

2012

Keio University  
Graduate School of Media and Governance  
Doctoral Program  
Application from Overseas

Application Guidebook

Application Period I

(for those seeking admission in September 2012 or April 2013)

Application Period II

(for those seeking admission in April 2013 or September 2013)

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

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

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

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## **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.

# Admissions Policy

Admissions for the master's program is a two-round process, with the first round consisting of document screening and an essay test, followed by attendance of an interview in the second round. Based on the submitted material and essay, candidates' suitability, incorporating academic level, motivation and research prowess, are comprehensively determined and selections made accordingly.

Admissions for the doctoral program consists of submission of various documents including a research plan, original syllabus proposal and certificates of foreign language examination results, followed by an interview, with candidates' suitability, incorporating academic level, motivation and research prowess, being comprehensively determined and selections made accordingly. In addition to applications from within Japan, applications from overseas are accepted for both the master's and doctoral programs. Admission is held twice a year, with enrollment possible from either April or September. Furthermore, there is a Doctoral Program for Career Professionals, aimed at candidates with established jobs. For details on all of these matters, refer to the corresponding section of the Application Guidebook.

## 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. For further details, applicants are advised to refer to the following website:  
[http://www.sfc.keio.ac.jp/en/academics/graduate/program\\_d/](http://www.sfc.keio.ac.jp/en/academics/graduate/program_d/)

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 following Courses are also available to doctoral applicants.

Professional Courses	Codes
Environmental Innovator Course	EI
Global Environmental System Leaders Course	GESL

For further details on these courses, please refer to the following website:  
<http://www.sfc.keio.ac.jp/en/academics/graduate/doctor.html>

The GESL (Global Environmental System Leaders) course starts in April 2013. Applicants who wish to take the EI (Environmental Innovator) and GESL (Global Environmental System Leaders) courses can select both after being admitted to the graduate school, or otherwise apply for just one of them.

# Qualification of Applicants

Applicants need to fulfill the requirements mentioned in sections 1 and 2 below:

1. They must reside outside Japan either for study or work at the time of application and continue to do so until the announcement of the result.
2. They should discuss their research plan with a graduate school committee member they wish to be their Research Supervisor and must obtain an informal consent from him/her to become a Research Supervisor of the applicant prior to the commencement of the application period.

In addition to the requirements mentioned above, applicants need to fulfill **at least one** of the requirements mentioned in sections 3 to 6 below:

3. They must have completed or scheduled to complete a master's degree course before enrolling in the doctoral program of the Graduate School of Media and Governance
4. They must have acquired or scheduled to acquire an equivalent qualification of a master's degree overseas before enrolling in the doctoral program of the Graduate School of Media and Governance
5. They must be accredited by the Ministry of Education, Culture, Sports, Science and Technology of Japan
6. They must be accredited by the Graduate School of Media and Governance to have equivalent or higher academic skills of a master's degree holders

Applicants who fall under this category must submit the following documents to the Admissions Office of the Graduate School of Media and Governance at least 45 days before the application deadline in order to be eligible to apply:

- Request for eligibility (addressed to the Dean of the Graduate School of Media and Governance)
- Résumé
- List of academic and career accomplishments
- Letter of Acceptance to Act as a Research Supervisor (form D4)
- Any papers, essays, publications or portfolios written by the applicant

Applicants who are enrolled as regular students of the Graduate School of Media and Governance at the time of application are not eligible to make an 'Application from Overseas'.

## Schedule

	<b>Application Period I, 2012 (for those seeking admission in September 2012 or April 2013)</b>	<b>Application Period II, 2012 (for those seeking admission in April 2013 or September 2013)</b>
<b>Web Entry Period</b>	9:00 a.m., Monday, 7 May 2012 - 11:59 p.m., Thursday, 24 May 2012	9:00 a.m., Monday, 24 September 2012 - 11:59 p.m., Thursday, 11 October 2012
<b>Application Period</b>	Tuesday, 22 May - Thursday, 24 May 2012	Tuesday, 9 October - Thursday, 11 October 2012
<b>Announcement of Successful Applicants</b>	Tuesday, 17 July 2012	Monday, 3 December 2012

# Application Fee

15,000 Yen

Follow the directions given on the website below to make the payment by credit card.

[http://www.sfc.keio.ac.jp/en/admissions/graduate/app\\_fee.html](http://www.sfc.keio.ac.jp/en/admissions/graduate/app_fee.html)

## 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, 11 June 2012 for application period I, 2012
- Monday, 12 November 2012 for application period II, 2012

## Screening Method

Assessment of applicants will be based upon the evaluation of submitted application documents including research plan, original syllabus proposal, standardized foreign language examination result certificate and a record of communication between the applicant and the graduate school committee member who belongs to the applicants' desired Program.

The applicants' ability to perform research at the doctoral level and the likelihood of their attaining a doctoral degree are assessed. The assessment also takes into account the ability of applicants' preferred Research Supervisors to provide guidance in the applicants' field of choice.

Final selection of successful applicants will be based upon the approval by the Research Supervisor as well as the screening of the application documents.

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

## 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/](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.**

# Important Steps before Making an Application

Applicants must discuss their research plan thoroughly with a graduate school committee member of the Program they wish to participate in. It is essential that applicants obtain an informal consent from the graduate school committee member they wish to be their Research Supervisor. Applicants may contact the committee members independently, but in case 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/](http://vu9.sfc.keio.ac.jp/contact_gao/)

The form is not available after the expiry of each application period until the announcement of results.

Information about the Programs and graduate school committee members of each Program are listed on the following website:

[http://www.sfc.keio.ac.jp/en/academics/graduate/program\\_d/index.html](http://www.sfc.keio.ac.jp/en/academics/graduate/program_d/index.html)

Applicants must keep a record of communication with the committee member as this record will be required for submission at the time of application.

## Application Documents

The designated forms can be downloaded from the website below:

<http://www.sfc.keio.ac.jp/en/admissions/graduate/overseas.html>

**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.

### To All Applicants

#### 1. Application Form (form D1, 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 high school graduation onwards.

They must also write the code of the Program they wish to participate in referring to the codes listed on page 6.

They must tick off the box labeled EI/GESL if they wish to apply to the Environmental Innovator Course or Global Environmental System Leaders Course.

#### 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 graduate course they are affiliated to)
- Preferred Program name (listed on page 6)

Applicants must concisely describe:

- Previous academic themes and achievement
- Research which applicants are planning to conduct at the doctoral program
  - Theme
  - Objective
  - Methodology
  - Significance of research
  - Features
  - Anticipated result
  - Anticipated duration of completing the doctoral program
  - 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.

### 3. Evaluation Reports (form D2 in principle, in Japanese or English)

Applicants must submit two evaluation reports from two separate referees. **(Note that a referee cannot be the person who gave consent to applicants to be their Research Supervisor.)** The evaluation reports must be written on the designated forms and **placed in sealed envelopes**. The use of 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 'Doctoral Program'.

### 5. Letter of Acceptance to Act as a Research Supervisor (form D4 in Japanese or English)

Applicants must ask their preferred Research Supervisor to fill out the official letter, **seal it in an envelope upon submission**. The letter must meet the deadline even if Research Supervisors have sent the form directly to the Admissions Office. **Letters sent from within Japan must be postmarked on or before the last day of the application period. Letters sent from overseas must arrive on or before the last day of the application period.**

### 6. Original Syllabus Proposal (one original and two photocopies in Japanese or English)

The original syllabus proposal is considered **equivalent to the examination in academic subject meant for entering the doctoral program.**

Applicants are required to create one original syllabus **directly related to their field of specialization** to display their general knowledge and understanding of their chosen field as well as their ability to communicate concepts precisely.

The original syllabus:

- **Must have the name of the applicant in their own handwriting**
- **Should be a course meant for the first year master's program students**
- Should be the course plan which runs for fifteen weeks
- Should include lecture contents, policy, and any other information applicants would like to use in order to help students understand the subject matter better, if applicants themselves were to teach the course. (e.g. themes, objectives, significance, lecture content, reference of related literature, teaching materials, methodology, student assessment criteria, relationships of secondary literature to each lecture and the course as a whole, etc.)
- Should be **five to ten pages on an A-4 size sheet of paper** (Pages exceeding this limit may not be assessed.)

Assessment criteria for the original syllabus proposal are as follows:

- Relevance of the course
- Understandability of fundamental knowledge presentation
- Conceptual completeness of the course framework
- Clarity and persuasiveness of the content

Note: Since original syllabi that applicants submit are not required to fit in with the existing syllabi at Keio University SFC, applicants are requested to create a completely new and original syllabus. If any syllabus proposal is found to have been duplicated, it will be judged as counterfeit and will result in disqualification of the applicant.

#### 7. Standardized Foreign Language Examination Result Certificate (photocopies not acceptable)

Applicants are required to take a standardized foreign language examination in a foreign language necessary to complete their research. They must submit an original certificate of the standardized foreign language examination result together with other completed application documents.

List of Standardized Foreign Language Examination:

Language	Name of the Standardized Foreign Language Examination
English	TOEFL, TOEIC, Test in Practical English Proficiency TOEFL-ITP test conducted by Faculty of Policy Management and Faculty of Environment and Information Studies
German	Diplom Deutsch in Japan / German Diploma in Japan Zentrale Mittelstufenprüfung(ZMP) Test DaF
French	Diploma d'Apititude Pratique au François Diploma d'études en langue François / Diploma approfondi de langue Française ( DELF/DALF ) Test de Connaissance du Française ( TCF )
Chinese	中国語検定 / Chinese Proficiency Test 漢語水平考試 / Hanyu Shuiping Kaoshi (HSK)
Spanish	EVALUACIÓN OFICIAL DEL CONOCIMIENTO DE LA LENGUA ESPAÑOLA Diplomas de Espanol como Lengua Extranjera ( DELE )
Japanese	日本語能力試験
Korean	Test of Proficiency in Korean The Korean Language Proficiency Test
Malay-Indonesian	Ujian Bahasa Indonesia

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

#### 8. Certificate of Completion or Statement of Expected Completion of a Master's Course (in Japanese or English)

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

#### 9. Academic Transcript (in Japanese or English for each undergraduate and master's level)

Applicants must submit each academic transcript issued by the undergraduate school and the graduate school's master's degree course. Certificates must be **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.

#### **10. 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 completion, or statement of expected completion of a master's course states they possess academic degree or expected to possess academic degree.

#### **11. Proof of Application Fee Payment**

Send an A4 or letter-size printout of the 'Application Completed' page (which confirms successful payment by credit card). If it is not possible to make the payment by credit card, please contact the Admissions Office ([gao-request@sfc.keio.ac.jp](mailto:gao-request@sfc.keio.ac.jp)) at least two weeks before the end of the application period.

#### **12. Web Entry Form**

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

#### **13. Record of Communication (in Japanese or English)**

Applicants must submit a record of communication between him/her and the graduate school committee member who belongs to applicant's preferred Program. A record of email communication is preferred. The record should be as detailed as possible.

#### **14. 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 and affiliation (the name of the university, organization, department and graduate course). 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 All 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://www.sfc.keio.ac.jp/en/admissions/graduate/overseas.html>
- **Documents or Test Results Certifying Applicants' Japanese or English Language Ability**

#### **To Applicants Who Require Keio University to Apply for Their Certificate of Eligibility on Their Behalf**

- **Application for Certificate of Eligibility**  
Part 1, 2 and 3 can be downloaded from the following website:  
<http://www.sfc.keio.ac.jp/en/admissions/graduate/overseas.html>
- **One Photograph (3cm x 4cm, color)**

- **Proof of Bank Account Balance or Proof of Receipt of a Scholarship** that will cover academic fees and expenses for the first year of enrollment  
If this proof is not provided, Keio University may not be able to apply for a Certificate of Eligibility on their behalf.

International applicants are advised to see the following Japan Student Services Organization (JASSO) website for more information about study in Japan:  
[http://www.jasso.go.jp/index\\_e.html](http://www.jasso.go.jp/index_e.html)

#### To Japanese Citizens

- **Certificate of Enrollment at an Educational Institution or Proof of Current Employment** that includes the reasons for living overseas and the time period during which the applicants have been and will be living overseas.

#### 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:** Submit documents to prove both names that refer to the applicant.

## Submission of Application Documents

**Application Period I: From Tuesday, 22 May 2012 to Thursday, 24 May 2012**

**Application Period II: From Tuesday, 9 October 2012 to Thursday, 11 October 2012**

Applications will be accepted during application period only. **If applications are sent from overseas, they must arrive on or before the last day of the application period.** If applications are sent from within Japan, they must be postmarked 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/](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, 2012	10:00 a.m., Thursday, 7 June 2012 - 5:00 p.m., Monday, 23 July 2012
	Application Period II, 2012	10:00 a.m., Friday, 26 October 2012 - 5:00 p.m., Monday, 10 December 2012

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

All applicants 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 to the address on the web-entry form on the day of the announcement of results.

Applicants can also check the results 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/](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 by regular mail to the address on the web-entry form approximately one month before the registration period begins.

## Admission Registration Deadline

Those applicants who are seeking admission in September, 2012:  
Wednesday, 5 September 2012 (tentative)

Those applicants who are seeking admission in April, 2013:  
Friday, 8 March 2013 (tentative)

Those applicants who are seeking admission in September, 2013:  
Early September, 2013 (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 2013 have not been decided. Applicants may refer to the academic fees required for enrollment in 2012 for an approximate figure.

## Table of Academic Fees

The following table shows the academic fees required for enrollment in 2012:

	Entering in April 2012		Entering in September 2012	
	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
<b>Total</b>	<b>1,570,600</b>	<b>1,190,600</b>	<b>940,350</b>	<b>750,350</b>
(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](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.
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## RA (Research Assistant) System

In order to develop young researchers at Keio University and promote their future careers, among those entering the graduate school, 80% of those selecting both the GESL and EI courses, or just the GESL course, are targeted for hiring as Research Assistants (RA). Around half of the RAs employed are selected from among successful admissions applicants and are informed of the decision at the time of receiving their admission results.

## Research Associate (Non-tenured) (Part-time)

In order to develop young researchers at Keio University and promote their future careers, some students are granted part-time employment as research associates. The system is targeted at first-year enrollees of the graduate school's doctoral program, with an employment period of one year that is, in principle, non-extendable. Research associates are selected from among successful admissions applicants, and are informed of the decision following receipt of their admission results.

\*The position will not involve duties such as being in charge of courses or attending committee meetings.