User Guide for the Keio CEMS Programme Online Application

【Application Steps】

① Click Online Application and go to Keio Student Exchange Program Top Page. Read the "Notes" carefully. Select the relevant application period and click "Apply".

② **Your first time accessing the system…**

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

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.gakuji.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 2024 Fall 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.

Enter your e-mail address

Sign up ③

Go back

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 2024 Fall Admission ④

https://studyabroad-apply.gakuji.keio.ac.jp/inbound/2021/inbound_exchange_fall/create-password/fdd75fb22d31b2e0cbdcd6eb0d19f38310786861

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 2024 Fall Admission

Please choose a password and click "Submit".

Your account: cems   @adst.keio.ac.jp

Choose a password

Confirm password

Must be at least 6 characters

Submit   ⑤

^ pagetop

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

Login page

| Keio Exchange Program 2024 Fall 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   ⑥

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

Sign up

Go back

^ pagetop

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.

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

Keio Exchange Program 2024 Fall 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
E.g., Keio

First name
E.g., Anna

If your name contains non-English letters/ characters (e.g., .à, 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.

Exchange Type

Exchange type *
Faculty-level

Select the correct type of exchange from the drop-down menu. If you are unsure, please check with the student exchange office at your home university.

> Select "**Faculty-level**"

Home Institution

Home university *
If your university's name is not in the drop-down menu, please check if you have selected the correct exchange type in the section above.

Country
Germany

Name of your home institution
(CEMS) University of Cologne

> Select "(CEMS) *university name*"

Program at Keio

Period of intended study at Keio *
1 semester

Program at Keio *
CEMS MIM Programme

> Select "CEMS MIM Programme"

> * If not available, please check if you have chosen "Faculty –level" under "Exchange Type" above.

English Proficiency

○ I have an official result of English proficiency exam

○ I do not have an official result of English proficiency exam, but my home university determined that I meet the English proficiency requirements

○ N/A (Hold a nationality where English is spoken as a primary language)

○ N/A (Currently enrolled in the degree program where classes are given in English)

○ N/A (Applicant of Research Program, intending to attend the program in Japanese)

○ N/A (Applicant of Japanese Language Program (JLP)

● N/A (Applicant of Faculty-level exchange program)

> Select "N/A (Applicant of Faculty-level exchange program"

English Proficiency
If you chose "Other" under "Name of Exam", please specify the name of the Exam taken in the "Other" field.

Name of Exam	Other
Select ...	
Exam score	Date of Exam Taken
	e.g.)yyyy/mm/dd
Total Score	

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.

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

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

⑪ Select the file and click "Upload."

Important:
- Read [Applying for a CEMS Exchange at Keio/List of Application Documents Required](#) before uploading documents and use the forms there.
- Please note that the forms linked to the Online Application are not for CEMS students.
- Skip "Recommendation" and "COE Application"

** Complete the [Googleform](#) instead of uploading an Excel form here.

**not required for CEMS students Please skip this part.

Recommendation

We ... ce (recommendation letter) written and signed by a professor at your home university. The file must be in PDF format.
* If your letter will be sent by your home university, please indicate so on "Unsubmitted Documents" at the end of this section. Do not upload anything here.

ファイルを選択 選択されていません   Upload

Limit each file to a maximum of 5MB. Black and white copies are recommended.

COE Application

Upload COE Application Form ... Microsoft Excel format.
The COE Application Form and a sample can be downloaded here.
This is not required for Japanese nationals. If you are a dual citizen of Japan and another country, use your Japanese passport to enter Japan as a Japanese citizen.

ファイルを選択 選択されていません   Upload

Microsoft Excel format only. Limit each file to a maximum of 5MB.

Keio Exchange Program 2024 Fall 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, &, *, #).
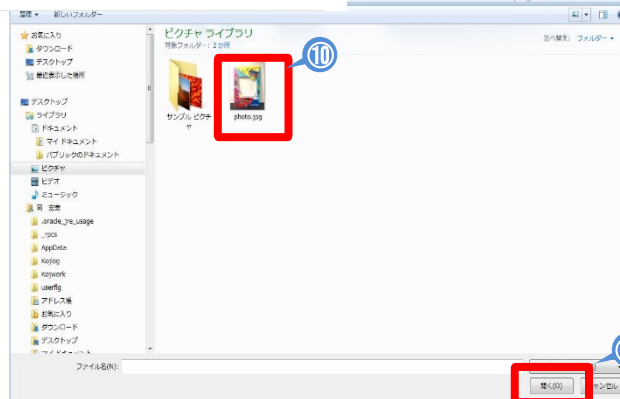
Photo

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.
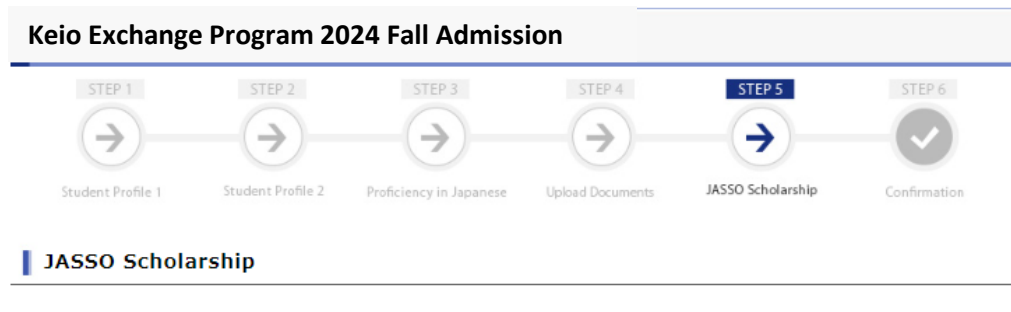The photo will be used for your visa document and student ID card.

⑩   ファイルを選択 選択されていません   ⑪ Upload

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

⑫ "STEP 5 JASSO Scholarship."

Keio Exchange Program 2024 Fall 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

JASSO Scholarship

The JASSO scholarship will be provided to a limited number of students only if the Keio CEMS Programme receives funding from JASSO.

If you wish to apply for the JASSO scholarship, read "Keio CEMS JASSO Guide" carefully and make sure you meet all of the requirements.

Then, complete the STEP 5 of the Online Application for Keio Student Exchange Program.

⑬ 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.

Keio Exchange Program 2024 Fall 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

Confirmation

[📄 PDF] [For confirmation] Application PDF Preview   ⑬

* 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>>

| Go back | Submit | ⑭ |

∧ pagetop

⑭ If you do not find any problems with your application, click "Submit" to apply. If you need to revise your application, click "Go back."

9

【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.

② Click "To Revise" on the Application Completed page.

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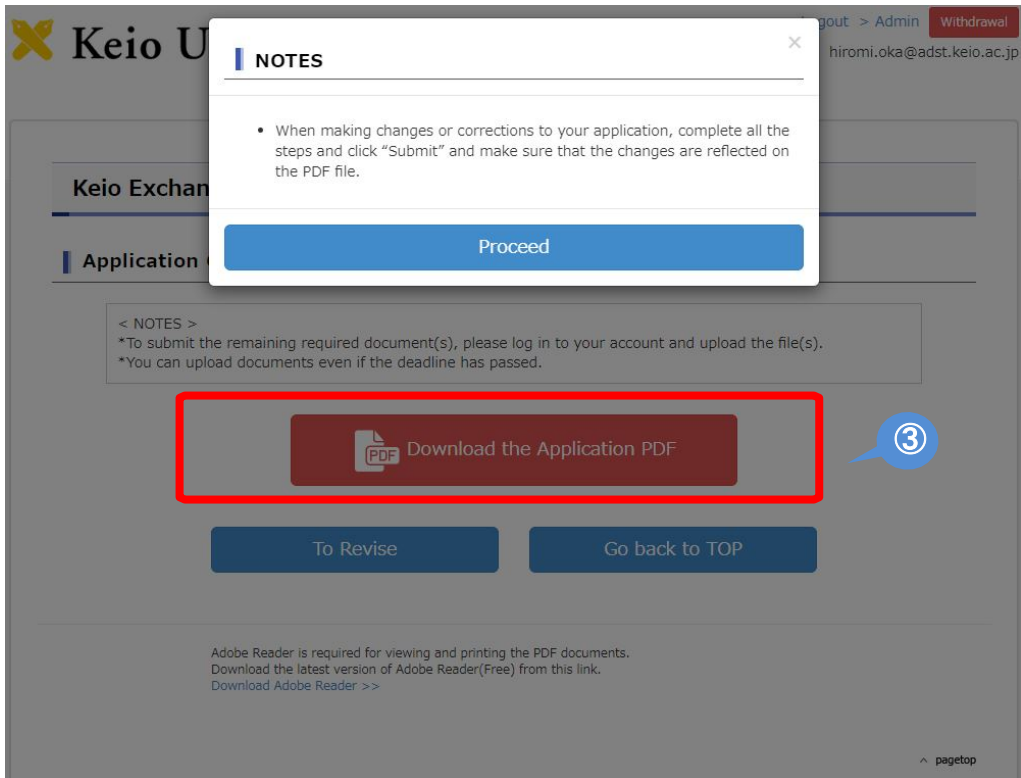
Even if you only need to make revisions in STEP 3, you will not be able to skip steps. You must click "Save and Next" for each step to proceed to the next step.

◆ 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.

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"

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

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.gakuji.keio.ac.jp/inbound/2020/inbound_exchange_fall/reset-password/dd83c70a9218750a3489bbaabcd30b3737344702　③

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 2024 Fall 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　④

︿ pagetop