

1. Enrollment and Admission Quota

[Enrollment] September 2022 / April 2023

[Eligible Graduate School] All graduate schools at Keio University

[Status] Short-term International Student

\*Note that Short-term International Students cannot register courses, earn course credits and degrees at Keio University.

[Term] 6 months or 12 months

[Admission Quota] A maximum of around 10 students will be selected per year.

2. Eligibility Criteria

(1) Applicants must be enrolled in a doctoral program at one of the Project 985 universities.

\*Project 985 is a project first announced by the government of the People's Republic of China on May 4, 1988, with the objective of founding world-class universities in the 21st century. It provides priority funding to a selected group of universities in order to raise the quality of research to an international standard.

(2) Applicants must obtain an informal acceptance from a tenured faculty member at Keio University beforehand.

3. Fee and Accommodation

Examination fee, registration fee and tuition fee are exemptible. Students must arrange their own accommodation.  
(Each student is responsible for arranging his/her own accommodations and all fees, including rent.)

4. Application Period

From Monday, November 22, 2021, to Monday, November 29, 2021 (JST)

\*Applications must be received by the deadline.

5. How to Apply

Take the following steps from 5-1. to 5-3 to proceed the application.

5-1. Request for informal approval from your preferred academic advisor at Keio.

You must choose a faculty member whom you would like to have as your academic advisor. Contact the faculty member of your choice and inquire about the possibility of him/her becoming your academic advisor. Faculty information can be found on our website, <http://www.ic.keio.ac.jp/en/study/mext/facultyprofile.html>  
\*Please contact the CSC Coordinator for any inquiries.

<Caution>

Please note that the informal approval from your preferred academic advisor at Keio does not necessarily mean that your admission is guaranteed. The final decision will be made by Keio University after evaluating all applications.

5-2. Application Documents

If you find a faculty member who is willing to be your academic advisor, submit all the following application materials to the office below. Application documents (1) - (6) must be written in either Japanese or English.

- (1) Application form (prescribed form)
- (2) Certificate of Enrollment in the doctoral program (original)
- (3) Academic transcripts (original)

\*All courses taken in both the undergraduate and master's programs must be included in the academic transcript.

(4) Certificate of graduation (original)

\*Certificates from both the undergraduate and master's programs must be submitted.

(5) Research Plan (prescribed form)

(6) Recommendation letters (free format)

\*One letter must be prepared by your current academic advisor at your institution. If any, you may submit the second letter written by a recommender of your choice.

(7) Copy of passport

\*Headshot photo page only.

\*If you do not have a passport, you are required to submit a copy of an official photo ID (front and reverse side) and you must apply for a passport immediately.

### 5-3. Submission of Application Documents

Application documents must be sent in PDF format by e-mail and then sent to the address below by post.

CSC Coordinator

International Exchange Services Group, Office of Student Services, Keio University

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

Phone: +81-3-5427-1608      E-mail: [ic-csc@adst.keio.ac.jp](mailto:ic-csc@adst.keio.ac.jp)

- (1) We do not issue receipts upon receiving application documents.
- (2) We do not accept documents submitted directly to the office.
- (3) Indicate on the envelope that the application documents are enclosed.
- (4) When sending by post, be sure to use courier service which provides tracking service such as EMS, FedEx, DHL, etc.

## 6. Selection Method and Announcement of Result

Each Graduate School at Keio University will make the first decision of acceptance by screening application documents and then issue a Letter of Acceptance to the successful applicants after late January 2022. After these successful applicants pass the screening conducted by CSC and submit the Scholarship certificate issued by CSC to Keio University, they will be finally permitted admission to Keio University.

<Note>

- (1) Either informal acceptance from your preferred professor or Letter of Acceptance does not guarantee the admission.
- (2) If the applicant fails to pass the screening conducted by CSC, Letter of Acceptance from Keio University will be cancelled.
- (3) Should the information provided in the application documents be factually incorrect or any other improprieties be discovered, the applicant will be deemed ineligible for the enrollment.
- (4) Once the applicants are notified the result of the screening by CSC, they are required to inform CSC Coordinator of its result by e-mail.

## Application Procedure

Confirm Eligibility Criteria  
(Refer to section 2 above)



Obtain informal approval from an academic advisor at Keio  
(Refer to section 5-1 above)



Submit application documents  
(Refer to 5-2, 5-3 above)



Receive Letter of Acceptance from Keio  
(Only for the successful applicants of the First screening)



Apply to the CSC



E-mail your result of the screening conducted by the CSC to Keio



Submit the scholarship certificate issued by the CSC to Keio



Approved as the final successful applicant