

2011

Keio University
Graduate School of Media and Governance
Master's Program
Application from within Japan

Application Guidebook

Application Period I

(for those seeking admission in September 2011 or April 2012)

Application Period II

(for those seeking admission in April 2012 or September 2012)

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

International Advanced Degrees Course

Information about the application procedure for admission to the International Advanced Degrees Course is published separately. Applicants who wish to apply for the International Advanced Degrees Course should refer to the following SFC website: <http://www.sfc.keio.ac.jp/en/academics/graduate/iadp.html>

All correspondence concerning admissions to the Graduate School of Media and Governance should be addressed to:

Admissions Office of the Graduate School of Media and Governance
Keio University Shonan Fujisawa Campus
Postal Address: 5322 Endo, Fujisawa-shi, Kanagawa 252-0882 Japan
Email: gao-request@sfc.keio.ac.jp

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The Management of Personal Information at Keio University

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

The names of individuals, their addresses and other personal information provided by them in connection with applications and admissions procedures will be used in various departments of Keio University for the following purposes:

1. Conducting entrance examinations (processing applications, conducting examinations, announcing successful candidates),
2. Enrollment procedures,
3. Administering, communicating and carrying out procedures concerning academic affairs,
4. Administering, communicating and carrying out procedures concerning general student life,
5. Administering, communicating and carrying out procedures concerning the use of university facilities and equipment,
6. Conducting communications for soliciting donations and recruiting members for the Keio Support Group and the Keio Card,
7. Sending various documents to students and guarantors and carrying out other communications with them,
8. Sending documents to individuals related to the Mita-kai (alumni associations), and
9. Conducting other functions related to all or some of the preceding items listed above.

Some of the above operations may be entrusted to subcontractors hired by Keio University. In order for such subcontractors to carry out their work, some or all of the personal information Keio University has received from individuals (the minimum necessary) may be provided to them.

In principle, Keio University does not disclose personal information of individuals to third parties. Please note that in exceptional circumstances, the personal information of an individual may be disclosed to a third party when Keio University bears a legal obligation to do so; when Keio University determines that disclosure is necessary in order to protect the life, health, property, rights, or welfare of an individual; or when any other pressing necessity arises and the permission of the individual concerned cannot be obtained.

Measures Undertaken Under Unforeseen Circumstances

Under unforeseen circumstances, the Graduate School of Media and Governance may reschedule examinations and/or postpone the announcement of results if it deems it necessary. In principle, the graduate school does not bear responsibility if through its rescheduling or postponement applicants may suffer any personal loss or inconvenience.

Measures Undertaken To Prevent the Spread of Infectious Diseases

Applicants who were exposed with infectious disease specified by School Health and Safety Act and as yet cured of such disease by the day of examination must refrain from taking examinations in order to prevent the outbreak. There may be an exception to those applicants who have been infected, but are diagnosed by a doctor or a school doctor that their state of condition has improved and their presence does not place others at risk of exposure to infection. In principle, the graduate school does not reschedule examinations and/or refund the application fee in the case applicants being unable to take examinations for the aforementioned reasons.

Special Measures Undertaken for Victims of Large-scale Natural Disaster

Applicants who were affected by large-scale natural disaster may be eligible for receiving financial support from the university depending on the level of condition. For details, please contact the Admissions Office of the Graduate School of Media and Governance.

Disqualification of Admission

Applicants will be disqualified if any kinds of dishonest act are found during admission procedure. Applicants will be disqualified even after being admitted to the university if they are found no to fulfill application requirements.

Greetings from the Dean

Training Students to Acquire Professional Skills in Advanced Fields through Integrated Research Projects

Our contemporary society faces global and intertwined problems which have multiple causes. In order to resolve these problems, our society needs not only individual studies in specialized areas, but also a new and interdisciplinary approach that addresses issues based on collaborative research in different research areas, such as policies and information systems, environment, media technologies, and education and system governance.

In 1994, Keio University established the Graduate School of Media and Governance. Since its inception, it has continued to provide an interdisciplinary methodology to resolve global issues.

The Graduate School of Media and Governance emphasizes three unique features; namely,

- i. Integrating technology with society,
- ii. Presenting problems to society at large and identifying the resolution of such problems, and
- iii. Conducting interdisciplinary and collaborative studies amongst researchers and students in different fields.

Its master's program imparts knowledge and problem finding and solving skills to students in advanced academic fields and sends them into society. Students are then able to use their knowledge and skills to identify and resolve social problems using a comprehensive perspective. The doctoral program established in 1996, focuses on training students to acquire professionalism, good judgment and ingenious originality. Students then enter society to become researchers, educators and specialists.

Currently, there are over three hundred research and development projects being carried out at the graduate school, which connect universities, business enterprises, central and local governments, NPOs and NGOs.

Students who study at SFC are provided with advanced information infrastructure, such as wireless LAN, ultra fast backbone network and distance learning facilities. The graduate school also offers financial support to students and provides scholarships and grants to students, such as the Young Leaders Scholarship, GAO Scholarship and Taikichiro Mori Memorial Research Grant. The Mori Grant itself supports more than one hundred research projects conducted by graduate students every year.

Not only has the graduate school provided opportunities to students, but also continuously reinvented it to be more open to society and promote better international cooperation. Since 2005, its master's program has been offering the double degree programs in collaboration with overseas affiliate universities to students. Again in 2005, a new admission category was made available to career professionals to study in the doctoral program. Since 2006, the graduate school has been offering a master's program in which students can acquire a degree by taking courses taught in English. At present, there are about one hundred international students studying at the graduate school.

The graduate school offers training courses in specialized areas called Professional Courses in the master's program to meet the requirements of a rapidly changing society. There are four courses; namely, Advanced IT Specialist Course, Environmental innovator Course, Social Innovator Course and ICT Advanced Collaboration Course. The curriculum of each of these courses is designed to train students to become experts in respective fields. Students who successfully complete the courses through the curriculum can acquire a certificate in addition to a master's degree.

At present, there are eight research groups called Programs at the graduate school. There is a set of requirements for each Program and upon a successful completion of the requirements students will be awarded a certificate.

Project Courses are the core of the 'hands-on' research and learning for students at the graduate school. These

courses are unique in the sense that they focus on active participation of students in practical and real-world social projects. They are basically taught by a team of faculty members. Students will get opportunities to participate in advanced research directed by faculty members. Students can also propose their own research projects, and upon consultation with faculty members they can conduct their own research projects as Project Courses. Students embarking on these research courses will be able to receive professional and practical training by making a research plan, conducting research and having their research work evaluated.

Over the years the Graduate School of Media and Governance has become a place where students can develop their skills, conduct high level research, understand the world they live in and realize their dreams and aspirations. As a dean of graduate school, I am always committed to ensuring academic excellence, integrated research and providing the best intellectual environment to our students.

TOKUDA, Hideyuki
Dean
Graduate School of Media and Governance

Major Discipline and Admission Quota

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

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

Application Categories

The master's program has two categories for application, namely 'Application from within Japan' and 'Application from Overseas'. Applicants should carefully read the qualification of applicants in each category to understand the application procedure correctly. Applicants from within Japan must procure the Japanese Package of Application Guidebook and relevant documents in order to apply.

Applicants with physical disabilities who require special attention during admission procedure and attendance at school should inform the Admissions Office of the Graduate School of Media and Governance one month before the last day of the application period.

The Program System

There are eight research groups called Programs. There are requirements for each Program. Upon successfully fulfilling the requirements, master's students will be awarded a certificate.

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

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

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

The Professional Courses

The graduate school offers training courses in specialized areas called Professional Courses in the master's program to meet the requirements of a rapidly changing society. Students who successfully complete the master's program and meet the requirements set by each Professional Course can acquire a certificate in addition to a master's degree. For further details, applicants are advised to refer to the following website:

<http://www.sfc.keio.ac.jp/en/academics/graduate/professional.html>

Applicants who wish to take the Environmental innovator and the Social Innovator courses have to go through the selection process after being admitted to the graduate school. Details of the selection process will be notified to those admitted to the graduate school who wish to take these courses. The timing of notification for those enrolling in April will be around December, and for those enrolling in September will be around July.

Professional Courses	Codes
Advanced IT Specialist Course	IT
Environmental Innovator Course	EI
Social Innovator Course	SI
ICT Advanced Collaboration Course	ICT

Qualification of Applicants

Applicants need to fulfill **at least one** of the requirements mentioned in sections 1 to 5 below:

1. They must have graduated or scheduled to graduate from a university in Japan or overseas before enrolling in the Graduate School of Media and Governance
2. They must have acquired or scheduled to acquire a bachelor's degree from the National Institution for Academic Degrees and University Evaluation before enrolling in the Graduate School of Media and Governance
3. They must be accredited by the Ministry of Education, Culture, Sports, Science and Technology of Japan
4. They must be accredited by the Graduate School of Media and Governance to have equivalent or higher academic skills of university graduates
5. They must have spent or scheduled to spend three years or more at a university before enrolling in the master's program and must have acquired outstanding academic results exceeding the requirements set by the Graduate School of Media and Governance

Note that applicants who fall under this category must be:

- Seeking admission in September 2011 (application period I, 2011), or
- Seeking admission in April 2012 (application period II, 2011).

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

- i. Those who wish to enroll in September 2011 must have completed three years or more at a university by 25 September 2011 (the end of March 2012 for those who wish to enroll in April 2012). The duration of 'permitted leave of absence' or study abroad cannot be included in this calculation. However, the period during which credit points were accumulated at another university while studying abroad may be included.
- ii. Those who wish to enroll in September 2011 must be scheduled to earn 90 or more undergraduate credits by 25 September 2011 (the end of March 2012 for those who wish to enroll in April 2012). Any credits earned from courses not deemed necessary for graduation, such as Jiyu Kamoku will not be considered. Those who are unable to earn the required credits by the designated date above will not be qualified to enroll even after passing the entrance examination.
- iii. Those who wish to enroll in September 2011 must have earned 60 or more undergraduate credits by the end of March 2011 (1 October 2011 for those who wish to enroll in April 2012). Any credits earned from courses not deemed necessary for graduation, such as Jiyu Kamoku will not be considered.
- iv. Those who wish to enroll in September 2011 must fulfill one of the requirements mentioned below by the end of March 2011 (1 October 2011 for those who wish to enroll in April 2012).
 - a. They must have acquired the 'highest grade possible' in two thirds or more of the total credits earned at the university they are currently enrolled in. All credits from courses not necessary for graduation, such as Jiyu Kamoku should also be included. However, they should not include credits they have earned which are graded on a pass/fail basis. Those enrolled at a university using different grading methods and unable to fulfill the requirements mentioned above must submit two or more recommendation letters from faculty members of the university they are enrolled in. Under extraordinary circumstances the Graduate School of Media and Governance may approve relaxing the 'highest grade possible' requirement if the grade obtained is nearly equivalent to it.
Note: Any questions regarding grade criteria should be addressed to the Admissions Office before applying.
 - b. They must have acquired the highest grade possible at the university they are currently enrolled in that is 80 credits or more when they are going to apply in their 6th semester and 96 credits or more

when they are going to apply in their 7th semester. All credits from courses not necessary for graduation, such as Jiyu Kamoku should also be included. However, they should not include credits they have earned which are graded on a pass/fail basis. Those enrolled at a university using different grading methods and unable to fulfill the requirements mentioned above must submit two or more recommendation letters from faculty members of the university they are enrolled in.

Schedule

	Application Period I, 2011 (for those seeking admission in September 2011 or April 2012)	Application Period II, 2011 (for those seeking admission in April 2012 or September 2012)
Web Entry Period	9:00 a.m., Friday, 6 May 2011 - 12:00 midnight, Thursday, 26 May 2011	9:00 a.m., Thursday, 22 September 2011 - 12:00 midnight, Thursday, 13 October 2011
Application Period	Tuesday, 24 May - Thursday, 26 May 2011	Tuesday, 11 October - Thursday, 13 October 2011
Examination – First-round Venue: Omega Building	10:00 a.m., Saturday, 18 June 2011	10:00 a.m., Saturday, 5 November 2011
Announcement of Examination -- First-round Result	Thursday, 30 June 2011	Thursday, 17 November 2011
Examination – Second-round Venue: 1st Floor Lobby, Alpha Building	Saturday, 9 July 2011	Saturday, 26 November 2011
Announcement of Successful Applicants	Monday, 11 July 2011	Monday, 28 November 2011

Application Fee

35,000 Yen

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

Refund of Application Fee

In principle, the application fee cannot be refunded. However, a refund may be considered under special circumstances, such as:

1. When applicants paid the application fee, but did not file an application (that is, application documents were not sent, or application was not accepted).
2. When the application fee was mistakenly paid twice.

Those to whom the 'special circumstances' 1 or 2 apply should contact the Admissions Office latest by:

- Monday, 13 June 2011 for application period I, 2011
- Monday, 14 November 2011 for application period II, 2011

Screening Method

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

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

First-round

Applicants must bring their examination ticket with them and reach at the examination venue no later than 10:00 a.m. Detail of the venue for the first-round of examination will be announced on the bulletin board on the day of the examination.

The essay composition is intended to measure the applicant's academic acumen, such as problem identification, problem-solving skills and perspicacity required for studying in the master's program of the Graduate School of Media and Governance. Applicants are required to read the materials provided to them and write essays in order to answer set questions. The essays should be approximately 500 characters in Japanese or 250 words in English. The examination material comprises of several sections and some of them are written in English. The themes of the sections are selected carefully to maintain uniformity amongst examinees' major or special knowledge in different undergraduate fields. **Examinees are not allowed to bring dictionaries to the examination venue.** The duration of the essay test is 90 minutes.

Second-round

Applicants must bring their examination ticket with them. Details of the venue for the second-round of examination will be posted on the bulletin board on the day of the examination. The interview timetable for the second-round of examination will be mailed to those who pass the first-round together with the list of successful applicants of the first-round.

Web Entry System

Applicants must first complete the entries by Web entry system from the website mentioned below:
https://admissions.sfc.keio.ac.jp/webentry_gao/

Applicants must print out the Web entry form after completing all entries listed in it as this completed form must be submitted together with other application documents for admission. Any changes applicants wish to make after completing the entry should be written on the printed Web entry form in red ink. Applicants should memorize their user ID and password.

Application Documents

Once application documents are submitted, they cannot be altered.

Applicants will be disqualified if any items in their application are found to be incorrect or false.

Designated forms and envelopes are enclosed in the Japanese Package.

To All Applicants

1. Application Form (form M1, one original and two photocopies in Japanese or English)

Applicants must choose the preferred timing of enrollment and the appropriate application category. The current address, telephone number and email address of applicants will be used for contacting applicants. Therefore applicants must ensure to write a contact information at which they can be reached at all times.

They must write their academic background starting from junior high school graduation onwards.

They must also write the code of the preferred Program referring to the codes listed on page 6.

Applicants who wish to apply for any of the Professional Courses described in page 6 must tick off the box next to the preferred course. If applicants do not wish to apply for any of the Professional Courses, they should tick off the 'None' box.

2. Research Plan (one original and two photocopies in Japanese or English)

Applicants must clearly write the following items on the first page:

- Name of the applicant (**must be handwritten**)
- Affiliation (name of the university and department they are affiliated to)

Applicants must concisely describe:

- Previous academic themes and achievement
- Research which applicants are planning to conduct at the master's program
 - Theme
 - Objective
 - Methodology
 - Significance of research
 - Features
 - Anticipated result
 - Facilities required for research
- Others (if any)

The research plan:

- Must be typed on an **A-4 size sheet of paper** (portrait: plan written horizontally, without a cover page)
- Must be five pages in length or less with page numbers (current page/total pages) on the lower right-hand side of each page (For example: 1/5, 2/5, 3/5, 4/5, 5/5)
- Must leave a margin of 1.5 cm on the left-hand side
- **Must be stapled at the upper left-hand corner** when it is a multi-page document

Applicants may choose the format and volume, but must ensure that the research plan is easy to read by inserting diagrams, graphs, etc.

For reference, please see the research plan format at the following website:

http://www.sfc.keio.ac.jp/admissions/graduate/general_japan.html (available in Japanese only)

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

Applicants are allowed to independently contact a graduate school committee member to discuss their research plan and other related matters before submitting their applications. However, if they face difficulty in getting in touch with the members, applicants may complete the Faculty Contact Form from the following website and send it to the Admissions Office via the Internet.

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

The form is not available after the expiry of each application period until the announcement of the second-round of examination.

3. Two Evaluation Reports (form M2 in principle, in Japanese or English)

Applicants must submit two evaluation reports from two separate referees written on the designated forms and **placed in sealed envelopes**. If the designated forms and envelopes cannot be procured, generic stationery is also acceptable.

Evaluation reports must meet the deadline even if referees have sent the reports of applicants directly to the Admissions Office. **The evaluation reports sent from within Japan should be postmarked on or before the last day of the application period. The evaluation reports sent from overseas must arrive on or before the last day of the application period.**

4. Photo Card (form 3 in Japanese or English)

Applicants must fill out the required sections and encircle the word 'Master's Program'.

5. Certificate of Graduation or Statement of Expected Graduation (in Japanese or English)

Applicants must submit a certificate or statement which clearly states the date of graduation or expected graduation **issued within three months before the application deadline**.

6. Academic Transcript (in Japanese or English)

Applicants must submit an academic transcript **issued within three months before the application deadline**.

If an applicant is currently, or has previously, been enrolled in any undergraduate and/or graduate school, he/she must submit academic transcript for each undergraduate and/or graduate school. If an academic transcript cannot be issued because the period of enrollment is too short, the applicant must include an explanatory note and submit a certificate of enrollment. If an applicant has previously been enrolled in a master's course and a doctoral course, then he/she must include certificates for each degree course.

7. Degree Certificate or Statement of Expected Possession of Academic Degree

Applicants must submit a degree certificate or a statement of expected possession of academic degree. Applicants are not required to submit aforementioned certificate or statement if their academic transcript, certificate of graduation, or statement of expected graduation states they possess academic degree or expected to possess academic degree.

8. Self-Addressed Envelope

Applicants must submit a self-addressed envelope with their name and address where they can be reached at the time of the announcement of the first-round of screening result. No postage is necessary.

9. Application Fee 'Money Order' (郵便為替) (issued at any Japan Post Bank or post office in Japan)

10. Web Entry Form

Applicants must submit a printed Web entry form when they complete the Web entry procedure.

11. Address Label 'B' and 'C'

Applicants must ensure that they are reachable at the address written on the address labels.

12. Other Supporting Documents (optional, one set)

Applicants may submit supporting documents as a proof of their ability and skill that may include essays, works (video films, music, photos, portfolio, etc.) and standardized test results. The supporting documents should be in paper form whenever possible. Items that cannot be submitted in paper form, such as video films and music should be submitted in VHS, DVD, CD-ROM, MD, etc. formats.

Applicants must write the name of the supporting document on their application form and submit them together with other application documents to the Admissions Office. If applicants send supporting documents separately, they must enclose a note in the application document package, stating that the parcel is sent separately. Items sent separately must arrive on or before the last day of the application period.

Applicants must clearly write their information on the supporting document, such as their name, affiliation (the name of the university, organization and department) and their student ID number. Submitted documents and items will not be returned. If applicants wish to retain the original, they can submit a copy.

In addition to the items mentioned in 'To Applicants', applicants should submit the following documents as and when applicable.

To Foreign Nationals

- Copy of a Document Proving Citizenship (e.g. passport)
- Japanese Language Proficiency Survey Form
The designated form can be downloaded from the following website:
http://ao.sfc.keio.ac.jp/SFC_J_Proficiency.pdf
- Documents or Test Results Certifying Applicants' Japanese or English Language Ability

To Applicants Whose Name on the Application Documents is Different from the Name on Submitted Certificates

- Japanese Citizens: Copy of Koseki Shohon (戸籍抄本)
- Foreign Nationals: Copy of 'Certificate of Registered Matters on Alien Registration Card' or (外国人)登録原票記載事項証明書
Applicants must submit documents to prove both names that refer to the applicant. Foreign nationals using an alias may use only the one included in their 'Certificate of Registered Matters on Alien Registration Card' or (外国人)登録原票記載事項証明書

To Students Who Have Passed the 'Academic Skill Examination of the Graduate School of Media and Governance' (学力認定審査)

(This only applies to regular students who are enrolled in the Faculty of Policy Management or the Faculty of Environment and Information Studies)

- Examination Certificate (政策・メディア研究科 学力認定審査 合格認定証) (as and when applicable)
Students of the Faculty of Policy Management and the Faculty of Environment and Information Studies of Keio University who have passed the 'Academic Skill Examination of the Graduate School of Media and Governance' (学力認定審査) and have fulfilled all requirements mentioned in their Examination Certificate (政策・メディア研究科 学力認定審査 合格認定証) can be exempted from submitting two evaluation reports and taking the first-round of examination (essay test) if they submit the Examination Certificate together with the application form for the entrance examination.
These students will be allowed to take the second-round of examination (interview). Instructions on the second-round of examination will be sent to the aforementioned students on the announcement day of the first-round of examination result.

Submission of Application Documents

Application Period I: From Tuesday, 24 May 2011 to Thursday, 26 May 2011

Application Period II: From Tuesday, 11 October 2011 to Thursday, 13 October 2011

Applications will be accepted during application period only. **If applications are sent from within Japan, they must be postmarked on or before the last day of the application period.** If applications are sent from overseas, they must arrive on or before the last day of the application period. **Incomplete applications will be rejected.**

Applications must be sent by **registered express mail using address label 'A'**. Applications will not be accepted at the office counter. Submitted documents, papers and other items will not be returned to the applicants.

Examination Ticket

Once an application has been officially accepted, an examination ticket will be issued. **Applicants must print out the examination ticket by themselves from the following website:**

https://admissions.sfc.keio.ac.jp/webentry_gao/

User ID and password for the Web entry system are required.

Period of Examination Ticket Issuance	Application Period I, 2011	10:00 a.m., Thursday, 9 June 2011 - 5:00 p.m., Friday, 15 July 2011
	Application Period II, 2011	10:00 a.m., Thursday, 27 October 2011 - 5:00 p.m., Friday, 2 December 2011

Applicants must bring their examination ticket to the venue of examination and interview conducted by the Graduate School of Media and Governance. Please keep the examination ticket carefully, as it will be required during admission registration procedure.

Announcement of Results

First-round

All applicants will receive a 'list of successful applicants (合格者番号表)' from the first-round of examination (showing examination numbers) in a gray envelope (self-addressed envelope (通知用封筒) enclosed in the Japanese Package). The list will be sent to applicants by regular mail on the day of the announcement of results. However, only successful applicants from the first-round will receive the interview timetable for the second-round of examination.

Applicants can also check the results of the first-round from the website by entering their user ID and password for the Web entry system. The results will be available from the following website for a period of five days from the date of its announcement:

https://admissions.sfc.keio.ac.jp/webentry_gao/

Second-round (Final Results)

All applicants from the second-round of examination will receive a 'list of successful applicants (合格者番号表)' (showing examination numbers). The list will be sent to applicants by regular mail on the day of the announcement of results.

Applicants can also check the results of the second-round from the website by entering their user ID and password for the Web entry system. The results will be available from the following website for a period of five days from the date of its announcement:

https://admissions.sfc.keio.ac.jp/webentry_gao/

Reporting Change in Address

If the address of an applicant has changed after the submission of the application, the applicant must notify the Admissions Office immediately via regular mail or fax. When submitting the change the applicant must clearly write the following subject line:

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

on the front of the envelope or in the fax message.

All applicants must provide the following information in the contents:

- Name of the applicant
- Date of birth of the applicant
- Application category
- New address including postal code
- New telephone number
- Date of address change (or expected date of address change)
- Examination number (if applicants already have their examination ticket)

In addition, all applicants must file a forwarding order with their local post office. All correspondence concerning the address change should be addressed to:

Admissions Office of the Graduate School of Media and Governance
Keio University Shonan Fujisawa Campus
Postal Address: 5322 Endo, Fujisawa-shi, Kanagawa 252-0882 Japan
Fax: +81-466-49-3613

Procedure for Admission Registration

The Admission Registration Guide, which provides detailed instructions to successful applicants, will be sent to all successful applicants approximately one month before the registration period begins.

The address label ‘C’ will be used to send the registration documents.

Admission Registration Period

Those applicants who are seeking admission in September, 2011:

Monday, 5 September 2011 and Tuesday, 6 September 2011 (tentative)

Those applicants who are seeking admission in April, 2012:

Friday, 9 March 2012 and Monday, 12 March 2012 (tentative)

Those applicants who are seeking admission in September, 2012:

Early September, 2012 (tentative)

Required Documents

Applicants will receive official forms required for registration approximately one month before the registration period begins.

Successful applicants will be disqualified if any items in their documents are found to be incorrect or false.

1. Examination Ticket
2. Written Oath (誓約書)
3. Certificate of Registered Matters on Alien Registration Card or (外国人)登録原票記載事項証明書 (only required if applicants are foreign nationals)

It is issued at the city, ward, or town office where successful applicants had earlier completed their alien registration.

4. **Certificate of Registered Matters on Resident Card (住民票記載事項証明書)** (only required if applicants are Japanese citizens)

It is issued at the city, ward, or town office where successful applicants live. If the head of the household specified in the Certificate of Registered Matters on Resident Card is not the same person designated as the guarantor on the written oath, successful applicants must submit the guarantor's Certificate of Registered Matters on Resident Card.

5. **Photocopy of Passport**

6. **Student ID Card Information (学生証用写真台帳)**

7. **Name and Address Form (住所氏名台帳)**

8. **Certificate of Graduation (or Certificate of Completion of a Master's Course) and Academic Transcript**

Successful applicants to the master's program who had not yet graduated from a university at the time of application should submit a certificate of graduation and the latest academic transcript. (Not necessary if applicants are from Keio University.) Successful applicants to the doctoral program who have not yet completed their master's degree course at the time of application should submit a certificate of completion of a master's course and the latest academic transcript. (Not necessary if applicants are from Keio University.)

9. **Proof of Bank Transfer (在学料等振込受付証明書)**

Successful applicants are required to pay academic fees by following the procedure instructed by the university. They should use the designated bank transfer form (在学料等振込用紙) to transfer academic fees from their nearest financial institution (excluding Japan Post Bank) into Keio University's designated account. Successful applicants should not use an ATM, cell phone or personal computer to transfer money as these procedures may cause difficulty to identify the payer.

Academic Fees

At present, academic fees for students enrolling in April or September 2012 have not been decided. Applicants may refer to the academic fees required for enrollment in 2011 for an approximate figure.

Table of Academic Fees

The following table shows the academic fees required for enrollment in 2011:

	Entering in April 2011		Entering in September 2011	
	Master's	Doctoral	Master's	Doctoral
Admission Fee	310,000	310,000	310,000	310,000
Tuition Fee	1,010,000	630,000	505,000	315,000
Facilities Fee	240,000	240,000	120,000	120,000
Seminar and Journals Fees	8,000	8,000	4,000	4,000
Student Health Insurance Union Membership Fee	2,600	2,600	1,350	1,350
Total	1,570,600	1,190,600	940,350	750,350
(Amount for spring semester in case of installment payment)	(940,350)	(750,350)		
(Amount for fall semester in case of installment payment)	(630,250)	(440,250)		

(in Japanese-Yen)

- Academic fees excluding admission fee and registration fee for the Student Health Insurance Union can be paid in two installments in the spring and fall semesters (payment amounts mentioned in brackets). Academic fees for the fall semester should be paid by the end of October each year.
- Keio University graduates, who are enrolling in the master's program within one year from the date of their graduation, shall pay 50% of the admission fee. Students, who have completed the program offered by the Graduate School of Media and Governance and are enrolling in other graduate school programs of Keio University, are exempt from paying the admission fee. Students, who have completed the master's program offered by the Graduate School of Media and Governance and are continuing to study in the doctoral program within one year from the date of their completion, are also exempt from paying the admission fee. Students, who have completed the professional degree program and are enrolling in the Graduate School of Media and Governance, must pay the regular

admission fee. Graduates from Keio University's Correspondence Course, who are enrolling in the Graduate School of Media and Governance, must pay the regular admission fee.

- Student Health Insurance Union membership fee includes a registration fee of 100 yen. Students, who have completed the program offered by the Graduate School of Media and Governance and are enrolling in other graduate school programs of Keio University, are exempt from paying the registration fee. Students, who have completed the master's program offered by the Graduate School of Media and Governance and are continuing to study in the doctoral program within one year from the date of their completion, are also exempt from paying the registration fee. Students, who have completed the professional degree program and are enrolling in the Graduate School of Media and Governance, must pay the registration fee.
- Please note that the seminar and journals fees and Student Health Insurance Union membership fee may be revised each academic year.

Academic Fees during Enrollment

Fees, such as tuition fee and facility and equipment fees are decided every academic year according to a sliding scale. In accordance with University Regulations, any increase is based upon rise in wages of public servants notified in the National Personnel Authority Recommendation and rise in the consumer price index. All students are required to pay the requisite amount of fees every year during the enrollment in Keio University.

Refunds

In principle, academic fees cannot be refunded. However, all fees, except the admission fee, will be refunded to those who have declined the offer of admission during a specified time and in an orderly manner. The date will be mentioned in the Admission Registration Guide.

Types of Scholarships and Amount

The graduate school offers scholarship programs to meritorious students with high scholastic ability, individual excellence, willingness to learn and keenness to conduct research, but needy.

Application for both scholarships will be accepted after April of each year. For details, please refer to the bulletin board announcement and booklet regarding scholarships. The booklet is given to students upon request at the Student Life Section of the Academic Affairs Office located on the first floor of the Alpha Building. The winner of the scholarship will be selected after screening of applications.

Scholarship information is also available from the following website:
http://www.sfc.keio.ac.jp/en/admissions/financial_aid.html

Independent Scholarship Offered by the Graduate School of Media and Governance

Young Leaders Scholarship	The Young Leaders Scholarship is a one-year scholarship which is offered to exceptionally meritorious first-year students enrolling in the master's program or the doctoral program at the Graduate School of Media and Governance. Scholarship recipients will be selected from those who applied for scholarships at the time of submitting the application documents, and notified at the time of the admission examination result announcement.
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 fee of 1,000,000 yen. The GAO Scholarship may continue to be offered until the completion of the coursework if the scholarship recipient maintains an excellent academic record and fulfill the requirements for the following year. The scholarship can be given for a maximum period of two year. Scholarship recipients will be selected from all applicants

	and notified at the time of the admission examination result announcement.
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