

2013

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 2013 or April 2014**

**Application Period II**

**For those seeking enrollment in April 2014 or September 2014**

**Application Period III**

**For those seeking enrollment in April 2014 or September 2014**

## **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
Section 1 Master's Program	
Major Discipline and Admission Quota.....	2
Admissions System.....	2
Application and Enrollment Periods.....	2
Enrollment Periods and Main Languages.....	3
Qualification of Applicants.....	3
Application Schedule.....	4
Admissions Process.....	5
Application Documents.....	6
Section 2 Doctral Program	
Major Discipline and Admission Quota.....	8
Admissions System.....	8
Application and Enrollment Periods.....	8
Qualification of Applicants.....	8
Application Schedule.....	9
Admissions Process.....	10
Application Documents.....	11
Section 3 Information Applicable to All Admissions Programs	
Submission of Applications.....	13
Annoucement Screening Results.....	14
Admission procedures.....	15
Contributions and Fund.....	19
Scholarships.....	19
Applicants Who Have Suffered from the Great East Japan Earthquake.....	20

**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.

## 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 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. It is recommended for professionals who already have expertise from their careers (minimum three year work experience). Please refer to our website for details.

[http://www.sdm.keio.ac.jp/en/admission\\_financial\\_aid/index.html](http://www.sdm.keio.ac.jp/en/admission_financial_aid/index.html)

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.

### Application and Enrollment Periods

Application Period	Course	Admissions Program	Admission
Application Period I	Research-Intensive	General, Career Professionals	September 2013 or April 2014
	Learning-Intensive	Career Professionals	
Application Period II	Research-Intensive	General, Career Professionals	April 2014 or September 2014
	Learning-Intensive	Career Professionals	
Application Period III	Research-Intensive	General, Career Professionals	April 2014 or September 2014
	Learning-Intensive	Career Professionals	

Note:

Students resident in or nationals of certain countries may find that visa acquisition procedures for April 2014 enrollment are time wise impossible if applied for Application Period . Such applicants should consult the Admissions Office of the Graduate School of System Design and Management in advance.

## Enrollment Periods and Main Languages

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.

## Qualification of Applicants

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

- 1) Graduated or expect to graduate from a university before enrolling at Keio University
- 2) Complete or expect to complete sixteen years of education outside Japan
- 3) Be deemed qualified by the Ministry of Education, Culture, Sports, Science and Technology of Japan
- 4) 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
- 5) Acknowledged by the Graduate School of System Design and Management to have academic skills equivalent to those of university graduates who is 22 years old or over.

Note1: Applicants who are qualified for admission 3) above is a graduate or an expected graduate from a university and schools that are admitted by Japanese Law.

Note2: 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 4) and 5) 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 Express Mail Service (EMS), FedEx, and DHL. All required documents must be received by the Admissions Office by the last day of each period.

Application Period-I: From Monday, May 20 to Wednesday, May 22

Application Period-II: From Monday, July 29 to Wednesday, July 31

Application Period-III: From Monday, December 9 to Wednesday, December 11

Condition	Required documents
Qualifying for admission under 4) indicated above	<ul style="list-style-type: none"> <li>- Application for Preliminary Entrance Qualification Review</li> <li>- CV (please write “Application for Master’s Program admission” on upper right of the CV),</li> <li>- Certificate of Graduation, and Official Academic Transcript from your last school or institution.</li> </ul>
Qualifying for admission under 5) indicated above	<ul style="list-style-type: none"> <li>- Application for Preliminary Entrance Qualification Review</li> <li>- CV (please write “Application for Master’s Program admission” on upper right of the CV),</li> <li>- Certificate of Graduation, and Official Academic Transcript from your last school or institution,</li> <li>- Resume on professional activities (employment history),</li> <li>- List of achievements (see page 6), and</li> <li>- 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.</li> </ul>

\* Please download Application Form for Preliminary Entrance Qualification Review.

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

\* Certificates must as a rule have been issued within three months of the deadline date.

\* Even if you have submitted the same document for preliminary entrance qualification review, you need to submit the required documents upon application.

## Application Schedule

	Application Period I	Application Period II	Application Period III	Remarks
Web Entry Period* <sup>1</sup>	Fri., May 31 - Mon., June 10, 2013	Fri., Sep. 6 - Thu., Sep. 19, 2013	Wed., Dec. 25, 2013- Thu., Jan. 9, 2014	
Application Period	Wed., June 5 - Mon., June 10, 2013	Fri., Sep. 13 - Thu., Sep. 19, 2013	Mon., Jan. 6 - Thu., Jan. 9, 2014	<b>[Sent from outside Japan]</b> Documents must arrive by the date of deadline. <b>[Sent from within Japan]</b> Documents must be postmarked on or before the deadline.
Announcement of Results of First Screening	Fri., July 21, 2013 1:00 p.m.	Fri., Oct. 4, 2013 1:00 p.m.	Fri., Jan. 24, 2014 1:00 p.m.	See “Announcement of Screening Results.”
Second Screening* <sup>2</sup>	Sat., June 29 - Sun., June 30, 2013	Sat., Oct. 12 - Sun., Oct. 13, 2013	Sat., Feb. 1 - Sun., Feb. 2, 2014	Please bring your Examination Admissions Slip with you.
Announcement of Results of Second Screening	Tue., July 2, 2013 1:00 p.m.	Wed., Oct. 16, 2013 1:00 p.m.	Tue., Feb. 4, 2014 1:00 p.m.	See “Announcement of Screening Results.”

\*1 Application Form information will be input/output, Photograph x 1 affixed on the mount, and Examination Admission Slip issued via the Web Entry System. Please access the following URL for Web Entry System:  
[http://www.sdm.keio.ac.jp/en/admission\\_financial\\_aid/guidelines.html](http://www.sdm.keio.ac.jp/en/admission_financial_aid/guidelines.html)

\*2 Applicants undergoing screening outside Japan will be notified of details for the Second Screening when 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 and other relevant details will be provided when the results of the First Screening are announced.

## 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 are strongly recommended to contact the faculty members whom they wish to have as research advisor(s), and discuss their intended research and educational content in advance. To contact your desired research advisor(s), please 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) organization, 5) education (last school or institution), 6) e-mail address, and 7) details of proposed research.

<https://www.wdc01.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>

### (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 applicants successfully passing the First Screening. 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. The essay and oral examinations will be conducted online (using online devices such as Skype) for applicants undergoing screening outside Japan. Applicants wish to take the online examination should have access to a Web camera, a microphone, broadband internet environment and if you use Skype, version 5.0 or better. If you have a problem with internet connection, please contact Admissions office of graduate school of System Design and Management by the Announcement of Results of First Screening. If you choose online examination, a date will be set prior to the online examination so that applicants can check the system. Details of the Second Screening will be provided when the results of the First Screening are announced.

Applicants who arrive later than the designated assembly time are considered absent and will not be allowed to take the examinations.

### (4) Language Proficiency Screening

Applicants 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. Applicants, who do not have any language proficiency test results/scores available at the time of submission, will be checked of their language proficiency at the Second Screening.

SDM invites leading expertise in various areas mainly from partner universities so that students can learn in English. As part of this effort, SDM conducts a TOEFL ITP exam after enrollment.

#### <TOEFL>

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

Inquiries 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 until two years ago 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

URL: <http://www.jlpt.jp/e/index.html>

(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 until two years ago 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



URL: <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/index\\_e.html](http://www.jasso.go.jp/eju/index_e.html)

## Application Documents

Some application documents require you to enter your examinee 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 prescribed 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.
Photograph x 1 affixed on the mount (写真台帳)	Please affix a photograph to the stipulated part of the form. This photograph is used for the Student ID Card for successful applicants
Application Fee	35,000 Japanese Yen (non-refundable)  <b>[Applying from within Japan]</b> (1) Please download the payment slip from the Graduate School's website and remit the application fee at the counter of a nearby financial institution. (2) Please 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 save the remittance receipt.  <b>[Applying from outside Japan]</b> (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. <a href="http://www.sdm.keio.ac.jp/en/admission/documents.html">http://www.sdm.keio.ac.jp/en/admission/documents.html</a> (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* <sup>1</sup>	(1) Academic Transcripts must indicate specific grade achievements (e.g. GPA, specific course grades), and must have issued <b>within three months of the application deadline date</b> . (2) Only originals or certified copies of the originals are accepted. No photocopies will be accepted. (3) Applicants should submit an academic transcript from the undergraduate 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). (4) Applicants who have graduated (or expect to graduate) from more than one university and/or graduate school should submit academic transcripts from each school. (5) 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. Applicants who have enrolled both in a master's and a doctoral program should submit academic transcript from each degree. (6) Applicants who are simultaneously enrolled in more than one university should submit academic transcripts from each university. (7) 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. (8) <b>Please write your examinee number in the upper right margin of the academic transcript.</b>
Certificate of Graduation or Expected Graduation from University* <sup>1</sup>	(1) Certificates must have been issued <b>within three months of the application deadline date</b> . (2) Only originals or certified copies of the originals are accepted. No photocopies will be accepted. (3) All certificate 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. (4) <b>Please write your examinee number in the upper right margin of the certificate.</b>
Resume of Employment	(1) <b>Applicants in Admissions for Career Professionals and those in General Admissions with</b>

History	<p><b>work experience should submit a Resume of Employment History.</b></p> <p>(2) Please download the required form from the Graduate School's website and fill in your employment history.</p> <p>(3) <b>Please write your examinee number in the upper right margin of the resume.</b></p>
List of Achievements	<p>(1) <b>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.</b> It may be written in any format</p> <p>(2) Please write in chronologic order.</p> <p>(3) <b>Please write your examinee number in the upper right margin of the documents.</b></p> <p><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 the volume, page, and year of publication or presentation).</p> <p><b>[Non-academic research achievements]</b> Please describe any non-academic achievements, such as patents, legislation, buildings, designs, development work, internal company reports or vocational achievement.</p>
Photograph (x 2)	<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 one in the appropriate space on the Application Form and the other on Photograph x 1 affixed on the mount..</p>
Other documents to be appended	<p>(1) Applicants 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) <b>Please write your examinee number on all of the additional documentation.</b></p>

Note:

\*<sup>1</sup> 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.

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 Japanese or English only. Documents in a language other than Japanese or English must be accompanied by a translation into Japanese or English and a Certificate of Translation to attest the accuracy of the translation. Please inquire at your country's embassy of Japan or other public organization to have translated documents to be certified.
- C) Applicants must write your name as it appears on your passport or on your birth certificate.

## 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 admission 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 2013 or April 2014
Application Period II	General, Career Professionals	April 2014 or September 2014
Application Period III	General, Career Professionals	April 2014 or September 2014

Note:

Students resident in or nationals of certain countries may find that visa acquisition procedures for April 2014 enrollemt are time wise impossible if applied for Application Period . 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 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
- 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 is 24 years old or over.

Note1: 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.

Note2: 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 contact 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 Express Mail Service (EMS), FedEx, and DHL. All required documents must be received by the Admissions Office by the last day of each period.

Application Period-I: From Monday, May 20 to Wednesday, May 22

Application Period-II: From Monday, July 29 to Wednesday, July 31

Application Period-III: From Monday, December 9 to Wednesday, December 11

Condition	Required documents
Qualifying for admission under 3) or 4) indicated above	<ul style="list-style-type: none"> <li>- Application for Preliminary Entrance Qualification Review</li> <li>- CV (please write “Application for Doctoral Program admission” on upper right of the CV),</li> <li>- Certificate of Graduation, and Official Academic Transcript from your last school or institution,</li> <li>- Resume on professional activities (employment history),</li> <li>- List of achievements (see page 11), and</li> <li>- 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.</li> </ul>

\* Please download Application Form for Preliminary Entrance Qualification Review.

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

\* Certificates must as a rule have been issued within three months of the deadline date.

\* Even if you have submitted the same document for preliminary entrance qualification review, you need to submit the required documents upon application.

### Application Schedule

	Application Period I	Application Period II	Application Period III	Remarks
Web Entry Period* <sup>1</sup>	Fri., May 31 - Mon., June 10, 2013	Fri., Sep. 6 - Thu., Sep. 19, 2013	Wed., Dec. 25, 2013- Thu., Jan. 9, 2014	
Application Period	Wed., June 5 - Mon., June 10, 2013	Fri., Sep. 13 - Thu., Sep. 19, 2013	Mon., Jan. 6 - Thu., Jan. 9, 2014	<p><b>[Sent from outside Japan]</b> Documents must arrive by the date of deadline.</p> <p><b>[Sent from within Japan]</b> Documents must be postmarked on or before the deadline.</p>
Announcement of Results of First Screening	Fri., July 21, 2013 1:00 p.m.	Fri., Oct. 4, 2013 1:00 p.m.	Fri., Jan. 24, 2014 1:00 p.m.	See “Announcement of Screening Results.”
Second Screening* <sup>2</sup>	Sat., June 29 - Sun., June 30, 2013	Sat., Oct. 12 - Sun., Oct. 13, 2013	Sat., Feb. 1 - Sun., Feb. 2, 2014	Please bring your Examination Admissions Slip with you.
Announcement of Results of Second Screening	Tue., July 2, 2013 1:00 p.m.	Wed., Oct. 16, 2013 1:00 p.m.	Tue., Feb. 4, 2014 1:00 p.m.	See “Announcement of Screening Results.”

\*1 Application Form information will be input/output, Photograph x 1 affixed on the mount, and Examination Admission Slip issued via the Web Entry System. Please access the following URL for Web Entry System:  
[http://www.sdm.keio.ac.jp/en/admission\\_financial\\_aid/guidelines.html](http://www.sdm.keio.ac.jp/en/admission_financial_aid/guidelines.html)

\*2 Applicants undergoing screening outside Japan will be notified of details for the Second Screening when 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 and other relevant details will be provided when the results of the First Screening are announced.

## 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), 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 school or institution), 6) e-mail address, 7) and details of proposed research.

<https://www.wdc01.adst.keio.ac.jp/kj/sdm/precontact.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>

\* Please ask faculty members whether they are qualified to supervise a doctoral student.

### (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 online devices such as Skype) for applicants undergoing screening outside Japan. Applicants wish to take the online examination should have access to a Web camera, a microphone, broadband internet environment and if you use Skype, version 5.0 or better. If you have a problem with internet connection, please contact Admissions office of graduate school of System Design and Management by the Announcement of Results of First Screening. If you choose online examination, a date will be set prior to the online examination so that applicants can check the system. Details of the Second Screening will be provided when the results of the First Screening are announced. Applicants who arrive later than the designated assembly time are considered absent and will not be allowed to take the examination.

### (4) Language Proficiency Screening

Applicants 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. Applicants, who do not have any language proficiency test results/scores available at the time of submission, will be checked of their language proficiency at the Second Screening.

SDM invites leading expertise in various areas mainly from partner universities so that students can learn in English. As part of this effort, SDM conducts a TOEFL ITP exam after enrollment.

## <TOEFL>

Scores will be deemed invalid if the test results were obtained until two years ago (TOEFL-ITP scores will also not be accepted). Inquiries 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 until two years ago 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 URL: <http://www.jlpt.jp/e/index.html>

(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 until two years ago 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

URL: <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/index\\_e.html](http://www.jasso.go.jp/eju/index_e.html)

## Application Documents

Some application documents require you to enter your examinee 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 prescribed 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.
Photograph x 1 affixed on the mount (写真台帳)	Please affix a photograph to the stipulated part of the form. This photograph is used as a photograph on the Student ID Card for successful applicants
Application Fee	35,000 Japanese Yen (non-refundable)  <b>[Applying from within Japan]</b> (1) Please download the payment slip from the Graduate School’s website and remit the application fee at the counter of a nearby financial institution. (2) Please 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 save the remittance receipt.  <b>[Applying from outside Japan]</b> (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. <a href="http://www.sdm.keio.ac.jp/en/admission/documents.html">http://www.sdm.keio.ac.jp/en/admission/documents.html</a> (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* <sup>1</sup>	(1) Academic Transcripts must indicate specific grade achievements (e.g. GPA, specific course grades), and must have issued <b>within three months of the application deadline date</b> . (2) Only originals or certified copies of the originals are accepted. No photocopies will be accepted. (3) Applicants should submit an academic transcript from the undergraduate program and an academic transcript from their master’s degree program. Applicants still enrolled in a master’s program should submit an academic transcript showing courses and grades through the previous semester (or, if not possible, the previous academic year). (4) Applicants who have graduated (or expect to graduate) from more than one university and/or graduate school should submit academic transcripts from each school.

	<p>(5) 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. Applicants who have enrolled both in a master's and a doctoral program should submit academic transcript from each degree.</p> <p>(6) Applicants who are simultaneously enrolled in more than one university should submit academic transcripts from each university.</p> <p>(7) 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.</p> <p>(8) <b>Please write your examinee number in the upper right margin of the academic transcript.</b></p>
Certificate of Completion or Expected Completion of Master's Program*	<p>(1) The Certificate must have been issued <b>within three months of the application deadline.</b></p> <p>(2) Only originals or certified true copies of the originals are accepted. No photocopies will be accepted.</p> <p>(3) All certificate of completion or expected completion of master's program must be written in Japanese or in English. The Certificate written in other languages must be attached by translated certificate with an official certificate of translation.</p> <p>(4) <b>Please write your examinee number in the upper right margin of the Certificate.</b></p>
Research Plan	<p>(1) Please prepare a written research plan after first consulting closely with your desired research advisor(s).</p> <p>(2) Please refer to the sample on the Graduate School's website regarding the appropriate format.</p>
Master's Thesis or equivalent work	<p>(1) Please submit one copy (photocopy acceptable) of your master's thesis or equivalent work.</p> <p>(2) Please also attach reference materials relevant to your performance (original papers, research reports, books authored, patent applications, etc.), if any. Submitted materials cannot be returned.</p> <p>(3) <b>Please write your examinee number in the upper right margin of the document.</b></p>
Resume of Employment History	<p>(1) <b>Only those applying for Admissions for Career Professionals and those in General Admissions with work experience should submit a Resume of Employment History.</b></p> <p>(2) Please download the prescribed form from the Graduate School's website and fill in your employment history.</p> <p>(3) <b>Please write your examinee number in the upper right margin of the resume.</b></p>
List of Achievements	<p>(1) <b>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.</b> It may be written in any format</p> <p>(2) Please write in chronologic order.</p> <p>(3) <b>Please enter your examinee number in the upper right margin of the documents.</b></p> <p><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).</p> <p><b>[Non-academic research achievements]</b> Please describe any non-academic achievements, such as patents, legislation, buildings, designs, development work, internal company reports or vocational achievement.</p>
Photograph (x 2)	<p>(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.</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 one in the appropriate space on the Application Form and the other on Photograph x 1 affixed on the mount.</p>
Other documents to be appended	<p>(1) Applicants whose native language is neither Japanese nor English may voluntarily submit 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) <b>Please write your examinee number on all of the appended documentation.</b></p>

\*Note: Applicants may submit only one certificate if it includes both 'Academic Transcript' and 'Certificate of Graduation or Expected Graduation from Master's Degree' on one same document.

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 Japanese or English only. Documents in a language other than Japanese or English must be accompanied by a translation into Japanese or English and a Certificate of Translation to attest the accuracy of the translation. Please inquire at your country's embassy of Japan or other public organization to have translated documents to be certified.
- C) Non-Japanese applicants must 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) Submission of applications and mailing method

Please mail application documents to the address indicated below.

Admissions Office of 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 personally at the Admissions Office..
- (2) All applications sent within Japan must be sent by “simple retightened express mail” or “recorded express mail.”
- (3) All applications sent from outside Japan must be sent by traceable and express mail service such as Express Mail Service (EMS), FedEx, and DHL. Please inform the Admission Office of your examinee number, mailing mode and the tracking number by e-mail.
- (4) All applications must be postmarked by the deadline date of each period when sent within Japan and must be received by the Admissions Office by the deadline date when sent from outside Japan.
- (5) Please make sure to write “SDM Admissions” on the envelope in **red ink**.

#### (2) Application fee 35,000 JPY (Japanese Yen)

##### [Applicants submitting applications from within Japan]

- (1) Please download the payment slip from the following website and remit the application fee at the counter of a nearby financial institution.  
[http://www.sdm.keio.ac.jp/en/admission\\_financial\\_aid/program/documents.html](http://www.sdm.keio.ac.jp/en/admission_financial_aid/program/documents.html)  
Please note that 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. Bank transfer fee is at your expense.
- (2) Please 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. Please attach the Certificate of Remittance on a downloaded bank 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). 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 note that this address is different from the address where the Admissions Office of Graduate School of System Design and Management is located.
- (3) In case of (2), please purchase an international Postal Money Order at a post office. International money orders may not be available at small post offices, so please go to a major post office to purchase the Postal Money Order.
- (4) 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. Please 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. Please consult the Admission Office if Postal Money Orders denominated in US dollars are not obtainable.
- (5) The payer can receive the international Postal Money Order at the Postal Service in the US while the payer in any other countries or regions receive a receipt for the same and the international Postal Money Order is directly sent to Graduate School of System Design and Management. In the latter case, please send a copy of the receipt, together with applications to the Graduate School.
- (6) Please 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, please use one issued in US dollars. Please 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. Please consult the Admission Office if Postal Money Orders denominated in US dollars are not obtainable. Personal Checks are not acceptable.



- (7) 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 apply to SDM (either did not send the application documents or application documents were not accepted by SDM)
- (2) Have paid the application fees twice by mistake.

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.

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.

Information necessary to apply for refund of application fee:

- Full name of the applicant
- Examinee number
- Contact information (Tel number, E-mail Address)

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 outside of Japan. In this case, please note that the remittance charge and other fees will be paid at applicants' end.

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

- (1) Please check the accuracy of all materials before mailing. Incomplete applications will not be processed.
- (2) Data input in Web Entry System can revise after the first registration. The application materials sent within the application period is regarded as official. Please check that the final version is mailed. Delayed applications will not be processed. Application materials should not be replaced.
- (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 these and other 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) Other points to note when submitting applications will be posted on the Graduate School's website:  
[http://www.sdm.keio.ac.jp/en/admission\\_financial\\_aid/schedule.html](http://www.sdm.keio.ac.jp/en/admission_financial_aid/schedule.html)  
from time to time. Please ensure that you check the website before submitting your application.

### **Announcement of Screening Results**

#### **[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.

[http://www.sdm.keio.ac.jp/en/admission\\_financial\\_aid/schedule.html](http://www.sdm.keio.ac.jp/en/admission_financial_aid/schedule.html)

Results will all be displayed by examinee number. The schedule and assembly time for the Second Screening will be announced on the same day. Same information will also be posted simultaneously at the Admissions Office of the Graduate School of System Design and Management located at the second floor of the Collaboration Complex at Hiyoshi Campus. Inquiries regarding the screening results will not be accepted.

#### **[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.

[http://www.sdm.keio.ac.jp/en/admission\\_financial\\_aid/schedule.html](http://www.sdm.keio.ac.jp/en/admission_financial_aid/schedule.html)

Results will all be displayed by examinee number. Same information will also be posted simultaneously at the Admissions Office of the Graduate School of System Design and Management located at the second floor of the Collaboration Complex at Hiyoshi Campus. Inquiries regarding the screening results will not be accepted.

## Admission procedures

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

### (1) Methods to obtain documents for admission procedures

All necessary documents to complete admission procedures will be sent to the 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 and enroll in September 2012) shown below. The Graduate School will not hand out these documents directly (in the mail only). Please contact the Admissions Office of the Graduate School of System Design and Management (sdm@info.keio.ac.jp) 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 and enroll in September 2012).

### (2) Admission Procedure Periods

[For enrollment in September 2013] From Tuesday, July 23 to Wednesday, July 31, 2013

[For enrollment in April 2014] From Thursday, February 20 to Friday, February 28, 2014

[For enrollment in September 2014] Details are to be announced when results for the Second Screening are announced.

\*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 have not been notified of its result before the deadline of admission procedure periods above. Such applicants must contact the Admissions Office beforehand.

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

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 personally 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 Express Mail Service (EMS), FedEx, and DHL and must be received by the Admissions Office by the deadline date of each admission procedures period. Please inform the Admission Office of your examinee number, mailing mode and the tracking number by e-mail. Please make sure to write “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 prescribed form and submit it.
Certificate of Remittance (of Enrollment Fee* <sup>1</sup> , Tuition Fee, etc.) or Demand Draft (of Enrollment Fee* <sup>1</sup> , Tuition Fee, etc.)	<b>[When completing procedures from outside Japan]</b> (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 will be billed to the applicant at a later date. <b>[When completing procedures from within Japan]</b> (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 sent with other documents by the Admissions Office of the Graduate School and submit it to the Office. Please retain the remittance receipt for your own records.

Written Oath	<p>(1) Please fill in <b>all</b> the portions outlined by the black border on both side of the Oath.</p> <p>(2) If you enroll in master’s course, please specify the course (Research-Intensive Course or Learning-Intensive Course)</p> <p>(3) 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.’</p> <p>(4) The respective seals (pre-inked rubber seals cannot be accepted) of both the Applicant and the Guarantor must be clearly affixed to the oath, or the oath signed by both when seals are not available. Oaths neither sealed nor signed will not be accepted.</p> <p>(5) 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.</p> <p>(6) Please write the registered address you currently reside or have resided.</p> <p>(7) Only Applicants residing within Japan may serve as Guarantors. Applicants unable to find a Guarantor in Japan should consult with the Admissions Office of the Graduate School of System Design and Management.</p> <p>(8) 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.</p>
Student Information Card (在学カード)	<p>(1) Please fill in <b>all</b> required information on both side of the form except for the portions titled 学籍番号.</p> <p>(2) If you enroll in master’s course, please specify the course (Research-Intensive Course or Learning-Intensive Course)</p> <p>(3) Students will be notified of individual Student Number on the day of Entrance Ceremony.</p> <p>(4) Please write the address you will reside in Japan for 住所. If this is not still clear, please write the address you resided when you applied and inform the Office once decided.</p>
Certificate of Residence (for Applicant and Guarantor)	<p>(1) After you have received Certificate of Residence from the relevant city/ward/town/village office, please write your examinee number in the upper right margin of the Certificate and submit it.</p> <p>(2) Please submit Certificate of Residence of <b>both</b> the Applicant and the Guarantor. If the head of household listed in the Certificate of Residence for the Applicant is also the Guarantor in the Written Oath, a Certificate 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 Certificate 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>
Certificate of Graduation (Completion) and Academic Transcript	<p>(1) <b>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</b> (not necessary for applicants graduating from Keio University and applicants who have already submitted the documents when applying to the Graduate School). <b>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</b> (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).</p> <p>(2) If you are unable to obtain a certificate during the admission procedures period, please note the fact and date by which they can submitted in the Remarks section of the Admission Procedure Form and send it by express registered mail as soon as they have been issued.</p> <p>(3) <b>Please write your examinee number in the upper right margin of the documents.</b></p>
Notification Postcard for Completion of Admission Procedures	<p>Please write the addressee’s name and address on the front of the postcard and your examinee number and name on the back. Affix a 50-yen stamp.</p> <p>* Not necessary for applicants from overseas as we will notify the applicants of such information via e-mail.</p>
Other documents	<p>Applicants from overseas requiring Keio University to apply for a Certificate of Eligibility on their behalf must refer to *2 below.</p>

\*1 The amount of the Enrollment Fee may differ depending on the format of admission. Please refer to Note (1) in “(5) Fees Payable upon Admission” on page 18 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 who asks 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 (\*Keio University is unable to apply for a Certificate of Eligibility on your behalf if the total amount of the bank balance does not cover academic fees and expenses for the first year).
- (4) A copy of your passport showing your name, nationality, photo, passport number, and passport expiration date.

\* Keio University cannot apply for the Certificate of Eligibility on your behalf in case the bank balance is less than the total amount of fees payable upon Admission.

\* Please also see the website of the Immigration Bureau below for more information:

Immigration Bureau of Japan <http://www.immi-moj.go.jp/english/>

\*3 For extension of period of stay and change of status, please bring documents below to the Admissions office of graduate school of System Design and Management after the admission procedures have been completed.

- (1) Application for Extension of Period of Stay and Change of status
- (2) Alien Registration Card

\* Please also see the website of the Immigration Bureau below for more information:

<http://www.immi-moj.go.jp/english/>

### (5) Fees Payable upon Admission

The fees to be paid are as follows.

(Unit: Japanese Yen)

Category	Students admitted in September 2013* <sup>3</sup>		Students admitted in April 2014		Students admitted in September 2014* <sup>3</sup>	
	Master's Program	Doctoral Program	Master's Program	Doctoral Program	Master's Program	Doctoral Program
Enrollment Fee* <sup>1</sup>	200,000	200,000	200,000	200,000	200,000	200,000
Basic Affiliation Fee	30,000 -	30,000 -	60,000 (30,000)	60,000 (30,000)	30,000 -	30,000 -
Tuition Fee* <sup>2</sup>	750,000 -	375,000 -	1,500,000 (750,000)	750,000 (375,000)	750,000 -	375,000 -
Facilities Fee* <sup>2</sup>	160,000 -	160,000 -	320,000 (160,000)	320,000 (160,000)	160,000 -	160,000 -
Student Health Insurance Union Fee* <sup>2</sup>	1,350 -	1,350 -	2,600 (1,350)	2,600 (1,350)	1,350 -	1,350 -
Total	1,141,350 -	766,350 -	2,082,600 (1,141,350)	1,332,600 (766,350)	1,141,350 -	766,350 -

Amount in parentheses ( ) = payment amount for installment payments

\*1 The Enrollment Fee is only collected in the student's first year.

\*2 Fees excluding Enrollment Fee and Student Health Insurance Union Initial Fee can be paid in two installments in the Spring and Fall Semesters (payment amounts given in parentheses). The Fees for the Fall Semester should be paid by the end of October every year.

\*3 Fees of students enrollment in September are indicated only for the Fall Semester of their first year. The Fees for Spring Semester will be paid by end of April every year.

\*4 Keio University Undergraduate Program graduates, who enter the Master's Program within less than one year after graduating, shall pay 50% of the Enrollment Fee.

No Enrollment Fees are 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 Master's Program

straight after completing a Doctoral 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).

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.

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 Master's Program straight after completing a Doctoral 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).

\*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 the Graduate School's Orientation held after enrollment (approximately 30,000 Yen).

\*8 Some classes require students to bring and use their own notebook computers in classes.

\*9 The Fees for Academic Year 2013 are tentative. If changed, it will be announced on the SDM website

### (6) Notification Postcard for Completion of Admission Procedures

Notification Postcard for Completion of Admission Procedures is sent from the Admissions Office to applicants who have completed all admission procedures. Please contact the Admissions Office of the Graduate School of System Design and Management (sdm@info.keio.ac.jp) if the Notification Postcard for Completion of Admission Procedures has not arrived two weeks after the deadline of 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 the offer of admission in an orderly manner by the dates specified below.

Application period	<p>Deadline for expected September 2013 admission: Friday, September 20, 2013; 3:00 p.m. (JST)          Deadline for expected April 2014 admission: Monday, March 31, 2014; 3:00 p.m. (JST)          Deadline for expected September 2014 admission: Friday, September 19, 2014; 3:00 p.m. (JST)</p> <p>If you submit the documents by mail, please send them by registered mail early enough to ensure they will be arrived <b>by the time and date indicated above.</b>          If you submit the documents in person, please do so by the time and date indicated above.</p>
Address for submission, and Inquiries	<p>Admissions Office for Graduate School of System Design and Management, Keio University</p> <p>4-1-1 Hiyoshi, Kohoku-ku, Yokohama, Kanagawa 223-8526 JAPAN</p> <p>E-mail: sdm@info.keio.ac.jp          TEL : +81-45-564-2518 (direct)</p>
Documents to be submitted	<p><b>[Applicants from outside Japan]</b>          (1) Letter Declining Offer of Admission (prescribed form available at the Admissions Office)          (2) Documents or certificates that prove remittance of the Enrollment Fee, etc.</p> <p><b>[Applicants from within Japan]</b>          (1) Letter Declining Offer of Admission (prescribed form available at the Admissions Office)          (2) "Remittance payment receipt" for the Enrollment Fee, etc. (with financial institution cashier's stamp)</p>

### < Enrollment Fee >

Paid Enrollment Fees 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.

## < Contributions and Fund >

Although contributions to these funds are voluntary, we ask for your cooperation in the enrichment of education and research at Keio University. Information about the application procedures is announced to all students after admission.

### A) Education Promotion Fund (contribution)

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

### 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

## < Scholarships >

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

Keio Graduate School Scholarship is available for self supporting master’s and doctoral students. The duration of the scholarship is one year and students can apply every year. The scholarship is paid in the monthly amount determined for that school year. (The amount is subject to change each year. For reference, the monthly stipend for usual years was 150,000 Yen/month and additional 300,000 Yen/month for master’s students and 100,000 Yen/month for doctoral students are paid for student with outstanding academic results.

International students obtain the status of residence; “college student” are eligible to apply for scholarships to the International Center through Admissions office of graduate school of System Design and Management. Please refer to the website below about Keio University Scholarships for International Students Overview:

<http://www.ic.keio.ac.jp/en/life/scholarship/outline.html>

## Outline of Scholarships (excerpt from the International Center)

Sponsor	Name of Scholarship	Stipend/Benefit	Scholarship Period	Number of Recipients (scheduled)	Eligibility
Keio University	“Design the Future” Award for International Students *	<ul style="list-style-type: none"> <li>Exemption from tuition and other fees at Keio University</li> <li>¥200,000/month</li> <li>A one time preparation grant of ¥150,000 (including a subsidy for the air flight fee)</li> </ul>	2 years	Around 5	Students who will enter a Master’s Program or Professional Degree Program. Students who will enter the Doctoral Program in the Graduate School of Medicine.
	Keio Graduate School Scholarship	¥150,000/year (provided for 120 recipients ) Applicants who are recognized as being high academic achievers will receive an additional scholarship amount of ¥100,000 – ¥300,000 (provided for 40 recipients)	1 year (Students can apply every year)	120	Students who have high motivation for academic achievement, an excellent academic record, good character, and financial difficulty in paying study-related expenses.
	Yamaoka Kenichi Memorial Scholarship	Exemption from tuition and other fees	1 year	2	Students from Asia, who will be expected to complete their dissertation in an additional year.
	AEON Scholarship	<ul style="list-style-type: none"> <li>¥100,000/month</li> <li>Tuition fee</li> </ul>	2 years (in principle)	3 (including under-graduate students)	Students who have an excellent academic record, good character, and who need financial support. Students who are able to attend AEON events. Eligibility is limited to applicants from specified countries.
	Keio Emergency Scholarship for International Students	Within the amount of the tuition fee	1 year	A few	Students who have had a sudden change in their financial circumstances (due to the death or unemployment of their main source of financial support, etc) after entering Keio University and are in financial difficulty for continuing their studies.

Japanese Government (MONBUKAG AKUSHO: MEXT)	Japanese Government (MEXT) Scholarship (Domestic Application)	<ul style="list-style-type: none"> <li>● Exemption from tuition and other fees</li> <li>● ¥154,000-¥158,000/month (scheduled)</li> <li>● The air flight fee (returning from Japan to home country)</li> </ul>	The shortest possible period for graduation	Application for 2012 closed	Students who are/will be in the Graduate School and who have an excellent academic record.
	JASSO Honors Scholarship for Privately Financed International Students	¥65,000/month ( scheduled )	1 year (Students can apply every year)		Students who have an excellent academic record, good character, and who need financial support.
Local Government/ Foundations/ Associations, etc.	Other Scholarships	¥25,000-¥200,000/month			(Depends on scholarship)

### < Applicants Who Have Suffered from the Great East Japan Earthquake >

Keio University is conducting a special treatment on waiver of admission fee, enrollment fee, and tuition fee for applicants who have suffered from the Great East Japan Earthquake. Such applicants should submit necessary documents to the Admissions Office of Graduate School of System Design and Management by the last day of application period for web entry. If submitting by the deadline is difficult, the applicant must consult Admissions Office of SDM well in advance.

For more information, please see below (Japanese only)..  
[http://www.admissions.keio.ac.jp/topics/disaster\\_2013\\_3.html](http://www.admissions.keio.ac.jp/topics/disaster_2013_3.html)

### **Contact Information**

Admissions Office of the 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](mailto:sdm@info.keio.ac.jp)

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慶應義塾 日吉学生部 大学院担当

システムデザイン・マネジメント研究科入試係

日吉キャンパス 協生館2階

〒223-8526 神奈川県横浜市港北区日吉 4-1-1