

Application Period-I 2020

Keio University
Graduate School of Media Design
(KMD)

Application Guidebook
Doctoral 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.....	3
2.3 Application and Screening Schedules	4
2.4 Scope of Admissions Program.....	5
2.5 Application Documents	5
2.6 Research Proposal.....	8
2.7 Approval from Faculty Members	9
3. Admissions Program for Career Professionals.....	9
3.1 Qualifications of Applicants	9
3.2 Application and Screening Schedules	10
3.3 Scope of Admissions Program.....	10
3.4 Application Documents	10
3.5 Approval from Faculty Members	10
4. Submission of Applications.....	10
4.1 Where Applications should be Submitted and Delivery Method	10
4.2 Application Fee.....	11
4.3 Important Information for when Submitting Applications	13
5. Announcement of Screening Results	13
6. Admission Procedures	14
6.1 Methods for Obtaining Documents for Admission Procedures.....	14
6.2 Admission Procedure Periods.....	14
6.3 Submission of Documents for Admission Procedures and Delivery Method.....	14
6.4 Documents to be Submitted.....	15
6.5 Fees Payable upon Admission	18
6.6 Notification of Completion of Admission Procedure	20
6.7 Declining Offers of Admission	20
7. Fund and Contributions	20
7.1 Keio University Bonds (school bonds) and Keio University Education Promotion Funds (donations)	20
7.2 Fukuzawa Fund and Koizumi Fund.....	21
8. Scholarships.....	21

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
Doctoral	Media Design	10

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

*The above table shows the total quota of people to be admitted in April and September each year by all admissions programs.

2. General Admissions Program

2.1 Qualification of Applicants

Applicants are required to fulfill at least one of the following 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 3 or 4 below.

1. Completed or expect to complete a master’s degree or professional degree at a university by the time of admission to KMD
2. Awarded or expects to be awarded a degree corresponding to a master’s degree outside Japan
3. Deemed to be qualified by the Ministry 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 or professional degree and is at least 24 years old at the time of admission

Note: Criteria 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.

2.2 Preliminary Entrance Qualification Review

Applicants qualifying for admission under criteria 3 or 4 above 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
Applicants Qualifying for Admission under Criteria 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 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

Please regularly check the inbox of the e-mail account you registered via the Web Entry System as this may be used by KMD staff to contact you in the future.

	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 Application Form information 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 “4. Submission on Application” for details.
- *3 Please refer to “5. 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 **Research Proposal** (refer to “2.6 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.

Applicants will undergo the Second Screening at 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.

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

2.5 Application Documents

You are required to write your examinee number, which will be issued when you complete the online application (Web Entry), on all application documents. Please complete all application documents in either English or Japanese. All official documents must also 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 necessary 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 Card of successful applicants.
Photograph (x 2)	<p>(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.</p> <p>(2) Please write your examinee number and your full name on the back of the photographs and attach them to the designated place on the Application Form and Photograph Mount (写真台帳).</p>
Application Fee	Refer to “4.2 Application Fee.”
Research Proposal	Refer to “2.6 Research Proposal.”
Certificate of Completion or Certificate of Expected Completion of a Master’s Degree Program* ¹	<p>(1) Applicants must submit a Certificate of Completion (or Expected Completion) verifying that you have completed (or are scheduled to complete) a master’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) 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.</p> <p>(6) Please write your examinee number in the upper right-hand margin of the form.</p>

<p>Certificate of Degree or Expected Degree from a university</p> <p>*Required if you completed a master's degree or professional degree at a university outside of Japan</p>	<ol style="list-style-type: none"> (1) Applicants must submit a Certificate of 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). (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. (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. (4) Please write your examinee number in the upper right-hand margin of the form.
<p>Official Academic Transcript (for each undergraduate and master's degree) *1</p>	<ol style="list-style-type: none"> (1) Only originals or copies of the originals certified by the issuing institution are accepted. (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. (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. (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. (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. (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. (7) Please write your examinee number in the upper right-hand margin of the form.
<p>Letter of Recommendation (Optional)</p>	<ol style="list-style-type: none"> (1) Submission of letters of recommendation is optional (up to three letters of recommendation). (2) Please ensure that each referee writes his or her letter of recommendation on a single sheet of A4 and places it in a securely-sealed envelope. (3) Please write your examinee number on the envelope(s).

Other Documents to be Appended (Optional)	<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.*³ Submission of these documents and materials is optional.</p> <p>(2) Persons whose native language is neither Japanese nor English may voluntarily submit the results (scores) of language proficiency examinations such as the Japanese Language Proficiency Test or TOEFL.*³ No disadvantage will accrue if these results are not submitted.</p> <p>(3) 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 you name.</p> <p>(4) 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 Completion or Expected Completion from a Master’ Degree Program” 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. 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 margin of the form.
- Works should be submitted on a paper medium, including photographs and portfolios to the extent that this is feasible.
- Video, music, and other media difficult to submit in paper may be submitted on 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 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 written on no more than 5 sheets of A4 or letter-size (8 1/2” x 11”) paper (cover sheets are not required; as a general rule, text should be rendered horizontally in portrait mode and printed single sided). Plans exceeding the specified number of pages will be deemed ineligible and will not be taken into consideration. The smallest font that may be used is 11 point. There are no restrictions on the format or number of words/characters.
3. Please write your examinee number in the upper right-hand corner of each page.
4. Please write your affiliation (university, college, etc.) and your full name at the top of the first page.

5. Please write the page numbers (current page/total pages; e.g. 1/5, 2/5, 3/5, 4/5, 5/5) at the bottom right of each page.

2.7 Approval from Faculty Members

Applicants of the doctoral program must contact a KMD faculty member and obtain 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 written in the relevant section of the Application Form (this may be handwritten after printing out the form). **Application Forms for the doctoral program without an approval number will not be accepted.**

If you cannot reach the faculty member you would like to be your research 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.

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

3. Admissions Program for Career Professionals

This admissions program is for persons seeking to obtain their doctoral degree while still employed. Applicants for this admission program should 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

1. Persons who have completed a master's degree program or who have been granted a degree equivalent to a master's degree outside Japan, and who have been employed for at least three years at a company, government office, research institution, etc., at the time of admission.
2. Persons who have graduated from 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.

Applicants qualifying for admission under 2 above 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
Applicants Qualifying for Admission under 2	Application for Preliminary Entrance Qualification Review*1; CV (free format; please write “Application for Doctoral Program admission”); Certificate of Graduation and Official Academic Transcript from 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)

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

3.2 Application and Screening Schedules

Refer to “2.3 Application and Screening Schedules.”

3.3 Scope of Admissions Program

Refer to “2.4 Scope of Admissions Program.”

3.4 Application Documents

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

Documents to be submitted	Notes
Employment History	(1) Please provide a summary of your employment history on A4 or letter-size paper in a format of your choosing. (2) Please detail any notable research or work achievements. (3) Please write your examinee number in the upper right-hand corner of the résumé.

3.5 Approval from Faculty Members

Refer to “2.7 Approval from Faculty Members.”

4. Submission of Applications

4.1 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 different submission deadlines are set depending on whether applications are sent from Japan or 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.

4.2 Application Fee

Application from Japan	35,000 JPY
Application from 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 to both the General Admissions Program and the Admissions Program for Career Professionals.

[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 at the remitter’s end.
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 write “**Keio University Graduate School of Media Design**” for the payee’s name and “**2-15-45, Mita, Minato-ku, Tokyo**” for payee’s address. Please note that the 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 a foreign currency (e.g. US dollars) denomination. 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 receive the International Postal Money Order directly over the counter at the Postal Service in the U.S. In other countries or regions, the International Postal Money Order is sent directly to KMD and remitters receive 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 International Postal Money Orders are 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 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 within Japan. If the applicant does not have a bank account in Japan, it will be remitted to an account overseas. 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)

4.3 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 that 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 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 or delays in the public transportation system in areas near the examination venue, and the university deems it likely that a large number of examinees will be affected on the day of the exams, it may, as so far as it does not affect the 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. 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>

5. 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 will be 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 put up simultaneously at the Graduate School of Media Design, Office of Student Services on the second floor of the Kyosei-kan Collaboration Complex on Hiyoshi Campus. Inquiries regarding the screening results are not accepted.

6. Admission Procedures

Please ensure that you complete the prescribed procedures by their respective deadlines, as failure to do so will make you ineligible for admission.

6.1 Methods for Obtaining Documents for Admission Procedures

The documents for the admission procedures will be sent to the address listed on your Application Form approximately three weeks prior to the first date of each admission procedure period 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 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 (e-mail:kmd@info.keio.ac.jp) if these documents have still not arrived two weeks before the start of the applicable admission procedure period.

6.2 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.

Please note that changes to the enrollment period are in principle not permitted. However, the Admissions Office of KMD may consider adjusting the deadline for applicants who have applied for Japanese Government (Monbukagakusho: MEXT) Scholarships, etc., but who will not be notified of the final selection results for the scholarships before the admission procedures deadline. These applicants must contact the Admissions Office in advance.

6.3 Submission of Documents for Admission Procedures and Delivery Method

Please post the documents for admission procedures 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 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. 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 send applications from outside Japan.

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

6.4 Documents to be Submitted

Documents To be submitted	Notes
Admissions Procedure Form	Please fill in the required information and submit the designated form.
Certificate of Remittance (of Tuition Fee* ¹ , etc.) or A copy of the transfer receipt (in case of the 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 transfer.</u></p> <p>(2)</p> <p><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</p>

	<p>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>
Written Oath	<p>(1) Please fill out all the 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>Guarantor information must be filled out by the guarantor in person. The oath will not be accepted if the information 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 the address as it appears on your 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 applicants are unable to find a guarantor in Japan, someone residing outside of Japan may serve as the guarantor.</p> <p>(6) <u>The respective seals of the applicant and the guarantor must be clearly affixed to the oath (pre-inked rubber seals cannot be 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 cannot 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 (same seal affixed to the oath). Do not use correction fluid.</u></p>
Student Registration Form	<p>(1) Please fill out 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>

	(3) Please write the address where you will reside in Japan. If this is not yet known, leave the space blank and inform the Admissions Office as soon as it has been finalized.
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 and 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]) promptly after admission to the university.</p>
Copy of Passport (Applicant) *Non-Japanese nationals only	(1) Non-Japanese nationals must enclose a copy of their passport.
Certificate of Completion and Latest Academic Transcript	<p>(1) Applicants who had not yet completed the master's program of their university at the time of application should also submit a Certificate of Completion and the latest Academic Transcript. This is not necessary for applicants from Keio University or for applicants who have already submitted these documents when applying to the KMD.</p> <p>(2) Please write your examinee number in the upper right-hand margin of the form.</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 on "Admissions Procedures Form." Send the certificates by express registered mail as soon as they have been issued.</p>
Certificate of Degree *Required if completed a master's degree or professional degree at a university outside of Japan	<p>(1) Only applicants who submitted a Certificate of Expected Degree will need to submit a Certificate of Degree. However, if your Certificate of Completion 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 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,</p>

	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.
Pledge (Nondisclosure Agreement)	(1) Please carefully read the content and sign and date either the Japanese or English version of the form if you agree. (2) Retain “Your Copy” and submit “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] either the Japanese or English version of the form if you agree. (2) Retain “Your Copy” and submit the “University Copy”. (3) Leave the section for the student ID number blank.
Other documents	Applicants from overseas who require Keio University to apply for a Certificate of Eligibility on their behalf must submit the designated forms listed below. *2

*1 Please refer to “6.5 Fees Payable upon Admission” and pay the amount stipulated for admission. Please ensure that there are no errors in the amount printed on the remittance form.

*2 (1) Applicants who require Keio University to apply for a Certificate of Eligibility on their behalf will be contacted by the Admissions Office 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 that will cover academic fees and expenses for the first two semesters.
4. Please submit 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 also see the website of the Immigration Bureau below for more information:

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

(2) 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/>

6.5 Fees Payable upon Admission

The fees to be paid are as follows. Please note that these fees are subject to change and increases may be necessary

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 costs 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 be frequently required in class.

6.6 Notification of Completion of Admission Procedure

We will send a Notification for Completion of Admission Procedures to applicants who have completed all admission procedures via 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.

6.7 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 2020 admission: 3:00 p.m. on Friday, September 18, 2020 • 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 pm on the deadline date. If you will be submitting the documents in person, please do so by 3:00 pm 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 2 nd Floor of the Collaboration Complex Building 4-1-1 Hiyoshi, Kohoku-ku, Yokohama, Kanagawa 223-8526, JAPAN
Documents to be submitted	<ol style="list-style-type: none"> (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.

7. Fund and Contributions

7.1 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.

7.2 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.

8. 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