Instructions for Application Documents

October 2026

1. Preparation of the application documents

Please prepare all the application documents as files on your computer.

a. For the documents you create on your computer, such as examination papers, please save all the files in “PDF” format.
b. For the paper documents such as “Certificates”, you can digitize by a scanner, or you may use your camera-equipped smartphone or digital camera to take a photo of these paper documents. Please make sure you save those files in “jpg” or “pdf” format.
c. For the ID Photo, you can digitize the printed photo, or you may use your camera-equipped smartphone or digital camera to take your photo. Please make sure to save in “jpg” format.
d. For the materials of the Examination Paper (II) Accomplishment (applicants for master’s program), the files can be in any digital format.

In either case, please be informed

（Note 1）When you take a photo with your iPhone, please make sure not to save in HEIC format.
（Note 2）Please ensure that each file uploaded to TAO does not exceed 20 MB in size.
（Note 3）”d” can be multiple files but ensure the size of all files in total does not exceed 100 MB.

2. Organizing and renaming files

2.1 Master’s Program Application Documents

After preparing all the required documents described in the section of “3.5 Application Documents” and “3.6 Examination Paper” in the Application Guidebook following the instructions above, please organize the Examination Paper in **Folder B (ZIP file)** and rename the file according to the designated file-naming conventions.

If you are also applying to the **CEMS program**, in addition to the above, please organize the files required for the CEMS application as specified in the Application Guidebook in **Folder D (ZIP file)**. Please refer to **Table 4** for details.

Table 1. Master’s program – ID Photo

	Document	Folder	File Type	File Name
1	ID Photo	-	jpg	(any name is acceptable)

Table 2. Master’s program – Certificates

	Document	Folder	File Type	File Name
1	Certificate of (Expected) Graduation	-	pdf or jpg	UG-Certificate（※1）
2	Certificate of (Expected) Bachelor’s Degree	-	pdf or jpg	UG-Degree（※1）
3	Official Academic	-	pdf or jpg	UG-Transcript（※1）

	Transcript			
4	Proof of Language Proficiency (Only when applicable ※2)	-	pdf or jpg	Language
5	Proof of applicant's identity (Only when applicable ※3)	-	pdf or jpg	ID
6	Notification of the result of Preliminary Qualification Review (Only for successful applicants for preliminary qualification review)	-	pdf	Preliminary.pdf
7	Employment History (Only for applicants who apply for the Admission Program for Career Professionals)	-	pdf	Employment.pdf

（※1）If you have multiple documents of the same type, please **combine them into a single PDF file**. Only if you are unable to combine the files due to editing restrictions or other limitations of the original PDF files should you upload them separately through TAO.

Examples:

- You have Certificates of Graduation from two universities.
- You have Certificates of Graduation for both your Bachelor's and Master's degrees.

Example file:

UG-Certificate.pdf

- Page 1: Certificate from University A
- Page 2: Certificate from University B

（※2）Please refer to "Application Guidebook - 3.5 Application Documents". If you are applicable to either (1) or (2) in the "Proof of Language Proficiency" section, you must submit this document.

（※3）Please refer to "Application Guidebook - 3.5 Application Documents" for the details.

Table 3. Master's Program: Examination Paper

	Document	Folder	File Type	File Name
1	（I）Statement of Purpose (SoP)	B	pdf	B-MS-SoP.pdf
2	（II）Accomplishments: discussion paper on accomplishments	B	pdf	B-MS-A.pdf
3	（II）Accomplishments: materials	B	Any types are accepted.	Store all the files under the folder named as B-MS-A-files.

				Only alphanumeric characters can be used for the name of each file in the folder.
4	（III）Creative Challenge	B	pdf	B-MS-CC.pdf

Table 4. Master's Program: Additional documents for CEMS applicants

	Document	Folder	File Type	File Name
1	CV	D	pdf	D-CEMS-CV.pdf
2	CEMS Statement of Purpose	B	pdf	B-CEMS-SoP.pdf
3	Statement of Reason for Preferred CEMS Schools	D	pdf	D-CEMS-SoR.pdf
4	Mother Tongue Declaration Form	D	pdf or jpg	D-CEMS-MotherTongue
5	Language Proficiency Certificate （※5）	D	pdf or jpg	D-CEMS-Language
6	Grade Point Calculation Sheet	D	pdf	D-CEMS-Grade.pdf
7	Transcript (in English)	D	pdf or jpg	D-CEMS-Transcript
8	Statement of your educational background & working experience	D	pdf	D-CEMS-Background.pdf

（※5）For the details, please follow the instruction in the separate document "**Keio CEMS MIM Programme Application Guidebook**" available on the KMD website. You must submit this document in the D folder even if the same document is already included in the C folder.

2.2 Doctoral Program Application Documents

After preparing all the required documents described in the section of "3.5 Application Documents" and "3.6. Research Proposal" in the Application Guidebook following the instruction above, you need to organize the files into two folders (A and B) and rename them as listed in Table 6 and Table 7 below.

Table 5. Doctoral Program: ID Photo

	Document	Folder	File Type	File Name
1	ID Photo	-	jpg	(any name is OK)

Table 6. Doctoral Program: Certificates

	Document	Folder	File Type	File Name
1	Certificate of (Expected) Completion of a Master's Degree Program	-	pdf or jpg	MS-Certificate（※6）
2	Certificate of (Expected) Master's Degree	-	pdf or jpg	MS-Degree（※6）
3	Official Academic Transcript	-	pdf or jpg	MS-Transcript（※6）

4	Proof of applicant's identity (Only when applicable ※7)	-	pdf or jpg	ID
5	Notification of the result of Preliminary Qualification Review (Only for successful applicants for preliminary qualification review)	-	pdf	Preliminary.pdf
6	Employment History (Only for applicants who apply for the Admission Program for Career Professionals)	-	pdf	Employment.pdf

（※ 6） When you have multiple certificates for the same category, you can submit one file containing multiple documents or multiple files with numbers in the file name.

(Example) When you have two graduate certificates from two different universities, you can submit either way of the followings:

i. MS-Certificate.pdf containing the University-A's certificate on the first page and the University-B's certificate on the second page.

ii. MS-Certificate1.jpg for the University-A's certificate and A-MS-Certificate2.jpg for the University-B's certificate.

（※7） Please refer to "Application Guidebook - 3.5 Application Documents" for the details.

Table 7. Doctoral Program: Research Proposal

	Document	Folder	File Type	File Name
1	Research Proposal	-	pdf	PhD-Proposal.pdf

3. Submission

For the files to be submitted through the web entry system, please compress **Folder B** and **Folder D (if applicable)** separately into ZIP files, and prepare **one or two ZIP files**, as applicable. If you apply to CEMS program, please also check the files in folder D.

3.1 Making Zip files

Compress and archive each folder B and D (when applicable) to make Zip files for each.

Figure 1 shows how to make Zip files with Windows (next page)

Figure 2 shows how to make Zip files with macOS (next page)

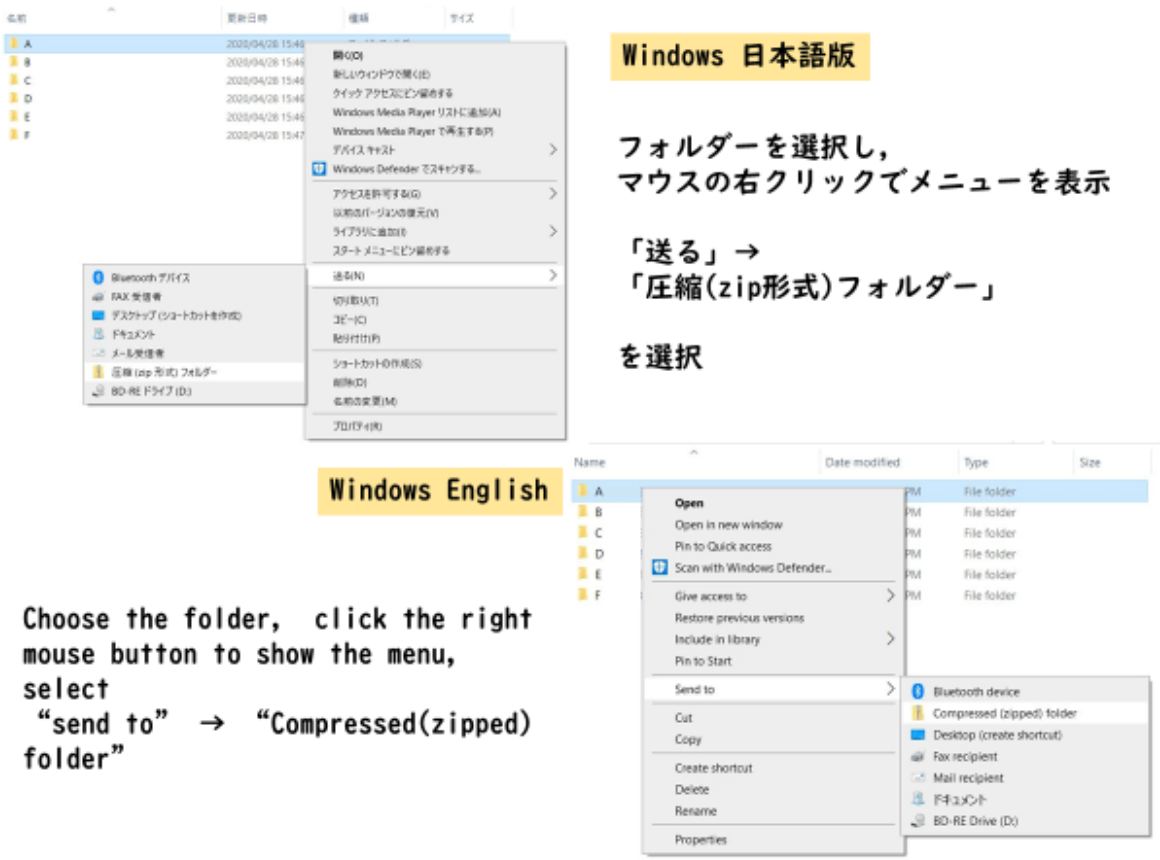


Figure 1. How to make a zip file on Windows

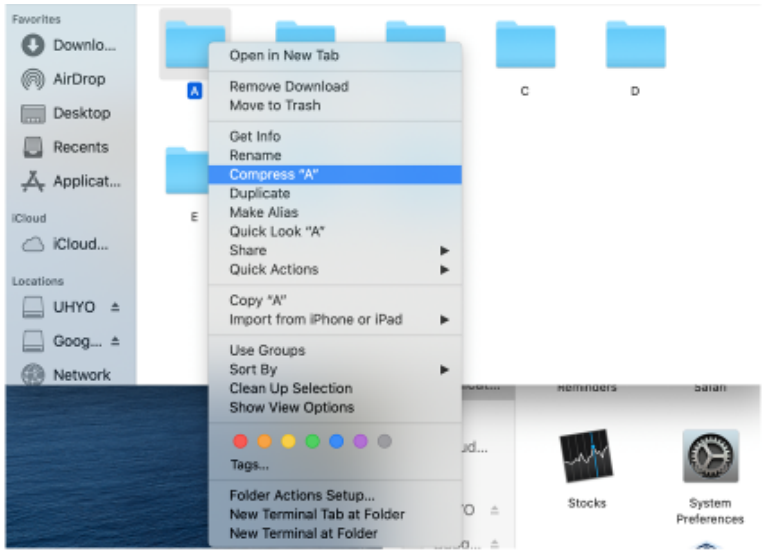


Figure 2. How to make a zip file on macOS

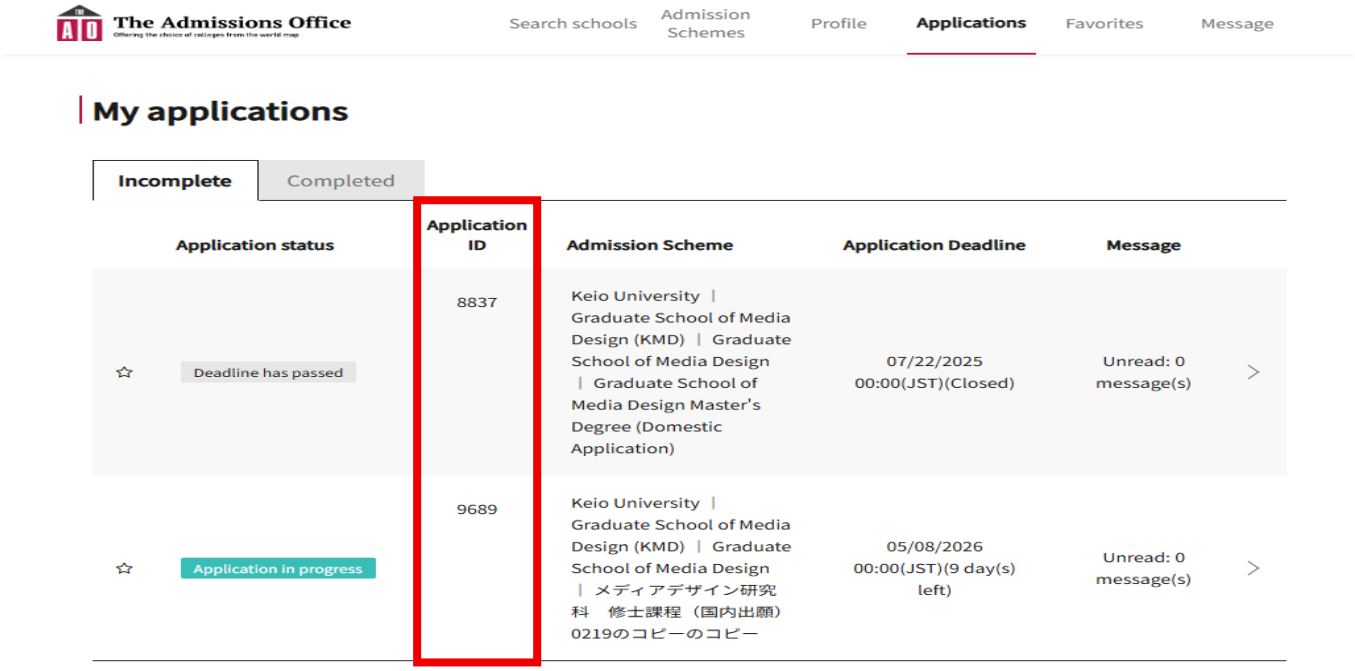
3.2 Naming Convention for ZIP Files

Zip File B: File B_Application ID_Full Name (in Alphabet)

Zip File D: File D_Application ID_Full Name (in Alphabet)

e.g.：File B_1111_Taro Suzuki

*Please check your Application ID on the “My applications” page of TAO (Web Entry System).



3.3 Upload Zip archive files

Please follow the instructions on the TAO application page and upload the relevant ZIP file(s) to Dropbox.

Folder B is required for all master’s applicants. Folder D is required only for applicants applying to CEMS.

Please note that only *Folders B and D* are used. There are *no Folders A or C*.

3.4 Uploading Files Other Than ZIP Files

Please upload the required files directly by following the instructions on the TAO application page.