

Graduate School of Science and Technology
July and February Entrance Examinations for Ph.D. Programs

Explanatory Notes for Web Entry

Recommended OS and Web Browsers

For Windows

- OS: Windows 8.1 or later
- Browsers: Internet Explorer 11 or later, or the latest versions of Microsoft Edge, Firefox or Google Chrome

For Macintosh

- OS: Mac OS X 10.12 or later
 - Browsers: Latest versions of Firefox, Safari, or Google Chrome
- * In Safari 2.0 or lower, some pages may not function or display properly. In that case, use another web browser.

Enable Javascript in your browser settings to view the form as intended.

Notes on Web Entry usage:

- Required items are flagged by an asterisk (*). Fill out all asterisk-marked items.
- You can only register once. **Multiple registrations are not permitted.** If you need to edit your data after you have completed the Web Entry due to a compelling reason such as garbled characters, cross out the relevant places on a printout with a double line and correct clearly using a red pen.
- If you enter a space in an entry field, it might be regarded as an incorrect datum and result in an error message.
- Confirm the web entry period and complete the entry in time for the application period.
- Hard copies must be printed **single-sided on A4-sized paper.**
- Automatic page breaks are set for printing.
- **Write down the following information and keep it until you complete the admission procedure:** entry number, e-mail address, password, and examinee number.

These items will be required when you print the Examination Admission Slip and confirm the examination result.

Entry number	
E-mail address	
Password	
Examinee number	

Notes on Entering Data

■ E-mail Address and Enrollment Period:

Once you complete pre-entry, you cannot change your e-mail address or enrollment period.

Please enter your personal computer e-mail address. Mobile phone e-mail addresses are not acceptable.

■ Other Items:

You can revise the data you entered (except your e-mail address and enrollment period) after activating your entry. You do not have to manually insert line feeds. However, if you enter a long string of alphabetical letter such as URLs, the entry form may not print as intended. In that case, after activating your entry, display the entry form by clicking "Revise" and then insert a line feed. If there are mathematical or chemical formulae which are difficult to enter, you may write these by hand.

■ **Applicant Name in Kanji Field:**

1. Enter your name as it appears on your Certificate of Residence.
2. If you are a foreign national applicant residing in Japan, enter your name as it appears on the Certificate of Residence. If your name is not registered in kanji characters, enter katakana in the kanji field.
3. If you are a foreign national applicant outside Japan, enter the name which appears on your passport. Do not use other names or aliases.
4. If the name order in your home country is given name first, put a comma (,) after your family name.
5. If you want to enter your middle name, you can only enter the first initial in the “Middle” field.
6. If foreign nationals wish to use an alias, only those registered on the Certificate of Residence are accepted.

■ **Applicant Name in Katakana field:**

1. Enter your name in katakana. If you want to enter your middle name, you can only enter the first initial in the “Middle” field.
2. If you are a foreign national applicant outside Japan, enter your name as it appears on your passport.
3. If the name order in your home country is given name first, put a comma (,) after your family name.

■ **Applicant Name in Alphabet field:**

Please input your name in capital letters as it appears on your passport or another official document.

■ **Other Personal Details (Address/telephone number):**

1. Enter your home address in full. **The registration documents for enrollment will be delivered to this address.**
2. If you have a fixed-line phone at home, please write both fixed-line and mobile phone numbers. Your mobile phone number may help us contact you easily.

■ **Research Areas:**

You must choose your prospective research advisor from the list of faculty members available at the following website: https://www.st.keio.ac.jp/en/admissions/d2_d7_intake.html

Before submitting your application, it is necessary to contact the research advisor to discuss your research plan and receive instructions as to which research area you should apply to.

To search for contact information of faculty members, please use the “Staff Search” function:

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

<Print Sample> Application Form, CV, & Personal Information Sheet

You can confirm the print sample of application forms on the next page.