

Application Period-I 2020

Keio University
Graduate School of Media Design
(KMD)

Application Guidebook
Master's Program



Application Period-I for enrollment in September 2020 or April 2021
Application Period-II for enrollment in April 2021 or September 2021
Application Period-III for enrollment in April 2021 or September 2021

Privacy Policy

Names, addresses, and other personal information submitted to Keio University during the application and admissions process will be used for 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 concerning collections, applications, and recruitments for donations, school bonds, the Iji-kai (Support Group), Keio Card, etc.
- (8) Dispatch of documents to applicants and/or their guarantors as well as other communications
- (9) Dispatch of documents concerning the Mita-kai (alumni association) and other related matters

The aforementioned services will be conducted partially by third-party contractors commissioned by Keio University (hereinafter “contractors”). Some or all of a student’s personal information may be given to contractors to the extent necessary for them to conduct their contracted work.

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

Contents

Welcome to the Graduate School of Media Design	1
1. Major and Admission Quota	3
2. General Admissions Program.....	3
2.1 Qualification of Applicants.....	3
2.2 Preliminary Entrance Qualification Review.....	4
2.3 Application and Screening Schedules	4
2.4 Scope of Admissions Program.....	5
2.5 Application Documents	6
2.6 Examination Paper.....	9
2.7 Contacting Faculty Members.....	11
3. Admissions Program for Career Professionals	11
3.1 Qualifications of Applicants	11
3.2 Application and Screening Schedules	12
3.3 Scope of Admissions Program.....	12
3.4 Application Documents	12
4. Admissions Program for the Global Innovation Design Program (GID Program)	12
4.1 Qualifications of Applicants	12
4.2 Application and Screening Schedules	13
4.3 Scope of Admissions Program.....	13
4.4 Application Documents	13
5. Admissions Program for the CEMS Master's in International Management (CEMS MIM) Programme.....	14
5.1 Qualifications of Applicants and Application Documents	14
5.2 Application and Screening Schedules	14
5.3 Scope of Admissions Program.....	14
6. Submission of Applications.....	14
6.1 Where Applications should be Submitted and Delivery Method	14
6.2 Application Fee.....	15
6.3 Important Information for when Submitting Applications.....	17
7. Announcement of Screening Results	17
8. Admission Procedures	18
8.1 Obtaining Documents for Admission Procedures	18
8.2 Admission Procedure Periods.....	18
8.3 Submission of Documents for Admission Procedures and Delivery Method.....	18
8.4 Documents to be Submitted.....	19
8.5 Fees Payable upon Admission	23
8.6 Notification of Completion of Admission Procedure	24
8.7 Declining Offers of Admission	24
9. Fund and Contributions	25

9.1 Keio University Bonds (school bonds) and Keio University Education Promotion Funds (donations)	25
9.2 Fukuzawa Fund and Koizumi Fund.....	25
10. Scholarships.....	26

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 are capable of innovating on their own initiative to create social value. Media innovators who can go beyond the confines of specific disciplines and national borders and perform on the global stage will be leaders in the creative society of the 21st century.

The creative society accelerates

Digital transformations accelerated through emerging technologies are causing a paradigm shift in society. People are venturing beyond the boundaries 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 endeavors; in a word, innovation. Rather than taking the conventional problem-solving approach, research and education at KMD uses innovation to propose new values for society in the near future and thereby 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 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 conveys unique social value.

Seeking social impact

KMD has entrenched its so-called KMD method to train media innovators. Maintaining a balance between theory and practice, 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,” and it constitutes the core of KMD’s activities. 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 inter-culturally competent

In our globalized society, we use the term “inter-culturally competent” 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. In addition to proficiency in English as a global language, intelligence, and civility, persons who are inter-culturally competent also require the skills to comprehend regional characteristics. Another important credential for leaders is to contribute to activities aimed at realizing a sustainable society from a global perspective. To provide opportunities for our students to become more inter-culturally competent, KMD has established a number of locations that it operates either on its own or in partnership with institutions in Japan and overseas as well as collaborating on numerous projects with its international partners. Furthermore, it has established courses to help students attain competency in English as the common language necessary to accomplish projects.

1. Major and Admission Quota

Program	Major	Admission Quota
Master's	Media Design	80

*This guidebook contains “2. General Admissions Program”; “3. Admission Program for Career Professionals”; “4. Admission Program for the Global Innovation Design Program (GID Program)”; and “5. Admissions Program for the CEMS Master's in International Management (CEMS MIM) Programme.”

*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.

2. General Admissions Program

2.1 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 “2.2 Preliminary Entrance Qualification Review”) will be necessary for applicants qualifying for admission under criteria 2 or 5 below.

1. Graduated from a university or expected to graduate by the time of admission to KMD
2. Spent three years or more at a university (or the equivalent) by the time of enrollment at KMD, achieved outstanding academic results exceeding the requirement set by KMD, and criteria 1 above does not apply
3. Completed or expects to complete sixteen years of schooling outside Japan
4. Awarded or expects to be awarded a degree equivalent to a bachelor's degree for the completion of a course requiring three years or more at an overseas university, etc.
5. Acknowledged by KMD to have academic skills equivalent to those of university graduates and is at least 22 years old at the time of admission

Note 1: Applicants who qualify under criteria 2 above should note the following:

- A: Periods of “permitted leave of absence” cannot be included in the required enrollment period of three years.
- B: Applicants must fulfill the two conditions below to be eligible to apply for the master's program at KMD:
 - i) Earned more than half the undergraduate credits necessary for graduation at the time of applying to KMD. This will not include credits earned from Optional Subjects not required for graduation.
 - ii) Expected to earn approximately three quarters or more of the undergraduate credits necessary for graduation before enrolling at KMD. This will not include credits earned from Optional Subjects not required for graduation.
- C: Applicants who pass the entrance examination are required to submit documents, including grade slips and transcripts of academic record, by the time of admission registration so that KMD can confirm their results during the period up to admission. If applicants have not attained the number of credits that was expected at the time of the entrance examination or their grades are deemed to be other than exemplary, etc., their qualification for admission may be rescinded.

2.2 Preliminary Entrance Qualification Review

Applicants qualifying for admission under criteria 2 or 5 must send the required documents to the Admissions Office of KMD by post during the periods listed below. Documents sent from overseas must arrive by the deadline date, while documents sent from within Japan must be postmarked by the deadline date. Please post the 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.

Application Period-I: From Monday, April 6 until Friday, April 17, 2020

Application Period-II: From Monday, August 3 until Friday, August 14, 2020

Application Period-III: From Monday, November 30 until Friday, December 11, 2020

Condition	Required documents
Qualifying for Admission under Criteria 2	Application for Preliminary Entrance Qualification Review*; CV (free format); latest Official Academic Transcript for the undergraduate college or faculty at which you are currently enrolled; latest List of Registered Subjects for the undergraduate college or faculty at which you are currently enrolled; copy of document verifying acquisition of the credits necessary for graduation (Course Registration Guidelines, School Regulations, etc.).
Qualifying for Admission under Criteria 5	Application for Preliminary Entrance Qualification Review*; CV (free format); Certificate of Graduation and Official Academic Transcript from last educational institution attended* ² ; 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 of university graduates (e.g. list of notable research/work achievements such as theses or works).

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

* Even if you have already submitted documents for the preliminary entrance qualification review, you may be required to submit the same documents for your application.

2.3 Application and Screening Schedules

We accept enrollment in both April and September. Depending on the enrollment period chosen by the applicant, the academic year will start in either the Spring or Fall Semester. However, please note that the Crash Course and Introductory Classes will be given in Japanese in the Spring Semester and in English in the Fall Semester. Applicants who wish to enroll in April will require sufficient Japanese language proficiency. Furthermore, persons enrolling in April will conduct the interim presentation that is part of the degree acquisition process in English. An English language proficiency test will be held after admission. Students whose test results fall short of the standards expected may be instructed to register for English language courses.

	Application Period-I	Application Period-II	Application Period-III* ⁴
Enrollment Periods	September 2020 April 2021	April 2021 September 2021	April 2021 September 2021
Web Entry Period* ¹	May 8 (Fri.) – May 18 (Mon.), 2020	September 15 (Tues.) – September 25 (Fri.), 2020	January 5 (Tues.) – January 15 (Fri.), 2021
Application Period* ²	May 8 (Fri.) – May 18 (Mon.), 2020 (Postmarked by final date)	September 15 (Tues.) – September 25 (Fri.), 2020 (Postmarked by final date)	January 5 (Tues.) – January 15 (Fri.), 2021 (Postmarked by final date)
Applicants from Overseas	Must arrive by May 21 (Thur.), 2020	Must arrive by September 28 (Mon.), 2020	Must arrive by January 18 (Mon.), 2021
Announcement of Results of First Screening* ³	1:00 p.m. on June 1 (Mon.), 2020	1:00 p.m. on October 12 (Mon.), 2020	1:00 p.m. on February 1 (Mon.), 2021
Second Screening	June 13 (Sat.) & 14 (Sun.), 2020	October 24 (Sat.) & 25 (Sun), 2020	February 13 (Sat.) & 14 (Sun.), 2021
Announcement of Results of Second Screening* ³	1:00 p.m. on June 16 (Tues.), 2020	1:00 p.m. on October 27 (Tues.), 2020	1:00 p.m. on February 16 (Tues.), 2021

*1 Information for the Application Form can be entered and printed out via the Web Entry System. An Examination Admission Slip can be also issued by the system. Please access the Web Entry System via the following website:

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

*2 Please refer to “6. Submission on Applications” for details.

*3 Please refer to “7. Announcement of Screening Results” for details.

*4 Applicants completing applications from overseas may find it difficult to acquire a visa in time for the April 2021 enrollment if they apply in Application Period-III. Applicants for which this applies should contact the Admissions Office of KMD well in advance.

2.4 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 Examination Paper (refer to “2.6 Examination Paper”), in determining successful applicants for the First Screening.

The Second Screening will comprise an oral exam for applicants who passed the First Screening. The oral exam

assesses language proficiency and will be held in Japanese for applicants who wish to enroll in April and in English for those who wish to enroll in September.

Applicants will undergo the Second Screening on Keio University's Hiyoshi Campus. Details of the 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, WebEx, etc.) for applicants undergoing the screening from a location outside Japan. Applicants wishing to take the online examination 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. 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 KMD immediately after receiving the results of the First Screening.

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

2.5 Application Documents

You are required to write your examinee number, which will be issued when you complete the online application (Web Entry), on all application documents either in the specified location or in the upper right-hand corner. Please complete all application documents in either English or Japanese. Refer to "2.6 Examination Paper" regarding the language for the Examination Paper. All official documents must be submitted in either English or Japanese. Even if you have already submitted documents for the preliminary entrance qualification review, you may be required to submit the same documents for your application.

Documents to be Submitted	Important Notes
Documents Checklist	Please download the stipulated form from the KMD website and fill in the required information.
Application Form	Please enter the required information via the Web Entry System and print out.
Photograph Mount (写真台帳)	Please download the form from the Web Entry System and affix a photograph in the designated space. The photograph will be used for the Student ID Cards of successful applicants.
Photograph (x 2)	(1) Must be a 4 cm x 3 cm color photograph taken within the past three months , featuring a frontal view of your head and shoulders against a plain white background. (2) Please write your examinee number and full name on the back of the photographs and attach them to the designated places on the Application Form and Photograph Mount (写真台帳).
Application Fee	Refer to "6.2 Application Fee"

Examination Paper	Refer to “2.6 Examination Paper”
Certificate of Graduation or Expected Graduation from University* ¹	<p>(1) Applicants must submit a Certificate of Graduation (or Expected Graduation) verifying that you have graduated (or are scheduled to graduate) from a bachelor's program by September 21, 2020, for the September 2020 intake, by March 31, 2021, for the April 2021 intake, or by September 21, 2021, for the September 2021 intake.</p> <p>(2) Only original certificates or copies of the original certificates certified by the issuing institution are accepted.</p> <p>(3) If a certificate cannot be issued, please submit a copy of your diploma certified by the issuing institution.</p> <p>(4) All Certificates of Graduation or Expected Graduation from university 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.*²</p> <p>(5) Applicants qualifying for admission under criteria 2 (refer to “2.1 Qualification of Applicants”) should submit a student registration certificate instead.</p> <p>(6) Please write your examinee number in the upper right-hand margin of the form.</p>
Certificate of Degree or Expected Degree from a university *Required if you graduated from a university outside of Japan	<p>(1) Applicants must submit a Certificate of Degree (or Expected Degree). However, if the Certificate of Graduation (or Expected Graduation) 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. *²</p> <p>(4) Please write your examinee number in the upper right-hand margin of the form.</p>
Official Academic Transcript* ¹	<p>(1) Only originals or copies of the originals certified by the issuing institution are accepted.</p> <p>(2) Applicants must submit an Academic Transcript from the undergraduate college or faculty they graduated from. Applicants still enrolled in an undergraduate program must submit an Academic Transcript showing courses and grades for the previous semester (or, if not possible, the previous academic year). Applicants qualifying for admission under criteria 2 (refer to “2.1 Qualification of Applicants”) must submit copies of documents (grade reports, etc.) showing their grades for the previous semester if these grades are not listed on the transcript.</p> <p>(3) Applicants who have graduated (or are expected to graduate) from more than one university and/or graduate school must 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., must 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.*²</p> <p>(7) Please write your examinee number in the upper right-hand margin of the form.</p>
<p>Proof of Language Proficiency</p>	<p>(1) Applicants who wish to enroll in April and whose native language is not Japanese must submit either an original or a copy of a certificate verifying that they have attained the N1 Level on the Japanese-Language Proficiency Test (JLPT). Exceptions may be made for applicants who have completed or are expected to complete formal higher education entirely in the Japanese language.</p> <p>(2) Applicants who wish to enroll in September and whose native language is not English must submit either originals or photocopies of the results of language proficiency examinations such as TOEFL or IELTS. Exceptions may be made for applicants who have completed or are expected to complete formal higher education entirely in the English language.</p> <p>(3) Persons applying to the GID Program or CEMS MIM Programme must refer to the "Qualifications of Applicants" for the admissions criteria of each program.</p> <p>(4) Persons for whom none of the above applies may voluntarily submit results (scores) for language proficiency examinations such as the Japanese Language Proficiency Test and TOEFL. No disadvantage will accrue if these results are not submitted.</p> <p>(5) Please write your examinee number in the upper right-hand margin of the form.</p>
<p>Letter of Recommendation (Optional)</p>	<p>(1) Submission of letters of recommendation is optional (up to three letters of recommendation).</p> <p>(2) Please ensure that each referee writes his or her letter of recommendation on a single-sheet of A4 or letter-size paper and places it in a securely-sealed envelope.</p> <p>(3) Please write your examinee number on the envelope(s).</p>
<p>Other documents to be appended (Optional)^{*3}</p>	<p>(1) In addition to, and together with, the above application documents, you may submit, papers and/or works demonstrating your abilities and skills, as well as the results of language proficiency tests and other standardized examinations if available. Submission of these documents and materials is optional.</p> <p>(2) You must write your name as it appears on your passport or birth certificate. If your nationality is Japanese and different names are shown in several certificates, submit an abstract of your family register verifying changes to your name.</p> <p>(3) Please write your examinee number on all of the additional documents.</p>

*1 Applicants may submit only one certificate if the "Academic Transcript" and "Certificate of Graduation or Expected

Graduation from University” are included on the same document. If any certificate is found to be fraudulent, tuition fees will not be returned.

*2 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 Please note the following points regarding “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-hand corner of the form.
- Works should be submitted on a paper-based medium, including photographs and portfolios to the extent that this is feasible.
- Video, music, and other media difficult to submit on paper may be submitted as DVDs, CD-ROMs, etc.
- **None of the submitted documents, materials, works, etc., can be returned.** Please submit copies or reproductions if you wish to retain the originals.

2.6 Examination Paper

Complete your Examination Paper while including your (I) Statement of Purpose (SoP) and answers to the (II) questions stated below.

(I) Statement of Purpose (SoP)

Provide details of your motivations for applying to the Graduate School of Media Design (KMD), a summary of your proposed research activities while enrolled, and your career aspirations upon completion of the master's program **within one page**. Because the specific research activities of students are determined through consultation with the academic advisor for the project they join, it may not be possible to conduct the envisaged research activities described in the SoP.

*Important information concerning the Statement of Purpose (SoP)

- Print out for submission with horizontal text and portrait (vertical) orientation on single-side A4 or letter-size paper.
- The smallest font that may be used is 11 point.
- A cover sheet is not required. Write your full name and examinee number on the top right-hand corner of the top (first) page.
- Please note that Examination Papers exceeding the designated number of pages will be deemed invalid and will not be assessed.
- Students applying for April admission should write in **Japanese**, while students applying for September admission should write in **English**.

(II) Questions

Choose either [Method A] or [Method B] from below and complete your Examination Paper.

[Method A]

Please submit materials for one of the three options listed below that show your accomplishments up to the present

day. Additionally, please prepare as part of your Examination Paper a discussion of the value of the accomplishments on which you submitted materials **within two to four pages**.

1. In cases of achievements in science and technology, materials corroborating said achievements (papers, patents, etc.). **Up to five items**. Graduation theses are not accepted.
2. In cases of achievements in design, music, or art, a portfolio of **up to 10 works**.
3. In cases of social, economic, and/or cultural achievements, materials corroborating said achievements. **Up to five items**.

*Important notes regarding examination papers for Method A.

[Materials]

- Submitted materials and works will not be returned.
- Please attach translations in either Japanese or English of any materials, works, etc. written in languages other than Japanese or English.
- On the top right-hand corner of the top (first) page of each item write your full name and examinee number (only if publishable).

[Examination Paper]

- Print out for submission with horizontal text and portrait (vertical) orientation on single-side A4 or letter-size paper.
- The smallest font that may be used is 11 point.
- A cover sheet is not required. Write your full name and examinee number on the top right-hand corner of the top (first) page.
- Insert the page numbers at the bottom of each page (current page/total number of pages, e.g. 1/4, 2/4, 3/4, 4/4).
- Please note that Examination Papers exceeding the designated number of pages will be deemed invalid and will not be assessed.
- Students applying for April admission should write in **Japanese**, while students applying for September admission should write in **English**.

[Method B]

The mission of KMD is to foster leaders to drive activities to create a better society in the future. We are now looking for people to join us in advancing these new activities. Qualified persons need to have a global perspective and the passion to learn on their own. If you would like to join us, craft your responses to the questions below after carefully considering all the relevant factors.

Questions:

We face a major turning point in our activities to create something new. To build a better society in this era, we believe that agents of change must integrate three attributes: creativity, design skills, and the ability to express one's ideas using logic and evidence.

First answer Questions 1 through 3 and then build on your ideas to complete Question 4.

1. What kind of society do you wish to create? Please clearly describe your vision.
2. Why do we need this kind of society? Provide concrete reasons.

3. List two or three methods that you plan to employ to achieve your vision. Describe these methods and explain how you will execute them. These “methods” can include design approach, technology, a business model, social system design, or any other suitable methods.
4. Write an essay to convince someone to allow you to proceed with a project to achieve your vision. Attractively present your vision using logic and evidence.

*Important notes regarding Examination Papers for Method B

- Respond to Questions 1, 2, and 3 using no more than two pages in total, and to Question 4 using no more than two pages. The methods indicated in Question 3 must be clearly indicated separately as “Method 1, 2, 3.” Please note that having a Method 3 is optional.
- Print out for submission with horizontal text and portrait (vertical) orientation on single-side A4 or letter-size paper.
- The smallest font that may be used is 11 point.
- A cover sheet is not required. Write your full name and examinee number on the top right-hand corner of the top (first) page.
- Insert the page numbers at the bottom of each page (current page/total number of pages, e.g. 1/4, 2/4, 3/4, 4/4).
- Please note that Examination Papers exceeding the designated number of pages will be deemed invalid and will not be assessed.
- Students applying for April admission should write in **Japanese**, while students applying for September admission should write in **English**.

2.7 Contacting Faculty Members

You may contact the KMD faculty members of your choice regarding your research proposal and other relevant matters before submitting your application (contacting faculty members is not mandatory).

If you cannot reach the KMD faculty member you would like to be your advisor, please send an e-mail to the Admissions Office of KMD (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 concerned. Please refer to the link below for information about the faculty members at KMD. Note that you cannot contact KMD faculty members after the application period starts.

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

3. Admissions Program for Career Professionals

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.

3.1 Qualifications of Applicants

This applies to persons who have graduated from a university or graduate school, and have been employed in a company, government office, research institution, etc., for at least three years at the time of admission.

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 items listed in “2.5 Application Documents,” please submit the following document when applying.

Documents to be submitted	Details
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 detail any notable research or work achievements. (3) Please write your examinee number in the upper right-hand corner of the résumé .

4. Admissions Program for the Global Innovation Design Program (GID Program)

This is the entrance examination for persons wishing to join the GID program.

Students in the KMD master's program who have been selected as exchange students in the GID program will complete the master's degree in a total of two and half years having studied for six months respectively in London, at the Royal College of Art and Imperial College London, and in New York, at the Pratt Institute, while enrolled at KMD. As a general rule, applicants need to indicate their wish to participate in the GID program when applying to the master's program at KMD in order to participate. Students admitted in both April and September are eligible to take part. Students who will participate in the GID program must bear the burden for designated expenses incurred by the study abroad including the academic fees and expenses of KMD, overseas travel insurance, and the cost of accommodation arranged by partner schools. Furthermore, while specific arrangements will vary by partner school or project, students will be either partially or fully liable for the cost of purchasing materials and equipment. Please check the website for details about the estimated costs. Supplementary recruitment of students enrolled on the master's program will only take place if the quota for the GID program has not been met.

It is not possible to withdraw from the GID program once students have passed the GID entrance examination.

Refer to the GID program website for further details about the program:

<http://gid.kmd.keio.ac.jp/>

<http://globalinnovationdesign.org>.

4.1 Qualifications of Applicants

In addition to “2.1 Qualifications of Applicants,” applicants must submit the results of English language proficiency

tests (TOEFL iBT or IELTS). Additionally, the program expects applicants to demonstrate satisfactory oral communication skills. Exceptions may be made for students who fulfill either of the following conditions:

- English is a native language.
- Received formal higher education entirely in the English language.

4.2 Application and Screening Schedules

Refer to “2.3 Application and Screening Schedules.”

4.3 Scope of Admissions Program

Refer to “2.4 Scope of Admissions Program.”

4.4 Application Documents

Please submit all documents listed below in English. In addition to the items listed in “2.5 Application Documents,” please submit the following documents when applying. If you are eligible for “3. Admissions Program for Career Professionals,” please also submit your “Employment History” as stated in “3.4 Application Documents.”

Documents to be submitted	Notes
Score of TOEFL iBT or IELTS	<p>(1) Please provide a score for TOEFL iBT or IELTS. Exceptions may be made for applicants who fulfill either of the following conditions:</p> <ul style="list-style-type: none"> - English is a native language. - Received formal higher education entirely in the English language. <p>(2) In principle, the score must have been issued within the two years preceding the application deadline.</p> <p>(3) Please write your examinee number in the upper right-hand corner of the score sheet.</p>
Portfolio	<p>(1) The form and content of your portfolio will depend greatly on your background and the nature of the projects you've worked on. If your work has been primarily academic or research-based, we wish to see titles and abstracts summarizing individual projects and overall themes. If your work has been primarily design-based, we wish to see visual media that present past projects (e.g. systems, software, devices, services, experiences, environments, branding, graphics, etc.). In either case, be sure to show the range of your work and the insights that make each project innovative or important.</p> <p>(2) Works should as far as possible be submitted on a paper-based medium, including photographs and portfolios.</p> <p>(3) Videos, music, and other media difficult to submit on paper may be submitted as DVDs, CD-ROMs, etc.</p> <p>(4) Please write your examinee number on your portfolio.</p>

GID Statement of Purpose	<p>(1) GID Statement of Purpose is as follows: Tell us a goal you are passionate about and how the international experience of the Global Innovation Design Program will help in achieving it.</p> <p>(2) Please submit the GID Statement of Purpose on A4 or letter-size paper in a format of your choosing.</p> <p>(3) Please write your examinee number in the upper right-hand corner of the statement.</p>
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5. Admissions Program for the CEMS Master's in International Management (CEMS MIM) Programme

This admission program is for persons wishing to join the CEMS MIM Programme. Refer to the CEMS website for further details about the programme:

http://www.ic.keio.ac.jp/keio_student/dd/cems/

Students enrolled in the KMD master's program who are selected as CEMS MIM Programme participants will study at two CEMS member schools for a period of six months each, completing the master's program in a total of two and a half years. As a general rule, applicants need to indicate their wish to participate in the CEMS MIM programme when applying to the KMD master's program in order to participate. Students admitted in both April and September are eligible to take part. Accepted applicants may not withdraw from the CEMS MIM Programme. The additional recruitment of a small number of participants from among current students at KMD who were not accepted to the programme at the time of admission will also take place.

5.1 Qualifications of Applicants and Application Documents

Refer to the separate document "2020 Keio CEMS MIM Programme Application Guidebook," available from the KMD website.

5.2 Application and Screening Schedules

Refer to "2.3 Application and Screening Schedules."

5.3 Scope of Admissions Program

Refer to "2.4 Scope of Admissions Program."

6. Submission of Applications

6.1 Where Applications should be Submitted and Delivery Method

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 sent from within Japan must be postmarked by the deadline date. Applications sent from overseas must reach the Admissions Office by the deadline date. Please be aware that there are different submission deadlines depending on whether the application is sent from within Japan or from overseas. Make sure to send application documents well in advance since applications arriving after the deadline will not be considered. For the schedule, please refer to “2.3 Application and Screening Schedules.”
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 of KMD (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**.
6. When sending papers and appended materials as a package via parcel post or express parcel delivery, please clearly indicate this on the Documents Checklist. Please note that papers and appended materials arriving after the application deadline will not be accepted.

6.2 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.

*The application fee shown above is applicable for the General Admissions Program; Admissions Program for Career Professionals; Admissions Program for Global Innovation Design; and Admissions Program for CEMS Master's in International Management (CEMS MIM) Programme.

[Applicants submitting applications from WITHIN Japan]

1. Please download the designated bank remittance form from the KMD website:

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

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, cellular telephone, or personal computer, as these methods make it difficult to confirm the remitter's identity. Please note that the bank transfer fee should be paid for by the remitter.

2. 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. Retain the Remittance Receipt for safekeeping.
3. 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 completing the online application (web entry), access the website below and complete the payment procedure. Once the credit card payment has been completed, print out the screen and submit this print-out along with the other application

documents.

<http://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.
3. In case of 2 above, 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.
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 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.
5. 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 send a copy of the receipt together with your application documents to KMD.
6. 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.
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 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 (either did not send the application documents or the application documents were not accepted by KMD).
- 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 of KMD (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 16, 2020 Application period II: Tuesday, October 27, 2020 Application period III: Tuesday, February 16, 2021
Information necessary to apply for refund of application fee	Full name of applicant, examinee number, and contact information (telephone number, e-mail address)

6.3 Important Information for when Submitting Applications

1. Applications cannot be accepted after the application period has passed. Additionally, in certain cases applications may not be accepted for other reasons. An e-mail notifying you of the non-acceptance of an application will be sent separately if your application was rejected. Applications for which a notification of non-acceptance was not delivered can be regarded as having been accepted.
2. Be advised that Keio University reserves the right to make inquiries about the validity of submitted documents or letters of recommendation 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.
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 KMD 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 exam. 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, 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:
<http://www.kmd.keio.ac.jp/>
7. 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>

7. Announcement of Screening Results

[Announcement of Results of First Screening]

The results of the First Screening will be announced on the KMD website:

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

The schedule and assembly time for the Second Screening will be announced at the same time. All results are displayed by examinee number. The same information will also be put up simultaneously at the Graduate School of Media Design, Office of Student Services located on the second floor of the Kyosei-kan Collaboration Complex at Hiyoshi Campus.

Inquiries regarding the screening results are not accepted.

[Announcement of Results of Second Screening]

The results of the Second Screening will be announced on the KMD website:

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

All results are displayed by examinee number. The same information will also be posted simultaneously at the Graduate School of Media Design, Office of Student Services on the second floor of the Kyosei-kan Collaboration Complex at Hiyoshi Campus. Inquiries regarding the screening results are not accepted. It is possible that you may be accepted to KMD but not the GID Program or CEMS Master's in International Management (CEMS MIM) Programme.

8. 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.

8.1 Obtaining Documents for Admission Procedures

The documents for the admission procedures will be sent to the address stated on your Application Form approximately three weeks prior to the first date of each admission procedure period listed below. For applicants who chose application period III for enrollment in April, it will be sent after the announcement of the second screening. If applicants would like for the documents from KMD to be sent to another address, they should contact the Admissions Office in advance. These documents cannot be collected directly from the university. Please contact the Admissions Office of KMD by e-mail (E-mail: kmd@info.keio.ac.jp) if these documents have still not arrived two weeks prior to the start of the applicable admission procedure period.

8.2 Admission Procedure Periods

[For enrollment in September 2020] From Wednesday, July 15 until Wednesday, July 22, 2020

[For enrollment in April 2021] From Wednesday, February 17 until Thursday, February 25, 2021

[For enrollment in September 2021] Details will be provided when the results of the Second Screening are announced.

Documents for admission procedures must arrive by the deadline date.

Please note that in principle changes to the enrollment period are not permitted. However, the Admissions Office of KMD may consider postponing 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 before the admission procedures deadline. These applicants must contact the Admissions Office in advance.

8.3 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**.

8.4 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* ¹ , etc.) or A 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.</p> <p>(2) After remitting the payment, please affix the Certificate of Remittance to the designated form sent by KMD 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> 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)</p>

	<p style="text-align: center;">Doctoral Program: 1,202,600 Yen (payment in full for one year) 601,350 Yen (payment in installments)</p> <p style="text-align: center;"><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>
Written Oath	<p>(1) Please fill out all sections indicated by a black border.</p> <p>(2) Non-Japanese nationals may only use an alias if it is listed on the Certificate of Residence or Resident Card. <u>The section for the guarantor must be filled out by the guarantor in person. The oath will not be accepted if this section was filled out by the applicant.</u></p> <p>(3) When writing your name in the Roman alphabet, please use the spelling of your name as it appears on your passport or other official documentation, or use an appropriate transliteration of your name in the Roman alphabet. You must personally write out your name.</p> <p>(4) For the applicant's address, please write your address as it appears on the Certificate of Residence. For the guarantor's address, please write his or her current address.</p> <p>(5) In principle, only family members/relatives residing in Japan may serve as guarantors. If there is no one suitable in Japan, a person living overseas may serve as the guarantor.</p> <p>(6) <u>The respective seals of the applicant and guarantor must be clearly affixed to the oath (pre-inked rubber seals are not accepted). Both the applicant and guarantor will need to sign the oath if either one does not have a seal. Oaths which have not been signed or do not have the corresponding seals affixed will not be accepted.</u></p> <p>(7) <u>If you have made a mistake, cross out the error with two horizontal lines and affix your seal (the same seal affixed to the oath). Do not use correction fluid</u></p>
Student Registration Form	<p>(1) Please fill in all the required information except for the section titled Student ID Number.</p> <p>(2) Students will be notified of their individual student ID number on the day of the Entrance Ceremony. Leave the section for the student ID number blank.</p> <p>(3) Please write the address where you will reside in Japan. If this is not yet known, leave this section blank and inform the Admissions Office as soon as it has been finalized.</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 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) *Non-Japanese nationals only</p>	<p>(1) Non-Japanese nationals must enclose a copy of their passport.</p>
<p>Certificate of Graduation and Latest Academic Transcript</p>	<p>(1) Applicants who have not yet graduated from the undergraduate program of their university at the time of application should also submit a Certificate of Graduation and the most recent 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) Applicants qualifying for admission under criteria 2 (refer to “2.1 Qualification of Applicants”) should submit their latest Academic Transcript.</p> <p>(3) Please write your examinee number in the upper right-hand margin of the form.</p> <p>(4) 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 express registered mail as soon as they have been issued.</p>
<p>Certificate of Degree *Required if you graduated from a university outside of Japan</p>	<p>(1) Only Applicants who submitted a Certificate of Expected Degree will need to submit a Certificate of Degree. However, if your Certificate of Graduation includes a Certificate of Degree verifying that you have earned the degree, you do not need to submit a separate Certificate of Degree.</p> <p>(2) If the 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) Please write your examinee number in the upper right-hand margin of the form.</p> <p>(4) If you are unable to obtain a certificate 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 certificate by express registered mail as soon as it has been issued.</p>

Pledge (Nondisclosure Agreement)	<p>(1) Please carefully read the content and sign [and date] either the Japanese or English version of the form if you agree.</p> <p>(2) Retain “Your Copy” and submit the “University Copy.”</p> <p>(3) Leave the section for the student ID number blank.</p>
Consent Release Form Regarding Photographic, Video, and Audio Recordings and Their Use for Educational Purposes	<p>(1) Please carefully read the content and sign [and date] either the Japanese or English version of the form if you agree.</p> <p>(2) Retain “Your Copy” and submit the “University Copy.”</p> <p>(3) Leave the section for the student ID number blank.</p>
GID Pledge *Enclosed only for successful applicants to the GID Program	<p>(1) Please carefully read the content and sign [and date] either the Japanese or English version of the form if you agree.</p> <p>(2) Retain “Your Copy” and submit the “University Copy.”</p> <p>(3) Leave the section for the student ID number blank.</p>
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 “8.5 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 Applicants who require Keio University to apply for a Certificate of Eligibility on their behalf will be contacted by the Admissions Office of KMD and 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 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:

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

For extensions of period of stay or changes of status, please bring the following 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/>

* Applicants who qualified for admission under criteria 2 (refer to “2.1 Qualification of Applicants”) must also submit the following documents:

Documents to be submitted	Notes
Grade Report(s) for previous semester (photocopies acceptable)	<p>(1) If you are unable to obtain grade reports during the admission procedures period, please enter the date by which they can be submitted in the Remarks section of the “Admissions Procedure Form” and send the reports by express registered mail as soon as they have been issued.</p> <p>(2) Please write your examinee number in the upper right-hand margin of the form.</p>
Notice of Withdrawal	<p>(1) Once the Notification Postcard for Completion of Admission Procedures arrives, please submit a Notice of Withdrawal to the university in which you are enrolled and send a copy of this, bearing a stamp of receipt from the university, to KMD by express registered mail.</p> <p>(2) Please write your examinee number in the upper right-hand margin of the form.</p>
Certificate of Withdrawal (issued by university)	<p>(1) Promptly submit the Certificate of Withdrawal as soon as it is issued. Applicants enrolled in Keio University do not need to submit a Certificate of Withdrawal.</p> <p>(2) Those accepted for September 2020 enrollment need to submit a Notice of Withdrawal dated September 21, 2020. Those accepted for April 2021 enrollment need to submit a Notice of Withdrawal dated March 31, 2021. Those accepted for September 2021 admission need to submit a Notice of Withdrawal dated September 21, 2021.</p> <p>(3) Please write your examinee number in the upper right-hand margin of the Notice.</p>

8.5 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 2022 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 2021		Students admitted in September 2020 and September 2021	
	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 are charged for the cost of the Crash Course (actual cost) that is held shortly after admission.
- *7. Students are advised to purchase a notebook PC by the time of enrollment as it will frequently be required in class.

8.6 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 of KMD if the Notification for Completion of Admission Procedures has not arrived within two weeks of the end of the admission procedures period.

8.7 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	• Deadline for expected September 2020 admission: 3:00 p.m. on Friday, September 18, 2020
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	<ul style="list-style-type: none"> • Deadline for expected April 2021 admission: 3:00 p.m. on Wednesday, March 31, 2021 • Deadline for expected September 2021 admission: 3:00 p.m. on Tuesday, September 21, 2021 <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 by 3:00 p.m. on the deadline date. If you will be submitting the documents in person, please do so by 3:00 p.m. on the deadline date. 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	(1) Letter Declining Offer of Admission* ¹ (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

*1 Please ask the Admissions Office of KMD about the Letter Declining Offer of Admission.

9. Fund and Contributions

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

A) 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.

B) 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.

9.2 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.

10. Scholarships

International students who obtain the status of residence of “student” are eligible to apply to the International Center for scholarships through the KMD Office. Please refer to the website below for an overview of the Keio University Scholarships that are available to international students:

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

Contact Information

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

Fax: +81 (0)45-562-3502

Email: kmd@info.keio.ac.jp