

2009

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 2009 or April 2010

**Application Period II**

For those seeking enrollment in April 2010

**Application Period III**

For those seeking enrollment in April or September 2010

## Privacy Policy

Any personal information submitted to Keio University, including applicants' names and addresses, will be used to contact applicants regarding the following matters:

- (1) Admission programs (application and examination procedures)
- (2) Announcement of results
- (3) Admission procedures
- (4) Administration, communications, or procedures regarding academic matters
- (5) Administration, communications, or procedures regarding student life
- (6) Administration, communications, or procedures regarding the use of university facilities
- (7) Communications regarding solicitations for donations for the Preservation Society or for the Keio Card
- (8) Sending documents to applicants and/or their Guarantors as well as other communications
- (9) Sending documents regarding the Mita-kai (alumni association) and other related matters

The abovementioned services will be conducted partially by certain outsourced companies commissioned by Keio University to conduct such services (hereinafter referred to as "outsourtees"). Some or all of students' personal information will be given to outsourtees to the extent necessary for them to conduct their sub-contractual work.

Applicants should be aware that statistically processed personal information data (in which applicants remain anonymous) will be used as investigation and research material for applicant selection at the university.

## Content

Message to Applicants.....	1
Admissions System.....	1
Application Periods .....	2
Major Discipline and Admission Quota.....	2
Section 1 Master's Program.....	3
Qualification of Applicants.....	3
Application Schedule .....	3
Admissions Process.....	4
<TOEFL>.....	4
<Japanese Language Proficiency Test>.....	4
<Examination for Japanese University Admission for International Students>.....	5
Application Documents.....	5
Section 2 Doctral Program.....	6
Qualification of Applicants.....	6
Application Schedule .....	7
Admissions Process.....	7
Application Documents.....	8
Section 3 Infromation Applicable to All Admissions Programs.....	9
Submission of Applications.....	9
Annoucement of Results of Screenings.....	10
Admission procedures.....	10
<Education Promotion Fund Contributions and Keio University Fund>.....	14
<Types of Scholarships and Scholarship Amounts>.....	15

## 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, approaches based solely on engineering concepts have reached their limits. Trends in the international community and markets must be accurately ascertained, diverse senses of values and new organizational formats flexibly adopted, and new sustainable social systems created.

By implementing "Design Projects" that devise concrete systems, the Graduate School endeavors to offer a comprehensive curriculum for training system 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, and socio-critical 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 allows 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. Naturally, we also welcome new university graduates to take our entrance examinations.

The Graduate School enthusiastically accepts students from overseas. Our "Core Courses" are provided both in Japanese and English according to your preference. The "Design Project" is taught in English only, but students may be required to discuss on its assignments in Japanese with their group members. Most other recommended or elective classes are provided in Japanese only. All students who take these classes should be adequately proficient in Japanese, though materials are, as a general rule, prepared in Japanese/English bilingual. We can assign a tutor for those who need English interpretation.

Please ensure that you have a clear understanding of the concepts and approaches of the Graduate School when applying for admission.

## Admissions System

The Keio University Graduate School of System Design and Management has two methods of admission to the Master's and Doctoral programs: the "General Admissions" method and the "Admissions for Career Professionals" method. Opportunities for admission to both programs are provided by both methods several times each year.

**[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 persons 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. Students can also be enrolled while remaining employed at these companies/organizations.

Students are also accepted on training placements from companies, government agencies, and similar organizations.

## Application Periods

Application Period	Program	Admissions Program	Admission
Application Period I	Master's, Doctoral	General, Career Professionals,	Sep 2009 or Apr 2010
Application Period II	Master's, Doctoral	General, Career Professionals,	Apr 2010
Application Period III	Master's, Doctoral	General, Career Professionals,	Apr 2010 or Sep 2010

Note: Students resident in or nationals of certain countries may find that visa acquisition procedures make April enrollment impossible for Application Period III; foreign applicants should consult with the Administrative Office of the Graduate School of System Design and Management in advance.

## Major Discipline and Admission Quota

Major Discipline	Master's Program	Doctoral Program
System Design and Management	77 persons	11 persons

\* These are the total quotas for persons to be admitted in April and September each year by all application methods.

## Section 1 Master's Program

### Qualification of Applicants

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

- 1) Graduate from a university in Japan or overseas or expect to graduate before enrolling at Keio University
- 2) Complete or expect to complete sixteen years of education outside Japan
- 3) Complete or expect to complete fifteen years of education outside Japan, and achieved outstanding academic results in the university courses stipulated by the Graduate School of System Design and Management, or otherwise be deemed qualified by the Graduate School of System Design and Management
- 4) Be deemed qualified by the Ministry of Education, Culture, Sports, Science and Technology of Japan
- 5) Acknowledged by the Graduate School of System Design and Management to have academic skills equivalent to those of university graduates

Note: Applicants qualifying for admission under 3) or 5) above must contact the Administrative Office of the Graduate School of System Design and Management during the following periods: for period I, from May 20 to June 3, for period II, from August 5 to August 19, for Period III, from December 9 to December 22\*<sup>1</sup>.

\*1. except Saturdays, Sundays, and National Holidays.

### Application Schedule

	Application Period I	Application Period II	Application Period III	Remarks
Web Entry Period* <sup>1</sup>	Wed, Jun 10 – Mon, Jun 22, 2009	Wed, Sep 2 – Mon, Sep 14, 2009	Wed, Jan 6 – Mon, Jan 18, 2010	
Application Period	Wed, Jun 17 – Mon, Jun 22, 2009	Wed, Sep 9 – Mon, Sep 14, 2009	Wed, Jan 13 – Mon, Jan 18, 2010	Documents must arrive on or before the deadline date (documents sent from Japan must be postmarked on or before the deadline date)
Announcement of Results of 1st Screening	Fri, Jul 3, 2009 1:00 p.m.	Fri, Oct 2, 2009 1:00 p.m.	Fri, Jan 29, 2010 1:00 p.m.	See p10, “Announcement of Screening Results”
Second Screening* <sup>2</sup>	Sat, Jul 11 – Sun, Jul 12, 2009	Sat, Oct 17 – Sun, Oct 18, 2009	Sat, Feb 6 – Sun, Feb 7, 2010	Conducted online Please bring your admissions slip with you
Announcement of Results of 2nd Screening	Tue, Jul 14, 2009 1:00 p.m.	Tue, Oct 20, 2009 1:00 p.m.	Tue, Feb 9, 2010 1:00 p.m.	See p.10, “Announcement of Screening Results”

\*1 Application Form information will be input/output and Examination Admission Slip issued via the Web Entry System. Please access the Web Entry System at the following URL:  
<http://www.sdm.keio.ac.jp/en/admissions/admission/index.html>

\*2 International students will be notified of details of the Second Screening on the date that the results of the First Screening are announced.

Applicants applying within Japan will undergo their Second Screening at Keio University's Hiyoshi Campus. The assembly time for the Second Screening is 9:00 a.m. on the first day of each Second Screening date. The assembly point as well as other relevant details will be provided on the date that the results of the First Screening are announced.

## Admissions Process

### (1) Prior Consultation

Applicants seeking admission to the Master's Program of the Graduate School of System Design and Management may contact the instructors whom they wish to have as a research advisors, and discuss their intended research beforehand. To contact your desired research advisors, please 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) organization, 5) education (last or current school/institution), 6) e-mail address, 7) and details of proposed research.

<http://www.sdm.keio.ac.jp/en/admissions/admission/index.html>

Please see <http://www.sdm.keio.ac.jp/en/top/faculty-profile/index.html> for information about the faculty members in the Graduate School of System Design and Management.

### (2) First Screening

The First Screening will entail a screening of application documents.

### (3) Second Screening

The Second Screening will consist of essay and oral examinations for persons successfully passing the First Screening. Applicants may select either Japanese or English as the language to be used in this examination; this choice will have no impact on the results of the Second Screening. The oral examination will be conducted online (using Polycom video conferencing or Skype) for applicants undergoing screening outside Japan. Persons wishing to take the online examination need to have access to a Web camera and a microphone. A date will be set prior to the oral examination so that applicants can test out the system. Details will be provided when the results of the First Screening are announced. Applicants who arrive later than the designated assembly time for any of the examinations will be regarded as absent and will not be allowed to take the examination.

### (4) Language Proficiency Screening

Persons whose native language is neither English nor Japanese will undergo a screening of language proficiency in English or Japanese. Standardized tests such as TOEFL, the Japanese Language Proficiency Test, and the Examination for Japanese University Admission for International Students ("Japanese as a Foreign Language" section) are accepted for this screening. When submitting your application, please send notification of the results of one of the above tests (copies acceptable) showing your score or a pass/fail mark with the other required documents. The language proficiency of applicants who do not have test results/scores available will be checked at the Second Screening.

### <TOEFL>

Scores will be deemed invalid if the test results were obtained more than two years ago. (TOEFL-ITP scores will also not be accepted).

Inquires regarding this examination should be directed to the following organizations:

(Exams conducted outside Japan)

ETS (Educational Testing Service)

URL: <http://www.ets.org/>

(Exams conducted in Japan)

CIEE TOEFL Division

Tel: +81-3-5467-5489

URL: <http://www.cieej.or.jp/>

### <Japanese Language Proficiency Test>

Results for the Japanese Language Proficiency Test must be for a test taken within the past two years dating from the first day of the application period concerned. Inquiries regarding this test should be directed to the following organizations:

(Tests conducted outside Japan)

The Japan Foundation

(Tests conducted in Japan)

Japanese Language Proficiency Test Section, Japanese Language Education Promotion Department, Japan Educational Exchanges and Services

Tel: +81-3-5220-3431

URL: <http://www.jees.or.jp/>

### <Examination for Japanese University Admission for International Students>

Results for the “Japanese as a Foreign Language” section of the Examination for Japanese University Admission for International Students must be for an examination taken within the past two years from the first day of the application period concerned.) (It is possible to select the Japanese Language section only when taking this examination.)

Inquiries regarding this examination should be directed to the following organizations:

(Examinations conducted outside Japan)

National/regional affiliates of the Japan Student Services Organization (<http://www.jasso.go.jp/eju/contact.html>)

(Examinations conducted in Japan)

Testing Division, Student Exchange Department, Japan Student Services Organization

Tel: +81-3-6407-7457 URL: <http://www.jasso.go.jp/eju/>

### Application Documents

Some of the application documents require you to enter an examinee’s number, which will be issued when you complete Web Entry. Please complete all application documents in either English or Japanese.

Documents for Submission	Points of Note
Application Documents Checklist	Please download the required form from the Graduate School’s website and fill in the necessary information.
Application Form	Please enter the required information via the Web Entry System and then print out the form.
Application Fee	(1) 35,000 Japanese Yen (non-refundable). Please pay via a Yen-denominated International Postal Money Order. (2) Applicants within Japan remitting the application fee at the counter of a nearby financial institution must submit a Certificate of Remittance (振込金受付証明書). Please ensure that the Certificate of Remittance has a cashier’s stamp from the financial institution, then affix the Certificate to the downloaded bank remittance form before sending it.
Official Academic Transcript	(1) Academic Transcripts indicating specific grade achievements (e.g. GPA, specific course grades) (2) Transcripts must have been issued within three months of the application deadline date. (3) Only originals or certified copies of the originals are accepted. No photocopies or transcripts that are not originals or certified copies of the originals will be accepted. (4) Applicants should submit an academic transcript from the undergraduate college/faculty graduated and an academic transcript from their master’s degree program. Applicants still enrolled in an undergraduate program should submit an academic transcript showing courses and grades through the previous semester (or, if not possible, the previous academic year). (5) Applicants who have graduated (or expect to graduate) from more than one university and/or graduate school should submit academic transcripts from each. (6) Applicants who are currently enrolled in or who have completed graduate school at another university should submit academic transcripts from both their undergraduate and graduate schools and, if in both a master’s and a doctoral program, academic transcripts from each. (7) Applicants who through transfer, etc., were or are simultaneously enrolled in more than one university should submit academic transcripts from each university. (8) Please enter your examinee number in the upper right margin of the form.
Certificate of graduation or expected graduation from university	(1) Certificates must have been issued within three months of the application deadline date. (2) Only originals or certified copies of the originals are accepted. No photocopies will be accepted. (3) Please enter your examinee number in the upper right margin of the form.
Resume of Employment History	(1) Only applicants in Admissions for Career Professionals and those in General Admissions with work experience should submit a Resume of Employment History. (2) Please download the required form from the Graduate School’s website and fill in your employment history. (3) Please enter your examinee number in the upper right margin of the form.
Career Resume	(1) Only submit if you have academic or non-academic research experience. (2) <b>[Academic research achievements]</b> Please 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)), themes, and journals/conference (including

	<p>the volume, page, and year of publication or presentation.</p> <p>(3) <b>[Non-academic research achievements]</b> Please describe any non-academic achievements, such as patents, legislation, buildings, designs, development work, or internal company reports.</p> <p>(4) Please write in chronologic order.</p> <p>(5) Please enter your examinee number in the upper right margin of the form.</p>
Photograph (x 1)	<p>(1) The photograph must be a 4cm x 3cm color photograph taken within the past three months, featuring a frontal view of head and shoulders and a plain white background.</p> <p>(2) Please write the name of the Graduate School, your examinee number, and your full name on the back of the photograph and attach it in the appropriate space on the Application Form.</p>
Other documents to be appended	<p>(1) Persons whose native language is neither Japanese nor English may voluntarily submit the results (scores) of language proficiency examinations such as the Japanese Language Proficiency Test or TOEFL. No disadvantage will accrue if such results are not submitted.</p> <p>(2) Please write your examinee number on all of the additional documentation.</p>

Notes:

- A) Please check the accuracy of all materials before mailing. Incomplete applications will not be processed.
- B) All official documents must be submitted in English. Documents printed in a language other than Japanese or English must be accompanied by a translation into Japanese or English and a Certificate of Translation attesting to the accuracy of the translation. Please inquire at your country's embassy in Japan or other public organization to have documents certified.
- C) Write your name as it appears on your passport or on your birth certificate.

## Section 2 Doctoral Program

### Qualification of Applicants

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

- 1) Complete or expect to complete a master's degree or professional degree at a university outside 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 outside Japan
- 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

Note: Qualification 3) above applies to persons who, after graduating from university or having completed 16 years of school education outside Japan, will have been engaged in research at a university, institute or other facility for at least two years by the date of admission, and 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 qualifying for admission under 3) or 4) above must contact the Administrative Office of the Graduate School of System Design and Management during the following periods: Period I - May 20 - June 3, Period II - August 5 - August 19, Period III - December 9 - December 22\*<sup>1</sup>.

\*1. except Saturdays, Sundays, and National Holidays.

## Application Schedule

	Application Period I	Application Period II	Application Period III	Remarks
Web Entry Period* <sup>1</sup>	Wed, Jun 10— Mon, Jun 22, 2009	Wed, Sep 2— Mon, Sep 14, 2009	Wed, Jan 6— Mon, Jan 18, 2010	
Application Period	Wed, Jun 17— Mon, Jun 22, 2009	Wed, Sep 9— Mon, Sep 14, 2009	Wed, Jan 13— Mon, Jan 18, 2010	Documents must arrive on or before the deadline date (documents sent from Japan must be postmarked on or before the deadline date)
Announcement of Results of 1st Screening	Fri, Jul 3, 2009 1:00 p.m.	Fri, Oct 2, 2009 1:00 p.m.	Fri, Jan 29, 2010 1:00 p.m.	See p10, “Announcement of Screening Results”
Second Screening* <sup>2</sup>	Sat, Jul 11— Sun, Jul 12, 2009	Sat, Oct 17— Sun, Oct 18, 2009	Sat, Feb 6— Sun, Feb 7, 2010	Conducted online Please bring your admissions slip with you
Announcement of Results of 2nd Screening	Tue, Jul 14, 2009 1:00 p.m.	Tue, Oct 20, 2009 1:00 p.m.	Tue, Feb 9, 2010 1:00 p.m.	See p. 10, “Announcement of Screening Results”

\*1 Application Form information will be input/output and Examination Admission Slip issued via the Web Entry System. Please access the Web Entry System at the following URL:

<http://www.sdm.keio.ac.jp/en/admissions/admission/index.html>

\*2 International students will be notified of details of the Second Screening on the date that the results of the First Screening are announced.

Applicants applying within Japan will undergo their Second Screening at Keio University’s Hiyoshi Campus. The assembly time for the Second Screening is 9:00 a.m. on the first day of each Second Screening date. The assembly point as well as other relevant details will be provided on the date that the results of the First Screening are announced.

## Admissions Process

### (1) Prior Consultation

Applicants seeking admission to the Doctoral Program are required to submit a written research plan when they make their applications. You should therefore give yourself plenty of time to consult your desired research advisor(s) about your planned research ahead of your application. To contact your desired research advisor(s), please 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) own name, 4) organization, 5) education (last school or institution) or present school), 6) e-mail address, 7) and details of proposed research,

Please see <http://www.sdm.keio.ac.jp/top/faculty-profile/index.html> for information about the faculty members in the Graduate School of System Design and Management.

### (2) First Screening

The First Screening will entail a screening of application documents.

### (3) Second Screening

The Second Screening will entail oral examinations of knowledge in applicants’ areas of specialty, research to be done in the context of the Doctoral Program, plans, etc. Applicants may select either Japanese or English as the language to be used in this examination; this choice will have no impact on the results of the Second Screening. The oral examination will be conducted online (using such as Polycom or Skype) for applicants undergoing screening outside Japan. Persons wishing to take the online examination should have access to a Web camera and a microphone. A date will be set prior to the oral examination so that applicants can check the system. Details will be provided when the results of the First

Screening are announced.

Applicants who arrive later than the designated assembly time for any of the examinations will as a rule be regarded as absent and will not be allowed to take the examination.

## Application Documents

You are required to write your examinee number on some of the documents to be submitted, and this examinee number will be issued during Web Entry. Please complete all documents for submission in English or in Japanese.

Documents for Submission	Points of Note
Application Documents Checklist	Please download the stipulated form from the Graduate School's website and fill in the necessary information.
Application Form	Please enter the required information via the Web Entry System and then print out the form.
Application Fee	(1) 35,000 Japanese Yen (non-refundable). Please pay via a Yen-denominated International Postal Money Order. (2) Applicants within Japan remitting the application fee at the counter of a nearby financial institution must submit a Certificate of Remittance (振込金受付証明書). Please ensure that the Certificate of Remittance has a cashier's stamp from the financial institution, then affix the Certificate to the downloaded bank remittance mount before sending it.
Official Academic Transcript	(1) Academic Transcript indicating specific grade achievements (e.g., GPA, specific grade point). (2) Transcripts as a rule must have been issued within three months of the application deadline date (inclusive). (3) Only originals or certified true copies of the originals accepted. No photocopies. (4) Applicants should submit an academic transcript from the undergraduate college/faculty graduated and an academic transcript from their master's degree program. (5) Applicants who have graduated (or expect to graduate) from more than one university and/or graduate school should submit academic transcripts from each. (6) Applicants who are currently enrolled in or who have completed graduate school at another university should submit academic transcripts from both their undergraduate and graduate schools and, if in both a master's and a doctoral program, academic transcripts from each. (7) Please enter your examinee number in the upper right margin of the form.
Certificate of completion or expected completion of master's program* <sup>1</sup>	(1) The certificate must as a rule have been issued within three months of the application deadline (inclusive). (2) Only originals or certified true copies of the originals accepted. No photocopies. (3) Please write your examinee number in the upper right margin of the Certificate.
Research Plan	(1) Please prepare a written research plan after first consulting closely with your desired research advisor(s). (2) Please refer to the sample on the Graduate School's website regarding the appropriate format..
Master's Thesis, etc.	Please submit one copy (photocopy acceptable) of your master's thesis or equivalent work. Please also attach reference materials relevant to your performance (original papers, research reports, books authored, patent applications, etc.), if any. These materials cannot be returned.
Resume of Employment History	(1) Only applicants in Admissions for Career Professionals and those in General Admissions with work experience should submit a Resume of Employment History. (2) Please download the stipulated form from the Graduate School's website and fill in your employment history. (3) Please enter your examinee number in the upper right margin of the form.
Career Resume	(1) Only submit if you have academic or non-academic research experience. (2) <b>[Academic research achievements]</b> Please 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)), theme, and journal/conference (including the volume, page, and year of publication or presentation). (3) <b>[Non-academic research achievements]</b> Please describe any non-academic achievements, such as patents, legislation, buildings, designs, development work, or internal company reports. (4) Please write in chronologic order. (5) Please enter your examinee number in the upper right margin of the form.
Photograph (x 1)	(1) The photograph must be 4 cm x 3 cm color photograph taken within the past three months, featuring a frontal view of head and shoulders and a plain white background. (2) Please write the name of the Graduate School, your examinee number, and your full name on the

	back of the photograph and attach it in the appropriate space on the Application Form.
Other documents to be appended	(1) Persons whose native language is neither Japanese nor English may voluntarily submit the results (scores) of language proficiency examinations such as the Japanese Language Proficiency Test or TOEFL. No disadvantage will accrue if such results are not submitted. (2) Please write your examinee number on all of the appended documentation.

Additional Points of Note:

- A) Please check the accuracy of all materials before mailing. Incomplete applications will not be processed.
- B) All official documents must be submitted in English. Documents printed in a language other than Japanese or English must be accompanied by a translation into Japanese or English and a Certificate of Translation attesting to the accuracy of the translation. Please inquire at your country's embassy in Japan or other public organization to have documents certified.
- C) Write your name as it appears on your passport or on your birth certificate.

## Section 3 Information Applicable to All Admissions Programs

### Submission of Applications

#### (1) Location to which applications should be submitted and mailing method

Administrative Office for Graduate School of System Design and Management, Graduate Schools, Office of Student Services, Hiyoshi Campus, Keio University

Hiyoshi 4-1-1, Kohoku-ku, Yokohama, Kanagawa 223-8526

- (1) Please mail applications by Express Mail Service (EMS), FedEx or DHL from outside Japan and by simple registered express mail or registered express mail from within Japan; applications may not be submitted personally at the Office.
- (2) Applications sent from overseas must arrive by the deadline date, while those sent from within Japan must be postmarked by the deadline date.
- (3) Please ensure that you print "SDM Admissions" on the envelope in red ink.

#### (2) Application fee

**¥35,000**

[Applicants submitting applications from outside Japan]

- (1) Please purchase an international Postal Money Order (payment location: Tokyo; currency: Yen) for the stipulated amount (excluding service fees). Please enter "**Graduate School of System Design and Management, Keio University**" for the name of the recipient "**2-15-45, Mita, Minato-ku, Tokyo**" for recipient address. Please be mind that this is different from the address where the Student Service (SDM office) is placed.
- (2) Please purchase an international Postal Money Order at a post office. International money orders may not be available at smaller post offices, so please go to a major post office to purchase the money order.
- (3) Yen-denominated international Postal Money Orders are not available in the countries/regions listed below; applicants residing in these countries/regions should purchase international Postal Money Orders denominated in foreign currency (e.g., US dollars). Please ensure that the money order is made out for the equivalent amount of the application fee in accordance with that day's OTC customer exchange rate.  
Israel, Indonesia, Thailand, South Korea, China, Taiwan, Hong Kong, US, Malaysia
- (4) Western Union is used for remittances from one individual to another and, 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.
- (5) Please inquire with the Graduate School of System Design and Management Administrative Office ([sdm@info.keio.ac.jp](mailto:sdm@info.keio.ac.jp)) prior to submitting your application if you will be remitting the application fee from the

following countries/regions:

Iran, India, Uzbekistan, Australia, Netherlands, Cuba, Sweden, Slovenia, Nigeria, Nepal, Bangladesh, Finland, Myanmar, Mongolia, Russian Federation

[Applicants submitting applications from within Japan]

- (1) Please download the required bank remittance form from the Graduate School's website ([http://www.sdm.keio.ac.jp/en/admissions/admission/application\\_forms.html](http://www.sdm.keio.ac.jp/en/admissions/admission/application_forms.html)) and remit the application fee to Keio University's designated bank account at the counter of a nearby financial institution (such remittances cannot be made from post offices). Please do not remit the application via an ATM, cellular telephone, or personal computer, as these methods make it difficult to confirm the remitter's identity.
- (2) Please ensure that you receive a Remittance Receipt and a Certificate of Remittance when remitting the application fee. Please affix the Certificate of Remittance to the downloaded bank remittance form and submit this form together with your other application documents, retaining on hand the Remittance Receipt.

### **(3) Points to note when submitting applications**

- (1) Please check the accuracy of all materials before mailing. Incomplete applications will not be processed.
- (2) Be advised that Keio reserves the right to make inquiries about the validity of submitted documents or letters of recommendation to the appropriate authorities.
- (3) 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.
- (4) Once submitted, theses and other documents will not be returned.
- (5) Applicants requiring special assistance when taking examinations or attending classes due to physical disabilities should contact the Administrative Office of Graduate School of System Design and Management no less than one month prior to the last day of the application period.
- (6) Other points to note when submitting applications will be posted on the Graduate School's website (<http://www.sdm.keio.ac.jp/en/admissions/admission/index.html>) from time to time; please ensure that you check the website when submitting your application.

## **Announcement of Results of Screenings**

[Announcement of Results of First Screening]

The results of the First Screening will be announced on the website of the Graduate School of System Design and Management (<http://www.sdm.keio.ac.jp/en/admissions/admission/index.html>). The schedule and assembly time for the Second Screening will be announced at the same time. Results will all be displayed by examinee number. The same information will also be posted simultaneously in the Administrative Office of the Graduate School of System Design and Management on the Second floor of the Collaboration Complex on the Hiyoshi Campus.

[Announcement of Results of Second Screening]

The results of the Second Screening will be announced on the website of the Graduate School of System Design and Management (<http://www.sdm.keio.ac.jp/en/admissions/admission/index.html>). Results will all be displayed by examinee number. The same information will also be posted simultaneously in the Administrative Office of the Graduate School of System Design and Management on the Second floor of the Collaboration Complex on the Hiyoshi Campus.

\* Inquiries regarding the screening results will not be accepted.

## **Admission procedures**

Please ensure that you complete the prescribed procedures by their respective deadlines, as failure to do so will make you ineligible for admission.

### **(1) Methods for obtaining documents for admission procedures**

The documents for admission procedures will be sent to the address listed on your Application Form approximately 3 weeks prior to the first date of each admission procedure period shown below. The university will not hand out these documents directly. Please contact the Administrative Office of the Graduate School of System Design and Management ([sdm@info.keio.ac.jp](mailto:sdm@info.keio.ac.jp)) if these documents have still not arrived 2 weeks before the said date.

## (2) Admission Procedure Periods

[For enrollment in September 2009] Tuesday, July 28—Friday, July 31, 2009

[For enrollment in April 2010] Wednesday, February 24—Thursday, March 4, 2010

[For enrollment in September 2010] A detailed timetable will be provided when the results of the Second Screening are announced.

- (1) Deadlines may be earlier for applicants completing admission procedures outside Japan. Details will be provided upon announcement of the results of the Second Screening.
- (2) The Administrative 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 be notified of the final selection results for the scholarships before the admission procedures deadline. However, these applicants must contact us beforehand.

## (3) Location for submitting documents for admission procedures and method of mailing

Administrative Office for Graduate School of System Design and Management, Graduate Schools, Office of Student Service, Hiyoshi Campus, Keio University

Hiyoshi 4-1-1, Kohoku-ku, Yokohama, Kanagawa 223-8521

Please mail applications by Express Mail Service (EMS), FedEx or DHL from outside Japan and by simple registered express mail or registered express mail from within Japan; applications may not be submitted personally at the office. Applications must arrive by the deadline date. Please ensure that you print “SDM Admissions” on the envelope in red ink.

## (4) Documents to be submitted

Documents to be submitted	Points of note
Admissions Procedure Form	Please fill in the required information in the stipulated form and submit it.
Certificate of Remittance (of Admission Application Fee* <sup>1</sup> , Tuition Fee, etc.) or Demand Draft (of Admission Application Fee, Tuition Fee, etc.)	[When completing procedures from outside Japan] (1) Please prepare and send a demand draft (location of payment: Tokyo; currency: Japanese Yen). (2) In addition to fees incurred locally, fees will also be assessed by the Japanese bank. Please note that any deficiency in the amount remitted due to bank fees or other costs [When completing procedures from within Japan] (1) Please remit, with the form provided, the stipulated amount at the counter of a financial institution. (2) Once you have remitted the funds, please affix the Certificate of Remittance to the form downloaded from the website and submit the form. Please retain the Remittance Receipt for your own records.
Written Oath	(1) Non-Japanese nationals may only use an alias if it is listed on the Certificate of Information Recorded in Foreign Resident Registration File or ‘Certificate of Registered Matters on Alien Registration Card’. (2) When writing your name in alphabetic characters, please use the spelling of your name as it appears in your passport or other official documentation or an appropriate rendition of your name into alphabetic characters. (3) If you are applying by the Admissions for Career Professionals method and your employer will be paying your tuition, the chief executive or director of human resources at your company (institution) may act as your guarantor. (4) Only persons residing within Japan may serve as Guarantors. Applicants unable to find a Guarantor in Japan should consult with the Administrative Office of the Graduate School of System Design and Management. (5) The seals of both the applicant and the Guarantor must be affixed to the oath, or the oath signed by both when seals are not available. Oaths neither sealed nor signed will not be accepted. (6) If the head of the household specified in the Proof of Residence is not the same person designated as the Guarantor on the written oath, they must submit the Guarantor’s Proof of Residence.
Student Information Card (在学カード)	Please fill in the required information on the stipulated form and submit it.

Proof of Residence (for Applicant and Guarantor)	<p>(1) After you have received Proof of Residence certification on the stipulated form from the relevant city/ward/town/village office, please write your examinee number in the upper right margin of the form and submit it.</p> <p>(2) Please submit Proof of Residence for both the Applicant and the Guarantor. If the head of household listed in the Proof of Residence for the Applicant is also the Guarantor in the Written Oath, a Proof of Residence for the Guarantor is not necessary.</p> <p>(3) If you are applying by the Admissions for Career Professionals method and the head of the organization for which you work or the head of human resources will be acting as your guarantor, a Proof of Residence for the Guarantor is not required.</p> <p>(4) Non-Japanese nationals should submit instead a Certificate of Information Recorded in Foreign Resident Registration File (listing residence status and residence period).</p> <p>(5) If you are applying from outside Japan, please also enclose a copy of your passport and submit again upon admission Proof of Residence or a Certificate of Information Recorded in Foreign Resident Registration File.</p>
Photograph x 1 affixed on the mount (学生証用写真台帳)	<p>(1) Please affix a photograph (4cm x 3cm color photograph, taken within the past three months, featuring a frontal view of head and shoulders and a plain white background) to the stipulated part of the form.</p> <p>(2) Please write the name of the Graduate School, your examinee number, and your full name on the back of the photograph.</p>
Certificate of Graduation (Completion) and Academic Transcript	<p>(1) Master's Program applicants who had not yet graduated from a university at the time of application should also submit a Certificate of Graduation and the latest Academic Transcript (not necessary for applicants from Keio University). Doctoral Program applicants who had not yet completed a Master's degree course at the time of application should also submit a Certificate of Completion and the latest Academic Transcript (not necessary for applicants from Keio University and applicants who have already submitted said documents when applying to the Graduate School).</p> <p>(2) If you are unable to obtain a certificate during the admission procedures period, please note that fact in the Remarks section of the Admissions Procedure Form and bring the certificate with you to the admission ceremony.</p> <p>(3) Please write your examinee number in the upper right margin of the form.</p>
Letter of Authorization for Enrollment	<p>(1) Only submit this if you will be enrolling while remaining in full-time employment.</p> <p>(2) Your Letter of Authorization for Enrollment must be from the head of the organization for which you work or from the head of human resources, and should state that the organization authorizes your enrollment in the Doctoral Program while remaining in its employment. The letter must be signed by the head of the organization or human resources, or by the applicant's immediate supervisor. The letter may be written in any format, but should be printed on A4 or letter-size paper.</p> <p>(3) Please write your examinee number in the upper right margin of the form.</p>
Notification Postcard for Completion of Admission Procedures	Please write the addressee's name and address on the front of the postcard and your examinee number and name on the back, and affix a 50-yen stamp. You need not change “様” to “行”.
Other documents	Applicants from overseas requiring Keio University to apply for a Certificate of Eligibility on their behalf must refer to *2 below.

\*1 The amount of the admissions application fee may differ depending on the format of admission. Please refer to Note 4 in “(5) Fees Payable upon Admission” on p.13 and pay the amount stipulated for the format of your admission. Please check to ensure there are no errors in the amount printed on the remittance form.

\*2 Applicants requiring Keio University to apply for a Certificate of Eligibility on their behalf should send the following documents:

- (1) Application for Certificate of Eligibility
- (2) One photograph (3 cm x 4 cm, color)
- (3) Proof of Bank Account Balance or Scholarship Award that will cover academic fees and expenses for the first year of applicant's enrollment
- (4) Please submit a copy of your passport showing your name, nationality, photo, passport number, and passport expiration date.

\* Please also see the website below:

Japan Student Services Organization <http://www.jasso.go.jp/index.html>

### (5) Fees Payable upon Admission

The fees to be paid are as follows.

(Unit: Yen)

Category	Students admitted in September 2009		Students admitted in April 2010		Students admitted in September 2010	
	Master's Program	Doctoral Program	Master's Program	Doctoral Program	Master's Program	Doctoral Program
Enrollment Fee	310,000	310,000	310,000	310,000	310,000	310,000
Tuition Fee	750,000	375,000	1,500,000 (750,000)	750,000 (375,000)	750,000	375,000
Facilities Fee	160,000	160,000	320,000	320,000	160,000	160,000
Information Network Registration and Usage Fee	2,500	2,500	5,000	5,000	2,500	2,500
Student Health Insurance Union Fee	1,850	1,850	3,600	3,600	1,850	1,850
Total	1,224,350	849,350	2,138,600 (1,388,600)	1,388,600 (1,013,600)	1,224,350	849,350

Figures in parentheses ( ) = payment amount for installment payments

Notes:

- (1) Tuition Fees can be paid in two installments in the Spring and Fall semesters (payment amounts given in parentheses). The Tuition Fee for the Fall semester should be paid by the end of October every year.
- (2) The Enrollment Fee is only collected in the student's first year.
- (3) Fees of students enrollment in September are indicated only for the Fall semester of their first year.
- (4) Keio University graduates who continue on to the Master's Program in the same year they graduate shall pay 50% of the Enrollment Fee. No Enrollment Fees are required from students continuing on to the Doctoral Program straight after completing a Master's degree at Keio University. However, those who graduated from an undergraduate school or completed a Master's course at Keio University more than one year before entering the graduate school program and those admitted to this Graduate School's Master's Program in the same year that they complete another Master's Program at Keio University shall pay the regular Enrollment Fee. Graduates of Keio University's Correspondence Degree Program shall pay the regular Enrollment Fee.
- (5) The Student Health Insurance Union Fee includes a Membership Fee and an Initial Fee, which is collected only in the student's first year. Keio University Master's Program graduates continuing on to the Doctoral Program in the same year that they complete the Master's Program are not required to pay the Initial Fee.
- (6) Student Health Insurance Union Fees may be revised each academic year.
- (7) In addition to the above fees, students will be charged for the cost of a three-day, two-night SDM Orientation held after enrollment.
- (8) Some classes require students to bring and use their own notebook computers in class.
- (9) The fees for School Year 2010 are tentative.

### (6) 入学手続完了通知(Notification Postcard for Completion of Admission Procedures)

We will send a Notification Postcard for Completion of Admission Procedures to applicants who have completed all admission procedures. Please contact the Administrative Office of the Graduate School of System Design and Management ([sdm@info.keio.ac.jp](mailto:sdm@info.keio.ac.jp)) if the Notification Postcard for Completion of Admission Procedures has not arrived two weeks after the end of the admission procedures period.

## (7) Declining Offers of Admission

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

Application period	Deadline for expected September 2009 admission: Friday, September 18, 2009; 3:00 p.m. Deadline for expected April 2010 admission: Wednesday, March 31, 2010; 3:00 p.m. Deadline for expected September 2010 admission: Tuesday, September 21, 2010; 3:00 p.m.  If you will be submitting the documents by mail, please send them by registered mail early enough to ensure they are delivered by 3:00 p.m. on the deadline date. If you will be submitting the documents in person, please do so by 3:00 p.m. on the deadline date.
Inquiries, address for submission	Administrative Office for Graduate School of System Design and Management, Graduate Schools, Office of Student Services, Hiyoshi Campus, Keio University  Hiyoshi 4-1-1, Kohoku-ku, Yokohama, Kanagawa 223-8526  E-mail:sdm@info.keio.ac.jp TEL : +81-45-564-2518 (direct)
Documents to be submitted	[Applicants outside Japan] (1) Letter Declining Offer of Admission (2) Documents or certificates proving that the Enrollment Fee, etc., was remitted. [Applicants in Japan] (1) Letter Declining Offer of Admission (2) "Remittance payment receipt" for Enrollment Fee, etc. (with financial institution cashier's stamp)

### < Enrollment Fee >

Enrollment Fees paid will not be refunded. However, students seeking admission to another graduate program at Keio University may receive a refund after completing admission procedures for the Graduate School of System Design and Management.

## <Education Promotion Fund Contributions and Keio University Fund>

### A) Education Promotion Fund (contribution)

- Every year during enrollment at Keio University - 50,000 Yen or more per year

### B) Keio University Fund (school bond)

- 100,000 Yen per unit (3 or more units are recommended)

- Amounts paid to the school bond will be returned without interest after graduation or course completion

Although contributions to these funds are voluntary, we ask for your cooperation in the enrichment of education and research at Keio University.

In 2008, Keio University celebrated the 150th anniversary of its founding. The University launched the 150th Anniversary Commemorative Project in the hope of making substantial academic contributions to a new era, and therefore your cooperation and support would be highly appreciated. Information about the anniversary project is sent out to all students after admission.

## <Types of Scholarships and Scholarship Amounts>

The Graduate School scholarship program includes funding provided by the Japan Student Services Organization Scholarship Fund, the Keio University Graduate School Scholarship Fund, designated donation scholarship funds, and other private scholarship funds. The “2009 Scholarship Guide (For Graduate Students)” is available in Japanese, and printed copies will be given to students upon request. Students may inquire at the Administrative Office of Graduate School of System Design and Management (E-mail: sdm@info.keio.ac.jp)

Keio University also has a loan system through which financial institutions lend funds to students to cover academic fees.

**Note: Foreign students visiting Japan on ‘pre-college student’ or ‘college student’ visas are not eligible to participate in the Keio University student loan system.**

Graduate School, Keio University Scholarship Recipient Statistics

Figures for Academic Year 2008 (total figures for year)

Organization	Name of Scholarship	Nature of Scholarship	Scholarship Period	Scholarship Recipients in Keio University			
				Master's	Doctoral	Research student	Total
Keio University	Tuition Reduction Scholarship	Maximum 30% reduction tuition fee	1 year	121	58	0	179
	“Design the Future” Award for International Students	Full tuition, Monthly stipend of ¥200,000, Travel subsidy of ¥150,000 (*)	2 year	4	1	N/A	5
	Keio Graduate School Scholarship	Research expenses of ¥300,000 (annual)	1 year	31	17	0	48
	Yamaoka Kenichi Memorial Scholarship	Exemption from tuition fees (amount matters paid by students)	1 year	0	2	0	2
	AEON Scholarship	¥120,000 per month, academic fees (tuition fee, facilities fee, laboratory fees)	2 years as a rule	3	0	0	3
Government of Japan (Ministry of Education, Culture, Sports, Science and Technology)	University Recommendation Program (application in Japan)	Waiver of academic fees, ¥160,000 per month (**) Payment of travel expenses home	Minimum course completion period	2	3	0	5
	JASSO Honors Scholarship	¥70,000 per month	1 year	21	20	1	42
Local public organizations, corporations, foundations, etc.	Various scholarships	¥10,000 - ¥200,000 per month		33	21	0	54

Number of privately-funded foreign students enrolled in Academic Year 2008: Master's: 186, Doctoral (including specialist courses): 85 (as of May 1, 2008) in total of Keio University.

(\*) Application for Fall 2009 has been closed.

(\*\*) This amount will be changed in April 2009 as follows.

Master Course: ¥157,000

Doctoral Course: ¥158,000