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Keio Double Degree Program

Graduate School of Science and Technology
Keio University

Application Guide

September 2024 Enrollment

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

Keio Double Degree Program

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 a degree at the Graduate School of Science and Technology without having competence in Japanese. In 2005, Keio University started its double degree programs with European institutions. When a student fulfills the degree requirements at both Keio and his/her home institution, the student is awarded with degrees from both institutions. This highly internationalized environment has around 300 international students.

Types of Degrees

Students on the Double Degree Program may pursue studies leading to any of the following master's degrees awarded by Keio University:

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**

Double Degree Partner Institutions

Belgium	Université catholique de Louvain Université libre de Bruxelles

France	Groupe des Écoles Centrales
	    École Centrale de Lille
	    École Centrale de Lyon
	    École Centrale de Marseille
	    École Centrale de Nantes
	    CentraleSupélec
	Institut Mines-Télécom (IMT)
	  IMT Atlantique
	  IMT Lille Douai
	  IMT Mines Albi-Carmaux
	  IMT Mines Alès
	  Mines Nancy
	  Mines Saint-Étienne
	  Télécom SudParis
	MINES ParisTech

Germany	Leibniz Universität Hannover RWTH Aachen University Technische Universität München
Italy	Politecnico di Milano
Spain	Universidad Politécnica de Madrid
Sweden	KTH Royal Institute of Technology

Curriculum

The master's program of the Graduate School of Science and Technology aims for the establishment of advanced fundamentals in science and technology through coursework and independent research projects under appropriate guidance from faculty members.

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 2023.)

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 advisor's center.

Language
English

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

Requirements for Completion
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.

Application

1. Admissions Criteria

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

2. Application and Admission Schedule

1) Note that all times and dates are written in Japan Standard Time.
2) Also note that all application documents must be submitted online by the stated deadlines below. For the internal deadline set by each partner institution, please contact the international office of applicant's home institution.
3) We do not accept late submissions.

Double Degree Program	DD-Application Period I (December Application)	DD-Application Period II (April Application)
Online application period	9:00, October 1 – 17:00, November 2, 2023	9:00, February 1 – 17:00, March 31, 2024
Announcement of results	Mid-January, 2024	Mid-June, 2024
Enrollment	September 2024	September 2024

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. **Applicants who have failed to do so prior to submitting their applications 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 supervisor.
For information on our faculty members, click the "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: Contact the international office at your home institution for nomination procedures.
➢ Only students who have been nominated by the partner institutions can apply for the Double Degree Program.

Step 2: Prepare your application documents.
➢ Contact your prospective academic advisor and get permission from him/her to study under his/her supervisor
➢ Identify and contact your recommender (individual who will write a recommendation letter for you).
➢ Request your home university to issue the Transcript Request Form (prescribed form), and the original or a certified true copy of your academic transcripts and a nomination letter (prescribe form). The documents need to be submitted online from the coordinator of your home university directly.

Step 3: Complete the online application.
➢ Create your Applicant ID and fill out all the prescribed forms on the online application system.

Step 4: Request your recommender to send the recommendation letter online.

Step 5: Request your home university to send the required documents online.
➢ **Request your home university to upload the Transcript Request Form (prescribed form), original or certified true copy of your academic transcripts and a nomination letter (prescribed form) online.**

5. Application Documents

Applicants for the Double Degree Program are required to submit all of the documents in the chart below online.
Online application system website: https://webentry.st.keio.ac.jp/DD/

Notes
- A) **All documents must be submitted online. applicants do not need to send the paper documents to Keio University.**
- B) All documents must be submitted in English or Japanese.
- C) Write your name as it appears on your passport or birth certificate.

Application Documents	How to Prepare 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) You are required to upload a portrait 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 in the case you accepted by Keio University. 4) The portrait 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.
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. Statement of Purpose	1) Download the prescribed form from the website below and fill it in. https://www.st.keio.ac.jp/en/students/ic/dd.html 2) Print out the form and sign at the designated section. 3) Scan and upload the form on the online application system.
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.
5. One (1) Letter of Recommendation	1) The recommender 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 recommender 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 recommender, instructing him/her on how to make and submit the online recommendation letter.
6. Copy of passport	1) Within the online application system, upload a scan of the passport page containing personal details including your name, date of birth, nationality, etc.

Documents to be uploaded online by applicant's home institution

1) The applicant needs to register the staff's e-mail address who is in charge of double degree program in your home institution 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 staff you registered, instructing him/her on how to make and submit the documents online.

2) Request the staff to upload documents 7-9 through the automatic email.

7. Transcript Request Form	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 home university' 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 home university. https://www.st.keio.ac.jp/en/students/ic/dd.html	
8. Original or certified true copy of academic transcripts	1) Request your home institution to issue an original or certified true copy of academic transcripts of your home university. 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.	
9. Official letter from your institution	1) This prescribed form can be downloaded from the website below and must be filled out by the person who is in charge of double degree programs at your home institution. https://www.st.keio.ac.jp/en/students/ic/dd.html	

Other information

➢ Information about scholarship application will be available upon enrollment.

➢ University dormitories are available for double degree students for a period up to two academic years.

➢ The International Office will support the visa application of successful applicants.

Contact Information

Admissions Office (AO)

Graduate School of Science and Technology, Keio University

3-14-1 Hiyoshi, Kohoku-ku, Yokohama

Kanagawa 223-8522, JAPAN

URL: https://www.st.keio.ac.jp/en/students/ic/dd.html

E-mail: ic-yagami@adst.keio.ac.jp