

Graduate School of Science and Technology

Keio University

**Application Guidebook
for
Ph.D. Programs
D7/D2**

**September 2023 and April 2024
Enrollment**

Keio University



The 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. Keio University may also share personal information following graduation, within the extent that this is required for procedures and screenings, upon request from the Mita-kai (Alumni Associations), as part of its support for the Mita-kai's activities.

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.

Special Measures for Applicants in Areas Hit by Large-scale Natural Disasters

In order to reduce the financial burden on applicants who live in areas affected by large-scale natural disasters (designated by the Japanese Government as a "Disaster of Extreme Severity"), Keio University may take special measures in accordance with the situation in the affected areas. Please check for further details on applications and procedures (only available in Japanese) under information for undergraduate admissions on Keio University's Admissions Center website.

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

*Special measures for graduate entrance exams are also listed at the URL above.

Tel: 03-5427-1566 (Domestic)
+81-3-5427-1566 (International)

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>

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To the Applicants:

In the midst of rapidly changing times, the Graduate School of Science and Technology has established the three sub-schools of Fundamental Science and Technology, Integrated Design Engineering, and Science for Open and Environmental Systems in order to cultivate technological specialists who will shoulder the future of society. We have set up the following admissions policy.

Admissions policy

The Graduate School 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 mathematics 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 things and seek the challenge of generating innovation.

Using the foundations learned in their undergraduate faculties, each of our students learn how to solve problems on their own in an organization which conducts trans-disciplinary education that traverses specialized fields in a flexible educational and research environment. In this graduate program, we encourage students to learn autonomously and to open up future paths and possibilities with their own two hands. We create a system which supports this.

Moreover, we clarify a Ph.D. diploma policy in which students decide for themselves whether they have the academic achievements to merit completion. It is our hope that understanding this policy will allow students to finish their programs early, depending on their ability and efforts. For more on our diploma policy refer to the following link:

<https://www.st.keio.ac.jp/about/policy.html> (only available in Japanese)

Furthermore, the door to our Ph.D. program is wide open. Students can enroll while being employed at companies or organizations. Please work out your own academic plan and learn in the graduate program while continuing to work in society. Detailed information is described in the handbook which introduced the Graduate School of Science and Technology “Emerging 2024” (<https://www.st.keio.ac.jp/about/emerging.html>), so read over it carefully, and apply for your desired major after understanding the purpose and organization of our school. We look forward to many applications.

Admission System

The entrance examination for the Ph.D. Program is held four times a year, in February, April, July and December. This guidebook explains about the entrance examinations held in February (D2) and July (D7). For the entrance examinations held in April and December, please refer to the “International Graduate Program (IGP).” The requirements differ between D7/D2 and IGP.

The D7 and D2 entrance examinations are in principle carried out by document screening, but some applicants may be required to take an oral examination. Students with a master’s degree or equivalent academic capabilities are eligible to take either entrance examination. Current master’s students who will be completing their master’s degree before the enrollment period can also take either entrance examination. Students who take the July examination can choose either September or April enrollment. If students take the February examination, only the April enrollment is possible. Students can be enrolled in the Ph.D. Program while they are employed at companies or organizations. These applicants also need to apply for the same examinations.

Refer to the entrance examination flow chart and after grasping the general schedule, read instructions carefully and conduct the application procedures that apply to you.

Major and Admission Quota

| Ph.D. Program | |
|--|-----------------|
| Major | Admission Quota |
| School of Fundamental Science and Technology | 50 persons |
| School of Integrated Design Engineering | 50 persons |
| School of Science for Open and Environmental Systems | 50 persons |

Contact Information

If there is anything you do not understand, feel free to contact the Admissions Office.

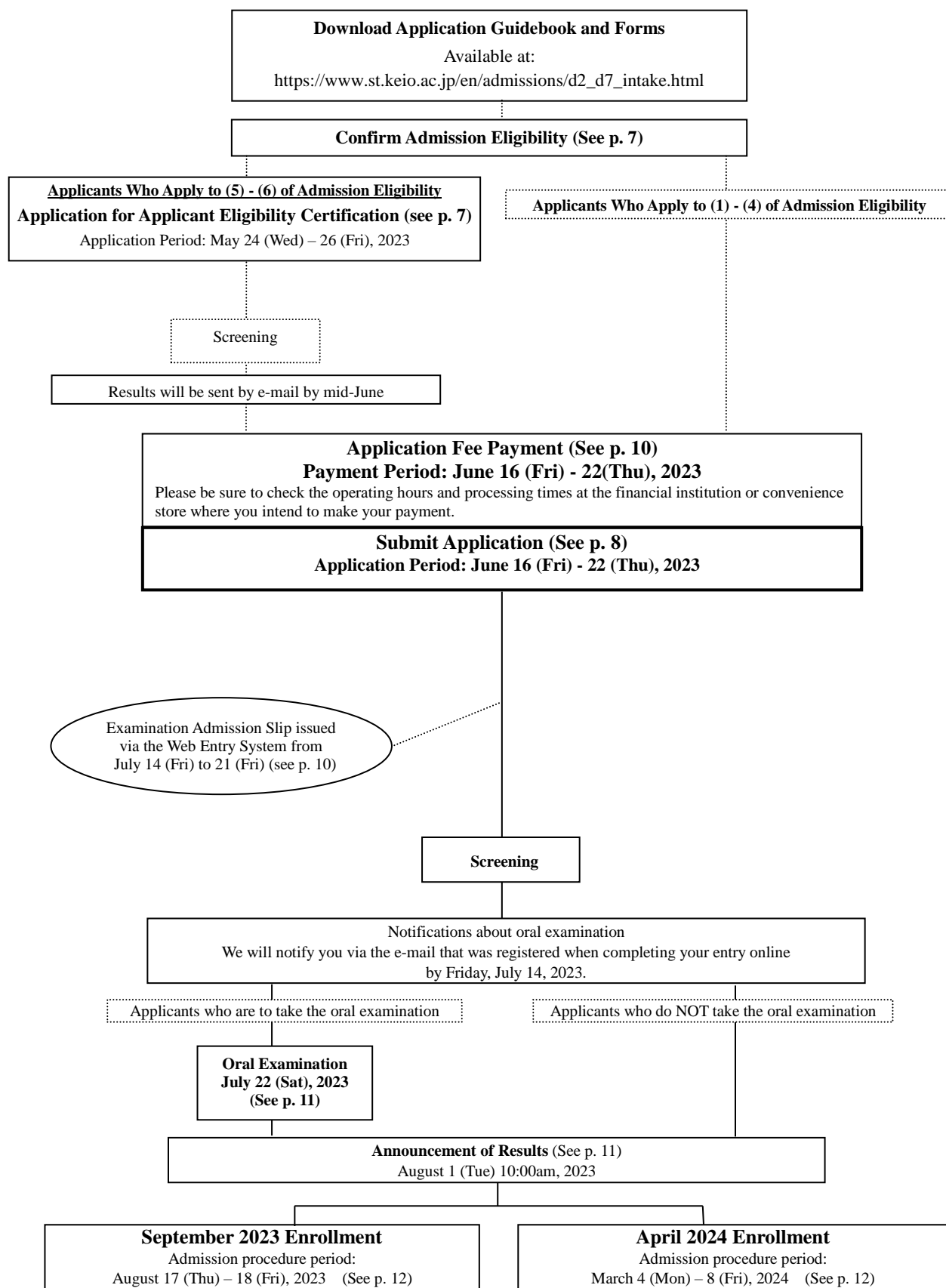
Admissions Office of the Graduate School of Science and Technology:

Graduate School of Science and Technology, Keio University

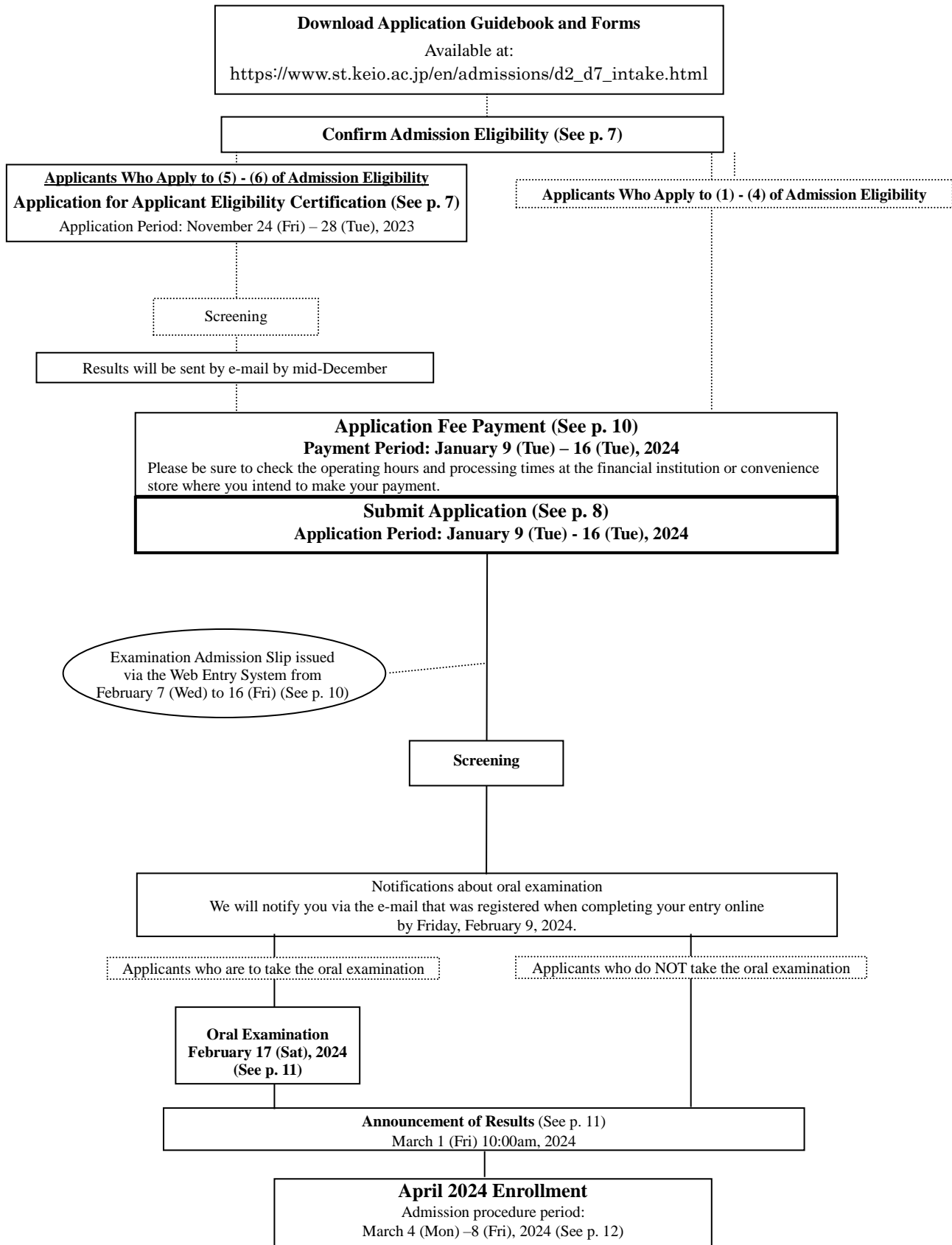
3-14-1 Hiyoshi, Kohoku-ku, Yokohama, Kanagawa 223-8522 JAPAN

Tel: +81-45-566-1800, E-mail: ao_st_inquiry@info.keio.ac.jp

Admission Process - JULY Entrance Examination



Admission Process - FEBRUARY Entrance Examination



Information Applicable to both July and February Entrance Examinations

Admission Eligibility

Applicants must satisfy one of the following conditions:

- 1) Expect to receive a master's degree or professional degree by the time of admission to the Graduate School
- 2) Expect to be granted a degree corresponding to a master's degree or professional degree from a university outside Japan by the time of admission to the Graduate School
- 3) Possess a master's degree or professional degree
- 4) Possess a degree corresponding to a master's degree or professional degree outside Japan
- 5) Have been qualified by the Ministry of Education, Culture, Sports, Science and Technology of Japan (See Item 4, Article 156 of Ordinance for Enforcement of the School Education Act)

Those who have graduated from university and have engaged in research at universities or other institutions at least two years prior to the time of admission, and also are deemed by the Graduate School of Science and Technology to possess academic abilities equal or superior to those of master's degree holders.

- 6) Have been acknowledged by the Graduate School of Science and Technology to possess academic abilities equivalent to those of master's or professional degree holders, and reach at least the age of 24 upon enrollment.

Note: To be qualified under 5) or 6), applicants must apply for Applicant Eligibility Certification during the specified period.

Application Guidebook and Forms

Application documents listed below can be downloaded at:

https://www.st.keio.ac.jp/en/admissions/d2_d7_intake.html

- Application Guidebook for Ph.D. Programs in September 2023 and April 2024 Enrollment
- Application Forms:
 - 1) Application Form for Applicant Eligibility Certification
 - 2) CV for Applicant Eligibility Certification
 - 3) Application Documents Checklist
 - 4) Payment Slip for Application Fee
- Explanatory Notes for Web Entry (for both July and February examinations)

Application for Applicant Eligibility Certification

Applicants who apply to 5) or 6) of admission eligibility must apply for applicant eligibility certification before submitting an application for admission. Please send the required documents to the e-mail below. No application fee is required for applicant eligibility certification.

Application periods:

July examination applicants: May 24 (Wed) – May 26 (Fri), 2023

February examination applicants: November 24 (Fri) – November 28 (Tue), 2023

Required Documents

1. Application Form for Applicant Eligibility Certification*
2. CV for Applicant Eligibility Certification*
3. Certificate of Graduation/Diploma of your last academic qualification
4. Personal Statement:

Please describe the reason that you think you possess abilities which are equivalent to those of master's degree holders, including your research history and achievements. If you have reference materials relevant to your achievements, please attach them to the statement.

* Prescribed forms are available at the website.

Note: We will notify you of the results by e-mail.

Submission Method

Please submit the required documents (PDF) as an attachment to an e-mail.

<Document submission e-mail> ao_st_inquiry@info.keio.ac.jp

Research Advisor

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/>

Application

Submitting an Application

Please submit an application guided by the application system.

https://www.st.keio.ac.jp/en/admissions/d2_d7_intake.html

There is no need to send your application by mail; you can complete the application through the web system.

Notes

- Please check the list of required documents which applies to your admission eligibility.
- Complete the application through the application system by the application period deadline.
- Digital copies of certifying documents (diplomas, transcripts, etc.) submitted through the application system are acceptable. However, the original certificates must be presented during the admission procedure after acceptance. Please note that you must submit the original certificates by the application deadline or submit digital copies that differ in content from those presented at the time of application to be deemed to have not completed the admission procedures and will not be admitted.
- The Graduate School will contact you by the e-mail address you registered at the time of application. Please check your registered e-mail regularly.
- If you change your address, telephone number, e-mail address, etc., registered in the application system after submitting your application, please contact the AO as soon as possible. The University will not be held responsible for any failure to receive communications from the University due to changes in registered information.
- Incomplete or missing application documents may disqualify you from taking the examination. Please ensure all required documents are in order before submitting your application. Please ensure all the necessary documents are in order before submitting your application. If the AO contacts you, please follow the instructions immediately.
- Any falsification, misrepresentation, or plagiarism of documents, materials, or information submitted to the University at the time of application will be regarded as dishonesty and invalidate the entrance examination results. The documents, materials, etc. submitted, and the entrance examination fee will not be refunded in such cases.
- Documents must be written in Japanese or English. For certificates and other documents in languages other than Japanese or English, please upload a translation (in Japanese or English) that has been notarized and stamped by an embassy or a notary public authorized in your country to the application system.
- Some countries/regions (e.g., China) do not provide translation notarization at their embassies in Japan. In such cases, your documents must be translated and notarized in your home country, so please arrange your documents well in advance.

Required Documents for Application

| Documents for Submission | Remarks |
|---|---|
| Application Documents Checklist | Download the form from the website. |
| A Application Form | <ul style="list-style-type: none"> - Enter the required items via the Web Entry System. - If you paid the application fee at a financial institution, please upload a copy of the "Certificate of Receipt of Bank Transfer (Application Fee)." If you paid the entrance examination fee at a convenience store, please upload a copy of the "Certificate of Receipt of Remittance (Entrance Examination Fee)." |
| B CV | <ul style="list-style-type: none"> - Enter the required items via the Web Entry System. - Please complete your entry online. <p>There is a section for uploading data for a portrait photo. Please upload a photo taken within three months of the deadline for submission of application documents. Photos should be taken without headwear, from the front, and of the upper part of the body against a clear background and in color. The file size should be between 100 KB and 5 MB. The uploaded portrait photo will be checked to ensure that it is of the applicant.</p> |
| C Personal Information | Enter the required items via the Web Entry System. |
| Official Academic Transcripts from Undergraduate and Master's Program | <ul style="list-style-type: none"> - Applicants who have graduated from more than one university and/or graduate school must submit academic transcripts from each school. - Please combine the PDF data for the undergraduate and graduate schools and upload them as a single file. - Applicants who have enrolled in more than one university must submit academic transcripts from each university. - Documents must be written in English or Japanese. Documents written in other languages must be accompanied by English or Japanese translations certified by the institution issuing the original documents. |
| Certificate of (Expected) Completion of Master's Program | <p>Applicants who are currently enrolled in Keio University Graduate School of Science and Technology do not have to submit this certificate.</p> <ul style="list-style-type: none"> - Applicants who have completed/expect to complete more than one graduate school must submit certificates from each graduate school. - Documents must be written in English or Japanese. Documents written in other languages must be accompanied by English or Japanese translations certified by the institution issuing the original documents. <p>Those who have graduated from universities 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). Register on the Chinese Ministry of Education website<www.chsi.com.cn/xlcx/bgys.jsp> and obtain a report(教育部學歷證書電子注冊備案表) in a PDF file and fill it out. Please make sure the validity period of the report is at least 6 months at the time of submission.</p> |
| Master's Thesis or Equivalent Work | <p>Applicants who are currently enrolled in Keio University Graduate School of Science and Technology do not have to submit this document.</p> <ul style="list-style-type: none"> - Submit one copy (photocopy acceptable) of your master's thesis or equivalent work. Please also attach reference materials relevant to your performance (copies of original papers, etc.), if any. |
| Letter of Authorization for Enrollment | <p>If you wish to complete a working doctorate</p> <ul style="list-style-type: none"> - Persons who are in employment at time of application: Submit a written consent form (affiliated organization) from the head of the organization to which you belong. (Statement indicating that applicant is authorized to join a doctoral program while remaining in employment. Seals of approval may be those of direct superiors at the organization. A4 size; free format.) - Persons who are not in employment at the time of application: In principle, please have the organization where you plan to take up employment issue a form equivalent to the above written consent form and submit this. |
| List of Accomplishments | Those who have an occupation at the time of application should submit a document (free format, A4 size) which describes your research projects and accomplishments at work. |

Note 1: Applicants requiring special assistance when taking examinations due to physical disabilities should submit a written document (any format) to the Admissions Office via e-mail.

Note 2: Please contact the Admissions Office (AO) at ao_st_inquiry@info.keio.ac.jp before submitting your application if you require a new visa upon admission to Keio. There's a possibility that your new visa wouldn't be approved in time.

Paying the Application Fee

Application Fee: **35,000 yen**

Note 1: No application fee is required for Applicant Eligibility Certification.

Note 2: The application fee will not be refunded. However, a refund may be considered under special circumstances, such as when:

1. An applicant paid the application fee but did not file an application (that is, application documents were not sent, or the application was incomplete [or missing required documents])
2. The application fee was mistakenly paid twice.

Those who apply to 1 or 2 should contact the Admissions Office within one month of the application date.

Method of Payment

[Domestic Applications]

You can choose your preferred method of payment from those outlined below.

Payments can be made starting the day that application web entry begins.

1. Payment from a bank or other financial institution (Payments made from Yucho Bank or via ATM are not accepted.)
2. Payment from a convenience store (Support only available in Japanese)

1. Payment from a bank or other financial institution:

Please download the payment slip from the website and pay the application fee via wire transfer at a bank or other financial institution. Payment cannot be made from Yucho Bank or via ATM. Have the bank issue you a receipt and certificate of remittance after you complete your payment and upload a copy of the "Certificate of Receipt of Bank Transfer (Application Fee)".

2. Payment from a convenience store

Payment from a convenience store can only be conducted in Japanese. For details, please refer to pages 8-9 in the Japanese version of this Application Guidebook, which is downloadable from the following URL: <https://www.st.keio.ac.jp/admissions/rikou-d.html>

[Overseas Applications]

The fee should be paid by International Postal Money Order or by overseas transfer in Japanese currency. Contact the Admissions Office (ao_st_inquiry@info.keio.ac.jp) for payment instructions.

Examination Admission Slip

After completing the application procedures, you can print the examination admission slip from the application system on the designated date. Please keep the examination admission slip in PDF format, as you will need it until the time of admission procedures. On the day of the oral examination, you must bring the examination admission slip printed on A4 size paper.

Admission Criteria

Admission to the Graduate School is, in principle, carried out by document screening. However, applicants may be required to take an oral examination. Whether the oral examination is given or not will be communicated to the applicants by e-mail by the date specified (please see p. 5-6).

Oral Examination

The oral examination is to test knowledge of the applicant's research areas of specialization and research intent during the Ph.D. program.

| Examination | Date and Time | Place |
|-------------------------------|---|---|
| July Entrance Examination | July 22 (Sat), 2023, 9:00 am (Examination will start from 9:30 am -) | Yagami Campus, Keio University |
| February Entrance Examination | February 17 (Sat), 2024, 9:00 am (Examination will start from 9:30 pm -) | Rooms for the examination will be announced on the bulletin board on the examination day. |

Notes:

- 1) Applicants who arrive later than the appointed time are considered to be absent and will not be allowed to take the examination.
- 2) Be sure to bring your Examination Admission Slip.
- 3) There are cases applicants may be required to bring some materials for the examination. In that case, details will be provided with the oral examination notification.

Announcement of Results

The results will be confirmed via the Web Entry System.

Inquiries regarding the screening results and examinee numbers will not be accepted.

Certificate of Acceptance

Those who need a certificate of acceptance for purposes such as a scholarship application should contact Academic Services:

(Tel: +81-45-566-1463 E-mail: kym-yagami@adst.keio.ac.jp).

Documents for Admission Procedure

Information will be sent to the e-mail you registered at the time of application as follows:

For enrollment in September 2023: mid-August, 2023

For enrollment in April 2024 (July examination): mid-February, 2024

For enrollment in April 2024 (February examination): the day of announcement of results

Admission Procedure

Procedural Period and Method

The admission procedure is completed by completing the following three procedures. If you have not completed all or only a part of the necessary procedures for admission within the specified period, you will be deemed to have abandoned your intention to enroll and will be disqualified from enrollment, regardless of the circumstances. Please pay close attention to the deadlines.

- Transfer of fees required to enter the school
- Fill out the required information.
- Submission of documents (by mail)
- Enrollment Procedure Period (*Only in Japan, postmarked by the last day of the procedural period)

| Admission Period | Procedural period |
|----------------------------------|----------------------------------|
| For enrollment in September 2023 | August 17 (Thu) – 18 (Fri), 2023 |
| For enrollment in April 2024 | March 4 (Mon) – 8 (Fri), 2024 |

Required Documents

- 1) Certificate of Remittance of tuition and fees (See below)
 - <Money Transfer from Within Japan>
Please remit the stipulated amount at a financial institution by using the payment slip provided.
 - <Money Transfer from Outside Japan>
The fee is payable by bank transfer. Please follow the payment instruction provided by the document for admission procedure.
- 2) Certificate of Residence
Foreign nationals should submit a photocopy of their Residence Card (both sides) and a photocopy of their passport (only the page showing the photo and passport number).
- 3) Certificate of Graduation (Completion) and academic transcripts
Applicants who had not completed an undergraduate or master's degree program at the time of application must submit a Certificate of Graduation/Completion and the final Academic Transcript. Not necessary for applicants from Keio University Graduate School of Science and Technology and applicants who have already submitted the documents when applying for admission.
- 4) Photo for your Student ID card
Please affix your photo (3 cm wide x 4 cm tall) to the form provided.
- 5) Other documents required

Academic Fees

- ◆ The academic fees required upon admission in **2023** are listed below.

| | April 2023 Entrance (April 2023 to March 2024) | September 2023 Entrance (September 2023 to March 2024) |
|--|---|---|
| Registration Fee | 60,000 yen | 30,000 yen |
| Tuition Fee | 670,000 yen | 335,000 yen |
| Student Health Insurance Union Fee ^{*1} | 2,600 yen | 1,350 yen |
| Total (Payment by semester ^{*2}) | 732,600 yen (366,350 yen) | 366,350 yen |

*Note 1: The Student Health Insurance Union Fee includes an initial registration fee of 100 yen, which is collected only in the student's first year.

*Note 2: Fees excluding the Student Health Insurance Union Registration Fee (100 yen) can be paid in two installments in the Spring and Fall Semesters. (The payment deadline for Fall Semester is October 31.)

*Note 3: Please note that students pay the registration fee and tuition fee, which are subject to change from year to year based on a sliding scale. In the case that an increase in fees is to be applied, the rate of increase will be based on a slide rate (such as the increase rate of the salary of national government employees as announced in the National Personnel Authority's annual salary).

Fees Refund

If you decline an offer of admission, please submit the Admission Withdrawal Form. In general, paid fees and expenses are not refunded. For those who decline an admission offer by the specified date, all fees will be refunded. Please see the admission procedure documents for details.

Scholarships

For details, please see Keio University International Center scholarship information:
<https://www.st.keio.ac.jp/en/admissions/scholarships.html>

School Bonds and Education Promotion Funds

A) Keio University Bonds (school bonds)

- 100,000 Yen per unit (your cooperation in donating three or more units would be appreciated)
- Amounts paid to the school bonds will be returned without interest after graduation or course completion, withdrawal of school.

B) Keio University Education Promotion Funds (donations)

- 30,000 Yen per unit (your cooperation in donating two or more units would be appreciated)

While both are optional, many choose to cooperate as both are used to further enhance Keio University's educational activities. Keio University will send detailed information upon admission.

Past Examination Records

Number of applications to the Ph.D. program

| Major \ Year | 2019 | | 2020 | | 2021 | | 2022 | |
|--|---------|----------|---------|----------|---------|----------|---------|----------|
| | Applied | Accepted | Applied | Accepted | Applied | Accepted | Applied | Accepted |
| Fundamental Science and Technology | 25 | 24 | 36 | 36 | 22 | 22 | 29 | 29 |
| Integrated Design Engineering | 20 | 19 | 17 | 17 | 22 | 21 | 24 | 20 |
| Science for Open and Environmental Systems | 31 | 31 | 26 | 26 | 25 | 24 | 29 | 29 |
| Total | 76 | 74 | 79 | 79 | 69 | 67 | 82 | 78 |

Measures Undertaken to Prevent the Spread of Infectious Disease

Applicants who were exposed to infectious disease specified by School Health and Safety Act and not yet cured of such disease by the day of examination must refrain from taking examinations in order to prevent the spread of disease. Exceptions may be made for applicants who have been infected but are diagnosed by a doctor or a school doctor that their condition has improved and their presence does not place others at risk of exposure to infection. In principle, the graduate school does not reschedule examinations and/or refund screening fees in the event applicants are unable to sit for examination due to such causes.

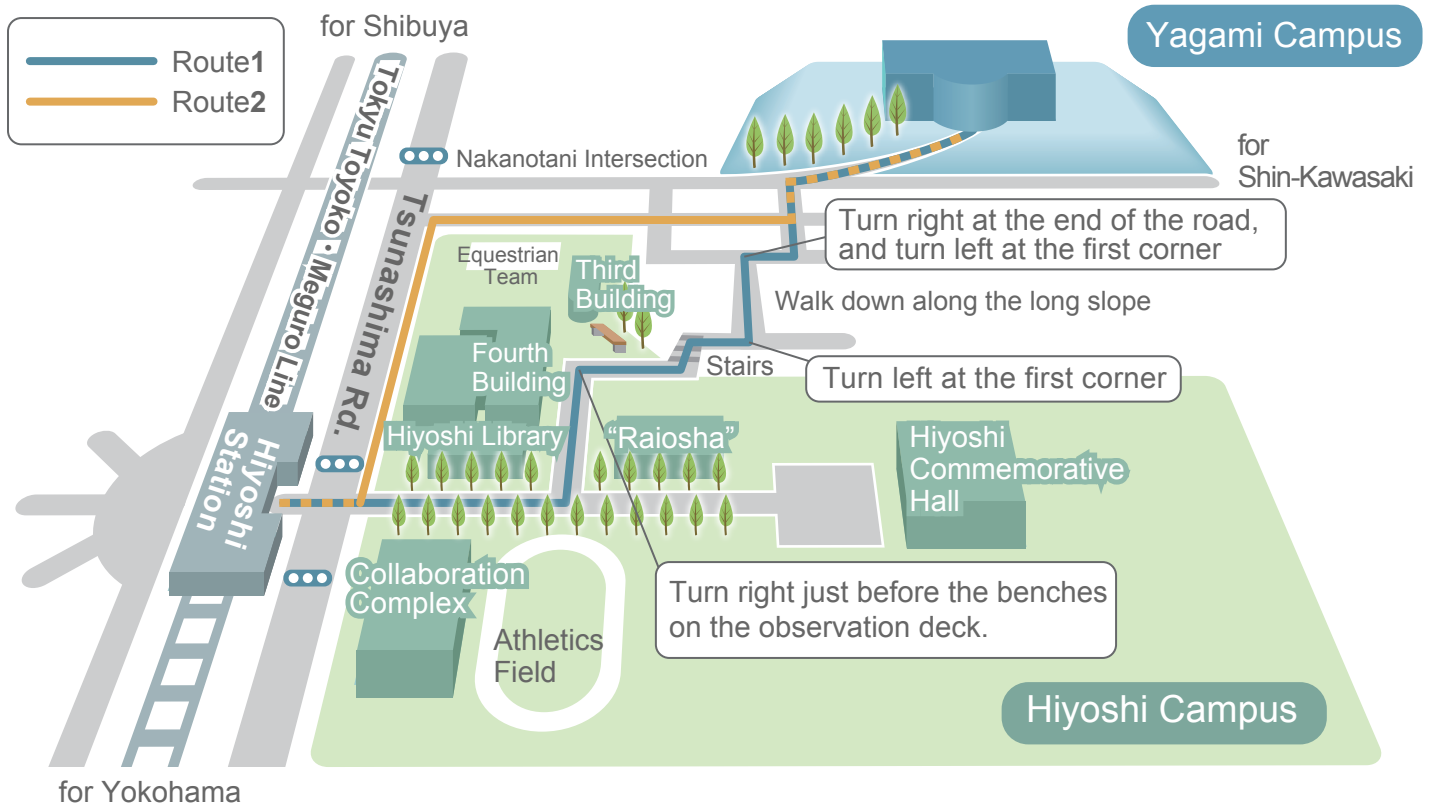
Links

Keio University
Keio University Science and Technology
For Students
Staff Search
International Center Ygami Campus Office

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

Access to the Yagami Campus

Map



Notes

Route 1:

Route passing through Hiyoshi Campus.

There is less traffic on this route, thus is relatively safe. There are stairs on the way.

Route 2:

Route walking along Tsunashima Road.

You don't have to take stairs on this route, but watch out for traffic.

If you are driving to our campus, turn right/left at Nakanotani Intersection on Tsunashima Road.

Address

Keio University Faculty of Science and Technology Yagami Campus
3-14-1 Hiyoshi, Kohoku-ku, Yokohama, Kanagawa 223-8522, Japan

Access

15min.walk from Hiyoshi Station (1km)

(Tokyu Toyoko • Meguro Line or Yokohama Municipal Subway Green Line)

* Tokyu Toyoko Line Ltd.Express trains do not stop at Hiyoshi Station.

10min.by taxi from Shin-Kawasaki Station(2km)

(JR Yokosuka Line)