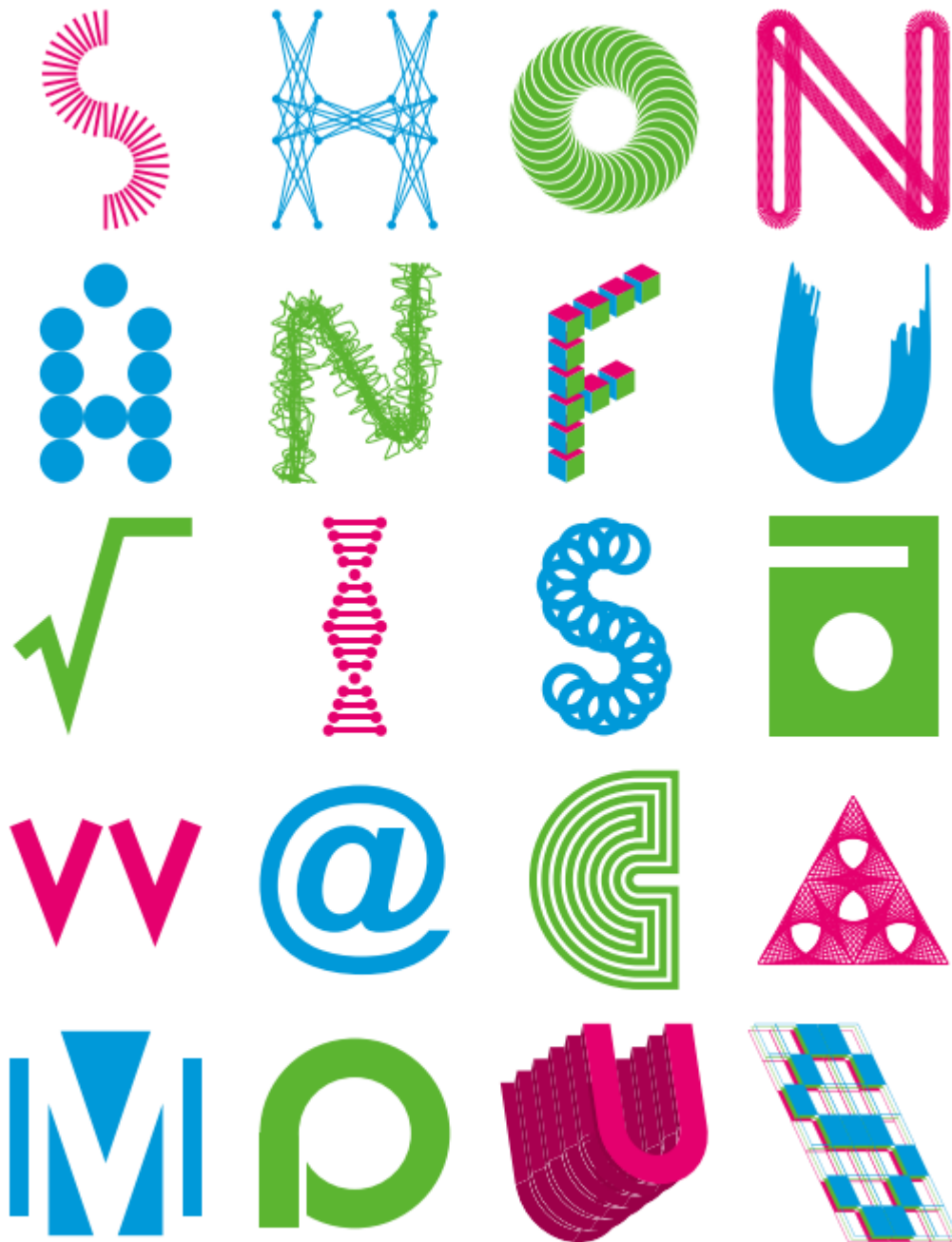


Keio University
Faculty of Policy Management
Faculty of Environment and Information Studies

Application Guidebook for Admissions for Overseas Students
(GIGA Program*) for those seeking admission in September 2019



*Global Information and Governance Academic (GIGA) Program

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Read First

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. 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.

Inquires

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

Online Application System

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

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 on or before the application deadline.
- (3) Take particular care when filling out 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) The following policy applies in the event that the information provided in the application or the individual eligibility review is discovered to be incorrect or fraudulent, regardless of the reason.
 - A: While the applicant is in the application or screening process
The applicant will be deemed ineligible for the Admissions for Overseas Students (GIGA Program), and the application fee he/she paid will not be refunded.
 - B: After the applicant has been accepted for enrollment
The applicant's acceptance for enrollment will be revoked, and the application fee he/she has paid will not be refunded.
The required academic fees and expenses that have already been paid will be refunded.
 - C: After the applicant has enrolled in the Faculty of Policy Management, or the Faculty of Environment and Information Studies
The applicant will be expelled from the Faculty of Policy Management, or the Faculty of Environment and Information Studies, and neither the application fee nor the required academic fees and expenses he/she has paid will be refunded.

Furthermore, any successful applicant who tarnishes the good name of Keio University or behaves in any other manner counter to his/her obligations as a Keio University student will have his/her eligibility to enroll revoked.

- (5) Application documents and other related materials will not be returned under any circumstances.
- (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 about 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) 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 to provide further information. Be sure to check the website as needed.

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

I. Applications

1. Overview of Applicant Screening for September 2019

- 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 the 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) Admissions Timeline

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

▼Step1 Online Application	11:00 a.m., Monday, December 10, 2018–3:00 p.m., Thursday, February 7, 2019												
	<ul style="list-style-type: none"> · Obtain an Applicant ID on the Online Application System. You MUST complete the Online Application before the deadline. Deadline: 3:00 p.m., Thursday, February 7, 2019 (JST) <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 60%;">Plan Your Date of Completion</td> <td style="width: 10%; text-align: center;">/</td> <td style="width: 10%; text-align: center;">/</td> <td style="width: 10%; text-align: center;">/</td> </tr> </table> <ul style="list-style-type: none"> · Pay the application fee by the credit card 	Plan Your Date of Completion	/	/	/								
Plan Your Date of Completion	/	/	/										
▼Step2 Submission of Documents by postal mail	Tuesday, January 22, 2019–Tuesday, February 12, 2019												
	<ul style="list-style-type: none"> · You MUST submit the application documents by postal mail. Ensure that there is more than a week of time to allow your application to arrive. Deadline*: Tuesday, February 12, 2019 (JST) <p style="text-align: center;">*MUST arrive on or before the deadline</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 60%;">Plan Your Date of Submission by Postal Mail</td> <td style="width: 10%; text-align: center;">/</td> <td style="width: 10%; text-align: center;">/</td> <td style="width: 10%; text-align: center;">/</td> </tr> <tr> <td>Tracking Number</td> <td colspan="3"></td> </tr> <tr> <td>Arrival check via tracking</td> <td style="text-align: center;">Arrived on</td> <td style="text-align: center;">/</td> <td style="text-align: center;">/</td> </tr> </table> <ul style="list-style-type: none"> · If the applicant submits an incomplete application, the Admissions Office will contact the applicant through the email registered on the Online Application System. · Confirmation of application Check that your application has been confirmed on the Online Application System. Results available from 11:00 a.m., Monday, March 4, 2019. 	Plan Your Date of Submission by Postal Mail	/	/	/	Tracking Number				Arrival check via tracking	Arrived on	/	/
Plan Your Date of Submission by Postal Mail	/	/	/										
Tracking Number													
Arrival check via tracking	Arrived on	/	/										
▼Step3 Announcement of Result	11:00 a.m., Friday, March 22, 2019												
	<ul style="list-style-type: none"> · Check on the Online Application System · Successful applicants also check the up-loaded Admissions Guide (PDF) for Admissions Process. 												
▼Step4 Admissions Process	Stage 1: Friday, May 17, 2019 (Payment of Academic Fees) Stage 2: Friday, July 26, 2019 (Submission of documents)												

2. Online Application System

Online Application System https://entry.sfc.keio.ac.jp/overseas/	The Application Guidebook Number (all numerals) required for obtaining an Applicant ID is: 90674988
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- The Online Application system will be down during the winter holidays (Tentatively December 27, 2018 to January 7, 2019).
- Access the above website and follow the instructions to obtain an Applicant ID. Applicant IDs can only be obtained during the Online Application Period.
- **The email address** that you register will be used to send you information about application, registration and such, so be sure to provide an email address that can be used even after you graduate high school.

- 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 that you registered are required to login.

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 of 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.

Payment period: December 10, 2018-11:00 p.m.* February 7, 2019 (JST)

(*Card settlement must be completed before 11:00 p.m. on the last day)

This is the only accepted payment method.

1) Download the PDF document “Payment of Application Fee by Credit Card”

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

2) Print out the “Payment Complete” page

When you have completed the 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 “Date of Birth” (as shown during payment) on the “Payment Result” screen.

- Credit card companies will not accept requests to cancel payment once 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)
- <http://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. Read the refund forms for details. The submission deadline for the refund forms is the end of February 2019 (must arrive before the deadline).

Form: <https://www.sfc.keio.ac.jp/doc/refundforms.pdf>

II. Detailed Description of the Application Process

1. Qualification of Applicants

I. Applicants must fulfill all of the requirements described in sections a), b), and c) below:

- a) Applicants must have spent at least TWO of the last three years in secondary education where the medium of instruction was OTHER THAN Japanese. This means the vast majority of courses must have been delivered in languages other than Japanese.
- b) Those who are eligible for admission into a university in accordance with the school education system of their native country.
- c) Those who **have completed**, or **are expected to complete**, 12 years or more of formal education in countries other than Japan by September 21, 2019.

NOTE: If the 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.

II. Those who fulfill requirements a) and b) but not c), may still be eligible to apply by fulfilling one of the below requirement in place of c).

- (1) Those who, by September 21, 2019, **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), or schools for foreign students in Japan accredited by the Ministry of Education, Culture, Sports, Science and Technology (MEXT) as being equivalent to a high school outside Japan, and will reach 18 years of age by September 21, 2019.

NOTE: Please check from the following links.

WASC: <http://www.acswasc.org/> ACSI: <https://www.acsi.org/> CIS: <http://www.cois.org/>

Schools 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)

- (2) Those who, by September 21, 2019, **have completed**, or **are expected to complete**, 12 years of formal education in Japanese schools accredited by MEXT, and will reach 18 years of age by September 21, 2019.

NOTE: Japanese High School graduates who have obtained or are expected to obtain a Dual Language International Baccalaureate Diploma in Japanese and English (日本語 DP) are **not eligible** to apply for Admissions for Overseas Students (GIGA Program)

- (3) Those who **have passed (not only expected to pass)** 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 by September 21, 2019.

- (4) Those who **have obtained**, or **are expected to obtain** an International Baccalaureate Diploma, Abitur, Baccalaureate Diploma or GCE A-level result and will reach 18 years of age by September 21, 2019.

NOTE: If you are an applicant whose status is "expected to obtain International Baccalaureate Diploma, Abitur, Baccalaureate Diploma or GCE A-level result" and cannot fulfill I c), II (1), (2), or (3), you are required to obtain one of the certificates above by September 21, 2019. If you fail to do so, your enrollment will be cancelled

- (5) Those who have gone through an education system that is less than 12 years in length must be at least 18 years of age, and should have completed the requirements of Japanese pre-university preparatory institutions for students planning to study in Japan, which are defined by MEXT. Alternatively, the applicants must be at least 18 years of age and should have received sufficient university education so as to satisfy

the 12-year school requirement for entering Japanese universities (for example, if the applicant's school education was 11 years, he or she should have completed at least one year of university education to be eligible to enroll in the GIGA program).

(6) Those who have been recognized individually by Keio University as having qualifications equivalent to I c), II (1), (2), (3), (4), or (5) above, and will reach 18 years of age by September 21, 2019.

NOTE: Those wishing to apply through requirement (6) should contact the Admissions Office at least one month before the application deadline to confirm details such as the required documents and application period for individual screening. Keio University will then determine whether the applicant is eligible to apply under item (6). The above mentioned eligibility requirements are based on the policy of MEXT.

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.

If you are an applicant whose status is "expected to complete 12 years or more of formal education," you are required to complete it by September 21, 2019. If you fail to do so, your enrollment will be cancelled.

2. Items Necessary to Make an Application

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

Application Documents Submitted Online (details on Pages 10-12)

(Required)	Who may submit
A Online Application Form	Applicant
B Applicant Evaluation Forms	Evaluator whose email address is registered by the applicant
C List of Achievements	Applicant
D Personal Statement	Applicant
E Three-minute self-introductory video (in English)	Applicant
(Optional)	Who may submit
F Optional materials	Applicant

Application Documents Submitted by Postal Mail (details on Pages 13-16)

(Must be submitted as:)

(Required)	Who may submit
G Handwritten Application Form (Designated form)	Applicant
H Proof of Application Fee Payment (Designated form)	Applicant
I Certificate of High School Graduation or Statement of Expected Graduation (Officially Sealed)	Applicant / High school
J Academic Transcript (Officially Sealed)	Applicant / High school
K School Profile (Designated form) (Officially Sealed)	Applicant / High school
L Checklist of Application Documents Submitted by Postal Mail (Designated form)	Applicant
M Address Label (Designated form)	Applicant

(Required when applicable)	Who may submit
N Certificate of English Language Proficiency Test Result (TOEFL / IELTS): Officially Sealed score* / Original certificate** / Proof of order and copy of your score report***) (others): Officially Sealed score* / Original certificate**)	* Applicant / High School ** Applicant
(Strongly recommended)	Who may submit
O Submission of Standardized Test Scores (SAT / ACT): Officially Sealed score* / Proof of order and copy of your score report***) (IB (Predicted) / GCE): Officially Sealed score*) (IB (Awarded)): Officially Sealed score* / Proof of order and copy of your score report***) (others): Officially Sealed score*)	* Applicant / High School ** Applicant
(Only when applicable)	Who may submit
P Others	Applicant

<How to Submit>

Also refer to the checklist <https://www.sfc.keio.ac.jp/en/docs/gigachecklist.pdf> (L Checklist of Application Documents Submitted by Postal Mail.)

How to Submit “Officially Sealed” documents	
<Recommended >	
<ul style="list-style-type: none"> The submission deadline is the same for all application documents. The documents must be Officially Sealed. Enclose the documents with the other application documents or send them directly from the high school to Keio. When sending directly from the high school, cut out the right side part and attach it to the envelope. 	<p>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) (Must be Officially Sealed and delivered directly from the High School to Keio SFC.)</p>
<p>Officially Sealed: We do NOT accept certificates that are not Officially Sealed even if they are originals or certified true photocopies. Documents should be put in a single officially signed or sealed envelope A, or, they should be individually signed or sealed in an envelope B.</p>	<p style="text-align: center;">Officially Sealed</p>
How to Submit “Original certificate”	
<ul style="list-style-type: none"> “Original Certificate” means a certificate issued by the testing agency using their original paper (ex. TOEFL, IELTS, EIKEN). <Attention>Website screen shots or website PDF scores (ex. SAT, ACT) are NOT regarded as original certificates. The submission deadline is the same for all application documents. Enclose the original certificates with the other applicant documents. 	
How to Submit “Proof of order and copy of your score report”	
<ul style="list-style-type: none"> Only for [TOEFL, IELTS, SAT, ACT, IB (Diploma Awarded)] submission. Please be aware that it will take six weeks to arrive to Keio from the testing agency. We strongly recommend that you order the testing agency to send your scores to Keio before December 31, 2018, to arrive before the submission deadline. Enclose the proof of order and copy of your score report with the other application documents. The submission of the proof of order and copy of your score report’s deadline is the same for all application documents. 	

- **In case your scores sent from the testing agency do NOT arrive at Keio by the deadline, the copy of enclosed score reports (listed below) will be used for screening.** We will, however, check the copy against the score report issued by the testing agency for accuracy once it reaches us, and if any incorrect or fraudulent information is discovered, the applicant will be treated as stated in (4) of the Important Notes on Application section (Page 4).
- **Score report list (copy)** : SAT Score Report, ACT Student Report, TOEFL Test Taker Score Report, the IELTS original Test Report Form, IB original Diploma, or the scores from the testing agency website
- 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.

3. Application Documents Submitted Online

Login to “My Page” on the [Online Application System](#) (See Page 5) to submit documents and materials. The Online Application system will be down during the winter holidays (tentatively December 27, 2018-January 7, 2019), so evaluators will not be able to use it or login.

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 out the application form following the instructions.

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, write “Japan.” If your dual nationality consists of Japan and another country, write “Japan.”

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
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 from “ao-web-entry@sfc.keio.ac.jp.” Make sure that evaluators enable emails from ao-web-entry@sfc.keio.ac.jp to reach them in the settings. The mails may go to evaluator’s spam folders.

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:

- 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.
- The evaluator may be anyone who can evaluate the applicant objectively with the exception of relatives within the second degree of kinship.
- 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.

If creating the applicant evaluation online is unavoidably difficult, send the information (A) Applicant ID, B) Applicant name, C) Reason why the evaluation(s) cannot be completed online) to ao-overseas@sfc.keio.ac.jp by Wednesday, January 23, 2019 (JST).

C List of Achievements

Select one or two items from 1 to 6 that describe your achievements and provide an explanation in 400 letters or less (spaces included) for each. An actual proof of your credentials is not required. Please consider it 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. Possesses excellency in disciplines such as foreign languages or computer technology, and has scored high in related tests and/or obtained high-level qualifications.
3. Recognized for accomplishments in social welfare activities or contributions to the community.
4. Possesses 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 completing the above, describe the activities you have 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 all include, 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 Personal Statement

Both an essay and Presentation slides are required.

Describe in two formats (1. Essay, and 2. Presentation slides), three elements (A, B, C) below. It is up to the applicant on how to divide the elements between the Essay and Presentation slides formats. Particular emphasis should be placed on your exact plans in the four years of academics and various activities at SFC.

Formats

1. Essay	The essay should be about 800 words.
2. Presentation slides	The Presentation slides should be a PDF file of no more than 10 MB or two A4 size pages. You may use anything for the Presentation slides, and attach any supporting material, for example photographs, drawings, writings, or any combinations.

Elements

A) Statement of Purpose	Your motivation for applying to the Keio University Faculty of Policy Management or the Faculty of Environment and Information Studies.
B) Study Plan at the University	Your intentions in regard to academic endeavors after enrollment.
C) Self-presentation	Contributions you think you can make to SFC.

E Three-minute Presentation Video (in English)

Applicants are required to upload a three-minute presentation video to state their reasons for applying, study plans after enrollment, and future goals, etc. This video should be submitted in place of the interview, and will be viewed after the other documents have been verified.

Notes:

- The video must be playable in Windows Media Player (*.mpg, *.avi, *.wmd, *.wmv, *.mp4).
- The three-minute video **must start with the applicant stating his/her name with his/her face**

visible.

- 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 the recording technique or image quality.
- The video **must be no larger than 150 MB (files any larger cannot be uploaded)**, and **should be approximately three minutes**. Videos that are three minutes and 15 seconds 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 the 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 100 MB. The total size of all submitted files together should be less than 450 MB. 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. Online materials must be uploaded as JPEG, PDF, or video files.

4. Application Documents Submitted by Postal Mail

Application documents must arrive on or before the specified deadline. Late applications will not be accepted, even if the online application is completed.

- Send the documents to the following address.
Admissions Office Keio University Shonan Fujisawa Campus 5322 Endo, Fujisawa-shi, Kanagawa 252-0882, JAPAN Admissions for Overseas Students (GIGA Program)
- Ensure that there is more than a week of time to allow your application to arrive. **Also, make sure to check your application arrives by tracking code.**

- Use a means of delivery that provides a tracking service. For example, if mailing from overseas, use services such as EMS, DHL, or FedEx. If mailing from within Japan, you should use the Simple Registered Service (簡易書留).
- 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 out 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. Refer to 3. Application Fee and Payment Method (Page 6) for details.

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. The certificates must be **Officially Sealed**. Read “**How to submit**” (Page 9-10) for details.

- The date of issuance must be printed on the certificates. The certificates should be issued within about three months before the application deadline.
- 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.
- https://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. The transcript must be **Officially Sealed**. Read “**How to submit**” (Page 9-10) for details.

- The date of issuance must be printed on the transcript. The certificates should be issued within about three months before the application deadline.
- 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.
- 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.

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 principal 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. Must be Officially Sealed . Read “How to submit” (Page 9-10).
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K School Profile

Applicants must submit a school profile by the last high school they attended. The school profile must be **Officially Sealed**. Read **“How to submit”** (Page 9-10) for details.

- 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 following website). The designated form **MUST** be used.
https://www.sfc.keio.ac.jp/en/docs/giga_schoolprofile.pdf
- The information should be provided in either English or Japanese.
- The School Profile should be five pages or less.
- If the required information is contained within an official school pamphlet or website (in English or Japanese), copies of relevant pages may be attached.
- Where data is not available, have the School Counselor indicate as such on the form.

L Checklist of Application Documents Submitted by Postal Mail

Must be used the designated form: <https://www.sfc.keio.ac.jp/en/docs/gigachecklist.pdf>

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. Or enclose the label inside the envelope and fill out the courier form as follows:

- 1) The address :Admissions Office Keio University Shonan Fujisawa Campus
5322 Endo, Fujisawa-shi, Kanagawa 252-0882, JAPAN
- 2) In the section for comments, etc. indicate:
 - a) Admissions for Overseas Students (GIGA Program)
 - b) Applicant’s name and address, including postal code and country

N Certificate of English Language Proficiency Test Result

To send your test scores, read **“How to submit”** (Page 9-10) for details.

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 that they may be accepted. 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)

International English Language Testing System (IELTS)

TOEIC (TOEIC-IP score not accepted)

United Nations Association’s Test of English (UNATE)

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, read “**How to submit**” (Page 9-10) for details.

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 Tuesday, February 13, 2018 and Tuesday, February 12, 2019 (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 the 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

For details regarding the admissions process, please be sure to read the Admissions Guide (PDF) carefully. Successful applicants can download Admissions Guide (PDF) on My Page of the [Online Application System](#). Admissions documents and forms will NOT be sent to successful applicants.

1. Admissions Process

The process for admissions is divided into Stage 1 and Stage 2. If both steps are completed within the specified period, an enrollment contract will commence on Sunday, September 22, 2019 (JST).

2. Admissions Deadline (tentative)

Stage 1: Friday, May 17, 2019 (JST) Stage 2: Friday, July 26, 2019 (JST)

3. Process Overview

Stage 1

Stage 1 consists of A) Bank transfer of required academic fees (refer to the page 18) and B) Uploading Stage 1 documents. 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

Payment from outside of Japan	Remit the required academic fees to the specified Keio University account.
Payment from within Japan	Transfer the required academic fees to the specified Keio University account using the University's prescribed bank-transfer form , and from a financial institution (except Japan Post Bank) located within Japan. Use the bank teller window, NOT money transfer by machine, such as an ATM, Cell phone, PC due to difficulties in identifying the payer. The University's prescribed bank-transfer form will be sent by postal mail to the successful applicants who live in Japan around April.

B) Uploading Stage 1 documents

After completing the bank transfer of the required academic fees, applicants are required to upload the documents below.

- 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)
- Application for Certificate of Eligibility (COE)

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. Signature alone may be accepted from 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)
- 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 2019 enrollees have not yet been finalized. They will be finalized in late November 2018. For reference, the following table shows the fees for April 2018 enrollment.

		2018 Spring Semester	2018 Fall Semester	2018 Year Total
*One-Time-Only Fees at the Time of Enrollment	*Admission Fee	200,000		200,000
	*Student Health Care Mutual Aid Association Registration Fee	100		100
Academic Fees	Registration Fee	30,000	30,000	60,000
	Tuition Fee	510,000	510,000	1,020,000
	Facilities Fee	135,000	135,000	270,000
Others	Materials Distribution Fee and Other Course-Related Fees	4,000	4,000	8,000
	Student Government Fee	375	375	750
	Student Health Care Mutual Aid Annual Fee	1,250	1,250	2,500
Total		880,725	680,625	1,561,350

(all fees are in Japanese Yen)

For your reference, the fees to be paid by September 2018 enrollees (GIGA program) at the stage 1 of the admission process was 880,725 Japanese Yen as 2018 Fall Semester fees.

Notes:

1. The admission fee and Student Health Care Mutual Aid Association 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 2019 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 refunded. Nevertheless, academic fees (with the exception of admission fees) and "Others" category fees may be refunded 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 personal 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 22, 2019 and Friday, March 29, 2019.

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, email the Student Life Section at the Academic Affairs Office Keio University Shonan Fujisawa Campus at sl@sfc.keio.ac.jp

V. Application and Admission Statistics

Year of Enrollment	Faculty of Policy Management		Faculty of Environment and Information Studies	
	Number of Applicants	Number of Successful Applicants	Number of Applicants	Number of Successful Applicants
2011			24	15
2012			21	15
2013			55	41
2014			98	50
2015	59	35	77	44
2016	70	41	69	36
2017	80	46	79	52
2018	87	51	83	53

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