

Academic Year 2023
Application Period-II

Keio University
Graduate School of Media Design

Application Guidebook

Doctoral Program



Application Period-I for enrollment in September 2023 or April 2024
Application Period-II for enrollment in April 2024 or September 2024
Application Period-III for enrollment in April 2024 or September 2024

(July 2023)

The Management of Personal Information at Keio University

At Keio University, personal information is managed safely and appropriately in compliance with the university's "Basic Policy Concerning Protection of Personal Information" and "Rules to Protect Personal Information."

Personal information provided when making an application, completing admissions procedures, and issuing notifications following graduation, including names, addresses, and other details, will be used at each department of Keio University for 1) processing applications for, and conducting of, entrance examinations, as well as announcements of final results; 2) admission procedures; 3) administration, correspondence, and procedures relating to academic affairs, including academic activities to which the student contributes; 4) administration, correspondence, and procedures relating to general student life; 5) administration, correspondence, and procedures relating to the use of university facilities and equipment; 6) communications for soliciting donations, notification regarding school bonds, and inviting recipients to join the Keio Iji-kai (Support Group) or apply for the Keio Card; 7) sending documents to students and guarantors and other communications; and 8) dispatching documents related to the Mita-kai (alumni association); and any other matters accompanying these tasks. Additionally, the data of personal information that has been statistically processed so that individuals cannot be identified will be used as survey and research material for the selection of entrants to the university.

Specific duties will be undertaken by contractors commissioned by Keio University (hereinafter "commissioned contractors") to perform the tasks outlined above. When outsourcing tasks, all or part of the personal information provided by applicants may be shared with commissioned contractors to the extent that it is necessary to carry out their duties. Keio University may also share personal information following graduation, within the extent that this is required for procedures and screenings, upon request from the Mita-kai (Alumni Associations), as part of its support for the Mita-kai's activities.

Exceptions may be made to share personal information with third parties in cases where there is a legal obligation to disclose information, or when it is deemed necessary to protect the life, physical wellbeing, property, or other rights and interests of the student or a third party and it is not possible to obtain the consent of the student in question. Keio University will not provide personal information to a third party in any circumstances other than those described above.

You will hereby be deemed to be in agreement with the above matters, in undertaking all procedures. Please read and consider these factors thoroughly before consenting.

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1. Invitation to the Graduate School of Media Design (KMD)

—Shaping the dream future through disruptive creativity

The mission of the Keio University Graduate School of Media Design (KMD) is to develop “media innovators” who are capable of innovating on their own initiative to create social value. Media innovators will go beyond the confines of specific disciplines and national borders to perform on the global stage and play a leading role in shaping a creative society in the post-pandemic world.

The accelerating creative society

Global society is currently facing numerous complex challenges including pandemic, regional conflicts, and environmental issues. We can no longer rely on existing ways of thinking, values, and established social systems. Furthermore, society has begun to shift dramatically in its structure and function due to digital transformation. In this era of uncertainty and rapid change, a desirable but sustainable society urgently needs to be built centered on digital transformation accelerated through cutting-edge digital technologies. Achieving this requires a “futures literacy” (future-orientated creativity) that envisions a desirable image of what is to come that is unbound by conventional wisdom and customs. 2023 marks the 15th anniversary of KMD. We will continue to nurture the next generation of global leaders who can envision and lead the future by engaging in real-world activities to create markets and society through innovation that proposes new values, rather than relying on traditional problem-solving.

At KMD, in order to achieve what we dub “futures literacy,” a method named Dream Driven Design is employed to sketch out the future. In order to bring about disruptive innovation, we utilize a wide range of techniques 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 the actual implementation and social “IMPACT” of outcomes. 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 produces unique social value.

Seeking social impact

To train media innovators, KMD enacts the sequential process of innovating from zero (ideas), bringing these innovations to market, and creating social impact while balancing theory with practice. We call this a “Real Project,” and these constitute the core of KMD’s activities.

Beyond contributions to academia, 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. For members of KMD to conduct activities at the forefront of their fields as global citizens, KMD uses both English and Japanese as its official languages, and is developing a learning environment aimed at integrating the virtual and physical realms.

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 ideas and products to local characteristics. Our team brings 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 who are interculturally competent

In our globalized society, we use the term interculturally competent to refer to a person who understands the unique cultural and economic values of a region, respects the differences among regions, and is able to go beyond the framework of his or her own discipline to collaborate. Persons with intercultural competence must also have the ability to comprehend regionality in addition to intelligence, manners, and competency in English as a lingua franca. Another important credential for leaders is to contribute to activities aimed at realizing a future society that is sustainable from a global perspective. For this reason, KMD has established a number of bases that it operates on its own or in partnership with institutions in Japan and overseas and collaborates on numerous projects with its international partners. Additionally, we offer courses specifically for students to acquire the proficiency in the lingua franca of English that is required to execute projects.

Three literacies for the sake of future society

The post-pandemic society is seeking out digital transformations through innovative technologies, societal transformations provoking new social structures and values, and human transformations through change in the values and behavior of each individual. It is imperative to envisage a sustainable society where nature, including animals, plants, and human beings, and machines such as robots can co-exist. To design a desirable post-pandemic society, three literacies are essential: futures literacy to envision the future; innovation literacy unbound by current social structures, values, and common practice; and media literacy for integrating virtual and physical spaces in our activities. At KMD, students attain a mindset founded on these three literacies through putting what they learn into practice.

2. Major and Admission Quota

Program	Major	Admission Quota
Doctoral	Media Design	10

- * The above table shows the total quota of people to be admitted in April and September each year by all admissions programs and for all application periods.
- * This guidebook contains “3. General Admissions Program” and “4. Admission Program for Career Professionals”.

3. General Admissions Program

3.1. Qualification of Applicants

Applicants are required to fulfill at least one of the following criteria. Please note that a preliminary entrance qualification review (refer to “3.2. Preliminary Entrance Qualification Review”) will be necessary for applicants qualifying for admission under criterion 3 or 4 below.

1. Completed or expect to complete a master’s degree or professional degree at a university in Japan
2. Awarded or expects to be awarded a degree corresponding to a master’s degree outside Japan
3. Designated by the Minister of Education, Culture, Sports, Science and Technology of Japan

4. Acknowledged by KMD to have academic skills equivalent to holders of a master's degree and is at least 24 years old at the time of admission

- * Criterion 3 above applies to persons who, after graduating from university or having completed 16 years of schooling outside Japan, have been engaged in research at a university, institute, or other facility for at least two years by the date of admission, and are deemed by KMD on the basis of their research efforts to possess academic abilities equal or superior to holders of a master's degree.

3.2. Preliminary Entrance Qualification Review

For those wishing to apply under either criterion 3 or criterion 4, your qualifications must be approved in advance. Follow the instructions below for how to submit the necessary documents. Even if you submit documents for the preliminary entrance qualification review, if they are also required as a part of your application documents, you will need to resubmit them.

- **For all required documents:** All files must be converted to PDF format and uploaded through the designated website. The link to the website for uploading your documents is sent on an individual applicant basis. To submit your application documents, first contact the admissions office of the Graduate School of Media Design (KMD) at kmd@info.keio.ac.jp and clearly indicate that you wish to undergo a preliminary review of your application. This email must be sent within the designated submission period. Do NOT send the required application documents as attachments to your email.

Once you have sent the email above, you will be contacted and given a designated URL to upload your files within 3 days (excluding weekend and holidays). If you do not receive a response from the admissions office within three days of your email (excluding weekends and holidays) please resend your original email.

Once you have been given access to the webpage, please finish uploading all of the required documents within two days (beginning from when you have received the website information). After you have finished uploading the required documents, please contact us again at the email address listed above.

- **For certificates of graduation and transcripts of academic record:** In addition to uploading your certificates of graduation and transcripts online as PDFs, you are also required to mail the original documents to our office. Please send by post (by simplified registered mail or registered express mail from within Japan or by an international courier service that allows packages to be tracked such as FedEx or DHL from overseas) to the Admissions Section of the Graduate School of Media Design at the Hiyoshi Office of Student Services within the submission period (valid if postmarked by the deadline date).

Application Period:

Application Period-I: From Monday, April 3 until Friday, April 7, 2023

Application Period-II: From Monday, July 31 until Friday, August 4, 2023

Application Period-III: From Monday, November 27 until Friday, December 1, 2023

Where to Submit (for certificates of graduation and transcripts of academic record):

Admissions Office of Keio University Graduate School of Media Design

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

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

Criterion	Required documents
Criterion 3 and 4	Application for Preliminary Entrance Qualification Review*; CV (free format); Certificate of Graduation and Official Academic Transcript from last educational institution attended; résumé of employment history; résumé of research history; documentation by means of which KMD can determine that the applicant has academic skills equivalent to those who have completed the master's program (e.g. list of any notable research/work achievements including theses and works)

* Please download the Application Form for Preliminary Entrance Qualification Review from the KMD website.

3.3. Application and Screening Schedules

	Application Period-I	Application Period-II	Application Period-III
Enrollment Periods	September 2023 April 2024	April 2024 September 2024	April 2024 September 2024
Application Period* ¹	April 28 (Fri.) – 11: 59 p.m. on May 9 (Tues.), 2023 (Japan Standard Time)	September 1 (Fri.) – 11: 59 p.m. on September 12 (Tues.), 2023 (Japan Standard Time)	January 3 (Wed.) – 11: 59 p.m. on January 11 (Thur.), 2024 (Japan Standard Time)
Announcement of Results of First Screening * ²	1:00 p.m. on June 6 (Tues.), 2023 (Japan Standard Time)	1:00 p.m. on October 10 (Tues.), 2023 (Japan Standard Time)	1:00 p.m. on January 30 (Tues.), 2024 (Japan Standard Time)
Second Screening	June 17 (Sat.) & 18 (Sun.), 2023	October 21 (Sat.) & 22 (Sun.), 2023	February 8 (Thur.) & 9 (Fri.), 2024
Announcement of Results of Second Screening * ²	1:00 p.m. on June 20 (Tues.), 2023 (Japan Standard Time)	1:00 p.m. on October 24 (Tues.), 2023 (Japan Standard Time)	1:00 p.m. on February 13 (Tues.), 2024 (Japan Standard Time)

*1 Please refer to “3.5. Submission on Applications” and “5. Submission of Applications” for details.

*2 Please refer to “6. Announcement of Screening Results” for details.

3.4. Scope of Admissions Program

The First Screening entails a review of the 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 “3.6. Research Proposal”), in determining those applicants successfully passing the First Screening.

The Second Screening will comprise an oral exam for applicants who passed the First Screening. Applicants can 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 language is neither Japanese nor English will be assessed during the Second Screening.

The second screening will be conducted online (Zoom). Details will be provided individually after the results of the First Screening are announced. As a rule, applicants will not be able to change the designated date and time of the Second Screening. Applicants should note the following:

1. Ensure you have a functional web camera, headphones, and microphone set-up. Do not use speakers.
2. Examinees must be alone in the room during the oral examination.
3. The connectivity of your internet environment will be tested in advance (online connectivity test). In principle, please use the same room for the prior connectivity test and the oral examination. However, if there is a special reason for not being able to use the same room, please inform a staff of the details in the online connectivity test.

3.5. Application Documents

You are required to upload the data for all of your application documents to the Web Entry System. You also need to send the originals for the specified application documents separately by post. For details on how to submit the application documents, please refer to “5. Submission of Applications.”

Please enter your examinee number in the designated place or in the top right of all of your application documents. Your examinee number is issued at the time of the online registration (web entry). Please also submit application documents completely prepared in either Japanese or English.

Even if you already submitted documents for the Preliminary Entrance Qualification Review, these will need to be resubmitted if you are required to submit them as a part of your set of application documents.

Documents to be Submitted	Folder*1	Sending of Original Documents by Post	Notes
ID photo	-	Not required	(1) Please upload to the Web Entry System the image data which fulfills the following conditions. The image should be clear and in full color (no black and

			<p>white images). The image must show a full front view of the subject's face and shoulders. No hats, photo filters, or distracting backgrounds are allowed. Backgrounds should be a plain white, gray, or blue solid tone (no landscapes, curtains, etc.). The image should not be edited or modified using photo software, apps, or other means. The photo must be saved as a JPEG file (file extension: “.jpg”). The file size for the photo must be at least 100 KB but no larger than 5 MB.</p> <p>(2) The following photos are deemed unacceptable. Not facing forward (face tilted away from camera, etc.) / Not plain background (scenery or distracting patterns) / Reflections (face partially obscured due to light reflections on the subject’s face or glasses) / The image is out of focus. / Eyes concealed by the subject’s hair or bangs / Shadow obscuring the subject’s face / Shadows in the background / The subject’s eyes or neck are obscured due to wearing a scarf, sunglasses, or colored contacts. / The photo is zoomed in too close so that parts of the head are not shown. / The photo is zoomed out too far.</p> <p>(3) The uploaded ID photo (image data) will be used as the photo for the student ID card of applicants who pass the entrance examination.</p>
<p>Document verifying payment of application fee (Certificate of Remittance etc.)</p>	<p>A</p>	<p>Not required</p>	<p>Refer to “5.2. Application Fee”</p>
<p>Certificate of</p>	<p>A</p>	<p><u>Required</u></p>	<p>(1) Applicants must submit a Certificate of Completion (or</p>

<p>(Expected) Completion of a Master's Degree Program*²</p>			<p>Expected Completion) verifying that you have completed (or are scheduled to complete) a master's program by September 21, 2023, for the September 2023 intake, by March 31, 2024, for the April 2024 intake, or by September 21, 2024, for the September 2024 intake.</p> <p>(2) Please also submit a Certificate of Graduation from your undergraduate college or faculty if the Academic Transcript from this institution does not include the graduation date. It is not necessary for students who have completed or are expected to complete the KMD master's program to submit a Certificate of Graduation from their undergraduate college or faculty.</p> <p>(3) Only original certificates or copies of the original certificates certified by the issuing institution are accepted.</p> <p>(4) If a certificate cannot be issued, please submit a copy of your diploma certified by the issuing institution.</p> <p>(5) All Certificates of Completion (or Expected Completion) of a master's degree program must be written in Japanese or English. Certificates written in other languages must have a translation and an official Certificate of Translation attesting to its accuracy attached.*³</p> <p>(6) Please write your examinee number in the upper right-hand margin of the form.</p>
<p>Certificate of (Expected) Master's Degree *Required if you completed or are expected to complete a master's program at a university outside of Japan.</p>	<p>A</p>	<p><u>Required</u></p>	<p>(1) Applicants must submit a Certificate of Master's Degree (or Expected Degree). However, if the Certificate of Completion (or Expected Completion) includes a Certificate of Degree (or Expected Degree) verifying that you have earned (or you are expected to earn) the degree, you do not need to submit a separate Certificate of Degree (or Expected Degree).</p> <p>(2) If a certificate cannot be issued, please submit a copy of your diploma (verifying that you have earned the degree) certified by the issuing institution.</p> <p>(3) All Certificates of Degree (or Expected Degree) must be written in Japanese or English. Certificates written in other languages must have a translation and an official Certificate of Translation attesting to its accuracy attached.*³</p>

			(4) Please write your examinee number in the upper right-hand margin of the form.
Official Academic Transcript (undergraduate/ master’s program) *2	A	Required	<p>(1) Only originals or copies of the originals certified by the issuing institution are accepted.</p> <p>(2) 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. It is not necessary for students who have completed or are expected to complete the KMD master's program to submit an Academic Transcript from their undergraduate college or faculty.</p> <p>(3) Applicants who have graduated (or are expected to graduate) from more than one university and/or graduate school should submit Academic Transcripts from each institution or university.</p> <p>(4) Applicants who are currently enrolled in or who have completed programs at another graduate school must submit Academic Transcripts from both their undergraduate and graduate schools, including for master’s and doctoral programs.</p> <p>(5) Applicants who were or are simultaneously enrolled in more than one university due to having transferred, etc., should submit Academic Transcripts from each university.</p> <p>(6) All official Academic Transcripts must be written in Japanese or English. Academic Transcripts written in other languages must have a translation and an official Certificate of Translation attesting to its accuracy attached. *3</p> <p>(7) Please write your examinee number in the upper right-hand margin of the form.</p>
Proof of applicant’s identity *Applicable persons must submit.	A	Not required	(1) If your name registered on the Web Entry System differs from the name given on other application documents, please submit documentation verifying that they refer to the same person such as a copy of your family register abstract or a Certificate of Registered Matters. If you are not a Japanese national, please use your name as it appears in your passport. Furthermore, the use of aliases is limited to

			<p>those that are recorded on your Certificate of Residence.</p> <p>(2) Please write your examinee number in the upper right-hand margin of the form.</p>
Research Proposal	B	Not required	Refer to “3.6. Research Proposal”

- *1. Please check the additional explanations provided on the KMD website for details on submitting the data for your application documents.
- *2. Applicants may submit only one certificate if the “Academic Transcript” and “Certificate of Completion or Expected Completion from a Master’ Degree Program” are included on the same document.
- *3. A Certificate of Translation is a certificate which verifies that a translation accurately reflects the content of the original document. Please inquire at your country’s embassy in Japan or other relevant public bodies to have documents officially certified. Submit Certificates of Translation in either Japanese or English.

3.6. Research Proposal

1. Please summarize concretely and concisely the topics of your research thus far; your research accomplishments; 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 doctoral program; the required research facilities; etc.
2. The research plan must be a PDF file written on no more than 5 sheets of A4 or letter-size (8 1/2” x 11”) page format (cover sheets are not required; as a rule, text should be rendered horizontally in portrait mode). Plans exceeding the specified number of pages will be deemed ineligible and will not be taken into consideration. The smallest font that may be used is 11 point. There are no restrictions on the format or number of words/characters.
3. Please edit the header/footer of the document as below.
 - Header: your examinee number at upper right of each page
 - Footer: page numbers (current page/total pages; e.g. 1/5, 2/5, 3/5, 4/5, 5/5) at bottom right of each page
4. Please write your affiliation (university, college, etc.) and your full name at the top of the first page.

3.7. Approval from Faculty Members

Applicants of the doctoral program must contact a KMD faculty member and obtain their agreement to serve as your research advisor before submitting the application. The faculty member will provide you with an approval number, which is to be entered in the Web Entry System. Application for the doctoral program without an approval number will not be accepted.

Please use the contact form on the website below to send a message to the faculty member you would like to be your research advisor.

<https://www.kmd.keio.ac.jp/faculty>

4. 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 have gained three or more years of work experience at a company, government office, research institution, etc., after graduating from or completing an undergraduate or graduate degree program, and have a clear awareness of media design issues.

4.1. Qualifications of Applicants

Applicants are required to fulfill at least one of the following criteria. Please note that a preliminary entrance qualification review (refer to “4.2. Preliminary Entrance Qualification Review”) will be necessary for applicants qualifying for admission under criterion 2 below.

1. Persons who have completed a master’s degree program in Japan 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 a university, are currently employed or 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 KMD master’s program.

4.2. Preliminary Entrance Qualification Review

For those wishing to apply under criterion 2, your qualifications must be approved in advance. Follow the instructions below for how to submit the necessary documents. Even if you submit documents for the preliminary entrance qualification review, if they are also required as a part of your application documents, you will need to resubmit them.

- **For all required documents:** All files must be converted to PDF format and uploaded through the designated website. The link to the website for uploading your documents is sent on an individual applicant basis. To submit your application documents, first contact the admissions office of the Graduate School of Media Design (KMD) at kmd@info.keio.ac.jp and clearly indicate that you wish to undergo a preliminary review of your application. This email must be sent within the designated submission period. Do NOT send the required application documents as attachments to your email.

Once you have sent the email above, you will be contacted and given a designated URL to upload your files within 3 days (excluding weekend and holidays). If you do not receive a response from the admissions office within three days of your email (excluding weekends and holidays) please resend your original email.

Once you have been given access to the webpage, please finish uploading all of the required documents within two days (beginning from when you have received the website information). After you have finished uploading the required documents, please contact us again at the email address listed above.

- **For certificates of graduation and transcripts of academic record:** In addition to uploading your certificates of graduation online as PDFs, you are also required to mail the original documents to our office. Please send by post (by simplified registered mail or registered express mail from within Japan or by an international courier service that allows packages to be tracked such as FedEx or DHL from overseas) to the Admissions Section of the Graduate School of Media Design at the Hiyoshi Office of Student Services within the submission period (valid if postmarked by the deadline date).

Application Period:

Application Period-I: From Monday, April 3 until Friday, April 7, 2023

Application Period-II: From Monday, July 31 until Friday, August 4, 2023

Application Period-III: From Monday, November 27 until Friday, December 1, 2023

Where to Submit (for certificates of graduation and transcripts of academic record):

Admissions Office of Keio University Graduate School of Media Design

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

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

Criterion	Required documents
Criterion 2	Application for Preliminary Entrance Qualification Review*; CV (free format); Certificate of Graduation and Official Academic Transcript from last educational institution attended; résumé of employment history; résumé of research history; documentation by means of which KMD can determine that the applicant has academic skills equivalent to those who have completed the master’s program (e.g. list of any notable research/work achievements including theses and works)

* Please download the Application Form for Preliminary Entrance Qualification Review from the KMD website.

4.3. Application and Screening Schedules

Refer to “3.3. Application and Screening Schedules.”

4.4. Scope of Admissions Program

Refer to “3.4. Scope of Admissions Program.”

4.5. Application Documents

In addition to the items listed in “3.5. Application Documents,” please submit the following document when applying.

Documents to be Submitted	Folder *1	Sending of Original Documents by Post	Notes
Employment History	A	Not required	(1) Please provide a PDF of a summary of your employment history on A4 or letter-size page in a format of your choosing. (2) Please detail any notable research or work achievements. (3) Please write your examinee number in the upper right-hand corner of the résumé.

*1. Please check the additional explanations provided on the KMD website for details on submitting the data for your application documents.

4.6. Approval from Faculty Members

Refer to “3.7. Approval from Faculty Members.”

5. Submission of Applications

5.1. How to Submit the Application Documents

You are required to upload the data for all of your application documents to the Web Entry System. You also need to send the originals for the specified application documents separately by post. Please note that if you only carry out the online registration (web entry) and have an examinee number issued without correctly uploading the data for your application documents or posting the original copies of documents by the deadline, your application may not be completed.

(1) Online registration (web entry) and upload of application document data

Please access the Web Entry System from the below website.

<https://www.kmd.keio.ac.jp/admissions>

Firstly, please enter the required information on the Web Entry System and have your examinee number issued. Next, please pay the application fee, and after writing out your examinee number, etc., on the application documents, please upload the data for all of the documents by the deadline via the Web Entry System.

Please be sure to also check the additional explanations provided on the KMD website “Guidelines for Application Documents” for details on submitting the data for your application documents.

(2) Postage of specified application documents (originals)

After uploading the data for your application documents, please send from among the application documents original copies of your Certificate of (Expected) Graduation/Completion, Certificate of (Expected) Degree, Official Academic

Transcript, and, if an applicant to the CEMS program, a document verifying your language proficiency, in the post by the deadline (valid if postmarked by the deadline).

<Where to Send>

Please post application documents to the following address:

Admissions Office of Keio University Graduate School of Media Design

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

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

1. Applications may not be submitted in person at the Office.
2. Applications must be postmarked by the deadline date. The documents sent after the deadline will not be received.
3. Please post applications by simplified registered express mail or registered express mail from within Japan.
4. Please post applications using an express service which provides tracking such as FedEx or DHL from outside Japan. Please also send an e-mail to the Admissions Office (E-mail: kmd@info.keio.ac.jp) with (1) your examinee number, (2) the name of the express service you have used, and (3) the item number or tracking number.
5. You must write “KMD Admissions” on the envelope in red ink.

5.2. Application Fee

Application inside Japan 35,000 JPY

Application outside Japan* 10,000 JPY

* Only for non-Japanese applicants residing overseas. Application fees for Japanese nationals overseas or non-Japanese nationals who have obtained a status of residence in Japan for more than three months is 35,000 JPY.

Note that the application fee shown above is applicable for the General Admissions Program and Admissions Program for Career Professionals.

[Applicants submitting applications from WITHIN Japan]

1. Please download the designated bank remittance form from the KMD website below. Remit the payment for the application fee to Keio University’s designated bank account at the counter of a nearby financial institution (remittances cannot be made from post offices). Please do not remit the payment via an ATM, smartphone, or personal computer. Please note that the bank transfer fee should be paid for by the remitter.

<https://www.kmd.keio.ac.jp/admissions>

Please ensure that you receive a Remittance Receipt and a Certificate of Remittance when remitting the payment for the application fee. Please affix the Certificate of Remittance to the Bank Remittance Form downloadable from the KMD website and submit this form together with your other application documents to the Web Entry System. Retain the Remittance Receipt for safekeeping.

2. We DO NOT accept credit card payments for application fees.

[Applicants submitting applications from OUTSIDE Japan]

1. We accept credit card payments for application fees from applicants who live overseas. After carrying out the online registration (web entry) and having an examinee number issued, please undergo the payment procedures from the website below. After completing the card payment, please print out or save the completion of payment screen and upload to the Web Entry System together with your other application documents.

<https://www.kmd.keio.ac.jp/admissions>

2. If you do not have a credit card, please purchase an international Postal Money Order (payment location: Tokyo; currency: Japanese Yen) for the stipulated amount. Please enter “Keio University Graduate School of Media Design” for the payee’s name and “2-15-45, Mita, Minato-ku, Tokyo” for the payee’s address. Please note that all service fees should be paid for by the remitter.

Please purchase the international Postal Money Order at a post office. International money orders may not be available at smaller post offices, so please visit a major branch to make the purchase. 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 in foreign currency (e.g. US dollars) denominations. 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.

Remitters can pick up international Postal Money Orders over the counter from the Postal Service in the U.S. In other countries or regions, the international Postal Money Order is sent directly to KMD and remitters are given a receipt for the same amount. In the latter case, please upload a scanned copy of the receipt together with your application documents. Please retain the original receipt.

Please use a demand draft or remittance check to pay the fee if an international Postal Money Order is not available. If demand drafts are not available in Japanese Yen, please use a demand draft issued in a foreign currency (e.g. US dollars) denomination. 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.

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 payment for the application fee.

[Refund of Application Fee]

Application fees will not be refunded except in the following cases:

- A. You have paid the application fee, but did not apply to KMD (although carrying out the online registration [web entry], your application was not received).
- B. You have paid the application fee twice by mistake.

Applicants who apply for a refund due to A or B above must inform the Admissions Office (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 the bank account indicated by the applicant. Any applications for a refund made after the deadline will not be accepted.

The refund will be transferred to a bank account in Japan. However, if the applicant does not have a bank account in Japan, it will be remitted to an overseas bank account. Please note that in this case the remittance charge and other fees are to be paid for by the applicant.

Deadline	Application period I: Tuesday, June 20, 2023 Application period II: Tuesday, October 24, 2023 Application period III: Tuesday, February 13, 2024
Information necessary to apply for refund of application fee	- Full name of applicant, - Examinee number - Contact information (telephone number, e-mail address)

5.3. Important Information for when Submitting Applications

1. Applications cannot be received after the application period has passed. Additionally, in certain cases applications may not be received for other reasons. A notification e-mail will be sent separately if your application was not received. Applications for which a notification email was not delivered can be regarded as having been received.
2. Be advised that Keio University reserves the right to make inquiries about the validity of submitted documents or application information with official investigative bodies, the educational institution the applicant most recently attended or is currently attending, referees, etc.
3. Should the information provided in the application documents be factually incorrect or any other improprieties be discovered, the applicant will be deemed ineligible for the entrance examination and enrollment. In that case, application or tuition fees, etc. will not be refunded.
4. Please do not submit any documents other than the designated application documents. Recommendation letters cannot be accepted. If you have a referee at the time of applying, please enter his/her details in the field provided on the Web Entry System after getting his/her approval. Referees may be asked to provide information regarding the applicant if necessary. It is not compulsory to enter details for a referee when making an application.
5. Once submitted, documents will not be returned.
6. Applicants requiring special assistance when taking examinations or attending classes due to physical disabilities should contact the Admissions Office of KMD by the last day of the application period.
7. If there is a major disaster and the university deems that a large number of examinees will be affected on the day of the exams, it may, so far as it does not affect the overall operation of the entrance exams, delay the start of all examinations. However, the university will not be responsible for any personal damages or losses suffered by

applicants following this decision. Notifications of any changes to the exam schedule on the day of the exams will be posted on the KMD website:

<https://www.kmd.keio.ac.jp/>

8. Other notifications regarding applications will be posted regularly on the following website, which all applicants must check when submitting their applications:

<https://www.kmd.keio.ac.jp/admissions>

6. Announcement of Screening Results

[Announcement of Results of First Screening]

The results of the First Screening will be announced on the Web Entry System. The detailed information for the Second Screening will be announced at the same time. All results are displayed by examinee number. Inquiries regarding the screening results are not accepted.

<https://entrance.kmd.keio.ac.jp/entrance.cgi>

[Announcement of Results of Second Screening]

The results of the Second Screening will be announced on the Web Entry System. All results are displayed by examinee number. Inquiries regarding the screening results are not accepted.

<https://entrance.kmd.keio.ac.jp/entrance.cgi>

7. 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.

7.1. Obtaining Documents for Admission Procedures

The documents for the admission procedures will be sent to you by e-mail approximately three weeks prior to the first date of each admission procedure period listed below (the remittance form for tuition and other fees will be sent by post only to the successful applicants who registered their address in Japan at the time of application). For applicants who chose application period-III for enrollment in April, they will be sent after the announcement of the second screening. Please contact the Admissions Office by e-mail if these documents have still not arrived two weeks prior to the start of the applicable admission procedure period.

7.2. Admission Procedure Periods

[For enrollment in September 2023] From Wednesday, July 12 until Thursday, July 20, 2023

[For enrollment in April 2024] From Wednesday, February 14 until Thursday, February 22, 2024

[For enrollment in September 2024] Details will be provided when the results of the Second Screening are announced.

Please note that in principle changes to the enrollment period are not permitted. However, the Admissions Office may

consider postponing the deadline for applicants who have applied for Japanese Government (Monbukagakusho: MEXT) Scholarships, but who will not be notified of the final selection results before the admission procedures deadline. These applicants must contact the Admissions Office by the start date of admission procedures.

7.3. Submission of Documents for Admission Procedures and Delivery Method

Please mail application documents to the following address:

Admissions Office of Keio University Graduate School of Media Design

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

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

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

Documents sent from overseas must arrive by the deadline date, while documents sent from within Japan must be postmarked by the deadline date. You must write “KMD Admissions” on the envelope in red ink.

7.4. Documents to be Submitted

Documents to be submitted	Notes
Admissions Procedure Form	Please fill in the required information and submit the designated form.
Certificate of Remittance (of Tuition Fee, etc.) OR Copy of the Transfer Receipt (in case of remittance from outside Japan)	<p>[When completing procedures from WITHIN Japan]</p> <p>(1) Please fill in the required details on the designated remittance form and remit the stipulated amount for tuition and fees at the counter of a financial institution. The remittance form will be sent by post only to the successful applicants who registered their address in Japan at the time of application.*¹</p> <p>(2) After remitting the payment, please affix the Certificate of Remittance to the designated form and submit to the Admissions Office. Please retain the Remittance Receipt for safekeeping.</p> <p>[When completing procedures from OUTSIDE Japan]</p> <p>(1) Please pay the tuition and fees for Keio University to the bank account indicated below. <u>*We cannot accept demand drafts, postal money orders, registered cash by mail or any payment method other than telegraphic transfers.</u></p> <p>(2) <Account Information></p>

	<p>Bank name: Sumitomo Mitsui Banking Corporation Branch: Mitadori Branch Swiftcord: SMBCJPJT Address: 5-28-1 Shiba, Minato-ku, Tokyo 108-0014 Japan Account type: Ordinary Account Account number: 8374538 Name of the account: Keio University 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: Tuition and Fees Message to the Payee, if any: Application number and name of applicant Amount: Master's Program: 1,982,600 Yen (payment in full for one year) 991,350 Yen (payment in installments) Doctoral Program: 1,202,600 Yen (payment in full for one year) 601,350 Yen (payment in installments)</p> <p><u>Persons enrolling in September cannot choose payment in full for one year at the time of admission. Please choose payment in installments.</u></p> <p>(4) In addition to fees incurred locally, fees will also be charged 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>
Student Registration Form	<p>(1) Please fill in all the required information except for the section titled Student ID Number.</p> <p>(2) Leave the section for the student ID number blank.</p>
Certificate of Residence (Applicant)	<p>(1) If residing in Japan when applying, please submit a Certificate of Residence (Juminhyo) issued within the last three months that states the name of the head of the household (without listing Individual Numbers [My Number]).</p> <p>(2) If residing outside of Japan when applying, please submit proof of residence (or equivalent certification) issued in the country of residence. If the proof of residence is in a language other than Japanese or English, please attach a Japanese or English translation along with a Certificate of Translation issued by an official</p>

	<p>body such as an embassy. Applicants are still required to submit a Certificate of Residence (Juminhyo) issued within the last three months that states the name of the head of the household (without listing Individual Numbers [My Number]) shortly after admission to the university.</p>
<p>Copy of Passport (Applicant) *Only non-Japanese nationals</p>	<p>(1) Non-Japanese nationals must enclose a copy of their passport.</p>
<p>Certificate of Completion /Certificate of Degree /Finalized Academic Transcript * Only those who graduated from universities outside of Japan are required to submit Certificate of Degree</p>	<p>(1) Applicants who have not yet completed the master's program of their university at the time of application should submit a Certificate of completion/Degree and finalized Academic Transcript. This is not necessary for applicants from Keio University or for applicants who have already submitted these documents when applying to KMD.</p> <p>(2) Please write your examinee number in the upper right-hand margin of the document.</p> <p>(3) If you are unable to obtain certificates or transcripts during the admission procedures period, please make a note of this and the expected date of issue in the Remarks section of the "Admissions Procedures Form". Send the certificates and transcripts by post as soon as they have been issued.</p>
<p>Online Verification Report of Higher Education Qualification Certificate (教育部學歷證書電子 注冊備案表) * Only those who graduated from universities in mainland China</p>	<p>(1) Those who have graduated from universities in mainland China must also submit an Online Verification Report of Higher Education Qualification Certificate (教育部學歷證書電子注冊備案表). The report must be in English.</p> <p>(2) Register on the Chinese Ministry of Education website <www.chsi.com.cn/xlcx/bgys.jsp> and obtain a report (教育部學歷證書電子注冊備案表) in a PDF file and print it out. Please make sure the validity period of the report is at least 3 months at the time of submission.</p>

Pledge (Nondisclosure Agreement)	(1) Please carefully read the content and sign [and date] the form if you agree. (2) Retain “Your Copy” and submit the “University Copy.” (3) Leave the section for the student ID number blank.
Consent Release Form Regarding Photographic, Video, and Audio Recordings and Their Use for Educational Purposes	(1) Please carefully read the content and sign [and date] the form if you agree. (2) Retain “Your Copy” and submit the “University Copy.” (3) Leave the section for the student ID number blank.
Pledge (Security Export Controls under the Foreign Exchange and Foreign Trade Act)	(1) Please carefully read the content and sign [and date] the form if you agree.
Other Documents	Applicants from overseas who require Keio University to apply for a Certificate of Eligibility on their behalf must submit the designated forms.*2

*1. Please refer to “7.5. Fees Payable upon Admission” and pay the amount stipulated for your admission. Please ensure that there are no errors in the amount printed on the remittance form.

*2. Information regarding procedures for Certificate of Eligibility will be sent separately. After receiving the information, those who need to undergo the procedures for Certificate of Eligibility will be requested to submit the following documents:

1. Application for Certificate of Eligibility
2. One photograph (4 cm x 3 cm, color)
3. Proof of Bank Account Balance or Scholarship Award to cover academic fees and expenses for the first two semesters.
4. A copy of your passport showing your name, nationality, photograph, passport number, and passport expiration date.

*Keio University cannot apply for the Certificate of Eligibility on your behalf if your bank balance is less than the total amount of academic fees and expenses for the first two semesters.

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

<https://www.moj.go.jp/isa/>

For extensions of period of stay or changes of status, please bring the following documents to the KMD office after receiving “Notification of Completion of Admission Procedure”. This process cannot be

conducted before “Notification of Completion of Admission Procedure” is sent.

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:

<https://www.moj.go.jp/isa/>

7.5. Fees Payable upon Admission

The fees to be paid are as follows. Please note that these fees are subject to revision as required during or after the 2025 academic year. Only the fees for the first half of the initial academic year are indicated for students enrolling in September.

(Unit: Japanese Yen)

Category	Students admitted in April 2024		Students admitted in September 2023 and September 2024	
	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
Keio Student Health Care Mutual Aid 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. Academic fees and expenses excluding the registration fee for the Keio Student Health Care Mutual Aid Association (Gakuseikenpo) can be paid in two installments in the Spring and Fall Semesters (payment amounts given in parentheses).
- *2. The fees required by students admitted in September in the above table only show the fees for the Fall Semester of the year of admission. The academic fees and expenses for the Spring Semester are to be paid by the last day of April.
- *3. If students admitted in April only pay the installment for the Spring Semester, the fees for the Fall Semester are to be paid by the last day of October.
- *4. The Student Health Care Mutual Aid Fee includes a registration fee of 100 yen. The registration fee is only collected in the first year. Students who have completed a graduate degree program at Keio University and will continue on to KMD in the same year are not required to pay the registration fee (excluding students who have completed a Professional Degree Program).

- *5. The Student Health Care Mutual Aid Fee that the university is entrusted to collect may be revised as required each academic year during student enrollment.
- *6. In addition to the above fees, students may be charged for the cost of the Crash Course (actual cost) that is held shortly after admission. The detailed information regarding the Crash Course will be provided separately.
- *7. Students are advised to purchase a laptop PC by the time of enrollment as it will be required in most classes.

7.6. 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 e-mail. Please contact the Admissions Office by e-mail if the Notification for Completion of Admission Procedures has not arrived within two weeks of the end of the admission procedures period.

7.7. Declining Offers of Admission

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

Application Period	<ul style="list-style-type: none"> – Deadline for expected September 2023 admission: 3:00 p.m. on Thursday, September 21, 2023 – Deadline for expected April 2024 admission: 3:00 p.m. on Friday, March 29, 2024 – Deadline for expected September 2024 admission: 3:00 p.m. on Friday, September 20, 2024 <p>*If you will be submitting the documents in the post, please send them by registered mail early enough to ensure that they are delivered <u>by 3:00 p.m. on the deadline date</u>. If you will be submitting the documents in person, please do so <u>by 3:00 p.m. on the deadline date</u>. All times are Japan Standard Time (JST).</p>
Address for Submission	Admissions Office of Keio University Graduate School of Media Design 4-1-1 Hiyoshi, Kohoku-ku, Yokohama, Kanagawa 223-8526, JAPAN
Documents to be submitted	<p>(1) Letter Declining Offer of Admission*¹</p> <p>(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</p>

*1 Please request the Admissions Office to send a form for the Letter Declining Offer of Admission by email.

8. Fund and Contributions

8.1. Keio University Bonds (school bonds) and Keio University Education Promotion Funds (donations)

Keio University Bonds (school bonds)

- 100,000 Yen per unit (your cooperation in donating three or more units would be appreciated)
- Amounts paid to the school bonds will be returned without interest after graduation or course completion, withdrawal of school.

Keio University Education Promotion Funds (donations)

- 30,000 Yen per unit (your cooperation in donating two or more units would be appreciated)

While both are optional, many choose to cooperate as both are used to further enhance Keio University's educational activities. Keio University will send detailed information upon admission.

8.2. Fukuzawa Fund and Koizumi Fund

Fukuzawa Fund, named after Yukichi Fukuzawa, the founder of Keio University, was established in 1961. Having academic advancement and development of competitive scholars as the basic principles, this fund provides extensive support to the research/educational activities carried out by academicians at Keio University. Established in 1967, Koizumi fund honors the achievements and contributions made by Shinzo Koizumi, the 7th president of Keio University, who is also widely known as the tutor of His Majesty the Emperor Emeritus. The fund supports such various educational programs as scholarships, athletic activities, and overseas studies, targeting students enrolled in Keio at all levels. *We welcome donations* of any amount and any frequency to both/either of these funds for the further advancement of educational and research activities at Keio University. Detailed information shall be sent to you after entering the university.

9. Scholarships

Please refer to the website below for an overview of the scholarships for international students:

<https://www.ic.keio.ac.jp/en/>

10. Security Export Controls

To ensure that the content of education and research for international students does not interfere with the maintenance of international peace and security, Keio University maintains security export controls based on the Foreign Exchange and Foreign Trade Act. Under these controls, the university confirms in advance whether the permission of the Minister of Economy, Trade and Industry is required before exporting/transferring goods and technologies outside Japan, or before providing international students and researchers in Japan with access to those technologies. As a result, academic or research activities may be restricted, thus students may need to change their academic or research topic as desired.

*For details on security export controls, please refer to the website of the Ministry of Economy, Trade and Industry.

<https://www.meti.go.jp/policy/anpo/englishpage.html>

Contact Information

Admissions Office of Keio University Graduate School of Media Design

Email: kmd@info.keio.ac.jp