

User Guide Manual for the Keio Exchange Program Online Application Website

【Application Steps】

① Go to Keio Student Exchange Program Top Page. Read the “Notes” carefully. Select the relevant application period and click “Apply”.

Keio Student Exchange Program Top Page

< Notes >

- You need to be nominated by an exchange coordinator from one of our [exchange partners](#).
- Read the “Guide to the Online Application for Admission” carefully.
- Download the prescribed forms (Study Proposal, Certificate of Health, and Certificate of Eligibility Application) from this page.
- Complete and submit your application during the relevant application period(s).

< System Requirements >

Web Browser: Microsoft Edge (latest version) / Internet Explorer (latest version) / Firefox (latest version), Google Chrome (latest version), Safari (latest version)

- Adobe Reader is required.
- You can only apply from a computer (not possible from smartphones or other mobile devices).

Application Period and Deadlines

Keio Exchange Program 2021 Fall Admission	Acceptance Confirmation Period: 2020/12/15 ~ 2021/1/11	Apply
Keio Exchange Program 2022 Spring Admission 	Application Period: 2021/1/15 (Fri)~3/30(Tues) Please be noted that you are not able to access to the system during the system maintenance as below. Maintenance schedule: 2021/4/23 (Fri) 11 a.m. - 11:15 p.m.	Apply ①

② Your first time accessing the system...

If you have NOT registered before, click “Sign up” to create a new account

Login page

Keio Exchange Program 2022 Spring Admission

* If you already have a user account, log in with your email address and password.

Enter your e-mail address

Enter your password

If you forgot your password, click [this link](#).

Login

* If you do not have a user account, sign up here for a new account.

Sign up ②

Go back

③ To sign up for a new account, enter your email address and click “Sign up”.

Sign-up

< NOTES >

- We will send you an e-mail that will allow you to set your initial password.
- Check your e-mail for an e-mail from "do-not-reply@studyabroad-apply.gakujii.keio.ac.jp" subject line "Keio University SEP".
- If the e-mail is not there, remember to check your spam mail folder.

Keio Exchange Program 2022 Spring Admission

Enter your e-mail address below and click “Sign up”.
We will send you an e-mail that will allow you to set your initial password.

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④ An email below will be sent to the email address you register. Click the following link to set your password. Check your spam mail folder if you can not find the e-mail.

Thank you for registering with Keio's Student Exchange Program Application website.

Please click the following link to set your initial password:

Keio Exchange Program 2022 Spring Admission

https://studyabroad-apply.gakujii.keio.ac.jp/inbound/2021/inbound_exchange_fall/create-password/fdd75fb22d31b2e0cbdc6eb0d19f38310786861

You received this e-mail because you signed up to Keio's Student Exchange Program Application website.

If you did not register and have received this e-mail in error, please delete it.

International Center

KEIO UNIVERSITY

<http://www.ic.keio.ac.jp/en/study/exchange/index.html>

This message is auto-generated from E-mail security server, and replies sent to this email can not be delivered.

⑤ Choose a password and click “Submit”.

※Select a secure password that must be at least 6 characters in length. You will receive an email if your password was created successfully.

Create your password

Keio Exchange Program 2022 Spring Admission

Please choose a password and click “Submit”.

Your account: **hiromi.oka@adst.keio.ac.jp**

Must be at least 6 characters

Submit

⑤

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⑥ Return to Login page, log in to your account by using your email address and password.

Login page

Keio Exchange Program 2022 Spring Admission

* If you already have a user account, log in with your email address and password.

If you forgot your password, click this link.

Login

⑥

* If you do not have a user account, sign up here for a new account.

Sign up

Go back

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⑦ When you login, following notes will be shown. Read and click “I understand” if you have read and understood the content.

NOTES

- Click on “Save and Next” at the bottom of the screen in order to save what you have entered. Information that you have entered without clicking on “Save and Next” will be automatically deleted after two hours. Make sure that you click this button so that you don’t lose your work.
- Click on "Save and Next" before logging out. Otherwise, you will lose what you worked on.
- You are allowed to revise and upload documents as many times as you wish during the application period.
- You may only upload PDF files (less than 5MB in size per file, black & white is recommended.) Cell phone snapshots of the documents are not acceptable. Give yourself plenty of time to prepare for your application.
- Incomplete applications will not be processed.

NOTES

- Click on "Save and Next" at the bottom of the screen in order to save what you have entered. Information that you have entered without clicking on "Save and Next" will be automatically deleted after two hours. Make sure that you click this button so that you don't lose your work.
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- Incomplete applications will not be processed.

I understand

Full Name

In English *
Name as it appears on passport. Use only the English alphabet.

Family name	First name	Middle name
E.g., Keio	E.g., Anna	E.g., Middle

If your name contains non-English letters/ characters (e.g., ã, ç, ö), please replace them with the corresponding English alphabetical character(s).

In Katakana (If possible)

Family name	First name	Middle name
E.g., ケイオウ	E.g., アンナ	E.g., ミドル

In Chinese characters (If applicable)

Family name	First name	Middle name
E.g., 慶應	E.g., 杏奈	E.g., ミドルネーム

Some Chinese characters are not compatible in this online system. If your name uses those

⑧ For STEP 1&2 Student Profile, Step 3 Proficiency in Japanese, enter information following the instructions on the application form.

The screenshot shows the 'Keio Exchange Program 2022 Spring Admission' application form. At the top, a progress bar indicates six steps: STEP 1 (Student Profile 1), STEP 2 (Student Profile 2), STEP 3 (Proficiency in Japanese), STEP 4 (Upload Documents), STEP 5 (JASSO Scholarship), and STEP 6 (Confirmation). STEP 1 is currently active, highlighted with a blue circle and a right arrow. Below the progress bar, the title 'Student Profile 1' is displayed. The form contains a 'Notes' section with instructions: '- Applicant must be officially nominated by one of our partner universities.', '- All items marked with an asterisk * must be completed.', '- Type in the English alphabet. DO NOT use characters with accent marks (e.g., à, ç, ö).', '- Information that you have entered without clicking on "Save and Next" will be automatically deleted after two hours. Make sure that you click the "Save and Next" button so that you don't lose your work.', and '- We may contact you if any details in your application are not clear or if we require further clarification.' Below the notes is the 'Full Name' section, which includes a red asterisk and the instruction: 'Name as it appears on passport. Use only the English alphabet.' This section contains two input fields: 'Family name' (with the example 'E.g., Keio') and 'First name' (with the example 'E.g., Anna'). A red box highlights these fields, and a blue callout bubble with the number 8 points to them. Below the name fields is a note: 'If your name contains non-English letters/ characters (e.g., .ä, ç, ö), please replace them with the corresponding English alphabetical character(s). If you have middle name, please fill it in AFTER your First name.' Below the name fields is a 'Student List' section with a note: 'We would like to include you in a student list to be shared with all incoming students as well as Keio students who will go on exchange this year and next year. The list will include the students' name, home institution, and e-mail address. We believe you will find this student list useful for networking during and after your exchange period. If you, however, wish NOT to be included in the list, please check "No." Would you like to be included on the student list?'. Below this note are two radio buttons: 'Yes' (selected) and 'No'. At the bottom of the form are two buttons: 'Go back' and 'Save and Next'. A red box highlights the 'Save and Next' button, and a blue callout bubble with the number 9 points to it.

Keio Exchange Program 2022 Spring Admission

STEP 1 STEP 2 STEP 3 STEP 4 STEP 5 STEP 6

Student Profile 1 Student Profile 2 Proficiency in Japanese Upload Documents JASSO Scholarship Confirmation

Student Profile 1

Notes

- Applicant must be officially nominated by one of our partner universities.
- All items marked with an asterisk * must be completed.
- Type in the English alphabet. DO NOT use characters with accent marks (e.g., à, ç, ö).
- Information that you have entered without clicking on "Save and Next" will be automatically deleted after two hours. Make sure that you click the "Save and Next" button so that you don't lose your work.
- We may contact you if any details in your application are not clear or if we require further clarification.

Full Name

In English *

Name as it appears on passport. Use only the English alphabet.

Family name First name

E.g., Keio E.g., Anna

If your name contains non-English letters/ characters (e.g., .ä, ç, ö), please replace them with the corresponding English alphabetical character(s). If you have middle name, please fill it in AFTER your First name.

Student List

We would like to include you in a student list to be shared with all incoming students as well as Keio students who will go on exchange this year and next year. The list will include the students' name, home institution, and e-mail address. We believe you will find this student list useful for networking during and after your exchange period. If you, however, wish NOT to be included in the list, please check "No."

Would you like to be included on the student list?

☒ Yes ☐ No

Go back Save and Next

⑨ After entering all the required information on each step, click "Save and Next" at the bottom of the screen. This will save what you have entered and you will proceed to the next step. If you do not click "Save and Next," all the information you have entered in that step will not be saved. If you need to step away from your computer for an extended period of time, make sure to click "Save and Next" before you do so.

⑩ Upload documents in STEP 4. To upload documents, click “Choose File,” select the PDF file you would like to upload and click “Open.”

⑪ Select the file and click “Upload.”

Keio Exchange Program 2022 Spring Admission

STEP 1 STEP 2 STEP 3 **STEP 4** STEP 5 STEP 6

Student Profile 1 Student Profile 2 Proficiency in Japanese Upload Documents JASSO Scholarship Confirmation

Upload Application Documents

Notes

- To upload your document, please follow the steps below:
Click on the “Browse” button (the button may also read as “Choose File” depending on the specific recommendation), select the file you are uploading, and click on “Open.” The file name should appear in the textbox to the left of the “Browse” button. Click on the blue “Upload” button to start the upload process.
- Please make sure that your file name does not contain any special characters: accents, tildes, symbols, etc. (e.g., è, é, ñ, &, *, #).

Photo

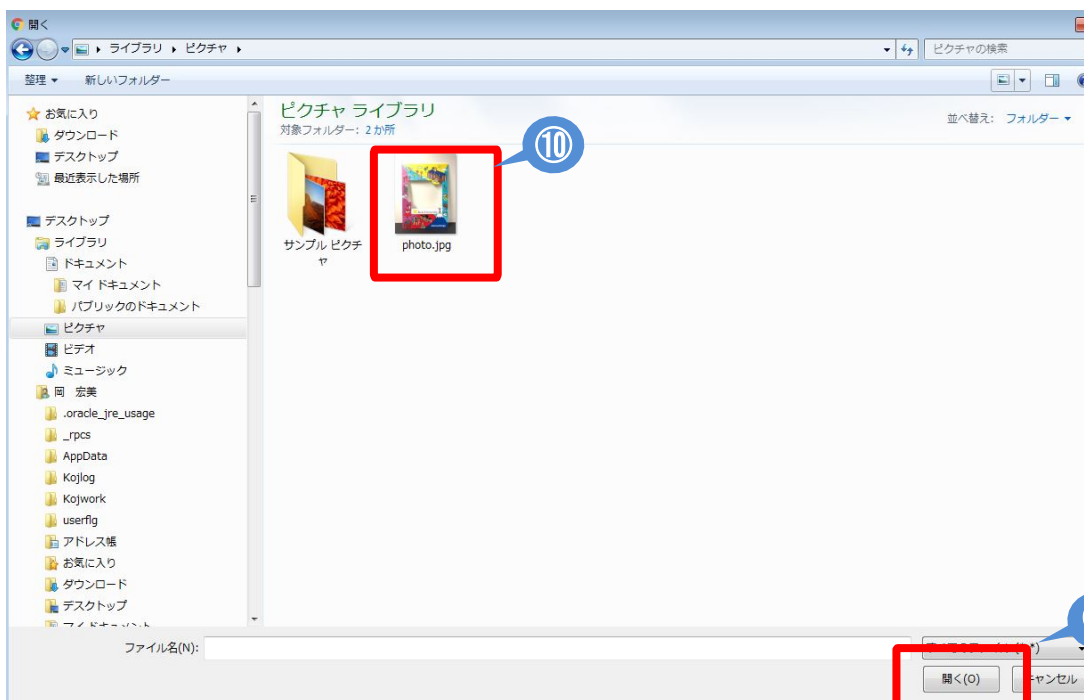
Upload your latest photo in JPEG (JPG) or PNG format.
Please ensure that your photo meets the requirements set out [here](#) before you submit the photo.
The photo will be used for your visa document and student ID card.

⑩ ファイルを選択 選択されていません

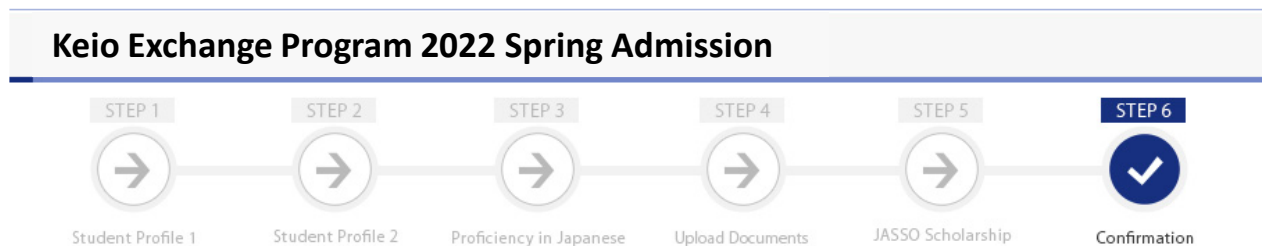
Upload

JPEG (JPG) or PNG format only. Limit your file to a maximum of 5MB.

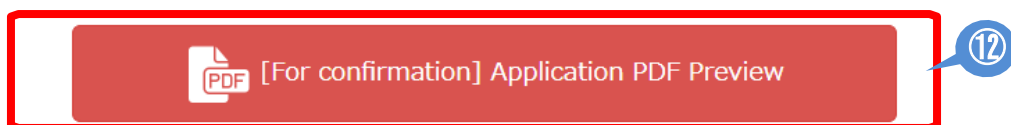
⑪



⑫ Enter and upload all the required information and documents in each step and click “[For confirmation] Application PDF Preview” to check what you have entered.

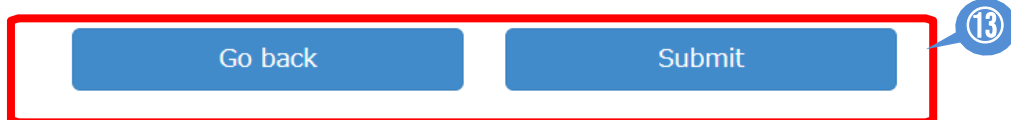


Confirmation



* Confirm what you entered in the "Application PDF Preview" above before clicking "Submit".

Adobe Reader is required for viewing and printing the PDF documents.
Download the latest version of Adobe Reader (Free) from the following link.
[Download Adobe Reader>>](#)



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⑬ If you do not find any problems with your application, click “Submit” to apply. If you need to revise your application, click “Go back.”

【How to revise your application/How to submit outstanding documents】

① Click “Apply” on the Student Exchange Program Top Page. Enter your email and password to login.

Keio Student Exchange Program Top Page

< Notes >

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Program	Period / Status	Action
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Keio Exchange Program 2022 Spring Admission	Application Period: 2021/1/15 (Fri)~3/30(Tues) Please be noted that you are not able to access to the system during the system maintenance as below. Maintenance schedule: 2021/4/23 (Fri) 11 a.m. - 11:15 p.m.	Apply ①

② Click “To Revise” on the Application Completed page.

Keio Exchange Program 2022 Spring Admission

Application Completed

< NOTES >

- *To submit the remaining required document(s), please log in to your account and upload the file(s).
- *You can upload documents even if the deadline has passed.

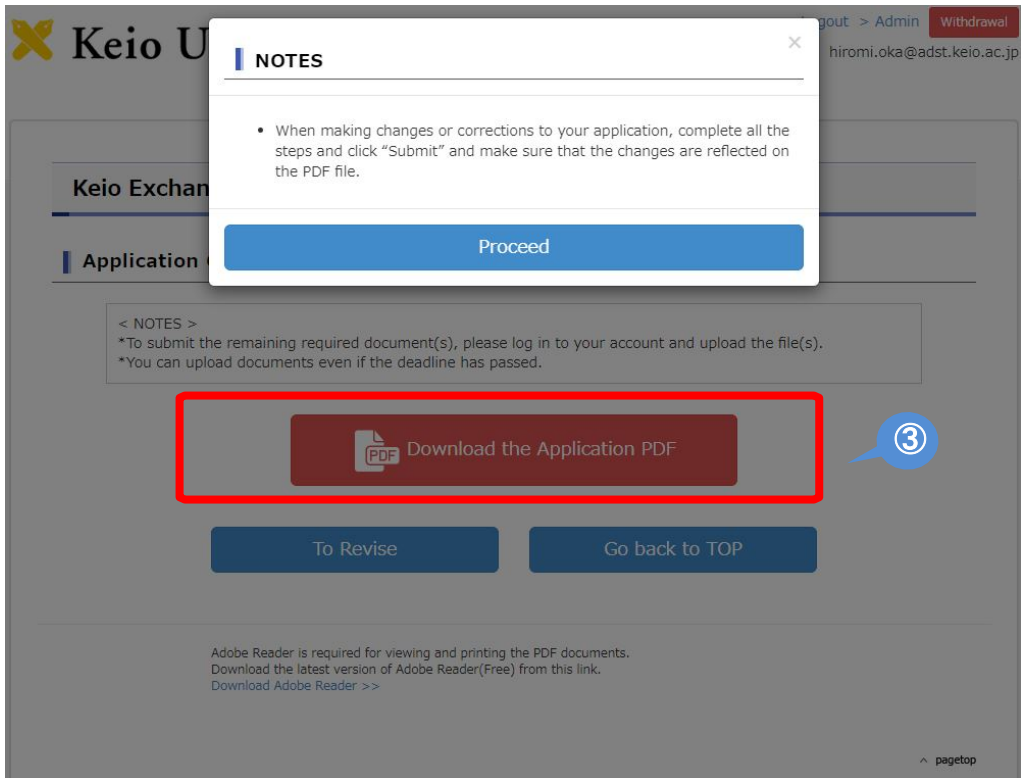
Download the Application PDF

② **To Revise** **Go back to TOP**

Adobe Reader is required for viewing and printing the PDF documents.
Download the latest version of Adobe Reader(Free) from [this link](#).
[Download Adobe Reader >>](#)

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③ Read the “Notes” and if you click “Proceed”, you will be directed to the application screen where you can make changes to your information.



Even if you only need to make revisions in STEP 3, you will not be able to skip steps. You must click “Save and Next” for each step to proceed to the next step.

- ◆ Steps that do not need to be revised → Do not make any changes and click “Save and Next”
- ◆ Steps that need revision → Make corrections and click “Save and Next”

④ Enter and upload all the necessary information and documents in each step and click “[For confirmation] Application PDF Preview” to check what you have entered.

Keio Exchange Program 2022 Spring Admission

Application Completed

< NOTES >

- *To submit the remaining required document(s), please log in to your account and upload the file(s).
- *You can upload documents even if the deadline has passed.

Download the Application PDF

To Revise

Go back to TOP

Adobe Reader is required for viewing and printing the PDF documents.
Download the latest version of Adobe Reader(Free) from this link.
[Download Adobe Reader >>](#)

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⑤ If you do not find any problems with your application, click “Submit” to apply. If you need to revise your application, click “To Revise.”

【If you forgot your password】

- ① If you forgot your password, go to Login page and click “this link”

Login page

Keio Exchange Program 2022 Spring Admission

* If you already have a user account, log in with your email address and password.

If you forgot your password, click [this link](#).

Login

* If you do not have a user account, sign up here for a new account.

Sign up

Go back

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- ② Enter your registered email address and click “Submit”. You will receive an email that will allow you to reset your password.

Forgot Password

Keio Exchange Program 2022 Spring Admission

If you forgot your password and would like to reset, enter your registered e-mail address below and click “Submit”.
We will send you an email that will allow you to reset your password.

Submit

Go back

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③ You will receive an email message below. Click on the link to reset your password.

You recently requested to reset your password.
Please click the following link and reset your password:

https://studyabroad-apply.gakuj.keio.ac.jp/inbound/2020/inbound_exchange_fall/reset-password/dd83c70a9218750a3489bbaabcd30b3737344702

You received this e-mail because you signed up to Keio's Student Exchange Program Application website. If you did not register and have received this e-mail in error, please delete it.

International Center
KEIO UNIVERSITY
<http://www.ic.keio.ac.jp/en/study/exchange/index.html>

This message is auto-generated from E-mail security server, and replies sent to this email can not be delivered.

④ Enter a new password and click “Submit”. Return to Login page, log in to your account by using your email and new password.

You will also receive a notification email.

Create your password

Keio Exchange Program 2022 Spring Admission

Please choose a password and click “Submit”.

Your account: @adst.keio.ac.jp

Choose a password

Confirm password

Must be at least 6 characters

Submit

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