



Graduate School of Media and Governance

Master's Program

2021

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 Process in Spring Semester 2021 Academic Year (for those seeking enrollment in April 2022)

Application Process in Fall Semester 2021 Academic Year (for those seeking enrollment in September 2022)

Web Entry System: https://entry.sfc.keio.ac.jp/gao/

Contents

I. Admissions Policy3
II. Major Discipline and Admission Quota4
III. Application Categories.....4
IV. Program System.....4
V. Professional Courses.....5
VI. International Advanced Degrees Course.....5
VII. Eligibility Requirements6
VIII. Application Method and Application Period.....7
IX. Application Fee8
X. Precautions Prior to Submission8
XI. Screening Method.....9
XII. 2021 ACADEMIC YEAR SCREENING FLOWCHART..... 10
XIII. Application Documents 11
XIV. Application Documents Submitted Online 11
XV. Application Documents Submitted by Post 13
XVI. Announcement of First-round Results 13
XVII. Second-round Examination (Interview)..... 15
XVIII. Announcement of Second-round Results 15
XIX. The Admission Registration Process 15
XX. Academic Fees and Types of Scholarships..... 16

Special Measures Taken for Victims of Large-scale Natural Disasters

Applicants who were affected by a large-scale natural disaster (designated by the Japanese Government as a “Disaster of Extreme Severity”) may be eligible 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.

Management of Personal Information at Keio University

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

The names of individuals, their addresses and other personal information provided by them in connection with applications and the admissions process 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 and the RA system,
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, school bonds 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.

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

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

I. Admissions Policy

A. Diploma Policy

A master's degree is awarded to students who fulfill the requirements for completion of the master's program. To fulfill the requirements, students must have been enrolled for at least the required period, earned the required credits, given a mid-term presentation, and passed their thesis defense and final examination. There is also a non-thesis track by which students can complete their degrees without writing a Master's thesis. Students who fulfill the specific requirements for each program or course will be awarded a Certificate of Completion for the program or course in addition to a Master's Degree.

Doctoral students are expected to formulate, plan, and develop their own projects, and apply their original results to the integrated domains of media and governance through the development of new concepts, specialized research, and new methodologies. To be awarded a doctoral degree, they must satisfy requirements regarding, among other things, the ability to use a foreign language, development of an original syllabus, the earning of credits for skill-building courses, the Thesis Proposal (presentation of a doctoral dissertation research proposal), and teaching a course appropriate to their degree. Students pursuing the career professional track may be exempt from certain requirements provided that they have appropriate professional experience. Once a student has been awarded Ph.D. candidate status, a dissertation hearing and final examination by the Academic Degree Evaluation Committee are held to determine whether the dissertation merits the award of a doctoral degree. If both the hearing and final examination are passed, a decision on whether to award a degree is then made by the Graduate School Committee.

B. Curriculum Policy

The main objective of the master's program is to produce professionals with the expertise and practical skills to identify and solve problems to meet the needs of society. The everyday locus of research activity for master's students is their Academic Project. The Academic Project allows students to engage in advanced research guided by multiple professors who share the same research themes and interests. Through the involvement in Academic Projects, students will not only take lectures in the conventional format, but also engage in practical research, direct their own studies, go on fieldwork, and participate in internships.

The aim of the doctoral program is to train researchers, educators, and other specialists with advanced expertise, accurate reasoning skills, and an abundance of originality. The curriculum is built around research and dissertation supervision. Following their own research plans, students receive advice and supervision from a Research Advisory Group made up of faculty members in the Graduate School of Media and Governance and other researchers on how to pursue their research and write their doctoral dissertation.

C. Admissions Policy

The mission of the Graduate School of Media and Governance is to inquire into the present circumstances of mankind and society through a multi-faceted and interdisciplinary approach using cutting-edge technology. The graduate school trains researchers, educators, and practitioners so that they can deeply understand each link in the process of creating, researching, testing, implementing, and evaluating ideas to deliver results applicable to our daily lives.

The curriculum allows students to design their research plan flexibly in accordance with their chosen theme across a wide range of fields, including policy, governance, social innovation, environment, ICT, design, physical skills, and bioscience. Professional Courses and the double degree program with overseas universities are among the means by which the graduate school continues to evolve and become more international. The graduate school is a research platform at which the diverse student body, which includes international students and professionals, gather to share in knowledge work. We aspire to attracting students who will engage with a variety of subjects and challenges rather than confining themselves to their undergraduate specializations or individual academic domains. Students can choose to enroll in either April or September, and entrance examinations are held twice a year. The entrance examination comprises two stages, a document screening and an interview, for an integrated evaluation of an applicant's research plan and capacities. Those applying from overseas will be evaluated solely by means of a document screening.

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, which are "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:

<https://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:

<https://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 offers the following Professional Courses in the Master's Program to better meet the needs of a rapidly changing society. (Only those who wish belong to a Professional Course.) Students who successfully complete the Master's Program and meet the requirements set by a Professional Course can acquire a Certificate of Course Completion in addition to a master's degree.

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

For further details, refer to the following website:

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

Course Names	Codes
Social Innovator	SI
Environmental Innovators	EI
Innovative Future Strategist	IFRS
Cybersecurity	CS

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.

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 fields 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 who wish to take Professional Courses can only choose the Environmental Innovators Course.

Course Names	Codes
Environmental Innovators	EI

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. 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.

- a) Applicants seeking enrollment in April 2022 must be regular students enrolled in the Keio University Faculty of Policy Management or Faculty of Environment and Information Studies whose advancement to the Fourth Year is determined at the time of grade announcement in March 2021, and be scheduled to graduate in March 2022, or

Applicants seeking enrollment in September 2022 must be regular students enrolled in the Keio University Faculty of Policy Management or Faculty of Environment and Information Studies whose advancement to the Fourth Year is determined at the time of grade announcement in September 2021, and be scheduled to graduate in September 2022.

- b) All applicants are required to have registered for at least two semesters of the Seminar of the professor who will fill out 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 b) due to unavoidable circumstances, such as the Research Supervisor going to study abroad, sabbatical leave, etc., must contact the Admissions Office before the start of the Period for Submitting Application Documents through the Web Entry System.
 - In the case that a student is studying abroad during the application period and will be able to meet the application requirements by advancing after the application to include the study abroad period into his or her 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. Contact the Admissions Office before the start of the Period for Submitting Application Documents through the Web Entry System. 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.

- a) Applicants seeking enrollment in April 2022 must be, as of April 1, 2021, regular students enrolled in the second semester of their Third Year in the Keio University Faculty of Policy Management or Faculty of Environment and Information Studies, and have satisfied requirements for 3.5-year early graduation in March 2022, or

Applicants seeking enrollment in September 2022 must be, as of September 22, 2021, regular students enrolled in the second semester of their Third Year in the Keio University Faculty of Policy Management or Faculty of Environment and Information Studies, and have satisfied requirements for 3.5-year early graduation in September 2022.

- b) All applicants are required to have registered for at least two semesters of the Seminar of the professor who will fill out 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 b) due to unavoidable circumstances, such as the Research Supervisor going to study abroad, sabbatical leave, etc. must contact the Admissions Office before the start of the Period for Submitting Application Documents through the Web Entry System.
- In the case that a student is studying abroad during the application period and will be able to meet the application requirements by advancing after the application to include the study abroad period into his or her enrollment period at Keio University is accepted, the student must contact the Admissions Office before the start of the Period for Submitting Application Documents through the Web Entry System. 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.

- a) Applicants seeking enrollment in April 2022 must be, as of April 1, 2021, regular students enrolled in the first semester of their Third Year in the Keio University Faculty of Policy Management or 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 2022 must be, as of September 22, 2021, regular students enrolled in the first semester of their Third Year in the Keio University Faculty of Policy Management or Faculty of Environment and Information Studies, and be enrolled in the Bachelor's-Master's Four-year Integrated Education Program.

- b) All applicants are required to have registered for at least two semesters of the Seminar of the professor who will fill out 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.
- c) 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 b) or c) due to unavoidable circumstances, such as the Research Supervisor going to study abroad, sabbatical leave, etc. must contact the Admissions Office before the start of the Period for Submitting Application Documents through the Web Entry System.
- In the case that a student is studying abroad during the application period and will be able to meet the application requirements by advancing after the application to include the study abroad period into his or her enrollment period at Keio University is accepted, the student must contact the Admissions Office before the start of the Period for Submitting Application Documents through the Web Entry System. 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] <https://www.students.keio.ac.jp/en/sfc/pmei/class/registration/>

VIII. Application Method and Application Period

Application involves A. Submission of Documents through the Web Entry System and B. Submission of Documents by Post. BOTH, not only one, must be completed in order for an application to be considered.

A. Submission of Documents through the Web Entry System

Applicants must first obtain an Applicant Entry ID by following the instructions on the 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 used to acquire your Applicant Entry ID are required) and fill out the forms. Refer to “Chapter XIII. Application Documents” for details on how to fill out the forms.

B. Submission of Documents by Post

Refer to “Chapter XIII. Application Documents” for details on what to submit by Post.

- Applications will be accepted during the designated application period only. Applications that do not meet the deadline will not be accepted.
- The documents 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 or DHL, and they must arrive on or before the last day of the application period.
- Incomplete applications will be rejected.

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

Application Period	Enrollment in:	Period for Submitting Application Documents through the Web Entry System	Dates for Submitting Application Documents by Post
Spring Semester 2021	April 2022	10:00 a.m., Thursday, March 18, 2021–3:00 p.m., Thursday, April 1, 2021	Tuesday, March 30, 2021 – Friday, April 2, 2021
Fall Semester 2021	September 2022	10:00 a.m., Monday, September 6, 2021–3:00 p.m., Wednesday, September 15, 2021	Monday, September 13, 2021–Thursday, September 16, 2021

IX. Application Fee

35,000 Japanese yen (JPY)

- You are required to pay the Application Fee before submitting your application. Refer to “g. Payment of Application Fee by Postal Money Order” under “XV. Application Documents Submitted by Post.”

X. Precautions Prior to Submission

1. 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.
2. Inquiries regarding the content of interviews or results of screening will not be entertained.
3. Incomplete applications and those submitted past the deadline will not be processed.
4. In the event that the information on any part of your application is discovered to be incorrect or fraudulent, the eligibility of your application and enrollment 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.
5. Submitted documents and materials will not be returned. In principle, the application fee cannot be refunded. However, a refund may be considered in the following cases:
 - a) When an applicant paid the application fee, but the application was not filed (that is, application documents were not sent, or the application was not able to be processed).

b) When the application fee was mistakenly paid twice.

Applicants to whom the special circumstances above a) or b) apply should contact the Admissions Office by the following dates at the latest:

Thursday, April 8, 2021 for Application Period Spring Semester 2021

Thursday, September 23, 2021 for Application Period Fall Semester 2021

The Admissions Office will then send the applicant the necessary documents to complete the refund process by email. If the refund request is accepted, the application fee will be refunded to the bank account specified by the applicant. Any applications for a refund received after the deadline will not be accepted.

The refund will be transferred to a bank account in Japan; however, if the applicant does not have a bank account in Japan, it will be remitted through an overseas bank account. In this case, please note that the remittance charge and other fees must be paid by the applicant.

6. In case of an address change after the application has been submitted, applicants must immediately notify the Admissions Office via email (gao-request@sfc.keio.ac.jp).

When submitting notice of the address change, applicants should write the following in the subject line:

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

Applicants should provide the following information in the email contents:

- a. Name
- b. Date of birth
- c. Application category (e.g., Internal Recommendation for Current Students 2021 Spring) and examination number (if applicants already have their examination slip)
- d. New address including postal code
- e. New telephone number
- f. Date of address change (or expected date of address change)

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

7. Applicants who have been exposed to an infectious disease specified by the School Health and Safety Act and are not yet cured of such disease by the day of the interview must refrain from attending the interview in order to prevent an outbreak. Exceptions may be made if it is determined by a doctor or a school doctor that the applicant’s condition has improved and the applicant’s presence does not place others at risk of exposure to infection. In principle, the graduate school does not reschedule interviews nor will the application fee be refunded in the case that applicants become unable to attend the interview for the aforementioned reasons.
8. Under unforeseen circumstances, the Graduate School of Media and Governance may postpone examinations (interviews) 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.
9. Applicants with physical disabilities who require special attention during the admission process 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.

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

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

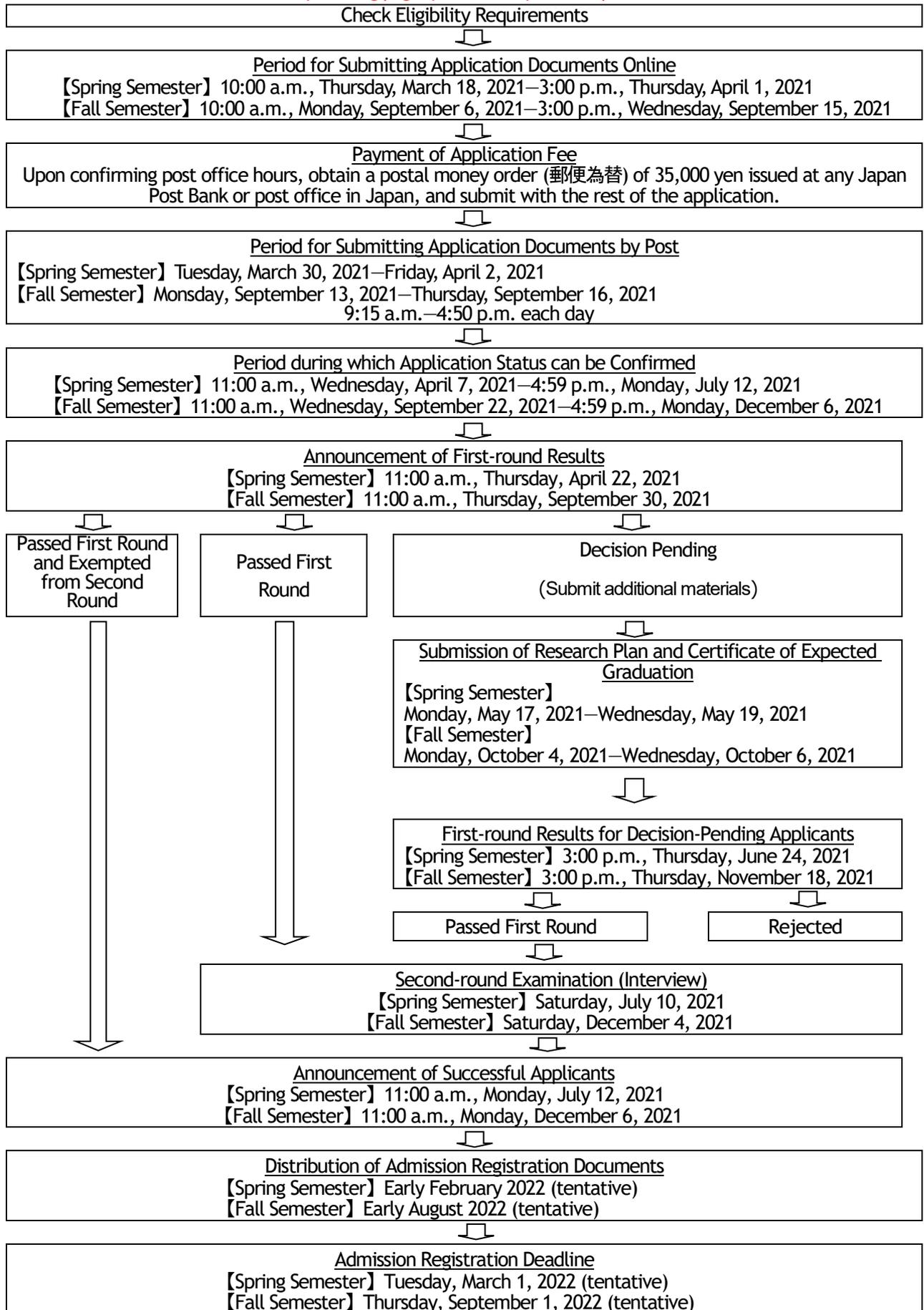
XI. Screening Method

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 examination (interview).

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 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.

XII. 2021 ACADEMIC YEAR SCREENING FLOWCHART

See following pages for details of each step.



XIII. Application Documents

<Application Documents Submitted Online>

- a. Application Form
- b. Statement of Purpose
- c. Letter of Acceptance to Act as Research Supervisor
- d. Recommendation Letters
- e. Other Supporting Materials (optional)

<Application Documents Submitted by Post>

- f. Applicant Entry Form
- g. Payment of Application Fee by Postal Money Order
- h. Documents related to grades

XIV. Application Documents Submitted Online

a. Application Form

Follow the instructions given in the Web Entry System. 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. 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 applying, 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.

c. Letter of Acceptance to Act as Research Supervisor

Applicants must obtain approval in advance from one graduate school committee member of the program of choice and request that he/she fill out the Letter of Acceptance to Act as Research Supervisor.

Information regarding programs and a list of graduate school committee members for each program can be found at the following:

<https://www.students.keio.ac.jp/en/sfc/gsmg/class/registration/chairpersons-academicadvisors.html>

How to prepare the Letter of Acceptance to Act as Research Supervisor:

By the applicant

- a) Login to “My Page” on the Web Entry System
- b) Register the graduate school committee member’s email address in the “research supervisor” field.
- c) The graduate school committee member will receive a dedicated URL link to the form to be filled out and the applicant’s Applicant Entry ID

By the graduate school committee member

- a) Access the URL link received by email and follow the instructions for registering as research supervisor and setting up a password
- b) Login to the page for writing a “Letter of Acceptance to Act as Research Supervisor”
- c) Enter information and comments regarding the applicant (entries can be temporarily saved)
- d) 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 post, applicants should make requests for the Letter of Acceptance to Act as Research Supervisor well in advance.
- The website pages for Research Supervisors are written in both Japanese and English. Items on the form can be viewed on the Web Entry System. Applicants cannot view the contents of the Letter of Acceptance to Act as Research Supervisor written for them.
- 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 at least a week before the deadline for submitting application documents with their 1) Applicant Entry ID, 2) applicant's name, and 3) reason why the Letter of Acceptance to Act as Research Supervisor cannot be submitted online.

d. Recommendation Letters

Applicants must obtain approval in advance 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. **The position or employment status of the faculty member will not be taken into account.** The process 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:

- 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 by post, applicants should make requests for recommendation letters well in advance.
- The website pages for recommenders are written in both Japanese and English. Items on the form can be seen on the Web Entry System. Applicants cannot view the contents of recommendations written for them.
- If a recommender cannot prepare the recommendation online for some reason, applicants should contact the Admissions Office at 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, and 3) reason why the recommendation cannot be submitted online.

e. 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.

1. Upload supporting materials with descriptions and explanations of them in no more than 400 characters. Summaries, supporting comments, etc. should be entered into the designated field on the web page.
2. 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).
3. Up to a total of ten PDF, JPG, and video files may be submitted.
4. Each file should be no more than 100MB. Total size of all submitted files together should be no more than 450MB. Files any larger cannot be uploaded.
5. PDF files should be A4 size. When there is more than one page, include page numbers wherever possible.
6. 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.

XV. Application Documents Submitted by Post

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

Once documents a. -e. of the previous section have been filled out online and submitted through the Web Entry System, the Application 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.

g. Payment of Application Fee by Postal Money Order (郵便為替)

Applicants are required to submit a postal money order (郵便為替) of 35,000 JPY.

Upon confirming 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, 2021 (for those seeking admission in September 2022, on or after June 1, 2021). Please leave the name and address of the recipient section blank (受取人住所氏名欄).

h. Documents related to grades

1. Those who will apply with eligibility requirements 1. as described in the Eligibility Requirements section:

Submit a photocopy of a grade report (学業成績表) *1 that includes grades for up to the completion of the Third Year.

2. Those who will apply with eligibility requirements 2. as described in the Eligibility Requirements section:

Submit a photocopy of a grade report (学業成績表) *1 that includes grades for up to the completion of the first semester of the Third Year. Submit a photocopy of the "Notification of Status of Eligibility to be a Candidate for the 3.5-year Early Graduation System."

3. Those who will apply with eligibility requirements 3. as described in the Eligibility Requirements section:

Submit a photocopy of a grade report (学業成績表) *1 that includes grades for up to the completion of the Second Year. Submit a photocopy of the "Application Results for the Bachelor's-Master's Four-Year Integrated Education Program."

*1 "Grade report" refers to that which is sent to the student's guarantor or displayed under "Online Grade Report." A "Transcript of Academic Record" will not be accepted. For details on the online grade report, see the following website.

<https://www.students.keio.ac.jp/en/com/class/grade/>

XVI. Announcement of First-round Results

Applicants can check the first-round results of their application and print out their examination slip from the 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://entry.sfc.keio.ac.jp/gao/>

Application Period	Period for Viewing First-round Results
Spring Semester 2021	11:00 a.m., Thursday, April 22, 2021—4:59 p.m., Saturday, July 10, 2021
Fall Semester 2021	11:00 a.m., Thursday, September 30, 2021—4:59 p.m., Saturday, December 4, 2021

There are three categories of first-round results:

A. 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 slip and follow the instructions as described in “XVIII. Announcement of Second-round Results” to confirm whether or not you have been accepted to the Graduate School.

B. Passed First Round

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

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

C. Decision Pending

Decisions for applicants in this category are pending.

Applicants in this category should print out the examination slip and submit a Research Plan and Certificate of Expected Graduation during the designated period for submitting additional documents by post.

The documents **must be postmarked on or before the last day of the application period.**

Application Period	Period for Submitting Additional Documents *
Spring Semester 2021	Monday, May 17, 2021– Wednesday, May 19, 2021 Wednesday, May 19, 2021
Fall Semester 2021	Monday, October 4, 2021– Wednesday, October 6, 2021

<Writing a Research Plan>

The research plan:

1. Should concretely and concisely describe:
 - a) Previous academic themes and achievement
 - b) Research that the applicant is planning to conduct at the master’s program including below:
Theme/Objective/Methodology/Significance of research/Features/Anticipated result/Facilities required for research
 - c) Others, if any
2. Should be word processed whenever possible and printed on **A4 size paper** (portrait: plan written horizontally, without a cover page) and be made easy to read using diagrams, graphs, etc.
3. Should have the applicant’s name and signature, and affiliation (name of university and department) clearly indicated on the first page
4. Must be no more than five pages in length 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)
5. Must leave a margin of 1.5 cm on the left-hand side and be stapled at the upper left-hand corner when it is a multi-page document
6. For reference, please see sample research plan formats at the following:
<https://www.sfc.keio.ac.jp/gsmg/en/admissions/researchplan-form.pdf>
The format is not limited to those on the website.

<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 Web Entry System “My Page” (email address and password registered at time of obtaining an Applicant Entry ID are required) and confirm results.

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 “XVII. Second-round Examination (Interview).”

Application Period	Period for Viewing Results for First-round Decision-Pending Applicants
Spring Semester 2021	3:00 p.m., Thursday, June 24, 2021—4:59 p.m., Saturday, July 10, 2021
Fall Semester 2021	3:00 p.m., Thursday, November 18, 2021—4:59 p.m., Saturday, December 4, 2021

XVII. 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 post at least one week before the interview. Applicants should print out the examination slip from the Web Entry System “My Page” and bring it on the day of the second-round examination.

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

Application Period	Second-round Examination (Interview) Date	Meeting Place
Spring Semester 2021	Saturday, July 10, 2021	A (Alpha) Bldg., 1F lobby
Fall Semester 2021	Saturday, December 4, 2021	Shonan Fujisawa Campus

XVIII. 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 Web Entry System “My Page” during the period for viewing second-round results. (Email address and password registered at time of obtaining the Applicant Entry ID are required to login.)

Application Period	Period for Viewing Second-round Results
Spring Semester 2021	11:00 a.m., Monday, July 12, 2021—4:59 p.m., Wednesday, September 1, 2021
Fall Semester 2021	11:00 a.m., Monday, December 6, 2021—4:59 p.m., Tuesday, March 1, 2022

XIX. The Admission Registration Process

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 Web Entry System, so be sure to notify the Admissions Office as outlined in X. 6. “Reporting a Change of Address” if there is a change in address.

A. Admission Registration Deadline

Enrollment in	Admission Registration Deadline
April 2022	Tuesday, March 1, 2022 (tentative)
September 2022	Thursday, September 1, 2022 (tentative)

B. Required Documents and Actions

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

- a. Pledge (誓約書) (designated University form)
- b. Name and Address Form (住所氏名台帳) (designated University form)
- c. Photograph for Student ID Card (学生証用写真台帳) (designated University form)
- d. Certificate of Residence (住民票) for the applicant
The Certificate of Residence must have been issued no earlier than three months prior to the admission registration deadline.
- e. 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, smartphones, personal computers, etc., should not be used to transfer money as these means may make it difficult to identify the payer.

XX. Academic Fees and Types of Scholarships

A. Academic Fees

At present, academic fees for students enrolling in April or September 2022 have not been finalized. Applicants may refer to the table below for academic fees required for enrollment in 2021 for approximate figures.

1. Academic Fees Required for Academic Year 2021

The following table shows the academic fees required for enrollment in 2021:

	April 2021 Enrollment	September 2021 Enrollment
	Master’s	Master’s
Registration Fee	60,000	30,000
Tuition Fee	1,400,000	700,000
Materials Distribution Fee and Other Course-Related Fees	8,000	4,000
Student Health Care Mutual Aid Fee	2,600	1,350
Total	1,470,600	735,350
(Spring Semester Installment of Academic Fees)	(735,350)	
(Fall Semester Installment of Academic Fees)	(735,250)	

(in Japanese Yen)

- Academic fees, excluding the Student Health Care Mutual Aid Association Registration Fee, can be paid in one lump sum or in two installments – one in spring, the other in fall. Academic fees for the fall semester should be paid by the end of October each year.
- The Student Health Care Mutual Aid Association Registration Fee is charged in your first year only.
- Keio University is entrusted with the collection of the Materials Distribution Fee and Other Course-Related Fees and Student Health Care Mutual Aid Association Annual Fee, which may be revised as required each academic year while you are studying at the university.

2. Academic Fees during Enrollment

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

3. 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 appropriate method and date. The deadline for declining admission will be written in the Admission Registration Guide.

B. 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:

<https://www.students.keio.ac.jp/en/sfc/scholarships/unique/>

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

<http://www.ic.keio.ac.jp/en/life/scholarship/>

Scholarships Offered by the Graduate School of Media and Governance

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 (1.44 million yen for AY2019). 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. Those who are selected to receive the scholarship will be notified after the announcement of the admission examination results.
Keio Research Encouragement Scholarship	The Keio Research Encouragement Scholarship is awarded to students who have a high degree of research motivation and are expected to achieve outstanding research in the future. The amount of this scholarship is 300,000 yen/year. Those who are selected to receive the scholarship will be notified after the announcement of the admission examination results.

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

C. Making Gifts to Keio

Keio University BondsFund (school bonds) and The Keio University Education Promotion Funds (donation)

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 the enrollment process.

- Keio University BondsFund (school 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 undergraduate studies, completion of the graduate course, or when leaving Keio University.

- The Keio University Education Promotion Funds (donation)

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.

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