2024

Graduate School of System Design and Management
Keio University
Admission Application Guidelines

Master's Program and Doctoral Program

Application Period I
For those seeking enrollment in September 2024 or April 2025

Application Period II
For those seeking enrollment in April 2025 or September 2025

Application Period III
For those seeking enrollment in April 2025 or September 2025

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.

Content

Section 6　　Security Export Controls

Dear Applicant

The Graduate School of System Design and Management, founded on the 150th anniversary of Keio University, is Japan's first full-scale educational and research institution set up to produce graduates able to create new systems that fuse engineering with the social sciences. The purpose of the Graduate School is to support sustained development in the international community and set in motion new trends for the 21st century. Recent years have seen the emergence of serious incidents, scandals, and other social phenomena that hint at the fraying of modern society's enormous and complex systems. In overcoming these problems and designing technical systems that are safe, secure, and harmonious with society, we need to use both approaches based on engineering concepts to compose secure design by looking at things as systems and approaches based on social science concepts to accurately ascertain trends in the international community and markets, flexibly consider diverse senses of values and new organizational formats and create new sustainable social systems.

By implementing "Design Projects" that devise concrete systems, the Graduate School endeavors to offer a comprehensive curriculum for training systems designers capable of innovative system design and project leaders capable of management that incorporates complex processes in order to satisfy the needs of companies that develop and operate aerospace equipment, large-scale plants, and automobile manufacturing as well as those in the energy, biotechnology, robotics, information and communications, media industries, socio-critical systems, and disaster countermeasure systems. To this end, the Graduate School opens its doors widely, not just to new university graduates, but also to working adults from government organizations and companies in Japan and overseas. Accordingly, we have created a flexible system for administering entrance examinations. Our "Program for Career Professionals" even allow students to enroll while still employed. We have also enabled students in the Master's Program to select a flexible course curriculum in order to meet the specific needs of people from a diversity of backgrounds. The Graduate School has increased the number of classes conducted in English to provide an opportunity to obtain a degree in English.

Please ensure that you have a clear understanding of the concepts and approaches of the Graduate School when applying for admission. We'll be looking forward to applying from those who try to improve their skills, aim to become systems designers and project's leaders in the future.

Admissions policy

For the master's programs, we admit both persons aspiring to conduct research and put into practice the design and engineering of innovative technological systems that will contribute to resolving many of the large-scale and complex issues of the modern day, and those aspiring to research on and implement the leadership and management required to propose solutions to issues in the diverse social systems of today and guide these projects to success. In order to foster personnel befitting of these degrees, we admit people from many walks of life, including persons advancing to graduate school directly after completing their bachelor degrees and those with hands-on experience (early career/seasoned professionals) at organizations in the public, private, and other sectors. Screenings are conducted to comprehensively assess whether candidates have sufficient aptitude, skillsets, and desire to actively study alongside students from diverse backgrounds and put what they learn to practical use in the real world.

For the doctoral programs, we admit both persons aspiring to support various fields as researchers and social practitioners through advanced academic research on the design and engineering of innovative technological systems that will contribute to resolving many of the large-scale and complex issues of the modern day, and those aspiring to contribute to various fields as researchers and social practitioners through proposing solutions to issues in the diverse social systems of today and advanced academic research on the leadership and management to guide these projects to success. In order to foster personnel befitting of these degrees, we admit people from a wide range of spheres across generations, including

persons with hands-on experience in the public and private sectors (early career/seasoned professionals) as well as students who have completed a master's degree program. Screenings are conducted to comprehensively assess whether candidates possess academic and research capabilities equivalent to those required for the master's program, the initiative to plan and conduct research, and sufficient aptitude, skillsets, and desire to put what they learn to practical use in society as specialists, in addition to whether they have made the preparations necessary to pursue their research after admission.

Section 1　Master's Program

Major Discipline and Admission Quota

Major Discipline	Master's Program
System Design and Management	77 persons

* These are the total quotas for applicants to be admitted in April and September each year by all courses.

Admissions System

. The Keio University .Graduate School of System Design and Management offers two separate courses for master's students. The Research-Intensive Course is so named as it puts somewhat greater emphasis on research rather than course work. It is suitable for new graduates as well as professionals who seek to gain research experience. The Learning-Intensive Course is so named as it puts somewhat greater emphasis on course work rather than research. At present, the Learning-Intensive Course is available only for those who speak, read and write Japanese with absolutely no difficulty. It is recommended for professionals who already have expertise from their careers and three or more years of work experience. The admission system for each course is as follows.

Research-Intensive Course
[General Admissions]
This admissions program is for students/graduates of Japanese or foreign universities as well as working adults with less than three years of work experience.

[Admissions for Career Professionals]
This admissions program is for applicants who at matriculation will have three years or more actual work experience at companies or government organizations in Japan or overseas following their graduation from undergraduate or graduate school.

Learning-Intensive Course
[Admissions for Career Professionals]
This admissions program is for applicants with a sufficient specialty and at matriculation will have three years or more actual work experience at companies or government organizations in Japan or overseas following their graduation from undergraduate or graduate school.

*Students can also be enrolled in either course while remaining employed at these companies/organizations.
*Please refer to our website for details.　http://www.sdm.keio.ac.jp/en/education/curriculum.html

Application and Enrollment Periods

Application Period	Course	Admissions Program	Admission
Application Period I	Research-Intensive	General, Career Professionals	September 2024 or April 2025
	Learning-Intensive	Career Professionals	
Application Period II	Research-Intensive	General, Career Professionals	April 2025 or September 2025
	Learning-Intensive	Career Professionals	
Application Period III	Research-Intensive	General, Career Professionals	April 2025 or September 2025
	Learning-Intensive	Career Professionals	

Note:
Students resident in or nationals of certain countries may find that visa acquisition procedures for April or September enrollment are time wise impossible if applied for Application Period I or III. Such applicants should consult the Admissions Office of the Graduate School of System Design and Management in advance.

Enrollment Periods and Main Languages

Please note that curriculum for April enrollment is mainly composed of lectures in Japanese and curriculum for September enrollment is mainly composed of lectures in English. Applicants who wish to enroll in April should have sufficient Japanese language proficiency as well as applicants who wish to enroll in September should have sufficient English language proficiency.

Qualification of Applicants

Applicants need to fulfill at least one of the following requirements:
1) Graduated or expect to graduate from a university in Japan by the time of admission
2) Awarded or expect to be awarded Degrees by National Institute for Academic Degrees and University Evaluation in Japan by the time of admission
3) Complete or expect to complete sixteen years of education outside Japan by the time of admission
4) Be deemed qualified by the Ministry of Education, Culture, Sports, Science and Technology of Japan
5) Enrolled in the third year or higher at a university or with equivalent qualifications at the time of application and must be assessed as having outstanding academic results exceeding the requirements set by the Graduate School of System Design and Management
6) Awarded or expect to be awarded a degree equivalent to a bachelor's degree for the completion of a program requiring three years or more at a university outside Japan, etc by the time of admission
7) Acknowledged by the Graduate School of System Design and Management to have academic skills equivalent to those of university graduates who are 22 years old or over by the time of admission

*Applicants who are qualified for admissions 2) above and expect to be awarded are recommended to have Preliminary Entrance Qualification Review.
*Applicants who are qualified for admissions 4) above is a graduate or an expected graduate from a university and schools that are admitted by Japanese Law.
*Applicants who are qualified for admissions for Career Professionals must have three years or more actual work experience at companies or government organizations in Japan or overseas following their graduation from undergraduate or graduate school.

[Preliminary Entrance Qualification Review]
Applicants qualifying for admission under 5) and 7) above must send required documents to the Admissions Office of the Graduate School of System Design and Management during the following periods. All documents sent from within Japan must be sent by "recorded delivery" and all documents sent from outside Japan must be sent by traceable mail service such as FedEx/DHL. All required documents must be received by the Admissions Office by the last day of each period.

> Application Period-I: From Monday, April 15 to Wednesday, April 17, 2024
> Application Period-II: From Monday, September 2 to Wednesday, September 4, 2024
> Application Period-III: From Monday, November 25 to Wednesday, November 27, 2024

Required documents*
- Application for Preliminary Entrance Qualification Review**
- CV (write "Application for Master's Program admission" on upper right of the CV. Educational background has to include from primary school.)
- Certificate of Graduation, and Official Academic Transcript from your last school or institution
- Resume on professional activities (employment history)
- List of achievements
- Reference materials relevant to your performance (original papers, research reports, books authored, patent applications, etc.) whereby the Graduate School approves the applicant to have academic skills equivalent to those university graduates

* Even if you have submitted the same document for preliminary entrance qualification review, you need to submit the required documents upon application.
**Download Application Form for Preliminary Entrance Qualification Review.
  http://www.sdm.keio.ac.jp/en/admission/documents.html
*** If your nationality is Japanese and different names are shown in several certificates, submit an abstract of one's family register (photocopy acceptable) to prove the change of the name.

Application Schedule

	Application Period I	Application Period II	Application Period III
Preliminary Entrance Qualification Review Period*	Mon., April 15 - Wed., April 17, 2024	Mon., Sep. 2 - Wed., Sep. 4, 2024	Mon., Nov. 25 - Wed., Nov. 27, 2024
Web Entry Period/ Application Period	Fri., May 10 - Thu., May 23, 2024	Fri., Sep. 20 - Thu., Oct. 3, 2024	Tue., Dec. 24, 2024 - Thu., Jan. 16, 2025
Announcement of Results of First Screening	Fri., June 7, 2024 1:00 p.m.	Fri., Oct. 18, 2024 1:00 p.m.	Fri., Jan. 31, 2025 1:00 p.m.
Second Screening	Sun., June 16, 2024	Sun., Oct. 27, 2024	Sat., Feb. 8, 2025
Announcement of Results of Second Screening	Tue., June 18, 2024 1:00 p.m.	Tue., Oct. 29, 2024 1:00 p.m.	Wed., Feb. 12, 2025 1:00 p.m.

* Applicants qualifying for admission under 5) and 7) above must send required documents to the Admissions Office of the Graduate School of System Design and Management.

Admissions Process

[1] Prior Consultation

Graduate School of System Design and Management provides education and advanced researches in the field of the design and management of technological and social systems from diverse and cross-discipline perspectives.

Applicants seeking admission to the Master's Program must, with no exception, contact the prospective supervising professors whom they wish to have as research advisor(s), and discuss their intended research and educational content well in advance. The failure to comply with the aforementioned contact rule might work in disfavor of the applicant. To contact your desired research advisor(s), enter the following information in the "Pre-Contact Form" at the URL below: 1) name(s) of desired advisor(s), 2) program applied for, 3) applicant's name, 4) affiliation, 5) education (last school or institution), 6) e-mail address, and 7) details of proposed research.

Pre-contact Form: https://wwwdc01.adst.keio.ac.jp/kj/sdm/precontact-en.html

Please see the following URL for information on the faculty members in the Graduate School of System Design and Management.   http://www.sdm.keio.ac.jp/en/faculty/index.html

A short conversation at a Keio SDM briefing session with a large number of people is not considered as prior consultation. *Note that you cannot contact SDM supervising professors from the last day of the application period until the day of the announcement of results of second screening.

[2] Web Entry

Applicants enter necessary information, receive their examinee number, submit (upload) the required items, and print out the documents "Application Form" and "Photograph Mount" with Web Entry System.

For detailed information on how to prepare the electronic files, please refer to "Online Application Submission Instruction Addendum" at the SDM website.

Please access the following URL for Web Entry System for registration:

http://www.sdm.keio.ac.jp/en/admission/guidelines.html

[3] Application

(1) Application Documents

Some application documents require you to enter your examinee number, which will be issued when you complete Web Entry.
Complete all application documents in either English or Japanese.
Staple papers together of each document at the upper-left corner if there are more than one sheet.

Documents for Submission	Points of Note
Application Documents Checklist	Download the prescribed form from the Graduate School's website and fill in the necessary information. http://www.sdm.keio.ac.jp/en/admission/documents.html
Application Form	Enter the required information via the Web Entry System and then print out the form. The photograph you upload (a color photograph taken within the past three months. The image should be clear and in full color <no black and white images>. The image must show a full front view of the subject's face and shoulders. No hats, photo filters, or distracting backgrounds are allowed. Backgrounds should be a plain white, gray, or blue solid tone <no landscapes, curtains, etc.>. The image should not be edited or modified using photo software, apps, or other means) will be printed on the form.
Photograph x 1 affixed on the mount (写真台帳)	Print out the form via the Web Entry System. The photograph you upload (a color photograph taken within the past three months. The image should be clear and in full color <no black and white images>. The image must show a full front view of the subject's face and shoulders. No hats, photo filters, or distracting backgrounds are allowed. Backgrounds should be a plain white, gray, or blue solid tone <no landscapes, curtains, etc.>. The image should not be edited or modified using photo software, apps, or other means) will be printed on the form. This photograph is used for the Student ID Card for successful applicants.
Certificate of Remittance / Application Fee *See (3) Application Fee for the details	35,000 Japanese Yen **[Applying from within Japan]** (1) Download the payment slip from the Graduate School's website and remit the application fee at the counter of a financial institution (remittances cannot be made from post offices). (2) Attach the Certificate of Remittance (振込金受付証明書) on a downloaded bank remittance form and submit it.　Make sure that the Certificate of Remittance has a cashier's stamp from the financial institution.　Applicants must keep the remittance receipt. **[Applying from outside Japan]** (1) Application fee is payable by credit card. After web entry has been done, access to "Payment by Credit Card" from "Documents" of the website, and make a payment procedure. When credit card payment is completed, print out the screen and submit it with other application documents. (2) If you do not have a credit card, please pay via a Yen-denominated International Postal Money Order. Please note that the service fees should be paid at your end.
Official Academic Transcript	(1) Only originals or certified copies of the originals are accepted. No photocopies will be accepted. (2) Applicants who have enrolled, graduated (or expect to graduate) from more than one university and/or graduate school should submit academic transcripts from each school. Applicants who through transfer, etc., were or are simultaneously enrolled in more than one university must submit academic transcripts from each institution or university. (3) All official academic transcripts must be written in Japanese or in English. Academic transcripts written in other languages must be attached by translated academic transcript with an official certificate of translation to attest the accuracy of the translation. (4) Write your examinee number in the upper right margin.
Certificate of Graduation or Expected Graduation from University	(1) Only originals or certified copies of the originals are accepted. No photocopies will be accepted. (2) All certificates of graduation or expected graduation from university must be written in Japanese or in English. Certificates written in other languages must be attached by translated certificate with an official certificate of translation. (3) Applicants may submit only one certificate if it includes both 'Academic Transcript' and 'Certificate of Graduation or Expected Graduation from University' on one same document. (4) Applicants must submit Certificate of Degree or Expected Degree from a university if it is not on the Certificate of Graduation or Expected Graduation. (5) Write your examinee number in the upper right margin.
Resume of Employment History	(1) **Applicants in Admissions for Career Professionals and those in General Admissions with work experience should submit a Resume of Employment History.** (2) Download the required form from the Graduate School's website and fill in your employment history.
List of Achievements	(1) **Applicants in Admissions for Career Professionals and those in General Admissions with work experience should submit a list of academic and/or non-academic research achievement.** It may be written in any format.

	(2) **For Academic research achievements,** describe your achievements in each of the following categories: articles (including accepted articles awaiting publication), books, presentations at international academic conferences, and presentations at domestic academic conferences. For each description, specify the names of the authors/presenters (including joint presenter(s)), titles, and journals/conference (including the volume, page, and year of publication or presentation). (3) **For Non-academic research achievements,** describe any non-academic achievements, such as patents, legislation, buildings, designs, development work, internal company reports or vocational achievement. (4) Write in chronological order. (5) Write your examinee number in the upper right margin.
Verification of language proficiency	(1) Applicants for April enrollment whose first language is not Japanese should submit the results (scores) of the Japanese-Language Proficiency Test (JLPT). Passing N1 level is desirable. (Photocopy of certificate is acceptable) If you have completed or are expected to complete a program at a university or other institution by taking classes taught in Japanese only, you do not need to submit it. (2) Applicants for September enrollment whose first language is not English should submit the results (scores) of language proficiency examinations such as TOEFL, IELTS, etc. (Photocopy of certificate is acceptable) If you have completed or are expected to complete a program at a university or other institution by taking classes taught in English only, you do not need to submit it. (3) Write your examinee number in the upper right margin.
Other documents to be appended	(1) Applicants must write your name as it appears on your passport or on your birth certificate. If your nationality is Japanese and different names are shown in several certificates, submit an abstract of one's family register to prove the change of the name. (2) Write your examinee number in the upper right margin.

(2) Submission of documents for admission procedures and method of mailing
Upload the data for all of your application documents to the Web Entry System. You also need to send the originals for the application documents separately by post to the address indicated below.

Admissions Office of the Graduate School of System Design and Management, Keio University
4-1-1 Hiyoshi, Kohoku-ku, Yokohama, Kanagawa 223-8526 JAPAN

1) Application may not be submitted in person at the Admissions Office.
2) All documents sent within Japan must be sent by "simple registered express mail" or "recorded express mail" and all documents sent from outside Japan must be sent by traceable and express mail service such as FedEx/DHL. We cannot respond to any query on delivery status of application.
3) All documents must be postmarked by the deadline date. Applications postmarked after the deadline will not be considered.
4) Make sure to write your examinee number and "SDM Admissions" on the envelope.

(3) Application fee   35,000 JPY (Japanese Yen)

[Applicants submitting applications from within Japan]
1)   Download the payment slip from the following website and remit the application fee at the counter of financial institution.
http://www.sdm.keio.ac.jp/en/admission/documents.html
Note that remittances cannot be made from post offices.   Do not remit the application fee via an ATM as this method makes it difficult to confirm the remitter's identity. Bank transfer fee is at your expense.
2)   Ensure that you receive the remittance receipt and the Certificate of Remittance (振込金受付証明書) when remitting the application fee.   Attach the Certificate of Remittance on a downloaded mount for remittance form and submit it with other applications. Make sure that the Certificate of Remittance has a cashier's stamp from the financial institution. Applicants must save the remittance receipt.

[Applicants submitting applications from outside Japan]
1)   Application fee is payable by credit card. After web entry has been done, access to the website below, click "Payment by Credit Card", and make a payment procedure. When credit card payment is completed, print out the screen and submit it with other application documents.
   http://www.sdm.keio.ac.jp/en/admission/documents.html
2)   If you do not have a credit card, please purchase an international Postal Money Order (payment location: Tokyo; currency: Yen) for the stipulated amount (the service fees should be paid at your end). Enter "**Graduate School of System Design and Management, Keio University**" for the name of the recipient and **"2-15-45, Mita, Minato-ku, Tokyo"** for the recipient address.   Note that this address is different from the address where the Admissions Office of Graduate

School of System Design and Management is located.

3)   Yen-denominated international Postal Money Orders may not be available in some countries or regions.   Applicants residing in these countries/regions should purchase international Postal Money Orders denominated in US dollars. Ensure that the money order is made out for the equivalent amount of the application fee in accordance with that day's over-the-counter customer exchange rate. Consult the Admission Office if Postal Money Orders denominated in US dollars are not obtainable.

4)   Use a demand draft or remittance check to pay the fee if the international Postal Money Order is not available.   If the demand draft is not available in Japanese currency, use one issued in US dollars.   Ensure that the demand draft is made out for the equivalent amount of the application fee in accordance with the day's over-the-counter customer exchange rate. Consult the Admission Office if the demand draft denominated in US dollars is not obtainable. Personal Checks are not acceptable.

5)   Western Union is used for remittances from one individual to another.   Because the university is unable to cash funds remitted by this method, we ask that you do NOT use Western Union to remit the application fee.

[About Refund of Application Fee]
Paid application fee will not be refunded except for following reasons.
1)   Have paid the application fee, but did not send the application documents
2)   Have paid the application fees twice by mistake.
3)   Have paid the application fee, but the application documents were not accepted by SDM
Applicants who apply to 1) or 2) above must inform SDM Admissions Office (E-mail: sdm@info.keio.ac.jp) by the day of announcement on result of first screening of each application period with following information.
・   Full name of the applicant
・   Examinee number
・   Contact information (phone number, E-mail Address)

SDM Admissions Office will then inform the applicant with necessary documents to complete the refund procedure by e-mail. If the request of refund is accepted, the application fee will be refunded to applicants' indicated bank account.

The refund will be transferred to a bank account within Japan; however, if bank account in Japan is not available, it will be remitted through a bank account in the outside of Japan. In this case, please note that the remittance charge and other fees will be paid at applicants' end.

(4)   Points to note when submitting applications
1)   Check the accuracy of all materials before mailing. Incomplete applications will not be processed. Delayed applications will not be processed. Application materials should not be replaced.
2)   Data input in Web Entry System can be revised after the first registration. The application materials sent within the application period are regarded as official. Check that the final version is mailed.
3)   Be advised that Keio University reserves the right to make inquiries about the validity of submitted documents to the appropriate authorities.
4)   Should the information provided in the application documents being factually incorrect or should other improprieties be discovered in the documents submitted, the applicant will be deemed ineligible for the entrance examination and enrollment.
5)   Submitted documents will not be returned.
6)   Applicants requiring special assistance when taking examinations or attending classes due to physical disabilities should contact the Admissions Office of Graduate School of System Design and Management at least one month prior to the deadline of each application period.
7)   Applicants whose residence is in Japan and who cannot come to the university for taking examinations by any special reasons should contact the Admissions Office of Graduate School of System Design and Management by the deadline of each application period.
8)   Other points to note when submitting applications will be posted on the Graduate School's website from time to time. Ensure that you check the website before submitting your application.

[4] First Screening
The First Screening will entail a screening of application documents.

[5] Announcement of Results of the First Screening
The results of the First Screening will be announced on the website of the Graduate School of System Design and Management. Results will all be displayed by examinee number. The schedule and assembly time for the Second Screening will be announced on the same day. Inquiries regarding the screening results will not be accepted.

[6] Second Screening

The applicants who have passed the first document-based screening should undergo the second and final screening that comprises, for each individual applicant, both a face-to-face interview and an essay writing. They are both aimed at examining the applicant's knowledge on systems, design and management, and her/his ability to address the issue in question in ways that are both logical, and are from broad, birds'-eye perspectives.

For both the interview and the essay writing, those seeking to enter the school from the second semester that begins in September could choose English, should they wish to make English her/his working language. Those wishing to enter in April must choose Japanese. The choice of language between the two makes no difference in selecting the entrants. *

For the second screening, please print out your examination admission slip and bring it with you as instructed at the announcement of results of the first screening.
Applicants who have come later than the designated assembly time should be considered absent and would not be allowed to take the second screening. **

Those residing outside Japan could instead do both the interview and the essay writing on-line, via such video communication means as Zoom (preferred), WebEx or Skype.
The school takes absolutely no responsibility as regards the quality, or the lack thereof, of the video transmissions between the school and the applicant. Voice-only communication, if it is the maximum quality achievable, makes the applicant automatically ineligible. The quality of visual communication is vital not only for the face-to-face interview but also for the essay-writing in order for appropriate anti-plagiarism supervision to be provided throughout the duration of the time for the writing.

More technically:

1. Prepare a laptop or desktop computer, a web camera, a headphone, a microphone, and a broadband internet environment. Speakers must stay turned off;
2. Examinees must be alone in the room during the examination.
3. A date will be set prior to the examination so that the applicant can check whether the online system/connection works properly. For the second screening, you must use the same room used for this advance check. Should you wish to use a different room for a specifiable reason, contact the Admissions Office of the SDM well in advance to the second screening.

More details of the second screening are to be provided to those who have successfully passed the first screening. Note, also, that Japanese calendar and Japan Standard Time will be used throughout.

* Notes on language selection
①Enrollment period and language selection
In principle, regardless of the respective applicants' first language, applicants who wish to enroll in April should take examinations in Japanese and those who wish to enroll in September should take examinations in English.
②Verification of language proficiency
1) Applicants for April enrollment whose first language is not Japanese should submit the results (scores) of the Japanese-Language Proficiency Test (JLPT).　Passing N1 level is desirable. (Photocopy of certificate is acceptable) If you have completed or are expected to complete a program at a university or other institution by taking classes taught in Japanese only, you do not need to submit it. Your Japanese language proficiency will be checked both at essay writing and at the interview.
2) Applicants for September enrollment whose first language is not English should submit the results (scores) of language proficiency examinations such as TOEFL, IELTS, etc. (Photocopy of certificate is acceptable) If you have completed or are expected to complete a program at a university or other institution where you can obtain a degree by taking classes taught in English only, you do not need to submit it. Your English language proficiency will be checked both at essay writing and at the interview.

** Points to note on the day of the examination
If you are late due to disruptions or delays in public transportation serving the vicinity of the examination venue, you may still be permitted to take the examination. Please report to a staff member at the examination venue.
If there are major disruptions or delays and the university determines on the day of the examination that many students taking the exams will be affected, the exam times of all examinations may be delayed to the extent that this does not interfere with the examinations from taking place. However, the university will not be liable for personal losses incurred by students due to these measures.
Those who are found to be infected and not yet recovered or are potentially infected with infectious diseases for which

the School Health and Safety Act requires attendance at university to be suspended (influenza, measles, rubella, etc.) or COVID-19 have to consult with Admissions Office of the Graduate School of System Design and Management.

[7] Announcement of Results of the Second Screening
The results of the Second Screening will be announced on the website of the Graduate School of System Design and Management. Results will all be displayed by examinee number. Inquiries regarding the screening results will not be accepted.

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Section 2   Doctoral Program

Major Discipline and Admission Quota

Major Discipline	Doctoral Program
System Design and Management	11 persons

> * These are the total quotas for applicants to be admitted in April and September each year.

Admissions System
The admissions system for Doctoral program is as follows.

[General Admissions]
This admissions program is for students/graduates of Japanese or foreign universities as well as working adults with less than three years of work experience.

[Admissions for Career Professionals]
This admissions program is for applicants with a certain level of specialty and at matriculation will have three years or more actual work experience at companies or government organizations in Japan or overseas following their graduation from undergraduate or graduate school.

Students can also be enrolled in either course while remaining employed at these companies/organizations.

Application and Enrollment Periods

Application Period	Admissions Program	Admission
Application Period I	General, Career Professionals	September 2024 or April 2025
Application Period II	General, Career Professionals	April 2025 or September 2025
Application Period III	General, Career Professionals	April 2025 or September 2025

Note:
Students resident in or nationals of certain countries may find that visa acquisition procedures for April or September enrollment are time wise impossible if applied for Application Period I or III. Such applicants should consult the Admissions Office of the Graduate School of System Design and Management in advance.

Qualification of Applicants

Applicants need to fulfill at least one of the following requirements:

1) Completed or expect to complete a master's degree or professional degree at a university in Japan by the time of admission to the graduate school
2) Be granted or expect to be granted a degree corresponding to a master's degree or professional degree outside Japan by the time of admission
3) Be deemed qualified by the Ministry of Education, Culture, Sports, Science and Technology of Japan
4) Be acknowledged by the Graduate School of System Design and Management to have academic capabilities equivalent to master's degree or professional degree holders who are 24 years old or over by the time of admission

* Qualification 3) above applies to applicants who have graduated from university or have completed 16 years of school education outside Japan, and have engaged in research at university, institute or other facility for at least two years prior to the date of admission, and also are deemed by the Graduate School on the basis of their research efforts to possess academic abilities equal or superior to those of master's degree holders.

*Applicants who are qualified for Admissions for Career Professionals must have three years or more actual work experience at companies or government organizations in Japan or overseas following their graduation from

undergraduate or graduate school.

[Preliminary Entrance Qualification Review]
Applicants qualifying for admission under 3) or 4) above must send required documents to the Admissions Office of the Graduate School of System Design and Management during the following periods.   All documents sent from within Japan must be sent by "recorded delivery" and all documents sent from outside Japan must be sent by traceable mail service such as FedEx/DHL.   All required documents must be received by the Admissions Office by the last day of each period.

Application Period-I: From Monday, April 15 to Wednesday, April 17, 2024
Application Period-II: From Monday, September 2 to Wednesday, September 4, 2024
Application Period-III: From Monday, November 25 to Wednesday, November 27, 2024

Required documents*
- Application for Preliminary Entrance Qualification Review**
- CV (write "Application for Doctoral Program admission" on upper right of the CV. Educational background has to include from primary school.)
- Certificate of Graduation, and Official Academic Transcript from your last school or institution
- Resume on professional activities (employment history)
- List of achievements
- Reference materials relevant to your performance (original papers, research reports, books authored, patent applications, etc.) whereby the Graduate School approves the applicant to have academic skills equivalent to master's degree or professional degree holders

* Even if you have submitted the same document for preliminary entrance qualification review, you need to submit the required documents upon application.
** Download Application Form for Preliminary Entrance Qualification Review.
  http://www.sdm.keio.ac.jp/en/admission/documents.html
*** If your nationality is Japanese and different names are shown in several certificates, submit an abstract of one's family register (photocopy acceptable) to prove the change of the name.

Application Schedule

	Application Period I	Application Period II	Application Period III
Preliminary Entrance Qualification Review Period*	Mon., April 15 - Wed., April 17, 2024	Mon., Sep. 2 - Wed., Sep. 4, 2024	Mon., Nov. 25 - Wed., Nov. 27, 2024
Web Entry Period/ Application Period	Fri., May 10 - Thu., May 23, 2024	Fri., Sep. 20 - Thu., Oct. 3, 2024	Tue., Dec. 24, 2024 - Thu., Jan. 16, 2025
Announcement of Results of First Screening	Fri., June 7, 2024 1:00 p.m.	Fri., Oct. 18, 2024 1:00 p.m.	Fri., Jan. 31, 2025 1:00 p.m.
Second Screening	Sun., June 16, 2024	Sun., Oct. 27, 2024	Sat., Feb. 8, 2025
Announcement of Results of Second Screening	Tue., June 18, 2024 1:00 p.m.	Tue., Oct. 29, 2024 1:00 p.m.	Wed., Feb. 12, 2025 1:00 p.m.

* Applicants qualifying for admission under 3) and 4) above must send required documents to the Admissions Office of the Graduate School of System Design and Management.

Admissions Process

[1] Creation of Research Plan

Applicants seeking admission to the Doctoral Program are required to submit a written research plan when they submit their applications.　Applicants should therefore give themselves plenty of time to consult desired research supervisor(s) about research plan prior to applying.　Students can have more than two supervisors in SDM. To contact your desired research supervisor(s), enter the following information in the contact form found at the URL below: 1) name(s) of desired advisor(s), 2) program applied for, 3) applicant's name, 4) affiliation, 5) education (last school or institution), 6) e-mail address, 7) and details of proposed research.

　　　https://wwwdc01.adst.keio.ac.jp/kj/sdm/precontact-en.html

See the following URL for information on the faculty members in the Graduate School of System Design and Management.

　　　http://www.sdm.keio.ac.jp/en/faculty/index.html

Ask faculty members whether they are qualified to supervise a doctoral student. A short conversation at Keio SDM briefing session with a large number of people is not considered as prior consultation.

*Please note that you cannot contact SDM supervising professors after the deadline of the application period.

[2] Web Entry

Applicants enter necessary information, receive their examinee number, submit (upload) the required items, and print out the documents "Application Form" and "Photograph Mount" with Web Entry System.

For detailed information on how to prepare the electronic files, please refer to "Online Application Submission Instruction Addendum" at the SDM website.

Access the following URL for Web Entry System for registration:

http://www.sdm.keio.ac.jp/en/admission/guidelines.html

[3] Application

(1)Application Documents

Some application documents require you to enter your examinee number, which will be issued when you complete Web Entry. Complete all application documents in either English or Japanese.

Staple papers together of each document at the upper-left corner if there are more than one sheet.

Documents for Submission	Points of Note
Application Documents Checklist	Download the prescribed form from the Graduate School's website and fill in the necessary information. http://www.sdm.keio.ac.jp/en/admission/documents.html
Application Form with a photograph	Enter the required information via the Web Entry System and then print out the form. The photograph you upload (a color photograph taken within the past three months. The image should be clear and in full color <no black and white images>. The image must show a full front view of the subject's face and shoulders. No hats, photo filters, or distracting backgrounds are allowed. Backgrounds should be a plain white, gray, or blue solid tone <no landscapes, curtains, etc.>. The image should not be edited or modified using photo software, apps, or other means) will be printed on the form.
Photograph x 1 affixed on the mount (写真台帳)	Print out the form via the Web Entry System. The photograph you upload (a color photograph taken within the past three months. The image should be clear and in full color <no black and white images>. The image must show a full front view of the subject's face and shoulders. No hats, photo filters, or distracting backgrounds are allowed. Backgrounds should be a plain white, gray, or blue solid tone <no landscapes, curtains, etc.>. The image should not be edited or modified using photo software, apps, or other means) will be printed on the form. This photograph is used for the Student ID Card for successful applicants.
Certificate of Remittance / Application Fee *See (3) Application Fee for the details	35,000 Japanese Yen **[Applying from within Japan]** (1) Download the payment slip from the Graduate School's website and remit the application fee at the counter of a financial institution (remittances cannot be made from post offices). (2) Attach the Certificate of Remittance (振込金受付証明書) on a downloaded bank remittance form and submit it.　Make sure that the Certificate of Remittance has a cashier's stamp from the financial institution.　Applicants must keep the remittance receipt. **[Applying from outside Japan]** (1) Application fee is payable by credit card. After web entry has been done, access to the website

	below, click "Payment by Credit Card", and make a payment procedure. When credit card payment is completed, print out the screen and submit it with other application documents. 　　http://www.sdm.keio.ac.jp/en/admission/documents.html (2) If you do not have a credit card, please pay via a Yen-denominated International Postal Money Order. Please note that the service fees should be paid at your end.
Official Academic Transcript	(1) Only originals or certified copies of the originals are accepted. No photocopies will be accepted. (2) Applicants who have enrolled, graduated (or expect to graduate) from more than one university and/or graduate school should submit the latest academic transcripts from each school. Applicants who through transfer, etc., were or are simultaneously enrolled in more than one university must submit academic transcripts from each institution or university. (3) All official academic transcripts must be written in Japanese or in English. Academic transcripts written in other languages must be attached by translated academic transcript with an official certificate of translation to attest the accuracy of the translation. (4) Write your examinee number in the upper right margin.
Certificate of Completion or Expected Completion of Master's Program	(1) Only originals or certified copies of the originals are accepted. No photocopies will be accepted. (2) Applicants who have enrolled, graduated (or expect to graduate) from more than one university and/or graduate school should submit the latest Certificate of Completion (or Expected Completion) of Master's Program from each school. (3) All certificates of completion or expected completion from university must be written in Japanese or in English. Certificates written in other languages must be attached by translated certificate with an official certificate of translation. (4) Applicants may submit only one certificate if it includes both 'Academic Transcript' and 'Certificate of Completion or Expected Completion from University' on the same document. (5) Applicants must submit Certificate of Degree or Expected Degree from a university if it is not on the Certificate of Completion or Expected Completion. (6) Write your examinee number in the upper right margin.
Research Plan	(1) Prepare a written research plan after first consulting closely with your desired research advisor(s). (2) Refer to the sample on the Graduate School's website regarding the appropriate format.
Master's Thesis or equivalent work	(1) Submit one copy (photocopy acceptable) of your master's thesis (or a draft if you are writing) or equivalent work. (2) Please also attach reference materials relevant to your performance (original papers, research reports, books authored, patent applications, etc.), if any. (3) Write your examinee number in the upper right margin.
Resume of Employment History	(1) **Only those applying for Admissions for Career Professionals and those in General Admissions with work experience should submit a Resume of Employment History.** (2) Download the prescribed form from the Graduate School's website and fill in your employment history.
List of Achievements	(1) **Applicants in Admissions for Career Professionals and those in General Admissions with work experience should submit a list of academic and/or non-academic research achievement**. It may be written in any format (2) Describe your achievements in each of the following categories: articles (including accepted articles awaiting publication), books, presentations at international academic conferences, and presentations at domestic academic conferences.　For each description, please specify the names of the authors/presenters (including joint presenter(s)), titles, and journal/conference (including the volume, page, and year of publication or presentation). (3) Describe any non-academic achievements, such as patents, legislation, buildings, designs, development work, internal company reports or vocational achievement. (4) Write in chronological order. (5) Write your examinee number in the upper right margin.
Verification of language proficiency	(1) Applicants whose native language is neither Japanese nor English should submit the results (scores) of language proficiency examinations such as the Japanese-Language Proficiency Test (JLPT), TOEFL or IELTS, etc. (Photocopy of certificate is acceptable) If you have completed or are expected to complete a program at a university or other institution where you can obtain a degree by taking classes taught in English or Japanese only, you do not need to submit it. (2) Write your examinee number in the upper right margin.
Other documents to be appended	(1) Applicants must write your name as it appears on your passport or on your birth certificate. If your nationality is Japanese and different names are shown in several certificates, submit an abstract of one's family register to prove the change of the name. (2) Write your examinee number in the upper right margin.

(2) Submission of documents for admission procedures and method of mailing

Upload the data for all of your application documents to the Web Entry System. You also need to send the originals for the application documents separately by post to the address indicated below.

Admissions Office of the Graduate School of System Design and Management, Keio University
4-1-1 Hiyoshi, Kohoku-ku, Yokohama, Kanagawa 223-8526 JAPAN

1) Application may not be submitted in person at the Admissions Office.
2) All documents sent within Japan must be sent by "simple registered express mail" or "recorded express mail" and all documents sent from outside Japan must be sent by traceable and express mail service such as FedEx/DHL. We cannot respond to any query on delivery status of application.
3) All documents must be postmarked by the deadline date. Applications postmarked after the deadline will not be considered.
4) Make sure to write your examinee number and "SDM Admissions" on the envelope.

(3)   Application fee 35,000 JPY (Japanese Yen)

[Applicants submitting applications from within Japan]
(1) Download the payment slip from the following website and remit the application fee at the counter of a financial institution.
  http://www.sdm.keio.ac.jp/en/admission/documents.html
(2) Note that remittances cannot be made from post offices. Do not remit the application fee via an ATM as this method makes it difficult to confirm the remitter's identity. Bank transfer fee is at your expense.
(3) Ensure that you receive the remittance receipt and the Certificate of Remittance (振込金受付証明書) when remitting the application fee. Attach the Certificate of Remittance on a downloaded mount for remittance form and submit it with other applications. Make sure that the Certificate of Remittance has a cashier's stamp from the financial institution. Applicants must keep the remittance receipt.

[Applicants submitting applications from outside Japan]
(1) Application fee is payable by credit card. After web entry has been done, access to the website below, click "Payment by Credit Card", and make a payment procedure. When credit card payment is completed, print out the screen and submit it with other application documents.
  http://www.sdm.keio.ac.jp/en/admission/documents.html
(2) If you do not have a credit card, please purchase an international Postal Money Order (payment location: Tokyo; currency: Yen) for the stipulated amount (the service fees should be paid at your end). Please enter "**Graduate School of System Design and Management, Keio University**" for the name of the recipient and "**2-15-45, Mita, Minato-ku, Tokyo**" for the recipient address.   Please note that this address is different from the address where the Admissions Office of Graduate School of System Design and Management is located.
(3) Yen-denominated international Postal Money Orders may not be available in some countries or regions. Applicants residing in these countries/regions should purchase international Postal Money Orders denominated in US dollars. Ensure that the money order is made out for the equivalent amount of the application fee in accordance with that day's over-the-counter customer exchange rate. Consult the Admission Office if Postal Money Orders denominated in US dollars are not obtainable.
(4) Use a demand draft or remittance check to pay the fee if the international Postal Money Order is not available.   If the demand draft is not available in Japanese currency, use one issued in US dollars.   Ensure that the demand draft is made out for the equivalent amount of the application fee in accordance with the day's over-the-counter customer exchange rate. Consult the Admission Office if Postal Money Orders denominated in US dollars are not obtainable. Personal Checks are not acceptable.
(5) Western Union is used for remittances from one individual to another.   Because the university is unable to cash funds remitted by this method, we ask that you do NOT use Western Union to remit the application fee.

[About Refund of Application Fee]
Paid application fee will not be refunded except for following reasons.
1) Have paid the application fee, but did not send the application documents
2) Have paid the application fees twice by mistake.
3) Have paid the application fee, but the application documents were not accepted by SDM

Applicants who apply to (1) or (2) above must inform SDM Admissions Office (E-mail: sdm@info.keio.ac.jp) by the day of announcement on result of first screening of each application period with following information.
・ Full name of the applicant
・ Examinee number
・ Contact information (phone number, E-mail Address)

SDM Admissions Office will then inform the applicant with necessary documents to complete the refund procedure by e-mail. If the request of refund is accepted, the application fee will be refunded to applicants' indicated bank account.

The refund will be transferred to a bank account within Japan; however, if bank account in Japan is not available, it will be remitted through a bank account in the outside of Japan. In this case, note that the remittance charge and other fees will be paid at applicants' end.

(4) Points to note when submitting applications
1)   Check the accuracy of all materials before mailing. Incomplete applications will not be processed. Delayed applications will not be processed. Application materials should not be replaced.

2)   Data input in Web Entry System can be revised after the first registration. The application materials sent within the application period are regarded as official. Please check that the final version is mailed.
3)   Be advised that Keio University reserves the right to make inquiries about the validity of submitted documents or letters of recommendation to the appropriate authorities.
4)   Should the information provided in the application documents being factually incorrect or should other improprieties be discovered in the documents submitted, the applicant will be deemed ineligible for the entrance examination and enrollment.
5)   Submitted documents will not be returned.
6)   Applicants requiring special assistance when taking examinations or attending classes due to physical disabilities should contact the Admissions Office of Graduate School of System Design and Management at least one month prior to the deadline of each application period.
7)   Applicants whose residence is in Japan and who cannot come to the university for taking examinations by any special reasons should contact the Admissions Office of Graduate School of System Design and Management by the deadline of each application period.
8)   Other points to note when submitting applications will be posted on the Graduate School's website from time to time. Please ensure that you check the website before submitting your application.

[4] First Screening
The First Screening will entail a screening of application documents.

[5] Announcement of Results of the First Screening
The results of the First Screening will be announced on the website of the Graduate School of System Design and Management. Results will all be displayed by examinee number. The schedule and assembly time for the Second Screening will be announced on the same day. Inquiries regarding the screening results will not be accepted.

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[6] Second Screening
For the Second Screening, we will give oral examinations to the applicants successfully passing the First Screening. Oral examinations will see how the examinees can put the given questions into a logical as well as broader perspective, with a focus on the extent in which the examinees understand "systems", "design", and "management". Applicants may select either Japanese or English as the language to be used in the examinations; this choice will have no impact on the results of the Second Screening. *

For the second screening, please print out your examination admission slip and bring it with you as instructed at the announcement of results of the first screening.
Applicants who arrive later than the designated assembly time are considered absent and will not be allowed to take the examinations. **

Those residing outside Japan could instead do both the interview and the essay writing on-line, via such video communication means as Zoom (preferred), WebEx or Skype.
The school takes absolutely no responsibility as regards the quality, or the lack thereof, of the video transmissions between the school and the applicant. Voice-only communication, if it is the maximum quality achievable, makes the applicant automatically ineligible. The quality of visual communication is vital not only for the face-to-face interview but also for the essay-writing in order for appropriate anti-plagiarism supervision to be provided throughout the duration of the time for the writing.

More technically:

1. Prepare a laptop or desktop computer, a web camera, a headphone, a microphone, and a broadband internet environment. Speakers must stay turned off;

2. Examinees must be alone in the room during the examination.

3. A date will be set prior to the examination so that the applicant can check whether the online system/connection works properly. For the second screening, you must use the same room used for this advance check. Should you wish to use a different room for a specifiable reason, contact the Admissions Office of the SDM well in advance to the second screening.

More details of the second screening are to be provided to those who have successfully passed the first screening. Note, also, that Japanese calendar and Japan Standard Time will be used throughout.

* Language Proficiency Screening
You must provide the school with verification as regards your academic linguistic proficiency of either English or Japanese, if your native language is neither one of the above.

** Points to note on the day of the examination
If you are late due to disruptions or delays in public transportation serving the vicinity of the examination venue, you may still be permitted to take the examination.
Please report to a staff member at the examination venue.
If there are major disruptions or delays and the university determines on the day of the examination that many students taking the exams will be affected, the exam times of all examinations may be delayed to the extent that this does not interfere with the examinations from taking place. However, the university will not be liable for personal losses incurred by students due to these measures.
Those who are found to be infected and not yet recovered or are potentially infected with infectious diseases for which the School Health and Safety Act requires attendance at university to be suspended (influenza, measles, rubella, etc.) or COVID-19 have to consult with Admissions Office of the Graduate School of System Design and Management.

[7] Announcement of Results of the Second Screening

The results of the Second Screening will be announced on the website of the Graduate School of System Design and Management. Results will all be displayed by examinee number. Inquiries regarding the screening results will not be accepted.

Section 3   Admission Procedures (Master's and Doctoral)

Ensure that you complete the prescribed procedures by respective deadlines, as failure to do so will result in ineligibility of your admission.

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Documents for Admission Procedures

All necessary documents to complete admission procedures will be sent to the e-mail address shown on your Application Form approximately three weeks prior to the first date of each admission procedure period (two weeks prior to the first date for students who pass the exam in Application Period I/III and enroll in September/April) shown below. The remittance form for tuition and other fees will be sent by post to the successful applicants who registered their address in Japan at the time of application. Please contact the Admissions Office of the Graduate School of System Design and Management if you still have not received the documents two weeks before the said date (ten days before the said date for students who pass the exam in Application Period I/III and enroll in September/April).
Write your examinee number in the upper right margin of the documents.

Documents to be submitted	Points of note
Admissions Procedure Form	Please fill in the required information in the stipulated form and submit it.

Bank Remittance Mount or Certificate of Remittance
 	
*The list of payable fees is on page 18.
	[When completing procedures from within Japan]
	(1) Remit with the form provided the stipulated amount at the counter of a financial institution.
	(2) Once you have remitted the fees, affix the Certificate of Remittance to the form sent with other documents by SDM and submit it to the Admissions Office. Retain the remittance receipt for your own records.
	[When completing procedures from outside Japan]
	*Remittance Form is only available for payment made within Japan.
	(1) Pay the tuition and fees for Keio University as indicated below. We cannot accept demand draft, postal money orders, registered cash by mail or any payment method other than telegraphic transfer.
	(2) Account Information
	Bank name: Sumitomo Mitsui Banking Corporation
	Branch: Mitadori Branch
	Swift code: SMBCJPJT
	Address: 5-28-1 Shiba, Minato-ku, Tokyo 108-0014 Japan
	Account type: Ordinary Account
	Account number: 8374538
	Name of the account: Keio University
	(3) How to Transfer and Amount
	Type of Remittance: Telegraphic Transfer
	Method of Payment: Advice and Pay
	Bank Charges if any: To be paid by applicant (The remitter defrays the fee)
	Currency: Japanese Yen (JPY)
	Purpose of Remittance: Tuitions and Fees
	Message to the Payee, if any: Examinee number and name
	Amount: Persons enrolling in April can choose payment in installments at the time of admission.
	Master's Program: 1,982,600 Yen (payment in full for one year)
	                991,350 Yen (payment in installments)
	Doctoral Program: 1,202,600 Yen (payment in full for one year)
	                601,350 Yen (payment in installments)
	Persons enrolling in September are charged the fees for the Fall semester only at the time of admission. The fees for the Spring semester are to be paid by the end of April.
	Amount: Master's Program: 991,350 Yen
	        Doctoral Program: 601,350 Yen
	(4) In addition to fees incurred locally, fees will also be assessed by the Japanese bank. Note that any deficiency in the amount remitted due to bank fees or other costs will be billed to the applicant at a later date.

Student Registration Card	(1) Fill in all required information on both sides of the form except for the portions

(学生台帳)	titled 学籍番号. (2) Students will be notified of individual Student Number on the day of Entrance Ceremony. (3) When writing your/guarantor's name in alphabetic characters, use the spelling of the name as it appears in the passport. (4) Write the address you will reside in Japan for 住所. If this is still unknown, leave the space blank and inform the Office once decided. (5) In principle only family members/ relatives residing within Japan may serve as Guarantors. If applicants are unable to find a Guarantor in Japan, one who resides outside Japan may serve as Guarantor. Please write his or her present address and telephone number in English.
Certificate of Residence (for Applicant)	(1) Submit Certificate of Residence (without My Number) with the name of the householder issued by the relevant city/ward/town/village office in Japan within 3 months of submission date. (2) Those who reside outside Japan, submit Certificate of Residence after you entered Japan and decided the house you live in. Those with foreign nationality who reside in Japan, submit Certificate of Residence (indicating residence status and residence period). (3) Those with foreign nationality who reside outside Japan, please also enclose a copy of your passport.
Pledge (Security Export Controls under the Foreign Exchange and Foreign Trade Act)	Please carefully read the content and check the checkbox and sign the form if you agree.
Certificate of Graduation (Completion) and Academic Transcript	(1) **Master's Program applicants who had not yet graduated from a university or graduate school at the time of application should also submit a Certificate of Graduation and the latest Academic Transcript** (not necessary for applicants graduating from Keio University and applicants who have already submitted the documents when applying to the Graduate School). **Doctoral Program applicants who had not completed a Master's degree program at the time of application should also submit a Certificate of Completion and the latest Academic Transcript** (not necessary for applicants graduating from Graduate School of Keio University and applicants who have already submitted the documents when applying to the Graduate School). (2) If you are unable to obtain certificates during the admission procedures period, please note the fact and date by which they can be submitted in the Remarks section of the Admission Procedure Form and send them by express registered mail as soon as they have been issued.
Online Verification Report of Higher Education Qualification Certificate （教育部学歴証書電子注冊備案表） * Only those who graduated from universities in mainland China	(1) Those who have graduated from universities in mainland China must also submit an Online Verification Report of Higher Education Qualification Certificate (教育部学歴証書電子注冊備案表). The report must be in English. (2) Register on the Chinese Ministry of Education website <www.chsi.com.cn/xlcx/bgys.jsp> and obtain a report (教育部学歴証書電子注冊備案表)in a PDF file and print it out. Please make sure the validity period of the report is at least 3 months at the time of submission.

Admission Procedure Periods

[For enrollment in September 2024]   From Thursday, July 11 to Friday, July 19, 2024

[For enrollment in April 2025]   From Friday, February 14 to Tuesday, February 25, 2025

[For enrollment in September 2025]   From Thursday, July 10 to Friday, July 18, 2025

*Note that changing of admission procedures period is not permitted in principle. However, the Admissions Office of the Graduate School of System Design and Management may consider adjusting the deadline for applicants who have applied for Japanese Government (Monbukagakusho: MEXT) Scholarships, etc., but who will not been notified of its result before the deadline of admission procedure periods above.   Such applicants must contact the Admissions Office beforehand.

Submission of applications

Please mail application documents to the address indicated below:

Admissions Office of the Graduate School of System Design and Management, Keio University
4-1-1 Hiyoshi, Kohoku-ku, Yokohama, Kanagawa 223-8526 JAPAN

Application may not be submitted in person at the Admissions Office. All documents sent within Japan must be sent by **"simple registered express mail"** or **"recorded express mail"** and must be postmarked by the deadline date. All documents sent from outside Japan must be sent by traceable and express mail service such as **FedEx/DHL** and must be received by the Admissions Office by the deadline date of each admission procedures period. Please make sure to write "SDM Admissions" and your examinee number on the envelope.

Fees Payable upon Admission
　　　The fees to be paid are as follows.

***Fees of students enrollment in September are indicated only for the first half of their first year.**

(Unit: Japanese Yen)

Category	Students admitted in September 2024		Students admitted in April 2025		Students admitted in September 2025	
	Master's Program	Doctoral Program	Master's Program	Doctoral Program	Master's Program	Doctoral Program
Basic Affiliation Fee	30,000 —	30,000 —	60,000 (30,000)	60,000 (30,000)	30,000 —	30,000 —
Tuition Fee	960,000 —	570,000 —	1,920,000 (960,000)	1,140,000 (570,000)	960,000 —	570,000 —
Student Health Insurance Union Fee	1,350 —	1,350 —	2,600 (1,350)	2,600 (1,350)	1,350 —	1,350 —
Total	991,350 —	601,350 —	1,982,600 (991,350)	1,202,600 (601,350)	991,350 —	601,350 —

*Amount in parentheses ( ) = payment amount for installment payments

1) Fees excluding Student Health Insurance Union Initial Fee can be paid in two installments in the Spring and Fall Semesters (payment amounts given in parentheses).
2) The fees for the Fall Semester should be paid by the end of October every year. The Fees for the Spring Semester will be paid by the end of April every year.
3) If students admitted in April pay the partial fees, the fees for the Fall Semester will be paid by the end of October every year.
4) The Student Health Insurance Union Fee includes a Membership Fee and an Initial Fee, which is collected only in the student's first year.
   No Initial Fee is required from 1) students continuing on to the Master's Program straight after completing another Master's Program at Keio University, 2) students continuing on to the Doctoral Program straight after completing another Doctoral Program at Keio University, 3) students continuing on to the Doctoral Program straight after completing a Master's Program at Keio University, and 4) students entering the Doctoral Program within less than one year after completing a Master's Program at Keio University (Excluding those students completing Professional Degree Program). The fees are subject to change during the academic year.
5) Some classes require students to bring and use their own notebook computers in classes.
6) The Fees are tentative. If changed, it will be announced on the SDM website

Notification email for Completion of Admission Procedures

Notification email for Completion of Admission Procedures is sent from the Admissions Office to applicants who have

completed all admission procedures.   Contact the Admissions Office of the Graduate School of System Design and Management (sdm@info.keio.ac.jp) if the Notification email for Completion of Admission Procedures has not arrived two weeks after the deadline of admission procedures period.

Declining Offers of Admission

In principle, Academic Fees and Expenses cannot be refunded.   However, fees will be refunded to those who have declined the offer of admission in an orderly manner by the dates specified below.

Application period	Deadline for expected September 2024 admission: Friday, September 20, 2024; 3:00 p.m. (JST) Deadline for expected April 2025 admission: Monday, March 31, 2025; 3:00 p.m. (JST) Deadline for expected September 2025 admission: Friday, September 19, 2025; 3:00 p.m. (JST) If you submit the documents by mail, please send them by registered mail early enough to ensure they will be arrived **by the time and date indicated above.** If you submit the documents in person, please do so by the time and date indicated above.
Address for submission and Inquiries	Admissions Office for Graduate School of System Design and Management, Keio University 4-1-1 Hiyoshi, Kohoku-ku, Yokohama, Kanagawa 223-8526 JAPAN E-mail: sdm@info.keio.ac.jp
Documents to be submitted	(1) Letter Declining Offer of Admission (Signatures of the applicant and guarantor are required)* (2) Documents or certificates that prove remittance of the Enrollment Fee, etc. or "Remittance payment receipt" for the Enrollment Fee, etc. (with financial institution cashier's stamp)

*Prescribed form available at the Admissions Office

Section 4   Scholarships (Master's and Doctoral)

For Japanese Graduate Students and
International Graduate Students whose status of residence is "Permanent resident," "Statutory Special Permanent resident," "Long-term resident," "Dependent," or "Child or spouse of Japanese national (permanent resident),"
please refer to the website below about application for scholarships:
    https://www.students.keio.ac.jp/en/com/scholarships/apply/form.html

International students who wish to apply for scholarships for international students through Keio University must hold a residence status of "Student."
Please refer to the website below about Keio University Scholarships for International Students Overview:
    https://www.ic.keio.ac.jp/en/life/scholarship/intl_student.html

Section 5   Fund and Contributions (Master's and Doctoral)

Keio University Education Promotion Funds (Donation) and Keio University Bonds (School Bonds)

Gift giving is an effective way to participate in further enriching the educational environment at Keio. Detailed information (Japanese language only) will be sent to those who have completed the enrollment process.
Keio University Education Promotion Funds (Donation)
30,000 JPY per unit
Making donations of two units or more per year would be greatly appreciated.

Keio University Bonds (School Bonds)
100,000 JPY per unit
Applying three or more units would be greatly appreciated.
The total amount applied for bonds will be reimbursed at the time of graduation from the university, completion of the graduate course, or when leaving Keio.

Section 6   Security Export Controls (Master's and Doctoral)

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 be required to change the desired contents of their academic or research activities. Please consult with the faculty member(s) whom you wish to have as research advisor(s) before submitting your application.
*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

Contact Information

Admissions Office of the Graduate School of System Design and Management, Keio University

E-mail: sdm@info.keio.ac.jp