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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 2021 Enrollment

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Management of Personal Information at Keio University

Keio University handles personal information in a secure and appropriate manner and in compliance with the “Keio University Basic Policy Concerning Protection of Personal Information” and the “Keio University Rules to Protect Personal Information.”

The names of individuals, their addresses, and other personal information provided during application will be used by the various departments of Keio University to (1) implement entrance examinations (processing applications and holding exams), (2) announce final results, (3) carry out admissions procedures, (4) carry out administration, communication, and procedures for matters concerning academic affairs after enrollment, (5) carry out administration, communication, and procedures for matters concerning general student life after enrollment, as well as to manage any other matters that accompany these items.

For the above functions, part of the work is outsourced to contractors entrusted by the Admissions Office of Graduate School of Science and Technology Keio University (hereinafter “entrusted contractors”). When outsourcing, part or all of the personal information individuals have provided to Keio University may be shared with the entrusted contractors to the extent necessary to carry out the work.

In principle, Keio University will not disclose personal information of individuals to third parties. In exceptional circumstances, such as when there is a legal obligation to do so, when determined to be necessary to protect the life, health, property, or other rights and interests of a student or a third party, or in other cases where there is an urgent need but consent from the individuals concerned cannot be obtained, personal information may be disclosed to third parties. In addition, data on personal information that has been statistically processed in a way that does not identify any individual will be used as survey and research material for the selection of new students to the university. Thank you for your understanding.

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

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 200 international students.

Admissions Policy

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

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 2020.)

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:

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

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:

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

*In certain circumstances the degree of Doctor of Arts 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

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. **Also note that all application documents must be submitted by post and arrive at the Admissions Office by the stated deadlines. We do not accept late submissions or documents submitted in person.**

Master's Program	IGP-Master's Application Period I (December Application)		IGP-Master's Application Period II (April Application)
Month of enrollment	April 2021	September 2021	September 2021
Online application period	9:00, October 1 – 17:00, November 26, 2020		9:00, March 1 – 17:00, March 31, 2021
Period for submitting application documents by post	October 1 – December 2, 2020		March 1 – April 6, 2021
Announcement of result	Early February, 2021		Early June, 2021
Deadline for payment of tuition fees	Mid-February 2021	Mid-May, 2021	Mid-June, 2021

Doctoral Program	IGP-Doctoral Application Period I (December Application)		IGP- Doctoral Application Period II (April Application)
Month of enrollment	April 2021	September 2021	September 2021
Online application period	9:00, October 1 – 17:00, November 26, 2020		9:00, March 1 – 17:00, March 31, 2021
Period for submitting application documents by post	October 1 – December 2, 2020		March 1 – April 6, 2021
Announcement of result	Early February, 2021		Early June, 2021
Deadline for payment of tuition fees	Mid-February 2021	Mid-May, 2021	Mid-June, 2021

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

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 Send required documents to the Admissions Office by post.

- Send the required application documents by trackable express mail service. You will be able to confirm that we have received your documents by checking your “My Page” on the online application website. The Admissions Office cannot confirm the arrival of the documents by any other method.

Notes

- 1) Applications are accepted only if applicants complete document submission online and the application documents sent by post are received by the Admissions Office by the deadline.
- 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.

- 3) Application documents sent by post cannot be returned to the applicant.

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

Please remit the application fee to the following account by **telegraphic transfer** and e-mail the remittance receipt to the Admissions Office (ao_st_inquiry@info.keio.ac.jp) as soon as you complete the payment.

Please fill in the “Application Fee for the ‘Purpose of Remittance” field, and enter your name and Applicant ID in the “Message to Payee” field.

Note:

- 1) **Bank transfer fees must be borne by the applicant.**
- 2) Money transfers from Western Union and MoneyGram are not accepted.
- 3) **Application fees cannot be refunded under any circumstances.**

Payee's Bank	Suruga Bank
Branch	Yokohama Hiyoshi Branch
Bank Address	2-1-4 Hiyoshi, Kohoku-ku, Yokohama, Kanagawa 223-0061, JAPAN
Account Type	Ordinary Account
Account Number	434256
Name of Account	Keio Yagamiguchi
SWIFT Code	SRFXJPJT
Method of Payment	Advise and Pay
Currency	Japanese yen *We do not accept other currencies.

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) Please check the accuracy of all materials before sending. Incomplete applications will not be processed.
- B) All documents must be submitted in English or Japanese.
- C) Write your name as it appears on your passport or birth certificate.
- D) Submitted documents will not be returned under any circumstances.

Application Documents	How to Prepare the Documents	How to Submit the Documents
Documents to be prepared by applicant		
1. Application Form	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) Print out the Application Form for submission by post.	Both <input type="checkbox"/> Online <input type="checkbox"/> By post
2. Financial Statement	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. 3) Print out the Financial Statement for submission by post.	Both <input type="checkbox"/> Online <input type="checkbox"/> By post
3. Statement of Purpose	1) Download the prescribed form from the website below and fill it in. https://www.st.keio.ac.jp/en/admissions/application.html 2) Print out the form and sign at the designated section. 3) Scan and upload the form on the online application system. 4) Submit the signed form to the Admissions Office by post.	Both <input type="checkbox"/> Online <input type="checkbox"/> By post
4. Copy of e-mail communications between you and your prospective academic advisors	1) Upload the e-mail communications between you and your prospective academic advisors on the online application system. 2) Submit a copy of the e-mail communications by post.	Both <input type="checkbox"/> Online <input type="checkbox"/> By post
5. Two (2) Letters of Recommendation	1) The recommenders must be in a position to appraise the applicant's potential for graduate study. 2) The applicant needs to decide the method of submission of the recommendations on the online application system (online or by post). Online submissions: 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. Submission by post: Request the recommenders to fill out the prescribed recommendation, enclose it in an envelope, seal it, sign it across the seal, and return it to the applicant or send it	Either <input type="checkbox"/> Online <input type="checkbox"/> By post

	<p>directly to the Admissions Office. The prescribed recommendation form can be downloaded at the website below:</p> <p>https://www.st.keio.ac.jp/en/admissions/application.html</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>	
6. Copy of passport	<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>2) Submit a copy of the page to the Admissions Office by post.</p>	<p>Both</p> <ul style="list-style-type: none"> ■ Online ■ By post
7. Two (2) photos (4x3 cm, color, glossy, no background, taken within the past 3 months)	<p>1) These photos will 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.</p> <p>2) Check the photo specifications at the website below: http://www.immi-moj.go.jp/english/tetuduki/zairyuu/photo_info.html</p> <p>3) Write your name on the back of the photos and submit them to the Admissions Office by post.</p>	<ul style="list-style-type: none"> ■ By post
8. A proof of payment of application fee	<p>Payment by credit card: Print out a screenshot of the screen that shows the payment was completed successfully and submit it to the Admissions Office by post.</p>	<ul style="list-style-type: none"> ■ By post
	<p>Payment by overseas remittance / bank transfer: E-mail the remittance receipt to the Admissions Office at ao_st_inquiry@info.keio.ac.jp</p>	<ul style="list-style-type: none"> ■ By e-mail
Documents to be provided and sent by testing organizations		
9. GRE Score Report The institution code of Keio is 3843. No department code is necessary.	<p>1) All applicants are required to submit an official GRE Score Report independent from TOEFL / IELTS by the deadline. Request ETS to send it directly to the Admissions Office.</p> <p>2) GRE scores are valid for five years. The score must be valid as of the application deadline.</p> <p>3) It usually takes more than 6 weeks after the test date for official scores to reach the Admissions Office. If you have not taken the GRE test, please take this into consideration and arrange a test date so that your score report will arrive by the deadline.</p> <p>4) 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.</p> <p>5) 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.</p> <p>6) Applicants who are concerned that their scores will not arrive on time should first submit a copy of the Test-taker</p>	<ul style="list-style-type: none"> ■ By post <p>Must be submitted directly by ETS to the Admissions Office</p>

<p>10. TOEFL or IELTS (Academic Module) Official Score Report</p> <p>The institution code of Keio for the TOEFL is 0773. No department code is necessary.</p> <p>There is no institution code of Keio for the IELTS</p>	<p>Score Report issued by ETS to the Admissions Office.</p> <ol style="list-style-type: none"> 1) All applicants are required to submit TOEFL or IELTS scores by the deadline. 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. 2) Only TOEFL / IELTS scores taken within two years of the application deadline are valid. 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 the Admissions Office. 4) Applicants who are concerned that their scores will not arrive on time should submit a copy of a personal score report to the Admissions Office. 	<p>■ By post</p> <p>Must be submitted directly by the organization to the Admissions Office.</p>
<p>Documents to be provided and sent by applicant's home institution</p>		
<p>11. Transcript Request Form</p>	<ol style="list-style-type: none"> 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. 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. https://www.st.keio.ac.jp/en/admissions/application.html 	<p>■ By post</p> <p>Must be sent directly by the applicant's home institution to the Admissions Office.</p>
<p>12. Original or certified true copy of academic transcripts of undergraduate courses</p>	<ol style="list-style-type: none"> 1) Request your home institution to send an original or certified true copy of academic transcripts of undergraduate study directly to the Admissions Office. 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>All documents must be sealed.</p> <p>Documents submitted by the applicant are not accepted.</p>
<p>13. Original or certified true copy of certificate of (expected) graduation and awarded degree from a university</p>	<ol style="list-style-type: none"> 1) Request your home institution to send an original or certified true copy of your certificate of (expected) graduation and awarded degree for undergraduate study directly to the Admissions Office. 2) The date of (expected) graduation and awarded degree must be specified on the certificate. 3) The certificate of (expected) graduation and degree must be issued in English or Japanese. 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>Documents submitted by the applicant are not accepted.</p>

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) Please check the accuracy of all materials before sending. Incomplete applications will not be processed.
- B) All documents must be submitted in English or Japanese.
- C) Write your name as it appears on your passport or birth certificate.
- D) Submitted documents will not be returned under any circumstances.

Application Documents	How to Prepare the Documents	How to Submit the Documents
Documents to be prepared by applicant		
1. Application Form	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) Print out the Application Form for submission by post	Both <input type="checkbox"/> Online <input type="checkbox"/> By post
2. Financial Statement	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. 3) Print out the Financial Statement for submission by post.	Both <input type="checkbox"/> Online <input type="checkbox"/> By post
3. Research Plan	1) Download the prescribed form from the website below and fill it in. https://www.st.keio.ac.jp/en/admissions/application.html 2) Print out the form and sign at the designated section. 3) Scan and upload the form on the online application system. 4) Submit the signed form to the Admissions Office by post.	Both <input type="checkbox"/> Online <input type="checkbox"/> By post
4. Copy of e-mail communications between you and your prospective academic advisors	1) Upload the e-mail communications between you and your prospective academic advisors on the online application system. 2) Submit a copy of the e-mail communications by post.	Both <input type="checkbox"/> Online <input type="checkbox"/> By post
5. Two (2) Letters of Recommendation	1) The recommenders must be in a position to appraise the applicant's potential for graduate study. 2) The applicant needs to decide the method of submission of the recommendations on the online application system (online or by post). Online submissions: 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. Submission by post: Request the recommenders to fill out the prescribed recommendation, enclose it in an envelope, seal it, sign it across the seal, and return it to the applicant or send it	Either <input type="checkbox"/> Online <input type="checkbox"/> By post

	<p>directly to the Admissions Office. The prescribed recommendation form can be downloaded at the website below:</p> <p>https://www.st.keio.ac.jp/en/admissions/application.html</p>	
6. Copy of passport	<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>2) Submit a copy of the page to the Admissions Office by post.</p>	<p>Both of</p> <ul style="list-style-type: none"> ■ Online ■ By post
7. Two (2) photos (4x3 cm, color, glossy, no background, taken within the past 3 months)	<p>1) These photos will 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.</p> <p>2) Check the photo specifications at the website below: http://www.immi-moj.go.jp/english/tetuduki/zairyuu/photo_info.html</p> <p>3) Write your name on the back of the photos and submit them to the Admissions Office by post.</p>	<ul style="list-style-type: none"> ■ By post
8. A proof of payment of application fee	<p>Payment by credit card: Print out a screenshot of the screen that shows the payment was completed successfully and submit it to the Admissions Office by post.</p>	<ul style="list-style-type: none"> ■ By post
	<p>Payment by overseas remittance / bank transfer: E-mail the remittance receipt to the Admissions Office at ao_st_inquiry@info.keio.ac.jp</p>	<ul style="list-style-type: none"> ■ By e-mail
Documents to be provided and sent by applicant's home institution		
9. Transcript Request Form	<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. https://www.st.keio.ac.jp/en/admissions/application.html</p>	<ul style="list-style-type: none"> ■ By post <p>Must be sent directly by applicant's home institution to the Admissions Office.</p>
10. Original or certified true copy of academic transcripts of undergraduate courses	<p>1) Request your home institution to send an original or certified true copy of academic transcripts of undergraduate study 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>All the documents must be sealed.</p>
11. Original or certified true copy of academic transcripts of master's courses	<p>1) Request your home institution to send an original or certified true copy of academic transcripts of master's courses 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</p>	<p>Documents submitted by the applicant are not be accepted.</p>

12. Original or certified true copy of certificate of (expected) graduation and awarded degree from a graduate school	<p>the original document.</p> <ol style="list-style-type: none"> 1) Request your home institution to send an original or certified true copy of a certificate of (expected) graduation and awarded degree for master's courses directly to the Admissions Office. 2) The date of (expected) graduation and awarded degree must be specified on the certificate. 3) The certificate of (expected) graduation and degree must be issued in English or Japanese. 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. 	
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8. Submission of Application Documents

Please send application documents 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 application documents must be received by the Admissions Office by the deadline of each application period.**
- (2) Applications must be sent by a trackable express mail service such as Express Mail Service (EMS), FedEx, or DHL. If residing in Japan at the time of application, please send the documents by ordinary registered mail (簡易書留^{かんいしかまどめ}). 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, 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.

The amount of academic fees and expenses required upon admission in 2020 are listed below.

*Academic fees and expenses for 2021 are yet to be determined.

Master's Program

	April 2020 Entrance (April 2020 to March 2021)	September 2020 Entrance (September 2020 to March 2021)
Registration Fee	60,000 yen	30,000 yen
Tuition Fee	1,040,000 yen	520,000 yen
Keio Student Health Care Mutual Aid Association (Gakuseikenpo) Fee ^{*2}	2,600 yen	1,350 yen
TOTAL (Installment Payment ^{*1})	1,102,600 yen (Spring: 551,350 yen) (Fall: 551,250 yen)	551,350 yen

Doctoral Program

	April 2020 Entrance (April 2020 to March 2021)	September 2020 Entrance (September 2020 to March 2021)
Registration Fee	60,000 yen	30,000 yen
Tuition Fee	660,000 yen	330,000 yen
Keio Student Health Care Mutual Aid Association (Gakuseikenpo) Fee ^{*2}	2,600 yen	1,350 yen
TOTAL (Installment Payment ^{*1})	722,600 yen (Spring: 361,350 yen) (Fall: 361,250 yen)	361,350 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

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

Application Documents Checklist

Documents to be submitted online as well as by post by applicants

- Application Form
- Financial Statement
- (Applicants for master's program) Statement of Purpose
- (Applicants for doctoral program) Research Plan
- Copy of e-mail communications between you and your prospective supervisors
- Copy of passport

Documents to be submitted online or by post by recommenders or applicants

- 2 Letters of Recommendation

Documents to be submitted by post by applicants

- 2 photos

Documents to be submitted by post or e-mail by applicants

- A proof of payment of application fee

Documents to be directly submitted by applicants' home institution(s) by post

- Transcript Request Form
- Academic transcripts of undergraduate program
- (Applicants for master's program) Certificate of (expected) graduation and awarded degree for undergraduate program
- (Applicants for doctoral program) Academic transcripts for master's program
- (Applicants for doctoral program) Certificate of (expected) graduation and awarded degree for master's program

Official test scores provided by the testing agency (Applicants for master's program only)

(When ordering ETS, refer to page 12 and 13 for the institution code.)

- GRE official score report
- TOEFL or IELTS (Academic Module) official score report

All the application documents must be sent to the address given below to be received by the deadline.

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