

**Application Guide
for
September 2022 Enrollment**

**Master's Program
in Taxation Policy and Management**

Graduate School of Business and Commerce

Keio University



Admissions Policy (Policies for Admission to the University)

In line with achieving our educational objectives, the Graduate School of Business and Commerce welcomes applications for the master's program from individuals who meet the following requirements:

- (1) Those with knowledge and academic ability equivalent to a bachelor's degree in their chosen field. Graduate school is a place of academic exploration, and students are expected to expand the horizons of their knowledge through innovative research, which we believe requires basic knowledge and academic skills.
- (2) Those with a positive attitude and the willingness to boldly take on the challenge of solving new problems. We believe that it is essential for students to not only acquire knowledge but also to have a critical eye for common sense, a willingness to discover new problems, and a positive attitude to boldly take on the challenge of solving them.
- (3) Those with a clear sense of purpose in their research. To complete the program, students are required to complete a master's thesis based on logical thinking and analytical skills, which we believe requires a clear sense of purpose.

Management of Personal Information at Keio University

Keio University handles personal information in a secure and appropriate manner and in compliance with the "Keio University Basic Policy Concerning Protection of Personal Information" and the "Keio University Rules to Protect Personal Information."

In principle, Keio University will not disclose personal information of individuals to third parties.

The names of individuals, their addresses, and other personal information provided for the application and admissions procedures will be used by the various departments of Keio University to ① carry out admissions procedures, ② carry out administration, communication, and procedures for matters concerning academic affairs, ③ carry out administration, communication, and procedures for matters concerning general student life, ④ carry out administration, communication, and procedures for matters concerning the use of university facilities and equipment, ⑤ send out communications for soliciting donations, notifying the issuance and sale of school bonds, and inviting recipients to join the Keio Iji-kai (Support Group) or apply for the Keio Card, ⑥ send out various documents to students and guarantors and carry out other communications with them, ⑦ send out various information from Keio University to Keio alumni after graduating, etc. Furthermore, Keio University provides support to promote the activities of the various Mita-kai (alumni associations) run by Keio alumni. To disseminate information on these activities or when we are approached by those in charge of establishing new Mita-kai for information on alumni, personal information may be provided after the prescribed procedures have been completed and a review has been conducted. (Unless a special notification has been submitted, information shared with the Mita-kai will be limited to your name, home address, place of employment, and e-mail address in print form.)

For the above functions, part of the work is outsourced to contractors entrusted by Keio University (hereinafter "entrusted contractors"). When outsourcing, part or all of the personal information individuals have provided to Keio University may be shared with the entrusted contractors to the extent necessary to carry out the work.

While Keio University respects the autonomy of its students, academic records are posted to guarantors. This is to ensure that guarantors understand the academic circumstances of their students.

In exceptional circumstances, such as when there is a legal obligation to do so, when determined to be necessary to protect the life, health, property, or other rights and interests of a student or a third party, or in other cases where there is an urgent need but consent from the individuals concerned cannot be obtained, personal information may be disclosed to third parties. In addition, data on personal information that has been statistically processed in a way that does not identify any individuals will be used as survey and research material for the selection of new students to the university.

Thank you for your understanding.

Security Export Controls

To ensure that the content of education and research for international students does not interfere with the maintenance of international peace and security, Keio University maintains security export controls based on the Foreign Exchange and Foreign Trade Act. Under these controls, the university confirms in advance whether the permission of the Minister of Economy, Trade and Industry is required before exporting/transferring goods and technologies outside Japan, or before providing international students and researchers in Japan with access to those technologies. As a result, students may not be able to participate in academic or research activities as desired.

*For details on security export controls, please refer to the website of the Ministry of Economy, Trade and Industry.
<https://www.meti.go.jp/policy/anpo/englishpage.html>.

1-1. Overview

The Master's Program in Taxation Policy and Management is designed to help build capacity of promising personnel engaged in tax policy-making and tax administration, particularly in developing countries. The Program welcomes applicants with the resolve and ability to address the challenging task of enhancement of domestic resource mobilization in their countries.

The selection process requires applicants to submit a statement of their study plan under the Program, their future plan and others, together with documentation concerning their English language proficiency, academic grades in the university and others. Each applicant will be subjected to a comprehensive evaluation from a fair and objective standpoint.

For applicants admitted to the Program, a scholarship of the JJWBGSP Participating Programs of the World Bank as well as a scholarship of ADB-Japan Scholarship Program of the Asian Development Bank will be available subject to their eligibility for each of the scholarships and those institutions' approval.

1-2. Major and Admission Quota

Major	Degree	Admission Quota
Commerce	Master of Arts in Business and Commerce	80

*The admission quota refers to the total number of students admitted in April and September each academic year by all admissions programs and for all application periods.

1-3. Eligibility Requirements

Applicants who meet all of the following requirements (1, 2, 3) are qualified to apply for admission.

Applicants are required to:

- 1) Hold a Bachelor's degree or its equivalent with superior academic achievement earned at least three (3) years prior to the Application Deadline.
- 2) Have, by the time of the Application Deadline, at least three (3) years of full time paid

professional experience in the field of tax policy and administration at a public body (institution) after obtaining a Bachelor's degree.

- 3) Demonstrate proficiency in the English language at the level of a TOEFL score of 80 (iBT) or better, or an IELTS score of 6.0 or better.

1-4. Application Procedure

Month of Enrollment	September 2022
Online Registration	10:00 a.m. on December 8, 2021 – 5:00 p.m. on January 31, 2022
Submission of Required Documents	December 22, 2021 – January 31, 2022
Announcement of Final Results	Early March 2022

1-5. Online Registration

Applicants are required to complete an online registration at the URL below during the period shown above.

<https://wwdc01.adst.keio.ac.jp/kj/ic/jjwbgsp/tpm2022.html>

The application form needs to be submitted by post along with other required documents.

1-6. Submission of Required Documents

Applicants are required to send all required documents by post to the address below by the deadline shown above.

【Address for submission of documents】

TPM

c/o International Exchange Services Group

Office of Student Services

KEIO UNIVERSITY

2-15-45 Mita, Minato-ku, Tokyo, 108-8345, Japan

Notes

- Each applicant must enclose all the required application documents in a self-prepared envelope, affix the prescribed address label, and send it using the recorded delivery service (簡易書留 / Kan'i kakitome) provided by Japan Post from within Japan, or by FedEx or DHL (which is traceable) from outside Japan
- Applicants must send the application documents using one of the three postal services mentioned above. The Office of Student Services does not accept documents submitted at the reception desk.
- Under no circumstances can we accept applications submitted after the deadline. Please carefully check the deadline and leave extra time for mailing.
- We cannot respond to inquiries regarding the arrival of application documents. Please confirm whether your documents have been delivered through your courier service.

1-7. Application Documents

- (1) Application CHECKLIST
- (2) Application form (5 pages)
- (3) Two letters of recommendation [from two persons who have direct knowledge of the applicant's professional experience] *required
- (4) Letter of recommendation [from university professor] *optional
- (5) TOEFL or IELTS results [other certifications are NOT acceptable]
- (6) Transcript of records [original or certified by the university]
- (7) Diploma / certificate of graduation [original or certified by the university]
- (8) True copy of passport, birth certificate or any OFFICIAL document showing the date of birth of the applicant
- (9) Proof of Employment
- (10) Proof of Payment of Application Fee

*Documents (2) - (4) must be typed in.

Application documents can be downloaded through the URL below.

<https://www.ic.keio.ac.jp/en/study/jjwbgsp/application>

Before you fill in the application form, please read the notes below carefully. Please make sure to type legibly with black or blue ink. Application documents must be single-sided.

Notes

1. GENERAL

- Please make a copy of all the application documents for your records.
- Once submitted, application documents and other related materials cannot be modified under any circumstances.
- They will also not be returned under any circumstances. However, original copies of documents that cannot be reissued can be returned to applicants. If you would like to have such documents returned, enclose a stamped, self-addressed envelope when you submit application documents. Please note that it may take 1 or 2 months to return materials. Queries after the final day of the application period will not be accepted.
- Should the information provided in the application documents be factually incorrect or other improprieties be discovered in the documents submitted, the applicant will be deemed ineligible for the entrance examination and enrollment.
- For certificates, only the original or a certified true copy will be accepted.
- All documents should be written in Japanese or English on A4 or letter-size paper and they should be printed on single sided only.

2. LETTERS OF RECOMMENDATION

- The letters of recommendation must be filled out by two people who have direct knowledge of the applicant's professional experience. Recommenders must be individuals who can attest to your professional experiences at work. It is strongly recommended at least one of the two required professional recommendations be from a current or former supervisor. If you have had paid employment, it is strongly preferred you seek professional recommendations from people you have worked with during your paid employment.
- Submission of the letter of recommendation by a professor of the university from which the applicant graduated is optional; you do not necessarily have to submit it.
- The letters should be signed, sealed and submitted together with the other materials, or they may be sent directly by the person making the recommendation to the International Exchange Services Group, Office of Student Services of Keio University.
- We may contact your recommenders if necessary.

3. PROOF OF ENGLISH PROFICIENCY

As proof of the applicant's English ability, Keio University will ONLY accept an official report of TOEFL or IELTS scores taken within two years of the application deadline. Any other certifications will NOT be considered.

TOEFL: The Official Score Report should be sent directly to Keio University. The TOEFL

Educational Testing Service's code for Keio University is 0773, and the department code for the JJ / WBGSP is 82.

IELTS: The Test Report Form should be sent directly to the International Exchange Services Group, Office of Student Services of Keio University.

Applicants who are concerned that their scores will not arrive in time should submit a copy of a personal score report to the address for submissions of documents.

4. TRANSCRIPTS, DIPLOMAS, AND CERTIFICATES

Official transcripts from the University (and Graduate School, if applicable), certified copies of diplomas, as well as certified copies of passport or birth certificate are required. A certified copy is a photocopy of the original document which has the signature and official of the registrar or notary public. A photocopy of a certified copy is not acceptable. Documents issued in languages other than English and Japanese must be accompanied by a certified English or Japanese translation. Keio will not return any original documents submitted with an application.

5. PROOF OF EMPLOYMENT

Proof of current employment requires a signed and dated letter written within the last three months. Any proof of employment should be on your employer's letterhead, state the timeframe you were an employee, and be signed by an authority such as head of human resources or your manager. It would be best if this letter also lists your last title or position. Documentation of past employment can be the letter of offer of employment.

1-8. Application Fee

For each application, application fee of 10,000 JPY is required. We do not waive the application fee under any circumstance.

The application fee must be paid by the deadline of online application period by Credit Card. Application documents will not be accepted until the application fee is received.

Procedure for payment:

Access the website below, click "Pay Application Fee via Credit Card," and follow the payment procedures. When the credit card payment is completed, print out the screen and submit it with the other application documents.

<https://www.ic.keio.ac.jp/en/study/jjwbgsp/application.html>

1-9. Application Review Process

Assessment of each applicant is based on an evaluation of the applicant's submitted documents.

1-10. Announcement of Screening Results

Keio University will send applicants the admission process outcome by email by early March 2022. Keio University does not respond to any inquiries before the above date. As a rule, results of the application will not be given by phone or by fax. Queries concerning screening results will not be accepted

1-11. Admission Procedures

- Admission procedures period
September 2022 Intake: August 16– August 20, 2022

- Flow of admissions procedures
 - Pay the necessary fees for enrollment
 - Submit the necessary documents

* Details for the admission procedures will be sent by e-mail to successful applicants.

*If only part of the necessary procedures is carried out, or if none of the necessary procedures are completed, you will be regarded as having forgone your intention to enroll, your admissions procedures will not be approved, and you will lose your eligibility to enroll, regardless of the circumstances. Please be sure to complete the procedures by the deadline.

Academic Fees and Expenses

(At the time of enrollment, you will only be required to pay for the Fall Semester of AY 2022.

		AY2022(April 2022 to March 2023)
Academic fees and expenses	Registration fee	60,000
	Tuition fee	970,000
Other expenses	Materials distribution fee and Other Course-Related fee	6,500
	Student government fee	1,600

	Student Health Care Mutual Aid Association Annual fee	2,600
	Total (Fall Term)	1,040,700 (520,400)

(Amounts in Japanese Yen)

- ① Fees excluding Student Health Insurance Union Initial Fee can be paid in two installments in the Spring and Fall semesters (payment amounts given in parentheses). For payment of academic fees and expenses after enrollment, please contact the Keio University Accounting and Finance Office (Tel: 03-5427-1528).
- ② Expenses which the university is entrusted to collect (materials distribution fee and other course-related fees, paper publication fee, student government fee, Student Health Care Mutual Aid Association Annual fee) are subject to change as necessary by academic year while you are enrolled.
- ③ The Student Health Care Mutual Aid Association Annual fee includes a 100 yen registration fee. However, students who have completed a master's program at a Keio University Graduate School and will enroll at another Graduate School, or students who have completed a master's program and will enroll in a doctoral program before a year has passed are not required to pay the registration fee.
- ④ Please note that the sliding scale system as stipulated in the University Regulations will be applied to determine the annual amount you will be required to pay for the registration fee and tuition. The standard for the rate of increase is based on the slide rate (rate of increase for salaries of civil servants as recommended by the National Personnel Authority for the previous year).

1-12. Scholarships upon Admissions

The Program offers for admitted applicants an opportunity to apply for scholarships shown below. Applicants who desire to apply for any of those scholarships are required to closely check their eligibility requirements including countries eligible for those scholarships.

Applicants who intend to apply for either (or both) of those scholarships are required to download the designated form at the URL below and submit it along with other required application documents to the International Exchange Services Group, Office of Student Services of Keio University by post.

<https://www.ic.keio.ac.jp/en/study/jjwbgsp/application>

1. The World Bank:

JJWBGSP Participating Programs

Please refer to the web site: [World Bank Scholarships Program](#)

Its application window will open from March 29, 2022 to May 27, 2022.

2. The Asian Development Bank:

ADB-Japan Scholarship Program

Please refer to the web site: <https://www.adb.org/work-with-us/careers/japan-scholarship-program>

Please note that admitted applicants who want to apply for the ADB-Japan scholarship will be requested to prepare and submit all required documents for the application of the ADB-

Japan scholarship to the International Exchange Services Group, Office of Student Services of Keio University shortly after admission is granted.

1-13. Contact Information

Master's Program in Taxation Policy and Management (TPM)

International Exchange Services Group

Office of Student Services

KEIO UNIVERSITY

2-15-45 Mita, Minato-ku, Tokyo, 108-8345 JAPAN

TEL: +81-3-5427-1616

FAX: +81-3-5427-1638

Email: ic-jjwbgsp@adst.keio.ac.jp

<https://www.ic.keio.ac.jp/en/study/jjwbgsp/>