

2017

**Keio University**  
**Graduate School of Media Design**

**Admission Application Guide**  
**Doctoral Program**



Application Period-I For enrollment in September 2017 or April 2018  
Application Period-II For enrollment in April 2018 or September 2018  
Application Period-III For enrollment in April 2018 or September 2018

(March 2017)

## 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 (applications and examination procedures)
- (2) Announcements of results
- (3) Admission procedures
- (4) Administration, communications or procedures relevant to academic matters
- (5) Administration, communications or procedures relevant to student life
- (6) Administration, communications or procedures relevant to the use of university facilities
- (7) Communications relevant to solicitations for donations, for the Iji-kai (Support Group), or for the Keio Card
- (8) Dispatch of documents to applicants and/or their Guarantors as well as other communications
- (9) Dispatch of documents related to the Mita-kai (alumni association) and other related matters

The aforementioned services will be conducted partially by certain third-party contractors commissioned by Keio University to conduct such services (hereinafter referred to as "contractors"). Some or all of students' personal information may be given to contractors to the extent necessary for them to conduct their 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.

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## Welcome to the Graduate School of Media Design

*Innovate through disruptive creativity*

Masa Inakage  
Dean and Professor  
Keio University Graduate School of Media Design

The mission of the Keio University Graduate School of Media Design (KMD) is to develop media innovators who have the ability to innovate on their own to create social value. Media innovators who are able to go beyond specific disciplines and national borders and be active on the global stage will be the leaders in the creative society of the 21st century.

### The creative society accelerates

The greatest changes to existing social systems since the industrial revolution are occurring now in the 21st century. People are venturing beyond the confines of the state and industry to engage on a broader scale, and likewise, universities are collaborating across disciplines and national borders. Creativity is essential if we are to capitalize on these rapid changes to build a new society. This entails activities that transform key frameworks for economic and other social activities. In a word, it's innovation. Rather than taking the conventional problem-solving approach, research and education at KMD uses innovation to propose new value to society and to create new markets.

At KMD, we utilize a wide range of techniques for disruptive innovation to iteratively develop and prototype original ideas, a process we refer to as "MAKE." However, this is just the first step. We also conduct research and then deliver our prototypes to society in the stage we call "DEPLOY." After deployment, we conduct more research on actual implementation and on the social "IMPACT" of the outcome. The entire process is supported by disruptive creativity, which views objects and phenomena from a wide range of perspectives, develops new ideas, expressions, and processes from zero, and conveys unique social value.

### Seeking social impact

The focus of KMD activities is on innovating out of zero, bringing those innovations to market, and creating social impact. We call this the "Real Project." In addition to contributing to academic inquiry, our objective is to impact the global creative society by developing new products, services and businesses, formulating new standards, and recommending changes to systems and institutions. In the Real Project, our aims are to foster innovation and to train transnational minds to understand how to facilitate collaboration among regions, identify relevant global commonalities, and adapt their ideas and products to local tastes and needs. Our teams bring together a diverse range of specialties and cultural values so that students have the opportunity to learn and gain practical experience in 21st century-style leadership that will allow them to maximize their potential.

### Global leaders are cosmopolitan

In our globalized society, we use the term "cosmopolitan" to refer to a person who understands the unique cultural and economic value of a region, respects the differences among regions, and is able to go beyond the

framework of his or her own discipline to collaborate. To provide opportunities for our students to become more cosmopolitan, KMD has established a number of locations that it operates on its own or in partnership with institutions in Japan and overseas, and also collaborates on numerous projects with its international partners.

## 1. Major and Admission Quota

Program	Major	Admission Quota
Doctoral	Media Design	10

\*This guidebook contains 2. General Admissions Program and 3. Admission Program for Career Professionals.

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

## 2. General Admissions Program

### 2.1 Qualification of Applicants

Applicants are required to fulfill at least one of the following requirements. Please note that preliminary entrance qualification review (refer to 2.2 Preliminary Entrance Qualification Review) will be necessary for applicants qualifying for admission under 3 or 4 below.

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. Granted or expect to be granted a degree corresponding to a master's degree outside Japan
3. Deemed qualified by the Ministry of Education, Culture, Sports, Science and Technology of Japan
4. Acknowledged by the Graduate School of Media Design to have academic capabilities equivalent to master's degree or professional degree holders who are 24 years old or over.

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 an 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.

### 2.2 Preliminary Entrance Qualification Review

Applicants qualifying for admission under 3 or 4 above must send the required documents to the Admissions Office of Graduate School of Media Design by mail during the following periods. Required documents sent from overseas (outside of Japan) must arrive by the deadline, and documents sent within Japan must be postmarked by the final date. Please mail the documents using an express service which provides tracking service such as **FedEx or DHL** from outside Japan, and **simple registered express mail or registered express mail** from within Japan.

Application Period-I: From Monday, April 10 until Monday, April 24, 2017

Application Period-II: From Monday, August 21 until Monday, August 28, 2017

Application Period-III: From Monday, December 4 until Monday, December 18, 2017

Condition	Required documents
Applicants qualifying for admission under 3 and 4	Application for Preliminary Entrance Qualification Review* <sup>1</sup> , CV (free format), Certificate of Graduation and Official Academic Transcript from your last School or Institution* <sup>2</sup> , Resume of Employment History, Resume of Research History, and any documents whereby KMD approves the applicant to have academic skills equivalent to those who have completed Master's Program (e.g. list of any notable research or work achievements including theses and works)

\*1 Please download Application for Preliminary Entrance Qualification Review form from the Graduate School's website.

\*2 Certificates must as a rule have been **issued within three months** of the deadline date.

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

### 2.3 Application and Screening Schedules

Please check the in-box of the e-mail account you registered through the Web Entry System since a KMD staff member might contact you at this address in the future.

	Application Period-I	Application Period-II	Application Period-III* <sup>4</sup>
Date of Enrollment	September 2017 April 2018	April 2018 September 2018	April 2018 September 2018
Activation of Web Entry* <sup>1</sup>	May 9 (Tue)- May 22 (Mon), 2017	September 12 (Tue)- September 26 (Tue), 2017	January 4 (Thu) - January 15 (Mon), 2018
Application period* <sup>2</sup>	May 16 (Tue)- May 22 (Mon), 2017 (Postmarked by the final date)	September 19 (Tue)- September 26 (Tue), 2017 (Postmarked by the final date)	January 9 (Tue)- January 15 (Mon), 2018 (Postmarked by the final date)
Applicants from overseas	Must arrive by May 26 (Fri), 2017	Must arrive by September 29 (Fri), 2017	Must arrive by January 19 (Fri), 2018
Announcement of Results of First Screening* <sup>3</sup>	1:00 pm on June 5 (Mon), 2017	1:00 pm on October 10 (Tue), 2017	1:00 pm on January 29 (Fri), 2018
Second Screening	June 17 (Sat), 2017	October 21 (Sat), 2017	February 10 (Sat), 2018
Announcement of Results of Second Screening* <sup>3</sup>	1:00 pm on June 20 (Tue), 2017	1:00 pm on October 24 (Tue), 2017	1:00 pm on February 13 (Tue), 2018

\*1 Application Form information can be entered/deleted via the Web Entry System. An Examination

Admission Slip can be also issued by the system. Please access the Web Entry System at the following URL:

<http://www.kmd.keio.ac.jp/en/admissions/application-overview.html>

- \*2 Please refer to 4. Submission on Application for details.
- \*3 Please refer to 5. Announcement of Screening Results for details.
- \*4 Residents or nationals of certain countries may find it difficult to acquire a visa in time for April 2017 enrollment if they apply for Application Period-III. Such applicants should contact the Admissions Office of Graduate School of Media Design well in advance.

## 2.4 Scope of Admissions Program

The First Screening will entail a screening of application documents. Applicants' academic level, enthusiasm for research, research skills, and other factors will be comprehensively assessed on the basis of the submitted documents, especially the **Research Proposal** (refer to 2.6 Research Proposal) in determining those applicants successfully passing the First Screening.

The Second Screening will comprise an oral examination administered for those applicants who passed the First Screening. Applicants select either Japanese or English as the language to be used in the screening. The choice of language will have no impact on the results of the Second Screening. The linguistic abilities of persons whose native languages are neither Japanese nor English will be checked during the Second Screening.

Applicants will undergo the Second Screening at Keio University's Hiyoshi Campus. Details such as meeting place and time will be provided when the results of the First Screening are announced. As a general rule, applicants will not be able to change the designated date and time of the Second Screening. The Second Screening may be conducted online (using Skype, etc.) for applicants undergoing screening outside Japan. Applicants wishing to take the online examination should note the following:

1. Prepare a web camera, headphones, and a microphone. Do not use speakers.
2. Examinees must be alone in the room during the oral examination.
3. A date will be set prior to the oral examination so that applicants can check whether the online system/connection is working properly. In principle, please use the same room for the prior check and the oral examination. However, if there is a special reason for not being able to use the same room, please contact the Admissions Office of the Graduate School of Media Design immediately after receiving the results of the First Screening.

Details will be provided individually when the results of the First Screening are announced.

Papers, works, portfolios, or other materials needed for explanation may be brought to the oral examination site.

## 2.5 Application Documents

You are required to write your examinee number on all application documents, which will be issued when you complete Web Entry. Please complete all application documents in either English or Japanese. Also, all official documents must be submitted in either English or Japanese. Even if you have submitted the same document for preliminary entrance qualification review, you need to resubmit the following documents upon application.



Documents to be submitted	Points of Note
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 print it out.
Photograph affixed to the mount (写真台帳)	Please download the form from the Web Entry System and affix a photograph to the designated space. This photograph will be used for the Student ID Card of successful applicants.
Photograph (x 2)	<ol style="list-style-type: none"> <li>(1) The photograph must be a 4cm x 3cm color photograph taken <b>within the past three months</b>, featuring a frontal view of your head and shoulders against a plain white background.</li> <li>(2) Please write your examinee number and your full name on the back of the photograph and attach them in the designated places on the Application Form and the Photograph Mount (写真台帳).</li> </ol>
Application Fee	Refer to 4.2 Application Fee.
Research Proposal	Refer to 2.6 Research Proposal.
Certificate of Completion or Certificate of Expected Completion of a Master's Degree Program*1	<ol style="list-style-type: none"> <li>(1) Applicants must submit certificate of completion (or expected completion) that proves you have completed (or are scheduled to complete) from a master's program, by September 21, 2017 for September 2017 intake, by March 31, 2018 for April 2018 intake, or by September 21, 2018 for September 2018 intake.</li> <li>(2) Certificates must as a rule have been issued <b>within three months</b> of the application deadline date.</li> <li>(3) Only original certificates or copies of the original certificates certified by the institution are accepted.</li> <li>(4) If a certificate cannot be issued, please submit copy of your diploma certified by the institution within three months of the application deadline date.</li> <li>(5) All certificates of graduation or expected graduation from university must be written in Japanese or in English. Certificates written in other languages must be attached by translated certificate with an official certificate of translation.</li> <li>(6) Please <b>write your examinee number in the upper right margin</b> of the form.</li> </ol>

<p>Certificate of Degree or Expected Degree from a university</p> <p>*Required if you completed a master's degree or professional degree at a university outside of Japan</p>	<ol style="list-style-type: none"> <li>(1) Certificates must as a rule have been <b>issued within three months</b> of the application deadline date.</li> <li>(2) Applicants should submit a Certificate of Degree (or Expected Degree). However, if the Certificate of Completion (or Expected Completion) includes Certificate of Degree (or Expected Degree) that proves you earned (or you are expected to earn) the degree, you do not need to submit Certificate of Degree (or Expected Degree).</li> <li>(3) If a certificate cannot be issued, please submit a copy of your diploma (that proves you earned the degree) certified by the institution within three months of the application deadline date.</li> <li>(4) All certificates of degree or expected degree must be written in Japanese or in English. Certificates written in other languages must be attached by translated academic transcript with an official certificate of translation to attest the accuracy of the translation.</li> <li>(5) Please <b>write your examinee number in the upper right margin</b> of the form.</li> </ol>
<p>Official Academic Transcript (for each undergraduate and master's degree) *1</p>	<ol style="list-style-type: none"> <li>(1) Transcripts as a rule must have been issued <b>within three months</b> of the application deadline date.</li> <li>(2) Only originals or copies of the originals certified by the institution are accepted.</li> <li>(3) Applicants should submit an academic transcript from the undergraduate college or faculty they graduated from and an academic transcript from their master's degree program.</li> <li>(4) Applicants who have graduated (or expect to graduate) from more than one university and/or graduate school should submit academic transcripts from each institution or university.</li> <li>(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, and if in both a master's and a doctoral program, academic transcripts from each.</li> <li>(6) Applicants who through transfer, etc., were or are simultaneously enrolled in more than one university should submit academic transcripts from each university.</li> <li>(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 to attest the accuracy of the translation.</li> <li>(8) Please <b>write your examinee number in the upper right margin</b> of the form.</li> </ol>
<p>Letter of Recommendation (Optional)</p>	<ol style="list-style-type: none"> <li>(1) Submission of letters of recommendation is optional (up to three letters of recommendation).</li> <li>(2) Please ensure that each recommender writes his or her letter of recommendation on one sheet of A4 or letter-size paper, places it into an envelope, and securely seals the envelope.</li> <li>(3) Please write your examinee number on the envelope(s).</li> </ol>

<p>Other documents to be appended (Optional)</p>	<p>(1) You may submit in addition to, and together with, the above application documents, papers and/or works demonstrating your abilities and skills as well as the results of language proficiency tests and other standardized examinations if available.*<sup>3</sup> Submission of these documents and materials is optional.</p> <p>(2) 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. *<sup>3</sup>No disadvantage will accrue if such results are not submitted.</p> <p>(3) Applicants must write your name as it appears on your passport or on your birth certificate. If your nationality is Japanese and different names are shown in several certificates, submit an abstract of one's family register to prove the change of the name.</p> <p>(4) Please <b>write your examinee number</b> on all of the additional documents.</p>
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\*1 Applicants may submit only one certificate if it includes both 'Academic Transcript' and 'Certificate of Graduation or Expected Graduation from University' on the same document. If any certificate is found to be fraudulent, the tuition fee will not be returned. If you have applied to KMD within the past year and cannot submit a certificate, please consult the Admissions Office of the Graduate School of Media Design.

\*2 Certificate of Translation is a certificate that proves the translation and the content of the original certificate are identical. Please inquire at your country's embassy of Japan or other relevant public organizations to have documents certified and submit a certificate of translation in Japanese or English.

\*3 Please note the following points for "Other documents to be appended (Optional)."

- You may submit either originals or photocopies of the results of language proficiency tests and other standardized examinations. Please write your examinee number in the upper right margin of the form.
- Works should be submitted as far as possible on paper media such as photographs and portfolios.
- Video, music and other media difficult to submit in paper form may be submitted on DVD, CD-ROM, etc.
- **None of the submitted documents, materials, works, etc., can be returned.** Please submit a copy (reproduction) if you would like to retain the original.

## 2.6 Research Proposal

1. Please summarize concretely and concisely the topics of your research thus far, your research performance, the topic you intend to research in the Doctoral Program, a plan outlining the objectives, methods, significance and special characteristics of this research, the expected outcomes, the number of years anticipated for completion of the Ph.D. program, research facilities needed, etc.
2. The research plan must be written on no more than five sheets of A4 or letter size (8 1/2" x 11") paper (cover pages are not necessary, and as a general rule, text should be rendered horizontally in portrait mode and printed single sided). Plans exceeding the specified number of pages will be deemed ineligible and will not be taken into consideration. The font size for the text must be 11 points or larger. There are no restrictions on the format or number of words/characters.
3. Please write your examinee number at the upper right of each page.

4. Please write your affiliation (university, college, etc.) and your full name at the top of the first page.
5. Please put a page number (page number/total pages; e.g. 1/5, 2/5, 3/5, 4/5, 5/5) at the bottom right of each page.

## 2.7 Approval from Faculty Members

Applicants of the Doctoral Program must contact a KMD faculty member and obtain acknowledgement to serve your research advisor in advance to the submission of application. Upon the acknowledgement, the faculty member will provide you an approval number, which is to be written on the approval number section of the Application Form (you may hand write it after printing out the form). Any Application Form for Doctoral Program without the approval number will **not be accepted**.

If you cannot reach a faculty member, please send an e-mail message to the Admissions Office of Graduate School of Media Design (E-mail:kmd@info.keio.ac.jp) with (1) the full name of the faculty member you wish to contact, and (2) the text of the message you wish to send. The Admissions Office will then forward the message to the faculty member. Please refer to the link below for information about the faculty members in the Graduate School of Media Design.

<http://www.kmd.keio.ac.jp/en/experience/faculty/>

## 3. Admissions Program for Career Professionals

This admissions program is for persons seeking to obtain their doctoral degree while still employed. Applicants for this admission program should be those who have graduated from an undergraduate and/or a graduate degree program, who already have three or more years of work experience at a company, government office, research institution, etc., and who have a clear awareness of media design issues.

### 3.1 Qualifications of Applicants

1. Persons who have completed a master's degree program or who have been granted a degree equivalent to a master's degree outside Japan, and who have been employed for at least three years at a company, government office, research institution, etc., at the time of admission.
2. Persons who have graduated from an university, are currently employed and have been employed in a company, government office, research institution, etc., for at least three years at the time of admission, and who are deemed to have academic abilities equivalent to or greater than persons who have completed the master's program in the Graduate School of Media Design.

Applicants qualifying for admission under 2 above must contact the Admissions Office of Graduate School of Media Design in the following periods:

Application Period-I: From Monday, April 10 until Monday, April 24, 2017

Application Period-II: From Monday, August 21 until Monday, August 28, 2017

Application Period-III: From Monday, December 4 until Monday, December 18, 2017

Condition	Required documents
Applicants qualifying for admission under 2	Application for Preliminary Entrance Qualification Review*1, CV (free format, please write “Application for Doctoral Program admission”), Certificate of Graduation and Official Academic Transcript from your last School or Institution, Resume of Employment History, and any documents whereby KMD approves the applicant to have academic skills equivalent to those who have completed Master’s Program (e.g. List of any notable research or work achievements including theses and works).

\*1 Please download Application for Preliminary Entrance Qualification Review form from the Graduate School’s website.

### 3.2 Application and Screening Schedules

Refer to 2.3 Application and Screening Schedules.

### 3.3 Scope of Admissions Program

Refer to 2.4 Scope of Admissions Program.

### 3.4 Application Documents

In addition to the documents listed in 2.5 Application Documents, please submit the following document when applying.

Documents to be submitted	Notes
Employment History	(1) Please provide a summary of your employment history on A4 or letter-size paper in a format of your choosing. (2) Please also detail any notable research or work achievements, if any. (3) Please <b>write your examinee number at the upper right</b> of the resume.

## 4. Submission of Applications

### 4.1 Where Applications should be Submitted and Mailing Method

Please mail application documents to the address indicated below:

Admissions Office of Keio University Graduate School of Media Design  
 4-1-1 Hiyoshi, Kohoku, Yokohama 223-8526, JAPAN  
 TEL: +81 (0)45 564-2517

1. Applications may not be submitted in person at the Office.
2. Applications sent either from outside or within Japan must be postmarked by the final date. Applications sent from abroad must reach the Admissions Office on or before the published deadline date. Please be aware that different submission deadlines are set depending on whether it is sent from Japan or overseas. Make sure to send application documents well in advance since applications arriving after the deadline will be not considered. For the schedule, please refer to 2.3 Application and Screening Schedules.
3. Please mail applications by simple registered express mail or registered express mail from or within Japan.



may not be available at smaller post offices, so please go to a major post office to purchase one.

4. Yen-denominated international Postal Money Orders may not be available in some countries or regions. Applicants residing in these countries or 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 the day's over-the-counter customer exchange rate.
5. The payer can receive the international Postal Money Order at the Postal Service in the U.S while the payer in other countries or regions receive a receipt for the same amount and the international Postal Money Order is directly sent to Graduate School of Media Design (KMD). In the latter case, please send a copy of the receipt, together with applications to KMD.
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 foreign currency (e.g. 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.
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 fees will not be refunded under the following reasons:

- A. You have paid the application fee, but did not apply to KMD (either did not send the application documents or application documents were not accepted by KMD).
- B. You have paid the application fees twice by mistake.

Applicants who apply for a refund under A or B above must inform the Admissions Office of the Graduate School of Media Design (E-mail:kmd@info.keio.ac.jp) by the deadlines for each application period with the following information. The Admissions Office will then send the applicant the necessary documents to complete the refund procedure by e-mail. If the refund request is accepted, the application fee will be refunded to applicants' indicated bank account. Any applications after the deadline are not accepted.

Deadline	Application period I : Tuesday, June 20, 2017 Application period II : Tuesday, October 24, 2017 Application period III : Tuesday, February 13, 2018
Information necessary to apply for refund of application fee	Full name of the applicant, examinee number, and contact information (telephone 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 by the applicant.

#### 4.3 Points to Note When Submitting Applications

1. Please check the accuracy of all materials before mailing. Incomplete and delayed applications will not be processed.
2. 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.
3. Should the information provided in the application documents be 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, documents will not be returned.
5. Applicants requiring special assistance when taking examinations or attending classes due to physical disabilities should contact the Admissions Office of the Graduate School of Media Design one month prior to the last day of the application period.
6. If you are delayed due to disruptions or delays in the public transportation system in areas near the examination venue, you may still be allowed to take the entrance exams. Please notify a staff member in your vicinity. If there are major disruptions and delays in the public transportation system in areas near the examination venue, and the university deems that a large number of examinees will be affected on the day of the exams, it may, as so far as it does not affect the entire operation of the entrance exams, delay the start of all the exams. However, the university will not be responsible for any accompanying personal injuries, damages, or losses. Any changes to the exam schedule on the day of the exams will be notified on the KMD website.  
<http://www.kmd.keio.ac.jp/>
7. Other notification on application will be posted on following website and all applicants must check the website when submitting their applications.  
<http://www.kmd.keio.ac.jp/en/admissions/application-overview.html>

#### 5. 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 Media Design

<http://www.kmd.keio.ac.jp/en/admissions/application-overview.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 at Graduate School of Media Design, Office of Student Services located on the second floor of the Collaboration Complex in 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 Media Design:

<http://www.kmd.keio.ac.jp/en/admissions/application-overview.html>

Results will all be displayed by examinee number. The same information will also be posted simultaneously at the Graduate School of Media Design, and Office of Student Services on the second floor of the Collaboration Complex on Hiyoshi Campus. Inquiries regarding the screening results will not be accepted.



## 6. 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.

### 6.1 Methods for Obtaining Documents for Admission Procedures

The documents for admission procedures will be sent to the address listed on your Application Form approximately three weeks prior to the first date of each admission procedure period shown below. For applicants who take application period III and enroll in April, it will be sent after the announcement of second screening. If an applicant wishes documents from KMD to be sent to another address, he/she should contact the Admissions Office beforehand. The university will not hand out these documents directly. Please contact the Admissions Office of the Graduate School of Media Design (E-mail:kmd@info.keio.ac.jp) if these documents have still not arrived two weeks before the said date.

### 6.2 Admission Procedure Periods

[For enrollment in September 2017] From Wednesday, July 19 to Thursday, July 27, 2017

[For enrollment in April 2018] From Thursday, February 15 until Friday, February 23, 2018

[For enrollment in September 2018] Details will be provided when the results of the Second Screening are announced.

All applications must arrive by the deadline.

Please note that changing of enrollment period is not permitted in principle. However, the Admissions Office of Graduate School of Media Design 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. These applicants must contact us beforehand.

### 6.3 Submission of Documents for Admission Procedures and Method of Mailing

Please mail application documents to the address indicated below:

Admissions Office of Keio University Graduate School of Media Design

4-1-1 Hiyoshi, Kohoku, Yokohama 223-8526, JAPAN

Tel: +81 (0)45-564-2517

Please mail applications using an express service which provides tracking service, such as **FedEx or DHL** from outside Japan, and **simple registered express mail** or **registered express mail** from within Japan. Please also send an email message to the Admissions Office with (1) your examinee number, (2) the name of the express service you have used, and (3) item number or tracking number if you send applications from outside Japan.

Applications sent from overseas (outside of Japan) must arrive by the deadline date, and applications sent within Japan must be postmarked by the final date. Please ensure that you print “KMD Admissions” on the envelope in red ink.

6.4 Documents to be Submitted

Documents To be submitted	Notes
Admissions Procedure Form	Please fill in the required information in the designated form and submit it.
Certificate of Remittance (of Tuition Fee <sup>*1</sup> , etc.) or A copy of the transfer receipt (in case of the remittance from outside Japan)	<p><b>When completing procedures from WITHIN Japan</b></p> <p>(1) Please remit with the form provided the stipulated amount at the counter of a financial institution.</p> <p>(2) Once you have remitted the funds, please affix the Certificate of Remittance to the form sent with other documents by KMD and submit it to the Admissions Office. Please retain the Remittance Receipt for your own records.</p> <p><b>When completing procedures from OUTSIDE Japan</b></p> <p>(1) Please pay the tuition and fees for Keio University as indicated below. <u>*We cannot accept demand drafts, postal money orders, registered cash by mail or any payment method other than telegraphic transfer.</u></p> <p>(2) Where to Transfer &lt;Account Information&gt; Bank name: Sumitomo Mitsui Banking Corporation Branch: Mitadori Branch Swiftcord: SMBCJPT Address: 5-28-1 Shiba, Minato-ku, Tokyo 108-0014 Japan Account type: Ordinary Account Account number: 8374538 Name of the account: Keio University Remittance fee: The remitter defrays the fee</p> <p>(3) How to Transfer and Amount: Type of Remittance: Telegraphic Transfer Method of Payment: Advise and Pay Bank Charges, if any: To be paid by applicant Currency: Japanese Yen (JPY) Purpose of Remittance: Tuitions and Fees Message to the Payee, if any: Application number and name of the applicant Amount: Master's Program: 1,982,600 Yen or 991,350 Yen                   Doctoral Program: 1,202,600 Yen or 601,350 Yen</p> <p>(4) 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.</p>

<p>Written Oath</p>	<ol style="list-style-type: none"> <li>(1) Please fill out all the portions outlined by the black border.</li> <li>(2) Non-Japanese nationals may only use an alias if it is listed on the Certificate of Residence or Resident Card. <b><u>Guarantor information must be filled out by the guarantor. The oath will not be accepted if the information was filled out by the applicant.</u></b></li> <li>(3) 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. Please write your name by yourself.</li> <li>(4) For student's address, please write the address as it appears in Certificate of Residence. For guarantor's address, please write one's current address.</li> <li>(5) In principle only family members/ relatives residing within Japan may serve as Guarantors. If applicants are unable to find a Guarantor in Japan, one who resides outside Japan may serve as Guarantor.</li> <li>(6) <b><u>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.</u></b> Oaths neither sealed nor signed will not be accepted.</li> <li>(7) <b><u>If you made an error, put double line through the error and affix your seal (the same seal affixed to the oath) on it. Do not use correction liquid.</u></b></li> </ol>
<p>Student Registration Form</p>	<ol style="list-style-type: none"> <li>(1) Please fill in all the required information except for the section titled Student ID number.</li> <li>(2) Students will be notified of individual Student Number on the day of Entrance Ceremony. <b>Leave the student number blank.</b></li> <li>(3) Please write the address where you will reside in Japan. If this is not still clear, leave the space blank and please inform the Admissions Office once decided.</li> </ol>
<p>Certificate of Residence (for Applicant and Guarantor)</p>	<ol style="list-style-type: none"> <li>(1) After you have received Certificate of Residence (that does not include your Individual Number [My Number]) from the relevant city/ward/town/village office, please write your examinee number in the upper right margin of the form and submit it.</li> <li>(2) Please submit Certificate of Residence for both 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.</li> <li>(3) Those with foreign nationality who reside outside Japan, please also enclose a copy of your passport (of the page shown name, photo, passport number) and submit Certificate of Residence when you register as a local citizen in Japan. Those with foreign nationality who reside in Japan, please submit Certificate of Residence (indicating residence status and residence period).</li> </ol>

<p>Certificate of Completion and Latest Academic Transcript</p>	<p>(1) Doctoral Program applicants who had not yet completed from a university of a master's program at the time of application should also submit a Certificate of Completion and the latest Academic Transcript. It is not necessary for applicants from Keio University and for applicants who have already submitted said documents when applying to the Graduate School.</p> <p>(2) Please <b>write your examinee number in the upper right margin</b> of the form.</p> <p>(3) If you are unable to obtain a certificate during the admission procedures period, please note that fact and the date by which they can be submitted in the Remarks section on "Admissions Procedures Form" and send the certificates by express registered mail as soon as they have been issued.</p>
<p>Certificate of Degree</p> <p>*Need to submit if completed a master's degree or professional degree at a university outside of Japan</p>	<p>(1) Doctoral Program applicants who had submitted a Certificate of Expected Degree should submit Certificate of Degree. However, if Certificate of Completion includes the Certificate of Degree that proves you earned the degree, you do not need to submit Certificate of Degree.</p> <p>(2) If certificate cannot be issued, please submit copy of diploma (that proves you earned the degree) certified by the institution within three months of the application deadline date.</p> <p>(3) Please <b>write your examinee number in the upper right margin</b> of the form.</p> <p>(4) If you are unable to obtain a certificate during the admission procedures period, please note that fact and the date by which they can be submitted in the Remarks section on "Admissions Procedures Form" and send the certificates by express registered mail as soon as they have been issued.</p>
<p>Pledge (Nondisclosure Agreement)</p>	<p>(1) Please sign either a Japanese or English version of the form if you agree with the statement.</p> <p>(2) Keep "Your Copy" for yourself and submit the "University Copy".</p> <p>(3) <b>Leave student number blank.</b></p>
<p>Consent Release Form Regarding Photographic, Video, and Audio Recordings and Their Use for Educational Purposes</p>	<p>(1) Please sign either a Japanese or English version of the pledge if you agree with the statement.</p> <p>(2) Keep "Your Copy" for yourself and submit the "University Copy".</p> <p>(3) <b>Leave student number blank.</b></p>
<p>Other documents</p>	<p>Applicants from overseas requiring Keio University to apply for a Certificate of Eligibility on their behalf must refer to *2 below.</p>

\*1 Please refer to 6.5 Fees Payable upon Admission 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 (1) Applicants requiring Keio University to apply for a Certificate of Eligibility on their behalf will be contacted by the Admissions Office and be requested to 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 two semesters.
4. Please submit 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 academic fees and expenses for the first two semesters.

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

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

(2) For extension of period of stay and change of status, please bring documents to the KMD Office.

1. Application for Extension of Period of Stay and Change of Status
2. Resident Card

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

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

## 6.5 Fees Payable upon Admission

The fees to be paid are as follows. Please note that these fees are subject to change and increases may be necessary in or after 2019 academic year. Fees of students enrollment in September are indicated only for the first half of their first year.

(Unit: Japanese Yen)

Category	Students admitted in April 2018		Students admitted in September 2017 and September 2018	
	Master's Program	Doctoral Program	Master's Program	Doctoral Program
Basic Affiliation Fee	60,000 (30,000)	60,000 (30,000)	30,000	30,000
Tuition Fee	1,920,000 (960,000)	1,140,000 (570,000)	960,000	570,000
Student Health Insurance Fee	2,600 (1,350)	2,600 (1,350)	1,350	1,350
Total	1,982,600 (991,350)	1,202,600 (601,350)	991,350	601,350

\*1 Fees excluding Student Health Insurance Union Initial Fee can be paid in two installments in the Spring and Fall Semesters (payment amounts given in parentheses).

- \*2 The fees for the Fall Semester should be paid by the end of October every year. The fees for the Spring Semester will be paid by the end of April every year.
- \*3 If students admitted in April pay the partial fees, the fees for the Fall Semester will be paid by the end of October every year.
- \*4 The Student Health Insurance Union Fee includes a Membership Fee and an Initial Fee, which is collected only in the student's first year. Keio University Master's Program graduates continuing on to the Master's Program in the same year that they complete the Master's Program are not required to pay the Initial Fee (Excluding those students completing a Professional Degree Program).
- \*5 Student Health Insurance Union Fees may be revised each academic year.
- \*6 In addition to the above fees, students will be charged for the costs of Crash Course (actual cost) held shortly after admission.
- \*7 Students are advised to purchase notebook PCs by the time of enrollment as it is mostly required in many classes.

#### 6.6 Notification of Completion of Admission Procedure

We will send a Notification for Completion of Admission Procedures to applicants who have completed all admission procedures via email. Please contact the Admissions Office of Graduate School of Media Design if the Notification for Completion of Admission Procedures has not arrived within two weeks after the end of the admission procedures period.

#### 6.7 Declining Offers of Admission

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

Application period	<ul style="list-style-type: none"> <li>• Deadline for expected September 2017 admission: 3:00 pm on Thursday, September 21, 2017</li> <li>• Deadline for expected April 2018 admission: 3:00 pm on Friday, March 30, 2018</li> <li>• Deadline for expected September 2018 admission: 3:00 pm on Friday, September 21, 2018</li> </ul> <p>* If you will be submitting the documents by mail, please send them by registered mail early enough to ensure they are delivered <b>by 3:00 pm on the deadline date</b>. If you will be submitting the documents in person, please do so <b>by 3:00 pm on the deadline date</b>. All said times are Japan Standard Time (JST).</p>
Address for Submission	Admissions Office of Keio University Graduate School of Media Design 2 <sup>nd</sup> Floor of the Collaboration Complex Building 4-1-1 Hiyoshi, Kohoku, Yokohama 223-8526 JAPAN
Documents to be submitted	<ul style="list-style-type: none"> <li>(1) Letter Declining Offer of Admission<sup>*1</sup></li> <li>(2) Documents or certificates proving that the Enrollment Fee, etc., was remitted (for Applicants in Japan) or "Remittance payment receipt" for Enrollment Fee, etc. (with financial institution cashier's stamp) (for Applicants outside Japan)</li> </ul>

\*1 Please ask the Admissions Office of Graduate School of Media Design about the Letter Declining Offer of Admission.

## 7. Contributions and Fund

We ask your cooperation for the enrichment of education and research at Keio University as follows. Note that contributions to these funds are voluntary:

A: 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

B: Education Promotion Fund (contribution) -An annual 30,000 yen per unit (2 or more units are recommended).

## 8. Contributions (Donations) to Improve Campus Environment for Education, Research, and Medicine at Keio University

Keio University aims to contribute to society by undertaking projects to further improve its environment for education, research, and medicine. We hope for your understanding and cooperation to make this possible. Details on how to give to Keio will be sent out after students have been admitted to the university.

## 9. Scholarships

International students obtain the status of residence of “college student” are eligible to apply for scholarships to the International Center through KMD Office. 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>

**Contact Information**

Admissions Office of Keio University Graduate School of  
Media Design

4-1-1 Hiyoshi, Kohoku, Yokohama 223-8526, JAPAN

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