

**Keio University**  
**Graduate School of Media and Governance**  
**Master's Program**

**2017**

**Application through Internal Recommendation for Current  
Students of the Keio University Faculty of Policy Management,  
and the Faculty of Environment and Information Studies**

**Application Guidebook**

**Application Procedures in Spring Semester 2017 Academic Year**  
(for those seeking admission in April 2018)

**Application Procedures in Fall Semester 2017 Academic Year**  
(for those seeking admission in September 2018)

The following guidelines are designed for those who wish to enroll in the master's program at the Graduate School of Media and Governance through the internal recommendation application category.

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

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

**International Advanced Degrees Course**

Information is published separately about admissions to the International Advanced Degrees Course, a master's degree program where students complete coursework and requirements using the English language. Applicants who wish to apply for the International Advanced Degrees Course should refer to the following SFC website:

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

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

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## **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 Keio 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 a school doctor that their condition has improved and that 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 indicated 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 increasing complex society and by employing original methods to find solutions through various projects.

# II. Major Discipline and Admission Quota

Program	Major Discipline	Degree Conferred	Admission Quota*
Master's Program	Media and Governance	Master of Media and Governance	200

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

\*The number to be admitted through internal recommendation is about half of the admission quota.

# III. Application Categories

The master's program has four categories for application, namely 'Application through Internal Recommendation for Current Students of Keio University Faculty of Policy Management and Faculty of Environment and Information Studies,' 'General Entrance Examination: Application from within Japan,' 'General Entrance Examination: Application from Overseas,' and 'General Entrance Examination: Application for Career Professionals.'

Information about the 'General Entrance Examination: Application from within Japan,' 'General Entrance Examination: Application from Overseas,' and 'General Entrance Examination: Application for Career Professionals' is published separately.

Please refer to the following SFC website:

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

# IV. Program System

There are eight research fields called Programs. All graduate students are expected to belong to a Program and then pursue research consistent with the guidelines set by the Program they opt for. Upon successfully fulfilling 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. Professional Courses

The graduate school (Master's/Doctoral Program) offers training courses in specialized areas called Professional Courses. The course curricula are designed to help master's students acquire expertise in specific career fields and become skilled professionals who can meet the challenges 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. Refer to the following website for details:

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

Course Names	Codes
Social Innovator	SI
Environmental Innovators	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 about orientation will be available at the time of Admission Registration.

## VI. Eligibility Requirements

In order to be eligible, applicants need to fulfill either 1, 2, or 3 of the following.

1. Applicants who meet all of the following conditions.

- (I) Applicants seeking enrollment in April 2018 must be, as of April 1, 2017, regular students enrolled in the first semester of their Fourth Year at Keio University Faculty of Policy Management or the Faculty of Environment and Information Studies, and be scheduled to graduate in March 2018, or

Applicants seeking enrollment in September 2018 must be, as of September 22, 2017, regular students enrolled in the first semester of their Fourth Year at Keio University Faculty of Policy Management or the Faculty of Environment and Information Studies, and be scheduled to graduate in September 2018.

- (II) All applicants are required to have registered two or more semesters of the Seminar of the professor who will fill in the Letter of Acceptance to Act as Research Supervisor or Recommendation Letter and must have received a grade of S or A in that Seminar or laboratory for at least two separate semesters.

※ Students who cannot fulfill requirement (II) due to unavoidable circumstances, such as the Research Supervisor going to study abroad, sabbatical leave, etc., should inquire at the Admissions Office at least one week before the deadline for submitting application documents.

※ In the case that a student is studying abroad during the application period and is able to meet the application requirements by advancing retroactively after the application to include the study abroad period into their enrollment period at Keio University is accepted, the application will only be accepted when specific credits have been acquired as stated in "Advancing to the Fourth Year" in the SFC Guide. Please inquire at the Admissions Office at least one week before the deadline for submitting application documents. Currently, only one application is allowed during enrollment.

2. Applicants who are candidates for the 3.5-year Early Graduation System and who meet all of the following conditions.

- (I) Applicants seeking enrollment in April 2018 must be, as of April 1 2017, regular students enrolled in the second semester of their Third Year at Keio University Faculty of Policy Management of the Faculty of Environment and Information Studies, and have satisfied requirements for 3.5-year early graduation in March 2018, or

Applicants seeking enrollment in September 2018 must be, as of September 22 2017, regular students enrolled in the second semester of their Third Year in the Keio University Faculty of Policy Management or the Faculty of Environment and Information Studies, and have satisfied requirements for 3.5-year early graduation in September 2018.

- (II) All applicants are required to have registered two or more semesters of the Seminar of the professor who will fill in the Letter of Acceptance to Act as Research Supervisor or Recommendation Letter and must have received a grade of A in that Seminar or laboratory for at least two separate semesters.

※ Students who cannot fulfill requirement (II) due to unavoidable circumstances, such as the Research Supervisor going to study abroad, sabbatical leave, etc. should inquire at the Admissions Office at least one week before the deadline for submitting application documents.

※ In the case that a student is studying abroad during the application period and is able to meet the application requirements by advancing retroactively after the application to include the study abroad period into their enrollment period at Keio University is accepted, they should inquire at the Admissions Office at least one week

before the deadline for submitting application documents. Currently, only one application is allowed during enrollment.

**3. Applicants who are enrolled in the Bachelor's-Master's Four-year Integrated Education Program and meet all of the following conditions.**

(I) Applicants seeking enrollment in April 2018 must be, as of April 1, 2017, regular students enrolled in the first semester of their Third Year at Keio University Faculty of Policy Management or the Faculty of Environment and Information Studies, and be enrolled in the Bachelor's-Master's Four-year Integrated Education Program.

Applicants seeking enrollment in September 2018 must be, as of September 22, 2017, regular students enrolled in the first semester of their Third Year at Keio University Faculty of Policy Management or the Faculty of Environment and Information Studies, and be enrolled in the Bachelor's-Master's Four-year Integrated Education Program.

(II) All applicants are required to have registered two or more semesters of the Seminar of the professor who will fill in the Letter of Acceptance to Act as Research Supervisor or Recommendation Letter and must have received a grade of S or A in that Seminar or laboratory for at least two separate semesters.

(III) Applicants must receive approval from their professor in the Bachelor's-Master's Four-year Integrated Education Program to fill out the "Letter of Acceptance to Act as Research Supervisor."

※ Students who cannot fulfill requirements (II) or (III) due to unavoidable circumstances, such as the Research Supervisor going to study abroad, sabbatical leave, etc., should inquire at the Admissions Office at least one week before the deadline for submitting application documents.

※ In the case that a student is studying abroad during the application period and is able to meet the application requirements by advancing retroactively after the application to include the study abroad period into their enrollment period at Keio University is accepted, they should inquire at the Admissions Office at least one week before the deadline for submitting application documents. Currently, only one application is allowed during enrollment.

※ Please refer to the SFC Guide for details regarding the 3.5-year Early Graduation System and the Bachelor's-Master's Four-Year Integrated Education Program.

[Links to the SFC Guide] <http://www.gakuji.keio.ac.jp/sfc/pe/sfcguide.html>

## VII. Application Method and Application Period

Application involves 1., submission of documents online through the Admission Web Entry System and 2., submission of documents at the Admissions Office. BOTH procedures, not only one, 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 and materials will not be returned.**

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

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/>

**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 necessary. Please make sure to keep a note of your Applicant Entry ID.

## 2. Submission of Documents at the Admissions Office

Documents should be submitted at the **Admissions Office on the first floor of the A (Alpha) building, Shonan Fujisawa Campus**. Applications will not be accepted outside of the application submission period. The **Admissions Office hours are from 9:15 a.m. to 4:50 p.m. each day** of the submission period.

Only students enrolled at TTCK or those currently studying abroad (under Undergraduate Faculty Rules and Regulations, Article 153) will be allowed to submit documents by postal mail. **Submissions by postal mail must arrive on or before the deadline**. Documents submitted by postal mail should be sent by *express simplified registered mail* (簡易書留・速達) to:

Admissions Office of the Graduate School of Media and Governance  
Keio University Shonan Fujisawa Campus  
5322 Endo, Fujisawa-shi, Kanagawa 252-0882 Japan

Application Period	Enrollment in:	Period for Submitting Application Documents through the Admission Web Entry System	Days for Submitting Application Documents at the Admissions Office
Spring Semester 2017	April 2018	10:00 a.m., Tuesday, March 21, 2017—3:59 p.m., Tuesday, April 4, 2017	On Monday, April 3, 2017 and on Tuesday, April 4, 2017 9:15 a.m.—4:50 p.m. each day
Fall Semester 2017	September 2018	10:00 a.m., Monday, September 11, 2017—3:59 p.m., Friday, September 22, 2017	On Friday, September 22, 2017 9:15 a.m.—4:50 p.m.

## VIII. Application Fee

### 35,000 Japanese yen (JPY)

Upon confirming the post office hours, obtain a postal money order (郵便為替) of 35,000 yen issued at any Japan Post Bank or post office in Japan, and submit it with the rest of the application. The issuance date of postal money order should be on or after January 1, 2017 (for those seeking admission in September 2018, on or after June 1, 2017). Please leave the name and address of the recipient section blank (受取人住所氏名欄).

## IX. Screening Method

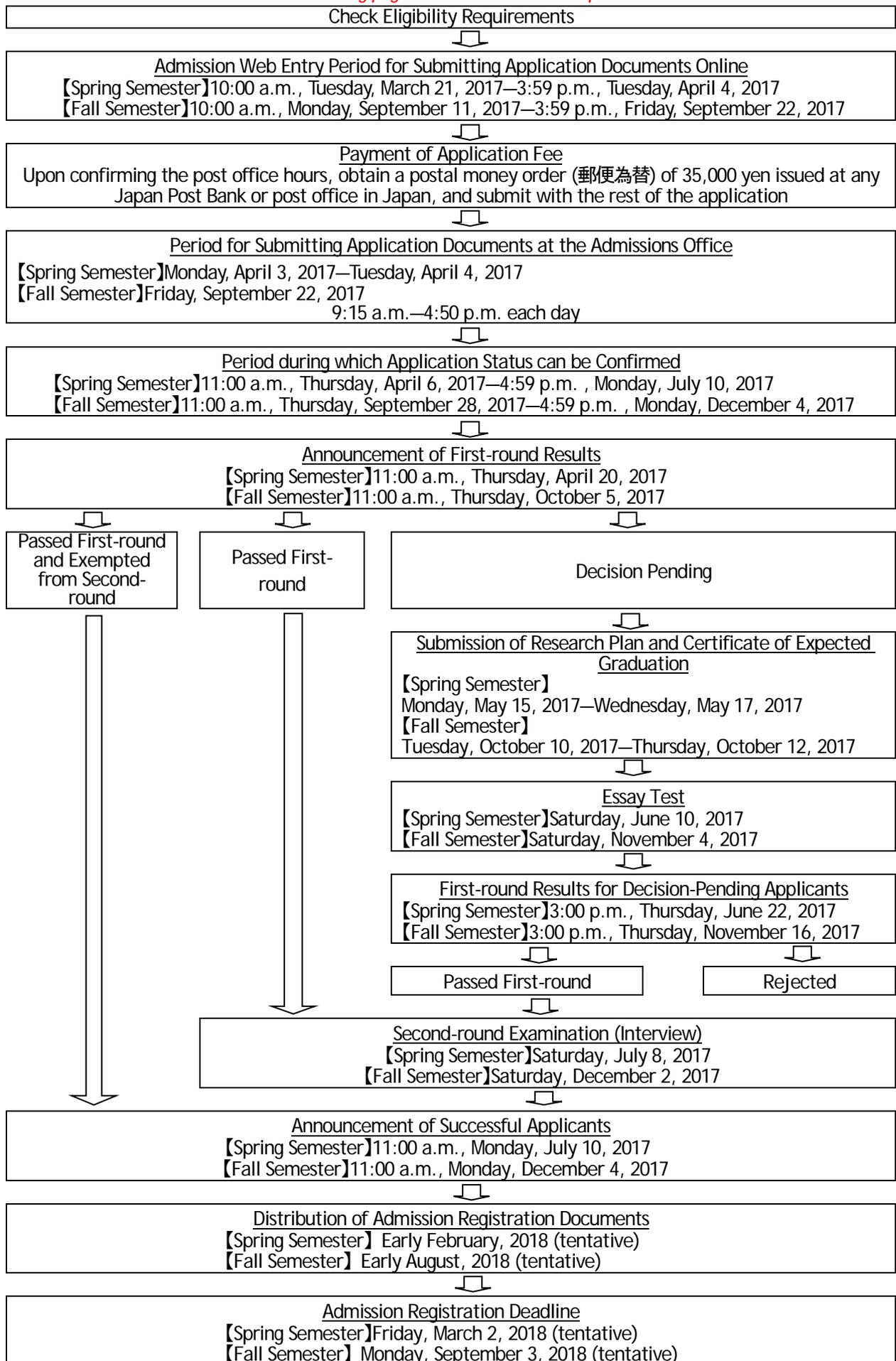
The academic level of applicants, and their motivation and capability to conduct research will be comprehensively evaluated through a first-round evaluation of submitted documents and second-round examinations (interviews).

Those who pass the first-round evaluation of documents will proceed to a second-round examination (interview). The interview constitutes the second-round examination. Some applicants may be asked to provide additional documents and take an essay test after the first-round evaluation before a decision is made on the first-round. In some cases, applicants will be exempt from the second-round examination (interview) based on the first-round evaluation. Please refer to the flow chart to confirm procedures.

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

# X. FLOWCHART OF 2017 ACADEMIC YEAR SCREENING PROCEDURES

See following pages for details of each step.



# XI. Details of Application Documents to be Submitted Online

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 fraudulent.

Documents to be completed online through the Admission Web Entry System:

## 1. 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 provide 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.

## 2. 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 no more than 1,800 words.

## 3. Letter of Acceptance to Act as Research Supervisor

Applicants must obtain advance approval of one graduate school committee member of the program of choice and make a request to the graduate school committee member 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.gakuji.keio.ac.jp/en/sfc/gsmg/chairpersons\\_academicadvisors.html](http://www.gakuji.keio.ac.jp/en/sfc/gsmg/chairpersons_academicadvisors.html)

### a) 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's email address in the "research supervisor" field.

→ The graduate school committee member will receive a dedicated URL link to the form to be filled out and the Applicant's Entry ID

#### By the graduate school committee member

(1) Access the URL link received by email and follow the instructions for registering as research supervisor and setting up a password

(2) Login to the page for writing a "Letter of Acceptance to Act as Research Supervisor"

(3) Enter information and comments regarding the applicant (entries can be temporarily saved)

(4) When all fields have been filled out, click on the "Submit" button

b) 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 at the Admissions Office, applicants should make requests for the Letter of Acceptance to Act as Research Supervisor well in advance.

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

d) If the Letter of Acceptance to Act as Research Supervisor cannot be prepared online for some reason, applicants should contact the Admissions Office at [gao-request@sfc.keio.ac.jp](mailto:gao-request@sfc.keio.ac.jp) at least a week before the

deadline for submitting application documents with their 1) Applicant Entry ID, 2) applicant's name, 3) and reason why the Letter of Acceptance to Act as Research Supervisor cannot be submitted online.

#### 4. Recommendation Letters

Applicants must obtain advance approval and submit three Recommendation Letters written by Keio University faculty members. Of the three, one may be written by the same faculty member who wrote the Letter of Acceptance to Act as Research Supervisor. Procedures for having the Recommendation Letters written are basically the same as for the Letter of Acceptance to Act as Research Supervisor. Please note the following:

- a) The Applicant Entry Form cannot be printed out until the Recommendation Letters are completed. Since the Applicant Entry Form is one of the documents to be submitted at the Admissions Office, applicants should make requests for recommendation letters well in advance.
- b) The website pages for recommenders are written in both Japanese and English. Items on the form can be seen on the Admission Web Entry System website. Applicants cannot view the contents of recommendations written for them.
- c) If a recommender cannot prepare the recommendation online for some reason, applicants should contact the Admissions Office at [gao-request@sfc.keio.ac.jp](mailto:gao-request@sfc.keio.ac.jp) at least a week before the deadline for submitting application documents with their 1) Applicant Entry ID, 2) applicant's name, 3) and reason why the recommendation cannot be submitted online.

#### 5. Other Supporting Materials (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.

- a) Upload supporting materials with descriptions and explanations of them in up to 400 characters. Summaries, supporting comments, etc. should be entered into the designated field on the web page.
- b) 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).
- c) Up to ten items in total of PDF, JPG, and videos may be submitted.
- d) 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.
- e) PDF files should be A4 size. When there is more than one page, include page numbers wherever possible.
- f) 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.

## XII. Details of Application Documents to be Submitted at the Admissions Office

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 fraudulent.

Documents to be submitted at the Admissions Office

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

Once documents 1.–5. of the previous section have been filled out online and submitted through the Admission Web Entry System, the Applicant Entry Form can be printed out. Printouts should be on A4 size paper in black and white, or color. Complete the form by following instructions for items that need to be filled in by hand.

## 2. Application Fee Postal Money Order (郵便為替)

Applicants are required to submit a postal money order (郵便為替) of 35,000 JPY.  
See the below "Application Fee" section for details of application fee payment.

## 3. Documents related to grades

Those who will apply with eligibility requirements 1. as described in section VI:

Submit the original and one photocopy of a grade report (成績表) that includes grades for up to the completion of the Third Year. Originals will be returned upon verification of the photocopy at the Admissions Office. A Transcript of Academic Record (成績証明書) will not be accepted.

Those who will apply with eligibility requirements 2. as described in section VI:

Submit the original and one photocopy of a grade report (成績表) that includes grades for up to the completion of the first semester of the Third Year. A Transcript of Academic Record (成績証明書) will not be accepted. Submit the original and one photocopy of the "Application for Confirmation of Status of Eligibility to be a Candidate for the 3.5-Year Early Graduation System." Originals will be returned upon verification of the photocopy at the Admissions Office.

Those who will apply with eligibility requirements 3. as described in section VI:

Submit the original and one photocopy of a grade report (成績表) that includes grades for up to the completion of the Second Year. A Transcript of Academic Record (成績証明書) will not be accepted. Submit the original and one photocopy of the "Application Results for the Bachelor's-Master's Four-Year Integrated Education Program." Originals will be returned upon verification of the photocopy at the Admissions Office.

# XIII. Announcement of First-round Results

Applicants can check the first-round results of their application and print out their examination ticket from the Admission Web Entry System website during the period for viewing first-round results. The email address and password registered when obtaining an Applicant Entry ID will be required to view results.

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

Application Period	Period for Viewing First-round Results
Spring Semester 2017	11:00 a.m., Thursday, April 20, 2017—4:59 p.m., Saturday, July 8, 2017
Fall Semester 2017	11:00 a.m., Thursday, October 5, 2017—4:59 p.m., Saturday, December 2, 2017

There are three categories of first-round results:

### 1. Passed First-round and Exempted from Second-round

Applicants in this category have passed the first-round screening and are exempt from the second-round examination (interview).

Print out the examination ticket and follow the instructions as described in "Announcement of Second-round Results" to confirm whether or not you have been accepted to the Graduate School.

## 2. Passed First-round

Applicants in this category have passed the first-round screening.

Print out the examination ticket and follow the instructions as described in “Second-round Examination (Interview)” for taking the second-round examination (interview).

## 3. Decision Pending

Decisions for applicants in this category are pending.

Applicants in this category should:

- a) Print out the examination ticket,
- b) Submit additional documents—a Research Plan and Certificate of Expected Graduation in the designated period, and
- c) Take the essay test.

### *Writing a Research Plan*

The research plan:

- a) Should concretely and concisely describe:
  - (1) Previous academic themes and achievement
  - (2) Research that the applicant is planning to conduct at the master’s program
    - i. Theme
    - ii. Objective
    - iii. Methodology
    - iv. Significance of research
    - v. Features
    - vi. Anticipated result
    - vii. Facilities required for research
  - (3) Others, if any
- b) Should have the applicant’s name and signature, and affiliation (name of university and department) clearly indicated on the first page
- c) Should be word processed whenever possible and printed on **A4 size paper** (portrait: plan written horizontally, without a cover page)
- d) Must be five pages in length or less with page numbers (current page/total pages) on the lower right-hand side of each page (For example: 1/5, 2/5, 3/5, 4/5, 5/5)
- e) Must leave a margin of 1.5 cm on the left-hand side
- f) **Must be stapled at the upper left-hand corner** when it is a multi-page document
- g) Should be made easy to read by the inclusion of diagrams, graphs, etc.

For reference, please see sample research plan formats at the following:

<http://www.sfc.keio.ac.jp/gsmg/en/admissions/researchplan-form.pdf>

The format is not limited to those on the website.

Application Period	Period for Submitting Additional Documents	Place for Submitting Documents
Spring Semester 2017	Monday, May 15, 2017– Wednesday, May 17, 2017 9:15 a.m.– 4:50 p.m. each day	Admissions Office, A (Alpha) Bldg., 1F Shonan Fujisawa Campus
Fall Semester 2017	Tuesday, October 10, 2017– Thursday, October 12, 2017 9:15 a.m.– 4:50 p.m. each day	

Applicants who do not submit the required additional documents during the designated period will be forced to forfeit the essay test.

Applicants at TTCK or those currently studying abroad who choose to submit documents by postal mail should note that documents must arrive at the Admissions Office by the deadline.

### *The Essay Test*

Applicants must bring their examination ticket (printed out from the Admission Web Entry System “My Page”) and writing utensils, and be at the examination meeting place no later than 10:00 a.m.

The essay composition is intended to measure the applicant’s academic acumen, problem-identification and problem-solving skills, and writing skills 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 comprises several sections and some of them are written in English. The themes of the sections are selected carefully so that examinees’ majors or special knowledge in different undergraduate fields are not factors. Examinees are not allowed to bring dictionaries and wearable devices to the examination venue.

Application Period	Date and Meeting Time for Essay Test	Meeting Place
Spring Semester 2017	10:00 a.m., Saturday, June 10, 2017	Ω (Omega) Bldg. Shonan Fujisawa Campus
Fall Semester 2017	10:00 a.m., Saturday, November 4, 2017	

### **Announcement of First-round results for decision-pending applicants**

During the results announcement period for first-round decision-pending applicants, applicants can login to the Admission Web Entry System “My Page” (email address and password registered at time of obtaining an Applicant Entry ID are required) and confirm results.

Application Period	Period for Viewing Results for First-round Decision-Pending Applicants
Spring Semester 2017	3:00 p.m., Thursday, June 22,, 2017—4:59 p.m., Saturday, July 8, 2017
Fall Semester 2017	3:00 p.m., Thursday, November 16, 2017—4:59 p.m., Saturday, December 2, 2017

Only applicants who have passed the first-round screening will be allowed to take the second-round examination (interview). Applicants who have passed the first-round screening should follow the instructions in the below section “Second-round Examination (Interview)”.

## **XIV. Second-round Examination (Interview)**

Excluding applicants exempt from second-round examination, applicants who have successfully passed the first-round screening will be interviewed on the dates listed below. Notification of interview times will be made by postal mail at least one week before the interview. Applicants should bring their examination ticket on the day of the second-round examination (interview). The examination ticket should be printed out from the Admission Web Entry System “My Page.”

Be sure to keep the examination ticket after the interview, as it is required for admission registration procedures.

Application Period	Second-round Examination (Interview) Date	Meeting Place
Spring Semester 2017	Saturday, July 8, 2017	A (Alpha) Bldg., 1F lobby Shonan Fujisawa Campus
Fall Semester 2017	Saturday, December 2, 2017	

## XV. Announcement of Second-round Results

Applicants should confirm whether or not they have been accepted to the Graduate School during the viewing period indicated below by logging in to the Admission Web Entry System “My Page” during the period for viewing second-round results. (Email address and password registered at time of obtaining Applicant Entry ID are required to login.)

Application Period	Period for Viewing Second-round Results
Spring Semester 2017	11:00 a.m., Monday, July 10, 2017—4:59 p.m., Friday, September 8, 2017
Fall Semester 2017	11:00 a.m., Monday, December 4, 2017—4:59 p.m., Friday, March 16, 2018

## XVI. Reporting a Change in Address

If there is a change in the address registered through the Admission Web Entry System after submitting the application, applicants must immediately notify the Admissions Office via email ([gao-request@sfc.keio.ac.jp](mailto:gao-request@sfc.keio.ac.jp)).

When submitting the change, applicants should write the following subject line:

“Address Change Notice: Application to the Graduate School of Media and Governance”

Applicants should provide the following information in the contents:

- Name
- Examination number (if applicants already have their examination ticket)
- Application category (e.g., Internal Recommendation for Current Students 2017 Spring)
- New address including postal code
- New telephone number
- Date of address change (or expected date of address change)

In addition, applicants must file a forwarding order with their local post office.

## XVII. Procedure 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 above section "Reporting a Change of Address" if there are any changes in address.

### Admission Registration Deadline

Entering in	Admission Registration Deadline
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. Photograph for Student ID Card (学生証用写真台帳) (designated University form)
4. 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.
5. 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.

## XVIII. 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	Master's
Registration Fee	60,000	30,000
Tuition Fee	1,370,000	685,000
Materials Distribution Fee and Other Course-Related Fees	8,000	4,000
Student Health Insurance Union Registration Fee	2,600	1,350
Total	1,440,600	720,350
(Amount for spring semester in case of installment payment)	(720,350)	
(Amount for fall semester in case of installment payment)	(720,250)	

*(in Japanese Yen)*

- Academic fees, excluding registration fee for the Student Health Insurance Union, can be paid in one lump sum or in two installments, once each spring and fall semester (payment amounts indicated in brackets). Academic fees for fall semesters should be paid by the end of October each year.
- 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, the registration fee, tuition fee and facilities fee are decided every academic year according to a sliding scale in accordance with the University Rules. Any increase is based on rises in the wages of public servants notified in the National Personnel Authority Recommendation, and rises in the consumer price index. All students are required to pay the requisite amount of fees every year during their enrollment in Keio University.

### Refunds

In principle, academic fees cannot be refunded. However, all fees will be refunded to those who have declined the offer of admission by the specified procedure by the specified date. The deadline will be indicated in the Admission Registration Guide.

## XIX. Types of Scholarships and Amount

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

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

Please note that not all applicants to scholarships are awarded.

Scholarship information (Shonan Fujisawa Campus) is also available from the following website:

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

Scholarship information (Keio University) \*Japanese version only

<http://www.gakuji.keio.ac.jp/life/shogaku/>

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

[http://www.ic.keio.ac.jp/en/life/scholarship/intl\\_student.html](http://www.ic.keio.ac.jp/en/life/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 indicated at the time of application their desire to receive the scholarship. The Sylff program "aims to identify and nurture leaders who will overcome boundaries 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 notified at the time of the admission examination result announcement.
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.

## XX. 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.

## XXI. 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 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, students make donations of two units or more yearly while enrolled at Keio University to further enhance its educational and research environments.

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

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