



Keio University

Faculty of Policy Management

Faculty of Environment and Information Studies

Winter AO 2026 (Admissions for the GIGA Program*)

Application Guidebook for September 2027 and April 2028 Entry

*Global Information and Governance Academic (GIGA) Program

Contents

1. To All Applying to Our AO Screenings.....	2
2. Basic Overview	5
3. Important Notes	6
4. Admissions Timeline.....	7
5. Application.....	8
STEP 1: Check Your Eligibility	8
STEP 2: Check the Scholarships Available at the Time of Application	10
STEP 3: Check Your Application Documents	11
STEP 4: Complete Your Application	18
1. Application System	18
2. Application Fee	19
STEP 5: Confirm Your Examinee Number on TAO.....	19
STEP 6: Check Your Results	19
6. Enrollment Process.....	20
STEP 7: Complete Your Enrollment Registration	20
1. Procedures for Enrollment Registration	20
2. Required Documents	21
3. Academic Fees and Expenses	22
7. Appendix.....	22
Admissions Statistics	22
Management of Personal Information at Keio University.....	23
Special Measures for Applicants in Areas Hit by Large-scale Natural Disasters.....	23

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1. To All Applying to Our AO Screenings

Keio University Shonan Fujisawa Campus (SFC)

Admissions Office

SFC, a campus for forward-minded students

The Faculty of Policy Management and the Faculty of Environment and Information Studies at Keio University Shonan Fujisawa Campus (SFC) were established in April 1990, born out of an innovative concept not yet seen anywhere in the world—creating and reorganizing knowledge to meet the needs of the times. The faculties were ahead of their time in academics for the twenty-first century and in defining what a university should be.

The range of issues facing our society involves a multitude of complex, intertwined factors. These challenges extend far beyond the scope of any single discipline and require an interdisciplinary, integrated approach. At SFC, we prepare graduates to tackle real-world problems by understanding, reconfiguring, and applying existing knowledge and technologies across relevant fields—rather than confining them within established academic disciplines. To this end, education at the two faculties focuses on identifying and solving problems while fostering creativity.

In the Faculty of Policy Management, problem-solving is approached from the perspectives of policy, law, strategy, management, and governance. The Faculty of Environment and Information Studies emphasizes approaches that leverage technology, design, tools, ingenuity, and art. Although there is overlap between the approaches taken by the two faculties, they are based on different ideas. While collaboration between the two faculties is always available, each faculty aims to be distinct in its approach to problem solving.

Starting by asking students what they want to learn at SFC

SFC encourages applicants to bring a clear sense of purpose and explore their own questions, themes, or issues, grounded in a solid understanding of the philosophy and curriculum of each faculty. We look for students who aspire to hone their ability to blaze a trail to the future by utilizing all resources at SFC, including its educational environment and systems. For our AO screenings in particular, we seek applicants who possess a strong vision and passion for learning at SFC, with the goal of achieving higher levels of self-realization.

Our AO screenings take a holistic approach, evaluating the unique abilities and strengths of each applicant

Our admissions process is open to all applicants who meet the specified eligibility requirements. It does not rely on a one-dimensional, uniform assessment based solely on written exam scores or skills tests. Instead, we review each application holistically, considering multiple perspectives. As part of your application, you are asked to provide information on your academic and other achievements since graduating from junior high school. Although the admission capacity requires us to “screen” and “select” applicants, we view the process as an opportunity for both applicants and the university to engage in a dialogue, fostering a mutually beneficial fit.

What we look for in students at the Faculty of Policy Management

Creating and driving policies for a better future

The Faculty of Policy Management at Keio University Shonan Fujisawa Campus (SFC) has been engaging in academic pursuits focused on policies to pave the way for a better future. We view policy as the practice of making conscious decisions that enable a desired course of action. We believe that it is human behavior that creates society, and the science that analyzes society must stand on firm, comprehensive judgment. This fundamental understanding is the starting point for the study of policy management.

Our faculty was established in 1990, a time that conveyed a real sense of momentous change in the world, with the fall of the Berlin Wall the previous year, and the end of the Cold War. A time of hope for the future, yet great uncertainty. With fewer things predictable, the young generation at the time didn't know what the future might hold.

Now, the world is going through dramatic change once again. Our values and assumptions are changing, as are the norms and systems that constitute the "rules of the game." We once hoped that developments in communication technology would lead to the advancement of liberal democracy, but we now see them being used to bolster authoritarianism. The belief that globalization and economic interdependence would guarantee international peace and prosperity is now facing its toughest test.

The social order is fluid, and real-world issues do not emerge neatly within specific academic disciplines. Creating and driving policies to resolve issues is nothing less than an "art"—a fusion of technique and sensibility—that brings together all intellectual activities of human society. To devise effective policies that blaze trails, one must possess a perspective that transcends existing educational frameworks and integrates diverse fields of expertise. This is why we should always question conventional approaches and pursue innovative solutions.

One of the appeals of policy management studies is that it synthesizes and advances interdisciplinary domains while remaining conversant with each advanced discipline. If conventional studies focus on understanding things accurately within a limited scope, policy management studies are their antithesis; the essence of the approach at our faculty is to anticipate and embrace societal shifts, recognizing our shared responsibility in any challenges that may arise, and offer solutions for a better future.

Our mission is to pursue the truth and conceive of new ideas to make Japan and the world a better place. More than 10,000 students have graduated from our faculty. While this may be only a drop in the bucket in the context of the whole world, many of our graduates are working hard to make Japan and the world a better place. Students who are ready to engage in these efforts are what we seek in the Faculty of Policy Management.

Professor Tomoki Kamo
Dean of the Faculty of Policy Management

What we look for in students at the Faculty of Environment and Information Studies

Opening the door to a new era

The 20th century—an era that ended before most of you were born—saw remarkable leaps in science and technology, but it was also scarred by conflict and environmental degradation. The 21st century was expected to be marked by environmental awareness. However, with a quarter of it already behind us, global challenges such as climate change and biodiversity loss remain largely unresolved.

Climate change leads to a high incidence of natural disasters and various risks. The world is taking urgent action to achieve carbon neutrality by 2050 and to halt and reverse the loss of biodiversity. Turning to domestic issues, Japan faces the risk of large-scale natural disasters alongside a rapid demographic shift toward a shrinking and aging population. The list goes on, and the realities we must confront leave little room for optimism. To resolve them, we need to fundamentally transform the very fabric of our society.

It was once thought that advancements in science and technology would ensure a bright future for us all. While the popularity of this sort of blind optimism may have waned, the truth is that science and technology continue to create new possibilities. For example, learning and working from anywhere via online platforms has become an ordinary part of our daily lives. In a way, for those who are familiar with Japanese popular culture, this is like the realization of Doraemon’s magical door, which lets you instantly move across space. Furthermore, advancements in medicine are beginning to open up the “120-year lifespan”—a frontier previously unknown to humanity. Your era will be completely different from the one your parents lived through. As you have seen yourselves by the explosive rise of generative AI, changes in society will keep accelerating.

We can’t simply approach the future as an extension of the past. We must embrace our own visions and challenge the unknown. At the Faculty of Environment and Information Studies, we seek students who will thrive on the front lines of change and shape a new era. We hope you will have the courage to join us on the journey to creating a bright future by making the most of the resources here—faculty members, peers, and the research and educational environment. Now, let us open the door to a new era together.

Professor Tomohiro Ichinose
Dean of the Faculty of Environment and Information Studies

Using Generative Artificial Intelligence (AI)

Generative AI, if used properly, can facilitate the process of identifying and solving problems. However, relying too heavily on it is problematic because it can become a crutch. Your ideas are developed and refined when you engage in deep thinking—integrating AI-generated outputs into your own perspective, knowledge, and experience.

Accordingly, while you are allowed to use generative AI as an auxiliary tool for preparing for the AO screening, we will NOT consider AI-generated application materials (i.e., self-evaluation of achievements, your personal statement, and optional materials) to count as your original work. You are expected to put genuine effort into your applications. Generative AI should support, not replace, your work.

Admissions Policy for the Faculty of Policy Management and the Faculty of Environment and Information Studies: <https://www.keio.ac.jp/en/sfc-pem/about/policy/>

2. Basic Overview

(1) Admission Capacity

Approximately 50 students: 25 each for the Faculty of Policy Management and the Faculty of Environment and Information Studies

Applicants cannot apply to both Faculties through the Winter AO (Admissions for the GIGA Program) in the same year.

(2) Screening Method

Applicants will be screened based upon submitted application documents. No interviews will be conducted.

(3) Application Method

Submit your application online via “The Admissions Office” (“TAO”):

<https://admissions-office.net/en/portal>

(4) Enrollment Cycles

Students may enroll in either September 2027 or April 2028.

Enrollment in September (Fall Semester) is strongly recommended if your Japanese proficiency is not yet at a level to take classes conducted in Japanese.

(5) Year Level

All new enrollees start as first-year level students.

The Faculty of Policy Management and the Faculty of Environment and Information Studies do not accept transfer students.

(6) Duration of Study

4 years

(7) Degrees Conferred by the Faculties

Faculty of Policy Management: Bachelor of Arts in Policy Management

Faculty of Environment and Information Studies: Bachelor of Arts in Environment and Information Studies

(8) Scholarships

International students (September-entry applicants only) may apply for scholarships when they apply to the GIGA Program. See p.10 for details.

3. Important Notes

- (1) **Under no circumstances will we accept incomplete applications, late applications, or applications that are not accompanied by full payment of the specified application fee by the corresponding deadlines.**

Furthermore, supplemental application materials will not be accepted after the application period closes except under special circumstances. Therefore, make sure you have prepared all the required documents before submitting your application.

- (2) Pay particular attention when filling out personal information such as your name and date of birth. International students residing in Japan may apply with their common names only if the names are registered as such on their Certificate of Residence (*jūminhyō*).
- (3) The following policies apply if you provide any false, incomplete, or inaccurate information in your application—or at the individual screening if you are applying under category (6) of the eligibility requirements on p.9—regardless of the reason. Which one of these policies applies will depend on whether you are presently in the application process, accepted for enrollment, or enrolled in the university:

- **During the application or screening process**

The applicant will be deemed ineligible for the Winter AO, and any paid application fees will NOT be refunded.

- **After the applicant has been accepted for enrollment**

The applicant's acceptance for enrollment will be revoked, and any paid application fees will NOT be refunded. Academic fees and expenses that have already been paid will be refunded.

- **After the applicant has enrolled in the Faculty of Policy Management or the Faculty of Environment and Information Studies**

The applicant will be dismissed from the Faculty, and application fees, academic fees and expenses will NOT be refunded.

Furthermore, any successful applicant who acts in a manner detrimental to Keio University or fails to meet obligations to the university will have their acceptance for enrollment revoked.

- (4) All certificates must be issued within roughly three months of the application deadline. This requirement does not apply to optional certificates.
- (5) External links (e.g., URLs) included in submitted application documents will NOT be reviewed. All materials must be uploaded as JPEG, PDF, or video files.
- (6) **The university will not provide any information regarding results by means other than TAO. Inquiries by phone, fax, or emails concerning screening results will not be answered.**
- (7) In unforeseen circumstances, the Faculties may change the schedule for admissions. In principle, Keio University does not bear responsibility for any inconvenience, cost, or any kind of loss caused to applicants as a result of this rescheduling. The following website will be used to provide further information, so applicants are advised to check it regularly: <https://www.keio.ac.jp/en/sfc/>

4. Admissions Timeline

Japan Standard Time (JST) is used for all times and dates

STEP 1: Check Your Eligibility

Before proceeding with your application, check your eligibility (p.8-9)



STEP 2: Check the Scholarships Available at the Time of Application

Check the scholarship information (p.10)



STEP 3: Check Your Application Documents

Check the required documents while referencing the list of documents (p.11)



STEP 4: Complete Your Application

11:00 a.m., December 8, 2026 – 3:00 p.m., January 22, 2027

Complete your application online and pay the application fee (p.19)



STEP 5: Check Your Application Status

Application status available from 11:00 a.m., February 17, 2027 onward

Confirm that your application has fulfilled all the requirements for it to be reviewed (p.20)



STEP 6: Check Your Results

Results will be posted at 11:00 a.m., March 12, 2027

Check your results on TAO (p.20)



STEP 7: Complete Your Enrollment Registration

September 2027 Enrollment

Payment of Academic Fees: **April 1 – May 7, 2027**

Document Submission for Verification: **May 11, 2027**

Completion of Online Enrollment Registration: **May 28– July 15, 2027**

Submission of Documents: **July 26, 2027**

April 2028 Enrollment

Document Submission for Verification: **May 11, 2027**

Payment of Academic Fees: **Mid-January 2028**

Completion of Online Enrollment Registration: **Mid-January 2028**

Submission of Documents: **Mid-January 2028**

Complete your enrollment registration by following the instructions provided to successful applicants (p.21)

5. Application

STEP 1: Check Your Eligibility

1. Eligibility at a Glance

Eligibility						Test Scores	
Last school attended/ Diploma	Category	Age by enrollment date	At least 2 of the last 3 years of secondary education in a language other than Japanese	Language of instruction	Eligibility	Standardized test scores	English proficiency test scores*
Foreign school outside Japan	12-year (or more) curriculum	—	Yes	English	○	Strongly encouraged	Not Required
	11-year curriculum in Belarus, Kazakhstan, Myanmar, Peru, Russia, Sudan, Ukraine, or Uzbekistan	—		Other than English	○	Strongly encouraged	Required
		—	No	—	○	SAT/ACT/IB/GCE A- Level/International A- Level	Required
	11-year curriculum in countries other than the above		Contact the Admissions Office at least 1 month before the application period starts.				
High school in Japan	Japanese school accredited by MEXT	—	Yes	English	○	Strongly encouraged	Not required
		—		Other than English	○	Strongly encouraged	Required
		—	No	—	○	SAT/ACT/IB/GCE A- Level/International A- Level	Required
	International school accredited by WASC, CIS, ACSI, NEASC, Cognia, or COBIS, School for foreign students accredited by MEXT	—	Yes	English	○	Strongly encouraged	Not required
		—		Other than English	○	Strongly encouraged	Required
		—	No	—	○	SAT/ACT/IB/GCE A- Level/International A- Level	Required
	International school not accredited by WASC, CIS, ACSI, NEASC, Cognia, or COBIS	—	If you haven't yet obtained but are on track to obtain an IB, GCE A-Level, Abitur, or Baccalaureate, contact the Admissions Office at least 1 month before the application period starts.				
Obtained or on track to obtain an IB/GCE A-Level/International A-Level	—				○	IB/GCE A- Level/International A- Level	Not required
Obtained or on track to obtain an Abitur/Baccalaureate					○	Abitur/Baccalaureate	Required
High school equivalency examination	The GED, Foreign high school equivalency exam	18 and over	—	English	○	Strongly encouraged	Not required
			—	Other than English	○	Strongly encouraged	Required
		Under 18	—	—	×	—	—
	The Japanese Upper Secondary School Equivalency Examination	18 and over	—	—	○	SAT/ACT/IB/GCE A- Level/International A- Level	Required
		Under 18	—	—	×	—	—

*Applicants whose first language is English are NOT required to submit English language proficiency test scores.

2. Eligibility Requirements

The applicant must meet at least one of the eligibility requirements below.

- (1) Completed (or on track to complete)* 12 years or more of formal education** with at least two of the last three years of secondary education instructed in a language other than Japanese.
- (2) Completed (or on track to complete)* 12 years or more of formal education** and are able to submit results of one from each of the following categories: a) SAT/ACT/IB/GCE A-Level/International A-Level, and b) TOEFL/IELTS or other English language proficiency tests.
- (3) Completed (or on track to complete) *11 years of formal education under a curriculum based on the education system of Belarus, Kazakhstan, Myanmar, Peru, Russia, Sudan, Ukraine, or Uzbekistan.
- (4) Obtained (or on track to obtain)* an International Baccalaureate Diploma, Abitur, Baccalauréat, GCE A-Level, or International A-Level result.
- (5) Passed an examination demonstrating academic ability equivalent to 12 years of formal education, such as the GED (General Educational Development) test and high school equivalency examinations like the Japanese Upper Secondary School Equivalency Examination (高等学校卒業程度認定試験), and will reach 18 years of age or older by the expected enrollment date. Please note that applicants who passed the Japanese Upper Secondary School Equivalency Examination are required to submit results of one from each of the following categories: a) SAT/ACT/IB/GCE A-Level/International A-Level, and b) TOEFL/IELTS or other English language proficiency tests.
- (6) Regarded by Keio University through an individual screening as having qualifications equivalent to (1), (2), (3), (4), or (5) above, and will be 18 years of age or older by the expected enrollment date. To apply under this category, you must meet the following conditions: a) completed at least two of the last three years of secondary education in a language other than Japanese, and b) fulfilled the eligibility requirements to apply to a university in your native country. These requirements are to verify that your previous education was conducted predominantly in a language other than Japanese. If you plan to apply under this category, contact the Admissions Office at least one month before the application period starts to confirm your eligibility, required documents, and details of the individual screening.

*The applicant must meet this requirement by the first date of enrollment. Failure to do so will result in enrollment being revoked.

**Formal education refers to upper secondary schools outside Japan, Japanese schools in and outside of Japan accredited by MEXT, international schools in Japan accredited by international accrediting organizations (WASC, CIS, ACSI, NEASC, Cognia, or COBIS), and schools for foreign students in Japan accredited by MEXT as equivalent to high schools outside Japan.

IMPORTANT NOTES

- I. Applicants who have completed a 12-year (or more) school curriculum in less than 12 years for legitimate reasons (e.g., skipping grades, early graduation) will be regarded as having met the eligibility requirements. To prove your eligibility, please submit an official document issued from your school explaining the reason(s) for early completion, details such as skipped grade(s), and the dates that apply.
- II. If you are graduating from a foreign school outside Japan with a curriculum of 11 years and do not meet eligibility requirement (3), please contact the Admissions Office at least one month before the start of the application period.
Reference: <https://www.mext.go.jp/en/policy/education/highered/title02/detail02/sdetail02/1395423.html>
- III. Applying to the Winter AO does not affect your eligibility for other Keio University entrance examinations, such as the General Entrance Examination (一般入試) and Self-recommended Admissions (AO 入試).
- IV. If you have a disability and need special provisions for admissions procedures and enrollment, please contact the Admissions Office at least one month before the start of the application period.

Below are notes for applicants graduating from Japanese schools accredited by MEXT.

- V. 2028 年 4 月入学を希望する場合、2027 年 10 月以降に日本国の高等学校もしくは中等教育学校を卒業見込みである者の出願は認めません。
- VI. 2028 年 4 月入学を希望する場合、2027 年 10 月以降に高等専門学校の第 3 学年を修了見込みである者の出願は認めません。

STEP 2: Check the Scholarships Available at the Time of Application

International students who wish to enroll in September through GIGA Program admissions may apply for the scholarships listed below at the time of application. Various other scholarships are also available to apply for after enrollment. Further details will be announced after enrollment.

(1) Overview

Scholarship	MEXT (Japanese Government)	Mentor Mitakai	Ishii Yoshiaki	Masatada Kobayashi
Number of spots available	6	1	2	1
Minimum GPA requirement	2.30 out of 3.00 (3-point MEXT grading scale)	None	None	None
Income limits	None	None	None	None
Whether you can receive other scholarships	Yes	Yes	Yes	Yes
Awards as of 2026.9	• 1,404,000 JPY (USD 9,800) per year • Traveling costs • Application fee, admission fee and academic fees covered by Keio	• Academic fees • Admission fee	• Academic fees • Admission fee	<u>1st year:</u> • Academic fees • Admission fee <u>2nd year onwards:</u> • 1,000,000 JPY (USD 7,000) per year
Duration of scholarship	Up to 4 years (subject to annual review)			

*Fees calculated at 1 USD = 150 JPY

(2) How to apply

If you are a September 2027 entry applicant, you may apply for these scholarships through TAO (i.e., applicants who wish to enroll in April are not eligible). Application is accepted only at the time of your application to the GIGA Program.

(3) Application eligibility

For details, please visit: <https://www.keio.ac.jp/en/sfc-pem/admission/financial-aid/undergrad/>
Note that updates on the MEXT scholarship will not be available until late December.

(4) Announcement of results

Your results will be sent to your registered email address within one week of the announcement of your screening results, between March 12–20, 2027.

(5) Inquiries

Office of International Affairs
Keio University Shonan Fujisawa Campus
apd-global@sfc.keio.ac.jp

STEP 3: Check Your Application Documents

See p.11–18 for details of each document.

	Item	Uploader	Required (R) or Optional (O)	Format	Original required after acceptance
A	ID Photo	Applicant	R	JPEG	No
B	Passport Biodata Page	Applicant		PDF, JPEG	
C	Applicant Evaluation Forms	Evaluator		-	
D	List of Achievements	Applicant		PDF	
E	Personal Statement	Applicant		PDF	
F	Three-minute Presentation Video in English	Applicant		VIDEO	
G	Optional Materials	Applicant	O	PDF, VIDEO, JPEG	
H	Certificate of High School Graduation (or letter confirming graduation timeline)	High School	R	PDF	No**
I	Academic Transcripts	High School		PDF	No**
J	School Profile (prescribed form)	High School		PDF	No**
K	Certificate of English Proficiency Test Result (e.g., TOEFL, IELTS)	Applicant	R*	PDF	Yes
L	Standardized Test Scores (e.g., SAT, ACT, IB, A-Level)	Applicant	Strongly encouraged	PDF	Yes

*Waived if your high school uses English as the language of instruction.

**Original or certified copies of the documents will be required if the documents were uploaded by the applicant. Please send these copies to the university by post.

File format requirements for items A through L

PDF: A4 or letter size, up to 20MB

VIDEO: .mp4 format, up to 50MB

JPEG: Up to 20MB

A ID photo

A color photo, taken within 3 months prior to submission, clearly showing your full face against a plain background. No hats or headgear unless worn for religious reasons. Black-and-white photos are not accepted. The maximum file size is 3MB. Submitting a photo that does not meet these specifications may invalidate your application. The photo will be used to verify your identity during the application process and after enrollment.

B Passport Biodata Page

Nationality: If you hold dual nationality and one of them is Japanese, then enter “Japanese.”

- Upload the photo page of your passport as a PDF or JPEG under “Applicant Information” on TAO.
- If you are a citizen of more than one country, upload the photo pages of all your passports. Please merge them into a single file before uploading to TAO.
- If you cannot submit your passport photo page, a copy of an identification card/document with your photo on it (e.g., driving license, residence card) will be accepted.
- If the name on your application differs from the name on your certificates, please upload official proof verifying both names, along with your passport photo page.

C Applicant Evaluation Forms

Please note that evaluations are not recommendations. They should be provided by two persons who are in a position to evaluate you objectively and who are not your first or second-degree relative. Evaluation criteria and other information can be found on TAO.

How should the evaluation be submitted?

- First, register each evaluator's email address on TAO well in advance of the application deadline.
- An email with a link to access TAO will be sent to the evaluator's registered address.
- The evaluator should complete the form either in English or Japanese by following the on-screen instructions.

D List of Achievements

- The "Self-evaluation of Achievements" section under "List of Achievements" on TAO is required for all applicants to complete. In the designated field, describe the academic or other achievement that feels most significant to you, and explain why it stands out to you (No more than 400 characters including spaces; about 75 words).
- Entries in all other sections under "List of Achievements" (i.e., sections a. through g.) are optional. In "a. Activities Record," you may list up to ten activities that reflect your achievements since graduating from junior high school. Activities from before junior high school may also be included if they significantly influenced your later experiences. You may use sections b. through f. to elaborate on the activities listed in a. or to describe other additional activities. In each of sections a., b., and c., you may select up to three items you particularly wish to highlight by checking the © column. If you would like to share anything else you would like us to know, use "g. Additional Information About You."
- Upload supporting materials in "Optional Materials" on TAO to demonstrate or substantiate the achievements you provided in the "List of Achievements" (see "G Optional Materials" on p.13 for details). Then indicate which optional materials correspond to which achievements, as instructed on TAO.

E Personal Statement

Submit an essay AND presentation slides by following the prompt below.

Prompt

Describe elements A through D below in your essay or slides; which elements to include in which formats (essay or slides) is up to you. Particular emphasis should be placed on your plans for academic and other activities at SFC.

Formats

1. Essay	No more than 4,000 characters including spaces (about 800 words)
2. Presentation slides	A PDF file of no more than two A4 or letter size pages. Any content from page 3 onwards will not be reviewed.

Elements

A. Statement of purpose	Why you are applying to the Faculty of Policy Management or the Faculty of Environment and Information Studies
B. Study plan	What you plan to do after enrollment (e.g., areas of study, courses and Seminars you are interested in, research projects you want to work on) and why
C. Self-presentation	Contributions you think you can make to SFC
D. Future plans	What you would like to do, your dreams, and challenges you want to take on

F Three-minute Presentation Video in English

Upload a three-minute presentation video stating your reasons for applying to the Faculty, your study plans after enrollment, and future aspirations, among others. The format is not limited to verbal explanations.

NOTES:

- **Start your presentation by clearly stating your full name and showing your face to the audience (to verify your identity).**
- Your presentation will not be evaluated based on the recording technique or image quality.
- **Your presentation must be no longer than three minutes and 15 seconds. Any content beyond this limit will not be reviewed.**
- Once you upload your presentation, check and make sure the video and audio play fine.

G Optional Materials

You may upload up to ten optional materials that demonstrate: a) significant awards and activities since graduating from junior high school, and/or b) academic goals you want to pursue after enrollment, why you want to pursue them, and why and how you can achieve them.

Please keep the following points in mind:

- (1) Optional materials are meant to supplement the application documents and should be used to better facilitate the evaluation of your personal qualities and capabilities.
- (2) Upload materials in the order of importance, with 1 being the most important.
- (3) When uploading materials, enter a summary and/or supporting comments in the space provided in 400 characters or less including spaces (about 80 words).
- (4) Submit in PDF, JPEG, or video files.
- (5) PDF files should be A4 or letter size. When there are multiple pages, number the pages.
- (6) For a paper written for a class or similar composition, summarize it in a single A4 or letter size sheet, and submit it together with the evaluation and feedback by the instructor who gave the assignment (no prescribed format).
- (7) If submitting evidence of qualifications, such as being selected as an exchange student, please upload materials in PDF or JPEG format describing the application and screening processes in addition to the proof of the result.
- (8) You may submit a recommendation letter as part of your optional materials (no prescribed format) by uploading it as a PDF or JPEG file. For the letter to be valid, it must bear the recommender's signature or official seal.
- (9) If you wish to submit website content as an optional material, **upload it as a PDF, JPEG or video file.** Simply providing external links (e.g., URLs) is not sufficient for the material to be reviewed.

H Certificate of High School Graduation (or letter confirming graduation timeline in English or Japanese)

Who should submit the certificate?

The certificate must be submitted on TAO by the issuing school. In case your school is unable to do so due to an unavoidable reason, you may upload it yourself. In that case, you are required to send an original or certified copy once accepted for enrollment.

How should the certificate be submitted?

- First, register the email address of the uploader, a person who will submit the certificate on TAO. We strongly recommend that you allow plenty of time before the deadline to do so.
- An email with a link to access TAO will be sent to the uploader's registered address.
- The uploader should submit the certificate on TAO as a PDF file by following the on-screen instructions.

In what format should the certificate be uploaded?

It must be either a digital version of the original or a certified true copy (i.e., a photocopy of an original document that has been stamped or endorsed by the issuing school). Digital versions of uncertified true copies are not accepted. It must be issued within roughly three months of the application deadline and provide: applicant's full name, date of birth, date of graduation (or projected date), date of issuance. You may use the template available at:

<https://www.keio.ac.jp/files/ce04217430c81bac34880c8926a57b5798ee485c3509a0ef40755df3921b2dac>

Notes for those who graduated or will graduate from a Japanese high school

Be sure to submit an Official School Report (調査書) instead of a high school graduation certificate or a document certifying that you are on track to graduate.

Notes for those applying under eligibility requirement (5) on p.9

Upload a diploma verifying your eligibility to apply under this category. You must send an original once accepted for enrollment.

I Academic Transcripts (in English or Japanese)**Who should submit the transcript?**

The issuing school must submit your transcript on TAO; however, if they can't, you may upload and submit it yourself. In that case, you must send an original once accepted for enrollment.

How should the transcript be submitted?

- First, register the email address of the uploader, a person who will submit the transcript on TAO. We strongly recommend that you allow plenty of time before the deadline to do so.
- An email with a link to access TAO will be sent to the uploader's registered address.
- The uploader should submit the transcript on TAO as a PDF file by following the on-screen instructions.

In what format should the transcript be uploaded?

Your transcript must be submitted either as a digital version of the original or a certified copy (i.e., a photocopy of an original document that has been stamped or endorsed by the issuing school). Digital versions of uncertified true copies are not accepted. It must provide: applicant's full name, date of birth, date of issuance, and transcript for all coursework completed (if you graduated high school) or transcript for the coursework up until the most recent semester (if you are currently enrolled in the school).

Notes for those who have attended more than one high school

An official transcript issued by each school will be required only if the grades from the earlier school(s) do not appear on your final transcript.

Notes for those who have graduated or are on track to graduate from a Japanese high school

Submit an official school report (調査書) instead of your academic transcript.

Notes for those who are attending or were previously enrolled at a university

The applicant should submit a university transcript. If the period of your enrollment is/was not long enough to have one issued, provide a detailed explanation of the situation in writing and submit it with the Certificate of Enrollment. Please upload the following: a) academic transcripts from high school and university, b) graduation diploma from high school, and c) the school profile.

Notes for those applying under the eligibility requirement (5) on p.9

Upload a transcript showing your score in a high school graduation equivalency examination. You must send an original or a certified copy once accepted for enrollment.

J School Profile (prescribed form)

Who should submit the profile?

The School Profile must be filled out and submitted on TAO by an official at your last attended high school. Please have the school counselor provide the required information either in English or Japanese on the prescribed form downloadable at:

<https://www.keio.ac.jp/files/e6c6bd58c8f57167c338bea4bf315dcd9f9e4f228fb815e835084be58362f010>

In case your school is unable to do so due to an unavoidable reason, you may submit it yourself. In that case, you are required to send an original once accepted for enrollment.

In what format should the profile be uploaded?

The profile should be five pages or less, providing the school's information, including the curriculum, students' standardized test scores, and a list of colleges attended by graduates in the past three years. If the required information is not available, have the school counselor indicate so on the form. If these details are included in the school brochure or on the school website, relevant pages may be submitted as the school profile.

How should the profile be submitted?

- First, register the email address of the uploader, a person who will submit the profile on TAO. We strongly recommend that you allow plenty of time before the deadline to do so.
- An email with a link to access TAO will be sent to the uploader's registered address.
- The uploader should submit the profile on TAO as a PDF file by following the on-screen instructions.

Notes on H, I, and J (graduation certificate, academic transcripts, and school profile)

When uploading your high school graduation certificate, academic transcripts, and school profile on TAO, you cannot select the uploader of each document separately. You need to choose either your high school or yourself as the uploader of all three documents.

K Certificate of English Language Proficiency Test Result

Who should submit what?

Applicants whose first language is not English and who graduated from a high school where the language of instruction was not English must submit scores or results from one of the English language proficiency tests (taken within two years of the application deadline) listed below:

English language proficiency test	Item to upload
TOEFL (TOEFL-ITP score not accepted, Home Edition and Paper Edition accepted)	Test Taker Score Report
IELTS (One Skill Retake not accepted, Indicator accepted)	IELTS Test Report Form
TOEIC (TOEIC-IP score not accepted), United Nations Association's Test of English (UNATE), Test in Practical English Proficiency (EIKEN)	Certificate (PDF)

Submission procedure

1. Select test scores/results in the appropriate field of TAO.
2. Upload the certificate provided by the testing agency.
3. Once accepted for enrollment, arrange for the testing agencies to send your official TOEFL or IELTS scores directly to Keio University. For other tests, send original or certified copies of the certificates by post.

Notes for applicants whose first language is English or whose high school uses English as the language of instruction

You are not required to submit results of any of the tests listed above. However, please indicate this qualification by clicking the designated button on TAO. Please also note that your application documents (e.g., academic transcripts, school profile) must indicate that English is used as the main language of instruction at the high school.

NOTES:

1. Scores that are not entered on TAO will not be accepted as part of your application. Make sure there is nothing omitted.
2. Results of other tests may be accepted; however, you should contact the Admissions Office at least one month before the start of the application period to confirm that they will be accepted.
3. There is no minimum band score requirement, and the average score of successful applicants will not be announced.
4. Duolingo scores will not be accepted unless the test certificate is certified by your high school.

L Standardized Test Scores

Keio University recognizes that some applicants may find it difficult to take standardized tests, because of varying academic calendars and the availability of test dates and locations. Therefore, **submission of standardized test scores or certificates is not an absolute requirement for application; however, it is strongly encouraged**, as it helps us fairly evaluate applications. Below are examples of tests you might consider taking and how you can submit your score and certificate. You are also welcome to submit your score on a test not listed here. Please note that submission is required if you graduated or will graduate from a school in Japan where Japanese is the language of instruction.

Standardized test		Who uploads what
SAT		Applicant; SAT Score Report
ACT		Applicant; ACT Student Report
International Baccalaureate (IB)	Final	Applicant; Official transcript of grades from the IBDP
	Predicted	Applicant's high school; IB predicted grades
GCE A-Level/ International A-Level	Final	Applicant; Official certificate or statement of results for GCE / International A-Level
	Predicted	Applicant's high school; Predicted grades for GCE/ International A-Level
Examination for Japanese University Admission for International Students (EJU), <China> National Higher Education Entrance Examination (GAOKAO), <Hong Kong> Hong Kong Diploma of Secondary Education Examination (HKDSE), <France> Baccalauréat or Option Internationale du Baccalauréat (OIB), <Germany> Abitur, <Korea> College Scholastic Ability Test (CSAT), <Malaysia> Sijil Tinggi Persekolahan Malaysia (STPM), <New Zealand> Record of Achievement certifying your achievement in Level 3 of the National Certificate of Educational Achievement (NCEA), <Singapore> Singapore GCE A-Levels, <Taiwan> General Scholastic Ability Test (GSAT) or Department Required Test, <Thailand> Ordinary National Educational Test (O-NET), General Aptitude Test (GAT), Professional and Academic Aptitude Test (PAT)		Applicant; Certificate (PDF)

Submission procedure

1. Enter your score.

SAT, ACT, IB, or A-Level/Int'l A-Level: Enter your score on TAO.

Other standardized tests: Enter the name of the test and your total score out of the full marks. For tests with non-numeric scoring, be concise and to the point when describing your evaluation.

2. Upload the certificate(s) provided by the testing agencies.

3. Once accepted for enrollment, arrange for the testing agencies to send your official SAT, ACT or IBDP score directly to Keio University. For other tests (except for the IB predicted grades), send original or certified copies of the certificates by post.

NOTES:

1. Scores that are not entered on TAO will not be accepted as part of your application. Make sure there is nothing omitted.
2. If submitting documents in a language other than English or Japanese, please submit an English or Japanese translation certified by your high school, an embassy, or a relevant official body.
3. There is no minimum band score requirement, and the average score of successful applicants will not be announced.
4. SAT, ACT, and IBDP tests must be taken within two years of the application deadline.

STEP 4: Complete Your Application

1. TAO (Application Portal): <https://admissions-office.net/en/portal>

Application period: **11:00 a.m., Tuesday, December 8, 2026 – 3:00 p.m., Friday, January 22, 2027 (JST)**

- (1) Create an account on TAO via the link: https://admissions-office.net/ja/applicant/sign_up
Make sure that your language setting is English.
 - The email address you register on TAO will be used for application and enrollment communications, so enter an address you will continue to use after graduating from high school.
 - Keep a note of your Login ID and password as you will need them again in the future.
 - After entering the required information and creating an account, a registration confirmation email will be sent to the email address you registered. Click “Complete your registration” in the email.
- (2) Access the link: <https://admissions-office.net/en/applicant/universities>
Click “Keio University” -> “Faculty of Policy Management & Faculty of Environment and Information Studies” -> “GIGA”, then fill in the application.
- (3) Fill out all the fields, submit all the required materials, and pay the application fee on TAO by following the on-screen instructions.
- (4) Complete your application by clicking the “content confirmation” button. Make sure to confirm that your application status has changed to “Application Completed.”

The screenshots illustrate the final steps of the application process:

- Screenshot 1:** The 'Application in progress' screen. A red box highlights the 'content confirmation' button at the bottom left.
- Screenshot 2:** The 'Application completed' screen. A red box highlights the 'Application completed' status at the top.
- Screenshot 3:** A confirmation dialog titled 'Complete my application'. A red box highlights the 'Complete my application' button.
- Screenshot 4:** The final confirmation screen with a 'Yes' button highlighted by a red box.

2. Application Fee

(1) Payment must be made between **11:00 a.m., Tuesday, December 8, 2026 and 3:00 p.m., Friday, January 22, 2027 (JST)**

(2) The application fee is 35,000 JPY.

(3) Payment

Applicants are required to pay an application fee of JPY 35,000 through TAO by credit card (additional payment options are available for domestic payments within Japan). Be sure to follow the on-screen instructions, and complete the payment before you submit your application.

(4) Refunds

The application fee is not refundable except under special circumstances. Further information is provided in the refund request form: https://www.sfc.keio.ac.jp/en/docs/giga_refundforms.pdf

To request a refund, you must submit the form no later than February 24, 2027.

STEP 5: Confirm Your Examinee Number on TAO

Approximately three weeks prior to the announcement of results, an examinee number, consisting of a six-digit number and an alphabet character, will be assigned to your application. This number indicates that your application has been officially accepted and is currently under review.

To confirm your examinee number, log in to TAO, click “Applications” on the top menu bar, select the relevant application, and then click “View my screening results.”

If you are unable to confirm your examinee number despite having completed your application successfully, please contact the Admissions Office immediately.

STEP 6: Check Your Results

Screening results will be posted on TAO at 11:00 a.m. on March 12, 2027(JST). To check your results, follow the same procedure used for confirming your examinee number. Results are released exclusively on TAO; the university cannot answer any inquiries regarding individual results or reasons for decisions via phone, fax, email, or in person.

6. Enrollment Process

STEP 7: Complete Your Enrollment Registration

1. Procedures for Enrollment Registration

You can complete your enrollment registration by carrying out the four steps below during the designated periods. Further details will be provided to successful applicants via TAO upon the announcement of results. September enrollees will carry out the procedure in English, and April enrollees in Japanese.

STEP 1: Pay the academic fees and expenses.

STEP 2: Submit documents for verification, and apply for a visa if required.

STEP 3: Complete online enrollment registration in the Enrollment System.

STEP 4: Submit enrollment registration documents by post (see p.21 for details).

Enrollment	Deadline			
	STEP 1	STEP 2	STEP 3	STEP 4
	Fee payment	Document submission for verification	Online enrollment registration	Document submission by post for enrollment registration
September 2027	April 1 – May 7, 2027*	May 11, 2027	May 28 – July 15, 2027*	July 26, 2027*
April 2028	Mid-January, 2028*	May 11, 2027	Mid-January, 2028*	Mid-January, 2028*

*The schedule is subject to change.

<Mailing Address>

Send your documents to:

Winter AO (Admissions for the GIGA Program)

Admissions Office, Keio University Shonan Fujisawa Campus

5322 Endo, Fujisawa-shi, Kanagawa 252-0882, JAPAN

Phone: +81 466-49-3407

2. Required Documents

For STEP 2

Original documents for verification

Enrolling students must submit original or certified copies of documents H through L in the list below (and on page 11) for verification. Failure to do so by the designated deadline will disqualify you from consideration for admission. Discrepancies between uploaded and original documents may also result in your admission being revoked.

	Document	What to submit and how to submit
H	Certificate of High School Graduation (or letter verifying graduation timeline)	If uploaded by the applicant, send original or certified copies by post. (not required if uploaded by the school)
I	Academic Transcripts	
J	School Profile	
K	Certificate of English Proficiency Test Result	<u>TOEFL, IELTS, SAT, ACT and IBDP Scores</u> Arrange for the testing agencies to send your official scores directly to Keio University. (You do not need to resend scores that Keio already received at the time of application.) Institution Codes: TOEFL (0773: Undergraduate Organization), SAT (0773), ACT (7048) <u>Others (except for IB predicted grades and A-Level/Int'l A-Level predicted grades)</u> Send original or a certified copy* of the certificate by post. *A certified copy is a photocopy of an original document that has been stamped or endorsed by the issuing school.
L	Standardized Test Scores	

NOTES:

Please use a means of delivery that provides a tracking service if mailing from overseas (e.g., EMS, DHL, FedEx), and simple registered mail (簡易書留) if mailing from within Japan. You can use the tracking code to confirm that your documents arrive at the Admissions Office on time. We cannot answer if we have received them.

For STEP 4**Your high school graduation diploma and final transcript (if applicable)**

Further details will be provided in the Enrollment Registration Guide.

3. Academic Fees and Expenses

Academic fees and expenses for September 2027 enrollment will be finalized in late November 2026. For your reference, the table below shows the fees and expenses for April 2026 enrollment.

	1st Semester of Enrollment	2nd Semester of Enrollment	Annual Total
Admission Fee*	200,000	0	200,000
Academic fees and expenses	790,725	790,625	1,581,350
Total	990,725	790,625	1,781,350

*A one-time fee that you pay at the time of enrollment

(Unit: JPY)

NOTES:

These fees and expenses are not refundable; however, academic fees (excluding admission fee) may be refundable if the applicant makes a request to withdraw from the university in accordance with the procedures specified by the university. See the Enrollment Registration Guide for further details.

7. Appendix**Admissions Statistics**

Year of Enrollment	Faculty of Policy Management		Faculty of Environment and Information Studies	
	Number of Applicants	Number of Successful Applicants	Number of Applicants	Number of Successful Applicants
2021	165	43	205	38
2022	114	48	157	55
2023	118	58	136	52
2024	157	61	170	50
2025	249	82	277	57
2026	318	60	322	87

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 and completing admissions procedures, 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 results; 2) carrying out selection, communication, and procedures for matters concerning scholarships; 3) admission procedures; 4) administration, correspondence, and procedures relating to academic affairs, including academic activities to which the student contributes; 5) administration, correspondence, and procedures relating to general student life; 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 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. Exceptions may be made to sharing 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 Privacy Policy

<https://www.keio.ac.jp/en/privacy-policy/>

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. For details, procedures, and application forms, please visit the undergraduate admissions website (Japanese language only):

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

Phone Inquiries: +81 466-49-3407 (Admissions Office, Keio University Shonan Fujisawa Campus)