

Keio University Faculty of Economics

PEARL Programme

Application Guidebook for September 2021 Entry

Keio University



Management of Personal Information at Keio University

Keio University handles personal information in a secure and appropriate manner and in compliance with the “Keio University Basic Policy Concerning Protection of Personal Information” and the “Keio University Rules to Protect Personal Information.”

The names of individuals, their addresses, and other personal information provided during application will be used by the various departments of Keio University to ① implement entrance examinations (processing applications and holding exams), ② announce final results, ③ carry out admissions procedures, ④ carry out administration, communication, and procedures for matters concerning academic affairs after enrollment, ⑤ carry out administration, communication, and procedures for matters concerning general student life after enrollment, as well as to manage any other matters that accompany these items.

For the above functions, part of the work is outsourced to contractors entrusted by the Keio University Admissions Center (hereinafter “entrusted contractors”). When outsourcing, part or all of the personal information individuals have provided to Keio University may be shared with the entrusted contractors to the extent necessary to carry out the work.

In principle, Keio University will not disclose personal information of individuals to third parties. In exceptional circumstances, such as when there is a legal obligation to do so, when determined to be necessary to protect the life, health, property, or other rights and interests of a student or a third party, or in other cases where there is an urgent need but consent from the individuals concerned cannot be obtained, personal information may be disclosed to third parties. In addition, data on personal information that has been statistically processed in a way that does not identify any individual will be used as survey and research material for the selection of new students to the university. Thank you for your understanding.

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

In order to reduce the financial burden on applicants who live in areas affected by large-scale natural disasters (designated by the Japanese Government as a “Disaster of Extreme Severity”), Keio University may take special measures in accordance with the situation in the affected areas. Please check for further details on applications and procedures (only available in Japanese) under the information for undergraduate admissions on the Keio University Admissions Center website:

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

Applicants with Disabilities

If you have a disability and need special provisions for admissions procedures and enrollment, please contact the Admissions Center at least one month before the start of the application period.

Table of Contents

1. <u>Important Notes on Application</u>	p.4
2. <u>Admission Quota</u>	p.6
3. <u>Application and Enrollment Process</u>	p.6
4. <u>Eligibility Requirements</u>	p.7
5. <u>Application Schedule</u>	p.9
6. <u>Application Documents</u>	p.10
7. <u>Postal Address</u>	p.17
8. <u>Payment of Application Fee</u>	p.17
9. <u>Announcement of Results</u>	p.18
10. <u>Procedures for Enrollment Registration</u>	p.18
11. <u>Admissions Statistics</u>	p.20
12. <u>Contact</u>	p.20

1 . Important Notes on Applications

- (1) Under no circumstances can we accept incomplete applications, late applications, or applications that are not accompanied by full payment of the prescribed application fee by the corresponding deadline. Furthermore, supplemental application materials will not be accepted after the end of the application period except when special permission has been granted. Therefore, you should make sure you have prepared all the required documentation before submitting your application.
- (2) Keio University does not notify you of your application status, including informing you about parts of the application that are missing or incomplete, as it is your responsibility to complete your application by the given deadline.
- (3) The following policy applies in the event that information provided in the application or the individual eligibility review is discovered to be incorrect or fraudulent, regardless of the reason:
 - A. While the applicant is in the application or screening process
The applicant will be deemed to be ineligible for the PEARL programme, and the application fee he/she has paid will not be refunded.
 - B. After the applicant has been accepted for enrollment
The applicant's acceptance for enrollment will be revoked, and the application fee he/she has paid will not be refunded.
The required academic fees and expenses that have already been paid will be refunded.
 - C. After the applicant has enrolled in the PEARL programme
The applicant will be expelled from the PEARL programme, and neither the application fee nor the required academic fees and expenses he/she has paid will be refunded.
- (4) If your name is not written consistently across all of your required application documents, make sure to contact Keio University Admissions Center by e-mail with an explanation of the discrepancy.
- (5) Queries concerning the screening for eligibility requirements and the screening

results will not be accepted.

- (6) Application documents and other related material will not be returned under any circumstances.
- (7) If you are an applicant whose status is "expected graduation from high school," you are required to graduate from high school by 21 September 2021. If you fail to do so, your enrollment will be cancelled.
- (8) If you are an applicant whose status is "expected IB Diploma recipient," you are required to be awarded an IB Diploma by 21 September 2021. If you fail to do so, your enrollment will be cancelled.
- (9) Unless otherwise noted, all times and dates indicated in the Admissions Procedures for the PEARL Programme website are in Japan Standard Time (JST, UTC+09).
- (10) In unforeseen circumstances, the Faculty of Economics may change the schedule for admissions. In principle, Keio University does not bear the responsibility for any inconvenience, cost, or any kind of loss caused to applicants as a result of this rescheduling. As the university website will be used to provide information and supplemental communication pertaining to the above, applicants are advised to check the following website regularly:
<https://www.keio.ac.jp/en/admissions/undergraduate/pearl/index.html>

2. Admission Quota

Approximately 100 through all three application periods

3. Application and Enrollment Process

STEP 1: Check Your Eligibility

Before proceeding with your admissions procedures, check your eligibility for the PEARL programme by reading the Eligibility Requirements section (page 7).

STEP 2: Check the Application Documents

Confirm the required documents in the Application Documents section (page 10).

STEP 3: Send the Necessary Documents by Post

Send the application documents by post. Submissions cannot be made by any other means.

STEP 4: Complete the Online Application

Fill out all the prescribed forms on the online application system to complete the online application.

STEP 5: Pay the Application Fee

Pay the application fee by credit card.

STEP 6: Check Your Results

Check the screening results on your “My Page”.

STEP 7: Carry Out the Procedures for Enrollment Registration

Complete the procedures for enrollment registration by following the instructions provided to successful applicants.

4. Eligibility Requirements

Applicants who meet one or more of the following requirements may apply to the PEARL programme.

- (1) Those who, by 21 September 2021, have completed, or are expected to complete, 12 years of formal education in Japanese schools accredited by the Ministry of Education, Culture, Sports, Science and Technology (MEXT).
- (2) Those who have completed, or are expected to complete, 12 years or more of formal education in foreign schools outside Japan by 21 September 2021 (all 12 years do not have to be spent at schools overseas).
- (3) Those who, by 21 September 2021, have completed, or are expected to complete, 12 years or more of formal education at schools for international students in Japan accredited by an international accrediting organization (WASC, CIS, or ACSI), or foreign schools in Japan accredited by MEXT to be equivalent to a high school outside of Japan.
- (4) Those who have passed an examination demonstrating academic ability equivalent to 12 years of formal education, such as the GED (General Educational Development) test or another high school equivalency exam (Upper Secondary School Equivalency Examination [高等学校卒業程度認定試験]), and will be 18 years of age by 21 September 2021.
- (5) Those who have been recognised individually by Keio University as having qualifications equivalent to (1), (2), (3), or (4) above, and will be 18 years of age by 21 September 2021.

* If an applicant has completed a 12-year (or more) school curriculum in less than 12 years because of appropriate reasons (e.g., skipping grades or early graduation), he/she will be regarded as having met the above requirements. In order to prove his/her eligibility, the applicant is required to submit an official document issued from his/her school explaining the reason(s) for the early completion, the details such as the skipped grade(s), and the dates that apply.

* If you wish to be considered under requirement (5), you should contact the

Admissions Center **at least one month before the start of the application period** in order to confirm the details, such as required documents and the application period for individual screening. Keio University will then determine whether you are eligible to apply under item (5).

<Notes>

- Applying for the PEARL programme does not affect an individual's eligibility status to apply for other entry exams (General Entrance Examination [一般選抜], Admissions for Returnee Students [帰国生入試], and Admissions for International Students [留学生入試]) offered by the Faculty of Economics.
- Individuals who have applied for other entry exams (General Entrance Examination [一般選抜], Admissions for Returnee Students [帰国生入試], and Admissions for International Students [留学生入試]) offered by the Faculty of Economics can still apply to the PEARL programme provided they meet the eligibility requirements.

5. Application Schedule

There are three application periods.

Application period I

Application period: 10:00 a.m. on Friday, 16 October 2020 through 3:00 p.m. on
Friday, 27 November 2020 (JST)

Announcement of Results: 10:00 a.m. on Friday, 22 January 2021 (JST)

Application period II

Application period: 10:00 a.m. on Wednesday, 9 December 2020 through 3:00 p.m.
on Wednesday, 27 January 2021 (JST)

Announcement of Results: 10:00 a.m. on Thursday, 25 February 2021 (JST)

Application period III

Application period: 10:00 a.m. on Wednesday, 24 February 2021 through 3:00 p.m.
on Tuesday, 6 April 2021 (JST)

Announcement of Results: 10:00 a.m. on Friday, 21 May 2021 (JST)

<Notes>

- Applicants who are not successful in one application period can reapply during the subsequent application periods.

6. Application Documents

Document		How to submit	Who may submit	
(1) Application Form		Online	Applicant	
(2) Standardised Test Scores	IB	Official Score	Post	Testing agency/High school
		Score Input	Online	Applicant
	SAT with SAT Essay / ACT with ACT writing component	Official Score	Electronic Score Report	Testing agency
		Score Input	Online	Applicant
		Proof of Order		
		Copy of your score report		
(3) TOEFL iBT and/or IELTS Academic Module Scores	Official Score	Electronic Score Report	Testing agency	
	Score Input	Online	Applicant	
	Proof of Order			
	Copy of your score report			
(4) Written Statement of the Applicant's Academic and Future Goals		Online	Applicant	
(5) Letter(s) of Reference		Online	Writer whose name and e-mail address are registered by the applicant	
(6) High School Graduation Certificate (or a document certifying expected graduation)		Post	Applicant/High school	
(7) High School Academic Transcripts		Post	Applicant/High school	
(8) Document Confirming Applicant's Identity		Online	Applicant	

	Official Score	Electronic Score Report	Testing agency
(9) SAT Subject Test Scores (Optional)	Proof of Order	Online	Applicant
	Copy of your score report		
(10) Other optional materials including standardised national examination scores		Online	Applicant

Below is a list of documents that all applicants are required to submit. Only application documents received during each of the specified application periods will be accepted for screening. Make sure to use a tracking service such as Simplified Registered Mail, EMS, or DHL for submitting application documents by post. If you wish to check if your documents have been delivered to the Admissions Center, please do so through the tracking service. The Admissions Center will not respond to inquiries regarding the arrival of your documents.

Upon reviewing your application documents, the Admissions Center may get in contact with you to clarify information in your application. Make sure to check your e-mail frequently.

(1) Application Form

- Fill out in English the prescribed forms on the online application system. Do not print them out and submit them by post.

(2) Standardised Test Scores

- Submit one (or more) of the following:
 - a. International Baccalaureate (IB) Diploma (or predicted grades)
 - b. SAT Scores with SAT Essay
 - c. ACT Scores with ACT writing component

<Notes for all applicants>

- No other test scores, qualifications, diplomas, or certificates are accepted in lieu of IB, SAT, or ACT scores.
- There are no "cut-off" IB, SAT, or ACT scores.
- Only the scores obtained after October 2018 will be accepted for screening.

- New scores will not be accepted after the application deadline.

<Notes for applicants submitting **IB Diploma (or predicted grades)**>

- You must do both of the following:
 1. Input your scores on the online application system.
 2. Do either A. or B.
 - A. If you are an IB Diploma holder, have the testing agency send an official transcript of grades for the IBDP in paper format directly to the Keio University Admissions Center.
 - B. If you are an IB Diploma candidate, request your high school to send an original document indicating your IB predicted grades directly to the Keio University Admissions Center.

*Note that the Keio University Admissions Center must receive your scores during each of the specified application periods. Since it can take several weeks for the scores to reach us, we strongly recommend that you allow plenty of time before the deadline to ask the testing agency or your high school to send your scores to the Keio University Admissions Center.

<Notes for applicants submitting **SAT or ACT** scores>

- You must do all four of the following:
 1. Input your scores on the online application system.
 2. Have the testing agency send the SAT Official Score Report or the ACT College Report directly to the Keio University Admissions Center. Keio University's institution code for SAT is 0773 and for ACT is 7048.

*Note that the Keio University Admissions Center must receive your scores during each of the specified application periods. Since it can take several weeks for the scores to reach us, we strongly recommend that you allow plenty of time before the deadline to ask the testing agency to send your scores to the Keio University Admissions Center.

3. Submit a printed copy of the screen or e-mail which clearly shows that you have arranged to have your SAT or ACT scores sent directly by the testing agency to the Keio University Admissions Center. It must be uploaded on the online application system as a PDF file. Do not print out and submit by post.
4. Submit a copy of your SAT Score Report or ACT Student Report, or a copy of your SAT or ACT scores printed out from the testing agency's website. It must be uploaded on the online application system as a PDF file. Do not print out and

submit by post.

*In case your scores sent from the testing agency do not arrive at the Keio University Admissions Center during each of the specified application periods, the copy mentioned above will be used for screening. We will, however, check the copy against the score report issued by the testing agency for accuracy once it reaches us, and if any incorrect or fraudulent information is discovered, the applicant will be treated as stated in paragraph 3 of the Important Notes on Applications section (page 4).

- For applicants submitting SAT scores, the optional essay is required.
- For applicants submitting ACT scores, the optional writing component of the ACT test is required.

(3) TOEFL iBT and/or IELTS Academic Module Scores

- All applicants, including native English speakers, are required to submit TOEFL iBT and/or IELTS Scores.
- There is no "cut-off" score for TOEFL iBT or IELTS.
- Results of TOEFL iBT Special Home Edition and IELTS Indicator are accepted.
- TOEFL "MyBest™ scores" are not evaluated.
- Electronic score reports are accepted.
- Scores more than two years old cannot be accepted.
- New scores will not be accepted after the application deadline.
- You must do all four of the following:
 1. Input your scores on the online application system.
 2. Have the testing agency send the official scores directly to the Keio University Admissions Center. Keio University's institution code for TOEFL is 0773.

*Note that the Keio University Admissions Center must receive your scores during each of the specified application periods. Since it can take several weeks for the scores to reach us, we strongly recommend that you allow plenty of time before the deadline to ask the testing agency to send your scores to the Keio University Admissions Center.
 3. Submit a printed copy of the screen or e-mail which clearly shows that you have arranged to have your TOEFL or IELTS scores sent directly by the testing agency to the Keio University Admissions Center. It must be uploaded on the online application system as a PDF file. Do not print out and submit by post.
 4. Submit a copy of your TOEFL Test Taker Score Report or IELTS original Test Report Form, or a copy of your TOEFL or IELTS scores printed out from the

testing agency's website. It must be uploaded on the online application system as a PDF file. Do not print out and submit by post.

*In case your scores sent from the testing agency do not arrive at the Keio University Admissions Center during each of the specified application periods, the copy mentioned above will be used for screening. We will, however, check the copy against the score report issued by the testing agency for accuracy once it reaches us, and if any incorrect or fraudulent information is discovered, the applicant will be treated as stated in paragraph 3 of the Important Notes on Applications section (page 4).

(4) Written Statement of the Applicant's Academic and Future Goals (in English)

- This document should explain why you are applying to the PEARL programme, in relation to your academic and future goals.
- Fill out the prescribed forms on the online application system. Do not print out and submit the written statement by post.
- The length of this written statement should be between two to four pages (either single- or double-spacing is accepted) in A4 or US Letter size format.

(5) Letter(s) of Reference (in English or Japanese)

- Applicants are required to submit a Letter of Reference from a person who is able to evaluate them objectively (hereafter, 'the writer').
- The writer may be anyone excluding parents, grandparents, aunts and uncles, spouses, siblings, and children/grandchildren.
- You must submit at least one Letter of Reference. If you wish to submit more than one, up to three Letters of Reference will be accepted.
- Register the e-mail address(es) of the writer(s) on the online application system. We strongly recommend that you allow plenty of time before the deadline to do so.
- After registering the e-mail address(es), the writer(s) will receive an e-mail asking him or her to write a Letter of Reference for the applicant.
- The writer must complete the Letter of Reference by filling out the prescribed form on the online application system.

(6) High School Graduation Certificate (or a document certifying your expected graduation, in English or Japanese)

- Submit by post your high school graduation certificate or a document certifying your expected graduation. The certificate may be sent to the Keio University Admissions Center either by the applicant or the school issuing the certificate.

- The certificate must include the applicant's full name, date of birth, the month of graduation or expected graduation, and the date of issuance.
- The date of issuance for a certificate of expected graduation should be after 1 September 2020.
- The certificate must be the original or a certified true copy. A certified true copy is a photocopy of an original document that has been stamped or endorsed by the issuing school. The following are not accepted:
 - Uncertified photocopies of the originals
 - Uncertified photocopies of certified true copies
 - Digital versions of the originals
 - Digital versions of certified true copies
- Applicants who have graduated, or are expected to graduate from a Japanese school are required to submit an Official School Report (Chosasho) instead of a high school graduation certificate or a document certifying your expected graduation.

(7) High School Academic Transcripts (in English or Japanese)

- Submit your high school academic transcript by post. The transcript may be sent to the Keio University Admissions Center either by the applicant or the school issuing the transcripts.
- The transcript must include the date of issuance.
- The transcript must be the original or a certified true copy. A certified true copy is a photocopy of an original document that has been stamped or endorsed by the issuing school. The following are not accepted:
 - Uncertified photocopies of the originals
 - Uncertified photocopies of certified true copies
 - Digital versions of the originals
 - Digital versions of certified true copies
- The transcript should be a final transcript, showing all coursework completed. For applicants who are expected to graduate, you must send a transcript showing coursework through the most recently completed school term.
- For applicants who have attended more than one high school, an official transcript issued by each high school will be required only if the grades from the earlier school(s) do not appear on your final transcript.
- Applicants who have graduated, or are expected to graduate from a Japanese school are required to submit an Official School Report (Chosasho) instead of a high school academic transcript.

(8) A copy of your passport photo page

- Upload a copy of your passport photo page on the online application system as a PDF file. Do not print out and submit it by post.
- If you are a citizen of more than one country, please upload copies of all your passports.
- If it is not possible to submit a copy of your passport, a copy of an identification card/document such as a driving license or residence card will also be accepted. It is mandatory that the identification includes a photo of the applicant.

If you wish, you may also submit the following documents:

(9) SAT Subject Tests Scores (Optional)

- Have the testing agency send your SAT Subject Tests scores directly to the Keio University Admissions Center. Keio University's institution code for SAT is 0773.
- Submit a printed copy of the screen or the e-mail which clearly shows that you have arranged to have your SAT Subject Tests scores sent directly by the testing agency to the Keio University Admissions Center. It must be uploaded on the online application system as a PDF file. Do not print out and submit by post.
- Submit a copy of your SAT Examinee's Score Report, or a copy of your SAT Subject Tests scores printed out from the testing agency's website. It must be uploaded on the online application system as a PDF file. Do not print out and submit by post.

(10) Any other materials including standardised national examination scores (if deemed relevant) (Optional)

- Upload them on the online application system as a PDF file. The size of the documents must be no larger than 10MB in total. Do not print out and submit the materials by post.

<Notes for applicants who reapply>

- If you apply multiple times, you will be required to create a new account on the online application system and submit items (1), (4), (5), (8), and (10) online each time. If you make a new account using the same e-mail address as the one you registered in the previous application period, then items (1), (4), (5), (8), and (10) submitted during the previous application period can be copied over for the current application period. Items (2)(*), (3), (6), (7)(*), and (9) can be transferred over to the new application in the same year if you wish.
- Note that applicants who are expected to graduate from high school must submit

their latest IB predicted grades (if applicable) and a new high school academic transcript including the most up-to-date grades and achievements each time an application is made.

7. Postal Address

Please send hard copy materials by post to:

PEARL Team, Admissions Center, Keio University

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

Tel. +81-3-5427-1611

(〒108-8345 港区三田 2-15-45 慶應義塾大学入学センター PEARL Team)

8. Payment of Application Fee

Applicants are required to pay an application fee of JPY 35,000. The periods for making this payment are as follows:

Application period I:

10:00 a.m. on Friday, 16 October 2020 through 3:00 p.m. on Friday, 27 November 2020 (JST)

Application period II:

10:00 a.m. on Wednesday, 9 December 2020 through 3:00 p.m. on Wednesday, 27 January 2021 (JST)

Application period III:

10:00 a.m. on Wednesday, 24 February 2021 through 3:00 p.m. on Tuesday, 6 April 2021 (JST)

A detailed guide on how to make the application fee payment can be viewed during the payment periods at the following link:

<https://www.keio.ac.jp/en/admissions/undergraduate/pearl/index.html>

Be sure to read the instructions above, and make the payment by credit card through this website.

<Notes>

- **Refund of application fee**
 - A refund of the application fee is not possible under any circumstances.

- **Carryover of application fee**
 - Applicants who re-apply during subsequent application periods are required to pay the application fee of JPY 35,000 each time they apply.
 - The application fee you have paid will only be carried over to the subsequent application periods in the same year if you do not receive the “Application Completed Notification E-mail.” (Namely your application was not processed because you did not complete all parts of the application. See the Announcement of Results section below.)

9. Announcement of Results

Once your application has fulfilled all of the requirements for it to be reviewed, you will receive an “Application Completed Notification E-mail” two weeks prior to the date of the announcement of results.

Screening results will be announced on your “My Page” from 10:00 a.m. on the date of the announcement of results (JST). Log in to your "My Page" to confirm the results.

The university will not provide any information regarding results by any other means, including phone, fax, or e-mail. Queries concerning screening results will not be accepted.

10. Procedures for Enrollment Registration

Enrollment registration will be completed upon performing the following 3 procedures during the designated periods. Detailed instructions for enrollment registration will be available for successful applicants on their “My Page” upon the announcement of results.

STEP 1: Pay the required academic fees and expenses

STEP 2: Complete enrollment registration on the online enrollment system

STEP 3: Send high school graduation certificate and/or official transcript of grades for the IBDP by post (if applicable)

<Schedule>

Application Period	Enrollment Procedures		
	STEP 1	STEP 2	STEP 3
	Payment of academic fees	Completion of online enrollment registration	Submission of documents (if applicable)
I	22 January, 2021 - 16 February, 2021	21 May, 2021 - 25 June, 2021	21 May, 2021 - 31 July, 2021
II	25 February, 2021 - 23 March, 2021		
III	21 May, 2021 - 25 June, 2021		

<Academic Fees >

Academic fees and other expenses to be paid by September 2021 enrollees in the PEARL programme at the time of enrollment registration have yet to be finalised. They will be finalised in late November 2020. The following table shows the fees for September 2020 enrollees for your reference.

Admission fee	¥200,000
Academic fees and expenses for fall semester	¥574,225
Total	¥774,225

<Notes>

- The admission fee is a one-time fee (paid at the time of enrollment).
- The annual academic fees and expenses (for 2 semesters) for the PEARL programme in AY 2020 is 1,148,350 yen.
- As a rule, fees cannot be returned. Nevertheless, academic fees (with the exception of admission fees) may be returned in cases where a student applies to withdraw from the university in line with the procedure prescribed by the university.

11. Admissions Statistics

<September 2018 entry>

Application Period	Number of Applicants			Number of Successful Applicants		
	Total	Male: Female	Japanese: Other Nationalities	Total	Male: Female	Japanese: Other Nationalities
I	221	92 : 129	126 : 95	108	44 : 64	66 : 42
II	140	59 : 81	57 : 83	53	17 : 36	22 : 31
III	114	63 : 51	46 : 68	8	4 : 4	1 : 7

<September 2019 entry>

Application Period	Number of Applicants			Number of Successful Applicants		
	Total	Male : Female	Japanese : Other Nationalities	Total	Male : Female	Japanese : Other Nationalities
I	245	123 : 122	133 : 112	101	49 : 52	53 : 48
II	188	87 : 101	82 : 106	58	29 : 29	20 : 38
III	127	73 : 54	42 : 85	23	10 : 13	3 : 20

<September 2020 entry>

Application Period	Number of Applicants			Number of Successful Applicants		
	Total	Male : Female	Japanese : Other Nationalities	Total	Male : Female	Japanese : Other Nationalities
I	219	104 : 115	123 : 96	96	41 : 55	55 : 41
II	186	92 : 94	78 : 108	63	25 : 38	19 : 44
III	100	57 : 43	44 : 56	32	20 : 12	12 : 20

12. Contact

PEARL Team, Admissions Center, Keio University

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

pearl_admissions@info.keio.ac.jp