

## Application Documents Checklist

Please fill out this checklist and submit together with the application documents.

**Applicant Name:** \_\_\_\_\_

Please check the program you are applying for:

**Master's program:**  IGP - M12 April Enrollment  IGP - M12 September Enrollment  IGP - M4 September Enrollment

**Ph.D. program :**  IGP-D11 April Enrollment  IGP- D12 April Enrollment  IGP- D12 September Enrollment  
 IGP-D4 September Enrollment

	Master's program			Ph.D. program			
	IGP-M12		IGP M4	IGP D11	IGP-D12		IGP D4
	April	September	September	April	April	September	September
Application Documents Checklist							
Application forms No. 1- 4							
Financial statement							
Statement of purpose							
Research plan							
Two letters of recommendation (sealed original copy)							
Application fee							
GRE score report (to be sent directly from ETS)							
TOEFL score report (to be sent directly from ETS)							
Copy of email communications between you and your prospective supervisor							
MEXT scholarship application form (only if applying)							
Copy / Re-Print of your publications (only if applying to MEXT)							
ADB scholarship application form (only if applying)							

**The following documents must be sent directly from the applicant's home institution(s).**

Have you asked your home institution(s) to send the documents directly to Keio University?  Yes  No

If "No", please state the reason below

Transcript request form for undergraduate courses							
Academic Transcripts of undergraduate courses							
Academic Transcripts of master's courses							
Certificate of (expected) Graduation from a university							
Certificate of (expected) Graduation from a graduate school							

Please write the payment date and method of application fee:

Payment date: \_\_\_\_\_ Payment method: \_\_\_\_\_

If any of the boxes above are not checked, state the reason below.

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Please check the program you are applying for:

APPLICATION FORM-1

**Master's program:**

- IGP-M12 April Enrollment
- IGP-M12 September Enrollment
- IGP-M4 September Enrollment

**Ph.D. program:**

- IGP-D11 April Enrollment
- IGP-D12 April Enrollment
- IGP-D12 September Enrollment
- IGP-D4 September Enrollment

Attach your photo taken within the last 3 months.  
Write your name and nationality in block letters on the back of the photo.  
(H: 40mm, W: 30mm)

The application form should be typewritten, or neatly handwritten in block letters in roman alphabet (unless otherwise specified).

**1. Applicant Information**

Family name: \_\_\_\_\_

Given name: \_\_\_\_\_

Name in Chinese characters (if applicable) : \_\_\_\_\_

Nationality (if one of your nationalities is Japan, please write Japanese): \_\_\_\_\_

Date of birth: \_\_\_\_\_  
Day Month Year

Gender:  Male  Female Marital Status:  Single  Married

Current address: \_\_\_\_\_

City/State \_\_\_\_\_ Country \_\_\_\_\_ Postal code \_\_\_\_\_

Phone: [\_\_\_\_\_] \_\_\_\_\_ Mobile: [\_\_\_\_\_] \_\_\_\_\_  
Country code Country code

E-mail address: \_\_\_\_\_

Address for mailings (if different from above): \_\_\_\_\_

City/State \_\_\_\_\_ Country \_\_\_\_\_ Postal code \_\_\_\_\_

Phone: [\_\_\_\_\_] \_\_\_\_\_  
Country code

Emergency Contact:

Name: \_\_\_\_\_ Relation to applicant: \_\_\_\_\_

Phone: [\_\_\_\_\_] \_\_\_\_\_ Email address: \_\_\_\_\_  
Country code

**2. Academic Background**

In chronological order, please list all schools you have attended from university education to the last or current school you are attending.

Institution name	Department/Major	Started (yy/mm)	Completed (yy/mm)	Degree awarded

**3. Current Status and Work Experience/ Other activities**

In reverse chronological order, please list all work experience/ other activities **including current status**.

List positions you have held (not as a student), such as professional experiences, laboratory work, or occupations. Include military service and any teaching experience, if any. Provide the names of your employers, the dates of the employment or work period, and whether the positions were paid or voluntary.

\*In the "Type" column, please write the type of work or activity, such as full-time work, part-time work, internship, volunteer and others.

Employer/ Organization name	Type*	Started (yy/mm)	Completed (yy/mm)	Paid/ Voluntary

List articles, books, or other material published, and any inventions patented.

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List academic honors, prizes, fellowships, scholarships, traineeships, or honorary scholarships you have received, or honor societies to which you have been elected.

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If there is insufficient space to outline all your achievements or activities on this page, please attach additional pages.

## Graduate School of Science and Technology, Keio University, IGP 2017 Enrollment

Please check one of the following schools you wish to enter at Keio University:

- School of Fundamental Science and Technology <http://www.st.keio.ac.jp/english/departments/graduate/funda/>  
 School of Integrated Design Engineering <http://www.st.keio.ac.jp/english/departments/graduate/design/>  
 School of Science for Open and Environmental Systems <http://www.st.keio.ac.jp/english/departments/graduate/open/>

List the names of faculty members at Keio University whom you are considering as your research advisor. Please list in order of preference and briefly explain why. For information regarding the faculty members, use "staff search" on our website: [http://www.st.keio.ac.jp/english/staff\\_search/](http://www.st.keio.ac.jp/english/staff_search/).

You should choose your research advisor among faculty members who are qualified to be a thesis advisor in the school you wish to belong to.

Please make sure to enclose all email communications between you and the professors.

1. Name \_\_\_\_\_

\_\_\_\_\_

Reason \_\_\_\_\_

\_\_\_\_\_

Communication by e-mail  more than 3 times  twice  once  none

Feedback from the professor : \_\_\_\_\_

\_\_\_\_\_

2. Name \_\_\_\_\_

Reason \_\_\_\_\_

\_\_\_\_\_

Communication by e-mail  more than 3 times  twice  once  none

Feedback from the professor : \_\_\_\_\_

\_\_\_\_\_

3. Name \_\_\_\_\_

Reason \_\_\_\_\_

\_\_\_\_\_

Communication by e-mail  more than 3 times  twice  once  none

Feedback from the professor : \_\_\_\_\_

\_\_\_\_\_

List names and addresses of persons from whom you have requested letters of recommendation.

Name	Address	Telephone No.	E-mail	Relationship

**Grade point average (GPA):** Please calculate your GPA and indicate the results below.

To calculate your GPA, multiply the point value of your grade by the total number of units and divide the total grade points by the total units.  
Grade point values are A or A+ = 4.0, A- = 3.7, B+ = 3.3, B = 3.0, B- = 2.7, C+ = 2.3, C = 2.0, C- = 1.7, D+ = 1.3, D = 1.0, D- = 0.7, F = 0.0

Undergraduate GPA: Cumulative (overall): \_\_\_\_\_ First two years: \_\_\_\_\_ Last two years: \_\_\_\_\_

Master's Course GPA: Cumulative (overall): \_\_\_\_\_

**Test score information (for Master's program applicant)**

**GRE Subject Test:**

Test Date : \_\_\_\_\_ Registration number : \_\_\_\_\_  
Day Month Year

Discipline of the Subject Test : \_\_\_\_\_ Score of the Subject Test : \_\_\_\_\_

Date you requested ETS to submit Scores : \_\_\_\_\_  
Day Month Year

**GRE General Test:**

Test Date : \_\_\_\_\_ Registration number : \_\_\_\_\_  
Day Month Year

Scores of the General Test : \_\_\_\_\_  
Verbal Quantitative Analytical

Date you requested ETS to submit Scores : \_\_\_\_\_  
Day Month Year

**TOEFL Test:**

Test Date : \_\_\_\_\_ Registration number : \_\_\_\_\_  
Day Month Year

iBT Scores: \_\_\_\_\_  
Reading Listening Speaking Writing Total

PBT Scores: \_\_\_\_\_  
Section1 Section2 Section3 Total

Date you requested ETS to submit Scores : \_\_\_\_\_  
Day Month Year

**Language Proficiency**

Native Language: \_\_\_\_\_

Please evaluate your language level and check where appropriate in the following blanks.

	Good	Fair	Poor	No background
<b>English</b>				
Reading				
Writing				
Listening				
Speaking				
<b>Japanese</b>				
Reading				
Writing				
Listening				
Speaking				
<b>Other ( )</b>				
Reading				
Writing				
Listening				
Speaking				
<b>Other ( )</b>				
Reading				
Writing				
Listening				
Speaking				

Have you learned Japanese?  Yes  No

If yes, how long have you been studying the Japanese language? \_\_\_\_\_ Years

Briefly explain the type of courses you have taken in Japanese, and any relevant experiences.

Course name/ experience                      Explanation

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(For Master’s program applicant) Do you plan to continue for a Ph.D. degree at Keio University?

Yes       No       Undecided

**Declaration:**

**I certify that the information contained in this application, in the statement of purpose, and in the supporting documents is complete and accurate, and I understand that submission of inaccurate information may be sufficient cause for denial of admission or termination of enrollment.**

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Graduate School of Science and Technology, Keio University, IGP 2017 Enrollment

**To the applicant: Please send this form to the registrar of your home institution.**Applicant Name : \_\_\_\_\_ , \_\_\_\_\_  
Legal family name (surname) First name (given name) Middle name

I hereby authorize the release of my academic record to the Graduate School of Science and Technology at Keio University.

**Signature of the Applicant:** \_\_\_\_\_ **Date (Day/Month/Year):** \_\_\_\_\_

**To the registrar:** The above person is applying to the Keio University Graduate School of Science and Technology. This form is to provide us with supplementary information about the applicant's academic records of undergraduate course. Please fill out the required information below and return to the Admissions Office together with the official transcript and certificate of (expected) graduation of the applicant. Please seal the envelope, sign across the envelope seal, and send it directly to:

Admissions Office  
Graduate School of Science and Technology, Keio University  
3-14-1 Hiyoshi, Kohoku-ku, Yokohama, Kanagawa 223-8522, JAPAN

Should you have any questions, please contact the Admissions Office at: [ao\\_st\\_inquiry@info.keio.ac.jp](mailto:ao_st_inquiry@info.keio.ac.jp)**THIS PART TO BE COMPLETED BY THE REGISTRAR**

What is the language of instruction at your school? \_\_\_\_\_

Applicant's cumulative grade point average: \_\_\_\_\_

(Grade point values are A or A+ = 4.0, A- = 3.7, B+ = 3.3, B = 3.0, B- = 2.7, C+ = 2.3, C = 2.0, C- = 1.7, D+ = 1.3, D = 1.0, D- = 0.7, F = 0.0)

Degrees (to be) awarded: \_\_\_\_\_

Applicant's cumulative rank in course: \_\_\_\_\_ Number of students attending the course: \_\_\_\_\_

Highest possible grade in your school: \_\_\_\_\_ Lowest passing or satisfactory grade in your school: \_\_\_\_\_

Name of person completing this form: \_\_\_\_\_

Position or Title: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_ Postal code \_\_\_\_\_ Country \_\_\_\_\_

Telephone Number: \_\_\_\_\_ Fax Number: \_\_\_\_\_

Email: \_\_\_\_\_

**Authorized Signature:** \_\_\_\_\_ **Date (Day/Month/Year):** \_\_\_\_\_**Official school seal or stamp**

\_\_\_\_\_

Please check the applicable items and fill in the blanks explaining how you plan to cover tuition fees and living expenses in Japan.

- 1. I will apply for scholarship and will not enroll without scholarship.
- 2. I wish to enroll even if the scholarship is not awarded.
- 3. I have financial support from other sources.

Support from parents (or guardian) : \_\_\_\_\_ Japanese Yen / year

Support from relatives : \_\_\_\_\_ Japanese Yen / year

Support from sponsor : \_\_\_\_\_ Japanese Yen / year

Student's personal resources : \_\_\_\_\_ Japanese Yen / year

Scholarships:

Name of Scholarship \_\_\_\_\_ Awarded Applying

\_\_\_\_\_ Japanese Yen / year

Name of Scholarship \_\_\_\_\_ Awarded Applying

\_\_\_\_\_ Japanese Yen / year

**If awarded a scholarship, please attach its certificate to provide the detail.**

Other resources, please list all : \_\_\_\_\_ Japanese Yen / year

Total financial resources : \_\_\_\_\_ Japanese Yen / year



Name : \_\_\_\_\_ , \_\_\_\_\_  
                    Legal family name (surname)                      First name (given name)                      Middle name

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State your research plan/purpose for applying to graduate study, your particular area of specialization within a major field, your professional plans, and any additional information that may assist the Admissions Committee in evaluating your application and aptitude for graduate study at Keio University. This may include information regarding characteristics that will enable you to complete the graduate degree program. Please use the space below for your response or attach additional page or pages, if needed.

Signature : \_\_\_\_\_ Date : \_\_\_\_\_

**To the applicant:** Be sure to inform your recommenders of the application deadline.

Applicant Name : \_\_\_\_\_ , \_\_\_\_\_  
Legal family name (surname) First name (given name) Middle name

**THIS PART TO BE COMPLETED BY THE RECOMMENDER**

**To the recommender:** The person named above is applying for admission to the Graduate School at Keio University. We would appreciate your personal impressions of the applicant’s intellectual ability, aptitude in research, and/or professional skills. Please comment on the applicant’s character, the quality of previous work, and the promise of productive scholarship in Japanese or English. If applicable, please include any known obstacles the applicant may have overcome to attain her or his educational goals (e.g., financial, social, cultural, educational, or other disadvantages). Please enclose this form in an envelope, **seal it, sign it across the seal, and return it to the applicant.** If there is insufficient space, please attach a separate sheet.

**Please CHECK the appropriate evaluation:**

	Extraordinary	Outstanding	Above Average	Average	Below Average	Cannot Judge
Academic Performance						
Intellectual Potential						
Motivations for Graduate Study						

Recommender’s name (in capital letters) : \_\_\_\_\_

Position or title: \_\_\_\_\_ School or company: \_\_\_\_\_

Address: \_\_\_\_\_

Telephone Number: \_\_\_\_\_ Email: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

LETTER OF RECOMMENDATION

**To the applicant:** Be sure to inform your recommenders of the application deadline.

Applicant Name : \_\_\_\_\_ , \_\_\_\_\_  
Legal family name (surname) First name (given name) Middle name

**THIS PART TO BE COMPLETED BY THE RECOMMENDER**

**To the recommender:** The person named above is applying for admission to the Graduate School at Keio University. We would appreciate your personal impressions of the applicant’s intellectual ability, aptitude in research, and/or professional skills. Please comment on the applicant’s character, the quality of previous work, and the promise of productive scholarship in Japanese or English. If applicable, please include any known obstacles the applicant may have overcome to attain her or his educational goals (e.g., financial, social, cultural, educational, or other disadvantages). Please enclose this form in an envelope, **seal it, sign it across the seal, and return it to the applicant.** If there is insufficient space, please attach a separate sheet.

**Please CHECK the appropriate evaluation:**

	Extraordinary	Outstanding	Above Average	Average	Below Average	Cannot Judge
Academic Performance						
Intellectual Potential						
Motivations for Graduate Study						

Recommender’s name (in capital letters) : \_\_\_\_\_

Position or title: \_\_\_\_\_ School or company: \_\_\_\_\_

Address: \_\_\_\_\_

Telephone Number: \_\_\_\_\_ Email: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**For Master's Program Applicant: IGP-M12 September Enrollment**

**Monbukagakusho (MEXT) Scholarship Application Form**

**(Japanese Government Scholarship through University Recommendation)**

**Only applicants for IGP-M12 September enrollment can apply for this scholarship.**

The information bellow is for 2016 scholarships. Please make sure to check the information for 2017 in beginning of October at

<http://www.st.keio.ac.jp/english/admissions/index.html>

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**Number of Recipients:** 10  
**Amount of Scholarship:** The amount is not decided for the 2017. The scholarship for the 2016 academic year was 147,000 yen per month, one round trip air ticket, tuition, entrance fee  
**Duration of Scholarship:** Maximum of five years (2 years for Master's program, 3 years for Ph.D. program)

**Conditions:** (Read the following conditions carefully, item by item, and check the boxes below to confirm your understanding.)

- The applicants for the scholarship must be no more than 35 years old as of April 1 of the year of enrollment.
- Those who have already obtained a scholarship from the government of their country of origin or from other foundations are not qualified recipients.
- Applications cannot be submitted to both to the "Short-term Student Exchange Promotion Program (Inbound) Scholarship" offered by Japan Student Service Organization (JASSO) and the Monbukagakusho Scholarship.
- If applicants are applying for the Monbukagakusho Scholarship through the Japanese Embassy/Consulate in their country, they are not allowed to submit an application through Keio University. Note, then, that there are, in fact, two ways to apply for the Monbukagakusho Scholarship. An applicant may not simultaneously apply in both ways.
- The scholarship is not for those on active military duties or as civilian in military services.
- The scholarship is not for those who wish to engage in fieldwork activity outside Japan during the scholarship period.
- Taiwanese and North Korean nationals may not apply.
- Successful applicants must hold a college student visa to enter Japan. If the status of this visa is changed during the scholarship period, they are obliged to withdraw from the scholarship and its benefits.
- Any applicant who is already enrolled in a Japanese university with the resident status of "College Student" at the time of application is not eligible to apply.

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**I fully understand conditions of the scholarship and would like to apply for this scholarship.**

**Nationality:** \_\_\_\_\_

**Name:** \_\_\_\_\_

**Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_  
Day Month Year

**For Ph.D. Program Applicant: IGP-D12 September Enrollment**

**Monbukagakusho (MEXT) Scholarship Application Form**

**(Japanese Government Scholarship through University Recommendation)**

**Only applicants for IGP-D12 September enrollment can apply for this scholarship.**

The information below is for 2016 scholarships. Please make sure to check the information for 2017 in beginning of October at

<http://www.st.keio.ac.jp/english/admissions/index.html>

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- Number of Recipients:** a few
- Amount of Scholarship:** The amount is not decided for the 2017. The scholarship for the 2016 academic year was 148,000 yen per month, one round trip air ticket, tuition, entrance fee
- Duration of Scholarship:** Maximum of three years

**Conditions:** (Read the following conditions carefully, item by item, and check the boxes below to confirm your understanding.)

- The applicants for the scholarship must be no more than 35 years old as of April 1 of the year of enrollment.
- Those who have already obtained a scholarship from the government of their country of origin or from other foundations are not qualified recipients.
- Applications cannot be submitted to both to the "Short-term Student Exchange Promotion Program (Inbound) Scholarship" offered by Japan Student Service Organization (JASSO) and the Monbukagakusho Scholarship.
- If applicants are applying for the Monbukagakusho Scholarship through the Japanese Embassy/Consulate in their country, they are not allowed to submit an application through Keio University. Note, then, that there are, in fact, two ways to apply for the Monbukagakusho Scholarship. An applicant may not simultaneously apply in both ways.
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- Taiwanese and North Korean nationals may not apply.
- Successful applicants must hold a college student visa to enter Japan. If the status of this visa is changed during the scholarship period, they are obliged to withdraw from the scholarship and its benefits.
- Any applicant who is already enrolled in a Japanese university with the resident status of "College Student" at the time of application is not eligible to apply.
- Reference materials relevant to your performance (copies of original research papers, books authored, patent applications, etc.) if any.

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**I fully understand conditions of the scholarship and would like to apply for this scholarship.**

**Nationality:** \_\_\_\_\_

**Name:** \_\_\_\_\_

**Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_  
Day Month Year

**For Master's Program Applicant: IGP-M12 September Enrollment**

**ADB- Japan Scholarship Program (JSP) Application Form**

**Only applicants for IGP-M12 September enrollment can apply for this scholarship**

This scholarship covers monthly stipend (equivalent amount to Japanese Government Scholarship), tuition fee, travel expense etc., and maximum duration is two years. Candidates who would apply for ADB-Scholarship should read the following conditions carefully and check the boxes to confirm their understanding.

**Necessary conditions of ADB-JSP**

- This scholarship is only for students who enter the Master's Program at Keio University and agree to return to their home country immediately upon completion of the Program.**
- Has at least two years of full-time professional working experience (acquired after a university degree) and proficiency in oral and written English communication skills to be able to pursue studies.
- Not more than 35 years old at the time of application.
- A national of an ADB borrowing member country (at present).
- Possesses a bachelor's degree or its equivalent with superior academic record.
- In good health.
- Not living or working in a country other than Developing Member Country of ADB.
- Not a director or staff of ADB, related institution and other international organization.
- Scholarship does not sponsor fees for undergraduate studies, distance learning program, short-term training, conference, seminars, thesis writing and research projects.

**Candidates who satisfy the necessary conditions must fill out the following sections.**

\*Recent job experience (more than two years, full-time)

Period: from \_\_\_\_\_ / \_\_\_\_\_ to \_\_\_\_\_ / \_\_\_\_\_ ( \_\_\_\_\_ years)  
Month Year Month Year

Name of institution: \_\_\_\_\_

Address: \_\_\_\_\_

Job title (position): \_\_\_\_\_ Job content: \_\_\_\_\_

Annual income in US dollars: \$ \_\_\_\_\_

**I meet ADB-scholarship condition and would like to apply for this scholarship.**

**Nationality:** \_\_\_\_\_

**Name:** \_\_\_\_\_

**Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_  
Day Month Year

**If you are nominated as a candidate to receive ADB scholarship, the documents below should be also submitted to apply for ADB-JSP.**

- a) JSP Information sheet
- b) Certificate of Annual Income
- c) Certificate of Family Income