

What is a Short-term International Student?

1. The conditions of an eligible applicant

(1) A student has to be nominated by a university which has a partnership agreement with the Graduate School of Science and Technology, Keio University.

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

(2) A student has to be enrolled in a partner university during his/her whole enrolment period at Keio. He/she has to be in the **graduate level (Master)** by the beginning of the enrolment period at Keio.

2. What will a Short-term International Student do at Keio?

As a short-term international student, you will need to choose one of the three programs below.

- (1) **Research based Program:** You will perform a research project at your preferred laboratory supervised by a faculty member.
- (2) **Research and Courses Program:** In addition to perform a research project, you can take some relevant courses.
- (3) **Courses focused Program:** You will take some lecture courses. (7 courses / 14hours per week at minimum)

If you choose (1) or (2), you need to find your academic supervisor at Keio upon application.

3. How to find your academic supervisor at Keio

(1) Please check our faculty members on the website below.

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

(2) Find a staff who is qualified as a Thesis Adviser.

Staffs who are qualified as a thesis adviser are those who can supervise your research.

You can find this information at the bottom of each staff's page.

(3) When you send an email to one of the staffs, please include all the following information:

- a. You have already been nominated as an exchange student from the partner university with Keio.
- b. Your CV (and transcripts if possible) to present your skills, strengths and achievements.
- c. Your research plan at Keio, and reason why you want to conduct research at his/her laboratory by explaining what research you have been doing (or you are interested in).
- d. Do not send your email to plural professors at one time. You must prioritise them, and ask one by one.

4. How to determine the topic of your research project

Discuss about your research topic and plan with your prospective supervisor via email (or skype or any other mean) before applying for a Short-term International Student.

The way of doing such research projects is mostly based on students' initiative. Thus please understand that the supervisors will not give detailed instructions on how the project will be going on, but only give topics, problems, and some environment for doing such research project. This means that students need to make a schedule, plan, process, etc. for the project mostly by themselves.

5. Application documents

With the information above, please complete and submit the following application documents to the International Office of your institution. **All the documents must be sent from your home institution.** Documents submitted directly by the applicants will not be accepted.

1. Official nomination letter (Cover letter) from your home institution
2. Short-term International Student Application Form (1) (2) with your ID photo
3. Statement of Purpose for Research Stay

*Only applicable to the students for “Research based Program” and “Research and Courses Program”

4. Course Registration Plan
5. COE (Certificate of Eligibility) application form with your ID photo
6. Official academic transcripts
7. Copy of the identity page of your effective passport
8. Application for dormitory

*Only who would like to apply for university housing