



Keio University

Faculty of Policy Management

Faculty of Environment and Information Studies

Winter AO 2023 (Global) [Admissions for the GIGA Program*]
Application Guidebook for September 2024 or April 2025 Entry

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*Global Information and Governance Academic (GIGA) Program

1. Basic Overview

- (1) **Admission Quota** Approximately 50 students
(25 each for the Faculty of Policy Management and the Faculty of Environment and Information Studies)
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.
- (2) **Screening Method**
Applicants will be screened based upon submitted application documents.
No interview will be conducted.
- (3) **Enrollment Cycles**
One cycle in September 2024 and one cycle in April 2025
For those who do not have enough Japanese language proficiency to take classes conducted in Japanese, September (Fall Semester) enrollment is strongly recommended.
- (4) **Student Starting Year-level**
All enrollees start as 1st year-level undergraduate university students
*The Faculty of Policy Management and the Faculty of Environment and Information Studies do not accept transfer students.
- (5) **Duration of Study**
4 years
- (6) **Degree Conferred by each Faculty**
Faculty of Policy Management: Bachelor of Arts in Policy Management
Faculty of Environment and Information Studies: Bachelor of Arts in Environment and Information Studies
- (7) **Scholarships**
International students may apply for scholarships when they apply for the GIGA Program (for September 2024 entry applicants only; p.7).

2. 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. International students residing in Japan may apply with a common-usage name only if their Certificate of Residence (*jūminhyō*) 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 their obligations as a Keio University student will have their eligibility to enroll revoked.

- (5) **Application documents and other related materials will not be returned under any circumstances.**
- (6) 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.
- (7) **The university will not provide any information regarding results by any other means, including phone, fax, or email. Queries concerning screening results will not be accepted.**
- (8) 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/>

3. Admissions Timeline

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

STEP 1: Check Your Eligibility

Before proceeding with your application, check your eligibility (pp.5-6).



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

Check the scholarship information (p.7).



STEP 3: Check your Application Documents

Check the required documents while referencing the Application Documents section (p.8).



STEP 4: Complete Your Application

11:00 a.m., December 12, 2023 – 3:00 p.m., January 25, 2024

*The system will undergo maintenance from December 27, 2023 to January 9, 2024
Complete your application online, pay the application fee, and send the documents by post. (pp.9-17).

Deadline for documents sent by post: January 31, 2024

*Application documents MUST arrive on or before the deadline.



STEP 5: Check the Status of Your Application

Application status available from 11:00 a.m., February 20, 2024

Confirm that your application has fulfilled all the requirements for it to be reviewed. (p.17)



STEP 6: Announcement of Results

Results will be posted at 11:00 a.m., March 15, 2024

Check the screening results on your online application page. (p.17)



STEP 7: Carry Out the Procedures for Enrollment Registration

September 2024 Enrollment

Payment of Academic Fees: **April 1-May 10, 2024**

Completion of Online Enrollment Registration: **May 30-July 17, 2024**

Submission of Documents: **July 26, 2024**

April 2025 Enrollment

Payment of Academic Fees: **Mid-January 2025**

Completion of Online Enrollment Registration: **Mid-January 2025**

Submission of Documents: **Mid-January 2025**

Complete the enrollment registration process by following the instructions provided to successful applicants. (p.18)

4. Application

STEP 1: Check Your Eligibility

1. Eligibility at a Glance

Eligibility and Required Test Scores							
Last school attended / Diploma	Category	Age by Enrollment Date	At least 2 of the last 3 years in secondary education where the medium of instruction was other than Japanese	Medium of instruction	Eligibility	Standardized Test Scores	English Proficiency Test Scores*
Foreign school outside Japan	School curriculum: Total of 12 years or more	—	Yes	English	<input type="radio"/>	Strongly encouraged	Not required
		—		Other than English	<input type="radio"/>	Strongly encouraged	Required
		—	No	—	<input type="radio"/>	SAT/ACT/IB/GCE A-Level	Required
	School curriculum: Total of 11 years	—	Contact the Admissions Office at least 1 month before the application deadline				
High school in Japan	Japanese schools accredited by MEXT	—	Yes	English	<input type="radio"/>	Strongly encouraged	Not required
		—		Other than English	<input type="radio"/>	Strongly encouraged	Required
		—	No	—	<input type="radio"/>	SAT/ACT/IB/GCE A-Level	Required
	International schools accredited by WASC, CIS, ACSI or NEASC, and schools for foreign students accredited by MEXT	—	Yes	English	<input type="radio"/>	Strongly encouraged	Not required
		—		Other than English	<input type="radio"/>	Strongly encouraged	Required
		—	No	—	<input type="radio"/>	SAT/ACT/IB/GCE A-Level	Required
	International schools NOT accredited by WASC, CIS, ACSI or NEASC	—	If you have not obtained or expect to obtain IB/GCE A-Level/Abitur/Baccalaureate, please contact the Admissions Office at least 1 month before the application deadline.				
Obtained or expected to obtain IB/GCE A-Level	—				<input type="radio"/>	IB/GCE A-Level	Not required
Obtained or expected to obtain Abitur/Baccalaureate	—				<input type="radio"/>	Abitur/Baccalaureate	Required
High school equivalency examination	The GED test / foreign high school equivalency exam	18 and over	—	English	<input type="radio"/>	Strongly encouraged	Not required
		18 and over	—	Other than English	<input type="radio"/>	Strongly encouraged	Required
	Less than 18	—	—	×	—	—	
	The Japanese Upper Secondary School Equivalency Examination	18 and over	—	—	—	<input type="radio"/>	SAT/ACT/IB/GCE A-Level
Less than 18		—	—	—	×	—	—

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

2. Detailed Description of the 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: ①SAT/ACT/IB/GCE A-level, ②TOEFL/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: ①SAT/ACT/IB/GCE A-level, ②TOEFL/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 the documents required and the application period for individual screening.

* Applicants who are expected or scheduled to meet the 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, ACSI, or NEASC), and schools for foreign students in Japan accredited by MEXT as being equivalent to a high school outside Japan.

NOTE: Applicants who are graduating from a foreign school outside Japan with a school curriculum total of 11 years should contact the Admissions Office at least one month before the application deadline.

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].
- IV. 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.

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

International students who wish to enroll in September through GIGA Program admissions may apply for the scholarships listed below at the same time they apply for the GIGA Program. Various scholarships are also available to apply for after entering Keio University. Further details will be announced after your enrollment.

(1) Overview

Scholarship	MEXT (Japanese Government)	Mentor Mitakai	Masatada Kobayashi
Number of spots available	6	2	1
Minimum GPA requirement	2.30 out of 3.00 (3-point MEXT grading scale)	None	None
Income limits	None	None	None
Receiving other scholarships	×	○	○
Awards as of 2023.9	<ul style="list-style-type: none"> ▪ 1,404,000 JPY (9,800 USD) per year ▪ Traveling costs ▪ Application fee, admission fee and academic fees covered by Keio 	<ul style="list-style-type: none"> ▪ Academic fees for one year ▪ Admission fee 	<ul style="list-style-type: none"> ▪ 1,000,000 JPY (7,000 USD) per year
Duration of scholarship	Up to 4 years (subject to annual review)		

(2) How to apply

You may apply for these scholarships through the Online Application System.

Application for the scholarships can be made only at the time of application for the GIGA Program **(for September 2024 entry applicants only)**.

(3) Eligibility requirements and detailed Information

Please check the following website for details.

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

Note that the MEXT scholarship information will be updated in late December.

(4) Announcement of results

Your results will be sent to your registered email address within one week of the announcement of your screening results, between March 15, 2024 and March 22, 2024.

(5) Inquires

Office of International Affairs

Keio University Shonan Fujisawa Campus

apd-global@sfc.keio.ac.jp

STEP 3: Check your Application Documents

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.

Please check the details of the documents on pp. 10–15.

How to submit	Document		Who may submit	Required		
Online	A	Online Application Form	Applicant	Required		
	B	Applicant Evaluation Forms	Evaluator			
	C	List of Achievements	Applicant			
	D	Personal Statement	Applicant			
	E	Three-minute Presentation Video in English	Applicant			
	F	Photocopy of Passport (Foreign nationals only)	Applicant			
	G	Optional Materials	Applicant	Optional		
By post	H	Handwritten Application Form (Designated form)	Applicant	Required		
	I	Certificate of High School Graduation or Statement of Expected Graduation (Officially sealed)	Applicant / HS			
	J	Academic Transcript (Officially sealed)	Applicant / HS			
	K	School Profile (Designated form) (Officially sealed)	Applicant / HS			
	L	Checklist of Application Documents Submitted by Post (Designated form)	Applicant			
	M	Address Label (Designated form)	Applicant			
	N	Certificate of English Language Proficiency Test Result	TOEFL/ IELTS (① or ② or ③)	① Officially sealed score	Applicant / HS	Required when applicable
				② Original certificate	Applicant	
				③ Score sent directly by the testing agency	Applicant	
			Other (① or ②)	① Officially sealed score	Applicant / HS	
				② Original certificate	Applicant	
	O	Standardized Test Scores	SAT/ ACT (① or ③)	① Officially sealed score	Applicant / HS	Strongly encouraged
③ Score sent directly by the testing agency				Applicant		
IB (Predicted) / GCE			① Officially sealed score	Applicant / HS		
			IB Diploma (① or ③)	① Officially sealed score	Applicant / HS	
③ Score sent directly by the testing agency				Applicant		
Other			① Officially sealed score	Applicant / HS		
P	Other	Applicant	Only when applicable			

*HS=High School

STEP 4: Complete Your Application

1. Online Application System

Application period: 11:00 a.m., Tuesday, December 12, 2023 – 3:00 p.m., Thursday, January 25, 2024 (JST)

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

- The Online Application System will be temporarily unavailable during the winter break period (tentatively scheduled from Wednesday, December 27, 2023 to Tuesday, January 9, 2024). Users (including evaluators) will not be able to log in to the system during this period.
- Access the above website and follow the instructions to obtain a Login ID. The Login ID can only be obtained during the Online Application Period.
- **The email address that you register will be used to send you information about the application, registration, etc., so be sure to provide an email address that you will use even after you graduate high school.**
- Please be sure to note down your Login ID for future use.
- After obtaining a Login ID, log in to “My Page” in the Online Application System and submit the required application documents and materials. The email address and password that you registered are required to log in.

2. Application Fee and Payment Method

(1) Payment period: Tuesday, December 12, 2023 – 11:00 p.m., Thursday, January 25, 2024 (JST)

NOTE: The Handwritten Application Form and Address Label (to send 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.

(2) 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.

*Non-Japanese schools located in Japan do not qualify for this exemption.

(3) 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

(4) 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 February 26, 2024 (must arrive before the deadline).

Form: https://www.sfc.keio.ac.jp/en/docs/giga_refundforms.pdf

3. Application Documents Submitted Online

Log in to “My Page” in the [Online Application System](#) (See p. 9) to submit documents and materials. The Online Application System will be temporarily unavailable during the winter break period (tentatively scheduled from Wednesday, December 27, 2023 to Tuesday, January 9, 2024). Users (including evaluators) will not be able to log in to the system during this period.

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” in the Online Application System.
2. Register the evaluator’s email address in the applicable section. → An exclusive URL for an evaluation request will be sent to the registered evaluator’s email address from “ao-onlineapplication@sfc.keio.ac.jp.” Make sure that the evaluators are aware of this email address and if necessary change their email settings to be able to receive emails from this address. Otherwise, the evaluation request emails may go into their spam folders.

<Steps to be taken by the evaluator>

1. Find the relevant email. 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 the 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 the four elements (A-D) in two formats (1. Essay and 2. Presentation slides) as detailed below. It is up to you on how to divide the elements between the essay and presentation slide 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 (approximately 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 submit only one PDF file.

<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.
D. Future plans	What you would like to do and your dreams/challenges you may have in the future.

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, future goals, etc. The format of the presentation is not limited to verbal explanations.

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 their name with their 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 to the Online Application System can be played and its audio can be heard.

F Photocopy of Passport (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. Plans for academic achievement once enrolled as well as motivation and ability that the applicant believes will assist them in achieving the corresponding goals are also welcome.

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. **Optional materials must be uploaded to 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 should be entered into the provided space, within 400 characters or less including spaces (about 80 words) .
- (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.
- (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 the contents of a website as optional material, simply providing the URL is not sufficient for it to be considered for your application. **Online materials must be uploaded as JPEG, PDF, or video files.**

4. **Application Documents Submitted by Post**

Mailing period: Thursday, January 18, 2024–Wednesday, January 31, 2024 (JST)

*Application documents MUST arrive on or before the deadline

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 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.

Sample of the Handwritten Application Form:

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

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**.

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**.

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 the 12th grade must be included; in the case of thirteen-year education system, academic results from the 10th grade through the 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.
- Those who are expected to complete, Upper Secondary School, Secondary School, the third year of technical college in Japan, or formal education at an institution outside of Japan accredited by MEXT, are required to submit an Official School Report (調査書) as part of their application. Applications submitted without an Official School Report (調査書) will not be accepted. Official academic transcripts and the like cannot be used in place of an Official School Report (調査書). Please confirm with your school prior to making an application whether an Official School Report (調査書) can be issued.
- [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.

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**. 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.

N Certificate of English Language Proficiency Test Result

Read the section "**How to Submit**" (p.16) 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 (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, TOEFL iBT Paper 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 Standardized Test Scores

Read the section “**How to Submit**” (p.16) 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
China	National Higher Education Entrance Examination (GAOKAO)
France	Baccalauréat or Option Internationale du Baccalauréat (OIB)
Germany	Abitur
Hong Kong SAR China	Hong Kong Diploma of Secondary Education Examination (HKDSE)
Indonesia	The Indonesian National Examinations (Ujian Nasional)
International Baccalaureate	International Baccalaureate (IB)
Korea	College Scholastic Ability Test (CSAT)
Malaysia	Sijil Tinggi Persekolahan Malaysia (STPM)
New Zealand	Record of Achievement certifying your achievement in Level 3 of the National Certificate of Educational Achievement (NCEA)
Singapore	Singapore GCE A-levels
Taiwan	General Scholastic Ability Test (GSAT) or Department Required Test
Thailand	Ordinary National Educational Test (O-NET), General Aptitude Test (GAT), Professional and Academic Aptitude Test (PAT)
United Kingdom	General Certificate of Education (GCE)
United States	SAT Reasoning Test™ and/or SAT Subject Tests™ ACT
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.

NOTES:

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 the results of test scores are submitted separately from other application documents, they must arrive at Keio University between Wednesday, February 1, 2023 and Wednesday, January 31, 2024 (JST).

P Other Documents

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

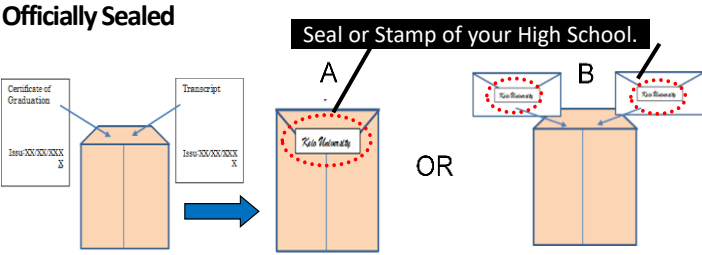
- Japanese citizens: Submit a copy of your *Koseki Shohon* (戸籍抄本)
- Foreign nationals: Submit documents to prove that both names refer to the applicant

<How to Submit>

Mailing period: Thursday, January 18, 2024 – Wednesday, January 31, 2024 (JST)

*Documents MUST arrive on or before the deadline

*The submission deadline is the same for all application documents

① 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.	
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.	
② 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 application documents.	
③ How to submit a “Score sent directly by the testing agency”	
<ul style="list-style-type: none">• Only for TOEFL, IELTS, SAT, ACT, IB Diploma submissions.• Your score must be sent directly to the Keio University by the testing agency. Electronic scores are acceptable. Institution Code: TOEFL (0773: Undergraduate Organization), SAT (0773), ACT (7048)• You must submit a “Proof of order and copy of your score report” Proof of order: A printed copy of the screen or email 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 January 25 to have your score report sent to Keio, however, if it does NOT arrive at the university by the deadline, the copy of the 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 (p.2).• Applicants who would like to apply for both the PEARL and GIGA programs may use scores (TOEFL, IELTS, SAT, ACT, IB Diploma) 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”.	

<Mailing Address>

Send the documents to the following address:

**Winter AO (Global) [Admissions for the GIGA Program]
Admissions Office, Keio University Shonan Fujisawa Campus
5322 Endo, Fujisawa-shi, Kanagawa 252-0882, JAPAN
TEL: +81-466-49-3407**

NOTES:

- Ensure that there is more than a week of time to allow your application to arrive.
- **Please use the tracking code to check that your application arrives on time. We cannot answer if we have received your documents.**
- **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.

STEP 5: Check the Status of Your Application

You will be able to confirm if your application has been received in the [Online Application System](#) from 11:00 a.m. on February 20, 2024.

STEP 6: Announcement of Results

You will be able to check the screening results in the [Online Application System](#) from 11:00 a.m. on March 15, 2024.

- Successful applicants must also check the Enrollment Registration Guide (PDF) in this system to complete the enrollment registration.
- **The university will not provide any information regarding results by any other means, including phone, fax, or email. Queries concerning screening results will not be accepted.**

5. Enrollment Process

STEP 7: Carry Out the Procedures for 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 upon the announcement of 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 in the online enrollment system

STEP 3: 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 2024 Enrollment	April 1, 2024 – May 10, 2024 (planned)	May 30, 2024 – July 17, 2024 (planned)	Deadline: July 26, 2024 (planned)
April 2025 Enrollment	Deadline: Mid-January 2025 (planned)	Deadline: Mid-January 2025 (planned)	Deadline: Mid-January 2025 (planned)

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

2. Required Documents

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

3. Academic Fees

Details regarding academic fees for September 2024 enrollees have not yet been finalized. They will be finalized in late November 2023. For reference, the following table shows the fees for April 2023 enrollment.

	2023 Spring Semester	2023 Fall Semester	2023 Year Total
Admission Fee	200,000		200,000
Academic fees and expenses	715,725	715,625	1,431,350
Total	915,725	715,625	1,631,350

(all fees are in Japanese Yen)

For your reference, the fees paid by September 2023 enrollees (GIGA program) at the STEP 1 of the enrollment registration was 915,725 Japanese Yen (as 2023 Fall Semester fees).

NOTES:

- The admission fee is a one-time fee (paid at the time of enrollment).
- 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 Enrollment Registration Guide.

6. Appendix

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
2019	92	51	115	71
2020	117	53	155	76
2021	165	43	205	38
2022	114	48	157	55
2023	118	58	136	52

Management of Personal Information at Keio University

At Keio University, personal information is managed safely and appropriately in compliance with the university's "Basic Policy Concerning Protection of Personal Information" and "Rules to Protect Personal Information." Personal information provided when making an application, completing admissions procedures, and issuing notifications following graduation, including names, addresses, and other details, will be used at each department of Keio University for 1) processing applications for, and conducting of, entrance examinations, as well as announcements of final results; 2) admission procedures; 3) administration, correspondence, and procedures relating to academic affairs, including academic activities to which the student contributes; 4) administration, correspondence, and procedures relating to general student life; 5) administration, correspondence, and procedures relating to the use of university facilities and equipment; 6) communications for soliciting donations, notification regarding school bonds, and inviting recipients to join the Keio Iji-kai (Support Group) or apply for the Keio Card; 7) sending documents to students and guarantors and other communications; and 8) dispatching documents related to the Mita-kai (alumni association); and any other matters accompanying these tasks. Additionally, the data of personal information that has been statistically processed so that individuals cannot be identified will be used as survey and research material for the selection of entrants to the university. Specific duties will be undertaken by contractors commissioned by Keio University (hereinafter "commissioned contractors") to perform the tasks outlined above. When outsourcing tasks, all or part of the personal information provided by applicants may be shared with commissioned contractors to the extent that it is necessary to carry out their duties. Keio University may also share personal information following graduation, within the extent that this is required for procedures and screenings, upon request from the Mita-kai (Alumni Associations), as part of its support for the Mita-kai's activities. Exceptions may be made to sharing personal information with third parties in cases where there is a legal obligation to disclose information, or when it is deemed necessary to protect the life, physical wellbeing, property, or other rights and interests of the student or a third party and it is not possible to obtain the consent of the student in question. Keio University will not provide personal information to a third party in any circumstances other than those described above. Note, however, that a student's academic transcript will be provided to their guarantor. Keio University provides the guarantor with the student's academic transcript solely to ensure that the guarantor has an understanding of the student's academic progress, with due respect to the autonomy of each student. You will hereby be deemed to be in agreement with the above matters, in undertaking all procedures. Please read and consider these factors thoroughly before consenting.

*Keio University Privacy Policy

<https://www.keio.ac.jp/en/privacy-policy/>

Special Measures Taken for Victims of Large-scale Natural Disasters

Applicants who were affected by a large-scale natural disaster (designated by the Japanese Government as a "Disaster of Extreme Severity") may be eligible to receive financial support from Keio University depending on the conditions.

Please contact the Admissions Office for details.

Email: ao-overseas@sfc.keio.ac.jp