



Keio University

Graduate School of Media and Governance

Master's Program

2023

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 2023 Academic Year

(for those seeking enrollment in April 2024)

Application Process in Fall Semester 2023 Academic Year

(for those seeking enrollment in September 2024)

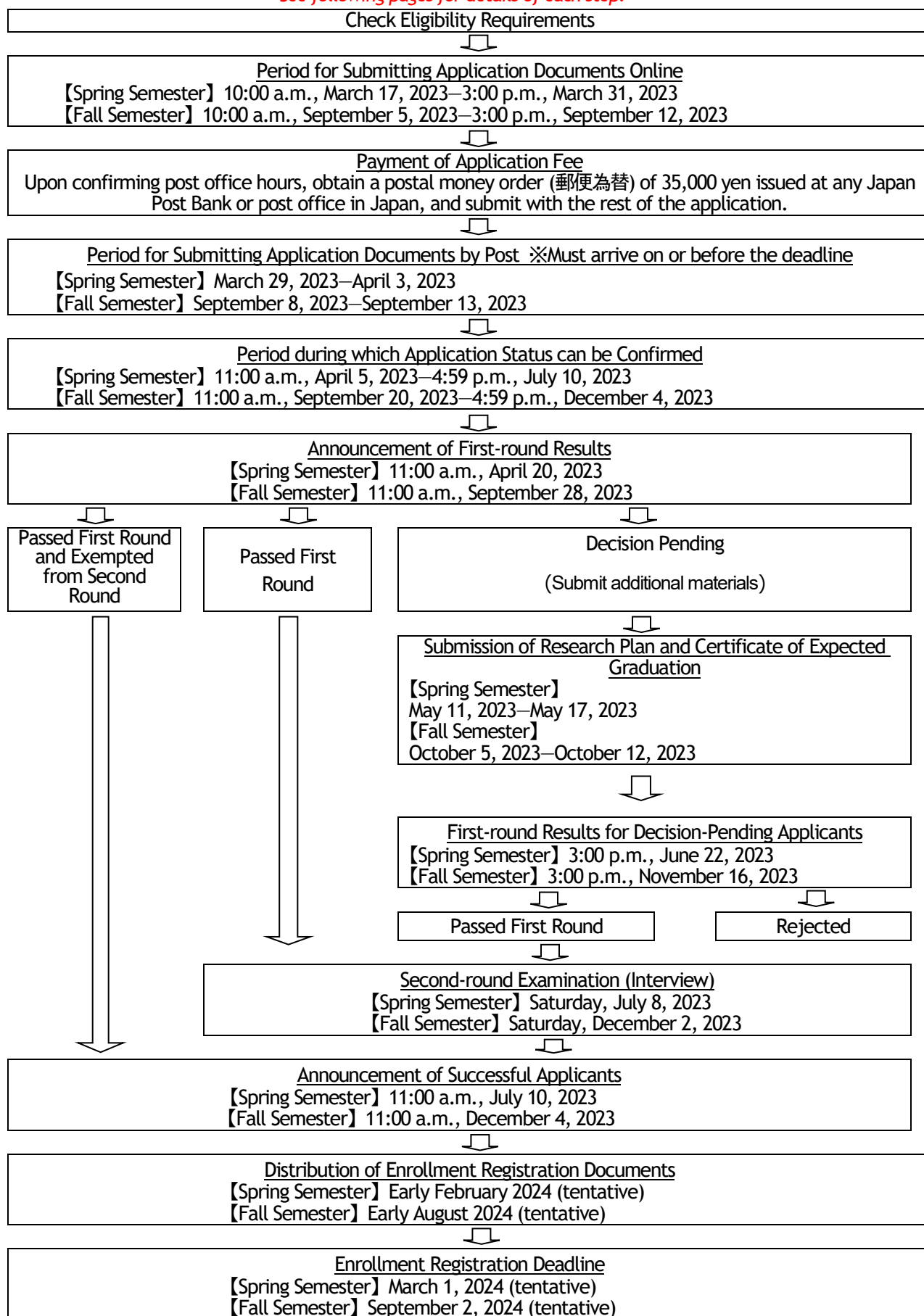
Web Entry System: <https://entry.sfc.keio.ac.jp/gao/>

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# 2023 ACADEMIC YEAR SCREENING FLOWCHART

See following pages for details of each step.



### **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.

<https://www.keio.ac.jp/ja/privacy-policy/>

### **Security Export Controls at Keio University**

To ensure that the content of education and research for international students does not interfere with the maintenance of international peace and security, Keio University maintains security export controls based on the Foreign Exchange and Foreign Trade Act. Under these controls, the university confirms in advance whether the permission of the Minister of Economy, Trade and Industry is required before exporting/transferring goods and technologies outside Japan, or before providing international students and researchers in Japan with access to those technologies. As a result, students may not be able to participate in academic or research activities as desired.

\*For details on security export controls, please refer to the website of the Ministry of Economy, Trade and Industry.

<https://www.meti.go.jp/policy/anpo/englishpage.html>

# **I. Three Policies in the Graduate School of Media and Governance**

## **A. Diploma Policy**

Master's students are expected to acquire knowledge and skills in social systems and technology, and to develop visions and implement them in society to address a variety of issues. 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 be enrolled for at least the required period, earn the required credits, give a mid-term presentation, and pass their thesis defense and final examination. There is also an option which students can complete their degrees by completing a master's project in lieu of writing a master's thesis. Students who fulfill the specific requirements for each program or course will, at the time of completion, be awarded a Certificate of Completion for that program or course, in addition to a master's degree.

Doctoral students are expected to formulate, plan, and implement their own projects, and apply their original results to the domains of media and governance through the development of new concepts, specialized research, and new methodologies. To be awarded a doctoral degree, they must obtain doctoral candidate status by satisfying requirements regarding, among other things, proficiency in a foreign language, development of an original syllabus, earning of credits for skill-building courses, presenting of a doctoral dissertation research proposal (Thesis Proposal), and teaching of a course appropriate to their degree. (Students pursuing the Career Professional track may be exempt from certain requirements conditional on possessing 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 and research achievements merit 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 a creative vision of social systems and technology, expertise to meet various needs, and practical skills to identify and solve problems. Master's students belong to a "Master Seminar" under the supervision of their Main Research Advisor. There they aim to acquire specialized knowledge and practical skills. In addition, students will participate in an "Academic Project" which offers space to conduct interdisciplinary and multidisciplinary research activities. Academic Project allows students to engage in their research guided by multiple faculty members who share the same research themes and interests. Through the involvement in Master Seminar and Academic Project, students will not only attend the lectures, but also engage in practical research, fieldwork, internships, and advance the real-life implementation of research projects. A combination of on-site and online instructional formats will allow students to pursue their projects in a flexible learning environment.

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. Students will conduct their surveys and research according to their original research plan while receiving supervision and advice from a Research Advisory Group, consisting 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 state of mankind and society, which is based on advanced technology, from multi-faceted and interdisciplinary perspectives.

We aim to foster 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 in our daily lives.

The curriculum is structured to allow students to design their research plan flexibly in accordance with their chosen theme across a wide range of domains, including policy, governance, social innovation, environment, ICT, design, physical skills, and bioscience. The diverse student body of the Graduate School of Media and Governance includes international students and professionals, making it a research platform where many gather to share in intellectual work.

Based on the above, in the master's program, we aspire to attract not only students who wish to make use of their undergraduate specialties and further develop their prior research, but also those who will engage with a variety of subjects and challenges, unconfined by their undergraduate work or past academic domains. In addition, in order to gather diverse students and allow them to leverage their strengths with each other, entrance examinations are held twice a year, and students can choose to enroll in either April or September. The entrance examination will comprehensively evaluate the applicant's research plan and capacities. Overseas applicants will be evaluated solely by means of a document screening.

In the doctoral program, we expect students to earn their degrees by accumulating a variety of achievements, not limited only to academic contributions presented at academic conferences, but also contributions involving the real-world implementation of research, and the dissemination of research results in society through publications or other means. In order to gather diverse students and allow them to leverage their strengths with each other, entrance examinations are held twice a year, and students can choose to enroll in either April or September. Overseas applicants will be evaluated solely by means of a document screening. In the entrance examination, applicants will be evaluated comprehensively based on their research plan, achievements, and language proficiency necessary for conducting research. In addition, the career professional course offers an opportunity for working professionals who have accumulated achievements and work experience, have a clear awareness of issues, and are seeking to earn a degree while working.

## 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/>

- 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.

## 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    |
| Humanities 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    |

## 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.

## 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.

- a) Applicants seeking enrollment in April 2024 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 2023, and be scheduled to graduate in March 2024, or
- Applicants seeking enrollment in September 2024 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 2023, and be scheduled to graduate in September 2024.
- 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 2024 must be, as of April 1, 2023, 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 2024, or
- Applicants seeking enrollment in September 2024 must be, as of September 22, 2023, 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 2024.
- 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 2024 must be, as of April 1, 2023, 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 2024 must be, as of September 22, 2023, 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/guide.html>

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.

## **VII. 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 X. Application Documents” for details on how to fill out the forms.

## B. Submission of Documents by Post

Refer to “Chapter X. 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 arrive 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.
- Applications should be sent by affixing the Address Label (Print out the “Address Label” page that appears after completing documents in the Admission Web Entry System) to a suitable envelope.

| Application Period   | Enrollment in: | Period for Submitting Application Documents through the Web Entry System | Dates for Submitting Application Documents by Post |
|----------------------|----------------|--|--|
| Spring Semester 2023 | April 2024     | 10:00 a.m., March 17, 2023—<br>3:00 p.m., March 31, 2023                 | March 29, 2023 —<br>April 3, 2023                  |
| Fall Semester 2023   | September 2024 | 10:00 a.m., September 5, 2023—<br>3:00 p.m., September 12, 2023          | September 8, 2023—<br>September 13, 2023           |

## VIII. 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 “XII. Application Documents Submitted by Post.”

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 6, 2023 for Application Period Spring Semester 2023

Wednesday, September 20, 2023 for Application Period Fall Semester 2023

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.

## 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 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.

## X. 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
- i. Address Label

## XI. 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.sfc.keio.ac.jp/gsmg/en/education/program/>

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](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, 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](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, 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.

## XII. 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, 2023 (for those seeking admission in September 2024, on or after June 1, 2023). 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/>

### i. Address Label (Print out after completing documents in the Admission Web Entry System)

Once documents a.-e. of the previous section have been filled out online and submitted through the Admission Web Entry System, the address label can be printed out. Printouts should be on A4 size paper in black and white, or color, and the address label should be cut along the dotted line.

Neatly place Application Documents Submitted by Post in an envelope that is large enough so that the documents do not need to be folded, and affix the address label to the envelope.

The documents must arrive on or before the last day of the application period.

## XIII. Important Notes on Application

1. Inquiries regarding the content of interviews or results of screening will not be entertained.
2. Incomplete applications and those submitted past the deadline will not be processed.

3. 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.
4. Submitted documents and materials will not be returned.
5. 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](mailto: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 2023 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.

6. 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.
7. 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.

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/>

## XIV. 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 2023 | 11:00 a.m., April 20, 2023—4:59 p.m., July 8, 2023         |
| Fall Semester 2023   | 11:00 a.m., September 28, 2023—4:59 p.m., December 2, 2023 |

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 “XVI. 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 “XV. 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 2023 | May 11, 2023 – May 17, 2023                  |
| Fall Semester 2023   | October 5, 2023 – October 12, 2023           |

### <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 “XV. Second-round Examination (Interview).”

| Application Period   | Period for Viewing Results for First-round Decision-Pending Applicants |
|----------------------|--|
| Spring Semester 2023 | 3:00 p.m., June 22, 2023–4:59 p.m., July 8, 2023                       |
| Fall Semester 2023   | 3:00 p.m., November 16, 2023–4:59 p.m., December 2, 2023               |



## XV. 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 enrollment registration process.

| Application Period   | Second-round Examination (Interview) Date |
|----------------------|---|
| Spring Semester 2023 | Saturday, July 8, 2023                    |
| Fall Semester 2023   | Saturday, December 2, 2023                |

## XVI. 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 2023 | 11:00 a.m., July 10, 2023–4:59 p.m., September 1, 2023 |
| Fall Semester 2023   | 11:00 a.m., December 4, 2023–4:59 p.m., March 1, 2024  |

## XVII. The Enrollment Registration Process

The “Enrollment Registration Guide” will be sent to all applicants who pass the second round of screening approximately one month prior to the beginning of the enrollment registration period. Complete enrollment registration by following the instructions in the Enrollment Registration Guide. Please note that enrollment registration documents will be sent to the address applicants registered in the Online Application System, so be sure to notify the Admissions Office as outlined in “XIII. Important Notes on Application” for any changes to the address.

### A. Deadline for enrollment registration:

| Enrollment in  | Enrollment Registration Deadline      |
|----------------|---------------------------------------|
| April 2024     | Friday, March 1, 2024 (tentative)     |
| September 2024 | Monday, September 2, 2024 (tentative) |

### B. Procedures:

Enrollment registration will be completed upon performing the following three steps. Failure to fully complete enrollment registration procedures within the specified periods will result in an automatic withdrawal of your intention to enroll at Keio University, and the forfeiture of your eligibility to enter the university. Please take special note of the deadline.

- Payment of the fees required for enrollment
- Entering the necessary information in the Online Enrollment System
- Submission of required documents by mail

### C. Required documents:

- Proof of bank transfer (B) (designated form)
- Certificate of Residence (only for the applicant)
- Photocopy of passport and residence card \*only for foreign nationals

# XVIII. Academic Fees and Types of Scholarships

## A. Academic Fees

At present, academic fees for students enrolling in April or September 2024 have not been finalized. Applicants may refer to the table below for academic fees required for enrollment in 2023 for approximate figures.

### 1. Academic Fees Required for Academic Year 2023

The following table shows the academic fees required for enrollment in 2023:

|   |  | April 2023 Enrollment | September 2023 Enrollment |
|---|--|-----------------------|---------------------------|
|   |  | Master's              | Master's                  |
| Academic fees                                   | Registration Fee   | 60,000                | 30,000                    |
|   | Tuition Fee  | 1,430,000             | 715,000                   |
| Other   | Materials Distribution Fee and Other Course-Related Fees | 8,000                 | 4,000                     |
|   | Student Health Care Mutual Aid Association               |                       |                           |
|   | Registration Fee   | 100                   | 100                       |
|   | Annual Fee   | 2,500                 | 1,250                     |
| Total   |  | 1,500,600             | 750,350                   |
| (Spring Semester Installment of Academic Fees ) |  | (750,350)             |                           |
| (Fall Semester Installment of Academic Fees)    |  | (750,250)             |                           |

(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 Enrollment 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 the following website.

Please note that not all applicants to scholarships are awarded.



Scholarship information (Shonan Fujisawa Campus) is 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 (1.48 million yen for AY2022). 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.

Please refer to the following website for information on the Japan Student Services Organization (JASSO) "Repayment Exemption for Students with Excellent Grades" system for Master's Programs (Law School (LS) will be changed to Professional Degree Programs).

<https://www.students.keio.ac.jp/com/scholarships/mmenjo.html>

(Japanese language only)

### **C. Keio University Education Promotion Funds (Donation) and Keio University Bonds (School Bonds)**

Gift giving is an effective way to participate in further enriching the educational environment at Keio. Detailed information (Japanese language only) will be sent to those who have completed the enrollment process.

#### **A) Keio University Education Promotion Funds (Donation)**

- 30,000 JPY per unit

Making donations of two units or more per year would be greatly appreciated.

#### **B) Keio University Bonds (School Bonds)**

- 100,000 JPY per unit

Applying three or more units would be greatly appreciated.

The total amount applied for bonds will be reimbursed upon completion of the graduate course or when leaving Keio.

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)