

User Guide Manual for the Student Exchange Program Online Application Website

As of November, 2017

【Application Steps】

- ① Access <https://studyabroad.gakuji.keio.ac.jp> and login using your ID and password. *Use the same ID and password as for your keio.jp account.

ログイン対象: 株式会社朝日ネットmanabaサービス ?

ID:
IDを入力してください

Password:

☐ ワンタイムパスワードを利用する

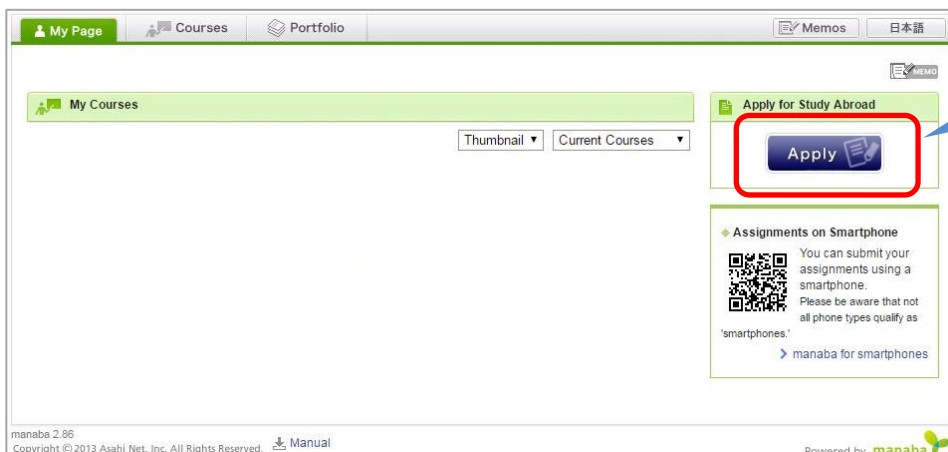
Login

Guide: on | off

利用者ガイド サポート
ワンタイムパスワードについて

© Keio University.

- ② After logging in, click “Apply” on the top right of the My Page screen and access the Study Abroad Application Top Page.



- ③ Once you access the Study Abroad Application Top Page, switch language to English by clicking “English” link on the top right corner of the screen. Select the relevant application period and click “Apply”.

Keio University

English > ログアウト
氏名: ありのな とおる

留学出願TOPページ

Study Abroad Application Top Page

< NOTES >

- * Read the "Application Guidelines for Keio University Student Exchange Program (Outbound)" carefully.
- * Make sure to check the latest updates for the Application Guidelines for Student Exchange Program (Outbound) before applying.
- Download the prescribed forms (Written Oath and Language Proficiency Testimonial written by a faculty member) from [this page](#).
- * Complete and submit your application during the application period(s).

< System Requirements >

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

Application Schedule

2016 Outbound Exchange Program 3 Application Period: 2016/05/20 22:00 - 2016/06/01 16:45	Apply
2016 Outbound Exchange Additional Application 1 Application Period: 2016/07/21 09:00 - 2016/08/31 22:00	Apply
2017 Outbound Exchange Program 1 Application Period: 2016/09/08 09:00 - 2016/09/29 16:45	Apply
2017 Outbound Exchange Program 2 Application Period: 2016/11/14 09:00 - 2016/12/05 16:45	Apply

- ④ Read the “Notes” and click the “I understand” button 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.
- Make a draft of your Statement of Purpose and Study/Research Plans on Microsoft Word etc. beforehand.
- You may only upload PDF files (less than 5MB in size per file, black & white is recommended.) If you do not have your own scanner, use the scanners in the PC rooms/PC areas on campus and convert the files to PDF. Give yourself plenty of time to prepare for your application.
- If there are errors or omissions in the application, you may become ineligible for selection. Even if there are errors or omissions we do not notify the applicants, so please take care to arrange and compile all the necessary documents.
- Data submitted outside the application period will be invalid. Furthermore, note that we do not accept data that was sent late due to computer problems or an overload of the server. On the final day we expect a lot of traffic, so please ensure you submit your online application as early as possible.

I understand

- ⑤ STEP 1 Student Profile, STEP 2 History, STEP 3 Statement of Purpose & Study Plan and Step 4 Statement of Purpose for Each University of Choice, enter information following the instructions on the application form.

Outbound exchange program : 2017 Outbound Exchange Program 1

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

Student Profile History Statement of Purpose & Study Plan Statement of Purpose for Each University of Choice Upload Document Confirmation

Student Profile

AUTO FILL

Applicant

Student ID Number

Name (Katakana)

Name (Kanji or Katakana)

Surname, Given Name

Surname, Given Name

Spell out your name as shown on your passport. The first letter of each name should be in uppercase while the rest is in lowercase. (E.g., Type "Keio Mary" even if "KEIO MARY" is shown on your passport.)

Date of Birth

Confirmation

I understand the conditions for advancing to the next year, accreditation and transfer of credits, and graduation after coming back to Keio University. ☒ Yes

You must consult the staff member in charge of academic affairs for your faculty/graduate school in advance.

- ⑥ 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.**

⑦ Upload documents in STEP 5. To upload documents, click “Chose Folder,” select the PDF file you would like to upload and click “Open.”

⑧ Select the file and click “Upload.”

Please read the “Instructions on the Photograph for Online Submission” on the website below.

http://www.ic.keio.ac.jp/doc/guide_picture_en_website1112.pdf

Outbound exchange program : 2017 Outbound Exchange Program 1

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

Student Profile History Statement of Purpose & Study Plan Statement of Purpose for Each University of Choice **Upload Document** Confirmation

Upload Document

AUTO FILL

Academic Transcript

Upload the most recent Academic Transcript (gakugyō seisekihyō) sent to your guarantor at the end of the semester. Be aware that this differs to the Transcript of Academic Record (seiseki shomeishō). If you are applying during the Round 1 Application or Round 2 Application, upload your Academic Transcript sent out by Keio at the end of the Spring Semester. For Round 3 Applications, please upload the Academic Transcript sent out at the end of the previous year's Fall Semester. If you have lost your Academic Transcript, you can print it out from keio.jp and use that for submission.

- If you are an undergraduate student who has transferred from another university, in addition to your current Academic Transcript, please upload all academic transcripts from the university you were previously enrolled in. (Upload it as one PDF file even if there are multiple pages.)
- If you are a graduate student, upload the academic transcript for all undergraduate faculties and graduate schools you have been affiliated to. If you no longer have an academic transcript from your undergraduate degree, upload your Transcript of Academic Record. Those who have graduated from other universities, please obtain and upload an academic transcript from that university. (Upload it as one PDF file even if there are multiple pages.)

⑦ 参照...

⑧




⑨ 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.

Refer to the "Student Exchange Program (Outbound) Application Checklist" to check if there are any errors.

Outbound exchange program : 2017 Outbound Exchange Program 1

STEP 1 Student Profile → STEP 2 History → STEP 3 Statement of Purpose & Study Plan → STEP 4 Statement of Purpose for Each University of Choice → STEP 5 Upload Document → **STEP 6 Confirmation**

Confirmation

 **[For confirmation] Application PDF Preview**

* Confirm what you entered in the "Application PDF Preview" above, and click "Submit".
* Refer to the "[Student Exchange Program \(Outbound\) Application Checklist](#)" to check if there are any errors.
* You may revise your application during the application period even after clicking "Submit" below.

Go back **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 >>](#)

⑩ 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 during the application period】

When making changes to a submitted application, your application will be withdrawn temporarily. Once it is revised, you must click the Submit button again by the deadline. Otherwise, your application will not be valid. Please be aware of the amount of time you have remaining before the deadline.

①Click “Submit” on the Study Abroad Application Top Page.

Study Abroad Application Top Page

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

Outbound exchange program : 2017 Outbound Exchange Program 1

Already submitted

Application Completed

NOTES

- * Application Submitted.
- * If you would like to make changes or corrections to your application after closing the screen, go back to the top page, select "Submit" for the relevant program, and then click "To Revise."
- * You must complete the steps and click "Application Submission Completed" at the end in order to reflect the changes you have made.

Download the Application PDF

To Revise

Go back to TOP

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[Download Adobe Reader >>](#)

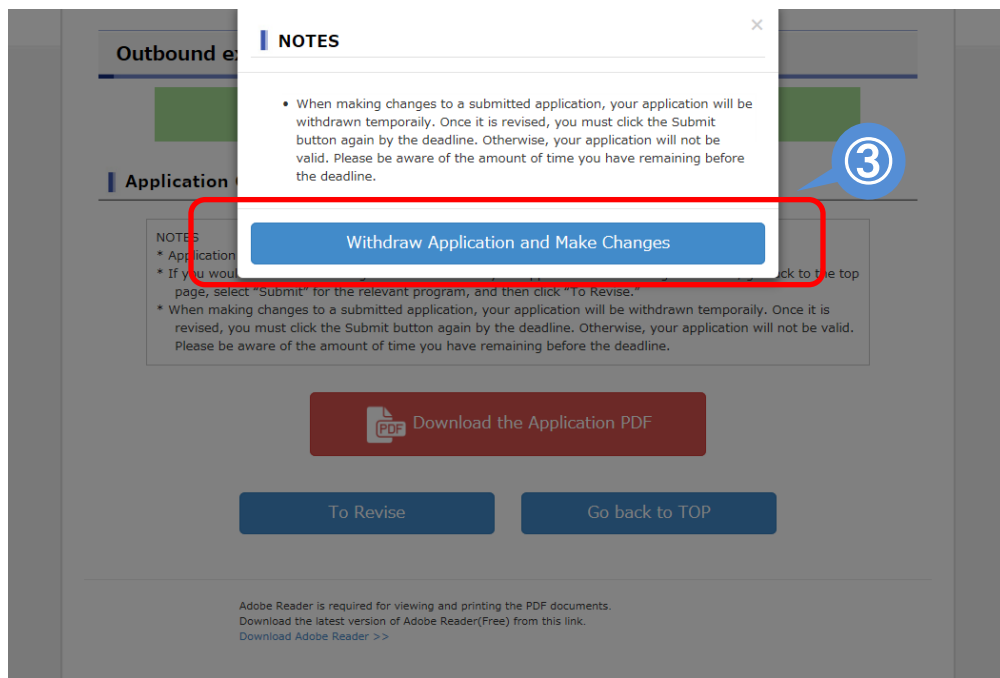
③ Read the “Notes” and if you click “Withdraw Application and Make Changes”, you will be directed to the application screen where you can make changes to your information.

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”



* Please make sure to download and save the Application PDF from the “Download the Application PDF” button on the “Application Completed” page during the application period.


- 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.

Outbound exchange program : 2017 Outbound Exchange Program 1

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

Student Profile History Statement of Purpose & Study Plan Statement of Purpose for Each University of Choice Upload Document Confirmation

Confirmation

 [For confirmation] Application PDF Preview

* Confirm what you entered in the “Application PDF Preview” above, and click “Submit”:
* Refer to the “[Student Exchange Program \(Outbound\) Application Checklist](#)” to check if there are any errors.
* You may revise your application during the application period even after clicking “Submit” below.

Go back Submit

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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.”

Converting documents to PDF format

- Students can submit documents such as academic transcripts, certificates of language proficiency, and the written oath by scanning them to PDF and uploading them through the website.
- If you do not have a scanner at home, you can use the on-campus computer facilities below (As of Nov, 2016).

Campus	Location
Mita	B1 Graduate School Building PC Room
Hiyoshi	Seventh Building lobby, 1F Hiyoshi Media Center
Yagami	B1 14th Building Open Space
SFC	Media Center Open Area

*For other campuses, contact the ITC office on your campus.

- Scanners work differently depending on the campus. For details, ask an ITC consultant in the PC room or contact the ITC help desk.
- The on-campus scanners and computer facilities may be busy on the last day of the application period. Even if you are late uploading the documents for this reason, we will not accept late applications, so please make sure you prepare your application well in advance.