

Graduate School of Media and Governance Master's Program / Doctoral Program Application Guidebook

2017

Application Period I

(for those seeking admission in September 2017 or April 2018)

Application Period II

(for those seeking admission in April 2018 or September 2018)

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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 / Doctoral 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:

<http://www.sfc.keio.ac.jp/gsmg/en/admissions/master/recommendation.html>

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

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The Management of Personal Information at Keio University

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

The names of individuals, their addresses and other personal information provided by them in connection with applications and admissions procedures will be used in various departments at 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 the 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 urgency arises and the permission of the individual concerned cannot be obtained. In addition, personal information data will be statistically processed to ensure the applicants' anonymity and 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 have been exposed to an infectious disease specified by the School Health and Safety Act and are not yet cured of such disease by the day of examination must refrain from taking examinations in order to prevent an outbreak. Exceptions may be made for applicants who have been infected, but it must be determined by a doctor or school doctor that their 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 that applicants become 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 have been 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 the information on application documents is incorrect or fraudulent, the 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 primary goal of the Graduate School of Media and Governance is to identify and solve the various problems facing modern society. Research activities are therefore not limited to any one academic field, but rather span a broad range of disciplines to allow for multiple perspectives on a given subject. Specifically, the school aims to develop true professionals who are able to identify and solve issues from an interdisciplinary approach drawn from a wide array of fields such as politics, policy, culture, environment, information, design, biology, and health. The student body is made up of not only those from domestic universities, but also international students and career professionals, making it a diverse home to intellectual discourse and collaboration. Without placing limitations on undergraduate fields of study or individual academic areas, we welcome students who wish to challenge themselves by identifying diverse problems in an increasingly complex society and by employing original methods to find solutions through various projects.

Admission to the Graduate School is possible in 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), where applicants are comprehensively evaluated for their academic aptitudes, research motivations, research competencies, and other qualities. Those applying to doctoral programs and career professionals applying to master's programs are exempt from the essay test. Applications from overseas will be evaluated only by document screening.

II. Major Discipline and Admission Quota

Program	Major Discipline	Admission Quota
Master's Program	Media and Governance	200
Doctoral Program	Media and Governance	50

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: '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 for each category to understand the application procedure correctly and submit the documents required for that category in order to apply.

Please note that these guidelines are published separately from the 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.'

The Doctoral Program has three categories for application: 'Application from within Japan,' 'Application from Overseas,' and the 'Doctoral Program for Career Professionals.' Applicants should carefully read the eligibility requirements for each category to understand the application procedure correctly, and submit the documents required for that category in order to apply.

IV. The Program System

The graduate school has 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 the 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/>

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

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

V. The Professional Courses

The graduate school offers several Professional Courses in the Master's Program to better meet the needs 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 degree.

The Environmental Innovator Course and Global Environmental System Leaders Course are available to doctoral students as well. 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, o refer to the following website:

<http://www.sfc.keio.ac.jp/gsmg/en/education/pro/>

Course Names	Codes
Social Innovator	SI
Environmental Innovator	EI
Global Environmental System Leaders	GESL

The Social Innovator Course requires 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 will be provided at the time of Admission Registration.

The following Professional Courses are also available to doctoral applicants.

Course Names	Codes
Environmental Innovator	EI
Global Environmental System Leaders	GESL

VI. International Advanced Degrees Course

The International Advanced Degrees Course (IADC) offers Master's Degrees to students who apply and 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 held 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 offers 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.

Course Names	Codes
Environmental Innovator	EI
Global Environmental System Leaders	GESL

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

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

VII. Application Fee

Master's Program	Application from within Japan	35,000 Yen	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.
	Application for Career Professionals		
	Application from Overseas	15,000 Yen	Follow the directions given on the website below to make the payment. http://www.sfc.keio.ac.jp/gsmg/en/admissions/app_fee.html
Doctoral Program	Application from within Japan	35,000 Yen	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.
	Doctoral Program for Career Professionals		
	Application from Overseas	15,000 Yen	Follow the directions given on the website below to make the payment. http://www.sfc.keio.ac.jp/gsmg/en/admissions/app_fee.html

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 5, 2017 for Application Period I
- Wednesday, November 1, 2017 for Application Period II

VIII. 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 slip)

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

IX. 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:

Application Guidebook Number (all numerals)	Application Period I, 2017	44511449
	Application Period II, 2017	55842103

- 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.
- Applicants must choose the preferred timing of enrollment, and choose the appropriate application category. Once application documents are submitted, they cannot be altered.

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 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.

X. Examination Slip

Once an application has been officially processed, an examination slip will be issued. **Applicants must print out the examination slip 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.

Period of Examination Slip Issuance	Application Period I, 2017	11:00 a.m., Thursday, June 1, 2017– 9:59 a.m., Monday, July 10, 2017
	Application Period II, 2017	11:00 a.m., Thursday, October 26, 2017– 9:59 a.m., Monday, December 4, 2017

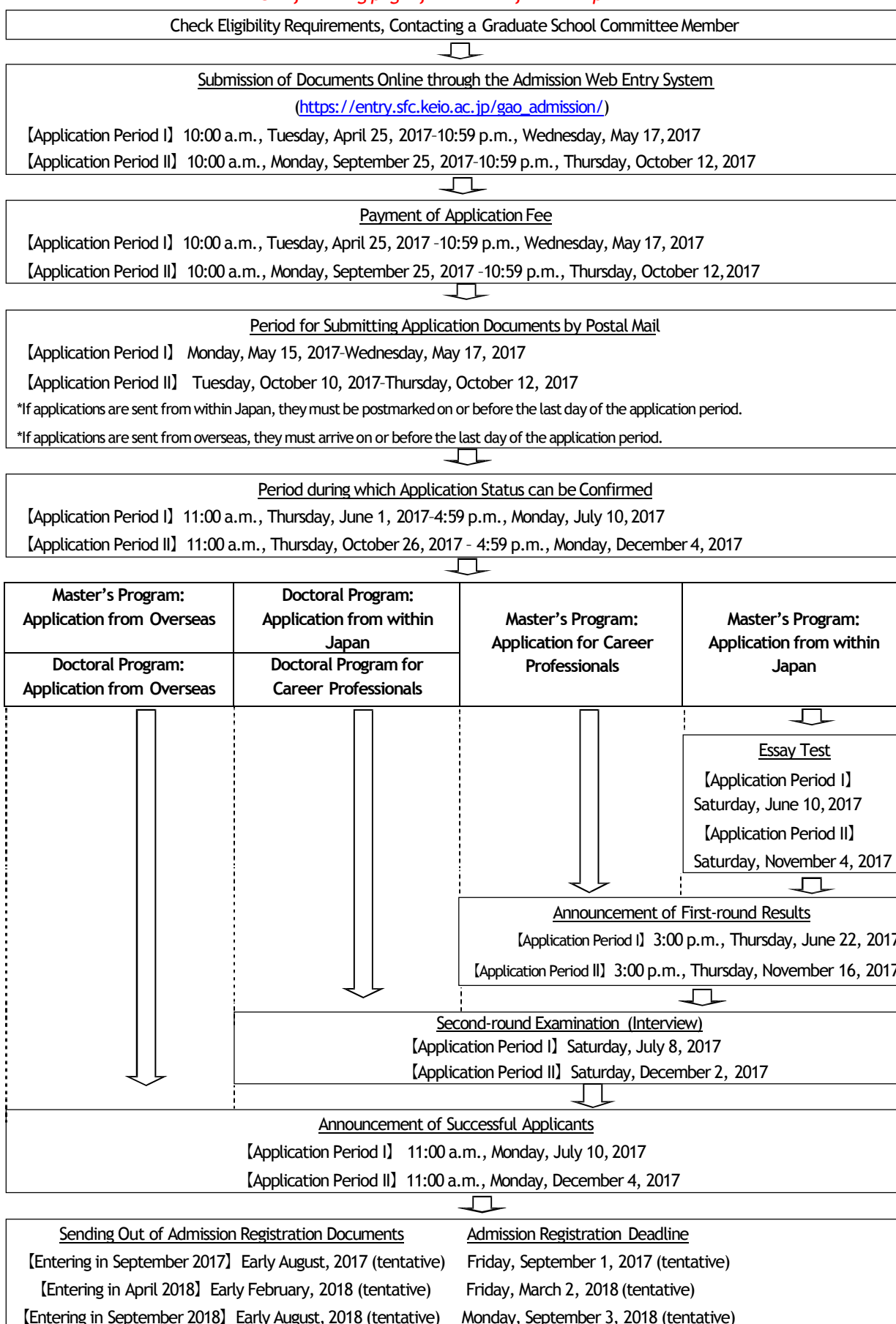
If applicable, applicants must bring their examination slip to the venue of examination and interview conducted by the Graduate School of Media and Governance.

XI. Screening Procedures

All times are indicated in Japan Standard Time (JST)

FLOW CHART OF 2017 ACADEMIC YEAR SCREENING PROCEDURES

See following pages for details of each step.



XII. 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, 2017 for September 2017 enrollment, before March 31, 2018 for April 2018 enrollment, or before September 21, 2018 for September 2018 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 Quality Enhancement of Higher Education before September 21, 2017 for September 2017 enrollment, before March 31, 2018 for April 2018 enrollment, or before September 21, 2018 for September 2018 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 the category of d) must submit the following documents to the Admissions Office of the Graduate School of Media and Governance to arrive on or before Friday, April 7 (Application Period I) / Monday, September 4 (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 the category of d) must be:

- Seeking admission in September 2017 (Application Period I, 2017), or
- Seeking admission in April 2018 (Application Period II, 2017).

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 2017 must have been enrolled in an undergraduate program for three years or more by September 21, 2017 (the end of March 2018 for those who wish to enroll in April 2018). 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 2017 must be scheduled to earn 90 or more undergraduate credits by September 21, 2017 (the end of March 2018 for those who wish to enroll in April 2018). Any credits earned from courses not deemed necessary for graduation, such

as *Optional Subjects (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 2017 must have earned 60 or more undergraduate credits by the end of March 2017 (the end of September 2017 for those who wish to enroll in April 2018). Any credits earned from courses not deemed necessary for graduation, such as *Optional Subjects (Jiyu Kamoku)* will not be considered.
- (4) Those who wish to enroll in September 2017 must fulfill one of the requirements mentioned below by the end of March 2017 (the end of September 2017 for those who wish to enroll in April 2018).
 - 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 Subjects (Jiyu Kamoku)* should also be included. However, they should not include credits they have earned that 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 Subjects (Jiyu Kamoku)* should also be included. However, they should not include credits they have earned that are graded on a pass/fail basis.

Those enrolled at a university using different grading methods and unable to fulfill the requirements mentioned above (1)~(4) 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 the category of e) must submit the following documents to the Admissions Office of the Graduate School of Media and Governance to arrive on or before Friday, April 7 (Application Period I)/ Monday, September 4 (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 at 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

	Application Period I, 2017 (for those seeking admission in September 2017 or April 2018)	Application Period II, 2017 (for those seeking admission in
Admission Web Entry Period	10:00 a.m., Tuesday, April 25, 2017- 10:59 p.m., Wednesday, May 17, 2017	10:00 a.m., Monday, September 25, 2017- 10:59 p.m., Thursday, October 12, 2017
Application Period*	Monday, May 15, 2017- Wednesday, May 17, 2017	Tuesday, October 10, 2017- Thursday, October 12, 2017
Examination—First-round 90 minute essay test Venue: Ω(Omega) Building	10:00 a.m., Saturday, June 10, 2017	10:00 a.m., Saturday, November 4, 2017
Announcement of Examination— First-round Result	3:00 p.m., Thursday, June 22, 2017	3:00 p.m., Thursday, November 16, 2017
Examination—Second-round Interview Venue: applicants will be notified	Saturday, July 8, 2017	Saturday, December 2, 2017
Announcement of Successful Applicants	11:00 a.m., Monday, July 10, 2017	11:00 a.m., Monday, December 4, 2017

*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 pass the first-round of screening will be interviewed. The second-round of screening consists of an interview. Inquiries regarding the content or result of the examination and screening will not be entertained.

• First-round

Applicants must bring their examination slip 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 or wearable devices to the examination venue.**

• Second-round

Applicants must bring their examination slip 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.

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 MoneyOrder (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 that the applicant is 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:

<http://www.sfc.keio.ac.jp/gsmg/en/docs/ResearchPlan-Englishform.pdf>

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/>

http://www.gakuji.keio.ac.jp/en/sfc/gsmg/chairpersons_academicadvisors.html

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 EntryID

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) 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 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.

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 that 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.

l) 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).

Case	Document to be Submitted	Note
Foreign Nationals	i. Photocopy of passport ii. Japanese Language Proficiency Survey Form	Submit the following documents: i. Photocopy of passport ID page. ii. Fill the “Japanese Language Proficiency Survey Form” http://www.sfc.keio.ac.jp/gsmg/en/docs/SFC_J_Proficiency.pdf
Currently enrolled in a graduate school or was enrolled in a graduate school in the past	Academic transcript and/or certificates from the 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 or are scheduled to complete a master's degree course, submit the degree certificate or statement of expected acquisition of a degree.
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 or are scheduled to complete 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 documents differs from the name used for application	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.

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.

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

DATES RESULTS CAN BE CONFIRMED

	First-round results	Second-round results
Application Period I, 2017	3:00 p.m., Thursday, June 22, 2017– 4:59 p.m., Saturday, July 8, 2017	11:00 a.m., Monday, July 10, 2017– 4:59 p.m., Friday, September 1, 2017
Application Period II, 2017	3:00 p.m., Thursday, November 16, 2017– 4:59 p.m., Saturday, December 2, 2017	11:00 a.m., Monday, December 4, 2017– 4:59 p.m., Friday, March 2, 2018

XIII. 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, 2017 for September 2017 enrollment, before March 31, 2018 for April 2018 enrollment, or before September 21, 2018 for September 2018 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 Quality Enhancement of Higher Education before September 21, 2017 for September 2017 enrollment, before March 31, 2018 for April 2018 enrollment, or before September 21, 2018 for September 2018 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 the category of f) must submit the following documents to the Admissions Office of the Graduate School of Media and Governance to arrive on or before Friday, April 7 (Application Period I) / Monday, September 4 (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 the category of f) must be:

- Seeking admission in September 2017 (Application Period I, 2017), or
- Seeking admission in April 2018 (Application Period II, 2017).

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 2017 must have been enrolled in an undergraduate program by September 21, 2017 (the end of March 2018 for those who wish to enroll in April 2018). 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 2017 must be scheduled to earn 90 or more undergraduate credits by September 21, 2017 (the end of March 2018 for those who wish to enroll in April 2018). Any credits earned from courses not deemed necessary for graduation, such as *Optional Subjects (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 2017 must have earned 60 or more undergraduate credits by the end of March 2017 (the end of September 2017 for those who wish to enroll in April 2018). Any credits earned from courses not deemed necessary for graduation, such as *Optional Subjects (Jiyu Kamoku)* will not be considered.
- (4) Those who wish to enroll in September 2017 must fulfill one of the requirements mentioned below by the end of March 2017 (the end of September 2017 for those who wish to enroll in April 2018).
 - 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 Subjects (Jiyu Kamoku)* should also be included. However, they should not include credits they have earned that 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 Subjects (Jiyu Kamoku)* should also be included. However, they should not include credits they have earned that are graded on a pass/fail basis.

Those enrolled at a university using different grading methods and unable to fulfill the requirements mentioned above (1)~(4) 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 the category of g) must submit the following documents to the Admissions Office of the Graduate School of Media and Governance to arrive on or before Friday, April 7 (Application Period I)/ Monday, September 4 (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

	Application Period I, 2017 (for those seeking admission in September 2017 or April 2018)	Application Period II, 2017 (for those seeking admission in April 2018 or September 2018)
Admission Web Entry Period	10:00 a.m., Tuesday, April 25, 2017- 10:59 p.m., Wednesday, May 17, 2017	10:00 a.m., Wednesday, September 25, 2017- 10:59 p.m., Thursday, October 12, 2017
Application Period*	Monday, May 15, 2017- Wednesday, May 17, 2017	Tuesday, October 10, 2017- Thursday, October 12, 2017
Announcement of Successful Applicants	11:00 a.m., Monday, July 10, 2017	11:00 a.m., Monday, December 4, 2017

*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 from them to act as their 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/>

http://www.gakuji.keio.ac.jp/en/sfc/gsmg/chairpersons_academicadvisors.html

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://vu.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

- 1- Read the application guidebook carefully.
- 2- Discuss your research plan thoroughly with a graduate school committee member of the Program you wish to participate in and obtain an informal consent from them 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
- 3- Prepare a realistic plan to finance your education.
- 4- Register in the Admission Web Entry System and submit Application Documents to be Submitted Online, and print out the Applicant Entry Form.
- 5- Pay the Application Fee (For further information see page 8).
- 6- 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.
- 7- Print out the Examination Slip (For further information see page 9).
- 8- 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

Applicants must concisely describe:

- Previous academic themes and achievement
- Research that the applicant is 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:

<http://www.sfc.keio.ac.jp/gsmg/en/docs/ResearchPlan-Englishform.pdf>

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/>

http://www.gakuji.keio.ac.jp/en/sfc/gsmg/chairpersons_academicadvisors.html

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 EntryID

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.

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.

g) 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 (*.wmd, *.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 them 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 that 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 the 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).

Case	Documents to be Submitted	Note
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. ii. Fill the “Japanese Language Proficiency Survey Form” http://www.sfc.keio.ac.jp/gsmg/en/docs/SFC_J_Proficiency.pdf 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 *Foreign nationals need a COE for applying VISA	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.

Case	Document to be Submitted	Note
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.
Currently enrolled in a graduate school or was enrolled in a graduate school in the past	Academic transcript and/or certificates from the 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 or are scheduled to complete a master's degree course, submit the degree certificate or statement of expected acquisition of a degree.
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 or are scheduled to complete 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 documents differs from the name used for application documents	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 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

Application Period I, 2017	11:00 a.m., Monday, July 10, 2017–4:59 p.m., Friday, September 1, 2017
Application Period II, 2017	11:00 a.m., Monday, December 4, 2017–4:59 p.m., Friday, March 2, 2018

XIV. 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

All times are indicated in Japan Standard Time

	Application Period I, 2017 (for those seeking admission in September 2017 or April 2018)	Application Period II, 2017 (for those seeking admission in April 2018 or September 2018)
Admission Web Entry Period	10:00 a.m., Tuesday, April 25, 2017- 10:59 p.m., Wednesday, May 17, 2017	10:00 a.m., Monday, September 25, 2017- 10:59 p.m., Thursday, October 12, 2017
Application Period*	Monday, May 15, 2017- Wednesday, May 17, 2017	Tuesday, October 10, 2017- Thursday, October 12, 2017
Announcement of Examination-- First-round Result	3:00 p.m., Thursday, June 22, 2017	3:00 p.m., Thursday, November 16, 2017
Examination--Second-round Interview Venue: applicants will be notified	Saturday, July 8, 2017	Saturday, December 2, 2017
Announcement of Successful Applicants	11:00 a.m., Monday, July 10, 2017	11:00 a.m., Monday, December 4, 2017

*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 from them to act as their 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/>

http://www.gakuji.keio.ac.jp/en/sfc/gsmg/chairpersons_academicadvisors.html

If applicants do not know the contact information of 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://vu.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 slip (see page 9 “Examination Slip” 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.

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)
- k) Address Labels (Print out after completing documents in the Admission Web Entry System)
- l) 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 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 that the applicant is 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:

<http://www.sfc.keio.ac.jp/gsmg/en/docs/ResearchPlan-Englishform.pdf>

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/>

http://www.gakuji.keio.ac.jp/en/sfc/gsmg/chairpersons_academicadvisors.html

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 EntryID

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 that 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.

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).

Case	Document to be Submitted	Note
Foreign Nationals	i. Photocopy of passport ii. Japanese Language Proficiency	Submit the following documents: i. Photocopy of passport ID page. ii. Fill the “Japanese Language Proficiency Survey Form” http://www.sfc.keio.ac.jp/gsmg/en/docs/SFC_J_Proficiency.pdf
Currently enrolled in a graduate school or was enrolled in a graduate school in the past	Academic transcript and/or certificates from the 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 or are scheduled to complete a master's degree course, submit the degree certificate or statement of expected acquisition of a degree.
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 or are scheduled to complete 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 documents differs from the name used for application documents	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.

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/

DATES RESULTS CAN BE CONFIRMED

	First-round results	Second-round results
Application Period I, 2017	3:00 p.m., Thursday, June 22, 2017— 4:59 p.m., Saturday, July 8, 2017	11:00 a.m., Monday, July 10, 2017— 4:59 p.m., Friday, September 1, 2017
Application Period II, 2017	3:00 p.m., Thursday, November 16, 2017— 4:59 p.m., Saturday, December 2, 2017	11:00 a.m., Monday, December 4, 2017— 4:59 p.m., Friday, March 2, 2018

XV. 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 be scheduled to complete a master's degree course or professional degree course before September 21, 2017 for September 2017 enrollment, before March 31, 2018 for April 2018 enrollment, or before September 21, 2018 for September 2018 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, 2017 for September 2017 enrollment, before March 31, 2018 for April 2018 enrollment, or before September 21, 2018 for September 2018 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 the category of d) must submit the following documents to the Admissions Office of the Graduate School of Media and Governance to arrive on or before Friday, April 7 (Application Period I)/ Monday, September 4 (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

	Application Period I, 2017 (for those seeking admission in September 2017 or April 2018)	Application Period II, 2017 (for those seeking admission in April 2018 or September 2018)
Application Fee Payment Period	10:00 a.m., Tuesday, April 25, 2017– 10:59 p.m., Wednesday, May 17, 2017	10:00 a.m., Monday, September 25, 2017– 10:59 p.m., Thursday, October 12, 2017
Admission Web Entry Period	10:00 a.m., Tuesday, April 25, 2017– 10:59 p.m., Wednesday, May 17, 2017	10:00 a.m., Monday, September 25, 2017– 10:59 p.m., Thursday, October 12, 2017
Application Period*	Monday, May 15, 2017– Wednesday, May 17, 2017	Tuesday, October 10, 2017– Thursday, October 12, 2017
Announcement of Interview Timetable	3:00 p.m., Thursday, June 22, 2017	3:00 p.m., Thursday, November 16, 2017
Examination—Second-round Interview Venue: posted on campus on day of interview	Saturday, July 8, 2017	Saturday, December 2, 2017
Announcement of Successful Applicants	11:00 a.m., Monday, July 10, 2017	11:00 a.m., Monday, December 4, 2017

*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 from them to act as their 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/>

http://www.gakuji.keio.ac.jp/en/sfc/gsmg/chairpersons_academicadvisors.html

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://vu.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 slip with them. (See “Examination Slip” 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.

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 that the applicant is 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/gsmg/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/>

http://www.gakuji.keio.ac.jp/en/sfc/gsmg/chairpersons_academicadvisors.html

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 EntryID

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 (*.wmv, *.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.

List of Standardized Foreign Language Examinations:

Language	Name of the Standardized Foreign Language Examination
English	TOEFL, TOEIC, EIKEN Test in Practical English Proficiency TOEFL-ITP test conducted at SFC, IELTS
German	Diplom Deutsch in Japan / German Diploma in Japan Zentrale Mittelstufenprüfung (ZMP) TestDaF
French	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)
Chinese	中国語検定 / Test of Chinese Proficiency 漢語水平考試 / Hanyu Shuiping Kaoshi (HSK)
Spanish	Evaluación Oficial del Conocimiento de la Lengua Española Diplomas de Español como Lengua Extranjera (DELE)
Japanese	日本語能力試験 Japanese Language Proficiency Test (JLPT)
Korean	Test of Proficiency in Korean (TOPIK) The Korean Language Proficiency Test (KLPT)
Malay-Indonesian	Ujian Bahasa Indonesia Ujian Kemampuan Berbahasa Indonesia

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

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.

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)-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).

Case	Document to be Submitted	Note
Foreign Nationals	i. Photocopy of passport ii. Japanese Language Proficiency Survey Form	Submit the following documents; i. Photocopy of passport ID page. ii. Fill in the “Japanese Language Proficiency Survey Form” http://www.sfc.keio.ac.jp/gsmg/en/docs/SFC_J_Proficiency.pdf
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 or are scheduled to complete 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 documents differs from the name used for application documents	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.

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

Application Period I, 2017	11:00 a.m., Monday, July 10, 2017–4:59 p.m., Friday, September 1, 2017
Application Period II, 2017	11:00 a.m., Monday, December 4, 2017–4:59 p.m., Friday, March 2, 2018

XVI. 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 be scheduled to complete a master's degree course or professional degree course before September 21, 2017 for September 2017 enrollment, before March 31, 2018 for April 2018 enrollment, or before September 21, 2018 for September 2018 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, 2017 for September 2017 enrollment, before March 31, 2018 for April 2018 enrollment, or before September 21, 2018 for September 2018 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 the category of f) must submit the following documents to the Admissions Office of the Graduate School of Media and Governance to arrive on or before Friday, April 7 (Application Period I)/ Monday, September 4 (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

	Application Period I, 2017 (for those seeking admission in September 2017 or April 2018)	Application Period II, 2017 (for those seeking admission in April 2018 or September 2018)
Application Fee Payment Period	10:00 a.m., Tuesday, April 25, 2017- 10:59 p.m., Wednesday, May 17, 2017	10:00 a.m., Monday, September 25, 2017- 10:59 p.m., Thursday, October 12, 2017
Admission Web Entry Period	10:00 a.m., Tuesday, April 25, 2017- 10:59 p.m., Wednesday, May 17, 2017	10:00 a.m., Monday, September 25, 2017- 10:59 p.m., Thursday, October 12, 2017
Application Period*	Monday, May 15, 2017- Wednesday, May 17, 2017	Tuesday, October 10, 2017- Thursday, October 12, 2017
Announcement of Successful Applicants	11:00 a.m., Monday, July 10, 2017	11:00 a.m., Monday, December 4, 2017

*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 from them to act as their 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:

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

http://www.gakuji.keio.ac.jp/en/sfc/gsmg/chairpersons_academicadvisors.html

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://vu.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.

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

- 1- Read the application guidebook carefully.
- 2- Discuss your research plan thoroughly with a graduate school committee member of the Program they wish to participate in and obtain an informal consent from them to act as their 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
- 3- Prepare a realistic plan to finance your education.
- 4- Register on the Admission Web Entry System and submit Documents to be Submitted Online, and print out the Applicant Entry Form.
- 5- Pay the Application Fee (For further information see page 8).
- 6- 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.
- 7- Print out the Examination Slip (For further information see page 9).
- 8- 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 from them 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
- 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.

b) Research Plan

- (1) Applicants must concisely describe:
 - Previous academic themes and achievements
 - Research that the applicant is 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/gsmg/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/>

http://www.gakuji.keio.ac.jp/en/sfc/gsmg/chairpersons_academicadvisors.html

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 EntryID

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 (*.wmv, *.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.

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:

Language	Name of the Standardized Foreign Language Examination
English	TOEFL, TOEIC, EIKEN Test in Practical English Proficiency TOEFL-ITP test conducted at SFC, IELTS
German	Diplom Deutsch in Japan / German Diploma in Japan Zentrale Mittelstufenprüfung (ZMP) TestDaF
French	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)
Chinese	中国語検定 / Test of Chinese Proficiency 漢語水平考試 / Hanyu Shuiping Kaoshi (HSK)
Spanish	Evaluación Oficial del Conocimiento de la Lengua Española Diplomas de Español como Lengua Extranjera (DELE)
Japanese	日本語能力試験 Japanese Language Proficiency Test (JLPT)
Korean	Test of Proficiency in Korean (TOPIK) The Korean Language Proficiency Test (KLPT)
Malay-Indonesian	Ujian Bahasa Indonesia Ujian Kemampuan Berbahasa Indonesia

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

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 level's)

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 the 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).

Case	Document to be Submitted	Note
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. ii. Fill in the “Japanese Language Proficiency Survey Form” http://www.sfc.keio.ac.jp/gsmg/en/docs/SFC_J_Proficiency.pdf 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 *Foreign nationals need COE for applying VISA	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 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 documents differs from the name for application documents	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/

DATES RESULTS CAN BE CONFIRMED

Application Period I, 2017	11:00 a.m., Monday, July 10, 2017—4:59 p.m., Friday, September 1, 2017
Application Period II, 2017	11:00 a.m., Monday, December 4, 2017—4:59 p.m., Friday, March 2, 2018

XVII. Doctoral Program for Career Professionals

The Doctoral Program for Career Professionals offers students the opportunity to acquire a doctoral degree while working. The program is for those 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 be scheduled to complete a master's degree course or professional degree course before September 21, 2017 for September 2017 enrollment, before March 31, 2018 for April 2018 enrollment, or before September 21, 2018 for September 2018 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, 2017 for September 2017 enrollment, before March 31, 2018 for April 2018 enrollment, or before September 21, 2018 for September 2018 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 the category of c) must submit the following documents to the Admissions Office of the Graduate School of Media and Governance to arrive on or before Friday, April 7 (Application Period I)/ Monday, September 4 (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 7, 2017, for Application Period I, or by Monday, September 4, 2017, for Application Period II.

2. Schedule

All times are indicated in Japan Standard Time

	Application Period I, 2017 (for those seeking admission in September 2017 or April 2018)	Application Period II, 2017 (for those seeking admission in April 2018 or September 2018)
Application Fee Payment Period	10:00 a.m., Tuesday, April 25, 2017- 10:59 p.m., Wednesday, May 17, 2017	10:00 a.m., Monday, September 25, 2017- 10:59 p.m., Thursday, October 12, 2017
Admission Web Entry Period	10:00 a.m., Tuesday, April 25, 2017- 10:59 p.m., Wednesday, May 17, 2017	10:00 a.m., Monday, September 25, 2017- 10:59 p.m., Thursday, October 12, 2017
Application Period*	Monday, May 15, 2017- Wednesday, May 17, 2017	Tuesday, October 10, 2017- Thursday, October 12, 2017
Announcement of Interview Timetable	3:00 p.m., Thursday, June 22, 2017	3:00 p.m., Thursday, November 16, 2017
Examination—Second-round Interview Venue: posted on campus on day of interview	Saturday, July 8, 2017	Saturday, December 2, 2017
Announcement of Successful Applicants	11:00 a.m., Monday, July 10, 2017	11:00 a.m., Monday, December 4, 2017

*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 from them to act as their 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://vu.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 slip with them. (See “Examination Slip” 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 that the applicant is 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 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 EntryID

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 (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.

f) 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).

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 (*.wmv, *.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.

List of Standardized Foreign Language Examinations:

Language	Name of the Standardized Foreign Language Examination
English	TOEFL, TOEIC, EIKEN Test in Practical English Proficiency TOEFL-ITP test conducted at SFC, IELTS
German	Diplom Deutsch in Japan / German Diploma in Japan Zentrale Mittelstufenprüfung (ZMP) TestDaF
French	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)
Chinese	中国語検定 / Test of Chinese Proficiency 漢語水平考試 / Hanyu Shuiping Kaoshi (HSK)
Spanish	Evaluación Oficial del Conocimiento de la Lengua Española Diplomas de Español como Lengua Extranjera (DELE)
Japanese	日本語能力試験 Japanese Language Proficiency Test (JLPT)
Korean	Test of Proficiency in Korean (TOPIK) The Korean Language Proficiency Test (KLPT)
Malay-Indonesian	Ujian Bahasa Indonesia Ujian Kemanpuan Berbahasa Indonesia

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

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.

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).

Case	Document to be Submitted	Note
Foreign Nationals	i. Photocopy of passport ii. Japanese Language Proficiency Survey Form	Submit the following documents; i. Photocopy of passport ID page. ii. Fill in the “Japanese Language Proficiency Survey Form” http://www.sfc.keio.ac.jp/gsmg/en/docs/SFC_J_Proficiency.pdf
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 or are scheduled to complete 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 documents differs from the name for application documents	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.

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.

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

Application Period I, 2017	11:00 a.m., Monday, July 10, 2017–4:59 p.m., Friday, September 1, 2017
Application Period II, 2017	11:00 a.m., Monday, December 4, 2017–4:59 p.m., Friday, March 2, 2018

XVIII. 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

Entering in	Admission Registration Deadline
September 2017	Friday, September 1, 2017
April 2018	Friday, March 2, 2018 (tentative)
September 2018	Monday, September 3, 2018 (tentative)

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.

XIX. Program Academic Fees

At present, academic fees for students enrolling in April or September 2018 have not been finalized. Applicants may refer to the table below for academic fees required for enrollment in 2017 for approximate figures.

Table of Academic Fees

The following table shows the academic fees required for enrollment in 2017:

	Entering in April 2017		Entering in September 2017	
	Master's	Doctoral	Master's	Doctoral
Registration Fee	60,000	60,000	30,000	30,000
Tuition Fee	1,370,000	660,000	685,000	330,000
Materials Distribution Fee and Other Course-Related Fees	8,000	8,000	4,000	4,000
Student Health Insurance Union Annual Fee	2,600	2,600	1,350	1,350
Total	1,440,600	730,600	720,350	365,350
(Amount for spring semester in case of installment payment)	(720,350)	(365,350)		
(Amount for fall semester in case of installment payment)	(720,250)	(365,250)		

(in Japanese Yen)

- Academic fees, excluding the 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 shown 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 and tuition fee are decided every academic year according to a sliding scale in accordance with University Rules. Any increase is based upon a rise in the wages of public servants as 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 specified in the Admission Registration Guide.

XX. Types of Scholarships and Amount

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

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:

<http://www.gakujii.keio.ac.jp/en/sfc/scholarship/index.html>

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

http://www.ic.keio.ac.jp/intl_student/scholarship/intl_student.html

Scholarships Offered by the Graduate School of Media and Governance

Young Leaders Scholarship	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 specified 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 not only shown 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.
GAO Scholarship	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 (1.41 million yen for AY2016). 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 fulfills the requirements for the following year. Scholarship recipients will be selected from all applicants and decided after the admission examination results.
Keio Research Encouragement Scholarship	The Keio Research Encouragement Scholarship is awarded to the students who have a high degree of research motivation and expected to achieve outstanding research in the future. The 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.

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

XXI. ~~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.~~

~~RA recruitment has yet to be decided for Academic Year 2018. (Last modified: 10/05/2017)~~

XXII. 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 specified that they wish to be considered for the position. They are informed of the decision following receipt of their admission results. Please keep this in mind, as one cannot take this position while also acting as Researcher of Keio University, Research Fellow of the Japan Society for the Promotion of Science (JSPS), or Research Assistant of Global Environmental System Leaders Program (GESL).

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

XXIII. 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) on 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 for this purpose.