2014

Keio University
Graduate School of Media and Governance
International Advanced Degrees Course (IADC)
Application from Overseas

Application Guidebook

Master’s Program

Application Period I
(for those seeking admission in September 2014 or April 2015)

Application Period II
(for those seeking admission in April 2015 or September 2015)

The following guidelines are designed for those who wish to enroll in the International Advanced Degrees Course (IADC) (master’s program) at the Graduate School of Media and Governance.

All correspondence concerning admissions to the Graduate School of Media and Governance should be addressed to:

Admissions Office of the Graduate School of Media and Governance
Keio University Shonan Fujisawa Campus
Postal Address: 5322 Endo, Fujisawa-shi, Kanagawa 252-0882 Japan
Email: gao-request@sfc.keio.ac.jp
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The Management of Personal Information at Keio University

Personal information at Keio University is handled securely and appropriately in compliance with the Basic Policy concerning Protection of Personal Information and Rules for Protection of Personal Information.

The names of individuals, their addresses and other personal information provided by them in connection with applications and admissions procedures will be used in various departments of Keio University for the following purposes:

1. Conducting entrance examinations (processing applications, conducting examinations, announcing successful candidates),
2. Screening, communicating, and carrying out procedures for scholarship programs, the RA system, and Research Associates (Non-tenured) (Part-time),
3. Enrollment procedures,
4. Administering, communicating and carrying out procedures concerning academic affairs,
5. Administering, communicating and carrying out procedures concerning general student life,
6. Administering, communicating and carrying out procedures concerning the use of university facilities and equipment,
7. Conducting communications for soliciting donations and recruiting members for the Iji-kai (Support Group) and the Keio Card,
8. Sending various documents to students and guarantors and carrying out other communications with them,
9. Sending documents to individuals related to the Mita-kai (alumni associations), and
10. Conducting other functions related to all or some of the preceding items listed above.

Some of the above operations may be entrusted to subcontractors hired by Keio University. In order for such subcontractors to carry out their work, some or all of the personal information Keio University has received from individuals (the minimum necessary) may be provided to them.

In principle, Keio University does not disclose personal information of individuals to third parties. Please note that in exceptional circumstances, the personal information of an individual or a third party may be disclosed when Keio University bears a legal obligation to do so; when Keio University determines that disclosure is necessary in order to protect the life, health, property, rights, or welfare of a student or a third party; or when any other pressing necessity arises and the permission of the individual concerned cannot be obtained.

Measures Taken Under Unforeseen Circumstances

Under unforeseen circumstances, the Graduate School of Media and Governance may reschedule examinations and/or postpone the announcement of results if it deems it necessary. In principle, the graduate school does not bear responsibility if through its rescheduling or postponement applicants may suffer any personal loss or inconvenience.

Measures Taken to Prevent the Spread of Infectious Diseases

Applicants who were exposed with infectious disease specified by School Health and Safety Act and as yet cured of such disease by the day of examination must refrain from taking examinations in order to prevent the outbreak. There may be an exception to those applicants who have been infected, but are diagnosed by a doctor or a school doctor that their state of condition has improved and their presence does not place others at risk of exposure to infection. In principle, the graduate school does not reschedule examinations and/or refund the application fee in the case applicants being unable to take examinations for the aforementioned reasons.

Special Measures Taken for Victims of Large-scale Natural Disaster

Applicants who were affected by large-scale natural disaster may be eligible for receiving financial support from the university depending on the level of condition. For details, please contact the Admissions Office of the Graduate School of Media and Governance.

Disqualification of Admission

Applicants will be disqualified if any kind of dishonest act is found during admission procedure. Applicants will be disqualified even after being admitted to the university if they are found no to fulfill application requirements.
Admissions Policy

Individuals with the ability to identify and resolve social problems and who aim to be leaders and professionals on the global stage are encouraged to apply. Selection is made from a wide field of candidates from Japanese universities, international students from overseas, as well as career professionals. Students who want to seek solutions to social problems through an interdisciplinary approach without being tied down to their undergraduate major or individual academic field are welcome. By taking an interdisciplinary approach on projects, students will gain new specialized knowledge and practical skills for discovering and solving problems.

Admission is held twice a year, with enrollment possible from either April or September. Admission examinations are held twice a year. Admissions for the master’s program is a two-round process, with the first round consisting of document screening and an essay test, followed by attendance of an interview in the second round. Based on the submitted material, essay, and interview, candidates’ suitability, academic level, motivation and research prowess, are comprehensively determined and selections made accordingly. Admission procedures for the master’s program for career professionals and the doctoral program do not include the essay. Overseas applicants are screened based on submitted application documents only.

International Advanced Degrees Course (IADC)

The Graduate School of Media and Governance awards degrees to students who have completed coursework and fulfilled all other requirements in the English language in the International Advanced Degrees Course (IADC).

English is the medium of instruction and also the language in which all assignments are to be submitted. Students from overseas will study with Japanese students, and will also participate in the same courses and research projects. The IADC recognizes no distinction between Japanese and non-Japanese students.

Major Discipline and Admission Quota

<table>
<thead>
<tr>
<th>Program</th>
<th>Major Discipline</th>
<th>Admission Quota</th>
</tr>
</thead>
<tbody>
<tr>
<td>Master’s Program</td>
<td>Media and Governance</td>
<td>Approx. 30</td>
</tr>
</tbody>
</table>

The admission quota refers to the total number of students admitted in April and September from Japan and overseas each academic year.

Application Categories

The IADC has two categories for application, namely ‘Application from within Japan,’ and ‘Application from Overseas’. Applicants should carefully read the eligibility requirements in each category to understand the application procedure correctly and submit documents required for that category in order to apply.

Applicants with physical disabilities who require special attention during admission procedure and attendance at school should inform the Admissions Office of the Graduate School of Media and Governance one month before the last day of the application period.
The Program System

There are eight research groups called Programs. There are particular requirements for each Program, and upon successfully fulfilling them, a certificate of Program completion will be awarded. For further details, applicants are advised to refer to the following website: http://www.sfc.keio.ac.jp/gsmg/en/education/program/

The IADC applicants can choose one of the following four Programs.

<table>
<thead>
<tr>
<th>Program Names</th>
<th>Codes</th>
</tr>
</thead>
<tbody>
<tr>
<td>Human Security and Communications</td>
<td>HC</td>
</tr>
<tr>
<td>Environmental Design and Governance</td>
<td>EG</td>
</tr>
<tr>
<td>Cyber Informatics</td>
<td>CI</td>
</tr>
<tr>
<td>Systems Biology</td>
<td>BI</td>
</tr>
</tbody>
</table>

The other programs are not available to IADC applicants.

The Professional Courses

The graduate school offers training courses in specialized areas called Professional Courses in the master's program to better meet the requirements of a rapidly changing society. Students who successfully complete the master's program and meet the requirements set by each Professional Course can acquire a certificate of Course completion in addition to a master's degree. For further details, applicants are advised to refer to the following website: http://www.sfc.keio.ac.jp/gsmg/en/education/pro/

The IADC applicants can choose one of the following Professional Courses.

<table>
<thead>
<tr>
<th>Course Names</th>
<th>Codes</th>
</tr>
</thead>
<tbody>
<tr>
<td>Environmental Innovator</td>
<td>EI</td>
</tr>
<tr>
<td>Global Environmental System Leaders</td>
<td>GESL</td>
</tr>
</tbody>
</table>

The other courses are not available to IADC applicants.

Applicants who wish to take any of the above Professional Courses should attend course orientation during the orientation period and complete registration for the Professional Course. Detailed information about orientation will be available at the time of Admission Registration.

Applicants who indicated at the time of application that they wish to take the EI (Environmental Innovator) and GESL (Global Environmental System Leaders) Professional Courses can select one or both after being admitted to the graduate school.
Eligibility Requirements

Applicants who are enrolled as regular students of the Faculty of Policy Management or the Faculty of Environment and Information Studies at Keio University at the time of application are not eligible to make an ‘Application from Overseas’.

Applicants need to fulfill the requirements mentioned in sections 1 to 4 below:

1. They must reside outside Japan either for study or work at the time of application and continue to do so until the announcement of the result.

2. They should discuss their research plan with a graduate school committee member who belongs to their desired Program, and must obtain an informal consent from him/her to supervise the applicant prior to the commencement of the application period.

3. They must have competence in English sufficient to comprehend and participate in training conducted in English at the Graduate School of Media and Governance. They need to submit a proof of their English ability. The Graduate School of Media and Governance accepts:
   - TOEFL score of 550 or higher on the paper-based test,
   - TOEFL score of 213 or higher on the computer-based test, or
   - TOEFL score of 79-80 or higher on the Internet-based test.
   Otherwise, the graduate school accepts any other documents to certify their English ability (such as a diploma from university where the official language is English).

4. They need to fulfill at least one of the requirements mentioned in sections 4.1. to 4.4. below:

   4.1. They must have graduated or scheduled to graduate from a university in Japan or overseas before September 21, 2014 for September 2014 enrollment, before March 31, 2015 for April 2015 enrollment, or before September 21, 2015 for September 2015 enrollment in the Graduate School of Media and Governance.

   4.2. They must have acquired or be scheduled to acquire a bachelor’s degree from the National Institution for Academic Degrees and University Evaluation before September 21, 2014 for September 2014 enrollment, before March 31, 2015 for April 2015 enrollment, or before September 21, 2015 for September 2015 enrollment in the Graduate School of Media and Governance.

   4.3. They must be accredited by the Ministry of Education, Culture, Sports, Science and Technology of Japan.

   4.4. They must be accredited by the Graduate School of Media and Governance to have equivalent or higher academic skills of university graduates.

   Applicants who fall under this category must submit the following documents to the Admissions Office of the Graduate School of Media and Governance to arrive on or before Monday, April 7 (Application Period I) / Monday, September 1 (Application Period II) in order to be assessed for eligibility:
   - Request for eligibility addressed to the Dean of the Graduate School of Media and Governance. Applicants should state reasons why they believe they have equivalent or higher academic skills of university graduates. There is no designated format for this request.
   - Résumé
   - Academic transcript (if previously enrolled in a university)
   - Any papers, essays, publications, portfolios, and such written by the applicant relevant to research and academic accomplishments.

5. They must be enrolled in the Third Year or higher at a four-year university at the time of application and must be assessed as having outstanding academic results exceeding the requirements set by the Graduate School of Media and Governance.
Applicants who fall under this category must submit the following documents to the Admissions Office of the Graduate School of Media and Governance to arrive on or before Monday, April 7 (Application Period I) / Monday, September 1 (Application Period II) in order to be assessed for eligibility. Some applicants may be assessed as ineligible to apply.

- Request for eligibility to skip a year. There is no designated format for this request.
- Academic transcript for undergraduate studies
- Document showing requirements for advancing to the next year/graduation (e.g., copy of course registration guide) (Not required of applicants enrolled in Keio University)
- Verification that the applicant is enrolled in Third Year or higher at a four-year university (photocopy of Student ID Card or academic transcript, screen printout of website for enrolled students after logging in, etc.) (Not required of applicants enrolled in Keio University)

Note that applicants who fall under this category must be:

- Seeking admission in September 2014 (Application Period I, 2014), or

Also note that applicants who fall under this category will be able to apply only if they fulfill all of the following conditions:

i. Those who wish to enroll in September 2014 must have completed the Third Year or higher at a four-year university by September 21, 2014 (the end of March 2015 for those who wish to enroll in April 2015). The duration of ‘temporary leave of absence’ or study abroad cannot be included in this calculation. However, the period during which credit points were accumulated at another university while studying abroad may be included.

ii. Those who wish to enroll in September 2014 must be scheduled to earn 90 or more undergraduate credits by September 21, 2014 (the end of March 2015 for those who wish to enroll in April 2015). Any credits earned from courses not deemed necessary for graduation, such as Optional Subject (Jiyu Kamoku) will not be considered. Those who are unable to earn the required credits by the designated date above will not be qualified to enroll even after passing the entrance examination.

iii. Those who wish to enroll in September 2014 must have earned 60 or more undergraduate credits by the end of March 2014 (the end of September 2014 for those who wish to enroll in April 2015). Any credits earned from courses not deemed necessary for graduation, such as Optional Subject (Jiyu Kamoku) will not be considered.

iv. Those who wish to enroll in September 2014 must fulfill one of the requirements mentioned below by the end of March 2014 (the end of September 2014 for those who wish to enroll in April 2015).

a. They must have acquired the ‘highest grade possible’ in two thirds or more of the total credits earned at the university they are currently enrolled in. All credits from courses not necessary for graduation, such as Optional Subject (Jiyu Kamoku) should also be included. However, they should not include credits they have earned which are graded on a pass/fail basis. Those enrolled at a university using different grading methods and unable to fulfill the requirements mentioned above must submit two or more recommendation letters from faculty members of the university they are enrolled in. Under extraordinary circumstances the Graduate School of Media and Governance may approve relaxing the ‘highest grade possible’ requirement if the grade obtained is nearly equivalent to it.

Note: Any questions regarding grade criteria should be addressed to the Admissions Office before applying.

b. They must have acquired the highest grade possible at the university they are currently enrolled in for 80 credits or more when they are going to apply in their 6th semester and 96 credits or more when they are going to apply in their 7th semester. All credits from courses not necessary for graduation, such as Optional Subject (Jiyu Kamoku) should also be included. However, they should not include credits they have earned which are graded on a pass/fail basis. Those enrolled at a university using different grading methods and unable to fulfill the requirements mentioned above must submit two or more recommendation letters from faculty members of the university they are enrolled in.
**Schedule**

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<th>Application Fee Payment Period</th>
<th>Application Period I, 2014 (for those seeking admission in September 2014 or April 2015)</th>
<th>Application Period II, 2014 (for those seeking admission in April 2015 or September 2015)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Web Entry Period</td>
<td>9:00 a.m., Wednesday, May 7, 2014—11:00 p.m., Wednesday, May 21, 2014</td>
<td>9:00 a.m., Monday, September 29, 2014—11:00 p.m., Thursday, October 16, 2014</td>
</tr>
<tr>
<td>Announcement of Successful Applicants</td>
<td>10:00 a.m., Monday, July 14, 2014</td>
<td>10:00 a.m., Monday, December 1, 2014</td>
</tr>
</tbody>
</table>

**Application Fee**

15,000 Yen

Follow the directions given on the website below to make the payment by credit card.


**Refund of Application Fee**

In principle, the application fee cannot be refunded. However, a refund may be considered under special circumstances, such as:

1. When applicants paid the application fee, but did not file an application (that is, application documents were not sent, or application was not able to be processed).
2. When the application fee was mistakenly paid twice.

Those to whom the above ‘special circumstances’ 1 or 2 apply should contact the Admissions Office by the following dates at the latest:

- Monday, June 9, 2014 for Application Period I, 2014
- Tuesday, November 4, 2014 for Application Period II, 2014

**Screening Method**

Screening of applicants will be based upon the evaluation of submitted application documents and a record of communication between the applicant and the graduate school committee member who belongs to the applicant’s desired Program. The academic level of applicants, their motivation to conduct research, and research capability will be comprehensively evaluated through the application documents and the record of communication between the applicant and the graduate school committee member. Inquiries regarding the content or result of the screening will not be entertained.

**Web Entry System**

Applicants must first complete entries in the Web entry system from the website below:

[https://admissions.sfc.keio.ac.jp/webentry_gao/](https://admissions.sfc.keio.ac.jp/webentry_gao/)

Applicants must print out the Web entry form after completing all entries listed in it as this completed form must be submitted together with other application documents for admission. Any changes applicants wish to make after completing the entry should be written on the printed Web entry form in red ink. Applicants should memorize their user ID and password.
Contacting a Graduate School Committee Member before Making an Application

Applicants must discuss their research plan thoroughly with a graduate school committee member of the Program they wish to participate in and obtain an informal consent to act as the applicant’s research supervisor. Discussion of the research plan should include the following points:

- Research theme
- Timetable for research and acquiring the degree
- Research style within the Program
- Roles expected of the Program member

Information about the Programs and graduate school committee members of each Program are listed on page 5 and the following website:

http://www.sfc.keio.ac.jp/gsmg/en/education/program/

If applicants do not know the contact information for a faculty member, they may complete the Faculty Contact Form from the following website and send it to the faculty member they feel is most appropriate. Before contacting a faculty member, applicants should have a clear vision of their intended research.

http://vu9.sfc.keio.ac.jp/contact_gao/

The form is not available from the day after the expiry of each application period until the announcement day of announcement of successful applicants.

Applicants must keep a record of communication (a record of email communication is preferred) with the committee member as this record will be required for submission at the time of application.

It is advised that contact with graduate school committee members be made at an early date as they may not be available to supervise research due to reasons such as retirement, overseas research, incompatibility of research topic, etc.
Application Documents

The designated forms can be downloaded from the website below:

Once application documents are submitted, they cannot be altered.
Applicants will be disqualified if any items in their application are found to be incorrect or false.

To All Applicants

1. Application Form (form M1, one original in English)
   - Applicants must choose the preferred timing of enrollment and the appropriate application category. (Preferred timing of enrollment and application category cannot be changed after the application has been submitted.)
   - The current address, telephone number and email address of applicants will be used for contacting applicants. Therefore applicants must ensure to write contact information at which they can be reached at all times.
   - Applicants must write their academic background starting from junior high school graduation onwards.
   - Applicants must also tick the code of the preferred Program referring to the codes listed on page 5.
   - Applicants who wish to apply for any of the Professional Courses described in page 5 must tick off the box next to the preferred course. If applicants do not wish to apply for any of the Professional Courses, they should tick off the ‘None’ box.

2. Statement of Purpose (one original in English)
   Applicants must clearly write the following items on the first page:
   - Name of the applicant
   - Affiliation (name of the university and department they are affiliated to)
   Applicants must concisely describe:
   - Reason for application
   - Activities since graduating from high school
   - Objectives after entering the Graduate School of Media and Governance

   The statement of purpose:
   - Should be word processed whenever possible and printed on A4 size sheets of paper (portrait: statement written horizontally, without a cover page)
   - There are no requirements regarding format, number of words, etc., but it must be five pages in length or less with page numbers (current page/total pages) on the lower right-hand side of each page (e.g., 1/5, 2/5, 3/5, 4/5, 5/5)
   - Must leave a margin of 1.5 cm on the left-hand side
   - Must be stapled at the upper left-hand corner when it is a multi-page document

3. Research Plan (one original in English)
   Applicants must clearly write the following items on the first page:
   - Name of the applicant
   - Affiliation (name of the university and department they are affiliated to)
   Applicants must concisely describe:
   - Previous academic themes and achievement
   - Research which applicants are planning to conduct at the master’s program
     - Theme
     - Objective
     - Methodology
     - Significance of research
     - Features
     - Anticipated result
     - Facilities required for research
The research plan:
- Should be word processed whenever possible and printed on **A4 size sheets of paper** (portrait: plan written horizontally, without a cover page)
- There are no requirements regarding format, number of words, etc., but it must be five pages in length or less with page numbers (current page/total pages) on the lower right-hand side of each page (e.g., 1/5, 2/5, 3/5, 4/5, 5/5)
- Must leave a margin of 1.5 cm on the left-hand side
- **Must be stapled at the upper left-hand corner** when it is a multi-page document

Applicants should ensure that the research plan is easy to read by inserting diagrams, graphs, etc.

For reference, please see the research plan format at the following website:
The format is not limited to the one on the website.

4. **Letter of Acceptance to Act as a Research Supervisor** (form M2-1, in principle in English), or **Recommendation Letter** (form M2-2, in principle in English)  
Applicants should submit a Letter of Acceptance to Act as a Research Supervisor form or Recommendation Letter. When a form cannot be used, generic stationery is also acceptable.

Applicants must make a request to a graduate school committee member of their program of choice to fill in the Letter of Acceptance to Act as a Research Supervisor form and have it **placed in a sealed envelope (any suitable envelope) by the Research Supervisor.**

Recommendation Letters should be filled in and **placed in a sealed envelope (any suitable envelope) by a referee of your choice.**

The Letter of Acceptance to Act as a Research Supervisor form or Recommendation Letter must meet the deadline even if referees have sent them directly to the Admissions Office. **The Letter of Acceptance to Act as a Research Supervisor form or Recommendation Letter sent from within Japan should be postmarked on or before the last day of the application period. A Letter of Acceptance to Act as a Research Supervisor form or Recommendation Letter sent from overseas must arrive on or before the last day of the application period.**

5. **Photo Card** (form 3 in English)  
Applicants must fill out the required sections and encircle the word 'Master's Program'.

6. **English Language Efficiency Test Result**  
Applicants must submit the original copy. (photocopies not acceptable)

7. **Certificate of Graduation or Statement of Expected Graduation**  
Applicants must submit a certificate or statement which clearly states the date of graduation or expected graduation **issued within three months before the application deadline.**

If documents in a language other than Japanese or English are to be submitted, they must be translated into Japanese or English. The translation must be certified by a public institution such as the university or graduate school you graduated from, an embassy, etc., to verify there are no discrepancies between the original and the translation. Submit the original and the certified translation.

8. **Academic Transcript**  
Applicants must submit an academic transcript from their undergraduate institution **issued within three months before the application deadline.**

If documents in a language other than Japanese or English are to be submitted, they must be translated into
Japanese or English. The translation must be certified by a public institution such as the university or graduate school you graduated from, an embassy, etc., to verify there are no discrepancies between the original and the translation. Submit the original and the certified translation.

9. Submission of Documents for Certain Cases
If any of the cases in the chart below apply to your situation, follow the instructions in the “Note” column and submit the required document(s).

<table>
<thead>
<tr>
<th>Case</th>
<th>Document to be Submitted</th>
<th>Note</th>
</tr>
</thead>
<tbody>
<tr>
<td>Currently enrolled in a graduate school or was enrolled in a graduate school in the past</td>
<td>Academic transcript from the graduate school</td>
<td>If the period of enrollment was short and an academic transcript cannot be obtained, attach a memo stating as such and submit a Certificate of Student Registration/Certificate of Enrollment. If you were enrolled in both a master’s and doctoral program, submit a certificate for each.</td>
</tr>
<tr>
<td>Was enrolled in two or more universities or graduate schools in the past</td>
<td>Academic transcript from each university or graduate school</td>
<td>If the period of enrollment was short and an academic transcript cannot be obtained, attach a memo stating as such and submit a Certificate of Student Registration/Certificate of Enrollment. If you transferred faculties or graduate schools within the same university, submit a certificate for each.</td>
</tr>
<tr>
<td>Graduated (or is expected to graduate) from a university outside Japan</td>
<td>Degree Certificate or Statement of Expected Possession of Academic Degree</td>
<td>If the academic transcript, certificate of graduation, or statement of expected graduation do not indicate (expected) acquisition of a degree, submit an additional certificate.</td>
</tr>
<tr>
<td>Name on the certificate(s) and other documents differs from the name used for application documents</td>
<td>Abstract of family register/Residence Record, etc.</td>
<td>Submit documents to prove both names refer to the applicant. Foreign nationals may use a nickname only if it is registered on the Abstract of family register/Residence Record, etc.</td>
</tr>
</tbody>
</table>

10. Record of Communication (as detailed as possible in English)
Applicants must submit a record of communication between him/her and the graduate school committee member who belongs to applicant’s desired Program. A record of email communication is preferred. The record should be as detailed as possible.

11. Web Entry Form
Applicants must submit a printed Web entry form completed in the Web entry procedure. See “Web Entry System” on page 8 for details.

12. Proof of Application Fee Payment
Send an A4 or letter-size printout of the ‘Application Completed’ page (which confirms successful payment by credit card).
If it is not possible to make the payment by credit card, please contact the Admissions Office (gao-request@sfc.keio.ac.jp) at least two weeks before the end of the application period.
13. Other Supporting Documents (optional, one each; copies not required)
Applicants may submit supporting documents as a proof of their ability and skill that may include essays, works (video films, music, photos, portfolio, etc.) and standardized test results. The supporting documents should be in paper form (photos, portfolios, etc.) whenever possible. Items that cannot be submitted in paper form, such as video films and music should be submitted in CD, DVD, CD-ROM, etc. formats.

Applicants should indicate submission of supporting documents on their application form (form M-1) and submit them together with other application documents to the Admissions Office. If applicants send supporting documents separately, they must enclose a note in the application document package, stating that the parcel is sent separately. Items sent separately must arrive on or before the last day of the application period.

Applicants must clearly write their information on the supporting document, such as their name, affiliation (the name of the university, organization and department) and their student ID number. Submitted documents and items will not be returned. If applicants wish to retain the original, they can submit a copy.

In addition to the items mentioned in ‘To All Applicants’, applicants should submit the following documents as and when applicable.

To Foreign Nationals
- Copy of a Document Proving Citizenship (e.g., passport)

To Applicants Who Require Keio University to Apply for Their Certificate of Eligibility (COE) on Their Behalf
- Application for Certificate of Eligibility (COE)
  Forms 1, 2 and 3 can be downloaded from the following website:
- One Photograph (3cm x 4cm, color)
- Proof of Bank Account Balance or Proof of Receipt of a Scholarship that will cover academic fees and expenses for the first year of enrollment
  If this proof is not provided, Keio University may not be able to apply for a Certificate of Eligibility (COE) on their behalf.

International applicants are advised to see the following Japan Student Services Organization (JASSO) website for more information about study in Japan:
http://www.jasso.go.jp/index_e.html

To Japanese Citizens
- Certificate of Enrollment at an Educational Institution or Proof of Current Employment that includes the reasons for living overseas and the time period during which the applicants have been and will be living overseas.

To Applicants Whose Name on the Application Documents is Different from the Name on Submitted Certificates
- Japanese Citizens: Copy of Koseki Shohon (戸籍抄本)
- Foreign Nationals: Residence Record (住民票).
  Applicants must submit documents to prove both names refer to the applicant. Foreign nationals may use a nickname only if it is registered on the ‘Residence Record’ (住民票).

Submission of Application Documents

Application Period I: From Monday, May 19, 2014 to Wednesday, May 21, 2014
Application Period II: From Tuesday, October 14, 2014 to Thursday, October 16, 2014

To submit an application, it must be sent in. Applications will not be accepted at the office counter. Applications will be accepted during the application period only. Applications that arrive after the application period will not be
Applications should be sent by affixing address label ‘A’ (http://www.sfc.keio.ac.jp/gsmg/en/admissions/label_A.pdf) to a suitable envelope. If applications are sent from within Japan, they should be sent by “simple registered express mail” (簡易書留速達) and must be postmarked on or before the last day of the application period. If applications are sent from overseas, they should be sent by a method that allows tracking, such as EMS, and they must arrive on or before the last day of the application period. Incomplete applications will be rejected.

If you plan to separately send items such as a thesis or other works in a package or by courier mail, write a memo stating as such and include it in the envelope with the application documents. In such cases, the separate package or courier mail must also arrive on or before the application period deadline.

Submitted documents, papers and other items will not be returned to applicants.

Examination Ticket

Once an application has been officially processed, an examination ticket will be issued. Applicants must print out the examination ticket by themselves from the following website: https://admissions.sfc.keio.ac.jp/webentry_gao/

User ID and password for the Web entry system are required.

<table>
<thead>
<tr>
<th></th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>10:00 a.m., Thursday, June 5, 2014—5:00 p.m., Friday, September 5, 2014</td>
<td>10:00 a.m., Thursday, October 30, 2014—5:00 p.m., Monday, March 9, 2015</td>
</tr>
</tbody>
</table>

Please be sure to keep the examination ticket, as it will be required for admission registration procedure.

Announcement of Results

Applicants can the check results of their screening from the website by entering their user ID and password for the Web entry system.

https://admissions.sfc.keio.ac.jp/webentry_gao/

<table>
<thead>
<tr>
<th>PERIODS RESULTS POSTED</th>
</tr>
</thead>
<tbody>
<tr>
<td>Application Period I, 2014</td>
</tr>
<tr>
<td>Application Period II, 2014</td>
</tr>
</tbody>
</table>

Reporting a Change in Address

If the address of an applicant has changed after the submission of the application, the applicant must notify the Admissions Office immediately via postal mail or email. When submitting the change, the applicant must clearly write the following subject line: “Address Change Notice: Application to the Graduate School of Media and Governance” on the front of the envelope or in the email title.

All applicants must provide the following information in the contents:

- Name of the applicant
- Date of birth of the applicant
- Application category
- New address including postal code
- New telephone number
- Date of address change (or expected date of address change)
Examination number (if applicants already have their examination ticket)

In addition, all applicants must file a forwarding order with their local post office. All correspondence concerning the address change should be directed to:

Admissions Office of the Graduate School of Media and Governance
Keio University Shonan Fujisawa Campus
Postal Address: 5322 Endo, Fujisawa-shi, Kanagawa 252-0882 Japan
Email: gao-request@sfc.keio.ac.jp

Procedure for Admission Registration

The Admission Registration Guide, which provides detailed instructions to successful applicants, will be sent to all successful applicants by postal mail to the address on the Web entry form approximately one month before the registration period deadline.

Admission Registration Deadline

Those applicants who are seeking admission in September 2014:
  Friday, September 5, 2014
Those applicants who are seeking admission in April 2015:
  Monday, March 9, 2015 (tentative)
Those applicants who are seeking admission in September 2015:
  Friday, September 4, 2015 (tentative)

Required Documents

Applicants will receive official forms required for registration approximately one month before the registration period deadline. The forms will be sent to the address registered during the Web Entry procedure, so if your address has changed since then, refer to the section “Reporting a Change in Address” for details on contacting the Graduate School Admissions Office.

1. Examination Ticket
2. Pledge (誓約書)
3. Residence Record (住民票)
   It is issued at the city, ward, or town office where successful applicants live in Japan. If the head of the household specified in the Residence Record is not the same person designated as the guarantor on the pledge, successful applicants must also submit the guarantor’s Residence Record.
4. Photocopy of Passport
5. Student ID Card Information (学生証用写真台帳)
6. Name and Address Form (住所氏名台帳)
7. Certificate of Graduation and Academic Transcript
   Successful applicants to the master’s program who had not yet graduated from a university at the time of application should submit a certificate of graduation and the latest academic transcript. (Not necessary if applicants are from Keio University.).
8. Proof of Bank Transfer (授業料等振込受付証明書)
   Successful applicants are required to pay academic fees by following the procedure instructed by the university. They should use the designated bank transfer form (授業料等振込用紙) to transfer academic fees from their nearest financial institution (excluding Japan Post Bank) into Keio University’s designated account. Successful applicants should not use an ATM, cell phone or personal computer to transfer money as these procedures may cause difficulty to identify the payer.
Academic Fees

At present, academic fees for students enrolling in April or September 2015 have not been decided. Applicants may refer to the academic fees required for enrollment in 2014 for an approximate figure.

Table of Academic Fees

The following table shows the academic fees required for enrollment in 2014:

<table>
<thead>
<tr>
<th></th>
<th>Entering in April 2014</th>
<th>Entering in September 2014</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Master's</td>
<td>Doctoral</td>
</tr>
<tr>
<td>Admission Fee</td>
<td>200,000</td>
<td>200,000</td>
</tr>
<tr>
<td>Registration Fee</td>
<td>60,000</td>
<td>60,000</td>
</tr>
<tr>
<td>Tuition Fee</td>
<td>970,000</td>
<td>590,000</td>
</tr>
<tr>
<td>Facilities Fee</td>
<td>300,000</td>
<td>300,000</td>
</tr>
<tr>
<td>Materials Distribution Fee and Other Course-Related Fees</td>
<td>8,000</td>
<td>8,000</td>
</tr>
<tr>
<td>Student Health Insurance Union Annual Fee</td>
<td>2,600</td>
<td>2,600</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td>1,540,600</td>
<td>1,160,600</td>
</tr>
<tr>
<td>(Amount for spring semester in case of installment payment)</td>
<td>(870,350)</td>
<td>(680,350)</td>
</tr>
<tr>
<td>(Amount for fall semester in case of installment payment)</td>
<td>(670,250)</td>
<td>(480,250)</td>
</tr>
</tbody>
</table>

(In Japanese Yen)

- Academic fees excluding admission fee and registration fee for the Student Health Insurance Union can be paid in two installments in the spring and fall semesters (payment amounts mentioned in brackets). Academic fees for the fall semester should be paid by the end of October each year.
- Keio University graduates, who are enrolling in the master’s program within one year from the date of their graduation, shall pay 50% of the admission fee. Students, who have completed a graduate program at Keio University and are enrolling in a Graduate School of Media and Governance program, are exempt from paying the admission fee. Students, who have completed a master’s program offered at Keio University and are continuing to study in the doctoral program within one year from the date of their completion, are also exempt from paying the admission fee. Students, who have enrolled in or completed the professional degree program and are enrolling in the Graduate School of Media and Governance, must pay the regular admission fee. Graduates from Keio University’s Correspondence Course, who are enrolling in the Graduate School of Media and Governance, must pay the regular admission fee.
- Student Health Insurance Union Annual fee includes a one-time registration fee of 100 yen. Students, who have completed a graduate program at Keio University and are enrolling in a Graduate School of Media and Governance program, are exempt from paying the health insurance registration fee. Students, who have completed a master’s program at Keio University and are continuing to study in the doctoral program within one year from the date of their completion, are also exempt from paying the health insurance registration fee. Students, who have enrolled in or completed the professional degree program and are enrolling in the Graduate School of Media and Governance, must pay the health insurance registration fee.
- Please note that the Materials Distribution Fee and Other Course-Related Fees, and the Student Health Insurance Union Annual fee may be revised each academic year.

Academic Fees during Enrollment

Of the academic fees, registration fee, tuition fee and facilities fee are decided every academic year according to a sliding scale, in accordance with University Rules. Any increase is based upon rise in wages of public servants notified in the National Personnel Authority Recommendation and rise in the consumer price index. All students are required to pay the requisite amount of fees every year during their enrollment in Keio University.

Refunds

In principle, academic fees cannot be refunded. However, all fees, except the admission fee, will be refunded to those who have declined the offer of admission during a specified time and in an orderly manner. The date will be mentioned in the Admission Registration Guide.
Types of Scholarships and Amount

There are various types of scholarships available to meritorious students with 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.

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 Guidebook [奨学金案内 (Japanese only)] available at the Student Life Section.

Please note that not all applicants to scholarships are awarded.

Scholarship information is also available from the following website:

Information on scholarships specifically for international students is available from the following website:

Scholarships Offered by the Graduate School of Media and Governance

<table>
<thead>
<tr>
<th>Scholarship Type</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Young Leaders Scholarship</td>
<td>The Young Leaders Scholarship, a part of the Ryoichi Sasakawa Young Leaders Fellowship Fund (Sylff) program, is given to selected new students for their first year in the master’s program and/or the doctoral program at the Graduate School of Media and Governance. It will cover up to one million yen of initial academic fees. Recipients will be selected from among successful applicants who indicated at the time of application their desire to receive the scholarship. The Sylff program “aims to identify and nurture leaders who will overcome differences such as nationality, language, ethnicity, religion, and political systems to tackle global issues” for the benefit of all people. The Young Leaders scholarship will be awarded to students who have shown not only academic excellence, but also have potential to become leaders who will carry the future. Recipients of the scholarship will be invited to use the Sylff dedicated SNS, participate in a wide variety of programs, and receive support from the Tokyo Foundation, an independent think tank for policy research and the administrating body of the Sylff program.</td>
</tr>
<tr>
<td>GAO Scholarship</td>
<td>The GAO Scholarship is awarded by the Graduate School of Media and Governance to exceptionally meritorious students who are admitted to the master’s program. The scholarship gives a waiver to selected students for their first year tuition and registration fees (1.03 million yen for AY2014). The GAO Scholarship may continue to be offered for up to two years (minimum term of study) until the completion of the coursework if the scholarship recipient maintains an excellent academic record and fulfill the requirements for the following year. Scholarship recipients will be selected from all applicants and notified at the time of the admission examination result announcement.</td>
</tr>
</tbody>
</table>

Screening for the Young Leaders Scholarship and the GAO Scholarship involves first-round selection based on application documents, followed by second-round interviews conducted by the relevant scholarship committee. Applicants who pass the first-round document screening will be notified of interview details.

Research Assistant (RA) System

In order to develop young researchers at Keio University and promote their future careers, among those entering the graduate school, 80% of those selecting both the GESL and EI courses, or just the GESL course, are targeted for hiring as Research Assistants (RA). Around half of the RAs employed are selected from among successful admissions applicants who applied for the position at the time of admissions application. Additional hiring will take place after enrollment.
Making Gifts to Keio

Though not a requirement, gift-giving is a way to participate in further enriching the educational environment at Keio. Details (in Japanese only) of these gift-giving opportunities will be sent to applicants who have completed enrollment procedures.

The Keio Fund (bonds)
one unit: 100,000 yen
It is kindly requested that individuals make donations of three units or more when possible.

The donated amount will be reimbursed upon completion of the graduate course or when leaving Keio University.

The Keio Education Promotion Fund
It is kindly requested that a donation of 50,000 yen or more be made yearly while enrolled at Keio University.

Donations to the project for improving the Keio Educational, Research, and Medical Environment

Keio has established a project to further enhance its educational, research, and medical environments to better serve society. Donations are kindly requested to this purpose.