



Keio University

Faculty of Policy Management

Faculty of Environment and Information Studies

Winter AO 2024 (Admissions for the GIGA Program*)

Application Guidebook for September 2025 and April 2026 Entry

*Global Information and Governance Academic (GIGA) Program

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Last updated: November 11, 2024

IMPORTANT: Notes on the uploader of required documents (Updated on November 11, 2024)

When uploading your application documents listed on pages 10-11—your high school graduation certificate, academic transcripts, and school profile—in the Application System, you cannot select the uploader of each document respectively. You need to choose either your high school or yourself as the uploader of all three documents.

If the uploader is your high school, click “Uploaded by High School” in the “Registration of Uploader” section of “Required Documents” in the Application System. Then enter the email address of the school personnel. If you need to upload the documents yourself because your school is unable to do so, select “Uploaded by Applicant.” In this case, you must send an original or certified copy of the documents if you are admitted.

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

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 cannot apply to both Faculties through the Winter AO (Admissions for the GIGA Program) in the same year.

(2) Screening Method

Applicants will be screened based upon submitted application documents. No interviews will be conducted.

(3) Enrollment Cycles

Two cycles: one in September 2025 and one in April 2026

Enrollment in September (Fall Semester) is strongly recommended if your Japanese proficiency is not yet at a level to take classes conducted in Japanese.

(4) Year Level

All new enrollees start as first-year level 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) Degrees Conferred by the Faculties

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 (September-entry applicants only) may apply for scholarships when they apply for the GIGA Program. See p.7 for details.

2. Important Notes

(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 application period closes except under special circumstances. Therefore, make sure you have prepared all the required documents before submitting your application.

(2) Pay particular attention when filling out personal information such as your name and date of birth. International students residing in Japan may apply with their common names only if the names are registered as such on their Certificate of Residence (*jūminhyō*).

(3) The following policies apply if you provide any false, incomplete, or inaccurate information in your application (or individual screening if you are applying under category [5] of the eligibility requirements on p.6), regardless of the reason. Which one of these policies applies will depend on whether you are presently in the application process, accepted for enrollment, or enrolled in the university:

- During the application or screening process

The applicant will be deemed ineligible for the Winter AO, 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 dismissed from the Faculty, and application fees, academic fees and expenses will NOT be refunded.

Furthermore, any successful applicant who acts in a manner detrimental to Keio University or fails to meet obligations to the university will have their acceptance for enrollment revoked.

- (4) All certificates must be issued within roughly three months of the application deadline. This requirement does not apply to optional certificates.
- (5) URLs included in submitted application documents will NOT be considered for your application. Online materials must be uploaded as JPEG, PDF, or video files.
- (6) **The university will not provide any information regarding results by means other than the Application System. Inquiries by phone, fax, or emails concerning screening results will not be answered.**
- (7) In unforeseen circumstances, the Faculties may change the schedule for admissions. In principle, Keio University does not bear responsibility for any inconvenience, cost, or any kind of loss caused to applicants as a result of this rescheduling.

The following website will be used to provide further information, so applicants are advised to check it 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 Your Application

Check the scholarship information (p.7)



STEP 3: Check Your Application Documents

Check the required documents while referencing the list of documents (p.8)



STEP 4: Complete Your Application

11:00 a.m., December 10, 2024 – 3:00 p.m., January 24, 2025*

Complete your application online and pay the application fee (p.14)

*Due to maintenance, you cannot access the Application System from December 27, 2024 to January 6, 2025



STEP 5: Check Your Application Status

Application status available from 11:00 a.m., February 19, 2025 onward

Confirm that your application has fulfilled all the requirements for it to be reviewed (p.15)



STEP 6: Check Your Results

Results will be posted at 11:00 a.m., March 14, 2025

Check the screening results on the online application page (p.15)



STEP 7: Complete Your Enrollment Registration

September 2025 Enrollment

Payment of Academic Fees: **April 1 – May 9, 2025**

Document Submission for Verification: **May 13, 2025**

Completion of Online Enrollment Registration: **May 30 – July 17, 2025**

Submission of Documents: **July 26, 2025**

April 2026 Enrollment

Document Submission for Verification: **May 13, 2025**

Payment of Academic Fees: **Mid-January 2026**

Completion of Online Enrollment Registration: **Mid-January 2026**

Submission of Documents: **Mid-January 2026**

Complete your enrollment registration by following the instructions provided to successful applicants (p.16)

4. Application

STEP 1: Check Your Eligibility

1. Eligibility at a Glance

| Eligibility | | | | | | Test Scores | |
|---|--|------------------------------|--|----------------------------|-------------|----------------------------|--|
| Last school attended/ Diploma | Category | Age by enrollment date | At least 2 of the last 3 years of secondary education in a language other than Japanese | Language of instruction | Eligibility | Standardized test scores | English proficiency test scores* |
| Foreign school outside Japan | 12-year (or more) curriculum | — | Yes | English | ○ | Strongly encouraged | Not Required |
| | | — | | Other than English | ○ | Strongly encouraged | Required |
| | | — | No | — | ○ | SAT/ACT/IB/GCE A- Level | Required |
| | 11-year curriculum | — | Contact the Admissions Office at least 1 month before the application period starts. | | | | |
| High school in Japan | Japanese school accredited by MEXT | — | Yes | English | ○ | Strongly encouraged | Not required |
| | | — | | Other than English | ○ | Strongly encouraged | Required |
| | | — | No | — | ○ | SAT/ACT/IB/GCE A- Level | Required |
| | International school accredited by WASC, CIS, ACSI, NEASC, Cognia, or COBIS, School for foreign students accredited by MEXT | — | Yes | English | ○ | Strongly encouraged | Not required |
| | | — | | Other than English | ○ | Strongly encouraged | Required |
| | | — | No | — | ○ | SAT/ACT/IB/GCE A- Level | Required |
| | International school not accredited by WASC, CIS, ACSI, NEASC, Cognia, or COBIS | — | If you have not yet but are expecting to obtain IB/GCE A-Level/Abitur/Baccalaureate, contact the Admissions Office at least 1 month before the application period starts. | | | | |
| Obtained or expected to obtain IB/GCE A-Level | — | | | | ○ | IB/GCE A-Level | Not required |
| Obtained or expected to obtain Abitur/Baccalaureate | | | | | ○ | Abitur/Baccalaureate | Required |
| High school equivalency examination | The GED, Foreign high school equivalency exam | Over 18 | — | English | ○ | Strongly encouraged | Not required |
| | | | — | Other than English | ○ | Strongly encouraged | Required |
| | | Under 18 | — | — | × | — | — |
| | The Japanese Upper Secondary School Equivalency Examination | Over 18 | — | — | ○ | SAT/ACT/IB/GCE A- Level | Required |
| | | Under 18 | — | — | × | — | — |

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

2. Eligibility Requirements

The applicant must meet at least one of the eligibility requirements below.

- (1) Completed (or expected to complete)* 12 years or more of formal education** with at least two of the last three years of secondary education instructed in a language other than Japanese.
- (2) Completed (or expected to complete)* 12 years or more of formal education** and are able to submit results of one from each of the following: a) SAT/ACT/IB/GCE A-level, and b) TOEFL/IELTS or other English language proficiency tests.
- (3) Obtained (or expected to obtain)* an International Baccalaureate Diploma, Abitur, Baccalauréat, or GCE A-level result.
- (4) Passed an examination demonstrating academic ability equivalent to 12 years of formal education, such as the GED (General Educational Development) test and high school equivalency examinations like the Japanese 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. Please note that applicants who passed the Japanese Upper Secondary School Equivalency Examination are required to submit results of one from each of the following: a) SAT/ACT/IB/GCE A-level, and b) TOEFL/IELTS or other English language proficiency tests.
- (5) Regarded by Keio University through an individual screening as having qualifications equivalent to (1), (2), (3), or (4) above, and will be 18 years of age by the expected enrollment date. To apply under this category, you must meet the following conditions: a) completed at least two of the last three years of secondary education in a language other than Japanese, and b) meet the eligibility requirements to apply to a university in your native country. These requirements are to verify that your previous education was conducted predominantly in a language other than Japanese. If you plan to apply under this category, contact the Admissions Office at least one month before the application period starts to confirm your eligibility, required documents, and details of the individual screening.

* The applicant must meet this requirement by the first date of enrollment. Failure to do so will result in enrollment being revoked.

** Formal education refers to upper secondary schools outside Japan, Japanese schools in and outside of Japan accredited by MEXT, international schools in Japan accredited by international accrediting organizations (WASC, CIS, ACSI, NEASC, Cognia, or COBIS), and schools for foreign students in Japan accredited by MEXT as equivalent to high schools outside Japan.

IMPORTANT NOTES

- I. Applicants who have completed a 12-year (or more) school curriculum in less than 12 years for legitimate reasons (e.g., skipping grades, early graduation) will be regarded as having met the eligibility requirements. To prove your eligibility, please submit an official document issued from your school explaining the reason(s) for early completion, details such as skipped grade(s), and the dates that apply.
- II. If you are graduating from a foreign school outside Japan with a curriculum of 11 years, please contact the Admissions Office at least one month before the start of the application period.
- III. Applying to the Winter AO does not affect your eligibility 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 Self-Recommended Admissions (AO 入試).
- IV. If you have a disability and need special provisions for admissions procedures and enrollment, please contact the Admissions Office at least one month before the start of the application period.

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

International students who wish to enroll in September through GIGA Program admissions may apply for the scholarships listed below at the time of application. Various other scholarships are available to apply for after enrollment. Further details will be announced after enrollment.

(1) Overview

| Scholarship | MEXT *tentative (Japanese Government) | Mentor Mitakai | Ishii Yoshiaki | Masatada Kobayashi |
|--|---|--|--|---|
| Number of spots available | 6 | 2 | 2 | 1 |
| Minimum GPA requirement | 2.30 out of 3.00 (3-point MEXT grading scale) | None | None | None |
| Income limits | None | None | None | None |
| Whether you can receive other scholarships | Yes | Yes | Yes | Yes |
| Awards as of 2024.9 | <ul style="list-style-type: none"> • 1,404,000 JPY (9,360 USD) per year as living costs • Traveling costs • Application fee, Admission fee and Academic fees covered by Keio | <ul style="list-style-type: none"> • Academic fees • Admission fee | <ul style="list-style-type: none"> • Academic fees • Admission fee | 1st year: <ul style="list-style-type: none"> • Academic fees • Admission fee 2nd year onwards: <ul style="list-style-type: none"> • 1,000,000 JPY (6,670 USD) per year |
| Duration of scholarship | Up to 4 years (subject to annual review) | | | |

*1 USD=150 JPY

(2) How to apply

If you are a September 2025 entry applicant, you may apply for these scholarships through the Application System (i.e., applicants who wish to enroll in April are not eligible). Application is accepted only at the time of your application to the GIGA Program.

(3) Application eligibility

For details, please visit: <https://www.sfc.keio.ac.jp/en/admissions/aid/undergrad.html>
Note that updates on the MEXT scholarship will not be available until 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 14 – 21, 2025.

(5) Inquires

Office of International Affairs
Keio University Shonan Fujisawa Campus
apd-global@sfc.keio.ac.jp

STEP 3: Check Your Application Documents

See pp.8-13 for details of each document.

| How to submit | | Document | Uploader | Required (R) or Optional (O) | Original required after acceptance |
|---------------|---|---|-------------|------------------------------|------------------------------------|
| Online | A | Online Application Form | Applicant | R | No |
| | 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 | Applicant | | |
| | G | Optional Materials | Applicant | O | |
| | H | Certificate of High School Graduation or Statement of Expected Graduation | High School | R | No** |
| | I | Academic Transcripts | High School | | No** |
| | J | School Profile (prescribed form) | High School | | No** |
| | K | Certificate of English Proficiency Test Result (e.g., TOEFL, IELTS) | Applicant | R* | Yes |
| | L | Standardized Test Scores (e.g., SAT, ACT, IB) | Applicant | Strongly encouraged | Yes |

* Waived if your high school uses English as the language of instruction.

** Original or certified copies of the documents are only necessary if the documents were uploaded by the applicant. Send these copies to the university by post.

A Online Application Form

ID photo: A clear image of your full face against a plain background (no hat or headgear unless worn for religious purposes), taken within three months prior to submission. It can be in black-and-white or color but must be no larger than 500KB. It will be used to verify your identity during the application process and after enrollment. Submitting a photo that does not meet these specifications may invalidate your application.

Nationality: If you hold dual nationality, one of which is Japanese, then enter "Japanese."

B Applicant Evaluation Forms

Please note that evaluations are not recommendations. They should be provided by two persons who are in a position to evaluate you objectively and not the applicant's first or second-degree relatives. Evaluation criteria and other information can be found in the Application System.

Procedures

1. (Applicant) Log in to "My Page" in the Application System and register the evaluators' email addresses. Notify the evaluators that they should be receiving an exclusive URL from "ao-onlineapplication@sfc.keio.ac.jp." Make sure they have their email settings set to receive emails from this address.
2. (Evaluators) Register as evaluators via the URL. Log in to the "Applicant Evaluation Page" and enter evaluation either in English or Japanese (They can save progress and return later). Click "Submit" after completing all fields.

C List of Achievements

- From among your academic and other achievements, describe the most significant one you made and tell us why you chose the achievement (No more than 400 characters including spaces; about 75 words).
- Describe the activities you engaged in and their outcomes since graduating from junior high school. You may include those prior to junior high school graduation if they significantly influenced your subsequent activities. If there are too many to include in the space provided, select those that you want to highlight. Then, select up to three activities and three outcomes that you want to highlight, and tick the field under the column marked © for each of them.
- Please provide as many proofs for each outcome as possible in “Optional Materials.”

D Personal Statement

Please submit an essay AND presentation slides by following the prompt below.

Prompt

Describe elements A through D below in your essay or slides; which elements to include in which formats (essay or slides) is up to you. Particular emphasis should be placed on your plans for academic and other activities at SFC.

<Formats>

| | |
|------------------------|---|
| 1. Essay | No more than 4,000 characters including spaces (about 800 words) |
| 2. Presentation slides | A PDF file of no more than two A4 or letter size pages; 10MB or less; one file only |

<Elements>

| | |
|-------------------------|--|
| A. Statement of purpose | Why you are applying to the Faculty of Policy Management or Faculty of Environment and Information Studies. |
| B. Study plan | What you plan to do after enrollment (e.g., areas of study, courses and Seminars you are interested in, research projects you want to work on) and why |
| C. Self-presentation | Contributions you think you can make to SFC |
| D. Future plans | What you would like to do, your dreams, and challenges you want to take on |

E Three-minute Presentation Video in English

Please upload a three-minute presentation video stating your reasons for applying to the Faculty, your study plans after enrollment, and future aspirations, among others. The format is not limited to verbal explanations.

NOTES:

- The video must be playable with Windows Media Player (*.mpg, *.avi, *.wmd, *.wmv, *.mp4).
- **Start your presentation by clearly stating your full name and showing your face to the audience (This is to verify your identity).**
- Your presentation will not be evaluated based on the recording technique or image quality.
- **Your video file must be 50 MB or less; files any larger cannot be uploaded.**
- Your presentation must be about three minutes. **A video that is three minutes and 15 seconds or longer will not be accepted.**
- Once you upload your presentation, please check and make sure the video and audio play fine.

F Photocopy of Passport

- Upload a photocopy of your passport photo page as a PDF or JPEG in the “Application Form” on “My Page” in the Application System.
- If you are a citizen of more than one country, please upload photocopies of all your passports.
- If you cannot submit a photocopy of your passport, a photocopy of an identification card/document with your photo on it (e.g., driving license, residence card) will be accepted.
- If your name on the application documents is different from the name on your certificates, please submit documents proving that both are your names, along with a photocopy of your passport.

G Optional Materials

You may upload up to ten optional materials that demonstrate: a) your most significant awards and activities since graduating from junior high school, and/or b) academic goals you want to pursue after enrollment, why you want to pursue them, and why and how you can achieve them.

Please keep the following points in mind:

- (1) Optional materials are meant to supplement the application forms and should be used to better facilitate the evaluation of your personal qualities and capabilities.
- (2) Upload materials in the order of importance, with 1 being the most important.
- (3) When uploading materials, enter a summary and/or supporting comments in the space provided in 400 characters or less including spaces (about 80 words).
- (4) Submit in PDF or JPEG format. Video files must be playable with Windows Media Player (*.mpg, *.avi, *.wmd, *.wmv, *.mp4).
- (5) Up to 10 JPEG, PDF, and video files may be submitted.
- (6) Each file should be 10 MB or less, and the total size of your files 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 a paper written for a class or similar composition, summarize it in a single A4 or letter size sheet, and submit it together with the evaluation and feedback by the instructor who gave the assignment (no prescribed format).
- (9) If submitting evidence of qualifications, such as being selected as an exchange student, please upload materials in PDF or JPEG format describing the application and screening processes in addition to the proof of the result.
- (10) You may submit a recommendation letter as part of your optional materials (no prescribed format) by uploading it as a PDF or JPEG file. Please inform your recommender that **recommendation letters sent by post will NOT be accepted as an application document** and that the letter must have the recommender's signature at the bottom of the letter. You may upload the letter yourself.
- (11) If you wish to submit the content of a website as an 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.**

IMPORTANT: Notes on the uploader of required documents (Updated on November 11, 2024)

When uploading your high school graduation certificate, academic transcripts, and school profile in the Application System, you cannot select the uploader of each document respectively. You need to choose either your high school or yourself as the uploader of all three documents.

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

Who should submit the certificate?

The certificate must be submitted in the Application System by the issuing school.

In case your school is unable to do so due to an unavoidable reason, you may upload it yourself by clicking “Uploaded by Applicant.” In that case, you are required to send an original or certified copy once admitted.

How should the certificate be submitted?

The applicant must register an email address of a person who will submit the certificate (“the uploader”) in the Application System. We strongly recommend that you do this well ahead of the deadline. When the registration is completed, the uploader should receive an email with a link to access the Application System. The uploader can then submit the certificate as a PDF file via the link.

In what format should the certificate be uploaded?

It must be either a digital version of the original or a certified true copy (i.e., a photocopy of an original document that has been stamped or endorsed by the issuing school). Digital versions of uncertified true copies are not accepted. It must be issued within roughly 3 months of the application deadline and provide: applicant's full name, date of birth, (expected) date of graduation, date of issuance. You may use the template available at https://www.sfc.keio.ac.jp/en/admissions/undergraduate/ao_giga.html.

Notes for those who graduated or will graduate from a Japanese high school

Be sure to submit an Official School Report (調査書) instead of a high school graduation certificate or a document certifying your expected graduation.

Notes for those applying under eligibility requirement (4) on page 6

Upload a diploma verifying your eligibility to apply under this category. You must send an original once admitted.

I Academic Transcripts (in Japanese or English)

Who should submit the transcript?

The issuing school must submit your transcript in the Application System; however, if they can't, you may upload and submit it yourself by clicking "Uploaded by Applicant." In that case, you must send an original once admitted.

How should the transcript be submitted?

The applicant must register an email address of a person who will submit the transcript ("the uploader") in the Application System. We strongly recommend that you do this well ahead of the deadline. When the registration is completed, the uploader should receive an email with a link to access the Application System. The uploader can then submit the transcript as a PDF file via the link.

In what format should the transcript be uploaded?

Your transcript must be submitted either as a digital version of the original or a certified copy (i.e., a photocopy of an original document that has been stamped or endorsed by the issuing school). Digital versions of uncertified true copies are not accepted. It must provide: applicant's full name, date of birth, date of issuance, and transcript for all coursework completed (if you graduated high school) or transcript for the coursework up until the most recent term (if you are currently enrolled in the school).

Notes for those who have attended more than one high school

An official transcript issued by each school will be required only if the grades from the earlier school(s) do not appear on your final transcript.

Notes for those who have graduated or are expected to graduate from a Japanese high school

Please submit an official school report (調査書) instead of your academic transcript.

Notes for those who is attending or was previously enrolled at a university

The applicant should submit a university transcript. If the period of your enrollment is not long enough to have one issued, the situation must be clearly explained in writing and submitted with the Certificate of Enrollment. Please upload the following: a) academic transcripts from high school and university, b) graduation diploma from high school, and c) the school profile.

Notes for those applying under the eligibility requirement (4) on p. 6

Please upload a transcript showing your score in a high school graduation equivalency examination. You must send an original or a certified copy once admitted.

J School Profile (prescribed form)

Who should submit the profile?

School profile must be issued and submitted in the Application System by your last attended high school. Please have the school counselor provide the required information either in English or Japanese on the prescribed form downloadable at https://www.sfc.keio.ac.jp/en/docs/giga_schoolprofile.pdf

If they can't due to an unavoidable reason, you may submit it yourself by clicking "Uploaded by Applicant." In that case, you are required to send an original once admitted.

In what format should the profile be uploaded?

The profile should be five pages or less, providing the school's information including the curriculum, students' standardized test scores, and a list of colleges attended by graduates for the past three years. If the required information is not available, have the school counselor indicate so on the form. If it is provided in the school brochure or website, copies of relevant pages may be attached.

How should the profile be submitted?

The applicant must register an email address of a person who will submit the profile ("the uploader") in the Application System. We strongly recommend that you do this well ahead of the deadline. When the registration is completed, the uploader should receive an email with a link to access the Application System. The uploader can then submit the profile as a PDF file via the link.

K Certificate of English Language Proficiency Test Result

Who should submit what?

Applicants whose first language is not English and who graduated high school where the medium of instruction was other than English must submit their scores/results of any of the English language proficiency tests (taken within two years of the application deadline) listed below:

| English language proficiency test | Item to upload |
|--|--------------------------------|
| TOEFL (TOEFL-ITP score not accepted) | Test Taker Score Report (copy) |
| IELTS | IELTS Test Report Form (copy) |
| TOEIC (TOEIC-IP score not accepted), United Nations Association's Test of English (UNATE), Test in Practical English Proficiency (EIKEN) | Certificate (PDF) |

Submission procedure

1. Enter your scores in the Application System.
2. Upload the certificate provided by the test agency.
3. Once accepted for enrollment, have the test agency send your official TOEFL or IELTS scores directly to Keio University. For other tests, send original or certified copies of the certificates by post.

Notes for applicants whose first language is English or whose high school uses English as the medium of instruction

You are not required to submit results of any of the tests listed above. However, please indicate this qualification by clicking the designated button in the Application System. Please also note that your application documents (e.g., academic transcripts, school profile) must indicate that English is used as the main medium of instruction at the high school.

NOTES:

1. Scores that are not entered in the Application System will not be accepted as part of your application. Make sure there is nothing omitted.
2. Results of other tests may be accepted; however, you should contact the Admissions Office at least one month before the start of the application period to confirm that they will be accepted.
3. Results of TOEFL iBT Special Home Edition, TOEFL iBT Paper Edition and IELTS Indicator will be accepted.
4. There is no minimum band score requirement, and the average score of successful applicants will not be announced.
5. Duolingo scores will not be accepted unless the test certificate is certified by your high school.

L Standardized Test Scores

Keio University recognizes that some applicants may find it difficult to take standardized tests, because of varying academic calendars and the availability of test dates and locations. Therefore, **submission of standardized test scores or certificates is not an absolute requirement for application; however, it is strongly encouraged**, as it helps us fairly evaluate applications. Below are examples of tests you might consider taking and how you can submit your score or certificate. You are also welcome to submit your score on a test not listed here.

| Standardized test* | | Who uploads what |
|--|-----------|--|
| SAT | | Applicant; SAT Score Report |
| ACT | | Applicant; ACT Student Report |
| International Baccalaureate (IB) | Final | Applicant; Official transcript of grades for the IBDP |
| | Predicted | Applicant's high school; IB predicted grades |
| General Certificate of Education (GCE), Examination for Japanese University Admission for International Students (EJU), <China> National Higher Education Entrance Examination (GAOKAO), <Hong Kong> Hong Kong Diploma of Secondary Education Examination (HKDSE), <France> Baccalauréat or Option Internationale du Baccalauréat (OIB), <Germany> Abitur, <Indonesia> The Indonesian National Examinations (Ujian Nasional), <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) | | Applicant; Certificate (PDF) |

Submission procedure

1. Enter your score in the Application System.
2. Upload the certificate(s) provided by the test agency.
3. Once accepted for enrollment, have the test agency send your official SAT, ACT or IBDP score directly to Keio University. For other tests (except for the IB predicted grades), send original or certified copies of the certificates by post.

NOTES:

1. Scores that are not entered in the Application System will not be accepted as part of your application. Make sure there is nothing omitted.
2. If submitting documents in a language other than English or Japanese, please submit an English or Japanese translation certified by your high school, an embassy, or a relevant official body.
3. There is no minimum band score requirement, and the average score of successful applicants will not be announced.
4. SAT, ACT IBDP tests must be taken within two years of the application deadline.

STEP 4: Complete Your Application

1. Application System

Application period: **11:00 a.m., Tuesday, December 10, 2024 – 3:00 p.m., Friday, January 24, 2025 (JST)**

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

- Due to maintenance, everyone, including the applicant and those who upload documents and certificates for the applicant, cannot log in to the Application System from December 27, 2024 to January 6, 2025.
- Go to the link above and obtain your Login ID by following the instruction. The Login ID can be issued only during the online application period.
- **The email address that you register in the Application System will be used to send you information related to your application and enrollment registration, so please provide the one you will use even after graduating high school.**
- Retain your Login ID and password for future use.
- Log in to “My Page” in the Application System and submit the required materials. The email address and password that you registered are required to log in.

2. Application Fee

(1) Payment must be made between **11:00 a.m., Tuesday, December 10, 2024 and 11:00 p.m., Friday, January 24, 2025 (JST)**

(2) The application fee is 35,000 JPY.

However, an exemption of 30,000 JPY is granted to applicants who graduated or will graduate high school outside of Japan. This exemption does not apply to graduates of non-Japanese schools in Japan. The applicant must pay a fee of 5,000 JPY to be qualified for the exemption.

(3) Payment

Go to “Payment of Application Fee” on “My Page” in the Application System and make the payment by credit card (VISA, Master Card, JCB, American Express, or Diners Club). For this transaction, you need to pay a 500-JPY transfer fee.

(4) Refunds

The application fee is not refundable except under special circumstances. Further information is provided in the refund request form: https://www.sfc.keio.ac.jp/en/docs/giga_refundforms.pdf

This form must be submitted no later than February 26, 2025.

STEP 5: Check Your Application Status

Log in to the [Application System](#) from 11:00 a.m., February 19, 2025 onward to confirm that your application has been successfully received.

STEP 6: Check Your Results

Screening results will be announced in the [Application System](#) at 11:00 a.m., March 14, 2025.

- Successful applicants must also check the Enrollment Registration Guide (PDF) in the Enrollment System (<https://admission.sfc.keio.ac.jp/giga>) to complete their enrollment registration.
- **The university will not provide any information regarding results by means other than the Application System. Inquiries by phone, fax, or emails concerning screening results will not be answered.**

5. Enrollment Process

STEP 7: Complete Your Enrollment Registration

1. Procedures for Enrollment Registration

You can complete your enrollment registration by carrying out the four steps below during the designated periods. Further details will be provided to successful applicants via “My Page” in the Application System upon the announcement of results. September enrollees will carry out the procedure in English, and April enrollees in Japanese.

STEP 1: Pay the academic fees and expenses

STEP 2: Submit documents for verification, and apply for a visa if required

STEP 3: Complete online enrollment registration in the Enrollment System

STEP 4: Submit enrollment registration documents by post (see p.17 for details)

| Enrollment | Deadline | | | |
|----------------|------------------------|--------------------------------------|--------------------------------|---|
| | STEP 1 | STEP 2 | STEP 3 | STEP 4 |
| | Fee payment | Document submission for verification | Online enrollment registration | Document submission by post for enrollment registration |
| September 2025 | April 1 – May 9, 2025* | May 13, 2025 | May 30 – July 17, 2025* | July 26, 2025* |
| April 2026 | Mid-January, 2026* | May 13, 2025 | Mid-January, 2026* | Mid-January, 2026* |

*The schedule is subject to change.

<Mailing Address>

Send your documents to:

Winter AO (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

2. Required Documents

For STEP 2 above

Original documents for verification

Enrolling students must submit original or certified copies of documents H through L in the list below (and on page 8) for verification. Failure to do so by the designated deadline will disqualify you from consideration for admission. Discrepancies between uploaded and original documents may also result in your admission being revoked.

| | Document | What to submit and how to submit |
|---|---|---|
| H | Certificate of High School Graduation or Statement of Expected Graduation | If uploaded by the applicant, send original or certified copies by post. (not required if uploaded by the school) |
| I | Academic Transcripts | |
| J | School Profile | |
| K | Certificate of English Proficiency Test Result | <u>TOEFL, IELTS, SAT ACT and IBDP Scores</u> Have the test agency send your official score to Keio University. If it is already sent to us at the time of application, you do not need to resend it. Institution Codes: TOEFL (0773: Undergraduate Organization), SAT (0773), ACT (7048) |
| L | Standardized Test Scores | |
| | | <u>Others (except for IB predicted scores)</u> Send original or a certified copy of the certificate by post. (a certified copy is a photocopy of an original document that has been stamped or endorsed by the issuing school.) |

NOTES:

Please use the tracking code to confirm that your documents arrive at the Admissions Office on time, as we cannot answer if we have received them. Use a means of delivery that provides a tracking service (e.g., EMS, DHL, FedEx) if mailing from overseas, and simple registered mail (簡易書留) if mailing from within Japan.

For STEP 4 above

Your high school graduation diploma and final transcript (if applicable)

Further details will be provided in the Enrollment Registration Guide.

3. Fees and Expenses

Academic fees for September 2025 enrollment will be finalized in late November 2024. For reference, the table below shows the fees and expenses for April 2024 enrollment.

| | 1st Semester of Enrollment | 2nd Semester of Enrollment | Annual Total |
|----------------------------|----------------------------|----------------------------|--------------|
| Admission Fee* | 200,000 | 0 | 200,000 |
| Academic fees and expenses | 735,725 | 735,625 | 1,471,350 |
| Total | 935,725 | 735,625 | 1,671,350 |

*A one-time fee that you pay at the time of enrollment

(Unit: JPY)

NOTES:

These fees and expenses are not refundable; however, academic fees (excluding admission fees) and fees categorized as “others” may be refundable if the applicant makes a request to withdraw from the university in accordance with the procedures specified by the university. See the Enrollment Registration Guide for further details.

6. Appendix

Admissions Statistics

| | Faculty of Policy Management | | Faculty of Environment and Information Studies | |
|--------------------|------------------------------|---------------------------------|--|---------------------------------|
| Year of Enrollment | 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 |
| 2024 | 157 | 61 | 170 | 50 |

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