2016
Keio University
Graduate School of Media and Governance
Master’s Program / Doctoral Program
Application Guidebook

Application Period I
(for those seeking admission in September 2016 or April 2017)

Application Period II
(for those seeking admission in April 2017 or September 2017)

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Admission Web Entry System at the website below:

https://entry.sfc.keio.ac.jp/gao_admission/
(Please refer to p.9 for Application Guidebook Number)

The following guidelines are designed for those who wish to enroll in the Master’s Program at the Graduate School of Media and Governance.

Information about the Application through Internal Recommendation for Current Students of Keio University Faculty of Policy Management and Faculty of Environment and Information Studies is published separately. Please refer to the following SFC website:

Both ‘Application to the Graduate School of Media and Governance (Application Period I)’ and ‘Application through Internal Recommendation (Spring Semester)’ cannot be made in the same academic year.
Both ‘Application to the Graduate School of Media and Governance (Application Period II)’ and ‘Application through Internal Recommendation (Fall Semester)’ cannot be made in the same academic year.

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

Updated: May 2, 2016
http://www.sfc.keio.ac.jp/gsmg/en/docs/2016_applicationguidebook_e.pdf#page=71
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 receives from individuals (the minimum necessary) may be provided to them.

In principle, Keio University does not disclose personal information of individuals to third parties. 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. In addition, personal information data statistically processed to ensure applicants’ anonymity will be used as survey and research materials for applicant selection at the University.

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 rescheduling or postponements, applicants 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.

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 for any changes.

SFC Admissions News http://www.sfc.keio.ac.jp/admissions/ (in Japanese only)
**Special Measures Taken for Victims of Large-scale Natural Disasters**
Applicants who were affected by a large-scale natural disaster may be eligible for receiving financial support from the university depending on conditions. For details, please contact the Admissions Office of the Graduate School of Media and Governance.

**Disqualification of Admission**
In the event that information indicated on application documents is incorrect or fraudulent, eligibility of application and admission will be cancelled. Furthermore, any successful applicant who tarnishes the good name of Keio University or behaves in any other manner counter to his or her obligations as a Keio University student will have his or her eligibility to enroll cancelled.

**Applicants with Physical Disabilities Who Require Special Attention**
Applicants with physical disabilities who require special attention during admission procedures and attendance at school should inform the Admissions Office of the Graduate School of Media and Governance at least one month before the last day of the application period.
I. Admissions Policy
The Graduate School of Media and Governance aims at developing true professionals who are able to “Identify Problems and Find Solutions” through interdisciplinary viewpoints and methods drawn from a wide range of academic fields such as environment, information, life sciences, governance, management, social sciences, culture and linguistics. Students are accepted not only from domestic universities but worldwide—both international students and career professionals. Without placing limitations in undergraduate fields of study or individual academic areas, we look forward to welcoming students who are willing to challenge themselves by identifying diverse problems of an increasingly complex society and by employing original methods to find solutions through various projects. Admission to the University may be chosen from either April or September, and entrance examinations are held twice a year. The entrance examination consists of a first-round evaluation (document screening and essay test), and a second-round evaluation (interview), and applicants are evaluated comprehensively for their academic aptitudes, research motivations, research competencies, and others. Exceptions are applications for Doctoral Program for Career Professionals and applications for Doctoral Programs where the essay test is exempt. Applications from overseas will be evaluated only by document screening.

II. 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>200</td>
</tr>
<tr>
<td>Doctoral Program</td>
<td>Media and Governance</td>
<td>50</td>
</tr>
</tbody>
</table>

The admission quota refers to the total number of students admitted through all application categories in April and September each academic year.

III. Application Categories
The Master’s Program has four categories for application, namely ‘Application from within Japan,’ ‘Application from Overseas,’ ‘Application for Career Professionals,’ and ‘Application through Internal Recommendation for Current Students of Keio University Faculty of Policy Management and Faculty of Environment and Information Studies.’ 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.

Please note that guidelines for applying to the Master’s Program through the ‘Application through Internal Recommendation for Current Students of Keio University Faculty of Policy Management and Faculty of Environment and Information Studies’ category are published separately.

The Doctoral Program has three categories for application, namely ‘Application from within Japan,’ ‘Application from Overseas,’ and ‘Doctoral Program for Career Professionals.’ 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.
IV. The Program System

There are eight research fields called Programs. All graduate students are expected to belong to a Program and then pursue research consistent with the guidelines set by the Program they opt for. Upon successfully fulfilling requirements, master’s students will be awarded a Program Certificate in addition to a Master’s Degree. For further details on each program, refer to the following website:
http://www.sfc.keio.ac.jp/gsmg/en/education/program/

<table>
<thead>
<tr>
<th>Program Names</th>
<th>Codes</th>
</tr>
</thead>
<tbody>
<tr>
<td>Global Governance and Regional Strategy</td>
<td>GR</td>
</tr>
<tr>
<td>Human Security and Communications</td>
<td>HC</td>
</tr>
<tr>
<td>Policy Making and Social Innovation</td>
<td>PS</td>
</tr>
<tr>
<td>Cognition, Sense-Making and Biophysical Skills</td>
<td>CB</td>
</tr>
<tr>
<td>Environmental Design and Governance</td>
<td>EG</td>
</tr>
<tr>
<td>X-Design</td>
<td>XD</td>
</tr>
<tr>
<td>Cyber Informatics</td>
<td>CI</td>
</tr>
<tr>
<td>Systems Biology</td>
<td>BI</td>
</tr>
</tbody>
</table>

GR, PS, CB and XD programs require Japanese proficiency in order to be completed.

V. The Professional Courses

The graduate school (Master’s/Doctoral Program) 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 a Professional Course, excluding the Global Environmental System Leaders Course, can acquire a Certificate of Course Completion in addition to a Master’s Program.

The Environmental Innovator Course and the Global Environmental System Leaders Course are available to doctoral students also. Students who successfully complete the Doctoral Program and meet the requirements set by a Professional Course can acquire a Certificate of Course Completion in addition to a doctoral degree.

For further details, applicants are advised to refer to the following website:

<table>
<thead>
<tr>
<th>Course Names</th>
<th>Codes</th>
</tr>
</thead>
<tbody>
<tr>
<td>Social Innovator</td>
<td>SI</td>
</tr>
<tr>
<td>Environmental Innovator</td>
<td>EI</td>
</tr>
<tr>
<td>Global Environmental System Leaders</td>
<td>GESL</td>
</tr>
<tr>
<td>IT Specialist (Security)</td>
<td>ITSP</td>
</tr>
</tbody>
</table>

The Social Innovator and IT Specialist (Security) Courses require Japanese proficiency in order to be completed. Applicants who wish to take any of the above courses should attend course orientation during the orientation period and complete course registration. Detailed information about the orientation will be available at the time of Admission Registration.

The IT Specialist (Security) Course is available to those who enroll in April only.

The following Professional Courses are also available to doctoral applicants.

<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>
VI. International Advanced Degrees Course

The International Advanced Degrees Course (IADC) offers Master’s Degrees for students wishing to apply, complete course work and all other requirements for the Course in the English language. English is the medium of instruction and also the language in which all assignments are to be submitted. English-speaking students will join Japanese-speaking students in the same Master’s Program and Research Projects.

Other than the fact that students in the IADC take classes given in English, there is no distinction between English-speaking and Japanese-speaking students. Students completing the IADC will receive the same Master’s degree (Master of Media and Governance) as other students in the Graduate School of Media and Governance.

The Graduate School of Media and Governance covers a wide range of research specialties and currently there are eight main research groups called Programs. Each IADC applicant to the Graduate School of Media and Governance must choose one of the following four Programs before submitting his or her application:

- Human Security and Communications (HC)
- Environmental Design and Governance (EG)
- Cyber Informatics (CI)
- Systems Biology (BI)

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>

Please note that the other Programs and Professional Courses require Japanese proficiency and are not available to IADC applicants.

Applicants who wish to take IADC should attend course orientation during the orientation period and complete course registration. Detailed information about the orientation will be available at the time of Admission Registration.

VII. EDGE Global Innovator Program

Our goal is to help entrepreneurs develop real projects that are grounded in an international outlook and with international ambitions. Projects with a social benefit or intention are preferred. The KEIO EDGE Global Innovator Program is grounded in Design Thinking, an approach to managing innovation that is focused on intense collaboration and creative idea development. Participants are asked to clearly define a project and to organize a group of collaborators and mentors both in Japan and overseas that will help them take the next step in their journey to create a new product or service. http://edge.sfc.keio.ac.jp/
VIII. Application Fee

<table>
<thead>
<tr>
<th>Program</th>
<th>Application from within Japan</th>
<th>Application for Career Professionals</th>
<th>Application from Overseas</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Master's Program</strong></td>
<td>35,000 Yen</td>
<td>35,000 Yen</td>
<td>15,000 Yen</td>
</tr>
<tr>
<td><strong>Doctoral Program</strong></td>
<td>35,000 Yen</td>
<td>35,000 Yen</td>
<td>15,000 Yen</td>
</tr>
</tbody>
</table>

Applicants should send a money order (郵便為替) of 35,000 yen (issued at any post office in Japan) together with other completed application documents to the Admissions Office.

Follow the directions given on the website below to make the payment.

Please note that online payment of the application fee requires the Applicant Entry ID issued when Admission Web Entry is completed.

Application Fee Refunds

In principle, application fees cannot be refunded. However, refunds will be considered in the following special circumstances:

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

Applicants to whom the special circumstances above 1. or 2. apply should contact the Admissions Office by the following dates at the latest:
- Monday, June 6, 2016 for Application Period I
- Wednesday, November 2, 2016 for Application Period II

IX. 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 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” 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: Email: gao-request@sfc.keio.ac.jp
X. Application Method and Application Period

Application involves 1. Submission of documents online through the Admission Web Entry System and 2. Submission of documents by postal mail. BOTH, not just one, procedures must be completed in order for an application to be considered.

Incomplete applications and those submitted past the deadline will not be processed.

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

1. Submission of Documents Online through the Admission Web Entry System

See the “Details of Application Documents to be Submitted Online” section of the relevant admissions category for details.

Applicants must first obtain an Applicant Entry ID by following the instructions on the Admission Web Entry System at the website below:
https://entry.sfc.keio.ac.jp/gao_admission/

The Application Guidebook Number required for obtaining an Applicant Entry ID is:

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<tr>
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<tbody>
<tr>
<td></td>
<td>22586900</td>
<td>33648473</td>
</tr>
</tbody>
</table>

Please make note of your Applicant Entry ID.

After obtaining an Applicant Entry ID, login to “My Page” (the email address and password registered at time of obtaining an Applicant Entry ID will be asked for) and fill in forms as required within the Admission Web Entry period.

2. Submission of Application Documents by Postal Mail

See the “Details of Application Documents to be Submitted by Postal Mail” section of the relevant admissions category for details.

Application Period I: From Monday, May 16, 2016 to Wednesday, May 18, 2016
Application Period II: From Tuesday, October 11, 2016 to Thursday, October 13, 2016

- Application Documents to be Submitted by Postal Mail must be sent in; they will not be accepted at the Admissions Office counter.
- Applications will be accepted during the designated application period only. Applications that do not meet the deadline will not be accepted.
- Applications should be sent by affixing the Address Label (Print out the “Address Label” screen that appears after completing documents in the Admission Web Entry System) 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.

XI. 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://entry.sfc.keio.ac.jp/gao_admission/

*Applicant Entry ID and password for the Web Entry System are required.

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<tbody>
<tr>
<td></td>
<td>10:00 a.m., Thursday, June 2, 2016—9:59 a.m., Monday, July 11, 2016</td>
<td>10:00 a.m., Thursday, October 27, 2016—9:59 a.m., Monday, November 28, 2016</td>
</tr>
</tbody>
</table>

If applicable, applicants must bring their examination ticket to the venue of examination and interview conducted by the Graduate School of Media and Governance.
XII. Screening Procedures

FLOW CHART OF 2016 ACADEMIC YEAR SCREENING PROCEDURES

See following pages for details of each step.

Check Eligibility Requirements, Contacting a Graduate School Committee Member

Submission of Documents Online through the Admission Web Entry System
(https://entry.sfc.keio.ac.jp/gao_admission/)

【Application Period I】9:00 a.m., Monday, May 9, 2016 - 10:59 p.m., Wednesday, May 18, 2016
【Application Period II】9:00 a.m., Wednesday, September 28, 2016 - 10:59 p.m., Thursday, October 13, 2016

Payment of Application Fee

【Application Period I】9:00 a.m., Monday, May 9, 2016 - 10:59 p.m., Wednesday, May 18, 2016
【Application Period II】9:00 a.m., Wednesday, September 28, 2016 - 10:59 p.m., Thursday, October 13, 2016

Period for Submitting Application Documents by Postal Mail

【Application Period I】Monday, May 16, 2016 - Wednesday, May 18, 2016
【Application Period II】Tuesday, October 11, 2016 - Thursday, October 13, 2016
*If applications are sent from within Japan, they must be postmarked on or before the last day of the application period.
*If applications are sent from overseas, they must arrive on or before the last day of the application period.

Period during which Application Status can be Confirmed

【Application Period I】10:00 a.m., Thursday, June 2, 2016 - 4:59 p.m., Monday, July 11, 2016
【Application Period II】10:00 a.m., Thursday, October 27, 2016 - 4:59 p.m., Monday, November 28, 2016

Master’s Program:
Application from Overseas

Doctoral Program:
Application from within Japan

Doctoral Program:
Application from Overseas

Doctoral Program for Career Professionals

Master’s Program:
Application for Career Professionals

Master’s Program:
Application from within Japan

Essay Test

【Application Period I】Saturday, June 11, 2016
【Application Period II】Saturday, November 5, 2016

Announcement of First-round Results

【Application Period I】3:00 p.m., Thursday, June 23, 2016
【Application Period II】3:00 p.m., Thursday, November 17, 2016

Second-round Examination (Interview)

【Application Period I】Saturday, July 9, 2016
【Application Period II】Saturday, November 26, 2016

Announcement of Successful Applicants

【Application Period I】10:00 a.m., Monday, July 11, 2016
【Application Period II】10:00 a.m., Monday, November 28, 2016

Sending Out of Admission Registration Documents

【Entering in September 2016】Early August, 2016 (tentative)
【Entering in April 2017】Early February, 2017 (tentative)
【Entering in September 2017】Early August, 2017 (tentative)

Admission Registration Deadline

Friday, September 2, 2016 (tentative)
Friday, March 3, 2017 (tentative)
Friday, September 1, 2017 (tentative)
XIII. Master’s Program
General Entrance Examination:
Application from within Japan

1. Eligibility Requirements

Applicants need to fulfill at least one of the requirements mentioned in sections a) to e) below:

a) They must have graduated or be scheduled to graduate from a university in Japan or overseas before September 21, 2016 for September 2016 enrollment, before March 31, 2017 for April 2017 enrollment, or before September 21, 2017 for September 2017 enrollment in the Graduate School of Media and Governance.

b) 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, 2016 for September 2016 enrollment, before March 31, 2017 for April 2017 enrollment, or before September 21, 2017 for September 2017 enrollment in the Graduate School of Media and Governance.

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

d) 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 Friday, April 8 (Application Period I) / Monday, September 5 (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 the 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 2016 (Application Period I, 2016), or

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

(1) Those who wish to enroll in September 2016 must have been enrolled in an undergraduate program for three years or more by September 21, 2016 (the end of March 2017 for those who wish to enroll in April 2017). 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.

(2) Those who wish to enroll in September 2016 must be scheduled to earn 90 or more undergraduate credits by September 21, 2016 (the end of March 2017 for those who wish to enroll in April 2017). 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.

(3) Those who wish to enroll in September 2016 must have earned 60 or more undergraduate credits by the end of March 2016 (the end of September 2016 for those who wish to enroll in April 2017). Any credits earned from courses not deemed necessary for graduation, such as Optional Subject (Jiyu Kamoku) will not be considered.

(4) Those who wish to enroll in September 2016 must fulfill one of the requirements mentioned below by the end of March 2016 (the end of September 2016 for those who wish to enroll in April 2017).

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 sixth semester and 96 credits or more when they are going to apply in their seventh 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.

e) 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 Friday, April 8 (Application Period I) / Monday, September 5 (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
2. Schedule

All times are indicated in Japan Standard Time

<table>
<thead>
<tr>
<th>Application Period I, 2016 (for those seeking admission in September 2016 or April 2017)</th>
<th>Application Period II, 2016 (for those seeking admission in April 2017 or September 2017)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Application Fee Payment Period</td>
<td>9:00 a.m., Monday, May 9, 2016-10:59 p.m., Wednesday, May 18, 2016</td>
</tr>
<tr>
<td>Admission Web Entry Period</td>
<td>9:00 a.m., Monday, May 9, 2016-10:59 p.m., Wednesday, May 18, 2016</td>
</tr>
<tr>
<td>Application Period*</td>
<td>Monday, May 16, 2016- Wednesday, May 18, 2016</td>
</tr>
<tr>
<td>Examination—First-round 90 minute essay test Venue: O(Omega) Building</td>
<td>10:00 a.m., Saturday, June 11, 2016</td>
</tr>
<tr>
<td>Announcement of Examination—First-round Result</td>
<td>3:00 p.m., Thursday, June 23, 2016</td>
</tr>
<tr>
<td>Examination—Second-round Interview Venue: applicants will be notified</td>
<td>Saturday, July 9, 2016</td>
</tr>
<tr>
<td>Announcement of Successful Applicants</td>
<td>10:00 a.m., Monday, July 11, 2016</td>
</tr>
</tbody>
</table>

*If applications are sent from within Japan, they must be postmarked on or before the last day of the application period.
*If applications are sent from overseas, they must arrive on or before the last day of the application period.

3. Screening Method

The first-round of screening will be based on the evaluation of submitted application documents and an essay test conducted at the Keio University SFC. The academic level of applicants, their motivation to conduct research, and research capability are comprehensively evaluated.

Those who qualify the first-round of screening will be interviewed. The interview constitutes the second-round of screening. Inquiries regarding the content or result of the examination and screening will not be entertained.

- **First-round**

  Applicants must bring their examination ticket with them and be at the examination venue no later than 10:00 a.m. Details of the venue for the first-round of examination will be announced on the notice board on the day of the examination. The essay composition is intended to measure the applicant's academic acumen, such as problem identification, problem-solving skills and perspicacity required for studying in the Master’s Program of the Graduate School of Media and Governance. Applicants are required to read the materials provided to them and write essays in order to answer set questions. The essays should be approximately 500 characters in Japanese or 250 words in English. The examination material comprises several sections and some of them are written in English. The themes of the sections are selected carefully so that examinees' majors or special knowledge in different undergraduate fields are not factors. Examinees are not allowed to bring dictionaries and wearable devices to the examination venue. The duration of the essay test is 90 minutes.

- **Second-round**
Applicants must bring their examination ticket with them. The time of gathering for the interview will be announced to all applicants through the Admission Web Entry System on the day of announcement of first-round results—June 23, 2016 for Application Period I, and November 17, 2016 for Application Period II. Details of the venue will be posted on campus on the day of the interview.

4. Application Documents

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.

< Application Documents to be Submitted Online>

a) Application Form
b) Statement of Purpose
c) Research Plan
d) Letter of Acceptance to Act as a Research Supervisor, or Recommendation Letter
e) Research Experience (if any)
f) Other Supporting Documents (optional)

< Application Documents to be Submitted by Postal Mail>

g) Certificate of Graduation or Statement of Expected Graduation
h) Academic Transcript
i) Applicant Entry Form (Print out after completing documents in the Admission Web Entry System)
j) Application Fee Postal Money Order (郵便為替)
k) Address Labels (Print out after completing documents in the Admission Web Entry System)
l) Submission of Documents in Certain Cases

5. Details of Application Documents to be Submitted Online

a) Application Form
   • Follow the instructions found online.
   • The current address, telephone number and email address of applicants will be used for contacting applicants. Therefore applicants must be sure to write contact information at which they can be reached at all times.
   • Upload photo data. The photo of the applicant should be a full-face view with no hat or headgear (unless worn for religious purposes), have a plain background, and have been taken within three months of the application deadline. It can be in black-and-white or color. The file size should be no more than 500KB. The uploaded photo will be used to verify identification during the application process and after enrollment. Photos that do not easily identify the applicant may be cause for disqualification.

b) Statement of Purpose
   Applicants should describe their reason for application, activities since graduating from high school, and objectives after enrolling in the Graduate School of Media and Governance.
   • The Statement of Purpose should be word processed whenever possible and uploaded as a PDF file (portrait: plan written horizontally, without a cover page)
   • The applicant’s name and affiliation (faculty, university, etc.) should be written on the first page
   • There are no requirements regarding format, number of words, etc., but it must be five A4 size pages in length or less with page numbers (current page/total pages) centered at the bottom of each page (e.g., 1/5, 2/5, 3/5, 4/5, 5/5)
c) **Research Plan**

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
  - Others (if any)

- The research plan should be word processed whenever possible and uploaded as a PDF file (portrait: plan written horizontally, without a cover page) The applicant’s name and affiliation (faculty, university, etc.) should be written on the first page.

- There are no requirements regarding format, number of words, etc., but it must be five A4 size pages in length or less with page numbers (current page/total pages) centered at the bottom of each page (e.g., 1/5, 2/5, 3/5, 4/5, 5/5).

Applicants should make sure 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.

d) **Letter of Acceptance to Act as a Research Supervisor, or Recommendation Letter**

Applicants should submit a Letter of Acceptance to Act as a Research Supervisor or a Recommendation Letter.

**Letter of Acceptance to Act as a Research Supervisor**

Applicants must obtain advance approval of one graduate school committee member of their program of choice and make a request to fill in the Letter of Acceptance to Act as Research Supervisor Form. Information regarding programs and a list of graduate school committee members for each program can be found at the following:

http://www.sfc.keio.ac.jp/en/academics/graduate/program_m/

Procedures for preparing the Letter of Acceptance to Act as Research Supervisor:

**By the applicant**

1. Login to “My Page” on the Admission Web Entry System
2. Register the graduate school committee member in the “research supervisor” field
3. The graduate school committee member will receive a dedicated URL link to the form to be filled out and the Applicant’s Entry ID

**By the graduate school committee member**

1. Access the URL link received by email and follow the instructions for registering as research supervisor and setting up a password
2. Login to the page for writing a “Letter of Acceptance to Act as Research Supervisor”
3. Enter information and comments regarding the applicant (entries can be temporarily saved)
4. When all fields have been filled out, click on the “Submit” button

- The Applicant Entry Form cannot be printed out until the Letter of Acceptance to Act as Research Supervisor is filled out in full.
Supervisor is completed. Since the Applicant Entry Form is one of the documents to be submitted by postal mail, applicants should make requests for the Letter of Acceptance to Act as Research Supervisor well in advance.

- The website pages to be viewed by Research Supervisors are written in both Japanese and English. Items on the form can be seen on the Admission Web Entry System. Applicants cannot view the contents of the Letter of Acceptance to Act as Research Supervisor written for them.

- It is highly recommended that the Letter of Acceptance to Act as Research Supervisor be submitted through the Admission Web Entry System, but if a Research Supervisor cannot prepare the Letter of Acceptance to Act as Research Supervisor online for some reason, applicants should have the Research Supervisor fill out a printed version of the Letter of Acceptance to Act as Research Supervisor form (downloaded from the Admission Web Entry System) and the Research Supervisor should place it in a suitable sealed envelope. Applicants should submit the sealed envelope together with application documents to be submitted by postal mail. If the Research Supervisor plans to send the Letter of Acceptance to Act as Research Supervisor directly to the Admissions Office, it must be postmarked on or before the deadline date for mailing within Japan, or it must reach the Admissions Office on or before the deadline date for mailing from overseas.

**Recommendation Letter**

- Applicants should have a recommender of their choice write and submit a Recommendation Letter.

- Procedures for having the Recommendation Letter written are basically the same as for the Letter of Acceptance to Act as Research Supervisor.

Please note the following:

- The Applicant Entry Form cannot be printed out until the Recommendation Letter is completed. Since the Applicant Entry Form is one of the documents to be submitted by postal mail, applicants should make a request for the Recommendation Letter well in advance.

- The website pages to be viewed by the recommenders are written in both Japanese and English. Items on the form can be seen on the Admission Web Entry System. Applicants cannot view the contents of the Recommendation Letter written for them.

- It is highly recommended that the Recommendation Letter be submitted through the Admission Web Entry System, but if a recommender cannot prepare the Recommendation Letter online for some reason, applicants should have the recommender fill out a printed version of the Recommendation Letter form (downloaded from the Admission Web Entry System) and the recommender should place it in a suitable sealed envelope. Applicants should submit the sealed envelope together with application documents to be submitted by postal mail. If the recommender plans to send the Recommendation Letter directly to the Admissions Office, it must be postmarked on or before the deadline date for mailing within Japan, or it must reach the Admissions Office on or before the deadline date for mailing from overseas.

e) **Research Experience (if any)**

Applicants who wish to make note of their Graduation Thesis should enter the Graduation Thesis title, etc. Uploading of the Graduation Thesis itself (should be a PDF file of 100MB or less) is also permitted.

f) **Other Supporting Documents (optional)**

- Applicants may submit supporting materials as proof of their abilities and skills. These may include papers, works (video films, music, photos, portfolio, etc.) and standardized test results. Other than the following, there are no restrictions regarding supporting documents.

- Upload supporting materials with descriptions and explanations of them. Summaries, supporting comments, etc. should be entered into the designated field on the web page.

- Materials that may be submitted are limited to: PDF files, JPG files, and videos that can be
- Up to ten items in total of PDF, JPG, and videos may be submitted.
- Each file should be less than 100MB. Total size of all submitted files together should be less than 450MB. Files any larger cannot be uploaded.
- PDF files should be A4 size. When there is more than one page, include page numbers wherever possible.
- For materials that involve grading and selection criteria such as certifications, selection as a candidate to international student delegations, etc., applicants should provide, wherever possible, not only the end results but also materials that describe the selection criteria or grading system in detail. Upload these materials as PDF files.

6. Details of Application Documents to be Submitted by Postal Mail

   g) 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. Be sure to submit the original certificate. Photocopies and certificates without issue date will not be accepted. 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.

   h) Academic Transcript
   Applicants must submit an academic transcript from their undergraduate institution. It should have been issued within three months before the application deadline. Be sure to submit the original certificate. Photocopies and certificates without issue date will not be accepted. 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.

   i) Applicant Entry Form (Print out after completing documents in the Admission Web Entry System)
   Once documents a)–d) of the previous section have been filled out online and submitted through the Admission Web Entry System, the Applicant Entry Form screen will appear and can be printed out. Printouts should be on A4 size paper in black and white, or color. Be sure to sign the Applicant Entry Form printout according to the instructions before sending.

   j) Application Fee Postal Money Order (郵便為替)
   Obtain a postal money order (郵便為替) of 35,000 yen issued at any Japan Post Bank or post office in Japan. The postal money order should be submitted together with other documents to be submitted by postal mail.

   k) Address Labels (Print out after completing documents in the Admission Web Entry System)
   Once documents a)–d) of the previous section have been filled out online and submitted through the Admission Web Entry System, the address label can be printed out. Printouts should be on A4 size paper in black and white, or color, and the address label should be cut off from the dotted line. Applications should be sent by affixing the address label to a suitable envelope. If applications are sent from within Japan, they should be sent by “simple registered express mail” (簡易書留) 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. Neatly place Application Documents to be Submitted by Postal Mail in an envelope that is large enough so that the documents do not need to be folded.
I) Submission of Documents in 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>Foreign Nationals</td>
<td>i. Photocopy of passport</td>
<td>Submit the following documents:</td>
</tr>
<tr>
<td>Currently enrolled in a graduate school or was enrolled in a</td>
<td>Academic transcript and/or certificates 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 transferred faculties or graduate schools within the same university, submit a certificate for each. If you have completed or are scheduled to complete a master’s degree course, submit the degree certificate or statement of expected acquisition of a degree.</td>
</tr>
<tr>
<td>graduate school in the past</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Was enrolled in two or more universities or graduate schools in</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. If you have completed or are scheduled to complete a master’s degree course, submit the degree certificate or statement of expected acquisition of a degree.</td>
</tr>
<tr>
<td>the past</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Graduated (or is expected to graduate) from a university outside</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>Japan</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Name on the certificate(s) and other documents differs from the</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>
<tr>
<td>name used for application documents</td>
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</tbody>
</table>
7. Announcement of Results

Applicants can check the results of their first-round and second-round screenings from the Admission Web Entry System by entering their Applicant Entry ID and password. http://entry.sfc.keio.ac.jp/gao_admission/

<table>
<thead>
<tr>
<th>Dates Results Can Be Confirmed</th>
<th>First-round results</th>
<th>Second-round results</th>
</tr>
</thead>
<tbody>
<tr>
<td>Application Period I, 2016</td>
<td>3:00 p.m., Thursday, June 23, 2016—4:59 p.m., Saturday, July 9, 2016</td>
<td>10:00 a.m., Monday, July 11, 2016—4:59 p.m., Friday, September 2, 2016</td>
</tr>
<tr>
<td>Application Period II, 2016</td>
<td>3:00 p.m., Thursday, November 17, 2016—4:59 p.m., Saturday, November 26, 2016</td>
<td>10:00 a.m., Monday, November 28, 2016—4:59 p.m., Friday, March 3, 2017</td>
</tr>
</tbody>
</table>
XIV. Master’s Program
General Entrance Examination: Application from Overseas

1. 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 a) and b) below:

a) Regardless of nationality, 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.

b) 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.

In addition to the requirements mentioned above, applicants need to fulfill at least one of the requirements mentioned in sections c) to g) below:

c) They must have graduated or be scheduled to graduate from a university in Japan or overseas before September 21, 2016 for September 2016 enrollment, before March 31, 2017 for April 2017 enrollment, or before September 21, 2017 for September 2017 enrollment in the Graduate School of Media and Governance.

d) 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, 2016 for September 2016 enrollment, before March 31, 2017 for April 2017 enrollment, or before September 21, 2017 for September 2017 enrollment in the Graduate School of Media and Governance.

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

f) 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 Friday, April 8 (Application Period I) / Monday, September 5 (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 the 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 2016 (Application Period I, 2016), or

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

1. Those who wish to enroll in September 2016 must have been enrolled in an undergraduate program by September 21, 2016 (the end of March 2017 for those who wish to enroll in April 2017). 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.

2. Those who wish to enroll in September 2016 must be scheduled to earn 90 or more undergraduate credits by September 21, 2016 (the end of March 2017 for those who wish to enroll in April 2017). 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.

3. Those who wish to enroll in September 2016 must have earned 60 or more undergraduate credits by the end of March 2016 (the end of September 2016 for those who wish to enroll in April 2017). Any credits earned from courses not deemed necessary for graduation, such as Optional Subject (Jiyu Kamoku) will not be considered.

4. Those who wish to enroll in September 2016 must fulfill one of the requirements mentioned below by the end of March 2016 (the end of September 2016 for those who wish to enroll in April 2017).
   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 sixth semester and 96 credits or more when they are going to apply in their seventh 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.

   g) 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 Friday, April 8 (Application Period I) / Monday, September 5 (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

2. Schedule

<table>
<thead>
<tr>
<th>All times are indicated in Japan Standard Time</th>
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<tbody>
<tr>
<td>Application Fee Payment Period</td>
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<td></td>
</tr>
<tr>
<td>Application Fee Payment Period</td>
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<td></td>
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<tr>
<td>Admission Web Entry Period</td>
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<tr>
<td></td>
</tr>
<tr>
<td>Application Period*</td>
</tr>
<tr>
<td></td>
</tr>
<tr>
<td>Announcement of Successful Applicants</td>
</tr>
<tr>
<td></td>
</tr>
</tbody>
</table>

*If applications are sent from within Japan, they must be postmarked on or before the last day of the application period.
*If applications are sent from overseas, they must arrive on or before the last day of the application period.

3. 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 6 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 will not be available from the day after the expiry of each application period to the 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.

4. Procedure for Application from Overseas

a) Read the application guidebook carefully.
b) Discuss your research plan thoroughly with a graduate school committee member of the Program you wish to participate in and obtain an informal consent to act as your research supervisor.
   - Research theme
   - Schedule for research and acquiring degree
   - Your style of research within the Program you wish to join
   - What would be expected of you as a Program member
c) Prepare a realistic plan to finance your education.
d) Register on the Admission Web Entry System and submit Application Documents to be Submitted Online, and print out the Applicant Entry Form.
e) Pay the Application Fee (For further information see page 9).
f) Send the Application Documents to be Submitted by Postal Mail to the Admissions Office.
   Applications that arrive after the application period will not be accepted.
   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.
g) Print out the Examination Ticket (For further information see page 10).
h) Check the results of your application screening through the Admission Web Entry System by entering your Applicant Entry ID and password.

5. Screening Method

Screening of applicants will be based on 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.

6. Application Documents

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.

< Application Documents to be Submitted Online>

a) Application Form
b) Statement of Purpose
c) Research Plan
d) Letter of Acceptance to Act as a Research Supervisor, or Recommendation Letter
e) Research Experience (if any)
f) Other Supporting Documents (optional)
g) Video about your Research Plan  
h) Record of Communication (as detailed as possible in Japanese or English)

< Application Documents to be Submitted by Postal Mail >
i) Certificate of Graduation or Statement of Expected Graduation  
j) Academic Transcript  
k) Applicant Entry Form (Print out after completing documents in the Admission Web Entry System)  
l) Proof of Application Fee Payment  
m) Address Labels (Print out after completing documents in the Admission Web Entry System)  
n) Submission of Documents in Certain Cases

7. Details of Application Documents to be Submitted Online

a) Application Form  
- Follow the instructions found online.  
- The current address, telephone number and email address of applicants will be used for contacting applicants. Therefore applicants must be sure to write contact information at which they can be reached at all times.  
- Upload photo data. The photo of the applicant should be a full-face view with no hat or headgear (unless worn for religious purposes), have a plain background, and have been taken within three months of the application deadline. It can be in black-and-white or color. The file size should be no more than 500KB. The uploaded photo will be used to verify identification during the application process and after enrollment. Photos that do not easily identify the applicant may be cause for disqualification.

b) Statement of Purpose  
Applicants should describe their reason for application, activities since graduating from high school, and objectives after enrolling in the Graduate School of Media and Governance.  
- The Statement of Purpose should be word processed whenever possible and uploaded as a PDF file (portrait: plan written horizontally, without a cover page)  
- The applicant’s name and affiliation (faculty, university, etc.) should be written on the first page  
- There are no requirements regarding format, number of words, etc., but it must be five A4 size pages in length or less with page numbers (current page/total pages) centered at the bottom of each page (e.g., 1/5, 2/5, 3/5, 4/5, 5/5)

c) Research Plan  
(1) 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  
- Others (if any)  
(2) The research plan should be word processed whenever possible and uploaded as a PDF file
(portrait: plan written horizontally, without a cover page)

(3) The applicant’s name and affiliation (faculty, university, etc.) should be written on the first page.

(4) There are no requirements regarding format, number of words, etc., but it must be five A4 size pages in length or less with page numbers (current page/total pages) centered at the bottom of each page (e.g., 1/5, 2/5, 3/5, 4/5, 5/5).

(5) Applicants should make sure 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.

d) Letter of Acceptance to Act as a Research Supervisor, or Recommendation Letter
Applicants should submit a Letter of Acceptance to Act as a Research Supervisor or a Recommendation Letter.

**Letter of Acceptance to Act as a Research Supervisor**

**Applicants must obtain advance approval** of one graduate school committee member of their program of choice to fill in the Letter of Acceptance to Act as Research Supervisor Form. Information regarding programs and a list of graduate school committee members for each program can be found at the following:

http://www.sfc.keio.ac.jp/en/academics/graduate/program_m/

Procedures for preparing the Letter of Acceptance to Act as Research Supervisor:

**By the applicant**

1. Login to “My Page” on the Admission Web Entry System
2. Register the graduate school committee member in the “research supervisor” field
3. The graduate school committee member will receive a dedicated URL link to the form to be filled out and the Applicant’s Entry ID

**By the graduate school committee member**

1. Access the URL link received by email and follow the instructions for registering as research supervisor and setting up a password
2. Login to the page for writing a “Letter of Acceptance to Act as Research Supervisor”
3. Enter information and comments regarding the applicant (entries can be temporarily saved)
4. When all fields have been filled out, click on the “Submit” button

- The Applicant Entry Form cannot be printed out until the Letter of Acceptance to Act as Research Supervisor is completed. Since the Applicant Entry Form is one of the documents to be submitted by postal mail, applicants should make requests for the Letter of Acceptance to Act as Research Supervisor well in advance.
- The website pages to be viewed by Research Supervisors are written in both Japanese and English. Items on the form can be seen on the Admission Web Entry System. Applicants cannot view the contents of the Letter of Acceptance to Act as Research Supervisor written for them.
- It is highly recommended that the Letter of Acceptance to Act as Research Supervisor be submitted through the Admission Web Entry System, but if a Research Supervisor cannot prepare the Letter of Acceptance to Act as Research Supervisor online for some reason, applicants should have the Research Supervisor fill out a printed version of the Letter of Acceptance to Act as Research Supervisor form (downloaded from the Admission Web Entry System) and the Research Supervisor should place it in a suitable sealed envelope. Applicants should submit the sealed envelope together with application documents to be submitted by postal mail. If the Research Supervisor...
plans to send the Letter of Acceptance to Act as Research Supervisor directly to the Admissions Office, it must be postmarked on or before the deadline date for mailing within Japan, or it must reach the Admissions Office on or before the deadline date for mailing from overseas.

**Recommendation Letter**

- Applicants should have a recommender of their choice write and submit a Recommendation Letter.
- Procedures for having the Recommendation Letter written are basically the same as for the Letter of Acceptance to Act as Research Supervisor.
- Please note the following:
  - The Applicant Entry Form cannot be printed out until the Recommendation Letter is completed. Since the Applicant Entry Form is one of the documents to be submitted by postal mail, applicants should make a request for the Recommendation Letter well in advance.
  - The website pages to be viewed by the recommenders are written in both Japanese and English. Items on the form can be seen on the Admission Web Entry System. Applicants cannot view the contents of the Recommendation Letter written for them.
  - It is highly recommended that the Recommendation Letter be submitted through the Admission Web Entry System, but if a recommender cannot prepare the Recommendation Letter online for some reason, applicants should have the recommender fill out a printed version of the Recommendation Letter form (downloaded from the Admission Web Entry System) and the recommender should place it in a suitable sealed envelope. Applicants should submit the sealed envelope together with application documents to be submitted by postal mail. If the recommender plans to send the Recommendation Letter directly to the Admissions Office, it must be postmarked on or before the deadline date for mailing within Japan, or it must reach the Admissions Office on or before the deadline date for mailing from overseas.

**Research Experience (if any)**

Applicants who wish to make note of their Graduation Thesis should enter the Graduation Thesis title, etc. Uploading of the Graduation Thesis itself (should be a PDF file of 100MB or less) is also permitted.

**Other Supporting Documents (optional)**

- Applicants may submit supporting materials as proof of their abilities and skills. These may include papers, works (video films, music, photos, portfolio, etc.) and standardized test results. Other than the following, there are no restrictions regarding supporting documents.
- Upload supporting materials with descriptions and explanations of them. Summaries, supporting comments, etc. should be entered into the designated field on the web page.
- Materials that may be submitted are limited to: PDF files, JPG files, and videos that can be played on Windows Media Player (*.wmd*, *.mpg, *.avi, *.wmv, *.mp4).
- Up to ten items in total of PDF, JPG, and videos may be submitted.
- Each file should be less than 100MB. Total size of all submitted files together should be less than 450MB. Files any larger cannot be uploaded.
- PDF files should be A4 size. When there is more than one page, include page numbers wherever possible.
- For materials that involve grading and selection criteria such as certifications, selection as a candidate to international student delegations, etc., applicants should provide, wherever possible, not only the end results but also materials that describe the selection criteria or grading system in detail. Upload these materials as PDF files.

**Video about your Research Plan**

- Present what you have accomplished up until now, and your goals for the future in a video
approximately three minutes in length.

- Format: The video must be playable in Windows Media Player (*.wmv, *.mpg, *.avi, *.wmv, *.mp4)
- The video must include scenes showing the applicant. Animated or processed scenes will not be accepted.
- The video file must be no larger than 200MB.
- Videos that are four minutes or longer will not be accepted as application material.

h) Record of Communication (as detailed as possible in Japanese or English)
Applicants must upload a record of communication (as detailed as possible) between him/her and the graduate school committee member who belongs to applicant’s preferred Program. A record of email communication is preferred. The record should be as detailed as possible (should be a PDF file of 100MB or less), and applicants should show that they discussed their research plan with a graduate school committee member who belongs to their desired Program, and obtained an informal consent from him/her to supervise the applicant.

8. Details of Application Documents to be Submitted by Postal Mail

i) 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**. Be sure to submit the original certificate. Photocopies and certificates without issue date will not be accepted. 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.

j) Academic Transcript
Applicants must submit an academic transcript from their undergraduate institution. **It should have been issued within three months before the application deadline**. Be sure to submit the original certificate. Photocopies and certificates without issue date will not be accepted. 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.

k) Applicant Entry Form (Print out after completing documents in the Admission Web Entry System)
Once documents a)-d), g) and h) of the previous section have been filled out online and submitted through the Admission Web Entry System, the Applicant Entry Form screen will appear and can be printed out. Printouts should be on A4 size paper in black and white, or color. Be sure to sign the Applicant Entry Form printout according to the instructions before sending.

l) 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.

m) Address Labels (Print out after completing documents in the Admission Web Entry System)
Once documents a)-d), g) and h) of the previous section have been filled out online and submitted through the Admission Web Entry System, the address label can be printed out. Printouts should be on
A4 size paper in black and white, or color, and the address label should be cut off from the dotted line. Applications should be sent by affixing the address label 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. Neatly place Application Documents to be Submitted by Postal Mail in an envelope that is large enough so that the documents do not need to be folded.

n) Submission of Documents in 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>
</table>
| Foreign Nationals*                                                   | i. Photocopy of Passport
   ii. Japanese Language Proficiency Survey Form
   iii. Documents or Test Results Certifying Applicant’s Japanese or English Language Ability | Submit the following documents;
   i. Photocopy of passport ID page.  
   iii. Submit the original certificate of Japanese or English language proficiency test result. If this is not possible, the graduate school may accept other documents to certify Japanese or English ability. |
| Applicants Who Require Keio University to Apply for Their Certificate of Eligibility (COE) on Their Behalf | i. Application form for COE
   ii. Proof of Bank Account Balance or Proof of Receipt of a Scholarship | i. Fill in the forms and affix applicant photo in the designated space.
   http://www.sfc.keio.ac.jp/gsmg/docs/applicationforCOE.pdf
   ii. Submit proof of bank account balance or receipt of 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 the applicant’s behalf.
   • The bank account does not need to be in the applicant’s name.
   • If the applicant is planning to pay the fees required for admission with scholarships but has not yet received notification of scholarship award, a proof of bank account balance should be submitted for the time being. |
<table>
<thead>
<tr>
<th>Case</th>
<th>Document to be Submitted</th>
<th>Note</th>
</tr>
</thead>
<tbody>
<tr>
<td>Japanese Citizens</td>
<td>Certificate of Enrollment at an Educational Institution or Proof of Current Employment</td>
<td>Submit the 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.</td>
</tr>
<tr>
<td>Currently enrolled in a graduate school or was enrolled in a graduate school in the past</td>
<td>Academic transcript and/or certificates 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 transferred faculties or graduate schools within the same university, submit a certificate for each. If you have completed or are scheduled to complete a master’s degree course, submit the degree certificate or statement of expected acquisition of a degree.</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. If you have completed or are scheduled to complete a master’s degree course, submit the degree certificate or statement of expected acquisition of a degree.</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>

9. Announcement of Results

Applicants can check the results of their first-round and second-round screenings from the website by entering their user ID and password for the Web Entry System.

https://entry.sfc.keio.ac.jp/gao_admission/

DATES RESULTS CAN BE CONFIRMED

<table>
<thead>
<tr>
<th>Application Period I, 2016</th>
<th>10:00 a.m., Monday, July 11, 2016–4:59 p.m., Friday, September 2, 2016</th>
</tr>
</thead>
<tbody>
<tr>
<td>Application Period II, 2016</td>
<td>10:00 a.m., Monday, November 28, 2016–4:59 p.m., Friday, March 3, 2017</td>
</tr>
</tbody>
</table>
XV. Master’s Program
General Entrance Examination: Application for Career Professionals

Admissions screening in this application category takes into consideration that the applicant is a career professional at the time of application for the program. Unlike the Doctoral Program for Career Professionals, the Master’s Program for Career Professionals is not designed to be completed while continuing to work.

1. Eligibility Requirements
Applicants must have graduated from a university two or more years prior to the time of application.

2. Schedule

<table>
<thead>
<tr>
<th></th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Application Fee Payment Period</td>
<td>9:00 a.m., Monday, May 9, 2016 - 10:59 p.m., Wednesday, May 18, 2016</td>
<td>9:00 a.m., Wednesday, September 28, 2016 - 10:59 p.m., Thursday, October 13, 2016</td>
</tr>
<tr>
<td>Admission Web Entry Period</td>
<td>9:00 a.m., Monday, May 9, 2016 - 10:59 p.m., Wednesday, May 18, 2016</td>
<td>9:00 a.m., Wednesday, September 28, 2016 - 10:59 p.m., Thursday, October 13, 2016</td>
</tr>
<tr>
<td>Application Period*</td>
<td>Monday, May 16, 2016 - Wednesday, May 18, 2016</td>
<td>Tuesday, October 11, 2016 - Thursday, October 13, 2016</td>
</tr>
<tr>
<td>Announcement of Examination—First-round Result</td>
<td>3:00 p.m., Thursday, June 23, 2016</td>
<td>3:00 p.m., Thursday, November 17, 2016</td>
</tr>
<tr>
<td>Examination—Second-round Interview</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Venue: applicants will be notified</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Announcement of Successful Applicants</td>
<td>10:00 a.m., Monday, July 11, 2016</td>
<td>10:00 a.m., Monday, November 28, 2016</td>
</tr>
</tbody>
</table>

*If applications are sent from within Japan, they must be postmarked on or before the last day of the application period.

*If applications are sent from overseas, they must arrive on or before the last day of the application period.

3. 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 6 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.

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

The form will not be available from the day after the expiry of each application period to the day of announcement of successful applicants.

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.

4. Screening Method

- **First-round**
  
The first-round of screening will be based on the evaluation of submitted application documents. The academic level of applicants, their motivation to conduct research, and research capability are comprehensively evaluated.

- **Second-round**
  
  Those who qualify the first-round of screening will be interviewed. The interview constitutes the second-round of screening. Applicants must bring their examination ticket (see page 10 “Examination Ticket” for details) with them. The time of gathering for the interview will be announced to all applicants through the Admission Web Entry System on the day of announcement of first-round results—June 25, 2016 for Application Period I, and November 19, 2016 for Application Period II. Details of the venue will be posted on campus on the day of the interview.

Inquiries regarding the content or result of the screening will not be entertained.

5. Application Documents

*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.

< Application Documents to be Submitted Online>

a) Application Form  
b) Statement of Purpose  
c) Research Plan  
d) Letter of Acceptance to Act as a Research Supervisor  
e) Research Experience (if any)  
f) Other Supporting Documents (optional)

< Application Documents to be Submitted by Postal Mail>

g) Certificate of Graduation  
h) Academic Transcript  
i) Applicant Entry Form (Print out after completing documents in the Admission Web Entry System)  
j) Application Fee Postal Money Order (郵便為替)
6. Details of Application Documents to be Submitted Online

a) Application Form
   - Follow the instructions found online.
   - The current address, telephone number and email address of applicants will be used for contacting applicants. Therefore applicants must be sure to write contact information at which they can be reached at all times.
   - Upload photo data. The photo of the applicant should be a full-face view with no hat or headgear (unless worn for religious purposes), have a plain background, and have been taken within three months of the application deadline. It can be in black-and-white or color. The file size should be no more than 500KB. The uploaded photo will be used to verify identification during the application process and after enrollment. Photos that do not easily identify the applicant may be cause for disqualification.

b) Statement of Purpose
   Applicants should describe their reason for application, activities since graduating from high school, and objectives after enrolling in the Graduate School of Media and Governance.
   - The Statement of Purpose should be word processed whenever possible and uploaded as a PDF file (portrait: plan written horizontally, without a cover page)
   - The applicant’s name and affiliation (faculty, university, etc.) should be written on the first page
   - There are no requirements regarding format, number of words, etc., but it must be five A4 size pages in length or less with page numbers (current page/total pages) centered at the bottom of each page (e.g., 1/5, 2/5, 3/5, 4/5, 5/5)

b) Research Plan
   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
   - Others (if any)
   - The research plan should be word processed whenever possible and uploaded as a PDF file (portrait: plan written horizontally, without a cover page)
   - The applicant’s name and affiliation (faculty, university, etc.) should be written on the first 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) centered at the bottom of each page (e.g., 1/5, 2/5, 3/5, 4/5, 5/5)

Applicants should make sure 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.

d) Letter of Acceptance to Act as a Research Supervisor

Applicants must obtain advance approval of one graduate school committee member of their program of choice to fill in the Letter of Acceptance to Act as Research Supervisor Form. Information regarding programs and a list of graduate school committee members for each program can be found at the following:

http://www.sfc.keio.ac.jp/en/academics/graduate/program_m/

Procedures for preparing the Letter of Acceptance to Act as Research Supervisor:

By the applicant
(1) Login to “My Page” on the Admission Web Entry System
(2) Register the graduate school committee member in the “research supervisor” field
(3) The graduate school committee member will receive a dedicated URL link to the form to be filled out and the Applicant’s Entry ID

By the graduate school committee member
(1) Access the URL link received by email and follow the instructions for registering as research supervisor and setting up a password
(2) Login to the page for writing a “Letter of Acceptance to Act as Research Supervisor”
(3) Enter information and comments regarding the applicant (entries can be temporarily saved)
(4) When all fields have been filled out, click on the “Submit” button

- The Applicant Entry Form cannot be printed out until the Letter of Acceptance to Act as Research Supervisor is completed. Since the Applicant Entry Form is one of the documents to be submitted by postal mail, applicants should make requests for the Letter of Acceptance to Act as Research Supervisor well in advance.
- The website pages to be viewed by Research Supervisors are written in both Japanese and English. Items on the form can be seen on the Admission Web Entry System. Applicants cannot view the contents of the Letter of Acceptance to Act as Research Supervisor written for them.
- It is highly recommended that the Letter of Acceptance to Act as Research Supervisor be submitted through the Admission Web Entry System, but if a Research Supervisor cannot prepare the Letter of Acceptance to Act as Research Supervisor online for some reason, applicants should have the Research Supervisor fill out a printed version of the Letter of Acceptance to Act as Research Supervisor form (downloaded from the Admission Web Entry System) and the Research Supervisor should place it in a suitable sealed envelope. Applicants should submit the sealed envelope together with application documents to be submitted by postal mail. If the Research Supervisor plans to send the Letter of Acceptance to Act as Research Supervisor directly to the Admissions Office, it must be postmarked on or before the deadline date for mailing within Japan, or it must reach the Admissions Office on or before the deadline date for mailing from overseas.

e) Research Experience (if any)

Applicants who wish to make note of their Graduation Thesis should enter the Graduation Thesis title, etc. Uploading of the Graduation Thesis itself (should be a PDF file of 100MB or less) is also permitted.

f) Other Supporting Documents (optional)

- Applicants may submit supporting materials as proof of their abilities and skills. These may include papers, works (video films, music, photos, portfolio, etc.) and standardized test results. Other than the following, there are no restrictions regarding supporting documents.
Upload supporting materials with descriptions and explanations of them. Summaries, supporting comments, etc. should be entered into the designated field on the web page.

Materials that may be submitted are limited to: PDF files, JPG files, and videos that can be played on Windows Media Player (*.wmd*.mpg, *.avi, *.wmv,*mp4).

Up to ten items in total of PDF, JPG, and videos may be submitted.

Each file should be less than 100MB. Total size of all submitted files together should be less than 450MB. Files any larger cannot be uploaded.

PDF files should be A4 size. When there is more than one page, include page numbers wherever possible.

For materials that involve grading and selection criteria such as certifications, selection as a candidate to international student delegations, etc., applicants should provide, wherever possible, not only the end results but also materials that describe the selection criteria or grading system in detail. Upload these materials as PDF files.

7. Details of Application Documents to be Submitted by Postal Mail

g) Certificate of Graduation
Applicants must submit a certificate or statement which clearly states the date of graduation **issued within three months before the application deadline**. Be sure to submit the original certificate. Photocopies and certificates without issue date will not be accepted.

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.

h) Academic Transcript
Applicants must submit an academic transcript from their undergraduate institution. **It should have been issued within three months before the application deadline**. Be sure to submit the original certificate. Photocopies and certificates without issue date will not be accepted.

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.

i) Applicant Entry Form (Print out after completing documents in the Admission Web Entry System)
Once documents a)-d) of the previous section have been filled out online and submitted through the Admission Web Entry System, the Applicant Entry Form screen will appear and can be printed out. Printouts should be on A4 size paper in black and white, or color. Be sure to sign the Applicant Entry Form printout according to the instructions before sending.

j) Application Fee Postal Money Order (郵便為替)
Obtain a postal money order (郵便為替) of 35,000 yen issued at any Japan Post Bank or post office in Japan. The postal money order should be submitted together with other documents to be submitted by postal mail.

k) Address Labels (Print out after completing documents in the Admission Web Entry System)
Once documents a)-e) of the previous section have been filled out online and submitted through the Admission Web Entry System, the address label can be printed out. Printouts should be on A4 size paper in black and white, or color, and the address label should be cut off from the dotted line. Applications should be sent by affixing the address label to a suitable envelope.
If applications are sent from within Japan, they should be sent by “simple registered express mail” (簡易書留迅速) 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. Neatly place Application Documents to be Submitted by Postal Mail in an envelope that is large enough so that the documents do not need to be folded.

I) Submission of Documents in 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>Foreign Nationals</td>
<td>i. Photocopy of passport</td>
<td>Submit the following documents:</td>
</tr>
<tr>
<td>Currently enrolled in a graduate school or was enrolled in a graduate school in the past</td>
<td>Academic transcript and/or certificates 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 transferred faculties or graduate schools within the same university, submit a certificate for each. If you have completed or are scheduled to complete a master’s degree course, submit the degree certificate or statement of expected acquisition of a degree.</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. If you have completed or are scheduled to complete a master’s degree course, submit the degree certificate or statement of expected acquisition of a degree.</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>
8. Announcement of Results

Applicants can check the results of their first-round and second-round screenings from the website by entering their user ID and password for the Web Entry System.

https://entry.sfc.keio.ac.jp/gao_admission/

<table>
<thead>
<tr>
<th>DATES RESULTS CAN BE CONFIRMED</th>
<th>First-round results</th>
<th>Second-round results</th>
</tr>
</thead>
<tbody>
<tr>
<td>Application Period I, 2016</td>
<td>3:00 p.m., Thursday, June 23, 2016—4:59 p.m., Saturday, July 9, 2016</td>
<td>10:00 a.m., Monday, July 11, 2016—4:59 p.m., Friday, September 2, 2016</td>
</tr>
<tr>
<td>Application Period II, 2016</td>
<td>3:00 p.m., Thursday, November 17, 2016—4:59 p.m., Saturday, November 26, 2016</td>
<td>10:00 a.m., Monday, November 28, 2016—4:59 p.m., Friday, March 3, 2017</td>
</tr>
</tbody>
</table>
XVI. Doctoral Program: Application from within Japan

1. Eligibility Requirements

Applicants need to fulfill **at least one** of the requirements mentioned in sections a) to d) below:

a) They must have completed or scheduled to complete a master’s degree course or professional degree course before September 21, 2016 for September 2016 enrollment, before March 31, 2017 for April 2017 enrollment, or before September 21, 2017 for September 2017 enrollment in the Doctoral Program of the Graduate School of Media and Governance.

b) They must have acquired or be scheduled to acquire a qualification equivalent to a master’s degree or a qualification equivalent to a professional degree overseas before September 21, 2016 for September 2016 enrollment, before March 31, 2017 for April 2017 enrollment, or before September 21, 2017 for September 2017 enrollment in the Doctoral Program of the Graduate School of Media and Governance.

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

d) They must be accredited by the Graduate School of Media and Governance to have equivalent or higher academic skills of master’s degree holders.

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 Friday, April 8 (Application Period I) / Monday, September 5 (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 master’s degree holders. There is no designated format for this request.
- Résumé
- University academic transcript and Certificate of Graduation (if previously enrolled in a university)
- Letter of Acceptance to Act as a Research Supervisor (Sealed: Send a request to gao-request@sfc.keio.ac.jp to get the form)
- List of academic and career accomplishments
- Any papers, essays, publications, portfolios, and such written by the applicant relevant to research and academic accomplishments.
2. Schedule

All times are indicated in Japan Standard Time.

<table>
<thead>
<tr>
<th>Schedule</th>
<th>Application Period I, 2016 (for those seeking admission in September 2016 or April 2017)</th>
<th>Application Period II, 2016 (for those seeking admission in April 2017 or September 2017)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Application Fee Payment Period</td>
<td>9:00 a.m., Monday, May 9, 2016—10:59 p.m., Wednesday, May 18, 2016</td>
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</tr>
<tr>
<td>Admission Web Entry Period</td>
<td>9:00 a.m., Monday, May 9, 2016—10:59 p.m., Wednesday, May 18, 2016</td>
<td>9:00 a.m., Wednesday, September 28, 2016—10:59 p.m., Thursday, October 13, 2016</td>
</tr>
<tr>
<td>Application Period*</td>
<td>Monday, May 16, 2016—Wednesday, May 18, 2016</td>
<td>Tuesday, October 11, 2016—Thursday, October 13, 2016</td>
</tr>
<tr>
<td>Announcement of Interview Timetable</td>
<td>3:00 p.m., Thursday, June 23, 2016</td>
<td>3:00 p.m., Thursday, November 17, 2016</td>
</tr>
<tr>
<td>Examination—Second-round Interview Venue: posted on campus on day of interview</td>
<td>Saturday, July 9, 2016</td>
<td>Saturday, November 26, 2016</td>
</tr>
<tr>
<td>Announcement of Successful Applicants</td>
<td>10:00 a.m., Monday, July 11, 2016</td>
<td>10:00 a.m., Monday, November 28, 2016</td>
</tr>
</tbody>
</table>

*If applications are sent from within Japan, they must be postmarked on or before the last day of the application period.

*If applications are sent from overseas, they must arrive on or before the last day of the application period.

3. 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 6 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 to the day of announcement of successful applicants.

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.
4. Screening Method

Assessment of applicants is based on the evaluation of submitted documents and an interview. The research plan, original syllabus proposal, and standardized foreign language examination results will be an integral part of applicant assessment. Inquiries regarding the content or result of the screening will not be entertained.

Interview

Applicants must bring their examination ticket with them. (See “Examination Ticket” on page 9 for details.) The time of gathering for the interview will be announced to all applicants through the Admission Web Entry System on the day of announcement of first-round results—June 23, 2016 for Application Period I, and November 17, 2016 for Application Period II. Details of the venue will be posted on campus on the day of the interview.

5. Application Documents

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.

<Application Documents to be Submitted Online>

a) Application Form
b) Research Plan
c) Original Syllabus Proposal
d) Two Evaluation Reports
e) Letter of Acceptance to Act as a Research Supervisor
f) Research Experience (if any)
g) Other Supporting Documents (optional)

<Application Documents to be Submitted by Postal Mail>

h) Standardized Foreign Language Examination Result Certificate
i) Certificate of Completion or Statement of Expected Completion of a Master’s Course
j) Academic Transcripts (one each for undergraduate and master’s levels)
k) Applicant Entry Form (Print out after completing documents in the Admission Web Entry System)
l) Application Fee Postal Money Order (郵便為替)
m) Address Labels (Print out after completing documents in the Admission Web Entry System)
n) Submission of Documents in Certain Cases

6. Details of Application Documents to be Submitted Online

a) Application Form

- Follow the instructions found online.
- The current address, telephone number and email address of applicants will be used for contacting applicants. Therefore applicants should be sure to write contact information at which they can be reached at all times.
- Upload photo data. The photo of the applicant should be a full-face view with no hat or headgear (unless worn for religious purposes), have a plain background, and have been taken within three months of the application deadline. It can be in black-and-white or color. The file size should be no more than 500KB. The uploaded photo will be used to verify identification during the application process and after enrollment.
Photos that do not easily identify the applicant may be cause for disqualification.

b) Research Plan
(1) Applicants must concisely describe:
   - Previous academic themes and achievement
   - Research which applicants are planning to conduct at the Doctoral Program
     ➢ Theme
     ➢ Objective
     ➢ Methodology
     ➢ Significance of research
     ➢ Features
     ➢ Anticipated result
     ➢ Facilities required for research
   - Others (if any)
(2) The research plan should be word processed whenever possible and uploaded as a PDF file (portrait: plan written horizontally, without a cover page)
(3) The applicant’s name and affiliation (faculty, university, etc.) should be written on the first page
(4) There are no requirements regarding format, number of words, etc., but it must be five A4 pages in length or less with page numbers (current page/total pages) centered at the bottom of each page (e.g., 1/5, 2/5, 3/5, 4/5, 5/5)
(5) Applicants should make sure 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: http://www.sfc.keio.ac.jp/gsng/en/docs/ResearchPlan-Englishform.pdf
   The format is not limited to the one on the website.

c) Original Syllabus Proposal
The original syllabus proposal is considered equivalent to an examination in academic subject meant for entering the Doctoral Program.
Applicants are required to create one original syllabus directly related to their field of specialization to display their general knowledge and understanding of their chosen field as well as their ability to communicate concepts precisely.

The original syllabus:
   - Must have the name of the applicant
   - Should be a course meant for first year Master’s Program students
   - Should be a course plan that runs for fifteen weeks
   - Should include lecture contents, policy, and any other information applicants would like to use in order to help students understand the subject matter better, if applicants themselves were to teach the course. (e.g., themes, objectives, significance, lecture content, reference of related literature for each class/lecture, teaching materials, methodology, student assessment criteria, relationships of secondary literature to each lecture and the course as a whole, etc.)
   - Should be five to ten pages on A4 size sheets of PDF file (Pages exceeding this limit may not be assessed.)

Assessment criteria for the original syllabus proposal are as follows:
   - Relevance of the course
   - Understandability of fundamental knowledge presentation
   - Conceptual completeness of the course framework
   - Clarity and persuasiveness of the content

Note: Since original syllabi that applicants submit are not required to fit in with the existing syllabi at Keio
University SFC, applicants are requested to create a completely new and original syllabus. If any syllabus proposal is found to have been duplicated, it will be judged as counterfeit and will result in disqualification of the applicant.

d) Two Evaluation Reports
- Applicants must submit two evaluation reports from two separate evaluators. (Note that an evaluator cannot be the person who gave consent to applicants to be their Research Supervisor.)
- Procedures for having the Evaluation Reports written are basically the same as for the Letter of Acceptance to Act as Research Supervisor described in the section below.

Please note the following:
- The Applicant Entry Form cannot be printed out until the Evaluation Reports are completed. Since the Applicant Entry Form is one of the documents to be submitted by postal mail, applicants should make requests to the evaluators well in advance.
- The website pages to be viewed by evaluators are written in both Japanese and English. Items on the form can be seen on the Admission Web Entry System. Applicants cannot view the contents of the Evaluation Reports written for them.
- It is highly recommended that the Evaluation Reports be submitted through the Admission Web Entry System, but if an evaluator cannot prepare the Evaluation Report online for some reason, applicants should have the evaluator fill out a printed version of the Evaluation Report form (downloaded from the Admission Web Entry System) and the evaluator should place it in a suitable sealed envelope. Applicants should submit the sealed envelope together with application documents to be submitted by postal mail. If the evaluator plans to send the Evaluation Report directly to the Admissions Office, it must be postmarked on or before the deadline date for mailing within Japan, or it must reach the Admissions Office on or before the deadline date for mailing from overseas.

e) Letter of Acceptance to Act as a Research Supervisor
- Applicants must obtain advance approval of one graduate school committee member of their program of choice to fill in the Letter of Acceptance to Act as Research Supervisor Form. Information regarding programs and a list of graduate school committee members for each program can be found at the following:
  http://www.sfc.keio.ac.jp/en/academics/graduate/program_m/

Procedures for preparing the Letter of Acceptance to Act as Research Supervisor:
By the applicant
(1) Login to “My Page” on the Admission Web Entry System
(2) Register the graduate school committee member in the “research supervisor” field
(3) The graduate school committee member will receive a dedicated URL link to the form to be filled out and the Applicant’s Entry ID

By the graduate school committee member
(1) Access the URL link received by email and follow the instructions for registering as research supervisor and setting up a password
(2) Login to the page for writing a “Letter of Acceptance to Act as Research Supervisor”
(3) Enter information and comments regarding the applicant (entries can be temporarily saved)
(4) When all fields have been filled out, click on the “Submit” button

- The Applicant Entry Form cannot be printed out until the Letter of Acceptance to Act as Research Supervisor is completed. Since the Applicant Entry Form is one of the documents to be submitted
Doctoral Program: Application from within Japan

by postal mail, applicants should make requests for the Letter of Acceptance to Act as Research Supervisor well in advance.

- The website pages to be viewed by Research Supervisors are written in both Japanese and English. Items on the form can be seen on the Admission Web Entry System. Applicants cannot view the contents of the Letter of Acceptance to Act as Research Supervisor written for them.
- It is highly recommended that the Letter of Acceptance to Act as Research Supervisor be submitted through the Admission Web Entry System, but if a Research Supervisor cannot prepare the Letter of Acceptance to Act as Research Supervisor online for some reason, applicants should have the Research Supervisor fill out a printed version of the Letter of Acceptance to Act as Research Supervisor form (downloaded from the Admission Web Entry System) and the Research Supervisor should place it in a suitable sealed envelope. Applicants should submit the sealed envelope together with application documents to be submitted by postal mail. If the Research Supervisor plans to send the Letter of Acceptance to Act as Research Supervisor directly to the Admissions Office, it must be postmarked on or before the deadline date for mailing within Japan, or it must reach the Admissions Office on or before the deadline date for mailing from overseas.

f) Research Experience (if any)
- Applicants who wish to make note of their (undergraduate) Graduation Thesis should enter the Graduation Thesis title, etc. Uploading of the Graduation Thesis itself (should be a PDF file of 100MB or less) is also permitted.
- Applicants who wish to make note of their Master's Thesis should enter the Master's Thesis title, etc. Uploading of the Master's Thesis itself (should be a PDF file of 100MB or less) is also permitted.

7. Details of Application Documents to be Submitted by Postal Mail

h) Standardized Foreign Language Examination Result Certificate
Applicants are required to submit scores from a standardized foreign language examination in a foreign language necessary to complete their research. They must submit a certificate (photocopies not acceptable) of the standardized foreign language examination result together with other completed application documents.
If applicants are unable to submit results of any of the above examinations, they may submit documents demonstrating the history of their foreign language studies (such as their academic transcripts showing grades and credits obtained in foreign language courses) instead.

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.

i) Certificate of Completion or Statement of Expected Completion of a Master’s Course
Applicants must submit a certificate or statement that clearly states the date of completion or expected completion issued within three months before the application deadline. Be sure to submit the original certificate. Photocopies and certificates without issue date will not be accepted.

j) Academic Transcripts (one each for undergraduate and master’s levels)
Applicants must submit each academic transcript issued by the undergraduate school and the graduate school’s master’s degree course. It should have been issued within three months before the application deadline. Be sure to submit the original certificate. Photocopies and certificates without issue date will not be accepted.
k) **Applicant Entry Form (Print out after completing documents in the Admission Web Entry System)**
   Once documents a)-e) of the previous section have been filled out online and submitted through the Admission Web Entry System, the Applicant Entry Form screen will appear and can be printed out. Printouts should be on A4 size paper in black and white, or color. Be sure to sign the Applicant Entry Form printout according to the instructions before sending.

l) **Application Fee Postal Money Order (郵便為替)**
   Obtain a postal money order (郵便為替) of 35,000 yen issued at any Japan Post Bank or post office in Japan. The postal money order should be submitted together with other documents to be submitted by postal mail.

m) **Address Labels (Print out after completing documents in the Admission Web Entry System)**
   Once documents a)-e) of the previous section have been filled out online and submitted through the Admission Web Entry System, the address label can be printed out. Printouts should be on A4 size paper in black and white, or color, and the address label should be cut off from the dotted line. Applications should be sent by affixing address label 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. Neatly place Application Documents to be Submitted by Postal Mail in an envelope that is large enough so that the documents do not need to be folded.

n) **Submission of Documents in 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>Foreign Nationals</td>
<td>i. Photocopy of passport</td>
<td>Submit the following documents;</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. If you have completed or are scheduled to complete a master’s degree course, submit the degree certificate or statement of expected acquisition of a degree.</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>

### 8. Announcement of Results

Applicants can check the results of their screenings from the Admission Web Entry System by entering their Applicant Entry ID and password.

[https://entry.sfc.keio.ac.jp/gao_admission/](https://entry.sfc.keio.ac.jp/gao_admission/)

<table>
<thead>
<tr>
<th>DATES RESULTS CAN BE CONFIRMED</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Application Period I, 2016</td>
<td>10:00 a.m., Monday, July 11, 2016—4:59 p.m., Friday, September 2, 2016</td>
</tr>
<tr>
<td>Application Period II, 2016</td>
<td>10:00 a.m., Monday, November 28, 2016—4:59 p.m., Friday, March 3, 2017</td>
</tr>
</tbody>
</table>
XVII. Doctoral Program: Application from Overseas

1. Eligibility Requirements

Applicants who are enrolled as regular students of the Graduate School of Media and Governance 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 both sections a) and b) below:

a) Regardless of nationality, 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.

b) Prior to the commencement of the application period, applicants 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’s research.

In addition to the requirements mentioned above, applicants need to fulfill at least one of the requirements mentioned in sections c) to f) below:

c) They must have completed or scheduled to complete a master’s degree course or professional degree course before September 21, 2016 for September 2016 enrollment, before March 31, 2017 for April 2017 enrollment, or before September 21, 2017 for September 2017 enrollment in the Doctoral Program of the Graduate School of Media and Governance

d) They must have acquired or be scheduled to acquire a qualification equivalent to a master’s degree or a qualification equivalent to a professional degree overseas before September 21, 2016 for September 2016 enrollment, before March 31, 2017 for April 2017 enrollment, or before September 21, 2017 for September 2017 enrollment in the Doctoral Program of the Graduate School of Media and Governance

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

f) They must be accredited by the Graduate School of Media and Governance to have equivalent or higher academic skills of master’s degree holders.

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 Friday, April 8 (Application Period I) / Monday, September 5 (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 master’s degree holders. There is no designated format for this request.
- Résumé
- University academic transcript (if previously enrolled in a university)
- Letter of Acceptance to Act as a Research Supervisor (Sealed: Send a request to gao-request@sfc.keio.ac.jp to get the form)
- List of academic and career accomplishments
- Any papers, essays, publications, portfolios, and such written by the applicant relevant to research and academic accomplishments
2. **Schedule**

All times are indicated in Japan Standard Time

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<tr>
<th>Application Fee Payment Period</th>
<th>Application Period I, 2016 (for those seeking admission in September 2016 or April 2017)</th>
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*If applications are sent from within Japan, they must be postmarked on or before the last day of the application period.

*If applications are sent from overseas, they must arrive on or before the last day of the application period.

3. **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
- Schedule for research and acquiring degree
- Your style of research within the Program you wish to join
- What would be expected of you as a Program member

Information about the Programs and graduate school committee members of each Program are listed on page 6 and the following website:


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.


The form is not available from the day after the expiry of each application period to the 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.
4. Procedure for Application from Overseas
   a) Read the application guidebook carefully.
   b) Discuss your 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 should include:
      • Research theme
      • Schedule for research and acquiring degree
      • Your style of research within the Program you wish to join
      • What would be expected of you as a Program member
   c) Prepare a realistic plan to finance your education.
   d) Register on the Admission Web Entry System and submit Documents to be Submitted Online, and print out the Applicant Entry Form.
   e) Pay the Application Fee (For further information see page 9).
   f) Send the Application Documents to be Submitted by Postal Mail to the Admissions Office. Applications that arrive after the application period will not be accepted.
      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.
   g) Print out the Examination Ticket (For further information see page 10).
   h) Check the results of your application screening through the Admission Web Entry System by entering your Applicant Entry ID and password.

5. Screening Method
   Prior to 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 consent to act as the applicant’s Research Supervisor. For applicants overseas, this discussion is conducted in writing, and applicants should keep a record of communication (preferably, a record of email communication) with the committee member as it is required for submission at the time of application.

   Assessment of applicants will be based on evaluation of submitted application documents including research plan, original syllabus proposal, standardized foreign language examination result certificate and the record of communication between the applicant and the graduate school committee member who belongs to the applicants’ desired Program.

   An applicant’s ability to perform research at the doctoral level and the likelihood of the applicant attaining a doctoral degree are assessed. The assessment also takes into account the ability of an applicant’s preferred Research Supervisor to provide guidance in the applicant’s field of choice.

   Final selection of successful applicants will be based on approval by the Research Supervisor and the screening of the application documents.

   Inquiries regarding the content or result of the screening will not be entertained.

6. Application Documents
   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.

   < Application Documents to be Submitted Online>
   a) Application Form
   b) Research Plan
Doctoral Program: Application from Overseas

c) Original Syllabus Proposal
d) Two Evaluation Reports
e) Letter of Acceptance to Act as a Research Supervisor
f) Research Experience (if any)
g) Other Supporting Documents (optional)
h) Record of Communication (as detailed as possible in Japanese or English)

< Application Documents to be Submitted by Postal Mail>
i) Standardized Foreign Language Examination Result Certificate
j) Certificate of Completion or Statement of Expected Completion of a Master’s Course
k) Academic Transcripts (one each for undergraduate and master’s levels)
l) Applicant Entry Form (print out after completing documents in the Admission Web Entry System)
m) Proof of Application Fee Payment
n) Address Labels (print out after completing documents in the Admission Web Entry System)
o) Submission of Documents in Certain Cases

7. Details of Application Documents to be Submitted Online

a) Application Form
   • Follow the instructions found online.
   • The current address, telephone number and email address of applicants will be used for contacting applicants. Therefore applicants should be sure to write contact information at which they can be reached at all times.
   • Upload photo data. The photo of the applicant should be a full-face view with no hat or headgear (unless worn for religious purposes), have a plain background, and have been taken within three months of the application deadline. It can be in black-and-white or color. The file size should be no more than 500KB. The uploaded photo will be used to verify identification during the application process and after enrollment. Photos that do not easily identify the applicant may be cause for disqualification.

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   (1) Applicants must concisely describe:
       • Previous academic themes and achievement
       • Research which applicants are planning to conduct at the Doctoral Program
         ➢ Theme
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   (2) The research plan should be word processed whenever possible and uploaded as a PDF file (portrait: plan written horizontally, without a cover page)
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   (5) Applicants should make sure that the research plan is easy to read by inserting diagrams, graphs,
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The original syllabus proposal is considered equivalent to an examination in academic subject meant for entering the Doctoral Program.

Applicants are required to create one original syllabus directly related to their field of specialization to display their general knowledge and understanding of their chosen field as well as their ability to communicate concepts precisely.

The original syllabus:
- **Must have the name of the applicant**
- **Should be a course meant for first year Master’s Program students**
- Should be a course plan that runs for fifteen weeks
- Should include lecture contents, policy, and any other information applicants would like to use in order to help students understand the subject matter better, if applicants themselves were to teach the course. (e.g., themes, objectives, significance, lecture content, reference of related literature for each class/lecture, teaching materials, methodology, student assessment criteria, relationships of secondary literature to each lecture and the course as a whole, etc.)
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- Relevance of the course
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Note: Since original syllabi that applicants submit are not required to fit in with the existing syllabi at Keio University SFC, applicants are requested to create a completely new and original syllabus. If any syllabus proposal is found to have been duplicated, it will be judged as counterfeit and will result in disqualification of the applicant.

d) Two Evaluation Reports

- Applicants must submit two evaluation reports from two separate evaluators. (Note that an evaluator cannot be the person who gave consent to applicants to be their Research Supervisor.)
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- The Applicant Entry Form cannot be printed out until the Evaluation Reports are completed. Since the Applicant Entry Form is one of the documents to be submitted by postal mail, applicants should make requests to the evaluators well in advance.
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sealed envelope. Applicants should submit the sealed envelope together with application documents to be submitted by postal mail. If the evaluator plans to send the Evaluation Report directly to the Admissions Office, it must be postmarked on or before the deadline date for mailing within Japan, or it must reach the Admissions Office on or before the deadline date for mailing from overseas.

e) Letter of Acceptance to Act as a Research Supervisor

Applicants must obtain advance approval of one graduate school committee member of their program of choice to fill in the Letter of Acceptance to Act as Research Supervisor Form. Information regarding programs and a list of graduate school committee members for each program can be found at the following:

http://www.sfc.keio.ac.jp/en/academics/graduate/program_m/

Procedures for preparing the Letter of Acceptance to Act as Research Supervisor:

By the applicant
(1) Login to “My Page” on the Admission Web Entry System
(2) Register the graduate school committee member in the “research supervisor” field
(3) The graduate school committee member will receive a dedicated URL link to the form to be filled out and the Applicant’s Entry ID

By the graduate school committee member
(1) Access the URL link received by email and follow the instructions for registering as research supervisor and setting up a password
(2) Login to the page for writing a “Letter of Acceptance to Act as Research Supervisor”
(3) Enter information and comments regarding the applicant (entries can be temporarily saved)
(4) When all fields have been filled out, click on the “Submit” button

- The Applicant Entry Form cannot be printed out until the Letter of Acceptance to Act as Research Supervisor is completed. Since the Applicant Entry Form is one of the documents to be submitted by postal mail, applicants should make requests for the Letter of Acceptance to Act as Research Supervisor well in advance.
- The website pages to be viewed by Research Supervisors are written in both Japanese and English. Items on the form can be seen on the Admission Web Entry System. Applicants cannot view the contents of the Letter of Acceptance to Act as Research Supervisor written for them.
- It is highly recommended that the Letter of Acceptance to Act as Research Supervisor be submitted through the Admission Web Entry System, but if a Research Supervisor cannot prepare the Letter of Acceptance to Act as Research Supervisor online for some reason, applicants should have the Research Supervisor fill out a printed version of the Letter of Acceptance to Act as Research Supervisor form (downloaded from the Admission Web Entry System) and the Research Supervisor should place it in a suitable sealed envelope. Applicants should submit the sealed envelope together with application documents to be submitted by postal mail. If the Research Supervisor plans to send the Letter of Acceptance to Act as Research Supervisor directly to the Admissions Office, it must be postmarked on or before the deadline date for mailing within Japan, or it must reach the Admissions Office on or before the deadline date for mailing from overseas.

f) Research Experience (if any)

- Applicants who wish to make note of their (undergraduate) Graduation Thesis should enter the Graduation Thesis title, etc. Uploading of the Graduation Thesis itself (should be a PDF file of 100MB or less) is also permitted.
- Applicants who wish to make note of their Master’s Thesis should enter the Master’s Thesis title,
etc. Uploading of the Master's Thesis itself (should be a PDF file of 100MB or less) is also permitted.

g) Other Supporting Documents (optional)
- Applicants may submit supporting materials as proof of their abilities and skills. These may include papers, works (video films, music, photos, portfolio, etc.) and standardized test results. Other than the following, there are no restrictions regarding supporting documents.
- Upload supporting materials with descriptions and explanations of them. Summaries, supporting comments, etc. should be entered into the designated field on the web page.
- Materials that may be submitted are limited to: PDF files, JPG files, and videos that can be played on Windows Media Player (*.wmd*, *.mpg, *.avi, *.wmv,*mp4).
- Up to ten items in total of PDF, JPG, and videos may be submitted.
- Each file should be less than 100MB. Total size of all submitted files together should be less than 450MB. Files any larger cannot be uploaded.
- PDF files should be A4 size. When there is more than one page, include page numbers wherever possible.
- Materials that involve grading and selection criteria such as certifications, selection as a candidate to international student delegations, etc., applicants should provide, wherever possible, not only the end results but also materials that describe the selection criteria or grading system in detail. Upload these materials as PDF files.

h) Record of Communication (as detailed as possible in Japanese or English)
Applicants must upload a record of communication between him/her and the graduate school committee member who belongs to applicants preferred Program. A record of email communication is preferred. The record should be as detailed as possible (should be a PDF file of 100MB or less), and applicants should show that they discussed their research plan with a graduate school committee member who belongs to their desired Program, and obtained an informal consent from him/her to supervise the applicant.

8. Details of Application Documents to be Submitted by Postal Mail

i) Standardized Foreign Language Examination Result Certificate
Applicants are required to submit scores from a standardized foreign language examination in a foreign language necessary to complete their research. They must submit a certificate (photocopies not acceptable) of the standardized foreign language examination result together with other completed application documents.
List of Standardized Foreign Language Examinations:

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</tr>
<tr>
<td>German</td>
<td>Diplom Deutsch in Japan / German Diploma in Japan Zentrale Mittelstufenprüfung (ZMP) TestDaF</td>
</tr>
<tr>
<td>French</td>
<td>Diplôme d’Aptitude Pratique au Français Diplôme d’études en langue française / Diplôme approfondi de langue française (DELF/DALF) Test de connaissance du français (TCF)</td>
</tr>
<tr>
<td>Chinese</td>
<td>中国語検査 / Test of Chinese Proficiency 漢語水平考試 / Hanyu Shuiping Kaoshi (HSK)</td>
</tr>
<tr>
<td>Spanish</td>
<td>Evaluación Oficial del Conocimiento de la Lengua Española Diplomas de Español como Lengua Extranjera (DELE)</td>
</tr>
<tr>
<td>Japanese</td>
<td>日本語能力試験 Japanese Language Proficiency Test (JLPT)</td>
</tr>
<tr>
<td>Korean</td>
<td>Test of Proficiency in Korean (TOPIK) The Korean Language Proficiency Test (KLPT)</td>
</tr>
<tr>
<td>Malay-Indonesian</td>
<td>Ujian Bahasa Indonesia Ujian Kemanduan Berbahasa Indonesia</td>
</tr>
</tbody>
</table>

If applicants are unable to submit results of any of the above examinations, they may submit documents demonstrating the history of their foreign language studies (such as their academic transcripts showing grades and credits obtained in foreign language courses) instead.

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.

j) **Certificate of Completion or Statement of Expected Completion of a Master’s Course**

Applicants must submit a certificate or statement that clearly states the date of completion or expected completion **issued within three months before the application deadline**. Be sure to submit the original certificate. Photocopies and certificates without issue date will not be accepted.

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.

k) **Academic Transcripts (one each for undergraduate and master’s levels)**

Applicants must submit each academic transcript issued by the undergraduate school and the graduate school’s master’s degree course. **It should have been issued within three months before the application deadline.** Be sure to submit the original certificate. Photocopies and certificates without issue date will not be accepted.

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.

l) Applicant Entry Form (Print out after completing documents in the Admission Web Entry System)
Once documents a)-d) and h) of the previous section have been filled out online and submitted through the Admission Web Entry System, the Applicant Entry Form screen will appear and can be printed out.
Printouts should be on A4 size paper in black and white, or color. Be sure to sign the Applicant Entry Form printout according to the instructions before sending.

m) 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.

n) Address Labels (Print out after completing documents in the Admission Web Entry System)
Once documents a)-d) and h) of the previous section have been filled out online and submitted through the Admission Web Entry System, the address label can be printed out. Printouts should be on A4 size paper in black and white, or color, and the address label should be cut off from the dotted line. Applications should be sent by affixing address label 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. Neatly place Application Documents to be Submitted by Postal Mail in an envelope that is large enough so that the documents do not need to be folded.
**o) Submission of Documents in 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>
</table>
| **Foreign Nationals**                                               | i. Photocopy of passport  
ii. Japanese Language Proficiency Survey Form  
iii. Documents or Test Results Certifying Applicants’ Japanese or English Language Ability | Submit the following documents;  
i. Photocopy of passport ID page.  
iii. Submit the original score of Japanese or English test. If this is not possible, the graduate school may accept other documents to certify Japanese or English ability. |
| **Applicants Who Require Keio University to Apply for Their Certificate of Eligibility (COE) on Their Behalf** | i. Application form for COE  
ii. Submit the 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 the applicant’s behalf.  
- The bank account does not need to be in the applicant’s name.  
- If the applicant is planning to pay the fees required for admission with scholarships but has not yet received notification of scholarship award, proof of bank account balance should be submitted for the time being. |
| **Japanese Citizens**                                               | Certificate of Enrollment at an Educational Institution or Proof of Current Employment                       | Submit the 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. |
| **Was enrolled in two or more universities or graduate schools in the past** | Academic transcript from each university or graduate school                                                | 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. If you have completed a master’s degree course, submit the degree certificate or statement of expected acquisition of a degree. |
| **Graduated (or is expected to graduate) from a university outside Japan** | Degree Certificate or Statement of Expected Possession of Academic Degree                                  | If the academic transcript, certificate of graduation, or statement of expected graduation do not indicate (expected) acquisition of a degree, submit an additional certificate. |
| **Name on the certificate(s) and other**                            | Abstract of family register/Residence Record, etc.                                                        | 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. |
9. Announcement of Results

Applicants can check the results of their screenings from the Admission Web Entry System by entering their Applicant Entry ID and password.

https://entry.sfc.keio.ac.jp/gao_admission/

<table>
<thead>
<tr>
<th>DATES RESULTS CAN BE CONFIRMED</th>
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<tbody>
<tr>
<td><strong>Application Period I, 2016</strong></td>
</tr>
<tr>
<td><strong>Application Period II, 2016</strong></td>
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</table>
XVIII. Doctoral Program for Career Professionals

The Doctoral Program for Career Professionals offers the opportunity to acquire a doctoral degree while working. The program is for persons who have completed a graduate school Master’s Program or have graduated from an undergraduate program at a university, and have five years or more professional experience in a corporation, governmental office, research/educational institution, etc. Applicants to this program should have a specific research theme they wish to pursue.

1. Eligibility Requirements

Applicants need to fulfill at least one of the requirements mentioned in sections a) to c) below:

a) They must have completed or scheduled to complete a master’s degree course or professional degree course before September 21, 2016 for September 2016 enrollment, before March 31, 2017 for April 2017 enrollment, or before September 21, 2017 for September 2017 enrollment in the Doctoral Program of the Graduate School of Media and Governance and have been working in an organization, institution, or government office for five years or more at the time of admission to the Doctoral Program of the graduate school.

b) They must have acquired or be scheduled to acquire a qualification equivalent to a master’s degree or a qualification equivalent to a professional degree overseas before September 21, 2016 for September 2016 enrollment, before March 31, 2017 for April 2017 enrollment, or before September 21, 2017 for September 2017 enrollment in the Doctoral Program of the Graduate School of Media and Governance and have been working in an organization, institution, or government office for five years or more at the time of admission to the Doctoral Program of the graduate school.

c) They must have graduated from a university in Japan or overseas; have been working in an organization, institution, or government office for five years or more at the time of admission to the Doctoral Program of the Graduate School of Media and Governance; and have been accredited by the graduate school to have equivalent or higher academic skills of master’s degree holders.

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 Friday, April 8 (Application Period I) / Monday, September 5 (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 master’s degree holders. There is no designated format for this request.

- Résumé

- University academic transcript (if previously enrolled in a university)

- Letter of Acceptance to Act as a Research Supervisor (Sealed: Send a request to gao-request@sfc.keio.ac.jp to get the form)

- List of academic and career accomplishment

- Proof of current employment

- Any papers, essays, publications, portfolios, and such written by the applicant relevant to research and academic accomplishments

Those who wish to apply from overseas must contact the Admissions Office at least by Friday, April 8, 2016, for Application Period I, or by Monday, September 5, 2016, for Application Period II.
2. Schedule

All times are indicated in Japan Standard Time

<table>
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<tr>
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<tbody>
<tr>
<td>Application Fee Payment Period</td>
<td>9:00 a.m., Monday, May 9, 2016-10:59 p.m., Wednesday, May 18, 2016</td>
<td>9:00 a.m., Wednesday, September 28, 2016-10:59 p.m., Thursday, October 13, 2016</td>
</tr>
<tr>
<td>Admission Web Entry Period</td>
<td>9:00 a.m., Monday, May 9, 2016-10:59 p.m., Wednesday, May 18, 2016</td>
<td>9:00 a.m., Wednesday, September 28, 2016-10:59 p.m., Thursday, October 13, 2016</td>
</tr>
<tr>
<td>Application Period*</td>
<td>Monday, May 16, 2016-Wednesday, May 18, 2016</td>
<td>Tuesday, October 11, 2016-Thursday, October 13, 2016</td>
</tr>
<tr>
<td>Announcement of Interview Timetable</td>
<td>3:00 p.m., Thursday, June 23, 2016</td>
<td>3:00 p.m., Thursday, November 17, 2016</td>
</tr>
<tr>
<td>Examination—Second-round Interview Venue:</td>
<td>posted on campus on day of interview</td>
<td>posted on campus on day of interview</td>
</tr>
<tr>
<td>Announcement of Successful Applicants</td>
<td>10:00 a.m., Monday, July 11, 2016</td>
<td>10:00 a.m., Monday, November 28, 2016</td>
</tr>
</tbody>
</table>

*If applications are sent from within Japan, they must be postmarked on or before the last day of the application period.
*If applications are sent from overseas, they must arrive on or before the last day of the application period.

3. 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 6 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 will not be available from the day after the expiry of each application period to the day of announcement of successful applicants.

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.
4. Screening Method

Assessment of applicants is based on the evaluation of submitted documents and an interview. The research plan, and standardized foreign language examination results will be an integral part of applicant assessment. Inquiries regarding the content or result of the screening will not be entertained.

Interview

Applicants must bring their examination ticket with them. (See “Examination Ticket” on page 9 for details.) The time of gathering for the interview will be announced to all applicants through the Admission Web Entry System on the scheduled date. Details of the venue will be posted on campus on the day of the interview.

5. Application Documents

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.

<Application Documents to be Submitted Online>

a) Application Form
b) Research Plan
c) Two Evaluation Reports
d) Letter of Acceptance to Act as a Research Supervisor
e) Research Experience (if any)
f) List of Career Accomplishments (in Japanese or English)
g) Other Supporting Documents (optional)

<Application Documents to be Submitted by Postal Mail>

h) Standardized Foreign Language Examination Result Certificate
i) Certificate of Completion or Statement of Expected Completion of a Master’s Course
j) Academic Transcripts (one each for undergraduate and master’s levels)
k) Applicant Entry Form (Print out after completing documents in the Admission Web Entry System)
l) Application Fee Postal Money Order (郵便為替)
m) Address Labels (Print out after completing documents in the Admission Web Entry System)
n) Submission of Documents in Certain Cases
o) Proof of Current Employment (in Japanese or English) (Must have been issued within three months of the last day of the application period.)

6. Details of Application Documents to be Submitted Online

a) Application Form
   - Follow the instructions found online.
   - The current address, telephone number and email address of applicants will be used for contacting applicants. Therefore applicants should be sure to write contact information at which they can be reached at all times.
   - Upload photo data. The photo of the applicant should be a full-face view with no hat or headgear (unless worn for religious purposes), have a plain background, and have been taken within three months of the application deadline. It can be in black-and-white or color. The file size should be no more than 500KB. The uploaded photo will be used to verify identification during the application process and after enrollment. Photos that do not easily identify the applicant may be cause for disqualification.
b) Research Plan

(1) Applicants must concisely describe:
   - Previous academic themes and achievement
   - Research which applicants are planning to conduct at the Doctoral Program
     - Theme
     - Objective
     - Methodology
     - Significance of research
     - Features
     - Anticipated result
     - Facilities required for research
   - Others (if any)

(2) The research plan should be word processed whenever possible and uploaded as a PDF file (portrait: plan written horizontally, without a cover page)

(3) The applicant’s name and affiliation (faculty, university, etc.) should be written on the first page

(4) There are no requirements regarding format, number of words, etc., but it must be five A4 size pages in length or less with page numbers (current page/total pages) centered at the bottom of each page (e.g., 1/5, 2/5, 3/5, 4/5, 5/5)

(5) Applicants should make sure 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: http://www.sfc.keio.ac.jp/gsmg/en/docs/ResearchPlan-Englishform.pdf

   The format is not limited to the one on the website.

c) Two Evaluation Reports

- Applicants must submit two evaluation reports from two separate evaluators. (Note that an evaluator cannot be the person who gave consent to applicants to be their Research Supervisor.)
- Procedures for having the Evaluation Reports written are basically the same as for the Letter of Acceptance to Act as Research Supervisor described in the section below.

Please note the following:
- The Applicant Entry Form cannot be printed out until the Evaluation Reports are completed. Since the Applicant Entry Form is one of the documents to be submitted by postal mail, applicants should make requests to the evaluators well in advance.
- The website pages to be viewed by evaluators are written in both Japanese and English. Items on the form can be seen on the Admission Web Entry System. Applicants cannot view the contents of the Evaluation Reports written for them.
- It is highly recommended that the Evaluation Reports be submitted through the Admission Web Entry System, but if an evaluator cannot prepare the Evaluation Report online for some reason, applicants should have the evaluator fill out a printed version of the Evaluation Report form (downloaded from the Admission Web Entry System) and the evaluator place it in a suitable sealed envelope. Applicants should submit the sealed envelope together with application documents to be submitted by postal mail. If the evaluator plans to send the Evaluation Report directly to the Admissions Office, it must be postmarked on or before the deadline date for mailing within Japan, or it must reach the Admissions Office on or before the deadline date for mailing from overseas.

d) Letter of Acceptance to Act as a Research Supervisor

Applicants must obtain advance approval of one graduate school committee member of their program of choice to fill in the Letter of Acceptance to Act as Research Supervisor Form. Information regarding programs and a list of graduate school committee members for each program can be found at the...
Procedures for preparing the Letter of Acceptance to Act as Research Supervisor:

By the applicant
(1) Login to “My Page” on the Admission Web Entry System
(2) Register the graduate school committee member in the “research supervisor” field
(3) The graduate school committee member will receive a dedicated URL link to the form to be filled out and the Applicant’s Entry ID

By the graduate school committee member
(1) Access the URL link received by email and follow the instructions for registering as research supervisor and setting up a password
(2) Login to the page for writing a “Letter of Acceptance to Act as Research Supervisor”
(3) Enter information and comments regarding the applicant (entries can be temporarily saved)
(4) When all fields have been filled out, click on the “Submit” button

- The Applicant Entry Form cannot be printed out until the Letter of Acceptance to Act as Research Supervisor is completed. Since the Applicant Entry Form is one of the documents to be submitted by postal mail, applicants should make requests for the Letter of Acceptance to Act as Research Supervisor well in advance.
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Research Experience (if any)
- Applicants who wish to make note of their (undergraduate) Graduation Thesis should enter the Graduation Thesis title, etc. Uploading of the Graduation Thesis itself (should be a PDF file of 100MB or less) is also permitted.
- Applicants who wish to make note of their Master’s Thesis should enter the Master’s Thesis title, etc. Uploading of the Master’s Thesis itself (should be a PDF file of 100MB or less) is also permitted.

List of Career Accomplishments (in Japanese or English)
Applicants must submit a list on their work accomplishments. The list must contain clear and specific explanations of the applicant’s most significant accomplishments beginning from earlier accomplishments to the present, on A4 size sheets of paper, any format. (should be a PDF file of 100MB or less).

Other Supporting Documents (optional)
- Applicants may submit supporting materials as proof of their abilities and skills. These may include papers, works (video films, music, photos, portfolio, etc.) and standardized test results. Other than the following, there are no restrictions regarding supporting documents.
- Upload supporting materials with descriptions and explanations of them. Summaries, supporting comments, etc. should be entered into the designated field on the web page.

- Materials that may be submitted are limited to: PDF files, JPG files, and videos that can be played on Windows Media Player (*.wmd*.mpg, *.avi, *.wmv,*mp4).

- Up to ten items in total of PDF, JPG, and videos may be submitted.

- Each file should be less than 100MB. Total size of all submitted files together should be less than 450MB. Files any larger cannot be uploaded.

- PDF files should be A4 size. When there is more than one page, include page numbers wherever possible.

- For materials that involve grading and selection criteria such as certifications, selection as a candidate to international student delegations, etc., applicants should provide, wherever possible, not only the end results but also materials that describe the selection criteria or grading system in detail. Upload these materials as PDF files.

7. Details of Application Documents to be Submitted by Postal Mail

   h) Standardized Foreign Language Examination Result Certificate

   Applicants are required to submit scores from a standardized foreign language examination in a foreign language necessary to complete their research. They must submit a certificate (photocopies not acceptable) of the standardized foreign language examination result together with other completed application documents.
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<td>TOEFL-ITP test conducted at SFC, IELTS</td>
</tr>
<tr>
<td>German</td>
<td>Diplom Deutsch in Japan / German Diploma in Japan</td>
</tr>
<tr>
<td></td>
<td>Zentrale Mittelstufenprüfung (ZMP)</td>
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<tr>
<td></td>
<td>TestDaF</td>
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<tr>
<td>French</td>
<td>Diplôme d’aptitude pratique au Français</td>
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<td>Diplôme d’études en langue française / Diplôme approfondi de langue française (DELF/DALF)</td>
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<td>Test de connaissance du français (TCF)</td>
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<td>Chinese</td>
<td>中国留学人员学业水平考试 / Test of Chinese Proficiency</td>
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<td></td>
<td>汉语水平考试 / Hanyu Shuiping Kaoshi (HSK)</td>
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<td>Spanish</td>
<td>Evaluación Oficial del Conocimiento de la Lengua Española</td>
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<td>Diplomas de Español como Lengua Extranjera (DELE)</td>
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<td>Japanese</td>
<td>日本語能力試験 / Japanese Language Proficiency Test (JLPT)</td>
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<tr>
<td></td>
<td>Ujian Kemanpuan Berbahasa Indonesia</td>
</tr>
</tbody>
</table>

If applicants are unable to submit results of any of the above examinations, they may submit documents demonstrating the history of their foreign language studies (such as their academic transcripts showing grades and credits obtained in foreign language courses) instead.

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.

**j) Certificate of Completion or Statement of Expected Completion of a Master’s Course**

Applicants must submit a certificate or statement that clearly states the date of completion or expected completion issued within three months before the application deadline. Be sure to submit the original certificate. Photocopies and certificates without issue date will not be accepted.

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.

**j) Academic Transcripts (one each for undergraduate and master’s levels)**

Applicants must submit each academic transcript issued by the undergraduate school and the graduate school’s master’s degree course. It should have been issued within three months before the application deadline. Be sure to submit the original certificate. Photocopies and certificates without issue date will not be accepted.

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.
k) Applicant Entry Form (Print out after completing documents in the Admission Web Entry System)

Once documents a)-d), and f) of the previous section have been filled out online and submitted through the Admission Web Entry System, the Applicant Entry Form screen will appear and can be printed out.

Printouts should be on A4 size paper in black and white, or color. Be sure to sign the Applicant Entry Form printout according to the instructions before sending.

l) Application Fee Postal Money Order (郵便為替)

Obtain a postal money order (郵便為替) of 35,000 yen issued at any Japan Post Bank or post office in Japan. The postal money order should be submitted together with other documents to be submitted by postal mail.

m) Address Labels (Print out after completing documents in the Admission Web Entry System)

Once documents a)-d), and f) of the previous section have been filled out online and submitted through the Admission Web Entry System, the address label can be printed out. Printouts should be on A4 size paper in black and white, or color, and the address label should be cut off from the dotted line. Applications should be sent by affixing address label 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.

n) Submission of Documents in 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>Foreign Nationals</td>
<td>i. Photocopy of passport</td>
<td>Submit the following documents; i. Photocopy of passport ID page.</td>
</tr>
<tr>
<td>Was enrolled in two or more universities</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. If you have completed or are scheduled to complete a master's degree course, submit the degree certificate or statement of expected acquisition of a degree.</td>
</tr>
<tr>
<td>or graduate schools in the past</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Graduated (or is expected to graduate)</td>
<td>Degree Certificate or Statement of Expected Possession of</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>from a university outside Japan</td>
<td>Academic Degree</td>
<td></td>
</tr>
</tbody>
</table>

67
Doctoral Program: Application for Career Professionals

8. Announcement of Results

Applicants can check the results of their screenings from the Admission Web Entry System by entering their Applicant Entry ID and password.

https://entry.sfc.keio.ac.jp/gao_admission/

Dates Results Can Be Confirmed

<table>
<thead>
<tr>
<th>Application Period I, 2016</th>
<th>10:00 a.m., Monday, July 11, 2016—4:59 p.m., Friday, September 2, 2016</th>
</tr>
</thead>
<tbody>
<tr>
<td>Application Period II, 2016</td>
<td>10:00 a.m., Monday, November 28, 2016—4:59 p.m., Friday, March 3, 2017</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Name on the certificate(s) and other documents differs from the name used for application documents</th>
<th>Abstract of family register/Residence Record, etc.</th>
<th>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.</th>
</tr>
</thead>
</table>

o) Proof of Current Employment (in Japanese or English) (Must have been issued within three months of the last day of the application period.)

Applicants must submit a proof of current employment issued by the applicants’ organization or institution within three months before the application deadline. If the employment period at the current company is less than five years, applicants must add their employment experience at another company so that the added total of work experience comes to five years or more. Applicants must submit the certificates or proof of employment from both companies to the Admissions Office.
XIX. Procedures for Admission Registration

The Admission Registration Guide and admission registration forms will be sent to all successful applicants approximately one month before the admission registration period begins. Complete admission registration by following the instructions in the Admission Registration Guide.

Please note that admission registration documents will be sent to the applicant’s address registered in the Admission Web Entry System, so be sure to notify the Admissions Office as outlined in the section “Reporting a Change of Address” if there are any changes in address.

Admission Registration Deadline

<table>
<thead>
<tr>
<th>Entering in</th>
<th>Admission Registration Deadline</th>
</tr>
</thead>
<tbody>
<tr>
<td>September 2016</td>
<td>Friday, September 2, 2016</td>
</tr>
<tr>
<td>April 2017</td>
<td>Friday, March 3, 2017 (tentative)</td>
</tr>
<tr>
<td>September 2017</td>
<td>Friday, September 1, 2017 (tentative)</td>
</tr>
</tbody>
</table>

Required Documents and Procedures

Successful applicants will be disqualified if any part of their documents is found to be incorrect or fraudulent.

1. Pledge (誓約書) (designated University form)
2. Name and Address Form (住所氏名台帳) (designated University form)
3. Photocopy of Passport
4. Photograph for Student ID Card (学生証用写真台帳) (designated University form)
5. Certificate of Residence (住民票) for both the applicant and the guarantor
   The Certificate of Residence must have been issued no earlier than three months prior to the admission registration deadline. If the head of the household specified in the Certificate of Residence is the same person designated as the guarantor on the Pledge, submission of the guarantor’s Certificate of Residence is not necessary.
6. Certificate of Graduation and Academic Transcript
   Successful applicants to the Master’s Program who have not yet graduated from a university at the time of application should submit a certificate of graduation and academic transcript. (Not necessary if applicants are from Keio University.) Successful applicants to the Doctoral Program who have not yet completed a Master’s Program at the time of application should submit a Certificate of Completion and academic transcript. (Not necessary if applicants are from Keio University.)
7. Academic Fees (refer to the “Academic Fees” section below)
   Successful applicants are required to pay academic fees by following the procedure instructed by the university. The designated bank transfer form (授業料等振込用紙) should be used to transfer academic fees from a financial institution (excluding Japan Post Bank) in Japan into Keio University’s designated account. ATMs, cell phones, personal computers, etc., should not be used to transfer money as these means may make it difficult to identify the payer.
XX. Program Academic Fees

Table of Academic Fees

<table>
<thead>
<tr>
<th></th>
<th>Entering in April 2017</th>
<th>Entering in September 2016</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Master's</td>
<td>Doctoral</td>
</tr>
<tr>
<td>Registration Fee</td>
<td>60,000</td>
<td>60,000</td>
</tr>
<tr>
<td>Tuition Fee</td>
<td>1,350,000</td>
<td>650,000</td>
</tr>
<tr>
<td>Materials Distribution Fee and</td>
<td>8,000</td>
<td>8,000</td>
</tr>
<tr>
<td>Other Course-Related Fees</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Student Health Insurance Union</td>
<td>2,600</td>
<td>2,600</td>
</tr>
<tr>
<td>Annual Fee</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Total</td>
<td>1,420,600</td>
<td>720,600</td>
</tr>
<tr>
<td>(Amount for spring semester in</td>
<td>(710,350)</td>
<td>(360,350)</td>
</tr>
<tr>
<td>case of installment payment)</td>
<td>(710,250)</td>
<td>(360,250)</td>
</tr>
<tr>
<td>(Amount for fall semester in</td>
<td></td>
<td></td>
</tr>
<tr>
<td>case of installment payment)</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

(in Japanese Yen)

- Academic fees, excluding registration fee for the Student Health Insurance Union, can be paid in one lump sum or in two installments, once each spring and fall semester (payment amounts indicated in brackets). Academic fees for fall semesters should be paid by the end of October each year.

- The Student Health Insurance Union Annual fee includes a one-time registration fee of 100 Japanese yen (JPY). 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 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 are collected by the University on behalf of other organizations and 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 rises 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 by the specified procedure by the specified date. The deadline will be indicated in the Admission Registration Guide.

XXI. 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</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Young Leaders Scholarship</strong></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><strong>GAO Scholarship</strong></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 (1.04 million yen for AY2015). 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 decided after the admission examination result announcement.</td>
</tr>
<tr>
<td><strong>Keio Research Encouragement Scholarship</strong></td>
<td>The Keio Research Encouragement Scholarship is awarded to the students who have high research motivation and expected to achieve outstanding research in the future. Amount of this scholarship is 300,000 yen/year. Selected from among entrance examination applicants, recipients will be decided after the announcement of successful applicants to the Graduate School of Media and Governance.</td>
</tr>
</tbody>
</table>

Screening for the Young Leaders Scholarship, the GAO Scholarship, and the Keio Research Encouragement Scholarship involves selection based on application documents.

**XXII. 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.
XXIII. Research Associate (Non-tenured) (Part-time)

In order to develop young researchers at Keio University and promote their future careers, some students are granted part-time employment as research associates. The system is targeted at first-year enrollees of the graduate school’s Doctoral Program. Research Associates receive compensation of 120,000 JPY per month, and are employed on one-year contracts, renewable up to a maximum of three years. Research associates are selected from among successful admissions applicants who indicated that they wish to be considered for the position. They are informed of the decision following receipt of their admission results.

Please note that this position is separate from the Research Associate (Non-tenured) position.

XXIV. 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 Japanese yen (JPY)
It is kindly requested that, when possible, individuals make donations of three units or more.

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

The Keio Education Promotion Fund
One unit: 30,000 Japanese yen (JPY)
It is kindly requested that, when possible, individuals make donations of two units or more yearly while enrolled at Keio University to further enhance its educational and research environments.

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.
研究指導引受書、推薦書（修士課程）、評価調書（後期博士課程）につき、このページ以降が所定用紙です。

研究指導引受書、推薦書（修士課程）、評価調書（後期博士課程）の提出方法 □または□

Web エントリーサイト上で任意の方に依頼メールを送ることができます。記入者はWeb
上で研究指導引受書、推薦書（修士課程）、評価調書（後期博士課程）を記入します。

もしくは、

断定用紙を印刷の上、任意の方にお渡しいただき、厳封したものを記入者もしくは受験生
が出願締切日までに郵送してください。

紙での提出方法を選択する場合、これ以降のページの該当所定用紙を使用してください。

所定用紙は出願期間開始後、Web エントリーサイト上でもダウンロード可能です。
**《推薦書》 Recommendation Letter (For Admission to the Graduate Program)**

【志願者氏名】
Name of the Applicant

【志願者の研究教育者としての素質に関する評価】(該当するところに○印をつけてください)
Please evaluate the ability of the applicant as a scholar/educator by encircling the following items.

<table>
<thead>
<tr>
<th>特に優れている</th>
<th>優れている</th>
<th>普通</th>
<th>劣る</th>
<th>非常に劣る</th>
<th>不明</th>
</tr>
</thead>
<tbody>
<tr>
<td>Excellent</td>
<td>Good</td>
<td>Fair</td>
<td>Poor</td>
<td>Very Poor</td>
<td>Don’t Know</td>
</tr>
</tbody>
</table>

① 知的 能 力 Intellectual Ability
② 独創性・創造性 Originality and Creativity
③ 協調 性 Ability to Work with Others
④ 責任感・信頼性 Responsibility
⑤ 指導 力 Leadership
⑥ 意欲 Motivation

◎ 総合 評価 1.0(最低点)から 5.0(最高点)の範囲内で評価点数を記入してください。
Comprehensive Evaluation Rate the applicant on a scale of 1.0 to 5.0 where 5.0 is the highest score.

【志願者に関する所見】 Comments on the Applicant

上記の者を政策・メディア研究科（修士課程）に推薦します。
I recommend the above person to the Master’s Program of the Graduate School of Media and Governance.

<table>
<thead>
<tr>
<th>所属 Affiliation (Position / Title)</th>
<th>記入者氏名 Name of the Referee</th>
<th>【志願者との関係 Relationship with the Applicant】</th>
</tr>
</thead>
<tbody>
<tr>
<td>Affiliation (Position / Title)</td>
<td>Seal or signature</td>
<td>(circle one) Supervisor of the Seminar</td>
</tr>
<tr>
<td>記入者氏名 Name of the Referee</td>
<td></td>
<td>1.研究会(ゼミ)</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Other ( )</td>
</tr>
<tr>
<td>連絡先 Contact Address/Telephone number of the recommender</td>
<td>Email: Telephone ( )</td>
<td>連絡先 Contact Address/Telephone number of the recommender</td>
</tr>
<tr>
<td>Email: Telephone ( )</td>
<td>－</td>
<td>Email: Telephone ( )</td>
</tr>
</tbody>
</table>

＜志願者を知っている年数＞
How long have you known the applicant?
(年)年 year(s)
Letter of Acceptance to Act as a Research Supervisor

To: The Dean of the Graduate School of Media and Governance

I hereby accept the responsibility to act as a Research Supervisor for the applicant named below after he/she has been admitted to the Master's program of the Graduate School of Media and Governance.

Name of the Applicant

Comments on the Applicant


**《評価調書》Evaluation Report (For Admission to the Graduate Program)**

下記の志願者について、率直かつ正確な所見をご記入ください。記入後は、封筒に厳封のうえ志願者にお渡しいただくか、直接政策・メディア研究科アドミッションズ・オフィスに提出してください。また、政策・メディア研究科宛直接郵送する場合は、締切日消印有（海外からの場合は必着）でお願いいたします。

Please evaluate the academic performance and aptitude of the following applicant accurately. The completed evaluation report must be placed in an envelope. The envelope must be sealed, and then handed to the applicant, or sent directly to the Admissions Office by the stipulated deadline of each application period. (If the evaluation report is sent from within Japan, it must be postmarked on or before the last date of the application period. If it is sent from overseas, it must arrive on or before the last date of the application period.)

### 【志願者の研究教育者としての素質に関する評価】

Please evaluate the ability of the applicant as a scholar/educator by encircling the following items.

<table>
<thead>
<tr>
<th>1. 研究業績</th>
</tr>
</thead>
<tbody>
<tr>
<td>特に優れている</td>
</tr>
<tr>
<td>Excellent</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>2. 研究者としての潜在能力</th>
</tr>
</thead>
<tbody>
<tr>
<td>Potential ability as a scholar</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>3. 創造性・独創性</th>
</tr>
</thead>
<tbody>
<tr>
<td>Creativity and originality</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>4. 研究管理・実施能力</th>
</tr>
</thead>
<tbody>
<tr>
<td>Ability to manage and implement research</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>5. 教育者としての能力</th>
</tr>
</thead>
<tbody>
<tr>
<td>Ability as an educator</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>6. 学位取得見込</th>
</tr>
</thead>
<tbody>
<tr>
<td>Estimated duration to earn a degree</td>
</tr>
</tbody>
</table>

| Less than 3 years | 3 years | 3-4 years | Less than 5 years | More than 5 years | Cannot Estimate |

<table>
<thead>
<tr>
<th>7. 総合評価</th>
</tr>
</thead>
<tbody>
<tr>
<td>Applicant's ability to be a scholar/educator is ranked out of</td>
</tr>
</tbody>
</table>

| 強く推薦する | 推薦する | どちらともいえない | 推薦しない | まったく推薦しない | 不明 |
| Strongly Recommend | Recommend | No Opinion | Do Not Recommend | Refuse to Recommended | Cannot Evaluate |

### 【志願者に関する所見】 Comments on the applicant

<table>
<thead>
<tr>
<th>所属</th>
<th>記入者氏名</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>記入者へのお願い</th>
</tr>
</thead>
<tbody>
<tr>
<td>To: The referee of applicant</td>
</tr>
</tbody>
</table>

※この枠内に納まらない場合は別紙を添付してください。 Additional sheet(s) of paper may be attached for comments on the suitability of the applicant in the doctoral program.
研究指導引受書
Letter of Acceptance to Act as a Research Supervisor

政策・メディア研究科委員長 殿

To : The Dean of the Graduate School of Media and Governance

下記の者が、政策・メディア研究科（後期博士課程）入学試験に合格し、入学が許可された際には研究指導を引き受けます。

I hereby accept the responsibility to act as a Research Supervisor for the applicant named below after he/she has been admitted to the Doctoral program of the Graduate School of Media and Governance.

＜所見＞ Comments on the Applicant