

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

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

Choose one program from the following three programs.

- (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 have to find your academic supervisor at Keio.

3. How to find your academic supervisor at Keio

- (1) Please check our teaching staff on the website below.

http://www2.st.keio.ac.jp/english/staff_search/index.html

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

(Even if you are not going to write a thesis at Keio, you have to choose one from those qualified)

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 transcript if possible) to present your skills, strengths and achievements.
- c. Your research plan at Keio, and 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 prioritize them, and please ask one by one.

4. How to determine the topic of your research project

The topic of the research project is not easy to be determined before your arrival, but you can discuss via e-mail about this issue with your academic supervisor before you apply for a Short-term International Student.

The way of doing such research project is mostly based on student initiative, so 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 should 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 (3 sheets)
6. Official Transcripts
7. Copy of the identity page of your effective passport