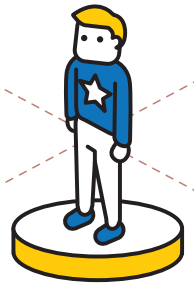
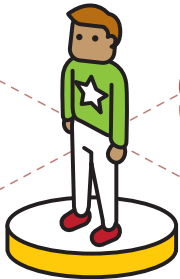


Keio University



K e i o U n i v e r s i t y

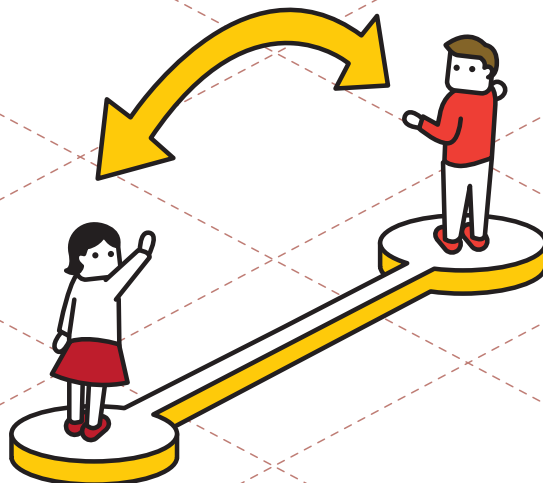
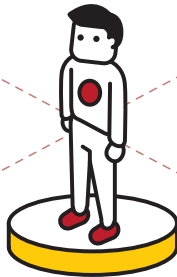


# Student Exchange Program (Outbound)

Handbook and Application Guidelines



# 2025





# Keio University Study Abroad Handbook

This handbook contains general information on studying abroad and preparing for study abroad, as well as many different programs.

Overview .....	2
Programs Organized or Introduced by the International Center .....	4

<b>Preparing for Studying Abroad</b> .....	5
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- I. Information about Study Abroad
- II. Learning of Foreign Languages
- III. Costs for Studying Abroad
- IV. Job Hunting After Studying Abroad
- V. Programs Organized by Various Departments within Keio University
- VI. Privately Financed Study Abroad
- VII. International Exchanges at Keio

<b>Preparing for Departure</b> .....	24
--------------------------------------	----

- I. Procedures
- II. Crisis Management while Abroad
- III. After You Arrive at Your Study Abroad Destination
- IV. Procedures for Returning to Keio University after Your Study Abroad

<b>Application Guidelines for Keio University Student Exchange Program (Outbound) .....</b>	<b>34</b>
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# Overview

## Types of Study Abroad Opportunities

There are various study abroad opportunities that you can pursue. You may want to make language acquisition your goal, take courses in a specialized field in an overseas university, or participate in short-term programs that lasts a few weeks or long-term programs that are more than six months long. It is important that you understand the different types of opportunities available to you and choose a program that best suits your goals.

### I. Objective of Study Abroad

Objective of Study Abroad can be broadly grouped into two categories:

- ✓ Improving foreign language ability;  
Programs that focus on improving foreign language ability are often offered at a language school or an institution affiliated to a university. For programs offered by an affiliated institution, there may be a possibility for students to take regular courses at the university.
- ✓ Taking courses offered at overseas institutions that are related to your field of study or interest  
These are mainly programs in which students study abroad at an overseas university. For most long-term programs that are longer than six months, students take regular courses with the local students. Programs that take place during summer or spring breaks are usually conducted under a specific theme.

### II. Period of Study

- ✓ Short-term Study Abroad Programs (Summer/Spring)  
These are programs in which students go abroad to study mainly during their summer or spring holidays. They are organized by the International Center as well as programs offered by partner universities. When participating in a short-term program, it is your responsibility to make sure that it does not interfere with your courses or research supervision at Keio University.
- ✓ Long-term Programs of Six Months or More  
These are programs in which students go abroad to study during the semester for a period of six months or more. There are student exchange programs and double degree programs that are part of the Keio University study abroad system, and there are programs that students directly apply for (sign a contract) and finance themselves.

### III. Study Abroad Programs at Keio University

Not all types of study abroad are approved by Keio University as Study Abroad. At Keio University, in accordance with Article 153 of the Undergraduate Faculty Rules and Regulations (\*1) and Article 124 of the Graduate School Rules and Regulations (\*2), in order for students to be approved for Study Abroad ("Ryugaku"), students must first submit an Application for Study Abroad ("Kokugai Ryugaku Shinseisho"), and the Faculty Board or Graduate School Committee must deem it to be educationally beneficial for them. When students have obtained approval for Study Abroad, they can apply to include the study

abroad period into the total period of attendance at Keio University (maximum of one year), and the credits earned at the overseas institution can be transferred as credits needed to graduate from Keio University.

As explained above, at Keio University, in order for you to obtain approval for Study Abroad ("Ryugaku"), you must submit the designated application form to your affiliated undergraduate faculty/graduate school and gain their approval. In addition, language training abroad will not be approved as Study Abroad, so students must take a Temporary Leave of Absence in this case. If students are studying abroad while taking a Temporary Leave of Absence ("Kyugaku") from Keio University, regardless of whether they are formally enrolled as a regular student in the overseas institution, the period spent overseas will not be included in the total period of attendance at Keio University. Furthermore, credits earned while on a Temporary Leave of Absence (Kyugaku) from Keio University will not be approved as credits for Keio University.

\*1

1. If Keio University deems that studying abroad will be educationally beneficial for the student, the student may be permitted to study abroad without having to take a Temporary Leave of Absence.
2. The study abroad period that can be included in the total period of attendance at Keio University is a maximum of one year.
3. A maximum of 30 credits earned during the study abroad period can be transferred as credits needed to graduate from Keio University. However, for the Faculty of Economics, Faculty of Policy Management, Faculty of Environment and Information Studies, and Faculty of Nursing and Medical Care, a maximum of 60 credits earned at another university or equivalent research and education institution, etc. can be transferred as credits needed to graduate from Keio University.
4. Separate to Item 1 of this Article, if the student is studying abroad under a combined degree program between Keio University and another institution, such as a double degree program, Keio University may permit the student to take courses at the overseas institution while being enrolled at Keio University.
5. Detailed rules of these Regulations regarding study abroad shall be stipulated separately.

\*2

1. If the Graduate School Committee deems that studying abroad will be educationally beneficial for the student, the university may permit the student to study abroad without having to take a Temporary Leave of Absence.
2. The study abroad period that can be included in the total period of attendance at Keio University is a maximum of one year. However, for doctoral students in the Graduate School of Medicine or who are Pharmacy majors in the Graduate School of Pharmaceutical Sciences, the maximum period that can be included in the total period of attendance at Keio University may be two years.
3. A maximum of 10 credits earned during the study abroad period can be transferred as credits needed to complete a degree at Keio University.
4. Detailed rules of these Regulations regarding study abroad shall be stipulated separately.

# Programs Organized or Introduced by the International Center

Programs which Keio University International Center organizes or introduces are listed below. There are also programs organized by Undergraduate Faculties and Graduate Schools.

## I. Short-term Study Abroad Programs (Summer/Spring)

Keio University International Center organizes short-term programs during summer holidays and spring holidays. Participants can deepen their understanding of the topic set on each program through lectures and discussion. It enables them to experience the study in overseas university. For those who want to utilize their summer or spring holidays and experience studying abroad, or for those who want to improve their foreign language ability, it may be worthwhile participating in this program.

## II. Yonsei-Keio-Rikkyo-Fudan Leadership Forum

Participants stay together at the same accommodation and while interspersing sightseeing trips to nearby attractions, this program aims to facilitate exchange and deepen understanding of East Asia through discussions and lectures on issues in the East Asian region centered on Japan, China, and Korea. This is a student-led program in which students are actively involved in developing the program.

## III. Short-term Programs Organized by partner institutions

Many partner institutions of Keio University offer short-term programs that range from a few weeks to a few months in length. Some of them provides discounts if the application is made through Keio University. When participating in a short-term program, it is your responsibility to make sure that it does not interfere with your courses or research activities at Keio University. [https://www.ic.keio.ac.jp/keio\\_student/short\\_prog\\_external/](https://www.ic.keio.ac.jp/keio_student/short_prog_external/)

## IV. Student Exchange Program (Outbound)

The Keio University Student Exchange Program (Outbound) is a study abroad program based on university-wide exchange agreements between Keio University and overseas institutions. For this program, Keio University and its partner institutions aim to instill in their students an international understanding and a broad perspective by offering the opportunity to experience university life in a foreign country for one academic year. Credits attained during the study abroad period may be transferrable to be used towards graduation or completion of courses.

## V. Privately Financed Study Abroad

At Keio University, studying abroad in programs that are not run by Keio—where primarily students apply directly and the tuition or program participation fees must be paid to the overseas university or organizing bodies—is called “privately financed study abroad.” There are various methods and programs for privately financed study abroad. Any matters related to these programs such as entering into contracts with the organizing bodies must be done by the student based on their own judgment and responsibility.

# Preparing for Studying Abroad

## Study Abroad Road Map

Prior planning and sufficient preparation is important if you are thinking about studying abroad. Check the timeline to confirm what needs to be done by when.

▼ If you decide that you want to study abroad		
Step1	Plan your university life, taking into consideration the possibility of studying abroad	Firstly, plan your university life. From among the things you need to consider, including course work, extracurricular activities, acquisition of qualifications, and career mapping, think about the timing and how to integrate study abroad into your university life by prioritizing what you need to do and when.
Step2	Gathering information	Students who are unsure of where to start should consult a staff member in charge of international affairs on each campus. They are there to give advice to students who are planning to study abroad. The study abroad fair is also held every June, and the International Center website provides student reports on their study abroad experiences and information on scholarships.
Step3	- Clarifying your Motives and Goals - Making Detailed Plans for Studying Abroad	If you have the desire to study abroad, you must first clarify your motives and goals for your study abroad experience. There are many ways in which you can study abroad. The more specific your motives and goals are, the greater the chance of having a successful study abroad experience. Collect information by comparing websites of several different universities, talking to people who have studied abroad, etc. Based on the information you have collected, choose the type of study abroad that best suits your plans and objectives. Try to be open-minded and consider your options from a range of perspectives. Many universities offer classes in English. Instead of choosing a university in an English-speaking country just because you want to study in English, students should also consider other aspects such as whether the university conducts active research in the area of your interest, the style of classes offered, and the scale of the university.
▼ Around six months to one year prior to departure		
Step4	Taking language proficiency tests	Prepare well by reading the application guidelines for the study abroad program you are interested in. In most of the long-term study abroad programs, students are required to take the language proficiency test and have the minimum GPA set by the study abroad university. Some of the tests are held only a few times in the year. Preparation is part of the study abroad experience, so in order to study at the overseas institution of your choice, you need to be thorough and ready in terms of showing consistency in academic performance, improving foreign language proficiency, and obtaining good results in achievement test.

Step5	Application	After you have decided which program you would like to participate in, the next step is applying. Prepare all the necessary documents and submit them by the deadline. The selection process (document screening and/or interviews) varies depending on the program. For some programs, such as the student exchange program, an internal screening will also be conducted. Students who are applying for a scholarship must also make sure to apply before the deadline.
▼Around six months prior to departure to just before leaving Japan		
Step6	Preparation	When you pass the selection process, you will need to start making more specific plans. The main outline is given below, but beware that each procedure takes longer than you think so try to prepare ahead. e.g. Internal procedures, securing accommodation, visa applications, arranging ticket flights, and joining insurance plans
▼Departure		
Step7	Study abroad life	Most students say that time flew by so fast when they were studying abroad. Take care of your health while engaging in daily studies and activities. It is important to always be aware of your motives for studying abroad and try and find ways to deal with stress.
▼After returning to Japan		
Step8	Reflection	After you have completed the program, reflect on your experiences to determine whether you have fulfilled your objectives and goals and how you would like to make use of your experiences in terms of job hunting and career choice. By doing so, you will be able to make the most out of your study abroad experiences beyond your life ahead.. Writing a report or telling you experience to your friends is also a good way. In addition, make sure to go through the procedures for returning to Keio University.

### ✓ Clarifying your Motives and Goals

There are many ways in which you can study abroad. Why do you want to study abroad, and how will this experience be useful for your future? These are some questions you must ask yourself in order to clarify your motives and goals and understand the situation you are in. The more specific your motives and goals are, the greater the chance of having a successful study abroad experience. Firstly, ask yourself the following questions which may assist you in getting a clearer idea of which country, region, and method of study abroad is best for you. Make sure to talk about it with your family as well.

- Why?: Why do you want to study abroad? What are your fields of interest?  
What do you want to gain from this experience?
- How?: Student Exchange? Double-Degree? Privately Financed Study?  
Short-term language training?
- When?: Short-term Study Abroad Program at freshmen?  
Long-term Study Abroad Program after sophomore?
- How much?: How much is the living cost?  
When should students apply for the Scholarships?
- Where?: Which Country/Region/University do you wish to go?



## ✓ Making Detailed Plans for Studying Abroad

When your motives and goals become clearer, the next step is making detailed plans. Based on your motives and goals of your study abroad and the information you gathered, choose the type of study abroad. Research the application guidelines and the necessary qualifications and make your schedule.

When making your plans for study abroad write as much detailed schedule as possible by counting backwards from when you want to start your study abroad. Please be aware that some of the tests are held only a few times in the year. Most of the students sit for TOEFL iBT or IELTS several times. Preparing for studying abroad usually takes at least 12 to 18 months from the time you make your decision (about 3-6 months for short-term language training abroad).

For those who plan to participate in programs that focus on improving foreign language ability, it is important to collect and compare information regarding the country/region you are studying abroad in, the objective of the program, and class hours and cost, and to find a program that is best suited to your goals and requirements. When collecting information, try not to rely too much on information that has been prepared in Japanese by a third party, but also look at brochures and websites prepared by the institution you are interested in.

For those who plan to participate in programs that focus on taking courses offered at overseas institutions that are related to your field of study or interest, make sure you research thoroughly using websites and other resources when choosing your study abroad destination and decide after comparing several different options. Universities that are well-known in Japan are not necessarily the best choice for you. It is important to make your decision based on what kinds of courses are available, class styles, etc., and whether the institution matches your motives and goals. Student reports on the International Center website may also be helpful. Most of the institutions has their own GPA and language requirements. Preparation is part of the study abroad experience, so in order to study at the overseas institution of your choice, you need to be thorough and ready in terms of showing consistency in academic performance, improving foreign language proficiency, and obtaining good results in achievement test.

Preparing for studying abroad usually takes at least 12 to 18 months from the time you make your decision (about 3-6 months for short-term language training abroad). Once you decide to study abroad, try to start preparing for it as soon as possible. The academic year and term/semester system are different depending on the country and university. Research these facts beforehand, and prepare a schedule by counting backwards from when you want to start your study abroad. Preparation is part of the study abroad experience, so in order to study at the overseas institution of your choice, you need to be thorough and ready in terms of showing consistency in academic performance, improving foreign language proficiency, and obtaining good results in achievement test.



# I. Information about Study Abroad

## ✓ The Keio Study Abroad Fair

The International Center holds the Keio Study Abroad Fair every June. The fair aims to provide information about study abroad to as many Keio students as possible to allow them to familiarize themselves with the idea of studying overseas and start making plans for a study abroad experience as early as possible. We urge all those interested in Study Abroad—including the exchange programs—to attend.

## ✓ Study Abroad Report

These are reports written by students about their experiences studying at Keio's partner institutions around the world. For Study Report I, reports were written within two months of arriving in the host country, about the preparation involved and their life abroad. Reports for Study Report II were written after returning to Japan about their overall experiences. Students can read them to get a basic understanding of what studying abroad is like and use them for selecting which university to go to.

These reports are based on personal experiences, so certain programs or the curriculum may have changed. It is the responsibility of each student to check the latest information.

[https://www.ic.keio.ac.jp/keio\\_student/report/report\\_f.html](https://www.ic.keio.ac.jp/keio_student/report/report_f.html)

## ✓ Websites with Information about Study Abroad

We recommend that you prepare for your study abroad by regularly checking the links below and websites of the embassies of countries you are interested in.

### -Keio University International Center Website

On this website new information and updates about study abroad, student exchange program, and more will be posted daily, so please check the website regularly.

<https://www.ic.keio.ac.jp/>

### -Japan Student Services Organization (JASSO) Website

On this website a variety of useful information about studying abroad is posted, including information by country/region, overseas universities and graduate schools, foreign language studies, scholarship information, and more.

<https://ryugaku.jasso.go.jp/> (Japanese language only)

## II. Learning of Foreign Languages

### Language Proficiency Tests

#### I. TOEFL (Test of English as a Foreign Language)

The TOEFL is a test that measures non-native English speakers' ability to communicate in English. Most educational institutions, including universities, in English-speaking countries use the TOEFL test score as a standard measure for English language proficiency and is also one of the language test requirements for the application process to the Keio University Student Exchange Programs (Outbound). The TOEFL's iBT (Internet-Based Test) is the test administered in Japan, and it consists of four components: listening, reading, speaking, and writing skills. Results for each component and the total score (0-120 points) is given. TOEFL test scores are valid for two years from the day of the examination. Make sure that your TOEFL test score is still valid when you are preparing your application for study abroad. Please note that only the Test Date Score is valid for TOEFL iBT. My Best Score is NOT evaluated. Also, the TOEFL iBT score cannot be used to support a Tier 4 (General) student visa application for the UK as the English language requirement in most cases

##### Official information on TOEFL

ETS (Educational Testing Service): <https://www.ets.org/toefl>

ETS Japan <https://www.etsjapan.jp/>

#### II. IELTS (International English Language Testing System)

Most higher educational institutions in the UK, Australia, Canada, and New Zealand accept IELTS as evidence of English language proficiency for students looking to study abroad, and there is an increasing number of educational institutions in the US that use IELTS to help them make admissions decisions. It is also one of the language test requirements for the application process to the Keio University Student Exchange Programs (Outbound). The test consists of four components: reading, listening, speaking, and writing, and examinees are graded on their performance using scores from 1 (Non User) to 9 (Expert User) for each part of the test. The results from the four parts are then averaged to produce an Overall Band Score. IELTS test scores are valid for two years from the day of the examination. Make sure that your IELTS test score is still valid when you are preparing your application for study abroad. For students who are taking IELTS for application, please take the Academic Module.

##### Official information on IELTS

- IELTS official website: <https://www.ielts.org/>
- Eiken Foundation of Japan: <https://www.eiken.or.jp/ielts/en/>
- Japan Study Abroad Foundation: <https://www.jsaf-ieltsjapan.com/>
- BRITISH COUNCIL: <https://www.britishcouncil.jp/en/exam/ielts-uk-visa-immigration>
- UK PLUS/ Berkeley House: <https://berkeleyhouse.co.jp/ieltestestcentre/>

\*Language proficiency tests for studying in the UK

Please note that the TOEFL iBT score cannot be used to support a Tier 4 (General) student visa application for the UK as the English language requirement in most cases. If you are

thinking about studying abroad in the UK, make sure to take the prescribed test and meet the score requirement.

<https://www.gov.uk/tier-4-general-visa/knowledge-of-english>

You must check for yourself whether you need to obtain a student visa in order to participate in the study abroad program, and if you do need a visa, what kind of documents are required for the application process. Visa requirements may change without notice, so make sure to regularly check the UK Home Office website or via other means for the latest information.

• UK Home Office “Tier4 (General) student visa”:

<https://www.gov.uk/tier-4-general-visa>

### III. Other Tests for Language Proficiency

Indonesian	Ujian Kemampuan Berbahasa Indonesia	Himpunan Penyelenggara Ujian Bahasa Indonesia Tel. 03-3438-4790 <a href="https://www.i-kentei.com/">https://www.i-kentei.com/</a>
Korean	Test of Proficiency in Korean (TOPIK)	The Korea Educational Foundation Tel. 03-5419-9171 <a href="https://www.kref.or.jp">https://www.kref.or.jp</a>
	<i>Hanguru Nōryokukentei Shiken</i>	<i>Hanguru Nōryokukentei Kyōkai</i> Tel. 03-5858-9101 <a href="https://www.hangul.or.jp">https://www.hangul.or.jp</a>
	Korean Language Ability Test (KLAT)	<a href="http://www.kets.or.kr/jpn/">http://www.kets.or.kr/jpn/</a>
Chinese	HSK	Japan committee for HSK Tel. 03-3268-6601 <a href="https://www.hskj.jp/">https://www.hskj.jp/</a>
	<i>Chūgoku Kentei Shiken</i>	The Society for Testing Chinese Proficiency Japan Tel. 03-5846-9751 <a href="https://www.chuken.gr.jp/">https://www.chuken.gr.jp/</a>
	Test of Chinese as a Foreign Language (TOCFL)	TOCFL Japan Office <a href="https://tocfl.edu.tw/">https://tocfl.edu.tw/</a>
French	DELFDALF	Center national DELF/DALF Japon Institut français du Japon – Kansai / Osaka Tel. 06-6358-7391 <a href="https://www.delfdalf.jp">https://www.delfdalf.jp</a>
	Diplome d’Aptitude Pratique au Français	Association pour la Promotion de l’Enseignement du Français au Japon Futsuken Office Tel. 03-3230-1603 <a href="https://apefdapf.org/">https://apefdapf.org/</a>
	Test de Connaissance du Français (TCF)	Institut français du Japon-Tokyo Tel. 03-5206-2500_ <a href="https://www.institutfrancais.jp/tokyo/">https://www.institutfrancais.jp/tokyo/</a> TCF can also be taken at the SFC campus (for all Keio students). <a href="https://french.sfc.keio.ac.jp/home/">https://french.sfc.keio.ac.jp/home/</a>
German	Goethe-Zertifikat	Goethe Institut Tokyo Tel. 03-3584-3201 <a href="https://www.goethe.de/ins/jp/ja/sta/tok/prf.html">https://www.goethe.de/ins/jp/ja/sta/tok/prf.html</a>
	TestDaf	
	Diplom Deutsch in Japan	Gesellschaft Zur Förderung Der Germanistik in Japan Tel. 03-3813-0596 <a href="https://www.dokken.or.jp">https://www.dokken.or.jp</a>
Greek	Certificate of Attainment in Greek	Japan examination center Tel. 03-3449-5489
Italian	CILS	Istituto Italiano di Cultura Tel. 03-3264-6011 <a href="https://iictokyo.jp/italian-proficiency-test/cils/">https://iictokyo.jp/italian-proficiency-test/cils/</a>
	Italiano: Prova di Abilità Linguistica	Associazione Linguistica Italiana Tel. 03-5428-5630 <a href="https://www.iken.gr.jp">https://www.iken.gr.jp</a>

Russian	Test of Russian as a Foreign Language	Japan Cultural Association Tel. 03-3353-6980_ <a href="https://taibunkyo.jp/">https://taibunkyo.jp/</a>
	<i>Roshiago Nōryokukentei Shiken</i>	<i>Roshiago Nōryokukentei Shiken Jikkō linkai</i> Tel. 03-3425-4011_ <a href="https://www.tokyorus.ac.jp/kentei/index.html">https://www.tokyorus.ac.jp/kentei/index.html</a>
Spanish	DELE	Instituto Cervantes en Tokio Tel. 03-5210-1800_ <a href="https://tokio.cervantes.es/es/diplomas_espanol/informacion_diplomas.htm">https://tokio.cervantes.es/es/diplomas_espanol/informacion_diplomas.htm</a>
	<i>Evaluación Oficial del Conocimiento de la Lengua Española</i>	Casa de España Seiken Office Tel. 03-3353-0428 <a href="https://www.casa-esp.com/">https://www.casa-esp.com/</a>

#### IV. Common European Framework of Reference for Languages (CEFR)

The CEFR, which is used widely in Europe, is a framework that describes the language ability of learners of a foreign language and is also a reference for what learners need to achieve at different levels. The chart below is a useful reference if the overseas institution does not specify the TOEFL or IELTS test scores, but instead specifies that students need a language proficiency of “B2” etc.

	UNDERSTANDING		SPEAKING		WRITING
	Listening	Reading	Spoken Interaction	Spoken Production	Writing
A1	I can understand familiar words and very basic phrases concerning myself, my family and immediate concrete surroundings when people speak slowly and clearly.	I can understand familiar names, words and very simple sentences, for example on notices and posters or in catalogues.	I can interact in a simple way provided the other person is prepared to repeat or rephrase things at a slower rate of speech and help me formulate what I'm trying to say. I can ask and answer simple questions in areas of immediate need or on very familiar topics.	I can use simple phrases and sentences to describe where I live and people I know.	I can write a short, simple postcard, for example sending holiday greetings. I can fill in forms with personal details, for example entering my name, nationality and address on a hotel registration form.
A2	I can understand phrases and the highest frequency vocabulary related to areas of most immediate personal relevance (e.g. very basic personal and family information, shopping, local area, employment). I can catch the main point in short, clear, simple messages and announcements.	I can read very short, simple texts. I can find specific, predictable information in simple everyday material such as advertisements, prospectuses, menus and timetables and I can understand short simple personal letters.	I can communicate in simple and routine tasks requiring a simple and direct exchange of information on familiar topics and activities. I can handle very short social exchanges, even though I can't usually understand enough to keep the conversation going myself.	I can use a series of phrases and sentences to describe in simple terms my family and other people, living conditions, my educational background and my present or most recent job.	I can write short, simple notes and messages. I can write a very simple personal letter, for example thanking someone for something.
B1	I can understand the main points of clear standard speech on familiar matters regularly encountered in work, school, leisure, etc. I can understand the main point of many radio or TV programs on current affairs or topics of personal or professional interest when the delivery is relatively slow and clear.	I can understand texts that consist mainly of high frequency everyday or job-related language. I can understand the description of events, feelings and wishes in personal letters.	I can deal with most situations likely to arise whilst travelling in an area where the language is spoken. I can enter unprepared into conversation on topics that are familiar, of personal interest or pertinent to everyday life (e.g. family, hobbies, work, travel and current events).	I can connect phrases in a simple way in order to describe experiences and events, my dreams, hopes and ambitions. I can briefly give reasons and explanations for opinions and plans. I can narrate a story or relate the plot of a book or film and describe my reactions.	I can write simple connected text on topics which are familiar or of personal interest. I can write personal letters describing experiences and impressions.

B2	I can understand extended speech and lectures and follow even complex lines of argument provided the topic is reasonably familiar. I can understand most TV news and current affairs programs. I can understand the majority of films in standard dialect.	I can read articles and reports concerned with contemporary problems in which the writers adopt particular attitudes or viewpoints. I can understand contemporary literary prose.	I can interact with a degree of fluency and spontaneity that makes regular interaction with native speakers quite possible. I can take an active part in discussion in familiar contexts, accounting for and sustaining my views.	I can present clear, detailed descriptions on a wide range of subjects related to my field of interest. I can explain a viewpoint on a topical issue giving the advantages and disadvantages of various options.	I can write clear, detailed text on a wide range of subjects related to my interests. I can write an essay or report, passing on information or giving reasons in support of or against a particular point of view. I can write letters highlighting the personal significance of events and experiences.
C1	I can understand extended speech even when it is not clearly structured and when relationships are only implied and not signalled explicitly. I can understand television programs and films without too much effort.	I can understand long and complex factual and literary texts, appreciating distinctions of style. I can understand specialized articles and longer technical instructions, even when they do not relate to my field.	I can express myself fluently and spontaneously without much obvious searching for expressions. I can use language flexibly and effectively for social and professional purposes. I can formulate ideas and opinions with precision and relate my contribution skillfully to those of other speakers.	I can present clear, detailed descriptions of complex subjects integrating sub- themes, developing particular points and rounding off with an appropriate conclusion.	I can express myself in clear, well-structured text, expressing points of view at some length. I can write about complex subjects in a letter, an essay or a report, underlining what I consider to be the salient issues. I can select a style appropriate to the reader in mind.
C2	I have no difficulty in understanding any kind of spoken language, whether live or broadcast, even when delivered at fast native speed, provided. I have some time to get familiar with the accent.	I can read with ease virtually all forms of the written language, including abstract, structurally or linguistically complex texts such as manuals, specialized articles and literary works.	I can take part effortlessly in any conversation or discussion and have a good familiarity with idiomatic expressions and colloquialisms. I can express myself fluently and convey finer shades of meaning precisely. If I do have a problem I can backtrack and restructure around the difficulty so smoothly that other people are hardly aware of it.	I can present a clear, smoothly-flowing description or argument in a style appropriate to the context and with an effective logical structure which helps the recipient to notice and remember significant points.	I can write clear, smoothly-flowing text in an appropriate style. I can write complex letters, reports or articles which present a case with an effective logical structure which helps the recipient to notice and remember significant points. I can write summaries and reviews of professional or literary works.

## Achievement Tests

If you are planning to earn a degree from a university or institution in the US or Canada, you may be asked to submit test scores for the following achievement tests.

- I. SAT (Scholastic Assessment Test): for those who wish to enter a US university at the undergraduate level

There are two types of tests: Reasoning Test and Subject Tests. The English level required for the Reasoning Test is significantly higher than that for the TOEFL test.

- II. GRE (General Record Examination): for those who wish to enter a US or Canadian university at the graduate level

The GRE is a set of General and Subject Tests. The General Test is compulsory and is divided into three sections: Verbal, Quantitative (Math), and Analytical Writing. The university will specify which subjects to take for the Subject Tests.

- III. GMAT (Graduate Management Admission Test): for those who wish to enter a business school in the US or Canada

The GMAT measures whether the student, after entering the business school, will be able to keep up with the coursework. This computer-adaptive test is comprised of four sections: Verbal (English), Quantitative (mathematics), AWA (writing), and Integrated Reasoning. The test is designed to assess logical reasoning ability, and getting a high score for the Verbal section is particularly challenging.

- IV. LSAT (Law School Admission Test): for those who wish to enter a Law School (J.D. Program) in the US or Canada

This standardized test is administered to people who wish to enter a law school (graduate program specializing in law) but their undergraduate major was in a subject other than law.

### III. Costs for Studying Abroad

#### I. Costs for Studying Abroad

The costs for studying abroad varies by country/region and program, but below is a general outline of the types of fees and expenses that will occur. In general, please allow for an amount in the range of 1,500,000 and 2,500,000 yen excluding tuition fee and other academic fees. When making your preparations, make sure to consult your financial guarantor. Refer to the websites of the study abroad program or the overseas institutions, see the list “Information about Study Abroad” and for student exchange programs, [student reports](#) on the International Center website may also be helpful.

Tuition and participation fee	<ul style="list-style-type: none"><li>• If you are an outbound exchange student, you must pay the tuition fees for Keio University and not the partner institution you will be doing your study abroad at. If you are planning to take language courses, etc. before the exchange program, please be aware that you may be required to pay a separate fee.</li><li>• If you are financing your own study abroad, you will be required to pay a program fee on top of the tuition fees at the overseas institution, and you may be exempt from paying tuition fees at Keio.</li></ul>
Books and course material fee	This includes purchasing textbooks, making photocopies, etc.
Living and food expenses	<ul style="list-style-type: none"><li>• This includes accommodation fees for dormitories, apartment rooms, homestays, etc. Students on student exchange programs are usually offered dormitory rooms, but at some institutions students may not be able to get dormitory accommodation.</li><li>• Some dormitories include food expenses.</li></ul>
Communication and transportation expenses	This includes communication costs such as mobile phone contracts, transportation expenses, and travelling expenses during holidays.
Airfare	Fares will vary depending on the type of flight (direct/indirect), the season, and distance.
Travel insurance	<ul style="list-style-type: none"><li>• When confronted with unforeseen circumstances such as accidents or you become severely or injured while overseas, students may incur a huge medical or emergency bill that is considerably more expensive than in Japan. To plan for such unforeseen events, students must purchase overseas travel insurance that will cover all activities that the student will engage in while abroad.</li><li>• All the exchange students are required to join the Keio University Overseas Travel Insurance plan and the Crisis Management Support Service.</li></ul>
Other fees	This includes fees for taking language proficiency tests, applying for a passport and visa, getting vaccinations, remittance fees, etc.



## II. Study Abroad Scholarships

Most study abroad scholarships only take applications once a year, and as the application period and eligibility requirements are restricted, make sure that you gather information on scholarships as soon as possible.

"Benefit-type" scholarships are those which entail no obligation of repayment while "loan-type" scholarships are those requiring repayment. Most of the scholarships introduced here and other such scholarships intended to support study abroad are "benefit-type" and thus entail no obligation to repay if the study abroad is completed in line with the scholarship stipulations. If you are in receipt of scholarship payments please take measures to ensure that you strictly and politely observe the rules and deadlines of the paying body.

### Scholarships for study abroad for a period not in excess of one year

#### ① Keio University Exchange Student Scholarship (Outbound) "Benefit-type"

This scholarship is awarded to students on the Keio University Exchange Program (Outbound) for which Keio University International Center conducts the application and selection process. A scholarship amount of 500,000 yen is provided to scholarship students before they depart Japan (around 30 students per year are selected).

#### ② Japan Student Services Organization (JASSO) Student Exchange Support Program (Scholarship for Short-term Study Abroad) "Benefit-type"

This scholarship is awarded to students on the Keio University Exchange Program (Outbound) for which Keio University International Center conducts the application and selection process. The monthly scholarship amount is 60,000–100,000 yen depending on the region/country you will be studying in (around 90 students will be selected for AY2023). Study abroad programs other than above that are eligible for the scholarship will be announced by the faculties/graduate schools organizing the study abroad programs.

#### ③ Japan Student Services Organization (JASSO) Special scholarship loans for those wishing to study abroad "Lump sum scholarship Loan-type Tokubetsu-zogaku" (留学時特別増額貸与奨学金(一時金))

Japan Student Services Organization (JASSO) Special scholarship loans for those wishing to study abroad "Lump sum scholarship Loan-type"

Check the eligibility requirements on the website below;

<https://keio.box.com/s/1ma3ukxt5z89x9o6e0vn0qc5lzg14ccn> (Japanese language only)

#### ④ TOMODACHI Sumitomo Corporation Scholarship Program (undergraduate students only) "Benefit-type"

This scholarship is awarded to exchange students who will study in one of Keio's partner institutions in the US. Scholarship students will be given 1,800,000 yen (around one student is selected each year).

#### ⑤ Sato Yo International Scholarship Foundation scholarship for Japanese exchange students "Benefit-type"

This scholarship is awarded to exchange students who will study in one of Keio's partner institutions in Southeast Asia. Scholarship students will be given up to 550,000 yen and 100,000 yen/month (120,000 yen for those who study in Singapore).

#### ⑥ Bai Xian Asia Institution BXAI Asian Future Leaders Scholarship Program "Benefit-type"

This scholarship is awarded to exchange students who will study in one of the institutions that locate in China, in Bai Xian Asia Institution. Scholarship students will be given US\$12,500 and fees regarding BXA Summer Program which students must participate after studying aboard.

⑦ Scholarships administered by designated organizations (118-Nen Mita-kai for study abroad) (undergraduate students only) "Benefit-type"

These scholarships are for Keio students who satisfy all the following criteria: they have obtained approval for Study Abroad; and they have been admitted to the overseas institution. An annual amount of 100,000 yen are granted to a small number of scholarship students every year.

⑧ Keio University 150th Anniversary Global Studies Scholarship (undergraduate students only) "Benefit-type"

This scholarship is to assist students who are motivated to study, but are otherwise not able to pursue education opportunities abroad (e.g. short-term study abroad and language training abroad) due to financial difficulties. The scholarship amounts are 100,000 yen, 200,000 yen, or 300,000 yen depending on the courses to be taken at the study abroad institution, the study abroad program, and the destination region/country. Around 70 students are selected for the scholarship each year (including students on short-term study abroad programs organized by the International Center) each year.

*\*Keio University exchange students (outbound) are not eligible for this scholarship.*

⑨ Tobitate! (Leap for Tomorrow) Study Abroad Initiative

The program covers not only study abroad at educational institutions such as foreign countries, but also internships at companies and various projects designed by students. Scholarships, study abroad preparation funds, and tuition fees are provided.

⑩ Istituto Italiano di Cultura/Italian Government Scholarships "Benefit-type"

This scholarship is based on an agreement between Istituto Italiano di Cultura and Keio University in which Keio University recommends scholarship candidates (graduate level) to study abroad in Italy's national universities or art, music, and research institutes, etc. (Please note that in some years, the scholarship may not be available due to the circumstances of the Italian government.)

[https://www.ic.keio.ac.jp/keio\\_student/scholarship/italia.html](https://www.ic.keio.ac.jp/keio_student/scholarship/italia.html)(Japanese language only)

⑪ Scholarships offered by the study abroad university or country, etc.

Partner institutions may offer scholarships to Keio University exchange students (outbound). Please refer to the International Center's website as below for information.

[https://www.ic.keio.ac.jp/keio\\_student/exchange/ex\\_partners.html](https://www.ic.keio.ac.jp/keio_student/exchange/ex_partners.html)

(Under Scholarship information)

For information regarding scholarships awarded by foreign governments and other organizations, please refer to the links below.

[https://ryugaku.jasso.go.jp/scholarship/scholarship\\_foreign/](https://ryugaku.jasso.go.jp/scholarship/scholarship_foreign/)

[https://ryugaku.jasso.go.jp/scholarship/scholarship\\_foreign\\_ongoing/](https://ryugaku.jasso.go.jp/scholarship/scholarship_foreign_ongoing/)

⑫ Other scholarships

Other scholarships include the Keidanren Scholarship for Global-minded Human Resources, GYOMU SUPER Japan Dream Foundation scholarship for study abroad, Hanwa Scholarship Foundation, and Saitama Window to the World Scholarship, please refer to the link below for

scholarships offered by private and other organizations. Please note that some scholarships are eligible for a person who has Japanese nationality.

[https://www.ic.keio.ac.jp/keio\\_student/scholarship/](https://www.ic.keio.ac.jp/keio_student/scholarship/) (Japanese language only)

### **Scholarships for study abroad to facilitate long-term overseas study or obtaining a degree over periods exceeding one year**

#### **⑬ Japan Student Services Organization (JASSO) Student Exchange Support Program (Graduate Scholarship for Degree Seeking Students) "Benefit-type"**

This scholarship is for students going abroad to study to obtain a master's or doctoral degree.

[https://www.jasso.go.jp/ryugaku/study\\_a/scholarship/daigakuin/](https://www.jasso.go.jp/ryugaku/study_a/scholarship/daigakuin/) (Japanese language only)

#### **⑭ Japan Student Services Organization (JASSO) Scholarship loans for those wishing to study abroad (Category 2 Loans) "Loan-type"**

This is an interest-bearing scholarship loan and is for students who will study at an overseas institution (at the undergraduate or graduate level). This scholarship loan requires advance application in which students apply before being admitted to the overseas institution.

[https://www.jasso.go.jp/shogakukin/moshikomi/kaigai/2shu\\_kaigai/](https://www.jasso.go.jp/shogakukin/moshikomi/kaigai/2shu_kaigai/) (Japanese language only)

#### **⑮ Japan Student Services Organization (JASSO) Special scholarship loans for those wishing to study abroad "Lump sum scholarship Loan-type Tokubetsu-zogaku" 留学時特別増額貸与奨学金(一時金)**

Check the eligibility requirements on the website below;

<https://keio.box.com/s/1ma3ukxt5z89x9o6e0vn0qc5lzg14ccn> (Japanese language only)

#### **⑯ Other scholarships**

For more information on scholarships for students studying abroad for more than one year, refer to the links below. There are different kinds of scholarships such as the Keidanren Ishizaka Memorial Foundation scholarship for graduate students and the Joint Japan/World Bank Graduate Scholarship Program, so check the application requirements for each scholarship.

•Scholarships provided by private organizations:

[https://www.ic.keio.ac.jp/keio\\_student/scholarship/](https://www.ic.keio.ac.jp/keio_student/scholarship/)(Japanese language only)

•Scholarships provided by foreign governments:

[https://ryugaku.jasso.go.jp/scholarship/scholarship\\_foreign\\_ongoing/](https://ryugaku.jasso.go.jp/scholarship/scholarship_foreign_ongoing/)

[https://ryugaku.jasso.go.jp/scholarship/scholarship\\_foreign/](https://ryugaku.jasso.go.jp/scholarship/scholarship_foreign/)

### **Where to submit applications and direct inquiries**

- Scholarships ①,②,④,⑤,⑥,⑩ are handled by the International Exchange Services Group, Office of Student Services.

[https://www.ic.keio.ac.jp/keio\\_student/scholarship/](https://www.ic.keio.ac.jp/keio_student/scholarship/) (Japanese language only)

- Scholarships ③,⑦,⑧,⑭,⑮ are handled by the Office of Student Services Scholarships and Financial Assistance Group. Details of each scholarship can be found in “慶應義塾大学奨学金案内” (Handbook on scholarships at Keio University) or on the bulletin boards on your campus.

<https://www.students.keio.ac.jp/com/scholarships/intl/study-abroad.html>

- Scholarships ⑨ is also handled by the Office of Student Services Scholarships and Financial Assistance Group.

The details can be found from the URL as below.

[https://www.ic.keio.ac.jp/keio\\_student/scholarship/nondegree.html](https://www.ic.keio.ac.jp/keio_student/scholarship/nondegree.html)

- Scholarships ⑬ is also handled by the Office of Student Services Scholarships and Financial Assistance Group.  
The details can be found from the URL as below.  
[https://www.ic.keio.ac.jp/keio\\_student/scholarship/degree.html](https://www.ic.keio.ac.jp/keio_student/scholarship/degree.html)

Scholarships ⑪, ⑫ and ⑬ are handled differently. Some scholarships require the students to apply through Keio University and some to apply directly to the organization. Check for information in the links above and contact the appropriate departments or organizations. However, in the case when partner institutions are awarding scholarships to Keio outbound exchange students, the Office of Student Services International Exchange Services Group will directly contact students with scholarship information after they become a candidate for the student exchange program for that specific partner university.

#### Information on scholarships

Besides the website above, the pamphlet on JASSO's website also offers information on scholarships. It is available for download.

Information on study abroad scholarships:

<https://ryugaku.jasso.go.jp/scholarship/> (Japanese language only)

<https://ryugaku.jasso.go.jp/publication/> (Japanese language only)

## IV. Job Hunting After Studying Abroad

Although it is unusual from a global perspective, there is a general schedule for job hunting with Japanese companies and organizations in Japan. First of all, it is important to understand this as basic knowledge.

The general schedule for job-hunting activities, i.e., recruiting activities by companies and organizations, has been established by the "関係省庁連絡会議" and is as follows.

- Start of recruitment publicity (recruitment information sessions, etc.): From March 1 for third-year students (first-year master's students)
- Start of recruitment selection (interviews, etc.): From June 1 of the fourth year (second year of master's degree)

In reality, however, many companies and organizations are actually conducting recruitment activities earlier than the above schedule. Since most students return from study abroad in May or June every year, there is a high probability that this will coincide with the central period of substantial recruitment activities that have been underway since before March.

Therefore, for many people who study abroad in their third year or first year of a master's degree, it is necessary to conduct job hunting activities at a different time and in a different manner than for those who do not study abroad. The most important thing for all students who will be studying abroad as third year or first-year master's students is to gather recruitment-related information and conduct industry research well in advance of their departure for Japan.

### Points

- ✓ It is important to do preliminary research and start moving before you study abroad.
- ✓ If you have any questions that you would like to discuss after reading this chapter, please contact the employment and career office at your campus. (You can do this even before you study abroad)

### Job Hunting Guide for International Students

The guidebook on JASSO's website also offers information about Job Hunting for International Students in Japan. It is available for download.

Job Hunting Guide for International Students:  
[https://www.jasso.go.jp/en/study\\_j/job/guide.html](https://www.jasso.go.jp/en/study_j/job/guide.html)

## V. Programs Organized by Various Departments within Keio University

### 1. Programs Organized by the International Center

#### Short-term Study Abroad Programs (Summer/Spring)

For those who, before planning a long-term study abroad of one year or longer, want to utilize their summer or spring holidays and experience studying abroad, or for those who want to improve their foreign language ability, it may be worthwhile participating in a short-term study abroad program (Summer/Spring) organized by the International Center or a program organized by a partner institution. The latest information is published on the International Center website, so please follow the links below.

- Short-term Study Abroad Programs (Summer):

[https://www.ic.keio.ac.jp/keio\\_student/short\\_prog/summer\\_prog\\_index.html](https://www.ic.keio.ac.jp/keio_student/short_prog/summer_prog_index.html) (Japanese language only)

- Short-term Study Abroad Programs (Spring):

[https://www.ic.keio.ac.jp/keio\\_student/short\\_prog/spring\\_prog\\_index.html](https://www.ic.keio.ac.jp/keio_student/short_prog/spring_prog_index.html) (Japanese language only)

#### Short-term Study Abroad Programs (Summer)

	Overview	Study Themes	Location	Schedule	Max No. of Students	Application Period	Credits	Expenses (excluding travel)
University of Notre Dame	Study at Notre Dame—a university that is famous for its prowess in sports, including American football. This program is aimed at improving English proficiency and specialist knowledge in your major field through lectures that place emphasis on US politics, society, and business and off-campus learning.	US-Japan Business, Japan & the World-Intercultural Business Communication, American Studies	USA South Bend, Chicago	From late August (2 weeks)	10-16 (for undergraduate students)	Early April	2	Approx. 430,000 yen
College of William and Mary	Study multiple aspects of American culture alongside local students at the renowned East Coast university, William & Mary, which prides itself on being the oldest university in America behind Harvard, and for producing three former US Presidents including Thomas Jefferson, who drafted the Declaration of Independence.	US History, US Society, Japan-US comparison	USA Williamsburg, Washington, D.C.	From early August (2 weeks)	25-30		4	Approx. 740,000 yen
University of Cambridge, Downing College	The first two weeks is for intensive language training, and for the last two weeks participants choose to take lectures from several subjects. On top of improving their English ability, participants can immerse themselves in their chosen major and broaden their knowledge.	Science, International Relations International Business (The themes are subject to change)	UK Cambridge	From early August (3 weeks)	45-62		4	Approx. 850,000 yen

\*All program fees and dates are subject to change based on the exchange rates.

\*Please take into account that other expenses would be necessary in addition to the above program fees, including travel expenses, overseas travel insurance and crisis management support services, personal expenses during free time, etc.

\* The program outline, style, etc. are subject to change.

\* University of Notre Dame and Oxford University, Lincoln College are listed the 2019 fees for reference purpose.

#### Short-term Study Abroad Programs (Spring)

	Overview	Study Themes	Location	Schedule	No. of Students	Application Period	Credits	Expenses (excluding travel)
Sciences Po (The language of instruction is English)	This program is based on the lectures on politics, economics, societies, and cultures of the EU. There is also French language training and field trips to organizations related to the EU.	Politics, economics, societies, and cultures of the EU	France Paris	From late February (4 weeks)	18-30	From mid-October- late November	4	Approx. 810,000 yen

\*All program fees and dates are subject to change based on the exchange rates.

\*Please take into account that other expenses would be necessary in addition to the above program fees, including travel expenses, overseas travel insurance and crisis management support services, personal expenses, etc.

\* The program outline, style, etc. are subject to change.

\* The 2023 fees are listed for reference purpose.

## 2. Programs Organized by the Undergraduate Faculties and Graduate Schools

Many faculties and graduate schools also have their own international exchange programs. For more details, visit the website for the relevant faculty/graduate school or contact the person in charge.

## CEMS and CEMS MIM Programme Overview

CEMS is an alliance that consists of world's leading higher education institutions in business, in association with multinational companies and NGOs. CEMS offers a double degree programme, CEMS MIM (CEMS Master's in International Management) Programme, an international management master's course. Students who complete this programme receive a master's degree both from their home institution and from CEMS. Constantly ranked in the top 10 in Financial Times Global Master in Management Ranking, CEMS MIM is now recognized as a world-leading programme in the field of international management.

Only one institution from each country is able to join CEMS, and Keio University is from Japan. At Keio University, students of the Graduate School of Economics, the Graduate School of Business and Commerce, and the Graduate School of Media Design are eligible to apply for the CEMS MIM Programme. Please contact the relevant graduate school directly or visit the websites for the enrolment procedures for each graduate school.

<https://www.ic.keio.ac.jp/en/study/cemsmim/overview.html>



## VI. Privately Financed Study Abroad

At Keio University, studying abroad on programs that are not run by Keio—where primarily students apply directly and the tuition or program participation fees must be paid to the overseas institution or organizing bodies—is called “privately financed study abroad.” There are various methods and programs for privately financed study abroad; however, the following International Center website lists privately financed study abroad programs for which Keio has signed agreements either with the organizing bodies or with the overseas institutions:

[https://www.ic.keio.ac.jp/keio\\_student/private\\_prog/index.html](https://www.ic.keio.ac.jp/keio_student/private_prog/index.html)

**Privately Financed Study Abroad – Direct Applications Made to the Organizing Bodies**

Please direct any inquiries about these programs to the organizing bodies.

Furthermore, in 2011 J-CROSS (Japan Commission for the Regulation of Overseas Study Services) was established. J-CROSS provides a system for certifying businesses that operate in the Japanese study abroad industry to help consumers who are considering study abroad to choose the appropriate study abroad service provider.

You may also want to refer to their website.

<http://www.jcross.or.jp/english/>

## VII. International Exchange at Keio

### I. Short-Term Programs

- Keio Short-Term Japanese Studies Program (KJSP)

The Keio Short-Term Japanese Studies Program (KJSP) is a two-week intensive program for students who wish to study in Japan. The program offers a variety of courses broadly related to Japanese politics, economy, business, arts, and traditional and modern culture in addition to on-site activities where students can see and experience the things they learned in the classroom only hours before.

This program is held in February every year.

[https://www.ic.keio.ac.jp/keio\\_student/short\\_prog/spring/kjsp.html](https://www.ic.keio.ac.jp/keio_student/short_prog/spring/kjsp.html)

- Other Short-Term Programs

<https://www.ic.keio.ac.jp/en/news/short/>

### II. Keio Buddy Program

"Keio buddy program" is designed to make new incoming exchange students feel welcome and help them transition to life in Japan and at Keio University.

The program matches a new incoming exchange student with a current Keio student who has studied abroad or has a plan to study abroad. Details will be announced to students who has studied abroad or has a plan to study abroad through the programs organized or introduced by the International Center.

### III. International Center Courses

The curriculum of the International Center Courses focuses on Japan and East/Southeast Asia as a central theme. The courses are mainly for international students from overseas and are conducted in English. As Japanese students can also take these courses, they can provide students with opportunities for international exchange through study. These classes are offered to give international students and Japanese students the opportunity to study together and it is extremely meaningful as a place for international exchange through study. Additionally, it is ideal for those considering studying abroad or wanting to improve their English communication skills, as well as those who want to delve deeper into their major field of study. These courses are for students from their second year onwards and are primarily taught at Mita Campus. The registration procedure is the same as that for regular undergraduate course registration. Students enrolled in the School of Medicine & Graduate School of Medicine and Law School are not eligible to take the International Center Courses.

For further details, refer to the course registration guides for the Faculties of Literature, Economics, Law, and Business and Commerce at Mita Campus and the following website.

Keio University International Center Courses: <https://www.ic.keio.ac.jp/en/aboutic/aboutcourse/>

# Preparing for Departure

## I. Procedures

### I. Procedures within Keio University

Check with the staff in charge of academic affairs for your faculty/graduate school whether you need to submit a certain form for your study abroad. Check in advance with the staff in charge of academic affairs for your faculty/graduate school regarding details of the procedures after returning to Japan.

#### 1) Application for Study Abroad

You must pick up an Application for Study Abroad form “(Kokugai Ryugaku Shinseisho)” at the Academic Affairs Office of your faculty/graduate school and submit the completed form with the required documents (e.g. acceptance letter and course syllabus) to the Academic Affairs Office of your undergraduate faculty/graduate school. The academic affairs office will then instruct you to meet with your Academic Advisor (for graduate students this will depend on the graduate school). Final approval for study abroad will be determined at the Faculty Meeting, and the results will be sent by post to your guarantor. Make sure that you apply well in advance so that you can receive approval to study abroad before you need to leave Japan. Procedures may be different depending on the faculty/graduate school or campus, so please check with the staff in charge of academic affairs for your faculty/graduate school.

#### 2) Tuition Fees while Studying Abroad

A brief outline is given below. For further information, ask the staff in charge of academic affairs for your faculty/graduate school.

#### Undergraduate students

##### I. Tuition fees for students who have obtained approval for Study Abroad (“Ryugaku”)

- a) For those newly enrolled at Keio University, the first year tuition fees must be paid in full to Keio

University in accordance with the university’s basic policy that Keio students should spend the first year studying at Keio University.

- b) If the student is on a study abroad program (including double degree programs) at an institution that is in a partnership with Keio University, and the agreement specifies that tuition fees at the partner institution are waived, that student will pay the full tuition fees for Keio University.
- c) If the student is on a study abroad program (including double degree programs) at an institution that is in a partnership with Keio University, and the agreement does not specify that tuition fees at the partner institution are waived, tuition fees for Keio University for the semester(s) spent studying abroad will be subject to reduction. However, this does not apply to fees that Keio University collects by proxy such as seminar fees and student government fees.
- d) In cases other than b) or c), reduction of tuition fees, facilities fees and experiment and practical training fees will apply for the semester(s) spent studying abroad after the first enrollment year at Keio, starting from the first year of study abroad.
- e) Reduction of tuition fees will apply for a maximum period of four semesters. Although tuition fees at Keio are not subject to reduction for students on study abroad programs (including double degree programs) at an institution that is in a partnership with Keio

University in which the agreement specifies that tuition fees at the partner institution are waived, the study abroad period will be handled in the same manner, and exemption from paying tuition fees at the partner institution will apply for a maximum period of four semesters.

- f) Ask the staff in charge of academic affairs for your faculty regarding procedures for tuition reduction.

## II. Tuition fees for students who are studying abroad on a Temporary Leave of Absence ("Kyugaku")

Reduction of tuition fees, facilities fees and experiment and practical training fees will apply while the student is on a Temporary Leave of Absence. This applies to students who have already studied at Keio University for more than one year.

### Graduate students

- I. Tuition fees for students who have obtained approval for Study Abroad ("Ryugaku")
  - a) If the student is on a study abroad program (including double degree programs) at an institution that is in a partnership with Keio University, and the agreement specifies that tuition fees at the partner institution are waived, that student will pay the full tuition fees for Keio University.
  - b) If the student is on a study abroad program (including double degree programs) at an institution that is in a partnership with Keio University, and the agreement does not specify that tuition fees at the partner institution are waived, tuition fees for Keio University for the semester(s) spent studying abroad will be subject to reduction (maximum of two semesters). However, this does not apply to fees that Keio University collects by proxy such as seminar fees, student government fees, and student health insurance union fees.
  - c) In cases other than a) or b), reduction of tuition fees, facilities fees and experiment and practical training fees will apply for the semester(s) studying abroad. Reduction of tuition fees will apply for a maximum period of six semesters. Although tuition fees at Keio are not subject to reduction for students on study abroad programs (including double degree programs) at an institution that is in a partnership with Keio University in which the agreement specifies that tuition fees at the partner institution are waived, the study abroad period will still be handled in the same manner, and exemption from paying tuition fees at the partner institution will apply for a maximum period of six semesters.
  - d) Ask the staff in charge of academic affairs for your graduate school regarding procedures for tuition reduction.

## II. Tuition fees for students who are studying abroad on a Temporary Leave of Absence ("Kyugaku")

Reduction of tuition fees, facilities fees and experiment and practical training fees will apply while the student is on a Temporary Leave of Absence.

### 3) Application for Transfer of Credits

When students who have obtained approval for study abroad as prescribed in Article 153 of the Keio University Undergraduate Faculty Rules and Regulations and Article 124 of the Keio University Graduate School Rules and Regulations, go overseas to study, credits earned at the overseas institution—up to 30 credits for the undergraduate level (60 credits for the faculties of Economics, Policy Management, Environment and Information Studies, and

Nursing and Medical Care) and up to 10 credits for the graduate level—may be transferred and counted toward credits required for graduation/completion of your degree at Keio University.

Upon application, up to one year of study abroad can be counted as the enrollment period at Keio University. However, for doctoral students in the Graduate School of Medicine or who are Pharmacy majors in the Graduate School of Pharmaceutical Sciences, up to two years of study abroad can be counted as the enrollment period at Keio University.

For details, ask the staff in charge of academic affairs for your faculty/graduate school before you go abroad.

Refer to the chart below regarding application for the transfer of credits.

▼ After the decision to study abroad is finalized	
STEP1	Meet with your Academic Advisor. If you wish to transfer credits back to Keio, the number of transferrable credits for the courses you took abroad will be determined after you return to Japan. However, before you go abroad, you need to submit to the Academic Affairs Office of your faculty/graduate school the Application for Study Abroad form along with materials on the courses you wish to take while abroad. Before you consult your Academic Advisor, make sure you first thoroughly research the courses available at the overseas institution.
▼ While studying abroad	
STEP2	Keeping documents related to classes Keep all the necessary documents for applying for transfer of credits, such as syllabi, course descriptions, class notes, etc.
▼ After studying abroad	
STEP3	Submit an application for the Transfer of Credits to the staff in charge of academic affairs for your faculty/graduate school. Submit the necessary documents from the institution you studied abroad at such as academic transcripts, syllabi, course descriptions, and class notes. *You may need to set a meeting with your Academic Advisor.
STEP4	Approval at the Faculty Meeting
STEP5	Courses and number of credits approved for transfer of credits *You may also be permitted to advance to the next year.

#### 4) Course Registration, Advancing to the Next Year, and Graduation

Matters regarding course registration, advancing to the next year, and graduation are handled differently based on the rules and regulations of the faculty/graduate school you belong to, your grades, and which courses you have registered. After reading the course registration guidelines of your faculty/graduate school regarding how these matters are handled if you study abroad, make sure to ask a staff member in charge of academic affairs, your Academic Advisor before you go abroad.

Depending on the timing of your return to Japan, you might not be able to advance to next year and graduate at the timing you planned to. Make sure to check in advance with the staff in charge of academic affairs for your faculty/graduate school.

#### Procedures for Returning to Keio University after Your Study Abroad

After returning to Japan from studying abroad, make sure you complete the following procedures immediately. Check in advance with the staff in charge of academic affairs for your faculty/graduate school regarding details of the procedures.

- 1) Submit a Notice of Returning to Study ("Shugaku Todoke") (renew your student ID card)
- 2) Complete the online course registration (whether you can take your preferred courses will depend on the timing of your return to Japan)
- 3) Apply for transfer of credits (not mandatory for some faculties/graduate schools)

## II. Applying for Accommodation (Dormitories, apartment rooms, homestays, etc.)

Admission to student dormitories at your host university is not always guaranteed. Some universities have a chronic shortage of dormitories.

Please gather information from the early stages of your preparation, including the websites of local partner universities and the Dormitory Information section of the application guidelines for each partner university on the International Center's website.

Check the application procedures and make sure to give yourself ample time to apply. In some cases, students are selected on a first-come, first-served basis. If a deposit is required, check the payment method and pay by the deadline. Beware that your application will be cancelled if you do not make the deadline.

## III. Applying for a visa

You will need a student visa to enter the country. Documents required for visa applications differ from country to country, and the method for applying and receiving visas also vary. Inquire directly to embassies/consulates in Japan for required documents and details on how to apply. The time needed from the time of application to receiving the visa also varies by country. In some cases, it may take more than a month, so try to apply as early as possible.

## IV. Arranging flight tickets

Check the schedule of your host institution and arrange your flights accordingly. For safety reasons, try to avoid flights that arrive at nighttime. If this is unavoidable, we recommend that you arrange accommodation for that evening close to the airport. It is also not safe to arrive at night and take late night trains and buses with luggage. Depending on the date of arrival, some institutions organize airport pickup services.

## V. Overseas Travel Insurance and Crisis Management while Abroad

When confronted with unforeseen circumstances such as accidents or you become severely ill or injured while overseas, you may incur a huge medical or emergency bill that is considerably more expensive than in Japan. To plan for such unforeseen events, you must purchase overseas travel insurance that will cover all activities that you will engage in while abroad. Students on the Keio University Student Exchange Program (Outbound) are required to join the Keio University Overseas Travel Insurance plan and the Crisis Management Support Service. In general, overseas travel insurance covers death by injury or illness, physical impediments, medical expenses, damage and liability, search and rescue, loss or damage to baggage, etc. There are also special policies that allow coverages not included in the plan, such as dental treatment, to be added separately, so make sure you read the insurance contract carefully. For some countries or overseas institutions, you may be required to join a specific insurance plan, or depending on the country, you may be obligated to join a health insurance policy similar to the national health insurance in Japan. In some cases, upon showing the insurance plan you purchased in Japan, you may be able to apply for exemption from joining the insurance plan specified by the overseas institution, so we advise you to check with the institution. If exemption is not approved, please join both insurance

plans in Japan and abroad. Ensure you do not panic if an accident does occur, make sure you leave the contact details of the insurance company at your home in Japan, as well as find out in advance the contact details such as telephone number of the insurance company's branch in the country/region where you will be studying and whether the staff there understand Japanese. Even if you are going on a trip and will be temporarily absent from your dormitory or student housing or you are moving, you must notify the relevant people.



## II. Crisis Management while Abroad

### I. Emergency Contact Information

While you are abroad, you must make sure to leave your emergency contact information (e.g. telephone number and e-mail address) with your family, acquaintances in both Japan/your home country and the country you are studying in, and institution staff (in Japan and overseas). Even if you are going on a trip and will be temporarily absent from your dormitory or student housing or you are moving, you must notify the relevant people. Make sure to keep emergency numbers (e.g. ambulance and police) and local contact numbers for your insurance companies on hand at all times.

### II. Crisis Management and Health Maintenance while Abroad

While overseas, you need to manage crisis situations and your health in a different way than when you are in Japan. Make sure to look up related information and research it thoroughly before leaving Japan. We strongly recommend that you join an insurance plan and prepare yourself in case of an emergency.

There are also services offered by the Ministry of Foreign Affairs to Japanese nationals who are staying or residing overseas, so make sure you register for these services.

#### **Crisis Management**

To protect yourself from pickpockets, luggage theft, and threats of kidnapping, blackmail, and terrorism, make sure to follow the news and check the Travel Information page on the Ministry of Foreign Affairs website regarding the latest security information, threats of terrorist attacks, political situation, crime trends and methods, etc.

- Do not act under the same intuition as you do in Japan.
- Have the awareness that you are the only person who can protect yourself from danger.
- Always have emergency numbers on hand (e.g. the local embassy/consulate and emergency numbers for your university).
- Familiarize yourself with emergency numbers (police, medical, and fire) in the country.
- Never go into or near areas that are politically unstable or unsafe. Try to avoid being out alone at night as much as possible. Do not go into or near areas that locals avoid.
- Do not carry large amounts of cash or valuables with you.
- Do not easily trust strangers, even if they are from your home country.
- Do not talk about politics, specific countries and races, religion, customs, and culture loudly in public.
- Never take drugs, such as stimulants. Do not agree to look after or carry luggage of a stranger or anyone you do not know well.
- If you are caught up in trouble, consult your embassy/consulate, the local police, etc.
- Keep a copy or note down numbers of your passport, credit card, flight ticket, travel insurance, etc.

#### **Health Management**

Try to research beforehand the climate and the latest information on the medical situation and infectious diseases in the destination country and what to do to avoid getting infected.

- Confirm the location of medical institutions/hospitals close to where you will be staying.
- Get travel vaccinations for diseases you are at risk of in the destination country.

- If you have pre-existing medical conditions or chronic health issues, have a medical report prepared in the language of the destination country. Be sure to take an adequate supply of prescription medication for the duration of your study abroad.
- Be sure to eat adequately, and be careful when drinking tap water or when eating raw foods or vegetables.
- Take non-prescriptive medication you are likely to use whilst abroad.
- If you are stressed, talk to your family, friends, a counselor at Keio's Student Counseling Room, a student counsellor at the overseas institution, etc.

### III. Websites on Crisis Management and Health Management

Please be sure to register your travel plans with the Ministry of Foreign Affairs' travel registration service listed below. In case of emergencies, you will receive information from embassies.

- Ministry of Foreign Affairs, Overseas Safety HP: <https://www.anzen.mofa.go.jp/> (Japanese language only)
- Ministry of Foreign Affairs, Overseas safety pamphlet: <https://www.anzen.mofa.go.jp/pamph/pdf/toranomaki.pdf> (Japanese language only)
- Japanese International Cooperation Agency, Countries & Regions (information on living conditions by country): <https://www.jica.go.jp/english/countries/index.html>
- Ministry of Foreign Affairs, Medical situation around the world: <https://www.mofa.go.jp/mofaj/toko/medi/index.html> (Japanese language only)
- Quarantine Information Office, Ministry of Health, Labour and Welfare FORTH: <https://www.forth.go.jp/index.html> (Japanese language only)
- National Institute of Infectious Diseases: <http://www.niid.go.jp/niid/en/>
- National Center for Global Health and Medicine, Disease Control & Prevention Center: <https://dcc.ncgm.go.jp/>
- World Health Organization (WHO): <http://www.who.int/en/>

### **Overseas Residential Registration**

Japanese nationals who intend to stay or reside in a foreign country must register the details of their stay using one of the following services provided by the Ministry of Foreign Affairs.

- Registration to "Tabireg" by the Ministry of Foreign Affairs (service for travelers staying at their destination country for less than 3 months)  
<https://www.ezairyu.mofa.go.jp/tabireg/> (Japanese language only)
- ORR net: online registration system for Overseas Residential Registration (service for travelers staying at their destination country for more than 3 months)  
<https://www.ezairyu.mofa.go.jp/RRnet/index.html> (Japanese language only)

## III. After You Arrive at Your Study Abroad Destination

### I. Overseas Residential Registration (For Japanese national)

According to Article 16 of the Passport Act, Japanese nationals who intend to stay or reside in a foreign country for more than three months are required to complete the Overseas Residential Registration at a Japanese embassy or consulate. As soon as you arrive in the country, you must swiftly submit this document to the nearest embassy or consulate so you will have legal protection (including confirming your safety) as a Japanese national residing overseas, in the event of an emergency such as a terrorist attack.

- Registration to “Tabireg” by the Ministry of Foreign Affairs (service aimed at travelers staying at their destination country for less than 3 months)

<https://www.ezairyu.mofa.go.jp/index.html> (Japanese language only)

- ORR net: online registration system for Overseas Residential Registration (service for travelers staying at their destination country for more than 3 months)

<https://www.ezairyu.mofa.go.jp/RRnet/> (Japanese language only)

### II. Appointment with an International Student Advisor

The role of international student advisors differs depending on the university, but in general, they are there to advise international students on the law and their responsibilities and what they need to do and know to ensure a better study abroad experience. While studying abroad, we recommend that you visit their office to introduce yourself, as they can support you in various ways throughout your time there.

### III. Participating in Orientations

If the study abroad institution is holding an orientation for international or new students, we suggest that you participate even if attendance is not compulsory. These orientations will provide you with a vast amount of useful information on institutional matters, including a general explanation of the institution, student registration, and how to register courses, and on how to transition smoothly into student life at that university. In particular, orientations for international students are a great opportunity to not only get specific information that you cannot acquire anywhere else but also make friends and acquaintances.

#### Plagiarism

Plagiarism means taking the work (ideas and concepts) of others, and without the author's consent, presenting them as yours. It is a criminal act and if committed, you will not only fail that course or all the courses taken during that semester, but you may also receive a more severe punishment. If you are using other sources (papers, journals, newspapers, etc.) in your paper, you need to give credit to the source and cite where exactly the information was taken from. Furthermore, do not make incorrect citations (falsification). The following are examples of plagiarism.

- 1) Copying whole passages from a paper, book, newspapers, etc.
- 2) Copying and pasting information from the internet
- 3) Copying papers written by someone else (friends or senior students)
- 4) Copying the work of others as in the above example, but changing parts to make it look like it is your original work.

## Culture Shock

Whilst abroad, by being exposed to a different culture and language, everything you know or have acquired until now may seem unnecessary or irrelevant, and you may experience a culture shock. Culture shock manifests itself in various forms but some symptoms can be anxiety toward the future, eating disorders, depression, and fatigue. If you feel that you may be experiencing culture shock, here are some of the signs to look out for.

### 1) Main symptoms

- i. You feel isolated, frustrated, or nervous.
- ii. You become severely homesick.
- iii. You become emotional.
- iv. While at university, you cling to people from your home country.
- v. You start to question why you are studying abroad in the first place.
- vi. You start to withdraw from people and you find it tiresome to speak the language of that country.

### 2) Recovery

- i. Don't get too caught up in what is happening now.
- ii. Remind yourself what your goals are.
- iii. Don't judge things or people based on Japanese values/values of your home country.
- iv. Write down what you are going through and how you are feeling. This helps you view yourself objectively.
- v. Don't isolate yourself and seek help.

When you return to your home country, you may also experience a reverse culture shock. You may have psychological symptoms such as a sense of isolation, fatigue, a desire to return to the place you were, feelings of anger and hopelessness towards your home country, coupled with physical symptoms. Depending on the person, reverse culture shock may be more severe than the culture shock experienced while abroad. Here are some ways to deal with reverse culture shock.

- i. Write down what you are feeling and thinking, such as the values, customs, and behavior of people in your home country that makes you feel uncomfortable, how you feel you have changed through the study abroad experience, and how these changes have affected your relationship with your family and friends.
- ii. Meet other study abroad returnees with whom you can share your experiences and learn how they overcame culture shock.
- iii. Contact local friends you made while studying abroad and seek many opportunities to come in contact with the culture of the country you were studying in.
- iv. While abroad, prepare yourself psychologically for the possibility of experiencing reverse culture shock by talking to people and thinking about it.

## IV. Procedures for Returning to Keio University after Your Study Abroad

### I. Submit a Notice of Returning to Study

After returning to Japan from studying abroad, make sure to submit a Notice of Returning to Study ("Shugaku Todoke") immediately to your faculty/ graduate school. Complete the online course registration and apply for transfer of credits, if necessary. For further details on the procedures for returning to Keio, please ask the staff in charge of academic affairs for your faculty/graduate school before you start your study abroad.

### II. Looking back at your study abroad experiences

After you have completed the program, try and look back on your experiences to determine whether you have fulfilled your objectives and how you would like to make use of them in your future career. Straight after returning to Japan, you may find yourself with many things to do, such as completing various formalities or job hunting. However, take some time to reflect on your experiences while they are still fresh, so that you can organize your thoughts and make the most out of those experiences beyond university. We recommend that you consider the following aspects and write them down. Students who participated in a student exchange program are required to submit a report. This will allow them to engage in the same reflection process, so try to work on the report as soon as you return to Japan.

- To what extent do you think you have fulfilled your study abroad objectives?
- What have you gained by studying abroad and what were the good and bad points about your experiences?
- How have you changed or grown through studying abroad?
- How would you like to use your experiences in your future career?

### III. Participate in international exchange programs at Keio University

The International Center organizes various international exchange programs (for more details, refer to Keio University International Center's website. <https://www.ic.keio.ac.jp/>

Take advantage of your study abroad experiences and proactively support international students studying at Keio as a host or take classes conducted in English with international students in order to maintain your language ability, as these experiences will lead to new insights.

# Application Guidelines for Keio University Student Exchange Program (Outbound)

## Contents

<b>Important Notice</b> .....	35
<b>Important Updates</b> .....	35
<b>I. Keio University Student Exchange Program (Outbound)</b> .....	36
<b>II. 2025Academic Year Student Exchange Program Schedule</b> .....	37
<b>III. 2025 Academic Year Application and Selection Schedule</b> .....	39
1. Schedule for applications and selection.....	39
2. How to apply .....	39
3. Deadline for Applications .....	39
4. Announcement of Results .....	39
5. List of Partner Institutions by Application Round .....	39
6. Inquiries.....	41
<b>IV. Qualifications, etc.</b> .....	42
<b>V. Application</b> .....	49
1. How to Apply.....	49
2. Notes for Applying.....	50
3. Students who wish to apply in English.....	50
4. Application Documents .....	51
<b>VI. Certificate of Language Proficiency</b> .....	57
<b>VII . Selection</b> .....	58
<b>VIII. Selecting Your Institution of Choice</b> .....	59
<b>IX. FAQs</b> .....	60
<b>X. Application guidelines for Each Partner Institution</b> .....	63

## **Important Notice**

- Discrete information relating to respective partner institutions in the Application Guidelines (faculties and fields in which courses can be taken, GPA and language requirements, etc.) will be updated if needed. For the latest information, please ensure to confirm the Application Guidelines by Partner Institution on the International Center website or the websites of the respective partner institutions. Persons who wish to apply are requested to submit their applications within the application period, including the required documentation, after carefully perusing this information.

## **Important Updates**

- The English language proficiency requirements; A total score of 70 or above for TOEFL iBT or a total score of 5.5 or above for IELTS; and, fulfilment of the minimum criteria for language proficiency requirements stipulated by each partner institution at the time of application and internal selection.  
Students need to meet the language proficiency requirement of their preferred programs at the time of application for the internal screening. Each language requirement stated on the Program List is a minimum requirement for application. Therefore, if students fail to meet the requirements (including specific section score requirements), they will be excluded from consideration for the internal screening.
- Students who are expecting to earn their degrees in English (e.g. PEARL or GIGA program) are allowed to complete the application in English.  
For students that English is your first language (mother tongue), the submission of one of the following documents will be accepted instead of a TOEFL iBT or IELTS scores. However, keep in mind that you are required to submit all necessary documents by the internal application deadline even if you submit one of the following documents. In addition, if you are required to submit either TOEFL iBT or IELTS scores when submitting your application to the overseas university you plan to study at upon passing the internal screening, you must submit this document as requested.
- For students who studied in countries where English is the first language and where classes are given in English (including Ireland, the United Kingdom, Australia, Canada (excluding Quebec), New Zealand, and the United States of America, but not including countries where English is one of multiple official languages or where classes are given in English in a country where English is not the official language), documents that prove they were enrolled from junior high to high school for a total of five years or more in one or more of these countries (e.g., official English academic transcripts from the educational institutions that shows grades over the five or more years you were enrolled).
- International Baccalaureate final examination academic transcripts of Group 1 (Studies in language and literature) Courses in English (Language A: literature; Language A: language and literature; and Literature and Theater Studies).

\*Be sure that the following documents will not be accepted; SAT (Scholastic Assessment Test) score report for the Critical Reading section, ACT(American College Test) student report.



## I. Keio University Student Exchange Program (Outbound)

The Keio University Student Exchange Program (Outbound) is a study abroad program based on university-wide exchange agreements between Keio University and overseas institutions. For this program, Keio University and its partner institutions aim to instill in their students an international understanding and a broad perspective by offering the opportunity to experience university life in a foreign country for one academic year. The features of the program are as follows:

- Students can study abroad at Keio’s world-class partner institutions.
  - The duration of the exchange program is one academic year. It is not possible to go for only one semester.
  - Students can study abroad without taking a temporary leave of absence.
  - Credits attained during the study abroad period may be transferrable to be used towards graduation or completion of courses. \*
  - Upon application, up to one year of the study abroad period may be counted towards the period of enrollment at Keio University. \*
  - It is compulsory for participants to join the Overseas Travel Insurance and the Crisis Management Support Service specified by Keio University.
  - While studying abroad, regular Keio University academic fees apply. The student is exempt from academic fees of the host institution.
  - Students can apply for scholarships aimed specifically at Keio University exchange students (outbound).
  - There is an internal selection process.
- \* This is handled differently depending on the faculty or graduate school. For details, please consult the staff member in charge of academic affairs for your faculty/graduate school.

Those who wish to apply, please carefully read these application guidelines, complete the necessary documents, and submit them within the application period. We look forward to receiving applications from students with a strong motivation to study at Keio’s partner schools and a clear objective.

## II. 2025 Academic Year Student Exchange Program Schedule

The application periods differ among partner institutions (refer to [Chapter III. List of Partner Institutions by Application Round](#)). For the duration of the exchange program, please check the “Period of Study” row for each partner institution in Application Guidelines for Each Partner Institution on the website below:  
[https://www.ic.keio.ac.jp/keio\\_student/exchange/ex\\_partners.html](https://www.ic.keio.ac.jp/keio_student/exchange/ex_partners.html).

	Fall Round Application	Spring Round Application
<b>2024</b> Preparing for Application	<ul style="list-style-type: none"> <li>Improving foreign language proficiency and taking language proficiency tests. (Ensure that you take the tests as soon as possible in order to be able to submit the certificates when you make your application.)</li> <li>Gathering information about the partner institutions where you wish to study abroad.</li> <li>Confirming the procedures, conditions, etc., for the study abroad with the staff member in charge of academic affairs for your faculty/graduate school (e.g., handling of year-long courses, accreditation and transfer credits, conditions for advancing to the next year, graduation).</li> <li>Attending the *<a href="#">Keio Study Abroad Fair (June)</a>, orientations for studying abroad, etc.</li> </ul>	
Early September	Online Application	
Late November	Announcement of screening results	
Early December ~ Mid December	Student Exchange Program Candidate Orientation	
December 2024 ~ August 2025	Applying to the host institution, improving language proficiency, preparing for departure (e.g. vaccinations)	
April ~ July	Acceptance by the host institution, internal procedures (e.g. application for study abroad), preparing for departure (e.g. securing accommodation, visa applications, and joining insurance plans.)	
Early May		Online Application
Mid June	Keio Study Abroad Fair (assisting with preparing and running the fair and information gathering for oneself)	
Late July	Pre-departure preparation	Announcement of screening results
Late August		Student Exchange Program Candidate Orientation
July ~ October	Depart for host institution	

	Fall Round Application	Spring Round Application
August ~ November		Applying to the host institution, improving language proficiency, preparing for departure (e.g. vaccinations)
November ~ December		Acceptance by the host institution, internal procedures (e.g. application for study abroad), preparing for departure (securing accommodation, visa applications, and joining insurance plans)
Early December		Pre-departure preparation
<b>2025</b> February		Depart for host institution
During Study Abroad	Submit 1) Notice of Arrival and 2) Study Abroad Report I	
April ~ August	Return to Japan	
November ~ December		Return to Japan
After returning to Japan	<To the International Exchange Services Group, Office of Student Services (Mita)> Submit 1) Notice of Return from Overseas and 2) Study Abroad Report II, and assist with running student exchange programs such as study abroad fairs  <To the staff member in charge of academic affairs for your faculty/graduate school> Submit Notice of Returning to Study, Application for the Transfer of Credits, and online course registration request	

### III. 2025 Academic Year Application and Selection Schedule

#### 1. Schedule for applications and selection

		Fall Round Application	Spring Round Application
Application period	Online application website Open	Monday, September 2, 2024	Wednesday May 7, 2025
	Online application website Close	4:45 p.m. Thursday, September 26, 2024	4:45 p.m. Tuesday, June 3, 2025
Announcement of second screening results		Thursday, November 21, 2024	Tuesday, July 22, 2025
Student Exchange Program Candidate Orientation		Saturday, December 7, 2024	Late August, 2025

- \* Transcripts of Academic Record will be updated to reflect grades for credited courses taken in the Spring Semester from September 22. Therefore, please submit the transcript issued after September 22 to complete your application.
- \* The aforementioned schedule may be subject to change. If there are any changes to the schedule, announcements will be made on the International Center's website, etc.
- \* **Participation in the orientations is compulsory.** The orientation is only for Keio students and participation is compulsory. Being absent, late, or leaving early will not be permitted unless you have a regular class. If you are absent without notifying us in advance, you may lose your eligibility as an outbound exchange student.

#### 2. How to apply

Application documents must be submitted via our online application website. Further information will be announced on our Keio University International Center website.

[https://www.ic.keio.ac.jp/keio\\_student/exchange/en.html](https://www.ic.keio.ac.jp/keio_student/exchange/en.html)

#### 3. Deadline for Applications

<Online Registration>

- Fall Round Application: Thursday, September 26, 2024 at 4:45 p.m.
- Spring Round Application: Tuesday, June 3, 2025 at 4:45 p.m.

#### 4. Announcement of Results

Applicants will be notified of internal selection results by e-mail.

#### 5. List of Partner Institutions by Application Round

<Fall Round Application>

Country/Region	Partner Institution
East Asia	3 Campus East Asia
China	City University of Hong Kong, The Chinese University of Hong Kong, The University of Hong Kong, University of Macau, Beijing Foreign Studies University, Beijing Normal University, Fudan University, Jilin University, Nanjing University, Nankai University, Peking University, Renmin University of China, Shanghai Jiao Tong University, Tsinghua University, Xi'an Jiaotong University, Zhejiang University
Indonesia	Universitas Indonesia
Korea	Ewha Womans University, Korea University, Pusan National University, Seoul National University, Yonsei University,
Malaysia	Universiti Malaya

Philippines	University of the Philippines
<b>Country/Region</b>	<b>Partner Institution</b>
Singapore	National University of Singapore, Singapore Management University
Taiwan	National Chengchi University, National Cheng Kung University, National Taiwan University
Thailand	Chulalongkorn University
Viet Nam	Foreign Trade University
Canada	Concordia University, McGill University, Queen's University, The University of British Columbia, University of Calgary, University of Toronto, York University(Canada), Université de Montréal
United States of America	Allegheny College, American University, Boston University, Brown University, Bryn Mawr College, Carnegie Mellon University, Dartmouth College, Georgetown University, Illinois Wesleyan University, Manhattanville College, Rice University, The College of William & Mary, The University of North Carolina at Chapel Hill, University of California Education Abroad Program, University of Hawai'i at Mānoa, University of Illinois at Urbana-Champaign, University of Maryland, College Park, University of Notre Dame, University of Pennsylvania, University of Washington, The University of Wisconsin-Madison, Western Michigan University
Mexico	Tecnológico de Monterrey
Austria	WU (Vienna University of Economics and Business)
Belgium	Universiteit Antwerpen
Denmark	Aarhus University
France	École normale supérieure (ENS), EDHEC Business School, ESSEC Business School, HEC Paris, INALCO, Jean Moulin - Lyon 3 University, Sciences Po, Toulouse 1 Capitole University, Université Côte d'Azur, Université Paris Cité, Université de Strasbourg, Université Paris 1 Panthéon-Sorbonne, Université Sorbonne Nouvelle
Germany	Freie Universität Berlin, Heinrich Heine University Düsseldorf, Martin Luther University Halle-Wittenberg, RWTH Aachen University, Saarland University, Technische Universität Darmstadt (TU Darmstadt), Technische Universität München (TUM), TU Dresden, University of Bonn, University of Cologne, University of Siegen, WHU - Otto Beisheim School of Management
Greece	National and Kapodistrian University of Athens
Hungary	University of Pécs
Ireland	University College Dublin
Italy	Ca' Foscari University of Venice, "L'Orientale" University of Naples, Sapienza Università di Roma, Università Bocconi, University of Pavia
Netherlands	Erasmus University Rotterdam, Leiden University, University of Amsterdam, VU University Amsterdam
Norway	University of Bergen, University of Oslo
Poland	University of Warsaw
Russia	Far Eastern Federal University, Lomonosov Moscow State University, Saint Petersburg State University

Country/Region	Partner Institution
Spain	ESADE Business School, Pompeu Fabra University (UPF), Universidad de Salamanca (USAL), Universitat Autònoma de Barcelona (UAB), University of Navarra
Sweden	KTH, Lund University, University of Gothenburg, Uppsala University
Switzerland	University of Bern, University of Geneva (UNIGE), University of Lausanne, University of St.Gallen, University of Zurich
Turkey	Boğaziçi University
United Kingdom	Cardiff University, Durham University (NEW), King's College London, Royal Holloway, University of London, SOAS, University of London, The University of Edinburgh, The University of Manchester, The University of Sheffield, The University of Warwick, University of Birmingham, University of Glasgow, University of Southampton, University of St Andrews, University of York (UK)

#### <Spring Round Application>

Country/Region	Partner Institution
Australia	The Australian National University, The University of Melbourne, The University of New South Wales, The University of Queensland, The University of Sydney
New Zealand	The University of Auckland, University of Otago
Argentina	Universidad Torcuato Di Tella

\* In the event that a partnership agreement is concluded after May 2024 and a new host institution becomes available for the 2025 academic year, it will be posted on the website below:

[https://www.ic.keio.ac.jp/keio\\_student/exchange/](https://www.ic.keio.ac.jp/keio_student/exchange/)

\*Additional applications may be accepted depending on the recruitment situation. If additional applications are accepted, they will be announced on the International Center website.

#### 6. Inquiries

International Exchange Services Group, Office of Student Services, Keio University, (Mita)

Tel: 03-5427-1613

E-mail: [ic-outbound@adst.keio.ac.jp](mailto:ic-outbound@adst.keio.ac.jp)

URL: [https://www.ic.keio.ac.jp/keio\\_student/exchange/](https://www.ic.keio.ac.jp/keio_student/exchange/)

Office hours: 8:45 a.m. to 16:45 p.m., Monday-Friday (Closed on Saturdays, Sundays, and public holidays)

\* Between 11:30-12:30 staff are away for lunch, so please refrain from calling or visiting during this time.

## IV. Qualifications, etc.

### Eligibility (Undergraduate Students)

- 1) Applicants must be a first-, second-, or third-year student at Keio University at the time of application. However, first-year students must be in their second semester at the time of the application and must be expected to advance to the second year. Fourth-year undergraduate students can apply if they are permitted to study abroad by their undergraduate faculty. Please be sure to confirm in advance with the staff in charge of your faculty at the Academic Affairs Section about whether or not you are permitted to study abroad.  
The student plans to enroll in a graduate school at Keio University in the following academic year, refer to “Eligibility (Graduate Students and the student plans to enroll in a graduate school at Keio University in the following academic year) “.
- 2) Exchange students must remain enrolled at Keio University until the end of their exchange program.  
\* Temporary Leave of Absence is permitted from the time of internal application to the semester before the start of Studying Abroad, but duration for Temporary Leave of Absence is on a semester basis. The semester at Keio University is from April 1st to September 21st in the spring semester, and from September 22nd to March 31st in the fall semester, however, many of the partner institution start the fall semester before September 21st. Therefore, in principle, Temporary Leave of Absence during the spring semester will not be approved due to the start date of the study abroad program overlaps with Keio University's spring semester in this case. Similarly, in principle, if you are departing in the spring, and your study abroad program starts before March 31st, Temporary Leave of Absence during the fall semester will not be approved due to the start date of the study abroad program overlaps with Keio University's fall semester. If you are considering taking Temporary Leave of Absence before participating in a study abroad program, please be careful about this point. This is handled differently depending on the faculty or graduate school. For details, please consult the staff member in charge of academic affairs for your faculty/graduate school. Student exchange candidates who are in Temporary Leave of Absence will need to attend various orientations and apply to the host institution as well as regular students. Please also note period of “Student Exchange Program (Outbound)” will be treated as Study Abroad and the student will be paying the tuition for Keio University during that period. Students are not allowed to take Temporary Leave of Absence during this period. Please check Tuition and participation fee on Study Abroad Handbook.
- 3) Must have an excellent academic record. A cumulative grade (GPA) of 2.0 or above on your academic transcript from the first-year level of undergraduate studies, and fulfilment of the minimum criteria for grade requirements stipulated by each partner institution at the time of application and internal selection.  
  
If students fail to meet the grade requirements stipulated by each partner institution (including specific section requirements), they will be excluded from consideration for the internal screening.
- 4) For each application round, applicants must submit a proof of language proficiency for the language spoken in the host institution within the designated application period. Refer to VI.Certificate of Language Proficiency for the documents for each language that applicants need to prepare for their application.
- 5) The English language proficiency requirements; A total score of 70 or above for TOEFL iBT or a total score of 5.5 or above for IELTS; and fulfilment of the minimum criteria for language proficiency requirements stipulated by each partner institution at the time of application and internal selection.
  - **Students need to meet the language proficiency requirement of their preferred programs at the time of application for the internal screening. Each language requirement stated on the Program List is a minimum requirement for application. Therefore, if students fail to meet the requirements (including specific section score requirements), they will be excluded from consideration for the internal screening.**
  - **TOEFL iBT Test Date Scores are accepted and My Best Scores are not evaluated.**
  - **IELTS Academic are accepted and One Skill Retake Scores are not accepted.**
  - **The English language proficiency requirements given above is the minimum qualification that Keio sets for applicants for the internal application. If the scores you currently have to hand are lower than the minimum criteria for the language proficiency requirements stipulated by each partner institution, the internal application will not be accepted into that institution. If each department has its own specific language requirements, you must further fulfill those requirements of your preferred department before the application**
  - The TOEFL iBT score does not count as proof of English language proficiency required in obtaining a UK visa, so it is recommended that students submit their IELTS score for their internal application if applying for an institution in the UK. Although students can make their internal application with their TOEFL scores, they must take the IELTS test before applying

to the host institution and acquire a score that meets their entry requirements.

- TOEFL iBT Home Edition/IELTS Online are not accepted when applying for the internal screening.
- Certificates of language proficiency tests issued by official organizations for the language(s) of instruction in the classes you intend to take during your study abroad must be uploaded by the deadline. For more on which certifications are needed for the application, check below for the designated documents for each language, VI. Certificate of Language Proficiency, as well as Application Guidelines for Each Partner Institution on the website for the language ability required at each institution.

6) Applicants must read and understand the content of the Written Oath and obtain the approval of their guarantor.

Written Oath: Download from [https://www.ic.keio.ac.jp/keio\\_student/exchange/en.html](https://www.ic.keio.ac.jp/keio_student/exchange/en.html)

### Conditions and Important Reminders for Each Undergraduate Faculty

- 1) Each undergraduate faculty at Keio University has its own conditions and important reminders for studying abroad. Transfer of credits from the host institution is subject to different regulations (regarding year-long courses, accreditation and transfer credit, advancement to the next year, graduation, etc.) in each faculty. Applicants must make sure to carefully read the course registration guide before applying, and consult their academic advisor or an academic affairs staff member in charge of their faculty. Cases where students are able to complete an undergraduate degree in four years are limited. If students wish to advance to the next year after returning to Japan, they must check with their faculty about conditions and criteria regarding advancement to the next grade.
- 2) For students enrolled in the School of Medicine, being selected as an exchange student may prove difficult due to the medical education systems overseas.

### Notes for Applying (Undergraduate Students)

- 1) The number of placements may differ depending on the academic year in which the application is made.
- 2) Number of placements at each partner institution, applicant criteria, scholarship, etc., are those of the time of publication of these application guidelines and are subject to change. The International Center will keep students posted with the latest information on the website.
- 3) If you have studied abroad as an outbound exchange student of a university-wide student exchange program in the past and wish to apply again to a student exchange program, please be sure to consult the International Exchange Services Group at the Office of Student Services before you apply. According to the system, you can study abroad through Student Exchange Program (Outbound) up to two times in total, but students who have never studied abroad may be given priority.
- 4) Applicants who have successfully passed the internal application and screening process are still “student exchange program candidates” and must receive the approval from the partner institution to be officially accepted for the program. Note that Keio University exchange students are not able to acquire a degree from the host institution.
- 5) Candidates may not be accepted by the partner institution if they do not meet the entry requirements or if the partner institution makes sudden changes to their terms and conditions, etc.
- 6) **Students may not be able to take the desired courses at the desired faculties/departments of the host institution due to enrollment limits or if the student does not meet the course entry requirements.** Please read the Application Guidelines for Each Partner Institution on the website for the information about the faculties/departments of the host institution which exchange students may not be accepted or limited before applying. Some partner universities change the courses they offer in each academic year. Therefore, **you may be refused course registration, not be accepted, or be required to change the course after the host university’s screening. Please be aware of it in advance and prepare your academic plan flexibly.**  
[https://www.ic.keio.ac.jp/keio\\_student/exchange/ex\\_partners.html](https://www.ic.keio.ac.jp/keio_student/exchange/ex_partners.html)
- 7) Once selected internally as a candidate, in principle, the student cannot withdraw his/her candidacy. Students must carefully consider and prepare their study abroad plans before applying.
- 8) Students must discuss with their guarantors about the necessary expenses for studying abroad and make their applications



with the understanding and consent of their financial supporters and/or guarantors. For the host institution application procedures or for a visa application, applicants may be required to submit documents such as bank statements to prove that they will have sufficient funding during the study abroad period. The costs for studying abroad varies by country/region and program, but below is a general outline of the types of fees and expenses that will occur. In general, please allow for an amount in the range of 1,500,000 and 2,500,000 yen excluding tuition fee and other academic fees. For more information about the expense, please refer to “III. Costs for Student Exchange program” section on Study Abroad Handbook.

- 9) Please register your keio.jp email address as the contact information when applying.
- 10) If you are considering taking Temporary Leave of Absence before participating in a study abroad program, please be careful about the duration. There are cases where a leave of absence is not permitted in the semester just before the start of your study abroad, so if you are considering taking a leave of absence before studying abroad, be sure to check in advance with the Academic Affairs Office of your faculty whether you are eligible to take a leave of absence and, if so, by what date you need to complete the procedures for returning to school.

#### **Overseas Travel Insurance plan and the Crisis Management Support Service**

- Students on the Keio University Student Exchange Program (Outbound) are required to join the Keio University Overseas Travel Insurance plan and the Crisis Management Support Service (students must allow for about 150,000 yen for 12 months). For some countries or overseas institutions, you may be required to join a specific insurance plan, or depending on the country, you may be obligated to join a health insurance policy similar to the national health insurance in Japan.
- In some cases, upon showing the insurance plan you purchased in Japan, you may be able to apply for exemption from joining the insurance plan specified by the overseas institution, so we advise you to check with the institution. If exemption is not approved, please join both insurance plans in Japan and abroad
- The premium of the insurance policy designated by the host institution varies depending on the country or region or the length of the study abroad period, but in general it can be anywhere between 100,000 to 400,000 yen. Especially at some institutions in North America the price tends to be very high, and including Keio’s mandatory insurance plan, students may have to pay as much as a total of 550,000 yen.
- The insurance plan specified by the host institution can change from year to year, so students must confirm these details themselves when preparing for their study abroad.
- Please note that joining travel insurances and making visa applications are the responsibility of the students who have been accepted for the exchange program
- This is mandatory for ALL exchange students, even if they are studying abroad in a country where they have their own nationality or family home.

**Eligibility (Graduate Students and the students plan to enroll in a graduate school at Keio University in the following academic year)**

**Study abroad for graduate students**

It may be necessary for graduate students who intend to study abroad on a university-endorsed exchange program to undergo different preparations and a separate application process to that of undergraduate students. In particular, because the content of research at institutions in Europe and the United States of America is more specialized, the situation at the host institution may mean that study abroad for graduate students is not permitted as readily as for undergraduate students, and as a result, that it may not be possible for the study abroad itself to go ahead.

In order to be able to study abroad at the institution of your choice, please thoroughly gather information beforehand. Please check for possible supervisors, etc., on the website of the institution at which you would like to study abroad and contact them as soon as possible as well as consult with your academic advisor at Keio University.

In terms of study abroad for graduate students, depending on the field of study or the partner institution, prior approval from Keio University may be necessary. Students who are thinking about participating in an exchange program at a graduate school must contact the International Exchange Services Group, Office of Student Services ([ic-outbound@adst.keio.ac.jp](mailto:ic-outbound@adst.keio.ac.jp)) four weeks prior to the end of the application period with the information below.

- Institution you would like to attend
- Faculty/School you would like to attend
- Language used at institution of choice
- Form of research (e.g., research activities only, research activities and taking classes)

- 1) Applicants must be enrolled as a graduate or doctoral student at one of Keio University's graduate schools, and the students plan to enroll in a graduate school at Keio University in the following academic year. **In principle, students in their final year of their degree cannot apply.** If you have any questions, please contact the International Exchange Services Group ([ic-outbound@adst.keio.ac.jp](mailto:ic-outbound@adst.keio.ac.jp)) before the start of the application period.
- 2) Exchange students must remain enrolled at Keio University until the end of their exchange program.
  - \* Temporary Leave of Absence is permitted from the time of internal application to the semester before the start of Studying Abroad, but duration for Temporary Leave of Absence is on a semester basis. The semester at Keio University is from April 1st to September 21st in the spring semester, and from September 22nd to March 31st in the fall semester, however, many of the partner institution start the fall semester before September 21st. Therefore, in principle, Temporary Leave of Absence during the spring semester will not be approved due to the start date of the study abroad program overlaps with Keio University's spring semester in this case. Similarly, in principle, if you are departing in the spring, and your study abroad program starts before March 31st, Temporary Leave of Absence during the fall semester will not be approved due to the start date of the study abroad program overlaps with Keio University's fall semester. If you are considering taking Temporary Leave of Absence before participating in a study abroad program, please be careful about this point. This is handled differently depending on the faculty or graduate school. For details, please consult the staff member in charge of academic affairs for your faculty/graduate school. Student exchange candidates who are in Temporary Leave of Absence will need to attend various orientations and apply to the host institution as well as regular students. Please also note period of "Student Exchange Program (Outbound)" will be treated as Study Abroad and the student will be paying the tuition for Keio University during that period. Students are not allowed to take Temporary Leave of Absence during this period. Please check Tuition and participation fee on Study Abroad Handbook.
- 3) Must have an excellent academic record. If you are a fourth-year undergraduate student at the time of application and internal selection, a cumulative grade (GPA) of 2.0 or above on your academic transcript from the first-year level of undergraduate studies and fulfilment of the minimum criteria for grade requirements stipulated by each partner institution at the time of application and internal selection. If you are a graduate student, a cumulative grade (GPA) of 3.30 or above for each degree program (master's program, etc.) and fulfilment of the minimum criteria for grade requirements stipulated by each partner institution at the time of application and internal selection.
  - Submit academic transcripts from all undergraduate and graduate schools to which you have been affiliated.
  - Students from other institutions should submit all transcripts from their home institutions. Applicants who were enrolled at more than one university as a full-time student must submit original academic transcripts from all universities they attended as a full-time student.
  - If students fail to meet the grade requirements stipulated by each partner institution (including specific section requirements), they will be excluded from consideration for the internal screening.
- 4) Applicants must apply with the approval of their academic advisors to study abroad and submit a document that indicates this (in any format including letters and e-mail printouts).
- 5) At the time of application, applicants must have obtained an informal acceptance by an academic advisor at the institution of

their choice, and submit a document that indicates this (in any format including letters and e-mail printouts). If an informal acceptance cannot be obtained, due to the reason of the partner institution, the applicant must submit a Statement of Reason.

- 6) The applicant must write a specific research plan for the study abroad period, including courses they will take, thesis advising, and fieldwork.
- 7) For each application round, applicants must submit a proof of language proficiency for the language spoken in the host institution within the designated application period. Refer to Application guidelines for Each Partner Institution onwards for necessary documents for each language that applicants need to prepare for their application.
- 8) The English language proficiency requirements; A total score of 70 or above for TOEFL iBT or a total score of 5.5 or above for IELTS; and, fulfilment of the minimum criteria for language proficiency requirements stipulated by each partner institution at the time of application and internal selection.

- **Students need to meet the language proficiency requirement of their preferred programs at the time of application for the internal screening. Each language requirement stated on the Program List is a minimum requirement for application. Therefore, if students fail to meet the requirements (including specific section score requirements), they will be excluded from consideration for the internal screening.**

- **TOEFL iBT Test Date Scores are accepted and My Best Scores are not evaluated.**

- IELTS Academic are accepted and One Skill Retake Scores are not accepted.

- **The English language proficiency requirements given above is the minimum qualification that Keio sets for applicants for the internal application. If the scores you currently have to hand are lower than the minimum criteria for the language proficiency requirements stipulated by each partner institution, the internal application will not be accepted into that institution. If each department has its own specific language requirements, you must further fulfill those requirements of your preferred department before the application**

- The TOEFL iBT score does not count as proof of English language proficiency required in obtaining a UK visa, so it is recommended that students submit their IELTS score for their internal application if applying for an institution in the UK. Although students can make their internal application with their TOEFL scores, they must take the IELTS test before applying to the host institution and acquire a score that meets their entry requirements.

- TOEFL iBT Home Edition/IELTS Online are not accepted when applying for the internal screening.

- Certificates of language proficiency tests issued by official organizations for the language(s) of instruction in the classes you intend to take during your study abroad must be uploaded by the deadline. For more on which certifications are needed for the application, check below for the designated documents for each language, IV. Certificate of Language Proficiency, as well as Application Guidelines for Each Partner Institution on the website for the language ability required at each institution.

- 9) Applicants must read and understand the content of the Written Oath and obtain the approval of their guarantor.

Written Oath: Download from [https://www.ic.keio.ac.jp/keio\\_student/exchange/en.html](https://www.ic.keio.ac.jp/keio_student/exchange/en.html)

### Conditions and Important Reminders for Each Graduate School

Each graduate school at Keio University has their own conditions and important reminders for studying abroad. Transfer of credits from the host institution is subject to different regulations (regarding year-long courses, accreditation and transfer credit, advancement to the next year, graduation, etc.) in each graduate school. Applicants must make sure to carefully read the course registration guide before applying, and consult their academic advisor or an academic affairs staff member in charge of their graduate school. If students wish to include the study abroad period into the enrollment period at Keio University, they must check with the staff in charge of academic affairs regarding formalities.

## Notes for Applying (Graduate Students)

- 1) In terms of study abroad for graduate students, depending on the field of study or the partner institution, prior approval from Keio University may be necessary. Students who are thinking about participating in an exchange program at a graduate school must contact the International Exchange Services Group, Office of Student Services (ic-outbound@adst.keio.ac.jp) four weeks prior to the end of the application period with the information below.
  - Institution you would like to attend
  - Faculty/School you would like to attend
  - Form of research (e.g., research activities only, research activities and taking classes)
  - Language used at institution of choice
- 2) In principle, graduate students are required to study abroad at a graduate school or equivalent.
- 3) The number of student exchange placements may differ depending on the academic year.
- 4) Number of placements at each partner institution, applicant criteria, scholarship, etc., are those of the time of publication of these application guidelines and are subject to change. The International Center will keep students posted with the latest information on the website.
- 5) If you have studied abroad as an outbound exchange student of a university-wide student exchange program in the past and wish to apply again to a student exchange program, please be sure to consult the International Exchange Services Group at the Office of Student Services before you apply. According to the system, you can study abroad through Student Exchange Program (Outbound) up to two times in total, but students who have never studied abroad may be given priority.
- 6) Applicants who have successfully passed the internal application and screening process are still “student exchange program candidates” and must receive the approval from the partner institution to be officially accepted for the program. Note that Keio University exchange students are not able to acquire a degree from the host institution.
- 7) Candidates may not be accepted by the partner institution if they do not meet the entry requirements or if the partner institution makes sudden changes to their terms and conditions, etc.
- 8) Students may not be able to take the desired courses at the desired faculties/departments of the host institution due to enrollment limits or if the student does not meet the course entry requirements. Please read the Application Guidelines for Each Partner Institution on the website for the information about the faculties/departments of the host institution which exchange students may not be accepted or limited before applying. Some partner universities change the courses they offer in each academic year. Therefore, you may be refused course registration, not be accepted, or be required to change the course after the host university’s screening. Please be aware of it in advance.  
  
[https://www.ic.keio.ac.jp/keio\\_student/exchange/ex\\_partners.html](https://www.ic.keio.ac.jp/keio_student/exchange/ex_partners.html)
- 9) Once selected internally as a candidate, in principle, **the student cannot withdraw his/her candidacy**. Students must carefully consider and prepare their study abroad plans before applying.
- 10) Students must discuss with their guarantors about the necessary expenses for studying abroad and make their applications with the understanding and consent of their financial supporters and/or guarantors. For the host institution application procedures or for a visa application, applicants may be required to submit documents such as bank statements to prove that they will have sufficient funding during the study abroad period. The costs for studying abroad varies by country/region and program, but the following is a general outline of the types of fees and expenses that will occur. In general, please allow for an amount in the range of 1,500,000 and 2,500,000 yen excluding tuition fee and other academic fees. For more information about the expense, please refer to “III. Costs for Student Exchange program” section on Study Abroad Handbook.
- 11) If you are considering taking Temporary Leave of Absence before participating in a study abroad program, please be careful about the duration. There are cases where a leave of absence is not permitted in the semester just before the start of your study abroad, so if you are considering taking a leave of absence before studying abroad, be sure to check in advance with the Academic Affairs Office of your faculty whether you are eligible to take a leave of absence and, if so, by what date you need to complete the procedures for returning to school.

## Overseas Travel Insurance plan and the Crisis Management Support Service

- Students on the Keio University Student Exchange Program (Outbound) are required to join the Keio University Overseas Travel Insurance plan and the Crisis Management Support Service (students must allow for about 150,000 yen for 12 months). For some countries or overseas institutions, you may be required to join a specific insurance plan, or depending on the country, you may be obligated to join a health insurance policy similar to the national health insurance in Japan.
- In some cases, upon showing the insurance plan you purchased in Japan, you may be able to apply for exemption from joining the insurance plan specified by the overseas institution, so we advise you to check with the institution. If exemption is not approved, please join both insurance plans in Japan and abroad
- The premium of the insurance policy designated by the host institution varies depending on the country or region or the length of the study abroad period, but in general it can be anywhere between 100,000 to 400,000 yen. Especially at some institutions in North America the price tends to be very high, and including Keio's mandatory insurance plan, students may have to pay as much as a total of 550,000 yen.
- The insurance plan specified by the host institution can change from year to year, so students must confirm these details themselves when preparing for their study abroad.
- Please note that joining travel insurances and making visa applications are the responsibility of the students who have been accepted for the exchange program
- This is mandatory for ALL exchange students, even if they are studying abroad in a country where they have their own nationality or family home.

### \* Handling of Personal Information

- Personal information provided for application processes and online registration shall be strictly managed and protected based on Keio University's "Basic Policy Concerning Protection of Personal Information" and "Rules for Protection of Personal Information" so that there will be no leakage or outflow of information.
- Personal information shall be used only for duties related to the Keio University Student Exchange Program—application screening and selection of candidates, administrative purposes, contacting applicants and exchange students, preparing students for study abroad—during the relevant academic year. Personal information will not be used for any other purposes.
- The names of applicants who pass the internal screening and become a student exchange program candidate, as well as their e-mail addresses and names of host institutions, will be shared with incoming exchange students from partner institutions who will arrive in Japan anytime during the academic year in which the Keio exchange student departs for their study abroad to the academic year in which that student returns to Japan. This is done with the objective to vitalize student exchange at Keio University as well as to aide exchange students in their preparation for and smooth transition into life abroad.
- Personal information shall not be disclosed, provided, or entrusted to third parties for any other reasons than those mentioned above.

## V. Application

### 1. How to Apply

Students must apply online for student exchange programs

Online application website (KEIO IC-NET): <https://studyabroad.gakuji.keio.ac.jp>

Application Guidelines: [https://www.ic.keio.ac.jp/keio\\_student/exchange/en.html](https://www.ic.keio.ac.jp/keio_student/exchange/en.html)

Procedures for applying are as follows:

1. In a word file, write a statement of purpose, your study/research plan while abroad, and a statement of purpose for each institution of choice once you check the necessary procedures and documents at the online application website (KEIO IC-NET)
2. Prepare to upload your ID photo. Photograph image should:
  - be saved in **JPEG (JPG) or PNG format only**;
  - be **less than 5MB**;
  - have a dimension of 340 pixels by 453 pixels (aspect ratio 0.75)Please read the “Instructions on the Photograph for Online Submission” on the website below.  
[https://www.ic.keio.ac.jp/doc/guide\\_picture\\_en\\_website1112.pdf](https://www.ic.keio.ac.jp/doc/guide_picture_en_website1112.pdf)
3. Scan the necessary documents indicated below and save them as PDF files (**each file must be 5MB or less; black and white is recommended**). If you do not have a scanner at home, use the scanners in the on-campus computer rooms.

#### Undergraduate students

- (1) Transcript of Academic Record
- (2) Certificate(s) of language proficiency
- (3) Written oath (Download from the International Center website and place you and your guarantor’s signature or seal.)

#### Graduate students and fourth-year undergraduate students planning to continue on to a graduate school

- (1) Transcript of Academic Record
- (2) Certificate(s) of language proficiency
- (3) Approval to study abroad
- (4) Letter of acceptance
- (5) GRE test score (if applicable)
- (6) Certificate of admission from the graduate school (if applicable)
- (7) Written oath (Download from the International Center website and place you and your guarantor’s signature or seal.)

\* To scan and convert application documents into PDF files, students can use the on-campus facilities below:

Mita Campus: B1 Graduate School Building PC Room

Hiyoshi Campus: Seventh Building lobby, 1F Hiyoshi Media Center

Yagami Campus: B1 14th Building Open Space

Shonan Fujisawa Campus: Media Center Open Area

(For other campuses, contact the ITC office on your campus.)

4. Apply online within the application period.  
When proceeding with your application, read the user guide manual and important notes available on the online application website.  
Online application website: <https://studyabroad.gakuji.keio.ac.jp>
5. Print out and keep all the application documents. After submitting your application, copy of your application form will be automatically accumulated in PDF format to the “portfolio” page of KEIO IC-NET.

## **2. Notes for Applying**

- The applicant him/herself must fill in and submit the online application.
- Make sure to follow all the instructions (e.g., full-width/half-width characters).
- The applicant him/herself must scan his/her transcript of academic record, certificate(s) of language proficiency, and other necessary documents and upload the PDF files onto the website. If you do not have a scanner at home, use the computer facilities on campus. Photographed documents are not accepted.
- Make sure to keep data of your online application for your own records.
- Applications or documents found to be incomplete or to contain errors may not be considered for selection. The institution does not contact applicants even if any errors or omissions are discovered in the applications, so make sure you carefully check your application.
- Applications made outside the application period are invalid. Late submissions, regardless of the reason (e.g., data was submitted late or was not sent because of issues with your computer or there was too much web traffic), will not be accepted. Try to apply as early as possible as the website may be busy on the last day of the application period.

## **3. Students who wish to apply in English**

- For students that English is your first language (mother tongue)

Students who are expecting to earn their degrees in English (e.g. PEARL or GIGA program) are allowed to complete the application in English. For students that English is your first language (mother tongue), the submission of one of the following documents will be accepted instead of a TOEFL iBT or IELTS scores. However, keep in mind that you are required to submit all necessary documents by the internal application deadline even if you submit one of the following documents. In addition, if you are required to submit either TOEFL iBT or IELTS scores when submitting your application to the overseas university you plan to study at upon passing the internal screening, you must submit this document as requested.

## 4. Application Documents

### 1. For Undergraduate Students

Fill in each field.	
(1) Student Profile	Fill in each field. Please register your keio.jp email address as the contact information.
(2) History	Include education and work experience, overseas experience, research, and extra-curricular activities.
(3) Statement of Purpose (in English and in language used at institution of choice*)	<p>Write, in English, your reasons for applying for study abroad (about 800 words). Enter your reasons for applying, mentioning all of the following points.</p> <ul style="list-style-type: none"> <li>- Your motives and what made you decide to study abroad</li> <li>- What you are working on to achieve your goal of studying abroad</li> <li>- How you believe your study abroad experience will lead to your future vision and career plans</li> </ul> <p>If the language used at institution of choice is not English, write your statement of purpose in that language in addition to English. Keep within the word limits indicated for English.</p>
(4) Study/Research Plan While Abroad (in English and in language used at institution of choice*)	<p>Write, in English, your study/research plans while studying abroad at the partner institution based on what you have studied/researched at Keio University (about 500 words). Write a detailed plan about courses you intend to take, fieldwork, etc., while studying abroad. There is no set way to write it. You could center it around your first choice of host institution, or writing it to be applicable to all your desired host institutions. Please use your own discretion. If the language used at institution of choice is not English, write your study/research plan in that language in addition to English. Keep within the word limits indicated for English.</p>
(5) Statement of Purpose According for Each Institution of Choice (in English and in language used at institution of choice*)	<p>Select your institutions of choice in order of preference, and for each one state the reason you chose them in English (between 60 and 120 words). If the language used at institution of choice is not English, write the reason you chose the institution in that language in addition to English. Keep within the word limits indicated for English.</p> <ul style="list-style-type: none"> <li>– After the internal selection process, <b>in principle, withdrawing your candidacy is not permitted</b>, so before applying, please carefully research all institutions of choice and list only the ones that you truly wish to do your study abroad at. <b>It is not necessary to list up to your 6th choice.</b> However, if the number of applications for one institution exceeds the quota, they will be evaluated against each other, meaning that the fewer institutions of choice listed, the higher the likelihood of not being selected for the exchange program.</li> <li>– Those who fill up the list to their 6th choice, please select whether you would also wish to study abroad at institutions besides these. By checking the “Yes” box, applicants who were not placed in any of the institutions of their choice (for which re-applying in the next application round is not possible) will be considered for other institutions, if they are deemed to fulfill the selection requirements (at which time, you can consider whether you will study abroad at the institution that was introduced to you).</li> <li>– Indicate in which department or faculty you would like to enroll. In order to decide on the department/faculty, please refer to the "Undergraduate programs open to exchange students" and “Graduate programs open to exchange students” sections in Application Guidelines for Each Partner Institution. If not specified, please refer the Faculty/School/Department name listed on the website of each partner university. In addition, please be especially careful when choosing your preferred school, as there are many cases where the following fields generally have some kind of course restrictions for exchange students; Business, Economics, Law, Computer Science, Architecture, Design, Medicine, Nursing</li> <li>– If you select the University of California EAP (Education Abroad Program) for one of your six choices, list three UC campuses in order of preference.</li> <li>– For partner institutions that have a number of students available for each major or program (undergraduate/graduate), the university options are listed for each major or program. Please select the major or program of your choice.</li> </ul>



	<p><b>For partner institutions with multiple options, you may only apply to one major or program.</b> Please note that you cannot apply to more than one program. If you do not follow the rules, please note that the one with the higher preference will be considered valid and the one with the lower preference will be automatically disqualified.</p>
<p>*Language used at Institution of choice</p> <p>Language used at institution of choice is the language of instruction in classes you intend to take at the host institution. If it is not English, write your statement of purpose, study/research plan while abroad and statement of purpose according for each institution of choice in that language in addition to English. <b>If you intend to take classes in multiple languages, write in each language.</b> For more information on the languages used at the partner institutions, see <u>X. Application Guidelines for Each Partner Institution</u> as well as Application Guidelines for Each Partner Institution on the website.</p>	
<p><b>Upload the documents indicated below (less than 5MB in size per file, black &amp; white copy is recommended).</b></p>	
(1) ID photograph	<p>Your photograph image should:</p> <ul style="list-style-type: none"> <li>- be saved in JPEG (JPG) or PNG format only;</li> <li>- be less than 5MB;</li> <li>- have a dimension of 340 pixels by 453 pixels (aspect ratio 0.75)</li> </ul> <p>Please read the “Instructions on the Photograph for Online Submission” on the website below.  <a href="https://www.ic.keio.ac.jp/doc/guide_picture_en_website1112.pdf">https://www.ic.keio.ac.jp/doc/guide_picture_en_website1112.pdf</a></p>
(2) Transcript of Academic Record	<p><b>The most recent Transcript of Academic Record (“Seiseki Shoumeisho”). <u>Be aware that this differs to the Academic Transcript (“Gakugyou Seisekihyou”).</u></b> If you are a student who has transferred from another faculty, in addition to your current Transcript of Academic Record, please upload all transcripts of academic records from the faculty you were previously enrolled in.</p> <ul style="list-style-type: none"> <li>– If you are applying during Fall Round Application, upload your Transcript of Academic Record through 2024 Spring Semester issued after September 22, 2024. For Spring Round Applications, please upload the Transcript of Academic Record through the previous year’s Fall Semester.</li> </ul> <p>Regarding issue of Transcript of Academic Record, please refer to Keio University Student Website below.  <a href="https://www.students.keio.ac.jp/com/procedure/certificate/issue.html">https://www.students.keio.ac.jp/com/procedure/certificate/issue.html</a></p>

(3) Certificate(s) of Language Proficiency	<p><b>Certificates of language proficiency tests issued by official organizations</b> for the language(s) of instruction in the classes you intend to take during your study abroad. For more on which certifications are needed for the application, check below for the designated documents for each language, IX. Certificate of Language Proficiency, as well as Application Guidelines for Each Partner Institution on the website for the language ability required at each institution. Certificates of language proficiency must be uploaded by the deadline. Late uploads, regardless of the reason will not be accepted.</p> <p><b>Taking classes in <u>English</u>:</b> A certificate of language proficiency issued by an official English language testing body. -TOEFL (iBT), or IELTS</p> <p><b>Taking classes in <u>French</u>:</b> Upload a certificate of language proficiency issued by an official French language testing body, or a proof of language proficiency issued by your language lecturer</p> <p><b>Taking classes in languages <u>other than those listed above</u>:</b> Upload either a certificate from a language proficiency test or a Language Proficiency Testimonial from a faculty member attesting to your language ability. ※In principle, please upload Certificates of language proficiency tests issued by official organizations. Only when you cannot ready an official language score in the designated period, you are permitted to submit a proof of language proficiency issued by your language lecturer.</p>
(4) Written Oath	<p>After carefully consulting your guarantor, have both you and your guarantor sign or place a seal on it. Keep the signed written oath until the completion of the student exchange program for your record.</p> <p>Written Oath: Download from <a href="https://www.ic.keio.ac.jp/keio_student/exchange/en.html">https://www.ic.keio.ac.jp/keio_student/exchange/en.html</a></p>

2. For Graduate Students and 4th-Year Undergraduate Students Planning to Continue on to Graduate School

Fill in each field.	
(1) Student Profile	Fill in each field.
(2) History	Include education and work experience, overseas experience, research history, and a summary of your major research paper.
(3) Statement of Purpose (in English and in language used at institution of choice*)	<p>Write, in English, your reasons for applying for study abroad (about 800 words). Fill in your reasons for applying, mentioning all of the following points.</p> <ul style="list-style-type: none"> <li>- Your motives and what made you decide to study abroad</li> <li>- What you are working on to achieve your goal of studying abroad</li> <li>- How you believe your study abroad experience will lead to your future vision and career plans</li> </ul> <p>If the language used at institution of choice is not English, write your statement of purpose in that language in addition to English. Keep within the word limits indicated for English.</p>
(4) Study/Research Plan While Abroad (in English and in language used at institution of choice*)	<p>Write, in English, your study/research plans while studying abroad at the partner institution based on what you have studied/researched at Keio University (about 800 words). Write a detailed plan about courses you intend to take, thesis guidance, fieldwork, etc., while studying abroad. There is no set way to write it. You could center it around your first choice of host institution, or writing it to be applicable to all your desired host institutions. Please use your own discretion. If the language used at institution of choice is not English, write your study/research plan in that language in addition to English. Keep within the word limits indicated for English.</p>
(5) Statement of Purpose for Each Institution of Choice (in English and in language used at institution of choice*)	<p>Select your institutions of choice in order of preference, and for each one state the reason you chose them in English (between 60 and 120 words). If the language used at institution of choice is not English, write the reason you chose the institution in that language in addition to English. Keep within the word limits indicated for English.</p> <ul style="list-style-type: none"> <li>– After the internal selection process, <b>in principle, withdrawing your candidacy is not permitted</b>, so before applying, please carefully research all institutions of choice and list only the ones that you truly wish to do your study abroad at. <b>It is not necessary to list up to your 6th choice.</b> However, if the number of applications for one institution exceeds the quota, they will be evaluated against each other, meaning that the fewer institutions of choice listed, the higher the likelihood of not being selected for the exchange program.</li> <li>– Those who fill up the list to their 6th choice, please select whether you would also wish to study abroad at institutions besides these. By checking the “Yes” box, applicants who were not placed in any of the institutions of their choice (for which re-applying in the next application round is not possible) will be considered for other institutions, if they are deemed to fulfill the selection requirements (at which time, you can consider whether you will study abroad at the institution that was introduced to you).</li> <li>– Indicate in which department or faculty you would like to enroll. In order to decide on the department/faculty, please refer to the “Graduate programs open to exchange students” sections in Application Guidelines for Each Partner Institution.</li> <li>– If you select the University of California EAP (Education Abroad Program) for one of your six choices, list three UC campuses in order of preference.</li> <li>– For partner institutions that have a number of students available for each major or program (undergraduate/graduate), the university options are listed for each major or program. Please select the major or program of your choice.</li> </ul> <p><b>For partner institutions with multiple options, you may only apply to one major or program.</b> Please note that you cannot apply to more than one program. If you do not follow the rules, please note that the one with the higher preference will be considered valid and the one with the lower preference will be automatically disqualified.</p>

\*Language used at institution of choice

Language used at institution of choice is the language of instruction in classes you intend to take at the host institution. If it is not English, write your statement of purpose, study/research plan while abroad and statement of purpose according for each institution of choice in that language in addition to English. **If you intend to take classes in multiple languages, write in each language.** For more information on the languages used at the partner institutions, see X. Application Guidelines for Each Partner Institution as well as Application Guidelines for Each Partner Institution on the website.

**Please upload the documents indicated below (less than 5MB in size per file, black & white copy is recommended).**

(1) ID photograph	<p>Your photograph image should:</p> <ul style="list-style-type: none"> <li>- be saved in JPEG (JPG) or PNG format only;</li> <li>- be less than 5MB;</li> <li>- have a dimension of 340 pixels by 453 pixels (aspect ratio 0.75)</li> </ul> <p>Please read the “Instructions on the Photograph for Online Submission” on the website below.  <a href="https://www.ic.keio.ac.jp/doc/guide_picture_en_website1112.pdf">-https://www.ic.keio.ac.jp/doc/guide_picture_en_website1112.pdf</a></p>
(2) Transcript of Academic Record	<p><b><u>The most recent Transcript of Academic Record (“Seiseki Shoumeisho”). Be aware that this differs to the Academic Transcript (“Gakugyou Seisekihyou”).</u></b></p> <ul style="list-style-type: none"> <li>-Upload the transcripts of academic records for all undergraduate faculties and graduate schools you have been affiliated to. Those who have graduated from other institutions please obtain and upload transcripts of academic records from that university.</li> <li>-If you are a student who has transferred from another university, in addition to your current Transcript of Academic Record, please upload all undergraduate transcripts of academic records from the university you were previously enrolled in.</li> <li>-If you are applying during Fall Round Application, upload your Transcript of Academic Record through 2022 Spring Semester issued after September 22, 2024. For Spring Round Applications, please upload the Transcript of Academic Record through the previous year’s Fall Semester.</li> </ul> <p>Regarding issue of Transcript of Academic Record, please refer to Keio University Student Website below.  <a href="https://www.students.keio.ac.jp/com/procedure/certificate/issue.html">https://www.students.keio.ac.jp/com/procedure/certificate/issue.html</a></p>
(3) Certificate(s) of Language Proficiency	<p><b>Certificates of language proficiency tests issued by official organizations</b> for the language(s) of instruction in the classes you intend to take during your study abroad. For more on which certifications are needed for the application, check below for the designated documents for each language, Certificate of Language Proficiency, as well as Application Guidelines for Each Partner Institution on the website for the language ability required at each institution. Certificates of language proficiency must be uploaded by the deadline. Late uploads, regardless of the reason will not be accepted.</p> <p><b><u>Taking classes in English:</u></b>  A certificate of language proficiency issued by an official English language testing body.  -TOEFL (iBT), or IELTS</p> <p>The below documents may be submitted in lieu of TOEFL iBT or IELTS only by Keio students whose native language is English. Note however, that even if you will submit the below certification, all application procedures must be completed by the application deadline for internal screening. In addition, if you are requested to submit TOEFL iBT or IELTS when submitting an application to the institution at which you plan to study abroad following the internal screening process, you must do so in accordance with the instructions you have been given.</p> <ul style="list-style-type: none"> <li>• English as a first language, with classes in the country conducted in English (Republic of Ireland, United Kingdom, Australia, Canada [other than Quebec], New Zealand, or the United States, etc.; does not include countries where English is one among several official languages, or countries where English is not among the official languages) with documents certifying that the number of</li> </ul>

	<p>enrollment years is a total of five years or more from junior high school to high school level (official English language academic transcripts, etc., which show grades at an educational institution for five years or more)</p> <ul style="list-style-type: none"> <li>• IB (International Baccalaureate) Transcript of Academic Record for final examination primary course categories English (first language and literature—Language A: Literature; Language A: Language and Literature, Literature and Theater)</li> </ul> <p><b>Taking classes in French:</b> Upload a certificate of language proficiency issued by an official French language testing body, or a proof of language proficiency issued by your language lecturer</p> <p><b>Taking classes in languages <u>other than those listed above</u>:</b> Upload either a certificate from a language proficiency test or a Language Proficiency Testimonial from a faculty member attesting to your language ability. ※In principle, please upload Certificates of language proficiency tests issued by official organizations. Only when you cannot ready an official language score in the designated period, you are permitted to submit a proof of language proficiency issued by your language lecturer.</p>
(4) Approval to Study Abroad	<b>A written document from your Keio University Academic Advisor that gives approval for you to study abroad.</b> Any format is acceptable, including letters or e-mail.
(5) Letter of Acceptance	A written document from a faculty member at your institution of choice that indicates his/her informal consent to become your academic advisor during the study abroad period. As this is not a formal application, an official Letter of Acceptance is usually not issued. However, when you officially apply to the partner institution as a Keio University Exchange Student, please confirm with the faculty member whether he/she will be your academic advisor. It can be in any format, including e-mail. If, depending on the institution's situation, you are unable to submit a Letter of Acceptance, please upload a statement of reason instead.
(6) GRE Test Score (if applicable)	The results of your GRE General Test and/or Subject Tests. To study abroad at an American graduate school, scores from the GRE (Graduate Record Examinations) may be necessary depending on the program. Please ensure that you confirm which GRE tests are necessary at your institutions of choice, take the tests, and upload the grades within the application period.
(7) Certificate of Admission from the Graduate School	If you are currently a fourth-year undergraduate student and wish to study abroad in the next school year as a graduate student, you must upload a certificate of admission from your intended Keio University graduate school. If you are going to take the entrance examination for the graduate program after the application period for the exchange program, submit the notification of admission after passing the examination. However, in the event that you do not pass the examination for the graduate program, you will forfeit your right as a Keio University student exchange candidate.
(8) Written Oath	<p>After carefully consulting your guarantor, <b>have both you and your guarantor sign or place a seal on it.</b> Keep the signed written oath until the completion of the student exchange program for your record.</p> <p>Written Oath: Download from <a href="https://www.ic.keio.ac.jp/keio_student/exchange/en.htm">https://www.ic.keio.ac.jp/keio_student/exchange/en.htm</a></p>

## VI. Certificate of Language Proficiency

During application and internal screening for study abroad exchange program placement, a document which certifies proficiency in the language used at the study abroad destination institution (language to be used in classes which you intend to take at the study abroad destination) will be strictly required. **In principle, you are requested to submit one certification type per language. If you wish to submit multiple certifications, it is possible to submit one copy per type** (for example, you cannot submit multiple results for TOEFL iBT). Refer to the following table and take steps to schedule a language proficiency exam as soon as possible. Note also that **languages in which classes are not available at the institution at which you wish to study or languages that were not indicated on your Statement of Purpose and study/research plan at the study abroad destination will not be recognized as languages used at the study abroad destination institution, and certificates will accordingly not be accepted.**

**Only if you have not received your score report, you may upload a printout of your score for viewing online.**

<p>✓ <u>If you will take classes in English</u></p> <p>TOEFL iBT, IELTS</p> <p>-In the case of TOEFL iBT or IELTS, it must be within two years of taking the exam.</p> <p>Example:</p> <p>Application in the fall-round call for the 2025 academic year:</p> <p>valid in the case that you took the exam after September 27, 2022;</p> <p>invalid if you took the exam before September 26, 2022.</p> <p>-For TOEFL iBT you must upload the Test Taker Score Report; for IELTS you must upload the Test Report Form.</p> <p>-IELTS Academic are accepted and One Skill Retake Scores are not accepted.</p> <p>-TOEFL iBT Home Edition/IELTS Online are not accepted when applying for the internal screening.</p> <p>-You may submit only one copy of a certificate per test type</p> <p>- Proof of language proficiency issued by your language lecturer are not accepted</p> <p>-The below documents may be submitted in lieu of TOEFL iBT or IELTS only by Keio students whose native language is English. Note however, that even if you will submit the below certification, all application procedures must be completed by the application deadline for internal screening. In addition, if you are requested to submit TOEFL iBT or IELTS when submitting an application to the institution at which you plan to study abroad following the internal screening process, you must do so in accordance with the instructions you have been given.</p> <ul style="list-style-type: none"> <li>English as a first language, with classes in the country conducted in English (Republic of Ireland, United Kingdom, Australia, Canada [other than Quebec], New Zealand, or the United States, etc.; does not include countries where English is one among several official languages, or countries where English is not among the official languages) with documents certifying that the number of enrollment years is a total of five years or more from junior high school to high school level (official English language academic transcripts, etc., which show grades at an educational institution for five years or more)</li> <li>IB (International Baccalaureate) Transcript of Academic Record for final examination primary course categories English (first language and literature—Language A: Literature; Language A: Language and Literature, Literature and Theater)</li> </ul>
<p>✓ <u>If you will take classes in Korean</u></p> <p>TOPIK (Test of Proficiency in Korean), Hangul Proficiency Test, KLAT (Korean Language Ability Test), proof of language proficiency issued by your language lecturer*</p>
<p>✓ <u>If you will take classes in Indonesian</u></p> <p>Uji Kemahiran Berbahasa Indonesia (UKBI), proof of language proficiency issued by your language lecturer*</p>
<p>✓ <u>If you will take classes in Chinese</u></p> <p>HSK Chinese Proficiency Test, Test of Chinese Proficiency, Test of Chinese as a Foreign Language (only if desired study abroad destination is a partner institution in Taiwan), proof of language proficiency issued by your language lecturer*</p> <p>*Students submit HSK as their Certificate of Language Proficiency, please register your grade and scores.</p>
<p>✓ <u>If you will take classes in French</u></p> <p>DELFDALF, Practical French Aptitude Test, TCF, proof of language proficiency issued by your language lecturer*</p>
<p>✓ <u>If you will take classes in German</u></p> <p>Goethe Institut language proficiency certificate (Goethe-Zertifikat), Certificate of course attendance for Goethe Institut proficiency test, TestDaf, Diplom Deutsch in Japan language proficiency certification, Austrian Government German proficiency test (ÖSD Zertifikat), proof of language proficiency issued by your language lecturer*</p>

✓	<u>If you will take classes in Spanish</u>
	DELE, Spanish language proficiency test (Seiken), proof of language proficiency issued by your language lecturer*
✓	<u>If you will take classes in Italian</u>
	CILS, Practical Italian proficiency test (Iken), proof of language proficiency issued by your language lecturer*
✓	<u>If you will take classes in Russian</u>
	Test of Russian as a Foreign Language, Russian language proficiency test, proof of language proficiency issued by your language lecturer*
✓	<u>If you will take classes in any other language</u>
	Respective official language proficiency tests, proof of language proficiency issued by your language lecturer*

\* Proof of language proficiency issued by your language lecturer

In general, submission of an official language score PDF is required. Only when you cannot ready an official language score in the designated period, you are permitted to submit a proof of language proficiency issued by your language lecturer.

The consulted language lecturer is required to submit an online form directly to the International Center. The necessary procedures will be announced via International Center's website, once they are firm.

When applying for internal screening, we accept a proof of language proficiency issued by your language lecturer as your Certificate of Language Proficiency. However, submission of an official language score is required when applying to the host institution in general. Some exams are only offered a few times a year, so ensure that you take the tests as soon as possible in order to be able to submit the certificates when you make your application.

## VII . Selection

### 1. Screening

- Application documents

### 2. Things valued highly in the selection process

In the selection, based on the submitted documents, all the points below are taken into consideration comprehensively to determine your suitability for the study abroad. The selection does not merely prioritize grades and language ability.

#### For undergraduate students

- Plans for exchange: purpose and contents, research and knowledge of the host institution
- Knowledge of your major: profession/expertise and GPA
- Clarity of your self-expression
- Independence, maturity, sociality, proactivity, cooperativeness
- Listening, oral expression, reading and writing skills in the language of the host institution
- Flexibility and capability of adapting to different cultures

#### For graduate students

In addition to the above, the content of the research plan at the partner institution

## VIII. Selecting Your Institution of Choice

### 1. Selecting Your Institution of Choice

Here are some key factors to consider to help you determine which partner institutions are best suited to you.

Objective	<ul style="list-style-type: none"><li>– What do you want to gain from your study abroad?</li><li>– How do you want to make use of your study abroad experience in the future?</li><li>– What kind of fields/research themes do you wish to deepen your knowledge in?</li></ul>
Environment	<ul style="list-style-type: none"><li>– Courses you can take and class content</li><li>– Class style (e.g. small class size, discussion-based classes)</li><li>– Size of institution (e.g. total student population, student-faculty ratio)</li><li>– Type of institution (e.g. liberal arts, comprehensive/research institution)</li><li>– Institution facilities (e.g. services for exchange students, dormitories)</li><li>– The education system in the country of the institution</li><li>– Primary language spoken at the institution and in the country</li><li>– Location, living environment (e.g. city vs. town, climate, language)</li></ul>
Application criteria	<ul style="list-style-type: none"><li>– Language proficiency test scores</li><li>– GPA</li><li>– Qualifications (e.g. year grade at the start of the study abroad period)</li></ul>

### 2. Points to remember when selecting the institutions you would like to attend

- Be sure to compare and consider multiple institutions. The characteristics of each institution will become clearer by comparing various institutions.
- The majority of partner institutions conduct classes in English (p. 23 “List of languages in which classes are taught”). It is recommended that students study abroad in a region that uses a language they are currently learning as a second language, so that while classes are taught in English, they are able to use this second language in their daily lives.
- Universities widely known in Japan may not always be the most suitable destinations for you to study abroad. Keio University’s partner institutions are all highly rated worldwide, even if not necessarily well-known in Japan. Please refrain from selecting the institutions you would like to attend simply based on the name and your impression of these institutions.

### 3. [Reference information] How to find information about the partner institutions

- Application guidelines by partner institution  
Refer to Application guidelines for Each Partner Institution.  
[https://www.ic.keio.ac.jp/keio\\_student/exchange/ex\\_partners.html](https://www.ic.keio.ac.jp/keio_student/exchange/ex_partners.html)
- Important information has been gathered and posted for each of the partner institutions. Please be sure to carefully check this information. The application guidelines for each partner institution up on the International Center’s website are updated from time to time. Please ensure that you check regularly for the latest information.
- Partner institution websites  
Each partner institution has prepared webpages specifically for exchange students. More detailed information than that found in the application guidelines by partner institution is provided on these pages. Take a look at these sites when you want to know more details about classes, the learning environment, and the size of an institution. A URL for the websites of each institution is provided in the application guidelines by partner institution. There may also be videos and other media that succinctly introduce the charm of studying at each institution.
- Reports from outgoing exchange students  
Available on the International Center’s website (keio.jp authentication required). Reports by exchange students from Keio University on life studying abroad at partner institutions all around the world. These are useful for forming an idea of what life is actually like while studying abroad; however, please understand that these reports were written based on the individual experiences of Keio students and that because the content included was contingent on the information available at the time of studying abroad, there is a possibility that the programs and curriculums currently in place have changed.



## IX. FAQs

### Preparations for Applying

**Q: How should I research partner institutions?**

**A:** We recommend referring to VIII. Selecting Your Institution of Choice in this handbook and other sources as a reference to research and compare various institutions from different perspectives. Another good way to gather information is by going to study abroad fairs run by embassies and other organizations. See also: “Information about Study Abroad”

**Q: Can I talk to people who have done a study abroad?**

**A:** If contact details such as e-mail addresses are included in the study abroad reports by the previous Keio exchange students you may contact them directly. < [https://www.ic.keio.ac.jp/keio\\_student/report/report\\_f.html](https://www.ic.keio.ac.jp/keio_student/report/report_f.html) >

**Q: At the partner institution, can I study something other than my specialist field?**

**A:** It is possible for programs or courses that do not require you to have previously taken core courses etc., in that field. When making your application, it is important to clearly write in your Study Plan how your studies at Keio are relevant to what you want to study at the partner institution.

**Q: What happens with tuition fees while studying abroad?**

**A:** Exchange students are exempt from tuition fees at the partner institution, but they must pay tuition fees to Keio University. For details, see Tuition Fees while Studying Abroad on Study Abroad Handbook.

**Q: How much does it cost to study abroad?**

**A:** It depends on the country/region you are staying at and how you are spending your time. Please refer to III Expenses for studying abroad, Notes for applying, partner institution’s website and past exchange students reports.

### Application Documents

**Q: When first-year undergraduate students apply, are they at a disadvantage?**

**A:** Sometimes there is not enough information to evaluate their academic ability, so in some cases when there are a lot of applicants, students who are in their second year or higher may be given priority. However, there have been many instances where students who applied in their first year were accepted.

**Q: Who is at a bigger advantage: undergraduate students or graduate students?**

**A:** For the selection, undergraduate students are evaluated on their merits as undergraduate students, as are graduate students, so neither can be said to be at an advantage.

**Q: To what degree do grades and language ability affect selection?**

**A:** Selection is based on an overall evaluation, so it is never decided solely on grades or language ability. For the screening, keep in mind that all documents you submit will be taken into account.

**Q: Do I have to fill in my institutions of choice until the 6th choice?**

**A:** The number of institutions of choice you enter is up to you. For your institutions of choice, carefully research and fill only the institutions that you really wish to study at. After passing the internal screening, in principle, withdrawing from the program is not permitted. At the same time, if you list only a small number of institutions and the number of students who want to study at the same institutions exceeds their maximum number of students, applicants will be evaluated against each other and the probability of not being accepted will increase.

**Q: Do I have to write a separate study plan for each institution of choice I give?**

**A:** You may write one for each institution, or you may write one centered around your first choice. For example, you may use the structure of “I want to study A, which I can do at University B or University C.” There is no set way to write the study plan, so research your preferred institutions thoroughly and strongly convey what you want to study at which institution.

**Q:My TOEFL/IELTS scores will not be on time for the application. Can I still apply?**

**A:**Your score is needed for your application. If you do not have it by the application deadline, we cannot accept your application. However, we do accept printouts of scores that are available online.

**Q:Am I unable to apply if my TOEFL/IELTS are low?**

**A:**If you wish to study abroad at institutions that require certification of English language proficiency, for the TOEFL iBT you must have an overall score of 70 or higher, or for the IELTS an overall score of 5.5 or more. If, at the time of the internal application you fall below the minimum language ability requirements set by the partner institution by 10 points or more for the TOEFL iBT or 1.0 point or more for the IELTS, you cannot list that institution as one of your choices. These standards for language ability are set forth as the minimum qualification requirements for the internal application. Not just for English but for all languages used at the study abroad destination, we strongly recommend that applicants meet the language ability requirements set by the partner institutions by the time of the internal application. Students who do not meet these language ability requirements will in general not be accepted by the partner institution. Please endeavor to keep improving your language ability so as to gain the most out of your study abroad experience.

**Q:I wish to study abroad at a UK institution but I only have scores for the TOEFL iBT. Can I still apply?**

**A:** You may make the internal application, however, the IELTS is necessary for acquiring a UK visa and for applying to the partner institution, so take the IELTS and attain the required score as soon as possible before applying to the partner institution.

**Q: I got a score of 700 points for the TOEIC test. Can I convert it to a TOEFL score?**

**A:**Points cannot be converted between TOEIC and TOEFL. Please ensure that you take the appropriate test(s) needed for your application.

**Q: What is the difference between the TOEFL Examinee Score Record and the Official Score Report? Can I apply with the Examinee Score Record?**

**A:**The Examinee Score Record is the examinee's copy of their score report, and it is sent to the examinees by the US Educational Testing Service (ETS). In principle the Examinee Score Record cannot be reissued. It is purely for the examinee to confirm the content, and in many cases it is not accepted as an official score report. The Official Score Report is the official record, and at the examinee's request it is sent by ETS directly to the desired institution and not to the examinees themselves. The purpose of this is to ensure that scores cannot be altered or falsified. <https://www.ets.org/jp/toefl/ibt/scores/get>

**Q:My TOEFL score will expire soon after the application period. Is it still okay?**

**A:**As long as the score is valid past the final day of the application period, it is fine for the internal selection. However, after passing the internal selection and before applying to the partner institution, you will need to submit another score that meets the necessary score requirements.

**Q:Can I use TOEFL My Best Score?**

**A:**Only the Test Date Scores are valid for TOEFL iBT. My Best Scores are NOT evaluated.

**Q:The results for my language proficiency test (not including English tests) will not be on time for the Fall Application deadline. Can I still apply?**

**A:**For information on the certifications necessary for the application, see [V. Application](#) and [IX. Certificate of Language Proficiency](#). The documents required differ according to the language.

**Partner institution**

**Q:Can I enroll in any class?**

**A:** Undergraduate students should check the section "Undergraduate programs open to exchange students" in [Application Guidelines for Each Partner Institution](#). Usually this will state which faculties, classes, etc., you can study in at the partner institutions. However, please be aware in advance that there may be prerequisites set for different courses or limits on the number of students, so you may not necessarily be able to enroll in the subjects you wish. For the most up-to-date information, please check the partner institutions' websites.

**Q: What kind of accommodation will I stay in?**

**A:**It varies slightly depending on the institution, but in general, you will stay in an institution dormitory or an apartment or other accommodation that is mediated by the institution. However, at some institutions, students must find their own accommodation.

**Q:For the classes, do I join ones that are especially for study abroad students?**

**A:**In principle, Keio exchange students take the same classes as local students. At some of our partner institutions, students are required to take courses designed for international students.

**Q:Can I extend (or shorten) my study abroad period?**

**A:**One year is standard for the Keio University Student Exchange Programs (Outbound), so extending (or shortening) it is not possible. Also, you are not able to earn a degree at the host institution.

**Job Hunting**

**Q:Won't studying abroad put me at a disadvantage for job hunting?**

**A:**When you are job hunting, if you are able to show and say with confidence "I studied this" and "I had these experiences," it may conversely be advantageous. However, some types of occupations have a limited period for job hunting, so you must confirm beforehand with placement offices, etc. During the study abroad at the partner institution, it is not permitted under any circumstances to temporarily return to Japan for job hunting activities outside of holiday periods or to cut the study abroad and return to Japan for personal reasons.

**Q:Can I return to Japan earlier for job hunting?**

**A:**If the final examinations at the partner institution have finished and it is a holiday period, you may return to Japan even if the study abroad period that you originally applied for is not finished. However, cutting the study abroad short during term-time at your own accord is not allowed.

**Credits/Advance to the next year/Graduation**

**Q: Are the credits earned from the partner institution recognized as graduation credits? Is it possible to advance to the next grade after returning?**

**A:** The recognition of credits is determined after you submit a "Application for the Transfer of Credits" to your faculty or graduate school upon returning. The decision is made after deliberation by the faculty meeting or the graduate school committee. Advancement to the next grade depends on whether you meet the requirements for retroactive advancement. For detailed procedures, please check with your faculty or graduate school.

**Q:Is it possible to graduate in four years?**

**A:**The conditions for graduation and Retroactive Advancement to the Next Year Level after returning vary by faculty and graduate school, so please check with the academic affairs office of your respective faculty or graduate school. Also, please refer to Preparing for Departure on Keio University Study Abroad Handbook .

**Others**

**Q:Are there any international exchange opportunities available on campus that I can join prior to study abroad?**

**A:** "Keio buddy program" is designed to make new incoming exchange students feel welcome and help them transition to life in Japan and at Keio University. The program matches a new incoming exchange student with a current Keio student who has studied abroad or has a plan to study abroad.

## **X. Application guidelines for Each Partner Institution**

- Application guidelines for Each Partner Institution  
[https://www.ic.keio.ac.jp/keio\\_student/exchange/ex\\_partners.html](https://www.ic.keio.ac.jp/keio_student/exchange/ex_partners.html)
- Latest information for the Application Guidelines for Student Exchange Program (Outbound).  
[https://www.ic.keio.ac.jp/keio\\_student/exchange/](https://www.ic.keio.ac.jp/keio_student/exchange/)

The application guidelines below are written based on responses from each partner university, however, the content is subject to change without notice. For the most up-to-date information, please see the website of the partner university, Application Guidelines for Each Partner Institution or Latest information for the Application Guidelines for Student Exchange Program (Outbound). If any changes occurs in partner university's requirements or information posted on the website once the application period for each round is open, we will also post the updates.

For Graduate Students, Language proficiency and GPA requirements may vary, so please check the International Center's "Application Guidelines for each partner university" for details.



Area	University	TOE FL iBT	IEL TS	Specific requirements for each departments	Language proficiency	Minim un GPA	Graduat e program s	Eligibility	Notes for Applying
China	Tsinghua University	70	5.5		Chinese: HSK Level 5 (score above 60 on each section is recommended)	-	○		Students of Chinese nationality are not eligible to apply.
	University of Macau	70	5.5		Chinese: A2	-	N/A		Students of Chinese nationality are not eligible to apply.
	Xi'an Jiaotong University	80	6		Chinese: HSK Level 4 (score above 180)	-	○		Students of Chinese nationality are not eligible to apply.
	Zhejiang University	70	5.5		Chinese: HSK Level 5 (score above 180)	-	○		Students of Chinese nationality are not eligible to apply.
Indonesia	Universitas Indonesia	80	6.5		Indonesia: Sufficient level to understand the lectures. Certificate such as TIBA is required. All students should be prepared to submit TOEFL iBT or IELTS score after selected as a nominee at Keio even if they are planning to take classes instructed in Bahasa Indonesia or BIPA program.	3.00	○		
Fall	Ewha Womans University	70	5.5		Korean: A2 Level, but a sufficient command of Korean to follow lectures is recommended.	2.50	○		Male students may also apply
	Korea University	70	5.5		Korean: A sufficient command of Korean to follow lectures is recommended.	2.50	○		
	Pusan National University	70	5.5		Korean: A sufficient command of Korean to follow lectures is recommended.	-	○		Undergraduate programs NOT open to exchange students: Dentistry, Medicine, Korean Medicine, Nursing, Law
	Seoul National University	88	6		Korean: A sufficient command of Korean to follow lectures (TOPIK LEVEL 5 OR ABOVE highly recommended). Applicants for Dept. of Korean History/Psychology/Statistics/Pharmacy must provide a proof of TOPIK Level 5 or above.	2.50	○		
	Yonsei University	79	6.5		Korean: KLAT Level 4 or TOPIK Level 4	2.50	○	Second, third- or fourth-year undergraduate students or graduate students	All language proficiency tests must have been taken within 2 years of the start date of the semester.
	Universiti Malaya	70	5.5	Check the requirements for each departments on Application guidelines for Each Partner Institution		3.00	○		
Philippines	University of the Philippines	70	6			3.00	○		

Area	University	TOEFL IBT	IELTS	Specific requirements for each departments	Language proficiency	Minimum GPA	Graduate programs	Eligibility	Notes for Applying	
Singapore	National University of Singapore	70	5.5	Check the requirements for each departments on Application guidelines for Each Partner Institution		-	N/A		Faculty of Dentistry, Yong Loo Lin School of Medicine, Saw Swee Hock School of Public Health, Alice Lee Centre for Nursing Studies, Institute of Systems Science, Business Modules are not open to students through the University-level exchange agreement. · Economics courses are usually in high demand, if not, oversubscribed. Therefore it is most likely that the course is unavailable.	
	Singapore Management University	93	7			-	N/A			
	National Chengchi University	80	6		Chinese: TOCFL Superior or HSK Level 4	2.75	O			Students of Chinese nationality are not eligible to apply.
	National Cheng Kung University	70	5.5	Check the requirements for each departments on Application guidelines for Each Partner Institution	Chinese: Basic proficiency in Chinese language (Some departments may require B1 or B2 level Chinese)	-	O			Students of Taiwan nationality are not eligible to apply. Check the language/GPA requirements for each departments
Taiwan	National Taiwan University	71	5.5		Chinese: HSK Level 5 or TOCFL Band B Level 3	3.00	O		Students who hold Taiwan passport are not eligible to apply. The Department of Anthropology requires exchange students have Chinese language proficiency	
	Thailand	Chulalongkorn University	79	6		Thai: A sufficient command of Thai to be able to follow lectures without difficulty.	2.75	O		
Viet Nam	Foreign Trade University	70	5.5			-	O			

Area	University	TOE FL IBT	IEL TS	Specific requirements for each departments	Language proficiency	Minimum GPA	Graduate programs	Eligibility	Notes for Applying	
Canada	Concordia University	90	7	Check the requirements for each departments on Application guidelines for Each Partner Institution		2.80	O		Law is normally not open to university-wide agreements. Faculty of Engineering as well as the Faculty of Management are limited and not guaranteed.	
	McGill University	90	6.5	Check the requirements for each departments on Application guidelines for Each Partner Institution		3.00	O			
	Queen's University	88	6.5			-	N/A			School of Business:Students must already be registered in the same degree program (or at least focusing on the same subject) in their home university. English Language Proficiency test results are valid for a maximum period of two years prior to beginning studies at Queen's.
	The University of British Columbia	90	6.5			3.00	O			
	Université de Montréal	-	-		French: B2(OEFR) Some departments may require a higher level.	-	O		Some departments may have particular GPA requirements.	
	University of Calgary	86	6.5	Check the requirements for each departments on Application guidelines for Each Partner Institution		2.70	O			
	University of Toronto	89	6.5	Check the requirements for each departments on Application guidelines for Each Partner Institution		2.25	O			Architecture, Landscape, and Design, Information, GPA 2.7
	York University(Canada)	88	6.5	Check the requirements for each departments on Application guidelines for Each Partner Institution		2.50	O			
	United States of America	Allegheny College	80	6			3.00	N/A		School of Computer Science is NOT open to exchange students
		American University	85	6.5			3.00	N/A		
Boston University		90	7			3.00	O			
Brown University		100	8			-	N/A			
Bryn Mawr College		100	7			3.00	N/A	Third-year undergraduate students		
Carnegie Mellon University		96	7			-	N/A			



Area	University	TOE FL IBT	IEL TS	Specific requirements for each departments	Language proficiency	Minim um GPA	Graduat e program s	Eligibility	Notes for Applying
United States of America	Dartmouth College	100	7			-	N/A		
	Georgetown University	88	0			3.00	N/A		Business, Law and Liberal Studies are NOT open to exchange students
	Illinois Wesleyan University	80	6.5			3.00	N/A		
	Manhattanville College	80	6.5			3.00	N/A		
	Rice University	100	7			3.00	N/A		
	The College of William & Mary	100	7			-	N/A		
	The University of North Carolina at Chapel Hill	85	6			2.80	O		
Fall	University of California Education Abroad Program	80	6.5	Check the requirements for each campus on Application guidelines for Each Partner Institution		3.00	O		The host campus will be assigned by the UCEAP program. University-wide,Non-Economic majors Economic majors are only for Faculty-wide
	University of Hawai'i at Mānoa	70	6	Check the score requirements for each departments on Application guidelines for Each Partner Institution		2.50	O	Third- or fourth- year undergraduate students or graduate students	
	University of Illinois at Urbana-Champaign	80	6	Check the requirements for each departments on Application guidelines for Each Partner Institution		3.00	O		
	University of Maryland, College Park	90	6.5			3.00	N/A		Business, Engineering are NOT open to exchange students
	University of Notre Dame	90	7			3.00	N/A		Law School, Graduate Studies are NOT open to exchange students. Business and others are limited
	University of Pennsylvania	100	7.5			3.00	N/A		

Area	University	TOE FL IBT	IEL TS	Specific requirements for each departments	Language proficiency	Minim um GPA	Graduat e program s	Eligibility	Notes for Applying
United States of America	University of Washington	76	6			3.00	N/A		Business, Professional programs, Fee-based programs are NOT open to exchange students.
	University of Wisconsin-Madison	95	6.5			-	○		Professional schools are NOT open to exchange students. Business courses may be full by the time exchange students can enroll.
	Western Michigan University	71	6			2.50	Undergraduate students preferred (graduate students are acceptable, but will require more preparation time)		
Fall									
Mexico	Tecnológico de Monterrey	70	5.5		Spanish: At least an advanced level. In order to ensure that you meet the required language skills, an online Spanish placement test and a Skype interview will be required to assess your level prior your arrival at Campus.	2.90	N/A		English-taught Business courses are limited.
Austria	WU (Vienna University of Economics and Business)	70	5.5		German: B2	-	N/A		Some German proficiency is highly recommended even for students who are only taking courses in English to fully participate in the wider community and student life.
Belgium	Universiteit Antwerpen	79	6.5		Dutch: A sufficient command of Dutch to follow lectures is recommended.	-	○		
Denmark	Aarhus University	83	6.5			-	○		Aarhus BSS (Business/Economics, Law, Political Science, Psychology, Business/Engineering) have strict requirements
	École normale supérieure (ENS)	-	-		French: B2	-	○	Third- or fourth-year undergraduate students or graduate students	

Area	University	TOE FL IBT	IEL TS	Specific requirements for each departments	Language proficiency	Minimum GPA	Graduate program	Eligibility	Notes for Applying
France	EDHEC Business School	70	5.5		French: B2	-	○	Third- or fourth- year undergraduate students or graduate students	English proficiency is mandatory.
	ESSEC Business School	80	6		French: B2	-	○	Third- or fourth- year undergraduate students or graduate students	
	HEC Paris	70	5.5		French: A sufficient command of French to be able to follow lectures without difficulty.	-	○	Third- or fourth- year undergraduate students or graduate students	
	INALCO	-	-		1. Language and Civilisation courses : French B1 level achieved 2. French Language courses (half FLE) : A2 3. Professional Track courses : French C1 level achieved + Minimum B2 level in English	-	○		
Fall	Jean Moulin – Lyon 3 University	80	6.5		DEUF program (classes in French);DELF B1 (B2 recommended) or TCF 300 or 389 points *Students with a B1 level in French upon arrival cannot register for the SELF- program, *DELF C1 is required for students in Information & Communication.	-	○	Third- or fourth- year undergraduate students or graduate students	
	Sciences Po	100	6.5		French: TOF minimum score 400 or DELF /DALF B2	-	○	Third- or fourth- year undergraduate students or graduate students	

Area	University	TOE FL IBT	IEL TS	Specific requirements for each departments	Language proficiency	Minim um GPA	Graduat e program s	Eligibility	Notes for Applying
France	Toulouse 1 Capitole University	79	6		French: DELF B2 or TCF 450	-	○	Third- or fourth- year undergra duate students or graduate students	
	Université Côte d'Azur	-	-		French: B2	-	○		French proficiency is mandatory.
	Université Paris Cité	90	5.5		French: DELF B2, DALF C1/C2 ※Taking the written expression part of the exam is mandatory.	-	○		Most programmes are in French, but the two departments where students will typically find classes in English are ELA – (Intercultural Studies and Applied Languages) and English and American Studies.
	Université de Strasbourg	70	5.5		Sciences Po Strasbourg: B2 level French: B1 mandatory, B2 generally strongly recommended. Performing and Visual Arts : C1 mandatory Letters: B2 Sciences Po Strasbourg: B2	-	○		
	Université Paris 1 Panthé on–Sorbonne	-	-		French: DELF B2	-	○	Third- or fourth- year undergra duate students or graduate students	
Fall	Université Sorbonne Nouvelle	70	5.5		French: B2	-	○	Third- or fourth- year undergra duate students or graduate students	

Area	University	TOE FL IBT	IEL TS	Specific requirements for each departments	Language proficiency	Minim um GPA	Graduat e program s	Eligibility	Notes for Applying
Fall	Freie Universität Berlin	-	-		German: B2 ( except for John F Kennedy Institute for North American Studies: C1, Natural sciences: B1)	-	○		
	Heinrich Heine University Düsseldorf	-	-		German: B1 or higher	-	○		
	Martin Luther University Halle-Wittenberg	-	-		German: Sufficient level to follow lectures without difficulty (B2 is recommended)	-	○		
	RWTH Aachen University	70	5.5		German: B1 (Earth Sciences and Geography, Medicine: B2)	-	○	Third- or fourth- year undergraduate students or graduate students	There are few classes conducted in English for undergraduate students. Students who wish to study English or Business Administration must be enrolled in this field at their home university.
								Second- third- or fourth- year undergraduate students or graduate students	
	Saarland University	-	-		German: Sufficient level to attend courses (minimum 400 hours), B1	-	○		
								Third- or fourth- year undergraduate students or graduate students	There are few classes conducted in English.
	Technische Universität Darmstadt (TU Darmstadt)	72	5.5		German: Sufficient level to follow lectures without difficulty (B1, B2 is recommended)	-	○		
									Some German proficiency is highly recommended even for students who are only taking courses in English to fully participate in the wider community and student life. TUM departments are not open to exchange students.
	Technische Universität München (TUM)	70	5.5		German: Sufficient level to attend courses	-	○		
	TU Dresden	-	-		German: B1 (Medicine and Dentistry: B2)	-	○		
	University of Bonn	85	6		German: B2	3.00	○		The majority of lectures are taught in German and there is very limited number of courses in English.
	University of Cologne	80	5.5		German: B2	-	○		Faculty of Management, Economics and Social Sciences (WiSo Faculty) and Faculty of Medicine have limited capacity and may not accommodate exchange students. Not every faculty offers the sufficient number English-taught courses.

Area	University	TOE FL IBT	IEL TS	Specific requirements for each departments	Language proficiency	Minim un GPA	Graduat e program s	Eligibility	Notes for Applying
	University of Siegen	72	5.5		German: B2	-	○		There are few classes conducted in English.
Germany	WHU – Otto Beisheim School of Management	85	0		Sufficient command of German is required to be able to follow lectures without difficulty.*	-	N/A		Courses are almost entirely taught in English.
Greece	National and Kapodistrian University of Athens	70	5.5		Sufficient command of Greek to be able to follow lectures without difficulty, and a sufficient command of English to allow students to communicate and function within an academic context (B2 level) is required .	2.50	○		There are few classes conducted in English.
Hungary	University of Pécs	72	5.5			2.80	○		
Ireland	University College Dublin	90	6.5			-	○		Engineering, Science are NOT open to exchange students
	Ca' Foscari University of Venice	72	5.5		Italian: B2 (CILS, PLIDA, CELI, etc.)	-	○		
	"L'Orientale" University of Naples	-	-		Sufficient command of Italian to be able to follow lectures without difficulty.	-	○		
Italy	Sapienza Università di Roma	70	5.5		Italian: B2	-	○		There are few classes conducted in English.
	Università Bocconi	70	5.5		Sufficient command of Italian to be able to follow lectures without difficulty.	-	○		
	Unibersity of Pavia	80	6		Italian: B1	-	○		There are few classes conducted in English for undergraduate students.
	Erasmus University Rotterdam, Erasmus School of Economics	90	6.5			-	○		
	Erasmus University Rotterdam, Erasmus School of Social and Behavioural Science	80	6			-	○		
Netherlands	Erasmus University Rotterdam, Erasmus School of History, Culture and Communication	92	7			-	○		

Area	University	TOE FL IBT	IEL TS	Specific requirements for each departments	Language proficiency	Minim um GPA	Graduat e program s	Eligibility	Notes for Applying
Netherla nds	Erasmus University Rotterdam, Rotterdam School of Management	90	6.5			-	○	Third- or fourth- year undergra duate students or graduate students	
	Erasmus University Rotterdam, Erasmus University College	100	7			2.80	○	Third- or fourth- year undergra duate students or graduate students	
	Leiden University	90	6.5			3.20	○	Third- or fourth- year undergra duate students or graduate students	
	University of Amsterdam	92	6.5	Check the requirements for each departments on Application guidelines for Each Partner Institution		3.00	○	Third- or fourth- year undergra duate students or graduate students	
	VU University Amsterdam	92	6.5		Dutch: C1	-	○		
Norway	University of Bergen	70	5.5	Check the requirements for each departments on Application guidelines for Each Partner Institution		-	○		
	University of Oslo	70	5.5			-	○		
	University of Warsaw	79	5.5		Polish: CFER B2	-	○		
Fall	Far Eastern Federal University	70	5.5		Russian: B1	-	○		

Area	University	TOE FL IBT	IEL TS	Specific requirements for each departments	Language proficiency	Minim um GPA	Graduat e program s	Eligibility	Notes for Applying
Russia	Lomonosov Moscow State University	-	-		Russian: B2	3.00	○		
	Saint Petersburg State University	70	5.5		Russian: B2	-	○		Depending on the faculty, classes are conducted in Russian only.
Spain	ESADE Business School	70	5.5		Spanish: B1 (recommended)	-	N/A	Third- year or fourth- year undergra duate students	
Spain	Pompeu Fabra University (UPF)	70	5.5		Spanish: MCER B1	3.00	N/A	Third- year or fourth- year undergra duate students	
	Universidad de Salamanca(USAL)	-	-	Check the requirements for each departments on Application guidelines for Each Partner Institution	Spanish: B1 Bachelor in Global Studies requires English in addition to Spanish B1	-	N/A		
	Universitat Autònoma de Barcelona (UAB)	-	-	Check the requirements for each departments on Application guidelines for Each Partner Institution	Spanish: B2	-	○		Spanish is mandatory
	University of Navarra	80	6		Spanish: DELE B2	-	N/A		Courses conducted in English are mainly offered at the School of Economics and Business.
Sweden	KTH	70	5.5			-	○	Third- or fourth- year undergra duate students or graduate students	Only science and engineering students ((third or fourth year undergraduate students or graduate students that belong to the faculty of science and technology) are eligible.
	Lund University	90	6.5			-	Graduate students' applica tions may be considered.		School of Economics and Management, Journalism and other programs are limited.



Area	University	TOE FL IBT	IEL TS	Specific requirements for each departments	Language proficiency	Minim um GPA	Graduat e program s	Eligibility	Notes for Applying
Fall	University of Gothenburg	70	5.5			-	<input type="radio"/>		
	Uppsala University	70	5.5			-	<input type="radio"/>		
	University of Bern	80	6	Check the requirements for each departments on Application guidelines for Each Partner Institution	German: B2	-	<input type="radio"/>		There are few classes conducted in English.
	University of Geneva (UNIGE)	70	5.5		French: B2 (French Literature: C1 level)	2.80	<input type="radio"/>		There are few classes conducted in English.
	University of Lausanne	70	5.5		French: B2	-	<input type="radio"/>		There are few classes conducted in English.
	University of St.Gallen	70	5.5		German: B2	-	<input type="radio"/>		
	University of Zurich	-	-		German: C1	-	<input type="radio"/>		
	Turkey Bogaziçi University	79	6.5			2.50	<input type="radio"/>		Professional and degree program are NOT open to exchange students.

Area	University	TOE FL IBT	IEL TS	Specific requirements for each departments	Language proficiency	Minim um GPA	Graduat e program s	Eligibility	Notes for Applying
	Cardiff University	-	6	Check the requirements for each departments on Application guidelines for Each Partner Institution		3.00	N/A		It is recommended that those who wishing to study at the Cardiff Business School have studied Business/ Economics/ Commerce at home university. *English tests are valid if they have been taken within two years of the start date of your chosen programme.
	Durham University	Check the Application guidelines on the website							
	King's College London	100	7			3.30	○		*English tests are valid if they have been taken within two years of the start date of your chosen programme.
	Royal Holloway, University of London	-	6.5			3.00	○	Third- or fourth- year undergraduate students or graduate students	Only IELTS score is accepted *English tests are valid if they have been taken within two years of the start date of your chosen programme.
	SOAS, University of London	95	6.5			3.30	○		2-years validity date for IELTS/TOEFL will be counted backward from 1st September of the year intake.
	The University of Edinburgh	92	6.5	Check the requirements for each departments on Application guidelines for Each Partner Institution		3.00	N/A		*English tests are valid if they have been taken within two years of the start date of your chosen programme.
United Kingdom	The University of Manchester	90	6.5	Check the requirements for each departments on Application guidelines for Each Partner Institution		3.00	N/A		Faculty of Humanities courses only *English tests are valid if they have been taken within two years of the start date of your chosen programme.
	University of St Andrews	94	7			3.20	N/A		Inbound students must take at least one module in History. English tests are valid if they have been taken within two years of the start date of your chosen programme.
	The University of Warwick	92	6.5	Check the requirements for each departments on Application guidelines for Each Partner Institution		3.00	N/A		Your degree subject/ major must be related to the academic department that you intend to study in at Warwick. English tests must be taken within two years and one month prior to the start of your course at Warwick.
	The University of Sheffield	88	6.5	Check the requirements for each departments on Application guidelines for Each Partner Institution		3.00	N/A		*English tests are valid if they have been taken within two years of the start date of your chosen programme.
	University of Birmingham	88	6.5	Check the requirements for each departments on Application guidelines for Each Partner Institution		2.50	N/A	Second-, third- or fourth- year undergraduate students	*English tests are valid if they have been taken within two years of the start date of your chosen programme. Students are required to have the correct academic background for the courses they want to take.

Area	University	TOE FL IBT	IEL TS	Specific requirements for each departments	Language proficiency	Minim un GPA	Graduat e program s	Eligibility	Notes for Applying
Fall	University of Glasgow	-	6			3.00	○		English tests must have been taken within 2 years and 5 months of start date at the University of Glasgow.
		University of Southampton	-	6.5		3.00	○		Only IELTS score is accepted *English tests are valid if they have been taken within two years of the start date of your chosen programme.
	United Kingdom	University of York (UK)	87	6.5	Check the requirements for each departments on Application guidelines for Each Partner Institution			Third- or fourth-year undergraduate students or graduate students	English tests must have been taken within two and a half years of start date at the University of York.
		The Australian National University	80	6.5		3.00	○		
		The University of Melbourne	79	6.5		3.00	○		
		The University of New South Wales	90	6.5	Check the requirements for each departments on Application guidelines for Each Partner Institution	3.00	○		
	Australia	The University of Queensland	87	6.5		-	○		
		The University of Sydney	85	6.5		3.00	○		
		The University of Auckland	80	6		2.70	○		
	New Zealand	University of Otago	80	6	Check the requirements for each departments on Application guidelines for Each Partner Institution	3.00	○		
Spring	Argentina	Universidad Torcuato Di Tella	70	5.5		3.00	○		