

# Keio University

## Graduate School of Economics

### Application Guidebook for General Admissions

September 2024 / April 2025 / September 2025 Intake

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## Admissions Policy (Policies for Admission to the University)

General Entrance Examinations for both the master's and doctoral programs are held twice a year, with the first round in July and the second round in February or March. In recognition of the range of university graduation periods in Japan and overseas, persons applying to the first-round entrance examinations may choose whether to enroll in September or in April of the following year. Note also that those applying to the second-round entrance examinations may choose whether to enroll in April or in September of the year concerned.

In order to ensure that the education at Graduate School of Economics is broadly available to students whose first language is not Japanese, applicant may choose to take examinations for both the master's and doctoral programs wholly in English. A written examination (field examination) and interview serve to determine a basic knowledge of economics and facility to read academic papers to an undergraduate level for the first-round entrance examinations for the master's program. Furthermore, enrollment

precluding the necessity of a written examination may be permitted for the second-round entrance examinations for students who demonstrated high potential as researchers during their bachelor's thesis research. In such cases, examinations will be by means of an evaluation of the papers submitted with applications and an interview.

For the entrance examinations for admission to the doctoral program, peer review of submitted papers and an interview will be conducted to examine the broad and foundational knowledge, degree of expertise, and facility to conduct research in a specialized field of economics. We actively encourage applications from persons who completed a master's degree program at universities other than Keio.

## The Management of Personal Information at Keio University

At Keio University, personal information is managed safely and appropriately in compliance with the university's "Basic Policy Concerning Protection of Personal Information" and "Rules to Protect Personal Information."

Personal information provided when making an application, completing admissions procedures, and issuing notifications following graduation, including names, addresses, and other details, will be used at each department of Keio University for 1) processing applications for, and conducting of, entrance examinations, as well as announcements of final results; 2) admission procedures; 3) administration, correspondence, and procedures relating to academic affairs, including academic activities to which the student contributes; 4) administration, correspondence, and procedures relating to general student life; 5) administration, correspondence, and procedures relating to the use of university facilities and equipment; 6) communications for soliciting donations, notification regarding school bonds, and inviting recipients to join the Keio Iji-kai (Support Group) or apply for the Keio Card; 7) sending documents to students and guarantors and other communications; and 8) dispatching documents related to the Mita-kai (alumni association); and any other matters accompanying these tasks. Additionally, the data of personal information that has been statistically processed so that individuals cannot be identified will be used as survey and research material for the selection of entrants to the university.

Specific duties will be undertaken by contractors commissioned by Keio University (hereinafter "commissioned contractors") to perform the tasks outlined above. When outsourcing tasks, all or part of the personal information provided by applicants may be shared with commissioned contractors to the extent that it is necessary to carry out their duties. Keio University may also share personal information following graduation, within the extent that this is required for procedures and screenings, upon request from the Mita-kai (Alumni Associations), as part of its support for the Mita-kai's activities.

Exceptions may be made to share personal information with third parties in cases where there is a legal obligation to disclose information, or when it is deemed necessary to protect the life, physical wellbeing, property, or other rights and interests of the student or a third party and it is not possible to obtain the consent of the student in question. Keio University will not provide personal information to a third party in any circumstances other than those described above.

You will hereby be deemed to be in agreement with the above matters, in undertaking all procedures. Please read and consider these factors thoroughly before consenting.

## Special Measures for Applicants in Areas Hit by Large-scale Natural Disasters

For the purpose of reducing the financial burden on applicants who live in areas affected by large-scale natural disasters (areas designated by the Japanese Government as having experienced a "Disaster of Extreme Severity"), Keio may take special measures based on the situation in the affected areas. For details and application materials, refer to the following information.

URL: <https://www.keio.ac.jp/ja/admissions/>

TEL: 03-5427-1566 (Admissions Center)

## Security Export Controls

To ensure that the content of education and research for students does not interfere with the maintenance of international peace and security, Keio University maintains security export controls based on the Foreign Exchange and Foreign Trade Act. Under these controls, the university confirms in advance whether the permission of the Minister of Economy, Trade and Industry is required before exporting/transferring goods and technologies outside Japan, or before providing international students and researchers in Japan with access to those technologies. As a result, students may not be able to receive the education you desire, you may not be able to conduct research, or you may be asked to change the content of your desired education or research.

\*For details on security export controls, please refer to the website of the Ministry of Economy, Trade and Industry.

<https://www.meti.go.jp/policy/anpo/englishpage.html>

## Application and Screening Schedules

	Application Period – I		Application Period – II
	[Master’s Program]	[Doctoral Program]	[Master’s Program] [Doctoral Program]
Date of Enrollment <sup>1</sup>	<b>September 2024 / April 2025</b>		<b>April 2025 / September 2025</b>
Applicant Eligibility Certification (only for those who apply to note on p.10)	May 7–9, 2024	April 23 –25, 2024	November 26 to 28, 2024
Online Registration	10:00 a.m. on May 20 – 3:00 p.m. on May 30, 2024	10:00 a.m. on May 7 – 3:00 p.m. on May 16, 2024	10:00 a.m. on December 16, 2024 – 3:00 p.m. on December 26, 2024
Payment of the Application Fee	10:00 a.m. on May 20 – 11:00 p.m. on May 30, 2024	10:00 a.m. on May 7 – 11:00 p.m. on May 16, 2024	10:00 a.m. on December 16, 2024 – 11:00 p.m. on December 26, 2024
Submission of Required Documents	May 27– 30, 2024	May 13–16, 2024	December 23–26, 2024
Paper and Summary Submission Period	Submission Not Required	May 13-16, 2024	January 6-9, 2025
First Screening	Written exam 10:00 a.m. on July 6, 2024	Document and Paper Screening	Document and Paper Screening
Announcement of First Screening Result	7:00 p.m. on July 6, 2024	10:00 a.m. on June 20, 2024	10:00 a.m. on February 10, 2025
Second Screening (Interview)	July 7, 2024		<b>[Master’s program]</b> February 25, 2025
			<b>[Doctoral program]</b> February 26, 2025
Announcement of Final Results	10:00 a.m. on July 12, 2024		7:00 p.m. on February 26, 2025
Admissions Procedure	<b>[September 2024 Intake]</b> August 20 – 23, 2024 <b>[April 2025 Intake]</b> March 3 – 7, 2025		<b>[April 2025 Intake]</b> March 3– 7, 2025 <b>[September 2025 Intake]</b> TBA

<sup>1</sup> Applicants for Application Period I can select their time of enrollment (September 2024 or April 2025) at the time of application. Applicants for Application Period II can select their time of enrollment (April 2025 or September 2025) at the time of application. **Applicants cannot change their date of enrollment after their applications have been accepted.**

### **1. Number of Students to be Admitted**

Program	Major	Degree	Admission Quota
Master’s Program	Economics	Master of Arts in Economics	70
Doctoral Program	Economics	Ph. D. in Economics	15

**[Notes]**

- The admission quota indicates the total number of two application periods per academic year.

## 2. Application

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Applicants who need special consideration due to disabilities must contact the Keio University Academic Affairs Group for Graduate Admissions by the deadlines listed below:

Application Period I (Master's Program): May 9

Application Period I (Doctoral Program): April 25

Application Period II (Master's and Doctoral Program): November 28

### 2 – 1. Eligibility Requirements for Application to the Master's Program

Those who fulfill any of the following requirements are eligible to apply.

1. Those who have graduated or are expected to graduate from a university in Japan by the time of enrollment.
2. Those who have received or are expected to receive a Bachelor's degree from the National Institution for Academic Degrees and Quality Enhancement of Higher Education by the time of enrollment.
3. Those who have completed or will complete a minimum of 16 years of academic education outside Japan by the time of enrollment.
4. Those who have completed a professional course, which is specified by the Minister of Education, Culture, Sports, Science and Technology, at a special training school (which has a minimum term of study of four years and meets all criteria set by the Ministry of Education, Culture, Sports, Science and Technology of Japan) on or after the specified date, or those who will complete the course by the time of enrollment.
5. Those who meet criteria set by the Ministry of Education, Culture, Sports, Science and Technology.
6. Those who have been enrolled for three years or more at a university (or with equivalent qualifications) in Japan by the time of enrollment, and are recognized by Keio University as having earned a specific number of credits with an excellent academic record.
7. Those who have been awarded or are expected to be awarded a degree equivalent to a bachelor's degree for the completion of a course requiring three years study or more at a university outside Japan by the time of enrollment.
8. Those who are aged 22 or over at the time of enrollment and are recognized by Keio University as having equivalent qualifications to those listed in 1–7 above.

#### 【Notes】

- Applicants who fall under the qualifications 6 or 8 are required to apply for "Applicant Eligibility Certification" in advance. For details, please refer to p.10.
- Applicants whose status is "expected to receive Bachelor's Degree," are required to have received a Bachelor's Degree by the time of enrollment; April 1<sup>st</sup> for April Intake and September 22<sup>nd</sup> for September Intake. If you fail to do so, your enrollment will be cancelled. Those who are expected to graduate or complete your study in September and who are enrolled into the university in September are required to confirm the date of your graduation/completion. If the date is after September 22, please contact the Office of Student Services in advance of making an application.

### 2 – 2. Eligibility Requirements for Application to the Doctoral Program

Those who fulfill any of the following requirements are eligible to apply.

1. Those who have received or are expected to receive a Master's degree or a Professional degree in Japan by the time of enrollment.
2. Those who have received or are expected to receive a Master's degree, a Professional degree, or equivalent degree from an educational institute outside Japan by the time of enrollment.
3. Those who meet criteria set by the Ministry of Education, Culture, Sports, Science and Technology.
4. Those who are aged 24 or over at the time of enrollment and are recognized by Keio University as having qualifications equivalent to those listed in 1–3 above.

#### 【Notes】

- Applicants who fall under the qualification 4 are required to apply for "Applicant Eligibility Certification" in advance. For details, please refer to p.10.
- Applicants whose status is "expected to receive Master's Degree," are required to have received a Master's Degree by the time of enrollment; March 31 for April Intake and September 21<sup>st</sup> for September Intake. If you fail to do so, your enrollment will be cancelled.

## 2 – 3. Online Registration

Please access the following website and complete the online application procedures during the designated period.

**For Master's and Doctoral Program** <https://www.guide.52school.com/guidance/net-keio-g/eng/>

\*For applicants exempted from the first screening, please select “Graduate School of Economics Master's Program <Those who are exempted from the First Screening, Application Period I>” in Examination Type on the online registration.

\*You are not allowed to make any changes to your application information once you have completed the online registration. Please make sure to check the information carefully before completing the registration. If you have registered incorrect information, please re-register from the beginning if you have not paid the application fee. If you have already paid the application fee, please do not re-register and contact the Academic Affairs Group.

## 2 – 4. Submission Period

Application Period	Submission of Required Documents *1	Release of Examination Slip *2
I (Master)	May 27– 30, 2024	Late June
I (Doctor)	May 13–16, 2024	Mid-June
II (Master and Doctor)	December 23–26, 2024	Early-February

\*1 **Please be aware that there are different submission deadlines depending on whether it is sent from Japan or overseas. Make sure to send application documents well in advance since applications that arrive after the deadline will not be accepted.**

<Within Japan> Submitted documents must be postmarked during the period above.

<From abroad> Submitted documents must arrive at Keio University by the final date of the period above. You may post your application documents before the application period.

\*2 The Examination Slip will not be sent to applicants by post. If it has not been released on the Application Confirmation page of the online application system by the dates listed below, please contact Academic Affairs Group for Graduate Admissions.

Application Period I (Master's Program): July 5

Application Period I (Doctoral Program): June 21

Application Period II (Master's and Doctoral Program): February 14

## 2 – 5. Submission of Required Documents by Mail

Each applicant must enclose all the required application documents in a self-prepared envelope, affix the prescribed address label, and send it using the recorded delivery service (簡易書留 / Kan'i kakitome) provided by Japan Post from within Japan, or by **FedEx or DHL** (which is traceable) from outside Japan. **Applications must be received by mail. Submission at the Keio University office will not be accepted.**

**Under no circumstances can we accept applications submitted after the deadline. Please carefully check the deadline and leave extra time for mailing. Taking into consideration the potential delays through postal services, applications sent from abroad before the designated application period will be accepted.**

We cannot respond to inquiries regarding the arrival of application documents. Please confirm by yourself whether your documents have been delivered through your courier service.

Prescribed forms can be downloaded from the link below:

[Master] <https://www.keio.ac.jp/en/grad-admissions/masters/gsecon/>

[Doctor] <https://www.keio.ac.jp/en/grad-admissions/doctoral/gsecon/>

### ●Where to send:

**Keio University Academic Affairs Group for Graduate Admissions**

**2-15-45 Mita, Minato-ku, Tokyo, 108-8345, JAPAN**

\* Please download the prescribed address label from the “Application Confirmation” webpage after you have completed the payment at “Online Registration” and print out on A4 white paper.

## 2 – 6. Application Fee (35,000 JPY+ Additional Service Charges 1,100 JPY)

Read the instructions on how to make the payment via the website below.

<https://www.guide.52school.com/guidance/shared/pay-pattern/paygent-05.html>

**\*Payment by credit card is available only for applicants living outside of Japan.**

## クレジットカード決済 / Payment by credit card

下記のクレジットカードよりお支払いが可能です。※海外在住の方に限ります。

You can pay using the following credit cards. \*Limited to students living outside of Japan.



## コンビニエンスストア決済 / Pay at the convenience store

下記のコンビニエンスストアよりお支払いが可能です。

※現金のみの取扱いとなります。支払金額の上限は30万円です。

You can pay at the following convenience stores.

\*Cash payments only. Maximum payment possible is 300,000 yen.



## ネットバンキング / Internet banking

主要メガバンクをはじめ、全国1,000行以上のネットバンキングをご利用いただけます。

ネットバンキングによるお支払いは、登録完了時に発行されるURL（検定料のお支払いサイト）経由からのみ行うことができ、その他サービスからはご利用いただけません。

※ご利用には、ネットバンキングの利用契約が必要です。

You can use internet banking provided by over 1000 domestic banks, including the main financial institutions.

Payments via internet banking can only be made from the URL (examination fee payment site) that will be issued upon completing the registration. Other services cannot be used.

\*A user contract is required to use internet banking.

## 銀行ATM（ペイジー） / ATM (Pay-easy)

下記の他にPay-easy対応の金融機関をご利用いただけます

※現金での支払金額の上限は10万円です。10万円を超える支払いはキャッシュカードが必要です。

In addition to the below, you can also use financial institutions that accept Pay-easy.

\*Cash payments of up to 100,000 yen is possible. A cash card will be necessary for payments exceeding 100,000 yen.



## Application Fee Refunds

The application fee cannot be refunded. However, in the following cases, the fee will be refunded.

A: When the applicant has paid the application fee, but has not completed application.

(i.e., application documents were not sent, or the application was not accepted)

B: When the application fee has been paid twice by mistake.

If either A or B applies, please contact the Academic Affairs Group for Graduate Admissions within one week after the final day of the application period. No refunds can be given at convenience stores. Additional Service Charges will not be refunded.

## 2-7. Application Documents

- Once submitted, application documents and other related materials cannot be returned under any circumstances.
- Should the information provided in the application documents be factually incorrect or other improprieties be discovered in the documents submitted, the applicant will be deemed ineligible for the entrance examination and enrollment.
- **For certificates, only the original or a certified true copy will be accepted.**
- All documents should be **written in Japanese or English** on **A4 or letter-size paper** and they should be printed on **single-sided only**.
- **Please do NOT staple or glue documents together.**
- The meaning of the symbols in the category column of the table are as follows.
- ○ = Documents that must be submitted by ALL applicable individuals.
- △ = Of the applicable individuals, documents that must be submitted by those who meet certain conditions (including voluntary submissions).

	Application documents	Application Period				Notes
		Master I	Master II	Doctor I	Doctor II	
①	Checklist and Pledge (Prescribed Form)	○	○	○	○	1) Download and print out the prescribed "Checklist and Pledge" from the website. After confirming that you have prepared all required documents, tick the boxes for prepared documents, give a signature, and send with the other application documents. Master's Program: <a href="https://www.keio.ac.jp/en/grad-admissions/masters/gsecon/">https://www.keio.ac.jp/en/grad-admissions/masters/gsecon/</a> Doctoral Program: <a href="https://www.keio.ac.jp/en/grad-admissions/doctoral/gsecon/">https://www.keio.ac.jp/en/grad-admissions/doctoral/gsecon/</a>
②	Application Form (Prescribed Form)	○	○	○	○	1) Application form becomes downloadable after you have completed payment of application fee and registered ID photo. Please login to the "Application Confirmation" page on the website, download and print out the Application Form on A4 or letter-size paper (single-sided). 2) Please upload the ID photo which fulfills the following conditions. The uploaded ID photo will be used as the photo for the student ID card of applicants who pass the entrance examination. • The image should be clear and in full color (no black and white images). • The image must show a full front view of the subject's face and shoulders. No hats, photo filters, or distracting backgrounds are allowed. • Backgrounds should be a plain white, gray, or blue solid tone (no landscapes, curtains, etc.). • The image should not be edited or modified using photo software, apps, or other means. • The photo must be saved as a JPEG file (file extension: ".jpg"). • The file size for the photo must be at least 100 KB but no larger than 5 MB. 3) Do not add any extra details on the Application Form. 4) For applicants exempted from the first screening for the master's program, please make sure that "Admission type" on the application form is stated "Those who are exempted from the First Screening". 5) If you graduated or completed a correspondence course, please select "Correspondence School" in the "Educational Background" field. 6) In the "Educational Background" field, please enter only the education from which you received a degree. Please be sure to submit all of the following certificates for the universities and graduate schools you have entered in the "Educational Background" field. If they are not submitted, they will not be accepted as part of your educational background.
③	Research Plan (Prescribed Form)	○	○	○	○	1) Download and print out the PDF file from the website. The research plan should be written to fit within the prescribed number of pages and frames. 2) Fill in all sections with a black or blue-ink pen. Use of pencil is not permitted. You may also download the Word file for the Application Form from the website and fill out the form electronically.
④	Official Academic Transcript (Undergraduate)	○	○	○	○	1) For applicants who are expected to graduate/ complete, please submit a transcript showing grades of the most recently completed school term/year. 2) Those who have been enrolled in, and have earned credits at, more than one university due to reasons such as transferring, must submit separate transcripts indicating credits earned at each institution. 3) If these documents are written in languages other than Japanese or English, a Japanese or English translation verified by an official organization such as an embassy or a notary office must also be submitted along with the original document. 4) If the name on the certificate is different from that on the application (e.g. previous name), please submit an official certificate which identifies these names, such as family register.
⑤	Official Academic Transcript (Master's Degree) *for doctoral applicants					
⑥	Certificate of (Expected) Graduation	○	○	○	○	1) Those who have obtained or are expected to obtain a Bachelor's (Master's) degree must submit a certificate of Expected Graduation/Completion within the application period. 2) If these documents are written in languages other than Japanese or English, a Japanese or English translation verified by an official organization such as an embassy or a notary office must also be submitted along with the original document. 3) If the name on the certificate is different from that on the application (e.g. previous name), please submit an official certificate which identifies these names, such as family register. 4) Those who have graduated from universities in mainland China must also submit an "Online Verification Report of Higher Education Qualification Certificate" in English. Register on the Chinese Ministry of Education website < <a href="http://www.chsi.com.cn/xlcx/bgys.jsp">www.chsi.com.cn/xlcx/bgys.jsp</a> >, obtain a report in a PDF file and print it out.
⑦	Certificate of (Expected) Completion *for doctoral applicants					
⑧	Certificate of (Expected) Bachelor's (Master's) Degree	△	△	△	△	1) Applicants who have graduated or are expected to graduate from a university outside of Japan must submit a Certificate of Degree. However, if the Certificate of Graduation (or Transcript) includes a Certificate of Degree verifying that you have obtained the degree, you do not need to submit a separate Certificate of Degree. 2) If these documents are written in languages other than Japanese or English, a Japanese or English translation verified by an official organization such as an embassy or a notary office must also be submitted along with the original document. 3) If the name on the certificate is different from that on the application (e.g. previous name), please submit an official certificate which identifies these names, such as family register.



	Application documents	Application Period				Notes									
		Master I	Master II	Doctor I	Doctor II										
⑨	Confidential Reports on the Applicant (Prescribed Form)	△	○	△	△	<table border="1"> <thead> <tr> <th></th> <th>Master's program</th> <th>Doctoral program</th> </tr> </thead> <tbody> <tr> <td>Period I</td> <td>1 report Submission optional</td> <td>Up to 2 reports Submission optional</td> </tr> <tr> <td>Period II</td> <td><b>2 reports (by different persons) Submission required</b></td> <td></td> </tr> </tbody> </table> <p>1) As shown in the table above, submission may either be required or optional depending on the application period and the degree level.</p> <p>2) The report should be written by a faculty member at the applicant's university (or graduate school) who was the applicant's academic supervisor. If there is no corresponding writer, another person who can evaluate the applicant's qualifications and aptitude for conducting the research may be accepted.</p> <p>3) <b>Valid only if the designated form is used and sealed by the writer.</b></p> <p>4) Submission by email directly sent from the writer to the address below will be accepted only if the writer resides outside of Japan. [E-mail]: <a href="mailto:grad_admissions@info.keio.ac.jp">grad_admissions@info.keio.ac.jp</a></p> <p>5) If the report is written in languages other than Japanese or English, a Japanese or English translation verified by an official organization such as an embassy or a notary office must also be submitted along with the original.</p>		Master's program	Doctoral program	Period I	1 report Submission optional	Up to 2 reports Submission optional	Period II	<b>2 reports (by different persons) Submission required</b>	
	Master's program	Doctoral program													
Period I	1 report Submission optional	Up to 2 reports Submission optional													
Period II	<b>2 reports (by different persons) Submission required</b>														
⑩	Paper for Admission Screening		○	○	○	<p>1) Upload PDF files through the "Register documents to submit" section on the Online Registration System. Please ignore the message at the bottom of the screen regarding "Register documents to submit" and be sure to submit a paper and summary via this button.</p> <p>2) PDF must be uploaded during the period listed on p.3. <b>Be sure to submit the file only once, not multiple times.</b></p> <p>3) Write your name, the title of the paper, and the description of the file (Full paper or Summary) on the front page. Enter the title in "Paper (Abstract) Title" section of ② Application Form .</p> <p>4) If the volume of the file is larger than 50MB, please submit them by email (<a href="mailto:grad-admission@adst.keio.ac.jp">grad-admission@adst.keio.ac.jp</a>).</p> <p>5) Undergraduate thesis, master's thesis or equivalent research paper would be acceptable. However, if you have graduated from a bachelor's degree program at Keio University and more than three years have passed since your graduation, you are NOT allowed to submit your undergraduate thesis. If you have completed your Master's degree program at the Graduate School of Economics at Keio University and more than three years have passed since your completion, you are NOT allowed to submit your Master's thesis.</p> <p>6) The subject of the paper must be limited to Economics or adjacent fields.</p> <p>7) For Master's applicants, only single-authored papers by the applicant will, in principle, be accepted for submission.</p> <p>8) Summarize the "Paper for Admission Screening" in less than 3000 words.</p> <p>9) Applicants who are expected to complete the Master's program at the Graduate School of Economics at Keio University do not need to submit "Paper for Admission Screening" and "Summary of Paper". For those applicants, their master's thesis should be treated as "Paper for Admission Screening".</p>									
⑪	Summary of Paper														
⑫	Language Test Score	○		○	○	<p>1) Choose <b>one examination</b> from below and submit the score. <b>*Even if you are an English native speaker, you have to submit a Language Test Score.</b> A: TOEFL iBT® / B: IELTS / C: GRE® / D: Japanese Language Proficiency Test (N1) / E: Examination for Japanese University *D and E can be selected only by applicants from abroad.</p> <p>2) Please register your score on the online registration. Applicants are not allowed to submit more than one language test score.</p> <p>3) <b>Language test scores not listed below are NOT accepted for any reason.</b></p>									
	A. TOEFL iBT®					<p>1) Keio will access to Official Score Report through the online portal based on a copy of Test Taker Score Report submitted by applicants. <b>Please make sure to submit both ④ and ⑤ below.</b></p> <p><b>④ Official Score Report</b> (must be sent directly to Keio University from ETS)</p> <ul style="list-style-type: none"> <li>- Make sure that ETS will send the Official Score Report (data) directly to Keio University when you apply for the test or after you take the test.</li> <li>- The TOEFL Institution Code for Keio University is 0773, and the Department Code is 84.</li> <li>- Make sure to take the test and send the Official Score Report well in advance.</li> <li>- Keio will not respond to inquiries regarding the arrival of score reports.</li> <li>- TOEFL My Best Score is not accepted.</li> </ul> <p><b>⑤ Test Taker Score Report</b> (a copy must be submitted to Keio University from applicant)</p> <ul style="list-style-type: none"> <li>- Submission of TOEFL-ITP scores or a printout of the internet results confirmation screen is not acceptable as an application document.</li> </ul> <p>2) Both ① and ② below must be met.</p> <p><b>① Examination Period:</b> Application period I (Master's Program): After July 1<sup>st</sup>, 2022 Application period I (Doctoral Program): After June 1<sup>st</sup>, 2022 Application period II (Master's and Doctoral Program): After February 1<sup>st</sup>, 2023</p> <p><b>② Score Arrival Deadline:</b> the final date of each application period</p>									



<p>B. IELTS (Academic Module)</p>	<p>1) Keio will access to the online portal based on a copy of Test Report Form submitted by applicants. <b>Please make sure to submit both ① and ② below.</b></p> <p><b>① Test Report Form</b> (data must be sent directly to Keio University from organization conducting the test)</p> <ul style="list-style-type: none"> <li>- Make sure that organization conducting the test will send the Test Report Form (data) directly to Keio University when you apply for the test or after you take the test.</li> <li>- There is no institution code. If you need the University's address to request the organization conduction the test to send a data to Keio University, please use the address on p. 16.</li> <li>- Make sure to take the test and send the Test Report Form well in advance.</li> <li>- Keio will not respond to inquiries regarding the arrival of score reports.</li> <li>- One Skill Retake exam is not accepted.</li> </ul> <p><b>② Test Report Form</b> (a copy must be submitted to Keio University from applicant)</p> <p>2) Both ① and ② below must be met.</p> <p><b>① Examination Period:</b></p> <p>Application period I (Master's Program): After July 1<sup>st</sup>, 2022  Application period I (Doctoral Program): After June 1<sup>st</sup>, 2022  Application period II (Master's and Doctoral Program): After February 1<sup>st</sup>,2023</p> <p><b>② Score Arrival Deadline:</b> the final date of each application period</p>
<p>C. GRE® GENERAL TEST</p>	<p>1) Keio will access to the online portal based on a copy of Graduate Institution Score Report submitted by applicants. <b>Please make sure to submit both ① and ② below.</b></p> <p><b>① Graduate Institution Score Report</b> (must be sent directly to Keio University from ETS)</p> <ul style="list-style-type: none"> <li>- Make sure that ETS will send the Graduate Institution Score Report directly to Keio University when you apply for the test or after you take the test.</li> <li>- The GRE Institution Code for Keio University is 3843, and the Department and Major Field Codes are 1801.</li> <li>- Make sure to take the test and send the Graduate Institution Score Report well in advance.</li> <li>- Keio will not respond to inquiries regarding the arrival of score reports.</li> </ul> <p><b>② Graduate Institution Score Report</b> (a copy must be submitted to Keio University from applicant)</p> <p>2) Please enter the total score of "Verbal" and "Quantitative" in the score field of ②.</p> <p>3) Both ① and ② below must be met.</p> <p><b>① Examination Period:</b></p> <p>Application period I (Master's Program): After July 1<sup>st</sup>, 2022  Application period I (Doctoral Program): After June 1<sup>st</sup>, 2022  Application period II (Master's and Doctoral Program): After February 1<sup>st</sup>,2023</p> <p><b>② Score Arrival Deadline:</b> the final date of each application period</p>
<p>D. Japanese Language Proficiency Test (N1)</p> <p>*Only for international applicants.</p>	<p>1) Submit an <b>original</b> Score Report of N1 (認定結果及び成績に関する証明書). <b>Please do not submit certificates (postcards, etc.) that cannot be reissued.</b> Certificates with a "failed" result will not be accepted.</p> <p>2) The test should be taken within the following periods.</p> <p><b>Examination Period:</b></p> <p>Application period I : July, 2022 – December, 2023  Application period II : December, 2022 – July, 2024</p> <p>* "International applicants" are those who have completed a minimum of 16 years of academic education, and have obtained or are expected to obtain a Bachelor's degree or the equivalent from a university outside Japan by the time of enrollment. However, <b>those who have graduated or are expected to graduate from an undergraduate or master's program of a university in Japan are not regarded as "international applicants"</b>.</p>
<p>E: Examination for Japanese University</p> <p>*Only for international applicants.</p>	<p>1) Submit a photocopy of the "Score Report" or "Examination Voucher". Certificates with a "failed" result will not be accepted.</p> <p>2) The test should be taken within the following periods.</p> <p><b>Examination Period:</b></p> <p>Application period I : June, 2022 – November, 2023  Application period II : June, 2023 – November, 2024</p> <p>* "International applicants" are those who have completed a minimum of 16 years of academic education, and have obtained or are expected to obtain a Bachelor's degree or the equivalent from a university outside Japan by the time of enrollment. However, <b>those who have graduated or are expected to graduate from the undergraduate or master's program of a Japanese university are not regarded as "international applicants"</b>.</p>

### <Preferred Supervisor>

While your academic supervisor will officially be determined after enrollment, choose one preferred supervisor from the list below at the time of application. Applicants cannot select faculty members who are not on the list. Note that some members listed below may not be able to be your supervisor due to unavoidable reasons, such as research abroad.

FIELD	NAME	FIELD	NAME	FIELD	NAME	FIELD	NAME
Economic Theory	FUJIWARA IPPEI	Econometrics	NAKATSUMA TERUO	Labor and Industrial Economics	IBUKA YOKO	The International Economy	KIYOTA KOZO
	FUJIWARA-GREVE TAKAKO		OKA TATSUSHI		KAMEI KENJU		MATSUURA TOSHIYUKI
	HIROSE YASUO		OKIMOTO TATSUYOSHI		KOMAMURA KOUHEI		OBASHI AYAKO
	HOKARI TORU		SUGASAWA SHONOSUKE		MISHIMA KOHEI		OKUBO TOSHIHIRO
	ISHIBASHI KOJI	MAKINO KUNIAKI	NAKAJIMA RYO		SASAHARA AKIRA		
	KAWAI KEIICHI	SATO SORA	OHTA SOUICHI		SHIRAI YOSHIMASA		
	KURINO MORIMITSU	SUSATO RYU	YAMADA ATSUHIRO	YAMADA HIROYUKI			
	OZAKI HIROYUKI	Economic History	CHOI JAEDONG	Public Economics and Monetary Economics	ARAI TAKUJI	Environmental Economics	MATSUMOTO HIDEHIKO
	SAKAI TOYOTAKA		HASEGAWA JUNICHI		DOI TAKERO		KAWABATA MIZUKI
	SENGA TATSURO		HASHIGUCHI KATSUTOSHI		FUJITA YASUNORI		KONISHI YOSHIFUMI
	SUDA SHIN'ICHI		IIDA TAKASHI		KOBAYASHI KEIICHIRO		NAOI MICHIO
	TAMADA YASUNARI		KAJIMA JUN	SATO YUKI	TAKEYAMA MASANAO		
	TSUMAGARI MASATOSHI		KANDA SAYAKO	SHIRATSUKA SHIGENORI	IDE EISAKU		
	Econometrics		HOSHINO TAKAHIRO	KUMAKURA WAKAKO	The Economy of Japan	TERAI KIMIKO	Economy and Society
KATAYAMA SHOTA			NAKANISHI SATORU	KOMAGATA TETSUYA		MATSUZAWA YUSAKU	
KAWAI HIROKI		OTA ATSUSHI	TANAKA MIKIHIRO	NAMBA CHIZURU			
NAGAKURA DAISUKE		Labor and Industrial Economics	AKABAYASHI HIDEO	The International Economy	ICHIUE HIBIKI		

### <Preliminary Inquiry to Preferred Supervisor>

Be sure to check in advance the profiles of faculty members and their fields of expertise at the website.

<https://www.econ.keio.ac.jp/en/about/faculty-list>

Through the following form, you may inquire in advance of a preferred academic supervisor as to whether the research field you wish to pursue is within the scope of the supervisor's ability to supervise you. No other inquiries are accepted.

Inquiries for the master's program will be accepted until two weeks before the start of application online registration, and for the doctoral program until four weeks before the start of application online registration. Please note that we cannot respond to inquiries after this period.

Inquiries are optional. You will not necessarily receive a response from the supervisor. Furthermore, it is not guaranteed that you will pass the entrance exam.

<Preliminary Inquiry Form to Preferred Supervisor> <https://forms.gle/KyvhBEq1J7Qu2fjr8>

## 2 – 8. Examination Slip

Once the application documents arrive at Keio, the documents will be reviewed, and if the application is accepted, an e-mail will be sent to the applicant. Please download and print out an Examination Slip during the release period.

Keio University will not send Examination Slips by post. If the examination slip is not released by the date listed on p. 5, please contact the Academic Affairs Group for Graduate Admissions.

After you print out the Examination Slip, please check your name, the name of the Graduate School, and all other details for any inaccuracies. Contact us as soon as possible if you find any incorrect information on the slip.

On the examination day, you must bring the slip to the examination. Please fold it along the lines indicated.

## 2 – 9. Applicant Eligibility Certification **Only for those who apply to note on p.3**

~~This is not a procedure to be completed by all applicants. Whether you need this application or not can be checked on p. 4.~~

Applicants who fall under the qualifications 6 or 8 for the Master's Program and 4 for the Doctoral Program are required to apply for "Applicant Eligibility Certification" screening. Please submit the following forms to the Academic Affairs Group for Graduate Admissions. There is no application fee for this confirmation process.

### ● Application periods for "Applicant Eligibility Certification"

Application Period I (Master's Program)	Application Period I (Doctoral Program)	Application Period II (Master's and Doctoral Program)
May 7–9, 2024	April 23–25, 2024	November 26 to 28, 2024

● **Documents to be submitted**

1. Application Form for Applicant Eligibility Certification (prescribed form)
  2. Resume Form for Applicant Eligibility Certification (prescribed form)
  3. Proof of latest academic record (i.e., Certificate of [Expected] Graduation or Completion)
  4. Statement of Reasons for Requesting “Applicant Eligibility Certification” (No prescribed format)  
 Explain the reasons why you consider yourself to have academic ability equivalent to or higher than a university graduate or a person who has completed a master’s program at a graduate school. Include any research experience or achievements. Please attach reference materials concerning your research if available.
- \* If these documents are written in languages other than Japanese or English, a Japanese or English translation verified by an official organization such as an embassy or a notary office must also be submitted along with the original document.
- \* Download prescribed forms from <<https://www.keio.ac.jp/en/grad-admissions/other/eligibility/>>
- \* Screening results will be informed in around 2 weeks by email.

● **Submitted to**

Please send the required documents (PDF) by email to <[grad-admission@adst.keio.ac.jp](mailto:grad-admission@adst.keio.ac.jp)>.

### 3. Entrance Examination Schedule and Venues

**Period I (Master’s Program)**

	Date and Time	Venue
First Screening (Written Exam)	9:45 a.m. on July 6 (Sat.), 2024	Mita Campus *1
Announcement of First Screening Results	7:00 p.m. on July 6 (Sat.), 2024	Online Announcement *3
Second Screening (Interview)	July 7 (Sun.), 2024	Mita Campus *2
Announcement of Final Results	10:00 a.m. on July 12 (Fri.), 2024	Online Announcement *3

**Period I (Doctoral Program)**

	Date and Time	Venue
First Screening (Document and Paper Screening)	—	—
Announcement of First Screening Results	10:00 a.m. on June 20 (Thu.), 2024	Online Announcement *3
Second Screening (Interview)	July 7 (Sun.), 2024	Mita Campus *2
Announcement of Final Results	10:00 a.m. on July 12 (Fri.), 2024	Online Announcement *3

**Period II (Master’s and Doctoral Program)**

	Date and Time	Venue
First Screening (Document and Paper Screening)	—	—
Announcement of First Screening Results	10:00 a.m. on February 10 (Mon.), 2025	Online Announcement *3
Second Screening (Interview)	(Master’s Program) February 25 (Tue.), 2025	Mita Campus *2
	(Doctoral Program) February 26 (Wed.), 2025	
Announcement of Final Results	7:00 p.m. on February 26 (Wed.), 2025	Online Announcement *3

- \*1 Details about the location of the First Screening (written exam) will be posted on Mita Campus on the day. Applicants may enter the examination room from 9:15 a.m., 30 minutes before the assembly time.
- \*2 Detailed information about the second screening (meeting time and venue) will be indicated at the announcement of the first screening results. The notice will include information about the second screening for the applicants exempted from the first screening (written examination).
- \*3 Please confirm the results of your application via the [“Announcement of Results”](#) button.

### **Handling of late arrivals due to disruptions or delays in public transportation (excluding buses and taxis)**

If public transportation in the vicinity of the examination site is significantly disrupted or delayed, and the University judges that this will affect many students on the day of the examination, the start time of the entire examination may be moved back to a time that does not interfere with the administration of the examination. However, the University will not be held responsible for any personal damage incurred by the examinee as a result of this.

If the start time is changed on the day of the examination, it will be announced on the website below.

<https://www.keio.ac.jp/en/grad-admissions/>

### **Entering Japan to Take Entrance Examinations at Keio University**

“Certificate of Permission to Take Entrance Examinations” will be issued to applicants from outside of Japan as needed. If you need this certificate, for example, to obtain a visa for the purpose of taking the examination, please apply for it using the form provided in the website below.

<https://www.keio.ac.jp/en/grad-admissions/other/visa/>

## **4. Examination Method**

### **Application Period I : Master’s Program**

#### **First Screening — Written Examination (Economics)**

Time	Subjects
10:00 a.m. – 11:20 a.m.	Economics (Applicant will be required to answer some questions to assess their fundamental understanding of economics or adjacent fields. You can choose to take the exam either in English or in Japanese.)

#### **<Notes>**

1. Bring a copy of the Examination Slip with you, and arrive at the examination site by 9:45 a.m., 15 minutes before the examination starts.
2. Use a pencil (black, HB or B), a mechanical pencil (black, HB or B), or a pen (black or blue ink, including ball point pens) on the written examination.
3. Depending on academic performance, the Graduate School of Economics may exempt some fourth-year students from the Faculty of Economics at Keio University from the first screening. For more information, refer to the website of the Graduate School of Economics.

#### **Second Screening — Interview on Research Plan and Academic Knowledge**

In the second screening, the Graduate School of Economics comprehensively evaluates applicants based on their undergraduate academic performance, confidential reports on the applicant, and an interview concerning their research plan and academic knowledge.

Detailed information about the second screening (meeting time and venue) will be indicated at the announcement of the first screening results. The notice will include information about the second screening for the applicants exempted from the first screening (written examination). **Applicants who are late for the designated meeting time will not be permitted to take the interview.** Estimated interview time is 20 minutes.

### **Application Period II : Master’s Program / Application Period I & II : Doctoral Program**

#### **First Screening — Document Screening**

The first screening is based on document screening. Review of submitted papers will be conducted to examine the broad and foundational knowledge, degree of expertise, and facility to conduct research in a specialized field of economics. The subject of the paper must be limited to Economics or adjacent fields.

#### **Second Screening — Interview**

In the second screening, the Graduate School of Economics comprehensively evaluates applicants based on their thesis, and an interview concerning their research plan and academic knowledge. Detailed information about the second screening (meeting time

and venue) will be indicated in the announcement of the first screening results on the Online Result Inquiry website. **Applicants who are late for the designated meeting time will not be permitted to take the interview.** Estimated interview time is 20 minutes for the master's program and 40 minutes for the doctoral program.

### **Notes on Admission — Applicable both to Master's and Doctoral Program**

1. Follow the examination proctor's instructions during the examination.
2. Applicants are not allowed to leave the room during the examination. If there is an unavoidable reason, such as sudden sickness, please raise your hand and follow the proctor's instructions (no time extension will be given for any time lost).
3. In addition to the examination slip, the only items that are permitted on the desk while you are taking an exam are pencils (black), mechanical pencils (black), pens (black or blue), ballpoint pens (black or blue), erasers, pencil sharpeners (excluding large electric sharpeners and knives), clock (excluding those that also functions as a dictionary, calculator, etc., those with a second hand that makes a sound, and large clocks; stopwatches are not permitted), glasses, and masks. No other personal belongings may be placed on the desk.
4. Bring your watch as there is no clock in the examination room. Only watches which simply display the time are allowed. Applicants are not allowed to bring watches with translation functions, calculators, or any other functions besides displaying the time. You are not allowed to use alarm functions on watches, nor can you use the clock function on mobile phones.
5. Switch off your communication devices such as mobile phones, smartphones, and tablets and keep them inside your bag. Communication devices that cannot be turned off are not permitted at the examination venue. Furthermore, communication devices that may make a sound due to an alarm function, etc., must be set so that they do not sound, and the device must be turned off. If communication devices, clocks, etc., sound, vibrate, or cause any other disturbance during the exams and the bag or other item containing the device is identified, an examination proctor may remove it from the examination venue without the owner's permission.
6. You are permitted to wear a coat, etc., while taking the exams. Hats and sunglasses are not permitted. Regarding other clothing, please follow any instructions you receive from an examination proctor.
7. If you need to use a handkerchief, tissues, a cushion, lap blanket, eye drops, nasal drops, etc., please raise your hand and inform an examination proctor.
8. "Ear plugs" are not permitted as you may not be able to hear the instructions, etc., of the examination proctors.
9. In principle, no special measures will be taken in response to everyday noise (aircrafts; cars; wind or rain; noise from air conditioners; noise made by animals; coughing, sneezing, and sniffing by other examinees; sounds made by cell phones or music players; etc.).
10. The following actions may be considered cheating. In these cases, a proctor may interrupt you to ascertain the situation. The test time will not be extended. If the action is judged to be cheating, the applicant will not be allowed to continue the examination, and all examinations for the academic year will be deemed invalid. Any application fees will not be refunded.
  - ◆ Cheating (e.g., looking at cheat sheets, books, someone's paper, or being supplied answers)
  - ◆ Looking up answers using non-permitted items.
  - ◆ Starting to answer questions before the examination starts.
  - ◆ Holding pens or erasers, or continuing to answer questions after the examination ends.
  - ◆ Giving specific applicants an advantage, such as telling them answers.
  - ◆ Having mobile phones or portable music players with you during the examination.
  - ◆ Playing any sounds, such as ringtones, alarms, or vibrating sounds from any devices such as mobile phones, watches, or portable music players.
  - ◆ Bothering other applicants.
  - ◆ Not following proctors' instructions.
  - ◆ Pretending to be another applicant and taking the examination in their stead.
  - ◆ Any other actions undermining the fairness and transparency of the examination.

● On the day of the examination, examinees who have an infectious disease for which attendance is suspended under the School Health and Safety Act and which has not yet been cured may not take the examination, as there is a risk of infecting other students or supervisors. However, this does not apply in cases where the school doctor or other physician has determined that there is no risk of infection. Please note that even in cases where an examinee refrains from taking the examination due to the above reasons, no make-up examinations or refunds of the application fee will be made.

## 5. Announcement of Screening Results

Please access the URL given below and confirm the results of your application via the “Announcement of Results” button with the applicants’ examination number and security code, which you obtained as part of the online registration. For further details of the time and date of announcement, refer to section 3. Entrance Examination Schedule and Venues. Queries concerning screening results will not be accepted.

<https://www.guide.52school.com/guidance/net-keio-g/eng/>

## 6. Admission Procedures

### 6 – 1. Information on Admissions Procedures

The admission procedures documents will not be sent to applicants by post. Details will be provided in the Admissions Procedures Guidelines on the Online Admissions Procedures Website.

<Online Admissions Procedures Website> <https://www.guide.52school.com/guidance/enrollment-keio-g/eng/>

Date of Enrollment	Application Period I		Application Period II	
	September 2024	April 2025	April 2025	September 2025
Start date of log in to the Online Admissions Procedures Website	immediately after the announcement of results	mid-January 2025	in order from the day after the date of the announcement of results.	mid-July 2025

### 6 – 2. Flow of Admissions Procedures / Admission Procedures Period

The following three procedures are required for admission.

- (1) Pay the necessary fees for enrollment
- (2) Enter the necessary items on the online admissions procedures website
- (3) Post the necessary documents

**If only part of the necessary procedures is carried out, or if none of the necessary procedures are completed, you will be regarded as having forgone your intention to enroll, your admissions procedures will not be approved, and you will lose your eligibility to enroll, regardless of the circumstances. Please be sure to complete the procedures by the deadline.**

#### Admission procedures period

September 2024 Intake	April 2025 Intake	September 2025 Intake
August 20– August 23, 2024	March 3 – March 7, 2025	Mid-August, 2025 (tentative) * After mid-July 2025, please log in to the Admissions Procedures Website and check the information by yourself.

## 7. Admission Statistics

Program	2020		2021		2022		2023		2024	
	Applicants	Successful Applicants	Applicants	Successful Applicants	Applicants	Successful Applicants	Applicants	Successful Applicants	Applicants	Successful Applicants
Master’s	158	40	152	43	147	30	126	42	208	47
Doctoral	21	15	27	10	16	9	20	9	19	11

\* The number of applicants includes students to be admitted in April and September.

## 8. Graduate Academic Fees

### 8 - 1. Required School Fees

The amount for tuition fees for the 2025 academic year has not yet been decided. The following tuition fees are for the 2024 academic year. The amount for September 2024 only includes the fees to be paid for the Fall Semester.

Date of Enrollment		April 2024		September 2024	
Program		Master's	Doctoral	Master's	Doctoral
Academic Fees	Registration Fee	60,000	60,000	30,000	30,000
	Tuition Fee	1,000,000	690,000	500,000	345,000
Other Fees		8,200	8,200	4,150	4,150
Total (First Year)		1,068,200	758,200	534,150	379,150

(Amounts in Japanese Yen)

1. Fees excluding Student Health Care Mutual Aid Association Registration Fee can be paid in two installments in the Spring and Fall semesters (payment amounts given in paren-theses). The fee for the Fall semester should be paid by the end of October every year. For payment of academic fees and expenses after enrollment, please contact the Keio University Office of Finance (Tel: 03-5427-1528).
2. Expenses which the university is entrusted to collect (Mita Journal of Economics and research-related fees, student government fee, Student Health Care Mutual Aid fee) are subject to change as necessary by academic year while you are enrolled.
3. The Student Health Care Mutual Aid fee includes a 100 yen registration fee. However, students who have completed a master's program at a Keio University Graduate School and will enroll at another Graduate School, or students who have completed a master's program and will enroll in a doctoral program before a year has passed are not required to pay the registration fee.
4. Please note that the sliding scale system as stipulated in the University Regulations will be applied to determine the annual amount you will be required to pay for the registration fee and tuition. The standard for the rate of increase is based on the slide rate (rate of increase for salaries of civil servants as recommended by the National Personnel Authority for the previous year).

## 8 - 2. Withdrawal and Refund of Academic Fees

In principle, Keio will not refund the fees that you have already paid. However, the full amount of the fees will be refunded only if the procedures to withdraw have been completed by the specified deadline after the completion of all admissions procedures.

Please note that your eligibility for admission may be revoked if it is confirmed that the submitted documents contain false information or fraudulently obtained certificates have been submitted. In such cases, all fees paid up to that point will not be refunded.

## 8 - 3. Scholarships

Please refer to the following website about Keio University Scholarships.

<https://www.students.keio.ac.jp/en/com/scholarships/apply/form.html>

<https://www.ic.keio.ac.jp/en/life/scholarship/>

## 8 – 4. Keio University Education Promotion Funds (Donation) and Keio University Bonds (School Bonds)

Gift giving is an effective way to participate in further enriching the educational environment at Keio. Detailed information (Japanese language only) will be sent to those who have completed the enrollment process.

Keio University Education Promotion Funds (Donation) 30,000 JPY per unit

Making donations of two units or more per year would be greatly appreciated.

Keio University Bonds (School Bonds) 100,000 JPY per unit

Applying three or more units would be greatly appreciated. The total amount applied for bonds will be reimbursed upon completion of the graduate course or when leaving Keio.

## 9. Contact Information/ Access to Mita Campus

**Address:** Academic Affairs Group for Graduate Admissions, Keio University

B1F, South School Building, 2-15-45 Mita, Minato-ku, Tokyo 108-8345

**TEL:** +81-3-5427-1067

**Email:** [grad\\_admissions\\*info.keio.ac.jp](mailto:grad_admissions*info.keio.ac.jp)

(Please put @ into the e-mail address instead of \*.)

**URL:** <https://www.keio.ac.jp/en/grad-admissions/>

### Public Transit

- 8-minute walk from Tamachi Station (JR Yamanote Line / JR Keihin Tohoku Line)
- 7-minute walk from Mita Station (Toei Asakusa Line / Toei Mita Line)
- 8-minute walk from Akabanebashi Station (Toei Oedo Line)

