



# Keio University CEMS Exchange Student Record Form

**Instructions:**

- A) Applications should be typewritten or **PRINTED** in block letters.
- B) Years should be written using the Western calendar.
- C) Proper nouns should be written in full, and should not be abbreviated.
- D) Check the appropriate boxes.

**ATTACH PHOTO  
HERE**  
(taken within 6 months,  
3cm x 4cm, color, glossy)

**1. Full Name**

	Family Name	First Name	Middle Name
Use only the English alphabet Do not use characters with accent marks (e.g. a, ç, è) *1			
Katakana or Hiragana (if possible)			
Chinese Characters Required for all Chinese and Korean nationals			

\*1 Keio's information system does not recognize characters with accent marks

**2. Date of Birth (yyyy/mm/dd)**

/ /	Age
-----	-----

**3. Nationality/All Nationalities**

Write all your nationalities if you hold multiple nationalities.

--

**4. Sex**

Male       Female

**5. Marital Status**

Single       Married

**6. Home Institution**

Name of your home institution	Expected date of graduation (upon completion of study at Keio) (yyyy/mm/dd) / /
-------------------------------	---

**7. Study Abroad TERM at Keio**

<input type="checkbox"/> Term 1 (September 2019 – January 2020) <input type="checkbox"/> Term 2 (March 2020 – July 2020)
---

**8. Present Contact Details**

Present Address		
Tel. +  Fax. +	E-mail	Effective (From yy/mm– To yy/mm)  From / to /

**9. Permanent Contact Details**

Same as above

Permanent Address		
Tel. +  Fax. +	E-mail	Effective (From yy/mm– To yy/mm)  From / to /



14. ✓Checklist: The application must complete ALL of the following documents.

Online Registration	<input type="checkbox"/> 1. I have registered at: <a href="http://www.ic.keio.ac.jp/en/study/cems/exchange/online_application.html">http://www.ic.keio.ac.jp/en/study/cems/exchange/online_application.html</a>		
Application Documents (One photocopy of each document must be enclosed except ID photos.)	<input type="checkbox"/> 2. CEMS Exchange Student Record Form (This form)		
	<input type="checkbox"/> 3. Three official ID Photos (4cm × 3cm with international standard) including one attached to this form.		
	<input type="checkbox"/> 4. Study Proposal (For CEMS Exchange Students)		
	<input type="checkbox"/> 5. Self-evaluation Sheet for Japanese Language Proficiency		
	<input type="checkbox"/> 6. Official Transcript		
	<input type="checkbox"/> 7. Certificate of Health		
	<input type="checkbox"/> 8. Checklist of Dietary Restrictions (sent to <a href="mailto:keio@cems.org">keio@cems.org</a> )		
Visa Documents	<input type="checkbox"/> 9. <b>Application for Certificate of Eligibility (3 pages) sent to <a href="mailto:keio@cems.org">keio@cems.org</a> in EXCEL file</b> *Japanese nationals are not required to submit this document.		
	<table border="1"> <tr> <td data-bbox="440 719 520 1126">Note</td> <td data-bbox="520 719 1479 1126">           (1) This form is required by Japanese Immigration Bureau and MUST be completed exactly as instructed. Refer to “SAMPLE” before you fill out the form.             (2) This form needs to be prepared in EXCEL Only. Please send the data to us by email to the following email address: <a href="mailto:keio@cems.org">keio@cems.org</a>             (3) For Chinese and Korean speakers, write your name in both English and <b>Chinese characters</b> as instructed.             (4) If you have dual nationalities, choose 1 nationality (passport) and make sure you write the information on the chosen passport only, including the “Past entry into/depart from Japan” section.         </td> </tr> </table>	Note	(1) This form is required by Japanese Immigration Bureau and MUST be completed exactly as instructed. Refer to “SAMPLE” before you fill out the form.  (2) This form needs to be prepared in EXCEL Only. Please send the data to us by email to the following email address: <a href="mailto:keio@cems.org">keio@cems.org</a>  (3) For Chinese and Korean speakers, write your name in both English and <b>Chinese characters</b> as instructed.  (4) If you have dual nationalities, choose 1 nationality (passport) and make sure you write the information on the chosen passport only, including the “Past entry into/depart from Japan” section.
	Note	(1) This form is required by Japanese Immigration Bureau and MUST be completed exactly as instructed. Refer to “SAMPLE” before you fill out the form.  (2) This form needs to be prepared in EXCEL Only. Please send the data to us by email to the following email address: <a href="mailto:keio@cems.org">keio@cems.org</a>  (3) For Chinese and Korean speakers, write your name in both English and <b>Chinese characters</b> as instructed.  (4) If you have dual nationalities, choose 1 nationality (passport) and make sure you write the information on the chosen passport only, including the “Past entry into/depart from Japan” section.	
	<input type="checkbox"/> 10. Certificate of Financial Support		
	<table border="1"> <tr> <td data-bbox="440 1164 520 1357">Note</td> <td data-bbox="520 1164 1479 1357"> <u>If you will be supporting yourself while you are in Japan, please submit the following document.</u>            A certificate of your deposit balance to declare that the amount of your financial resources in order to cover the expected cost of your stay at Keio is at least JPY 130,000 (or the equivalent in local currency) per month for the expected period of your stay (six months). A copy of your monthly bank statement will not be accepted.         </td> </tr> </table>	Note	<u>If you will be supporting yourself while you are in Japan, please submit the following document.</u> A certificate of your deposit balance to declare that the amount of your financial resources in order to cover the expected cost of your stay at Keio is at least JPY 130,000 (or the equivalent in local currency) per month for the expected period of your stay (six months). A copy of your monthly bank statement will not be accepted.
	Note	<u>If you will be supporting yourself while you are in Japan, please submit the following document.</u> A certificate of your deposit balance to declare that the amount of your financial resources in order to cover the expected cost of your stay at Keio is at least JPY 130,000 (or the equivalent in local currency) per month for the expected period of your stay (six months). A copy of your monthly bank statement will not be accepted.	
<table border="1"> <tr> <td data-bbox="440 1357 520 1615">Note</td> <td data-bbox="520 1357 1479 1615"> <u>If your parents (or someone else) will be supporting you while you are in Japan, please submit the following two documents.</u>            (1) A certificate of deposit balance to declare that the amount of your supporter’s financial resources in order to cover the expected cost of your stay at Keio is at least JPY 130,000 (or the equivalent in local currency) per month for the expected period of your stay (six months). A copy of a monthly bank statement will not be accepted.            (2) A statement (typed and signed) from the supporter to state that she/he will bear your expenses during your stay in Japan.         </td> </tr> </table>	Note	<u>If your parents (or someone else) will be supporting you while you are in Japan, please submit the following two documents.</u> (1) A certificate of deposit balance to declare that the amount of your supporter’s financial resources in order to cover the expected cost of your stay at Keio is at least JPY 130,000 (or the equivalent in local currency) per month for the expected period of your stay (six months). A copy of a monthly bank statement will not be accepted. (2) A statement (typed and signed) from the supporter to state that she/he will bear your expenses during your stay in Japan.	
Note	<u>If your parents (or someone else) will be supporting you while you are in Japan, please submit the following two documents.</u> (1) A certificate of deposit balance to declare that the amount of your supporter’s financial resources in order to cover the expected cost of your stay at Keio is at least JPY 130,000 (or the equivalent in local currency) per month for the expected period of your stay (six months). A copy of a monthly bank statement will not be accepted. (2) A statement (typed and signed) from the supporter to state that she/he will bear your expenses during your stay in Japan.		
<table border="1"> <tr> <td data-bbox="440 1615 520 1742">Note</td> <td data-bbox="520 1615 1479 1742"> <u>If the scholarship is your main method to support your expenses while in Japan, please submit the following document.</u>            A statement from an organization or your university to prove the amount of the scholarship and the period of the benefit.         </td> </tr> </table>	Note	<u>If the scholarship is your main method to support your expenses while in Japan, please submit the following document.</u> A statement from an organization or your university to prove the amount of the scholarship and the period of the benefit.	
Note	<u>If the scholarship is your main method to support your expenses while in Japan, please submit the following document.</u> A statement from an organization or your university to prove the amount of the scholarship and the period of the benefit.		

11. One Passport copy (Copy of all pages with records)

**Any missing documents?**

If there is any document missing, please indicate when it will be submitted.