

Corrections and Changes on Application Guidebook

◆Application Guidebook for Master's Program 2019 (p. 14)

6. Submission of Applications

6.1 Where Applications should be Submitted and Delivery Method

(Before)

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. Early submission is recommended as incomplete applications may not be accepted.
6. You must write "KMD Admissions" on the envelope in **red ink**.
7. 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.

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◆Application Guidebook for Master’s Program 2019 (p. 17)

6. Submission of Applications

6.3 Important Information for when Submitting Applications

(Before)

1. Please check the accuracy of all documents before mailing. Applications which are incomplete or late will not be processed.
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>

(After)

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.
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◆Application Guidebook for Doctoral Program 2019 (p. 10)

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