



Keio University

Issue date: May 18, 2023  
Last updated: July 21, 2023

Faculty of Policy Management  
Faculty of Environment and Information Studies

## AO (Self-Recommended Admissions) Screenings in Academic Year 2023

**Summer/Fall AO 2023**

enrollment in April 2024 or September 2024

# Application Guidebook

---

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

Please read and follow the instructions in this guidebook carefully  
in order to prevent errors when making an application.

This Application Guidebook is specifically for the Summer/Fall AO 2023 applicant screenings.

The Application Guidebook for the Spring, Summer/Fall AO applicant screening are available at the following website: <https://www.sfc.keio.ac.jp/en/admissions/undergraduate/ao-sfc.html>

The Application Guidebook for Winter AO (Global) is available at the following website:  
[https://www.sfc.keio.ac.jp/en/admissions/undergraduate/ao\\_giga.html](https://www.sfc.keio.ac.jp/en/admissions/undergraduate/ao_giga.html)

Application Guidebook in Japanese language:  
[https://www.sfc.keio.ac.jp/doc/sfc\\_2023summer\\_fall\\_guide.pdf](https://www.sfc.keio.ac.jp/doc/sfc_2023summer_fall_guide.pdf)

Last updated: July 21, 2023

The valid dates on page 31 for sending national or international standardized test results (including official scores) separately from the documents submitted by post, was corrected (this application guidebook has been updated).

# AO (Self-Recommended Admissions) Screening Application Guidebook Table of Contents

<b>I . To those applying through AO (Self-Recommended Admissions) Screening .....</b>	<b>5</b>
<b>II . Overview of Applicant Screenings .....</b>	<b>8</b>
A. Admission Quota .....	8
B. Screening Process Overview .....	8
C. Application Period and Enrollment Period .....	8
D. Admissions Timeline.....	9
<b>III. Detailed Description of the Application Process .....</b>	<b>10</b>
A. Eligibility Requirements .....	10
B. How to Make an Application .....	13
C. Preparations before Beginning an Application .....	14
D. Application Fee and Payment Method .....	16
E. Application Period and Screening Schedule .....	17
F. Items Necessary to Make an Application .....	18
G. Preparing Items for Submitting an Application .....	19
H. Sending Application Documents by Post .....	31
I. Important Notes on Applications.....	32
J. Confirmation of Application Status .....	32
<b>IV. Details of Entrance Examination and Announcement of Screening Results .....</b>	<b>33</b>
<b>V. Enrollment Registration .....</b>	<b>35</b>
A. Enrollment Registration Period.....	35
B. Required Items (Excerpt from the Enrollment Registration Guidebook) .....	36
<b>VI. Academic Fees (Admission Fee, Tuition Fee, etc.).....</b>	<b>37</b>
<b>VII. Report of Personal Research and Study.....</b>	<b>38</b>
<b>VIII. Keio University Education Promotion Funds (Donation) and Keio University Bonds (School Bonds) ..</b>	<b>38</b>
<b>IX. Scholarships .....</b>	<b>39</b>
<b>X. AO Admissions Application and Admission Statistics .....</b>	<b>40</b>
<b>XI. Frequently Asked Questions, Commonly Made Errors .....</b>	<b>41</b>
<b>XII. Making Inquiries.....</b>	<b>45</b>
<b>XIII. Further Information (Websites, Event Information, Getting to SFC, Campus Map) .....</b>	<b>46</b>

## Read First

This Application Guidebook contains an overview of the applicant screening process, as well as details of all steps (presented in order), from preparing application documents to completing the enrollment registration. First, carefully read through the Guidebook. Next, go over the details once again to confirm your understanding and to avoid making errors on your application. Before making an application, please also confirm details of the Online Application System to avoid making errors on your application.

Inquiries regarding the application should be made, in principle, by the applicant.

## Three Undergraduate Policies (Diploma Policy, Curriculum Policy, Admissions Policy)

Information on the undergraduate policies can be found on the Admissions Center website.

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

## Privacy Policy

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

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

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

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

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

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-request@sfc.keio.ac.jp](mailto:ao-request@sfc.keio.ac.jp)

## Entrance Examination System

AO (Self-Recommended Admissions) Screenings to be conducted in Academic Year 2023 by the Keio University Faculty of Policy Management and Faculty of Environment and Information Studies are the Spring AO 2023, Summer/Fall AO 2023, and the Winter AO (Global) 2023.

This Application Guidebook is specifically for Summer/Fall AO 2023.

The Application Guidebook for Winter AO (Global) is available at the following website:

[https://www.sfc.keio.ac.jp/en/admissions/undergraduate/ao\\_giga.html](https://www.sfc.keio.ac.jp/en/admissions/undergraduate/ao_giga.html)

Besides AO (Self-Recommended Admissions) Screenings, there are also General Entrance Examinations, Admissions for Japanese Returnees, and Admissions for International Students. They are all conducted in Japanese.

Please refer to the Keio University Undergraduate Admissions website for details.

<https://www.keio.ac.jp/ja/admissions/>

(Website available in Japanese language only)

## I . To those applying through AO (Self-Recommended Admissions) Screening

---

Admissions Office

### **SFC, where students create the future**

When the Faculty of Policy Management and the Faculty of Environment and Information Studies at Keio University Shonan Fujisawa Campus (SFC) were established in April 1990, they were ahead of their time in academics for the twenty-first century and in defining what a university should be. The two faculties were born out of an innovative concept yet to be seen throughout the world—creating and reorganizing knowledge to meet the needs of the times.

The diverse issues that modern society faces today involve a multitude of intertwined complex factors. Going far beyond the boundaries of a single discipline, each issue needs to be addressed with an interdisciplinary and integrated approach. With this in mind, the two faculties at SFC offer education that emphasizes “identifying and solving problems” and “creativity in development.” Real-life issues are not dissected to fit within the framework of individual disciplines, but rather are approached using results of existing related academic disciplines newly reorganized into a system of knowledge and technology. As a result, a wide range of ideas and broad perspectives can be used to find solutions.

In the Faculty of Policy Management, problem-solving is approached from the perspectives of policy, law, strategy, management, and governance. The Faculty of Environment and Information Studies emphasizes approaches such as technology, design, tools, ingenuity, and art. Although the approaches taken by the two faculties are not entirely separate, they are based on different ideas. While collaboration between the two faculties is always available, each faculty aims to be distinct in its approach to problem solving.

### **“What do you want to learn at SFC?” is the starting point**

SFC is looking for individuals who have their own themes or issues they want to find solutions to, and after gaining a thorough understanding of the policies and contents of each of the faculties, will come to SFC and say, “This is what I want to learn at SFC.” We hope these individuals will fully utilize the learning environment and systems available at SFC and foster their ability to open up doors to the future with their own hands. For AO Admissions in particular, we hope to see applicants who are highly motivated to enter SFC to pursue their goals and vision at a higher level.

## The students sought by the Faculty of Policy Management

### Thinking about the policy to pave the way for a better future

The Faculty of Policy Management at Keio University Shonan Fujisawa Campus (SFC) has been pursuing scholarship aimed at “thinking about policy to pave the way for a better future.”

The discipline of policy management studies emerged from the recognition that policy is “to determine a course of action,” and that “human behavior creates society, and the science which analyzes society can only be based on comprehensive judgement.” Through the study of policy management, we have strived to nurture students equipped with the ability to discern the future, the capacities to analyze situations, the dynamism to design policies, the power to persuade others of the significance of policies, the initiative to implement these policies, and the competencies to synthesize these abilities.

The Faculty of Policy Management was established about thirty years ago in 1990. With the fall of the Berlin Wall in the previous year, and the end of the Cold War, it was a period of time that imparted a real sense of momentous changes in the world. A time of hope for the future, but also a time of great uncertainty. With less chance of predicting what would change and what would remain the same, the younger generation could not have imagined what the future could hold.

Now, once again, the society in which we live is undergoing major changes. Values that society has shared are changing, and the norms and systems that constituted the “rules of the game” are shifting. Many of the assumptions that have been taken for granted have changed.

The order of society itself by nature is in constant flux. That is why many of the real-world issues we face require new ideas for solutions, as existing solutions are not compatible with these issues. We must question whether the particular issue we have identified is really a problem in the first place. In addition, issues in the real world do not necessarily appear in a specific academic discipline. To derive valid solutions to solve issues, perspectives from multiple academic disciplines are essential.

The discipline of “thinking about policy” requires constant change. While being conversant with each advanced academic field, the Faculty of Policy Management seeks to synthesize and make headway into interdisciplinary fields, with one of the appeals of our scholarship being that it equips us with modes of thinking that seek to adapt to changes in the order of society.

To think about policy is to envision the future. Once the realization hits that a problem will become serious if left unaddressed, the policy will aim at a better state of affairs. Understanding what those policies are, how to create and implement them effectively, and how to evaluate and improve them, will inevitably require a comprehensive approach.

Conventional studies focus on how to understand matters accurately within a limited scope. If a problem existed, we were open to investigating the cause of that problem. However, it was difficult to go beyond this point to the question of who would solve the problem and how they would go about it. Even if we could put forth on how things should be, solving those problems remained the reserve of others, including corporations and politicians.

Today, however, with the knowledge that both markets and the government have the potential to fail and that those simple solutions no longer suffice, we need to be proactive in solving our own problems. This was the starting point for the Faculty of Policy Management. Our mission is to pursue the truth and to conceive of new ideas to make Japan and the world a better place.

More than 10,000 students have graduated from the Faculty of Policy Management. This is only a fraction of the world's population. However, many of our graduates are making their own efforts to make Japan and the world a better place. The Faculty of Policy Management is looking for students who can participate in these efforts.

Prof. Tomoki Kamo,  
Dean of the Faculty of Policy Management

## The students sought by the Faculty of Environment and Information Studies

### Opening the door to a new era

I strongly suspect that many of you reading this message were born in the 21st century. The 20th century was a century of remarkable development in the field of science and technology; yet it was also a century of global wars and environmental problems. While the 21st century was supposedly set to become the century of environmental consciousness, more than 20 years of that century have already passed. I wonder if we are actually on the path to overcoming our environmental problems. The situation around neither of the global environmental problems of climate change or biodiversity has improved. While the world has been severely affected by the emergence and spread of COVID-19 commencing from the end of 2019, new infections and pandemics of this ilk are a symptom of the expansion of human activities.

As we all know, climate change poses a variety of risks, including a high incidence of natural disasters. Many countries around the world are rapidly moving toward carbon neutrality, which would effectively reduce carbon dioxide emissions to zero by 2050. And across the globe, a new goal for biodiversity conservation was adopted in December 2022, with the mission of taking urgent action to halt and reverse the loss of biodiversity, and put us on a track toward restoring what was lost. It has been indicated that fundamental social changes are needed to stop global warming and the loss of biodiversity on a global scale. Furthermore, if we look at Japan, we can see that the population is rapidly declining and is steadily aging, and there is also the risk of large-scale natural disasters such as a Nankai Megathrust Earthquake. Is there anything in store for us other than a dark future?

It was once believed that developments in science and technology held the promise of a bright future for us all. Although true adherents to this belief are now few, science and technology still offer us new possibilities. Advanced technologies envisioned in science fiction such as *dokodemo door* (portals) allowing us to traverse space have yet to be invented. However, due to COVID-19, it became the “new normal” to perform activities such as classes and work through our computer screens. The technologies humanity dreams up, such as *dokodemo door* (portals), sometimes materialize in unexpected ways. In Japan, the population of people over the age of 100 has reached an all-time high. Some say that developments in medicine are on course to make a reality of an era in which we will all live for 120 years.

Your era will be completely at odds with that which your parents lived through. Such changes may gather pace with increasing speed. The Faculty of Environment and Information Studies envisages and seeks students who will initiate such changes to create a new era. The future remains full of uncertainties, notwithstanding those associated with COVID-19 and the Russian invasion of Ukraine that began in February 2022. It is not enough to think about the future as an extension of the past. We need to challenge ourselves based on our vision and ideas. The Faculty of Environment and Information Studies hopes that those with the courage to take on the mantle of creating a bright future by taking advantage of all the resources available here, including faculty members, peers, and the research and education environment, will become our companions on that journey. Now, let us open the door to a new era together.

Prof. Tomohiro Ichinose,  
Dean of the Faculty of Environment and Information Studies

## II. Overview of Applicant Screenings

Applicants may not apply to both the Faculty of Policy Management and the Faculty of Environment and Information Studies during the same application period.

Be sure to indicate in your application which faculty you are applying to, which enrollment period you have selected, and which language option you prefer for the interview (Japanese, English, or either). These items cannot be altered after the online application has been submitted.

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

### A. Admission Quota

Faculty of Policy Management: 150

Faculty of Environment and Information Studies: 150

*The admission quota is the total for all AO screenings in Academic Year 2023 and for both April and September enrollments.*

### B. Screening Process Overview

#### First-Round Screening

First-round screening will be based on the evaluation of submitted application forms, documents, and materials.

#### Second-Round Screening

Applicants who pass the first-round screening will be interviewed at the second-round screening. Instructions for interview venue, date, and time will be given at the time of announcement of first-round screening results. Interviewees must bring their examination slip and writing utensils to the interview venue. Final decisions for acceptance to Keio University will be based on both the first and second-round screenings.

Interviews will last approximately thirty minutes per applicant.

Interviews will be conducted in either Japanese or English. Be sure to select a language option (Japanese, English, or either) for the interview when submitting your application.

### C. Application Period and Enrollment Period

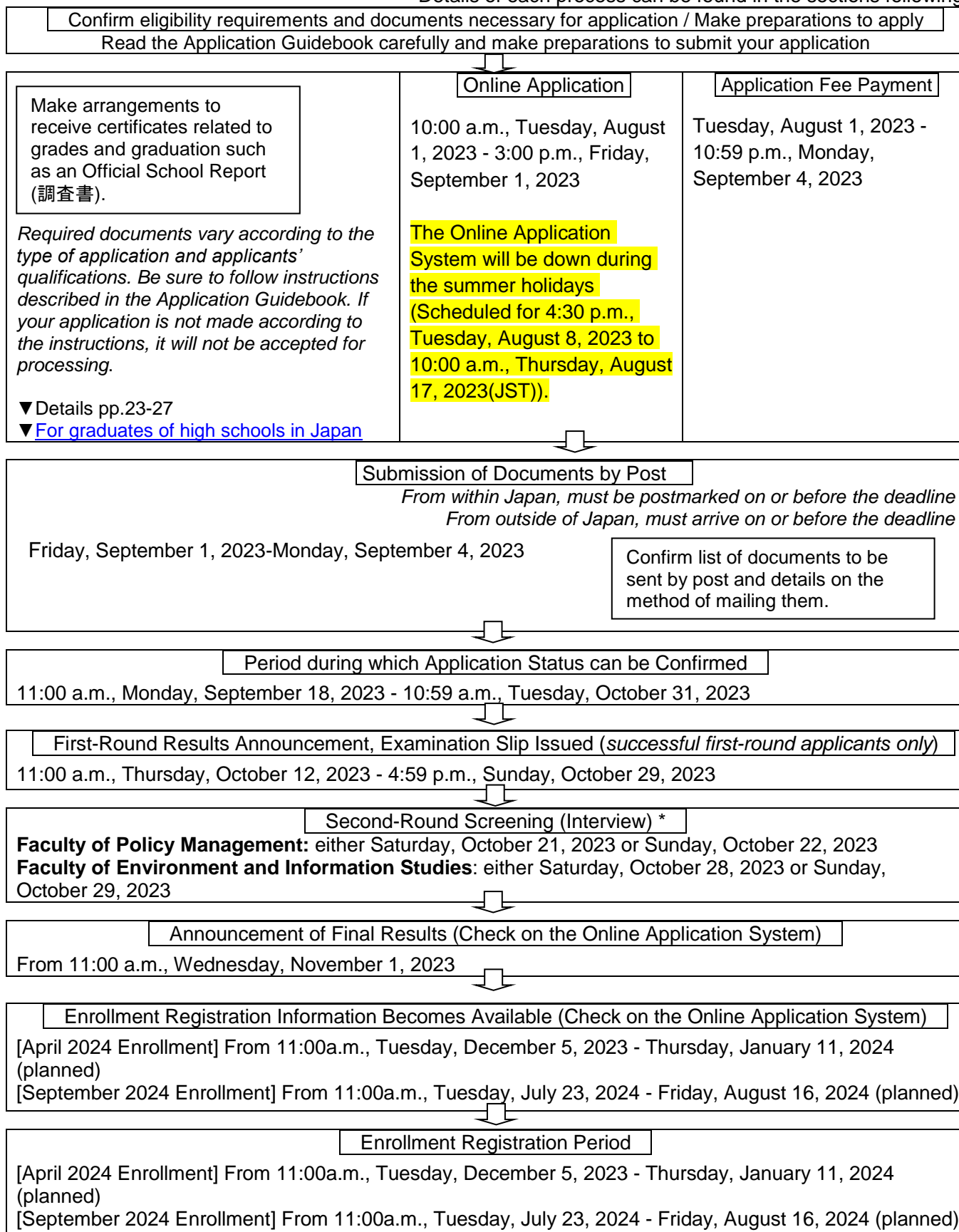
Application Period	Enrollment Period
Summer/Fall AO 2023	April 2024 or September 2024

*Please note that for those who do not have enough Japanese language skills to take classes conducted in Japanese, September (Fall Semester) enrollment is strongly recommended.*



## D. Admissions Timeline

All times and dates indicated in **Japan Standard Time (JST)**  
 Details of each process can be found in the sections following.



\* The time and place of the interview will be announced on the Online Application System when First-round results are announced. The interview will be held at the Shonan Fujisawa Campus.

### III. Detailed Description of the Application Process

#### A. Eligibility Requirements

Please confirm that you meet the eligibility requirements as described below before making an application. Documents required for your application will vary depending on your qualifications to apply. Make sure you confirm which eligibility requirements you will meet and what documents you need to prove eligibility. Please inquiry at the Admissions Office if you have any questions regarding eligibility requirements.

##### All Applicants

Applicants must fulfill all of the requirements described in sections 1. through 4. below:

1. One or more of the following must apply:
  - a. Those who have completed, or are expected at the time of application to complete by the time of enrollment, Upper Secondary School (includes Upper Secondary Department of Schools for Special Needs Education) or Secondary School in Japan.
  - b. Those who have completed, or are expected at the time of application to complete by the time of enrollment, the third year of technical college in Japan.
- 1) Those who demonstrate the academic ability, or are expected at the time of application to have the academic ability by the time of enrollment, equivalent to having completed 12 years of formal education as described in Article 150 of the Enforcement Regulations of the School Education Law in Japan. Those who have completed, or are expected at the time of application to complete by the time of enrollment, 12 years of formal education in countries other than Japan, as well as those who have been deemed by Japan's Ministry of Education, Culture, Sports, Science and Technology (MEXT) to have achieved the equivalent.
- 2) Those who have completed, or are expected at the time of application to complete by the time of enrollment, formal education at an institution outside of Japan accredited by MEXT as being the same or equivalent to upper secondary school education.
- 3) Those who have completed on or after the date designated by MEXT, or are expected at the time of application to complete by the time of enrollment, formal education at the upper secondary course of a specialized training college (limited to those that fulfill requirements defined by MEXT such as requiring three or more years to complete).
- 4) Those who have been designated by MEXT (Ministry of Education Notice, 1948)
  - (a) Those who have completed, or are expected at the time of application to complete by the time of enrollment, 12 years of formal education at international schools in Japan accredited by an international accrediting organization (WASC, ACSI, CIS, or NEASC).
  - (b) Those who have obtained an International Baccalaureate Diploma, Abitur, Baccalaureate Diploma (France) or GCE A-level result.

Note: For students of international/American schools in Japan that have not been accredited by an international accrediting organization, please inquire at the Admissions Office at least one month prior to the application deadline.

- 5) Those who have passed, or are expected to pass by the time of enrollment, the 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 time of enrollment ((includes those who have passed the University Entrance Qualification Examination (大学入学資格検定)).

\* Those who have taken the Reiwa 5th year Upper Secondary School Equivalency Examination (1st) (令和5年度高等学校卒業程度認定試験(第1回)) will be accepted on condition that they pass the examination.

Submission of 合格成績証明書(or 合格見込成績証明書 if expecting to pass) will be postponed until you can obtain the certificate. Please complete the online application, payment of the application fee, and submit all other documents to be submitted by mail within the application period.

Please notify the Admissions Office as soon as you receive the notification of the result of the Reiwa 5th year Upper Secondary School Equivalency Examination (1st) (令和5年度高等学校卒業程度認定試験(第1回)) which is scheduled by the MEXT to be sent out on August 29th (Tuesday).

The Upper Secondary School Equivalency Examination is required to be taken and passed before applying for AO (Self-Recommended Admissions) Screenings. Those who are planning to take the Reiwa 5th year Upper Secondary School Equivalency Examination (2nd) (令和5年度高等学校卒業程度認定試験(第2回)) are not able to apply for Summer/Fall AO 2023.

- 6) Those who have been recognized by Keio University through individual screening to have the academic ability equivalent to having completed upper secondary school, and will reach 18 years of age by the time of enrollment.

Note: Individual screening is reserved for those who have graduated from schools that are for non-Japanese students and have an upper secondary school division. To apply for individual screening, contact the Admissions Office at least one month prior to the application deadline.

2. Those who are highly motivated to enter either the Faculty of Policy Management or the Faculty of Environment and Information Studies, have a clear vision of their goals after entering the Faculty, and have made studying at one of the Faculties their first choice.
3. Those who have the will and ability to fully utilize the learning and research environment at the Faculty of Policy Management or the Faculty of Environment and Information Studies to pursue their goals and vision at a higher level.
4. Those who have proficiency in Japanese or English at a level to undertake university education.

#### Important Notes

- Applicants may not apply to both the Faculty of Policy Management and the Faculty of Environment and Information Studies during the same application period.
- Be sure to indicate in your application which faculty you are applying to, which enrollment period you have selected, and which language option you prefer for the interview (Japanese, English, or either). These items cannot be altered after the online application has been submitted.
- For those who do not have enough Japanese language proficiency to take classes conducted in Japanese, September (Fall Semester) enrollment is strongly recommended.

Applicants with physical disabilities who require special attention during the screening process and attendance at school are welcome to apply if they are independent in study. Applicants with physical disabilities who require special attention during the screening process and attendance at school should send the following form by post to the Admissions Office at least one month before the last day of the application period:

“Application for Entrance Examination Special Measures”

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

#### Petition for First-Round Screening Exemption

Exemption from first-round screening will be granted to those who, in addition to fulfilling the eligibility requirements, can provide written documentation of having achieved designated results in one of the competitions listed below. Those who wish to petition for first-round screening exemption should submit together with the application documents and materials, written documentation in an officially sealed envelope providing proof of having achieved the designated result.

Please note that you may petition for first-round screening exemption only once regardless of which faculty you apply to. Also, regardless of how many competition results have been achieved, you may petition for first-round screening exemption only once. Those who were granted a first-round screening exemption in a prior AO screening, and those who applied using Method C in a prior AO screening may not apply for first-round screening exemption.

Example case 1: Applied to Faculty of Policy Management through Spring AO 2023 screening. Applied for and was granted first-round screening exemption  
→ For Summer/Fall AO 2023 and subsequent AO screenings, cannot apply for first-round screening exemption even if applying to the Faculty of Environment and Information Studies.

Example case 2: Won an award at the Bio-Summit for High School Students in Tsuruoka and applied through Spring AO 2023 screening. Applied for and was granted first-round screening exemption.  
 → For Summer/Fall AO 2023 and subsequent AO screenings, cannot apply for first-round screening exemption even if designated results are achieved in a different contest.

#### Approved Competitions and Designated Results for First-Round Screening Exemption

Approved competitions and designated results are reviewed each year and are subject to change. If you have any questions regarding changes to the names of competitions and the like, contact the Admissions Office before submitting your application.

Since all the listed designated competitions take place in Japan, only a list in Japanese is available.

対象コンテスト（*慶應義塾関連）	所定の成績
小泉信三賞全国高校生小論文コンテスト*	小泉信三賞受賞者（次席・佳作は除く）
三田文学新人賞*	最終候補者
日本数学オリンピック	予選Aランク者
高校生・高専生科学技術チャレンジ（JSEC）	最終審査進出者
化学グランプリ	1次選考通過者
日本生物学オリンピック	予選（旧：1次選考）通過者
全国物理コンテスト 物理チャレンジ	第2チャレンジでの金・銀・銅，他各賞（奨励賞は除く）受賞者
日本情報オリンピック	本選Aランク者
日本地学オリンピック	金賞受賞者
科学地理オリンピック日本選手権	金メダル受賞者
日本学生科学賞 物理，化学，生物，地学，広領域	地方審査通過者
日本学生科学賞 情報・技術，応用数学	中央予備審査通過者
情報処理推進機構 未踏 IT人材発掘・育成事業	最終採択者
一般社団法人未踏 未踏ジュニア	未踏ジュニアスーパークリエイター認定者
ファブ3Dコンテスト	入賞者
全国高校生マイプロジェクトアワード	文部科学大臣賞，マイプロジェクトアワード特別賞，ベスト・オーナーシップ賞，ベストコ・クリエーション賞，ベスト・ラーニング賞
高校生ビジネスプラン・グランプリ	グランプリ，準グランプリ，審査員特別賞，優秀賞受賞者
全国高校生ドイツ語スピーチコンテスト（第3部）	最優秀賞受賞者
実用フランス語技能検定試験	「1級」合格者のうちの「成績優秀者」 「準1級」合格者のうちの「成績優秀者」
福澤諭吉記念全国高等学校弁論大会*	最優秀賞受賞者
高校生バイオサミット in 鶴岡*	入賞者（審査員特別賞は除く）

#### Notes

- For all of the above listed competitions, only awards received on an individual basis are applicable. Group or team awards are not applicable.
- Only awards received between the time of junior high school graduation and the time of AO application, are applicable.

## B. How to Make an Application

Making an application involves 1. Registering applicant information and “Documents and Materials Submitted Online” through the Online Application System, and payment of the application fee, during the period for Online Application, and 2. Sending “Documents Submitted by Post” during the period for submitting documents by post. BOTH, not just one process must be completed in order for an application to be considered. Refer to “E. Application Period and Screening Schedule” for the dates for Online Application and Submitting Documents by Post.

For details on making payment of the application fee, refer to “D. Application Fee and Payment Method” on p. 16

### 1. Registering Applicant Information and Documents and Materials Submitted Online (Online Application)

[Online Application System] <https://admission.sfc.keio.ac.jp/>

Access the above website and follow the instructions to obtain a Login ID.

*Be sure to write down your Login ID for later reference.*

*The email address and password that you registered to acquire your Login ID are required to login.*

*Refer to p. 14.*

- After obtaining a Login ID, login to “My Page” in the Online Application System and click the “Apply” button for the AO screening you want to apply to in the “Examinations Currently Ongoing” column.
- At the beginning of the online application, make a selection for “Language Used for the Interview” (Japanese, English, or either) and “Language Used in Application Documents” (Japanese or English). Please consider your selections carefully as they cannot be altered later.
- After making your selections for “Language Used for the Interview” and “Language Used in Application Documents,” login to “My Page.” Register Applicant Basic Information and documents, materials, etc. submitted online.
- For more information on the contents of the Online Application, refer to “F. Items Necessary to Make an Application.”
- In addition to the portion to be filled out by the applicant, the Online Application requires evaluations from two evaluators. The Online Application cannot be completed until the evaluations have been submitted. Therefore, allow plenty of time before the Online Application deadline when making requests, with prior consent, to evaluators.
- After the Online Application and payment of the application fee are completed, the Handwritten Application Form (one of the required documents submitted by post) and the address label will become available for printing. Print out both of these and send the application documents submitted by post.
  - ◇ The Handwritten Application Form and address label will become available for printing within 3 hours after payment of the application fee has been completed.
  - ◇ If the Handwritten Application Form and address label do not become available for printing after 3 hours have passed after completing payment of the application fee, contact the Admissions Office. Not being able to print the form and address label will not be accepted as a valid reason 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. Application Documents Submitted by Post

For details on documents to be submitted by post, refer to “F. Items Necessary to Make an Application.”

For details on how to send documents by post, refer to “H. Sending Application Documents by Post.”

*Under no circumstances will incomplete applications be accepted. Furthermore, supplemental application materials will not be accepted after the deadline for submitting documents by post. Therefore, you should make sure you have prepared all required documents before submitting your application.*

*If you must send any part of your application separately, such as certificates from overseas or standardized test results, be sure to indicate the expected arrival date on your Online Application Form. Even in this case, the deadline for submitting documents by post must be adhered to.*

## An Important Note for Applicants who have studied under the Japanese Educational System

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.

(All applicants must submit certificates related to grades and graduation such as an Official School Report (調査書). Please refer to “F. Items Necessary to Make an Application” for details on documents to be submitted.)

### **C. Preparations before Beginning an Application**

You will need to prepare the following before beginning your application:

1. Access to the Internet
2. Access to a printer
3. Email address
4. An envelope measuring 240 mm x 332 mm, or larger
5. ID Photo (face photo) Data

#### 1. Confirm Access to the Internet

The Online Application System requires using a computer, smartphone, tablet device, etc. connected to the Internet. Please confirm system requirements listed in the Online Application System.

#### 2. Confirm Access to a Printer

After payment of the application fee has been made, you will be required to print out (on white A4 or letter size paper) the Handwritten Application Form, address label, examination slip, etc. For those who do not have a printer at home, secure a way to print PDF files such as using a printer at school, an acquaintance's printer, or a printing service at a store.

#### 3. Email Address

An email address is required for the online application process. Make sure you have a personal email address where you can receive emails. If you have your email settings to block certain domains, make sure your settings enable messages from “@ sfc.keio.ac.jp” to reach you. Multiple people may not use one same email address.

The email address is used as an important piece of information to identify the applicant. Be sure to use an email address that can be used until the time of enrollment.

#### 4. Prepare an Envelope

You will need to prepare an envelope that is 240 mm x 332 mm ((referred to as *kakugata ni go* (角形 2 号) in Japan)) in size, or larger, for sending application documents by post.

#### 5. Prepare ID Photo (Face Photo) Data

When registering your information on the Online Application System, you will be asked to upload ID photo (face photo) data to be used for confirming identity of the applicant. Your uploaded ID photo in your application will be used to identify you on the day of the second-round screening (interview). The photo may also be used after enrollment as a means of confirming identity. Please note that after online application has been completed, changing the ID photo will not be allowed under any circumstances.

#### **ID Photo**

Prepare ID photo data that meet the following requirements. As long as it meets these requirements, the photo can be taken with a digital camera, smartphone, tablet device, etc. Please note that image data from re-photographing, such as taking a photo of an ID photo print and the like, cannot be used.

- The photo must have been taken within three months of the application deadline.
- It must be a clear color image (Black and white photos are not allowed).
- The photo of the applicant should be from the shoulders up and a full-face view with no hat or headgear (unless worn for religious purposes).
- The photo should have a plain background that is predominantly white, blue, or gray (The background cannot be scenery, or curtains and the like).
- The format of the image data should be "JPEG" (file extension jpg).
- The size of the image file should be no more than 3 MB.

#### Notes

- Photos cannot be used if it is difficult to identify the applicant, such as when an applicant's eyes are hidden by hair.
- Photos cannot be used if the entire face appears too white (no shadows), or when eyeglasses reflect light and the applicant cannot be identified. (Be careful if using flash photography.)
- Photos cannot be used if shadows are too dark and the outline of the face is indistinguishable. (Be careful not to stand too close to the background surface when taking the photo.)
- Photos that have been manipulated or modified cannot be used.

## D. Application Fee and Payment Method

### The Application Fee is 35,000 JPY.

- Administrative fee of **500 JPY** will be charged separately.

Application Fee Payment	Tuesday, August 1, 2023- 10:59 p.m., Monday, September 4, 2023*
-------------------------	--

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

#### 1. Payment Method

Go to “Payment of Application Fee” on “My Page” in the Online Application System and select payment method.

Make the application fee payment at a convenience store in Japan, or by credit card. Access the information on payment methods on the following website:

【Payment Method Information Website】

[https://www.sfc.keio.ac.jp/en/admissions/undergraduate/app\\_fee.html](https://www.sfc.keio.ac.jp/en/admissions/undergraduate/app_fee.html)

#### 2. Refund of the Application Fee

In principle, the application fee cannot be refunded. However, refunds may be considered in the following cases:

- a. In the application process, the application fee was paid, but the documents to be submitted by post were not sent
- b. In the application process, the application fee was paid and documents to be submitted by post were sent, but the application was not accepted for processing (applicant did not meet eligibility requirements, required procedures were not completed during the application period, etc.)

For case a. or b. described above, fill out and send the “Application Fee Refund Request Form” together with required documents to the Admissions Office by the deadline indicated below. The form and documents should be sent by post using simple registered mail (簡易書留) from within Japan, or a by method that allows tracking if sending from outside of Japan.

If the request for a refund of the application fee is approved, the application fee will be refunded by one of the methods below:

- If payment was made at a convenience store, a remittance will be made into the bank account designated at the time of application for refund.
- If payment was made by credit card, a refund to your credit card account will be issued.

**Deadline for applying for a refund of the application fee** (deadline applies to postmark if sent from within Japan, date of arrival if sent from outside of Japan)

Tuesday, September 19, 2023

#### **Documents Required to Request a Refund of the Application Fee**

Information can be found on the following website in the “Application Fee Refund Request Form” section.

[https://www.sfc.keio.ac.jp/en/admissions/undergraduate/app\\_fee.html](https://www.sfc.keio.ac.jp/en/admissions/undergraduate/app_fee.html)

#### Notes on Requesting a Refund of the Application Fee

- The application fee will not be refunded if all required documents for requesting are fund, as described above, do not meet the deadline.
- Errors and missing parts in submitted documents and the request form will invalidate the request. Be sure to pay attention when filling out the form.
- Japan Post Bank cannot be designated as the bank into which the refund will be remitted.
- Please note that the bank handling charge may not be refunded.



## E. Application Period and Screening Schedule

Online Application Period	10:00 a.m., Tuesday, August 1, 2023 - 3:00 p.m., Friday, September 1, 2023*  The Online Application System will be down during the summer holidays (Scheduled for 4:30 p.m., Tuesday, August 8, 2023 to 10:00 a.m., Thursday, August 17, 2023(JST)).
Period for Submitting Documents by Post <i>From within Japan, must be postmarked on or before the deadline</i> <i>From outside of Japan, must arrive on or before the deadline</i>	Friday, September 1, 2023 - Monday, September 4, 2023
Announcement of First-Round Results	From 11:00 a.m., Thursday, October 12, 2023
Second-Round Screening (Interview)	<b><u>Faculty of Policy Management:</u></b> either Saturday, October 21, 2023 or Sunday, October 22, 2023 <b><u>Faculty of Environment and Information Studies:</u></b> either Saturday, October 28, 2023 or Sunday, October 29, 2023
Announcement of Final Results	From 11:00 a.m., Tuesday, November 1, 2023

\*We highly recommend that you plan to complete the online application at least one day before the deadline. If the online application is not completed by the deadline, it will not be accepted under any circumstances.

### Notes

- Summer/Fall AO 2023 screenings are for applicants who wish to enroll in April 2024 or September 2024. Applicants should select their desired enrollment period through the Online Application System. The selected enrollment period can be altered up until the time you finalize and complete the online application. The selected enrollment period cannot be altered after the online application has been completed.
- Applicants who pass the first-round screening will be interviewed at the second-round screening. Final decisions for acceptance to Keio University will be based on both the first and second-round screenings.

## F. Items Necessary to Make an Application

Refer to “G. Preparing Items for Submitting an Application” for details.

### 1. Application Documents Submitted Online

- a. Application Basic Information
- b. Online Application Form
- c. Applicant Evaluation Forms
- d. List of Achievements
- e. Personal Statement
  - 1) Essay of no more than 2,000 characters in Japanese or 4,000 letters including spaces (about 800 words in English), and
  - 2) Presentation slides in a PDF file of no more than two A4 or letter size pages
- f. Optional Materials

If applicable, submit the following:

- g. Document Explaining the Changes and Differences between the New Application and the Previous One  
*Submit only if you are reapplying.* Provide a written explanation of the changes and differences between the new application and the previous one.

### 2. Application Documents Submitted by Post

- h. Handwritten Application Form (2 pages)
- i. Certificates Related to Grades and Graduation, such as an Official School Report (調査書) (must be **officially sealed**)
- j. Address Label (Affix to the envelope containing your application documents for submission by post.)

If applicable, submit the following:

- k. Document to certify having achieved a designated result at an approved competition for First-Round Screening Exemption (must be officially sealed)  
*Submit only if you are applying for first-round screening exemption.*
- l. University Academic Transcript (*Only if applicant is attending, or was previously enrolled at a university*)
- m. Certificate of Japanese Language Test Result/Document Related to Experience and Achievements in Japanese Language Studies  
*Submit only if your first language is not Japanese and you have selected “Japanese” for use in application documents.*
- n. Certificate of English Language Test Result/Document Related to Experience and Achievements in English Language Studies  
*Submit only if your first language is not English and you have selected “English” for use in application documents.*
- o. School Profile  
*Submit only if your high school is under an educational system of a country other than Japan.*

If applicable, submit the following, where possible:

- p. National or International Standardized Test Results  
*Submit only if your high school is under an educational system of a country other than Japan.*

## G. Preparing Items for Submitting an Application

- ☑ For items to be submitted online, follow the instructions given in the Online Application System.
- ☑ Please see the [Online Application System](#) for contents and fields which are required to enter online.
- ☑ When beginning the online application, applicants will first be instructed to select which language option is preferred for the interview (Japanese, English, or either), then to select which language (Japanese or English) will be used in the application documents. Please consider your selections carefully as they cannot be altered later.
- ☑ The language selected for “Language Used in Application Documents” (either Japanese or English) in the Online Application System must be used for completing the online application and for creating application documents. When you go to the Online Application System, it will ask you to first select the language you will use for your application documents (either Japanese or English). Use the language you have selected to complete the online application and for creating your application documents.
- ☑ Documents that differ from the ones required, or documents that were not created according to instructions, will not be considered as part of your application.
- ☑ Do not send items that are not listed in [Application Documents Submitted by Post](#) such as awards, recommendations, results of language tests, etc. They will not be considered as application documents or materials.
- ☑ In the forms you fill out and documents you submit, simply providing a link to a website and the like is not sufficient for the contents of the website to be considered for your application.
- ☑ Be sure to also read through section XI. Frequently Asked Questions, Commonly Made Errors on pp. 41-45.

### 1. Application Documents Submitted Online

Login to “My Page” in the Online Application System (See URL on cover page) to submit documents and materials.

**Online Application should be done by the applicant only.**

Please be particularly careful to input your name, date of birth, etc. accurately as they are items used to verify your identity. Foreign nationals may use a nickname only if it is registered on their Certificate of Residence.

Foreign nationals and others should be careful to avoid discrepancies in name order and *furigana* spelling of their names.

#### a. Application Basic Information

- Fill in “Application Basic Information (required)” and “Application Basic Information (only if applicable).”
- Under “Application Basic Information (required),” select which Faculty you are applying to, enrollment period, language to be used for enrollment registration, etc. This basic information can be altered up until the time you finalize and complete the online application. Selected contents cannot be altered after the online application has been completed. Make sure you select your preferred Faculty, enrollment period, etc.
- For information regarding the language to be used for enrollment registration, see p.36. Depending on the language selected, the method of payment of academic fees differs.

#### b. Online Application Form

- Fill out the application form following the instructions given in the Online Application System.
- You will be required to upload a photo of your face. Please refer to “C. Preparations before Beginning an Application” on p.14.

### c. Applicant Evaluation Forms

- Evaluations, not recommendations, should be provided by two persons who are in a position to evaluate the applicant objectively.
- Even if the other sections of the Online Application have been completed, the Handwritten Application Form cannot be printed out until evaluations from the two evaluators have been submitted. The Handwritten Application Form is one of the items required to be submitted by post, so be sure to obtain prior consent from the evaluators and request evaluations with plenty of time for them 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.
- As did the Online Application, applicant evaluation also requires Internet access and email addresses. Make sure these are available before registering the evaluator's email address.
- The webpage for applicant evaluation forms is written in both Japanese and English. Evaluations may be written in either Japanese or English. Information on evaluation criteria and such can be found in [the Online Application System](#).

#### Steps to be taken by the applicant:

- 1) Login to "My Page" in the Online Application System (see URL on the cover page).
- 2) Register the evaluator's email address in the applicable section. → An exclusive URL for an evaluation request and the applicant's Login ID will be sent to the registered evaluator's email address. If the evaluator does not receive an evaluation request, it is possible to return to "My Page" to delete the registered email and to re-register it. If the evaluator wishes to make changes to the evaluation after it has been submitted, the applicant must contact the Admissions Office.

#### Steps to be taken by the evaluator:

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

### d. 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. If in Japanese, it should be no more than 200 characters in length. If in English, it should be no more than 400 letters including spaces (about 80 words).
- Describe the activities you have undertaken in all fields since graduating from junior high school and the results. Please note that activities and results undertaken before graduating from junior high school that had a significant impact on subsequent activities may be included. (If your activities and results are too numerous to include all, select those that you want to highlight so that they will fit within the appropriate space.) Further, select up to three each of activities and achievements that you want to highlight the most by placing a check in the column marked ©.
- For awards and results, provide as much proof of them as possible in "Optional Materials."

### e. Personal Statement

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

## Formats

1. Essay	If the essay is in Japanese, it should be no more than 2,000 characters. If the essay is in English, it should be no more than 4,000 letters including spaces (about 800 words).
2. Presentation slides	The presentation slides should be a PDF file of no more than two A4 or letter size pages AND 10MB. You may use anything for the presentation slides, and attach any supporting material, for example photographs, drawings, writings, or any combination. <b>You may submit only one PDF file. If you create two pages, you must combine them into one PDF file to submit.</b>

## Elements

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

### f. Optional Materials

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

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

- 1) Optional materials supplement the application forms and should be used to better facilitate the evaluation of your personal qualities and capabilities. These materials should provide information that you consider beneficial to the screening and other attributes you have that cannot easily be expressed through the application forms alone. Optional materials must be uploaded in the Online Application System. Optional materials sent together with the documents submitted by post will not be considered as part of your application.
- 2) Upload your optional materials in the order you deem them important, 1 being the most important.
- 3) When uploading materials, a summary and/or supporting comments of no more than 200 characters in Japanese or 400 letters including spaces in English (about 80 words) must be included. The summary and/or supporting comments should be entered into the provided space.
- 4) Materials that may be submitted are limited to the following formats: PDF files, JPEG files, and video files that can be played on Windows Media Player (\*.mpg, \*.avi, \*.wmd, \*.wmv, \*.mp4).
- 5) Up to a total of ten JPEG, PDF, and video files may be submitted.
- 6) Each file should be no more than 10 MB. The total size of all submitted files together should be no more than 50 MB. Files any larger cannot be uploaded.
- 7) PDF files should be A4 or letter size. When there are multiple pages, number the pages if possible.
- 8) If you wish to submit as optional materials, results of language tests such as EIKEN or TOEFL; or award certificates from various competitions, such as sports tournaments; upload the original score result, certificate, and the like as PDF or JPEG files.
- 9) 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.

- 10) 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.
- 11) 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. The letter must include the recommender's signature or official seal in order to be valid.
- 12) If you wish to submit contents of a website as optional material, simply providing the URL is not sufficient for it to be considered for your application. In other words, if you comment, "please refer to the following URL," within your submitted optional material and provide only the website URL, the linked contents of the website will not be considered. Online materials must be uploaded as JPEG, PDF, or video files.

**g. Document Explaining the Changes and Differences between the New Application and the Previous One (*Only for those reapplying*)**

- There is no specified format. However, be sure to include in writing the application period of your previous AO application, your name, and whether you previously passed the first-round screening or not.
- Explain the changes and differences between the new application and the previous one.
- Submit the document as a PDF file no larger than 10 MB (no larger than one A4 or letter size page).
- Register this information under "Application Basic Information (only if applicable)" on "My Page" in the Online Application System.

2. Documents Submitted by Post
--------------------------------

**h. Handwritten Application Form (2 pages)**

- After completing the Online Application and payment of the application fee, click on "Submit." The Handwritten Application Form will now be available for printing, so print it out.
- Printouts should be on A4 or letter size paper. The form may be printed out in black and white, or color. Print only on one side of the paper. Do not print on both sides. It is unnecessary to staple the pages together.
- Complete the Handwritten Application Form for items that need to be filled out by hand (copying down a sentence, date of filling out the form, name). Be sure to follow instructions for filling out the form before sending it by post.
- There are 2 pages to the Handwritten Application Form. Be sure to send both pages by post.


i. **Certificates Related to Grades and Graduation such as an Official School Report (調査書)**  
(must be **officially sealed**) Refer to pp.23-27.

Important Notes pertaining to All Applicants

- ☑ Except for unavoidable circumstances, such as having translations done by an official body, the certificates related to grades and graduation must, in principle, be officially sealed by the issuing high school and the like.
- ☑ Be sure to also check p. 27 for **Various Cases and Required Additional Documents**
- ☑ Request certificates to be issued in English or Japanese. If certificates are issued in a language other than English or Japanese, it must be accompanied by an English or Japanese translation that has been certified for accuracy by an official body, such as an embassy or the high school attended.
- ☑ Submit original certificates with a valid date of issuance. Certificates that have expired and copies will not be accepted.
- ☑ If the applicant has already graduated from high school at the time of application, documents issued at a time when the applicant was expected to graduate will not be accepted even though they may not be expired. Such applicants must submit documents that were issued after graduating.
- ☑ Valid dates of issuance for documents to be submitted are shown below. If your documents were issued before the dates shown below, you must obtain new documents to submit. (However, if you have graduated from high school at the time of application, documents issued before the below dates will be accepted as long as they were issued after graduating from high school.)

Valid Dates of Issuance for Documents to be Submitted  
On or after June 1, 2023

**Officially Sealed** The envelope should be sealed so that the contents cannot be seen, and the school seal, official seal, signature, and the like should be affixed on the envelope closure. This will be proof that the contents have not been tampered with.



Certificates that have not been officially sealed will not be accepted.

Certificates must have a date of issuance.

20XX 年 X 月 X 日 発行

Issued: XX/XX/20XX

Certificates that do not have a date of issuance or those with old dates of issuance will not be accepted.

Required documents vary according to application eligibility. Be sure to follow the instructions in the Application Guidebook.

Submitted documents that differ from the ones required will not be accepted.

Documents not designated as documents to be submitted by post will not be considered as part of the application.

An Important Note for Applicants who have studied under the Japanese Educational System

Those who are expected to complete, Upper Secondary School, Secondary School, or 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 without the 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.

**i. Certificates Related to Grades and Graduation such as an Official School Report (調査書)**  
(must be **officially sealed**) (cont'd)

Applicants who have studied under the Japanese Educational System		
Applicant Eligibility	Required Document	Remarks
<ul style="list-style-type: none"> <li>Has completed, or is expected to complete, Upper Secondary School</li> </ul>	<p>Those who are expected to complete, or have completed, Upper Secondary School in Japan must print out the document below and present it to the school when making a request for an Official School Report (調査書). Instructions for creating an Official School Report (調査書) are noted on the document.</p> <p>▼ <a href="https://www.sfc.keio.ac.jp/doc/chosasho.pdf">https://www.sfc.keio.ac.jp/doc/chosasho.pdf</a></p>	
<ul style="list-style-type: none"> <li>Has completed, or is expected to complete, Secondary School</li> <li>Has completed, or is expected to complete, Third Year of Technical College</li> <li>Has completed, or is expected to complete, formal education at an institution outside of Japan accredited by MEXT</li> </ul>	<p>The <u>Official School Report (調査書)</u> for Upper Secondary School and the like must cover the entire time the student was enrolled. For those expecting to graduate, the most recent grades must be included.</p> <ul style="list-style-type: none"> <li>Those who have transferred from a high school outside of Japan</li> <li>Those who have earned credit through study abroad</li> </ul>	<ul style="list-style-type: none"> <li>Official School Report (調査書) (must be <b>officially sealed</b>) Items not officially sealed and academic transcripts will not be accepted.</li> <li>Month and year of graduation, or expected graduation, must be stated.</li> </ul>
	<ul style="list-style-type: none"> <li>In the case a significant amount of time has passed since graduating from upper secondary school and an Official School Report (調査書) cannot be issued</li> </ul>	<ul style="list-style-type: none"> <li>Attach to the Official School Report (調査書), an official academic transcript issued by the high school outside of Japan attended before the transfer or the high school attended for study abroad.</li> <li>If the document is a copy, obtain a signature and official seal from the principal of the upper secondary school to certify there are no discrepancies with the original.</li> <li>The document does not need to be submitted if credits were not transferred.</li> </ul> <p>The Upper Secondary School must issue 1) a document stating reasons an Official School Report (調査書) cannot be issued, 2) an official academic transcript, and 3) a certificate of graduation or completion. If 2) cannot be issued, it must be noted as such on 1) and 3). The above must all be <b>officially sealed</b>.</p>
<ul style="list-style-type: none"> <li>Has completed, or is expected to complete, formal education at the upper secondary course of a specialized training college</li> </ul>	<ol style="list-style-type: none"> <li>Official Academic Transcript</li> <li>Certificate of Completion or Certificate of Expected Completion</li> </ol>	<ul style="list-style-type: none"> <li>Submit both 1. and 2.</li> <li>If an Official School Report (調査書) can be issued, include it along with 1. and 2.</li> <li>All documents must be <b>officially sealed</b>.</li> </ul>
<ul style="list-style-type: none"> <li>Has passed, or is expected to pass, 高等学校卒業程度認定試験</li> <li>Has passed 大学入学資格検定</li> </ul>	<p>合格成績証明書(or 合格見込成績証明書 if expecting to pass)</p>	<ul style="list-style-type: none"> <li>The document must be <b>officially sealed</b>.</li> <li>If exemption for some courses has been, or is expected to be, granted, also submit the following certificate:</li> </ul>
<p>The Upper Secondary School Equivalency Examination is required to be taken and passed before applying for AO (Self-Recommended Admissions) Screenings. Those who are planning to take the exam or waiting to be notified of the result are not able to apply for AO (Self-Recommended Admissions) Screenings. Regarding education received after graduating from junior high school, submit, as much as possible, official academic transcripts and the like in "Submission of Optional Materials." Officially sealed documents, such as the Official School Report (調査書), cannot be included in Optional Materials and must be submitted by post.</p>		<ul style="list-style-type: none"> <li>If credit was given for upper secondary school courses, submit an Official School Report (調査書) or Certificate of Credits and Grades Earned (The certificate must be issued by the high school and the like where the courses were taken. For each course, number of credits earned and grade must be listed.)</li> <li>If an examination of knowledge and skill has been passed, submit a document certifying passing results issued by the examination body (A certificate of passing will not be accepted).</li> </ul>

All documents must be **officially sealed**.  
Certificates must have a date of issuance.



**i. Certificates Related to Grades and Graduation such as an Official School Report (調査書)**  
 (must be **officially sealed**) (cont'd)

Applicants Who Have Studied under an Educational System of Countries Other than Japan	
<i>Be sure to also read the information starting on p.28 for additional documents m.-p. that may be required.</i>	
Applicant Eligibility	Required Documents
<p>Applicants who have studied under an Educational System of countries other than Japan should prepare application documents to be submitted by following the instructions in the Application Guidebook.</p>	
<ul style="list-style-type: none"> <li>Has completed, or is expected to complete, 12 years of formal education in countries other than Japan, or has been deemed to have achieved the equivalent</li> </ul>	<ol style="list-style-type: none"> <li>Official Academic Transcript</li> <li>Certificate of High School Graduation or Certificate of Expected Graduation</li> </ol> <p><input checked="" type="checkbox"/> Documents that are not officially sealed or those that do not have a valid date of issuance will not be accepted.</p>
<p style="writing-mode: vertical-rl; transform: rotate(180deg);">Those who have been designated by MEXT (Ministry of Education Notice, 1948)</p> <ul style="list-style-type: none"> <li>Has completed, or is expected to complete, 12 years of formal education at an international school in Japan accredited by an international accrediting organization (WASC, ACSI, CIS, or NEASC)</li> </ul>	<ol style="list-style-type: none"> <li>Official Academic Transcript</li> <li>Certificate of High School Graduation or Statement of Expected Graduation</li> <li>Document certifying that the educational institution is accredited by an international accrediting organization designated by MEXT (to be issued by the principal of the educational institution)</li> </ol>
	<p>Document 3) is not required if schools for international students in Japan are accredited by an international accrediting organization (WASC, ACSI, CIS, or NEASC), or schools are for foreign students in Japan accredited by the Ministry of Education, Culture, Sports, Science and Technology (MEXT) as being equivalent to a high school outside Japan.                  Please check from the following links.                  WASC: <a href="https://www.acswasc.org/">https://www.acswasc.org/</a> ACSI: <a href="https://www.acsi.org/">https://www.acsi.org/</a>                  CIS: <a href="https://www.cois.org/">https://www.cois.org/</a> NEASC: <a href="https://www.neasc.org/">https://www.neasc.org/</a></p>
<ul style="list-style-type: none"> <li>Has obtained an International Baccalaureate Diploma</li> <li>Has obtained an Abitur</li> <li>Has obtained a Baccalaureate Diploma (France)</li> <li>Has obtained a GCE A-level result</li> </ul>	<ol style="list-style-type: none"> <li>Official Academic Transcript from educational institution attended</li> <li>Certificate of High School Graduation or Certificate of Expected Graduation from educational institution attended</li> <li>Copy of Certificate of Qualification, and Certificate of Grade Evaluation and the like.</li> </ol>

Remarks for Applicants Who Have Studied under an Educational System of Countries Other than Japan

Documents sent from outside of Japan by post must arrive by the deadline.

- ☑ All documents must be **officially sealed**.
- ☑ If the high school will be sending the documents directly to Keio University, indicate as such on the online application in the space indicated and make arrangements so that they will arrive by the deadline for submitting documents by post.
- ☑ If you were enrolled at a high school in Japan, you must submit an Official School Report (調査書) or an Official Academic Transcript for the period you were enrolled at a high school in Japan.
- ☑ A School Profile must also be submitted. In addition, submit whenever possible, a certificate of results of national standardized tests and the like.
- ☑ Submit an Official Academic Transcript or a certified true copy of your transcript as verified by the issuing high school. A mere photocopy of a transcript will not be accepted.
  - In the case of 12-year educational systems, academic results from the 10th grade through 12<sup>th</sup> grade must be included; in the case of 13-year educational systems, academic results from the 10th grade through 13th grade must be included.
  - No specific formatting requirements apply in the event that the educational system in question has no prescribed format for academic transcripts. If it is not possible to submit an academic transcript, copies of academic evaluation reports for each semester must be submitted.
- ☑ Submit a Certificate of High School Graduation (or Certificate of Expected Graduation) or a certified true copy as verified by the issuing high school. A mere copy of the document will not be accepted. If submitting a copy of a diploma, it must be a certified true copy as verified by the issuing high school.

The Certificate of High School Graduation (or Certificate of Expected Graduation) should clearly state the month and year of graduation or expected graduation. If the month and year of graduation or expected graduation is stated on the Official Academic Transcript, this certificate is not required. If no fixed format is used for a certificate of graduation/expected graduation at your high school, download the “TEMPLATE\_Certificate of Graduation, Expected Graduation” provided on the website below, and fill it out (by typewriting or handwriting) and submit it with the official stamp of approval of your high school.

[https://www.sfc.keio.ac.jp/doc/expected\\_graduation.pdf](https://www.sfc.keio.ac.jp/doc/expected_graduation.pdf)

- ☑ If skipping a grade or graduating early, submit a document (no designated format) certifying that it was for a reason recognized as valid within the educational system of the country.

**Officially Sealed** The envelope should be sealed so that the contents cannot be seen, and the school seal, official seal, signature, and the like should be affixed on the envelope closure. This will be proof that the contents have not been tampered with.



Certificates that have not been officially sealed will not be accepted.

Certificates must have a date of issuance.

20XX 年 X 月 X 日 発行

*Issued: XX/XX/20XX*

Certificates that do not have a date of issuance or those with old dates of issuance will not be accepted.

Required documents vary according to application eligibility. Be sure to follow the instructions in the Application Guidebook.

Submitted documents that differ from the ones required will not be accepted.

Documents not designated as documents to be submitted by post will not be considered as part of the application.

**i. Certificates Related to Grades and Graduation such as an Official School Report (調査書)**  
 (must be **officially sealed**) (cont'd)

Various Cases and Required Additional Documents

If any of the following cases apply, submit the required additional documents following instructions described in "Important Notes pertaining to All Applicants" on p. 23.

Case	Required Additional Documents	Remarks
<ul style="list-style-type: none"> <li>■ Applicant was enrolled in more than one high school in Japan</li> </ul>	Official School Report (調査書) from previous high school (or Official Academic Transcript)  <u>Must be <b>officially sealed</b>.</u>	<ul style="list-style-type: none"> <li><input checked="" type="checkbox"/> An Official Academic Transcript from the high school previously enrolled in should be on file at the high school transferred in to. A copy of this transcript signed and sealed by the principal certifying that it is a true copy and attached to an Official School Report (調査書) is acceptable.</li> <li><input checked="" type="checkbox"/> If an Official School Report (調査書) or Official Academic Transcript cannot be issued due to the period of enrollment being too short, the high school should write a memo stating as such, and it should be submitted together with a Certificate of Enrollment.</li> </ul>
<ul style="list-style-type: none"> <li>■ Name on the certificate(s) and other documents differs from the name used for application documents</li> </ul>	Abstract of family register/Certificate of Residence, etc.	<ul style="list-style-type: none"> <li>· Submit documents proving both names refer to the applicant.</li> <li>· Foreign nationals may use a nickname only if it is registered on their Certificate of Residence.</li> </ul>
<ul style="list-style-type: none"> <li>■ Transferred from a high school outside of Japan</li> </ul>	Official Academic Transcript from the high school outside of Japan or the high school attended for study abroad in which you were enrolled before transferring.	A copy of the academic transcript kept on file at the high school in Japan may be submitted attached to the Official School Report (調査書). It must be signed and sealed by the principal certifying that it is a true copy and, if applicable, that credits earned while studying abroad were recognized.
<ul style="list-style-type: none"> <li>■ Credits were recognized for study abroad</li> </ul>	<u>Must be <b>officially sealed</b>.</u>	
<ul style="list-style-type: none"> <li>■ Applicant is attending, or was previously enrolled at, a university</li> </ul>	University Academic Transcript or Certificate of Enrollment	See "l. University Academic Transcript"
<ul style="list-style-type: none"> <li>■ Applicant's first language is not Japanese, but Japanese was selected as the language to be used in application documents</li> </ul>	Certificate of Japanese Language Test Result / Document Related to Experience and Achievements in Japanese Language Studies	See "m. Certificate of Japanese Language Test Result / Document Related to Experience and Achievements in Japanese Language Studies"
<ul style="list-style-type: none"> <li>■ Applicant's first language is not English, but English was selected as the language to be used in application documents</li> </ul>	Certificate of English Language Test Results / Document Related to Experience and Achievements in English Language Studies	See "n. Certificate of English Language Test Result"

All documents must be **officially sealed**.  
 Certificates must have a date of issuance.

**j. Address Label (Affix to the envelope for submitting documents by post)**

- Once the Online Application and payment of the application fee have been completed, the address label can now be printed out. Print the address label on A4 or letter size paper.
- Cut along the dotted lines and affix to the envelope you will be using for submitting documents by post.
- As much as possible, do not fold documents to be submitted by post, and place them neatly in an envelope. Use an envelope that is 240 mm x 332 mm ((referred to as *kakugata ni go* (角形 2 号) in Japan)) in size, or larger for sending documents by post.
- If sent from within Japan, the envelope should be sent by “simple registered express mail” (簡易書留速達) and must be postmarked on or before the deadline. If sent from overseas, the envelope should be sent by a method that allows tracking, such as EMS, and it must arrive on or before the deadline.
- Be sure to also refer to “XI. Frequently Asked Questions, Commonly Made Errors” (pp.41-45).

**k. Written Documentation (must be **officially sealed**) of Proof of Having Achieved the Designated Result in a Contest Approved for First-Round Screening Exemption**

*(Only for applicants of screening exemption)*

- Submit written documentation of proof that a designated result was achieved in an approved competition listed in the chart “Approved Competitions and Designated Results for First-Round Screening Exemption” on p. 12.
- Make a request to the organizing body of the competition to issue the document. Be sure to also request that the document be **officially sealed**.
- If it will be difficult to have the document issued, contact the Admissions Office prior to making an application.

**l. University Academic Transcript** *(Only if applicant is attending, or was previously enrolled at, a university)*

If the applicant has not attended university long enough for the issuance of an academic transcript, this situation should be clearly noted in a memo and a Certificate of Enrollment (if the applicant is currently attending a university) or a Certificate of Student Registration (if the applicant was attending a university in the past) should be submitted.

**m. Certificate of Japanese Language Test Result / Document Related to Experience and Achievements in Japanese Language Studies** *(Only if applicant's first language is not Japanese and “Japanese” has been selected for use in application documents)*

- 1) Include together with documents submitted by post, results from the Examination for Japanese University Admission for International Students (EJU) (Japanese) or the Japanese-Language Proficiency Test (JLPT) N1.
- 2) If the above 1) cannot be submitted, submit proof such as an academic transcript to show that Japanese language courses have been taken in high school, at a Japanese Language school, at a university, etc.

**n. Certificate of English Language Test Result / Document Related to Experience and Achievements in English Language Studies**

*(Only if applicant's first language is not English and "English" has been selected for use in application documents)*

- 1) Submit certification of the official score of any of the following English language proficiency tests taken within two years of the application deadline. There is no minimum required band score, and the average score of successful applicants is not announced.

TOEFL (Institution code: 0773 Undergraduate Organization)(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)

Note: If "Japanese" has been selected for use in application documents and you wish to submit results of language tests, such as EIKEN or TOEFL, as part of Optional Materials, upload the original score result, certificate, and the like as a PDF or JPEG file as described in "f. Optional Materials" on p. 21.

- 2) If the above 1) cannot be submitted, submit proof such as an academic transcript to show that English language courses have been taken in high school, at an English Language school, at a university, etc.

**o. School Profile** *(Only for applicants from high schools of educational systems of countries other than Japan)*

- Submit an official school brochure and the like from the high school you attend (or have graduated from) that describes the high school curriculum, grading criteria, graduation requirements, colleges attended by graduates, etc.
- If the above information can be found on the school's website, a printout of the information may be submitted.
- If the school profile is in a language other than English or Japanese, create an outline of the main points in English or Japanese, and submit it together with the school profile.
- Those who have completed, or are expected at the time of application to complete by the time of enrollment, Upper Secondary School (includes Upper Secondary Department of Schools for Special Needs Education) or Secondary School in Japan are not required to submit a school profile.
- If the required information for a school profile is not available in an official school brochure, website, and the like, download the "TEMPLATE\_School Profile" from the website below, and make a request to your high school to have it filled out (by typewriting or handwriting) and placed in an officially sealed envelope  
<https://www.sfc.keio.ac.jp/doc/schoolprofile.pdf>

- p. National or International Standardized Test Results** (*Only applicants who have graduated from high schools under an educational system of countries other than Japan*)
- It is strongly encouraged that applicants submit official test results for a national or international standardized test that is required in the applicant's country or region for entrance into university. Test results (must be **officially sealed**) should be included in documents submitted by post or be sent directly from the examination body to Keio University.
  - If official test results cannot be submitted, submit instead a Statement of Reason (refer to "Important Notes 3)" below) together with documents submitted by post. The Statement of Reason will be considered as a part of the application.
  - Keio University recognizes that some applicants will find it difficult to submit standardized test scores, due to varying academic calendars and the availability of test dates and locations. Therefore, submission of such scores is not an absolute requirement for application. However, scores from national or international standardized tests and certifications make it easier to fairly evaluate applicants' capabilities, so submission of such scores is strongly encouraged. There is no minimum required band score, and the average score of successful applicants is not announced. **In addition, there are no designated subjects for the national or international standardized tests.**

**Table of Recommended Standardized Tests**

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

- This is only a sample list of recommended tests. Applicants are also welcome to submit predicted scores and results from other tests not listed in this table.
- If submitting documents in a language other than English or Japanese, please submit an English or Japanese translation together with certification from your high school, an embassy, or another official body stating that the translation is faithful and accurate.

Applicants may submit national or international standardized test scores of a country other than their home country.

## Important Notes on Submitting Test Results

- 1) If you are sending national or international standardized test results (including official scores) separately from the documents submitted by post, you must list them in the “Status of Standardized Tests” column in “b. Online Application Form.” If they are not listed, they will not be considered as application documents.
- 2) If results of test scores are submitted separately from other application documents, they must arrive at Keio University during the dates indicated below. Test scores arriving before or after these dates will be invalid. Test scores may require time to be sent out, so confirm the schedule for sending out scores beforehand with the examination organizing body. Allow plenty of time to make arrangements for having the test scores sent.

Summer/Fall AO 2023	October 1, 2022-September 4, 2023
---------------------	-----------------------------------

- 3) If submission cannot be made according to the instructions, submit a Statement of Reason (A4 or letter size paper, may be handwritten, must include the below (a)-(d) in lieu of official test results of a national standardized test and the like. The Statement of Reason will be considered as a part of the application.

Items to be included in the Statement of Reason:

- (a) Country of the educational system
- (b) Reason why an examination result cannot be submitted
- (c) Name of applicant
- (d) Date the Statement of Reason was created.

For “(b) Reason why an examination result cannot be submitted,” describe the circumstances clearly. For example, “I cannot submit the result by the submission deadline,” “I cannot submit all of the examination results,” “I could not take the examination due to my nationality,” etc.

## **H. Sending Application Documents by Post**

1. Place documents in an envelope 240 mm x 332 mm ((referred to as *kakugata ni go* (角形 2 号) in Japan)) in size or larger, affix the address label (refer to p.28), and send by post strictly abiding by the dates for submitting documents by post. (Making only the online application does not complete the application process.)
2. If mailing from within Japan, go to the post office counter and arrange to send the envelope by “Simple Registered Express Mail” (簡易書留速達). The envelope must be postmarked on or before the deadline for submitting documents by post. Envelopes postmarked before the submission period will also be accepted.
3. If mailing from outside of Japan, the envelope must arrive on or before the deadline for submitting documents by post. Be sure to plan well ahead and confirm how many days it will take for the envelope to be delivered. When mailing from outside of Japan, the envelope should be sent by a method that allows tracking, such as EMS, FedEx. Envelopes arriving before the submission period will also be accepted.
4. Documents submitted by post that do not meet the deadline will not be accepted. Even if the Online Application is completed within the designated period, applications will not be accepted if the documents submitted by post do not meet the deadline for submitting documents by post.
5. Under no circumstances will incomplete or late applications be accepted. Furthermore, supplemental application materials will not be accepted after the end of the application period, so be sure to confirm that you have gathered all necessary documents before submitting them. If you must send any part of your application, such as certificates from outside of Japan or standardized test results, separately due to unavoidable circumstances, be sure to indicate the arrival date on your Online Application Form. All parts of your application must meet the application deadline.

Be sure to also refer to “XI. Frequently Asked Questions, Commonly Made Errors” (pp.41-45).

## I. Important Notes on Applications

1. Under no circumstances will incomplete or late applications be accepted. Furthermore, in principle, supplemental application materials will not be accepted after the end of the application period, so be sure to confirm that you have gathered all necessary documents before submitting them. If you must send any part of your application, such as documents from outside of Japan or standardized test results, separately due to unavoidable circumstances, be sure to indicate the arrival date on your Online Application Form. All parts of your application must meet the application deadline.
2. The Faculty to which you will apply, enrollment period, language used for the interview, and language used for enrollment registration cannot be changed after the application has been submitted. Be sure that you have correctly indicated the Faculty, period of enrollment, etc. that you have selected.
3. In the event that information provided in the application or documents related to applicant eligibility are discovered to be incorrect or fraudulent, the following policy applies regardless of the reason:
  - a. If discovered during the screening process, the applicant will be deemed ineligible for application, and the application fee will not be refunded.
  - b. If discovered after the applicant has been accepted for enrollment, the applicant's acceptance to the University and eligibility to enroll will be revoked, and the application fee will not be refunded. If academic fees have already been paid, they will be refunded.
  - c. If discovered after the applicant has enrolled, the applicant's eligibility to enroll will be revoked, and neither the application fee nor the academic fees will be refunded.
  - d. Any successful applicant who tarnishes the good name of Keio University or behaves in any other manner counter to his/her obligations as a Keio University student will have his/her eligibility to enroll revoked.
4. Application documents and other related materials cannot be returned once they are submitted.
5. All unauthorized reproduction of this Application Guidebook and of the Online Application System is prohibited.
6. In case of an address change after the application has been submitted, go to "My Page" in the Online Application System and change the registered address.

## J. Confirmation of Application Status

Login to "My Page" in the Online Application System during the period indicated below to confirm status of your application.

Application Status Confirmation Period	11:00 a.m., Monday, September 18, 2023-10:59 a.m., Tuesday, October 31, 2023
--	--

Applicants of first-round screening exemption who do not receive approval will be notified individually by the Application Status Confirmation Period. Those who do receive approval will be exempt from first-round screening. Meeting place and time for the interview will be notified at the time of announcement of first-round results.



## IV. Details of Entrance Examination and Announcement of Screening Results

### A. First-Round Screening

First-round screening is based on the evaluation of submitted documents and materials.

### B. Announcement of First-Round Results / Issuance of Examination Slip

Results of the first-round screening can be confirmed by logging in to “My Page” in the Online Application System (refer to the URL on the cover page) during the First-Round Results Announcement Period.

First-Round Results Announcement Period	11:00 a.m., Thursday, October 12, 2023-
Period for Examination Slip Issuance ( <i>successful first-round applicants only</i> )	4:59 p.m., Sunday, October 29, 2023

NOTE: Under no circumstances will results be conveyed over the phone and the like.

Successful first-round applicants can print out their examination slip by logging in to “My Page” in the Online Application System. The examination slip must be printed out and brought to the second-round screening (interview). Print on A4 or letter size paper in black and white, or color.

The same message will appear for those whose application for first-round screening exemption has been approved as for successful applicants of first-round screening.

### C. Second-Round Screening

Applicants who pass the first-round screening will be interviewed at the second-round screening. Final decisions for acceptance to Keio University will be based on both the first and second-round screenings.

Interviews will last approximately thirty minutes per applicant.

Interviews will be conducted in either Japanese or English. Be sure to select a language option (Japanese, English, or either) for the interview when submitting your application.

1. Applicants who have been exposed to an infectious disease specified by the School Health and Safety Act and are not yet cured of such disease by the day of the interview must refrain from attending the interview in order to prevent an outbreak. Exceptions may be made if it is determined by a doctor or school doctor that the applicant's condition has improved and their presence does not place others at risk of exposure to infection. In principle, interviews will not be rescheduled nor will the application fee be refunded in the case that applicants become unable to be interviewed for the aforementioned reasons.
2. Under unforeseen circumstances, Keio University may postpone examinations (interviews) and/or postpone the announcement of results if it deems it necessary. In principle, Keio University does not bear responsibility if, through rescheduling or postponements, applicants suffer any personal loss or inconvenience.
3. The order and details on how the interviews will be implemented will not be announced in advance. Furthermore, applicants cannot specify the date and time of the interview. Instructions on interview venues, dates, and times will be given at the time of announcement of first-round screening results, though there might be a slight waiting time depending on the order of implementation. The end time of the final interview on each screening day will be announced at the time of the first-round screening results.

\*When measures are taken under unforeseen circumstances or to prevent the spread of infectious diseases, notification will be made on the following Keio University website. Applicants should check this page regularly for any changes.

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

**D. Announcement of Final Results**

Final results can be confirmed by logging in to “My Page” in the Online Application System (refer to the URL on the cover page) during the Final Results Announcement Period.

Final Results Announcement Period	From 11:00 a.m., Wednesday, November 1, 2023
-----------------------------------	--

NOTE: Under no circumstances will results be conveyed over the phone and the like.

## V. Enrollment Registration

Enrollment registration will be completed upon performing the following 3 procedures during the designated periods. Successful applicants will be notified of the details of enrollment registration procedures through “My Page” in the Online Application System at the time of announcement of final results.

STEP 1: Pay the required academic fees and expenses



STEP 2: Complete enrollment registration on the online enrollment system



STEP 3: Submit enrollment registration documents by post

### A. Enrollment Registration Period

Enrollment Period	Language Used for Enrollment Registration	Enrollment Registration		
		STEP 1	STEP 2	STEP 3
		Payment of academic fees	Completion of online enrollment registration	Submission of Enrollment Registration Documents by Post
April 2024 Enrollment	Japanese	Tuesday, December 5, 2023 - Thursday, January 11, 2024 (planned)	Tuesday, December 5, 2023 - Thursday, January 11, 2024 (planned)	Friday, January 5, 2024 - Thursday, January 11, 2024 (planned)
September 2024 Enrollment	Japanese	Tuesday, July 23, 2024 - Friday, August 16, 2024 (planned)	Tuesday, July 23, 2024 - Friday, August 16, 2024 (planned)	Mid-August, 2024 (planned)
	English	Tuesday, July 23, 2024 - Friday, August 16, 2024 (planned)	Tuesday, July 23, 2024 - Friday, August 16, 2024 (planned)	Mid-August, 2024 (planned)

*Enrollment registration for all enrollees of the same enrollment period will be conducted together regardless of which AO screening (Summer/Fall or Spring) was used.*

*For April enrollment, English cannot be selected as the language used for enrollment registration.*

## B. Required Items (Excerpt from the Enrollment Registration Guidebook)

### 1. Certificate Related to Graduation

Those who had already graduated from high school at the time of application do not need to resubmit this document.

### 2. Certificate Related to Grades

Submit an Official School Report (調査書) (must be **officially sealed**) that lists all grade evaluations including those for the final semester, and the month and year of graduation. If applicants have studied under an educational system of countries other than Japan, submit both (both must be **officially sealed**) an Official Academic Transcript and a Certificate of Graduation. Those that do not graduate from high school by March 31, 2024 (for April enrollment) or September 21, 2024 (for September enrollment) or will lose their eligibility to enroll.

### **Important Note: Language Used for Enrollment Registration**

For April enrollment successful applicants, Japanese is the language used for enrollment registration. English is not an option and cannot be selected.

For September enrollment successful applicants, either Japanese or English can be selected as the language used for enrollment registration. Depending on the language selected, the method of payment of academic fees differs. The language you select cannot be changed after your online application has been completed.

The medium of instruction for class designated courses will be determined according to the “Language Used for Enrollment Registration.” If you choose Japanese as your language to be used for enrollment registration, you will be assigned to the Japanese classes, and if you choose English, you will be assigned to the English classes.

### Payment Methods for Academic Fees

If language used is Japanese: Make payment from within Japan at a teller’s window at a bank. Make payment from overseas by making an overseas remittance at a bank outside of Japan.

If language used is English: Make payment from within Japan by credit card, internet banking services of a Japanese bank, or at a teller’s window at a bank. Make payment from overseas by credit card, internet banking services of a Japanese bank, or make an overseas remittance at a bank outside of Japan.

## VI. Academic Fees (Admission Fee, Tuition Fee, etc.)

The table below shows academic Fee for April and September 2023 enrolles.

Details regarding academic fees for April 2024 enrollees have not yet been finalized. Notification of academic fees for the new academic year will be made by the time of enrollment registration.

### April Enrollees

Faculty of Policy Management		
Faculty of Environment and Information Studies		
Academic Fees	Admission Fee	200,000
	Registration Fee	60,000
	Tuition Fee	1,070,000
	Facilities Fee	290,000
Other	Materials Distribution Fee and Other Course-Related Fees	8,000
	Student Government Fee	750
	Student Health Care Mutual Aid Association Registration Fee	100
	Student Health Care Mutual Aid Association Annual Fee	2,500
Total		1,631,350
(Spring Semester Academic Fees Installment Payment)		915,725
(Fall Semester Academic Fees Installment Payment)		715,625

### September Enrollees

Faculty of Policy Management		
Faculty of Environment and Information Studies		
Academic Fees	Admission Fee	200,000
	Registration Fee	30,000
	Tuition Fee	535,000
	Facilities Fee	145,000
Other	Materials Distribution Fee and Other Course-Related Fees	4,000
	Student Government Fee	375
	Student Health Care Mutual Aid Association Registration Fee	100
	Student Health Care Mutual Aid Association Annual Fee	1,250
Total		915,725
(Academic Fees Installment Payment)		—

(All fees indicated in Japanese Yen)

#### Notes:

1. The admission fee and Student Health Care Mutual Aid Association Registration Fee for student health insurance are required only once, at the time of enrollment.
2. Academic fees for each fiscal year of attendance and other fees (with the exception of 1. above) can be split into two installments – one in spring, the other in fall.
3. Fees from the “Other” category above are collected by the University on behalf of other organizations and may be revised during the course of a student's attendance.
4. Small additional fees may be required in order to take certain specific courses after enrollment.
5. As a rule, fees cannot be refunded. Nevertheless, academic fees (with the exception of the admission fee) and “Other” category fees may be refunded in cases where a student applies to withdraw from the University in line with a method prescribed by the University. For more details, please refer to the Admissions Registration Guide.

#### Sliding-scale system

At Keio University, we apply a sliding scale set forth in the University Rules and Regulations to calculate the registration, tuition, and facilities fees, and students must pay a specific amount based on this system each fiscal year of enrollment. It should be noted that the yearly rate of increase is based on the sliding rate (i.e., the rate for national public-servant pay increases as reported on the previous year by the National Personnel Authority).

## **VII. 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 after the announcement of successful applicants.

## **VIII. Keio University Education Promotion Funds (Donation) and Keio University Bonds (School Bonds)**

Gift giving is an effective way to participate in further enriching the educational environment at Keio. Detailed information (Japanese language only) will be sent to those who have completed the enrollment process.

### Keio University Education Promotion Funds (Donation)

30,000 JPY per unit

Making donations of two units or more per year would be greatly appreciated.

### Keio University Bonds (School Bonds)

100,000 JPY per unit

Applying three or more units would be greatly appreciated.

The total amount applied for bonds will be reimbursed at the time of graduation from the university, completion of the graduate course, or when leaving Keio.

## IX. Scholarships

There are various types of scholarships available to meritorious students who demonstrate high scholastic ability, individual excellence, willingness to learn and keenness to conduct research, and/or who are in need of financial assistance. There are benefit-type scholarships that do not require repayment, and loan-type scholarships that require repayment after graduation.

In principle, most scholarships call for applications in April and May. For details, check for announcements on the notice board located on the first floor of the A (Alpha) Building and the Keio University Scholarship Guide [奨学金案内(Japanese only)] available at the Student Life Section on the first floor of the A (Alpha) Building.

Please note that not all applicants are awarded scholarships.

Scholarship information is also available from the following website:

<https://www.students.keio.ac.jp/en/sfc/scholarships/unique/>  
<https://www.keio.ac.jp/en/student-life/scholarships.html>

Information on scholarships specifically for international students is available at the following webpage:

Keio University International Center

[https://www.ic.keio.ac.jp/en/life/scholarship/intl\\_student.html](https://www.ic.keio.ac.jp/en/life/scholarship/intl_student.html)

### **New Higher Education Support System**

From April 2020, the Japanese government has launched " 高等教育の修学支援新制度 (a new higher education support system)." If you are enrolled in this university and are recognized as a support recipient, you will receive tuition reduction and grant-type scholarships.

This system is only for Japanese Undergraduate Students and International Undergraduate Students whose status of residence is "Permanent residents," "Special Permanent residents," "Long-term residents," "Dependents," or "Spouse of Japanese national (permanent resident)."

Please check this website for details of this system (Japanese language only) .

<https://www.students.keio.ac.jp/com/scholarships/tuition/reduction.html>

Some explanations in English can be found in the "Keio University Scholarship Information Guidebook (English version)" posted on the following website.

<https://www.students.keio.ac.jp/en/com/scholarships/apply/form.html>

## X. AO Admissions Application and Admission Statistics

\* “P” stands for Faculty of Policy Management and “E” stands for Faculty of Environment and Information Studies

	Number of Applicants			First-Round Successful Applicants			Second-Round Successful Applicants		
	P	E	Total	P	E	Total	P	E	Total
AO April 2020 Enrollment: Period I	766	617	1383	174	188	362	92	105	197
AO April 2020 Enrollment: Period II	428	355	783	89	89	178	35	47	82
AO (Global): September 2020 Enrollment	117	155	272				53	76	129
AO September 2020 Enrollment	104	100	204	5	3	8	2	3	5
Summer 2020 AO 2021 Apr. Enrollment	781	685	1466				82	88	170
Summer 2020 AO 2021 Sep. Enrollment	11	11	22				3	1	4
Fall 2020 AO 2021 Apr. Enrollment	517	494	1011	64	47	111	34	34	68
Fall 2020 AO 2021 Sep. Enrollment	23	26	49	3	3	6	1	1	2
Winter 2020 AO (Global) 2021 Sep. Enrollment	158	202	360				40	38	78
Winter 2020 AO (Global) 2022 Apr. Enrollment	7	3	10				3	0	3
Spring AO 2021 2021 Sep. Enrollment	44	53	97	8	9	17	5	7	12
Spring AO 2021 2022 Apr. Enrollment	28	26	54	6	2	8	2	1	3
Summer/Fall 2021 AO 2022 Apr. Enrollment	569	531	1100	223	247	470	111	124	235
Summer/Fall 2021 AO 2022 Sep. Enrollment	14	23	37	3	11	14	2	6	8
Winter 2021 AO (Global) 2022 Sep. Enrollment	111	152	263				47	51	98
Winter 2021 AO (Global) 2023 Apr. Enrollment	3	5	8				1	4	5
Spring AO 2022 2022 Sep. Enrollment	42	56	98	6	13	18	2	6	8
Spring AO 2022 2023 Apr. Enrollment	29	19	48	7	2	9	3	0	3
Summer/Fall 2022 AO 2023 Apr. Enrollment	649	520	1169	202	223	425	96	106	202
Summer/Fall 2022 AO 2023 Sep. Enrollment	15	13	28	7	3	10	1	1	2

- Figures for first-round successful applicants include those who were granted first-round screening exemption
- Figures for successful applicants of AO Global Screening are included in second-round successful applicants
- Figures for the successful applicants of the Summer 2020 AO are included in the second-round successful applicants, due to the event that the second-round screening had been withheld from the standpoint of preventing the spread of COVID-19.



## **XI. Frequently Asked Questions, Commonly Made Errors**

### **A. Frequently Asked Questions**

#### **1. General Questions**

- Q1-1. Can I apply to both the Faculty of Policy Management and the Faculty of Environment and Information Studies at the same time?  
A1-1. You may not apply to both faculties during the same application period.
- Q1-2. Can I apply to other faculties at Keio University, or other universities, at the same time?  
A1-2. Although it does not prohibit you from applying to other faculties at Keio University, or other universities, one of the conditions for submitting an AO application to the Faculty of Policy Management or the Faculty of Environment and Information Studies, is that either of those faculties at Keio University is your first choice.
- Q1-3. Can I reapply?  
A1-3. Yes, it is possible to reapply. You will need to prepare the items necessary for application each time you apply. In addition, you will need to provide an explanation of the changes and differences between the new application and the previous one. Please note that each time you apply, screening will begin with the first-round (evaluation of documents and materials) screening. Also, application is not limited to the AO type of application.
- Q1-4. How do the various application periods (Summer/Fall AO, Spring AO) differ?  
A1-4. There are no differences in the screening method. Submit an application in the period when you are able to prepare all the items necessary for making the application. Please note that options for enrollment period differ according to the application period.
- Q1-5. How does Winter AO (Global) differ from Summer/Fall AO, Spring AO?  
A1-5. Eligibility requirements and screening methods differ. Since no interview is required, it is possible to undergo Winter AO (Global) screening without making a trip to Japan. For Summer/Fall AO, Spring AO, you can select either Japanese or English for the language used in application documents. For Winter AO (Global), only English is to be used in application documents. Please confirm details of eligibility requirements for applying through Winter AO (Global) in the Application Guidebook (will become available around late September 2023).
- Q1-6. Are there any differences depending on the enrollment period or language used in application documents I choose?  
A1-6. Your choice of enrollment period and language used in application documents does not affect the screening in any way. Make selections based on your preferences. Your selections cannot be altered after you have submitted the application. Please note that for those who do not have enough Japanese language proficiency to take classes conducted in Japanese, September (Fall Semester) enrollment is strongly recommended.
- Q1-7. Can I change my enrollment period after submitting my application?  
A1-7. After submitting your application, you may not change the enrollment period you selected. Make sure you carefully consider which enrollment period is the best for you before submitting your application.
- Q1-8. Are there hotels and such near the Shonan Fujisawa Campus?  
A1-8. There are hotels at the nearest stations, Shonandai Station and Tsujido Station. Please make your own arrangements if you need accommodations for the second-round screening interview.

## 2. Questions Pertaining to Application Eligibility

- Q2-1. Do I need to have any particular achievements in extracurricular activities (winning awards, overseas activities, etc.) in order to apply?
- A2-1. Even without any particular achievements in extracurricular activities, students who have excellent academic records and show strong motivation to study at SFC are welcome to apply.
- Q2-2. What are some examples of academic and extracurricular achievements that I should highlight in my application?
- A2-2. You should make a self-assessment and tell us your strengths and accomplishments. The following are some examples of achievements that can be highlighted:
- a. Recognized in activities such as research, creative presentations, contests, or competitions, in fields such as academics, culture, arts, or sports.
  - b. Possesses excellent skills in disciplines such as foreign languages or computer technology, and has achieved high scores in related tests and/or obtained high-level qualifications.
  - c. Recognized for accomplishments in community volunteer work or other social work.
  - d. Possesses both superior academic abilities and a creative, enthusiastic attitude toward learning.
  - e. Has an excellent character, outstanding academic grades, and is recognized for showing exemplary leadership traits in the local community or high school and the like.
  - f. Has initiated independent research or study on a theme based on a personal interest, and has produced results.
- Q2-3. Are there any criteria or standards for evaluation values (academic grades or examination scores) for applying?
- A2-3. There are no criteria for evaluation values (academic grades or examination scores) for applying.
- Q2-4. Can I apply if I enrolled in a different university after graduating from high school, or if a significant amount of time has passed since graduating from high school? Is there an upper age limit for applying?
- A2-4. There is no upper age limit for applying. If eligibility requirements are met, one can apply. For those who are, or were, enrolled at a different university, submission of an official academic transcript from that university is required.

### 3. Questions about the online application and the documents required for application

- Q3-1. What is the difference between the "Language Used in Application Documents" and the "Language Used for Enrollment"?
- A3-1. The "Language Used in Application Documents" is selected in advance in order to ensure that the applicant has the correct language for the online application and Personal Statement. Please use the selected language as much as possible when you input your information and prepare your documents. Once you have selected, you cannot change it, so please make your selection carefully.  
In the "Language Used for Enrollment", applicants are asked to select the language to be used for admission procedures after passing the entrance examination. All procedures, information, and input language will be done in this language. The information is not written in both Japanese and English. The procedure differs depending on the admission procedure. In addition, compulsory classes will be held in the language you have chosen for the admission procedure. Please take this into consideration when making your selection. Please note that applicants who wish to enter in April cannot select English as the "Language Used for Enrollment".
- Q3-2. I have selected Japanese (English) as the Language Used in Application Documents. Do I need to prepare the evaluation of applicants in the Japanese (or English) language that I selected? Also, do I need to prepare certificates related to grades and graduation such as an Official School Report (調査書) in Japanese (English)?
- A3-2. No.  
Both Japanese and English are acceptable for the evaluation of applicants. In addition, we accept both Japanese and English versions of the certificates related to grades and graduation such as an Official School Report (調査書).
- Q3-3. I have materials that highlight the results of my activities. Can I send them by post?
- A3-3. Anything not listed in the Application Guidebook as items to be submitted by post will not be accepted. All materials should be submitted through the Online Application System.
- Examples* If the following documents are sent by post, they will not be considered as application documents:
- recommendations
  - awards and qualification certificates for competitions other than those on the approved list for first-round screening exemption
  - all types of scores and the like from applicants other than those who studied under an educational system in countries other than Japan
  - all types of scores not submitted according to instructions by applicants who studied under an educational system in countries other than Japan
- Q3-4. I have more than ten optional materials that I want to submit.
- A3-4. Devise a way to keep the number to ten or less when creating your materials.
- Q3-5. I created two presentation slides, but only one is indicated as uploaded.
- A3-5. Only one PDF file can be submitted. If you have created two presentation slides, combine them into a single PDF file and upload it.
- Q3-6. My evaluator has not finished the evaluation. What should I do?
- A3-6. Contact the evaluator directly and confirm the circumstances.  
Check to see if the evaluator's email address was entered correctly.  
After registering the evaluator's email address, an email requesting an evaluation is immediately sent to the evaluator and appears as:  
件名 (Subject) : 【オンライン出願システム】 評価者依頼のご連絡 – [Online Application] Request for evaluation from applicant  
If the email cannot be received, confirm the evaluator's email settings (check possibilities that the email went to the junk mailbox or trash folder).

Until the two applicant evaluations are completed (**Confirmed**), application documents cannot be submitted. If documents are not submitted due to applicant evaluations not being completed by the application deadline, the application will not be accepted under any circumstances. It is the responsibility of the applicant to allow plenty of time before the deadline when making requests to evaluators.

#### Status of Evaluation

<b>Unconfirmed</b>	Writing of the evaluation has not yet begun.
<b>In Progress</b>	The evaluation is being written and has not been submitted yet.
<b>Confirmed</b>	The evaluation has been completed and submitted.

- Q3-7. Should I drop the documents to be submitted by post into a mailbox? How will I know if my documents were delivered properly?
- A3-7. If sending from within Japan, be sure to go to the post office counter and arrange to have it sent by “simple registered express mail” (簡易書留速達) in order to be able to track your envelope. If you simply drop your envelope into a mailbox around town, there is the possibility that it will not be handled as “simple registered express mail” and it may not be delivered by the deadline.

By using the inquiry number on the simple registered mail receipt, you will be able to confirm delivery status on the Japan Post website. The Admissions Office will not be able to respond to individual inquiries requiring arrival of documents. Applicants should track their envelopes using the inquiry number as well as check application status during the designated period by logging in to the Online Application System.

If application documents are sent from outside of Japan, they should also be sent by a method that allows tracking, such as EMS.

#### **4. Questions related to the Online Application System**

- Q4-1. The Online Application System is not operating properly.
- A4-1. Confirm system requirements. Please note that it may not operate smoothly when using OS environments, web browser software, and versions other than those recommended.
- Q4-2. When I click on the **Confirmed**, **Submit**, or similar buttons, the screen does not change even after waiting a long time.
- A4-2. When uploading large files, submitting all your documents, etc., it may take time. However, if, after 15 minutes, documents are still not uploaded, close the browser and try logging in again. If this does not resolve the issue, try uploading and submitting documents in an environment that has a higher Internet speed connection. If you are still having problems, contact the Admissions Office.

## B. Commonly Made Errors

**Any of the errors below will invalidate your entire application. Be sure to check your documents while preparing them, and check them once again before sending your documents by post.**

- ☒ *Certificates are not officially sealed/Date of issuance is old*  
→In principle, documents submitted by post, such as an Official School Report (調査書), must be officially sealed. Be sure to confirm validity of dates of issuance on certificates.
- ☒ *Only one page of the Handwritten Application Form is among the documents submitted by post*  
→There are 2 pages to the Handwritten Application Form that need to be printed out after completing the online application process. Be sure to send both by post.
- ☒ *In the Handwritten Application Form, the section that needs to be filled out by hand is incomplete*  
→In the Handwritten Application Form that applicants print out, there is a section (copying down a sentence, date of filling out the form, name) that must be filled out by hand. Be sure to fill it out by following the instructions before submitting it by post.
- ☒ *(For applicants from high schools in Japan) Not all items required on the Official School Report (調査書) are filled out*

## XII. Making Inquiries

Inquiries regarding SFC and AO Admissions can be made to the Admissions Office by phone or email. Please do not make inquiries by letter or fax. Be sure to also read “XI. Frequently Asked Questions, Commonly Made Errors.” If making inquiries regarding AO Admissions by phone, please have the Application Guidebook and your Login ID ready at hand.

### **Admissions Office**

Keio University Shonan Fujisawa Campus  
5322 Endo, Fujisawa-shi  
Kanagawa 252-0882, JAPAN

Phone: from within Japan: 0466-49-3407  
from outside of Japan: +81-466-49-3407

Email: [ao-request@sfc.keio.ac.jp](mailto:ao-request@sfc.keio.ac.jp)

Inquiry Hours: Monday-Friday 9:30 a.m.-4:30 p.m. JST (excluding national holidays)

#### Notice:

University administrative offices will be closed from Wednesday, August 9, 2023 to Wednesday, August 16, 2023 for summer holidays. Administrative offices will not be in operation during this period.

### **XIII. Further Information (Websites, Event Information, Getting to SFC, Campus Map)**

#### Websites

Detailed information about Keio University and SFC can be found on the official websites.

Keio University      <https://www.keio.ac.jp/en/>  
SFC                    <https://www.sfc.keio.ac.jp/en/>  
GIGA Program        <https://giga.sfc.keio.ac.jp/>

#### Admissions Event Information

See the following website for details on admissions events. (Japanese language only)

<https://www.keio.ac.jp/ja/admissions/events/>

#### Getting to SFC

##### By way of Shonandai Station

Take the Odakyu Electric Railway Enoshima Line, the Sotetsu Izumino Line, or the Yokohama Municipal Subway Blue Line to Shonandai Station.

Go out West Exit B to street level and take the Kanachu Bus from bus stop 1 to Keio University (15 - 20 minutes).

##### By way of Tsujido Station

Take the Japan Railways (JR) Tokaido Line to Tsujido Station.

Go out the North Exit and take the Kanachu Bus from bus stop 2 to Keio University (approx. 25 minutes).

Details can be found on the following website:

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

#### Campus Map

See the following website for a detailed campus map.

[https://www.sfc.keio.ac.jp/en/about\\_sfc/campus\\_map.html](https://www.sfc.keio.ac.jp/en/about_sfc/campus_map.html)

---

Unauthorized reproduction of this Application Guidebook is strictly prohibited.