



Keio University

Faculty of Policy Management

Faculty of Environment and Information Studies

Winter AO 2020 (Global) [Admissions for the GIGA Program]
Application Guidebook for those seeking admission in September 2021
or April 2022

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

Introduction

This Application Guidebook contains an overview of the enrollment registration for the Keio University Faculty of Policy Management, and Faculty of Environment and Information Studies. It describes the necessary steps from preparing to completing an application. Please be sure to read this guidebook carefully before applying in order to prevent any errors in your application.

Online Application System

<https://admission.sfc.keio.ac.jp/giga>

Management of Personal Information at Keio University

Keio University handles personal information in a secure and appropriate manner and in compliance with the “Keio University Basic Policy Concerning Protection of Personal Information” and the “Keio University Rules to Protect Personal Information.”

The names of individuals, their addresses, and other personal information provided during application will be used by the various departments of Keio University to:

1. implement entrance examinations (processing applications and holding exams),
2. announce final results,
3. carry out selection, communication, and procedures for matters concerning various scholarships,
4. carry out enrollment registration,
5. carry out administration, communication, and procedures for matters concerning academic affairs after enrollment,
6. carry out administration, communication, and procedures for matters concerning general student life after enrollment, as well as to manage any other matters that accompany these items.

For the above functions, part of the work is outsourced to contractors entrusted by Keio University (hereinafter “entrusted contractors”). When outsourcing, part or all of the personal information individuals have provided to Keio University may be shared with the entrusted contractors to the extent necessary to carry out the work.

In principle, Keio University will not disclose personal information of individuals to third parties. In exceptional circumstances, such as when there is a legal obligation to do so, when determined to be necessary to protect the life, health, property, or other rights and interests of a student or a third party, or in other cases where there is an urgent need but consent from the individuals concerned cannot be obtained, personal information may be disclosed to third parties. In addition, data on personal information that has been statistically processed in a way that does not identify any individual will be used as survey and research material for the selection of new students to the university. Thank you for your understanding.

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 to receive 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 in cases where special permission has been granted. Therefore, 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 Post.” 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.
 - While the applicant is in the application or screening process
The applicant will be deemed ineligible for the Winter AO (Global) [Admissions for the GIGA Program], and any paid application fees will not be refunded.
 - After the applicant has been accepted for enrollment
The applicant’s acceptance for enrollment will be revoked, and any paid application fees will not be refunded.
Academic fees and expenses that have already been paid will be refunded.
 - After the applicant has enrolled in the Faculty of Policy Management, or the Faculty of Environment and Information Studies
The applicant will be expelled from the Faculty of Policy Management, or the Faculty of Environment and Information Studies, and no application fees or academic fees and expenses will be refunded.Furthermore, any successful applicant who acts in a manner detrimental to the reputation 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 following website will be used to provide further information. Be sure to check the website regularly.
<https://www.sfc.keio.ac.jp/en/>

I. Applications

1. Overview of Applicant Screening for September 2021 or April 2022

Applicants may not apply to both the Faculty of Policy Management and the Faculty of Environment and Information Studies through Winter AO (Global) [Admissions for the GIGA Program] in the same year. Be sure to indicate in your application which faculty you are applying to, which enrollment period you have selected. These items cannot be altered after the online application has been submitted.

For those who do not have enough Japanese language proficiency to take classes conducted in Japanese, September (Fall Semester) enrollment is strongly recommended.

- a) Admission Quota: Approximately 50
(25 each for the Faculty of Policy Management and the Faculty of Environment and Information Studies)
- b) Screening Method
Applicant screening is based on the evaluation of submitted application documents.
No interview is required.
- c) Admissions Timeline

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

▼ Step 1 Online Application	<p>11:00 a.m., Friday, December 18, 2020 – 3:00 p.m., Friday, February 5, 2021</p> <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., Friday, February 5, 2021 (JST) <table border="1" style="width: 100%;"> <tr> <td style="width: 50%;">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> <td style="width: 10%;"></td> </tr> </table> <ul style="list-style-type: none"> · Make the application fee payment at a convenience store in Japan, or by credit card. 	Plan Your Date of Completion	/	/	/											
Plan Your Date of Completion	/	/	/													
▼ Step 2 Submission of Documents by Post	<p>Thursday, January 21, 2021 – Friday, February 12, 2021</p> <ul style="list-style-type: none"> · You MUST submit the application documents by post. Ensure that there is more than a week of time to allow your application to arrive. · 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). <p>Deadline: Friday, February 12, 2021 (JST)</p> <p style="text-align: center;">*Application documents MUST arrive on or before the deadline</p> <table border="1" style="width: 100%;"> <tr> <td style="width: 50%;">Planned Date of Submission by Post</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> <td style="width: 10%;"></td> </tr> <tr> <td>Tracking Number</td> <td colspan="4"></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> <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 using the e-mail address registered on the Online Application System. · Confirmation of application You will be able to confirm if your application has been received on the Online Application System from 11:00 a.m. on Monday, March 1, 2021. 	Planned Date of Submission by Post	/	/	/		Tracking Number					Arrival Check via Tracking	Arrived on	/	/	/
Planned Date of Submission by Post	/	/	/													
Tracking Number																
Arrival Check via Tracking	Arrived on	/	/	/												
▼ Step 3 Announcement of Results	<p>11:00 a.m., Friday, March 19, 2021</p> <ul style="list-style-type: none"> · Check on the Online Application System. · Successful applicants must also check the Admissions Guide (PDF) on this system to complete the enrollment registration. 															
▼ Step 4 Enrollment Registration	<p>Step 1: Friday, May 14, 2021 (Payment of Academic Fees)</p> <p>Step 2: Wednesday, July 21, 2021 (Completion of Online Enrollment Registration)</p> <p>Step 3: Wednesday, July 21, 2021 (Submission of Documents)</p>															

2. Online Application System

【Online Application System】 <https://admission.sfc.keio.ac.jp/giga>

- The Online Application System will be down during the winter holidays (Tentatively scheduled for Saturday, December 26, 2020 to Tuesday, January 5, 2021).
- 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 e-mail address that you register will be used to send you information about the application, registration, etc., so be sure to provide an e-mail address that you will use even after you graduate high school.
- Please be sure to note down your Applicant ID for future use.
- After obtaining an Applicant ID, log in to “My Page” on the Online Application System and submit the required application documents and materials. The e-mail address and password that you registered are required to log in.

3. Application Fee and Payment Method

Payment period: Friday, December 18, 2020 – 11:00 p.m., Friday, February 5, 2021 (JST)

Note: The Handwritten Application Form and Address Label (required documents submitted by post) cannot be printed unless payment of the application fee is confirmed. They will become available for printing within 3 hours after payment of the application fee has been completed. Not being able to print the form and address label are not valid reasons for submitting documents after the deadline, so be sure to confirm deadline dates and allow plenty of time to prepare and submit your documents.

- 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. The fee for applicants who qualify for this exemption is 5,000 JPY.
- b) Payment Method
Go to “Payment of Application Fee” on “My Page” in the Online Application System and make the application fee payment by credit card. There is a fee for this payment transfer service, which applicants must pay in addition to the application fee: 500 JPY.
[Acceptable Credit Cards]
VISA, Master Card, JCB, American Express, Diners Club
- c) Application Fee Refunds
In principle, the application fee cannot be refunded. However, a refund may be considered under special circumstances. Read the refund form for details. The submission deadline for the refund form is the end of February 2021 (must arrive before the deadline).
Form: https://www.sfc.keio.ac.jp/en/docs/giga_refundforms.pdf

II. Detailed Description of the Application Process

1. Eligibility Requirements

Applicants must meet one or more of the following requirements.

- (1) Those who have spent at least TWO of the last three years in secondary education where the medium of instruction was other than Japanese and have completed, or are expected to complete*, 12 years or more of formal education**.
- (2) Those who cannot fulfill (1) but have completed, or are expected to complete*, 12 years or more of formal education** and are able to submit results of one each from the following ① and ②: ① SAT/ACT/IB/GCE A-level, ② TOEFL/IELTS or other English language proficiency test.
- (3) Those who have obtained, or are expected to obtain*, an International Baccalaureate Diploma, Abitur, Baccalauréat, or GCE A-level result.
- (4) 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 other high school equivalency examination (Upper Secondary School Equivalency Examination [高等学校卒業程度認定試験]), and will reach 18 years of age by the expected enrollment date.

NOTE: Those who have passed the Japanese Upper Secondary School Equivalency Examination [高等学校卒業程度認定試験] are required to submit results of one each from the following ① and ②: ① SAT/ACT/IB/GCE A-level, ② TOEFL/IELTS or other English language proficiency test.

- (5) Those who have been recognized by Keio University through individual screening to have qualifications equivalent to (1), (2), (3), or (4) above, and will be 18 years of age by the expected enrollment date.

NOTE: Only those who are eligible for admission into a university in accordance with the school education system of their native country AND have spent at least two of the last three years in secondary education where the medium of instruction was other than Japanese can apply through requirement (5). This means the vast majority of courses must have been delivered in languages other than Japanese. Those wishing to apply through requirement (5) should contact the Admissions Office at least one month before the application deadline to confirm details such as documents required and the application period for individual screening.

*Applicants who are expected or scheduled to meet requirements of the above (1), (2), or (3) must meet them before the first date of enrollment. Failure to do so will result in cancellation of enrollment.

**Formal education refers to upper secondary schools outside Japan, Japanese schools accredited by MEXT (in/outside Japan), international schools in Japan accredited by an international accrediting organization (WASC, CIS, or ACSI), and schools for foreign students in Japan accredited by MEXT as being equivalent to a high school outside Japan.

WASC: <https://www.acswasc.org/> ACSI: <https://www.acsi.org/> CIS: <https://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): https://www.mext.go.jp/a_menu/koutou/shikaku/07111314/003.htm (Available in Japanese only)

IMPORTANT NOTES

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

- II. Applicants may not apply to both the Faculty of Policy Management and the Faculty of Environment and Information Studies through Winter AO (Global) [Admissions for the GIGA Program] in the same year.
- III. Applying to the Winter AO (Global) [Admissions for the GIGA Program] does not affect an individual's eligibility status to apply for other Keio University entrance examinations, such as the General Entrance Examination [一般入試], Admissions for Returnee Students [帰国生入試], Admissions for International Students [留学生入試], and AO (Self-Recommended Admissions) [AO 入試].

2. Items Needed for Application

Your application will only be accepted when you submit BOTH the “Application Documents Submitted Online” and “Application Documents Submitted by Post” by the corresponding deadline.

Application Documents Submitted Online (Details on Pages 9-12)

(Required)	Who may submit
A Online Application Form	Applicant
B Applicant Evaluation Forms	Evaluator whose e-mail address is registered by the applicant
C List of Achievements	Applicant
D Personal Statement	Applicant
E Three-minute Presentation Video (in English)	Applicant
F Photocopy of Passport	Applicant
(Optional)	Who may submit
G Optional Materials	Applicant

Application Documents Submitted by Post (Details on Pages 12-15)

(Required)	Who may submit
H Handwritten Application Form (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 Post (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** (Other): 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**) (Other: Officially sealed score*)	* Applicant / High School ** Applicant
(Only when applicable)	Who may submit
P Other	Applicant

<How to Submit>

The submission deadline is the same for all application documents.

How to submit “Officially sealed” documents	
<ul style="list-style-type: none"> • “Officially sealed” means the documents must be placed in an envelope that is signed or stamped across the back flap by the appropriate high school official. • 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 box to the right 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>Documents should be A) placed in a single officially signed or sealed envelope, or B) individually signed or sealed and placed together in an envelope.</p>	<p>Officially Sealed</p>
How to submit an “Original certificate”	
<ul style="list-style-type: none"> • “Original certificate” means a certificate issued by the testing agency (e.g., TOEFL, IELTS, EIKEN). • Website screen shots or website PDF scores are NOT regarded as original certificates. • Enclose the original certificates with the other applicant documents. 	
How to submit a “Proof of order and copy of your score report”	
<ul style="list-style-type: none"> • Only for TOEFL, IELTS, SAT, ACT, IB (Diploma Awarded) submissions. • Proof of order: A printed copy of the screen or e-mail which clearly shows that you have arranged to have your scores sent directly by the testing agency to Keio University. • Score report list (copy): TOEFL Test Taker Score Report, IELTS original Test Report Form, SAT Score Report, ACT Student Report, original IB Diploma, or the scores from the testing agency website • Since it may take several weeks for the scores to reach us, we strongly recommend that you allow plenty of time before the deadline to ask the testing agency to send your scores to Keio University. • The deadline to arrange with the testing agency to have your scores sent to Keio University is the same as the deadline for submitting application documents online. The university will not accept scores that have been arranged to be sent after the deadline. If you arranged with the testing agency before February 5 to have your score report be sent to Keio however it does NOT arrive at the university by the deadline, the copy of enclosed score reports 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 Applications section (page 3). 	

Applicants who would like to apply for both the 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 Submitted by Post”.

3. Application Documents Submitted Online

Log in 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 scheduled for Saturday, December 26, 2020 to Tuesday, January 5, 2021), so evaluators will not be able to use it or log in.

Important Note: The content of any linked websites, etc., included in submitted documents and materials will NOT be considered as part of the application.

A Online Application Form

Follow these instructions to fill out the application form:

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 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 invalidate the application.

Nationality: If you have a dual nationality and it consists of Japan and another country, write “Japan.”

B Applicant Evaluation Forms

Please note that evaluations are not recommendations. The evaluations 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. Log in to “My Page” on the Online Application System.
2. Register the evaluator’s e-mail address in the applicable section. → An exclusive URL for an evaluation request will be sent to the registered evaluator’s e-mail address from [“ao-onlineapplication@sfc.keio.ac.jp.”](mailto:ao-onlineapplication@sfc.keio.ac.jp) Make sure that the evaluators are aware of the above e-mail address and if necessary change their e-mail settings to be able to receive e-mails from this address. Otherwise, the evaluation request e-mails may go into their spam folders.

Steps to be taken by the evaluator:

1. Find the relevant e-mail. The evaluator should access the URL and follow the instructions on the screen to register their information, password, etc.
2. Log in to the “Applicant Evaluation Page.”
3. Enter an evaluation of the applicant (text can be temporarily saved).
4. 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 post, 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 Application System.

C List of Achievements

- From among your various achievements, including those in academics, describe the achievement you most highly rate and tell us why you chose that achievement. It should be no more than 400 characters including spaces (about 75 words).
- 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 include all, select those that you want to highlight so that they will fit within the appropriate space.) Further, select up to three each of activities and achievements that you want to highlight the most by placing a check in the column marked ©.
- 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), the three elements (A, B, C) below. It is up to you 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 no more than 4,000 characters including spaces (about 800 words).
2. Presentation slides	The presentation slides should be a PDF file of no more than two A4 or lettersize pages AND 10MB in size. You may use anything for the presentation slides and attach any supporting materials (for example, photographs, drawings, writings, or any combination). You may submit only one PDF file. If you create two pages, you must combine them into one PDF file to submit.

Elements

A) Statement of Purpose	Your motivation for applying to the Keio University Faculty of Policy Management or 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. The format of the presentation is not limited to verbal explanation.

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 video will not be judged for the recording technique or image quality.
- **The video file must be 50 MB or less (you will not be able to upload a video with a large file size).** The length of the video should be approximately three minutes. **A video that is three minutes and 15 seconds or longer will not be accepted.** Applicants must check by themselves whether or not the video they have uploaded onto the Online Application System can be played and its audio can be heard.

F Photocopy of Passport (For foreign nationals only)

- Upload a photocopy of your passport photo page as a PDF file or JPEG file under “Application Form” on “My Page” in the Online Application System. .
- If you are a citizen of more than one country, please upload photocopies of all your passports.
- If it is not possible to submit a photocopy of your passport, a photocopy of an identification card/document such as a driving license or residence card will also be accepted. It is mandatory that the identification includes a photo of the applicant.

G Optional Materials

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

Except for the instructions below, there are no restrictions regarding submission of optional materials. We ask that you consider the objectives of AO admissions and use your best judgment, creativity, and ingenuity in selecting and preparing these materials.

Please keep the following points in mind.

- 1) Optional materials 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 through the application forms alone. Optional materials must be uploaded in the Online Application System. Optional materials sent together with the documents submitted by post will not be considered as part of your application.
- 2) Upload your optional materials in the order you deem them important, 1 being the most important.
- 3) When uploading materials, a summary and/or supporting comments within 400 characters or less including spaces (about 80 words) must be included. The summary and/or supporting comments should be entered into the provided space.
- 4) Materials that may be submitted are limited to the following formats: PDF files, JPEG files, and video files that can be played on Windows Media Player (*.mpg, *.avi, *.wmd, *.wmv, *.mp4).
- 5) Up to a total of 10 JPEG, PDF, and video files may be submitted.
- 6) Each file should be 10 MB or less. Files any larger cannot be uploaded. The total size of all submitted files together should be no larger than 50 MB. Files any larger cannot be uploaded.
- 7) PDF files should be A4 or letter size. When there are multiple pages, number the pages if possible.
- 8) For papers written for classes and the like, summarize the contents on a single A4 or letter size page, and submit it together with an evaluation (no designated format) that includes a review by the instructor who assigned the paper.
- 9) If submitting evidence of qualifications, selection as an exchange student, etc., please provide not only the results achieved, but also upload materials (as PDF or JPEG files) describing the application and screening processes in order to assist in evaluation and screening.
- 10) Applicants who wish to submit a recommendation letter (no specified format) as optional material should upload it as a PDF or JPEG file. Recommendation letters sent by post will NOT be accepted as an application document. Please explain this rule to the recommender when requesting the letter. The letter must also have the recommender's signature at the bottom. It is

to be uploaded by the applicant.

- 11) 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 Post

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 Winter AO (Global) [Admissions for the GIGA Program]
- Ensure that there is more than a week of time to allow your application to arrive. Also, please use the tracking code to check that your application arrives on time.
- 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 Simple Registered Mail (簡易書留).
- Items sent by post other than those specified in “Application Documents submitted by Post” will NOT be considered as part of your application.

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

After completing the Online Application and payment of the application fee, click on “Submit.” The Handwritten Application Form will now be available for printing, so print it 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.

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**. For details on how to do this, refer to the section “**How to Submit**” on page 8-9.

- 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, fill it out (by typing or handwriting), and submit it with the official seal or stamp of your high school.

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

J Academic Transcript (in Japanese or English)

Applicants must submit a High School Academic Transcript. The transcript must be **Officially Sealed**. For details on how to do this, refer to the section “**How to Submit**” on page 8-9.

- 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 system, 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 certified copies of your transcripts of academic records 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 one or more of the high schools 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 . Refer to the section " How to Submit " (page 8-9).

K School Profile (Designated form)

Applicants must submit a school profile of the last high school they attended. The school profile must be **Officially Sealed**. For details on how to do this, refer to the section "**How to Submit**" on page 8-9.

- 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 counselor provide the required information as listed on the designated School Profile form (please download from the following website). This 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 so on the form.

L Checklist of Application Documents Submitted by Post (Designated form)

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

Fill it out and submit it by post.

M Address Label (Designated form)

Once the Online Application and payment of the application fee have been completed, the address label can be printed out.

Attach the address label to the envelope containing your application documents for submission by post. 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) Winter AO (Global) [Admissions for the GIGA Program]
 - b) Applicant's name and address, including postal code and country

N Certificate of English Language Proficiency Test Result

Read the section “**How to Submit**” (page 8-9) for details on how to send your test scores. Please enter your test scores in the Online Application System. Scores that are not entered in the Online Application System will not be accepted as part of your application. Make sure there is nothing omitted.

Applicants whose first 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 and the average score of successful applicants is not made public.

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)

***Results of TOEFL iBT Special Home Edition and IELTS Indicator are accepted.**

Applicants whose first 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

Read the section “**How to Submit**” (page 8-9) for details on how to send your test scores. Please enter your test scores in the Online Application System. Scores that are not entered in the Online Application System will not be accepted as part of your application. Make sure there is nothing omitted.

Keio University recognizes that some applicants may 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 **it is strongly encouraged to submit them.** There is no minimum required band score and the average score of successful applicants is not made public.

<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 Thursday, February 13, 2020 and Friday, February 12, 2021 (JST) in order to be considered for your application.

P Other Documents

■ For applicants whose name on the application documents is different from the name on submitted certificates

- Japanese citizens: Submit a copy of your *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). Once the Online Application and payment of the application fee have been completed, a questionnaire can be downloaded and printed 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 will be used only for future GIGA Program public relations purposes. **It will in no way affect your application.**

III. Enrollment Registration

1. Procedures for Enrollment Registration

Enrollment registration will be completed upon performing the following three procedures during the designated periods. Successful applicants will be notified of the details of enrollment registration procedures through “My Page” in the Online Application System at the time of announcement of entrance examination results. Admissions documents and forms will NOT be sent to successful applicants.

STEP 1: Pay the required academic fees and expenses

STEP 2: Complete enrollment registration on the online enrollment system

STEP3: Submit enrollment registration documents by post

Enrollment Period	Enrollment Registration		
	STEP 1	STEP 2	STEP 3
	Payment of academic fees and expenses	Completion of online enrollment registration	Submission of Enrollment Registration Documents by Post
September 2021 Enrollment	Friday, May 14, 2021 (planned)	Wednesday, July 21, 2021 (planned)	Wednesday, July 21, 2021 (planned)
April 2022 Enrollment	Mid-January 2022 (planned)	Mid-January 2022 (planned)	Mid-January 2022 (planned)

*Enrollment registration for September enrollees will be conducted in English; while registration for April enrollees will be in Japanese.

2. Required Items

- 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 at the university by undertaking personal study and research in areas that interest them. Further details will be provided to successful applicants after the announcement of entrance examination results.

- High school graduation certificate and final transcript (if applicable)

3. Academic Fees

Details regarding academic fees for September 2021 enrollees have not yet been finalized. They will be finalized in late November 2020. For reference, the following table shows the fees for April 2020 enrollment.

		2020 Spring Semester	2020 Fall Semester	2020 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	520,000	520,000	1,040,000
	Facilities Fee	140,000	140,000	280,000
Other	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		895,725	695,625	1,591,350

(all fees are in Japanese Yen)

For your reference, the fees paid by September 2020 enrollees (GIGA program) at the step 1 of the enrollment registration was 895,725 Japanese Yen (as 2020 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 2021 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 in 2021, 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 “Other” 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 “Other” 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).

IV. For Applicants Who Wish to Apply for Scholarships

International students who wish to enroll in September 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:

- The Japanese Government (MEXT) Scholarship
- MASATADA KOBAYASHI Scholarship for International Students

You will be notified of your results by e-mail within one week of the announcement of your entrance examination results, between Friday, March 19, 2021 and Friday, March 26, 2021.

Information on these scholarships may be obtained from the following website:

<https://giga.sfc.keio.ac.jp/cost/scholarship-information/>

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 posted on the website above, so please ensure that you check it again when you complete your online application.

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

For inquiries regarding scholarships, e-mail 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
2019	92	51	115	71
2020	117	53	155	76