2013

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

Application Guidebook

Application Period I
(for those seeking admission in September 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 master’s program at the Graduate School of Media and Governance.

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

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

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

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 not 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

<table>
<thead>
<tr>
<th>Program</th>
<th>Major Discipline</th>
<th>Admission Quota</th>
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</thead>
<tbody>
<tr>
<td>Master’s Program</td>
<td>Media and Governance</td>
<td>200</td>
</tr>
<tr>
<td>Doctoral Program</td>
<td>Media and Governance</td>
<td>50</td>
</tr>
</tbody>
</table>

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 six categories for application, namely ‘Application from within Japan,’ ‘Application from Overseas,’ ‘Application for Career Professionals,’ ‘Application for International Advanced Degrees Course (IADC) from within Japan,’ ‘Application for International Advanced Degrees Course (IADC) from Overseas,’ and ‘Application through Internal Recommendation for Current Students of Keio University Faculty of Policy Management and Faculty of Environment and Information Studies.’ 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. Upon successfully fulfilling the requirements, master’s students will be awarded a certificate of Program completion.

For further details, applicants are advised to refer to the following website:
http://www.sfc.keio.ac.jp/en/academics/graduate/program_m/index.html

<table>
<thead>
<tr>
<th>Program Names</th>
<th>Codes</th>
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<tbody>
<tr>
<td>Global Governance and Regional Strategy</td>
<td>GR</td>
</tr>
<tr>
<td>Human Security and Communications</td>
<td>HC</td>
</tr>
<tr>
<td>Policy Making and Social Innovation</td>
<td>PS</td>
</tr>
<tr>
<td>Cognition, Sense-Making and Biophysical Skills</td>
<td>CB</td>
</tr>
<tr>
<td>Environmental Design and Governance</td>
<td>EG</td>
</tr>
<tr>
<td>X-Design</td>
<td>XD</td>
</tr>
<tr>
<td>Cyber Informatics</td>
<td>CI</td>
</tr>
<tr>
<td>Systems Biology</td>
<td>BI</td>
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The Professional Courses

The graduate school offers training courses in specialized areas called Professional Courses in the master’s program to better meet the requirements of a rapidly changing society. Students who successfully complete the master’s program and meet the requirements set by each Professional Course can acquire a certificate of Course completion in addition to a master’s degree. For further details, applicants are advised to refer to the following website:
http://www.sfc.keio.ac.jp/en/academics/graduate/professional.html

<table>
<thead>
<tr>
<th>Course Names</th>
<th>Codes</th>
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<tbody>
<tr>
<td>Social Innovator</td>
<td>SI</td>
</tr>
<tr>
<td>ICT Advanced Collaboration</td>
<td>ICT</td>
</tr>
<tr>
<td>Environmental Innovator</td>
<td>EI</td>
</tr>
<tr>
<td>Global Environmental System Leaders</td>
<td>GESL</td>
</tr>
</tbody>
</table>

The Social Innovator Course requires Japanese proficiency in order to be completed.

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

1. They must have graduated or be scheduled to graduate from a university in Japan or 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 Graduate School of Media and Governance

2. They must have acquired or be scheduled to acquire a bachelor’s degree from the National Institution for Academic Degrees and University Evaluation 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 Graduate School of Media and Governance

3. They must be accredited by the Ministry of Education, Culture, Sports, Science and Technology of Japan

4. They must be accredited by the Graduate School of Media and Governance to have equivalent or higher academic skills of university graduates
   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 university graduates. There is no designated format for this request.
   - Résumé
   - Academic transcript (if previously enrolled in a university)
   - Any papers, essays, publications or portfolios written by the applicant relevant to research and academic accomplishments

5. They must have spent or be scheduled to spend three years or more at a university before enrolling in the master’s program and must have acquired outstanding academic results exceeding the requirements set by the Graduate School of Media and Governance
   Note that applicants who fall under this category must be:
   - Seeking admission in September 2013 (application period I, 2013), or
   - Seeking admission in April 2014 (application period II, 2013).
   Also note that applicants who fall under this category will be able to apply only if they fulfill all of the following conditions:
   
   i. Those who wish to enroll in September 2013 must have completed three years or more at a university by September 25, 2013 (the end of March 2014 for those who wish to enroll in April 2014). The duration of ‘permitted leave of absence’ or study abroad cannot be included in this calculation. However, the period during which credit points were accumulated at another university while studying abroad may be included.
   
   ii. Those who wish to enroll in September 2013 must be scheduled to earn 90 or more undergraduate credits by September 25, 2013 (the end of March 2014 for those who wish to enroll in April 2014). Any credits earned from courses not deemed necessary for graduation, such as Optional Subject (Jiyu Kamoku) will not be considered. Those who are unable to earn the required credits by the designated date above will not be qualified to enroll even after passing the entrance examination.
   
   iii. Those who wish to enroll in September 2013 must have earned 60 or more undergraduate credits by the end of March 2013 (the end of September 2013 for those who wish to enroll in April 2014). Any credits earned from courses not deemed necessary for graduation, such as Optional Subject (Jiyu Kamoku) will not be considered.
   
   iv. Those who wish to enroll in September 2013 must fulfill one of the requirements mentioned below by the end of March 2013 (the end of September 2013 for those who wish to enroll in April 2014).
a. They must have acquired the ‘highest grade possible’ in two thirds or more of the total credits earned at the university they are currently enrolled in. All credits from courses not necessary for graduation, such as Optional Subject (Jiyu Kamoku) should also be included. However, they should not include credits they have earned which are graded on a pass/fail basis. Those enrolled at a university using different grading methods and unable to fulfill the requirements mentioned above must submit two or more recommendation letters from faculty members of the university they are enrolled in. Under extraordinary circumstances the Graduate School of Media and Governance may approve relaxing the ‘highest grade possible’ requirement if the grade obtained is nearly equivalent to it.

Note: Any questions regarding grade criteria should be addressed to the Admissions Office before applying.

b. They must have acquired the highest grade possible at the university they are currently enrolled in that is 80 credits or more when they are going to apply in their 6th semester and 96 credits or more when they are going to apply in their 7th semester. All credits from courses not necessary for graduation, such as Optional Subject (Jiyu Kamoku) should also be included. However, they should not include credits they have earned which are graded on a pass/fail basis. Those enrolled at a university using different grading methods and unable to fulfill the requirements mentioned above must submit two or more recommendation letters from faculty members of the university they are enrolled in.

Schedule

<table>
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<th>Application Period I, 2013 (for those seeking admission in September 2013 or April 2014)</th>
<th>Application Period II, 2013 (for those seeking admission in April 2014 or September 2014)</th>
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</thead>
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<td>Web Entry Period</td>
<td>9:00 a.m., Tuesday, May 7, 2013—11:00 p.m., Wednesday, May 22, 2013</td>
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<td>Examination -- First-round Venue: † (Omega) Building</td>
<td>10:00 a.m., Saturday, June 15, 2013</td>
</tr>
<tr>
<td>Announcement of Examination -- First-round Result</td>
<td>3:00 p.m., Thursday, June 27, 2013</td>
</tr>
<tr>
<td>Examination -- Second-round Venue: 1st Floor Lobby, ‡ (Alpha) Building</td>
<td>10:00 a.m., Tuesday, July 16, 2013</td>
</tr>
</tbody>
</table>

Application Fee

35,000 Yen

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

In principle, the application fee cannot be refunded. However, a refund may be considered under special circumstances, such as:
1. When applicants paid the application fee, but did not file an application (that is, application documents were not sent, or application was not 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

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

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

First-round

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

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

Second-round

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

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.
Application Documents

The designated forms can be downloaded from the website below:
http://www.sfc.keio.ac.jp/en/admissions/graduate/general_japan.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 M1, 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 junior high school graduation onwards.
   They must also write the code of the preferred Program referring to the codes listed on page 5.
   Applicants who wish to apply for any of the Professional Courses described in page 5 must tick off the box next to the preferred course. If applicants do not wish to apply for any of the Professional Courses, they should tick off the ‘None’ box.

2. Statement of Purpose (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 department they are affiliated to)
   Applicants must concisely describe:
   - Reason for application
   - Activities since graduating from high school
   - Objectives after enrolling in the Graduate School of Media and Governance
   The statement of purpose:
   - Should be word processed whenever possible and printed on A4 size sheets of paper (portrait: statement 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

3. 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 department they are affiliated to)
   Applicants must concisely describe:
   - Previous academic themes and achievement
   - Research which applicants are planning to conduct at the master’s program
   - Theme
   - Objective
   - Methodology
   - Significance of research
   - Features
   - Anticipated result
   - Facilities required for research
   - Others (if any)
The research plan:

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

Applicants are allowed to independently contact a graduate school committee member to discuss their research plan and other related matters before submitting their applications. However, if they face difficulty in getting in touch with the members, applicants may complete the Faculty Contact Form from the following website and send it to the Admissions Office via the Internet.
http://vu9.sfc.keio.ac.jp/contact_gao/
The form is not available after the expiry of each application period until the announcement day of the second-round of examination result.

4. Letter of Acceptance to Act as a Research Supervisor (form M2-1, in Japanese or English), or Recommendation Letter (form M2-2, in Japanese or English)

Applicants should submit a Letter of Acceptance to Act as a Research Supervisor Form or Recommendation Letter. When a form cannot be used, generic stationery is also acceptable.

Applicants must make a request to a graduate school committee member of their program of choice to fill in the Letter of Acceptance to Act as a Research Supervisor Form and have it placed in a sealed envelope (any suitable envelope).

Recommendation Letters should be filled in and placed in a sealed envelope (any suitable envelope) by a referee of your choice.

The Letter of Acceptance to Act as a Research Supervisor Form or Recommendation Letter must meet the deadline even if referees have sent them directly to the Admissions Office. The Letter of Acceptance to Act as a Research Supervisor Form or Recommendation Letter sent from within Japan should be postmarked on or before the last day of the application period. A Letter of Acceptance to Act as a Research Supervisor Form or Recommendation Letter sent from overseas must arrive on or before the last day of the application period.

Students of the Faculty of Policy Management and the Faculty of Environment and Information Studies of Keio University who have passed the ‘Pre-screening for Certification of Academic Ability’ of the Graduate School of Media and Governance’ (学力認定審査) and have fulfilled all requirements mentioned in their Examination Certificate (政策・メディア研究科 学力認定審査 合格認定証) can be exempted from submitting the Letter of Acceptance as a Research Supervisor or Recommendation Letter, and the first-round of examination (essay test and screening of documents) if they submit the Examination Certificate together with the application form for the entrance examination.

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

Applicants must fill out the required sections and encircle the word ‘Master’s Program’.
6. **Certificate of Graduation or Statement of Expected Graduation (in Japanese or English)**
   Applicants must submit a certificate or statement which clearly states the date of graduation or expected graduation **issued within three months before the application deadline**.

7. **Academic Transcript (in Japanese or English)**
   Applicants must submit an academic transcript **issued within three months before the application deadline**. If an applicant is currently, or has previously, been enrolled in any undergraduate and/or graduate school, academic transcript for each undergraduate and/or graduate school must be submitted. 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.

8. **Degree Certificate or Statement of Expected Possession of Academic Degree**
   Applicants must submit a degree certificate or a statement of expected possession of academic degree. Applicants are not required to submit aforementioned certificate or statement if their academic transcript, certificate of graduation, or statement of expected graduation states they possess academic degree or are expected to possess academic degree.

9. **Web Entry Form**
   Applicants must submit a printed Web entry form completed in the Web entry procedure.

10. **Application Fee ‘Money Order’ (郵便為替) (issued at any Japan Post Bank or post office in Japan)**

11. **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 and department) and their student ID number. Submitted documents and items will not be returned. If applicants wish to retain the original, they can submit a copy.

In addition to the items mentioned in ‘To 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:
- Documents or Test Results Certifying Applicants’ Japanese or English Language Ability

**To Applicants Whose Name on the Application Documents is Different from the Name on Submitted Certificates**
- Japanese Citizens: Copy of Koseki Shohon (戸籍抄本)
- Foreign Nationals: Certified Copy of the Residence Record (住民票)

Applicants must submit documents to prove both names that refer to the applicant. Foreign nationals using an alias may use only the one included in their ‘Certified Copy of the Residence Record’ (住民票).
To Students Who Have Passed the ‘Pre-screening for Certification of Academic Ability’ of the Graduate School of Media and Governance’ (学力認定審査)
(This only applies to regular students who are enrolled in the Faculty of Policy Management or the Faculty of Environment and Information Studies)

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

Submission of Application Documents

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

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

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<th></th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>10:00 a.m., Thursday, June 6, 2013—5:00 p.m., Thursday, September 5, 2013</td>
<td>10:00 a.m., Thursday, November 21, 2013—5:00 p.m., Monday, March 10, 2014</td>
</tr>
</tbody>
</table>

Applicants must bring their examination ticket to the venue of examination and interview conducted by the Graduate School of Media and Governance. Please be sure to keep the examination ticket after the examinations, as it will be required for 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/

<table>
<thead>
<tr>
<th>PERIODS RESULTS POSTED</th>
<th>First-round results</th>
<th>Second-round results</th>
</tr>
</thead>
<tbody>
<tr>
<td>Application Period I, 2013</td>
<td>3:00 p.m., Thursday, June 27, 2013—5:00 p.m., Saturday, July 13, 2013</td>
<td>10:00 a.m., Tuesday, July 16, 2013—5:00 p.m., Thursday, September 5, 2013</td>
</tr>
<tr>
<td>Application Period II, 2013</td>
<td>3:00 p.m., Thursday, December 12, 2013—5:00 p.m., Saturday, December 21, 2013</td>
<td>10:00 a.m., Tuesday, December 24, 2013—5:00 p.m., Monday, March 10, 2014</td>
</tr>
</tbody>
</table>

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 or email 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 also 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 have 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:

<table>
<thead>
<tr>
<th></th>
<th>Entering in April 2013</th>
<th>Entering in September 2013</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Master’s</td>
<td>Doctoral</td>
</tr>
<tr>
<td>Admission Fee</td>
<td>200,000</td>
<td>200,000</td>
</tr>
<tr>
<td>Registration Fee</td>
<td>60,000</td>
<td>60,000</td>
</tr>
<tr>
<td>Tuition Fee</td>
<td>960,000</td>
<td>580,000</td>
</tr>
<tr>
<td>Facilities Fee</td>
<td>295,000</td>
<td>295,000</td>
</tr>
<tr>
<td>Seminar and Journals Fees</td>
<td>8,000</td>
<td>8,000</td>
</tr>
<tr>
<td>Student Health Insurance Union Membership Fee</td>
<td>2,600</td>
<td>2,600</td>
</tr>
<tr>
<td>Total</td>
<td>1,525,600</td>
<td>1,145,600</td>
</tr>
<tr>
<td>(Amount for spring semester in case of installment payment)</td>
<td>(862,850)</td>
<td>(672,850)</td>
</tr>
<tr>
<td>(Amount for fall semester in case of installment payment)</td>
<td>(662,750)</td>
<td>(472,750)</td>
</tr>
</tbody>
</table>

*(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 their 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:

### Independent Scholarships Offered by the Graduate School of Media and Governance

<table>
<thead>
<tr>
<th>Scholarship</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Young Leaders Scholarship</td>
<td>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.</td>
</tr>
<tr>
<td>GAO Scholarship</td>
<td>The GAO Scholarship is awarded by the Graduate School of Media and Governance to exceptionally meritorious students who are admitted to the master’s program. The scholarship gives a waiver to selected students for their first year tuition and registration fees of 1,020,000 yen. The GAO Scholarship may continue to be offered until the completion of the coursework if the scholarship recipient maintains an excellent academic record and fulfill the requirements for the following year. The scholarship can be given for a maximum period of two years. Scholarship recipients will be selected from all applicants and notified at the time of the admission examination result announcement.</td>
</tr>
</tbody>
</table>

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.

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.