



**Keio University**  
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# **Graduate School of Science and Technology Keio University**

## **International Graduate Programs (IGP) on Advanced Science and Technology**

### **Application Guide**

#### **Master's and Doctoral Programs**

#### **April and September 2023 Enrollment**

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## Management of Personal Information at Keio University

At Keio University, personal information is managed safely and appropriately in compliance with the university's "Basic Policy Concerning Protection of Personal Information" and "Rules to Protect Personal Information."

Personal information provided when making an application, completing admissions procedures, and issuing notifications following graduation, including names, addresses, and other details, will be used at each department of Keio University for 1) processing applications for, and conducting of, entrance examinations, as well as announcements of final results; 2) admission procedures; 3) administration, correspondence, and procedures relating to academic affairs, including academic activities to which the student contributes; 4) administration, correspondence, and procedures relating to general student life; 5) administration, correspondence, and procedures relating to the use of university facilities and equipment; 6) communications for soliciting donations, notification regarding school bonds, and inviting recipients to join the Keio Iji-kai (Support Group) or apply for the Keio Card; 7) sending documents to students and guarantors and other communications; and 8) dispatching documents related to the Mita-kai (alumni association); and any other matters accompanying these tasks. Additionally, the data of personal information that has been statistically processed so that individuals cannot be identified will be used as survey and research material for the selection of entrants to the university.

Specific duties will be undertaken by contractors commissioned by Keio University (hereinafter "commissioned contractors") to perform the tasks outlined above. When outsourcing tasks, all or part of the personal information provided by applicants may be shared with commissioned contractors to the extent that it is necessary to carry out their duties.

Exceptions may be made to share personal information with third parties in cases where there is a legal obligation to disclose information, or when it is deemed necessary to protect the life, physical wellbeing, property, or other rights and interests of the student or a third party and it is not possible to obtain the consent of the student in question. Keio University will not provide personal information to a third party in any circumstances other than those described above.

You will hereby be deemed to be in agreement with the above matters, in undertaking all procedures. Please read and consider these factors thoroughly before consenting.

## Security Export Controls at Keio University

To ensure that the content of education and research for international students does not interfere with the maintenance of international peace and security, Keio University maintains security export controls based on the Foreign Exchange and Foreign Trade Act. Under these controls, the university confirms in advance whether the permission of the Minister of Economy, Trade and Industry is required before exporting/transferring goods and technologies outside Japan, or before providing international students and researchers in Japan with access to those technologies. As a result, students may not be able to participate in academic or research activities as desired.

\*For details on security export controls, please refer to the website of the Ministry of Economy, Trade and Industry.

<https://www.meti.go.jp/policy/anpo/englishpage.html>

## Introduction

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In September 2003, the Graduate School of Science and Technology launched the International Graduate Programs on Advanced Science and Technology in which all courses are conducted in English, making it possible for students from abroad to earn degrees without having competence in Japanese. The courses of the International Graduate Programs are also open to Japanese students. This highly internationalized environment has around 300 international students.

## Admissions Policy

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The Graduate School of Science and Technology welcomes applications from a wide range of individuals with the ability to think and act for themselves, who seek to become creative scientists and engineers capable of playing leading roles in a range of fields on the global stage in the borderless world of the 21st century.

Applicants should have a particular interest in science and technology subjects that form the foundations of manufacturing (such as mathematics, physics, and chemistry). They should have a basic academic competency in these subjects, and be interested in acquiring the communication skills needed to be successful in the international arena. We particularly invite applications from:

- 1) Individuals who have a strong interest in science and technology
- 2) Individuals who can think critically and are interested in discovering intriguing phenomena and solving problems
- 3) Individuals who are interested in new concepts and seek the challenge of generating innovation

Using the foundations learned in their undergraduate studies, our students learn how to solve problems on their own within an organization which conducts transdisciplinary education that traverses specialized fields in a flexible educational and research environment. In this graduate program, we have created a framework to encourage students to learn autonomously and to open up future paths and possibilities with their own two hands.

# Curriculum

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The Graduate School of Science and Technology consists of a two-year master's program followed by a three-year doctoral program. The master's program aims for the establishment of advanced fundamentals in science and technology through coursework and independent research projects under appropriate guidance from faculty members. The doctoral program demands students to plan and perform original academic research. Interdisciplinary research projects are especially encouraged in order for the doctoral students to open themselves up to different viewpoints, as well as learning strong communication and leadership skills.

The Graduate School of Science and Technology consists of three schools and each school consists of several centers of learning and research. (The below list is accurate as of April 2022.)

## 1) School of Fundamental Science and Technology

- Center for Mathematics
- Center for Physics
- Center for Molecular Chemistry
- Center for Applied Physics and Physico-Informatics
- Center for Chemical Biology
- Center for Biosciences and Informatics

## 2) School of Integrated Design Engineering

- Center for Multidisciplinary and Design Science
- Center for System Integration Engineering
- Center for Electronics and Electrical Engineering
- Center for Material Design Science

## 3) School of Science for Open and Environmental Systems

- Center for Space and Environment Design Engineering
- Center for Science of Environment and Energy
- Center for Applied and Computational Mechanics
- Center for Information and Computer Science
- Center for Open Systems Management

Students are affiliated to one of the schools and conduct research under the supervision of an academic advisor who is a member of one of the centers within that particular school. Although the academic advisors are members of one of the centers, students do not belong to any specific center. This is to allow the students to develop a broad perspective that is not restricted by the framework of their academic advisor's center.

## **Master's Program**

### **Types of Master's Degrees**

Graduate students may pursue studies leading to any of the following degrees:

<b>School</b>	<b>Type of Degree Offered</b>
School of Fundamental Science and Technology	<b>Master of Science in Engineering</b> or <b>Master of Science</b>
School of Integrated Design Engineering	<b>Master of Science in Engineering</b> or <b>Master of Science</b>
School of Science for Open and Environmental Systems	<b>Master of Science in Engineering</b>

### **Language**

English

(Students can take courses conducted in Japanese depending on their level of Japanese proficiency.)

### **Requirements for Completion of the Master's Program**

The following are the requirements for completion of a master's degree at the Graduate School of Science and Technology:

- 1) At least one academic year of study in the graduate program (standard duration is two academic years).
- 2) Acquisition of at least 30 credits, including 4 credits for Independent Study and 6 for Graduate Research 1, and approval of a master's thesis. Each course is usually worth 2 credits, i.e., a student will typically take at least 10 courses in order to fulfill the requirement of 20 credits, aside from the 10 credits required for the Independent Study and Graduate Research 1.

## **Doctoral Program**

### **Types of Doctoral Degrees**

Doctoral students may pursue studies leading to any of the following degrees:

<b>School</b>	<b>Type of Degree Offered</b>
School of Fundamental Science and Technology	<b>Ph.D. in Engineering</b> or <b>Ph.D. in Science</b>
School of Integrated Design Engineering	<b>Ph.D. in Engineering</b> or <b>Ph.D. in Science</b>
School of Science for Open and Environmental Systems	<b>Ph.D. in Engineering</b>

\*In certain circumstances the degree of Doctor of Philosophy may be conferred.

### **Language**

English or Japanese

### **Requirements for Completion of the Doctoral Program**

The following are the requirements for completion of a Doctoral degree at the Graduate School of Science and Technology:

- 1) At least one academic year in the doctoral program (standard duration is three academic years)
- 2) Completion of doctoral graduate research (6 credits)
- 3) Approval of the doctoral thesis
- 4) Passing of the final evaluation

A student may complete the doctoral program in 1 to 2 1/2 years (a total of three or more years combined with the time spent in the master's program) if he or she produces outstanding research results.

### **Course Requirements for the Doctoral Program**

Graduate Research 2 is the only required course for completion. In this course, students are given guidelines and engage in discussions with their academic advisor on how to prepare for the doctoral thesis. Upon acceptance to the program, students are required to submit a proposal on the subjects he/she wishes to pursue in the doctoral program. This proposal needs to be approved by the academic advisor before being submitted to the relevant office. If it is deemed necessary after a discussion with the academic advisor, the student may choose courses that are offered in the master's program or in other research departments.

### **Publication of Research Results**

Students in the doctoral program are strongly urged to publish their research results. Students are recommended to submit their work to professional publications or introduce the results at international conferences or major academic conferences. Publications will be presented as academic achievements at the completion of the doctoral program.

### **Evaluation for the Doctoral Degree**

Successful completion of the doctoral program is based on the following procedures:

- 1) Establishment of an evaluation committee among the faculty members belonging to one of the three schools to which the doctoral student belongs. External members from outside the school or university may be included in the committee if appropriate.
- 2) Evaluation of the doctoral thesis by the committee and an open-to-public research presentation by the student.
- 3) A closed-door examination by the committee on the basic knowledge related to the student's field of research and language skills (English or Japanese).
- 4) A final evaluation of the student by the members of the school.

Further evaluation procedures and standards may vary depending on the school.

# Application

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## 1. Eligibility for Application

### Master's Program

Applicants for the master's program must satisfy one of the following conditions.

1. The applicant has completed **16 years of schooling**. He/she should have successfully **graduated from a foreign university** and have a bachelor's degree or a degree that is equivalent to this. Those who expect to graduate and have a bachelor's degree or its equivalent conferred before enrollment may also apply.
2. The applicant has completed **15 years of schooling outside Japan**. He/she should have successfully **graduated from a foreign university** and have a bachelor's degree or a degree that is equivalent to this. The applicant must have an outstanding academic record in university-level courses that the Keio University Graduate School of Science and Technology deems important. Those who expect to acquire the aforementioned before the enrollment date may also apply. (Successful applicants will be required to submit their certificate of graduation and awarded degree as well as their final academic transcripts to the Admissions Office upon enrollment.)
3. Exceptions are made when the Keio University Graduate School of Science and Technology has deemed that the applicant has the equivalent academic skills as those who have completed a bachelor's degree.

### Doctoral Program

Applicant for the doctoral program must satisfy one of the following conditions.

1. The applicant has **received a master's degree**, a professional degree, or a degree that is equivalent to this **outside Japan**. Those who expect to have a master's degree or its equivalent conferred before enrollment may also apply.
2. The applicant has completed the **Master's program at the Graduate School of Science and Technology at Keio University as an international student**. Those who expect to complete the program before the enrollment date may also apply. (Successful applicants will be required to submit their certificate of graduation and awarded degree as well as their final academic transcripts to the Admissions Office upon enrollment.)
3. Exceptions are made when the Keio University Graduate School of Science and Technology has deemed that the applicant has the equivalent academic skills as those who have received a master's degree or a professional degree.



## **2. Application and Admission Schedule**

Note that all times and dates are written in Japan Standard Time. **We do not accept late submissions or documents submitted in person.**

<b>Master's Program</b>	<b>IGP-Master's Application Period I (December Application)</b>		<b>IGP-Master's Application Period II (April Application)</b>
Month of enrollment	April 2023	September 2023	September 2023
Online application period	9:00, October 1 – 17:00, November 28, 2022		9:00, March 1 – 17:00, March 31, 2023
Period for submitting Certificates by post	October 1 – December 2, 2022		March 1 – April 6, 2023
Announcement of result	Early February, 2023		Early June, 2023
Deadline for payment of tuition fees	Mid-February 2023	Late-May, 2023	Mid-June, 2023

<b>Doctoral Program</b>	<b>IGP-Doctoral Application Period I (December Application)</b>		<b>IGP- Doctoral Application Period II (April Application)</b>
Month of enrollment	April 2023	September 2023	September 2023
Online application period	9:00, October 1 – 17:00, November 28, 2022		9:00, March 1 – 17:00, March 31, 2023
Period for submitting Certificates by post	October 1 – December 2, 2022		March 1 – April 6, 2023
Announcement of result	Early February, 2023		Early June, 2023
Deadline for payment of tuition fees	Mid-February 2023	Late-May, 2023	Mid-June, 2023

### **3. Contacting a Faculty Member before Making an Application**

Before submitting an application, you must contact a prospective academic advisor to discuss a research plan thoroughly and receive instructions as to which school you should apply to. **Applicants who have failed to do so prior to submitting their application have a much smaller chance of acceptance, and in some cases, their applications may be rejected.**

Choose your prospective academic advisor from among the faculty members who are qualified to be a thesis advisor.

For information on our faculty members, click on “Staff Profile” below the photograph of each faculty member on the following web page:

<https://www.st.keio.ac.jp/en/tprofile/>

### **4. Application Process**

Complete the following steps to prepare your application.

#### **Step 1 Read this application guide carefully.**

- Confirm your eligibility under “1. Eligibility for Application” in this section of the guide.

#### **Step 2 Prepare your application documents.**

- Contact your prospective academic advisor and get permission from him/her to study under his/her supervision.
- Identify and contact your recommenders (individuals who will write recommendation letters for you).
- Applicants for the master’s program are required to submit official score of GRE (Graduate Record Examination) and official score of English test (TOEFL or IELTS). Request the official test scores from the organizations conducting the tests (such as Educational Testing Service (ETS) and/or the British Council.)

#### **Step 3 Complete the online application.**

- Create your Applicant ID and fill out all the prescribed forms on the online application system.

#### **Step 4 Pay the application fee.**

- Pay the application fee by credit card or bank transfer.

#### **Step 5 Request your home university to send the required documents online firstly, and then send the documents to the Admissions Office by post.**

- Request your home university to upload the Transcript Request Form (prescribed form), original or certified true copy of your academic transcripts and certificate of graduation and awarded degree online firstly and then send them directly to the Keio University Admissions Office by post.

#### **Notes**

- 1) Applications are accepted only if applicants complete all documents submission online.
- 2) The application must be submitted along with the application fee (see section 5. below). Your application will not be accepted until the fee is paid.

## **5. Application Fee**

All applicants are required to pay an application fee of **10,000 Japanese yen (excluding any bank transfer fees)**.

The application fee must be paid by the deadline of each application period by one of the methods indicated below. Application documents will not be accepted until the application fee is received.

### **Credit Card**

Access the website below, click “Pay Application Fee via Credit Card,” and follow the payment procedures. When the credit card payment is completed, print out the screen and submit it with the other application documents.

<https://www.st.keio.ac.jp/en/admissions/application.html>

### **Overseas Remittance / Bank Transfer**

As the bank transfer fee is very expensive, we recommend you to pay the application fee by credit card, if you can not pay by credit card, please contact Admissions Office ([ao\\_st\\_inquiry@info.keio.ac.jp](mailto:ao_st_inquiry@info.keio.ac.jp)) for bank transfer information.

\*Note: Application fee can not be refunded under any circumstance.

## **6. Admissions Criteria**

Each applicant will be screened based on the content of the submitted documents.

## 7. Application Documents

### Master's Program

Applicants for the master's program are required to submit all of the documents in the chart below.

Online application system website: <https://webentry.st.keio.ac.jp/IGP>

#### Notes

- A) All documents must be submitted in English or Japanese.
- B) Write your name as it appears on your passport or birth certificate.
- C) Submitted certificates will not be returned under any circumstances.

Application Documents	How to Prepare the Documents	How to Submit the Documents
<b>Documents to be prepared by applicant</b>		
<b>1. Application Form</b>	1) On the online application system, click "Register/Modify" in the "Application Form (in English)" section and fill it in. 2) Click "Save" and a PDF file will be created automatically. 3) You are required to upload a photo data on Application form, the photo data will also be used for the Application for Certificate of Eligibility to be submitted to the Immigration Bureau of Japan and for your student ID card which will be issued after gaining admission to Keio University. 4) The photo data must be color, glossy, no background, taken within the past 3 months. Besides, the photo must be different from the photo on passport. Check the photo specifications at the website below: <a href="http://www.immi-moj.go.jp/english/tetuduki/zairyuu/photo_info.html">http://www.immi-moj.go.jp/english/tetuduki/zairyuu/photo_info.html</a>	■ Online
<b>2. Financial Statement</b>	1) On the online application system, click "Register/Modify" in the "Financial Statement" section and fill it in. 2) Click "Save" and a PDF file will be created automatically.	■ Online
<b>3. Statement of Purpose</b>	1) Download the prescribed form from the website below and fill it in. <a href="https://www.st.keio.ac.jp/en/admissions/application.html">https://www.st.keio.ac.jp/en/admissions/application.html</a> 2) Print out the form and sign at the designated section. 3) Scan and upload the form on the online application system.	■ Online
<b>4. Copy of e-mail communications between you and your prospective academic advisors</b>	1) Upload the e-mail communications between you and your prospective academic advisors on the online application system.	■ Online
<b>5. Two (2) Letters of Recommendation</b>	1) The recommenders must be in a position to appraise the applicant's potential for graduate study. 2) The applicant needs to register the e-mail addresses of the recommenders by clicking the "Register" button on the online application system. After registering the e-mail addresses, a request e-mail will be automatically sent to the recommenders, instructing them on how to make and submit	■ Online

	<p>the online recommendation letter.</p> <p>*For those applying for the ADB Scholarship, at least one of the letters of recommendation must be from a supervisor at the place of employment that includes information about the applicant's occupation.</p>	
<b>6. Copy of passport</b>	1) Within the online application system, upload a scan of the passport page containing personal details including your name, date of birth, nationality, etc.	■ Online
<b>7. A proof of payment of application fee</b>	Upload a screenshot of the screen that shows the payment was completed successfully online.	■ Online
<b>Documents to be provided and sent by testing organizations</b>		
*Applicants are also required to upload the copy of Test-taker Score Report online		
<b>8. GRE Score Report</b>  <b>The institution code of Keio is 3843. No department code is necessary.</b>	<ol style="list-style-type: none"> <li>1) All applicants are required to submit an official GRE Score Report, as well as official TOEFL / IELTS Score Report <b>by the deadline</b>. Request ETS to send the score directly to Keio University.</li> <li>2) Keio University will access to Official Score Reports through the online portal. It may take two weeks for the score reports to be delivered online to Keio University. please take this into consideration and arrange a test date so that your score report will arrive by the deadline.</li> <li>3) If there is a GRE Subject Test that is relevant to the field of study you wish to pursue, it is recommended that you take the Subject Test and submit the results.</li> <li>4) If an applicant whose native language is not English takes the GRE General Test, the Quantitative Reasoning Section of the GRE will be the main criteria for evaluation. A desirable score for the Quantitative Reasoning Section is 160 or higher.</li> <li>5) Applicants are required to upload a copy of the Test-taker Score Report issued by ETS online.</li> <li>6) GRE score must be valid as of the application deadline.</li> </ol>	■ Online  <b>Must be submitted directly by ETS to Keio University</b>
<b>9. TOEFL or IELTS (Academic Module) Official Score Report</b>  <b>The institution code of Keio for the TOEFL is 0773. No department code is necessary.</b>  <b>There is no institution code of</b>	<ol style="list-style-type: none"> <li>1) All applicants are required to submit TOEFL or IELTS scores <b>by the deadline</b>. This does not apply to those who have received a degree from an institution where all instruction is provided in English. Applicants who have received degrees from universities where all courses are provided in English must submit a document that certifies this.</li> <li>2) Only TOEFL / IELTS scores taken within two years of the application deadline are valid.</li> <li>3) Request ETS or the British Council (or an organization accredited by the British Council) to send an official score report of TOEFL or IELTS directly to Keio University.</li> <li>4) Keio University will access to Official Score Reports through the online portal. It may take two weeks for the</li> </ol>	■ Online  <b>Must be submitted directly by the organization to the Keio University</b>

<b>Keio for the IELTS</b>	<p>score reports to be delivered online to Keio University. please take this into consideration and arrange a test date so that your score report will arrive by the deadline.</p> <p>5) Applicants are required to upload a copy of the Test-taker Score Report online</p>	
<p><b>Documents to be uploaded online and sent to Admission Office by applicant's home institution</b></p> <p>*The applicant needs to register the e-mail address of an administrative staff or a faculty member of your home institution by clicking the "Register" button on the online application system. After registering the e-mail address, a request e-mail will be automatically sent to the staff, instructing him/her on how to submit the documents online. Request the staff to upload 10-12 online firstly, and then send original documents 10-12 to Admission Office by post.</p>		
<p><b>10. Transcript Request Form</b></p>	<p>1) This prescribed form must be filled out by a registrar of the applicant's home institution to provide Keio University with supplementary information about the applicant's undergraduate academic records.</p> <p>2) Download the form from the website below and forward it to the registrar at the same time as you request academic transcripts of your undergraduate program. <a href="https://www.st.keio.ac.jp/en/admissions/application.html">https://www.st.keio.ac.jp/en/admissions/application.html</a></p>	<p>Both</p> <ul style="list-style-type: none"> <li>■ Online</li> <li>■ By post</li> </ul> <p>Must be upload online firstly and sent <b>directly by the applicant's home institution to the Admissions Office.</b></p>
<p><b>11. Original or certified true copy of academic transcripts of undergraduate courses</b></p>	<p>1) Request your home institution to upload an original or certified true copy of academic transcripts of undergraduate study firstly, and then send it directly to the Admissions Office.</p> <p>2) Academic transcripts must be issued <b>in English or Japanese</b>. Transcripts in a language other than English or Japanese must be accompanied by English or Japanese translations certified by a notary public or the school issuing the original document.</p>	<p>All documents <b>must be sealed.</b></p>
<p><b>12. Original or certified true copy of certificate of (expected) graduation and awarded degree from a university</b></p>	<p>1) Request your home institution to upload an original or certified true copy of your certificate of (expected) graduation and awarded degree for undergraduate study firstly, and then send it directly to the Admissions Office.</p> <p>2) The date of (expected) graduation and awarded degree must be specified on the certificate.</p> <p>3) The certificate of (expected) graduation and degree must be issued <b>in English or Japanese</b>. Certificate in a language other than English or Japanese must be accompanied by English or Japanese translations certified by a notary public or the school issuing the original document.</p>	<p>Documents submitted by the applicant are not accepted.</p>
<p><b>Documents to be prepared by applicant</b></p> <p>*Applicants who have graduated from a university in mainland China must also submit an Online Verification Report of Higher Education Qualification Certificate (教育部學歷證書電子注冊備案表) for undergraduate program.</p>		
<p><b>13. Online Verification Report of Higher Education Qualification</b></p>	<p>1) Register on the Chinese Ministry of Education website and obtain a report (教育部學歷證書電子注冊備案表) in a PDF file <a href="http://www.chsi.com.cn/xlcx/bgys.jsp">www.chsi.com.cn/xlcx/bgys.jsp</a></p>	<ul style="list-style-type: none"> <li>■ Online</li> </ul>

<b>Certificate (教育部 學歷證書電子注冊 備案表)</b>	2) Upload the PDF file on the online application system.	
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## Doctoral Program

Applicants for the doctoral program are required to submit all of the following in order to be considered for admission.

Online application system website: <https://webentry.st.keio.ac.jp/IGP>

### Notes

- A) All documents must be submitted in English or Japanese.
- B) Write your name as it appears on your passport or birth certificate.
- C) Submitted certificates will not be returned under any circumstances.

Application Documents	How to Prepare the Documents	How to Submit the Documents
<b>Documents to be prepared by applicant</b>		
<b>1. Application Form</b>	1) On the online application system, click “Register/Modify” in the “Application Form (in English)” section and fill it in. 2) Click “Save” and a PDF file will be created automatically. 3) You are required to upload a photo data on Application form, the photo data will also be used for the Application for Certificate of Eligibility to be submitted to the Immigration Bureau of Japan and for your student ID card which will be issued after gaining admission to Keio University. 4) The photo data must be color, glossy, no background, taken within the past 3 months. Besides, the photo must be different from the photo on passport. Check the photo specifications at the website below: <a href="http://www.immi-moj.go.jp/english/tetuduki/zairyuu/photo_info.html">http://www.immi-moj.go.jp/english/tetuduki/zairyuu/photo_info.html</a>	<ul style="list-style-type: none"> <li>■ Online</li> </ul>
<b>2. Financial Statement</b>	1) On the online application system, click “Register/Modify” in the “Financial Statement” section and fill it in. 2) Click “Save” and a PDF file will be created automatically.	<ul style="list-style-type: none"> <li>■ Online</li> </ul>
<b>3. Research Plan</b>	1) Download the prescribed form from the website below and fill it in. <a href="https://www.st.keio.ac.jp/en/admissions/application.html">https://www.st.keio.ac.jp/en/admissions/application.html</a> 2) Print out the form and sign at the designated section. 3) Scan and upload the form on the online application system.	<ul style="list-style-type: none"> <li>■ Online</li> </ul>
<b>4. Copy of e-mail communications between you and your prospective academic advisors</b>	1) Upload the e-mail communications between you and your prospective academic advisors on the online application system.	<ul style="list-style-type: none"> <li>■ Online</li> </ul>
<b>5. Two (2) Letters of</b>	1) The recommenders must be in a position to appraise the	

<b>Recommendation</b>	<p>applicant's potential for graduate study.</p> <p>2) The applicant needs to register the e-mail addresses of the recommenders by clicking the "Register" button on the online application system. After registering the e-mail addresses, a request e-mail will be automatically sent to the recommenders, instructing them on how to make and submit the online recommendation letter.</p>	<p>■ Online</p>
<b>6. Copy of passport</b>	<p>1) Within the online application system, upload a scan of the passport page containing personal details including your name, date of birth, nationality, etc.</p>	<p>■ Online</p>
<b>7. A proof of payment of application fee</b>	<p>1) Upload a screenshot of the screen that shows the payment was completed successfully online.</p>	<p>■ Online</p>
<p><b>Documents to be uploaded online and sent to Admission Office by applicant's home institution</b></p> <p>*The applicant needs to register the e-mail address of an administrative staff or a faculty member of your home institution by clicking the "Register" button on the online application system. After registering the e-mail address, a request e-mail will be automatically sent to the staff, instructing him/her on how to submit the documents online. Request the staff to upload 8-11 online firstly, and then send original documents 8-11 to Admission Office by post.</p>		
<b>8. Transcript Request Form</b>	<p>1) This prescribed form must be filled out by a registrar of the applicant's home institution to provide Keio University with supplementary information about the applicant's undergraduate academic records.</p> <p>2) Download the form from the website below and forward it to the registrar at the same time as you request academic transcripts of your undergraduate program.</p> <p><a href="https://www.st.keio.ac.jp/en/admissions/application.html">https://www.st.keio.ac.jp/en/admissions/application.html</a></p>	<p>Both</p> <p>■ Online</p> <p>■ By post</p> <p>Must be uploaded online firstly and then sent <b>directly by the applicant's home institution to the Admissions Office.</b></p>
<b>9. Original or certified true copy of academic transcripts of undergraduate courses</b>	<p>1) Request your home institution to upload an original or certified true copy of academic transcripts of undergraduate study firstly and then send it directly to the Admissions Office.</p> <p>2) Academic transcripts must be issued <b>in English or Japanese</b>. Transcripts in a language other than English or Japanese must be accompanied by English or Japanese translations certified by a notary public or the school issuing the original document.</p>	<p>All documents <b>must be sealed.</b></p>
<b>10. Original or certified true copy of academic transcripts of master's courses</b>	<p>1) Request your home institution to upload an original or certified true copy of academic transcripts of master study firstly and then send it directly to the Admissions Office.</p> <p>2) Academic transcripts must be issued in English or Japanese. Transcripts in a language other than English or Japanese must be accompanied by English or Japanese translations certified by a notary public or the school issuing the original document.</p>	<p>Documents submitted by the applicant are not accepted.</p>
<b>11. Original or certified true copy of certificate</b>	<p>1) Request your home institution to upload an original or certified true copy of your certificate of (expected) graduation and awarded degree for master study firstly and</p>	



<p><b>of (expected) graduation and awarded degree from a university</b></p>	<p>then send it directly to the Admissions Office.</p> <p>2) The date of (expected) graduation and awarded degree must be specified on the certificate.</p> <p>3) The certificate of (expected) graduation and degree must be issued <b>in English or Japanese</b>. Certificate in a language other than English or Japanese must be accompanied by English or Japanese translations certified by a notary public or the school issuing the original document.</p>	
<p><b>Documents to be prepared by applicant</b></p> <p>*Applicants who have graduated from master program in a university in mainland China must also submit an Online Verification Report of Higher Education Qualification Certificate (教育部學歷證書電子注冊備案表) for master program. Online Verification Report of Higher Education Qualification Certificate (教育部學歷證書電子注冊備案表) for undergraduate program is not required.</p>		
<p><b>12. Online Verification Report of Higher Education Qualification Certificate (教育部學歷證書電子注冊備案表)</b></p>	<p>1) Register on the Chinese Ministry of Education website and obtain a report (教育部學歷證書電子注冊備案表) in a PDF file <a href="http://www.chsi.com.cn/xlcx/bgys.jsp">www.chsi.com.cn/xlcx/bgys.jsp</a></p> <p>2) Upload the PDF file on the online application system.</p>	<p>■ Online</p>

## **8. Submission of Application Documents**

Please request your home university to send certificates by post to the following address:

### **Admissions Office**

#### **Graduate School of Science and Technology, Keio University**

3-14-1 Hiyoshi, Kohoku-ku, Yokohama, Kanagawa 223-8522, JAPAN

Phone: +81-45-566-1468

- (1) **All certificates must be received by the Admissions Office by the deadline of each application period.**
- (2) All certificates must be sent by a trackable express mail service such as Express Mail Service (EMS), FedEx, or DHL. We do not accept late submissions or documents submitted in person.
- (3) You can check your application status by logging into “My Page” on the online application system.

### **Announcement of Results**

You can view application results by logging into the online application system and checking your “My Page.” If you have applied for an ADB scholarship or Design the Future Award, you will receive a separate e-mail announcing the result of the application. This is usually sent to the relevant students after the results of admission are announced.

### **Enrollment Registration**

All necessary documents and instructions to complete the enrollment procedures will be provided to successful students along with the announcement letter. Registration must be completed by the deadline specified. The university will not provide the documents to support your visa until the payment of tuition fees is confirmed.

## Academic Fees and Expenses

Academic fees and expenses are decided every academic year according to a sliding scale. In accordance with university regulations, any increase is based on the rise of wages of public servants as announced in the National Personnel Authority Recommendation. All students are required to pay the requisite amount of fees every year they are enrolled at Keio University.

\*To Chinese Scholarship Council (CSC) award applicants: The CSC award will usually only provide funds for maintenance expenses. Students must fund their tuition fees themselves. Keio University Graduate School of Science and Technology will not be able to offer tuition fees waiver to CSC award holders.

The amount of academic fees and expenses required upon admission in 2022 are listed below.

\*Academic fees and expenses for 2023 are yet to be determined.

### Master's Program

	April 2022 Entrance (April 2022 to March 2023)	September 2022 Entrance (September 2022 to March 2023)
Registration Fee	60,000 yen	30,000 yen
Tuition Fee	1,050,000 yen	525,000 yen
Keio Student Health Care Mutual Aid Association (Gakuseikenpo) Fee <sup>*2</sup>	2,600 yen	1,350 yen
<b>TOTAL</b> (Installment Payment <sup>*1</sup> )	1,112,600 yen (Spring: 556,350 yen) (Fall: 556,250 yen)	556,350 yen

### Doctoral Program

	April 2022 Entrance (April 2022 to March 2023)	September 2022 Entrance (September 2022 to March 2023)
Registration Fee	60,000 yen	30,000 yen
Tuition Fee	670,000 yen	335,000 yen
Keio Student Health Care Mutual Aid Association (Gakuseikenpo) Fee <sup>*2</sup>	2,600 yen	1,350 yen
<b>TOTAL</b> (Installment Payment <sup>*1</sup> )	732,600 yen (Spring: 366,350 yen) (Fall: 366,250 yen)	366,350 yen

\*1 Fees excluding the Keio Student Health Care Mutual Aid Association (Gakuseikenpo) Registration Fee (100 yen) can be paid in two installments in the Spring and Fall Semesters.

\*2 The Keio Student Health Care Mutual Aid Association (Gakuseikenpo) fee includes an initial fee of 100 yen, which is collected only in the student's first year.

No initial fee is required from the following:

- Students enrolling in the doctoral program within less than one year after completing a master's program at a graduate school of Keio University (this does not include students entering/completing a professional degree program).
- Students enrolling at the Keio University Graduate School of Science and Technology immediately after completing their studies at a Keio University graduate school.

## Contact Information

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### Admissions Office (AO)

#### Graduate School of Science and Technology, Keio University

3-14-1 Hiyoshi, Kohoku-ku, Yokohama, Kanagawa 223-8522 JAPAN

Tel: +81-45-566-1468

Fax: +81-45-566-1469

URL: <https://www.st.keio.ac.jp/en/admissions/>

E-mail: [ao\\_st\\_inquiry@info.keio.ac.jp](mailto:ao_st_inquiry@info.keio.ac.jp)