

# Instructions for Application Documents

March 2024

## 1. Preparation of the application documents

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

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

In either case, please be informed

(Note 1) When you take a photo with your iPhone, please make sure not to save in HEIC format.

(Note 2) Please make sure a file does not exceed 100 Mbytes.

(Note 3) ”d” can be multiple files but ensure the size of all files in total does not exceed 100 Mbytes.

## 2. Organizing and renaming files

### 2.1 Master’s Program Application Documents

After preparing all the required documents described in the section of “3.5 Application Documents” and “3.6 Examination Paper” in the Application Guidebook following the instructions above, you need to organize the files into two folders (A and B) and rename them as listed in Table 2 and Table 3 below.

If you apply to CEMS program, please prepare the additional files listed in Table 4.

Table 1. Master’s program – ID Photo

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

Table 2. Master’s program – Certificates

	Document	Folder	File Type	File Name
1	Document verifying payment of application fee	A	pdf or jpg	A-Remittance
2	Certificate of (Expected) Graduation	A	pdf or jpg	A-UG-Certificate (※1)
3	Certificate of (Expected) Bachelor’s Degree	A	pdf or jpg	A-UG-Degree (※1)
4	Official Academic Transcript	A	pdf or jpg	A-UG-Transcript (※1)

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

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

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

- i. A-UG-Certificate.pdf containing the University-A's certificate on the first page and the University-B's certificate on the second page.
- ii. A-UG-Certificate1.jpg for the University-A's certificate and A-UG-Certificate2.jpg for the University-B's certificate.

(※2) Please refer to "Application Guidebook - 3.5 Application Documents". If you are applicable to either (1) or (2) in the "Proof of Language Proficiency" section, you must submit this document. In case of (4), please also submit the document with this file name. If you apply for CEMS program, please check Table 4 for the additional documents to submit.

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

Table 3. Master's Program: Examination Paper

	Document	Folder	File Type	File Name
1	(I) Statement of Purpose (SoP)	B	pdf	B-MS-SoP.pdf
2	(II) Accomplishments: discussion paper on accomplishments	B	pdf	B-MS-A.pdf
3	(II) Accomplishments: materials	B	Any types are accepted.	Store all the files under the folder named as B-MS-A-files. Only alphanumeric characters can be used for the name of each file in the folder.
4	(III) Creative Challenge	B	pdf	B-MS-CC.pdf

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

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

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

## 2.2 Doctoral Program Application Documents

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

Table 5. Doctoral Program: ID Photo

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

Table 6. Doctoral Program: Certificates

	Document	Folder	File Type	File Name
1	Document verifying payment of application fee	A	pdf or jpg	A-Remittance
2	Certificate of (Expected) Completion of a Master’s Degree Program	A	pdf or jpg	A-MS-Certificate (※6)
3	Certificate of (Expected) Master’s Degree	A	pdf or jpg	A-MS-Degree (※6)
4	Official Academic Transcript	A	pdf or jpg	A-MS-Transcript (※6)
5	Proof of applicant’s identity (Only when applicable ※7)	A	pdf or jpg	A-ID
7	Notification of the result of Preliminary Qualification Review	A	pdf	A-Preliminary.pdf

	(Only for successful applicants for preliminary qualification review)			
8	Employment History (Only for applicants who apply for the Admission Program for Career Professionals)	A	pdf	A-Employment.pdf

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

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

- i. A-MS-Certificate.pdf containing the University-A’s certificate on the first page and the University-B’s certificate on the second page.
- ii. A-MS-Certificate1.jpg for the University-A’s certificate and A-MS-Certificate2.jpg for the University-B’s certificate.

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

Table 7. Doctoral Program: Research Proposal

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

### 3. Submission

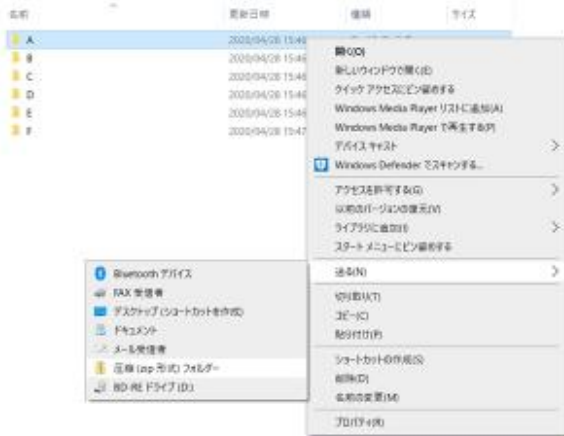
Please double check all the necessary files are stored in the folder “A” and “B,” then prepare for the submission. If you apply to CEMS program, please also check the files in the folder “C”.

#### 3.1 Making Zip files

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

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

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



**Windows 日本語版**

フォルダーを選択し、マウスの右クリックでメニューを表示

「送る」→  
「圧縮(zip形式)フォルダー」  
を選択

**Windows English**

Choose the folder, click the right mouse button to show the menu, select “send to” → “Compressed(zipped) folder”

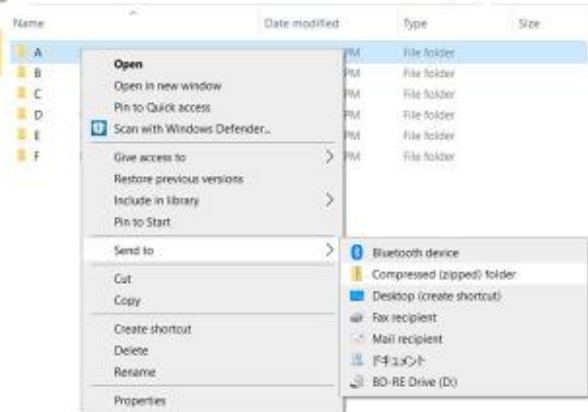
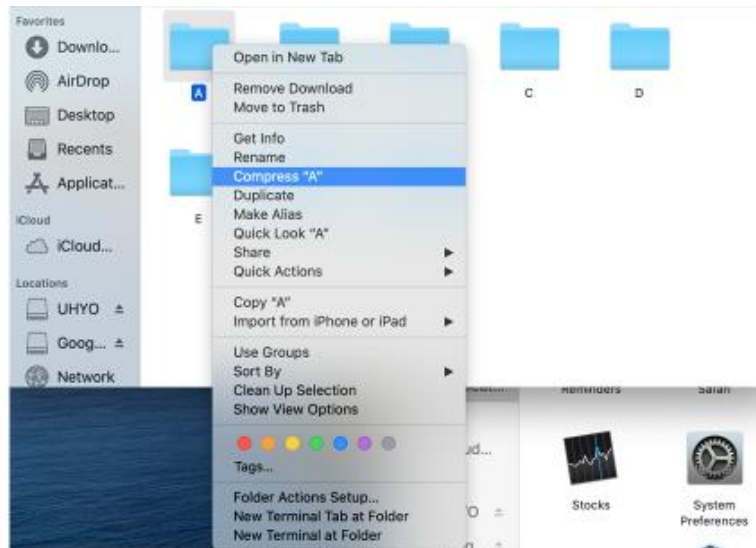


Figure 1. How to make a zip file on Windows



**MacOS English**

Choose the folder, show the menu, select “Compress “A”” to create zip archive.

**MacOS 日本語**

フォルダを選択し、メニューを表示し「“A”を圧縮」を選択し、zip圧縮ファイルを作成します。

Figure 2. How to make a zip file on macOS

### 3.2 Upload Zip archive files

Upload the zip archive files following the instructions of the Web Entry System. You must submit File A and File B. If you apply for CEMS program, you must submit File C too.

**出願書類ファイル\* / File\***

[ファイルの作り方について](#)  
[How to prepare files](#)

出願書類ファイルA File A	<input type="button" value="ファイルを選択"/>	選択されていません
出願書類ファイルB File B	<input type="button" value="ファイルを選択"/>	選択されていません
出願書類ファイルC File C	<input type="button" value="ファイルを選択"/>	選択されていません