




# Application Guidebook for Non-Degree Students Taking e-Courses (With Credits) for Academic Year 2010

Those Who Wish to Apply For:	Please Refer to:
Non-Degree Students Taking e-Courses (With Credits) 	This Application Guidebook
Commuting Style Special Students <ul style="list-style-type: none"> <li>• Non-Degree Students (With Credits)</li> <li>• Auditing Students</li> <li>• Research Students</li> </ul> 	Application Guidebook for Special Students (available in Japanese Only)
Both Non-Degree Students Taking e-Courses (With Credits) and any of the categories in Commuting Style Special Students 	Both Application Guidebook for Special Students and this Guidebook Section 11, Instructions: Simultaneous Application for both e-Courses and Special Students

## 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.

## **Non-Degree Students Taking e-Courses (With Credits)**

In the existing three categories of Special Students, all students are expected to commute and attend classes conducted on the campus. The Graduate School of Media and Governance has added one more category to allow students to attend classes without coming to the campus. This category is termed as Non-Degree Students Taking e-Courses (With Credits). Students in this category are able to earn credits by watching video-recordings of classes on the Internet, communicating with class teachers and submitting assignments via email, provided they do not inconvenience the educational environment and research work of regular students. Just as regular students, Non-Degree Students Taking e-Courses (With Credits) are expected to follow rules and regulations such as the Graduate School Regulations and Non-Degree Students (With Credits) and Auditing Students Regulations.

### **1. Procedure: Application Submission to Course Completion**

Applicants who have never registered for Keio University SFC Global Campus (SFC-GC) must complete user registration for SFC-GC before making an application.

Applicants for Non-Degree Students Taking e-Courses (With Credits) should:

- a. Apply for First Screening (Dai-Ichi-Ji Shutsugan) through SFC-GC website. (The results will be sent to the applicants via email.)
- b. Apply for Second Screening (Web Kamoku Shutsugan) through SFC-GC website. (The results will be sent to the applicants via email.)
- c. Send application documents for Final Screening (Dai-Ni-Ji Shutsugan) to the Admissions Office through regular mail. (The results will be sent to the applicants via email.)
- d. Send documents for Course Registration (Touroku Tetsuzuki) through regular mail.
- e. Attend classes via the Internet.
- f. Submit assignments. (Description and frequency of assignments may vary depending on the courses.)
- g. Receive grade reports through regular mail.

### **2. Available Courses and Graduate Schools**

The category Non-Degree Students Taking e-Courses (With Credits) applies to the Graduate School of Media and Governance.

Applicants should check the courses available to Non-Degree Students Taking e-Courses (With Credits) on the website mentioned below:

<http://www.sfc.keio.ac.jp/en/academics/e-courses.html>

The course descriptions for each semester will be made available on the website from 1 March for the spring semester and 18 August for the fall semester.

Students can register for a maximum of five courses (equal to 10 credits) in each semester.

### **3. Period of Enrollment**

The period of enrollment corresponds to the duration of course/s that students are permitted to take (1 April 2010 to 21 September 2010 for the spring semester; and 22 September 2010 to 31 March 2011 for the fall semester).

## 4. Qualification of Applicants

Applicants must meet either one of the following qualifications:

- A. Those who graduated, or are scheduled to graduate, from a university within or outside Japan before enrolling at Keio University.
- Applicants for spring semester 2010 include those who are expected to graduate in March 2010 at the time of the Application Period for First Screening (Dai-Ichi-Ji Shutsugan).
  - Applicants for fall semester 2010 include those who are expected to graduate in September 2010 at the time of the Application Period for First Screening (Dai-Ichi-Ji Shutsugan).
- B. Those who are recognized by the Graduate School of Media and Governance to possess equivalent or surpassing academic skills of university graduates.

## 5. Schedule of Application and Course Registration

	Spring Semester	Fall Semester
Course Description Released	<b>Monday, 1 March (tentative)</b>	<b>Wednesday, 18 August (tentative)</b>
Application Period for First Screening (Dai-Ichi-Ji Shutsugan)	* Application Period for Those Applying for only Non-Degree Students Taking e-Courses (With Credits) Category: <b>Monday, 1 March – Friday, 12 March</b>  * Application Period for Those Applying for both Non-Degree Students Taking e-Courses (With Credits) Category and Any of the Categories in Commuting Style Special Students in a Single Semester: <b>Monday, 1 March – Thursday, 4 March</b>	*Application Period for Those Applying for only Non-Degree Students Taking e-Courses (With Credits) Category: <b>Monday, 6 September – Friday, 10 September</b>  * Application Period for Those Applying for both Non-Degree Students Taking e-Courses (With Credits) Category and Any of the Categories in Commuting Style Special Students in a Single Semester: <b>Monday, 6 September – Thursday, 9 September</b>
Announcement of First Screening Results	<b>Monday, 15 March</b>	<b>Monday, 13 September</b>
Application Period for Second Screening (Web Kamoku Shutsugan)	<b>Monday, 29 March – Saturday, 3 April at 10:00 p.m.</b>	<b>Tuesday, 14 September – Saturday, 18 September at 10:00 p.m.</b>
Announcement of Second Screening Results	<b>Tuesday, 6 April</b>	<b>Wednesday, 22 September</b>
Classes Start	<b>Thursday, 8 April</b>	<b>Friday, 24 September</b>
Application Period for Final Screening (Dai-Ni-Ji Shutsugan)	<b>Thursday, 8 April – Wednesday, 14 April</b>	<b>Friday, 24 September – Monday, 4 October</b>
Announcement of Successful Applicants	<b>Late April</b>	<b>Late October</b>
Course Registration Period	<b>Thursday, 6 May – Wednesday, 12 May</b>	<b>Friday, 22 October – Thursday, 28 October</b>

Note: Applicants can view class videos during the application period for Final Screening (Dai-Ni-Ji Shutsugan) until the announcement of successful applicants.

## 6. Screening, Registration and Auditing Fees

**Screening Fee: 18,000 yen**

Applicants should send a Money Order (郵便為替) of 18,000 yen (issued at any post office in Japan) together with the application forms at the time of Final Screening (Dai-Ni-Ji Shutsugan). Only if applicants, residing outside Japan, are unable to prepare Money Order (郵便為替), they may send an International Money Order or a Demand Draft of 18,000 yen (exclusive of the processing fee) together with the application forms. Keio University only accepts an International Money Order or Demand Draft issued in Japanese yen.

The screening fee is valid until the end of academic year. The course registration after the academic year requires an additional screening fee.

If students wish to apply for additional courses in different undergraduate and/or graduate schools within a single academic year, they are not required to pay an additional screening fee.

Those who apply for both Non-Degree Students Taking e-Courses (With Credits) category, and any of the categories in commuting style Special Students in a single semester, must pay the screening fee at the time of Final Screening (Dai-Ni-Ji Shutsugan) of commuting style Special Students.

**Registration Fee per Semester: 40,000 yen**

**Auditing Fee per Credit: 33,000 yen**

Only successful applicants should make the payment for registration and auditing according to the payment instructions sent to them via email. Some courses may require additional fees.

### **Note:**

Fees may be revised each academic year.

Once applicants have paid screening, registration and/or auditing fees, such fee/s cannot be refunded.

If at any moment the submitted documents are discovered to have been falsified or prepared dishonestly, registration of the applicant will be cancelled. Any fees paid by such an applicant will not be refunded.

## 7. Important Step Before Making Application

### **SFC-GC User Registration**

Applicants who have never registered for SFC-GC must complete their user registration before applying online.

Applicants should register from the website mentioned below:

[http://gc.sfc.keio.ac.jp/cgi/student/reg\\_form.cgi](http://gc.sfc.keio.ac.jp/cgi/student/reg_form.cgi)

## 8. Application Procedure and Required Documents

All applications must be submitted by the stipulated deadline. An incomplete application form will be rejected.

### a. Application for First Screening (Dai-Ichi-Ji Shutsugan via website)

Application must be submitted through the website mentioned below:

<http://www.sfc.keio.ac.jp/en/academics/e-courses.html>

### b. Application for Second Screening (Web Kamoku Shutsugan via website)

Only those applicants who have passed First Screening (Dai-Ichi-Ji Shutsugan) may apply for Second Screening (Web Kamoku Shutsugan).

A completed application form must be submitted through the website mentioned below:

<http://www.sfc.keio.ac.jp/en/academics/e-courses.html>

Please note that some courses may restrict the number of students in a class.

Students can register for a maximum of five courses (equal to 10 credits) in each semester.

### c. Application for Final Screening (Dai-Ni-Ji Shutsugan via regular mail)

Only those applicants who have received a prior permission from faculty-in-charge of the courses may apply for Final Screening (Dai-Ni-Ji Shutsugan).

All required documents must be submitted to the Admissions Office via regular mail. (The address of the Admissions Office is described at the end of this application guidebook.)

The application sent from within Japan should be postmarked before or on the deadline date.

The application sent from overseas must arrive before or on the deadline date.

Once the documents have been submitted, they cannot be returned to the applicant.

Applicants may not add or cancel any course after the deadline of the application for Final Screening. If applicants have to cancel a course for any unavoidable reason, they should state the fact in writing and submit it to the Admissions Office by the registration deadline.

### Documents and Fee Required for Final Screening (Dai-Ni-Ji Shutsugan)

Applicants must print out **Application Form for Special Students**, **Résumé** and **Course Request** from the website which contains information provided by them at the time of the application for First Screening (Dai-Ichi-Ji Shutsugan). These designated forms are available in Japanese only.

1. <b>Application Form for Special Students</b> (特別学生願書)	Applicants must put their seal on the form. If applicants do not own their personal seal, they may sign in the same space.
2. <b>Résumé (履歴書)</b>	Applicants must affix their <u>photograph</u> * in the designated place.
3. <b>Course Request (履修・聴講願)</b>	Applicants must affix their <u>photograph</u> * in the designated place.
4. <b>Academic Transcript (English or Japanese)</b>	The Academic Transcript should be issued by the university from which the applicant has graduated. The Academic Transcript must be issued within three months before the date of submitting the application.

<b>5. Certificate of Graduation or Certificate of Completion of Master's/ Doctoral Program (English or Japanese)</b>	The Certificate of Graduation or Certificate of Completion of Master's/Doctoral Program should be issued by the university from which the applicant has graduated. The aforementioned certificate must be issued within three months before the date of submitting the application.
<b>6. Screening Fee of 18,000 yen</b>	Please refer to the section 6 for more information about the screening fee process.

Note:

The aforementioned photograph must be 4 cm x 3 cm, in color and with a glossy finish. It must be taken without a hat from the front against a plain background, within less than three months prior to submission.

In addition to the previously mentioned six items, applicants must submit the following documents as and when applicable:

- ◇ Foreign applicants who reside in Japan should submit **Certificate of Registered Matters on Alien Registration Card or (外国人)登録原票記載事項証明書** which states the validity of their entry permit until they complete their courses.
- ◇ Foreign applicants who reside outside Japan should submit a **photocopy of passport** or other equivalent identification document.
- ◇ Applicants whose name on the application documents is different from the name on submitted certificates must submit the following documents:
  - Japanese applicants: A copy of **Koseki Shohon (戸籍抄本)**
  - Foreign applicants: Document(s) to prove both names that refer to the applicant

The university may request applicants to submit documents other than the ones mentioned above as the need arises.

## 9. Announcement of Successful Applicants

The screening of applicants for Non-Degree Students Taking e-Courses (With Credits) is conducted in the Graduate School of Media and Governance. In addition to the screening, an examination may also be conducted, if the Graduate School of Media and Governance deems it necessary. Successful applicants will be notified via email. The procedure for course registration will also be notified via email.

## 10. Course Registration (Touroku Tetsuzuki via regular mail)

**Successful applicants must follow the instructions for course registration sent via email.**

Successful applicants must submit the following documents to the Admissions Office by the stipulated deadline and pay the registration and auditing fees according to the payment instructions sent to them via email. If applicants fail to submit the documents or pay their fees, their registration will be cancelled.

### Documents and Fees Required for Course Registration

- ◇ **Written Oath (誓約書) (designated form, available in Japanese only)**  
Applicants must complete the form and put their seal on the form. If applicants do not own their personal seal, they may sign in the same space.

◇ **Registration and Auditing Fees**

The proof of payment specified in the given instructions must be submitted as well.

## **11. Instructions: Simultaneous Application for both e-Courses and Special Students**

Applicants for Non-Degree Students Taking e-Courses (With Credits) category may also apply for categories in commuting style Special Students for the same semester, in which students attend classes at Mita, Hiyoshi, Yagami and Shonan Fujisawa campuses. Applicants who fall under this category should follow the procedure described below.

The main affiliation of such applicants will be the graduate school or faculty they have applied for to become commuting style Special Students. For details, please refer to page 28 of the Application Guidebook for Special Students (available in Japanese only).

- e.g.) Those applying for one of the categories in commuting style Special Students of the Graduate School of Letters and Non-Degree Students Taking e-Courses (With Credits) category of the Graduate School of Media and Governance  
→ The Graduate School of Letters will become the student's main affiliation.

Each semester students can register for a maximum of five courses (equal to 10 credits) from the courses provided for Non-Degree Students Taking e-Courses (With Credits) and commuting style Special Students combined.

### **a. Application for First Screening (Dai-Ichi-Ji Shutsugan)**

Applications for Non-Degree Students Taking e-Courses (With Credits) and commuting style Special Students must be submitted separately.

The application period for those applying for only Non-Degree Students Taking e-Courses (With Credits) category and those applying for both Non-Degree Students Taking e-Courses (With Credits) category and any of the categories in commuting style Special Students in a single semester are different. Applicants who fall under the latter category should carefully check their application deadline.

### **b. Application for Second Screening (Web Kamoku Shutsugan)**

Application for e-course/s must be submitted through the website by the stipulated deadline.

### **c. Application for Final Screening (Dai-Ni-Ji Shutsugan)**

Applications for Non-Degree Students Taking e-Courses (With Credits) and commuting style Special Students must be submitted separately.

Those applicants who have already submitted Academic Transcript (成績証明書) and Certificate of Graduation (卒業証明書) at the time of application for First Screening (Dai-Ichi-Ji Shutsugan) for commuting style Special Students are not required to resubmit these documents when they apply for Final Screening (Dai-Ni-Ji Shutsugan) of Non-Degree Students Taking e-Courses (With Credits).

The screening fee must be paid at the time of Final Screening (Dai-Ni-Ji Shutsugan) for the commuting style Special Students.

**d. Course Registration (Touroku Tetsuzuki)**

Applicants must follow the information given by their main affiliated school or faculty. The applicants' main affiliation will be the graduate school or faculty they have applied to under the commuting style Special Students category.

**12. Procedure for Taking e-Courses for the Following Semester**

Students, who are already enrolled in e-Courses in the fall semester and wish to continue taking e-Courses in the following spring semester of the following academic year, must resubmit all necessary application forms and pay the screening, registration and auditing fees once again in the same manner as they did initially.

The following is the procedures for applicants who enrolled in e-Courses in spring semester and wish to continue taking e-Courses in the following fall semester:

**a. Application for First Screening (Dai-Ichi-Ji Shutsugan)**

Applicants are not required to submit an application form for First Screening (Dai-Ichi-Ji Shutsugan), but must submit an application for Second Screening (Web Kamoku Shutsugan).

**b. Application for Second Screening (Web Kamoku Shutsugan via website)**

Application must be complete and submitted by the stipulated deadline through the website mentioned below:

<http://www.sfc.keio.ac.jp/en/academics/e-courses.html>

Please note that some courses may restrict the number of students in a class.

Students can register for a maximum of five courses (equal to 10 credits) in each semester.

**c. Application for Final Screening (Dai-Ni-Ji Shutsugan via regular mail)**

Only those applicants who have received prior permission from the faculty-in-charge of the courses may apply for Final Screening (Dai-Ni-Ji Shutsugan).

All required documents must be submitted to the Admissions Office through regular mail.

The application sent from within Japan should be postmarked before or on the deadline date.

The application sent from overseas must arrive before or on the deadline date.

Applicants may not add or cancel any courses after the deadline of the application for Final Screening. If applicants have to cancel courses for any unavoidable reason, they should state the fact in writing and submit it to the Admissions Office by the registration deadline.

**d. Documents Required for Final Screening (Dai-Ni-Ji Shutsugan)**

◇ **Course Request (履修・聴講願)(designated form, available in Japanese only)**

Applicants must print out the form from the website and affix their photograph in the designated place. The form contains information provided by the applicants themselves at the time of the application for Second Screening (Web Kamoku Shutsugan).

In addition to the Course Request, foreign applicants should resubmit the following documents as and when applicable:

- ◇ Foreign applicants who reside in Japan should submit **Certificate of Registered Matters on Alien Registration Card** or **(外国人)登録原票記載事項証明書** which states the validity of their entry permit until they complete their courses.
- ◇ Foreign applicants who reside outside Japan should submit a **photocopy of passport** or other equivalent identification document.

The university may request applicants to submit documents other than the ones mentioned above as the need arises.

Applicants should refer to the section 9: Announcement of Successful Applicants and section 10: Course Registration (Touroku Tetsuzuki via regular mail) to complete the course registration.

### 13. Course-related Information

#### a. Assignments

Non-Degree Students Taking e-Courses (With Credits) may submit their assignments based on guidelines provided by the faculty members. The content, procedure of submission and deadline of the assignments will be given by the faculty-in-charge of the courses.

#### b. Grade Reports

Grade reports are issued in September for the spring semester, and March for the fall semester. Students will earn credits when their grades are either 'A', 'B', or 'C'.

#### c. Certificates

The certificates are issued upon the request of a student. Detailed information concerning application procedure and issuing fee should be confirmed with the Admissions Office staff. The issuing of certificates will take a few days, as such certificates have to be processed. Non-Degree Students cannot get a Student Commuter Certificate (通学証明書), and Student Travel Fare Discount Certificate (学割証).

#### Certificates Available (English and Japanese)

Issuing fee for a certificate is 200 yen. The fee is subject to change.

- ◇ Certificate of Enrollment (在学証明書) (during the enrollment period)
- ◇ Certificate of Enrollment (在籍証明書) (after the enrollment period)
- ◇ Certificate of Course Registration (履修科目証明書) (before receiving the grade reports)
- ◇ Academic Transcript (成績証明書) (after passing the course)

#### d. Change of Personal Information (Name, Address and Contact Information)

If students have made any changes in their personal information (name, address, and/or contact numbers) after their course registration, they must notify the Admissions Office immediately.

### 14. Academic Calendar

The Academic Calendar is available from the website mentioned below:

[http://www.sfc.keio.ac.jp/en/students\\_mag/class/calendar\\_m.html](http://www.sfc.keio.ac.jp/en/students_mag/class/calendar_m.html)

## 15. Class Management during Emergencies and University Events

The information regarding class management during emergencies and Keio University events is available from the websites mentioned below:

[http://www.sfc.keio.ac.jp/en/students\\_mag/class/class\\_emergency\\_event.html](http://www.sfc.keio.ac.jp/en/students_mag/class/class_emergency_event.html)

<http://www.gakuji.keio.ac.jp> (available in Japanese only)

## 16. Contact Information

For any further inquiries regarding the application procedure for Non-degree Students Taking e-Courses (With Credits) please contact the Admissions Office.

Applicants should submit the application documents to the address mentioned below:

### **Admissions Office**

**Keio University Shonan Fujisawa Campus**

**Address: 5322 Endo, Fujisawa-shi, Kanagawa 252-0882 Japan**

**Office Hours: Weekdays from 9:15 a.m. to 4:50 p.m.**

**The office is closed on Saturdays, Sundays and national holidays.**

**Telephone: +81-466-49-3407**

**Fax: +81-466-49-3613**

**Email: [gao-request@sfc.keio.ac.jp](mailto:gao-request@sfc.keio.ac.jp)**