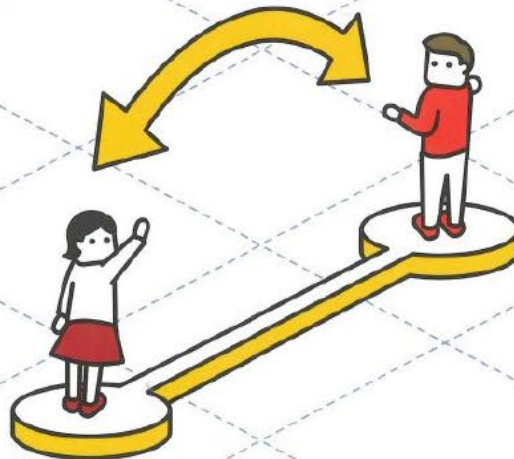


Keio University



Application Guidelines For Keio University Student Exchange Program (Outbound)

2023 Academic Year



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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 periodically.

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.

Notice of changes to recruitment from the 2023 academic year

The changes for recruitment from the 2023 academic year are as follows. For the latest information, please check the International Center's website.

<Changes for recruitment from the 2023 academic year>

- The former First Round and Second Round applications will be unified into one "Fall Round Application". The Third Round application will be changed to "Spring Round Application".
- Previously, the screening process consisted of 1. application documents 2. interview, but from 2023 the interview screening will be terminated and the overall screening will be commenced only by referring to your application documents. However, changes are not made to important points applicants must be aware of upon screening.
- Before, applying with the proof of language proficiency issued by a lecturer was permitted for languages other than English, but from 2023 and onwards, 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.
Also, the format of the proof of language proficiency offered by a language lecturer has been changed, and the consulted language lecturer is required to submit an online form directly to the International Center. The necessary procedures will be announced via this website, once they are firm.

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 sense of purpose.

II. 2023 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.

Also, additional application rounds may be held depending on the program application status. In the case that additional application rounds are to be held, notifications will be issued on the website of the International Center.

	Fall Round Application	Spring Round Application
2022 Preparing for Application	<ul style="list-style-type: none"> 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.) Gathering information about the partner institutions where you wish to study abroad. 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). Attending the <u>*Keio Study Abroad Fair (June)</u>, <u>orientations for studying abroad</u>, etc. 	
Early September	Online Application	
Late November	Announcement of screening results	
Early December ~ Mid December	Student Exchange Program Candidate Orientation	
December 2022 ~ August 2023	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 June	Pre-departure orientation	
Mid July	Pre-departure preparation	Announcement of screening results
Late July		Student Exchange Program Candidate Orientation
July ~ October	Depart for host institution	

	Fall Round Application	Spring Round Application
September ~ 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 Orientation Pre-departure preparation
2023 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. 2023 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 5, 2022	Monday May 1, 2023
	Online application website Close	4:45 p.m. Friday, September 30, 2022	4:45 p.m. Friday, May 26, 2023
Announcement of second screening results		Tuesday, November 22, 2022	Friday, July 14, 2023
Student Exchange Program Candidate Orientation		Saturday, December 10, 2022	Monday, July 31, 2023
Pre-departure Orientation		Late June, 2023	Early December, 2023

* 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

3. Deadline for Applications

<Online Registration>

- Fall Round Application: Friday, September 30, 2022 at 4:45 p.m.
- Spring Round Application: Friday, May 26, 2023 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, Seoul National University, Yonsei University
Philippines	University of the Philippines
Singapore	National University of Singapore, Singapore Management University

Country/Region	Partner Institution
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 de Paris, Université de Strasbourg, Université Paris 1 Panthéon-Sorbonne, Université Sorbonne Nouvelle - Paris 3
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
Spain	ESADE Business School, Pompeu Fabra University (UPF), Universidad de Salamanca (USAL), Universitat Autònoma de Barcelona (UAB), University of Navarra

Country/Region	Partner Institution
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, 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 2022 and a new host institution becomes available for the 2023 academic year, it will be posted on the website below:

https://www.ic.keio.ac.jp/keio_student/exchange/

6. Inquiries

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

Tel: 03-5427-1613

E-mail: ic-student@adst.keio.ac.jp

URL: 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 leaves of absence will be permitted from the time of application until the beginning of the study abroad period. However, please note student exchange candidates who are in temporary leaves of absence will need to attend various orientations and apply to the host institution as well as regular students.
Please also note studying abroad period 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 leaves of absence during this period.
- 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.
 - **Admitted on or after April 1, 2017**
Calculate by applying the number of credits for grades stated on your academic transcript from the first-year level of undergraduate studies to the following formula. (Cumulative GPA stated on academic transcript)
A cumulative grade (GPA)=4S+3A+2B+1C+0D/S+A+B+C+D
P, F, ?, G, etc., and grades other than S, A, B, C, D are not taken into consideration for calculations.
- 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 X. Language used at Institution of Choice for the documents for each language that applicants need to prepare for their application.
- 5) A total score of 70 or above for TOEFL iBT or a total score of 5.5 or above for IELTS; and,
 - In principle, fulfilment of the minimum criteria for language proficiency requirements stipulated by each partner institution at the time of application and internal selection. If the scores you currently have to hand are lower than the minimum criteria for the language proficiency requirements stipulated by each partner institution but within 9 points of the TOEFL iBT total or 0.5 points of the IELTS total, although it is still possible to indicate the partner institutions in question as your desired destinations for studying abroad, it is preferable that you indicate partner institutions for which you fulfil the requirements at the time of application and internal selection.
 - **TOEFL iBT Test Date Scores are accepted and My Best Scores are not evaluated.**
 - The English language proficiency requirements given above is the minimum qualification that Keio sets for applicants for the internal application. It is highly recommended that by the time applicants make their internal application they have already met the language proficiency requirement set by the partner institution. This does not only apply to English but also to the languages of instruction in classes you intend to take at your host institution. **In principle, if a student has not met the language proficiency requirement of the partner institution, the student will not be accepted into that institution.**
 - 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.
- 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

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 nature of 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.
- 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.
- 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. Note that Keio University exchange students are not able to acquire a degree from the host institution.
- 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. You will not be able to apply for subsequent student exchange programs if you withdraw from a study abroad after the conclusion of the second screening (interview).
- 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. For more information about the expense, please refer to “VI Costs for Student Exchange program” section.

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.

- 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-student@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 leaves of absence will be permitted from the time of application until the beginning of the study abroad period. However, please note student exchange candidates who are in temporary leaves of absence will need to attend various orientations and apply to the host institution as well as regular students.
Please also note studying abroad period 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 leaves of absence during this period.
- 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.
 - If you do not have your undergraduate transcripts on hand, submit your transcripts.
 - Students from other institutions should submit transcripts from their home institutions.

Admitted on or after April 1, 2017

- ✧ Calculate by applying the number of credits for grades stated on your academic transcript from the first-year level of undergraduate or graduate studies to the following formula. (Cumulative GPA stated on academic transcript)
 - ✧ **A cumulative grade (GPA)= $4S+3A+2B+1C+0D/S+A+B+C+D$**
 - ✧ P, F, ?, G, etc., and grades other than S, A, B, C, D are not taken into consideration for calculations.
- 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 X. Language used at Institution of Choice onwards for necessary documents for each language that applicants need to prepare for their application.

- 8) A total score of 70 or above for TOEFL iBT or a total score of 5.5 or above for IELTS; and,
- In principle, fulfilment of the minimum criteria for language proficiency requirements stipulated by each partner institution at the time of application and internal selection. If the scores you currently have to hand are lower than the minimum criteria for the language proficiency requirements stipulated by each partner institution but within 9 points of the TOEFL iBT total or 0.5 points of the IELTS total, although it is still possible to indicate the partner institutions in question as your desired destinations for studying abroad, it is preferable that you indicate partner institutions for which you fulfil the requirements at the time of application and internal selection.
 - **TOEFL iBT Test Date Scores are accepted and My Best Scores are not evaluated.**
 - The English language proficiency requirements given above is the minimum qualification that Keio sets for applicants for the internal application. It is highly recommended that by the time applicants make their internal application they have already met the language proficiency requirement set by the partner institution. This does not only apply to English but also to other languages spoken in the country of the partner institution. **In principle, if a student has not met the language proficiency requirement of the partner institution, the student will not be accepted into that institution.**
 - 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.
- 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

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-student@adst.keio.ac.jp) four weeks prior to the end of the application period.
- 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.
- 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.
- 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. Note that Keio University exchange students are not able to acquire a degree from the host institution.

- 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. You will not be able to apply for subsequent student exchange programs if you withdraw from a study abroad after the conclusion of the second screening (interview).
- 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. For more information about the expense, please refer to “VI. Costs for Student Exchange program” section.

*** 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

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

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. 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 enter 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 a printout 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

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 institution 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 performance).
- SAT (Scholastic Assessment Test) score report for the Critical Reading section
- ACT (American College Test) student report

4. Application Documents

For Undergraduate Students

Fill in each field.	
(1) Student Profile	Fill in each field.
(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*)	Write, in English, your reasons for applying for study abroad (about 500 words). 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.
(4) Study/Research Plan While Abroad (in English and in language used at institution of choice*)	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>	<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"> – After the internal selection process, in principle, withdrawing your candidacy is not permitted, 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. It is not necessary to list up to your 6th choice. 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. – 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). – 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 you select the University of California EAP (Education Abroad Program) for one of your six choices, list three UC campuses in order of preference.
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***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. Language used at institution of choice as well as Application Guidelines for Each Partner Institution on the website.

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

<p>(1) ID photograph</p>	<p>Your photograph image should:</p> <ul style="list-style-type: none"> - 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) <p>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</p>
<p>(2) Transcript of Academic Record</p>	<p>The most recent Transcript of Academic Record (“Seiseki Shoumeisho”). <u>Be aware that this differs to the Academic Transcript (“Gakugyou Seisekihyou”).</u> 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"> – If you are applying during Fall Round Application, upload your Transcript of Academic Record through 2022 Spring Semester issued after September 22, 2022. For Spring Round Applications, please upload the Transcript of Academic Record through the previous year’s Fall Semester. <p>Regarding issue of Transcript of Academic Record, please refer to Keio University Student Website below. https://www.students.keio.ac.jp/com/procedure/certificate/issue.html</p>

(3) Certificate(s) of Language Proficiency	<p>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. 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>Taking classes in <u>English</u>: A certificate of language proficiency issued by an official English language testing body. -TOEFL (iBT), or IELTS</p> <p>Taking classes in <u>French</u>: Upload a certificate of language proficiency issued by an official French language testing body. - DELF/DALF, Practical French Aptitude Test, TCF</p> <p>Taking classes in languages <u>other than those listed above</u>: 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 https://www.ic.keio.ac.jp/keio_student/exchange/en.html</p>

Application for Graduate Students and Fourth-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*)	Write, in English, your reasons for applying for study abroad (about 800 words). 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.
(4) Study/Research Plan While Abroad (in English and in language used at institution of choice*)	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.
(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"> – After the internal selection process, in principle, withdrawing your candidacy is not permitted, 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. It is not necessary to list up to your 6th choice. 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. – 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). – 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. <p>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.</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. 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 <u>X. Language used at institution of choice</u> as well as Application Guidelines for Each Partner Institution on the website.</p>	

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"> - 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) <p>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</p>
(2) Transcript of Academic Record	<p><u>The most recent Transcript of Academic Record (“Seiseki Shoumeisho”). Be aware that this differs to the Academic Transcript (“Gakugyou Seisekihyou”).</u></p> <ul style="list-style-type: none"> -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. -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. -If you are applying during Fall Round Application, upload your Transcript of Academic Record through 2022 Spring Semester issued after September 22, 2022. For Spring Round Applications, please upload the Transcript of Academic Record through the previous year’s Fall Semester. <p>Regarding issue of Transcript of Academic Record, please refer to Keio University Student Website below. https://www.students.keio.ac.jp/com/procedure/certificate/issue.html</p>
(3) Certificate(s) of Language Proficiency	<p>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. For more on which certifications are needed for the application, check below for the designated documents for each language, Chapter 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>Taking classes in <u>English</u>: A certificate of language proficiency issued by an official English language testing body. -TOEFL (iBT), or IELTS</p> <p>Taking classes in <u>French</u>: Upload a certificate of language proficiency issued by an official French language testing body. - DELF／DALF, Practical French Aptitude Test, TCF</p> <p>Taking classes in languages <u>other than those listed above</u>: 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	<p>A written document from your Keio University Academic Advisor that gives approval for you to study abroad. Any format is acceptable, including letters or e-mail.</p>

(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	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. Written Oath: Download from https://www.ic.keio.ac.jp/keio_student/exchange/en.htm

VI . Costs for Student Exchange program

The cost of the study abroad varies according to the country and institution, but in general, please allow for an amount about 1,500,000 and 2,500,000 yen excluding tuition fee and other academic fees. During exchange program, you will pay academic fees and expenses to Keio University. Please also find the list of costs for your reference as below.

- **Teaching material costs**

Cost to purchase textbooks, photocopy fees, etc.

- **Accommodation and food costs**

Dormitories, apartments, homestay, etc. Dormitories are the mainstream for student exchange programs, but you may not be able to stay at the dormitories of some institutions. Dormitory fees may include meals.

- **Communication and transportation costs**

Communication costs such as cell phone contracts. Local transportation expenses, travel expenses during vacations, etc.

- **Travel expenses (flight fees)**

This will depend on whether your flight is a direct or transit flight, the time of year, and distance.

- **Overseas travel insurance fee**

Exchange students 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). However, even though students will be signed up to the Keio University Overseas Travel Insurance, if required by the host institution or if it is necessary for the visa application, students must join a separate insurance policy in the host country. 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. Some institutions may have a waiver policy that exempts students from joining their preferred insurance plan if the student is able to submit by the designated date a document proving that the Keio Overseas Travel Insurance satisfies their requirements. Please note that joining travel insurances and making visa applications are the responsibility of the students who have been accepted for the exchange program.

- **Various procedural fees**

Fees to take language proficiency tests, passport application fee, visa application fee, vaccination fees, overseas remittance fees, etc.

VII. Selection

1. Screening

- Application documents

※From 2023, screening via interviews has been terminated.

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

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
- 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 appeal 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. 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.

<If you will take classes in English>

TOEFL iBT, IELTS

-In the case of TOEFL iBT or IELTS, it must be within two years of taking the exam.

Example: Application in the fall-round call for the 2023 academic year: valid in the case that you took the exam after October 1, 2020; invalid if you took the exam before September 30.

-For TOEFL iBT you must upload the Test Taker Score Report; for IELTS you must upload the Test Report Form.

- You may submit only one copy of a certificate per test type

-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.

- 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)
- 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)
- SAT (Scholastic Assessment Test) critical reading score certificate

- ACT (American College Test) certificate

<If you will take classes in Korean>

TOPIK (Test of Proficiency in Korean), Hangul Proficiency Test, KLAT (Korean Language Ability Test), proof of language proficiency issued by your language lecturer*

<If you will take classes in Indonesian>

Uji Kemahiran Berbahasa Indonesia (UKBI), proof of language proficiency issued by your language lecturer*

<If you will take classes in Chinese>

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*

<If you will take classes in French>

DELFD/DALF, Practical French Aptitude Test, TCF, proof of language proficiency issued by your language lecturer*

<If you will take classes in German>

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*

<If you will take classes in Spanish>

DELE, Spanish language proficiency test (Seiken), proof of language proficiency issued by your language lecturer*

<If you will take classes in Italian>

CILS, Practical Italian proficiency test (Iken), proof of language proficiency issued by your language lecturer*

<If you will take classes in Russian>

Test of Russian as a Foreign Language, Russian language proficiency test, proof of language proficiency issued by your language lecturer*

<If you will take classes in any other language>

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.

X. Language used at institution of choice

Below is the list of 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, as well as Application Guidelines for Each Partner Institution on the website for the language ability required at each institution. If classes are offered in multiple languages, you can either plan to take courses in only one language or in multiple languages (unless there is a language requirement).

Country•Region	Institution	Application Period	English	Korean	Chinese	French	German	Spanish	Other	Note
East Asia	3 Campus East Asia	Fall	○							
China	Beijing Foreign Studies University	Fall	○		○					Courses conducted in English are only Business and English Literature
	Beijing Normal University	Fall	○		○					
	City University of Hong Kong	Fall	○							
	Fudan University	Fall	○		○					
	Jilin University	Fall	○		○					Courses conducted in English are only Economics and Law
	Nanjing University	Fall	○		○					
	Nankai University	Fall	○		○					Courses conducted in English are only Business and Economics
	Peking University	Fall	○		○					
	Renmin University of China	Fall			○					
	Shanghai Jiao Tong University	Fall	○		○					
	The Chinese University of Hong Kong	Fall	○							
	The University of Hong Kong	Fall	○							
	Tsinghua University	Fall	○		○					
	University of Macau	Fall	○		○					
	Xi'an Jiaotong University	Fall			○					
	Zhejiang University	Fall	○		○					
Indonesia	Universitas Indonesia	Fall	○						Indonesian	
Korea	Ewha Womans University	Fall	○	○						
	Korea University	Fall	○	○						
	Seoul National University	Fall	○	○						
	Yonsei University	Fall	○	○						
Taiwan	National Chengchi University	Fall	○		○					
	National Cheng Kung University	Fall	○		○					
	National Taiwan University	Fall	○		○					Courses conducted only in Chinese in the Department of Anthropology
Philippines	University of the Philippines	Fall	○							
Singapore	National University of Singapore	Fall	○							
	Singapore Management University	Fall	○							
Thailand	Chulalongkorn University	Fall	○						Thai	
Viet Nam	Foreign Trade University	Fall	○							
Australia	The Australian National University	Spring	○							
	The University of Melbourne	Spring	○							
	The University of New South Wales	Spring	○							
	The University of Queensland	Spring	○							
	The University of Sydney	Spring	○							
New Zealand	The University of Auckland	Spring	○							
	University of Otago	Spring	○							

Country/Region	Institution	Application Period	English	Korean	Chinese	French	German	Spanish	Other	Note
Canada	Concordia University	Fall	○							
	McGill University	Fall	○							
	Queen's University	Fall	○							
	The University of British Columbia	Fall	○							
	Université de Montréal	Fall				○				
	University of Calgary	Fall	○							
	University of Toronto	Fall	○							
	York University(Canada)	Fall	○							
United States of America	Allegheny College	Fall	○							
	American University	Fall	○							
	Boston University	Fall	○							
	Brown University	Fall	○							
	Bryn Mawr College	Fall	○							
	Carnegie Mellon University	Fall	○							
	Dartmouth College	Fall	○							
	Georgetown University	Fall	○							
	Illinois Wesleyan University	Fall	○							
	Manhattanville College	Fall	○							
	Rice University	Fall	○							
	The College of William & Mary	Fall	○							
	The University of North Carolina at Chapel Hill	Fall	○							
	University of California Education Abroad Program	Fall	○							
	University of Hawai'i at Mānoa	Fall	○							
	University of Illinois at Urbana-Champaign	Fall	○							
	University of Maryland, College Park	Fall	○							
	University of Notre Dame	Fall	○							
	University of Pennsylvania	Fall	○							
	University of Washington	Fall	○							
	University of Wisconsin-Madison	Fall	○							
	Western Michigan University	Fall	○							
Argentina	Universidad Torcuato Di Tella	Spring	○					○		
Mexico	Tecnológico de Monterrey	Fall	○					○		
Austria	WU (Vienna University of Economics and Business)	Fall	○				○			
Belgium	Universiteit Antwerpen	Fall	○							
Denmark	Aarhus University	Fall	○							
France	École normale supérieure (ENS)	Fall				○				
	EDHEC Business School	Fall	○			○				
	ESSEC Business School	Fall	○			○				English proficiency is mandatory.
	HEC Paris	Fall	○			○				
	INALCO	Fall				○				
	Jean Moulin - Lyon 3 University	Fall	○			○				
	Sciences Po	Fall	○			○				
	Toulouse 1 Capitole University	Fall				○				
	Université Côte d'Azur	Fall				○				French proficiency is mandatory.
	Université de Paris	Fall				○				
	Université de Strasbourg	Fall	○			○				
	Université Paris 1 Panthéon-Sorbonne	Fall				○				
	Université Sorbonne Nouvelle - Paris 3	Fall				○				

Country/Region	Institution	Application Period	English	Korean	Chinese	French	German	Spanish	Other	Note
Germany	Freie Universität Berlin	Fall					○			
	Heinrich Heine University Düsseldorf	Fall					○			
	Martin Luther University Halle-Wittenberg	Fall					○			
	RWTH Aachen University	Fall	○				○			There are few classes conducted in English.
	Saarland University	Fall					○			
	Technische Universität Darmstadt (TU Darmstadt)	Fall	○				○			There are few classes conducted in English.
	Technische Universität München (TUM)	Fall	○				○			There are few classes conducted in English.
	TU Dresden	Fall					○			
	University of Bonn	Fall	○				○			Beginner level of German is mandatory. There are few classes conducted in English.
	University of Cologne	Fall	○				○			
	University of Siegen	Fall	○				○			There are few classes conducted in English.
	WHU - Otto Beisheim School of Management	Fall	○				○			There are more classes conducted in English than in German.
Greece	National and Kapodistrian University of Athens	Fall	○						Greek	There are few classes conducted in English.
Hungary	University of Pécs	Fall	○							
Ireland	University College Dublin	Fall	○							
Italy	Ca' Foscari University of Venice	Fall	○						Italian	
	"L'Orientale" University of Naples	Fall							Italian	
	Sapienza Università di Roma	Fall	○						Italian	There are few classes conducted in English.
	Università Bocconi	Fall	○						Italian	
	University of Pavia	Fall	○						Italian	There are few classes conducted in English.
Netherlands	Erasmus University Rotterdam	Fall	○							
	Leiden University	Fall	○							
	University of Amsterdam	Fall	○							
	VU University Amsterdam	Fall	○							
Norway	University of Bergen	Fall	○							
	University of Oslo	Fall	○							
Poland	University of Warsaw	Fall	○						Polish	
Russia	Far Eastern Federal University	Fall	○						Russian	
	Lomonosov Moscow State University	Fall							Russian	
	Saint Petersburg State University	Fall	○						Russian	Depending on the faculty, classes are conducted in Russian only.
Spain	ESADE Business School	Fall	○					○		
	Pompeu Fabra University (UPF)	Fall	○					○		
	Universidad de Salamanca (USAL)	Fall						○		In addition to Spanish, English is mandatory for Bachelor in Global Studies.
	Universitat Autònoma de Barcelona (UAB)	Fall						○		Spanish is mandatory
	University of Navarra	Fall	○					○		Courses conducted in English are mainly offered at the School of Economics and Business.
Sweden	KTH	Fall	○							
	Lund University	Fall	○							
	University of Gothenburg	Fall	○							
	Uppsala University	Fall	○							
Switzerland	University of Bern	Fall	○				○			There are few classes conducted in English.
	University of Geneva (UNIGE)	Fall	○			○				There are few classes conducted in English.
	University of Lausanne	Fall	○			○				There are few classes conducted in English.
	University of St. Gallen	Fall	○				○			
	University of Zurich	Fall					○			
Turkey	Boğaziçi University	Fall	○							

Country/Region	Institution	Application Period	English	Korean	Chinese	French	German	Spanish	Other	Note
United Kingdom	Cardiff University	Fall	○							
	King's College London	Fall	○							
	Royal Holloway, University of London	Fall	○							
	SOAS, University of London	Fall	○							
	The University of Edinburgh	Fall	○							
	The University of Manchester	Fall	○							
	The University of Sheffield	Fall	○							
	The University of Warwick	Fall	○							
	University of Birmingham	Fall	○							
	University of Glasgow	Fall	○							
	University of Southampton	Fall	○							
	University of St Andrews	Fall	○							
	University of York (UK)	Fall	○							

XI. Past Application Statistics

For the Past Application Statistics, please check the website below:

https://www.ic.keio.ac.jp/keio_student/exchange/ex_data.html

XII. Transfer of credits, Advancement, and Graduation

If your study abroad was recognized as being in accordance with "study abroad", the credits you obtained while you were studying abroad, not exceeding the respective limits for undergraduate faculties and graduate schools listed below, will be counted toward the number of credits you require to graduate or complete a degree program.

- Undergraduate (Faculty of Economics, Faculty of Policy Management, Faculty of Environment and Information Studies,
- Faculty of Nursing and Medical Care): 60 credits
- Undergraduate (other than the above): 30 credits
- Graduate: 10 credits

<Flow for applying for transfer of credits>

Before you apply for student exchange program

- Consult with your academic counselor or academic advisor: When transferring credits obtained while you study abroad, the number of credits that can be transferred and for which course and in which field will be ultimately determined after you return to Japan. However, before your departure, you must submit the "Application for Study Abroad" and information on the courses you wish to take as attached documents to the Academic Affairs Section for the faculty or graduate school to which you belong. Consult your academic counselor or academic advisor after you have carefully checked the courses at the host institution.

During studying abroad

- Keep materials for courses you take: Be sure to keep all documents necessary to transfer credits, including course syllabi and descriptions, textbooks, handouts, and class notes.

After the study abroad (after returning to Japan)

- Submit the "Application for the Transfer of Credits" to the Academic Affairs Section for the faculty or graduate school to which you belong: Submit your Transcript of Academic Record, course syllabi and descriptions, textbooks, handouts, class notes, etc., from the host institution. ※ You may also be required to take an interview with your academic counselor.
- Approval by the Faculty Board or Graduate School Committee
The number of credits that can be transferred for which fields and courses will be decided. Advancement to the next year level may be permitted retroactively in some cases.

<Course registrations, advancement, and graduation>

The handling of these differ depending on the rules and regulations of the faculty or graduate school to which you belong, and furthermore, on the grades and status of the courses taken by each student. For details on how these are handled if you are studying abroad, check the Course Registration Guide., etc., and then be sure to confirm with the Academic Affairs Section and your academic counselor, academic advisor, etc., in advance. Furthermore, depending on the timing of your return to Japan, your advancement to the next year level or graduation may be delayed. Please be sure to confirm the relevant details with the Academic Affairs Section in advance.

XIII. 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 actual 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 >

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.

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 rows "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:If, when you are job hunting, 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 short 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.

Others

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

A:As part of its international exchange activities, the Keio University International Center oversees the “Keio Tomodachi Program,” in which any Keio student can participate.

The Keio Tomodachi Program aims to create student groups comprising international students studying at Keio University through exchange programs, etc., and Keio students with the aim that the students within each group voluntarily interact among one another. In other words, its purpose is to promote friendships with international students. Keio students who take part in the program help international students get used to life in Japan and at Keio University by interacting as “friends” through activities such as experiencing Japanese culture and life together, answering questions about daily life, and participating together in events in the towns where they live.

The length of the program is one semester. Every year, Spring Semester participants are recruited from December to February and Fall Semester participants from June to August. For details on how to apply, please visit the International Center website.