

2013

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

Application Guidebook

Application Period I

(for those seeking admission in September 2013 or April 2014)

Application Period II

(for those seeking admission in April 2014 or September 2014)

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

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The Management of Personal Information at Keio University

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

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

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

Some of the above operations may be entrusted to subcontractors hired by Keio University. In order for such subcontractors to carry out their work, some or all of the personal information Keio University 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 or a third party may be disclosed when Keio University bears a legal obligation to do so; when Keio University determines that disclosure is necessary in order to protect the life, health, property, rights, or welfare of a student or a third party; or when any other pressing necessity arises and the permission of the individual concerned cannot be obtained.

Measures Taken Under Unforeseen Circumstances

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

Measures Taken 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 Taken 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 kind of dishonest act is 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

Individuals with the ability to identify and resolve social problems and who aim to be leaders and professionals on the global stage are encouraged to apply. Selection is made from a wide field of candidates from Japanese universities, international students from overseas, as well as career professionals. Students who want to seek solutions to social problems through an interdisciplinary approach without being tied down to their undergraduate major or individual academic field are welcome. By taking an interdisciplinary approach on projects, students will gain new specialized knowledge and practical skills for discovering and solving problems.

Admission is held twice a year, with enrollment possible from either April or September. Admission examinations are held twice a year. 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, essay, and interview, candidates' suitability, academic level, motivation and research prowess, are comprehensively determined and selections made accordingly. Admission procedures for the doctoral program do not include the essay. Overseas applicants are screened based on submitted application documents only.

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 doctoral program has three categories for application, namely 'Application from within Japan,' 'Application from Overseas,' and 'Application for Career Professionals.' Applicants should carefully read the qualification of applicants in each category to understand the application procedure correctly and submit documents required for that category 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/

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.

Course Names	Codes
Environmental Innovator	EI
Global Environmental System Leaders	GESL

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

Applicants who wish to take any of the above courses should attend course orientation during the orientation period and complete course registration. Detailed information about orientation will be available at the time of Admission Registration.

Applicants who indicated at the time of application that they wish to take the EI (Environmental Innovator) and GESL (Global Environmental System Leaders) courses can select one or both after being admitted to the graduate school.

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 September 21, 2013 for September 2013 enrollment, before March 31, 2014 for April 2014 enrollment, or before September 21, 2014 for September 2014 enrollment in the doctoral program of the Graduate School of Media and Governance
4. They must have acquired or be scheduled to acquire an equivalent qualification of a master's degree overseas before September 21, 2013 for September 2013 enrollment, before March 31, 2014 for April 2014 enrollment,

or before September 21, 2014 for September 2014 enrollment 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 assessed for eligibility:

- Request for eligibility addressed to the Dean of the Graduate School of Media and Governance. Applicants should state reasons why they believe they have equivalent or higher academic skills of master's degree holders. There is no designated format for this request.
- 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 relevant to research and academic accomplishments

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

	Application Period I, 2013 (for those seeking admission in September 2013 or April 2014)	Application Period II, 2013 (for those seeking admission in April 2014 or September 2014)
Web Entry Period	9:00 a.m., Tuesday, May 7, 2013– 11:00 p.m., Wednesday, May 22, 2013	9:00 a.m., Monday, October 21, 2013– 11:00 p.m., Wednesday, November 6, 2013
Application Period	Monday, May 20, 2013– Wednesday, May 22, 2013	Monday, November 4, 2013– Wednesday, November 6, 2013
Announcement of Successful Applicants	10:00 a.m., Tuesday, July 16, 2013	10:00 a.m., Tuesday, December 24, 2013

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

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 able to be processed).
2. When the application fee was mistakenly paid twice.

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

- Monday, June 10, 2013 for application period I, 2013
- Monday, December 2, 2013 for application period II, 2013

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 entries in the 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.

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/

The form is not available after the expiry of each application period until the announcement day 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/

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

It is advised that contact with graduate school committee members be made at an early date as they may not be available to supervise research due to reasons such as retirement, overseas research, incompatibility of research topic, etc.

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, total of three: 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 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 5. 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. If applicants do not wish to apply for either of these courses, they should tick off the 'None' box.

2. Research Plan (total of three: one original and two photocopies in Japanese or English)

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

- Name of the applicant
- Affiliation (name of the university and graduate course they are affiliated to)
- Preferred Program name (listed on page 5)

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:

- Should be word processed whenever possible and printed on **A4 size sheets 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 should 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://ao.sfc.keio.ac.jp/researchplan-form.pdf>

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

3. Two 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 (total of three: 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**
- **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 A4 size sheets 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**

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

List of Standardized Foreign Language Examinations:

Language	Name of the Standardized Foreign Language Examination
English	TOEFL, TOEIC, EIKEN Test in Practical English Proficiency TOEFL-ITP test conducted by SFC
German	Diplom Deutsch in Japan / German Diploma in Japan Zentrale Mittelstufenprüfung (ZMP) TestDaF
French	Diplôme d'Apititude Pratique au Français Diplôme d'études en langue François / Diploma approfondi de langue française (DELF/DALF) Test de connaissance du français (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 Español como Lengua Extranjera (DELE)
Japanese	日本語能力試験 Japanese Language Proficiency Test
Korean	Test of Proficiency in Korean Korean Language Proficiency Test
Malay-Indonesian	Ujian Bahasa Indonesia Ujian Kemahiran 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) at least two weeks before the end of the application period.

12. Web Entry Form

Applicants must submit the printed Web entry form completed during 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 CD, 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, department and graduate course) 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 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

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 Monday, May 20, 2013 to Wednesday, May 22, 2013

Application Period II: From Monday, November 4, 2013 to Wednesday, November 6, 2013

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 (such as EMS for overseas 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 applicants.

Examination Ticket

Once an application has been officially processed, 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, 2013	10:00 a.m., Thursday, June 6, 2013– 5:00 p.m., Thursday, September 5, 2013
	Application Period II, 2013	10:00 a.m., Thursday, November 21, 2013– 5:00 p.m., Monday, March 10, 2014

Please be sure to keep the examination ticket as it will be required during admission registration procedure.

Announcement of Results

Applicants can check the results of their application from the website by entering their user ID and password for the Web entry system.

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

	Periods Results Posted
Application Period I, 2013	10:00 a.m., Tuesday, July 16, 2013– 5:00 p.m., Thursday, September 5, 2013
Application Period II, 2013	10:00 a.m., Tuesday, December 24, 2013– 5:00 p.m., Monday, March 10, 2014

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, fax, or email. 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 directed 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
 Email: gao-request@sfc.keio.ac.jp

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 2013:

Thursday, September 5, 2013 (tentative)

Those applicants who are seeking admission in April 2014:

Monday, March 10, 2014 (tentative)

Those applicants who are seeking admission in September 2014:

Early September 2014 (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. **Certified Copy of the Residence Record (住民票)**
 It is issued at the city, ward, or town office where successful applicants live in Japan. If the head of the household specified in the Certified Copy of the Residence Record is not the same person designated as the guarantor on the written oath, successful applicants must submit the guarantor's Certified Copy of the Residence Record.
4. **Photocopy of Passport**
5. **Student ID Card Information (学生証用写真台帳)**
6. **Name and Address Form (住所氏名台帳)**
7. **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.)
8. **Proof of Bank Transfer (授業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 (授業料等振込用紙) 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 2014 have not been decided. Applicants may refer to the academic fees required for enrollment in 2013 for an approximate figure.

Table of Academic Fees

The following table shows the academic fees required for enrollment in 2013:

	Entering in April 2013		Entering in September 2013	
	Master's	Doctoral	Master's	Doctoral
Admission Fee	200,000	200,000	200,000	200,000
Registration Fee	60,000	60,000	30,000	30,000
Tuition Fee	960,000	580,000	480,000	290,000
Facilities Fee	295,000	295,000	147,500	147,500
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	1,525,600	1,145,600	862,850	672,850
(Amount for spring semester in case of installment payment)	(862,850)	(672,850)		
(Amount for fall semester in case of installment payment)	(662,750)	(472,750)		

(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 a graduate program at Keio University and are enrolling in a Graduate School of Media and Governance program, 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 one-time registration fee of 100 yen. Students, who have completed a graduate program at Keio University and are enrolling in a Graduate School of Media and Governance program, are exempt from paying the health insurance 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 health insurance registration fee. Students, who have completed the professional degree program and are enrolling in the Graduate School of Media and Governance, must pay the health insurance 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

Of the academic fees, registration fee, tuition fee and facilities fee are decided every academic year according to a sliding scale. In accordance with University Rules, 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, and/or are in need of financial assistance.

Application for scholarships will be accepted after April of each year. For details, please refer to the notice board announcement and booklet (available in Japanese only) 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 A(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 indicated on the admission application form they wish to apply for the scholarship. Scholarship recipients will be 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 who applied for the position at the time of admissions application. They will be informed of the decision at the time of receiving their admission results. Additional hiring will take place after enrollment.

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.

Please note that this position is separate from the Research Associate (Non-tenured) position.

Making Gifts to Keio

Though not a requirement, gift-giving is a way to participate in further enriching the educational environment at Keio. Details (in Japanese only) of these gift-giving opportunities will be sent to applicants who have completed enrollment procedures.

The Keio Fund (bonds)

one unit: 100,000 yen

It is kindly requested that individuals make donations of three units or more when possible.

The donated amount will be reimbursed upon completion of the graduate course or when leaving Keio University.

The Keio Education Promotion Fund

It is kindly requested that a donation of 50,000 yen or more be made yearly while enrolled at Keio University.

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

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