**Thesis@Keio**

# **Application Form**

**ATTACH PHOTO**

**HERE**

(taken within last 6 months, 3cm x 4cm, color, glossy)

**Instructions:**

1. Applications should be typed or printed clearly in block letters.
2. Years should be written using the Western calendar.
3. **Full Name　(as it appears on your passport)**

|  |  |  |  |
| --- | --- | --- | --- |
|  | Family Name | First Name | Middle Name |
| Use only the English alphabet.  Do not use characters with accent  marks (e.g. ą, ç, ë). \* |  |  |  |

\*Our data system does not recognize characters with accent marks.

1. **Date of Birth (yyyy/mm/dd)** **3. Gender**  Male  Female

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| yyyy / mm / dd | Age |  | **4. Nationality** |  |  |
|  |

1. **Home Institution**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Name of Your Home Institution | | Country of Your Home Institution | | |
| Expected Date of Graduation  20 xx/mm/dd | | | | |
| Current Program  □ Master’s □ Doctoral | Major | | Minor | Year-level |
| Department/Graduate School |

1. **Academic Supervisor’s Details** \*We may need to contact your supervisor directly.

|  |  |
| --- | --- |
| Name | Title |
| Department/Graduate School | E-mail |
| Link to the supervisor's profile on your home institution's official website | |

1. **Program/Research Period**

|  |
| --- |
| for \_\_\_ days, from \_\_\_\_/\_/\_ to \_\_\_/\_/\_/\_\_ (yyyy/mm/dd)  **\*Must be within 89 days (including Saturdays, Sundays, and public holidays) during Term 1 or Term 2**  Term 1: Late August to Late December  Term 2: Early March to Early August |

1. **Contact Details**

|  |  |
| --- | --- |
| Mailing Address | |
| Tel. +  Fax. + | E-mail |

1. **Emergency Contact Details (must be different from the above)**

|  |  |  |
| --- | --- | --- |
| Full Name | | Relationship to the Applicant |
| Mailing Address | | |
| Tel. +  Fax. + | E-mail | |

1. **Education (academic history going back until high school)**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Name of Institution | Major | Location | Period (yyyy/mm) | Degree Earned |
|  |  |  | \_\_\_\_ / \_\_ ～ \_\_\_\_ / \_\_ |  |
|  |  |  | \_\_\_\_ / \_\_ ～ \_\_\_\_ / \_\_ |  |
|  |  |  | \_\_\_\_ / \_\_ ～ \_\_\_\_ / \_\_ |  |
|  |  |  | \_\_\_\_ / \_\_ ～ \_\_\_\_ / \_\_ |  |

1. **Employment (most recent employment record)**

|  |  |  |  |
| --- | --- | --- | --- |
| Name of Organization | Location | Type of Work | Period (yyyy/mm) |
|  |  |  | \_\_\_\_ / \_\_ ～ \_\_\_\_ / \_\_ |
|  |  |  | \_\_\_\_ / \_\_ ～ \_\_\_\_ / \_\_ |
|  |  |  | \_\_\_\_ / \_\_ ～ \_\_\_\_ / \_\_ |

1. **Other**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| A) Have you ever studied in Japan?  If yes, please provide us with details in the fields below. | | | Yes  No | |
| Location | Period (yyyy/mm) | | | Purpose |
|  | \_\_\_\_ / \_\_ ～ \_\_\_\_ / \_\_ | | |  |
|  | \_\_\_\_ / \_\_ ～ \_\_\_\_ / \_\_ | | |  |
|  | | |  | |
| B) Does your nationality require you to obtain a visa to enter Japan? | | | Yes  No | |
| \*We strongly recommend that you check with your nearest Japanese Embassy for information on what kind of documents are required for your visa application. | | | | |
| C) Please indicate your Japanese proficiency. | | None  Beginner  Intermediate  Advanced  Native | | |
| D) Please indicate your English proficiency. | | None  Beginner  Intermediate  Advanced  Native | | |  |
|  | |  | | |

**Continue to the next page**

1. **Keio Academic Faculty Member**

You can list up to three Keio professors or academic faculty members by whom you wish to be supervised. Please use the following websites to find their full names and affiliations:

https://k-ris.keio.ac.jp/search?m=home&l=en

https://keio.pure.elsevier.com/

1. Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Faculty/Department: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

1. Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Faculty/Department: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

1. Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Faculty/Department: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**\*Please do not contact them directly at this point. Also, please note that there is no guarantee he/she will be available to supervise you during the period of your choice.**

1. **Application Checklist**

|  |
| --- |
| Send **all** the application documents listed below in PDF format via e-mail to thesis-at-keio@adst.keio.ac.jp  Application Documents:   * Application form (this form) * Research Plan at Keio written in English or Japanese (brief, itemized, and at most 1 page on A4 paper) * Official academic transcript from your home institution (If issued in a language other than English, attach   an English translation)   * Certificate of enrollment from your home institution * Abstract of your thesis written in English or Japanese (at most 1 page on A4 paper) * A letter of recommendation from your academic supervisor * A copy of your passport (the page including your photo) |

I certify that the information given in this application is complete and accurate to the best of my knowledge, and if accepted, I agree to comply with the rules and regulations of Keio University.

Name of Applicant:

Department/Graduate School:

Home Institution:

Signature

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Date

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Personal information is handled securely and appropriately in compliance with the Keio University Basic Policy Concerning Protection of Personal Information and the Keio University Rules to Protect Personal Information. Personal information provided shall be used only for verifying the qualifications of applicants, handling administrative procedures, and making necessary arrangements for applicants. Keio University may disclose applicants’ personal information to third parties only within the scope deemed appropriate and necessary. Personal information will not be used for any other purposes.