 5,000 JPY.

b) Payment Method

Be sure to read the instructions below, and make the payment by credit card through the website. This is the only accepted payment method.

1) Download the PDF document "Payment of Application Fee by Credit Card" from the following website, and follow the instructions to pay the applicable amount indicated above.

http://www.sfc.keio.ac.jp/en/admissions/undergraduate/admissions_for_overseas.html

2) Print out the "Payment Complete" page

When you have completed your online credit card payment, print out two copies of the "Payment Complete" page (which confirms successful payment) on A4, letter-size, or similarly-sized paper. One of these copies is to be submitted together with the rest of your application documents. The other is for your own records and should be kept safely. If you forget to print out the "Payment Complete" page, you will be able to display it once again by entering your "Receipt Number" and "Birth Date" (as shown during payment) on the "Payment Result" screen.

- Payment by credit card will be accepted between Monday, December 11, 2017 and Thursday, February 8, 2018 (JST).
- If paying on the last date of the payment period (February 8), card settlement must be completed by 11:00 p.m. (JST).
- It should be noted that credit card companies will not accept requests to cancel payment once the online payment has been completed.
- An online payment system administrative fee and transaction fee will be charged on top of the application fee.
- If you have any inquiries regarding payment by credit card, please contact the following external support center:

[E-Service Support Center]   TEL: +81-3-3267-6663 (24 hours everyday)
https://e-shiharai.net/ecard/   (Refer to the FAQ page for more details.)

c) Refund of the Application Fee

In principle, the application fee cannot be refunded. However, a refund may be considered under special circumstances, such as:

1) When an applicant paid the application fee, but did not file an application (that is, application documents were not sent, or the application was not accepted for screening), or

2) When the application fee was mistakenly paid twice or more.

Those to whom the above special circumstances 1) or 2) apply should contact the Admissions Office by 5:00 p.m., Monday, February 19, 2018 (JST).

Please note that when Keio University pays the refund into an overseas bank account, a remittance fee of approximately 7,000 JPY will incur, and this amount will be deducted from the refund. Those who paid the application fee of 5,000 JPY cannot apply for a refund without a bank account within Japan.

II. Detailed Description of the Application Process

1. Qualification of Applicants

Applicants are required to fulfill both of the following I. and II. in order to apply for the GIGA program:

I. Applicants must fulfill all of the requirements described in sections a) and b) below:
   a) Those who have spent at least two of the last three years of secondary education in a high school operated under a non-Japanese educational system.
   b) Those who are eligible for admission into a university in accordance with the school education system of their native country.

II. Applicants must have an academic background equivalent to ONE of the following educational criteria at the time of application to Keio University:

(1) Those who have completed, or are expected to complete, 12 years or more of formal education in countries other than Japan by September 21, 2018.[*1]

(2) Those who, by September 21, 2018, have completed, or are expected to complete, 12 years or more of formal education at schools for international students in Japan accredited by an international accrediting organization (WASC, CIS, or ACSI)[*2], or schools for foreign students in Japan accredited by MEXT[*3] to be equivalent to a high school outside Japan, and will reach 18 years of age before the enrollment date at Keio University.

(3) Those who have passed an examination demonstrating academic ability equivalent to 12 years of formal education, such as the GED (General Educational Development) test or another high school equivalency exam (高等学校卒業程度認定試験), and will reach 18 years of age before the enrollment date at Keio University.

(4) Those who have obtained[*4] an International Baccalaureate Diploma[*5], Abitur,Baccalaureate Diploma or GCE A-level result and will reach 18 years of age before the enrollment date at Keio University.

(5) Those who, by September 21, 2018, have completed, or are expected to complete, 12 years of formal education in Japanese schools accredited by the Ministry of Education, Culture, Sports, Science and Technology (MEXT) , and will reach 18 years of age before the enrollment date at Keio University.

(6) Those who have been recognized individually by Keio University as having qualifications equivalent to (1), (2), (3), (4), or (5) above, and will reach 18 years of age before the enrollment date at Keio University.[*6]

Notice:

*1: If an applicant has completed a 12-year (or more) school curriculum in less than 12 years outside Japan because of appropriate reasons (e.g. grade skipping or early graduation), he or she will be regarded as having met the above requirements. In order to prove his/her eligibility, he/she is required to submit an official document issued from his/her school explaining the reason(s) for the early completion, the details such as the skipped grade(s), and the dates that apply.

*2: A formal education at a school in Japan accredited by an international accrediting organization (WASC, CIS, or ACSI). Please check from the following links.
WASC :http://www.acswasc.org/ ,**CIS:** https://www.acsi.org/ ,**ACSI:** http://www.cois.org/

*3: School**s** for foreign students in Japan accredited by MEXT (我が国において、高等学校相当として指定した外国人学校)
http://www.mext.go.jp/a_menu/koutou/shikaku/07111314/003.htm   (Japanese version only)

*4: Students enrolled in a high school that does not correspond to II (1), II (2) or II (3), and who are expected to obtain an International Baccalaureate Diploma, Abitur, Baccalaureate Diploma, or GCE A-level result by the time of enrollment, must first be approved after individual screening by Keio University as described in Qualification of Applicants II (6). As described below in *6, please contact the Admissions Office beforehand.

*5: Application for those who have completed or are expected to complete IB schools (Article One Schools), excluding those who are expected to obtain a Dual Language IB Diploma in Japanese and English(日本語 DP).
http://www.mext.go.jp/a_menu/kokusai/ib/1307999.htm   (Japanese version only)
Those who have completed, or are expected to complete three years of study in a high school defined as an Article ONE School (一条校) by the School Education Law in Japan, herein referred to as a Japanese High School, are not eligible to apply for Admissions for Overseas Students (GIGA Program). However, Japanese High School graduates who have obtained or are expected to obtain an International Baccalaureate Diploma before enrollment (excluding a Dual Language IB Diploma in Japanese and English(日本語 DP)) may be recognized as eligible to apply for Admissions for Overseas Students (GIGA Program) on an individual basis. In such cases, please check Qualification of Applicants II.(6) and contact the admissions office.

*6: Those wishing to apply through requirement (6) should contact the Admissions Office at least 1 month before the application deadline to confirm the details such as required documents, and the application period for individual screening. Keio University will then determine whether the applicant is eligible to apply under item (6).

The abovementioned eligibility requirements are based on the policy of the Ministry of Education, Culture, Sports,Science and Technology.
http://www.mext.go.jp/a_menu/koutou/shikaku/index.htm (Japanese version only)

Applicants may not apply to both the Faculty of Policy Management, and the Faculty of Environment and Information Studies through Admissions for Overseas Students (GIGA Program) in the same year.

2. Submission Period and Screening Schedule

Japan standard time (JST) is used for all times and dates.

Period for Submitting Application Documents Online	11:00 a.m., Monday, December11, 2017– 3:00 p.m., Thursday, February 8, 2018 The Online Application website will be down during the below period so you will not be able to use it or login. 4:30 p.m. Wednesday December 27, 2017 to10:00 a.m. Tuesday January 9, 2018
Period for Submitting Application Documents by Postal Mail	Tuesday, January 23, 2018 – Tuesday February 13, 2018 <u>Must arrive on or before the deadline</u> Ensure that there is more than a week of time to allow your application to arrive. Also, make sure to check tracking and make sure that your application arrives by the deadline.
Period for Confirming Application(see page 6)	11:00 a.m., Monday, March 5, 2018– 10:59 a.m., Friday, March 23, 2018
Period for Announcement of Results(see page 6)	11:00 a.m., Friday, March 23, 2018 – 11:59 p.m., Friday, May 18, 2018

3. Items Necessary to Make an Application

Applications are accepted only when applicants submit both "Documents Submitted Online" and "Documents Submitted by Postal Mail" by the corresponding deadline.

For details, refer to "II.4. Application Documents Submitted Online" on pages 10–13 and "II.5. Application Documents Submitted by Postal Mail" on pages 14–19.

Application Documents Submitted Online
(Required)
A   Online Application Form
B   Applicant Evaluation Forms
C   Activity Report
D   Statement of Purpose, Study Plan at the University, and Self-Recommendation   Both an essay and freestyle expression are required
E   Three-minute self-introductory video (in English)
(Optional)
F   Optional materials

Application Documents Submitted by Postal Mail
(Required)
G   Handwritten Application Form
H   Proof of Application Fee Payment
I   Certificate of High School Graduation or Statement of Expected Graduation (in Japanese or English)
J   Academic Transcript (in Japanese or English)
K   School Profile
L   Checklist of Application Documents Submitted by Postal Mail
M   Address Label
(Required when applicable)
N   Certificate of English Language Proficiency Test Result (Original—photocopy not permitted.)
(Strongly recommended)
O   Submission of Standardized Test Scores
(Only when applicable)
P   Others

4. Application Documents Submitted Online

Login to "My Page" from the Online Application System (refer to the URL on the cover page) to submit documents and materials. The email address and password registered at the time of obtaining an Applicant ID are required for login. Please refer to "I.2. Online Application System" on page 6.

Important Note: Contents of any linked websites and such included in submitted documents and materials will NOT be considered as part of the application.

A Online Application Form

Fill in the application form following the instructions.
The address entered will be used to send admission registration documents and such, so be sure to provide an address where mail will definitely reach you.

Upload your 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 may 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 become a cause for disqualification.

Nationality: If one of your nationalities is Japan, fill in "Japan." If your dual nationality consists of Japan and another country, fill in "Japan." If you have any questions, please contact the Admissions Office.

B Applicant Evaluation Forms

Evaluations, not recommendations, should be provided by two persons who are in a position to evaluate the applicant objectively. Details are as follows:

Steps to be taken by the applicant:
1. Login to "My Page" from the Online Application System (refer to the URL on the cover page)
2. Register the evaluator's email address in the applicable section. → An exclusive URL for an evaluation request and the applicant's Applicant ID will be sent to the registered evaluator's email address.

Steps to be taken by the evaluator:
1. The evaluator will receive an email. The evaluator should access the URL and follow the instructions on the screen to register the evaluator information and password, etc.
2. The evaluator should login to the "Applicant Evaluation Page."
3. The evaluator should enter an evaluation of the applicant (texts can be temporarily saved).
4. The evaluator should click the "Submit" button after all evaluation fields have been completed.

Notes:
1. The Handwritten Application Form cannot be printed out until evaluations from the two evaluators have been submitted. This Handwritten Application Form is one of the items required to be submitted by postal mail, so plan well ahead and allow plenty of time for the evaluations to be written.
2. The evaluator may be anyone who can evaluate the applicant objectively with the exception of relatives within the second degree of kinship.
3. The webpage for applicant evaluation forms is written in both Japanese and English. Information on the evaluation criteria and such can be found in the Online Admissions Application.

4. If creating the applicant evaluation online is unavoidably difficult, send the following information to ao-overseas<at>sfc.keio.ac.jp. Please replace "<at>" with "@" in the email address before sending out the email (SFC Admissions Office) by Tuesday, January 23, 2018 (JST):
    a) Applicant ID
    b) Applicant name
    c) Reason why the applicant evaluation(s) cannot be completed online
5. The Online Application website will be down during the below period so evaluators will not be able to use it or login.
    4:30 p.m. Wednesday December 27, 2017 to10:00 a.m. Tuesday January 9, 2018

C Activity Report

Select one or two items from the below 1 through 6 that you consider suitable to promoting yourself, and provide an explanation in 400 letters or less (Note: not 400 words or less, 400 letters includes spaces). This does not imply that an actual proof of your credentials is required. Please consider it as a self-evaluation.
1. Awarded in activities such as research, creative presentations, contests or competition in fields such as academics, culture, arts or sports
2. Possess excellency in disciplines such as foreign languages or computer technology, and has scored high in such tests and/or obtained high-level qualifications.
3. Recognized for accomplishments in social welfare activities or contributions to the community.
4. Possess both superior academic abilities and a creative, enthusiastic attitude toward learning.
5. Outstanding both as a scholar and as an individual of character, and has exemplified leadership traits in the local community or secondary school.
6. Capable of voluntarily initiating independent research or study, and has produced visible results.

Upon completion of the above, describe activities undertaken in all fields since graduating from junior high school and the results. Please note that activities and results undertaken before graduating from junior high school that had a significant impact on subsequent activities may be included.

If your activities and results are too numerous to include them all, select those that you want to highlight so that they will fit within the appropriate space.

For awards and results, provide as much proof of them as possible in "Optional Materials."

D Statement of Purpose, Study Plan at the University, and Self-Recommendation.
Both an essay and freestyle format are required (whichever format you prefer).

Describe in two formats (1. essay, and 2. freestyle (any style you prefer) format), your motivation for applying to the Keio University Faculty of Policy Management or the Faculty of Environment and Information Studies; your intentions with regard to academic endeavor after enrollment; and personal qualities that you consider beneficial for this application. In particular, emphasis should be placed on your exact plans for the 4 years of academics and various activities at SFC.

The essay should be about 600 words, and the freestyle format should be a PDF file of no more than 10MB or two A4 size pages.

You may use any style for the freestyle format, and attach supporting material, for example photographs, drawings, writings, or any combinations. All three elements, Statement of Purpose, Study Plan at the University, and Self-Recommendation, should be included in either essay or freestyle format. It is up to the applicant how to divide up this section.

Applicants are required to upload a three-minute self-introductory video of themselves presenting their reasons for applying, intended course of study after enrollment, future goals, etc.

- ・ Format: The video must be playable in Windows Media Player (*.mpg, *.avi, *.wmd, *.wmv, *.mp4).
- ・ Present what you have accomplished up until now, and your goals for the future.
- ・ The three-minute video **must include scenes showing the applicant's face**.
- ・ The voice must be the applicant's own, and there should be no background music or noise interfering with the voice.
- ・ The video will not be judged for its recording technique or imaging quality. (It will be used solely for confirming the applicant's reasons for applying, study plans, future goals, etc.)
- ・ The video **must be no larger than 200MB（files any larger cannot be uploaded）**, and **should be approximately three minutes**. Videos that are four minutes or longer will not be accepted. After uploading the video, check whether or not the video can be played and has audio.

F Submission of Optional Materials

Applicants are permitted to upload up to ten optional materials that demonstrate activities undertaken in various fields since graduating from junior high school and the results. Plans for academic achievement once enrolled and motivation and ability that the applicant believes will assist him or her in achieving the corresponding goals are also acceptable.

We ask that you use your best judgment, creativity and ingenuity in selecting and preparing these materials.

You should also understand the following:

1) The purpose of optional materials is to supplement the application forms, and should be used to better facilitate the evaluation of your personal qualities and capabilities. These materials should provide information that you consider beneficial to screening and other attributes you have that cannot easily be expressed via the application forms alone.

2) When uploading materials, a summary and/or supporting comments of 400 letters or less (spaces included) must be included. The summary and/or supporting comments should be entered into the provided space.

3) Materials that may be submitted are limited to the following formats: PDF files, JPG files, and videos that can be played on Windows Media Player (*.mpg, *.avi, *.wmd, *.wmv, *.mp4).

4) Each file should be less than 100MB. The total size of all submitted files together should be less than 450MB. Files any larger cannot be uploaded.

5) For papers etc., summarize the contents on a single page (size A4, letter-size, or similarly-sized paper) and submit it together with an evaluation (no designated format) that includes a review by the instructor who assigned the paper.

6) If submitting evidence of qualifications etc., in order to assist in evaluation and screening, please provide not only the results achieved, but also materials describing the application and screening processes.

7) Applicants who wish to submit a recommendation letter (no specified format) as optional material should upload it as a PDF file. Recommendation letters sent by postal mail are NOT accepted. Explain this rule when requesting one, and that the letter must have the recommender's signature at the bottom, and must be uploaded by the applicant.

8) If you wish to submit contents of a website as optional material, simply providing the URL is not sufficient for it to be considered for your application. In other words, if you comment "please refer to the following URL," within your submitted optional material and provide only the website URL, the linked contents of the website will not be considered. Web materials must be uploaded as JPEG, PDF, or video files.

5. Application Documents Submitted by Postal Mail

The required documents should be placed inside a suitable envelope, to which (M) Address Label (see page 18) should be attached (or enclosed). Send all documents to the address below.

> *Admissions Office　Keio University Shonan Fujisawa Campus*
> *5322 Endo, Fujisawa-shi, Kanagawa 252-0882, JAPAN*

Notes:

1) Application documents must arrive on or before the specified deadline. Late applications will not be considered. Even if the online admission application is completed by the deadline, documents that are submitted by postal mail must arrive on or before the deadline in order for an application to be accepted and screened.

2) Be sure to take into consideration the time required for delivery in advance of mailing your documents, and in addition, use a means of delivery that provides a tracking service. (For example, if mailing from within Japan, the Simple Registered Express service(簡易書留) is most suitable. If applications are sent from overseas, they should be sent by a method that allows tracking, such as EMS, and they must arrive on or before the last day of the application period.)Ensure that there is more than a week of time to allow your application to arrive. Also, make sure to check tracking to make sure that your application arrives. See page 5-6.

3) Items sent by postal mail other than those specified in "Application Documents submitted by Postal Mail" will not be considered as part of your application.

G　Handwritten Application Form (Print out after completing documents in the Online Application System)

Once documents submitted through the Online Application System have been completed and you have clicked "submit," the Handwritten Application Form can be printed out. Printouts should be on A4, letter-size, or similarly-sized paper in black-and-white or color. Complete the form by following instructions for items that need to be filled in by hand.

H　Proof of Application Fee Payment

Applicants must send an A4, letter-size, or similarly-sized printout of the "Payment Complete" page confirming successful payment.

For details, please refer to the corresponding section in I.3. "Application Fee and Payment Method" on page 7.

I　Certificate of High School Graduation or Statement of Expected Graduation (in Japanese or English)

Applicants must submit a certificate or statement that clearly states the date of graduation or expected graduation issued within three months before the application deadline. The date of issuance must be printed on the certificates.

- The certificate must be placed in a officially sealed envelope.
  See "**How to submit documents**" (page16-17)
- You are required to submit either your actual graduation certificate or a certified true copy verified by the issuing school, and it must be officially sealed. Photocopies and other simple reproductions of certificates are not accepted.
- A copy of your graduation diploma should be a certified true copy verified by the issuing school, and it must be officially sealed.
- If no fixed format is used for a certificate of graduation/expected graduation at your high school, download the "TEMPLATE_Certificate of Graduation, Expected Graduation" provided on the website below, and fill it out (by typewriting or handwriting) and submit it with the official stamp of approval of your high school. It must be officially sealed.
  http://www.sfc.keio.ac.jp/en/admissions/undergraduate/admissions_for_overseas.html

J   Academic Transcript (in Japanese or English)

Applicants must submit a High School Academic Transcript issued within three months before the application deadline. The date of issuance must be printed on the transcript.

- In the case of twelve-year education systems, academic results from the 10th grade through 12th grade must be included; in the case of thirteen-year education system, academic results from the 10th grade through 13th grade must be included.
- If you have not yet received your grades for the last year of classes, leave that section blank.
- The transcript must be placed in a officially sealed envelope.
  See "How to submit documents" (page16-17)
- You are required to submit either your official academic transcript or a certified true copy thereof as verified by the issuing school and it must be officially sealed. Photocopies and other simple reproductions of certificates are not accepted.
- No specific formatting requirements apply in the event that the education system in question has no prescribed format for academic transcripts. If it is not possible to submit an academic transcript, copies of term reports or other academic evaluation reports for each semester must be submitted instead. In this case, please submit certified true copies as verified by the issuing school, and make sure they are officially sealed.

[Special cases and required documents]
Special cases and corresponding required documents are indicated in the chart below.
- Certificates must be issued within three months of the application deadline. The date of issuance must be printed on the certificates.
- The certificate must be placed in an officially sealed envelope.

Case	Required documents	Remarks
Applicant is attending, or was previously enrolled at, a university	University academic transcript	If the applicant has not attended university long enough for the issuance of an academic transcript, this situation should be clearly noted and a Certificate of Enrollment should be submitted.
Applicant attended more than one high school	Academic transcripts directly issued by each high school, or a certified copy of your transcripts of academic record from your previous schools, which must be signed by the principle of your most recent school, and sealed by your most recent school (with the corresponding period of enrollment clearly indicated on each).	If the applicant has not attended high school long enough for the issuance of an academic transcript, this situation should be clearly noted and a Certificate of Enrollment should be submitted.

How to Submit Documents (1/2)

When submitting documents I, J, K, N, and O, choose one submission method from M1 to M4. If possible, choose the "recommended" M1 or M3, and if not, choose M2 or M4.
Refer to the L Checklist of Application Documents
https://www.sfc.keio.ac.jp/en/docs/giga_checklist.pdf

Send type	▼Send separately from the application documents		▼Send with the application documents	
Submission methods →M1,M2,M3,M4 ↓Documents	M1 <Recommend> Direct delivery from the High School to Keio SFC **Officially Sealed** (See Note*1)	M2 Direct delivery from the Testing Agency to Keio university	M3<Recommend> **Officially Sealed** (See Note*3)	M4 Original Certificate, not Officially Sealed
I　Certificate of High School Graduation or Statement of Expected Graduation	◎Acceptable	―――	◎Acceptable	×Not Acceptable
J　Academic Transcript (in Japanese or English)	◎Acceptable	―――	◎Acceptable	×Not Acceptable
K　School Profile	◎Acceptable	―――	◎Acceptable	×Not Acceptable
N　Certificate of English Language Proficiency Test Result	[TOEFL, IELTS and all] ◎Acceptable	[Only TOEFL, IELTS] ○Acceptable but read Note *2 carefully	[TOEFL, IELTS and all] ◎Acceptable	○Acceptable but read Note *4 carefully
O　Submission of Standardized Test Scores	[SAT, ACT, IB and all] ◎Acceptable	[Only SAT, ACT, IB] ○Acceptable but read Note *2 carefully	[SAT, ACT, IB and all] ◎Acceptable	○Acceptable but read Note *4 carefully (×SAT,ACT web screen sites are not acceptable)

Notes:

M1<Recommend>

Note*1: The submission deadline is the same for all application documents. The documents must be sent officially sealed (see the illustration on Note*3.). When submitting application documents, cut out the part below and attach it somewhere on the envelope, or place it inside.

To: Admissions Office Keio University Shonan Fujisawa Campus

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

Applicant (Student) Name:＿＿＿＿＿＿＿＿＿＿＿＿＿

Admissions for Overseas Students (GIGA Program)　2018 September admission

M1Direct delivery from the High School to Keio SFC campus with officially sealed

---

　　　　　　　GIGA, admission in September 2018

M2

Note*2 : Place an order with the Testing Agency by December 31, 2017, and obtain a record of the order, such as a print out of the web order form. If you do not submit the record order, or if the order was placed on or after January 1, 2018, your score submission will not be considered valid. After January 1, 2018, please use method M1, M3 or M4 instead of method M2.

Applicants who would like to apply for PEARL and GIGA programs may use scores (TOEFL, IELTS, SAT, ACT, IB) to apply for both programs if they are submitted correctly. You do not need to send the same scores twice. Instead, you need to state your intention in the appropriate section of the L Checklist of Application Documents.

M3 <Recommend>

Note*3: **"Officially Sealed"** documents must be placed in an official sealed envelope that is signed or stamped across the back flap by the appropriate high school official. We do NOT accept original or certified true photocopies if they are not officially sealed. Documents may be A, put in a single officially signed or sealed envelope, or B, individually signed or sealed in an envelope containing them that is not signed or sealed.
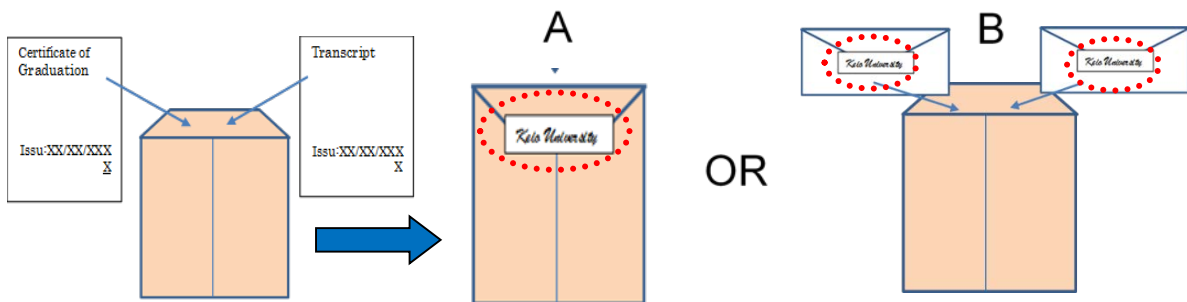
M4

Note *4: "Original Certificate" means a certificate issued by the test agency using their original paper (ex.TOEFL, IELTS, EIKEN). <Attention!>If you would like to submit a print out of a website screen shot or website PDF score (ex. SAT), these are not regarded as original certificates, so you should choose the other methods M1 , M2 or M3 instead of method M4.

K School Profile

To send School Profile, See "**How to submit documents**" (page16-17)

Applicants must submit a School Profile issued by their last high school attended. The school profile should include information on the school's curriculum, standardized test results, and colleges attended by graduates for the past three years.

Please have your school counsellor provide the required information as listed on the designated School Profile form. The designated form MUST be used. The form can be downloaded at the following website: https://www.sfc.keio.ac.jp/en/docs/giga_schoolprofile.pdf

The information should be provided in either English or Japanese. Where data is not available, have the School Counselor indicate as such on the form. The School Profile should be five pages or less. The School Counselor must SEAL the letter inside a suitable envelope, which must remain sealed for submission.If the required information is contained within an official school pamphlet or website, these may be included. However, such information must be in English or Japanese.

Note: 1 If the required information is contained within an official school pamphlet or website

(in English or Japanese), copies of relevant pages may be attached. However, the entire School Profile must be kept within five pages.

L Checklist of Application Documents Submitted by Postal Mail
Must be used the designated form:
https://www.sfc.keio.ac.jp/en/docs/giga_checklist.pdf

Download and print out this form from the same website as this Application Guidebook.
Fill it out and submit it by postal mail.

M Address Label
Once you have clicked "Submit" and submitted documents through the Online Application System, the address label can be printed out. Attach the address label to the envelope containing your application documents for submission by postal mail.

If you are sending your documents by EMS or other similar couriers, enclose your label inside the envelope together with your documents, and fill out the courier form as follows:
1) The address should be the same as that on the address label (addressed to Admissions Office, Keio University Shonan Fujisawa Campus)
2) In the section for comments, etc. indicate:
   a)   Admissions for Overseas Students (GIGA Program)
   b)   The faculty to which you are applying
           (Faculty of Policy Management, or Faculty of Environment and Information Studies)
   c)   Applicant's name and address, including postal code and country

N Certificate of English Language Proficiency Test Result
To send your test scores, See "How to submit documents" (page16-17)

Applicants whose native language is not English and who have not graduated from a high school that uses English as the medium of instruction are required to submit certification of the official score of any of the following English language proficiency tests taken within two years of the application deadline. Results of other tests may be accepted; however, you should contact the Admissions Office at least two months before the application period to confirm acceptability. There is no minimum required band score, the average score of successful applicants is not announced.

  TOEFL (Institution: 0773 Department: 00)(TOEFL-ITP score not accepted)
  TOEIC (TOEIC-IP score not accepted)
  United Nations Association's Test of English (UNATE)
  International English Language Testing System (IELTS)
  Test in Practical English Proficiency (EIKEN)

Applicants whose native language is English or whose high school uses English as the medium of instruction are not required to submit results of any of the tests listed above. However, the academic transcript, school profile, or other such submitted document must indicate that English is used as the main medium of instruction at the said high school.

O Submission of Standardized Test Scores
To send your test scores, See "How to submit documents" (page16-17)

Keio University recognizes that some applicants will find it difficult to submit standardized test scores, due to varying academic calendars and the availability of test dates and locations. Therefore, submission of such scores is not an absolute requirement for application. However, scores from

national or international standardized examinations and certifications make it easier to fairly evaluate applicants' capabilities, so submission of such scores is strongly encouraged. There is no minimum required band score, the average score of successful applicants is not announced.

Table of Recommended Standardized Tests

	Educational System	Standardized Tests
C	China	National Higher Education Entrance Examination (GAOKAO)
F	France	Baccalauréat or Option Internationale du Baccalauréat (OIB)
G	Germany	Abitur
H	Hong Kong SAR China	Hong Kong Diploma of Secondary Education Examination (HKDSE)
I	Indonesia	The Indonesian National Examinations (Ujian Nasional)
	International Baccalaureate	International Baccalaureate (IB)
K	Korea	College Scholastic Ability Test (CSAT)
M	Malaysia	Sijil Tinggi Persekolahan Malaysia (STPM)
N	New Zealand	Record of Achievement certifying your achievement in Level 3 of the National Certificate of Educational Achievement (NCEA)
S	Singapore	Singapore GCE A-levels
T	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)
U	United Kingdom	General Certificate of Education (GCE)
	United States	SAT Reasoning Test™ and/or SAT Subject Tests™ ·Keio University's Institution Code is 0773. (Department Code is 00.) ACT ·Keio University's Institution Code is 7048.
	EJU	Examination for Japanese University Admission for International Students (EJU)

This is only a sample list of recommended tests. Applicants are also welcome to submit predicted scores and results from other tests not listed in this table.

If submitting documents in a language other than English or Japanese, please submit an English or Japanese translation together with certification from your high school, an embassy, or another official body stating that the translation is faithful and accurate. If results of test scores are submitted separately from other application documents, they must arrive at Keio University between Monday, February 13, 2017 and Monday, February 13, 2018 (JST) in order to be considered for your application.

P Other Documents
■ To Applicants Whose Name on the Application Documents is Different from the Name on Submitted Certificates
- Japanese Citizens: Submit a copy of *Koseki Shohon* (戸籍抄本)
- Foreign Nationals: Submit documents to prove that both names refer to the applicant.

■Questionnaire on GIGA Program
Please help us improve the GIGA Program by responding to a questionnaire (voluntary). The Online Application System's "Send Application Form and Other Documents Submitted by Postal Mail" screen has a questionnaire to download and print out. Please complete the questionnaire and send it together with your application documents. The questionnaire provides statistical data that will not identify the applicant, and serves only for future GIGA Program public relations. IT WILL IN NO WAY AFFECT YOUR APPLICATION.

III. Admissions

The Admissions Guide, which provides detailed instructions to successful applicants, and designated forms for admission registration will be sent to all successful applicants approximately one month before the registration period begins. The documents will be sent by postal mail to the address entered at the time of Online Application. If there is a change of address, please report it to the Admissions Office. For details regarding admissions process, please be sure to read the Admissions Guide carefully.

1. Admissions Process

The process for admissions is divided into Stage 1 and Stage 2. All successful applicants will receive the Admissions Guide by postal mail, which contains additional details for each stage. If you do not receive the admissions documents by Thursday, April 12 (JST), contact the Admissions Office on Friday, April 16.

If all steps are completed within the specified period, an enrollment contract will commence on Saturday, September 22, 2018 (JST).

2. Admissions Deadline (tentative)

Stage 1: Friday, May 18, 2018 (JST)
Stage 2: Friday, July 27, 2018 (JST)

3. Process Overview

Stage 1

Stage 1 comprises A) Bank transfer of required academic fees and B) Mailing of Stage 1 documents (see below). Applicants may proceed to Stage 2 only after completing Stage 1 within the designated time frame. An applicant who fails to do so will be deemed to have declined the offer of admission to Keio University and will have his or her eligibility to enroll revoked.

A) Bank transfer of required Academic Fees

Applicants are required to transfer the required academic fees to the specified Keio University account using the University's prescribed bank-transfer form, and from a financial institution located within Japan. Please note that transfers cannot be accepted from the Japan Post Bank. In addition, as the identity of the applicant cannot easily be confirmed for fund transfers from an ATM, mobile phone, or PC, these types of payment methods are not accepted.

If it is not possible to transfer the required academic fees using the prescribed bank-transfer form from a financial institution located within Japan, applicants may pay the academic fees using an alternative method.

B) Mailing Stage 1 documents

After completing the bank transfer of the required academic fees, applicants are required to mail the following documents to the Admissions Office.

Required Stage 1 documents:

- Certificate of receipt of transferred funds (振込金受付証明書) bearing the bank's receipt stamp. (Designated form)
- Stage 1 Enrollment Form (Designated form)

Stage 2

To complete Stage 2, applicants are required to mail Stage 2 documents to the Admissions Office. Any applicant who fails to do so within the designated time frame will, even if Stage 1 has been completed, be deemed to have declined the offer of admission to Keio University and will have his or her eligibility to enroll revoked.

Principal documents required for Stage 2 (see the Admission Registration Guide for further

details)
- Pledge (Designated form)
  After filling in the required details, both the applicant and the applicant's guarantor must sign the pledge and apply their individual seals. Validation via signature alone is acceptable in the case of non-Japanese applicants who do not have seals.
  Japanese applicants must enter their name exactly as it appears on their Family Register (戸籍); non-Japanese applicants may only enter a common-usage name if a record thereof appears on their Certificate of Residence (住民票).
  In the event that a parent cannot act as guarantor, applicants should instead select an elder brother, elder sister, uncle, aunt, or any other person capable of undertaking the role of guardian. In principle, guardians must be adults, be financially independent, and be capable of taking responsibility for the well-being of the applicant and the obligation thereof with respect to payment of academic fees.
- Student Registration Card (学籍登録カード) (Designated form)
- The following certificates:
  [Japanese applicants]
  Certificate of Residence (住民票)
  If the householder indicated on this certificate and the applicant's guarantor are not the same person, a Certificate of Residence for the guarantor must also be submitted.
  [Non-Japanese applicants]
  Certificate of Residence (住民票)
  Applicants residing outside Japan: Official copy of Family Register or birth certificate
- Photo card for Student ID Card (Designated form)
- Proposal of Personal Study and Research (Designated form)
- Address label bearing mailing address in Japan (Designated form)
- Certificates pertaining to grades and graduation (if applicable)

4. Academic Fees

Details regarding academic fees for September 2018 enrollees have not yet been finalized. For reference, the following table shows the fees for September 2017 enrollment. This year's fees will be announced at the time of admission.

One-Time-Only Fees at the Time of Enrollment	
Admission Fee	200,000
Student Health Care Mutual Aid Registration Fee	100

		Fall Semester	Spring Semester
Academic Fees	Registration Fee	30,000	30,000
	Tuition Fee	500,000	500,000
	Facilities Fee	135,000	135,000
Others	Materials Distribution Fee and Other Course-Related Fees	4,000	4,000
	Student Government Fee	375	375
	Student Health Care Mutual Aid Annual Fee	1,250	1,250
Total		670,625	670,625

(all fees are in Japanese Yen)

Total Fees and Expenses for September 2017 : 870,725 Japanese Yen

Notes:
1. The admission fee and union registration fee for student health insurance are required only once, at the time of enrollment.
2. As the fiscal year runs from April to the following March, the fees for 2018 have not been finalized yet and may differ from the costs shown above. The fees at enrollment for new students in September will be calculated for half a fiscal year (with the exception of 1 above, which needs to be paid only once). Starting next year every April, academic fees for each fiscal year of attendance and other fees (with the exception of 1 above) can be split into two installments – one in spring, the other in fall.
3. Fees from the "Others" category above are collected by the University on behalf of other organizations and may be revised during the course of a student's attendance.
4. Small additional fees may be required in order to take certain specific courses after enrollment.
5. As a rule, fees cannot be returned. Nevertheless, academic fees (with the exception of admission fees) and "Others" category fees may be returned in cases where a student applies to withdraw from the University in line with a method prescribed by the University.
   For more details, please refer to the Admissions Guide.

Sliding-scale system
At Keio University, we apply a sliding scale set forth in the University Rules and Regulations to calculate the registration, tuition, and facilities fees, and students must pay a specific amount based on this system each fiscal 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 on the previous year by the National Personnel Authority).

5. Report of Personal Research and Study

We recommend that successful applicants use the valuable period of time before actual enrollment to prepare for future research activities at the University by undertaking voluntary study and research in areas that interest them personally. Further details will be provided after the announcement of successful applicants.

IV. To Applicants Who Wish to Apply for Scholarships

International students applying to the Faculty of Policy Management, or the Faculty of Environment and Information Studies may be eligible to apply for the scholarships listed below.

Note: Application for the following two scholarships can be made only at the time of application to the Faculty of Policy Management, or the Faculty of Environment and Information Studies:

- Mentor Mitakai Scholarship for International Students
- MASATADA KOBAYASHI Scholarship for International Students

You will be notified of your results by email within one week of the announcement of your entrance examination results, between Friday, March 23, 2018 and March 30 2018.

Information on these scholarships may be obtained from the following:

http://ic.sfc.keio.ac.jp/admissions/financial-aid/scholarship

Check the above link regularly for updates on scholarship information. If you decide to apply for the

scholarships above, you may register on the Online Application System.

Please note that this information may change due to unforeseen circumstances. Any changes will be published on the website listed above, so please ensure that you check this website again when you complete your online application in January.

Application for other scholarships may be made after entering Keio University. Details will be announced after your enrollment.

For inquiries regarding scholarships:

Student Life Section, Academic Affairs Office

Keio University Shonan Fujisawa Campus

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

Email: sl<at>sfc.keio.ac.jp

(Please replace "<at>" with "@" in the email address before sending out the email.)

V. Application and Admission Statistics

Year of Enrollment	Faculty	Number of Applicants	Number of Successful Applicants
2011	Environment and Information Studies	24	15
2012	Environment and Information Studies	21	15
2013	Environment and Information Studies	55	41
2014	Environment and Information Studies	98	50
2015	Policy Management	59	35
	Environment and Information Studies	77	44
2016	Policy Management	70	41
	Environment and Information Studies	69	36
2017	Policy Management	80	46
	Environment and Information Studies	79	52

Note: The Faculty of Policy Management has begun Admissions for Overseas Students (GIGA Program) from Academic Year 2015.

GIGA, admission in September 2018