

Application Document Checklist

Documents to be submitted online as well as via postal mail service

- Application Form
- Financial Statement
- Statement of Purpose
- Copy of e-mail communications between you and your prospective supervisors

Documents to be submitted by the applicant's home institution via postal mail service

- 1 letter of recommendation
- Official academic transcript
- Transcript Request Form
- Official Letter from your institution
- Copy of Passport
- 2 ID photos

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

STATEMENT OF PURPOSE

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

State your research plan/purpose for applying to graduate study, your particular area of specialization within a major field, your professional plans, and any additional information that may assist the Admissions Committee in evaluating your application and aptitude for graduate study at Keio University. This may include information regarding characteristics that will enable you to complete the graduate degree program. Please use the space below for your response or attach additional page or pages, if needed.

Signature : _____ Date : _____

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

LETTER OF RECOMMENDATION

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

THIS PART TO BE COMPLETED BY THE RECOMMENDER

To the recommender: The person named above is applying for admission to the Graduate School at Keio University. We would appreciate your personal impressions of the applicant’s intellectual ability, aptitude in research, and/or professional skills. Please comment on the applicant’s character, the quality of previous work, and the promise of productive scholarship in Japanese or English. If applicable, please include any known obstacles the applicant may have overcome to attain her or his educational goals (e.g., financial, social, cultural, educational, or other disadvantages). Please enclose this form in an envelope, **seal it, sign it across the seal, and return it to the applicant.** If there is insufficient space, please attach a separate sheet.

Please CHECK the appropriate evaluation:

	Extraordinary	Outstanding	Above Average	Average	Below Average	Cannot Judge
Academic Performance						
Intellectual Potential						
Motivations for Graduate Study						

Recommender’s name (in capital letters) : _____

Position or title: _____ School or company: _____

Address: _____

Telephone Number: _____ Email: _____

Signature: _____ Date: _____

To the applicant: Please send this form to the registrar of your home institution.

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

I hereby authorize the release of my academic record to the Graduate School of Science and Technology at Keio University.

Signature of the Applicant: _____ **Date (Day/Month/Year):** _____

To the registrar: The above person is applying to the Keio University Graduate School of Science and Technology. This form is to provide us with supplementary information about the applicant's academic records of undergraduate course. Please fill out the required information below and return to the Admissions Office together with the official transcript and certificate of (expected) graduation of the applicant. Please seal the envelope, sign across the envelope seal, and send it directly to:

Admissions Office
Graduate School of Science and Technology, Keio University
3-14-1 Hiyoshi, Kohoku-ku, Yokohama, Kanagawa 223-8522, JAPAN

Should you have any questions, please contact the Admissions Office at: ao_st_inquiry@info.keio.ac.jp

THIS PART TO BE COMPLETED BY THE REGISTRAR

What is the language of instruction at your school? _____

Applicant's cumulative grade point average: _____

(Grade point values are A or A+ = 4.0, A- = 3.7, B+ = 3.3, B = 3.0, B- = 2.7, C+ = 2.3, C = 2.0, C- = 1.7, D+ = 1.3, D = 1.0, D- = 0.7, F = 0.0)

Degrees (to be) awarded: _____

Applicant's cumulative rank in course: _____ Number of students attending the course: _____

Highest possible grade in your school: _____ Lowest passing or satisfactory grade in your school: _____

Name of person completing this form: _____

Position or Title: _____

Address: _____

_____ Postal code _____ Country _____

Telephone Number: _____ Fax Number: _____

Email: _____ Website: _____

Authorized Signature: _____ **Date (Day/Month/Year):** _____

Official school seal or stamp

OFFICIAL LETTER FROM HOME INSTITUTION

THIS PART IS TO BE COMPLETED BY HOME UNIVERSITY

Name: _____
Legal family name (sumame) First name (given name) Middle name

This is to certify that 1) the person above is expected to complete his / her first year course at _____ before his / her arrival at Keio University and 2) he / she has already passed the selection of Double Degree Program at his / her university.

Name (please print): _____

Position or title: _____

School: _____

Signature: _____ Date: _____