

Application Documents Checklist チェックリスト

Applicant Name 出願者氏名: _____

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

出願にあたり以下の書類が揃っているかチェックしてください。このチェックリストは出願書類と合わせて提出してください。

Check List チェックリスト	
Application forms No.1-4	
Financial Statement ファイナンシャル・ステイトメント	
Statement of Purpose 志願理由書	
Two letters of Recommendation 推薦状 (2通)	
Application fee 考査料	
Copy of admission ticket or scores of EJU, or JLPT scores 日本留学試験の受験票のコピーまたはスコア、または日本語能力試験 (1級またはN1) のスコア	
GRE score report GRE テストのスコア	
Copy of email communications between you and your prospective supervisor 希望指導教員とのやり取りがわかるメールのコピー	

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

以下の書類は出身大学の教務課からアドミッションズオフィスに直送されなければなりません。

Have you asked your home institution to send the documents directly to Keio? Yes No

If "No", please state the reason below. 大学教務課に送付を依頼しましたか? はい いいえ

(“いいえ”の場合は、下に理由を記入してください。)

理由:

Transcript Request Form	
Academic Transcripts of undergraduate course 成績証明書	
Certificate of (expected) Graduation from a university 卒業 (見込) 証明書	

Please write the payment date and method of application fee:

考査料支払日および支払方法を記入してください。

Payment date 支払日: _____ Payment method 支払方法: _____

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

上記の書類がすべて揃わない場合は、理由を以下に書いてください。

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)

1. Applicant Information 出願者情報

This part should be typewritten or neatly handwritten in block letters in roman alphabet unless otherwise specified. 英字で記入してください。

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

Email 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

ここからは日本語または英語で記入してください。

2. Academic Background 学歴

In chronological order, please list all schools you have attended from university education (if you have Japanese education background from elementary education, please specify) 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 職歴、研究歴等

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.

職歴、研究経験がある人は新しい順に勤務先・所属先と在籍期間、有給か無給かを記入してください。兵役や教員としての経験も含めます。

*In the "Type" column, please write the type of work or activity, such as full-time work, part-time work, internship, volunteer and others. "Type"欄にはフルタイム勤務、パートタイム、インターンシップ、ボランティアなど活動の種類を記入してください。

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

List articles, books, or other material published, and any inventions patented. 論文、著作、その他出版物または取得した特許について記入してください。

List academic honors, prizes, fellowships, scholarships, traineeships, or honorary scholarships you have received, or honor societies to which you have been elected. 表彰、奨学金等について記入してください。

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

書ききれない場合は、用紙を追加してご記入ください。

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

入学を希望する専攻を選択してください。

- School of Fundamental Science and Technology 基礎理工学専攻
 School of Integrated Design Engineering 総合デザイン工学専攻
 School of Science for Open and Environmental Systems 開放環境科学専攻

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/. 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 the email communications between you and the professors.

希望する指導教員の氏名を希望順に記入してください。また理由を簡単に述べてください。理工学研究科の教員の情報は、「教員プロフィール」のページを参照してください (http://www.st.keio.ac.jp/staff_search/index.html)。入学を希望する専攻に所属し、大学院指導資格を持った指導教員を選んでください。希望指導教員とのやり取りがわかるメールのコピーを全て必ず添付してください。

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.

推薦状記入者の連絡先と出願者との関係を記入してください。

Name	Address	Telephone No.	E-mail	Relationship

Undergraduate Grade Point Average (GPA) 学部成績の 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

以下の方法で学部成績を点数化してください。

各履修科目のグレードポイントに科目の単位数をかけた値を履修科目分合算し、その値を全履修科目の単位数の合計で割ったものが GPA になります。

グレードポイント： 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

Cumulative (overall) 4年間で： _____ First two years 前半2年間で： _____ Last two years 後半2年間で： _____

Test score information: List the scores below. 試験得点について：得点を以下に記入してください。

Scores of EJU (Examination for Japanese University Admission for International Students) Japanese as a Foreign Language or JLPT (Japanese Language Proficiency Test) Level 1 or N1

日本留学試験（日本語）または日本語能力試験（1級またはN1）の成績

Test Date : _____ Registration number : _____ Scores : _____
Month Year

Date you requested the administrative institution to submit JLPT Certificate of Results and Scores

日本語能力試験（1級またはN1）の認定結果及び成績に関する証明書の発行を証明書発行機関に依頼した日:

Day Month Year

GRE Subject Test:

Test Date : _____ Registration number : _____
Day Month Year

Discipline of the Subject Test 科目名 : _____ Score of the Subject Test : _____

Date you requested ETS to submit Scores スコアレポートを ETS に依頼した日: _____
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 スコアレポートを ETS に依頼した日: _____
Day Month Year

Language Level 語学能力

Please indicate your language level. 語学に関する自己評価を記入してください。

	Good	Fair	Poor	No background
English				
Reading 読解力				
Writing 筆記力				
Listening 聴力				
Speaking 会話能力				
Japanese				
Reading 読解力				
Writing 筆記力				
Listening 聴力				
Speaking 会話能力				

Have you learned Japanese? 日本語学習経験はありますか。 Yes No

If yes, how long have you been studying the Japanese language? はいと答えた方のみ日本語学習歴 _____ Years

Briefly explain the type of courses you have taken in Japanese, and any relevant experiences. 今までに学んだ日本語のコースや関連する学習経験を記入してください。

Course name/ experience コース/学習経験 Explanation 内容

What is your native language? あなたの母国語は何語ですか _____

Please indicate any other language you have acquired. その他修得した外国語があれば記入してください

Do you plan to continue for a doctoral degree at Keio University? 修士課程修了後、博士課程への進学を計画していますか。

Yes No Undecided

When did or will your stay in Japan begin? 日本滞在（予定）はいつからですか _____
 Month Year

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.

慶應義塾大学への出願にあたり記入したすべての書類について、内容に相違はありません。記入内容が事実と相違した場合は、入学を取り消されても異議ありません。

Signature: _____ Date: _____

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 the 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

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

Financial Statement ファイナンシャル・ステイトメント

Please check the applicable items and fill in the blanks explaining how you plan to cover tuition fees and living expenses in Japan. 授業料や日本での生活費をどのように支払う予定ですか。

1. I will apply for scholarship and will not enroll without scholarship.
奨学金を申請します。奨学金が取得できない場合は入学することができません。
2. I wish to enroll even when the scholarship is not awarded.
奨学金を申請しますが、奨学金が取得できなくても入学を希望します。
3. I have financial support from other sources.
奨学金以外で学費を支払います。（奨学金は申請しません。）

- Support from parents (or guardian) : _____ Japanese Yen / year
両親・保護者による支援
- Support from relatives : _____ Japanese Yen / year
親族による支援
- Support from sponsor : _____ Japanese Yen / year
保証人による支援
- Student's personal resources : _____ Japanese Yen / year
学生個人による支出
- Scholarships 奨学金:

Name of Scholarship _____ Awarded Applying
奨学金名 取得済 申請中
_____ Japanese Yen / year

Name of Scholarship _____ Awarded Applying
奨学金名 取得済 申請中
_____ Japanese Yen / year

If awarded a scholarship, please attach its certificate to provide the detail.
奨学金を取得済みの場合は、受給を証明する書類を添付してください。

- Other resources, please list all 上記以外による支出 : _____ Japanese Yen / year

Total financial resources 合計支出 : _____ Japanese Yen / year

STATEMENT OF PURPOSE

Statement of Purpose 志願理由書

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

State your 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 pages, if needed.

以下に、本大学院志望理由、あなたの専門分野及び研究内容、卒業後の就業計画、その他、本入試委員会があなたの入学願書を審査するにあたり参考になると思われる補足事項を記入して下さい。自分自身の適性を示すその他の事柄がありましたら、それも述べて下さい。以下の空欄に収まらない場合はご自身で別紙を添付して下さい。

Signature : _____ Date : _____

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

LETTER OF RECOMMENDATION

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: _____

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

LETTER OF RECOMMENDATION

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: _____